



City of Douglas

**COUNCILLOR MRS NATALIE BYRON-TEARE, JP
MAYOR**

City Hall,
Douglas,
9th August, 2024

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL of the CITY OF DOUGLAS to be held on WEDNESDAY, 14th AUGUST, 2024, at 2.30 o'clock in the afternoon, in the COUNCIL CHAMBER within the CITY HALL, DOUGLAS for the transaction of the hereinafter mentioned business.

I am,

Yours faithfully

A handwritten signature in black ink, appearing to read 'Katherine'.

Town Clerk & Chief Executive

Order of Agenda

I - Election of a person to preside (if the Mayor is absent).

II - Any statutory business.

III - Approval as a correct record of the minutes of the last regular and any intermediate Meetings of the Council.

IV - Questions of which Notice has been given by Members of the Council, pursuant to Standing Order No. 39.

V - Consideration of the minutes of proceedings of the Council in Committee.

VI - Consideration of the minutes of proceedings of Committees of the Council in the following order:

- (i) The Executive Committee;
- (ii) The Housing and Property Committee;
- (iii) The Pensions Committee;
- (iv) The Standards Committee;
- (v) The Eastern District Civic Amenity Site Joint Committee;
- (vi) Any other Joint Committee;
- (vii) The Regeneration and Community Committee;
- (viii) The Environmental Services Committee;

VIII - Consideration of such communications or petitions and memorials as the Mayor or Chief Executive may desire to lay before Council.

IX - Notices of Motion submitted by Members of the Council in order of their receipt by the Chief Executive.

X - Any Miscellaneous Business of which Notice has been given pursuant to Standing Orders.

The above Order of Agenda is in accordance with Standing Order No. 16(1); under Standing Order No. 16(2) it may be varied by the Council to give precedence to any business of a special urgency, but such variation shall not displace business under I and II.

AGENDA

III – Chief Executive to read minutes of the Council Meeting held on Wednesday, 10th July, 2024.

VI(i) - The proceedings of the EXECUTIVE COMMITTEE as follows:

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Thursday, 1st August, 2024.

Members Present: Councillor Mrs C.L. Wells (Chair), the Mayor, Mr Councillor A.J. Bentley (*via remote access*), Mr Councillor I.J.G. Clague, Mr Councillor D.R. Watson (from 2.10pm), Mr Councillor F. Horning.

In Attendance: Chief Executive (Miss K.J. Rice), Director of Housing and Property (Mr D. Looney), Assistant Chief Officer (Income) (Mrs C. Pulman), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Assistant Chief Officer (Democratic Services) (Mrs L. Radcliffe) (Clauses A8 & A9), Head of Digital and Information Services (Mr D. Yates) (Clause A16), Executive Officer (Mrs J.M. Keig) (taking minutes).

REPORT

PART A –

Matters within the scope of the Executive Committee's delegated authority

A1. Apologies for Absence

Apologies for absence were submitted on behalf of the Director of Finance (Mr A.J.T. Boyd), and the Director of Environment and Regeneration (Mrs D. Eynon).

A2. Declarations of Interest

There were no declarations of interest.

A3. Minutes

The minutes of the meeting held on Thursday 27th June 2024 were approved and signed.

A4. Matters Arising from Previous Minutes

There were no matters arising from the public minutes.

A5. Referrals from the Environmental Services Committee

The Committee considered the following referrals from the minutes of the Environmental Services Committee meeting held on Monday 15th July 2024:

Clause B10 – Renewal of Keep Britain Tidy (KBT) Membership in 2024 / 2025: the Committee had considered a report by the Senior Engineering and Waste Services Manager in relation to the Council's Exemplar Membership of KBT, which was due to expire at the end July 2024. The proposal was to renew on the same basis, in order to ensure that the Council still had access to the level of benefits available from the Exemplar Membership for the following twelve months. The benefits were used extensively by the both the Waste Services Team and the Community and Enforcement Team.

The budget for Membership Subscriptions in Street Cleansing (SW230) stood at £1,110, with the cost of the Exemplar Membership being £4,495, i.e., £3,885 greater. Having been advised that the KBT membership was no longer budgeted for on an annual basis in order to make savings, the Executive Committee suggested that it should be reinstated on the basis that the funding would not then have to be met from the General Revenue Reserve.

Resolved, "(i) That particulars of the referral be noted on the minutes;

- (ii) That the resolution of the Environmental Services Committee – for the Council to pursue Exemplar Membership of Keep Britain Tidy for 2024 / 2025 – be endorsed;
- (iii) That funding in the sum of £3,885 be approved from the General Revenue Reserve for the unbudgeted costs accordingly; and
- (iv) That it be recommended to the Environmental Services Committee that in future years, the Keep Britain Tidy membership be included in the Membership Subscriptions budget."

Clause B11 – Recycling Boxes Policy: the Committee had considered a report by the Senior Engineering and Waste Services Manager seeking a review of the current policy in respect of kerbside recycling boxes and putting forward a proposal to introduce a new policy for material separation, based on four separate containers for households. Following lengthy discussion, the recommendation to adopt the proposed new policy had fallen, although it had been agreed that it should be reconsidered at a later date.

