



Borough of Douglas

**COUNCILLOR MRS SARA DAWN ANDREA HACKMAN, JP
MAYOR**

Town Hall,

Douglas,

8th April, 2016

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 13th day of APRIL, 2016, at 2.30 o'clock in the afternoon, in the COUNCIL CHAMBER within the TOWN HALL, DOUGLAS for the transaction of the hereinafter mentioned business.

I am,

Yours faithfully

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 Pensions Committee;
- (iii) The Standards Committee;
- (iv) The Eastern District Civic Amenity Site Joint Committee;
- (v) Any other Joint Committee;
- (vi) The Housing 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 Special Council Meeting held on Wednesday, 2nd March, 2016 and the monthly Council Meeting held on Wednesday, 9th March, 2016.

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

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Thursday, 24th March, 2016.

Members Present: Mr Councillor D.W. Christian (Chair), the Mayor, Mr Councillor D.J. Ashford, Mr Councillor S.R. Pitts, Mr Councillor R.H. McNicholl, Mr Councillor J.E. Skinner.

Officers in Attendance: Chief Executive (Miss K. Rice), Director of Finance (Mr G. Bolt), Assistant Chief Officer (Environment) (Mr A. Donnelly), Director of Housing & Property (Mrs S. Harrison) (for Clauses A1 to A4), Executive Officer (Mrs J. Keig) (taking minutes).

REPORT

PART A –

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

A1. Apologies for Absence

No apologies for absence were submitted.

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes

The minutes of the meeting held on Friday 26th February 2016 were approved and signed.

A4. Matters Arising From Previous Minutes

Clause A6 (Minutes and Referrals from the Regeneration and Community Committee) – Twinning and Affiliations: it was noted that the Ballymoney Twinning Association had already confirmed its representatives to attend the Council's Annual Business Lunch, however, the Worshipful the Mayor advised that, during her and the Mayoress' recent visit to Ballymoney, it had become apparent that it would be beneficial for the Mayor of the Causeway Coast & Glens Borough Council (into which Ballymoney Borough Council had been subsumed) to also be invited to attend both the Annual Business Lunch and the meeting with the Executive Committee to discuss the future of the Twinning Agreement.

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

(ii) That an invitation be extended to the Mayor of the Causeway Coast & Glens Borough Council to attend both the Annual Business Lunch and the meeting with the Executive Committee to discuss the future of the Twinning Agreement, both of which were scheduled to take place on Friday 15th April 2016; and

(iii) That the additional expenses incurred for accommodation for the Mayor of the Causeway Coast & Glens Borough Council be funded from the Mayor's Account."

A5. Minutes and Referrals from the Environmental Services Committee

There were no items referred from the Environmental Services Committee meeting held on Monday 14th March 2016.

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

A6. Minutes and Referrals from the Regeneration and Community Committee

There were no items referred from the Regeneration and Community Committee meeting held on Tuesday 15th March 2016.

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

A7. Standing Orders Review

The Committee considered a written report by the Assistant Town Clerk in relation to a Member's proposal for Standing Orders 24, 30, and 48 to be amended.

Members were advised that the proposed amendments to the Standing Orders focussed on Motions being moved in Council, being referred to Committees, and the status they were accorded through the scheme of delegation.

Members were advised that the Council's Standing Orders were based on Model Standing Orders issued by the National Association of Local Councils to ensure compliance with relevant legislation, guidance, and good governance. It was agreed that the Council's scheme of delegation did require updating to recognise recent changes in Committee responsibilities, and that it was intended that this would be complementary to a wider review of Standing Orders, which would take into account some anticipated suggestions by the Council's Internal Auditors.

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

- (ii) That the proposed amendments to Standing Orders be not progressed at the present time, but instead they be taken into consideration in a general review of the entire Constitution, taking into account any suggestions made by the Council's Internal Auditors and by Members of Council, with this exercise being undertaken in the first six months after the general election of Councillors."

A8. Monthly Financial Review

The Committee considered a written report by the Director of Finance setting out details of progress made compared to key performance indicators in relation to:- strategic governance objectives; the percentage of rates collected; the increase in the number of non-cash / non-cheque payments; and the percentage of sundry debtors collected within three months.

The Director of Finance reported in relation to the Rate levied by the Council for 2016 / 2017 and, at 402 pence in the pound, the Douglas rate remained the highest for a local authority on the Island. The Rate levied by other local authorities ranged from 357.5 pence in the pound to 96 pence in the pound, with thirteen authorities seeing no increase on the previous year and three authorities seeing a reduction. Some authorities levied a separate refuse charge and, of those that levied a fixed annual charge, all but one did not increase their charge. The Water Rate increase was also again quite significant at 2.3%; and the Sewerage Rate increased by 50%. The combination of Water and Sewerage Rates produced a charge of 413.19 pence in the pound, this being 2.78% higher than the Douglas Rate.

In relation to the key performance indicators for the increase in non-cash or cheque payments, Members agreed that a more ambitious target should be introduced.

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

- (ii) That the Director of Finance be requested to undertake a review of the key performance indicator for the increase in non-cash or cheque payments, and report back to the Committee with a proposed reasonable, increased target."

A9. Amendments to Services for Accounts, following Borough Engineer & Surveyor's Department Restructure

The Committee considered a written report by the Assistant Chief Officer (Finance) seeking approval for changes relating to the costs charged to the Cleaner Safer Greener service.

It was noted that the Cleaner Safer Greener service presented the cost of the Council's CCTV facilities, the cost of maintenance of street name plates, and expenditure relating to the Council's involvement with environmental campaigns and consultancy services provided by the Keep Britain Tidy Group.

The former Borough Engineer & Surveyor had been the budget manager for this service, but, since his retirement and the subsequent restructure of the Borough Engineer & Surveyor's Department, the costs charged to this service had been reviewed. It was suggested that some of the elements would be more appropriately controlled by the same Committee as dealt with Byelaws Enforcement, and that the budget for this service be split up accordingly. The proposal for the CCTV element to be moved and to be combined with Byelaws to form a Community Safety Service in the Executive Committee was not approved, and instead it was agreed that both CCTV and Byelaws should be shown as separate Services within the Budget.

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

- (ii) That Byelaws continue to be shown as a separate Service within the Budget; and
(iii) That the Cleaner Safer Greener budget be split as follows -
- the CCTV element to become a separate Service in the Executive Committee;

- the street name plates element to be moved to Civic Property; and
- the Council's involvement with environmental campaigns and the consultancy service provided by Keep Britain Tidy to be moved to the Environmental Services Street Cleaning Service."

