

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 7th March 2022 at 7:00 pm

Present: Mr R Turton (Chairman)
Miss K Williams (Vice-Chair)
Mr A Allen (Lead Member for Finance and General Purposes)
Miss Z Lewin (from 7.10 p.m.)
Ms F Logan (Lead Member for Environmental and Technical Services)
Mr D Quirk (Lead Member for Housing)

Apologies: Mr D Crellin

In attendance: Mr R Phillips (Acting Chief Executive/Clerk)
Mrs S Johnson (Finance Manager)
Mrs A Gale (Housing Manager)

C22/03/01/01

TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT

Not necessary.

C22/03/01/02

BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS

None.

C22/03/01/03

MINUTES

1. Ordinary Meeting held on Monday 21st February 2022

The minutes of the Ordinary Meeting held on Monday 21st February 2022, copies of which having previously been circulated, were considered.

(a) C22/02/02/10(5) – Community Orchard

Amend the resolution to read “**RESOLVED that the concept of planting the trees was approved by the Board, and agreement of the site is to be at the discretion of the Acting Chief Executive/Clerk.**”

Subject to the above amendment, it was proposed by Mr Allen, seconded by Mr Quirk, and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chairman.**

Miss Williams did not cast a vote as she was not in attendance at the meeting.

C22/03/01/04

TO DISPOSE OF ANY RELEVANT BUSINESS ARISING FROM SUCH MINUTES

None.

C22/03/01/05

TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C22/03/01/06

TO DEAL WITH ANY BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C22/03/01/07PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE
PLANNING COMMITTEE**1. Plans to the Board**

(a) The following plans were considered by the Board.

(i) PA 22/01256 Mr R Griffiths – 1 Windermere Drive

Members were advised that the planning application is for the widening of access (retrospective) and the creation of additional hardstanding (amended plans).

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 11th March 2022.

After discussion, it was proposed by Ms Logan and seconded by Mr Quirk and unanimously **RESOLVED that PA 01256 – 1 Windermere Drive be recommended for approval.**

(ii) PA 22/00050 Mr & Mrs C Bass – Building adjacent to The Cottage, Ashley Road

Members were advised that the planning application is for alterations and extension, and the creation of 2 residential units with additional use for tourist accommodation.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 25th February 2022.

After Members consideration, it was proposed by Ms Logan and seconded Mr Allen and **RESOLVED that PA 22/00050 – Building adjacent to The Cottage, Ashley Road be recommended for approval.**

(iii) PA 22/00144 Golf & Leisure Limited – King Edward Bay Gold Club

Members were advised that the planning application is for alterations, extension and creation of a café (class 1.3)

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 11th March 2022.

After discussion, it was proposed by Ms Logan and seconded by Mr Quirk and unanimously **RESOLVED that PA 22/00144 – King Edward Bay Gold Club be recommended for approval.**

(iv) PA 22/00155 Mr N Cooper – Stanley House, Second Avenue

Members were advised that the planning application is for the conversion of the building into 5 residential units with associated parking.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 18th March 2022.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and **RESOLVED that PA 22/00155 – Stanley House, Second Avenue be recommended for refusal on the grounds of inadequate parking provision and the negative impact on the neighbouring properties due to highway constraints.**

*For: Messrs Turton, Allen, Quirk, Miss Williams and Miss Lewin
Against: Ms Logan*

(v) PA 22/00166 Mr S M Jagger – 37 Eskdale Road

Members were advised that the planning application is for alterations, extension and widening of the driveway.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- Neighbouring property has been notified;
- No comments had been received from neighbouring properties; and
- The return date for the application is the 18th March 2022.

After discussion, it was agreed that PA 22/00166 – 37 Eskdale Road be deferred to the next Board Meeting to allow time for comments to be received from the public.

(vi) PA 22/00188 Mr B Haslam – 28 Victoria Avenue

Members were advised that the planning application is for the replacement of a garage door, install door to the rear, window to east elevation and window to west elevation of garage (retrospective).

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 18th March 2022.

