

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

3rd August 2023

Sir/Madam

You are hereby summoned to attend an **ORDINARY Meeting of the Authority** to be held in the Boardroom at **HAWTHORN VILLA, 79 MAIN ROAD, ONCHAN** to transact the undernoted business on:

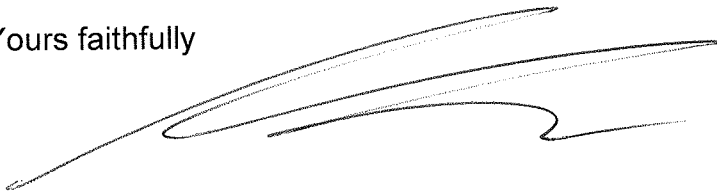
Monday 7th August 2023

7:00 pm - Board Meeting

which will be followed by a meeting of the Board sitting **IN COMMITTEE**. Items on this agenda marked **(P)** will be considered in private, and correspondence is circulated separately.

Please note that the minutes referred to in the agenda have yet to be confirmed by the Authority as a true and correct record of proceedings at the various meetings, and will be published after ratification.

Yours faithfully



**R PHILLIPS
CHIEF EXECUTIVE/CLERK**

AGENDA

The order of business at every meeting of the authority shall be in accordance with that laid down in Standing Order No. 24 unless varied by the Chairman at his discretion (with the exception of items 1, 2, 3 or 4 which cannot be varied) or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

1. To choose a person to preside if the Chair and Vice-Chair be absent.

None.

2. To deal with any business required by statute to be done before any other business.

None.

3. To approve as a correct record and sign the Minutes of the:-

3.1 Minutes of the Ordinary Meeting held on Monday 24th July 2023 (Appendix 3.1)

3.2 (P) Staff Minutes of the Ordinary Meeting held on Monday 24th July 2023 (Appendix 3.2)

4. To dispose of any relevant business arising from such minutes if not referred to in the Minutes of any Special Committee:-

None.

5. To dispose of any relevant business adjourned from a previous meeting:-

None.

6. To deal with any business expressly required by statute to be done:-

None.

7. To consider any planning decisions/communications from the Department of Infrastructure Planning Committee:-

7.1 Plans for Consideration

(Appendix 7.1)

	PA Reference	Applicant/Address	Return Date
(a)	PA23/00801/CON	Mr J Smith - 27 Governors Road	11 th August 2023
(b)	PA23/00802/GB	Mr J Smith - 27 Governors Road	11 th August 2023
(c)	PA23/00826/B	Mr M J Spencer - 4 Birch Hill Avenue	11 th August 2023
(d)	PA23/00844/B	Mr & Mrs Millar - 1 Heywood Way	25 th August 2023
(e)	PA23/00733/B	Mrs Qing Zhang Hou - 127 King Edward Road	15 th August 2023

8. Finance and General Purposes:-

- 8.1 (P) Draft Financial Statements for the Year Ended 31st March 2023 (Appendix 8.1)

9. Consideration of any Reports from the Clerk or other Officer:-

- 9.1 Proposed Overnight/Weekend Parking Restrictions (CEO to Report)

10. Consideration of any relevant correspondence (already circulated unless indicated):-

- 10.1 Port St Mary Commissioners – Civic Sunday (Appendix 10.1)
 10.2 Emergency Planning and Civil Defence Unit (Appendix 10.2)

11. To answer any questions asked under Standing Order 34:-

To be confirmed.

12. To answer any Motions in the order in which notice has been received:-

None.

13. Environmental and Technical Services:-

None.

14. Housing Matters:-

- 14.1 2024/25 Annual Public Sector Housing Rental Setting (Appendix 14.1)
 14.2 (P) Quarterly Standards of Performance Data (Appendix 14.2)

15. Chair's Announcements:-**Dates for Diary**

Date	Organisation	Event	Time
5 th August 2023	Breast Cancer Now	Coffee Morning – Onchan Parish Hall	10:30 am to 12:30 pm
7 th August 2023	Onchan District Commissioners	Board Meeting	7:00 pm
19 th August 2023	St Peter's Church	Fizzy Afternoon Tea – St Peter's Church	2:00 pm
21 st August 2023	Onchan District Commissioners	Board Meeting	7:00 pm

16. Any other URGENT business as authorised by the Chair for consideration:

PLANS LIST

Board Meeting to be held on 7th August 2023

The Lead Member of Environmental and Technical Services and the District Surveyor have viewed the application and recommend the following:-

Planning Application	Applicant/Address	Description
PA23/00801/CON Return Date 11/08/23	Mr J. Smith 27 Governors Road	Registered Building Consent for installation of replacement windows to the front, side and rear elevation, installation of replacement to rear door (in association with PA 23/00802/GB) Registered Building Nos. 129.
	Recommendation - Approve	
PA23/00802/GB Return Date 11/08/23	Mr J. Smith 27 Governors Road	Installation of replacement windows to front, side and rear elevation, installation of replacement to rear door (in association with PA 23/00801/CON).
	Recommendation – Approve	
PA23/00826/B Return Date 11/08/23	Mr M.J. Spencer 4 Birch Hill Avenue	Ground floor extension and alterations.
	Recommendation – Approve	
PA23/00844/B Return Date 25/08/23	Mr & Mrs Millar 1 Heywood Way	Conversion of existing garage to create additional ancillary living accommodation.
	Recommendation – Approve	
PA23/00733/B Return Date 15/08/23	Mrs Qing Zhang Hou 127 King Edward Road	Proposed window to north elevation, two flat roof lights, re-roof, new parking area with new roller gates to entrance, removal of one palm tree. (amended plans)
	Recommendation – No further comment (ODC original recommendation was approve)	

