



## Borough of Douglas

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**COUNCILLOR MISS DEBRA ANNE MARIE PITTS, JP  
MAYOR**

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Town Hall,  
Douglas,  
8<sup>th</sup> June, 2017

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL to be held on WEDNESDAY, the 14th day of JUNE, 2017, at 2.30 o'clock in the afternoon, in the COUNCIL CHAMBER within the TOWN HALL, DOUGLAS for the transaction of the hereinafter mentioned business.

I am,  
Yours faithfully

Town Clerk & Chief Executive

# Order of Agenda

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

II - Any statutory business.

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

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

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

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

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

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

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

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

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

# AGENDA

III – Chief Executive to read minutes of the Annual Council Meeting held on Wednesday, 10<sup>th</sup> May, 2017 and the Special Council Meeting held on Friday, 19<sup>th</sup> May, 2017.

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

## EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 26<sup>th</sup> May, 2017.

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 G M Bolt), Director of Environment & Regeneration (Mrs D Eynon), Transport & Plant Manager (Mr S Dugdale) (for Clauses A9 and A10), Executive Officer (Mrs J M Keig) (taking minutes).

### REPORT

The Committee took a moment to remember the victims of the recent bombing in Manchester.

#### **PART A -**

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

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

Apologies for absence were submitted on behalf of the Director of Housing & Property (Mrs S Harrison).

##### **A2. Appointment of Vice Chair**

Resolved, "That it be unanimously agreed that Mr Councillor R H McNicholl be appointed as Vice-Chair of the Committee for the ensuing municipal year."

##### **A3. Declarations of Interest**

No declarations of interest were submitted.

##### **A4. Minutes**

The minutes of the meeting held on Friday 24<sup>th</sup> March 2017 were approved and signed.

##### **A5. Minutes of Special Meeting**

The minutes of the Special Meeting held on Friday 12<sup>th</sup> May 2017 were approved and signed.

##### **A6. Matters Arising From Previous Minutes**

Clause A7 (24<sup>th</sup> March 2017) – Highways (Amendment) Act 2016 / Implications on Pavement Café Licenses: a Member queried the length of time a licence for a pavement café was issued, before it required renewal.

Resolved, "That particulars be noted on the minutes and that the information be provided to Members by email."

Clause A11 (24<sup>th</sup> March 2017) – Twinning Agreement / Invitation to participate in Football Tournament: the Worshipful the Mayor advised that she would submit a report to the next meeting of the Committee following her recent visit to Ballymoney.

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

##### **A7. Referrals from the Environmental Services Committee**

The Committee considered the following referrals from the minutes of the Environmental Services Committee meeting held on Monday 15<sup>th</sup> May 2017:

Chester Street Car Park – Direct Debit Payments: the Committee had considered a proposal to introduce a direct debit payment facility for contract parking spaces at the Chester Street Car Park. It was anticipated that this would encourage the take-up of the contract spaces, especially from individuals.

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

- (ii) That the recommendation, that contract space-holders in Chester Street Car Park be able to have the additional facility of payment by direct debit, be endorsed; and
- (iii) That the recommendation, that an additional annual charge of £15 be levied in addition to the annual fee to cover any administration costs of the scheme, also be endorsed.”

Capital Out-turn 2016 / 2017: the Committee had considered the financial year-end out-turn position on the Capital Programme, including the values spent on all Capital schemes in 2016 / 2017; the reports on variances to the Revised Estimates; and the amounts to be carried forward.

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

- (ii) That consideration of this referral be dealt with at Clause A14 (below).”

#### **A8. Referrals from the Regeneration & Community Committee**

The Committee considered the following referral from the minutes of the Regeneration and Community Committee meeting held on Tuesday 16<sup>th</sup> May 2017:

Capital Out-turn 2016 / 2017: the Committee had considered the financial year-end out-turn position on the Capital Programme, including the values spent on all Capital schemes in 2016 / 2017; the reports on variances to the Revised Estimates; and the amounts to be carried forward.

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

- (ii) That consideration of this referral be dealt with at Clause A14 (below).”

#### **A9. Vehicle and Plant Replacement – Pick-up Vehicle HMN 532N; and Van HMN 425E**

The Committee considered a written report by the Transport & Plant Manager seeking approval for the replacement of two vehicles operating within the Parks Section.

Members were reminded that the Council’s Transport and Plant Policy (as approved in November 2015 by the Executive Committee) set out a programme of replacement for vehicles and plant, and was in place to ensure that the Council’s continued renewal policy was carried out, which ensured a safe and sustainable fleet. This in turn allowed for reduced running costs by using newer vehicles and plant, and a matching of replacement costs with funds built up for such replacements.

It was noted that both vehicles included in this report had surpassed their replacement period of nine years, and funding of £29,000 had been allocated for their like-for-like replacement in the 2016 / 2017 year. The Head of Parks had, however, justified a change to replace both vehicles with double-cab tippers (which would assist with the transportation of teams around the Borough, and reduce non-productive hours spent travelling), and it was noted that the estimated cost was now £35,000.

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

- (ii) That approval be given for the procurement of a tipper vehicle, at an estimated cost of £17,500 to replace pick-up vehicle HMN 532N; and
- (iii) That approval be given for the procurement of a tipper vehicle, at an estimated cost of £17,500 to replace van HMN 425E.”