After Members consideration, it was proposed by Ms Logan and seconded by Mr Quirk and unanimously **RESOLVED that PA 22/00188 – 28 Victoria Avenue be recommended for refusal on**

the grounds that the proposed garage's height and impact of the proposed garage is detrimental to the streetscape of Mount View Road.

C22/03/01/08

FINANCE AND GENERAL PURPOSES

1. 2021/22 Internal Audit

To be considered In Committee.

C22/03/01/09

REPORT FROM THE CLERK OR OTHER OFFICER

1. Dates for the Diary

A copy of the Report of the Events Team dated 28th February 2022, having previously been circulated was considered.

(a) Photograph Competition

Competition launch is Monday 14th March 2022, closing dates for entry will be the 20th December 2022.

Members were advised that members of the public would be asked to forward their photographs monthly, and a winning entry would be selected each month to go forward to the final judging.

Lead Member for Housing advised that Morrison's Photography had offered to judge the final entries and have offered a prize for the winning entry. Thanks were expressed.

(b) Onchan District Gardens Competition

Competition Launch is planned for Friday 1st April 2022, closing dates for entry will be the 31st August 2022.

(c) Easter Egg Hunt

Launch is planned for Saturday 9th April 2022.

(d) Party in the Park

Party in the Park is to be held on Saturday 25th June 2022. Update will be given as the planning proceeds.

(e) Remembrance Day

Remembrance Day – Friday 11th November 2022. Short service at Onchan War Memorial.

Remembrance Sunday – Sunday 13th November 2022.

(f) Christmas 2022

Christmas Lights - Competition launch is Wednesday 1st December 2022.

Night of Light – Wednesday 7th December

In answer to comment, Members were advised that updates would be given as the planning for each event progressed.

2. Civic Sunday

A copy of the report of the Events Team dated 28th February 2022, having previously been circulated, was considered.

After discussion, it was proposed by Mr Turton, seconded by Miss Williams, and unanimously **RESOLVED that:-**

- **Civic Sunday would not be held this year; and**
- **The budget allocation for Civic Sunday would be transferred to the Community Fun Day to provide free bouncy castles and seasonal activities during the fun day.**

3. Annual Crown and Lawn Green Costs

To be considered In Committee.

C22/03/01/10

CONSIDERATION OF ANY RELEVANT CORRESPONDENCE

1. Lezayre Parish Commissioners - Civic Sunday

A copy of the invitation received from Lezayre Parish Commissioners inviting Members for their Civic Sunday to be held on Sunday 13th March 2022 at Kirk Christ Church, Churchtown, Lezayre at 3:00 pm. Members wished to send apologies on this occasion.

2. Friends of Chernobyl – Charity Update

A copy of the newsletter received from the Friends of Chernobyl having previously been circulated was noted with sadness.

3. Friends of Onchan Heritage – Newsletter

A copy of the newsletter received from the Friends of Onchan Heritage detailing the forthcoming events in 2022, having previously been circulated was noted.

A brief discussion was undertaken about the bandstand located in Groudle Glen, and the Acting Chief Executive/Clerk confirmed this was in the ownership of the Department of Food, Environment and Agriculture.

4. Isle of Man Municipal Association

A copy of the correspondence received from the Isle of Man Municipal Association in relation to their meeting of the 24th February 2022 having previously been circulated was noted.

5. Street Traders Licence – Renewal

A copy of the application for renewal of a Street Traders Licence from Manx Whippy Limited, having previously been circulated, was considered.

The Board agreed that the matter be deferred to allow the Acting Chief Executive/Clerk to update the relevant associated paperwork and bring the matter to the next meeting of the Board.

6. Introduction to DEFA Planning and Building Control

A copy of the correspondence dated 1st March 2022, received from the Planning & Building Control Directorate, having previously been circulated, was considered. The correspondence was inviting Members to attend an overview of Planning and Building Control Services

The Board requested the Acting Chief Executive/Clerk to contact the Head of Technical Services and Customer Support to make enquiries regarding the minimum numbers required to organise a separate presentation to be held at Onchan District Commissioners.

C22/03/01/11

TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 34

None.

C22/03/01/12

TO CONSIDER ANY MOTIONS

None.

C22/03/01/13

ENVIRONMENTAL AND TECHNICAL SERVICES

None.

