



Borough of Douglas

**MR COUNCILLOR JOHN EDWARD SKINNER, JP
MAYOR**

Town Hall,

Douglas,

9th December, 2016

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 14th day of DECEMBER, 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 monthly Council Meeting held on Wednesday, 9th November, 2016.

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

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Special Meeting held on Friday, 4th November, 2016.

Members Present: Mr Councillor D.W. Christian (Chair), the Mayor, Mr Councillor I.J.G. Clague, Councillor Mrs C.L. Wells, Councillor Miss D.A.M. Pitts, Mr Councillor R.H. McNicholl.

Officers in Attendance: Director of Finance (Mr G.M. Bolt), Director of Environment and Regeneration (Mrs D. Eynon), Director of Housing and Property (Mrs S. Harrison), Democratic Services Officer (Mrs D. Atkinson), Assistant Democratic Services Officer (Miss C. Cullen).

REPORT

PART A –

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

A1. Apologies

Apologies for absence were submitted by Mr Councillor S.R. Pitts and the Chief Executive.

A2. Vacancy on the Regeneration and Community Committee

The Chair invited nominations for a Member to be appointed to the Regeneration and Community Committee.

Councillor Miss N.A. Byron was nominated by Councillor Miss D.A.M. Pitts, seconded by Councillor Mrs C.L. Wells.

Mr Councillor J. Joughin was nominated by Mr Councillor R.H. McNicholl, seconded by Mr Councillor I.J.G. Clague.

The votes were cast as follows;

Councillor Miss N.A. Byron	3
Mr Councillor J. Joughin	2

Resolved, “That Councillor Miss N.A. Byron, having obtained a simple majority of the votes, be elected to serve as a Member on the Regeneration and Community Committee for the remainder of municipal years 2016 to 2018.”

A3. Vacancy on the Housing Committee

The Chair invited nominations for a Member to be appointed to the Housing Committee.

Mr Councillor J. Joughin was nominated by Councillor Mrs C.L. Wells, seconded by Councillor Miss D.A.M. Pitts.

Resolved unanimously, “That Councillor Mr J. Joughin be elected to serve as a Member of the Housing Committee for the remainder of municipal years 2016 to 2018.”

The Committee rose at 4.06pm.

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 25th November, 2016.

Members Present: Mr Councillor D.W. Christian (Chair), the Mayor (from 2.10pm), Mr Councillor S.R. Pitts, Mr Councillor I.J.G. Clague, Councillor Mrs C.L. Wells, Mr Councillor R.H. McNicholl.

Officers in Attendance: Chief Executive (Miss K.J. Rice), Director of Finance (Mr G.M. Bolt), Assistant Chief Officer (Environment) (Mr A.J. Donnelly), Assistant Town Clerk (Mr P.E. Cowin) (for Clause B11), 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 Environment & Regeneration (Mrs D. Eynon), and the Director of Housing & Property (Mrs S. Harrison). The Worshipful the Mayor had also submitted apologies in advance for his late arrival at the meeting, due to a Mayoral engagement.

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes

The minutes of the Meeting held on Friday 28th October 2016 and the minutes of the Special Meeting held on Friday 4th November 2016 were approved and signed.

A4. Matters Arising From Previous Minutes

There were no matters arising from the previous minutes.

A5. Referrals from the Environmental Services Committee

There were no referrals from the Environmental Services Committee meeting held on Monday 14th November 2016.

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

A6. Referrals from the Regeneration & Community Committee

The Committee considered the following referral from the Regeneration & Community Committee meeting held on Tuesday 15th November 2016:

Clause A1 - Library Membership Fees: the Council had previously decided to mark the re-opening of the Henry Bloom Noble Library in its new location in Duke Street (in January 2016) by offering one year's free membership for all Island residents. A proposal had now been put forward that free membership be offered on a permanent basis, on the grounds that the availability of a free library was one attraction that drew people into Douglas Town Centre, and that this new policy would build on the success of the original initiative.

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

- (ii) That the recommendation to make the present policy of free membership at the Henry Bloom Noble Library permanent be not supported, on the basis that some charge should be made; and
- (iii) That the matter be referred back to the Regeneration and Community Committee and for it to be advised -
 - (a) That approval was given for the present policy of free membership at the Henry Bloom Noble Library to be only extended, with an end date of 31st March 2017; and
 - (b) That a further report, detailing the charging structures of other libraries on the Island, was to be prepared and submitted for consideration to the Regeneration and Community Committee in December 2016, in order for it to decide on appropriate charges."

4 For. 1 Against. Mr Councillor R.H. McNicholl requested his vote against resolution (iii) be recorded on the minutes.

A7. 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.

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

A8. Isle of Man Local Government Superannuation Scheme – Statement of Policy on Employing Authority Discretions

The Committee considered a written report by the Director of Finance in relation to the requirement of the Local Government Superannuation Scheme 2012 for Employing Authorities to have a clear policy for discretions, and for this to be kept under review.

Members were advised that all the policies had been reviewed and updated as required. It was also noted that, although there was no regulatory requirement to review the non-mandatory discretions, it was good practice to also keep these under review.

The Director of Finance advised that previous Statements of Policy on Employing Authority discretions had been circulated to other Employing Authorities - this was to remind other authorities of their statutory responsibilities and at the same time give them a guide to those responsibilities.

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

- (ii) That the updated Statement of Policy on Employing Authority discretions, as appended to the written report, be approved and made available on the Council's website, with the agreed Statement of Policy becoming effective one month following the date it was published; and
- (iii) That approval be given for the updated document to be circulated to other Employing Authorities for information."

A9. 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."

