



## **Borough of Douglas**

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**MR COUNCILLOR STANLEY COLVIN CAIN, JP  
MAYOR**

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Town Hall,

Douglas,

9<sup>th</sup> January, 2015

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 14th day of JANUARY, 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;

VII - Consideration of the report of each Chair in the following order:

- (i) Housing and Property;
- (ii) Regeneration and Community;
- (iii) Environmental Services;

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, 10<sup>th</sup> December, 2014.

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

## EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 19<sup>th</sup> December, 2014.

Members Present: Mr Councillor D.W. Christian (Chair), the Mayor, Messrs Councillors D.J. Ashford (from 10.10am), J. Joughin, R.H. McNicholl.

Apologies: Mr Councillor S.R. Pitts.

In Attendance: Chief Executive, Borough Treasurer, Borough Engineer & Surveyor, Assistant Town Clerk.

### 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 Mr Councillor S.R. Pitts.

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

The Borough Engineer & Surveyor declared an interest in Clause A9, Charitable Collections for 2015.

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

The minutes of the meeting held on Friday 28<sup>th</sup> November 2014 were approved and signed.

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

Clause A9 – 1 Quine's Corner, Douglas – Planning Application: The tenant had now amended the planning application proposing conversion of the premises to retail mixed use and wine-bar, removing the off-licence element. As this now accorded with the terms of the lease, it was agreed that no further comment on the application be submitted to the Planning Department.

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

(ii) That the Building Control Manager be requested to inform the Planning Department that the Council had no further comment to make on the planning application, as the removal of use as an off-licence accorded with the terms of the lease the Council (as owner) had with the tenant."

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

The Committee considered the public minutes of the Environmental Services Committee meeting held on Monday 15<sup>th</sup> December 2014, including the below item specifically referred to the Executive Committee:

Clause B7 – Attendance at Lighting Trade Exhibition: the Chair had given an oral report about a trade exhibition in Frankfurt, Germany. The Committee had subsequently approved attendance by the Chair and an officer, with a suggestion that this Committee be asked to consider if it wished to meet travel and accommodation costs for the Leader of the Council to attend the exhibition also.

It was agreed to defer the item until later in the meeting to enable approximate costings to be obtained.

On resumption of discussion, the Borough Engineer & Surveyor advised on the costs of the trip to the lighting exhibition in Frankfurt, as proposed by the Environmental Services Committee. For three people (including air travel, hotel accommodation, and subsistence) the total cost would be in the region of £2,500. There was considerable discussion over the need for a visit, with the view that, while it was beneficial to see the construction of equipment before purchase, the purpose would be better served by liaising with a United Kingdom local authority with similar climatic conditions to Douglas. It was noted that the Leader of the Council declined the suggestion to attend.

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

(ii) That the Chairman of the Environmental Services Committee and an officer attend the lighting exhibition in Frankfurt from 30<sup>th</sup> January to 2<sup>nd</sup> February 2015, with their expenses being paid accordingly.”

*On a vote being taken, 2 Members voted For, 2 Against. The Chair exercised his casting vote against the resolution, which therefore fell.*

**A6. Minutes and Referrals of the Regeneration and Community Committee**

The Committee considered the public minutes of the Regeneration and Community Committee meeting held on Tuesday 16<sup>th</sup> December 2014. There were no items specifically referred to the Executive Committee.

Resolved, “That particulars of the public minutes of the Regeneration and Community Committee be noted.”

**A7. Minutes and Referrals of the Housing and Property Committee**

The Committee considered the public minutes of the Housing and Property Committee meeting held on Wednesday 17<sup>th</sup> December 2014. There were no items specifically referred to the Executive Committee.

Resolved, “That particulars of the minutes of the Housing and Property Committee be noted.”

**A8. Charitable Collections for 2015**

Under the provisions of the Local Government Act 1986, the Borough Engineer & Surveyor declared an interest in this item.

The Committee considered a written report by the Assistant Chief Officer (Corporate & Development) seeking approval for advance bookings for charitable collections in the Town Centre during 2015.

Members were reminded that, each year, the Council invited applications in advance from charities to reserve dates on which to hold their flag days and street collections during the forthcoming year. Twenty-eight applications had been received to date for 2015, details of which were set out in the schedule appended to the written report. In accordance with the current policy agreed by Committee, this was the maximum number of collections permitted within the Town Centre, however, it was recommended that an additional collection date be agreed for the 2015 / 2016 Mayor’s Charity Appeal.

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

(ii) That the schedule of flag day and charitable collections for 2015, as appended to the written report, be approved, subject to a date being included in 2015 on which the then Mayor could hold a flag day street collection; and

(iii) That in future years, a collection date for the Mayor’s Charity Appeal be automatically included as one of the twenty-eight allocations.”

**A9. Consultation Document – Revision of the Use Classes and Associated Permitted Changes of Use**

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

The consultation document expressed the purpose of reviewing the expansion of the current use classes and associated permitted changes of use, with a view to eliminating the need for planning applications for developments which had a minor impact and which were not in the public interest to pursue.

The current range of classes and the current categories of change of use that could take place without the need for planning approval were accordingly noted, together with the proposed changes to the use classes. Members were advised that the main crux of the proposed change was that, change of use within a class would be allowed without the need for planning approval, and that it was further proposed to permit (without planning approval), change of use from one class to another in certain defined cases (as detailed in the written report).

The consultation document set out a number of specific questions in relation to the definition of the various proposed classes, and Members noted these accordingly also.

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

(ii) That the proposed changes in classes of use be supported, and that the questionnaire responses (as appended to the written report) be approved for submission to the Department of Infrastructure accordingly.”

**A10. Consultation Document – Proposed Amendments to the Countryside Care Scheme**

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 reminded that the Council had responded to a consultation exercise relating to the Countryside Care Scheme in 2011, expressing general support for the principles of the Scheme, and the current exercise did not profoundly affect those principles. There was a proposal to change the parameters for qualification, which would basically adjust the manner in which payments under the Scheme were calculated.

