



## **Borough of Douglas**

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**MR COUNCILLOR JONATHAN JOUGHIN, JP  
MAYOR**

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Town Hall,

Douglas,

7<sup>th</sup> August, 2020

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 12th day of AUGUST, 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

For Town Clerk & Chief Executive

# Order of Agenda

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

II - Any statutory business.

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

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

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

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

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

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

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

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

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

# AGENDA

III – Chief Executive to read minutes of the Council Meeting held on Wednesday, 8<sup>th</sup> July, 2020.

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

## EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 24<sup>th</sup> July, 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), Assistant Town Clerk (Mr P E Cowin) (for Clauses A7, A8, A9), 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 26<sup>th</sup> June 2020 were approved and signed.

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

Clause A4, sub-Clause A5 – Erection of Pedestrian Footbridge, Glencrutchery Road, Douglas: the matter was being monitored on a weekly basis.

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

Clause A13 – Pedestrianisation of North Quay: a public meeting had been held at which there appeared to be opposition to the proposals. As the proposals had been put forward by the Department for Enterprise, it would be for that Department to decide whether to put forward alternative plans or abandon the proposal altogether. In the event of alternative proposals coming forward, the Council would again be consulted.

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

Clause A15 – Planning Application for the Creation of a Road and Pathway for Vehicle and Pedestrian Access, Noble's Park, Douglas: whilst the Committee had agreed that they would wish to see changes to the planning application, it would be for the Department for Enterprise to withdraw the application. It was noted that officers from the Council were due to meet with the Department of Infrastructure during the following week to discuss the matter.

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 15<sup>th</sup> June 2020.

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

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

There were no referrals from the minutes of the Regeneration and Community Committee meeting held on Tuesday 16<sup>th</sup> June 2020.

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

**A7. Consultation Document: Equality Act 2017 – Statutory Code of Practice on Equal Pay**

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued by the Government's Equality Adviser at the Cabinet Office.

The Equality Act, passed in 2017, included provision for the making of Codes of Practice on a number of issues, including in relation to equal pay for equal work. It was noted that the Council already followed good practice in the area of equality and would therefore have no major issues in compliance.

The Assistant Chief Officer (Human Resources) had confirmed that there were no issues with the Code of Practice; and members of the Council's Working Group on Consultations had all expressed support for the Code and for the Council supporting its introduction.

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

- (ii) That the Government's Equality Adviser be informed that the Council supported the principles of equal pay for equal work, and already had in place the mechanisms to enable compliance with the Code of Practice."

**A8. Consultation Document: Draft Wayleaves Bill 2020**

The Committee considered a written report by the Assistant Town Clerk in relation to a consultation document issued on behalf of the Council of Ministers.

The proposed legislation would enable the use of any wayleave granted to any statutory body (such as Manx Utilities) to be used, in addition to its original purpose, for the installation of telecommunications equipment. It was noted that the Council had granted a number of wayleaves in past years, covering electricity and water services, and the installation of telecommunications cables alongside those services would be enabled by this legislation.

While some disruption could be caused during the practical installation of cables, the improvement to the local telecommunications infrastructure would be of benefit to the Isle of Man economy.

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

- (ii) That the Council of Ministers be advised that the Council supported the proposed legislation."

*On a vote being taken, Members voted 3 For; 2 Against. Mr Councillor I J G Clague and Mr Councillor R H McNicholl requested their votes against the resolution to be noted on the minutes.*

**A9. Members' Attendance Allowances**

The Committee considered a written report by the Assistant Town Clerk seeking approval to submit to the Council's auditors (and thence to the Department of Infrastructure) details of the number of meetings of the Council and its Committees held during the 2019 / 2020 municipal year, and the total sums paid to Members.

The Council was required by Schedule 2 of the Local Government Act 1985 to annually publish a report detailing this information; and it was also obliged to send a copy of the report to the Department of Infrastructure with a certificate by the Council's auditors.

