



Borough of Douglas

**MR COUNCILLOR JONATHAN JOUGHIN, JP
MAYOR**

Town Hall,

Douglas,

4th December, 2020

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 9th day of DECEMBER, 2020, 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 and Property Committee;
- (vii) The Regeneration and Community Committee;
- (viii) The Environmental Services Committee;

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

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

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

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

AGENDA

III – Chief Executive to read minutes of the Council Meeting held on Wednesday, 11th November, 2020.

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

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 27th November, 2020.

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

In Attendance: Chief Executive (Miss K.J. Rice), Director of Finance (Mr A.J.T. Boyd), Director of Environment and Regeneration (Mrs D. Eynon), Director of Housing and Property (Mr D. Looney), Democratic Services Officer (Mrs D. Atkinson) (for Clauses A9, A10, and A11), Executive Officer (Mrs J.M. Keig) (taking minutes).

REPORT

PART A –

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

A1. Apologies for Absence

No apologies for absence were submitted.

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes

The minutes of the meeting held on Friday 30th October 2020 were approved and signed.

A4. Matters Arising From Previous Minutes

Clause A4: Erection of Pedestrian Footbridge, Glencrutchery Road, Douglas: Members were advised that it was not intended to replace the footbridge, the Department of Infrastructure having decided that it was no longer necessary.

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

Clause A4: Planning Application for the Creation of a Road and Pathway for Vehicle and Pedestrian Access at Noble's Park: Members were advised that the revised planning application was still to be submitted by the Department for Enterprise.

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

A5. Referrals from the Environmental Services Committee

There were no referrals from the minutes of the Environmental Services Committee meeting held on Monday 16th November 2020.

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

A6. Referrals from the Regeneration and Community Committee

There were no referrals from the public minutes of the Regeneration and Community Committee meeting held on Tuesday 17th November 2020.

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

A7. Referrals from the Housing and Property Committee

There were no referrals from the minutes of the Housing and Property Committee meeting held on Wednesday 18th November 2020.

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

A8. Monthly Financial Review – October 2020

The Committee considered a written report by the Director of Finance setting out details of progress made against key performance indicators for finance, and related key financial monitoring information.

It was noted, during the preparation of the Draft Capital Programme, that some items previously included had now been identified as being of a revenue nature, and it was therefore recommended that the funding of these items be changed accordingly, being swapped with one item of almost the same value which was committed from the General Revenue Reserve.

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

(ii) That approval be given for the funding source for the following schemes to be changed from Capital Receipts to General Revenue Reserve:-

- Douglas Golf Course Depot Internal Décor and Remedial Works in the sum of £15,000;
- Lawn Cemetery Chapel Internal Works in the sum of £15,000;
- Town Hall Main Reception Décor and Remedial Works in the sum of £40,000; and

(iii) That approval be given for the funding source for the following scheme to be changed from General Revenue Reserve to Capital Receipts:-

- New Parks Signage Project in the sum of £73,100.”

A9. Consultation Document – Draft Administration of Justice and Other Amendments Bill 2020

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Isle of Man Treasury.

The Administration of Justice and Other Amendments Bill 2020 set out to improve the way civil debts were recovered, and was part of a broader exercise that would help strengthen the powers of Coroners in respect of debt recovery. The principal benefits of the Bill were that it would create an accessible register of judgements and other civil debts, enabling certain confidential information to be shared with a Coroner or Lockman, thus increasing their effectiveness.

The consultation document had been reviewed by the Council Members’ Working Group and relevant officers. Proposed comments had been provided on a number of the consultation questions (as set out in the report) and it was recommended that these be submitted as the Council’s response. A Member expressed concern that a copy of the consultation document had not been provided as part of the written report and they were therefore unaware of what the specific questions related to. Details of the specific questions were accordingly provided at the meeting by the Democratic Services Officer.

Discussion took place in relation to the suggestion by the Council Members’ Working Group. This proposed that consideration should be given to the inclusion in the register of the type of debt, possibly by naming the creditor. Members agreed that any additional information included in the register should relate to the type of debt only.

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

(ii) That the Isle of Man Treasury be advised that the Council supported the proposed Draft Administration of Justice and Other Amendments Bill 2020; and

(iii) That the comments on the specific questions set out in the consultation document be supported and submitted to the Isle of Man Treasury, except for an amendment to the response for Question 42, specifying that the debtor (rather than creditor) should also be included to potentially show what type of debt was owed.”

[On a vote being taken, Members voted 4 For; 1 Against. Councillor Mrs C.L. Wells requested her vote against to be recorded on the minutes.]

A10. Consultation Document – Equality Act 2017 (Draft Code of Practice – Services, Public Functions, and Associations)

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Cabinet Office.

This consultation was the latest in a series of such exercises in respect of the Equality Act 2017, and related specifically to a Code of Practice, the intention of which was to provide very detailed guidance on how the Equality Act applied and should be interpreted in the following areas:-

- Employment and other work-related situations;
- Education;
- Housing;
- The provision of services;
- The exercise of public functions; and

- Membership of associations.

The draft Code of Practice would affect all employers and local authorities and, in respect of the Council, there would be implications for the Human Resources Section. However, as the Council had already put in place most of the employment-related implications, there was not expected to be a major impact on the Council.

It was noted that the Council Members' Working Group had considered the document, making two suggestions. It had also been reviewed by relevant officers, with their comments being taken into account.

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

- (ii) That the Cabinet Office be advised that the Council fully embraced the principle of equality and supported the draft Code as written; and
- (iii) That the following additional suggestions, as proposed by the Council Members' Working Group, be supported and submitted to the Cabinet Office accordingly -
 - Question 2.20 : this should refer simply to any hidden impairment, rather than singling out examples;
 - Question 3.7 : this referred to protection being for over-18 year olds, and Members queried why that should not be 16 years old."