None of the proposals directly affected the Council, however, as the Council managed a large amount of land at the Clypse and at Honeyhill, it was suggested that it might be appropriate in future for the Council to seek support in maintaining the land in good condition, and it was recommended that the Council therefore maintain a neutral position.

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

(ii) That the Department of Environment, Food and Agriculture be thanked for including the Council in its consultation process and offer no comment, except its support for the preservation of the countryside.”

#### **A11. Consultation Document – Draft Public Health (Tobacco) Bill**

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

Members were advised that the Department intended to introduce a Bill to amend the Public Health (Tobacco) Act 2006, implementing controls on tobacco advertising; prohibiting the display of tobacco for sale; prohibiting the sale of tobacco from vending machines; and providing for enforcement. The proposed Bill would also control advertising and sale via the Internet.

It was suggested that the Council, as the environmental health authority for Douglas, and as a responsible local authority, should be seen to be supporting any move that promoted the health of its residents. It was, however, suggested also that people should have a freedom of choice.

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

(ii) That the Department of Health and Social Care be advised that the Council supported the proposed draft Bill as a benefit to public health.”

*On a vote being taken, 3 Members voted For, 1 Against. Mr Councillor D.J. Ashford requested his vote against the resolution to be recorded on the minutes.*

#### **A12. Eastern Civic Amenity Site – Operational Contract**

The Committee considered a written report by the Assistant Town Clerk in relation to the current operational contract for the Eastern Civic Amenity Site.

Members were reminded that the Council currently held the contract for the operation of the Site, which was due to expire on 31<sup>st</sup> March 2015. Although members of the Joint Committee had shown a preference to simply extend the existing contract, officers had advised that, in order not only to obtain, but to demonstrate good value, the contract should be put to tender.

It was noted that the Joint Committee, at its meeting on 8<sup>th</sup> December 2014, had resolved to extend the current contract for a further year to enable the tender process to be commenced in good time for a new contract to be awarded from 1<sup>st</sup> April 2016. This was subject to the Council, as contractor, wishing to extend. It was noted that, if the proposal was endorsed, the extension would require the Joint Committee Agreement to be amended, which could be made by way of an Addendum.

It was agreed that it would be prudent to extend the Agreement to 31<sup>st</sup> March 2016, however, as the Council would not wish to continue on this basis beyond that date, the tender process must be commenced accordingly.

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

(ii) That it be agreed -

- To renew the Council’s contract with the Eastern Civic Amenity Site Joint Committee from 1<sup>st</sup> April 2015 until 31<sup>st</sup> March 2016, on the same terms and conditions as currently in place;
- To vary the existing Joint Committee Agreement by way of an Addendum to facilitate the extension;
- That the Chief Executive be authorised to execute the Addendum on behalf of the Council;
- That the Joint Committee seek tenders for the operation of the Site, effective from 1<sup>st</sup> April 2016.”

### A13. **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 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."

### A14. **Licensing Administration / Rates**

The Committee considered a written report by the Borough Treasurer in relation to the cost of administration associated with the licensing of obstructions on the highway, such as tables and chairs outside café premises.

Although it had previously been suggested that the Rates of properties benefitting from such obstructions should be increased, it was recognised that an amendment to legislation would be required to implement such a proposal.

Members were advised that the charges that could be levied under the Highways Act 1986 had been examined, and it was noted that Section 78 allowed the Council to charge 'a reasonable sum in respect of the legal or other expenses incurred in connection with the grant of the licence'. Therefore, if additional street cleaning directly attributable to the licenced operation was required, then the Council could charge for it through the cost of the licence.

Income was not, however, meeting the costs when including the advertising element of the licence, and it was suggested that advertising costs needed to be covered by the fee payers. It was noted that a reduced charge had previously been introduced for applications received by an annual dead-line, however, it was now recommended that there be just two fees – one for initial applications and one for renewals.

A wide-ranging discussion took place, with Members expressing dissatisfaction that the costs of the licensing regime could not be fully recovered, and the Chief Executive accordingly undertook to review the relevant legislation to ascertain whether further charges could be applied.

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

(ii) That the fees for pavement cafés be amended as follows -

- The '*application before annual deadline*' fee (currently £190) be deleted;
- The '*applications at all other times*' fee (currently £240) be altered to an '*initial application fee*', and be set at £350;
- The '*renewal before annual deadline*' fee (currently £110) be altered to a '*renewal fee*' and be set at £300; and

(iii) That the Chief Executive undertake a review of the relevant legislation, and the fees again be reviewed prior to the 2015 / 2016 financial year."

### A15. **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."

### A16. **Dates of Next Meetings**

The Committee noted the times and dates of the next meetings as follows:

Special Budget Meeting: 10.00am on Thursday 15<sup>th</sup> January 2015;

Special Council Meeting: 10.00am on Wednesday 28<sup>th</sup> January 2015;

Next Scheduled Meeting: 2.00pm on Friday 30<sup>th</sup> January 2015.

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

## **PART B –**

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

### B17. **Council's Constitution – Standing Order 90**

The Committee considered a referral from the Pensions Committee meeting, held on 26<sup>th</sup> November 2014, recommending that, in future, it would be preferable to avoid setting a meeting in August and to

move it to the Wednesday of the second week in September. Although the second Wednesday of the month would usually be a Council Meeting day, it was noted that the full Council did not meet in September.

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

(ii) That it be recommended to Council that Standing Order 90 be amended to read -

*‘Standing Order 90 – Meetings of Committees*

*That the Pensions Committee will meet the second Wednesday after the monthly Council meeting in February, March, May, October and November at 11.00am and the second Wednesday of the month in September at 11.00am’.*”

The Committee rose at 1.25pm.

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

## STANDARDS COMMITTEE

STANDARDS COMMITTEE – Minutes of Meeting held on Monday, 22<sup>nd</sup> December, 2014.

Members Present: Councillor Mrs R. Chatel (Chairman), Councillor Miss D.A.M. Pitts, Messrs Councillors W.M. Malarkey, J.E. Skinner, Mr D.M. Booth (Independent Member).

In Attendance: Assistant Town Clerk, Assistant Democratic Services Officer.

