



## Borough of Douglas

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

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Town Hall,  
Douglas,  
3<sup>rd</sup> March, 2017

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 8th day of MARCH, 2017, 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, 8<sup>th</sup> February, 2017.

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

## EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Tuesday, 28<sup>th</sup> February, 2017.

*Minutes to be circulated separately.*

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

# PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of Meeting held on Wednesday, 22<sup>nd</sup> February, 2017.

Members Present: Mr Councillor C.L.H. Cain (Chair), the Mayor (from 11.25am), Councillor Mrs C.R. Turner, Mr Councillor J. Joughin, Councillor Ms K. Angela.

In Attendance: Mr M. Freeman, Scheme's Investment Advisor – Hymans Robertson. Mr D. Long – Investment Manager, Capital International. Mr D. Hamill and Mr S. Wilson – Investment Managers, Canaccord. 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**

Mr A. Thomas, Independent Member, submitted apologies for absence, and the Mayor submitted his apologies for late attendance.

##### **A2. Declarations of Interest**

There were no declarations of interest.

##### **A3. Minutes**

The minutes of the quarterly meeting held on Wednesday, 23<sup>rd</sup> November, 2016, and the minutes of the special meeting held Wednesday, 1<sup>st</sup> February, 2017, were approved and signed.

##### **A4. Matters Arising**

The Director of Finance reported that the minutes of the Special Committee Meeting held Wednesday, 1<sup>st</sup> February, 2017, in relation to the triennial valuation, the comPASS modelling results and the funding strategy statement, had been considered by the full Council as Administering Authority to the Isle of Man Local Government Superannuation Scheme.

The Council amended the Committee's recommendation in relation to the employer contribution to remain at the 2017 level for the year commencing 1<sup>st</sup> April 2018 and thereafter increased by 1% on the 1<sup>st</sup> April 2019 and a further 1% on 1<sup>st</sup> April 2020. The funding strategy statement had been updated accordingly and distributed to all employing authorities for consultation. The Director of Finance advised to date no responses, queries or requests to extend the 32 day timeframe had been received. The closing date to respond is 13<sup>th</sup> March, 2017.

Resolved, "That the Council decision be noted on the minutes."

##### **A5. Training Presentation – Potential Investment Strategy De-risking**

Mr Freeman provided a training presentation on the potential investment strategy to achieve de-risking.

At the Special Pensions Committee meeting, Hymans Robertson presented the comPASS modelling results alongside the 2016 actuarial valuation. The modelling results demonstrated that the Scheme could consider reducing the amount of exposure to equities whilst still expecting to achieve the funding target. Mr Freeman presented a series of slides exploring the possibility of de-risking the Scheme's assets and how this could be achieved.

The Committee were reminded that the scheme is aiming to be fully funded over a time horizon of 20 years with a probability of at least 2/3rds. The presentation considered how to achieve better downside risk.

Members were presented with the current target investment strategy and a reduced risk investment strategy which decreased UK and Global equities by 10% each and increased the Gilts Fund by 20%. Mr Freeman explained an increase in Gilts had been modelled as it is the closest match to liabilities.

Members were presented with a series of graphs demonstrating that if the Scheme still wants to achieve the funding target over 17 years, equities could be reduced by 5% and still have a 2/3rds chance at success (similarly to the previous valuation). This would subsequently improve the downside protection by about £1.1m in poor outcomes. If the period to reach the target was extended to 20 years (in line with the Funding Strategy Statement), there is the scope to reduce equities by up to 20% whilst still having a greater than 2/3rds chance of success. This would also improve the downside protection by about £4.5m, however such significant de-risking was not being recommended to take place now.

The third option was to maintain the current level of investment risk but expect to reach the funding objective a year or so earlier.

Mr Freeman explained how the de-risking could be implemented. Depending on the extent of de-risking, equities would be sold and assets that move more in line with liabilities (gilts, corporate bonds or multi-asset credits) could potentially be purchased. It was noted that equity markets have in recent months reached all-time highs and Hymans Robertson believe this represents a good opportunity to crystallise some of these gains.

The Committee had a lengthy debate on the possibility of de-risking and the general consensus was not to substantially de-risk, but that some consideration to de-risk by no more than 5% could be investigated. It was agreed to note the presentation and further consider a resolution as part of a different item on the agenda.

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

#### **A6. Manager Reporting: Capital International**

The Committee considered the Hymans Robertson quarterly review of Capital International. The portfolio returned 2.3% (gross) over the quarter and outperformed the benchmark by 11.9% in the past twelve months. It was noted that during the quarter Capital International received the transfer of the Scheme's unit holdings in the BlackRock Diversified Growth Fund. The manager proceeded to sell-down most of the holdings in this fund over four broadly equal tranches between October and December. This has resulted in higher than usual cash holdings while the manager sought an opportunity to purchase.