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

- (ii) That the schedule setting out Members' attendances at meetings and allowances paid during the year ended 31<sup>st</sup> March 2020 be noted on the minutes;
- (iii) That approval be given for the submission of the schedule to the Council's auditors with the annual accounts, and thence to the Department of Infrastructure; and
- (iv) That the schedule be made available to the public through the Council's website and at the Town Hall Reception desk."

**A10. Monthly Financial Review – June 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 that rates income (as at the 30<sup>th</sup> June 2020 discount date) was 92.36% compared to the income as at the discount date in 2019 (1<sup>st</sup> July 2019, as the 30<sup>th</sup> June was a Sunday); and that income collection generally had been impacted negatively by the Covid-19 pandemic when compared to the 2019 figures.

Members were also advised that the Isle of Man Treasury had made a Directions Order to amend the statutory deadlines applicable for the submission to Audit of the 2019 / 2020 financial statement and the Audit Inspector's report. Submission of these documents could be deferred by three months to 31<sup>st</sup> October 2020 and 30<sup>th</sup> January 2021 respectively.

Resolved, "(i) That particulars of the report be noted on the minutes, including in particular -

- The rates collection figure for April to June 2020; and
- The negative impact Covid-19 had had on income collection figures generally for the first quarter of the 2020 / 2021 financial year.”

#### **A11. Treasury Management Outturn Report**

The Committee considered a written report by the Assistant Chief Officer (Income) setting out details on treasury management, including Prudential Indicators.

The outturn report was a key aspect of delivering the Council’s Treasury Management Strategy. It summarised treasury management activities undertaken in respect of long-term loans and short-term investments; and also outlined information in relation to the Prudential Indicators for 2019 / 2020 in respect of affordability (the indicator for prudence being that net external borrowing would not exceed the capital financing requirement).

The CIPFA Treasury Management Code of Practice and Cross-Sectoral Guidance Notes (i.e., the indicator for treasury management) had been adopted by the Council in 2011 and reviewed in 2019. It was confirmed that these had been complied with; that all Prudential Indicators for 2019 / 2020 were within Plan; that borrowing had been carried out within the prudential limits; and that the amounts were affordable.

It was recommended that a copy of this Treasury Management Outturn report together with the Annual Treasury Management Plan report (as had been approved by Committee at its May 2020 meeting), be submitted to the Isle of Man Treasury’s Executive Director, as evidence of prudence and affordability by the Council. It was noted that this officer was responsible for recommending the approval of Petition requests to Treasury, in respect of Capital Projects under the Government guarantee for the HSBC Local Authority Borrowing Scheme.

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

- (ii) That the achievement of the Prudential Indicators for affordability, prudence, and treasury management, be noted; and
- (iii) That a copy of both this Treasury Management Outturn report and the Annual Treasury Management Plan be submitted to the Isle of Man Treasury’s Executive Director, as evidence of prudence and affordability by Douglas Borough Council.”

#### **A12. Attendance at the 2020 Resource Waste Management Exhibition**

The Committee considered a written report by the Director of Environment and Regeneration seeking funding to enable attendance at the Resource Waste Management (RWM) Exhibition in Birmingham on the 3<sup>rd</sup> and 4<sup>th</sup> November 2020.

The RWM Exhibition, run in partnership with the Chartered Institute of Waste Management, provided a global platform for the latest practices and innovations that shaped the recycling, waste management, and sustainability sectors. It provided an opportunity to learn what was new in the industry, and the Chair of the Environmental Services Committee usually attended, accompanied by an officer.

In considering the request, it was being assumed that all travel restrictions instigated during the Coronavirus pandemic would have been lifted by the time of travel, including the need to self-isolate for fourteen days on return to the Island.

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

- (ii) That funding in the sum of £1,500 be approved from the General Revenue Reserve to enable attendance at the Resource Waste Management Exhibition in Birmingham between the 3<sup>rd</sup> and 4<sup>th</sup> November 2020 by the Chair of the Environmental Services Committee and one officer.”

