



## Borough of Douglas

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

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Town Hall,

Douglas,

6<sup>th</sup> November, 2015

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 11th day of NOVEMBER, 2015, 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 Council Meeting held on Wednesday, 14<sup>th</sup> October, and the Special Private Council Meeting held on Friday, 23<sup>rd</sup> October, 2015.

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

## EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 30<sup>th</sup> October, 2015.

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

Officers in Attendance: Chief Executive, Borough Treasurer, Assistant Borough Engineer, Assistant Town Clerk (Clauses A1 to A9, Clause B14), Assistant Chief Officer (Human Resources) (Clause A7).

### REPORT

#### **PART A –**

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

##### **A1. Apologies for Absence**

No apologies for absence were submitted.

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

Mr Councillor S.R. Pitts declared an interest in Clause B14, Referrals from the Regeneration and Community Committee (Douglas Borough Cemetery Site Works (walls, drives and railings)).

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

The minutes of the meeting held on Friday 25<sup>th</sup> September 2015, the Special Joint Meeting with Environmental Services Committee held on Friday 25<sup>th</sup> September 2015, and the Special Joint Meeting with Environmental Services Committee held on Friday 23<sup>rd</sup> October 2015 were approved and signed.

##### **A4. Matters Arising From Previous Minutes**

There were no matters arising from the previous public minutes.

##### **A5. Minutes and Referrals of the Environmental Services Committee**

The Committee considered a referral from the public minutes of the Environmental Services Committee meeting held on Monday 19<sup>th</sup> October 2015:

Clause A15 – Trial of Vehicles for Kerbside Recycling: the Committee had agreed to trial two recycling vehicles, each for a two-week period, to establish whether there was a more efficient method for collecting recycled materials in the Borough; and authority for funding was sought for the hire of the vehicles accordingly.

Resolved, “(i) That particulars of the referral from the public minutes of the Environmental Services Committee be noted; and

(ii) That approval be given for funding, totalling £7,000, from General Revenue Reserves, for the hire of two trial vehicles for a four-week period (each vehicle for two weeks).”

##### **A6. Minutes and Referrals from the Regeneration and Community Committee**

The Committee considered referrals from the public minutes of the Regeneration and Community Committee meeting held on Tuesday 20<sup>th</sup> October 2015:

Clause B13 – Annual Library Membership Fees for non-Douglas Residents, and Fines: the Committee had approved a recommendation by the Borough Librarian that membership fees for non-Douglas residents and library fines be reduced, and sought authority to implement these lower charges accordingly. During consideration by the Executive Committee, it was suggested that membership fees for non-Douglas residents should be free for one year - to coincide with the re-opening of the Library at its new location in Duke Street - to encourage new users to join.

Clause B14 – Improvements in Library Photocopying, and Printing Fees: the Committee had approved a proposal that the prices for photocopying and printing be reduced to competitive levels, and sought

authority to implement these lower fees accordingly, to be effective from the re-opening of the Library at its new location in Duke Street.

Resolved, “(i) That particulars of the referrals from the public minutes of the Regeneration and Community Committee be noted on the minutes;

(ii) That membership of the Henry Bloom Noble Library be free for non-Douglas residents for a period of one year, to coincide with the re-launch of the Library from its new location in Duke Street, commencing from 4<sup>th</sup> January 2016;

(iii) That authority to implement the following be approved -

- Fine charges to be reduced with effect from 1<sup>st</sup> January 2016 to 10p per item per day up to a maximum charge of £5.00 for adults; and to 5p per item per day up to a maximum charge of £2.50 for senior citizens; (the no-charge policy on children’s books to remain unchanged); and
- The age from which adult rates apply in the Borough Library to be changed from sixteen years to eighteen years; and

(iv) That the Borough Treasurer be requested to clarify the cost incurred in undertaking photocopying and printing for the public, and that the fees then be again considered as part of the Executive Committee’s budget process.”

#### **A7. Re-Introduction of Apprenticeship Programme**

The Committee considered a written report by the Assistant Chief Officer (Human Resources) seeking guidance on the re-introduction of an apprenticeship programme.

Members were advised that most apprenticeships were delivered in partnership with a training provider, such as the Isle of Man College of Further and Higher Education, and were a way for young people, aged sixteen years and over and adult learners, to earn a wage whilst being trained in a real job, gaining a qualification, and laying the foundations for a successful future. In relation to gardening apprenticeships, it was noted that these were delivered in the workplace but with an assessor from Myerscough College (Lancashire) visiting every four to six weeks. By employing apprentices, the Council would be demonstrating its commitment to providing skilled workers for the future. Training apprentices could also be more cost-effective than hiring skilled staff, leading to overall lower training and recruitment costs, and, at the same time, encouraging people into the public sector.

The cost of employing an apprentice would depend on the wage paid (which had to be the minimum wage or above), and the period they were employed for. Financial assistance was available at rates recommended by the Isle of Man Employers’ Federation, and the Department of Economic Development had already confirmed that the Council would be eligible to receive such funding.