Mr D. Long of Capital International joined the meeting.

Members were presented with the key economic and market themes that have been dominant during the quarter, notably, the US Presidential election had been identified by Capital International as the main feature of the period.

Mr Long presented Capital International's economic backdrop during the period, in particular demonstrating a possible inflationary spike in the UK, and the expectation that global interest rates might rise.

Members noted the portfolio strategy for the quarter, Mr Long explained that the BlackRock cash has been invested across all elements of the portfolio strategy and cash, which was significantly overweight at the end of the quarter, had reduced to 12% as opportunities have arisen.

Mr Long reported the asset allocation and performances for the period and finished with his report on the economy and market outlook.

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

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

#### **A7. Adjournment and Resumption**

The Committee adjourned at 1.12pm and resumed at 2.00pm.

#### **A8. Manager Reporting: Canaccord**

The Committee considered the Hymans Robertson quarterly review of Canaccord. It was noted that Canaccord were attending the Committee meeting to report on the BlackRock Property Fund and Corporate Bonds.

Mr Freeman advised that the BlackRock Property fund delivered a return of 2.2%, which trailed the benchmark by 0.1% over the quarter. The Royal London UK Equity index fund trailed its benchmark by 0.6% over the quarter, however it was noted that this difference had been largely attributed to the difference between the fund and index pricing points. Hymans Robertson confirmed they continue to support both mandates.

It was noted that the fixed interest and index-linked gilts performed broadly in line with their respective benchmark indices over the quarter. The corporate bonds mandate had been transferred to Canaccord during the quarter and therefore did not feature in the Hymans Robertson quarterly review.

Mr D. Hamill and Mr S Wilson joined the meeting.

Members were presented with a series of graphs and charts to demonstrate the economic background during the quarter and Canaccord's future market expectations. In particular, Mr Wilson reported the market implications of the Trump Presidency and the positive and negative views of the quarter.

Mr Wilson presented the Corporate Bond portfolio allocation during the quarter, providing a description of the various holdings. In response to question, Mr Wilson explained the thought process behind how the strategies and holdings are selected. In terms of the BlackRock corporate bond holdings, Canaccord intend to further reduce this holding when they deem appropriate.

Mr Hamill, in response to question, advised that at the moment, if additional funds were to become available in property for Canaccord, they would continue to invest in the BlackRock UK Property Fund.

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

Mr Hammill and Mr Wilson were thanked for their attendance and left the meeting.

#### A9. **Review of Investment Managers' Performance**

The Committee considered the remainder of the investment manager report submitted by Hymans Robertson. The fund underperformed the benchmark by 0.4% during the quarter, and outperformed the benchmark by 0.9% during the twelve month period.

The St James's Place global equity mandate returned 4.6% over the quarter, underperforming the benchmark index by 1.5%. The performance since inception was 27.2%, trailing the benchmark which had returned 29.5% over the same period. It was noted that material deviations from the benchmark is not unexpected, however the scale of the underperformance is disappointing and Hymans Robertson hope to see a pick-up in performance over the coming quarters. The majority of the underperformance in quarter four was due to very poor performance of St James's Place's emerging markets investments relative to benchmark.

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

#### A10. **Capital Market Service**

The Committee had in front of them a presentation prepared by Mr Freeman on the market update for the period October to December 2016. It was agreed, as the investment managers had provided a market background which was broadly in line with the presentation, that the presentation be noted on the minutes.

Resolved, "That the Capital Markets Service presentation be noted on the minutes."

#### A11. **Re-balancing**

The Committee considered a report submitted by the Assistant Chief Officer (Finance) on a periodic review to consider disinvesting some funds to re-balance the fund.

The Assistant Chief Officer (Finance) explained that the Committee had previously agreed to a strategic allocation of investments between various asset classes to optimise risk and return. Different asset classes perform at different levels and consequently over time the actual percentage allocations therefore drift.

It was noted that officers monitor the actual fund values against the strategic allocations and use surplus contributions to top up the most under-weight fund. Over a long period of time however, this will not necessarily be adequate to maintain the balance within the control ranges.

It was recommended that some money be disinvested from the global equities fund which has had particularly high returns since inception. The money disinvested could be spread across other asset classes in proportion to the level they are underweight. Members specifically requested that Investasure sell down global equity stocks in such proportions as to return the split of its investment to the original ratio, not just stocks in markets that are underperforming.

During the discussion, Members reconsidered the potential investment strategy de-risking. It was agreed that a further report considering 5% or less de-risking be brought forward to the March Committee meeting.

Members instructed officers to deal with the re-balancing of funds and de-risking separately in order to re-balance the fund imminently.