#### **A13. Planning Application for the Creation of a Cycle Lane at Douglas Golf Course / the Pulrose Playing Fields**

The Committee considered a written report by the Dilapidation Enforcement Officer seeking approval of a response to the Planning Committee in relation to a planning application for the creation of a cycle lane at Douglas Golf Course / the Pulrose playing fields.

The application had previously been considered by the Committee at its meeting on 29<sup>th</sup> October 2019. At that time, concern had been expressed in relation to the proposed four-metre width of the pathway, which had been considered to be excessively wide for the purpose, and could encroach onto the adjacent football pitch. It was noted that the cycle route had now been reduced in width to three metres, which was the minimum width recommended for cycles (or a cycle and a pedestrian) to pass safely. It was also confirmed that the route of the pathway would be outside of the existing Golf Course fence throughout its length.

Although the site was owned by the Council, all works would be funded by the Department of Infrastructure. While the Department did not propose to install lighting as part of the scheme – the

lighting of highways and footways being a local authority function - the Department had undertaken to provide ducting for lighting, if lighting was required in the future.

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

- (ii) That the Planning Committee be advised that the Council supported planning application PA 20/00454/B for the creation of a cycle lane at Douglas Golf Course / the Pulrose playing fields and running to the rear of no. 53 Spring Valley Road and nos. 60 to 90 Springfield Road, Douglas.”

#### A14. Policy on Digital Signboards

The Committee considered a written report by the Assistant Chief Officer (Regeneration) on a proposed policy for adoption by the Council in relation to digital signboards.

It was recalled that the Executive Committee and the Environmental Services Committee had both recently considered proposals in relation to the provision of digital signboards. The technology was now commonplace in the British Isles and, subject to planning restrictions, was likely to become more common in the Isle of Man.

Digital signboards were a modern, convenient, and effective way of advertising and promoting messages to the public, but were not appropriate everywhere or for all circumstances. Members accordingly considered an analysis relating to digital signage in the Isle of Man (as detailed in the written report) together with a suggested policy that could be adopted by the Council in the various roles it might have in relation to proposed digital signs – that was, as a landowner, service provider, and statutory planning consultee.

The policy on digital signboards was intended to sit alongside an over-arching lighting strategy that would, in due course, be submitted to the Executive Committee for consideration. In the meantime, it was agreed that the policy, as proposed, be accepted as guidance for the consideration of applications for the erection of illuminated signs within the Borough.

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

- (ii) That it be policy that the Council would endorse the display of digital signage only if all of the following criteria were met:-
- That the proposed digital sign was in accordance with General Policy 6 and Environment Policies 37 and 38 of the Isle of Man Strategic Plan;
  - That the proposed digital sign was not in a Conservation Area or on a Registered Building, and that it would not have a detrimental impact on the character of a Conservation Area or a Registered Building;
  - That the proposals accorded with the guidance published by the Institute of Lighting Professionals in Professional Lighting Guidance 05 (‘The Brightness of Illuminated Advertisements’), and had been subject to an Environmental Lighting Impact Assessment in accordance with the Institute’s guidance on the subject contained in Professional Lighting Guidance 04;
  - That the proposed digital signboard had no detrimental impact on the amenity of Douglas ratepayers, nor was considered by the Department of Infrastructure’s Highways Division to adversely impact on the safety of anyone using a highway;
  - That the location of the proposed digital sign was one that would benefit from modernisation, and would not lead to creeping urbanisation of the suburbs or the countryside; and
  - That digital signboards were only used by the Council in circumstances where there was a substantial benefit to ratepayers over the use of traditional static signs.”

#### A15. Urban Development Agency Models

The Committee considered a written report by the Assistant Chief Officer (Regeneration) in relation to Urban Development Agency Models and seeking a view on the potential establishment of a Development Agency in Douglas.