### REPORT

#### **PART A -**

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

##### **A1. Minutes, 27<sup>th</sup> October, 2014**

The minutes of the meeting held Monday, 27<sup>th</sup> October, 2014, were approved and signed.

##### **A2. Matters Arising – Clause A2**

In answer to question, the Assistant Town Clerk confirmed that matters raised at a previous investigation had now been addressed by the Chief Executive. A Member suggested that in future to ensure matters had been dealt with as requested, the Committee should be notified accordingly by report or briefing note.

Resolved, "That particulars of the matters arising and the Committee's satisfaction that the actions agreed had been dealt with effectively and concluded, be noted on the minutes."

##### **A3. Confidentiality/Publication of Standards Committee Minutes**

The Assistant Town Clerk reported that at a recent Council meeting, Members of the Council debated if items should be considered in public or private Council. Some Council Members had been of the opinion that all items should be considered in public to demonstrate transparency, other Council Members felt that publicising certain minutes, particularly those relating to ongoing cases, should not be considered in public Council meetings to protect Members from being named in the public domain. A Member of the Committee suggested that if a Member under investigation, or not in agreement with the findings of the Standards Committee, could take legal action if they were named in a Council meeting.

Members discussed at what point during an investigation the Council should be notified and this led Members on to a discussion about an appeals process, it was noted that currently no appeals process was in place.

Members went on to discuss if Standard Committee decisions should be open to debate at full public Council meetings. The Assistant Town Clerk advised that similar to other Committees, the Standards Committee has various items delegated by the Council to the Committee and the resolutions of these delegated items have usually been actioned before the Council considers the minutes, it was noted that these actions are usually unable to be reversed. It was suggested that such items could be put to the Council for noting only with no debate taking place at the meeting.

In response to the comments regarding the appeals process, Mr Booth presented the Committee with diagrammatic representation of the complaints process incorporating time frames, this document had been prepared in conjunction with the Assistant Town Clerk as part of the overall review of the Standards Handbook. Members considered each action individually and agreed that the introduction of an appeals process should be considered.

Mr Booth asked Members to let the Assistant Town Clerk have their suggestions and amendments to the proposed complaints flowchart for consideration. Mr Booth agreed to track his suggested changes to the reviewed Standards Handbook and circulate to Members for consideration. It was noted that changes to the Handbook would require full Council approval.

A Member requested that preliminary correspondence regarding an investigation not be sent to Members on a Friday as this can cause distress to Members receiving the correspondence out of office hours and unable to contact Officers over the weekend to discuss.

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

- (i) The Committee continue to monitor the publishing of public and private minutes.
- (ii) The Assistant Town Clerk and Mr Booth continue developing the Handbook for consideration by the Committee at a future meeting."



**A4. Status of the Worshipful the Mayor as Ex-Officio Member of the Committees**

In response to a query raised at a previous meeting, the Assistant Town Clerk reported that the Mayor is entitled to speak and debate at Committee meetings with the consent of the Chair. Members felt the Mayor should take on an advisory role at Committee meetings.

It was noted that the Mayor is not entitled to attend Standard Committee meetings.

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

**A5. Summary of Cases of Complaint investigated in October to December 2014**

The Committee were advised of two complaints against Members between October and December 2014, the first case was dealt with by Officers; the second case was subject to a formal investigation and would be reported further in due course.

Resolved, "That the summary of cases be noted on the minutes."

**A6. Tynwald Standards and Members' Interests Committee First Report for the Session 2014-2015**

The Committee considered the Tynwald Standards and Members' Interest Committee First Report for the Session 2014-15. This document had been requested by the Chairman for the information of Members of the Committee.

Members considered the sanctions that could be imposed upon Tynwald Members.

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

**A7. Sanctions that may be Applied to Council Members transgressing the provisions of the Constitution**

The Committee considered a report submitted by the Assistant Town Clerk, as a result of comments made at the October Council meeting, about sanctions that can be imposed against Members of the Council who after investigation and hearing are found to be in breach of any of the provisions of the Constitution. Question was also raised as to whether the Department of Infrastructure had been approached to make any necessary legislative changes to enable meaningful sanctions to be imposed.

Members were advised that research had been undertaken into the sanctions available to Standards Committees in the UK. Changes have occurred in recent years to the structure of Standards bodies, with the abolition of the Standards Board regime, and consequently the appointment of local Standards Committees by local authorities has become voluntary rather than mandatory.

In some cases where such Committees had been appointed, there were some sanctions that appear to be common, with just a few variations. These sanctions, and the sanctions listed in the Douglas Borough Council Standards Handbook were listed in the report.

Members were conscious that there is no power to remove an elected Member from their office of Councillor, either permanently or temporarily, because it is of paramount importance to the democratic process that Members should be free at all times to represent the constituents of their Ward.

A list of 11 sanctions that may be applied in cases of Members' misconduct was appended to the report. Members considered each sanction identifying those they wished to formally adopt. Sanctions 1 to 5 were existing provisions, it was agreed to keep the current sanctions in place. Sanction 6 was the censure or reprimand of the Member, Members agreed to adopt this sanction but removed the reference 'public' and replaced with censure or reprimand shall be in private. Members discussed who would censure or reprimand the Member, it was agreed the Chief Executive or a letter from the Committee would be acceptable.

Sanction 7, reporting the findings to full Council was rejected. Sanction 8, instruction to the Monitoring Officer to arrange training for the Member was agreed subject to the inclusion of a requirement on behalf of the Member to attend the formal training. In answer to question, the Assistant Town Clerk advised that the findings of any case would identify the training required.

Sanction 9, withdrawal of facilities, where the breach involves inappropriate use of such facilities, Members agreed to adopt this sanction but included the wording 'some or any' of the facilities, Members felt that withdrawing all facilities could have a detrimental effect on the Members' ability to represent their constituents.

Sanction 10, the exclusion of the Member from all Council offices or other premises, with the exception of such access as may be necessary for attendance at Council, Committee or Sub-Committee meetings was not adopted.

Sanction 11, suspension of Member from attendance at Council meetings for a fixed period, was not adopted. It was noted that sanction 11 would require a change in legislation.