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

- (i) £2,000,000 be disinvested from global equities with Investasure and the following values be invested;
  - (a) £700,000 in absolute return with Capital International;
  - (b) £400,000 in property with Canaccord;
  - (c) £500,000 in corporate bonds with Canaccord;
  - (d) £400,000 in fixed-interest gilts with Canaccord.
- (ii) A report on the potential de-risking of the investment strategy by no more than 5% be considered at the March 2017 Committee meeting;
- (iii) The re-balancing and de-risking decisions be considered separately and officers therefore be authorised to re-balance the funds as soon as practical."

**A12. 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.

Resolved, “That particulars of the items for future report be noted on the minutes.”

***PART B –***

***Matters requiring Executive Committee approval***

There were no items requiring Executive Committee approval.

***PART C –***

***Matters requiring Council approval***

There were no matters requiring Council approval.

The Committee rose at 3.55pm.

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

# HOUSING COMMITTEE

HOUSING COMMITTEE – Minutes of Meeting held on Wednesday, 15<sup>th</sup> February, 2017.

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), 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 – 18<sup>th</sup> January, 2017**

The minutes of the meeting held on Wednesday, 18<sup>th</sup> January, 2017, were approved and signed.

##### **A4. Voids Property List**

The Committee considered the monthly report submitted by the Assistant Housing Manager (Maintenance) and noted the latest position on the number of vacant social housing properties.

Following a request from the Chair at January's Committee meeting, appended to the report was the voids re-let standard officer guidelines, the void management policy and the void management process. In response to question, the Assistant Chief Officer (Housing and Property) advised that the void management policy had been developed by officers using government guidelines and United Kingdom best practice.

There was discussion about the process of allocating void properties. The Chair suggested that a document be produced and issued to tenants at the time of allocation, setting out the expected standard of property. A Member opined that the initial meeting between the tenant and tenant liaison officer, together with the existing policy documentation sufficiently covers the need for such a document. It was agreed that the matter be left with officers to review.

Resolved, "That the list of vacant properties and void management policy be noted on the minutes."

##### **A5. Attendance**

Councillor Ms C.E. Malarkey submitted her apologies for the remainder of the meeting and left at 11.35am.

##### **A6. Lheannag Park Retaining Wall**

The Committee considered a report submitted by the Assistant Housing Manager (Maintenance) to progress the Lheannag Park retaining wall project to construction stage.

The report advised that two apartment buildings containing the ground floor flats of 96 and 97 Lheannag Park have two earthen banks sloping down to the rear of each building; an ingress of groundwater had been discovered going under the floors of each flat and is presumed in other ground floor flats of the buildings through a defective damp proof membrane, it is therefore considered essential to stop the ingress of water to each property.

It is proposed, following recommendation from civil engineers to create a retaining wall away from each structure to disperse the water before reaching the buildings, via ground drainage pipes into the surface water drainage network. The report set out details of the works to be completed together with a breakdown of costs.

Resolved, "That particulars of the report be noted and the minutes and that the tender submitted for the construction of a retaining wall and external works to the rear of 93 to 98 Lheannag Park by Cedar Developments Limited, which is in accordance with the previously approved tendered framework rate, to be funded from Capital Receipts be accepted."



**A7. Housing Request Refusals**

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) on the proposed housing request refusals as shown in appendix one of the report. All such refusals are made by housing management officers in accordance with current Council policy, Government regulations and guidance.

Explanations for the two refusals were set out in the report and reviewed by the Committee.

Resolved, "That particulars of the report be noted on the minutes and the list of proposed housing request refusals as shown in appendix one of the report be approved."

**A8. Items for Future Consideration**

The Committee noted the report setting out items which will be considered at future meetings.

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

***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 11.55am.

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, 14<sup>th</sup> February, 2017.

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

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Town Clerk (Mr P.E. Cowin), Assistant Chief Officer (Income) (Mrs C. Pulman), Assistant Chief Officer (Regeneration) (Mr C. Pycroft) (from 11.20am), Head of Parks (Mr D. Hewes), Borough Librarian (Mrs J. Macartney) (A1 to A4), Democratic Services Officer (Mrs D. Atkinson)

## REPORT

### **PART A –**

#### ***Matters within the scope of the Committee's delegated authority***

##### **A1. Apologies**

Apologies for absence were submitted on behalf of Councillor Miss N.A. Byron.

##### **A2. Declarations of Interest**

There were no declarations of interest.

##### **A3. Manx Newspaper Holdings at HBN Library**

The Committee considered a report submitted by the Borough Librarian to consider disposing of the Manx newspaper holdings at HBN Library.

The Borough Librarian explained that since the Library relocation from Victoria Street to Duke Street, the amount of storage and space in the basement is significantly smaller.