In the meantime, however, it had been agreed that a promotional video, to educate on recycling practices and highlight the issues faced by the recycling crews, should be commissioned. On occasions, crews were faced by recycling receptacles containing heavy contamination – this was multiple items that were clearly not recyclable. It was proposed that such containers be rejected where the material was not presented in accordance with the policy (as defined within the report); and that the household should receive a notice card outlining how the material should be presented or why it was rejected.

Resolved, “(i) That particulars of the referral be noted on the minutes;

- (ii) That the resolution of the Environmental Services Committee – to commission a communication campaign using multiple channels (including promotional video) at an estimated cost of £2,000 - be endorsed;
- (iii) That the costs associated with the communication campaign be funded from the General Revenue Reserve; and
- (iv) That the further resolution of the Environmental Services Committee – to introduce a policy of not collecting boxes containing hazardous items or those boxes that were heavily contaminated, and notifying the household why – also be endorsed.”

A6. Referrals from the Regeneration and Community Committee

The Committee considered the following referral from the minutes of the Regeneration and Community Committee meeting held on Tuesday 16th July 2024:

Clause B1 – Library Rebranding: the Committee had considered a report by the City Librarian on a proposed rebranding of the Henry Bloom Noble Library to ‘Douglas City Library.’ The proposal had come forward following the Council being awarded City Status in 2022 and, while Members were supportive of the rebranding, concerns had been raised about the associated costs, which related to the exterior signage and window vinyl. However, it had been noted that these were nearing end-of-life and would require replacement imminently, and the rebranding proposal had come forward at this time to coincide with the signage replacement.

The Executive Committee noted the decision of the former Policy and Resources Committee to rename the then-Borough Library as the ‘Henry Bloom Noble Library’ and the background leading to it in 2002. At the time, the Isle of Man Arts Council had undertaken research into the possible commissioning of a statue of Henry Bloom Noble, a local benefactor. The then-Committee had noted the cost, but agreed that the statue be not proceeded with, as the money could be better used elsewhere and, instead, it had been decided that the Library (which had just been relocated to Victoria Street) be named after him.

Resolved, “(i) That particulars of the referral be noted on the minutes;

- (ii) That the Regeneration and Community Committee’s proposal that the Henry Bloom Noble Library be renamed as the ‘Douglas City Library’ be approved; and
- (iii) That the funding source for the Library rebranding signage (in the sum of between £7,470 to £9,155) be by way of a virement of £3,000 from Service Code SP200 (Income Services) and £3,000 from Service Code SP350 (Property Maintenance), with the remaining amount to come from the Library Budget.”

A7. Referrals from the Housing and Property Committee

There were no referrals from the minutes of the Housing and Property Committee meeting held on Wednesday 17th July 2024.

A8. Consultation Document – Permitted Development Review

The Committee considered a written report by the Assistant Chief Officer (Democratic Services) in relation to a consultation document issued under Section 68 of the Local Government Act 1985.

As part of the Built Environment Reform Programme, the Cabinet Office was seeking feedback on proposed changes to some of the legislation (Permitted Development Orders) that set out what could be done without the need for a planning application. It was proposed, by expanding the works that could be undertaken without needing a planning application, that finite government resources could be redirected towards dealing with those proposals which most needed the scrutiny afforded by the planning process.

Furthermore, those wishing to invest in property improvements would be able to do so more easily, which would be of benefit to both property owners and the wider construction industry.

It was noted that the consultation was scheduled to close on 2nd September 2024, and that the Council's Working Group had discussed and agreed the proposed responses prepared by officers.

Resolved, "(i) That particulars of the report be noted on the minutes; and

(ii) That the responses (as appended to the report) be approved for submission as the Council's response, subject to the following amendments:

Question 1 – that the comment relating to the proposed amendments to the Town and Country Planning (Permitted Development) Order 2012, 14B (Porches), and 14C (Roofs and Dormers), be removed from the response;

Question 3 – that the comment relating to the Town and Country Planning (Permitted Development) Order 2024, Part Two, Item 15 General Conditions, be removed from the response;

Question 3 – that the comment relating to the Town and Country Planning (Permitted Development) (Temporary Use or Development) (Amendment) inclusion of a time limitation for customers, be amended to read 'between the hours of 23:00 and 07:00'."

A9. Chief Executive's Department's Service Plan Performance Report

The Committee considered a written report by the Chief Executive providing an update on performance compared against measures outlined in the Chief Executive's Department's Service Plans for 2022 - 2024.

Following the Council's adoption of a new Corporate Plan for the years 2022 – 2026, each Service had its own Service Plan to run for the financial years 2022 – 2024 and 2024 – 2026.

Service Plans were an important part of the process to ensure that performance and standards were addressed and delivered, and Members accordingly noted the actions from the Service Plans, together with an update on performance as at the end of June 2024.

Resolved, "(i) That particulars of the report be noted on the minutes; and

(ii) That the progress against planned actions and performance indicators also be noted."

A10. Monthly Financial Review – June 2024

The Committee considered a written report by the Director of Finance setting out details of progress made against Key Performance Indicators for Finance, and other related key financial monitoring information.

The monthly report was required to monitor progress against the Finance Department's Service Plan actions and to meet objectives set out in the 2022 – 2026 Corporate Plan.