Alyson Crellin

From: Admin
Subject: FW: Civic Service invite

From: [REDACTED]
Sent: 24 July 2023 15:47
Subject: Civic Service invite

You don't often get email from [REDACTED]. [Learn why this is important](#)

Dear Chairman

I am writing to advise that the Port St Mary Commissioners Civic Sunday Church Service is to take place at 10.30am on 10th September 2023 at Mt Tabor Church, Port St Mary.

Formal invitations to Chairmen, setting out further details, will be sent out nearer the date, but it is hoped that this advance notice will assist in allowing your Chairman to diarise the event amongst their other commitments.

Yours sincerely

[REDACTED]
Administrative Assistant
Port St Mary Commissioners Office
Town Hall
The Promenade
Port St Mary
Isle of Man IM9 5DA
[REDACTED]

Alyson Crellin

From: Admin
To: Admin
Subject: Use of Onchan Commissioners Buildings

From: [REDACTED]
Sent: 01 August 2023 09:20
To: [REDACTED]
Subject: Use of Onchan Commissioners Buildings

You don't often get email from [REDACTED] [Learn why this is important](#)
Good morning,

I am currently updating the list of buildings we have around the Island which are suitable to use as a rest centre if we ever needed to evacuate members of the public to a safe location.

Would it be possible to arrange a meeting with someone at the Commissioners to discuss the use of your community centre in the rare event we would need to do this please?

It would also be useful if you could help identify any other suitable venues which may be in Onchan.

I look forward to hearing back from you.

Regards,

[REDACTED]

[REDACTED]
Emergency Planning Officer
Emergency Planning and Civil Defence Unit
No 1 Drill Hall Cottages
Tromode
Douglas
Isle of Man
IM2 5PA

Telephone: [REDACTED]
Mobile: [REDACTED]

Email: [REDACTED]

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RAAUE: S'preevaadjagh yn chaghteraght post-l shoh chammah's coadanyn erbee currit marish as ta shoh coadit ec y leigh. Cha nhegin diu coipal ny cur eh da peiagh erbee elley ny ymmydey yn chooid t'ayn er aght erbee dyn kied leayr veih'n choyrtagh. Mannagh nee shiu yn enmyssagh kiarit jeh'n phost-l shoh, doll-shiu magh eh, my sailliu, as cur-shiu fys da'n choyrtagh cha leah as oddys shiu.

Cha nel kied currit da failleydagh ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheyynn ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scruit leayr veih Reireyder y Rheyynn ny Boayrd Slattyssagh t'eh bentyn rish.

Andrea Gale

Subject: FW: Annual Public Sector Housing Rental Setting 2024-25
Attachments: 2023 Periodic Rent Consultation FINAL.pdf; 20230726 FINAL Rental Setting 2024-25 Consultation letter v1.0.pdf

From: Smith, Rachel (DOI) <RachelDOI.Smith@gov.im>

Sent: 26 July 2023 14:10

To: [REDACTED]

Subject: Annual Public Sector Housing Rental Setting 2024-25

Dear All

On behalf of the Interim Head of Housing Operations, please find attached correspondence seeking general and sheltered housing providers' views on public sector rent and allowances for the next financial year (2024 - 2025).

The Department also wishes to collate your latest views about periodic rental setting and would like to request that you complete the attached questionnaire and return it with your usual feedback for next year's increase. The collected views will help the Department to determine whether periodic rental setting is something we should continue to develop for future years.

As detailed in the letter, I would be grateful if you could forward your Members' views to me (RachelDOI.Smith@gov.im) by **Friday 15th September 2023**.

Kind regards

[REDACTED]

Business Support Officer (Housing)

Public Estates and Housing Division | Department of Infrastructure | Isle of Man Government | Sea Terminal Building | Douglas | Isle of Man | IM1 2RF
Business Support Section

[REDACTED]

Web: www.gov.im/infrastructure

Social: www.twitter.com/iominfra and www.facebook.com/iominfrastructure

**To Local Housing Authority Clerks
(via email)**

Switchboard: (01624) 686600
Telephone: (01624) 687541
Our Ref: GK/RS
Date: 26/07/2023

Dear All

Rent Setting 2024/25

In accordance with the annual process, the Public Estates and Housing Division would like to receive your formal views on any change to the rental levy and allowances for the 2024/25 financial year.

As was the case last year, costs of service provision continue to rise, making it increasingly difficult to manage capital projects within budget and to carry out cyclical and reactive works to maintain the existing housing stock. In addition to this, residents of public sector housing are still experiencing difficulties with the rising cost of living and rent arrears are still significantly higher than they were before the COVID 19 pandemic.