[On a vote being taken, Members voted 4 For; 1 Against. Councillor Mrs C.L. Wells requested her vote against to be recorded on the minutes.]

A11. Consultation Document – Mid-Rent Housing

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

Mid-rent housing was a new affordable housing product designed to assist those who may not be eligible for public sector housing to access a property with affordable rent. The proposal was that eligible tenants should be able to take a short-term tenancy, paying rent at 20% less than full value, in order that the amount saved could contribute towards a deposit to help them move on to purchase their own property.

The purpose of the consultation was to invite comments on the access and eligibility criteria and the current pointing system; and to seek views as to whether further revision was required as part of the policy development.

It was noted that the Housing and Property Committee had considered a report by the Director of Housing and Property on this subject; and the Council Members' Working Group had also considered the document, making some additional comments. It was agreed that the Housing and Property Committee's comments, together with one of the amendments suggested by the Working Group (relating to Question 6) be accepted and incorporated into the Council's response accordingly. The Committee did not agree to include the Working Group's suggested changes to Questions 2 and 3.

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

- (ii) That the proposed response to the consultation, as amended by the inclusion of comments by the Housing and Property Committee and the additional change to Question 6 (as recommended by the Working Group) be accepted and approved for submission to the Department of Infrastructure accordingly."

A12. Chief Executive's Department Service Plan Performance Report

The Committee considered a written report by the Chief Executive providing an update on performance compared against measures, as set out in the Chief Executive's Department's Service Plans for 2019 - 2021.

The Council had adopted a new Corporate Plan for 2017 - 2021 in January 2017 and, following on from this, each Service had its own Service Plan to run for the two financial years 2019 - 2021. Service Plans were an important part of the process to ensure that performance and standards were addressed and delivered, and Members accordingly noted the actions from the Service Plans, together with an update on performance as at October 2020.

It was noted that there had been some delays in progress in some areas, due to the ongoing impact of the Covid-19 pandemic. Members expressed concern that the proposed staff survey was to be postponed until October 2021, and requested that an external consultant be commissioned to undertake the survey before this time.

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

- (ii) That the progress against planned actions and performance indicators be noted; and
- (iii) That arrangements be made for an external consultant to be commissioned to undertake the proposed staff survey, the remit of which was to be discussed by the Chief Officers' Management Team with input from the Human Resources Department."

A13. **Pavement Café Policy**

The Committee considered a written report by the Assistant Chief Officer (Regeneration) seeking approval for amendments to the Council's current Pavement Café Policy, to facilitate enforcement.

Pavement cafés had the potential to contribute very positively to the ambiance of the Borough, and the opportunity for hospitality businesses to operate from the pavement outside of their premises supported the viability of both the business itself and the local economy. The Council's policy on pavement cafés, encouraging this economic growth and improving the ambiance of the Town had proved successful and, over the years since it had been established, revisions had been made to tighten up the policy and aid performance.

It was noted that an Elected Member had suggested some amendments to the current Pavement Café Policy. These were:-

- Whether the section of Strand Street / Duke Street (between Granville Street and Victoria Street) was suitable for pavement cafés, as it was fairly narrow in areas and had the most pedestrian traffic; and
- Whether there should be a two-tier system for licences, whereby premises not on high pedestrian routes could be permitted to leave their furniture out (with conditions), while those premises located in heavy pedestrian areas would be required to take furniture in.

These suggestions had been considered accordingly together with a general review of the Guidelines; and the measures now proposed were a further fine-tuning of the Policy, aimed at ensuring that consideration of licence applications and enforcement was undertaken within a clear policy framework, and supported a more effective and efficient enforcement regime.

It was noted that the powers for the Council to issue licences for pavement cafés were contained in Section 78 of the Highways Act 1986; with Sections 45 and 45A enabling enforcement against unlicensed obstructions on the highway to be dealt with. The Town Centre Manager and the Community and Enforcement Team worked closely to manage the pavement café licensing process, from the application stage through to enforcement.

It was also noted that Members for Victoria Ward had been in receipt of a letter from a business with premises on the North Quay. It was recalled that the recent trial closure to vehicles on North Quay each evening during a period in late summer had enabled hospitality businesses to encourage greater use of their services; and the letter set out positive comments on the impact that those evening closures had had on that particular business. The Director of Environment and Regeneration advised that formal feedback on the trial arrangements was still awaited from the Department for Enterprise.

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

- (ii) That there be no prohibition of pavement cafés in the section of Strand Street / Duke Street between Granville Street and Victoria Street, provided proposals continued to conform with the Council's wider policy;
- (iii) That in relation to whether furniture may be left in situ outside of the hours of operation, applications to be appraised on a variety of factors, including, in addition to location, the style of furniture, the impact on visual amenity, and the likelihood of an obstruction being caused;
- (iv) That where it was recommended that operators may be permitted to leave their furniture in situ, this to be conditional upon the operator taking full responsibility for cleansing the area, and complying with any conditions in respect of the hours of operation contained within the licence or any other licences or approvals (such as liquor licence or planning consent);
- (v) That the Pavement Café Policy be amended to make it a requirement that any furniture present within the pavement café area was to be laid out for use (as shown in the licence application documents), and for stacked furniture to be prohibited;
- (vi) That a condition be added to all future licences, requiring the making good of paving used for barrier sockets to the satisfaction of the Department of Infrastructure within twenty-eight days of the revocation or expiry of the pavement café licence, and authorising the Council to undertake such work beyond this deadline at the cost of the licensee;
- (vii) That a condition be applied to all future licences providing that, on suspension of the licence or termination of the licence for whatever reason, the operator must remove all furniture, fixtures, and fittings from the highway within twenty-four hours, and must refrain from placing them back on the highway until such time as a valid licence was in place; and

(viii) That officers be instructed to update the Pavement Café Guidelines accordingly.”

A14. 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.”