A10. Time and Date of Next Meeting

Members were reminded that the next scheduled meeting was due to take place at 2.30pm on Wednesday 21st December 2016.

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

PART B –

Matters subject to Council approval

B11. Revision of Ward Boundaries

The Committee considered a written report by the Assistant Town Clerk in relation to the proposed revision of Ward Boundaries.

This followed the submission of a Motion by Mr Councillor D.W. Christian, MBE, JP, which had been considered by this Committee on 29th July 2016 and approved by Council on 10th August 2016. The Motion had been to take forward the implementation of a reduction in the number of Councillors to twelve, with each of the six Wards returning two Members (this reduction to be effective from the 2020 local authority general elections); and for a review of the Wards Boundaries to be undertaken in order to achieve fairness of representation.

Members were advised that the six Wards themselves each comprised either three or four Polling Districts, the boundaries of which had been unchanged for many years. As populations had grown as a result of recent developments, some of the Polling Districts were now larger in number than some Wards. This had led to a disparity in the level of representation, which needed to be addressed as, ideally, each Member should represent an equal number of voters.

One option to reduce the number of Members would be to reduce the number of Wards to four. A revision of the boundaries for the House of Keys constituencies had been undertaken prior to the 2016 General Election in order to equalise the four constituencies in Douglas, and, the matching of the Wards to those four constituencies would provide a number of advantages, including reducing voter confusion, and enabling greater co-operative working between Members of the Keys and Councillors (as their electoral areas would be the same).

It was noted that there had been some minor adjustments of polling district boundaries in the House of Keys constituencies, and these would need to be reflected in the Council's Ward boundaries. This

would be achieved by reference to the Definitive Map, lodged at the Registry under the Polling Districts (Keys Elections) Order 2015.

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

- (ii) That it be recommended that the number of Wards in the Borough be reduced to four - matching the House of Keys Constituencies - with three Members for each of the new Wards;
- (iii) That no change be made to the existing Polling Districts, except those affected by the Polling Districts (Keys Elections) Order 2015; and
- (iv) That the Chief Executive be authorised to progress all the requisite Orders, in order to implement the changes with effect from 1st April 2020.”

3 For. 2 Against. Mr Councillor S.R. Pitts and Mr Councillor R.H. McNicholl requested their votes against the resolutions be noted on the minutes.

The Committee rose at 3.30pm.

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

PENSIONS COMMITTEE

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

Members Present: Mr Councillor C.L.H. Cain (Chair), the Mayor, Mr Councillor S.R. Pitts, Councillor Mrs C.R. Turner, Councillor Miss D.A.M. Pitts, Councillor Ms K. Angela, Mr A. Thomas (Independent Member).

In Attendance: Mr M. Freeman, Scheme's Investment Advisor – Hymans Robertson, Mr D. Hammill and Mr Richard Stanley, Canaccord (agenda item A10), Mr C. Bell, Capital International (agenda item A11), Director of Finance (Mr G.M. Bolt), Assistant Chief Officer (Finance) (Mr E.P. Pierce), Democratic Services Officer (Mrs D.C. Atkinson).

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Apologies

There were no apologies for absence submitted.

A2. Declarations of Interest

There were no declarations of interest.

A3. Minutes – 27th October 2016

The minutes of the meeting held Wednesday, 27th October, 2016 were approved and signed.

A4. Training – Impact of Revised Investment Structure

The Committee received a training presentation from Mr Mark Freeman, Hymans Robertson, on the impact of the revised investment strategy structure.

The topics discussed were how the changes evolved the investment strategy, the main and secondary objectives, and how the Fund has met the objectives.

Mr Freeman began by providing a background into the new strategy and the reason for implementing the changes. The Committee were presented with a table that demonstrated the previous strategy asset class split and the respective fund managers, in comparison with the new strategy listing the fund managers and the target split. The main points noted were the adoption of lower cost index-tracking funds for efficient markets, the appointment of specialist managers for active funds, and the 10% switch from equities to the diversified growth fund.

Mr Freeman moved on to the reasons for making these changes. There were two objectives set out in the presentation, to improve outperformance target returns and reduce manager fees. Members noted that target returns are estimated to improve by an additional 1.06% per annum which based on assets of £69million is a potential extra £731,000 per annum and manager fees have been cut by 11% resulting in expected savings of £43,300 per annum. In response to question, Mr Freeman expanded on the points regarding a fee rebate negotiated with BlackRock as a result of the closure of their Isle of Man office, the fee rebate had been offered as a goodwill gesture in relation to the additional costs incurred by the Fund to find alternative managers and transfer the assets, and is subject to terms and conditions which were explained to the Committee.

Members considered the final training slide, which was a secondary objective to diversify risk. It was noted that the greater diversification of risk has resulted in slightly lower variability of funding level which has in effect lowered the Scheme's overall risks.

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

A5. Review of Investment Managers' Performance

The Committee considered a report by Hymans Robertson reviewing the Investment Managers' performance for the third quarter of 2016.

Mr Freeman provided the Committee with an overview of the market during the period together with the historic returns for world markets.

Members considered the portfolio summary, the table listed the asset classes and their values, actual and target proportion. Assets had been valued at £69million at the end of the quarter and the overall fund

performed 1.5% over the benchmark, however the Property Fund underperformed the benchmark by 1.1%.

The Committee received a breakdown of the different asset class returns during the quarter in comparison to the benchmarks, together with returns in the past twelve months, three and five years.

The report finished with an overview of individual managers' performance during the quarter, and ratings for managers where applicable.

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

A6. Capital Market Service

The Committee considered a presentation by Mr Freeman on the market update for the period July to September 2016.