A10. 2016 / 2017 Internal Audit Plan

The Committee considered a written report by the Assistant Chief Officer (Finance) seeking approval of the 2016 / 2017 Internal Audit Plan.

The Accounts and Audit Regulations 2013 required local authorities to maintain, in accordance with proper practices, an adequate and effective system of internal audit of its accounting records and of its system of financial control.

It was recalled that the Service Specification, upon which the Internal Audit Tender exercise had been based, included a draft Strategic Audit Plan for 2015 – 2020. The Plan was phased by year, with audit areas and frequency of audits being identified using a risk-based approach. Areas including the highest volume and value transactions were audited on an annual basis, with lower risk areas being audited on a biannual or triennial basis.

The proposed Plan, which had been reviewed in preparation for the forthcoming year and adjusted accordingly, was appended to the written report and considered.

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

(ii) That the 2016 / 2017 Internal Audit Plan be approved."

A11. Replacement Vehicle – 7.5T Tipper Vehicle (HMN 121N)

The Committee considered a written report by the Transport & Plant Manager seeking approval for the replacement of a tipper vehicle, operating within the Electrical Services Department.

The age, mileage covered, and the mechanical reasons for replacement in respect of vehicle HMN 121N were noted, together with the recommendation that, in order to maintain service provision, the condition and reliability prioritised this vehicle for replacement. Members queried exactly what this particular vehicle was used for within the Council, and whether there was, in fact, a need to replace it.

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

(ii) That approval be not given at this stage for the procurement of a replacement for vehicle HMN 121N, but that additional information be provided to the Committee as to vehicle usage; and

(iii) That the decision on whether there was a need to replace vehicle HMN 121N be deferred to the May 2016 meeting of the Committee, unless it became apparent in the meantime that Service delivery was being affected, in which case, the Chief Executive would revert back to Members of the Committee for a decision."

A12. 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."

A13. Chair's Closing Remarks

The Chair noted that the end of the four-year term of the current Council was coming to a close, and thanked Members and officers for their support; in particular, the Chief Officers for their work with him as Leader of the Council, and all those officers involved in the recent restructure of the former Borough Engineer & Surveyor's Department to create two new separate Departments – the Housing and Property Department, and the Environment and Regeneration Department.

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

PART B –

Matters subject to Council approval

No public matters subject to Council approval were considered.

The Committee rose at 4.05pm.

VI(ii) - The proceedings of the PENSIONS COMMITTEE as follows:

PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of Meeting held on Wednesday, 23rd March, 2016.

Members Present: Mr Councillor D.J. Ashford, (Chairman), Mr Councillor C.L.H. Cain, Mr Councillor R.H. McNicholl, Mr Councillor J.E. Skinner, Councillor Ms K. Angela, Mr A. Thomas (Independent Member) (from 11.00am onwards).

Officers in Attendance: Mr A. Beedall - Capita (Clauses A2 to C11), Director of Finance (Mr G. Bolt), Assistant Chief Officer (Finance) (Mr P. Pierce) (Clauses A2 to C11), Democratic Services Officer (Mrs D. Atkinson).

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Matters Arising – Clause A13 – Independent Member

Members explained the reason for selecting two of the three candidates to interview for the Independent Member of the Pensions Committee role. It was agreed to select two of the three candidates based on their professional background and qualifications in comparison with the third applicant.

Members also agreed that both candidates should receive a holding letter thanking them for their attendance and advising of the Council's process; all candidates will subsequently be written to immediately after the special meeting in May confirming the Council's decision. The selection would remain in private until after that date.

Resolved, "That the matters arising be noted on the minutes."

A2. Minute's Silence

The Committee observed a minute's silence at 11.00am as a mark of respect for the victims of the Brussels attacks.

A3. Attendance

The Assistant Chief Officer (Finance), Mr A Beedall and Mr Thomas (Independent Member) joined the meeting at the conclusion of the Independent Member interviews and selection.

A4. Apologies

The Mayor submitted apologies for absence.

A5. Minutes – 24th February, 2016

The minutes of the meeting held Wednesday, 24th February, 2016 were approved and signed.

A6. Training Presentation

The Committee received a training presentation from Mr Beedall on the mandatory discretions of the Administrating Authority and mandatory discretions on behalf of former Scheme employers.

Mr Beedall listed the mandatory discretions of the Administration Authority, which included delegation of functions; funding strategy; approval of an Independently Registered Medical Practitioner, a communications policy and the abatement of a pension following re-employment of a pensioner. Mr Beedall went on to explain in detail the abatement policy.

The Committee considered the mandatory discretions of the Employing Authority; Mr Beedall highlighted discretions applicable to deferred pensioners.

Mr Beedall advised that if a former employing authority ceases to be Scheme employer, regulations do not currently clarify what authority should make discretionary decisions. It was noted that proposed regulatory changes for consideration later in the meeting, will make this the direct responsibility of the Administering Authority if approved. In answer to question, the Director of Finance explained that the Committee previously approved a set of policies for dealing with mandatory and non-mandatory discretions as Administrating Authority however the document needs reviewing. The former Policy and Resources Committee, acting as the Employing Authority, approved a set of policies for considering employee discretions, all employers participating in the Local Government Superannuation Scheme, should have a discretionary policy in place. The Director of Finance advised that he has previously asked the Department of Infrastructure to ensure that all employers in the Scheme have a policy in place. Mr Thomas advised in his capacity as a Town Commissioner, that he does not recall considering

the document during his term in office, and suggested that the Director of Finance approach the Department to undertake the exercise again.

Mr Beedall finished by explaining the current discretionary policies of Douglas Borough Council and a suggestion for employer authorities to either adopt the Council policy or create a policy that is fair and equal to all members.

Resolved, "That particulars of the presentation be noted on the minutes and the Director of Finance request the Department of Infrastructure to ensure all employer authorities have a discretionary policy in place."

A7. Annual Review of the Pensions Risk Register

The Committee considered a report submitted by the Director of Finance setting out a review of the risk register for the administration of the Pension Scheme and to advise Members of risk management issues.

The report explained that the risk register is continually under review and updated including issues arising from the presentations. Members were asked to note the risks in the register, and to endorse the chosen actions therein.

Members were presented with a table of thirty-nine risks, each with an inherent risk score, calculated from impact and probability. Those with low risks highlighted green, moderate risks highlighted yellow, major risks highlighted amber and severe risks highlighted red. The same thirty-nine risks also calculated a residual risk score with impact and probability calculated after a chosen action.