The period of training would be that which allowed the apprentice sufficient time to attain a relevant qualification or other acceptable industry standard. The Council could not guarantee or undertake to provide permanent employment upon completion of an apprenticeship, however, should a vacancy become available for which an apprentice was considered suitable, he / she would be contracted to work for the Council for a minimum period of two years on completion of the apprenticeship.

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

(ii) That approval be given for the re-introduction next financial year of a regular programme of employing at least one apprentice in each of the following specific trade areas – electrician; plumber; joiner; mechanic; and gardener;

(iii) That a press release be issued announcing the Council’s intention to re-introduce an apprenticeship programme; and

(iv) That the Assistant Chief Officer (Human Resources) be requested to provide an update six months after the commencement of any apprenticeships.”

#### **A8. Consultation Document – The Island’s Ferry Services**

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Department of Infrastructure.

Members noted that the Department had issued a ‘user survey’ on ferry services, particularly in relation to the current Agreement for use of the linkspan in Douglas Harbour, which was due to expire in 2026 at the latest. While much of the information sought was in the form of users’ personal views, part of the survey canvassed views in relation to action the Government should consider on the continuation or otherwise of the User Agreement.

The Department had identified three possible options:-

- To do nothing until going to the market in 2022, so that any potential operator of the service at 2026 could prepare to take over as soon as the User Agreement expired;
- To agree to a request from the current operator to end the User Agreement early and then go out to the market;
- To invite the current operator to make a new proposal that was in the best interests of the Isle of Man, without going through a competitive tender process.

It was noted that the document also raised the question of whether the Isle of Man Government should purchase the current operating company.

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

(ii) That the following comments be submitted to the Department of Infrastructure -

- That the Council supported the Government taking a majority stake in the current ferry service operating company on the grounds that this would provide stability and security of the operation for the future; however, recognising that the financial implications of taking a majority stake might render it impractical, the Government should, as an alternative, establish an Overview Board, or similar, to ensure that the service provider meets the needs and expectations of the Island; and
- That the Council supported the option to invite the current operator to make a new proposal for revision of the Linkspan User Agreement, but that any such proposal be considered in conjunction with tenders or submissions from other parties interested in operating the service.”

**A9. Consultation Document – Town & Country Planning (Amendment) Bill 2015; and the Town & Country Planning (Constitution of the Planning Committee) Order 2015**

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Department of Environment, Food and Agriculture.

Members were advised that the sole purpose of the Town and Country Planning (Amendment) Bill 2015 was to allow an amendment to the Town and Country Planning Act 1999, to legally secure the appointment of the Planning Committee.

It was noted that, currently, a planning committee was provided for by means of delegations made by the Minister of the Department under the Government Departments Act 1987, however, the Department of Environment, Food and Agriculture (and formerly the Department of Infrastructure) had accepted that this was an interim measure, until such time as appropriate primary legislation was in place to ensure that the statutory position of the planning committee was beyond reasonable doubt. Legal advice had concluded that the correct way to legally secure the position of the planning committee would be by a legislative amendment to the 1999 Act.

The Department of Environment, Food and Agriculture was also intending to bring forward supporting secondary legislation, titled the Town and Country (Constitution of the Planning Committee) Order 2015, which detailed the function and operation of the Planning Committee, and comments were also being invited on this Order.

It was noted that there were only two references to local authorities in either the proposed Bill and the draft Order. The first was a proposal that a ‘local authority Member’ (either a Member or an officer) be not eligible to be appointed as a member of the Planning Committee; and the second was that one of the only grounds that the Planning Committee may consider an application was where a planning officer had recommended approval, but a local authority had made written representations objecting to the application on valid planning grounds.

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

(ii) That the Department of Environment, Food and Agriculture be advised that, while the Council supported the proposal to place the appointment of the Planning Committee on a secure statutory footing, it sought the following additional comments to also be noted:-

- Section 4 – Constitution: that appointments to the Planning Committee should require Tynwald approval, rather than Council of Ministers’; and that there was no reason to disbar local authority members;
- Section 5: that the Chair of the Planning Committee should be a Tynwald member;
- Section 6: that members should be eligible for appointment for no more than two consecutive terms of five-years; and
- Section 8: that, as with Section 4 above, the termination of members of the Planning Committee should require Tynwald approval.”

#### **A10. Monthly Financial Review**

The Committee considered a written report by the Borough Treasurer setting out details of progress made compared to key performance indicators in relation to:- strategic Government 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.

An update was also provided on Rates discounts under Section 30 of the Rating and Valuation Act 1953, together with Key Reserve Balances.

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

#### **A11. Former Tenants' Arrears – Write Off**

The Committee considered a written report by the Housing & Property Manager seeking approval under Financial Regulation F42 to write off uncollectable debts.

Members noted details of the debts owed by two former tenants. In the first case, any attempt to locate and recover the arrears had been unsuccessful and the former tenant had since died. In the second case, attempts to make contact had been unsuccessful and the former tenant's whereabouts was unknown, however, in this case, should any attempt to rent a local authority property on the Island be made, then the debt would have to be paid in full prior to inclusion on the Housing List.