The Tynwald Select Committee on the Development of Unoccupied Urban Sites had published its report and recommendations in June 2018, with one of the recommendations being ‘*that Tynwald calls upon the Council of Ministers and all Departments to use every means at their disposal to encourage and prioritise the development of unoccupied or previously developed sites ahead of building on greenfield sites in the Manx countryside; and in particular that Tynwald is of the opinion that action should be taken .... to set up a Development Agency in partnership with local government and the private sector.*’

In April 2019, the Department for Enterprise had commissioned PriceWaterhouseCoopers (PWC) to report on Urban Development Agency models and to recommend a suitable model for the Isle of Man.

PWC had concluded that, of the models they had seen, the Jersey Development Company (JDC) was the best example of a development agency that the Isle of Man should consider.

It was noted that the Director of Environment and Regeneration and the Assistant Chief Officer (Regeneration) had quarterly meetings with the Chief Executive and officers of the Department for Enterprise with regard to regeneration issues, and the Department had sought the Council's views on the PWC report and the potential for a Development Agency for the Island.

In respect of the Isle of Man, the main aim of a Development Agency was likely to be the redevelopment of vacant brownfield sites, generating considerable environmental improvements; and a successful Development Agency had the potential to stimulate investment in Douglas, resulting in numerous economic benefits in the short, medium, and longer terms. It also appeared that there was broad agreement that the main focus of activity for an Isle of Man Development Agency should be Douglas.

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

(ii) That officers be instructed to write to the Department for Enterprise to -

- welcome the PriceWaterhouseCoopers' report, and agree that the Jersey Development Company model appeared to be the most suitable model on which to base a Development Agency for the Isle of Man;
- advise that, subject to further discussions and negotiation, the Council would be willing to consider involvement, such as contributing land and / or property for redevelopment, in return for land swaps, capital receipts, redeveloped residential property, or a combination of returns; and
- advise that the Council would expect to have a key role in developing the regeneration masterplan and policy, should the Jersey Development Company model be adopted."

*On a vote being taken, Members voted 3 For; 2 Against. Mr Councillor S R Pitts and Mr Councillor R H McNicholl requested their votes against the resolution to be noted on the minutes.*

#### **A16. 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."

#### **A17. Items for Future Report**

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

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

#### ***PART C –***

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

No public matters subject to Council approval were considered.

The Committee rose at 4.40pm.

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, 9<sup>th</sup> July, 2020.

Members Present: For Douglas Borough Council: Mr Councillor R.H. McNicholl (Member), Mrs D. Eynon (Director of Environment & Regeneration), Mr A.J. Donnelly (Assistant Chief Officer (Environment)). For Onchan District Commissioners: Mr C. Quirk (Member), Mr R. Phillips (Officer). For Braddan Parish Commissioners: Mr D. Dentith (Member). 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: Mr P.E. Cowin (Secretary), Mrs D. Atkinson (Democratic Services Officer), Mr M. Quayle (Accountancy Manager), Mr J. Quayle (Department of Infrastructure Representative), Mr S.A. Crook (2.35 – 3.05pm) (Item A5 only) (Operational Contractor's Representative).

## REPORT

### **PART A -**

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

##### **A1. Election of Chair**

Mr N. Dobson was proposed by Mr Councillor McNicholl, seconded by Mr Dentith. There were no other nominations and Mr Dobson was therefore declared elected and took the Chair of the meeting.

##### **A2. Election of Vice-Chair**

Mr N. Young was proposed by Mr Dobson, seconded by Mr Councillor McNicholl. There were no other nominations and Mr Young was therefore declared elected.

##### **A3. Minutes – 26<sup>th</sup> February, 2020**

Approved as a correct record.

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

In response to a question by a Member, Mrs Eynon advised that the CCTV work on the Site had been delayed by the recent Emergency situation but would now continue.

##### **A5. Contractor's Report**

Copies had been circulated of the Contractor's report on operation of the Site for the period February to June, 2020. There was discussion of a number of issues within the report, with Mr Crook providing further information where required.

There had been some issues around the closure of the Site due to the Covid-19 pandemic, but the Site had re-opened on a phased basis and was now fully operational as it had been beforehand, and coping with very high volumes of traffic and waste. Traffic through the Site had been monitored to produce a chart showing the peak periods.