In line with our usual procedures, please collate your formal view about any change to the rental levy and allowances, considering your organisational needs to continue to provide the required housing service and maintain repayments to existing capital loans and expenditure. Overleaf you will see a range of data that may assist this decision process.

We would also like to request that the enclosed questionnaire about periodic rental setting is completed and returned to us with your rent increase feedback. You will note it is similar to the questionnaire carried out in 2018, the Department would like to know if views regarding periodic rents have changed as this will help to inform decisions on whether changes need to be made to the rent setting process.

Please progress this matter at your next Board or Committee meeting and provide your formal feedback to [REDACTED] via email [REDACTED] no later than Friday 15th September 2023 for collation. As in previous years, your views and supporting evidence will be considered by the Department, alongside other supplementary and economic information, when making its decision.

Yours sincerely



Interim Head of Housing Operations
Public Estates & Housing Division

Department of Infrastructure

Public Estates and Housing Division, Sea Terminal, Douglas, Isle of Man, IM1 2RF
www.gov.im/infrastructure

Additional information

Former rent increases for the last 5 years:

Financial Year	Rent increase
April 2019	2.1%
April 2020	1.9%
April 2021	1.0% (no uplift to allowances, instead, the total sum of the increased rent must be spent on maintenance activities only)
April 2022	2.0%
April 2023	5% (Maintenance allowance increased)

Allowances for 2023/14:

Administration	6.0%
Maintenance	30.0%
Community (OPH)	8.4%

CPI over last 12 months:

22						23					
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
10.8%	10.4%	9.8%	10.1%	7.9%	7.4%	8.0%	9.0%	9.1%	8.5%	7.6%	6.9%

(Source: IOM Inflation Report June 2023, Statistics Isle of Man)

Periodic Rent Questionnaire- supplementary information

The existing rental setting process starts annually in July when the Department writes out, seeking the views of all Local Authorities. Given the number of, and variance, in Board meetings, it is typically October before all feedback is received. The governmental approval process then follows, and it is generally December before Local Authority Boards can be advised of the Minister's decision.

The disadvantages of the current system of the current rent setting system are:

- The consultation has to be carried out much earlier than the increase is applied
- An administratively burdensome and overly bureaucratic process requiring political level approval each year
- Deciding the rent increase on an annual basis limits the opportunity for Local Authorities to plan future capital projects and budgets

The perceived advantages of the changes to the policy are summarised as:

- More ability for financial planning for Local Authorities, increasing autonomy and enabling longer-term resourcing and procurement planning.
- More ability for financial planning for Central Government, reducing the requirement to impress upon the Treasury ongoing revenue and investment requirements for the sector, and likewise, improving capability for forecasting.
- More ability for financial planning for your tenants who will be able make more informed decisions, particularly in relation to borrowing, based upon predefined rules rather than awaiting the outcome of an annual Ministerial decision.

Example: CPI led increases - for a period of 5 years

For each local authority to determine their own rent charges within limits set by Central Government, including a maximum limit linked to CPI. This reflects the current system being used in the UK.

Central Government might intervene to respond to significant and exceptional environmental factors such as the recent cost of living crisis.

Careful consideration would need to be given to how to manage the impact on Housing Deficiency funding.

Department of Infrastructure

Public Estates and Housing Division, 2nd Floor, Markwell House, Market Street, Douglas, Isle of Man, IM1 2RZ
www.gov.im/infrastructure

Periodic rent Questionnaire

Local Authority:

Section 1 – Existing Arrangements	
1. As a housing provider, do you think that the rent increase should continue to be determined annually?	(please answer Yes/No)
2. Only if you answered Yes to question 1, would you like to see any changes to the existing arrangements?	(please comment below, or provide a separate response)
If you answered Yes to question 1, please do not complete the remainder of the questionnaire	
Section 2 – Periodic determination of rent increases	
3. The Department considers that 5 years is an appropriate time for the periodic rental policy as it links to both the term of the Capital Programme and of Fixed Term Tenancy Agreements. Do you agree?	(please answer Yes/No)
4. Only if you answered No to question 3, what period do you think is more appropriate?	(please comment below, or provide a separate response)
Section 3 – Inflation indicators	
5. As per the example, what are your thoughts about using a Consumer Price Index ('CPI') plus 1.5%, in line with the UK provision?	(please answer Yes/No)
6. Only if you answered No to question 5, what other index do you think is more appropriate?	(please comment below, or provide a separate response)
Section 4 – Policy Principle 5 (Reverting to Local Authorities)	
7. The Department considers that a significant advantage of the periodic rental policy is that once the parameters have been agreed, it should be largely self-maintaining and that therefore, unless previously agreed parameters are exceeded there should be no requirement to consult more than to confirm what the changes in the rental levy will be. Do you agree?	(please answer Yes/No)

<p>8. Only if you answered No to question 9, under what terms do you think the Department should consult with Local Authorities if and when a periodic rent setting policy comes into force?</p>	<p>(please comment below, or provide a separate response)</p>
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Any other comments

Returned by On behalf of