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

(ii) That approval be given to write off debts owed by former tenants totalling £4,949.20."

#### **A12. Isle of Man Municipal Association**

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

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

#### **A13. 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."

### ***PART B –***

#### ***Matters subject to Council approval***

#### **B14. Minutes and Referrals from the Regeneration and Community Committee**

Under the provisions of the Local Government Act 1985, Mr Councillor S.R. Pitts declared an interest in the following item and retired whilst it was considered.

Clause B18 – Douglas Borough Cemetery Site Works (walls, drives and railings): the Committee had resolved to accept the lowest tender received for the works and for a petition to be submitted to the Department of Infrastructure seeking borrowing to complete the project. To allow the works to be commenced in November 2015 - as there was a desire to complete the works as quickly as possible - it had been agreed that authority be sought to guarantee the sum from General Revenue Reserves until such time as petition approval had been granted.

A Member of the Executive Committee queried whether it would be more cost-effective for the Council to seek borrowing for a period of twenty years only, instead of thirty years. Discussion was then suspended while this information was obtained.

On resumption of discussion, the Borough Treasurer advised that if the loan period was twenty years, then a substantial saving in interest payments would be made.

Resolved, "(i) That particulars of the referral from the public minutes of the Regeneration and Community Committee be noted on the minutes;

(ii) That, in relation to the Cemetery site works, it be recommended to Council that expenditure for the project be approved from General Revenue Reserves until such time as petition approval had been received from the Department of Infrastructure; and

(iii) That it be recommended to Council that the petition to be submitted to the Department of Infrastructure seeking borrowing to complete the project should stipulate that the loan period required for repayment be for a period of twenty years."

The Committee rose at 4.25pm.

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

# PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of Meeting held on Wednesday, 28<sup>th</sup> October, 2015.

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

In Attendance: Mr Martyn Slaughter (Capita Employee Benefits), Borough Treasurer, Assistant Chief Officer (Finance), Payroll and Payments Manager, Assistant Democratic Services Officer.

## REPORT

### **PART A –**

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

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

There were no apologies submitted.

##### **A2. Minutes – 9<sup>th</sup> September, 2015**

The minutes of the meeting held Wednesday, 9<sup>th</sup> September, 2015 were approved and signed.

##### **A3. Training Presentation**

The Committee received a training presentation from Mr Martyn Slaughter from Capita, on transfers into the Isle of Man Local Government Superannuation Scheme. (IOMGLSS).

Mr Slaughter began by explaining how transfers in to a Scheme work. Each transfer is based on a Cash Equivalent Transfer Value (CETV) from the transferring scheme, this purchases 1/60<sup>th</sup> scheme membership for a Member and 1/160<sup>th</sup> for a partner's pension.

Mr Slaughter explained the difference between club and non-club transfers. Non-club transfers calculate the service credit using CETV, salary on commencement and age related transfer factors. This type of transfer buys service equal to the value of the CETV paid at the date of transfer.

A Club transfer calculates the service credit using; CETV, salary on leaving the previous post and age related factors. The scheme must be part of the transfer club to accept a transfer on Club terms.

A Club transfer is, generally, calculated on more beneficial terms. In answer to question, Mr Slaughter advised that if schemes join the Club, they are required to accept transfers from any scheme in the Club; the scheme cannot consider individual transfer requests.

Members were presented with an example calculation based on the draft Government Actuary Department (GAD) guidance. The presentation calculated one year's membership for a non-club and a club transfer. In answer to question, Mr Slaughter advised that GAD calculate the factor figures used by Capita in the calculation.

Mr Slaughter generally listed the liability and risk associated with transfers into the scheme. Club transfers create more of a liability as there is a cost deficit at the date of transfer, calculated using the previous scheme salary (which is usually lower) and therefore usually result in a much higher service credit.

Non-club transfers are cost neutral at the date of transfer as they are calculated using salary on commencement.

Mr Slaughter explained the possible additional liabilities that could arise, including; future increases (career grades, promotions, pay awards), ill health retirements, redundancy and efficiency. Liabilities may also occur where Scheme actuarial guidance differs with the fund actuary valuation assumptions.

Mr Slaughter briefed the Committee on the transfer rules for both Club and non-club transfers. The IOMLGSS must accept Club transfers, non-club transfers may be accepted and pension credits from pension sharing on divorce cannot be accepted.

The presentation listed the Club scheme members on the island. It was noted that if a scheme intends to leave the Club, the Cabinet Office must be given at least three months' notice.

Mr Slaughter finished by explaining the possible effect of transfers on recruitment and that consultation may be required to change the policy on transfers.

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

**A4. The Isle of Man Local Government Superannuation Scheme Pension Fund Annual Report for the Year Ending 31<sup>st</sup> March, 2015**

The Committee considered a report submitted by the Assistant Chief Officer (Finance) on the IOMLGSS pension fund annual report for the year ending 31<sup>st</sup> March, 2015.