Members were presented with a considerable list of Manx newspapers held by the Library. Manx National Heritage Library has confirmed they hold a physical copy of all Manx newspapers and as part of their digitisation programme, the Manx Museum has digitised Manx newspapers from 1792 to 1960. It was noted that the digitised newspapers are available to browse and search through iMuseum online which the Library subscribes to.

The report advised that the former Manx National Heritage Librarian reviewed the Library newspaper collection before retiring and recommended that they be sold by auction or disposed of; however, the newly appointed Manx National Heritage Librarian has requested to review the holdings when she comes into post in April.

It was noted that the holdings are not indexed and only a small number of requests to view the newspapers are received every year.

Members were presented with various methods to dispose of the newspapers. It was agreed that the newspapers be offered to local authorities and libraries in the first instance, in particular, the Peel Guardian and Ramsey Chronicle and Ramsey Courier to Peel and Ramsey commissioners respectively. The Borough Librarian offered to establish if the newspapers have a reasonable monetary value before the Committee agree the next step for the surplus holdings.

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

- (i) The Manx National Heritage Librarian be asked to review the newspaper holdings by the end of May 2017;
- (ii) Any remaining newspapers be offered to Local Authorities and other libraries on the Island on a permanent loan basis;
- (iii) In the interim, the Borough Librarian establish if the newspapers have a monetary value and report back to the March Meeting for Members to consider how to dispose of the surplus holdings."

#### A4. **Polish Collection**

The Committee considered a report submitted by the Borough Librarian, following an approach on behalf of the Polish community, to consider housing a donated collection of 100-150 Polish books for a trial period.

The Borough Librarian advised that the Library stock books in the Island's official languages, English and Manx, but a collection of books studied as part of the Manx curriculum, Spanish, French and German were discarded several years ago as they were not read.

Members felt that should the request be approved, other foreign language groups could make a similar request. It was agreed, based on the limited space available in the library, the request could not be granted.

The report suggested that if the Polish community was to fund the initiative, the library could work with Polish-speaking volunteers to create a Polish language eBook collection within the library's website. This initiative could be offered as a six-month trial. The Borough Librarian advised that the current eBook contract is scheduled to be reviewed; some eBook providers do not offer foreign language books and therefore the service could discontinue if a new provider is appointed. Members asked that the Polish community contact be made aware of this.

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

- (i) The Polish community be informed, regrettably, that the HBN Library cannot house a physical Polish book collection due to lack of space;
- (ii) Alternatively, the Polish community be offered access to download a range of Polish books through the online eBook service for a trial period of six-months on the proviso that the eBook provider is being reviewed this year and access to foreign language books could be discontinued and that all costs be met by the Polish community."

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

#### A5. **Adoption of the Charter for the Bereaved for Douglas Borough Council, Cemetery and Crematorium Services**

The Committee considered a report submitted by the Head of Parks on the implementation process for the adoption of the charter for the bereaved for Douglas Borough Council Cemetery and Crematorium Services.

The Institute of Cemetery and Crematorium Management (ICCM) established the charter in 1976 as the definitive standard for excellence in cemetery and crematorium services and customer care. In order to adopt the charter an Authority has to demonstrate that they satisfy 52 basic public rights associated with bereavement services, the report explained the main areas covered.

An initial assessment undertaken to establish the likelihood of the Council being granted the charter demonstrated that the Council complies with all 52 basic charter rights, and 80% of the current achievements against the implementation of charter targets for the future. It was noted that the 20% future charter targets identified which the Council do not currently meet will be considered and if practicable will be implemented in to the service over the next two years. The implementation of the future target does not form part of the charter rights assessment and will not have an impact on the service or require service investment other than through existing management prescriptions, procedures and revenue budgets.

The report confirmed the application to the charter, including annual scrutiny of the cemetery and crematorium service is £310 per annum; this cost will be met within existing crematorium revenue budgets.

It was felt that implementation of the charter would be seen as a commitment to the public in providing first class customer service.

Resolved, "That particulars of the report and discussion be noted on the minutes and the Council proceed with an application to the Institute of Cemetery and Crematorium Management to adopt the charter for the bereaved for the Council's Cemetery and Crematorium Services and subsequent annual charter assessment by the ICCM."

#### A6. **Noble's Park Water Main Wayleave**

The Committee considered a report submitted by the Head of Parks, following a request from Manx Utilities, to divert a replacement water main through Noble's Park.

The water main currently runs down the middle of Glencrutchery Road, and the replacement would cause major disruption in the local area, with costs significantly more than having to replace the pipe down a main arterial route as opposed to redirecting it through soft landscape in the park.