#### **A10. Vehicle and Plant Replacement – Caged Tipper KMN 188B**

The Committee considered a written report by the Transport & Plant Manager seeking approval for the replacement of a caged tipper operating within the Waste Services Section.

Members were reminded that the Council’s Transport and Plant Policy (as approved in November 2015 by the Executive Committee) set out a programme of replacement for vehicles and plant, and was in place to ensure that the Council’s continued renewal policy was carried out, which ensured a safe and sustainable fleet. This in turn allowed for reduced running costs by using newer vehicles and plant, and a matching of replacement costs with funds built up for such replacements.

It was noted that the vehicle included in this report, although not scheduled for replacement in this current year, had been taken out of service due to high repair costs and unreliability, and its replacement was therefore recommended. Members expressed concern that problems had been encountered, both with this vehicle and an identical vehicle of the same age, and requested that before a decision was made on which make of vehicle to purchase as a replacement, officers should try to establish if any problems had been found with the later models.

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

- (ii) That approval be given for the procurement of a replacement caged tipper, at an estimated cost of £23,000 to replace KMN 188B; and
- (iii) That before a decision was made on which make of vehicle to purchase as a replacement for KMN 188B, officers be requested to try to establish if any problems had been found with the later models.”

#### **A11. Potential for Replacing Advertising Boards with Hanging Signs**

The Committee considered a written report by the Assistant Chief Officer (Regeneration) in relation to options available for businesses to be able to display hanging signs – in addition to other decorative features, such as hanging baskets, flags, or Christmas trees – once advertising ‘A’ boards were removed on 30<sup>th</sup> June 2017.

Local authorities had powers under Section 78 of the Highways Act 1986 to licence items to be placed on the highway, and Members recalled that, in June 2014, the Executive Committee had recommended that the Council should adopt a policy of zero tolerance to advertising boards on the public highway with effect from 30<sup>th</sup> June 2017. Accordingly, officers had been exploring options as to how businesses might display hanging signs as an alternative to floor-mounted advertising boards.

Hanging signs would have the advantage of not creating a hazard for the visually impaired, and also not interfering with street cleaning operations. Additionally, as a highway licence was not required to suspend a hanging sign, the Council would not be expected to issue Highway Licences as it did at present, and, potentially, the permitted design could be tightly controlled by the Department of the Environment, Food, and Agriculture through the Advertisement Consent process.

Three potential options had been put forward and Members considered the advantages and disadvantages of each accordingly (as set out in the written report).

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

- (ii) That the recommendations set out in the written report be not supported; and
- (iii) That no further action be taken in this matter, and that it be for individual businesses to decide if they wished to install brackets for hanging signs and, if they did, then the design be of the individual’s personal choice, which would then be subject to planning approval.”

#### **A12. Monthly Financial Review - March (End of Year) 2016 / 2017**

The Committee considered a written report by the Director of Finance setting out monthly figures for various financial items during the 2016 / 2017 financial year. The report was required to monitor progress against Corporate Plan commitments, and it was noted that the closing balances remained subject to amendment during the year-end accounts closure process.

Members were advised that the target for rates collection had been achieved, as had the target of sundry debts collected, however the target for non-cash and cheque payments had not been achieved. It was also noted that all accounts had been approved; and that all key performance indicators for Finance had been achieved as per the Strategic Governance Objectives as set out in the Corporate Plan.

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

#### **A13. Monthly Financial Review (April 2017)**

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

Members were advised that the Isle of Man Government’s Valuation Office was seeking the Council’s support in reviewing the rateable value of ATM machines which were not located at bank premises, as these were currently not rated. Members noted that the Council already collected rates from properties in which the ATM machines were located, and agreed that, if ATM machines became rated and as a result were then removed, this would be a loss of a service to the public.

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

- (ii) That the Valuation Office be advised that the Council did not wish to be involved in a review of the rateable value of ATM machines which were not located at bank premises.”

#### **A14. Capital Out-turn 2016 / 2017**

The Committee considered a written report by the Assistant Chief Officer (Finance) in relation to the financial year-end out-turn position on the Capital Programme.

The report listed the values spent on all Capital schemes in 2016 / 2017, together with variances to the revised estimates.

Members also noted the values spent on all Capital schemes in 2016 / 2017, the variances to the Revised Estimates, and the amounts to be carried forward in respect of the Environmental Services Committee and the Regeneration and Community Committee (see Clauses A7 and A8 above).

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

- (ii) That approval be given to carry forward to 2017 / 2018 all unspent balances on Environmental Services, Regeneration and Community, and Executive Committee projects, where work was on-going or retentions were payable; and
- (iii) That the level of Capital Expenditure in 2016 / 2017 also be noted.”

**A15. Members’ Attendances and Allowances 2016 / 2017**

The Committee considered a written report by the Assistant Town Clerk seeking approval to submit to the Department of Infrastructure the schedule of meetings attended and allowance payments paid during the financial year ended 31<sup>st</sup> March 2017.

The Council was required by Schedule 2 of the Local Government Act 1985 to publish a report detailing the number of meetings of the Council and its Committees, and the total sums paid to Members. It was also obliged to send a copy of the report to the Department of Infrastructure with a certificate by the Council’s auditors.