The report reminded the Committee that the Accounts and Audit Regulations 2013 require Local Authorities to have their Statement of Accounts approved and certified by the external auditor by 31<sup>st</sup> October each year. This also applies to the Pension Fund Annual Report. As in previous years, Members noted the Council's auditor has asked that a Letter of Representation be issued by the Council, alongside the Statement of Accounts, in order that audit certification can take place. The Letter of Representation was appended to the report.

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

- (i) The Pension Fund Annual Report for the year ended 31<sup>st</sup> March 2015, be approved;
- (ii) The Letter of Representation be signed and presented to the Council's external auditor;
- (iii) The completion letter be noted and the responses given be approved."

**A5. Douglas Borough Council Corporate Plan Monitoring**

The Committee considered a written report by the Assistant Chief Executive 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).

Resolved, "That particulars of the report be noted on the minutes and the Committee review the monitoring schedule from the new Corporate Plan 2013-2017 every six months in respect of the responsibilities relevant to the Pensions Committee."

**A6. Items for Future Report and Review of any Training Requirements**

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

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

***PART B –***

***Matters requiring Executive Committee approval***

There were no matters requiring Executive approval.

***PART C –***

***Matters requiring Council approval***

There were no matters requiring Council approval.

The Committee rose at 12.07pm.

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

# HOUSING COMMITTEE

HOUSING COMMITTEE – Minutes of Meeting held on Wednesday, 21<sup>st</sup> October, 2015.

Members Present: Mr Councillor D.J. Ashford (Chairman), the Mayor (until 11.15am), Councillor Mrs C.E. Malarkey, Councillor Ms K. Angela, Mr Councillor S.C. Cain, Councillor Mrs E.C. Quirk.

In Attendance: Assistant Chief Officer (Housing and Property), Housing and Property Manager, Assistant Chief Officer (Income), Assistant Democratic Services Officer.

## REPORT

### **PART A –**

#### ***Matters decided by the Committee***

##### **A1. Apologies for Absence**

There were no apologies for absence.

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

There were no declarations of interest.

##### **A3. Minutes – 16<sup>th</sup> September, 2015**

The minutes of the meeting of the Housing Committee held Wednesday, 16<sup>th</sup> September, 2015 were approved and signed.

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

A Member asked why baths had been installed in some sheltered housing accommodation. The Housing and Property Manager advised that although baths had previously been installed on occasion in sheltered accommodation, there is now a policy in place to install showers as opposed to baths in sheltered housing complexes and some ground floor Council flats.

A Member opined that the exterior of Manor Court is unsightly and asked Officers to consider a scheme to paint the building. The Housing and Property Manager advised that Manor Court is part of the Willaston refurbishment project.

Resolved, “That the matters arising be noted on the minutes.”

##### **A5. Quarterly Vacant Property Data**

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) on housing property voids.

The Committee reviewed the current list of voids noting the current total number of general vacant properties was twenty-six. The list separated out those properties required for the Willaston refurbishment decants and the Willaston sheltered complex, together with those forty properties forming part of the upcoming capital project. In answer to question, Officers confirmed twenty-four decant properties are required for the Willaston external refurbishment scheme.

Officers advised the target turnaround for a general void property is within twelve weeks.

Resolved, “That particulars of the report and discussion be noted on the minutes and the vacant property data for the second quarter of 2015/2016 be noted.”

##### **A6. Access and Allocation Criteria Consultation for Sheltered Housing**

The Committee considered a report submitted by the Housing and Property Manager on the public consultation issued by the Department of Infrastructure’s Housing Division on amendments to access and eligibility criteria for older person’ housing in the public sector.

Appended to the report was a completed consultation survey questionnaire. As the consultation survey questionnaire responses are broadly in-line with the Council’s approved Housing Review Response Document, and as the Committee previously approved the draft proposals subject to the receipt and further approval of the finalised criteria, the report recommended approving the completed survey questionnaire.

Members reviewed the completed questionnaire and made the following amendments;

Question 6 – Is it acceptable for access to be restricted to applicants aged 60 or over? The Committee changed the response from “yes” to “no” and recommended the age restriction be decreased to 50.

Question 7 subsequently became redundant.

Question 10 – Is it appropriate that applicants are residents on the island immediately prior to the allocation of a property for a minimum of 3 months? The Committee changed the response from “Yes” to “No” and recommended a minimum of 12 months.

Question 12 – Is the financial asset/property asset ceiling appropriate for eligibility? The Committee agreed with the answer “Yes” but a Member did raise concern that home owners could be penalised.

Question 17 – Is it appropriate for points to be capped at 20 (5 years on the list)? The Committee agreed with the answer “Yes” but the Chairman queried the necessity of capping points.

Question 20 – Is it appropriate that an existing public sector tenant receives an additional ten points due to freeing up a public sector home. The Committee recommended a change in answer from “Yes” to “No”, it was felt that home owners would again be penalised with this element of the points system.