Resolved, "That particulars of the report be noted on the minutes, including in particular:-

- The rates collection figure of 65.2% for the full rates discount period, which compared well with the figure of 61.4% for the previous year's equivalent."

A11. Treasury Management Outturn Report 2023 / 2024

The Committee considered a written report by the Assistant Chief Officer (Income) setting out details on treasury management.

The outturn report was a key aspect of delivering the Council's Treasury Management Strategy. It summarised treasury management activities undertaken in respect of long-term loans and short-term investments; and outlined information in relation to the Prudential Indicators for 2023 / 2024 in respect of affordability.

The indicator for prudence was that net external borrowing would not exceed the capital financing requirement, and it was noted that all Prudential Indicators were within Plan for 2023 / 2024. It was also confirmed that the indicator for treasury management - the CIPFA Treasury Management Code of Practice and Cross-Sectoral Guidance Notes - had been complied with and adhered to for all treasury management activities.

Members were also advised that the Treasury Department of the Isle of Man Government had written to HSBC requesting an extension of the Local Authority Borrowing Scheme until 27th July 2027, thus giving a further year of certainty to the Agreement.

Resolved, "(i) That particulars of the report be noted on the minutes, including in particular -

- The achievement of the Prudential Indicators for affordability, prudence, and treasury management; and
- The Isle of Man Treasury’s intention to extend the Local Authorities’ Long Term Agreement with HSBC for one further year until 27th July 2027.”

A12. Urgent Business Procedure – Purchase of Equipment (Parks Service)

The Committee considered a written report by the Head of Fleet Services and Stores on the use of the Council’s Urgent Business Procedure under Standing Order 125.

The Leader of the Council and the Chair of the Regeneration and Community Committee had approved a recommendation to purchase an extra set of cutting units for the ‘Jacobsen 305’ fairways mower (P429) in the Parks Service. Due to a minimum lead-in time of fourteen weeks from order to delivery, it was important that the purchase process was begun without delay to prevent any machinery downtime and subsequent negative effect on service delivery.

As specialised equipment, the purchase was limited to specific Jacobsen suppliers, and the Leader and the Chair had additionally approved an exemption from Standing Orders under the aegis of Standing Order 146, ‘Exemptions from Tendering Requirements’.

Resolved, “(i) That particulars of the report be noted on the minutes;

- (ii) That the resolution under the Urgent Business Procedure – to approve the use of the Plant and Renewals Fund to purchase five Jacobsen cutting units in the sum of £22,000 - be endorsed; and
- (iii) That the decision of the Leader and the Chair of the Regeneration and Community Committee to approve the exemption from Standing Orders (under Standing Order 146, ‘Exemptions from Tendering Requirements’) also be endorsed.”

A13. Urgent Replacement of Equipment (Bandit 90 Woodchipper) - Parks Service

The Committee considered a written report by the Head of Fleet Services and Stores on the requirement to urgently replace the Bandit 90 Woodchipper (P118) used by the Parks Service.

The woodchipper was a vital piece of equipment for the Parks Service but it was now no longer serviceable due to the unavailability of manufacturer’s parts. The parts necessary to ensure the operator could work safely were obsolete, and the woodchipper was considered irreparable as the essential safety-related repairs could not be undertaken.

The Council was responsible for maintaining and removing fallen trees on public land, including parks, streets, and other Council-owned areas of Douglas, and the woodchipper was used by the Parks Service to manage both planned and reactive tree waste throughout the City. It was therefore essential for the Council to own such a piece of equipment, rather than to hire it, to ensure the continuation of tree management. As its replacement could not be delayed until the scheduled Vehicle and Plant Renewal Report was put before the Committee in October, approval for the urgent replacement of the woodchipper was therefore sought.

Resolved, “(i) That particulars of the report be noted on the minutes; and

- (ii) That approval be given for funding from the Plant Renewals Fund to purchase one replacement woodchipper at an outright approximate purchase cost of £45,000.”

A14. Fleet Services – Disposal of Equipment

The Committee considered a written report by the Head of Fleet Services and Stores detailing a number of small used pieces of plant and equipment (including mowers, hose fittings, and trailers) that had been sold in the first quarter of the 2024 / 2025 financial year in accordance with Standing Order 161, ‘Disposal of Surplus Property, Materials, etc’.

Resolved, “(i) That particulars of the report be noted on the minutes; and

- (ii) That the Schedule of Vehicles and Plant sold, and the income achieved at auction in the sum of £2,850 excluding VAT and less auctioneer commission in the sum of £142.50, giving net income on the day of £2,707.50 also be noted.”

A15. Douglas Promenade – Designs for Marine Gardens No.4 and No.5; and the Queen’s Promenade Gardens

The Committee considered a written report by the Assistant Chief Officer (Regeneration) presenting the results of a recent public and stakeholder consultation exercise in relation to design concepts for Marine Gardens No.4 and No.5 and the Queen’s Promenade Gardens; and seeking agreement to proceed with developing the design proposals.

