



## Borough of Douglas

---

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

---

Town Hall,

Douglas,

8<sup>th</sup> July, 2016

Dear Sir or Madam,

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

I am,

Yours faithfully

Town Clerk & Chief Executive

# Order of Agenda

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

II - Any statutory business.

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

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

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

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

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

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

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

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

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

# AGENDA

III – Chief Executive to read minutes of the monthly Council Meeting held on Wednesday, 8<sup>th</sup> June.

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

## EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 24<sup>th</sup> June, 2016.

Members Present: Mr Councillor D.W. Christian (Chair), the Mayor, Councillor Mrs C.A. Corlett, Mr Councillor S.R. Pitts, Mr Councillor D.J. Ashford, Mr Councillor R.H. McNicholl.

Officers in Attendance: Chief Executive (Miss K. Rice), Director of Finance (Mr G. Bolt), Director of Housing & Property (Mrs S. Harrison), Assistant Chief Officer (Environment) (Mr A. Donnelly), Assistant Chief Officer (Finance) (Mr P. Pierce) (for Clauses A7 to A9), Executive Officer (Mrs J. Keig) (taking minutes).

### REPORT

#### **PART A –**

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

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

Apologies for absence were submitted on behalf of the Director of Environment & Regeneration (Mrs D. Eynon).

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

No declarations of interest were submitted.

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

The minutes of the meeting held on Friday 27<sup>th</sup> May 2016 were approved and signed.

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

There were no matters arising from the previous public minutes.

##### **A5. Referrals from the Environmental Services Committee**

The Committee considered the following referral from the public minutes of the Environmental Services Committee meeting held on Monday 13<sup>th</sup> June 2016:

Clause B14 – Replacement Equipment (Commercial Brake Tester): the Committee had noted that the commercial brake tester, situated in the Garage, had been installed in 2006 to improve inspection procedures for Council vehicles. However, the electronics on the equipment had now failed, and an engineer's report had confirmed that, due to its age, the brake tester was non-repairable as the necessary components were obsolete.

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

(ii) That approval be given for funding in the sum of up to £28,000 from the Plant Renewals Fund to procure, transport, and install a new commercial brake tester.”

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

There were no referrals from the Regeneration and Community Committee meeting held on Tuesday 14<sup>th</sup> June 2016.

Resolved, “That particulars be noted on the minutes.”

##### **A7. Monthly Financial Review**

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

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

#### A8. Revenue Out-turn 2015 – 2016

The Committee considered a written report by the Assistant Chief Officer (Finance) setting out the revenue out-turn position for the 2015 / 2016 financial year, together with an appraisal of the Balances position as at 31<sup>st</sup> March 2016.

This annual report set out the overall revenue performance against budgets, and the ensuing impact upon the General Revenue Reserve. Members noted the summary revenue out-turn position, including transfers to and from Reserves, comparing the actual expenditure to the original budget.

The revenue out-turn position across all Committees showed a significant under-spend position at the service level, compared to the original approved budget, while the revenue out-turn position across all services, together with all other revenue items, provided a significant final contribution into the General Revenue Reserve balance. It was noted that the year-end balance (before future commitments were considered) was considerably higher than the balance envisaged when the Estimates for 2015 / 2016 had been completed in January 2015.

A further review of the Balances would need to be conducted as part of the 2017 / 2018 budget process, with the outcome being reported to Committee together with any recommendations for fund top-ups that may be required in order to assist with the funding of identified priority schemes.

Members also noted Section 3.18 of the Isle of Man Treasury's Statement of Recommended Practice 2007 (the 'SORP'), for entities subject to the Audit Act 2006, which stated that, '*where an event after the Balance Sheet date, favourable or unfavourable, which provided evidence of conditions that existed at the Balance Sheet date occurs (adjusting event), the amounts recognised in the Statement of Accounts should be adjusted ... Any disclosure affected by the new information about the adjusting event should be updated in the light of the new information*'.