Following changes in the structure of Members’ Allowances by the Department of Infrastructure in 2014, the Council had resolved that payments should be made on the basis of a minimum of two hours’ attendance at any meeting, together with provision for preparation time spent by Members in advance of meetings. Therefore, in addition to the number of meetings attended, the schedule also set out the total number of hours claimed by each respective Member, covering both attendance and preparation.

Resolved, “(i) That particulars of the report and the schedule setting out Members’ attendances at meetings and allowances paid during the year ended 31<sup>st</sup> March 2017 be noted on the minutes;

- (ii) 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
- (iii) That the schedule be made available to the public through the Council’s website and at the Town Hall Reception desk, and be circulated to all Members with the Council Agenda for the June 2017 meeting.”

**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.”

***PART C -***

***Matters requiring Council approval***

**C18. Amendment of Standing Order 83 – Election of Vice Chairs by Committees**

The Committee considered a written report by the Assistant Town Clerk proposing an amendment to increase the term of office of Vice Chairs to Committees to two years, in line with Chairmanships.

Standing Orders provided for the appointment of Committee Chairs and Members, and representatives on outside bodies for two-year terms. Currently, each Committee at its first meeting in the municipal year appointed a Vice Chair whose term of office was for one year. Given that other Council offices were for two-year terms, it was proposed to change Standing Orders to make the Committee Vice Chairs’ terms of office the same as those of the Chairs.

Subject to approval of the proposal, Vice Chairs elected from May 2018 would therefore serve until April 2020, when the general election of Councillors was due to take place; and from then onwards, all Vice Chairs would have two year terms in parallel with the Committee Chairs.

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

- (ii) That it be recommended to Council that Standing Order 83 be amended to read as follows

**“83 *Vice-Chair of Committee***

*Each Committee shall, at its first regular meeting after the general election of Councillors, and every two years thereafter, elect a Vice Chair, who shall act in place of the Chair when the latter is absent or indisposed.*

*The Vice Chair shall chair meetings of the Committee in the absence of the Chair, and shall also be entitled to take the Chair’s seat on the Executive Committee in case the Chair is not in attendance”.*”

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

# PENSIONS COMMITTEE

PENSIONS COMMITTEE – Minutes of Meeting held on Wednesday, 24<sup>th</sup> May, 2017.

Members Present: Mr Councillor C.L.H. Cain (Chair), the Mayor, Mr Councillor J. Joughin, Councillor Ms C.E. Malarkey, Mr Councillor F. Horning, Councillor Ms K. Angela, Mr A. Thomas (Independent Member)

In Attendance: Mr M. Freeman, Scheme’s Investment Advisor – Hymans Robertson – Agenda items A1 to A13

Mr M Corkish (Investasure) and Mr T Knight (St James’s Place) – Agenda Item A10

Director of Finance (Mr G.M. Bolt), Assistant Chief Officer (Finance) (Mr E.P. Pierce), Democratic Services Officer (Mrs D.C. Atkinson)

## 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 – 22<sup>nd</sup> March 2017**

The minutes of the meeting held Wednesday, 22<sup>nd</sup> March, 2017 were approved and signed.

##### **A4. Election of Vice-Chairman**

The Chairman invited nominations for the appointment of Vice-Chair for the municipal year 2017/2018.

Resolved, “That Mr Councillor J. Joughin be appointed Vice-Chair of the Pensions Committee for the municipal year 2017 to 2018.”

##### **A5. Training: Responsible Investing**

The Committee received a training presentation on responsible investing. Mr Freeman began by explaining the difference between responsible and ethical investing. Members noted that responsible investment is ensuring good returns in comparison to the risks associated, and it is not within the Committee’s remit to apply ethical mandates unless it has a benefit to assets.

Mr Freeman explained the two types of responsible investment that Fund Managers could be asked to consider, sustainable investment and stewardship and governance. Sustainable investment is recognising the potential financial impact of Environmental, Social and Governance (ESG) factors in investment decision making. Stewardship and Governance refers to acting as a responsible investor and active owners through considered voting of shares, and engagement with company management when required. Members were provided with examples of both types of key dimensions.

Members were presented with a table demonstrating the responsible investment across the Scheme’s assets, it was noted that the manager of the index-tracking UK equity fund was still able to contribute to responsible investing by positive engagement and interaction with companies and the exercise of their voting rights.

Members were asked to consider whether responsible investing should become an investment belief of the Committee, and how this could be implemented. Mr Freeman suggested the first step would be to undertake an evaluation of current processes the fund managers have in place. It was agreed to further consider the option as part of the investment beliefs report.

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

##### **A6. Investment Strategy De-Risking Proposal**

The Committee considered a report submitted by Hymans Robertson, following previous discussions, on the potential de-risking of the Scheme’s investment strategy.