During the discussion Members queried the non-attendance of Members at consecutive meetings. The Assistant Town Clerk advised that if a Member does not attend any Council or Committee meetings for three consecutive months they would lose their seat and subsequently there would be a bye-election, unless there was sufficient reason for the absence.

Mr Booth circulated a document identifying five principles which should be kept in mind in devising a complaints procedure, accessibility, simplicity, speed, independence and confidentiality. Members agreed that a complaints procedure based on the five principles is an ideal procedure.

The report reminded Members that at the October Council meeting a Member asked if any request had been made for legislative provision for stronger sanctions, and if so, what. The current situation is that no such request had been formally made, though following a direction by the Standards Committee when it was first established, the matter has been discussed between Officers and the Local Government Unit of the Department of Infrastructure. The principal difficulty in formalising a request is the lack of direction as to what sanctions the Standards Committee might wish to invoke. The sanctions agreed by the Committee do not require legislative changes in forthcoming legislation.

Resolved, "That particulars of the report and discussion be noted on the minutes and the sanctions appended to the report be noted and the following be adopted by the Standards Committee to be applied in cases of Members' misconduct;

1. An instruction that the Member must apologise to the complainant, either privately or publicly;
2. The removal of the Member from membership of some or all Committees;
3. The removal of a Member as representative of the Council on an outside body / or any outside bodies;
4. The barring of a Member from representing the Council at conferences or other similar events;
5. The recommendation to the appointing body or Committee that the Member be removed from the office of Chair or any other office;
6. Censure or reprimand of the Member (Censure or reprimand shall be in private);
7. Instruction to the Monitoring Officer to arrange training for the Member with a requirement that the Member attend the formal training;
8. Withdrawal of some or any facilities, where the breach involves inappropriate use of such facilities."

#### **A8. Dates of Future Meetings 2015/2016**

The Committee were presented with the dates and times of future meetings in 2015/16.

A Member queried when the Committee would receive training in the form of a mock trial, the Assistant Town Clerk agreed to discuss with the Chief Executive.

In answer to question, the Assistant Town Clerk confirmed that a special meeting would be called in the interim if a hearing was to take place.

Resolved, "That particulars of the discussion be noted on the minutes and the following dates be agreed for meetings in 2015/16:-

- Monday, 23<sup>rd</sup> March, 2015;
- Monday, 22<sup>nd</sup> June, 2015;
- Monday, 21<sup>st</sup> September, 2015;
- Monday, 7<sup>th</sup> December, 2015;
- Monday, 21<sup>st</sup> March, 2016."

#### ***PART B -***

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

There were no matters for approval by Council.

The meeting ended at 12.30pm.

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

# EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE

EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE – Minutes of Meeting held on Monday, 8<sup>th</sup> December, 2014.

Members Present: For Douglas Borough Council - Mr Councillor W.M. Malarkey (Chair), Mr I.J.G. Clague (Borough Engineer & Surveyor), For Onchan District Commissioners - Mr D. Crellin (Member), Mr P.M. Hulme, Chief Executive/Clerk, For Braddan Parish Commissioners - Mr A. Jessopp (Member) (from 3.35pm), Mr J.C. Whiteway (Clerk), For Santon Parish Commissioners - Mr N. Kelly.

Apologies: Mr N. Dobson (Lonan Representative), Ms S. Gray (Department of Infrastructure representative).

In Attendance: Secretary – Mr P.E. Cowin, Accountancy Officer – Mr R.N. Davies, Department of Infrastructure Representative – Mr J. Quayle, Contractor’s Representative - Mr P. Macken (3.15 to 4.50 pm).

## REPORT

### **PART A –**

#### ***Matters within the scope of the Joint Committee’s Delegated Authority***

##### **A1. Minutes – 20<sup>th</sup> October, 2014**

The minutes of meeting held on Monday, 20<sup>th</sup> October, 2014, were noted and approved for signature.

##### **A2. Matters Arising from the Minutes – Cl. A4 – ANPR System**

Mr Clague advised that the Attorney General’s Chambers had now provided Callin Wild with advice in relation to the legality of using an automatic number plate recognition system at the Site, and a report would be made to the next meeting of the Joint Committee.

##### **A3. Matters Arising from the Minutes – Cl. A6 – Policy on acceptance of Electrical Goods in Re-Use area**

Mr Clague advised that he had not yet had the opportunity to collaborate with Mr Crook on drafting a policy but would do so before the next meeting for which a report would be produced.

The Chairman advised that he had attended a meeting of all four civic amenity site authorities when it had been agreed as a proposed standard policy that television sets and computer monitors should not be placed in re-use facilities.

**It was agreed:** to support the standard policy that television sets and computer monitors be not accepted into re-use facilities, and to include it in a wider policy covering all classes of small electrical goods to be drafted for consideration at the next meeting of the Joint Committee.

##### **A4. Matters Arising from the Minutes – Clause A9 – Operational Issues**

Mr Clague advised in relation to the policy for dealing with abusive or aggressive behaviour on the Site, that in discussion with Mr Crook he had formulated a draft set of “Rules” for users of the Site. He circulated copies of the draft and explained his view that a small number of clear rules, properly published and signed throughout the Site, would be effective.

The Joint Committee asked for clear provision for abusive or aggressive behaviour to be set out in the Rules, and to include the statement that offenders may be asked to leave the Site and may be subject to a ban from using it.

**It was agreed:** that subject to those additions, the draft Rules be approved and adopted for use at the site. The text of the approved Rules is therefore as follows:

1. The Eastern Civic Amenity Site is operated by Douglas Borough Council on behalf of the Eastern District Civic Amenity Site Joint Committee and is for use by domestic householders only.
2. Members of the public must comply with site staff instructions at all times. All instances of aggressive, rude and disorderly behaviour towards staff will be immediately dealt with. This may

involve persons being asked to leave the site with reporting of incidents to the Site Administrator and the Isle of Man Constabulary. Repeat offenders may be banned from using the site.