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

- (ii) That the year-end revenue out-turn position for 2015 / 2016, including the final contribution into balances of £293,385 and the year-end General Revenue Reserve balance of £2,621,465 (before reduction from future commitments), be noted and approved;
- (iii) That, if there was a favourable income variance on the Building Regulations Service, then part of that favourable variance be credited to the Derelict Building Fund, sufficient to restore it to an uncommitted balance of £250,000 if possible;
- (iv) That expenditure amounting to £15,000 be approved from the Open Spaces Budget to fund the installation of a 90-metre length of Zaun fencing in front of properties at Oak Avenue, in order to alleviate anti-social behaviour being experienced by residents;
- (v) That the Director of Finance be requested to circulate to the Committee a breakdown of the overtime incurred, which had arisen as a result of the high level of staff vacancies in the year; and
- (vi) That, in accordance with the Isle of Man Treasury's Statement of Recommended Practice 2007 (the 'SORP'), the following post-Balance Sheet events be noted -
  - The Licence with the Department of Infrastructure for the operation of the Horse Tram Service; and
  - The sale of the Douglas Market Hall."

#### A9. 2015 / 2016 Internal Audit Summary

The Committee considered a written report by the Assistant Chief Officer (Finance) summarising the work carried out by Internal Audit, Crowe Clark Whitehill Audit LLC (CCW) during the 2015 / 2016 financial year.

The Accounts & Audit Regulations 2013 required local authorities to maintain, in accordance with proper practices, an adequate and effective system of internal audit of their accounting records and of their system of financial control. The Internal Audit Report had been specially prepared for the Executive Committee, and gave an overall assessment of:- internal control; a rating against each review; and a review of the significant areas that CCW wanted bringing to the Committee's attention.

Of the fourteen areas audited, twelve (86%) were rated as providing Satisfactory or Substantial Assurance; one (7%) was rated as providing Limited Assurance (with a programme of work outlined to make the improvements identified); and one audit had been deferred pending further review. It was noted that none of the areas audited had been rated as providing Unacceptable Assurance.

Members were advised that the findings and recommendations within the Internal Audit Report were of an operational management nature, rather than a policy nature, and it was therefore the responsibility of managers to ensure that adequate systems of control were in place and that the Internal Audit recommendations were implemented.

It was noted that the report had already been presented to the Extended Chief Officers' Management Team, which would continue to monitor progress against the implementation of agreed recommendations.

Resolved, "That particulars of the Annual Internal Audit Assurance Report be noted on the minutes."

**A10. Environmental Services Committee – Replacement Member**

Following the recent resignation by a Member from the Council, a vacancy existed on the Environmental Services Committee.

Members were advised that the recently-elected Member for Murray's Ward, Mr Councillor F Horning, had been elected onto the Regeneration & Community Committee, however, he had expressed a wish to be a Member of the Environmental Services Committee, as this was an area he had a particular interest in.

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

- (ii) That, subject to Mr Councillor Horning resigning from the Regeneration & Community Committee, he be elected as a Member of the Environmental Services Committee for the two-year term 2016 to 2018; and
- (iii) That the new Member for Victoria Ward (once elected, following the bye-Election scheduled for 14<sup>th</sup> July 2016) be elected as a Member of the Regeneration & Community Committee for the two-year term 2016 to 2018."

**A11. 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."

**A12. Items for Future Report**

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

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

***PART B –***

***Matters subject to Council approval***

No public matters subject to Council approval were considered.

The Committee rose at 4.00pm.

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

# STANDARDS COMMITTEE

STANDARDS COMMITTEE – Minutes of Meeting held on Monday, 27<sup>th</sup> June, 2016.

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

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

## REPORT

### **PART A –**

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

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

Apologies for absence were submitted by Councillor Mrs R. Chatel.

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

There were no declarations of interest.

##### **A3. Election of Vice-Chairman**

Councillor Mrs C.E. Malarkey was unanimously elected to serve as Vice-Chair of the Standards Committee for the municipal year 2016/2017.