Members were reminded that following the Scheme’s triennial valuation, the Committee were presented with the results from Hymans Robertson’s compASS modelling analysis. This showed that there is

scope to de-risk the Scheme's investment strategy by reducing the equity exposure whilst still having a reasonable chance of being able to achieve the long-term funding objective. The main benefit of gradual de-risking is to progressively reduce the extent of falls in the funding level in situations where the assets might perform poorly and/or gilt yields continue to move lower. Hymans Robertson subsequently prepared and presented a series of slides titled 'Potential investment strategy de-risking' which formed a Committee discussion and an agreement to consider de-risking the fund, but by no more than 5% of the Scheme's assets. At the previous meeting the Committee asked Hymans Robertson to provide further information on three options, to maintain the current investment strategy, de-risk the equity allocation by 3% and de-risk the equity allocation by 5%.

Mr Freeman advised that Hymans Robertson support de-risking assets by either 5% or 3%, as a modest step towards reducing downside risk, thereby investing in a lower risk portfolio as the Scheme's funding level improves further and the Scheme slowly matures over time. The report confirmed that a 5% de-risked strategy at this time has the same probability of success as the current strategy modelled at the previous valuation (65% chance). The 3% de-risked strategy modelled this time has a 66% chance, which is a slightly better outcome than the current strategy modelled at the previous valuation.

Members were advised that by extending the funding target time horizon to 20 years in order to be consistent with the 2016 recovery plan, the probability of success is increased materially (the 5% de-risked strategy has a probability of c.74% and the 3% de-risked strategy has a probability of c.75%).

It was confirmed that this level of de-risking was not expected to have a negative impact on future contributions, and indeed would help offset potentially higher contributions in the event of particularly poor market conditions and a material fall in the funding level.

If Members agreed to de-risking assets, Hymans Robertson recommended the reduction be implemented by selling a portion of the UK Equity Fund and invest in fixed interest and index-linked gilts in order to maximise the liability matching characteristics. It was noted that the UK Equity Fund and the two gilt funds are managed by Canaccord, and the transaction should be relatively straight forward. In response to question, Mr Freeman confirmed the transaction fees will be minimal (less than 0.5%).

The Independent Member suggested that both the UK and Global Equity Funds be de-risked, the UK Equity Fund by 3% and Global Equities Fund by 2%. Mr Freeman confirmed Hymans Robertson could support this asset allocation change. It was noted that this will require selling down of assets held with St James's Place and the transfer of the cash proceeds to Canaccord.

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

- (i) The equities portfolio be reduced by 5% to 40%;
- (ii) The UK Equity Fund be reduced by 3% (to 17%) and the Global Equity Fund be reduced by 2% (to 23%);

Resolution (ii) For:3 Against: 3

The Chairman exercised his casting vote in favour of the motion and the motion was carried.

Mr Councillor J.J. Joughin, Mr Councillor F. Horning and Councillor Ms K. Angela requested that their names be recorded as voting against the resolution.

- (iii) The proceeds of the reduced equities be split evenly (2.5% each) and invested in fixed interest (taking it to 9.5%) and index-linked gilts (taking it to 10.5%)."

#### A7. **Update of Investment Beliefs and Impact of Structural Investment Decisions**

Members were presented with a table listing the six updated beliefs together with an explanation for each belief, the policy outcome and actions point which had been drafted and adopted by the Council in 2013. Members were also presented with a potential new belief for consideration, responsible investing. Members agreed to implement the proposed belief; however a change to the wording in the second column was approved to read 'implementing a positive responsible investment policy will benefit investment returns and risk'. It was agreed that Hymans Robertson produce a report on how to translate the belief into a policy for consideration by the Committee.

Also included in the report was the new fee structure, the Director of Finance explained the fee structure to the new Committee Members.

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

- (i) the six existing investment beliefs, as set out in the report, be noted and approved with no amendments;
- (ii) a further investment belief in relation to responsible investing, as amended by Committee, be added to the beliefs;
- (iii) A report on a draft policy for the new belief be produced by Hymans Robertson for Committee consideration."

**A8. Review of Investment Managers' Performance (St James's Place)**

Mr Freeman gave an overview of the St. James's Place mandate for the first quarter of 2017. The St James's Place mandate returned 6.2% (gross) over the quarter, outperforming the benchmark by 0.4%. The strongest performer of the quarter was the emerging markets which had managed to recover from a particularly poor quarter at the end of 2016.

Resolved, "That the St. James's Place overview be noted."

**A9. Adjournment and Resumption**

The meeting adjourned at 1:15pm and resumed at 2:00pm.

The Mayor and Mr A. Thomas (Independent Member) submitted their apologies for the remainder of the meeting.

**A10. Investment Manager Presentation – Investasure and St James's Place**

Mr Tim Knight of St. James's Place and Mr Martin Corkish of Investasure joined the meeting to present the St. James's Place performance for quarter 1 of 2017.

Mr Knight began by providing a scheme overview, the performance during the quarter was 6.2% and since inception 27.1% p.a., both net of fees. It was noted there had been a £2,000,000 withdrawal during the period as authorised by the Committee for asset rebalancing purposes. Members were presented with the fund and asset allocation during the period.

Mr Knight presented the individual fund performances during the period. The table listed the fund (net of fees) and benchmark returns. In response to question, Mr Knight confirmed they are not currently planning to change any of the funds' underlying investment managers, however the global fund with Artisan is nearing full capacity and a new global manager had been introduced to manage future investments from private clients. The introduction of the new manager will not affect the Isle of Man Local Government Superannuation Scheme.