Members recalled that in March 2024, ERZ Studio (in conjunction with Timberplay), had been approved to prepare designs. Their approach had been to present three different concept ideas for each of the three sites and to seek feedback. In total, 314 responses to the consultation had been received and, with the agreement of the Committee, ERZ intended to take the following concept ideas forward and to work them up into initial designs for a second phase of consultation in September 2024:

Marine Garden No.4: a mix of sculpture play and object play;

Marine Garden No.5: linear play; and

Queen's Promenade Garden: a blend of three concept ideas (a beach-themed garden; a maritime-themed garden; and a dune-themed garden).

Members noted particularly that the concept drawings for Marine Garden No.4 included alternative approaches in respect of the existing food kiosk, with three alternative suggestions now put forward for consideration.

If the proposed direction of the scheme was supported by the Committee, it was the intention of ERZ to work up the concept ideas into initial designs for a second phase of consultation in early September 2024, with feedback being presented to the Committee at its September 2024 meeting. The design team would then progress detailed designs, which it was anticipated would be ready for consideration at the Committee's November 2024 meeting. Members requested that sufficient time be afforded for the consultation process, with all channels of communication being used, including social media.

The proposed projects were aimed at improving the appeal of the Promenade Gardens for all users. While garden No.5 and the Queen's Promenade Garden would see most changes to their current layout, Marine Gardens No.1, No.2, No.3, and No.6 would still provide quiet seating areas (Marine Garden No.4 having for a number of years already been laid out as a children's play area).

It was noted that Section 25 petition approval; planning consent; and building control consent would all be required in advance of delivery of the scheme.

Resolved, "(i) That particulars of the report be noted on the minutes, including the results of the public and stakeholder consultation exercise as appended to the report;

- (ii) That approval be given for ERZ Studio to develop design concepts as summarised in the updated brief appended to the report; and
- (iii) That approval be given for officers to explore two variations of the design concept for Marine Garden No.4 – one to include the existing kiosk, and one that did not include the existing kiosk but showed alternative options for the provision of hospitality services (to include planning and financial viability of the alternative)."

A16. CCTV Performance Report

The Committee considered a written report by the Head of Digital and Information Services setting out the six-monthly update in relation to CCTV usage, enhancements, and changes for the period 1st January to 30th June 2024.

Intelligence provided by CCTV was used for the prevention of crime; and also used as evidence in cases. The information contained within the report could be subject to court proceedings, and therefore had to remain private. It was also noted that it was not possible to report on the final outcome of cases, due to the confidential legal nature of the court procedure.

Resolved, "(i) That particulars of the report be noted on the minutes; and

- (ii) That the progress report for 1st January to 30th June 2024 be accepted, and that the Council's on-going commitment to the use of CCTV be supported."

A17. Isle of Man Municipal Association

The Committee had been circulated with a number of documents received from the Isle of Man Municipal Association.

Resolved, "That particulars of the documents be noted on the minutes."

A18. Items for Future Report

The Committee considered a written report by the Chief Executive identifying those issues on which further reports had been requested or which were outstanding, so that Members and officers were aware of them and could monitor progress.

Resolved, "That particulars of the report be noted on the minutes and that it be considered and monitored at each meeting of the Executive Committee."

A19. **Time and Date of Next Meeting**

The time and date of the next meeting was confirmed as 2.00pm on Thursday 26th September 2024.

The Committee rose at 4.40pm.

(ii) - The proceedings of the HOUSING AND PROPERTY COMMITTEE as follows:

HOUSING AND PROPERTY COMMITTEE

HOUSING AND PROPERTY COMMITTEE – Minutes of Meeting held on Wednesday, 17th July, 2024.

Members Present: Mr Councillor D.R. Watson (Chair), the Mayor, Mr Councillor S.R. Crellin, Councillor Ms J. Thommeny, Mr Councillor P.J. Washington.

In Attendance: Director of Housing and Property (Mr D. Looney), Director of Finance (Mr A.J.T. Boyd), Assistant Chief Officer (Housing and Property) (Mr V. Zivave), Assistant Chief Officer (Democratic Services) (Mrs L. Radcliffe), Housing and Property Operations Manager (Mr J. Chatwood), Assistant Democratic Services Officer (Mrs C. Maddocks).

REPORT

PART A –

Matters delegated to the Committee

A1. Apologies for Absence

No apologies for absence were received.

A2. Declarations of Interest

There were no declarations of interest.

A3. Minutes – 15th May 2024

The minutes of the meeting held on Wednesday, 15th May 2024 were approved and signed.

A4. Matters Arising

No matters were raised as arising from the previous minutes.

A5. Vacant Property Update

The Committee considered the monthly report submitted by the Assistant Housing Manager (Maintenance) to update on the number of vacant social housing properties.

Members were presented with the void properties schedule which showed that as at the end of June 2024, there were thirty-seven vacant properties receiving attention, noting that this equates to 1.48% of the Council's total social housing stock.

Appended to the officer's report was a summary chart showing the number of properties returned in each month, details of the category repair type for each property, together with the number of void properties in each estate.

The Housing and Property Operations Manager advised that as of 17th July 2024, there were thirty-nine vacant properties receiving attention.

The Housing and Property Operations Manager further advised that six properties were due to be allocated and that nine properties had been allocated during the last allocations meeting.

Members were advised that since 1st June 2024, eighteen properties had been returned by tenants.