##### **A4. Minutes of Quarterly Meeting – Monday, 21<sup>st</sup> March, 2016**

Minutes of the quarterly meeting held Monday, 21<sup>st</sup> March, 2016 were approved and signed.

##### **A5. Minutes of Special Meeting – Monday, 18<sup>th</sup> April, 2016**

Minutes of the special meeting held Monday, 18<sup>th</sup> April, 2016 were approved and signed.

##### **A6. Training Needs for Standards Committee Members**

Members discussed the training requirements for Standards Committee Members. It was noted that in the unusual circumstances of a Standards Committee hearing taking place, training is provided immediately before the case is considered by the Committee. This allows Members to put theory into practice. Members agreed to continue with this style of training as and when cases arise and to study and discuss case scenarios provided by officers as part of the quarterly meeting agenda.

Resolved, "That the training needs identified herein be noted and continued."

##### **A7. Training Needs for Council Members**

Members discussed the training requirements for all Council Members. During the discussion, the Committee briefed on Council Members etiquette during Council meetings, in particular the Council's dress code, public speaking and respecting the Mayor as Chair of the meeting together with Standing Orders. Although it was suggested that some of the issues raised (that are in line with Standing Orders) could be addressed by officers during Member inductions, it would not be appropriate for officers to advise on all the issues raised. The Committee offered their support to the Mayor in being firm with Members that do not abide by Standing Orders or etiquette in the Council Chamber.

It was agreed to provide training to all Councillors by means of the case scenarios considered by the Committee. In light of the new Committee membership, the Committee agreed to consider the scenarios first and to arrange a Council training session in December 2016.

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

- (i) The Standards Committee provide a training session for all Councillors in December 2016 by providing case scenarios for discussion;
- (ii) The Committee support the Mayor in being firm with Council Members that do not abide by Standing Orders or etiquette during Council meetings."

##### **A8. Review of Standards Committee Determination Procedures, Rules and Handbook**

It was agreed to defer the items to the next meeting of the Committee.

##### **A9. Dates for Meetings 2016/17**

The Committee approved the following dates for Committee meetings;

25<sup>th</sup> July 2016 – 10.30am

26<sup>th</sup> September 2016 – 10.30am

28<sup>th</sup> November 2016 – 10.30am

***PART B –***

***Items requiring Executive Committee approval***

There were no items requiring Executive Committee approval.

***PART C –***

***Items requiring Council approval***

There were no items requiring Council approval.

The meeting ended at 11.30am.

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

# HOUSING COMMITTEE

HOUSING COMMITTEE – Minutes of Meeting held on Wednesday, 15<sup>th</sup> June, 2016.

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

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

## REPORT

### **PART A –**

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

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

No apologies for absence were submitted.

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

There were no declarations of interest.

##### **A3. Minutes - 18<sup>th</sup> May, 2016**

The minutes of the meeting of the Housing Committee held Wednesday, 18<sup>th</sup> May, 2016, were approved and signed.

##### **A4. Revenue Outturn 2015/2016**

The Committee considered a report submitted by the Assistant Chief Officer (Finance) reporting the revenue outturn position for the 2015/16 financial year. Members noted the values spent across services and reports on variances against the approved budget, the original budget as amended for subsequent virements and Committee approvals.

A Member queried the overspend reported for the Housing maintenance service. The Assistant Chief Officer (Income) explained that this had been because of unexpected maintenance spend on sheltered accommodation caused by changes in the interpretation of the deficiency guidelines, which had previously been funded through the deficiency.

Members noted the position in relation to the Housing Deficiency Grant. The Chairman opined that the overall position was at its lowest for a number of years.

Resolved, “That the report and discussion be noted on the minutes and the Committee note and approve the year end revenue outturn position for 2015/16.”

##### **A5. Voids Property List**

The Committee considered a list of void properties as at the end of May 2016.

The Chairman brought to Members attention the inclusion of deferred properties to the list, subsequent to his request at last month’s meeting.