Question 23 – Is it appropriate for banding to ensure those with less financial means receive priority over applicants with more assets. The Committee agreed with the answer “Yes” but recommended that property assets not be included in the banding as this would again penalise home owners.

Question 24 – Is it acceptable to remove an applicant from the Housing Waiting List after two unjustified refusals to the offer of suitable accommodation. The Committee changed the answer from “Yes” to “No” on the basis that there is no clarity on the time frame to reapply. Members unanimously agreed to the proposed ten point discretionary deduction per refusal.

Resolved, “That particulars of the report and discussion be noted on the minutes and the completed consultation survey questionnaire, as amended, be submitted to the Department of Infrastructure’s Housing Division.”

#### A7. **Attendance**

The Mayor left the meeting at 11.15am.

#### A8. **Items For Future Report**

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

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

#### A9. **Thank You**

In light of the Housing and Property Manager’s resignation, the Committee thanked him for his hard work and wished him the best of luck in his new post.

#### **PART B –**

##### ***Matters to be decided by the Executive Committee***

There were no matters for decision by the Executive Committee.

#### **PART C –**

##### ***Matters subject to Council approval***

#### C10. **Kitchen Refurbishments**

The Committee considered a report submitted by the Assistant Property Manager (Capital) on the tender received for the 116 kitchen refurbishments at Hillside, sixty kitchen refurbishments at Willaston and a further thirty-one at Westmoreland Road, Circular Road and Princes Street.

Members noted a total of 207 kitchens have been included in this phase of work. The kitchen refurbishments at Willaston will be carried out (in accordance) with the external refurbishment by N K Construction Limited.

It is anticipated that work will commence on site on 4<sup>th</sup> January 2016 and be completed by 27<sup>th</sup> January 2017.

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

- (i) The tender received from Tooms Limited for kitchen refurbishment at Hillside, Willaston, Westmoreland Road, Circular Road and Princes Street be accepted;
- (ii) That the Committee authorises the Chief Executive to petition the Department of Infrastructure for borrowing powers in the amount of £1,585,559.54 being the sum required to defray the cost of these works. The petition breakdown was attached to Appendix 1 of the report;
- (iii) The Department of Infrastructure be advised that an assessment of the Council’s housing reserve fund has been undertaken to establish if sufficient monies were available to fund the proposed scheme via that source;

- (iv) The Committee noted that existing Kitchen Framework Planning Supervisors, previously referred to as Holmes Grace, has now been renamed JBA (Isle of Man) Limited.”

The meeting ended at 11.58am.

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, 20<sup>th</sup> October, 2015.

Members Present: Mr Councillor J.E. Skinner (Chairman), Councillor Mrs R. Chatel, Mr Councillor G.J. Faragher, Councillor Miss D.A.M. Pitts.

In Attendance: Assistant Chief Executive, Assistant Chief Officer (Finance), Assistant Chief Officer (Housing and Property) (Item A5 only), Senior Engineering and Waste Services Manager, Head of Parks, Borough Librarian (Items A1 to A6), Assistant Democratic Services Officer.

## REPORT

### **PART A –**

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

##### **A1. Apologies for Absence**

The Mayor submitted apologies for absence.

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

No declarations of interest were submitted.

##### **A3. Minutes – 15<sup>th</sup> September, 2015**

Minutes of the meeting held on Tuesday, 15<sup>th</sup> September, 2015, were approved and signed.

##### **A4. Matters Arising – Clause A3 – Summerhill Glen – Hop Tu Naa**

Members discussed the previously agreed fee hire for the Hop Tu Naa event in Summerhill Glen. Members agreed to charge a nominal fee to cover the Council's expenses associated with the event. A Member opined that given the event entry charge per person, perhaps if the event is to run in future years, the Council could either increase the hire fee, or alternatively the event organisers could consider raising funds for the Mayoral Charity through bucket collecting at the event.

Resolved, "That particulars of the matters arising be noted on the minutes and the Committee consider the comments if the event is organised in 2016."

##### **A5. Matters Arising – Clause A6 - Reayrt Y Sheear Fencing**

The Assistant Chief Officer (Housing and Property) joined the meeting to update on the Reayrt y Sheear fencing. This item had been deferred to confirm if the erection of the proposed fence was a planning requirement.

The Assistant Chief Officer (Housing and Property) advised that further information was required and the item featured on the items for future report.

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

##### **A6. Opening Hours of the Henry Bloom Noble Library following the move to Duke Street**

The Committee considered a report submitted by the Borough Librarian proposing changes to the opening hours of the Henry Bloom Noble Library.

As part of the Library move, Members were advised that the current opening hours have been reviewed in order to provide the service at more convenient times for library users but without increasing costs.

Currently the library opens at 9.15am as there are multiple floors to prepare before the public gain access. The configuration of the new library does not require the 15 minutes preparation time to continue.

The Borough Librarian advised that the number of customers actually coming into the library between 5.00pm and 5.30pm is negligible as people who work come in during their lunch hour. By the time people who work can physically get to the library after leaving the office at 5.00pm, there isn't enough time to choose books as the library closes at 5.30pm.