Resolved, "That particulars of the discussion and the number of void properties be noted on the minutes."

A6. Housing Tenant Handbook

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) seeking approval for the distribution of the newly developed housing tenant handbook.

Appended to the officer's report was the updated version of the housing tenant handbook. The handbook is intended to provide tenants with comprehensive information about the Council's responsibilities, their responsibilities and other services available.

Members reviewed and discussed the proposed updated handbook at length. It was agreed that should members have any suggestions for inclusion in the document, that they be forwarded to the housing department for review before the document is finalised.

It is proposed that the handbook be issued to all new tenants in hard copy upon the commencement of their tenancy, to ensure that they are provided with essential information at the earliest stage of their housing experience.

The Committee's view was sought as to whether existing tenants should receive a hard copy or whether it should be circulated to them by other means, such as a digital copy or printed copy on request.

Members were cognisant that not all tenants had access to digital means and given the importance of the document, it was agreed that the handbook be issued to all existing housing tenants in physical form.

The Housing and Property Operations Manager provided printing and postage costs and it was agreed that in order to save on postage costs, officers explore options for distribution.

Resolved, "That particulars of the report and discussion be noted on the minutes;

- (i) That the updated housing tenant handbook be issued in physical form (print) to all new tenants upon the commencement of their tenancy and all existing tenants; and
- (ii) Officers look at ways to distribute the updated housing tenant handbook to all existing tenants in the most cost-effective way."

A7. Items for Future Consideration

The Committee noted the monthly report and schedule setting out items which will be brought forward for consideration to future meetings.

Resolved, "That particulars of the report and schedule be noted on the minutes."

A8. Date and Time of Next Meeting

Members were advised that the next monthly meeting was scheduled to take place at 10.00am on Wednesday, 18th September 2024.

Resolved, "That the date and time of the next meeting be noted on the minutes."

PART C –

Matters requiring Council approval

C9. Shaw's Brow Car Park – Remedial Cladding Works

The Committee considered a report submitted by the Assistant Property Manager (Assets) to progress with the remedial cladding works to Shaw's Brow Car Park.

Members were reminded that undertaking these works are essential to eradicate health and safety issues with the car park cladding, to improve ongoing repair and maintenance and to ensure that Shaw's Brow car park is usable, and that the life expectancy of the building is extended. It was noted that construction costs for the works had been estimated at £1,520,000.

It was noted that several parking spaces will be affected during the works. However, works will be phased to minimise disruption.

The Assistant Chief Officer (Housing and Property) advised that four contractors had been shortlisted from the Council's select tendering list and following the procurement process, tenders were returned by the closing date of 24th June 2024. The tenders were then circulated to and evaluated by the Council's design team. It is recommended that the tender submitted by Brendan Downey Construction Limited be accepted.

In addition to the tender sum an uplifted contingency, due to the uncertainty of the extent of unforeseen items and provisional sums are to be included for additional repair and maintenance works, items that were value engineered as part of the design process. It was noted that a client risk factor will also be added to minimise the Council's business and projects risks on this scheme.

Appended to the officer's report was the Capital Design Stage I3 report, together with a climate impact assessment of the project.

Members were advised that the programme of works is to be 40-weeks with a target to commence on site before the end of September 2024, subject to both Council and petition approval.

Resolved, "That particulars of the report and discussion be noted on the minutes;

- (i) That the Capital Design Stage I3 report, as appended to the officer's report be approved;
- (ii) That the appointment of Brendan Downey Construction Limited to act as the principal contractor for the remedial works to be undertaken at Shaw's Brow Car Park be approved and that their tender, be accepted;

- (iii) The inclusion of an additional scope of works to be instructed during the contract, at a total anticipated construction cost as detailed in the report be permitted;
- (iv) That the professional fee, for the appointment of the design team to continue from Stage I3 onwards be accepted. The design team appointed is Savage Chadwich Architects; BB Consulting Engineers Limited; Bell Burton Associates, SafetyNet Limited and a Clerk of Works to be confirmed; and
- (v) That the Chief Executive be authorised to submit a petition to the Department of Infrastructure for funding in the sum of £1,676,809.22 being the total capital borrowing required for the project.”

The meeting ended at 11.50am.

(vii) – The proceedings of the REGENERATION AND COMMUNITY COMMITTEE as follows:

REGENERATION AND COMMUNITY COMMITTEE

REGENERATION AND COMMUNITY COMMITTEE – Minutes of Meeting held on Tuesday, 16th July, 2024.

Members Present: Mr Councillor A.J. Bentley (Chair), the Mayor (to 11.05am), Mr Councillor J.E. Skinner, Mr Councillor S.R. Crellin, Mr Councillor F. Schuengel.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Income) (Mrs C. Pulman), Assistant Chief Officer (Democratic Services) (Mrs L. Radcliffe), Democratic Services Officer (Mrs D. Atkinson), The City Librarian, Deputy City Librarian (items A1 and B10).

Mrs H. Summerscales, Mr J. Davis and Ms E. Corlett of Isle of Man Advertising were in attendance for Item B10.

REPORT

PART A –

Matters delegated to the Committee

A1. Henry Bloom Noble Library Service Plan Monitoring – Quarter One 2024/25

The Committee considered a report submitted by the Borough Librarian to update on the performance against measures outlined in the Library Service Plan.