Members noted the list and discussed a number of properties detailed in the report.

A Member queried the length of time in which a number of properties had remained on the deferred list. The Chairman advised that a number of properties as detailed in the report were void as they are due to be demolished as part of the Willaston Sheltered Housing scheme.

The Chairman clarified to Members that a void property remains on the housing rent accounts whilst it is empty and in need of repairs and properties as detailed in the deferred list have been taken off the rent account.

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

##### **A6. Housing Request Refusals**

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



The report recommended that approval be given to the list of proposed housing request refusals as detailed in appendix 1.

Members noted the one transfer request as detailed in the report and raised query as to why approval had not been granted. The Assistant Chief Officer (Housing and Property) explained that the request does not meet the transfer Criteria of the Allocation Policy which does not permit like for like transfers. Members discussed this particular request at length, with general information of the applicant's circumstances provided. On that basis Members unanimously agreed that approval be given to the applicant for inclusion on the transfer list as a priority.

A Member queried the cost incurred to the Council for a transfer. The Assistant Chief Officer (Housing and Property) advised of an approximate average cost.

Resolved, "That particulars of the report and discussion be noted on the minutes, that the refusal be not supported and that the tenant be added to the transfer list as a priority case."

#### **A7. Willaston Sheltered Housing Project**

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) updating on the progress of Stage D1 of the project to date.

The report outlined the project is to provide a sheltered housing complex in Willaston, the Council's largest social housing estate, in order to address predicted housing need and the expected future demand for sheltered accommodation based on the increasing elderly population.

The Assistant Chief Officer (Housing and Property) reported the main updates to the business case;

- (a) the number of units is forty-one including thirty-five one bedroom and six two bedroom flats
- (b) confirmation that a sprinkler system is included
- (c) potential for a basic maintenance store
- (d) inclusion of gas central heating boiler
- (e) inclusion of under-floor heating system in all apartments
- (f) the total estimated capital cost following development of the D1 report is now £6.15m

The project team are currently progressing with the next stage report which is due for Committee approval in July 2016 and construction is potentially due to commence in March 2017.

Members raised concern over the ratio of one bedroom to two bedroom properties and opined that due to a higher demand there should be more two bedroom properties within the complex. Members discussed whether approval could be sought from the Department of Infrastructure to increase the number of two bedroom properties above the recommended 20% allowance.

Members discussed the number of car parking spaces and raised concern that there would not be sufficient parking available for residents and visitors alike. The Assistant Chief Officer (Housing and Property) advised that plans meet current regulations for sheltered housing of one car parking space per three flats. It was noted that the site is heavily wooded and that further space for parking within the confines of the site is limited without reducing the size of the building and the total number of flats.

Resolved, "That particulars of the report and discussion be noted on the minutes and the Committee note the progress made by the project team to date, as contained in the Stage D1 Report."

The Committee adjourned during the item at 11.30am to 11.40pm; the same Members and officers were present.

#### **A8. Items for Future Consideration**

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

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 12.00 noon.

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> June, 2016.

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

In Attendance: Assistant Town Clerk (Mr P. Cowin), Assistant Chief Officer (Finance) (Mr P. Pierce), Assistant Chief Officer (Environment) (Mr A. Donnelly), Head of Parks (Mr D. Hewes), Democratic Services Officer (Mrs D. Atkinson), Assistant Democratic Services Officer (Miss C. Cullen).

## REPORT

### **PART A –**

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

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

Councillor Ms J. Thommeny submitted apologies for the meeting. The Mayor submitted his apologies for lateness.

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

There were no declarations of interest submitted.

##### **A3. Minutes – 17<sup>th</sup> May, 2016**

Minutes of the meeting held on Tuesday, 17<sup>th</sup> May, 2016, were approved and signed.

##### **A4. Revenue Outturn 2015/16**

The Committee considered a report submitted by the Assistant Chief Officer (Finance) presenting the revenue outturn position across services under the remit of the Regeneration and Community Committee. The appended table provided explanations for significant variances against the approved budget (the original budget as amended for subsequent virements and Committee approvals.)