Mr Freeman provided the market returns for the quarter. A series of graphs were presented to Members demonstrating UK gross domestic product growth during the period, the Bank of England growth and inflation forecasts and trade-weighted sterling.

The presentation demonstrated 10-year conventional government bonds change in yield for the US, Germany and the UK, together with a comparison of the US and UK 10-year inflation-linked government bonds.

Mr Freeman presented the sterling investment-grade credit and global equities in real dollar earnings and finished with a graph demonstrating the IPD UK monthly index.

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

A7. Review Plan of Activities

The Committee were reminded that a plan of activities is submitted by both Hymans Robertson and Capita annually to assist with the efficient and timely review of relevant issues.

The Capita plan provided a schedule of administration activities to be undertaken by the Committee at administration meetings in March and October 2017, together with employer and Member training scheduled to take place in November 2016.

The Hymans Robertson plan lists investment activities to be considered at the quarterly monitoring Committee meetings. The plan incorporated the Committee's previous decision to receive presentations from active managers twice per annum, and the index-tracking manager once per annum. Members were presented with a timetable of the planned managers' attendance during 2017.

The Hymans Robertson plan of activities placed most emphasis on two factors, strategic issues and monitoring the revised investment structure.

It is proposed that part of the September meeting be held at Capital International's office in Douglas.

Resolved, "That particulars of the report and discussion be noted on the minutes and the 2017 Plan of Activities be approved."

A8. Smart Beta Index Returns Comparisons

The Committee considered a report submitted by Hymans Robertson to provide further analysis, as requested by the Committee, on smart beta indices.

Mr Freeman explained the smart beta term. The report compared the historical returns and volatility of two of the most commonly tracked smart beta indices produced by Research Affiliates (RAFI): the RAFI 300 and the RAFI All World 3000. The indices were compared against the traditional market cap indices together with the Fundsmith Equity Fund, as requested by the Committee. Members were presented with further information on the Fundsmith Equity Fund.

Mr Freeman explained that the report is not suggesting a change in the Scheme's current investments, but that the Committee keep in mind the option for future consideration.

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

A9. Adjournment and Resumption

The Committee adjourned for lunch at 1.05pm and resumed at 2.00pm.

Councillor Miss D.A.M. Pitts submitted her apologies for the remainder of the meeting.

A10. Manager Reporting: Canaccord

Mr Dermot Hamill, Head of Wealth Management and Mr Richard Stanley, Investment Director, joined the meeting to present in relation to factors effecting the performance of Canaccord's portfolio, which invested in UK equities, gilts and corporate bonds after their first full year of management for the IOMLGSS.

Mr Stanley focussed on the active bond portfolio and began by providing an overview of the market, focussing particularly on the market implications of the Trump Presidency and the expectation of the US interest rates. A series of graphs demonstrating current segments of the market were presented to Members. Mr Stanley summarised Canaccord's positive and negative views surrounding the current markets.

Members were presented with the investment guidelines for the IOMLGSS corporate bond mandate, the target is to outperform the Barclays Sterling Corporate Bond index by 1-2% per annum before fees over rolling 3.5 year periods. The presentation finished with an explanation into the target portfolio implementation and positioning.

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

A11. Manager Reporting: Capital International

Mr Bell joined the meeting to present Capital International's review for the third quarter of 2016.

Prior to presenting the report, Mr Bell thanked the Committee for selecting Capital International to manage the diversified growth fund, and reminded that the transfer took place after quarter 3 and was not therefore referred to within the report.

Mr Bell began by explaining the key economic and market themes during the quarter. He went on to explain portfolio strategy thoughts.

Members were advised that the fund gained 5.0% during the quarter compared with the benchmark return of 0.88%.

During the presentation, Mr Bell advised that the fund is currently overweight in cash at about 14% and there are no immediate plans for cash holdings to reduce below 6% - 7%. It was also noted that 75% of the Diversified Growth Fund transferred from BlackRock had been sold and approximately 65% of the total fund had been reinvested, the 10% balance being retained as cash for the time being.

Mr Bell finished with his report on the economy and market outlook.

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

Mr Bell was thanked for his attendance and left the meeting.

A12. Douglas Borough Council Corporate Plan Monitoring

The Committee considered a written report by the Director of Housing and Property setting out a review of progress made in respect of the Action Plan as contained in the Corporate Plan 2013 / 2017.

Members were advised that forward planning provided the framework for the Council's future activities and, by publishing a Corporate Plan, the Council was providing a documented demonstration to its stakeholders of its intentions.

The Corporate Plan was a strategic document, focusing on major priorities, and was also an essential element of the Council's responsibilities as part of good governance. Over-arching aims fed into Department and Section plans, with these then being converted into actions assigned to individual officers at the relevant levels.

Members considered the latest monitoring schedule for items specific to the Pensions Committee (as appended to the written report). Completed actions were shaded in green, and ongoing actions were shaded in amber. The Director of Finance reported the progress on amber shaded actions and where appropriate explained the reason for a delay.

Resolved, "That particulars of the Corporate Plan monitoring report be noted on the minutes."

A13. Items for Future Report

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.

The Director of Finance advised that the triennial valuation report, originally scheduled for consideration at the November meeting, had been delayed. The reasons for the delay were explained to the Committee. It was agreed that in line with Standing Order 90, the Chair of the Pensions Committee authorise the Chief Executive to convene a special meeting of the Pensions Committee on the 1st February, 2017 to consider the valuation report. The Director of Finance explained the reason for choosing this date in order to comply with the statutory deadlines.

Resolved, "That particulars of the items for future report be noted on the minutes and the Chief Executive be authorised to convene a special meeting of the Pensions Committee on 1st February, 2017 commencing at 11.00am to consider the results of the triennial valuation and investment strategy review."