Members noted that a new service plan had been derived for the 2024 to 2026 period. Appended to the report were the actions as outlined in the Library's Service Plan, together with an update on performance as at the first quarter of 2024/25. A red, amber, green, or black status had been applied to each measure. All measures had been applied green (not yet due to start, in progress or on target to complete).

Members also received and noted the user statistics during the quarter which had generally increased. The City Librarian finished with an overview of adult events during the quarter.

Resolved, "That particulars of the report be noted on the minutes and;

- (i) The completion of actions against performance indicators in the Library Service Plan be noted on the minutes;
- (ii) The increase in the use of the library apps to download books, audiobooks, magazines, and newspapers be noted;
- (iii) The increase in the number of local organisations using the library to promote their services and host their events be noted."

A2. Apologies

There were no apologies for the absence.

A3. Declarations of Interest

There were no declarations of interest.

A4. Minutes – 15th May 2024

The minutes of the meeting held on Wednesday, 18th June 2024, were approved and signed.

A5. Matters Arising

There were no matters arising raised.

The Director of Environment and Regeneration announced that the Council had successfully obtained nine green flag awards. The Committee congratulated Parks Services on the achievement. The Mayor asked that application for blue flag awards for Douglas beach be revisited.

A6. Kayak and Paddleboard Rental Station on Queen's Promenade

The Committee considered a report submitted by the Head of Parks on a request to install a kayak and paddleboard rental station at Queen's promenade.

Members were advised that Point 65, the parent company of Kayakomat had approached the Council to request the installation of a self-rental kayak and stand-up paddleboard station at the end of Queen's Promenade on the grassed area. The exact location is to be discussed with ERZ Studio, the Landscape Architects that are currently working on proposals for improvements of Queen's Promenade gardens.

The report advised that Kayakomat provide self-service rentable amenities across Europe. The proposal is for a station house with a mix of paddleboards, two person kayaks and single kayaks. The station will require 9m² of land and no power or water is required. In return, the Council would receive a £500 licence fee per year. The report explained the logistics of booking the equipment through a dedicated app and advised that an online safety tutorial is provided at the time of booking.

In response to question, the Director of Environment and Regeneration confirmed that the licence will be reviewed by the Council ahead of signing.

Resolved, "That particulars of the report and discussion be noted on the minutes and that, subject to planning consent, the Council enter into a licence agreement with Point 65 to proceed with the installation of a Kayak Rental Station on Queen's Promenade Gardens at a location to be agreed for an initial period of 3 years for a fee of £500 plus VAT per year."

A7. Disposal of Assets – Parks Services

The Committee considered a report submitted by the Assistant Head of Parks (Services) to seek approval to sell the old crematorium pews and pulpit.

Members were advised that the items were removed from the Douglas Crematorium chapel during the 2015 refurbishment and were not utilised in the remodelled building.

The items are currently held in storage and no alternative use has been found for the items. An auction house has been approached and estimated that the pews could return up to £50 each and the pulpit between £300 to £400.

The Director of Environment and Regeneration explained that a report will be submitted to the Executive Committee on the items sold, the return and the auctioneer's charges.

Resolved, "That particulars of the report be noted on the minutes and approval be given to dispose of the old crematorium pews and pulpit by public auction in line with Standing Order 161."

A8. Items for Future Report

The Committee considered a report submitted by the Democratic Services Officer regarding reports for future consideration by the Committee.

Resolved, "That particulars of the matters for future consideration and discussions be noted on the minutes."

A9. Date and Time of Next Meeting

Members were advised that the next scheduled meeting was due to take place on Tuesday, 17th September 2024.

Resolved, "That the date and time of the next meeting be noted on the minutes."

PART B –

Matters requiring Executive Committee approval

B10. Library Rebranding

The Committee considered a report and presentation submitted by the City Librarian on the rebranding of HBN Library to Douglas City Library. The proposal had come forward following the success of the Council's City award application in 2022.

The Council's media partner, Isle of Man Advertising, had been engaged to create new branding, and presented their designs to the Committee. These designs included a new logo, secondary logo, generic icons, artwork, and background textures. They also presented example adverts for social media, website changes, and other branded products.

Members discussed the proposal at length suggesting minor changes to the brand and recommending that the exterior signage be made more vibrant than originally designed. Whilst Members were supportive of the rebranding, concerns were raised about the associated costs, as there were no existing funds available, meaning a request to source funds from General Reserves. Additionally, Members were concerned at public perception of spending on non-essential items. The City Librarian explained that the rebrand costs were related to the exterior signage and vinyl, which is nearing the end of its life and will require replacement imminently. This timing was why the rebranding proposal had come forward to coincide with the signage replacement. Members noted that surrounding properties on Duke Street had

recently been externally refurbished, making the library's signage look outdated in comparison. Items such as headed paper, library cards and promotional products will be funded through existing library budget.

Isle of Man Advertising were thanked for their attendance and left the meeting.

Members noted funding may be received from an insurance claim following the extensive flooding in November 2022, but this process is ongoing and could take some time to be finalised.