The report proposed an earlier opening time of 8.30am to give working people a chance to access the range of services offered on their way to work. Members noted there is a recognised demand for the library to open earlier due to the number of people regularly waiting to gain access at 9.15am.

The later start one morning will enable staff training and meetings to be moved from a Wednesday to Thursday to coincide with the late night opening until 7.00pm.

The recommended opening hours for Duke Street extends the current hours from 49¼ hours per week to 50 but at no additional cost.

Resolved, “That particulars of the report and discussion be noted on the minutes and when the Henry Bloom Noble Library commences operation on Duke Street, the opening hours be changed to:

- Monday 8.30 a.m. – 5.00 p.m.
- Tuesday 8.30 a.m. – 5.00 p.m.
- Wednesday 8.30 a.m. – 5.00 p.m.
- Thursday 10.00 a.m. – 7.00 p.m.
- Friday 8.30 a.m. – 5.00 p.m.
- Saturday 9.00 a.m. – 4.00 p.m.”

#### **A7. Noble’s Park Multi-Purpose Building**

The Committee considered a report submitted by the Assistant Borough Engineer on the proposed business case for the Noble’s Park multi-purpose building proposal.

Whilst the principle use was envisaged to be for sports, in order to maximise the use of the resurfaced multi-sports area, and to allow future flexibility, it was also considered that additional uses, commensurate with recreation and leisure, could be accommodated. The report listed the additional uses considered.

To develop a full business case for this development, Members were advised that considerable engagement with other groups and organisations will be required. It was therefore recommended that the proposal be deferred to the financial year 2016/2017.

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

- (i) The development of a full business case for the Noble’s Park multi-purpose building not proceed in the financial year 2015/2016;
- (ii) The proposal be considered and developed into a full business case for consideration in the financial year 2016/2017;
- (iii) Expressions of interest be invited from the private sector to provide the facility and operate same at no cost to the Council.”

#### **A8. Items for Future Report**

The Committee considered a report by the Assistant Town Clerk regarding reports for future consideration by the Committee.

A Member advised the Committee of a potential Christmas event proposed by a private company in Noble’s Park. The Head of Parks confirmed initial discussions had taken place with the company.

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

### ***PART B –***

#### ***Matters requiring Executive Committee approval***

#### **B9. Annual Library Membership Fees for Non-Douglas Residents and Fines**

The Committee considered a report submitted by the Borough Librarian to review membership fees for non-residents and library fines to bring Douglas more in line with the other public libraries island-wide.

Members were presented with a table listing the non-resident annual membership subscriptions charged by public libraries Island-wide and a table of fines charged by public libraries Island-wide.

The HBN Library currently charges an annual non-resident subscription charge of £25.00 for adults, £12.50 for Senior Citizens and £2.00 per child. Members noted that most of the public libraries charge non-residents an annual subscription, but none as high as Douglas.

Members noted Douglas is currently charging the highest fines by far. The Borough Librarian reported that the level of fine results in some library users ceasing to borrow books as they are concerned with the high charges.

The report proposed a reduction in both the annual membership fees for non-Douglas residents and the fines charged to adults. A Member suggested abolishing the Library annual subscription fees; Members did not support the proposal.

Resolved, "That particulars of the report and discussion be noted on the minutes and the Executive Committee be requested to approve the following;

- (i) The annual membership fee for non-Douglas residents be reduced with effect from 1<sup>st</sup> January, 2016 from £25.00 to £20.00 per annum for adults, from £12.50 to £10.00 for senior citizens and from £2.00 to £1.00 for children;
- (ii) The fine charges for adults be reduced with effect from 1<sup>st</sup> January, 2016, to 10p per item per day up to a maximum charge of £5.00 per item for adults, to 5p per item per day up to a maximum charge of £2.50 per item for senior citizens and the no charge policy on children's books remain unchanged;
- (iii) The age from which adult rates apply in the library be changed from 16 to 18."

#### **B10. Improvements of Library Photocopying and Printing Fees**

The Committee considered a report submitted by the Borough Librarian proposing an improvement to the fees charged for photocopying and printing at Henry Bloom Noble Library.

The fees charged to library users for photocopying and printing are stipulated in the Estimates Book. Members were advised that they were originally set based upon costs previously incurred and inflated at budget time. However, the ICT Department has successfully negotiated much reduced costs.

Members noted that the Council's black and white fees are double those charged by other libraries. The colour fees are triple those charged by other libraries and much higher than the private sector. Members were presented with a comparative table.

The report proposed that the prices be reduced to competitive levels as indicated with effect from the opening of the new library. The volume of sales is expected to increase significantly netting out to no financial impact.