The Head of Parks advised that in granting permission, the Council will be eligible to a wayleave one-off payment quoted in the report. Manx Utilities have also agreed to install all water connections from the water main running close to the area of the new children's water play area. This will represent a significant saving in the installation of the water play equipment. Manx Utilities will also undertake repairs to the footpath which runs down the centre of the park from Glencrutchery Road to the side of the bandstand area.

The report confirmed that all reinstatement works following the installation of the pipeline will be borne by Manx Utilities and to the satisfaction of the Council. The installation will be in two stages to avoid interfering with events in the park.

It was noted that part of the wayleave agreement prevents any permanent structure or building be placed over the pipe; this accords with existing covenants that restrict development on the land. The pipe will be buried to a depth sufficient to try and avoid marquee pegs, but in any event, organisers will be asked to contact Manx Utilities to ensure the erection of a marquee or any other structure avoids the pipeline.

Resolved, That particulars of the report and discussion be noted on the minutes and a wayleave be granted to Manx Utilities for the installation of a replacement water main through Noble's Park, subject to completion of a formal agreement and to the terms set out in the report."

#### **A7. Sponsorship of 2017 Council Events**

The Committee considered a report by the Democratic Services Officer on 2017 public events sponsorship proposals.

A notice seeking sponsors for the Noble's Park Fun Day, Fireworks Display and Christmas Lights Ceremony, had been advertised.

One sponsorship proposal had been submitted by Celton Manx to sponsor the 2017 Fireworks Display on Friday, 3<sup>rd</sup> November, for a monetary value detailed within the report. Celton Manx had sponsored the display for six consecutive years.

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

- (i) Celton Manx be approved as the exclusive event sponsor for the 2017 Fireworks Display;
- (ii) The Council continue to seek sponsorship for the 2017 Fun Day and Christmas Lights Ceremony."

#### **A8. Douglas Carnival 2017 – Charity Proposals**

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) on responses received from charities regarding their involvement in Douglas Carnival 2017.

The Committee had previously resolved to invite proposals from charities wishing to be involved in the 2017 Carnival. The invitation was publicised on the Council's social media channels, website and by press release. Invitations were also sent directly to charities that had previously applied for flag days or collections and where contact details were available.

Members were advised that the only submission to participate beyond having an entry in the Parade was Hospice Isle of Man who propose running a Colour Me Rainbow Event as in recent years. The proposal is to run the event from Castle Mona Arcade to the Bottleneck Car Park with seven colour stations along the route.

In response to previous queries, the Assistant Chief Officer (Regeneration) explained that consideration had been given to starting the Colour Run after the parade had passed and it was not recommended. This would require roads to be closed for an extra hour, and Hospice Isle of Man has indicated they only wish to run the event in advance of the Carnival parade.

Members concurred that the Colour Run complements the Carnival event, but had reservations that the Carnival parade could experience the same issues as the 2016 event, namely parade entries being covered in the colour powder, and the Council left to clean a considerable mess created by the run. It was noted that Hospice have agreed to cover half the cleaning costs of the event and will be provided with a series of conditions, including the requirement for additional stewards at each colour station to problems encountered will not be repeated in 2017.

The report proposed shortening the length of the parade to start opposite the Palace Hotel. Members unanimously voted against the recommendation which therefore fell.

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

- (i) The proposal received from Hospice Isle of Man to hold the Colour Me Rainbow colour run in advance of the Carnival is approved subject to conditions that Hospice Isle of Man pay for half of the costs of street cleaning after the event, that responsible adult stewards are posted at each colour station (names of stewards to be provided in advance), and that colour powder is not sold from the colour stations after the final runners have passed their station;

(ii) The Carnival Parade itself start from the bottom of Summerhill similarly to previous years.”

Mr Councillor S.R. Pitts voted against resolution (i), the vote was therefore For: 3 Against: 1.

**A9. 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.

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

***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 ended at 12.02pm.

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

# ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 13<sup>th</sup> February, 2017.

Members Present: Mr Councillor R.H. McNicholl (Chair), the Mayor (from 10.05am), Councillor Ms C.R. Turner, Mr Councillor F. Pabellan, Mr Councillor F. Horning, Councillor Ms K. Angela (from 10.10am).

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Assistant Chief Officer (Environment) (Mr A. Donnelly), Accountancy Manager (Mr R. Davies), Building Control Manager (Mr N. Kaighin) (Items A1 to A8), Dilapidation Enforcement Officer (Mr A. Gordon) (Items A1 to A8), 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 were submitted.

##### **A2. Declarations of Interest**

There were no declarations of interest.

##### **A3. Minutes – 16<sup>th</sup> January, 2017**

The minutes of the meeting held on Monday, 16<sup>th</sup> January, 2017, were approved and signed.

##### **A4. Attendance**

During discussion of the following item the Mayor joined the meeting at 10.05am and Councillor Ms K. Angela joined at 10.10am.