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. Time and Date of Next Meeting

The time and date of the next meeting was confirmed as 2.00pm on Thursday 17th December 2020.

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

PART C –

Matters subject to Council approval

No matters subject to Council approval were considered.

The Committee rose at 4.50pm.

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

PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of Meeting held on Wednesday, 25th November, 2020.

Members Present: Councillor Ms K. Angela (Chair), the Mayor, Councillor Mrs C.E. Crawley, Mr Councillor F. Horning, Mr Councillor J.E. Skinner, Councillor Ms J. Thommeny, Mr A. Thomas (Independent Member)

In Attendance: Mr M. Freeman and Mr Calum Edgar – Hymans Robertson (by video-link) Items A1 to A9. Director of Finance (Mr A. Boyd), Assistant Chief Officer (Finance) (Mr E.P. Pierce), (Democratic Services Officer (Mrs D. Atkinson). Mr D. Long and Mr J. Penn - Capital International (Item A7 only).

REPORT

PART A –

Matters within the scope of the Committee's delegated authority

A1. Apologies

There were no apologies for absence submitted.

A2. Declarations of Interest

There were no declarations of interest.

A3. Minutes – 28th October, 2020

The minutes of the meeting held Wednesday, 28th October, 2020 were approved and signed.

A4. Matters Arising

There were no public matters arising.

A5. Covid-19 Impact on Responsible Investment

The Committee received a training presentation from Mr M. Freeman to advise of Covid-19's impact on responsible investment.

The presentation reminded Members of the Environmental, Social and Governance (ESG) factors and the various systemic and operational risks associated with the factors.

Mr Freeman explained that post-Covid, it has been evident that companies that are better managed from an ESG perspective (since May 2018) are generally performing better than the market cap index. Mr Freeman demonstrated that, during the market downturn experienced in the first quarter of 2020, there was a direct correlation between the extent which listed businesses had engaged with ESG and their equity market performance. Graphs were presented to demonstrate the market outperformance of ESG 'Leaders' in comparison to ESG 'Laggards', who had failed to recognise the ESG issues, resulting in a permanent loss of capital.

In terms of the Scheme, Hymans Robertson reminded that the Scheme's principle objective is to generate the best returns for the Scheme members, and so Committee should not be considering switching to an ethical fund for political or ethical reasons, but suggested that more emphasis could be put on ESG factors.

The position was rapidly evolving with more opportunities to move towards ESG factors. The regulatory framework was also evolving and it was noted that the UK Department for Work and Pensions was currently consulting on the issue for pension funds.

There was discussion surrounding moving to an ESG index fund, however, it was explained that although these type of funds may generate higher returns, they will also incur higher transaction costs and also fees, and so it was agreed that this idea form part of the future review. Furthermore, any decision to tilt the fund more in line with ESG factors would need to be based on clear data evidence and standardised ESG performance data measures.

Hymans Robertson recommended that the Committee consider a review in ESG as part of the next strategy review. In the meantime, the Committee should continue to ensure the fund managers are considering ESG factors when investing, thereby promoting effective stewardship and sustainable investment.

In response to a request, Mr Freeman took to provide a high level summary breakdown of the passive and active fund investments in fossil fuel.

Mr Freeman confirmed that there are rating agencies for ESG factors; further information will be provided as part of the next strategy review.

Resolved, “That the training presentation be noted on the minutes.”

A6. Review of Investment Managers’ Performance

The Committee considered a report by Hymans Robertson to review the Investment Managers’ Performance for the third quarter of 2020.

Mr Edgar presented the executive summary for the quarter. The Scheme returned 0.2% over the quarter, with a relative return of +0.1% against its benchmark. The relative outperformance over the quarter was driven from growth assets, with the Capital absolute return fund continuing to reverse underperformance exhibited over quarter one of 2020 relative to its benchmark target. The performance resulted in an increase of Scheme’s assets by £0.5m during the quarter. The outperformance over the quarter was driven from growth assets as equity markets continued to recover after the quarter one 2020 losses. The Scheme’s protection assets decreased during the quarter due a rise in yields, but the decrease was slightly offset as the value of the Corporate Bond mandate increased over the period. Members noted an investment of £0.5m over the quarter into the UK equities mandate which was funded from surplus contributions.

Mr Edgar moved on to the market background during the period. Quarter 3 GDP data will likely reveal record-breaking growth rates for many economies following the previous quarter’s declines.

Mr Edgar finished with a presentation on individual manager performance and analysis. No concerns were highlighted, however there was a common theme that UK equities had detracted from overall performance. A Member observed that a large percentage of the Scheme’s assets hold UK equities and suggested as part of the next strategy review that the Scheme considers a move to a more global basis.

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

A7. Capital International Presentation – Absolute Return Funds

Mr James Penn and Mr David Long joined the meeting for this item.

Mr Penn began by presenting the quarter returns to date performance of 5.93% gaining £978,882 over the period. Year to date for quarter three, the fund underperformed the benchmark by 2.75%. Mr Penn advised that the year to date performance is now positive after a good start to November following news of possible COVID vaccines. Members noted the strategy comments for the quarter.

Mr Penn presented the asset allocation for the quarter. Members and officers asked for Capital International’s predictions given the further injections into equities and infrastructure leaving the lowest cash holdings the fund has experienced. In response to the queries, Mr Penn explained that Capital International predict Government assistance to improve infrastructure, as pledged in recent years. He explained the criteria for investing in such companies and the importance for diversification.

In response to the equities injections, Mr Penn advised that due to the vaccine news there is an expectation that equities will improve, as witnessed in the first part of quarter four. Cash has been limited within the fund due to its low returns but it is anticipated as yields increase eventually cash will perform better. Capital International are investing in areas they anticipate will retain their value.

Mr Penn presented the top and bottom 10 performers for contribution and return during the quarter. A Member requested that in future the top 20 holdings by size also be included in the presentation for information.