Members were advised how St. James's Place oversee and select managers. Mr Knight ran through the management of the four managers in the St. James's Place fund, a query was raised regarding the passive management of part of the Global Equity Fund. The Committee requested a breakdown of the fees of each fund in order to demonstrate the reduced fee that is applied for the passive management of part of that fund.

Mr Corkish finished with an update on Investasure.

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

Mr Knight and Mr Corkish were thanked for their attendance and left the meeting.

**A11. Review of Investment Managers' Performance (continued)**

The Committee considered a report by Hymans Robertson reviewing the Investment Managers' performance for the first quarter of 2017 (January to March 2017).

Mr Freeman began by reporting the world market returns during the quarter noting particularly that all markets returned positive returns over the period.

Members were presented with the asset valuation summary. There was £0.5m cash held with Canaccord as a result of the asset rebalancing exercise which was subsequently reinvested in the property fund taking the total fund to £72.7m. It was noted that due to the positive performance of global equities, the asset class is still overweight by 0.7%.

The overall fund outperformed the benchmark by 0.8% during the quarter. Mr Freeman provided a performance breakdown by individual fund.

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

**A12. Capital Market Service**

The Committee considered a presentation by Mr Freeman on capital markets for first quarter of the period, January to March 2017.

Members were presented with the market returns and a series of graphs. Mr Freeman referred to a graph demonstrating the value of sterling relative to the dollar, yen and euro since 1986. The graph highlighted that the fund has benefited through the ownership of foreign assets in the global equity funds, and it may be an opportunity to consider reviewing the future risk of currency movements. Mr Freeman agreed to have a conversation with the managers about how to potentially remove the currency risk.

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

**A13. Review of Statement of Investment Principles**

The Committee considered a report submitted by Hymans Robertson to review the Scheme's Statement of Investment Principles (SIP) as required triennially or whenever material changes have been made to the Scheme's assets.

It was noted that the SIP was last updated in 2015 to include changes to the investment managers.

Mr Freeman explained that the only changes are minor updates to reflect how assets are being managed since the previous SIP review, and no other amendments were required.

Resolved, "That particulars of the report and discussion be noted on the minutes and the Chair and Director of Finance be authorised to sign the updated Statement of Investment Principles which will be made available on the Council's website."

Mr Freeman was thanked for his attendance and left the meeting.

#### **A14. Specified Person to Deal with Internal Dispute Resolution Procedure**

The Committee considered a report submitted by the Director of Finance to seek agreement to the appointment of a specified person.

Members were reminded that the previous specified person had retired in March 2017. There is a requirement for the Committee to appoint a specified person to be responsible for conducting any Internal Dispute Resolution Procedure (IDRP) cases that may arise for the Pensions Scheme.

Following discussions with Capita, the Director of Finance advised that the Senior Technical Consultant suggested the appointment of their Technical Team rather than just one individual. Having the whole team nominated will allow flexibility as for independence the person acting in relation to the dispute cannot have had any previous involvement. It was noted that the account manager for this scheme will not be involved in the Stage 2 process.

There will only be a fee charged if there is a case to be considered.

Resolved, "That particulars of the report and discussion be noted on the minutes and the Technical Team at CAPITA Employee Benefits be appointed as the specified person for the Internal Dispute Resolution Procedure."

#### **A15. Items for Future Report**

The Committee considered a report submitted by the Director of Finance setting out items that are to be considered at future meetings and to review any future training requirements. An additional report, a draft policy on the responsible investment belief, was added to the schedule.

Resolved, "That particulars of the items for future report 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.

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

# EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE

EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE COMMITTEE – Minutes of Meeting held on Monday, 20<sup>th</sup> March, 2017.

Members Present: For Douglas Borough Council - Mr Councillor R.H. McNicholl (Chair). For Onchan District Commissioners - Mr D. Crellin (Member), Mr M. Morrison, Chief Executive/Clerk. For Braddan Parish Commissioners - Mr J.C. Whiteway, Clerk. For Santon Parish Commissioners - Mr N.P. Kelly (Member).

In Attendance: Secretary - Mr P.E. Cowin. Contractor's Representative - Mr A.J. Donnelly.

Apologies: Miss C. Corkill - Braddan Parish Commissioners, Mrs D. Eynon – Douglas Borough Council Officer Representative, Mr S.A. Crook – Contractor's Representative.

## REPORT

### **PART A –**

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

##### **A1. Minutes – 19<sup>th</sup> December, 2016**

The minutes of meeting held on Monday, 19<sup>th</sup> December, 2016 were approved and signed.

##### **A2 Matters Arising from the Minutes**

Copies were circulated of a report by Mr S.A. Crook on behalf of the contractor, advising of progress on a number of issues previously considered by the Joint Committee:

- (a) Covers for the cardboard skips were to be installed in the next week, at the Contractor's expense;
- (b) The landowner had been on site to carry out maintenance work on the trees;
- (c) The trial relaxation of the height restriction on Mondays had had no major impact, and records were kept of the registration numbers of large vehicles entering the Site although they were not being weighed;
- (d) Use of the Site by charities was being invoiced at the cost of disposal;
- (e) The Working Plan for operation of the Site was being updated;
- (f) An incident had occurred involving a user falling while carrying a television set;
- (g) A schedule of items not accepted for re-use was attached;

**It was agreed:** that

- (1) The report be noted;
- (2) The relaxation of the height restriction on Monday afternoons continue, to be reviewed in six months' time;
- (3) Signage be erected to advise users that assistance is available on request;
- (4) The Contractor be asked to research alternative disposal methods for items not accepted for re-use, such as mattresses.