3. Site staff will respect members of the public in a courteous and professional manner at all times.
4. Disposal of items by commercial operations (including property management companies) is strictly forbidden at this facility.
5. Disposal of items by charities is accepted at this facility, but is subject to charge.
6. Opening times, charges and services are subject to change at any time.
7. Customers must dispose of items themselves, as directed by site staff. Site staff will give appropriate assistance to members of the public who genuinely require assistance.
8. Children must be supervised at all times and children under 16 years of age must remain in their guardian's vehicle at all times.
9. Persons attending at the facility should have all items for disposal pre-sorted before arrival and must depart from the facility immediately upon completion of disposal.
10. Persons attending the re-use area of the site must stay no longer than 15 minutes per visit and are allowed one visit per day.
11. Douglas Borough Council accepts no liability for any items lost or damaged at the facility.
12. The Eastern District Civic Amenity Site aims to recycle as much waste as possible and the public are requested to assist site staff in achieving this aim.
13. All enquiries in respect to the operation of the site should be addressed to the Douglas Town Hall, Ridgeway Street, Douglas, IM99 1AD. Telephone (01624) 696300.

**A5. Matters Arising from the Minutes – Clause A10 – User satisfaction Survey**

The User Satisfaction Survey undertaken across all four Sites had been circulated electronically. It had been carried out by a Student under the STEP scheme and it had been agreed at a meeting of all four civic amenity site authorities for it to be paid for jointly.

The Chairman felt that it was generally favourable to the Eastern site.

**It was agreed:** that the content of the report be noted.

**A6. Matters Arising from the Minutes – Clause A3 – Joint Meetings of Civic Amenity Site Authorities**

The Chairman advised that on 25<sup>th</sup> November he had attended a meeting of all four civic amenity site authorities. The minutes of that Meeting would be circulated by the Secretary when received.

**A7. Site Infrastructure – Replacement of Skips**

Mr Clague advised that four quotations had been received for the replacement of four skips. That recommended for acceptance was from Glosta Engineering Ltd, in the sum of £15,150.00, being the second lowest.

There was no reason given for the recommendation as the relevant Officers were unavailable. However the cost difference was understood to be minimal.

**It was agreed:** that approval be given for the acceptance of the quotation from Glosta Engineering Ltd, on condition that the grounds for the recommendation are circulated to Members at the earliest possible date.

**A8. Site Infrastructure – Re-Use Area Floor**

Mr Clague advised that A&I Watt had submitted a quotation in the sum of £3,400 including materials and labour for coating the floor area in the re-use shed using a non-slip paint.

This had been the solution identified as the best and most economical means of providing non-slip flooring in the area. Mr Quayle saw no reason why a non-slip floor-covering should not be used, although it had been explained previously that research had shown it to be more expensive and less effective in wet conditions than the painted option.

There was sufficient budgetary provision for doing the work within the current budget.

**It was agreed:** that the quotation of A&I Watt be accepted and that the work proceed as soon as possible.

*Mr Macken joined the meeting at 4.15pm.*

#### A9. **Operational Statistics**

Copies had been circulated of the operational statistics for the Site up to the end of November, with comparative statistics for the previous year.

Mr Macken advised that the amount of cardboard was increasing, together with green waste and clothing. Overall the total amount of waste being sent to the Energy from Waste plant was a little lower while there was a slight increase in the amount of material being recycled.

**It was agreed:** that the operational statistics be noted.

#### A10. **Operational Issues**

Mr Macken advised that a log book was now being kept of any incidents at the Site involving members of the public. Since the last meeting of the Joint committee, there had been only four of note:

- One case of attempted fly-tipping of a tv without payment;
- One of a user exceeding the limit on hardcore;
- One of a commercial user attempting to dispose of commercial waste;
- One of a user protesting about having to pay for freezer disposal.

All four had been dealt with on Site without developing into anything more major.

The Joint Committee's instruction to relocate the cardboard skip nearer to the Site entrance had been tried but had not been successful in making it more convenient for users to recycle their cardboard; it appeared that many used cardboard to line their vehicle's load space so it was only after the bulk of their refuse was dealt with that the cardboard could be removed. The cardboard skip had therefore been placed back in its original position.

Mr Macken confirmed that although changing the traffic flow had been looked into, it was not feasible to do it.

In relation to television sets and computer monitors, Mr Macken confirmed that it was already practice at the Site to charge and to ensure they were all dealt with as WEEE goods; none were being accepted in the recycling area.

A question was raised about the disposal of motor vehicle and motorcycle tyres, in the light of a request emanating from the meeting of all four civic amenity site authorities for standard signage to be displayed on all Sites. Mr Macken confirmed that tyres were not being accepted except odd tyres as part of a mixed load.

**It was agreed:** that the operational issues raised be noted and that the standard signage in relation to the non-acceptance of tyres be approved.

#### A11. **Crossroads Care – Invoices**

The Chairman read to the Joint Committee a letter received from Crossroads Care seeking a meeting in relation the outstanding invoices for refuse deposited at the Site.

There was discussion and the Committee reaffirmed its stance that charities disposing of waste at the site should be charged. Members were reminded that the charges levied were only the final disposal charges and did not include administration or haulage costs.

Members were reminded by the Chairman of the reason why the charges were introduced, which was that a number of charities were depositing large quantities of waste at the Site. The origin of the waste was spread through the whole Island, but as Charities' premises were in Douglas, all waste disposed of was brought to the Eastern Site, leading to an unfair burden on the six authorities' ratepayers paying for waste arising outside the area.

Mr Macken confirmed that Crossroads Care are the only charity currently not paying their invoices. All other charities depositing waste are paying.

Members were also aware that the other three civic amenity sites levied no payment, as they had little waste throughput from charities, so that there were alternatives open to Crossroads Care.

**It was agreed:** that the Secretary respond to Crossroads Care stating that unless the invoices are settled by a fixed deadline, no further waste will be accepted from them at the Eastern Civic Amenity Site.

*Mr Macken was thanked for his attendance and left the meeting at 4.52pm.*

#### A12. **Next meeting**

The date and time of the next meeting of the Joint Committee was provisionally set for 3.30pm on Monday, 2<sup>nd</sup> March, at Douglas Town Hall.