In response to question regarding ESG factors for investing, Mr Penn confirmed that Capital International score companies on their ESG compliance before investing, and engage with existing investments either by raising queries or voting if necessary. It was important to recognise the trend of many fossil fuel companies not representing the largest investors into renewable energy sources, and it was important to support these activities through continued investment, rather than take unilateral disinvestment action now, whilst at the same time seek to reduce exposure to the fossil fuel environment in the longer term.

Mr Long concluded the presentation by acknowledging that 2020 had been a truly extraordinary and challenging year, but that there was now good reason to believe that 2021 would prove much more favourable and hopefully stable year.

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

Mr Penn and Mr Long were thanked for their attendance and left the meeting.

A8. Adjournment and Resumption

The meeting adjourned at 1.15pm and resumed at 2.15pm.

A9. Plan of Activities for 2021

The Committee considered a report submitted by the Assistant Chief Officer (Finance) to plan the matters to be considered by the Committee during the coming year.

Members had in front of them two activity schedules submitted by Hymans Robertson and Capita and two additional appendices demonstrating the Committee's training log and individual training needs analyses. The latter two documents were submitted for approval in response to the results of a Governance Review undertaken in 2017 which identified that the Council had shortcomings in relation to training plans, individual needs analyses and training logs.

In response to question, the Director of Finance confirmed his intentions to provide training for all Council Members elected at the 2021 General Election.

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

- (i) The two-year training plan be approved;
- (ii) That the 2021 investment and administration plans of activities be approved."

Mr Freeman and Mr Edgar were thanked for their attendance and left the meeting.

A10. Items for Future Report

The Committee considered a report submitted by the Democratic Services Officer setting out items that are to be considered at future meetings and to review any future training requirements.

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

A11. Date and Time of Next Meeting

The Director of Finance advised, in agreement with the Chief Executive, a special meeting of the Committee has been scheduled for Thursday, 28th January, 2021 at 10.30am to review the annual funds and accounts. Any developments in the appointment of a Scheme Actuary for the Policy Review Group will also be reported to this meeting.

Resolved, "That particulars 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 Committee rose at 3.17pm.

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

EASTERN DISTRICT CIVIC AMENITY SITE COMMITTEE

EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE – Minutes of Meeting held on Thursday, 12th November, 2020.

Members Present: For Douglas Borough Council – Mr Councillor D.W. Christian, MBE. JP (Member) (substituting for Mr Councillor R.H. McNicholl), Mrs D. Eynon (Director of Environment & Regeneration), Mr E.P. Pierce (Assistant Chief Officer (Finance), Mr A.J. Donnelly (Assistant Chief Officer (Environment). For Onchan District Commissioners - Mr C. Quirk (Member), Mr D. Crellin (Member), Mrs L. Radcliffe (Chief Executive and Clerk) (from 2.35pm), Mr R. Phillips (District Surveyor) (from 2.35pm). For Braddan Parish Commissioners - Mr D. Dentith (Member), Mr J.C. Whiteway (Chief Executive and Clerk). For Garff Commissioners (Lonan) – Mr N. Dobson (Member) (Chair of Joint Committee). For Garff Commissioners (Laxey) – Mr T. Kenyon (Member). For Santon Parish Commissioners – Mr N. Young (Member).

In Attendance: Secretary – Mr P.E. Cowin (Assistant Town Clerk), Miss C.H. Cullen (Assistant Democratic Services Officer). Department of Infrastructure Representative – Mr J. Quayle. Operational Contractor’s Representative – Mr S.A. Crook (Item A2 only).

REPORT

PART A –

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

A1. Minutes – 8th October, 2020

Agreed as a correct record.

No matters were identified as arising from the minutes.

A2. Contractor’s Operational Report

Mr Crook presented his report on the period April to September, 2020, including statistics on traffic volume, materials collected, and general operation.

He advised of two further incidents on the Site, one of abusive language being used by a user, and one of speeding. It appeared that some incidents were occurring because of users arriving late, after closure of the Site at 3.45pm. There was signage at the entrance to inform the public and Mr Crook undertook to refresh the information on social media that the entrance is closed at 3.45pm.

It was agreed: that the Contractor’s report be noted.

A3. Next Meeting

To take place at 2.30pm on Thursday, 3rd December, 2020, at Douglas Town Hall.

The meeting closed at 3.50pm.

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

HOUSING AND PROPERTY COMMITTEE

HOUSING AND PROPERTY COMMITTEE – Minutes of Meeting held on Wednesday, 18th November, 2020.

Members Present: Councillor Mrs C.L. Wells (Chair), the Mayor, Councillor Mrs C.E. Crawley, Mr Councillor J.E. Skinner, Councillor Mrs E.C. Quirk, Councillor Ms J. Thommeny.

In Attendance: Director of Housing and Property (Mr D. Looney), Assistant Chief Officer (Income) (Mrs C. Pulman), Housing Manager (Mr V. Zivave), Assistant Housing Manager (Services) (Mrs M. Birtles), (Assistant Town Clerk (Mr P. Cowin), Assistant Democratic Services Officer (Miss C. Cullen).

REPORT

PART A –

Matters delegated to the Committee

A1. Apologies for Absence

No apologies for absence were received.

A2. Declarations of Interest

There were no Declarations of Interest.

A3. Minutes – 21st October, 2020

The minutes of the meeting held on Wednesday, 21st October, 2020, were approved and signed.

A4. Matters arising

No issues were raised as arising from the previous minutes.

A5. Vacant Properties Update

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

Appended to the officer's report was the void properties schedule, which showed that as at the end of October 2020 there were ten void properties receiving attention. The Housing Manager advised that three properties from the schedule had since been allocated and a further eight properties had been returned by tenants taking the total to fourteen void properties.

Members were presented with a summary chart showing the number of properties returned in each month together with details of the category repair type for each property.