There were currently three staff on Site outside peak periods, with one extra at peak times.

The 360<sup>0</sup> excavator which had been damaged had been written off and an insurance payout received by the Contractor. A machine was currently on hire and a review continuing on best value of replacement or continuing hire.

A fire had occurred in one of the skips which had damaged the cover of the skip used for cardboard. That was being replaced. The Isle of Man Fire & Rescue Service had attended and advised that the most likely cause was a discarded battery.

Mr Crook's report summarised the details of the closure of the Site during the pandemic emergency period, and its reopening. One Member observed that staff had been very busy and with the hot weather more staff should be made available to provide for drinks and welfare breaks.

A Member stated that the cardboard collection point had been moved but there had been no clear signage advising users; Mr Crook confirmed that it had been returned now to the main gantry.



In response to question, Mr Quayle advised that the question of reimbursement of a percentage of costs paid for mixed waste, because of the separation and cheaper disposal of timber being stopped, was still under consideration.

Mr Crook was thanked for his attendance and left the meeting at 3.05pm.

**Decision:** Report noted.

A6. **Next Meeting**

**Decision:** Thursday, 6<sup>th</sup> August, 2020, in the Committee Room at Douglas Town Hall, commencing at 2.30pm.

The meeting closed at 3.35pm.

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

# HOUSING COMMITTEE

HOUSING COMMITTEE – Minutes of Meeting held on Wednesday, 15<sup>th</sup> July, 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 Environment and Regeneration (Mr D. Looney), Assistant Chief Officer (Housing and Property) (Mr G. Atkin), Assistant Chief Officer (Income) (Mrs C. Pulman), Housing Manager (Mr V. Zivave), 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 submitted.

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

There were no Declarations of Interest.

##### **A3. Minutes – 17<sup>th</sup> June, 2020**

The minutes of the meeting held on Wednesday, 17<sup>th</sup> June, 2020, were approved and signed.

##### **A4. Matters arising**

*Clause A10; Willaston Apartments Project* – In light of comments made at the July 2020 Council meeting, the Chair reminded members that the inclusion of carpets is to be removed from the scheme. Members noted that following the removal of carpets any new Social Housing tenants would be expected to pay for and fit carpets.

##### **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. Members noted that as at the end of May 2020 there were eight void properties receiving attention.

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. It was noted that during May 2020 one property had been returned by a tenant and to date for July 2020, eleven properties had been returned. Fifteen properties were ready for reallocation.

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

##### **A6. Standing Order 125 – Urgent Business Procedure – Allocation of Housing Tenancy**

The Committee considered a report submitted by the Director of Housing and Property to inform Members of an occasion during the Covid-19 pandemic, while Committee meeting had been suspended, when the Urgent Business Procedure had been invoked to enable a decision on the allocation of a social housing tenancy.

Appended to the officer’s report were the details of the allocation together with the Urgent Business Procedure form as signed by the Leader of the Council, the Chair of the Housing Committee and chief officers.

Resolved, “That particulars of the report be noted on the minutes and that the details and outcome of the Urgent Business Procedure under Standing Order 125 be noted.”

##### **A7. 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.

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

##### **A8. Date and Time of Next Meeting**

Members were reminded that the next scheduled meeting was due to take place at 10.30am on Wednesday, 16<sup>th</sup> September, 2020.

Resolved, "That particulars of the next meeting 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***

**C9. Housing Minor Capital Works**

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) in relation to the capital funding of minor works.

Members were reminded that in January 2019, approval had been given to borrowing contest on an annual basis commencing in 2019/20 for a sum of up to £150,000 to be drawn down as necessary when maintenance work was required that was capital in nature.

Members were advised that the petition submission had subsequently been approved by the Department of Infrastructure in July 2019 and the full amount had now been allocated to the following housing minor capital works;

1. Replacement windows pilot scheme in the sum of £30,000
2. Installation of PIV Units pilot scheme in the sum of £60,000
3. Fire precaution work at Hanover House in the sum of £60,000

The Housing Manager advised that all of the aforementioned schemes were either progressing on site or at tender acceptance stage.