Members noted there was a favourable variance to budget of £148,181.

Resolved, "That the year end revenue outturn position for 2015/16 be noted and approved."

##### **A5. Christmas Lights Ceremony**

The Committee considered a progress report on the Christmas Lights Ceremony submitted by the Assistant Town Clerk.

Members discussed the various elements of the event. The report confirmed that the possibility of hiring a large screen had been examined in 2015 but the sole supplier on the Island had disposed his equipment prior to the event. Officers are continuing to investigate the sourcing of a screen as suggested.

The report advised that based on Members' comments at Committee and Council regarding the height of the stage, the Electrical Services Manager is currently looking at options and costs for a more appropriate stage. Members discussed the location of the stage, at the May meeting Members agreed to the revised layout of the event with the stage close to the Ridgeway Street/Lord Street junction as recommended by officers. In response to comments raised at the June Council meeting, Members felt that the stage should revert back to the previous layout outside the Town Hall.

Officers explained that the event organisers are fully convinced that the new location is very effective in reducing the congestion that occurred when the stage was located outside the Town Hall. In terms of the previous layout, the majority of the crowd would enter via the Victoria Street entrance and congregate immediately in front of the stage not utilising the full event area at lower Ridgeway Street. This created congestion issues towards the top area of the event. Members were advised that an independent health and safety consultant reviewed the event in 2015 and recommended the revised layout. It was also noted that the Police and licensing courts welcomed the revised format. In response to query, the Democratic Services Officer advised that all exit and entries to the event are managed by a local security firm and spectators are counted in and out of the event. Members suggested alternative ways to manage the crowds within the event area and asked officers to prepare an event plan based on the previous event layout (the stage located outside the Town Hall) for submission to the licensing courts for approval. If

there is an objection raised by the Police or the Courts officers were asked to report back to the Committee.

It was agreed that the snow machines used for the 2014 event placed in the upstairs of the Town Hall be arranged for the 2016 event. Members also suggested acts to be contacted for the event.

Members also discussed the sound system, it was reported that the Electrical Services Manager is looking at the sound system specification to improve the system for the 2016 event.

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

- (i) The Assistant Town Clerk, as nominated Event Organiser, prepare an event management plan based on the 2014 event layout (stage located outside the Town Hall) for submission to the Licensing Courts and the next Committee meeting;
- (ii) The smaller snow machines to be operated from within the Town Hall, be arranged for the 2016 event;
- (iii) Officers contact the acts suggested by Members to discuss performing at the 2016 event;
- (iv) The specification for the sound system be revised to require multiple speakers."

#### **A6. Douglas Carnival**

The Committee considered a report submitted by the Democratic Services Officer on the Douglas Carnival promotional material.

The report explained the reasoning behind not including the Douglas Borough Council logo on Carnival promotional material.

During consideration of the item, the Democratic Services Officer confirmed Hospice have been asked to provide volunteers to assist with the event road closures.

Resolved, "That particulars of the report and discussion be noted on the minutes and officers continue to use the current artwork for Douglas Carnival promotional material."

#### **A7. 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."

#### **A8. Proposed Adventure Playground**

The Head of Parks verbally advised Members of a proposal received by the Children's Centre to create an adventure playground at an area identified within the Ballaughton Nursery grounds.

Mr Chris Gregory of the Children's Centre, joined the meeting to present the Children's Centre proposal. Mr Gregory described an adventure playground as a space dedicated solely to children's play including activities such as building and demolishing dens and working with tools. Members received a presentation demonstrating examples of adventure play areas in the UK.

Mr Gregory explained that the playground will be free of charge but will require two trained 'Playworkers' to manage the site. The Children's Centre are proposing to staff the site, fund the annual insurance and yearly utility fees, and in exchange asked the Council to consider providing the site, the perimeter fencing, a site office and storage, connection to utilities and initial resources. The Head of Parks explained that a number of the set up costs could be offset from existing resources already available.