Mr Clague tendered his apologies for that meeting.

**PART B –**

***Matters requiring approval from the participating Local Authorities***

**B13. Draft Budget 2015/16**

Copies had been circulated of the draft budget estimates for 2015/16.

Mr Davies explained that they had only recently been calculated and that there would be some adjustments necessary. The principal changes would be to remove the provision for inflation in employee costs, and to increase the property and fixed plant costs to provide for some maintenance and redecoration works in accordance with a maintenance plan produced as a result of a property survey.

Mr Clague advised that this survey had been undertaken to identify works needed, and that the planned maintenance schedule would be put to the joint Committee at its next meeting. The only works required in 2015/16 were comparatively minor items.

There was a question over the rental charge for the Site; Mr Davies confirmed that the agreed level for the year had been incorporated into the provision for Property and Fixed Plant.

There was discussion over the level of fees to be charged at the Energy from Waste Plant and concern that despite the possibility of the fees being charged to local authorities being frozen at current levels having been mentioned by the Minister for the Department of Infrastructure, there was no certainty as to whether that would happen and if so, whether it would apply to the Civic Amenity Sites. As a consequence, Mr Davies advised that the draft budget provided for the disposal charges including the increase.

**It was agreed:** that the draft budget be approved, subject to the amendments proposed and to minor consequential adjustments.

*Mr Davies left the meeting to amend the draft budget and returned later in the meeting.*

**B14. Draft Budget Estimates 2015/16**

Mr Davies circulated the revised draft budget estimates 2015/16 and explained what changes had been made, and where.

The revisions showed a net operational cost of £613,750, apportioned between the authorities as follows:

Douglas Borough Council	63.10%	£387,270
Onchan District Commissioners	17.96%	£110,240
Braddan Parish Commissioners	11.80%	£72,420
Laxey Village Commissioners	2.81%	£17,250
Lonan Parish Commissioners	2.56%	£15,710
Santon Parish Commissioners	1.77%	£10,860

Mr Davies was thanked for his information and left the meeting at 3.15pm.

**It was agreed:** that the draft budget estimates and the consequent costs to each authority be approved and recommended to the respective authorities for approval.

**B15. Operational Contract**

Mr Clague advised that in accordance with the Joint Committee's decision at its last meeting, he had sought advice on whether it could legally renew the operational contract with Douglas Borough Council with effect from 1<sup>st</sup> April 2015.

Advice had now been received that it could, subject to adjustment of the Joint Committee Agreement, for which purpose an Addendum to the Agreement had been drafted and copies circulated.

The advice of Officers that the contract ought not to be automatically renewed indefinitely and that tenders should be sought as an exercise in maintaining good value was reiterated, and the Joint Committee was aware that an initial draft specification had been prepared for that purpose. However Members and Officers were also aware of the slippage of time and that it would now be difficult if not impossible to obtain good quality tenders in time for a new operator to take up the role from 1<sup>st</sup> April.

**It was agreed:**

1. That subject to Douglas Borough Council indicating its willingness to continue the operational contract on the same terms and conditions it be renewed for a period of one year from 1<sup>st</sup> April 2015;
2. That at the next meeting of the Joint Committee, the draft specification be reviewed with the aim to finalising it and advertising for tenders for operation of the Site in the second half of 2015;

3. That the Addendum to the Joint Committee Agreement be approved and that it be engrossed and submitted to each of the constituent authorities for signature.

The meeting ended at 5.00pm.

VII(i) – The proceedings of the HOUSING AND PROPERTY COMMITTEE as follows:

# HOUSING AND PROPERTY COMMITTEE

HOUSING AND PROPERTY COMMITTEE – Minutes of Meeting held on Wednesday, 17<sup>th</sup> December, 2014.

Members Present: Mr Councillor D.J. Ashford (Chairman), the Mayor, Councillors Mesdames S.D.A. Hackman, C.E. Malarkey, Mr Councillor J.E. Skinner, Councillor Ms K. Angela.

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

## REPORT

### ***PART A –***

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

##### **A1. Minutes 19<sup>th</sup> November, 2014**

The minutes of the meeting held Wednesday, 19<sup>th</sup> November, 2014 were approved and signed.

##### **A2. Matters for Future Consideration**

The Committee noted the report on matters for future consideration.

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

### ***PART B –***

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

There were no matters requiring Executive Committee approval.

### ***PART C –***

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

##### **C3. Willaston External Refurbishments**

The Committee considered a report on appointment of the design team and the planning supervisor and approval of their fees for the Willaston external refurbishment scheme. The design team for the pilot scheme and phase one were Cameron Hall, quantity surveyors and MacOwan Collet, consulting engineers. The report recommended retention of the design team as they have built up significant knowledge of the property structures and house types in the Willaston Estate. Retention of the design team will enable continuity for the project.

The report also recommended the appointment of Pegasus Safety Consulting Limited, to carry out planning supervision duties. Members queried the circumstances in which the company would carry out ad hoc visits or attend meetings. The Housing and Property Manager explained that if there were any accidents or similar incidents on-site, then a visit would be required. He also confirmed that all visits and meetings would be agreed in advance, and not solely at the discretion of the planning supervisor.

The Department of Social Care and the Treasury concur with the appointment of the design team and the planning supervisor.

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

- (i) approval be given to the retention of the existing design team quantity surveyors and consulting engineers for the remainder of the external refurbishment scheme which provided professional services to the pilot scheme and phase one of the strategy together with their negotiated professional percentage fees as follows:-
  - (a) Cameron Hall, Quantity Surveyors – 1.05% per phase of work;
  - (b) MacOwan Collet, Consulting Engineers – 3% per phase of work;
- (ii) Approval be given to the appointment of Pegasus Safety Consulting Limited to carry out Planning Supervision duties for the remainder of the external refurbishment scheme together with their professional fees per phase of work which will be reduced for phases of work requiring a reduced Capital Procedure Planning Supervision services together with an ad hoc visit call-out charge and a charge for attendance to further meetings as required;



- (iii) The Committee authorised the Town Clerk and Chief Executive to submit a borrowing petition to the Department of Health and Social Care in the amount of £44,955.00 being the amount required to defray the cost of the Phase 2 professional fees up to the project petition stage; and
- (iv) The Department of Social Care 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."