Members were advised that the anticipated minor capital works for 2020/21 included the retaining wall works at Hillside Avenue and resurfacing works at Ballanard Court

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

- (i) That authorisation be given to the Chief Executive to petition the Department of Infrastructure for borrowing powers in the sum of £150,000 being the loan amount required to defray the estimated cost of the minor works capital expenditure for 2020/21; and
- (ii) The Council confirms that, before deciding to borrow the money, an assessment of the Council's Housing Reserve Fund was undertaken in order to establish if sufficient monies were available to fund the scheme from that source with the conclusion that there are insufficient monies available in that Reserve to fund the proposed Scheme via that source."

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, 14<sup>th</sup> July, 2020.

Members Present: Mr Councillor S.R. Pitts (Chair), the Mayor, 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 for absence submitted.

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

There were no declarations of interest.

##### **A3. Minutes – 16<sup>th</sup> June, 2020**

The minutes of the meeting held Tuesday, 16<sup>th</sup> June, 2020 were approved and signed.

##### **A4. Proposed Enterprise Way Cycleway – Douglas Golf Course**

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) to update on the detailed proposals for the Enterprise Way cycleway and to seek full approval to the link through Douglas Golf Course.

Members were reminded that the Committee had approved the project in principle in October 2018 so the Department of Infrastructure (the Department) could prepare detailed proposals. The full proposal was submitted as a planning application and was considered by the Council's Executive Committee in October 2019. The Executive Committee raised a number of concerns and requested that the Department withdraw the application.

Council officers met with the Department to discuss the proposals in order to address the concerns. The updated proposals are contained in a new planning application which will be considered by the Executive Committee at its July meeting.

Members noted that the updated cycleway has been reduced to three metres in width and now incorporates the golf course fence being moved to the inside of the cycleway maintaining a continuous barrier between the cycleway and the golf course.

The Assistant Chief Officer (Regeneration) advised that there is one outstanding issue of whether or not the path should be lit. The Department does not intend to provide lighting as lighting of highways and footways is a local authority function. The Department has however offered to provide the necessary ducting at its own cost if requested. Members concurred that the route has an open aspect meaning that it is likely to benefit from some overspill lighting from other areas and noted that other routes do not provide lighting. It was therefore agreed that a lighting request not be referred to the Executive Committee.

Resolved, "That particulars of the report and discussion be noted on the minutes and the proposed route around the north-west corner of Douglas Golf Course be endorsed and authority be given to the Department of Infrastructure for the work to commence once planning consent is secured."

##### **A5. Douglas Lawn Tennis Club – Amendment to Lease Term**

The Committee considered a report submitted by the Director of Housing and Property, following a request from the Douglas Lawn Tennis Club (the Club), to amend Clause seven of the lease to upgrade the astroturf surface to artificial clay.

Members were advised that the Club is currently in negotiations with the Lawn Tennis Association (LTA) to secure funding to replace the current court surface which has reached the end of its useful life.

The LTA has requested that the Club upgrade the astroturf surface to artificial clay. Members noted that artificial clay is a similar finish to astroturf however the infill is a clay material instead of sand better suited to beginners and improvers.

Clause seven of the lease specifically requests the tenant to install an astroturf service. A side letter approving the change to artificial clay surface is therefore required.

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

- (i) The Douglas Lawn Tennis Club be permitted to install an artificial clay surface in place of the previously agreed astroturf;
- (ii) A side letter permitting the change in surface be issued to the tenant,"

**A6. Items for Future Report**

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

A Member requested a report on the possibility of installing an additional toilet at the Douglas Golf Course. The Head of Parks agreed to prepare a business case to bid for its inclusion in the 2021/22 draft capital programme.

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

**A7. Date and Time of Next Meeting**

Members were reminded that the next scheduled meeting was due to take place at on Tuesday, 15<sup>th</sup> September, 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 matters requiring Executive Committee approval.

***PART C –***

***Matters requiring Council approval***

There were no matters requiring Council approval.