##### **A3. Operational Statistics**

The Joint Committee noted the operational statistics for the Site from April 2016 to the end of January, 2017, together with statistics for the 2015/16 for comparison.

##### **A4. Opening Hours**

The Joint Committee reviewed the opening hours of the Site, in the light of recent changes to the opening times of the Southern Civic Amenity Site. Members were concerned that the reduction in the hours of the Southern Site might lead to increased usage of the Eastern Site.

Members also commented that the expressed wish of the Department of Infrastructure to standardise opening hours across all four Civic Amenity sites was not being followed.

**It was agreed:** that no change be made to the approved opening hours of the Site, but that the Contractor be asked to monitor whether usage has increased significantly following changes to opening times of the Southern Site.

**A5. Waste Working Group**

The Secretary advised that an invitation had been received from the Department of Infrastructure for a representative of the Joint Committee to attend a meeting of the political Waste Working Group on 12<sup>th</sup> April, 2017, for which meeting the agenda included matters relevant to the Civic Amenity Sites.

Mr Morrison suggested that the meeting might address the issue of inconsistency of opening times, etc.

The Chair advised that he was unable to attend due to the date being that of the monthly Douglas Borough Council meeting. The Vice-Chair, Mr Crellin, advised that he would be in attendance anyway, as a member of the Working Group, and would therefore be able to represent the Joint Committee. Mr Kelly advised that he would be available to attend if required.

**It was agreed:** that Mr Crellin represent the Joint Committee at the meeting on 12<sup>th</sup> April, and that the Secretary seek further information on the subjects to be considered in order to brief Mr Crellin beforehand.

**A6. Next meeting**

It was agreed that the Joint Committee meet next at the end of July 2017, the exact date to be subject to consultation by the Secretary with the respective authorities nearer the time.

The meeting ended at 4.30pm.

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

# HOUSING COMMITTEE

HOUSING COMMITTEE – Minutes of Meeting held on Wednesday, 17<sup>th</sup> May, 2017.

Members Present: Councillor Mrs C.L. Wells (Chair), the Mayor, Councillor Ms C.E. Malarkey, Councillor Mrs E.C. Quirk, Mrs J. Quaggan (Independent Member).

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

## REPORT

### **PART A –**

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

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

Apologies for absence were submitted by Mr Councillor C.L.H. Cain, Mr Councillor J.E. Skinner, J.P. and the Director of Housing and Property.

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

There were no declarations of interest.

##### **A3. Minutes – 15<sup>th</sup> March, 2017**

The minutes of the meeting held on Wednesday, 15<sup>th</sup> March, 2017, were approved and signed.

##### **A4. Appointment of Vice Chair**

The Chair invited nominations for the appointment of Vice-Chair for the municipal year 2017/2018.

Councillor Ms C.E. Malarkey was nominated by Councillor Mrs E.C. Quirk, seconded by Mrs J. Quaggan, Independent Member.

There were no further nominations.

Resolved unanimously, “That Councillor Ms C.E. Malarkey be elected to serve as Vice-Chair for the municipal year 2017/2018.”

##### **A5. Capital Outturn 2016/2017**

The Committee considered a report submitted by the Assistant Chief Officer (Finance) reporting the financial year end outturn position on the capital programme.

Members were presented with the values spent on all capital schemes in 2016/17 and reports on variances to the revised estimates and amounts to be carried forward.

The Assistant Chief Officer (Income) provided an explanation for the increase in values to the Willaston Refurbishment Phase 2 capital programme.

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

- (i) The carry forward to 2017/2018 of all unspent balances on projects where work is on-going or retentions are payable be approved; and
- (ii) Approval be given to increase the Willaston Refurbishment Phase 2 Capital Programme values to equal the petition value approved of £1,672,888 broken down as follows;
  - a) £789,300 up to 31<sup>st</sup> March 2016;
  - b) £829,600 in 2016/17;
  - c) £53,988 in 2017/18.
- (iii) The level of Capital Expenditure in 2016/17 be noted.”

##### **A6. Void Properties Update Year Ending 31<sup>st</sup> March 2017**

The Committee considered a report submitted by the Assistant Housing Manager (Maintenance) advising on the number of vacant social housing properties for the year ending 31<sup>st</sup> March, 2017.

The Committee noted there had been 175 void properties returned during 2016/17. The Assistant Chief Officer (Housing and Property) advised this figure had been attained due to part funding from the responsive and cyclical maintenance budgets.

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

#### **A7. Void Properties List – April 2017**

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

The Committee noted the latest position of 21 void properties as at the end of April 2017. The Chair advised that a significant number of the properties listed had been returned during April.

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

#### **A8. Minimum Voids Standard**

The Committee considered a report submitted by the Assistant Housing Manager (Maintenance) advising on the extent of works undertaken to void properties prior to re-let.