The Director of Finance confirmed that Hymans Robertson and Capita are both involved in the updating of the register. The document had been confirmed as being comparable in detail and quality to other registers produced by clients of Hymans Robertson.

During the discussion, Members were reminded of the current policy for retirement age.

Resolved, "That particulars of the report and discussion be noted on the minutes and the chosen actions set out in the Risk Register be approved."

A8. Policy for Employers Approaching Cessation of Participation in the Local Government Superannuation Scheme

The Committee considered a report submitted by the Director of Finance to review those employers approaching cessation. Members requested the report following approval of the Policy for employers ceasing to exist as part of the Local Government Superannuation Scheme (IOMLGSS), and the cessation of the Isle of Man Adoption Society (IOMAS).

There are a number of admitted bodies in the Pension Scheme that the Council has previously allowed to join. An Admission Agreement should exist for each of these bodies but the documentation is generally very basic. At 31st December 2015 there were six employers with deferred or pensioner members but no active members paying contributions into the fund as summarised in a table within the report.

Having been informed that IOMAS had transferred its business to the Isle of Man Children's Centre with effect from 17th May 2013 and the Company being wound up, the Council agreed a policy approved by the Pensions Committee to deal with such circumstances. The closure of IOMAS was the first cessation of an employer and the Committee asked for a report on other possible cessations.

It was noted that the United Kingdom Statutory Instrument SI 2014/44 which is covered in the report on the agenda entitled "Required Changes/Amendments to the LGSS 2012" creates an obligation for an exiting employer to pay an exit payment. If these regulations are adopted in the Isle of Man the legal entitlement of the scheme to require the ceasing employer to make a payment to cover future liabilities relating to their former employees will be more clearly established.

Members queried if the admitted bodies are aware of their actuarial liability, although an FRS17 report is produced annually, there is a charge to obtain this report which many admitted bodies are not prepared to pay and they may therefore not be aware. It was agreed that following the approval of the proposed Regulations, the Director of Finance write to the admitted bodies advising of their liabilities and telling them that they should notify their auditors of the liabilities for consideration.

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

- (i) The Committee note that changes to the Regulations proposed in Clause C will improve the Council's ability to collect appropriate payments from ceasing employers;
- (ii) Once the updated regulations are approved the Director of Finance write to the admitted bodies of the Pensions Scheme telling them that they should advise their auditors of the liabilities for consideration."

A9. Items for Future Report and Review of any Training Requirements

The Committee considered a report submitted by the Director of Finance setting out items that are to be considered at future meetings and to review any future training requirements. Where there has been a delay in reporting, the reason for this is outlined.

Resolved, "That the items for future report be noted on the minutes."

A10. Closing Remarks

The Chairman thanked Members, officers and consultants for their contribution to the Pensions Committee during his nine months as Chairman in light of the upcoming Local Elections.

PART B –

Matters requiring Executive Committee approval

There were no matters requiring Executive approval.

PART C –

Matters requiring Council approval

C11. Required Changes to the Local Government Superannuation Scheme

The Committee considered a report submitted by the Assistant Chief Officer (Finance) seeking approval to approach the Department of Infrastructure (DOI) to request the update of pension regulations.

Members noted that since the introduction of the 2012 regulations for the Isle of Man Local Government Superannuation Scheme (LGSS), two further Statutory Instruments have been laid in respect of the Local Government Pension Scheme (LGPS) in England and Wales on which the LGSS regulations are based.

The DOI is the sponsoring government department for the LGSS. It is responsible for LGSS regulations. The report recommended that the Committee authorise the Director of Finance to ask the DoI to update the pension regulations as amongst other useful updates contained in the report, this will improve the Council's ability to collect appropriate payments from ceasing employers. The Director of Finance explained that in asking the DoI to update the regulations he would pass them suggested changes based on detailed analysis prepared by Capita.

Resolved, "That particulars of the report be noted on the minutes and the Director of Finance be authorised to ask the Department of Infrastructure to update the pension regulations."

The Committee rose at 12.35pm.

VI(iii) - The proceedings of the STANDARDS COMMITTEE as follows:

STANDARDS COMMITTEE

STANDARDS COMMITTEE – Minutes of Meeting held on Monday, 21st March, 2016.

Members Present: Councillor Mrs R. Chatel (Chairman), Councillor Miss D.A.M. Pitts, Councillor Mrs E.C. Quirk, Mr D.M. Booth (Independent Member).

Officers in Attendance: Assistant Town Clerk (Mr P. Cowin), Democratic Services Officer (Mrs D. Atkinson).

REPORT

PART A –

Matters within the scope of the Committee’s delegated authority

A1. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Mrs C.A. Corlett.

A2. Declarations of Interest

Mr Booth declared an interest in agenda item A1 (private) and retired during consideration of it.

A3. Minutes - 3rd February, 2016

The minutes of the meeting held Wednesday, 3rd February, 2016, were approved and signed.

A4. Annual Report

A final version Annual Report had been circulated to Members; the draft Annual Report had been considered at the February Standards Committee meeting.

Members discussed the need for training for both the Committee and the Council, particularly new Members following the Local Authority Elections in April 2016. It was also suggested that a document listing Officers names and job titles be circulated electronically to Members at the start of the municipal year.

Resolved, “That the Annual Report be approved and signed by the Chair for publication.”

A5. Closing Remarks

The Chairman expressed her thanks to Members and Officers for their contribution to the Standards Committee during the four year term.

PART B –

Matters requiring Executive Committee approval

There were no items requiring Executive Committee approval.

PART C –

Matters requiring Council approval

There were no items requiring Council approval.

The meeting ended at 11.31am.

VI(vi) – The proceedings of the HOUSING COMMITTEE as follows:

HOUSING COMMITTEE

HOUSING COMMITTEE – Minutes of Meeting held on Wednesday, 16th March, 2016.

Members Present: Mr Councillor D.J. Ashford (Chairman), the Mayor (from 10.35am), Councillor Mrs C.E. Malarkey, Councillor Ms K. Angela, Mr Councillor S.C. Cain, Councillor Mrs E.C. Quirk.

In Attendance: Director of Housing and Property (Mrs S. Harrison), Democratic Services Officer (Mrs D. Atkinson) (to 11.45am). The Assistant Town Clerk (Mr P. Cowin), Assistant Chief Officer (Housing and Property) (Mr G. Atkin), and Assistant Chief Officer (Income) (Mrs C. Pulman) joined the meeting at 11.45am.