**C4. Olympia Kitchen Refurbishment**

The Committee considered a report on kitchen refurbishments for sixty dwellings in the on the Olympia Estate through the kitchen framework agreement.

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

- (i) The tender received from Cedar Developments Limited to carry out kitchen refurbishments at the Olympia Estate be accepted; and
- (ii) The Town Clerk and Chief Executive be authorised to submit a borrowing petition to the Department of Social Care in the sum of £568,553.63 being the amount required to defray the full capital cost to complete kitchen refurbishments to properties in Olympia Estate; and
- (iii) The Department of Social Care 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."

The meeting ended at 11.55am.

VII(ii) – The proceedings of the REGENERATION AND COMMUNITY COMMITTEE as follows:

# REGENERATION AND COMMUNITY COMMITTEE

REGENERATION AND COMMUNITY COMMITTEE – Minutes of Meeting held on Tuesday, 16<sup>th</sup> December, 2014.

Members Present: Mr Councillor G.J. Faragher (Vice-Chairman), the Mayor, Councillor Mrs R. Chatel, Councillor Miss D.A.M. Pitts.

Apologies: Messrs Councillors S.R. Pitts (Chairman), E.A. Joyce.

In Attendance: Assistant Town Clerk, Assistant Chief Executive, Assistant Borough Engineer, Assistant Chief Officer (Finance), Head of Parks, Assistant Head of Parks (Technical), Assistant Democratic Services Officer.

## REPORT

### **PART A –**

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

##### **A1. Chair of Meeting**

In the absence of the Chairman, it was unanimously agreed that the Vice-Chairman, Mr Councillor G.J. Faragher, chair the meeting.

##### **A2. Minutes – 18<sup>th</sup> November, 2014**

Minutes of the meeting held on Tuesday, 18<sup>th</sup> November, 2014, were approved and signed.

##### **A3. Matters Arising – Clause B8 – Douglas Golf Course Fees and Charges**

In answer to question, the Head of Parks confirmed the Golf Professional will attend the January meeting of the Committee to discuss Douglas Golf Course membership and marketing.

##### **A4. Douglas Carnival**

The Committee considered a report by the Assistant Chief Officer (Corporate and Development) on the plans for the 2015 Douglas Carnival. The Town Centre Manager joined the meeting to discuss the item.

The report listed a series of tasks that are currently being progressed and the Town Centre Manager provided an update.

It was brought to the attention of Members that the date of 18<sup>th</sup> July, 2015 clashes with the Viking Boat Races in Peel. The report did not recommend amending the date but it was noted the clash is likely to impact on participation numbers and the availability of some concessions and potential helpers. The other clash on 18<sup>th</sup> July, 2015 is with St. Mark's Fair again, similar to the 2014 event. Members were advised that the Peel Viking Boat Races date changes annually. The Vice-Chairman requested that officers begin booking concessions for the event.

The report advised that a meeting has been arranged with the Department of Infrastructure with regard to the necessary road closure arrangements. The current lack of clarity over the Promenade improvement works is likely to impact on forward planning for the event.

Members requested that Officers relay to Isle of Man Hospice that they must provide more staff and volunteers for the event should they wish to be involved in future years.

The Town Centre Manager advised there had been a suggestion to suspend parking along the Promenade for the event, the feasibility of this request will be discussed with the Department of Infrastructure. It was also suggested that the Loch Promenade road closure be extended for a longer duration during the event to allow floats more time to pull in and offload.

The sponsorship of the event was discussed; the Town Centre Manager advised that the possibility of having one major event sponsor, as opposed to a number of category sponsors, is being considered.

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

- (i) The actions undertaken to date in relation to Douglas Carnival 2015 be noted;
- (ii) It be noted that the proposed date of the 18<sup>th</sup> July, 2015 coincides with the Peel Viking Boat Races and St. Mark's Fair."

#### A5. Archibald Knox Garden

The Committee considered a report submitted jointly by the Head of Parks and Assistant Head of Parks (Technical) on the development of the Archibald Knox Garden, Number 6 Marine Gardens.

Number 6 Marine Garden was dedicated to the 150<sup>th</sup> anniversary year of the birth of Archibald Knox and the Executive Committee and Regeneration and Community Committee approved £20,000 to undertake suitable developments. It was noted a plaque had already been unveiled in this garden in September 2014.

Members noted that during summer 2014 floral display designs were agreed with the Archibald Knox Society, the designs were appended to the report.

Members were presented with five options. Option 1 was to restore the pathway restoration with Knox graphics into York stone paving, option 2 to install Art Nouveau hand rails to each end of the gardens, option 3 was information and interpretation boards, option 4 to install Archibald Knox style picture frames and option 5 to introduce LED lighting along both ends of the gardens in primary colours associated with Knox artwork.

The total cost to progress all five options is much higher than the £20,000 approved budget. The report recommending progressing options 1 and 3 immediately and options 2, 4 and 5 be approved subject to revenue budget availability during the 2014/15 year.

It was agreed that an appropriate engraving be laid in the York stone paving, together with a small plaque, in memory of the late Liam O'Neill, Chairman of the Archibald Knox Society.

The Vice-Chairman advised that funding may be available from the Society for the Preservation of Manx Countryside and Environment for option 3, interpretation boards, the Head of Parks agreed to e-mail the Vice-Chairman to discuss.

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

- (i) Options 1, to restore the pathway to include the engraving of Knox graphics in York Stone paving, be approved at an estimated cost of £16,250 be progressed and funded from the £20,000 approved budget;
- (ii) Option 3, information and interpretation boards produced in association with the Archibald Knox Society, be approved at an estimated cost of £2,000, be progressed and funded from the £20,000 approved budget;
- (ii) Options 2,4 and 5 be progressed, subject to the availability of operational revenue budget during the 2014/15 financial year;
- (iii) An appropriate engraving be laid into the York stone paving, together with a small plaque, in memory of the late Liam O'Neill, Chairman of the Archibald Knox Society."