Resolved, "That particulars of the discussion and the number of void properties be noted on the minutes."

A6. 2020 – 2021 Quarter Two Performance Monitoring

The Committee considered a report submitted by the Housing Manager to update on the performance made against measures as outlined in the Housing and Property Service Plans as relevant to the Housing and Property Committee.

Appended to the officer's report were the performance figures for quarter two 2020/21, of particular note for this quarter;

- On average, 57.3% of emergency, urgent and routine repairs had been achieved on target;
- On average, 76.7% of void properties, requiring both standard and major works were completed within the specified programme;
- Arrears were 6.7% (target of below 2.5%), due to the effects of Covid-19.

The Director of Housing and Property advised that following the Covid-19 pandemic, a small number of tenants had built up a significant level of rent arrears, Members were advised that Housing Officers were working closely with these tenants to put in place payment plans.

Members were advised that a report for monitoring rent arrears would be presented to the monthly Committee meeting until such a time that the arrears levels had reduced significantly.

Resolved, “That particulars of the report and discussion be noted on the minutes and that the progress made against the performance indicators in the Service Plans for quarter one 2020/21 be noted.”

A7. Use of Visitor’s Flats in Sheltered Accommodation

The Committee considered a report submitted the Housing Manager following a request from Members at the October 2020 Housing Committee meeting on the use of visitor flats within the Council’s Sheltered Housing Complexes.

Members were advised that all three of the Council’s sheltered accommodation complexes contain visitor flats that are rented out short-term to tenants’ relatives and friends who give direct support to them during times of difficulty i.e. illness, recovery.

Set out within the officer’s report were the rates and income generated from each Sheltered complex during 2018 – 2020. The Committee noted the total income of £1,627.30 for the 2019/20 financial year.

Members were advised that sheltered accommodation on the Isle of Man is designed and constructed as per the Isle of Man Affordable Housing Standards Design Guide (2016), Members noted that Section 3.10 of the guide calls for the provision of visitor flats in sheltered accommodation.

The Committee reviewed the day rates charged per complex and proposed that £20 per day be levied for all three complexes for consistency. The Assistant Chief Officer (Income) advised that the schedule of fees and charges would be amended accordingly.

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

- (i) that the provision of visitor flats in Sheltered Accommodation remain unchanged in order to comply with Section 3.10 of the Isle of Man Affordable Housing Standards Design Guide (2016); and
- (ii) that the schedule of fees and charges be amended to a £20 day rate for all three Sheltered Housing Complexes.”

A8. Mid-rent Access and Eligibility Criteria Consultation

Report had been circulated on a Consultation Document received from Government on the introduction of mid-rent housing. The Director of Housing & Property explained that the intention was to create a scenario wherein eligible applicants could take a tenancy paying a greater proportion of the rental value of a property than would be the case in social housing, while saving the discount on full market value to build up some capital funding for later movement into the private sector.

Such tenancies were proposed to last no longer than two years and as well as allowing those who fall within the income brackets for direct access to the mid-rent scheme, this would also assist people in social housing whose incomes had risen sufficiently to significantly affect their tenancy of social housing at the 5-year review, to buy their own homes.

A copy of the Consultation Questionnaire had also been circulated with draft responses by the Director of Housing & Property and this was considered by the Committee.

Part 1 sought feedback on the proposed access & eligibility criteria for people wishing to be accepted onto the mid-rent waiting list. The principle of the Scheme was approved by the Committee, with the change at Question 3 that the maximum savings amount for eligibility should be £40,000 rather than £50,000.

Part 2 sought feedback on the proposed pointing criteria for allocation of properties (the pointing system) for mid-rent housing. The points awarded in the allocation process when totalled up determine an applicant’s priority (place) on the mid-rent housing waiting list. The Committee again agreed the principle but proposed that in response to Question 7, there should be clear definition of “dependant children” i.e. does the child need to be a certain age or some defined level of dependency. At Question 9, Members felt there should also be provision to allow an offer of tenancy to be declined without penalty if a justifiable reason could be shown. And at Question 10, it was felt that a period of 12 months without arrears should be demonstrated before qualifying for tenancy.

Part 3 sought feedback about the current tenure period and other elements of a mid-rent tenancy that are actioned after a successful applicant to the mid-rent list is allocated a property. At Question 11 the Committee agreed that the maximum tenancy period should be extended to four years rather than two.

The Committee also considered the Appendix to the Document, which set out the criteria for eligibility for acceptance on to the mid-term tenancy waiting list, and the points system to be followed. The Committee made no comment except that they should be adjusted to reflect the Committee’s views expressed above.

Resolved, “That the report and draft responses, as adjusted, be noted and approved, subject to further consideration through the normal procedure followed by the Council for Consultation Documents.”

A9. Items for Future Consideration

The Committee noted the monthly report and schedule setting out items which will be brought forward for consideration to future meetings.

Members noted that the first monthly rent arrears report would be presented to December 2020 Committee meeting.

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

A10. Date and Time of Next Meeting

Members were reminded that the next scheduled meeting was due to take place at 10.00am on Wednesday, 16th December, 2020.

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

PART B –

Matters requiring Executive Committee approval

There were no items requiring Executive Committee approval.

PART C –

Matters requiring Council approval

There were no items requiring Council approval.

The meeting ended at 11.20am.

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, 17th November, 2020.

Members Present: Mr Councillor S.R. Pitts (Chair), the Mayor, Councillor Mrs H. Callow, Councillor Mrs R. Chatel, Councillor Mrs C.E. Crawley, Councillor Ms K. Angela.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Town Clerk (Mr P.E. Cowin), Assistant Chief Officer (Finance) (Mr E.P. Pierce), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Head of Parks (Mr D. Hewes), Democratic Services Officer (Mrs D. Atkinson).

REPORT

PART A –

Matters delegated to the Committee

A1. Apologies

There were no apologies submitted.