##### **A5. Schedule of Neglected, Dilapidated, Ruinous and Dangerous Properties and Service of Notice – ‘The Nook’, Quarterbridge Road, Douglas**

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

The Dilapidation Enforcement Officer drew the Committees attention to a number of particular properties, providing an update on the progress that had been made with each case. The Chair made officers aware of one further unsightly property for inspection.

During the discussion the Dilapidation Enforcement Officer advised that it is recommended to approve service of notice under Section 24 of the Building Control Act 1991 on the owners of ‘The Nook’, Quarterbridge Road, Douglas as the appearance of the property is considered to be detrimental to the amenities of the neighbourhood. The notice would relate to the repainting to the front and side elevations of the property. He explained that a schedule of works for the site has been agreed in writing with key milestones in place to improve the appearance of the building before the end of May 2017. It is further recommended that officers monitor compliance with the first two milestones of the schedule and serve the notice if the owner fails to meet either of those milestones.

There was discussion on the Villiers yard site following concerns raised at the February Council meeting, whilst Members recognised some improvements had already been made it was agreed that officers explore redevelopment opportunities for the site.

The Chair made reference to a newspaper article on the appearance of the Summerland site; the Dilapidation Enforcement Officer advised that he is currently exploring opportunities to temporarily improve its appearance. It was agreed that he would report back to the Committee as the matter progresses.

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

- (i) Approval be given for the service of a notice, if necessary, under Section 24 of the Building Control Act 1991, on the owners of 'The Nook'. The Notice would relate to the repainting to the front and side elevations of the property; and
- (ii) Approval be given for officers to monitor Compliance with the first two milestones of the schedule and issue the Notice if the owner fails to meet either of those milestones."

**A6. Planning Application – 16/00186/B – 29 Castlemona Avenue**

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

Members recalled that the application was previously considered at the November 2016 Committee meeting, where it was resolved to raise an objection on the grounds that the proposal would reduce the number of public on-street car parking spaces. The report advised that subsequently the application was approved by the Planning Directorate.

The Building Control Manager explained that as this application involved the conversion of an unused 11 bedroom Guest/Boarding House into 4 flats, it was therefore considered that the demand for on-street car parking would be equal to or possibly less than the current established use. In addition, the highway authority had made no objection.

Resolved, "That particulars of the report and discussion be noted on the minutes and that the Council does not appeal the Planning Directorate's decision in relation to application 16/01186/B for the reasons stated in the supporting rationale of the report."

**A7. Planning Application – 17/00053/B – Former Glenside Residential Care Home Site**

The Committee considered a report submitted by the Building Control Manager on the planning application for the construction of a 60 bed residential care home and day care unit for older residents at former Glenside Residential Home Site, Victoria Road, Douglas.

The Dilapidation Enforcement Officer circulated plans for the site.

In addition to the 60 residential en-suite bedrooms it is proposed that the development will also contain additional facilities comprising of several staff rooms (sleeping, kitchen, recreation, changing rooms, offices, storage and laundry), communal lounges, activity rooms, day care rooms, treatment rooms, communal WC's, communal washrooms, communal dining, assisted bathrooms, terraces and roof gardens.

In response to question, the Assistant Chief Officer (Environment) advised that the proposed provision of a bin store was not sufficient in size. The Building Control Manager suggested that the applicant be requested to provide a waste strategy to include the provision for recycling.

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

- (i) That the Council supports the application as Housing in appropriate zones is important to both the economy of Douglas and the Island. The support for the application is based upon the former use of the site being a Residential Home and the site is proposed for re-development to provide a new Residential Care Home facility; and
- (ii) That the applicant be requested to provide a waste strategy to include the provision for recycling."

**A8. Planning Application – 16/00946/B – Saddle Mews Nursing Home**

The Committee considered a report submitted by the Building Control Manager on the planning application for the conversion and erection of an extension to a former nursing home to provide thirty four residential apartments at Saddle Mews Nursing Home, Groves Road, Douglas.

The report outlined the proposals for the residential accommodation which comprises 33 single bedroom studio apartments and a single two bedroom studio apartment, arranged over 3 floors. The size and layout of the apartments may be likened to a serviced suite in a hotel.

The Committee noted that the application was originally received in August 2016 during the Council recess and was responded to using delegated powers. The Council made comment to the original application in regard to the bin storage area and vehicle access. It was noted that whilst the amended drawings indicate that the provision has now been made for a refuse vehicle to access the refuse store; concerns over the size of the refuse storage had not been addressed. In addition, the revised access arrangements had reduced the number of car parking spaces available.

The report advised that generally the provision of refuse storage is a matter dealt with under the Building Regulations rather than planning. However, it is possible to raise the subject of refuse storage under Housing Policy 17. The size and number of refuse bins, the provision for recycling, and the frequency of collection is a matter which can be discussed between the applicant and the Council.