#### A6. Items For Future Consideration

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

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

##### **PART B –**

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

There were no matters requiring Executive Committee approval.

##### **PART C –**

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

There were no matters requiring Council approval.

The meeting ended at 11.35am.

VII(iii) – The proceedings of the ENVIRONMENTAL SERVICES COMMITTEE as follows:

# ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 15<sup>th</sup> December, 2014.

Members Present: Mr Councillor R.H. McNicholl (Chairman), the Mayor, Councillor Mrs C.A. Corlett, Messrs Councillors C.L.H. Cain (from 10.30am), W.M. Malarkey, Councillor Mrs E.C. Quirk (until 12.55pm).

In Attendance: Assistant Town Clerk, Assistant Borough Engineer, Building Control Manager, Senior Accountancy Officer, Democratic Services Officer, Assistant Chief Officer (Corporate and Development).

## REPORT

### **PART A –**

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

##### **A1. Minutes – 17<sup>th</sup> November, 2014**

The minutes of the regular meeting held Monday, 17<sup>th</sup> November, 2014 were approved and signed.

##### **A2. Planning Application 14/01328/B – Kingswood House, 3 Harris Terrace, Douglas**

The Committee considered planning application 14/01328/B seeking approval for the demolition of the rear and side annexes to the existing building and conversion and extension of building to form seventeen apartments. The Committee had before it a report on the application and a copy of the planning submission statement prepared on behalf of the applicant. Site location and layout plans were circulated to the Committee.

The large new extension will be visually separated from the current building, but both the new and the old buildings will be converted into one unit. The proposed development would result in seventeen apartments; sixteen, two-bedroom apartments and one, one-bedroom apartment. Provision is made for one parking space per apartment, which is lower than the thirty-three parking spaces needed to comply with the ratios suggested in the Isle of Man Strategic Plan. The site provides four undercover spaces for motorbikes and twelve undercover spaces for bicycles in a semi-vertical racking system. The planning submission stated that thirteen of the apartments are intended for the rental market.

Resolved, “That the application be noted on the minutes and an objection be raised on the grounds that the development would be an over-intensive use of the site, and that the parking provision is insufficient.”

##### **A3. Schedule of Unightly Properties**

The Committee considered the schedule of unsightly properties being dealt with on behalf of the Council by the Building Control Section. Members reviewed the Schedule and discussed a number of specific and additional properties. The Committee noted that the Schedule also appears in the Members’ Bulletin.

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

##### **A4. Matters being Dealt with by the Office of Environmental Health on Behalf of the Council**

The Committee considered the Schedule of matters being dealt with on behalf of the Council by the Office of Environmental Health which was appended to the Schedule of unsightly properties. Members reviewed the Schedule and discussed the role of the Environmental Health Officers. The Committee agreed that in the future the two schedules should appear separately on the Committee Agenda and that the information should also be included in the Members’ Bulletin so that all Members are kept up to date.

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

The Assistant Chief Officer (Corporate and Development) and the Building Control Manager were thanked for their attendance and left the meeting.

##### **A5. Items for Future Consideration**

The Committee considered a report setting out items on which there are reports outstanding.

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

***PART B –***

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

**B6. Attendance at Lighting Trade Exhibition**

The Chairman provided an oral report on an additional matter for consideration by the Committee.

Previously, the Committee had approved the Chairman's attendance at two conferences / trade exhibitions in the current financial year – Parkex which is concerned with matters related to public parking, street furniture, and highways; and the Waste Services Conference which is concerned with matters related to refuse collection, waste services, and recycling. As was reported in October 2014, the Chairman and officers have attended the Waste Services Conference. The Parkex exhibition is scheduled for later in the financial year.

The Chairman advised that the Promenade and the Christmas decorative lighting features are tired and in need of renewal. The Chairman further reported that the last time these types of lighting features were purchased Councillors chose lighting features from the supplier's illustrated catalogue. Recent research has identified a trade exhibition in Germany where actual lighting features will be on display. The Chairman suggested that seeing the actual features will enable a better choice of features to be made. Research into potential travel arrangements has shown that it is possible to travel to the exhibition in Frankfurt, Germany by flying Isle of Man to Liverpool, then via Easy Jet from Liverpool to Germany. The Chairman did not have the precise dates, but the exhibition is over two days in late January, 2015. It was suggested that the Chairman should attend this exhibition with the Leader of the Council in view of his position on the Douglas Regeneration Committee, and the Electrical Services Manager who could view products from a technical perspective.

Members queried whether, in view of the planned works to the Promenade, this is the right time to be considering new lighting features. The Chairman advised that this exhibition will enable the Council to view the most up-to-date lighting available.

In response to query, the Senior Accountancy Officer confirmed that there remains a budget of approximately £1,460 within SW280, Environmental Services Committee Administration for conference attendance.

Resolved, "That the oral report be noted on the minutes and approval be given for the Chairman, the Leader of the Council, and the Electrical Services Manager to attend the two-day lighting features trade exhibition in Frankfurt, Germany to be held in January, 2015, with the travel and accommodation costs for the Chairman and officer to be met from existing Environmental Services Committee budget; and the Executive Committee to consider whether it wishes to meet the travel and accommodation costs for the Leader of the Council."

***PART C –***

***Matters requiring Council approval***

There were no matters requiring Council approval.

The meeting ended at 1.20pm.

X – Any MISCELLANEOUS BUSINESS of which notice has been given, as follows:

## **MISCELLANEOUS BUSINESS**

1. As a consequence of the resignation as Chair of the Regeneration and Community Committee of Mr Councillor S.R. Pitts, the Council, by ballot if required, to appoint one Member to serve as Chair of that Committee and as a Member of the Executive Committee until April 2016.
2. The Council to adjourn while the Executive Committee meets to appoint a Member to fill any vacancy arising as a consequence of 1 above.
3. On the resumption of proceedings in Council, the Chief Executive to report the name of the Member appointed.