Members thanked Mr Gregory for his attendance and he left the meeting.

Members agreed to initially support the concept and requested a further report including all costings to be considered by the Committee. The Committee also considered seeking approval from the Executive Committee to fund the set-up costs from the savings identified in the revenue outturn report.

Resolved, "That the presentation be noted on the minutes and a further report to include costings be considered by the Committee with a view to seeking approval from the Executive Committee to fund the set-up costs from savings identified in the revenue outturn report."

#### **PART B –**

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

There were no matters requiring Executive Committee approval.

***PART C –***

***Matters requiring Council approval***

There were no items requiring Council approval.

The meeting ended at 11.15am.

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> June, 2016.

Members Present: Mr Councillor R.H. McNicholl (Chairman), the Mayor, Councillor Ms C.R. Turner (from 10.47am), Councillor Ms K. Angela, Mr Councillor F. Pabellan.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Director of Finance (Mr G. Bolt), Assistant Town Clerk (Mr P. Cowin), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Assistant Chief Officer (Environment) (Mr A. Donnelly), Building Control Manager (Mr N. Kaighin) (Items A1 to A8), Transport and Plant Manager (Mr S. Dugdale) (Item B14), Democratic Services Officer (Mrs D. Atkinson), Assistant Democratic Services Officer (Miss C. Cullen).

## REPORT

### **PART A –**

#### ***Matters delegated to the Committee***

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

Councillor Ms C.R. Turner and Councillor Ms K. Angela submitted apologies for lateness.

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

No declarations of interest were submitted.

##### **A3. Minutes – 16<sup>th</sup> May, 2016**

The minutes of the meeting of the Environmental Services Committee held Monday, 16<sup>th</sup> May, 2016, were approved and signed.

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

The Committee considered the Schedule of neglected, dilapidated, ruinous and dangerous properties being dealt with on behalf of the Council. Members reviewed the schedule and raised some questions on particular properties.

A Member queried whether a dedicated officer was currently employed to deal with dilapidated properties, the Building Control Manager advised that there was not an employee appointed at this time and that particular post was vacant. It was noted that properties are currently dealt with on a reactive basis.

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

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

Councillor Ms C.R. Turner joined the meeting at 10.47am during the following item.

##### **A6. Planning Application – 16/00043/GB – Bucks House, Corner of Merton Bank & Bucks Road**

The Committee considered a report submitted by the Building Control Manager on the planning application for the conversion of Bucks House into residential apartments.

The Building Control Manager circulated plans for the site.

Members raised concern over the number of car parking spaces provided in the application; the existing basement storage area will be converted to a car park and will provide six car parking spaces for ten maisonettes. A Member opined that parking in the area was already sparse and expressed concern that this could have a further adverse effect on parking in the area.

Resolved, “That particulars of the report and discussion be noted on the minutes and that the Council supports the application which provides a sustainable use for a currently unused Registered Building but that the Council expresses its concerns over the number of allocated car parking spaces to the Planning Department.”

##### **A7. Planning application – 16/000379/B – Douglas Promenade**

The Committee considered a report submitted by the Building Control Manager with further information provided by the Department of Infrastructure in relation to the Council’s objection to

Planning Application 16/000379/B. The application is for the re-construction of the highway and footpaths and creation of a low speed streetscape on and along Loch and Harris Promenades, and creation of an area to provide seating, sculpture, lighting, display screens, bike storage areas, bus shelter and landscaping. The report recommended that the Council withdraw its objection.

The Assistant Chief Officer (Regeneration) affirmed to Members that this application proposes to implement a 'low speed streetscape' using a conventional highway layout with 75mm raised kerbs and footways, and is in no way a 'shared space scheme' as previously suggested; the Building Control Manager circulated the plans to Members.