Resolved, "That particulars of the report and discussion be noted on the minutes and;

- (i) That HBN Library be renamed Douglas City Library;
- (ii) The branding as presented in appendix 1 be noted;
- (iii) The item be referred to the Executive Committee to request £7,470 to £9,155 from the General Reserve for Library rebranding signage and window vinyl."

On resolution (iii) there were 2 votes For and 2 votes Against. The Chair exercised their casting vote in favour of the recommendation.

Mr Councillor J.E. Skinner and Mr Councillor S.R. Crellin requested that their names be recorded as voting against resolution (iii).

The meeting ended at 11.20am.

VI(viii) – The proceedings of the ENVIRONMENTAL SERVICES COMMITTEE as follows:

ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 15th July, 2024.

Members Present: Mr Councillor F. Horning (Chair), the Mayor, Mr Councillor J.E. Skinner, Councillor Ms J. Thommeny, Mr Councillor P.J. Washington.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Environment) (Mr I. Jackson), Assistant Chief Officer (Democratic Services) (Mrs L. Radcliffe), Finance Manager (Mr E. Skinner) (Items A1 to A4, B10 and B11, Dilapidation Enforcement Officer (Mr S. Salter) (Items A5 to A7), Assistant Democratic Services Officer (Mrs C. Maddocks).

REPORT

PART A –

Matters delegated to the Committee

A1. Apologies

No apologies for absence were received.

A2. Declarations of Interest

No declarations of interest were received.

A3. Minutes – 17th June, 2024

The minutes of the meeting held on Monday, 17th June 2024 were approved and signed.

A4. Matters Arising from the Minutes

No matters were raised as arising from the previous minutes.

A5. Planning Application 24/00572/B – Royalty House, Walpole Avenue

The Committee considered an appraisal of planning application 24/00572/B for the conversion of an office building with a rooftop extension to create a 64-bedroom hotel (class 3.1) with restaurant and bar (class 1.3) roof top spa facility and plant room, blocking off existing vehicle access and reinstatement of the pavement, and creation of loading bay and drop off zones at Royalty House, Walpole Avenue, Douglas.

Members were advised that having reviewed the application, Council officers consider that the proposals comply with the various relevant planning policies. It was noted that there are no major concerns regarding the proposed external changes to the existing property and there are no concerns over the bin and recycling arrangements.

The Chair asked that a condition be included in the Council's response for the inclusion of a raised pedestrian crossing at Walpole Avenue.

Resolved, "That particulars of the report be noted on the minutes and that planning application 24/00572/B be supported subject to the following conditions;

- (i) That the applicant provides a flood risk assessment to the satisfaction of the Department of Infrastructure's Flood Risk Management Division;
- (ii) That the applicant provides an updated parking survey of available car parking spaces within the public carparks near the development and addresses the issues raised relating to the position of the drop-off/pick-up loading bay areas to the satisfaction of the Department of Infrastructure's Highways Services officer; and
- (iii) That a raised pedestrian table top crossing at the Bath Place junction with Walpole Avenue, as suggested by the Department of Infrastructure's Highways Services Officer be included."

A6. Planning Application 24/00674/B – Plot 8, Middle River Industrial Estate

The Committee considered an appraisal of planning application 24/00674/B for the erection of a purpose-built self-storage facility over two levels with associated car parking and fencing at Plot 8, Middle River Industrial Estate, Douglas.

Members were advised that as the proposed development is on a site situated within an area zoned for industrial use, Council officers consider that the development complies with the relevant planning policies. It was noted that the proposals make appropriate use of a vacant brownfield site.

The Dilapidation Enforcement Officer advised that the Department of Environment, Food and Agriculture's Biodiversity Officer had raised some concerns in relation to Japanese Knotweed. It was noted that construction would not commence until method statements had been provided by the applicant.

Resolved, "That particulars of the report be noted on the minutes and that no objection be raised against planning application 24/00674/B subject to the following conditions;

- (i) If it is determined that the land is classed as being contaminated, that the applicant complies with any requests from the Department of Environment Food and Agriculture's Environmental Protection Unit to demonstrate that the development can be carried out with no unacceptable risk to health, property or adjacent watercourses;
- (ii) That the applicant complies with the Manual for Manx Roads and makes the necessary changes to the position of the entrance gates, moving these back to a minimum of 5m from the road to the satisfaction of the Highways Services officer; and
- (iii) That the applicant submits a flood risk management assessment as part of the application to the satisfaction of the Department of Infrastructure's Flood Risk Management Division."

A7. Schedule of Dilapidated, Ruinous or Dangerous Properties

The Committee considered a schedule of properties in a state of dilapidation or disrepair. Members noted that two properties had been added to the schedule since the last meeting; six properties had been removed because work had been completed; and a total of fifty-two properties remained on the list. This equates to 0.35% of the total number of properties in Douglas.

Resolved, "That the schedule of dilapidated properties be noted and approved and that the Director of Environment and Regeneration be authorised to progress improvements to the properties, and report back to Committee if service of Notice and/or legal action is required."

A8. Items for Future Report

The Committee noted a report submitted by the Assistant Democratic Services Officer with an appendix setting out a number of reports that would be brought forward for consideration by the Committee in due course.

It was noted that a report back on the recycling boxes policy would be added to the schedule for October 2024.