PART B –

Matters requiring Executive Committee approval

There were no matters requiring Executive Committee approval.

PART C –

Matters requiring Council approval at the special budget meeting on 25th January 2017

C14. Revenue Estimates 2017/18

The Committee considered a report submitted by the Assistant Chief Officer (Finance) to review the Draft Revenue Estimates for the Pensions Committee.

The Assistant Chief Officer (Finance) explained the increases and decreases to the 2017/18 budget compared to the current budget.

Members noted that the Central Support Services relates to the IOMLGSS Admin service's portion of the overheads of the Council. It is too early in the budget process to be sure they will remain as drafted. They will need to be finalised in January when all of the other services' revenue budgets have been set. It had therefore been recommended that the Director of Finance adjust the Central Support Service in accordance with the Council's overall overhead appointment.

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

- (i) The draft budget for the Isle of Man Local Government Superannuation Scheme Administration Costs (IOMLGSS Admin) for 2017/18 be approved;
- (ii) The Director of Finance be authorised to adjust the Central Support Services element of the budget in due course as appropriate in accordance with the Council's overall overhead appointment."

The Committee rose at 3.30pm.

VI(iv) – The proceedings of the EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE as follows:

EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE

EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE – Minutes of Meeting held on Monday, 14th November, 2016.

Members Present: For Douglas Borough Council – Mr Councillor R.H. McNicholl (Chair), Mrs D. Eynon (Director of Environment and Regeneration). For Onchan District Commissioners – Mr D. Crellin (Member), Mr M. Morrison (Chief Executive/Clerk). For Garff Commissioners – Mr T. Kenyon (Member). For Santon Parish Commissioners – Mr N.P. Kelly (Member).

In Attendance: Secretary – Mr P.E. Cowin (from 4.00pm). Accountancy Manager – Mr R.N. Davies (from 4.30pm until 4.45pm). Contractor's Representative – Mr S.A. Crook. Taking Minutes (Clauses A1 to A8) – Mrs D.C. Atkinson.

REPORT

PART A –

Matters within the scope of the Joint Committee's Delegated Authority

A1. Election of Chairman and Vice-Chairman

Mr R.H. McNicholl was unanimously elected Chairman of the Joint Committee for the municipal year 2016/17.

Mr D. Crellin was unanimously elected Vice-Chairman of the Joint Committee for the Municipal year 2016/17.

A2. Minutes – 18th February, 2016

The minutes of meeting held on Thursday, 18th February, 2016 were approved and signed together with the notes of the inquorate meeting held on Tuesday, 6th November, 2016.

A3. Adjournment and Resumption

The meeting briefly adjourned at 3.12pm and resumed at 3.20pm. Hard copies of the agenda were circulated in the interim.

A4. Operational Statistics to end of September, 2016

Copies had been circulated of the spreadsheet showing the monthly throughput of the various waste streams from April to September 2016.

There was discussion surrounding a possible fee increase for the disposal of white goods. The proposed increase had been verbally reported by a Government officer at a different forum and no confirmation has been received in writing.

The Chairman queried if staff at the site have the authority to remove items from the skips that could be recycled. Mr Crook confirmed that if safe to do so staff can remove items and agreed to remind staff accordingly.

It was agreed: that the statistics be noted.

A5. Operational Issues – Height Restriction Barrier

Mr Crook reminded that the Western Site has raised a cause for concern that the height barrier in operation at the Eastern Site is encouraging large vans to the Western Site and allegedly burdening that Site with inappropriate costs. Mr Crook reported the figures quoted by the Western Site, and advised, as a result of a research exercise, the percentage of users of the Eastern Site estimated to live in the West of the Island.

Representation from the Western Site to attend an Eastern Site Joint Committee meeting had been received by officers. The Committee considered the request and agreed there would be no immediate benefit to meet with a representative however, in an attempt to alleviate the situation agreed to relax the height restriction for an additional afternoon during the week. It was suggested that the Western Site be reminded that they can make a charge for commercial waste.

It was agreed: that the height barrier restriction be relaxed additionally on a Monday afternoon and the change be publicised by press release and the website as soon as practical.

The Secretary joined the meeting at 4.00pm.

A6. **Operational Issues – Traffic Management**

It was reported that there had been an incident at another of the Island's Amenity Sites caused by a user not switching their engine off and leaving the car unattended. As the Police consider the Site to be highway, the incident is being treated as a road traffic accident. Mr Crook advised there had been no such cases at the Eastern Site to date, it was agreed to display signs reminding users to switch off their engines.

It was agreed: Signage be displayed at the Site reminding users to switch off their engines if the vehicle is unattended.

A7. **Site Opening Times**

It had been suggested to align the Site opening times with the advertised times, to remove confusion over the Site closing at 3.45pm, when it is advertised as open to 4.00pm. Mr Crook circulated a photograph of the Site entrance sign that clearly stated the gates close at 3.45pm. The Committee advised the sign that requires attention is displayed on the Shoprite fence.

It was agreed: Mr Crook would review the signage at the Shoprite fence.

A8. **Charities use of Site**

An e-mail submitted by the charity Graih in relation to disposal of small quantities of waste arising for its charitable activities had been circulated. The e-mail explained the services provided by the Graih and a request to relax the charges for the disposal of waste arising from their work. Members were of the opinion that the policy be applicable to all charities, but based on the type of work carried out by the Graih, asked for more information on the amount of waste and type of waste disposed of.

It was agreed: Graih be asked to identify themselves to staff when attending the Site for one month in order to monitor the type and amount of waste disposed by the charity. In the interim, the charge will still stand.