REPORT

PART A –

Matters decided by the Committee

A1. Apologies for Absence

Due to a prior engagement, the Mayor submitted apologies for the beginning of the meeting and joined at 10.35am.

A2. Declarations of Interest

There were no declarations of interest.

A3. Minutes - 17th February, 2016

The minutes of the meeting of the Housing Committee held Wednesday, 17th February, 2016, were approved and signed.

A4. Matters Arising – Clause A7

Members discussed the process for advising Independent Member candidates of the Committee's decision. It was noted in accordance with the Council's Constitution, that the Committee's recommendation requires Council approval at the special Council meeting convened for Friday, 6th May. Members acknowledged that there is quite some time between the interviews and the special meeting, and therefore agreed that the candidates should receive a holding letter thanking for their attendance and advising of the Council's process; all candidates will subsequently be written to immediately after the special meeting in May confirming the Council's decision. The decision would remain in private until after that date.

Resolved, "That the matter arising be noted on the minutes and the candidates be written to explaining the Council's selection process, and the candidates be further advised after the special meeting on Friday, 6th May, 2016, of the Council's decision and the decision remain in private until the special meeting."

A5. Adjournment and Resumption of meeting

The meeting adjourned at 11.30am and resumed at 11.45am, when the Assistant Town Clerk, Assistant Chief Officer (Housing & Property) and Assistant Chief Officer (Income) joined the meeting.

A6. Waverley Court and Hazel Court Cleaning Contract

The Committee considered a report by the Assistant Housing Manager (Maintenance) on the cleaning contract for Waverley Court and Hazel Court Sheltered Housing complexes to be effective for one year from May 2016. Tenders had been invited against a specification of requirements. Three tenders had been received, the lowest showing a significant saving on current costs.

Members expressed some concern that the performance of the contract should be carefully monitored to ensure compliance with the specification.

Resolved, "That the report be noted on the minutes and that the tender of G4S Secure Solutions (Isle of Man) Ltd., being the lowest, be accepted."

A7. Housing Section Performance Data Quarterly Report

The Committee considered the quarterly report on performance of the Housing Section; of seven capital schemes in progress, two were behind schedule. The Hillside Estate Kitchen Refurbishment Scheme had been delayed due to a change in contractor but was still progressing, and the Willaston Sheltered Housing Scheme was awaiting Department of Infrastructure approval of the business plan.

Resolved, "That the report be noted on the minutes."

A8. Funding of Schemes from Capital Receipts

The Assistant Chief Officer (Income) advised that following the Committee's approval in January of the funding of professional fees for the Willaston Sheltered Accommodation Scheme through petition for borrowing, the Department of Infrastructure had indicated that £215,600 of the amount should come from capital receipts. The Committee's approval was sought to this change of funding source.

At the same time the Committee was reminded that capital receipts were also to fund the void properties refurbishment contract, Spring Valley external refurbishment scheme professional fees, refurbishment of vacant properties, and fees related to the renewal of paths, fences and gates at Willaston.

Copies were circulated of a statement of Capital receipts for 2015-16 and 2016-17.

Resolved, "That the statement of capital receipts be noted on the minutes and that:

- (i) Approval be given to the change in funding source for professional fees for the Willaston Sheltered Housing Scheme so that £215,600 of the total £539,000.00 is funded through capital receipts;
- (ii) That approval be given in principle to the use of capital receipts for the funding of professional fees for the renewal of paths, gates and fences at Willaston and the Spring Valley External refurbishment scheme and for the vacant properties refurbishment scheme, subject to detailed figures being brought to the Committee in due course."

A9. Void Property Management Policy

The Committee considered a report by the Assistant Chief Officer (Housing and Property) setting out a proposed revised scheme and policy for dealing with properties becoming vacant and their re-letting. The intention was to streamline the process to reduce the amount of rental loss on such properties, to enable compliance with a 2% cap that the Department of Infrastructure proposed to introduce on the amount spent dealing with vacant properties. The report also recommended an increase in the Housing Maintenance Reserve Fund to fund any potential shortfall arising from that cap.

Appended to the report were schedules of the work to be carried out to vacant properties and the standards to be applied, identifying items that in certain circumstances would be rechargeable to previous tenants. The process for dealing with the property from the tenant giving notice to the new tenant occupying was set out in the form of a process chart.

The Committee asked that all cleaning should be considered for recharge to the previous tenant, and that the removal of domestic appliances should continue under the current policy whereby the incoming tenant should have the option to accept them if they are in safe condition.

The Chair affirmed that the revised process would not change the way allocations were made but would shorten the period between the property becoming vacant and reoccupied.

Resolved, "That the report be noted on the minutes and that

- (i) The revised policy for management of housing properties becoming vacant be approved and implemented from 1st April 2016 to replace all previous policies;
- (ii) That an annual increase of £50,000 be made to the Housing Maintenance Reserve Fund, up to a maximum of £300,000, to cover the potential loss of revenue due to the imposition of a spending cap."

A10. Attendance

Mr Councillor S.C. Cain left the meeting at 12.25pm, during consideration of the foregoing item.

A11. Transfer and Mutual Exchange Applications

The Chair raised an issue related to the decision process in respect of applications for transfer and mutual exchange, and the application of the discretionary 10 points deduction, which was currently administered at officer level in accordance with policy of the Department of Infrastructure. He suggested that in cases where transfers and mutual exchanges were to be refused by officers, and where there was potentially a discretionary ten point deduction, those cases should be referred to the Committee for review.

Resolved, "That in instances of transfers and mutual exchanges where officers consider they should be declined, and where officers propose the application of the discretionary 10 points deduction, the decision be referred to the Committee for review for a period of six months with immediate effect."

A12. Special Committee Meeting

The Chair advised Members that tenders had been invited for work to vacant properties under a framework agreement. These were due for return later in March and should be given consideration quickly in order to expedite the work. It was therefore intended to convene a special meeting of the Committee to consider a report on the tenders at 10.00am on Wednesday, 30th March.

PART B –

Matters subject to Council approval

B13. Void Properties – Capital Scheme

The Committee considered a report by the Assistant Housing Manager (Maintenance) on tenders received for the refurbishment of forty vacant properties as a capital scheme. Five tenders had been received and it was recommended that the lowest be accepted. Additional costs and asbestos survey fees brought the total cost to £149,914.60.

The Committee had approved the business case for the scheme in September 2015 and approved the funding from Housing Capital Receipts. The cost of the scheme was within the amount estimated at that time.