A2. Declarations of Interest

There were no declarations of interest.

A3. Minutes – 20th October, 2020

The minutes of the meeting held Tuesday, 20th October, 2020 were approved and signed.

A4. Matters Arising

Clause A5 – Review of Plan Bee

In response to a question raised in Council it was agreed to add an item to future reports to consider fruit trees in the Borough. Members also asked for an update on the nut groves planted in Noble's Park to be included in the report.

A5. Quarter Two Service Plan Performance Monitoring – 2020/21

Members considered a report submitted by the Director of Environment and Regeneration to update on the performance against measures outlined in the Environment and Regeneration Department Service Plans as relevant to the Regeneration and Community Committee.

Appended to the report were the measures as outlined for the Parks Service, and Douglas Town Centre Management. A red, amber, green status had been applied to each measure.

The Director of Environment and Regeneration reminded that due to the delay of Local Government elections, the Corporate Plan has been extended to cover the additional municipal year, and the service plans have been extended accordingly. The Covid-19 crisis adversely impacted many of the measures and actions contained within the plans. This has resulted in target deadlines not being met, in some cases, new deadlines have been set which were reflected in the appendices. Members noted that some project work had been either completed or suspended indefinitely, those projects were shaded black in the appendices. It was agreed that the black shaded sections could now be deleted from the schedule.

It was noted that the measures in Parks behind schedule are due to Covid and actions by others, all other measures have been met. Douglas Town Centre Management completed several actions in 2019/20, a number of actions have been re-scheduled and all other measures are on target. Members noted that footfall continues to be down on last year due to Covid.

Resolved, "That particulars of the report and the progress against performance indicators in the Environment and Regeneration Department Service Plans as relevant to the Regeneration and Community Committee be noted on the minutes."

A6. Cemetery Rules and Procedures for Monumental Masons

The Committee considered a report submitted by the Head of Parks to seek approval and adoption of the cemetery rules and procedures for monumental masons.

The report explained that the last known versions of rules and procedures for the management of the Bereavement Service and specifically the management of monumental masons in the Cemetery and Crematorium were produced in 1987.

To ensure the fair and consistent use and management of the Borough's Crematorium and Cemeteries, the rules and procedures have been reviewed. The review of the rules and procedures was completed during September 2020. All Monumental Masons were e-mailed a copy of the revised document for comment, responses were received back, some of which have now been incorporated into the final version which was appended to the report.

Resolved, "That particulars of the report and discussion be noted on the minutes and the rules and procedures for the Monumental Masons be approved and adopted."

A7. Douglas Borough Council Pollinator Action Plan – Manor Drive Management Prescriptions

The Committee considered a report submitted by the Head of Parks, in response to a request from the Committee, to review the management prescription for the Manor Drive open space.

Concern had been raised by a Member at the October Regeneration and Community Committee meeting about the management prescription for Manor Drive and complaints they had received that the open space was not usable as a recreational area due to the grass length. The management prescription for the open space was prescription 4 – a mixture of wildflower and naturalised grassland with mown edges.

The report acknowledged that there is some deficiency of recreational open space within this area of the Borough that is suitable for sports or other activities such requiring regularly maintained grassland, but due to the topography, ground conditions and tree locations, the site is not suitable for sports. For activities such as dog walking, pathways can be cut through the naturalised area.

The report recommended as a compromise to introduce Prescription 5 to provide a mixed leisure provision with 60% recreational space with cut grass, and naturalised grassland and wildflower to the remaining 40%. Members had in front of them a plan delineating the proposed areas.

A Member felt that the area was not suitable for a management prescription and should revert back to the previous regular mowing regime suitable for recreational activity.

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

- (i) The management prescription 5 for Manor Drive open space be implemented;
- (ii) That other sites within the area be identified for inclusion in the pollinator action plan."

On Motion (i) the vote was 1 For and 4 Against – the Motion fell. Motion (ii) was resolved unanimously.

Those voting against Motion (i) were Councillor Mrs H. Callow, Councillor Mrs R. Chatel, Councillor Mrs C.E. Crawley and Councillor Ms K. Angela.

A8. Items for Future Report

The Committee considered a report submitted by the Democratic Services Officer regarding reports for future consideration by the Committee. A report on fruit trees within the Borough was added to the schedule.

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

A9. Date and Time of Next Meeting

The next scheduled meeting was due to take place on Tuesday, 15th December, 2020.

Resolved, "That the date and time of the next meeting 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.

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

ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 16th November, 2020.

Members Present: Mr Councillor R.H. McNicholl (Chair), the Mayor, Councillor Miss N.A. Byron, Mr Councillor A.J. Bentley, Mr Councillor F. Horning, Councillor Ms J. Thommeny, Mr Councillor D.W. Christian, MBE, J.P (observing).

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Assistant Chief Officer (Finance) (Mr P. Pierce) (Items A1 to A7), Senior Engineering and Waste Services Manager (Mr A. Crook) (Item A6), Dilapidation Enforcement Officer (Mr S. Salter) (Items A8 and A9), Assistant Town Clerk (Mr P.E. Cowin), Assistant Democratic Services Officer (Miss C. Cullen).

REPORT

PART A –

Matters delegated to the Committee

A1. Apologies

No apologies for absence were received.

A2. Declarations of Interest

There were no Declarations of Interest.

A3. Minutes – 19th October, 2020

The minutes of the meeting held on Monday, 19th October, 2020 were approved and signed.

A4. Matters Arising

Clause A9 – Enforcement and Planning Related Matters. Following debate at the Council meeting held on Wednesday, 11th November 2020, in relation to the previously prepared draft legislation for environmental improvements the Assistant Chief Officer (Regeneration) advised that officers were working on a briefing note to be circulated to all Members.