A9. **Cardboard Recycling Containers**

The in-principle approval of the Committee at its meeting on 18th February, to purchase two containers for cardboard using a contingency sum in the operational contract, had not been progressed because a more suitable type of container had been identified. The intention was to save cardboard being wasted through water damage, and the consequent loss of income. Following the termination and re-issue of the contract the funding was no longer available.

The Accountancy Manager attended the meeting at 4.30pm.

There was discussion about responsibility for funding the purchase, with the general view being that as the Contractor now retained all income from recyclates, it would be the principal beneficiary of the proposed new skips and should therefore be responsible for providing them and the cost should not be charged to the Joint Committee. It was however noted that the proposed new skips were less expensive than those originally suggested and that the costs would be recovered in a comparatively short time from the income generated. At the end of the contract however the skips would remain the property of the Contractor.

It was agreed: that the Joint Committee support the principle of making the recycling of cardboard more effective but that the funding of the purchase be left to the Contractor.

A10. **Budget 2017/18**

The Accountancy Manager advised that in the draft budget that would shortly come before the Joint Committee and the respective Authorities for approval, it was intended to incorporate provision for investment in replacement infrastructure as the existing skips were to be gradually replaced.

Noted.

The Accountancy Manager and Contractor's Representative left the meeting at 4.50pm.

A11. **Joint Committee Agreement Revision**

A draft had been circulated of a revised Joint Committee Agreement, to reflect changes in the local authorities in Garff. There was discussion over whether the revised agreement should provide for two representatives for Garff, or whether, as drafted, one representative with the combined voting weight of Laxey and Lonan would be appropriate. There was concurrence on the latter.

There were small amendments required including the venue for meetings.

It was agreed: that the draft should be circulated to all five authorities for review but not for execution at this stage so that any suggested amendments could be considered.

A12. Joint Committee Quorum

Members referred to the last scheduled meeting which had been inquorate because of the Douglas representative being delayed at a prior event. It was noted that it had never happened previously and that there was provision for substitution if it was known in advance that any authority's representative could not attend.

It was agreed: that the existing provision for substitution is sufficient.

A13. Next Meeting

Consideration was given to the date, time and venue of the next meeting. The Secretary advised that if a provisional date could be chosen he would liaise with the Accountancy Manager to ensure that the draft budget was available for consideration.

It was agreed: that the next meeting be held at 3.00pm on Monday 12th December, in the Committee Room at Douglas Town Hall

The meeting ended at 4.55pm.

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

HOUSING COMMITTEE

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

Members Present: Councillor Mrs C.L. Wells (Chair), the Mayor, Mr Councillor J. Joughin, Councillor Ms C.E. Malarkey, Mr Councillor C.L.H. Cain, Councillor Mrs E.C. Quirk, Mrs J. Quaggan (Independent Member).

In Attendance: Director of Housing and Property (Mrs S. Harrison), Assistant Chief Officer (Housing and Property) (Mr G. Atkin), Assistant Chief Officer (Income) (Mrs C. Pulman), Assistant Town Clerk (Mr P. Cowin) and Assistant Democratic Services Officer (Miss C. Cullen).

REPORT

PART A –

Matters decided by the Committee

A1. Apologies for Absence

No apologies for absence were submitted.

A2. Declarations of Interest

There were no declarations of interest.

A3. Minutes 19th October, 2016

The minutes of the meeting of the Housing Committee held on Wednesday, 19th October, 2016, were approved and signed.

A4. Matters Arising – 19th October, 2016 – Clause A6

Members discussed the comments raised at the October Council meeting on the recommendation to the Department of Infrastructure for the rental increase for the Council's social housing stock for 2017/18. The Chair advised that subsequently she had requested that officers review the process and that consideration be given to a longer term strategy over five years and determine whether this would be a viable proposal to be recommended to the Department for next year's rental increase.

In response to query, the Director of Housing and Property advised that communication was yet to be received from the Department of Infrastructure's Housing Division in regard to a decision from the Council of Ministers on the rent increase.

A5. Voids Property List

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

In response to query from the Chair, the Director of Housing and Property confirmed that the void properties list would be circulated to all Members as requested at the November Council meeting.

Members reviewed the list as appended to the report. The Director of Housing and Property explained that some properties would unfortunately remain void longer than others due to the type of repair needed and the cost of completing the works.

The Assistant Chief Officer (Housing and Property) advised that long term voids detailed in the deferred list are removed from the rent account.

A Member opined that approval of transfers could be potentially contributing to increased number of void properties. It was noted favourably that the number of people on the housing waiting list has halved over recent years.

Resolved, "That the list of vacant properties and discussion be noted on the minutes."

A6. Housing Request Refusals

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) advising on a proposed housing request refusal. All such refusals are made by Housing management officers in accordance with current Council Policy, Government Regulations and Guidance.

The report recommended that approval be given to the proposed housing request refusal as appended to the report. It was noted that the request did not meet the transfer criteria in that the policy does not permit like for like transfers.

The Chair provided general information of the applicant's circumstances.

Some Members opined that transfers should be reviewed on an individual case basis although it was understood that Housing officers refer to the criteria to ensure there is consistency in decisions.

Resolved, "That particulars of the report and discussion be noted on the minutes and that approval be given to the proposed housing request refusal as shown in Appendix 1, which complies with current Council policy and Department of Infrastructure regulations and guidance."

A7. Rent Arrears Rationalisation Process

The Committee considered a report submitted by the Assistant Housing Manager (Services) advising on the proposed implementation of the rent arrears rationalisation process.