Resolved, “That the report be noted on the minutes and that:

- (i) The tender from Maclo Ltd. being the lowest, be accepted, subject to approval by the Department of Infrastructure to the use of Housing Capital Reserves for the purpose; and
- (ii) Should the Department not give its approval to the use of Housing Capital Reserves, the scheme be funded from the 2016/17 Housing Maintenance Revenue budget.”

B14. Willaston Boundaries Improvement Works

The Committee considered a report by the Assistant Property Manager (Capital) on proposed works to paths, fences and gates at Willaston estate. Approval was sought for the appended business case and for the appointment of Bell Burton Associates to procure and administer the works with their professional fees for phase 1.

The overall cost of the scheme was estimated to be £3,750,000 to £4,250,000 over a five-year programme.

Members felt that the works should have been part of the Willaston External Refurbishment scheme, but the Department of Infrastructure had opposed their inclusion at the time. It was therefore intended to progress this scheme to complement the External Refurbishment of the dwellings.

Members observed that although it was important to further enhance the Willaston estate in keeping with the Refurbishment, other estates would benefit from similar programmes and should be considered in future.

Resolved, “That the report be noted on the minutes and that:

- (i) The business case for the scheme be approved;
- (ii) Bell Burton Associates be appointed to procure and administer the project for professional fees for phase 1 of the work;
- (iii) The concurrence of the Department of Infrastructure be sought for the use of Housing Capital Receipts to defray the cost of professional fees for progressing the project to petition stage for Phase 1; and
- (iv) The Department of Infrastructure be advised that an assessment of the Council’s Housing Reserve Fund and Housing Capital Receipts has been undertaken to establish if sufficient monies are available to fund the proposed scheme via that source.”

The meeting ended at 1.10pm.

HOUSING COMMITTEE

HOUSING COMMITTEE – Minutes of Special Meeting held on Wednesday, 30th March, 2016.

Members Present: Mr Councillor D.J. Ashford (Chairman), Councillor Mrs C.E. Malarkey, Councillor Ms K. Angela, Councillor Mrs E.C. Quirk.

In Attendance: Director of Housing and Property (Mrs S. Harrison), Assistant Housing Manager (Maintenance) (Mr R. Kelly), Democratic Services Officer (Mrs D. Atkinson).

REPORT

PART A –

Matters decided by the Committee

A1. Apologies for Absence

Apologies for absence were submitted on behalf of the Mayor and Mr Councillor S.C. Cain.

A2. Declarations of Interest

There were no declarations of interest.

A3. Void Properties Framework Contract

The Committee considered a report submitted by the Assistant Housing Manager (Maintenance) on the void properties framework contract.

Following approval of the Void Management Policy by the Committee in March 2016, Members were advised it is now the intention to categorise void properties into three specific types in relation to their condition and the amount of work required to bring them up to re-let standard.

The report proposed that all Type 1 category void properties will be prepared for re-let by the housing maintenance workforce and that all Type 2 and 3 void properties will be carried out by contractors using a pre-determined and tendered schedule of rates.

Framework rates to bring the properties up to re-let standard were invited and were returned by the closing date of 5.00pm on Tuesday, 29th March 2016. The Chairman advised that he opened the tenders immediately before the special meeting on Wednesday, 30th March, 2016.

The report recommended accepting the lowest tender submitted following checking and analysis for accuracy and errors, together with technical, financial and competence suitability confirmation. Once this process has been completed, it is intended to commence immediately on site with the successful contractor in order to reduce the current number of void properties to below twenty within the first quarter of the financial year.

The Chairman explained that the tenders were submitted in the form of a schedule of prices as opposed to the usual submissions format, and although he reported the lowest tender opened prior to the meeting, the tenders submitted will require analysing before accepting, which is why the Committee were asked to accept the lowest tender submitted following the required checks. The Chairman agreed to inform the Committee of the lowest tender following the checks, and to subsequently advise Council at the April meeting.

Resolved, “That particulars of the report and discussion be noted on the minutes and the lowest tender submitted be accepted following checking and analysis for this work, which is scheduled to commence on site in April 2016 and will be funded from the Housing Maintenance Revenue budget.”

A4. Chairman’s Closing Remarks

The Chairman thanked Members, Officers and in particular the Housing Maintenance Department, for their hard work during the municipal term.

PART B –

Matters subject to Council approval

No public matters subject to Council approval were considered.

The meeting ended at 10.55am.

VI(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, 15th March, 2016.

Members Present: Mr Councillor J.E. Skinner (Chairman), Councillor Mrs R. Chatel, Mr Councillor G.J. Faragher, Councillor Ms K. Angela.

In Attendance: Director of Housing and Property (Mrs S. Harrison), Assistant Town Clerk (Mr P. Cowin), Assistant Chief Officer (Finance) (Mr P. Pierce), Assistant Chief Officer (Environment) (Mr A. Donnelly), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Head of Parks (Mr D. Hewes), Democratic Services Officer (Mrs D. Atkinson), Secretary/Admin Assistant (Miss C. Cullen), Assistant Head of Parks (Technical) for item A7 only.

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Apologies

The Mayor and Councillor Miss D.A.M. Pitts submitted apologies for absence.

A2. Declarations of Interest

There were no declarations of interest submitted.

A3. Minutes – 16th February, 2016

Minutes of the meeting held on Tuesday, 16th February, 2016, were approved and signed.

A4. Matters Arising – Clause A6 – Douglas Carnival

The Committee discussed comments expressed at the March Council meeting regarding funding of the Carnival category prizes. The Committee resolved at a previous meeting that the event budget could cover the prize fund if sponsorship is not secured to allow for a wider range of prize categories. This resolution received opposition at recent Council meetings. The Assistant Chief Officer (Regeneration) explained that sponsorship for the category prizes had been difficult to secure in previous years which resulted in some categories merging together and led to disappointment amongst a number of entrants. Members were advised that sponsorship will be actively sought for the category prizes and the Carnival budget will be fundamentally underwriting the prizes.

In response to question, officers advised that the proposed prize categories for the Best Float, Best Walking Group or Band and Best Overall Entry were £300, £200 and £100 for first second and third place respectively. This was a reduction from £500, £300 and £200 for first, second and third place float in 2014 and 2015. The prize for the remaining categories has been proposed at £100 for the first place prize only. Members noted that the following groups were approved at the February Council meeting, however in response to Members comments in Council, the People's Choice and Best Overall Entry have been split into two entry categories:-

- a) Best Float
- b) Best Youth Group
- c) Best Charity Entry
- d) Best Corporate Entry
- e) Best Vehicle
- f) Best Walking Group or Band
- g) Mayor's Prize
- h) Best National Group
- i) Best Dancing Group
- j) People's Choice
- k) Best Overall Entry.