Resolved, "That the particulars of the report and discussion be noted on the minutes and that the Council withdraws its objection to Planning Application 16/000379/B in light of the further information provided by the Department of Infrastructure."

#### **A8. Planning Application – 16/0512/C – Trading at Douglas Head**

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) on the planning application by Coastline Catering to operate a mobile catering unit at Douglas Head. The report recommended that the Council raises an objection to the proposal.

The Assistant Chief Officer (Regeneration) advised Members that he could not find any policy in the Isle of Man Strategic Plan that would support the proposal.

Members discussed the current use of the public open space and expressed concerns that the proposal could contribute adversely to litter in the area.

A Member queried whether CCTV was currently located in the area, the Assistant Chief Officer (Regeneration) advised members that currently there is not any CCTV installed at Douglas Head as it was not a high priority area but that Officers could potentially look to install temporary CCTV at this site.

Resolved, "That the particulars of the report and discussion be noted on the minutes and that the Council raises an objection to the proposal on the grounds that the site is not zoned for retail use and that although there would be potential amenity benefits to users of the public open space, these do not outweigh the planning considerations."

The Building Control Manager was thanked for his attendance and left the meeting at 11.05am.

#### **A9. Adjournment and resumption**

The Committee adjourned at 11.05am to 11.13am and 11.55am to 12 noon; the same Members and officers were present.

#### **A10. Attendance**

The Mayor left the meeting at 12.06pm.

#### **A11. Textile Recycling via Bring Bank Facilities**

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager advising Members of a proposal to implement a new textile agreement with the Salvation Army. The proposal is to install further textile bring banks in other Council owned locations throughout the Borough, which would be the subject of a separate Memorandum of Understanding.

The Salvation Army will provide, maintain and service the bring banks and pay the Council 50% of the average mid-range Material Recycling World price for all materials collected and will provide monthly management reports of weights. The Assistant Chief Officer (Environment) advised the current approximate price per tonne for textiles collected by the Salvation Army.

Members discussed a number of suitable locations including Willaston shops and Anagh Coar Car Park, the Director of Environment and Regeneration invited Members to give their feedback and thoughts on locations to Officers so that they can be investigated.

Resolved, "That particulars of the report and discussion be noted on the minutes and a Legal Agreement with the Salvation Army to install additional textile recycling bring banks on Council owned land be approved."

#### **A12. MV700 Gladiator Chewing Gum removal Machine**

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager advising on the recent trial of the MV700 Gladiator Chewing Gum Removal machine being operated and to make recommendations regarding future usage.

In the presence of the Chairman of the Environmental Services Committee a demonstration of the MV700 was given on the 4<sup>th</sup> May, 2016, the trial was conducted adjacent to the Courthouse on Athol Street which was selected due to the extent of chewing gum staining. The MV700 was tested on both concrete and tarmac surfaces with outstanding results in both cases.

The report recommended that the Council enters a one year contract with Task-It Limited which will comprise of ten days per year either broken down in to two blocks of five days per visit or three blocks of three days plus one floating day, the cost includes for a contract operative, the MV700 and associated equipment and transportation.

A Member raised concern over the cost per annum as the proposal is for two times per year, the Director of Environment and Regeneration advised that it was not considered to be value for money to purchase the equipment as its main benefit would be for deep cleansing of heavily stained areas, whereas most areas within the Borough can be adequately cleaned using existing equipment and that locations for cleaning would be selected in advance based on survey data to ensure maximum effectiveness.

Resolved, "That particulars of the report and discussion be noted on the minutes and a one year agreement be entered with Task-It Limited as per a sum detailed within the report, comprising of ten days per year be approved."

#### **A13. Promoting the Council's Recycling Service through the MannVend Sigma System**

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager advising of the costs associated with advertising the recycling service through promotional videos on the MannVend Sigma vending machines in work places around the Island.

The MannVend Sigma vending machine has video advertising capability which reaches a target audience of over 15,500 people per week in sixty five sites around the Island, the advertisement which will be created from existing video footage, will be approximately thirty seconds long and repeated every fifteen minutes whilst the machine is turned on.