Members recalled that as resolved at the October Committee meeting, the aim is to have all tenants paying their rent one week in advance, that is, in accordance with their tenancy agreements by the end of the financial year 2017/18.

The report outlined the proposed process that is to be implemented. It was noted that the implementation will require to be handled sensitively. The Assistant Chief Officer (Housing and Property) affirmed that officers will work with tenants to ensure that the best repayment option for the tenant is in place.

Members noted that the position regarding payment in arrears has arisen from historic practices and new tenants were all paying in advance.

Resolved, "That particulars of the report and discussion be noted on the minutes and that approval be given to the implementation of the rent arrears rationalisation process."

A8. Items for Future Consideration

The Committee considered a report setting out items which will be considered at future meetings. Members noted the reports listed for consideration at the December meeting of the Committee.

The Chair advised that prior to the commencement of the December Committee meeting housing officers would be in attendance to meet Members.

The Chair made reference to a suggestion raised by a Member at October's Council meeting, subsequently she proposed that Members attend a site visit to Lord Street flats. There was discussion about suitable dates for the site visit to take place and it was agreed that officers would make arrangements and advise Members accordingly.

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

The meeting ended at 11.40am.

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 November, 2016.

Members Present: Mr Councillor S.R. Pitts (Chair), the Mayor, Councillor Miss N.A. Byron, Councillor Miss D.A.M. Pitts, the Mayor, Councillor Mrs R. Chatel, Councillor Ms J. Thommeny.

In Attendance: Director of Regeneration and Environment (Mrs D. Eynon), Assistant Town Clerk (Mr P.E. Cowin), Accountancy Chief Officer (Finance) (Mr E.P. Pierce), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Head of Parks (Mr D. Hewes), Borough Librarian (Mrs J. Macartney) (A1 to A2, and B7), Democratic Services Officer (Mrs D. Atkinson).

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Minutes – 24th October, 2016

Minutes of the Meeting held on Monday, 24th October, 2016, were approved and signed.

A2. Matters Arising – Clause A5, Kaye Memorial Garden – Pergola Replacement

In light of comments raised at the November Council meeting, Members reconsidered the decision to remove the stone pillars in the Kaye Memorial Garden. Officers advised that if the pillars were to remain in place, additional support to stabilise the pillars will be required which will incur additional cost. The works proposed to remove the trusses and pillars had been approved to be funded from existing park revenue budgets.

Resolved, “That the Committee’s decision to remove the pergola stone columns and paving stand.”

A3. Wayleave and Substation Lease in respect of Electricity Network Improvements, Noble’s Park, Douglas

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) seeking authority to grant a wayleave and enter into a lease with the Manx Utilities Authority (MUA) in relation to the electricity network improvement in Noble’s Park. The proposal is to improve the electricity network in Noble’s Park so that it is better suited to the requirements for TT week.

The proposals comprised of two parts, the main network and substation, designed and to be implemented by the Manx Utilities Authority (MUA), and the distribution network to be designed by March Consultants, which will include individual cabinets and power points.

In addition to improvements required for TT, the improved network will also upgrade the supply in the Park so that it is more suitable for large events such as the recent Tom Jones concert. This report applies only to the main network proposed by the MUA. March Consultant’s, proposals for distribution have not yet been received.

Members noted that the scheme will be funded by the Isle of Man Treasury and there will be no costs borne by the Council.

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

- (i) A wayleave be granted to the Manx Utilities Authority for a sum of twenty-five pence to install underground electricity and cables in Noble’s Park;
- (ii) The Council enter into a lease for ninety-nine years with the Manx Utilities Authority in respect of an electricity substation in Noble’s Park.”

A4. Douglas Carnival 2016 – Debrief and Proposals for 2017

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) providing recommendations for the 2017 Douglas Carnival arising from the debrief meetings of the 2016 event.

Members were advised that Officers have held several debrief sessions since the 2016 Douglas Carnival event. No major issues arose as part of the debrief, with the exception of concern expressed in relation to the Colour Run hosted by the Isle of Man Hospice. The report provided a summary of the main issues and proposals for the 2017 event.

The report provided Members with three options in relation to charity involvement in the event; option one to invite Isle of Man Hospice to hold the colour run again in 2017, option 2 to invite proposals for any charity wishing to be involved in the 2017 event or option 3 that no charity be invited to participate in the 2017 Douglas Carnival.

Members discussed the length of the parade and the venue. It was agreed Officers consider shortening the length of the parade in 2017. During the discussion on the venue, the Chairman advised that he would like to see the event take place on the Quay as opposed to the Promenade. The Assistant Chief Officer (Regeneration) explained that it would be difficult to obtain a road closure for the Quay as this will limit access to the bus station for the duration of the event.

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

- (i) Douglas Carnival take place at 3.00pm on Sunday, 16th July, 2017 on Douglas Promenade in a very similar format to Douglas Carnival 2016;
- (ii) In terms of charity involvement in the 2017 event, the Council invite proposals from any charity wishing to be involved in the Carnival and these proposals be considered by the Committee in February 2017."

Mr Councillor S.R. Pitts requested that his name be recorded as voting against Resolution (i). The vote was For: 4 Against: 1.

A5. Douglas Golf Course

Mr M Vipond, Douglas Golf Course Professional, joined the meeting to provide an update on the Douglas Golf Course and Pavilion Building. Mr Vipond reported no major issues, however he did highlight that the Golf Course had occasionally been turning away potential new members due to the current charging system. Members were advised that if a new Member joins on an annual membership, they are charged for the full year regardless of the month they join. Mr Vipond asked for consideration into charging pro-rata for membership. It was agreed officers would produce a report on the subject.