The meeting ended at 10.55am.

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

# ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 13<sup>th</sup> July, 2020.

Members Present: Mr Councillor R.H. McNicholl (Chair), the Mayor, Mr Councillor A.J. Bentley, Mr Councillor F. Horning, Councillor Ms J. Thommeny.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Environment) (Mr A. Donnelly), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Accountancy Manager (Mr M. Quayle) (Items A1 to A4), Senior Engineering and Waste Services Manager (Mr A. Crook) (Item A4), Dilapidation Enforcement Officer (Mr S. Salter) (Item A5), Assistant Town Clerk (Mr P.E. Cowin), Assistant Democratic Services Officer (Miss C. Cullen).

## REPORT

### **PART A –**

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

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

Apologies for absence were submitted by Councillor Miss N.A. Byron.

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

There were no Declarations of Interest.

##### **A3. Minutes – 15<sup>th</sup> June, 2020**

The minutes of the meeting held on Monday, 15<sup>th</sup> June, 2020 were approved and signed.

##### **A4. Douglas Beach Management Contract 2020 – 2024**

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 to determine the performance specification for the 2020 – 2024 Beach Management Contract.

Members were reminded that the existing Beach Management Contract had expired on 31<sup>st</sup> March, 2020, but had been extended for a further six months following a presentation by HR Wallingford concerning the efficacy of the existing groynes. Subsequently, the Committee had resolved in December 2019 to remove the existing groynes.

The Senior Engineering and Waste Services Manager advised that the proposed performance specification aims to combine elements of the previous two beach management contracts as it is considered that this will positively impact the aesthetics of the beach i.e. sand levels, vegetation and sand berms, whilst respecting the ecology of the beach.

Appended to the officer's report was the proposed specification as reviewed by the Committee. The specification set out the description of work, general obligations of the Contractor i.e. daily inspections and attendance in response to the beach condition, the prioritisation of work i.e. areas, summer and winter response times and the Contractor's hours of work where the Contractor does not need additional permissions.

Members discussed beach re-profiling. The Chair requested the provision of a clause in the contract allowing the Council the opportunity to review the need for re-profiling every 12 months, noting particularly that construction of the Sea Wall may negate the need to re-profile.

In response to concerns expressed by the Chair, the Senior Engineering and Waste Services Manager advised that the hours of work during the summer months were a window of opportunity for the Contractor to work around the tide times as opposed to their prescribed hours and advised that this would be reaffirmed to the successful contractor. The Senior Engineering and Waste Services Manager agreed to review the requirement for hours of work on the weekend and bank holidays.

There was discussion on the operation of machinery on the beach. The Director of Environment and Regeneration advised it was the responsibility of the contractor to provide the relevant risk assessments which would be checked by the Council's Health and Safety Officer.

There was discussion on the provision of dash cam recording. Members requested that video recording to provide sufficient coverage from the front and rear of the vehicle be supplied by contractor.

In response to question, the Senior Engineering and Waste Services Manager agreed to circulate plans showing areas A and B of the beach to the Committee to include information in relation to other area of interest i.e. dog walking area.

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

- (i) That the Performance Specification, as appended to the officer’s report be approved;
- (ii) That authorisation be given to officers to seek tenders for a period of three years commencing on or around 1<sup>st</sup> October, 2020 until 31<sup>st</sup> March, 2024.”

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

#### **A5. Schedule of Neglected, Dilapidated, Ruinous and Dangerous Properties**

The Dilapidation Enforcement Officer joined the meeting for discussion of the item.

The Committee considered a schedule of properties in a state of dilapidation or disrepair, setting out six properties added since the last meeting; three properties removed because work had been completed; thirty-five properties on which work had commenced; twenty-five properties where no work had been undertaken; and a total of sixty 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 having to be undertaken.

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.

#### **A6. 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.

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

#### **A7. 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, 14<sup>th</sup> September, 2020.

#### ***PART B –***

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

There were no items requiring Executive Committee approval.

The meeting ended at 11.41am.