Members discussed the requirement for cash prizes, and it was agreed that although the event was free to enter, there is an investment required to enter to the parade, and therefore a cash prize is welcomed.

A Member moved a motion to decrease the category prizes to £250 for the larger categories, and £50 for the smaller categories, and no prizes awarded for second or third place. It was noted that the proposal reduced the total prize fund from £3,100 to £1,350.

Resolved, "That the following cash prizes be underwritten by the Carnival budget, but sponsorship be actively sought for all prize categories."

Best Float	£250
Best Walking Group or Band	£250
People's Choice	£250
Best Overall Entry	£250
Best Youth Group	£50
Best Charity Entry	£50
Best Corporate Entry	£50
Best Vehicle	£50
Mayor's Prize	£50
Best National Group	£50
Best Dancing Group	£50

Mr Councillor J.E. Skinner recorded his name as voting against the resolution and the vote was therefore For: 3 Against: 1.

A5. Ballaughton Nurseries Offices and Welfare Facilities

The Committee considered a report submitted by the Assistant Chief Officer (Environment) to advise of tenders received for the proposed offices and welfare building at the Ballaughton Nurseries.

In line with the Executive Committee resolution, the specification/footprint of the Ballaughton Nurseries and Welfare Facilities had been reduced by 20% and the project was re-tendered for accordingly. One tender had been submitted for the works and was below the estimated budget for the project.

Members noted that the expenditure had already been approved to be funded from General Revenue Reserves and therefore Executive Committee approval was not required.

In response to question, officers confirmed works are planned to commence after TT week for a completion date of 24th October. It was noted that a planning application had been submitted.

Resolved, "That particulars of the report and discussion be noted on the minutes and the tender received from NK Construction Limited for the design and build of a building for offices and welfare facilities at the Ballaughton Nurseries be accepted."

A6. Snoozebox Portable Accommodation for TT 2016, 2017 and 2018

The Committee considered a report submitted by the Head of Parks, following a request from Snoozebox (the organiser), to consider re-negotiating the 2014 agreement.

Members were advised that the organiser has introduced a smaller accommodation unit which they now offer to TT visitors. During 2015 the organiser brought 80 of the smaller Snoozy units across for TT. Under the previous approved agreement of 2014, the ground rental for the additional units was charged at the same pro-rata rate as the larger hotel units. The report confirmed the charge per extra unit over 160 units.

The Council received a proposal from the organiser to re-negotiate the approved 2014 rental charge for 160 hotel units and use of the community room following the introduction of the smaller Snoozy units. The proposal is for a rental charge covering 160 hotel units, 80 Snoozy units and including the use of the community room for a set fee. Members were advised of the breakdown per unit and noted if additional units were in situ, the pro-rata unit rates would be applied and added to the rental fee.

The report explained that the income has significant benefits to the revenue account of the Park.

Members asked what onsite bathing and toilet facilities for Snoozy unit users will be available, the Head of Parks agreed to query this with the organiser.

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

- (i) The proposal for the hire of the community room and land at Noble's Park to accommodate the Snoozebox portable hotel units and smaller Snoozy units throughout TT for 2016 be approved for a fee set out in the report;
- (ii) An option to extend the agreement, subject to increase by inflationary rates, for 2017 and 2018, be approved;
- (iii) In the event that more than 160 hotel units and 80 Snoozy units are in situ, a pro-rata rate be applied for the extra accommodation units and will be subject to subsequent inflation rates for 2017 and 2018;
- (iv) To proceed with a conditional legal agreement between the Council and Snoozebox Limited for the hire of the land and community room within Noble's Park;
- (v) That Snoozebox Limited be responsible for all costs involved with the production of the legal agreement, any associated service charges (electricity/water) and post event reinstatement works applicable to the agreed area, health and safety, insurance licences and associated matters;
- (vi) A returnable deposit of £10,000 be payable to the Council prior to TT 2016, 2017 and 2018."

A7. Johnny Watterson's Lane Allotments

The Council's Allotment Representatives, Mrs Hillary Cleverley and Mr Les Gerrard, together with Assistant Head of Parks (Technical) joined the meeting at 11am to discuss the Johnny Watterson's Lane allotments.

The Independent Members reported no issues arising other than a request to site a portable toilet at the allotments during the summer months.

The Chairman explained that the Council intend to review the current allotments regulations and asked the Independent Members if possible, to advise of any proposed amendments or inclusions for consideration within the next six months.

Resolved, "That particulars of the discussion be noted on the minutes and the Committee consider a request to hire a portable toilet for the Johnny Watterson's Lane allotments during the summer months."

The representatives were thanked for their attendance and left the meeting at 11.10am.

A8. Items For Future Report

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

The Chairman advised that the Noble's Park Café and Pavilion Restaurant tenders had been opened on Monday, 14th March, 2016. There were five tenders submitted, all of which were accompanied with detailed business proposals and will require analysing before a recommendation can be put forward. In light of the April recess and local authority elections, it was suggested that the Committee delegate the Chair and Vice-Chair to approve the tenancies. Members agreed to delegate the decision, but requested that if the Chair and Vice-Chair consider it appropriate, that a special meeting be called to decide upon the tenancies.

Resolved, "That particulars of the matters for future consideration be noted on the minutes and the appointment of the Noble's Park Café and Pavilion Restaurant tenancies be delegated to the Chair and Vice-Chair of the Regeneration and Community Committee in light of the April recess and upcoming local authority elections."

A9. Chairman's Closing Remark

The Chairman thanked Members and officers for their hard work and contribution during his time as Chairman of the Regeneration and Community Committee, as this was the last meeting of the Committee before the elections.

PART B –

Matters requiring Executive Committee approval

There were no items requiring Executive Committee approval.

PART C –

Matters requiring Council approval

There were no items requiring Council approval.

The meeting ended at 11.10am.

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

ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 14th March, 2016.

Members Present: Mr Councillor R.H. McNicholl (Chairman), Councillor Mrs C.A. Corlett, Councillor Ms C.R. Turner, Mr Councillor C.L.H. Cain, Councillor Mrs C.L. Wells.