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

- (i) That Executive Committee be requested to approve a reduction in library photocopying fees with effect from the opening of the new library to:

A4 One sided (black & white)	£0.10
A4 Two sided (black & white)	£0.20
A3 One sided (black & white)	£0.20
A3 Two sided (black & white)	£0.40
A4 One sided (colour)	£0.30
A4 Two sided (colour)	£0.60
A3 One sided (colour)	£0.60
A3 Two sided (colour)	£1.20
- (ii) That Executive Committee be requested to approve a reduction in library printing fees with effect from the opening of the new library to:

A4 Sheet (black & white)	£0.10
A4 Two sided (black & white)	£0.20
A4 Sheet (colour)	£0.30
A4 Two Side A3 One Side (colour)	£0.60."

#### **PART C –**

##### ***Matters requiring Executive and Council approval***

#### **C11. Douglas Borough Cemetery Site Works (Walls, Drives and Railings)**

The Committee considered a report submitted by the Assistant Borough Engineer on the tenders received for refurbishment works to the Douglas Borough Cemetery walls and driveways.

Members were advised that there is a desire to move quickly with the project. To allow the works to commence in November, it was proposed to refer the report to the Executive Committee for approval to guarantee the lowest tender sum from General Revenue Reserves until such a time as petition approval is received.

In response to question raised by the Chairman, the Assistant Chief Executive confirmed that the newly refurbished chapel will not reopen until the main drive and chapel surrounds have been completed.

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

- (i) The lowest tender received from Stephen Christian and Sons Limited for the refurbishment of the Cemetery walls, driveways and railings be accepted;
- (ii) The Chief Executive be authorised to submit a petition under S31 of the Local Government Act 1985 to the Department of Infrastructure for borrowing powers in the sum of £372,268.85 being the total capital cost required to complete this project, this includes the Planning Supervisor's fees of £2,500.00;
- (iii) The Department of Infrastructure be advised that an assessment of the Council's Reserve Funds has been undertaken to establish if sufficient monies were available to fund the scheme via that source;
- (iv) To allow works to commence in November, the report be referred to the Executive Committee for approval to guarantee the above expenditure from General Revenue Reserves until such time as petition approval is received."

The meeting ended at 12.30pm.

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

# ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 19<sup>th</sup> October, 2015.

Members Present: Mr Councillor R.H. McNicholl (Chair), the Mayor (until 11.20am), Councillor Mrs C.A. Corlett (from 10.05am), Mr Councillor C.L.H. Cain, Councillor Mrs C.L. Wells.

In Attendance: Assistant Chief Officer (Corporate and Development), Building Control Manager, Accountancy Manager, Senior Engineering & Waste Services Manager, Democratic Services Officer.

## REPORT

### **PART A –**

#### ***Matters decided by the Committee***

##### **A1. Apologies for Absence**

Apologies were submitted by Councillor Ms C.R. Turner.

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

There were no declarations of interest.

##### **A3. Minutes – 14<sup>th</sup> September, 2015**

The minutes of the regular meeting held Monday, 14<sup>th</sup> September, 2015 were approved and signed.

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

Councillor Mrs C.A. Corlett joined the meeting at 10.05am during consideration of the following item.

##### **A5. Matters Arising – A13 The Big Tidy-Up, October 3<sup>rd</sup> 2015**

The Committee discussed the Big Tidy-Up in light of the negative comments made at the October Council meeting. Officers advised that there were litter picks in five areas and approximately half a tonne of litter was collected which was lower than previous years. Three schools participated – Ballakermeen H.S., St Thomas primary school and Henry Bloom Noble primary school. Officers advised that there was a press release in early September, details given to Members in the September Members' Bulletin and a report with details of the event was brought to the Environmental Services Committee at the September meeting. Members were of the view that this was insufficient notice.

There was discussion of ways to improve the event in future years.

Resolved, "That the discussion be noted on the minutes and approval be given to

- (i) The date for the Big Tidy-Up next year is to be 1<sup>st</sup> October, 2016 and the first Saturday in October in future years;
- (ii) The schools Tidy-Up event be held each year the day before the Big Tidy-Up, which in 2016 will be Friday, 30<sup>th</sup> September;
- (iii) That these dates be added to the Council calendar as regular, annual events;
- (iv) That in each year a report setting out detailed plans for that year be brought to Committee for approval in the June preceding the event."

##### **A6. 42-44 Peel Road, Douglas**

The Committee considered a report on the external appearance of the vacant plot at 42-44 Road, Douglas. The property is a cleared demolition site where work had started to construct a roadway linking Drinkwater Street Lane and Peel Road. The roadway is incomplete and work appears to have stopped. Photographs of the property were attached to the report.

Resolved, "That the report be noted on the minutes and approval be given for the service of a Notice on the owner of 42-44 Peel Road, Douglas under Section 14 of the Local Government (Miscellaneous Provisions) Act 1984."

**A7. 5-6 Station Shops, Peel Rd, Douglas**

The Committee considered a report on the condition of the signage to the front elevation of numbers 5 and 6 Station Shops, Peel Road, Douglas. Although improvements have been made to the exterior of the property, works have been somewhat sporadic and are not yet completed.

Resolved, That the report be noted on the minutes and approval is given for the service of a notice under Section 24 of the Building Control Act 1991, on the owners of numbers 5 and 6 Station Shops, Peel Road, Douglas, Douglas. The notice would require the removal, repainting, or replacement of the existing signage to the Peel Road elevation of the shops.”