Members recalled that approval had been given to the revised Void Management Policy at the March 2016 Committee meeting. As concern over the condition of redecoration of some properties had been expressed the Chair had requested a review of the policy.

Appended to the report was the Void Management Policy, the re-let standard officer guidelines and a breakdown of the voids redecoration cost per property.

The report advised although it was preferred that properties are returned for let in a standard similar to the decant properties for the Willaston External Refurbishment; there were a number of implications to budgets and timescales. The Assistant Chief Officer (Housing and Property) advised that in order to increase the voids budget to allow for the full redecoration of each property a significant rental increase would be required. Alternatively there would be continued impact on the responsive and cyclical maintenance budgets and on transfers.

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

- (i) The existing Void Management Policy as shown in appendix one of the report remain unchanged due to budgetary constraints subject to an amendment to paragraph 4 of page 5 to read “Where the decorative condition is poor, the Council’s Housing Service will consider the provision of decoration materials to the new tenant”; and
- (ii) Officers be authorised to apply discretion to each void property inspected with the authority to spend more on a property if deemed appropriate.”

#### **A9. Housing Request Refusals**

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) on the proposed housing request refusals. All such refusals are made by housing management officers in accordance with current Council policy, Government regulations and guidance.

Appended to the report was the list of proposed housing request refusals detailing five applications, together with the housing allocation policy.

At the request of the Committee the Assistant Chief Officer (Housing and Property) provided further details of each case. During the discussion the Chair opined that there was insufficient information being presented to the Committee in order that an informed decision be made.

Subsequent to consideration of the particulars of each case Members agreed to the approval of the proposed housing request refusals with the exception of Case numbers three and five.

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

- (i) Approval be given to the proposed housing request refusals as shown in appendix one, which comply with current Council policy and current Department of Infrastructure regulations and guidance with the exception of case numbers three and five; and
- (ii) In respect of case number three, officers be authorised to review the transfer request and the properties adaptations and make a decision based on their findings; and
- (iii) In respect of case number five, approval be given to the mutual exchange request subject to the tenant’s agreement of additional conditions.”

#### **A10. Refusal for Douglas Borough Council to Replace Shower with Bath**

The Committee considered a report submitted by the Assistant Housing Manager (Maintenance) on a tenant request to remove and replace their existing shower cubicle with a bath. The report recommended refusal of the application.

Set out in the report were the details of the tenant’s circumstances. Members reviewed and discussed the particulars of the application. It was noted that removal of the shower and installation of a bath would cause unnecessary disturbance to the finish and would cost approximately £1,000. It was further noted that the tenant was informed that the shower would not be replaced at the time of viewing the property and accepting the transfer to the property as is.

Resolved, "That particulars of the report and discussion be noted on the minutes and approval be given to the refusal on the grounds that a modern shower cubicle exists at the property and the tenants had foreknowledge that the shower would not be replaced. The Committee would however be willing to approve a mutual exchange as an alternative."

#### A11. **Items for Future Consideration**

The Committee noted the monthly report setting out items which will be considered at future meetings.

The Assistant Chief Officer (Housing and Property) advised of an item to be removed from the schedule and a further item to be added.

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

#### **PART B –**

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

There were no items requiring Executive Committee approval.

#### **PART C –**

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

#### C12. **Willaston Sheltered Housing Project**

The Committee considered a report submitted by the Assistant Chief Officer (Housing and Property) on the progression of the Willaston Sheltered Housing capital project.

The report advised that following Committee approval of the stage II Report in September 2016, discussions were on-going with the Department of Infrastructure in an attempt to reach agreement to progress the design. Subsequently, the Council had acquired the Willaston Church site leading to the possibility of revisiting the designs made so far, to ensure that maximum benefit of the now enlarged sheltered complex site is realised. Set out in the body of the report were the main points for the Committee to consider.

As the scale of the project has increased, the design team's professional fees had increased proportionately. The Assistant Chief Officer (Income) advised of a change to the figures contained in the report.

There was discussion about the inclusion of a community hall facility. The Chair advised that its provision would require funding from a rate-borne subsidy. It was therefore agreed to make no provision for a community hall. However, Members recognised the need for further discussions to take place.

The report advised that Ballanard Court Sheltered Complex is no longer considered ideal as the accommodation provided are small bed-sit type flats that are in need of refurbishment and modernisation. The report recommended closure of the complex for sheltered use and that all tenants transfer to the new complex once complete. The Committee agreed to this recommendation. It was noted that Ballanard Court could then be refurbished and modernised to provide two bedroomed flats for general housing use, predominantly for those over 50 years of age.

The Committee affirmed their earlier decision that the provision of fitted carpets be not included in the project as this element is not supported by the Department of Infrastructure.

Based on the assumption that there will be 60 flats in total, it was agreed that 50% of the total 60 flats will be sheltered accommodation, (20 of which will be 1 bed and 10 will be 2 bed flats) and the remaining 30 flats will be 2 bed general access flats for those over 50 years of age. Members noted that the final figure of total number of flats will not be known until the design is complete.