There was a brief discussion about the provision of additional toilets on the course and the renewal of the lease.

Resolved, "That particulars of the discussion be noted on the minutes and a report on the Douglas Golf Club annual membership charge be considered by the Committee at a meeting in February 2017."

Mr Vipond was thanked for his attendance and left the meeting.

A6. Items for Future Report

The Committee considered a report by the Democratic Services Officer regarding reports for future consideration by the Committee. Officers advised of additional reports to be included in the schedule.

Members agreed to a further site visit on Monday, 28th November, 2016.

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

PART B –

Matters requiring Executive Committee approval

B7. Library Membership Fees

The Committee considered a report submitted by the Borough Librarian to consider making Library membership free permanently.

Members were reminded that one year ago the Council decided to mark the re-opening of the Henry Bloom Noble Library in its new location in Duke Street with a year's free membership for all Island residents. The Borough Librarian reported that the initiative has been very well received with over 2000 new members joining in 2016 already.

Members considered the proposal to permanently offer free membership at the HBN Library. It was accepted that for those who work in Douglas but live outside the town, they see the Library as their local library and the availability of this free library service is one attraction drawing people into Douglas town centre to support Douglas businesses. The Committee agreed to recommend to Executive to build on the success of the initiative by making library membership free permanently.

Resolved, "That particulars of the report and discussion be noted on the minutes and the Executive Committee be recommended to make the present policy of free membership at the Henry Bloom Noble Library permanent."

The Borough Librarian was thanked for her attendance and left the meeting.

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

ENVIRONMENTAL SERVICES COMMITTEE

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

Members Present: Mr Councillor R.H. McNicholl (Chair), the Mayor, Councillor Ms C.R. Turner, Mr Councillor F. Pabellan, Mr Councillor F. Horning, Councillor Ms K. Angela.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Accountancy Manager (Mr R. Davies), Building Control Manager (Mr N. Kaighin) (Items A1 to A9), Dilapidation Enforcement Officer (Mr A. Gordon) (Items A1 to A9), Assistant Town Clerk (Mr P. Cowin), Assistant Democratic Services Officer (Miss C. Cullen).

REPORT

PART A –

Matters delegated to the Committee

A1. Apologies

No apologies for absence were submitted.

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes – 17th October, 2016

The minutes of the meeting of the Environmental Services Committee held Monday, 17th October, 2016, were approved and signed.

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

The Committee considered the schedule of neglected, dilapidated, ruinous and dangerous properties being dealt with on behalf of the Council.

The Building Control Manager reported that the application for a warrant for entry to the Pitcairn Hotel would be considered by the Deputy High Bailiff on Wednesday, 16th November and advised that the Council had recently removed loose slates from the roof of the property. He further reported that it was the Council's Structural Engineer's opinion that the Pitcairn Hotel did not pose any immediate danger to public, however following entry into the property a report on the buildings internal structure would be provided to officers for consideration, subsequently a further report would likely be brought to next month's committee meeting in regard to the Service of Notice to the owners of the Pitcairn.

In response to query, the Building Control Manger confirmed that the Pitcairn Hotel and the Wyndham are owned by the same British Virgin Islands registered company.

The Chair felt it prudent for Members to note that if the Pitcairn is found to be in a dangerous state and the owner does not comply with the notice of improvements, the costs of rectifying any issues in order to make the property safe would fall to the Council.

Members reviewed and discussed a number of properties detailed on the schedule.

The Chair advised of a further two properties that had been discussed at November's Council meeting, the Building Control Manager advised that those properties are currently being dealt with by the Building Control Department.

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

A5. Service of Notice – Former Esso Depot, South Quay

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) on the appearance of the former Esso Depot, South Quay, Douglas.

Members were presented with pictures demonstrating the appearance of the property which is considered to be detrimental to the amenities of the neighbourhood. The property is located at a high profile location on South Quay, which is a main vehicular route between Douglas and the South of the Island. It is also prominent in that it faces Douglas Inner Harbour and North Quay, both areas frequented by visitors to the Island.

The Assistant Chief Officer advised that although the owners have agreed in principle to the improvements to the property, no firm date for the works to be carried out had been supplied.

In response to query from the Chair, the Assistant Chief Officer (Regeneration) confirmed that the notice relates to the building only and does not include the external wall.

Resolved, "That particulars of the report and discussion be noted on the minutes and that approval be given to serve notice, if necessary, under Section 24 of the Building Control Act 1991, on the owners of the former Esso Depot, South Quay, Douglas. The Notice would relate to removing the flaking paint, the repainting of the masonry walls and woodwork and removing vegetation."

A6. Planning Application – 16/01122/B – 74 Westbourne, Drive

The Committee considered a report submitted by the Building Control Manager on the planning application for the creation of driveway and vehicular access at 74 Westbourne Drive, Douglas.

The report recommended that the Council raises an objection to the proposal.

The Chair advised that he had requested that the application be considered following a number of comments he had received from residents in the area.

The report outlined the proposal for the creation of additional off street parking to the front of the property. The creation of the car parking area would require removal of the front boundary wall; the Building Control Manager advised that removal of the boundary wall does not itself require planning approval.

Members noted the main issues to consider in the assessment of this planning application are the impact of the proposed developments on the character and appearance of the street scene and the impact of the proposal on the highway.

Members expressed concern that support of the application would reduce the number of public on-street car parking spaces and that it could also set a precedent for similar future applications in the area.

Members unanimously agreed that the further recommendation "that planning authority be advised that the Council may reconsider its decision if the proposals were to be amended to provide at least 50% of the garden area planting." be not included in the resolution.