**A8. Schedule of Unsightly Properties**

The Committee considered the Schedule of unsightly properties being dealt with on behalf of the Council. Members reviewed the schedule and raised some questions on particular properties.

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

**A9. Pavement Stencils and We’re Watching You Campaign**

The Committee considered a report on two initiatives to decrease incidents of dog fouling in the Borough. The report recommended that a trial be carried out into the use of stencils to place anti-fouling messages on pavements in selected back lanes. The biodegradable paint would deteriorate over time, so the markings would not be permanent. The report suggested carrying out a three month trial using the stencils in specific back lanes where dog fouling has particularly been a problem. Running the initiative under trial conditions enables measurement of its effectiveness and provides an opportunity to gauge public reaction.

The report also set out detailed plan for an anti-fouling campaign using the *We’re Watching You* posters in five target areas. Targeting specific areas enables assessments and evaluation of the effectiveness of the poster campaign.

Resolved, “That the report be noted on the minutes and approval be given to

- (i) Carrying out a three-month trial in five back lanes into the use of pavement stencils to discourage dog fouling; and
- (ii) The stencil including the wording *Bag It Bin It* and an appropriate dog-related picture to be funded from existing revenue budgets; and
- (iii) The arrangements for the winter 2015/2016 *We’re Watching You* anti-fouling campaign.”

**A10. Kerbside Collection of Clothing for Recycling**

The Committee considered a report on the principle of kerbside collection of clothing for recycling by the Salvation Army. Bags would be provided by the Salvation Army and the Council would be paid for the textiles collected. The vehicles currently used for kerbside collections are not suitable for these collections. Questions were raised as to whether or not there is a need to seek tenders, and the need to deal with all charities equally.

Resolved, “That the report be noted on the minutes and approval be given for

- (i) The collection of clothing & textiles as part of kerbside collections on a trial basis to determine the feasibility of continuing to offer this service;
- (ii) Disposal of the clothing & textiles collected is to be via the Salvation Army on the same terms as the clothing bring banks at the Civic Amenity site; and
- (iii) The trial to last for a maximum of six months and a report brought back to Committee on the results.”

**A11. Attendance at the Recycling and Waste Management Exhibition 2015**

The Committee considered a report on the attendance of the Chairman and two officers at the Recycling and Waste Management (RWM) Exhibition 2015 held at the National Exhibition Centre the 15<sup>th</sup> – 17<sup>th</sup> September. This is the largest exhibition in the UK for the waste industry.

The report identified fifteen companies whose goods and services may be of further interest to the Council. Members noted in discussion that over the years attendance at this exhibition has been useful and many new products have been sourced at this exhibition.

Resolved, “That the report be noted on the minutes, and approval given for attendance at the RWM Exhibition in 2016, and payment of the associated costs and expenses to be met from existing revenue budgets.”

**A12. Cristanini Limited**

The Committee considered a report on Cristanini Limited, an Italian company specialising in street cleaning products and equipment. The Chair reported that the company exhibited at the RWM Exhibition where he was able to find out more about its products. Cristanini Limited produces equipment used in cleaning statues and monuments as well as streets and pavements. The Chair gave details of the different types of cleaning materials which are made for cleaning different surfaces and for removing different sorts of stains. The report suggested that a local trial of equipment and cleaning materials would be useful to establish if these would be suitable for use in Douglas; particularly in the regeneration zone. The company did not indicate whether an on-Island trial would be feasible, nor were costs available.

Resolved, "That the report be noted, and decision on a trial deferred, pending receipt of a report setting out the feasibility and associated costs of a trial of the cleaning equipment and associated materials."

**A13. Adjournment and Resumption**

The meeting adjourned at 11.15am and resumed at 11.25am with the same Members present except for the Mayor who gave her apologies for the remainder of the meeting.

**A14. Items for Future Consideration**

The Committee considered a report setting out items which will be considered at future meetings. The Chair asked for an update on the replacement of lifebelts on the Promenade and for information on funding for replacement Christmas lights.

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

***PART B –***

***Matters requiring approval from the Executive Committee***

**B15. Trial of Vehicles for Kerbside Recycling**

The Committee considered a report seeking approval to utilise two trial recycling vehicles, each for a two week period, four weeks in total, to establish whether there is a more efficient method for collection of recycled materials in the Borough of Douglas. One vehicle would be provided by Terburg Ltd and one by CWS Engineering Ltd. Photos and the specifications of the vehicles were attached to the report.

Resolved, "That the report be noted on the minutes and approval be given for

- (i) £5,000 for the use of the trial vehicles for a four week period.
- (ii) £2,000 for the hire of rotating forks for the Teletruk.
- (iii) The referral of the report to the Executive Committee for approval of funding from General Revenue Reserves."

***PART C –***

***Matters requiring Council approval***

There were no matters requiring Council approval.

The meeting ended at 12.20pm.