Resolved, "That particulars of the matters for future consideration be noted on the minutes."

A9. Date and Time of Next Meeting

Members were reminded that the next scheduled meeting of the Environmental Services Committee was due to take place at 10.00am on Monday, 16th September 2024.

Resolved, "That the date and time of the next meeting be noted."

PART B –

Matters requiring Executive Committee approval

B10. Renewal of Keep Britain Tidy (KBT) Membership in 2024/25

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager on the proposed future Membership to Keep Britain Tidy (KBT) and seeking approval for a delegation of up to three, to attend the annual KBT Network and Conference Expo.

Members were advised that the Council's current membership to KBT is due to expire at the end of July 2024. The exemplar membership fee for 2024/25 is £4,495, as there is budget provision within SW230 Street Cleansing in the sum of £1,110, it is proposed to seek funding for the unbudgeted costs of £3,885 from the General Revenue Reserve.

Contained within the officer's report was a detailed list of membership benefits.

To align with the Council's waste services plan for 2024 – 2026, officers are due to undertake an Environmental Quality Survey in the forthcoming weeks. Members were advised that renewed membership to KBT will allow access to the survey database which will enable Douglas to benchmark against similar sized authorities in other jurisdictions.

Members were reminded of the commitment to carry out at least one environmental campaign per year and membership gives the Council access to free and discounted campaign material and support.

Resolved, “That particulars of the report and discussion be noted on the minutes;

- (i) That the Council pursues exemplar membership to Keep Britain Tidy for 2024/25 in the sum of £4,495;
- (ii) That a delegation of up to three attend the 2025 Network Conference and Awards Expo. On the basis that attendance and accommodation are already paid for as part of the membership contract; and
- (iii) That the matter be referred to the Executive Committee seeking general revenue reserve funding for unbudgeted costs in the sum of £3,885.”

3 For. 1 Against.

Mr Councillor J.E. Skinner asked that his name be recorded as voting against the resolution.

B11. Recycling Boxes Policy

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager to review the current policy for kerbside recycling boxes and material separation.

Members were reminded that the current policy is for householders to present three boxes or bags for collection, comprising the following: a box for glass bottles, a box for plastic and cans and a box or bag for paper and cardboard.

Members were advised that as part of the '12-month review' following the change in service from weekly to fortnightly refuse collections, waste management has continuously sought feedback from the recycling crews who had played a fundamental role in delivering the transition. The main takeaway was that if households sorted their materials into four separate containers, the service would run more safely and efficiently, with less contamination and less inconvenience to road users.

Appended to the officer's report were photo images of the types of issues faced by the recycling crews on a typical collection round. Members were advised that the main issues related to heavy contamination and the separation of waste at the kerbside. As such, it is proposed that a new policy be introduced for material separation comprising the following: -

- Box for glass bottles
- Box for plastic bottles
- Box for steel and aluminium cans
- Box or bag for paper and cardboard

It is further proposed that where a box or bag contains heavy contamination, as defined within the report, that the crew reject the box, and in all cases where the material is not presented in accordance with the policy, the household will receive a notice card, outlining how it should be presented or in the case of box rejection, why it was rejected.

Members noted that for the purpose of defining heavy contamination in this context, this would tend to be multiple items that are clearly not recyclable e.g. food, sanitary, animal, and medical waste and where a box of mixed materials contains broken glass or other hazardous objects. Note: Broken glass within a box containing only glass would not be rejected.

In anticipation of a sharp demand for additional boxes, waste services proposed to initially purchase 6000 kerbside boxes with covers at an estimated cost of £24,000.

Members discussed the proposed new policy at length and raised concerns about the introduction of a fourth recycling box at this time. Given that residents could already request more than three recycling receptacles if they wished, Members considered that a promotional video, highlighting the issues faced by the recycling crews and to educate on recycling practices would be more appropriate.

During discussion of the notice card, Members asked that officers consider the inclusion of options for the crews to tick so that householders understand the reason for rejection and that details of the promotional video be included.

Members unanimously voted against the recommendation in the report to adopt a policy of four boxes per household. Subsequently, the recommendation for the acquisition of 6000 kerbside recycling boxes fell.

The Chair moved that the proposal be reconsidered after attendance at the RWM conference, at which time more information could be sought from the recycling crews in relation to the issues they face with material separation at the kerbside.

Resolved, “That particulars of the report and discussion be noted on the minutes;

- (i) That the proposed policy for four boxes per household be reconsidered after attendance at the RWM conference;

2 For. 2 Against.

Mr Councillor J.E. Skinner and Councillor Ms J. Thommeny asked that their names be recorded as voting against the resolution. The Chair exercised his casting vote in favour of the recommendation.

- (ii) That boxes containing hazardous items and/or that are heavily contaminated (as defined in the body of the minute) are not collected and the household is notified why;
- (iii) That a communication campaign using multiple channels including a promotional video at an estimated cost of £2000 be approved; and
- (iv) That the matter be referred to the Executive Committee seeking general revenue reserve funding in the sum of £2000.”

3 For. 1 Against.

Mr Councillor J.E. Skinner asked that his name be recorded as voting against resolutions (iii) and (iv).

The meeting ended at 12.06pm.