In Attendance: Assistant Town Clerk (Mr P. Cowin), Assistant Chief Officer (Environment) (Mr A. Donnelly), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Accountancy Manager (Mr R. Davies), Senior Engineering and Waste Services Manager (Mr A. Crook), Building Control Manager (Mr N. Kaighin) (Items A1 to A5), Democratic Services Officer (Mrs D. Atkinson).

REPORT

PART A –

Matters delegated to the Committee

A1. Apologies

The Mayor submitted apologies for the meeting.

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes – 15th February, 2016

The minutes of the meeting of the Environmental Services Committee held Monday, 15th February, 2016, were approved and signed.

A4. Schedule of Neglected, Dilapidated, Ruinous and Dangerous Properties

The Committee considered the Schedule of unsightly properties being dealt with on behalf of the Council. Members reviewed the schedule and raised some questions on particular properties and the Building Control Manager was made aware of a further area for inspection. The Assistant Chief Officer (Regeneration) advised Members that a briefing note will be circulated to update on the Local Government and Building Control (Amendment) Bill.

Resolved, “That the Schedule and discussion be noted on the minutes.”

A5. Planning Application 16/00227/B – Erection of Five Terraced Dwellings at Tennis Road Douglas

The Committee considered a report submitted by the Building Control Manager on the planning application seeking the erection of five terraced dwellings with parking to the rear of properties and associated landscaping at Tennis Road.

Members were advised that the site consists of an area of undeveloped land, previously a Market Garden, which is located between 4 and 14 Tennis Road. The application site relates to the land on Tennis Road, and the areas of an un-adopted highway.

The proposal is to develop the site to provide a terrace of five dwellings. Each dwelling is three storeys high with four bedrooms. Members were circulated with plans of the site.

Members raised concern that the car parking for the development is to be provided in a communal car parking area accessed to the rear of the dwellings via the un-adopted lanes off Albany Road, Tennis Road or Selborne Drive. A Member opined that the un-adopted lanes are not suitable for vehicles to access. It was noted that residents of the area intend to object to the planning application.

Members unanimously agreed that the proposal was an over intensive use of the site and would suit a smaller number of dwellings to be erected.

Resolved, “That particulars of the report and discussion be noted on the minutes and the Council object to planning application 16/00227/B as an over-intensive use of the site.”

A6. Planning Application 16/00199/B – McDonald’s Restaurant

The Committee considered a report submitted by the Building Control Manager on the planning application seeking the erection of two extensions, reconfiguration works to the site including parking layout and kerb lines at McDonald’s Restaurant, Peel Road, Douglas.

The proposal is to add two extensions to the existing building. Site plans were circulated to Members determining the two areas proposed for extension. One extension will provide additional customer toilet facilities and the second will extend the customer seating area and will re-locate to ‘drive-through’ booth windows and add a further booth window.

A Member queried why the Committee are no longer advised of the outcome of planning applications considered by the Committee, Officers agreed to investigate and ensure briefing notes are circulated to the Committee.

Resolved, “That particulars of the report and discussion be noted on the minutes and the Council raise no objection to planning application 16/00199/B seeking erection of two extensions, reconfiguration works to the site including parking layout and kerb lines at McDonald’s Restaurant, Peel Road, Douglas.”

A7. Designation and Management of Dog Fouling Hot Spots

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) to set out a proposed four-tiered system of designating dog fouling hotspots and the response proposed for hotspots at each tier.

The report aimed to set out a framework for how the Council will deal with dog fouling hotspots efficiently and effectively in:-

- Zone one shopping area, commercial areas and Promenade
- Main roads and pavements
- Estates and quiet residential areas.

It was noted that instances of dog fouling in back lanes, car parks and low footfall areas will be logged with a view to including these areas in the framework once accurate measures can be analysed.

The framework set out a four-tiered structure of hotspots alongside a proposed response for each tier. This had been proposed to ensure that staff and other resources are deployed in a proportionate response to the problem in each locality. Members were advised that all incidences of dog fouling, however reported or found, will be recorded as a job logged onto the Warden Service Sharepoint system and will be cleaned up by the Waste Services in accordance with the COPLAR standards detailed in the report. The Borough Warden Manager will review the job system on a weekly basis in order to identify hotspots. Hotspots are areas where more than one incident has occurred within a specific period.

A Level 1 hotspot will be designated in circumstances where 2 fouling incidents have occurred in a locality within fourteen days of each other. The response to a Level 1 hotspot will be use of a “Bag it Bin it” stencil.

A Level 2 hotspot will be designated in circumstances where a locality has been designated as a Level 1 hotspot twice within any four week period. The response will include Warden patrols (in uniform but not necessarily hi-viz clothing) and the use of “Clean it up” stickers along with the stencil.

A Level 3 hotspot will be designated in circumstances where a Level 2 hotspot remains as a hotspot for longer than eight weeks. The response to a Level 3 hotspot will be the instigation of a “We’re Watching You” poster and/or sticker campaign and active monitoring by Warden patrols along with leaflet drops to homes in the surrounding area in addition to the measures for level 2 hotspots.

A Level 4 hotspot will be designated in circumstances where the active monitoring of a level 3 hotspot demonstrates that the response measures being used are not working over a twelve week period. The response will be to explore opportunities to install CCTV to monitor the area in addition to continuing with the Level 3 response. Installation of CCTV will necessitate a second leaflet drop to advise residents of the presence and reason for the CCTV.

Members were advised that hotspots would only be closed after four consecutive weeks without two or more incidents being found or reported weekly.

Members queried how schools are categorised, if fouling incidents in parks are logged and the need for lanes to be included in the residential zone.

The Assistant Chief Officer (Regeneration) confirmed that the Waste Services Department has already begun logging fouling incidents and the log provides very clear graphical information, which has led to three areas already determined as a hotspot.

Resolved, "That particulars of the report and discussion be noted on the minutes and dog fouling hotspots be designated from Level 1 to Level 4 and that the proportionate response to each level of hotspot be as described therein."

A8. Online Recycling Survey

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager on the information received following the recent online recycling survey.

Following a Committee decision to commission a public survey based on nine general recycling questions, the survey went live on the Council's Facebook page on 25th February 2016 closing on 8th March 2016. The report analysed the results which were appended to the report. Members noted a total of 619 people responded to the survey. The report summarised the key findings and responses to the questions.