Resolved, "That particulars of the report and discussion be noted on the minutes and that the Council raises an objection to the application on the grounds that the proposal does not show compliance with the Isle of Man Strategic Plan 2007 General Policy 2. Specifically General Policy 2 (c) in that the development should not adversely affect the character of the surrounding landscape or townscape and that it would reduce the number of public on-street car parking spaces."

A7. Planning Application – 16/01186/B – 29 Castlemona Avenue

The Committee considered a report submitted by the Building Control Manager on the planning application for the conversion of former guest house to create four apartments, 29 Castlemona Avenue, Douglas.

The report advised that the proposal is for the conversion of the existing dwelling into four self-contained apartments. The development would see four, one bedroom apartments created, one apartment per floor. Members noted that there is currently no parking provision on site, and no opportunity to create new car parking spaces.

The report recommended that the Council raise an objection to the application.

Members discussed the current provision for parking within the area and expressed concerns over the existing kerbside congestion. During the discussion a Member raised concern that if the Council raises objection to the application and it is subsequently refused it may possibly lead to the property falling into a dilapidated state and opined that the Council should look to support alternative uses for the property.

Members recalled that the Council had previously raised an objection to a similar application on the grounds of the same issue.

A Resolved, "That particulars of the report and discussion be noted on the minutes and that the Council raises an objection to the application on the grounds that the proposal is considered to be contrary to General Policy 17 (a) and Transport Policy 7 of the Isle of Man Strategic Plan 2007, in that the proposed development, if approved, would unacceptably harm the amenity of the surrounding area by reason of adding to the existing kerbside congestion."

A8. Planning Application – 16/01185/B – 8 Laureston Close

The Committee considered a report submitted by the Building Control Manager on the planning application for the replacement of existing glazed conservatory roof with tiles, 8 Laureston Close, Douglas.

Full planning approval is sought for the replacement of the existing polycarbonate conservatory roof with a new warm roof with lightweight tiles to match the main dwelling, in grey. The roof will have no change in its design or size.

Members noted that planning applications of a domestic nature would not normally be considered by the Committee and that this application had only been presented as it is being made on behalf of an elected Member.

The report recommended that the Council raise no objection to the application as there are no valid grounds to do so.

Resolved, "That particulars of the report be noted on the minutes and that the Council raises no objection to the application."

A9. Planning Application – 16/01163/B – Marina Hotel

The Committee considered a report submitted by the Building Control Manager on the planning application for the conversion of existing hotel / guest house to provide nine apartments and office accommodation, Marina hotel, 47 Loch Promenade, Douglas.

The proposal is for a change of use of the ground and upper floors to nine residential apartments and the basement to office accommodation. The proposals show two, one bedroom flats on each of four storeys, with a two bedroom flat on the uppermost storey. The small rear yard is to be used as a covered cycle and bin store.

Members noted that whilst there is no specific provision of parking allocated for the development, the property is located on a bus route near to the Town Centre and close to Chester Street Car Park which has overnight free parking.

Members recalled that in recent years the property had been considered unsightly at various times. The Assistant Chief Officer (Regeneration) opined that due to the size of the property the chances of an individual taking ownership of it were relatively low and that approval to a conversion would limit the possibility of the property remaining unoccupied and falling into a dilapidated state.

Resolved, "That particulars of the report and discussion be noted on the minutes and that the Council supports the application on the grounds that it is in accordance with the relevant policies of the Isle of Man Strategic Plan 2016 and the Douglas Local Plan 1998 Written Statement."

For: 4 Against: 1

Councillor Ms K. Angela requested that her name be recorded as voting against the resolution.

During the discussion the Building Control Manager informally asked Members if they wished to attend a site visit to a property nearing completion with a view to training on Building Regulations. Members unanimously agreed to the site visit and instructed the Building Control Manager to make the arrangements as necessary.

The Building Control Manager and Dilapidation Enforcement Officer were thanked for their attendance and left the meeting.

A10. Christmas Parking in Chester Street Car Park

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) on the proposal to extend the free parking initiative on Saturdays between 26th November 2016 and Christmas Eve to Chester Street Car Park.

The report advised that the Council has, for a number of years, provided parking free of charge in Shaw's Brow Car Park and the Bottleneck Car Park on Thursday evenings and Saturdays over the Christmas period for the purpose of encouraging people to shop in Douglas whilst also contributing to the promotion of retail businesses in the town centre.

Members recalled that following the Council taking over the operation of both Drumgold Street Car Park and Chester Street Car Park in 2015, at a joint meeting of the Environmental Services and Executive Committees, it had been resolved to not extend the arrangement to these car parks.

Members discussed the potential advantages and disadvantages of introducing the free scheme to Chester Street Car Park and noted that the introduction of the flat rate £2 tariff on a Saturday and the 'free after three' initiatives were already in place to encourage shoppers to use the facility.

A Member opined that the Committee should look to encourage the public to make use of public transport and walking to the Town Centre.

Resolved, "That particulars of the report and discussion be noted on the minutes and that the free Christmas parking be not extended to Chester Street Car Park but that the flat rate £2 tariff on a Saturday and the free parking after 3.00pm continue."

A11. 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 December meeting of the Committee.

Members discussed the recycling initiative trial for flats. In response to query, the Director of Environment and Regeneration advised that as the trial was in its initial stages there was no firm programme in place, she further reported that it is envisaged the trial would start early next year. It was agreed that once arrangements have been finalised a briefing note be circulated to the Committee for their information. During discussion Councillor Ms C.R. Tuner, Mr Council F Pabellan, Mr Councillor F. Horning and Councillor Ms K. Angela offered to leaflet drop to households in regard to the initiative.

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

The meeting ended at 12.11pm.