The Assistant Chief Officer (Regeneration) advised that recommendations can be made to the planning authority to impose a suitable condition requiring an agreed refuse strategy, including recycling to be put in place before the building is occupied.

Resolved, "That particulars of the report and discussion be noted on the minutes and that the Council makes the following observations and comments to the Planning Directorate in relation to application 16/00946/B;

- (i) The provision of new housing is important to both the economy of Douglas and to the Island. Therefore the reuse of a redundant building to provide living accommodation of a type currently unavailable in Douglas is supported; and
- (ii) It is acknowledged that the number of car parking spaces being provided falls short of the recommended standard in the Strategic Plan by 10 spaces and that there may be some justification for this because;
  - (a) The size and occupancy of each apartment is likely to appeal to a younger age group, or less frequent business user and that such occupants may be less likely to own a car, or may be more inclined to walk, cycle, or use public transport;
  - (b) The site is on a frequent bus route and is close to bus stops;
  - (c) Provision is made for secure cycle parking, and motorcycle parking which may appeal to the likely occupants of the apartments;
  - (d) Although the site is not in the town centre it is within walking distance;
  - (e) The site is close to amenities such as the National Sports Centre and neighbourhood shopping;
- (iii) Although the shortfall in parking is unlikely to result in parking on the highway it may result in parking in either the Saddle Mews complex or the National Sports Centre and this would be detrimental to other ratepayers in the neighbourhood;
- (iv) The refuse store is of an insufficient size based upon the standards used for conventional apartments; however the size and occupancy of the apartments may justify a different standard being applied. Approval of the application is conditional subject to the applicant providing a waste strategy to include the provision of recycling. The Planning Directorate be requested to consult with the Council upon receipt of the waste strategy."

The Building Control Manager and the Dilapidation Enforcement Officer were thanked for their attendance and left the meeting at 11.15am.

#### **A9. Adjournment and Resumption**

The meeting adjourned at 11.15am to 11.24am.

#### **A10. Proposals for Beach Management in the Future**

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager advising on the current status of the beach management contract. The Committee noted that the closing date for submission of tenders had passed and that officers were continuing to explore the option of an in-house contract.

Members recalled that proposals for the beach management contract were presented at the December 2016 Committee meeting where the report's recommendations were accepted with the exception of all year round attendance to the beach, resolving that the Contractor deploys during the summer only, between the months of May and October. Appended to the report was the aforementioned report together with JBA consulting's report. It was noted that the matter was considered by Council on 11<sup>th</sup> January, 2017 and referred back to the Committee for reconsideration of the resolution regarding proposals for seaweed clearance during the summer months only.

Members expressed concern that daily re-profiling of the beach adversely affects the ecology of the beach. The Director of Environment and Regeneration explained it is therefore proposed that any works required to export large quantities of material will be by separate arrangement on an as needs basis.

Members considered the original officer recommendations of the report presented to the December Committee meeting which were read out by the Director of Environment and Regeneration, the Assistant Democratic Services Officer then ran through the subsequent resolution of the meeting.

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

- (i) Approval be given to officers for the preparation of contract documents and go out to tender based on option two; call off contract, whereby the contractor deploys to the beach as directed depending on the extent of stranding year round; and
- (ii) Alongside resolution (i) officers explore the option of an in-house contract; and



- (iii) Works not included in the contract to be carried out by alternative resources include litter picking as and when required; and
- (iv) In addition, no re-profiling works be carried out within the beach contract. Any works required to export large quantities of material will be by separate arrangement on an as needs basis.”

#### **A11. Proposed ANPR System; Shaw’s Brow and Bottleneck Car Parks**

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) on the findings of a detailed investigation into the use of Automatic Number Plate Recognition (ANPR) systems.

The report advised that following a more detailed examination, which has included dialogue with the Information Commissioner and the Department of Infrastructure and advice from the Council’s advocate, it appears that although the Council could install and use a barrierless ANPR system within the terms of the Data Protection Act 2002, the Department could find itself in breach of the Act were it to release vehicle ownership details to the Council on a routine basis as the first stage in recovering unpaid parking fees. It is therefore proposed that installation of a barriered ANPR system would avoid the need to routinely seek ownership details from the Department as drivers would be unable to leave the car park without first paying.

Appended to the report was an overview of the proposed competitive dialogue procurement process which comprises three phases; pre-dialogue, dialogue and post-dialogue. The Assistant Chief Officer (Regeneration) and the Senior ICT Officer (Infrastructure) attended Parkex 16, the annual exhibition of the Car Parking industry in the UK. A preliminary assessment was undertaken of all suppliers of ANPR systems attending the exhibition and five companies were considered eligible to be invited to participate in the Competitive Dialogue process.