Members noted that the two main grounds for not participating in the Kerbside collection service were no access to the service in their area, and the main reason given was related to the receptacles, with either vulnerability to winds or carrying wet boxes through the house being of biggest concern. In response to this feedback, the Senior Engineering and Waste Services Manager presented a recycling bag that could be used for plastic and cans to eliminate some of the issues raised. Members discussed the grade of plastic that the Council currently recycle and how to demonstrate this on the proposed recycling bag. It was noted that the recycling bags are currently being trialled by Council officers and representatives of a local charity.

In answer to question, the Senior Engineering and Waste Services Manager confirmed that less than 10% of recyclates are removed from the waste stream, although it was noted that the Council do not offer the service to flats in the Borough. Members were advised that Officers are analysing what areas of Douglas currently recycle in a hope to increase the number of Kerbside Service users.

Members agreed to share the survey results with the Island's Local Authorities, and to discuss the information at the next Waste Working Group meeting.

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

- (i) Additional surveys which contain questions related to specific elements of the Recycling and Refuse Service be conducted subject to the Committee's approval of the questions;
- (ii) Officers explore the feasibility of conducting a door step survey in conjunction with one of the local charities."

A9. Charity Waste Audits

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager to ascertain the type and quantities of waste that is found in refuse wheeled bins used by charity shops.

Concerns have been raised as charities are not currently charged for either collection or disposal of refuse and the Council wishes to identify whether there are materials present in the bins which can be recycled. Members were advised that the initial audit has found a large amount of cardboard, paper, glass and ceramics in the bins tested. Approximately, 55% of bin content by weight has been found to be materials that are currently recycled as part of the Kerbside Service.

Members discussed a proposal for Waste Services to contact all Douglas based charities to ask that they separate their waste into receptacles provided by the Council, and advising them that they must endeavour to recycle all identified materials, wherever possible. It was noted that charity premises in the Borough are rate-exempt.

It was noted that there are several different types of charities within the Borough, varying from a small office, a charity shop in the Town Centre and nursing homes. Members agreed the need for some clarity on the legislation.

During the discussion, the Accountancy Manager agreed to circulate Members with the amount of rates relief allowed for of all premises occupied by charities in Douglas.

Members noted that regular inspections will be carried out on charity bins to ensure that they do not contain waste arising from commercial businesses who are seeking to avoid disposal charges.

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

- (i) Charities are actively encouraged to separate their waste;
- (ii) Further clarity on the relevant legislation to levy a disposal charge on charities be sought;
- (iii) A further audit of charity shop bins be carried out during the summer as part of the household bin audit to provide comparable data of the content of the charity bins."

A10. TiksPac – Dog Waste Bag Stations

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager to advise of the TiksPac concept and to consider a trial of installing TiksPac dog waste stations for a period of two months.

Members were advised that the concept was introduced to the Chairman and Waste Managers at the Keep Britain Tidy Network Conference and Awards. The concept comprises of pole mounted stations which carry free biodegradable dog waste bags for use by dog walkers, the stations are aesthetically designed noticeboards, which would also enable the Council to put its environmental messages across.

The report confirmed that TiksPac provide the stations and bags free of charge, the company subsequently sells advertising space on the boards to local companies who have a mutual interest in maintaining the environment of the area.

The company recently contacted Council officers to express an interest in conducting a two month trial, providing up to four stations to be sited at selected locations throughout the Borough. The Borough Wardens and Parks Section proposed to conduct the trial in the following locations:-

- Douglas Head
- Noble's Park (dog walking area)
- Douglas Promenade (in the area of the beach access slip on Queen's Promenade)
- North Quay.

It was noted the Council would incur the cost of installing and maintaining the stations, including the replenishment of bags. However, resupply of the bags is free and the stations are of a robust low maintenance design therefore upkeep would be minimal. The anticipated cost for installation is £40 per station.

The report highlighted one possible downside to installing the stations, it removes an element of responsibility from the owner to provide their own bags, and it was agreed that the stations clearly display the trial period dates together with the Council's corporate branding.

During the discussion, the Chairman asked if signage has been erected on the Promenade to alert dog owners that dogs are permitted on a certain area of the beach all year round as of the 1st April, Officers ensured the signage will be in place for that date.

Resolved, "That particulars of the report and discussion be noted on the minutes and the TiksPac dog waste bag stations be installed for a trial period, preferably longer than two months, with a subsequent report to Committee upon completion of the trial."

A11. Adjournment and Resumption

The Committee adjourned at 12.25pm to 12.30pm, the same Members and officers were present.

A12. National Strategy on Sea Defences, Flooding and Coastal Erosion

The Committee considered a report submitted by the Assistant Chief Officer (Environment) to advise on proposals for flood studies.

The Assistant Chief Officer (Environment) advised that he attended a presentation by the Department of Environment, Food and Agriculture (the Department), together with the Government consultant, JBA, on the Island's strategy on sea defences, flooding and coastal erosion. The presentation was appended to the report; Assistant Chief Officer (Environment) talked Members through the presentation and provided some background information.

Resolved, "That particulars of the report be noted on the minutes and a presentation and meeting be requested with the Department of Environmental, Food and Agriculture Minister and appropriate officers, to determine timescales for any study and impending works proposed and how these works will impact on the Council, and that all Council Members be invited to attend the meeting."

The Assistant Chief Officer (Regeneration) and the Senior Engineering and Waste Manager were thanked for their attendance and left the meeting.

A13. Works for Public Lighting Painting Planned Maintenance Column Painting 2015-16 SW070B136 Tender Report

The Committee considered a report submitted by the Electrical Services Manager to advise of the tenders received for the public lighting planned maintenance column painting.

Members were advised that seven companies were offered to tender via the Council's electronic procurement system, subsequently three tenders were received by the closing date.

Resolved, "That particulars of the report be noted on the minutes and the tender received from Buchanan and Pitts Limited being the lowest, be accepted for the public lighting painting planned maintenance column painting 2015-16 and that any underspend of the budgeted amount for lighting columns painting be referred to the Executive Committee at outturn for approval to be carried over to the new financial year."

A14. Items for Future Consideration

The Committee considered a report setting out items which will be considered at future meetings. Members discussed the reports listed for consideration at the March meeting of the Committee and Officers advised of further reports to be added to the schedule.

Resolved, "That the report and discussion be noted on the minutes."

A15. Chairman's Closing Remarks

In closing the meeting, the Chairman thanked Members and officers for their contribution during the municipal term.

PART B –

Matters requiring Executive Committee approval

There were no matters requiring Executive Committee approval.

PART C –

Matters requiring Council approval

There were no matters requiring Council approval.

The meeting adjourned at 2.05pm.