A5. Environmental Campaigns – Access to Keep Britain Tidy Campaign Material and Support

The Committee reconsidered a report submitted by the Senior Engineering and Waste Services Manager on the proposal to enter into a twelve month agreement with Keep Britain Tidy for access to campaign material and support services. During consideration of the item at the October 2020 Committee meeting Members had requested that officers review previous campaign material and explore the option of running a poster competition for Douglas schools before making a determination on the agreement.

Members were advised that there is a small stock of A4 posters covering general waste, dog fouling, and cigarette litter. Members were reminded that any reproduction or unauthorised use of this material is prohibited under intellectual property rights which includes copyright and the use of trademarks.

Appended to the officer's report were the seven different campaign posters already purchased and available for use. It was noted that using the posters already in stock would preclude photocopying/enlarging or promoting on social media or editing them in any way. A discussion ensued with Members expressing the view that for the campaigns to have an impact the promotional material needed to be greater in size.

Members discussed the recommendation to contact Ballakermeen and St Ninian's Schools with a view to running a poster competition, whilst Members felt that this would be good engagement with the Borough's high schools some concerns were raised over how effective a campaign of this nature would be. There was discussion on a suggestion to contact the Isle of Man College.

The Assistant Chief Officer (Regeneration) advised of a further option of using the Department for Enterprise Internship Programme whereby graduates and undergraduates were matched up to employers based on a brief provided by the employer. A Member suggested that should this option be taken up, the intern's remit be widened to include a recycling campaign for Douglas, which was the subject of the next report.

The Motion, "That the twelve month Keep Britain Tidy Essential Membership in the sum of £1,200.00 be purchased, in order to have access to Campaign promotional material." was moved and seconded.

Two Members voted for the Motion and three against. The Motion therefore fell.

Mr Councillor R.H. McNicholl, Councillor Miss N.A. Byron and Councillor Ms J. Thommeny asked that their names be recorded as voting against the resolution.

The Motion, "That Ballakermeen and St Ninian's schools be contacted with a view to running a poster competition; with the winning artwork being used as part of an environmental campaign in 2021/22." was moved and seconded.

One Member voted for the Motion and four against. The Motion therefore fell.

Mr Councillor R.H. McNicholl, Mr Councillor A.J. Bentley, Mr Councillor F. Horning and Councillor Ms J. Thommeny asked that their names be recorded as voting against the resolution.

A further Motion was moved and seconded and Members resolved unanimously, "That the Department for Enterprise Internship be used to undertake a litter campaign project together with wider Environmental Campaigns for Douglas in particular where recycled material goes and the preparation / editing of media material."

A6. Market Research into the reason for the Static Recycling Rate

The Senior Engineering and Waste Services Manager joined the meeting for discussion of the item.

The Committee considered a report submitted by the Senior Engineering and Waste Services Manager advising on the market research undertaken to identify the reasons for the static recycling rate in the Borough.

As part of the Department for Enterprise Internship Programme, an Intern had assisted Waste Services with the launch of the Kerbside Cardboard Collection Service and supported by the Waste Services Team had devised an online survey to ascertain the reasons for the Borough's static recycling rate.

Members were advised that 841 survey responses had been received, 95% of which were Douglas Residents. This represents an approximate sample size of 7% based on 11,600 households in the Borough. Detailed within the officer's report were the survey questions together with the responses received.

The Senior Engineering and Waste Services Manager drew Members' attention to question seven, 'what prevents you from recycling' and advised that this question had been a missed opportunity to find out the barriers to respondents recycling more or at all and if approved, this would be covered in the further in-depth recycling survey.

During discussion of the question 'do you know where your recycled material goes' Members expressed their frustration at the misperception that the majority, if not all, waste goes to the Energy from Waste Plant with Members being of the view that knowledge of where material goes is a key factor towards increasing the recycling rate.

A Member expressed the view that door step surveys are the best way to target households that do not currently recycle. It was noted that to date 20% of Households have been door step surveyed.

Resolved, "That particulars of the report and discussion be noted on the minutes and that the Waste Services Section continue to pursue the following activities;

- (i) A further in-depth recycling survey be carried out within six months, using the existing 'recycling reminder service' to promote the survey;
- (ii) Schools Recycling Programme;
- (iii) Door Step Surveys;
- (iv) Online promotion of the service;
- (v) Expand the service toward more flats, where feasible to do so;
- (vi) Constantly review potential material streams; and
- (vii) Ensure households have sufficient receptacles to recycle."

4 For 1 Against

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

The Senior Engineering and Waste Services Manager was thanked for his attendance and left the meeting.

A7. **Quarter Two Service Plan Performance Monitoring 2020/21**

The Committee considered a report submitted by the Director of Environment and Regeneration to update on the performance made against measures as outlined in the Environment and Regeneration Service Plans as relevant to the Environmental Services Committee.

Appended to the officer's report were the measures as outlined in each Service Plan together with an update on the performance as at the end of quarter two 2020/21. A red, amber, green and black status had been applied to each measure.

Members noted that for quarter two;

- The Covid-19 crisis had adversely impacted upon many of the measures and actions contained within the service plans which had resulted in target deadlines not being met; in some cases, new deadlines had been set and were reflected in the appendices. Some project work had been suspended indefinitely to protect the Council's revenue position.
- Given the delay to the Local Government elections, the Corporate Plan had been extended to cover the additional municipal year, and Service Plans have been extended accordingly;
- All measures within Building Control were met, except one where a completion certificate was issued late due to staff sickness;
- One action within the Car Parks Service Plan had now been completed. Two of the actions remain delayed due to awaiting action from others;
- All measures within Electrical Services are now back on target. One action could not be completed and will not now be completed until 2021/22;
- All targets within Fleet Services were met;
- Some of the measures within the Community and Enforcement team cannot now be met due to the cancellation of meetings during Covid and unavailability of staff in other organisations to meet. Other missed deadlines were due to competing priorities of others. All other measures on target; and
- Sickness within Cleansing is higher than the industry benchmark due to two cases of long term sickness, the income from public toilets continues to be down due to lockdown and the impact of prom works, recycling in Quarter Two was down due to the restricted service after lockdown. Four new trade customers have been won. All other measures are on target.