C22/03/01/14

HOUSING MATTERS

1. Housing Update

A copy of the Report of the Housing Manager, dated 28th February 2022, having previously been circulated was considered.

The Housing Manager advised that there were 3 tenants on an uplifted rent since June, which brought the total to 7. In answer to question, the figures for the rent uplift were given in line with the 5-year fixed term tenancy policy.

Members noted that the figures reflected their desire to develop social housing in Onchan. The Acting Chief Executive/Clerk referred to a previous resolution where he had been given permission to investigate any potential sites.

In answer to question from the Lead Member for Finance and General Purposes, the numbers for review in 2022/23 were those who were due for renewal in that year and did not take account of any additional reviews that may be undertaken. The Housing Team were actively moving tenants over to 5-year fixed term tenancies as and where possible. The Housing Manager confirmed that all tenants were on the same clauses and conditions for their tenancies.

The Lead Member for Finance and General Purposes requested that the number of reviews be increased. [ODC 21/03/2022]

C22/03/01/15

CHAIRMAN'S ANNOUNCEMENTS

1. Attendances

2nd March – Junior Commissioners. The Members who had attended advise that it had been very enjoyable. The proposal to the schools were to hold a Junior Commissioners Board Meeting every half term. The Acting Chief Executive/Clerk was requested to circulate the points raised.

The Chairman requested the Acting Chief Executive/Clerk:

- To circulate the points raised within the Junior Commissioners Board Meeting
- To liaise with the schools to release a media statement.

The Acting Chief Executive/Clerk advised that there was a desire from the schools to work more closely with the Authority.

1st March 2022 – Commissioners Surgery, Heywood Court. Issues raised and forwarded to the officers for their attention.

5th March – Commissioners Surgery, The Hub. No attendees.

2. Dates for the Diary

Date	Organisation	Event	Time
7 th March 2022	Onchan District Commissioners	Board Meeting	7:00 pm
21 st March 2022	Onchan District Commissioners	Board Meeting	7:00 pm

C22/03/01/16

ANY OTHER BUSINESS

1. **Douglas Borough Council – Local Government Superannuation Scheme**

The Lead Member for Environment and Technical Services advised that she had been approached by Councillors regarding divestment of pensions from Russian Companies.

The Finance Manager informed that Douglas Borough Council were the administering authority, and Capita was the pension company. Onchan District Commissioners were not in control of the pension scheme, which is audited every year.

2. **Public Toilets – Onchan Stadium**

The Lead Member for Housing raised the poor state of the toilets located in Onchan Stadium.

In answer to question, the Acting Chief Executive/Clerk stated that the toilets were for the use of stadium occupants, and when they have events on members of the public also use the facilities.

The Chairman requested the Acting Chief Executive/Clerk to draw up a scheme and bring back to the next meeting of the Board.

3. **Tennis Courts**

In answer to question, the Acting Chief Executive/Clerk advised that the nets will be put out at the beginning of the season on the upper courts.

Discussion ensued regarding potential uses for the lower tennis courts. These were currently not being used due to tree roots on the apron.

The Chairman commented that if money was to be expended, then the Authority needed to generate the income back.

Members were encouraged to go and have look at the area and feedback to the Acting Chief Executive/Clerk.

The Acting Chief Executive/Clerk added that progress on the redevelopment of Onchan Park needed to be considered.

The Public session of the Meeting ended at 20.25 pm

C22/03/01/17

FINANCE AND GENERAL PURPOSES

1. 2021/22 Internal Audit Report

The following was considered In Committee and transferred to the public domain.

The report of the Finance Manager dated 3rd March 2022, having previously been circulated was considered.

In answer to comment, the Finance Manager advised that the draft document had previously been approved, the only addition was the Management Response.

The Lead Member for Finance and General Purposes stated that the report was an overview.

In answer to comment the Finance Manager stated that:-

- High risk is reviewed yearly
- Medium risk is reviewed every other year
- Low risk is reviewed every third year.

The following amendments were requested:

Deputy Clerk Recruitment – amend wording throughout the document to read “The Board are currently reviewing the need for a Deputy Clerk.