The Committee reviewed and noted appendix two of the report containing the proposed award criteria for the contract.

In response to question, the Assistant Chief Officer (Regeneration) explained it is considered that by inviting five companies to enter into dialogue genuine competition will be achieved. The companies will all be subject to a pre-qualification exercise and each bidder will be free to propose more than one solution to achieve the requirements set out in the Award Criteria. At the close of the dialogue stage all bidders with solutions that have not been eliminated will be invited to tender.

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

- (i) Approval be given to officers to proceed with the procurement of a barriered ANPR system for Shaw’s Brow Car Park and the Bottleneck Car Park based on the Competitive Dialogue approach as described in the body of the report; and
- (ii) Subject to successful pre-qualification, the following companies be invited to participate in the competitive dialogue approach;
  - (1) Parkeon
  - (2) Newpark Solutions
  - (3) Metric
  - (4) Premier Park
  - (5) Veri-park; and
- (iii) Any of the above companies submitting proposals considered by officers to satisfy the award criteria set out in Appendix two at the close of the dialogue stage be invited to submit tenders; and
- (iv) The Assistant Chief Officer (Regeneration) provide the Committee with monthly updates.”

#### **A12. Free Lamppost Advertising During Elections**

The Committee considered a report submitted by the Director of Environment and Regeneration on the outcome of a six month trial scheme conducted from 1<sup>st</sup> August, 2016 to 31<sup>st</sup> January, 2017 for free advertising on lampposts during elections.

The report advised that there were two elections for Members of the House of Keys in September 2016 and a local bye election in November 2016 during the time of the trial scheme. Six candidates enquired about the scheme for the House of Keys elections of which four used the opportunity for free lamppost advertising. No enquires were made for the local bye elections. The lost income of these four candidates represents £2,988.36 which is based on the Council’s schedule of fees and charges. The number of sites used over the three week period was set out in the report.

The Director of Environment and Regeneration advised that as there were no specific issues with any one candidate all bonds were returned in full.

Appended to the report and reviewed by the Committee was a schedule setting out the time taken and therefore the indirect cost to the Council of officers administering the scheme. In summary, the indirect costs to the Council amount to £2,100. There were no direct costs incurred.

Resolved, "That particulars of the report be noted on the minutes and that future free lamppost advertising during elections is not pursued and that candidates advertising pay the same rates as commercial organisations as set out the in the Council's schedule of fees and charges."

#### **A13. Commercial Refuse Collection**

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager on the current Commercial Refuse Collection Service provided by the Council.

Having identified a downward trend in the customer base Waste Services commissioned a STEP student to undertake a project to examine possible reasons for the customer loss and to identify potential solutions for reinvigorating the service. Appended to the report were the findings of the STEP student which analysed current methodology both in terms of the charging structure and the physical collection, together with other factors which may be contributing to a decline in the customer base.

Officers considered the STEP students findings and subsequently made a series of recommendations as outlined in the officer's report which include; the re-evaluation of the current charging mechanism, the provision of a weekend service, moving from bi-monthly invoicing to monthly invoicing and marketing of the service.

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

- (i) Approval be given to officers to carry out a stand-alone trial of commercial collections to ascertain the true cost of the service; and
- (ii) The current charging mechanism be re-evaluated with the aim of moving from a charge per bin, to a fixed charge per visit with a smaller charge for each bin lift; and
- (iii) Approval be given for officers to carry out a survey of existing and potential customers regarding a Saturday Service; and
- (iv) Move from bi-monthly to monthly invoicing, also seeking to move customers to electronic invoicing and where possible to a direct debit payment be approved; and
- (v) Approval be given to officers to investigate the costs for a full marketing campaign using a range of promotional tools."

For: 4 Against: 1

Mr Councillor F. Horning requested that his name be recorded as voting against the resolution.

#### **A14. 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 March meeting of the Committee.

The Director of Environment and Regeneration advised of an item to be removed from the schedule as the matter had been circulated as a briefing note to all Members of Council.

There was discussion surrounding the issue of littering. The Director of Environment and Regeneration agreed to look into methods of dealing with litter, taking particular note of Belfast City Council as they adopt a zero tolerance approach to littering.

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

#### ***PART C –***

##### ***Matters requiring Council approval***

There were no items requiring Council approval.

The meeting ended at 1.10pm.

X – Miscellaneous Business of which Notice has been given pursuant to Standing Orders:

## **MISCELLANEOUS BUSINESS**

1. The Council to appoint a Member of the Pensions Committee to fill a vacancy caused by the resignation of Mr Councillor S.R. Pitts.

*Nominations will be invited, and if more than one is proposed and seconded, a ballot will take place.*