Members were reminded that as previously agreed, items shaded in black would no longer appear on the schedules after this quarter as they had either already been achieved or are no longer being taken forward through Committee decision.

The Director of Environment and Regeneration undertook to look into reports of branches covering public lighting columns in some parts of the Borough and a complaint in relation to the wrapping of the new public lighting columns at the Bottleneck Car Park.

Resolved, "That particulars of the report and discussion be noted on the minutes and that the progress made against performance indicators in Service Plans for Quarter Two 2020/21 be noted."

A8. **Planning Application – Various**

The Committee considered a report submitted by the Dilapidation Enforcement Officer detailing three planning applications.

Members considered **planning application 20/01129/C** for the use of the site as car parking to provide forty-three spaces, including two disabled spaces, for a period of two years at the former Factory and Premise site on South Quay, Douglas. Members were reminded that approval had previously been given to PA18/00350/B on 8th October, 2018 for the site to be used as a car park for two years after which time that use should cease.

As officers would prefer to see the land developed for residential use and the loss of car parking spaces would result in the land becoming another unused brownfield site which would have a detrimental impact on the Town, it was recommended that no objection be raised but that it be made clear this should be the very last time an extension would be given.

A Member expressed disappointment that it had not been recommended to raise an objection to the application and opined that this decision would do little to encourage the developer. The Member reminded the Committee that it was Council policy to encourage the development of brownfield sites and as the proposal was in direct contravention of the COMIN directive for temporary car parks the Council should take a robust stance so as not to set a precedent.

Resolved unanimously, “That the Council strongly object to planning application 20/01129/C on the grounds that it contravenes the COMIN Directive on temporary car parking but should approval be granted by the Planning Authority the Council requests that the applicant improves the visual appearance of the site by cladding the exposed wall of the industrial unit.”

Members considered **planning application 20/01198/B** for the erection of a marquee and ice rink for seasonal use over a period of three months at the former Lord Street Car Park, Lord Street, Douglas.

A Member advised that the application had gone before the licensing court on Friday 13th November, 2020 when it was determined that a decision would not be made on the licencing application until planning approval had been granted.

The Dilapidation Enforcement Officer circulated the Department of Infrastructures written response to the Planning Authority which had been received that morning and was noted by the Committee.

Resolved unanimously, “That support be given to planning application 20/01198/B on the grounds that the proposed use of the site would give a boost to the Town Centre economy and the Council requests that the Planning Committee gives consideration to the following conditions;

- (i) Accessible parking be provided for disabled drivers;
- (ii) Consideration be given to traffic flow and congestion and puts measures in place to manage traffic flow;
- (iii) That no hot food be sold from the marquee or facilities tent; and
- (iv) That adequate bin storage be provided as agreed with the Waste Services Management team prior to the opening of the ice rink.”

Members considered **planning application 20/01174/B** for external modifications to previously approved Unit 3, including the relocation of parking bays and the change in proposed use from Retail/Commercial to Food and Drink (Class 3) at the Garage Showroom Workshop and Premises at the former Eurocars Site, Peel Road, Douglas.

Members noted that the applicant had advised that a single tenant would be taking the proposed unit which will be used as a high class restaurant. It was recommended that no objection be raised to the application as it appears to comply with the relevant policies.

Members discussed traffic management. In response to question, the Dilapidation Enforcement Officer advised that the previous concerns raised by the Police in relation to traffic tailbacks in the area would be dealt with under the previous conditions of the planning approval notice and that the Department of Infrastructure were content with the traffic management plan in place.

Members reaffirmed their previous concerns over traffic issues the development may cause for residents in the area.

Resolved unanimously, “That an objection be raised to planning application 20/01174/B on the grounds that the application does not comply with Business Policy 10 and that the high class restaurant should be within the Town Centre.”

A9. Schedule of Neglected, Dilapidated, Ruinous and Dangerous Properties

The Committee considered a schedule of properties in a state of dilapidation or disrepair, setting out three properties added since the last meeting; eight properties removed because work had been completed; forty-two properties on which work had commenced; twelve properties where no work had been undertaken; and a total of fifty-four properties remaining on the list.

Members were reminded that the addition of any property to the list would first involve contact with the property owner to resolve the concern over its condition and to offer them reasonable opportunity to carry out the work willingly. Should that not happen, then Notice would be served that the work must be carried out, and failure then to comply with the Notice would involve the possibility of legal action being taken.

The Dilapidation Enforcement Officer undertook to clearly mark any listed properties on the schedule and add in management reporting information, to give a running total of the number of properties on the schedule and those removed.

Resolved, “That the schedule of dilapidated properties be noted and approved and that the Director of Environment & Regeneration be authorised to progress improvements to the properties, by service of Notice and legal action where necessary.”

The Dilapidation Enforcement Officer was thanked for his attendance and left the meeting.

A10. Items for Future Report

The Committee considered a report submitted by the Assistant Democratic Services Officer noting the reports listed for future consideration by the Committee.

In response to question, the Assistant Democratic Services Officer advised that the column marked 'date originally requested' only included dates for items which had been requested by Members and not for reports that were arising as part of the officer's timetable of upcoming matters. The Assistant Democratic Services Officer undertook to review all of the Committee items for future reports schedules to ensure there were no other dates omitted.

Members had a lengthy discussion on the Planning Scheme of Delegation and following suggestion by a Member it was agreed that officers review a potential amendment to the scheme and bring a future report to Committee.

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

A11. Date and Time of Next Meeting

Members were reminded that the next scheduled meeting of the Environmental Services Committee was due to take place at 10.00am on Monday, 14th December, 2020.

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 1.27pm.