Health and Safety Committee – meet quarterly

C22/03/01/18

REPORT FROM THE CLERK OR OTHER OFFICER

1. Annual Crown and Lawn Green Costs

The following was discussed In Committee and transferred to the public domain.

The report of the Property Maintenance Officer, dated 28th February 2022, having previously been circulated was considered and discussed.

Discussion ensued about the condition of the Lawn Green hut and that the Club were looking for expenditure to replace with a larger hut. Compliments were expressed on the condition of the greens.

The Lead Member for Finance and General Purposes stated that this facility was subsidised by the Onchan residents.

In answer to comment, the Acting Chief Executive/Clerk advised that the Flat Green Bowling Club is not interested in taking on the maintenance of the greens themselves.

In answer to further comment, the Finance Manager cautioned that the budget had been stripped down, and money to fund this replacement would be taken from other areas which may be beneficial to other areas in the District.

It was proposed by Mr Allen, seconded by Ms Logan, and **RESOLVED that the Board have considered the proposal and due to budget constraints at this time, there is no will to spend any further money in this area.**

For: Messrs Turton, Allen, Miss Williams, Ms Logan, and Miss Lewin
Against: Mr Quirk

The Chairman requested that the Acting Chief Executive/Clerk communicate with the Club and suggest other avenues for funding, such as the Manx Lottery Trust.

C22/03/01/19**ANY OTHER URGENT BUSINESS AS AUTHORISED BY THE CHAIRMAN FOR CONSIDERATION****1. Velo Café, Onchan Park**

The Acting Chief Executive/Clerk advised that he had been contacted by the tenant to seek the will of the Board to investigate the installation of a retractable canopy outside the café.

The Acting Chief Executive/Clerk was requested to contact the tenant to advise that the Board would be interested to review the proposals and bring the matter back to the Board for further consideration.

The Chairman commented that the Café had advertised it would be open from 1st April 2022. In answer to comment, the Acting Chief Executive/Clerk advised that plans for the former arcade area would be progressed in due course by the tenant.

2. Pay Kiosk Agreement – Onchan Park

The Acting Chief Executive/Clerk displayed correspondence from the tenant and explained that the running of the pay kiosk had been advertised and an agreement reached. He further advised that alternative arrangements were being investigated for the 2023 season.

C22/03/01/20**SUSPENSION OF STANDING ORDERS**

It was proposed by Mr Allen, seconded by Miss Lewin, and **RESOLVED to suspend Standing Orders to allow for the resolution to be updated regarding the Pay Kiosk Agreement 2022.**

For: Messrs Turton, Allen, Miss Williams, Ms Logan, and Miss Lewin
Against: Mr Quirk

C22/03/01/21**ANY OTHER URGENT BUSINESS AS AUTHORISED BY THE CHAIRMAN FOR CONSIDERATION continued****1. C22/03/01/19(2) – Pay Kiosk Agreement – Onchan Park**

After further discussion, it was proposed by Mr Allen, seconded Miss Williams, and **RESOLVED that the Board reluctantly agree to 10% increase per day. The Acting Chief Executive/Clerk has the discretion to negotiate the final price within the 2022/23 budget parameters.**

For: Messrs Turton, Allen, Miss Williams, Ms Logan, and Miss Lewin
Against: Mr Quirk

3. IOM Municipal Association – Annual Dinner

The Lead Member for Environment and Technical Services advised that it was Onchan's turn to host the annual dinner and had contacted an appropriate venue and was waiting to hear further. An approach had been made to Mr P. Kelly MBE, Captain of the Parish, to be the speaker at dinner. Further details will follow.

The Finance Manager and Housing Manager left the meeting at 9.25 p.m.

C22/03/01/22
STAFFING MATTERS

1. **Staffing Minutes of the Ordinary Meeting of Monday 21st February 2022**

The following was considered In Committee and transferred to the public domain.

The Staff Minutes of the Ordinary Meeting held on Monday 21st February 2022, copies of which having previously been circulated, were considered.

After a discussion, it was proposed by Mr Allen, and seconded by Ms Logan and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chairman.**

2. **Staffing Matter**

See Staff Minute Book

There being no further business the meeting ended at 10.00 pm