The promotion forms part of the Council's general strategy to keep the recycling agenda relevant and currently is assisting with a change in cultural attitude and also enhances the Council's environmental credentials.

The cost for a three to six month promotion is £120.00 per week. Thus, the total cost of a three month promotion would be £1,440.00.

Resolved, "That particulars of the report be noted on the minutes and a three month agreement with MannVend Limited to promote the Council's recycling service on their range of Sigma vending machines in the sum of £1,440.00 to be funded from the existing Refuse & Recycling (SACW150) revenue budget be approved."

#### ***PART B –***

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

#### **B14. Replacement Equipment – Commercial Brake Tester**

The Transport and Plant Manager (Mr S. Dugdale) joined the meeting for this item.

The Committee considered a report submitted by the Transport and Plant Manager seeking approval for the replacement of the Commercial Brake Tester situated in the Garage.

The Transport and Plant Manger advised Members that as part of the Garage fit-out in 2006, a commercial brake tester was installed to improve the inspection procedures of Council vehicles. This equipment, now ten years old, had failed on its electronics and an engineer's report had confirmed that due to the age of the equipment, it is non-repairable due to the components required being obsolete.

Members were advised that this equipment was currently being used on average five to six times per week and without it, the risk of vehicle test failures would increase and/or new brake components would be fitted unnecessarily, vehicle downtime will also increase which consequently affects the service delivery.

A Member queried how the Council's vehicles brakes are currently being tested, the Transport and Plant Manager advised that in the interim vehicles are being taken to the Department of Infrastructure's Vehicle Test Centre but that long term this would be impractical due to its availability and costs.

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

- (i) a budget of up to £28,000.00 to procure, transport and install a new commercial brake tester to be funded from the Plant renewals Fund be approved;
- (ii) the report be referred to the Executive Committee for reserve funding approval."

The Transport and Plant Manager was thanked for his attendance and left the meeting.

**PART C –**

***Matters requiring Council approval***

**C15. Free Lamppost Advertising During Elections**

The Committee considered a report submitted by the Director of Environment and Regeneration following a motion raised at Council on 8<sup>th</sup> June, 2016 by Mr Councillor S.R. Pitts for subsequent referral to the Committee for consideration and report.

*“That there be no charge for election posters/banners fixed to lighting columns for a two week period before the date of any election to the Douglas Borough Council or to the House of Keys for a Douglas Constituency, nor for a one week period after the completion of election, and that a suitable bond be deposited by each candidate to allow the Council to remove the posters/ banners after the expiry of one week if not removed by the candidate.”*

The Council currently has a scheme in place whereby businesses can advertise on lampposts for £10 plus VAT per poster, per lamppost per week. Candidates standing for election can make use of this facility and although take-up had not been significant, the scheme had been used in the recent past.

The Director of Environment and Regeneration explained the potential advantages and disadvantages to introducing the free scheme.

There is a risk that any direct or indirect costs incurred by the Council that cannot be recovered from candidates will have to be met by the Council and would consequently become a burden on Douglas ratepayers, which could lead to complaint.

A Member raised concern that the posters could become unsightly due in large to the volume that could potentially be erected throughout the Borough.

The Director of Environment and Regeneration advised that if every lamppost within the Borough were to be used and were to display just one poster, the three week period could result in lost revenue to the Council of up to £120,000. Having considered each of these items, it is officers' view that while a free scheme could support the democratic process, it may have unintended consequences which will fall to the Council to rectify, which may be at a cost that cannot be recovered even with the introduction of a reasonable bond. As any uncovered costs would effectively fall upon Douglas ratepayers, could lead to challenge by commercial organisations and complaint by residents, thereby affecting the reputation of the Council, a free scheme is not recommended.

Resolved, “That particulars of the report and discussion be noted on the minutes and the free scheme not be introduced and that the existing paid for scheme continue.”

The meeting ended at 12.55pm.