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

- (i) The content of the report together with the recommendations set out in the body of the minute form the revised client brief to the design team; and
- (ii) Approval be given to the revised total project professional fees for all design work required from now up to stage I3 only (tender) in the sum of £371,571 being 65% of the total fees; and
- (iii) The Chief Executive be authorised to petition the Department of Infrastructure for borrowing powers in the above amount, being the loan amount required to defray the cost of the professional fees up to tender stage; and
- (iv) The Department of Infrastructure be advised that an assessment of the Council's Housing Reserve Fund has been undertaken to establish if sufficient monies were available to fund the proposed scheme via that source."

The meeting ended at 12.20pm.

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, 16<sup>th</sup> May, 2017.

Members Present: Mr Councillor S.R. Pitts (Chair), the Mayor, Councillor Miss N.A. Byron, Councillor Mrs R. Chatel.

In Attendance: Director of Housing and Property (Mrs S. Harrison), Director of Environment and Regeneration (Mrs D. Eynon), Assistant Town Clerk (Mr P. 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 within the scope of the Committee's delegated authority***

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

Councillor Ms J. Thommeny submitted apologies for absence.

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

There were no declarations of interest.

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

Resolved unanimously, "That Councillor Ms J. Thommeny be appointed Vice-Chair of the Regeneration and Community Committee for the municipal year 2017-18."

##### **A4. Minutes – 14<sup>th</sup> March 2017**

The minutes of the meeting held Tuesday, 14<sup>th</sup> March, 2017, were approved and signed.

##### **A5. Matters Arising**

Clause A7, Kaye Memorial Gardens – Stone Columns – The Chairman had withdrawn this clause for further consideration at the April Council Meeting. In response to question on how to proceed, Members requested sight of the initial report which advised that the pillars would require additional support to remain in place. It was agreed that the item be deferred pending this report and a further report on options for the gardens if the pillars remain in situ.

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

##### **A6. Application to organise a weekly 'Parkrun' event in Noble's Park**

The Committee considered a report submitted by the Head of Parks to progress an application by Noble's Parkrun (community group) to organise weekly 'Parkrun' events in Noble's Park.

The 'Parkrun' will be free for all entrants and will usually take place on Saturday mornings. Members noted there will be no costs to the Council and all park run events will be booked through the Parks Services events diary.

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

- (i) The application by Noble's Parkrun (the applicant) to hold 'Parkrun' events in Noble's Park be approved;
- (ii) No charge for facilitating the event in the park be payable by the applicant;
- (iii) Any applicable site set up and breakdown costs be charged to the applicant;
- (iv) Costs applicable to the preparation of a legal agreement be charged to the applicant;
- (v) Any pre or post event set up and reinstatement costs be charged to the applicant."

##### **A7. Douglas Carnival**

The Committee considered a report submitted by the Town Centre Manager and Democratic Services Officer to consider changes to the event layout in order to improve the Carnival event.

Following a review of the Carnival event, the report suggested utilising Harris Promenade for the main Carnival spectator area. Prior to the parade, performances could take place in the area, and the beach could be utilised for competitions such as sandcastle building, kite flying and a polo match. Attractions and concessions could be offered pitches on the walkway. The wheelie bin race could become an arena race effectively using the Sefton Island as a guided track, and live commentary could be installed in the area. Upon the arrival of the Carnival parade to Harris Promenade, it is proposed to divert the procession around Sefton Island and halt the parade at the bottom of Broadway. The floats and walking entries would then become a static display and spectators will have the opportunity to watch performances and observe floats in closer proximity. Judging and the announcement of winners could also take place in the area.

The change in route would eliminate the need for a road closure and suspension of parking on Loch Promenade. This would save approximately £800 and significantly reduce the manpower required for the area.

It was noted that Hospice had not yet been approached about the change in layout; Members were presented with different options for Hospice to consider. It was agreed that officers be authorised to enter into discussion with Hospice about a change in route.

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

- (i) The Carnival parade finish at Harris Promenade to form a static display;
- (ii) Hospice be asked to reconsider their Colour Me Rainbow race route."

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

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

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

#### ***PART B –***

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

#### **B9. Capital Outturn 2016/17**

The Committee considered a report submitted by the Assistant Chief Officer (Finance) to receive the financial year end outturn position on the capital programme.

Members were presented with a list of values spent on all Regeneration and Community capital schemes in 2016/17, the totals and reports on variances to the revised estimates. The Revised Estimate for 2016/17 was £523,500 and £454,600 was expended, totalling an under spend of £68,900. It was proposed to carry forward £55,000 for the Summerhill Glen decorative LED lighting phase 2 project.

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

- (i) The carry forward to 2017/18 of all unspent balances on projects where work is ongoing or retentions are payable be recommended to the Executive Committee;
- (ii) The level of Capital Expenditure in 2016/17 be noted."

#### ***PART C –***

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

There were no matters requiring Council approval.

The meeting ended at 11.12am.

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

# ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 15<sup>th</sup> May, 2017.

Members Present: Mr Councillor R.H. McNicholl (Chair), the Mayor, Mr Councillor J. Joughin, Mr Councillor F. Pabellan, Mr Councillor F. Horning.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Assistant Chief Officer (Environment) (Mr A. Donnelly), Senior Engineering and Waste Services Manager (Mr A. Crook) (Items A1 to A6), Accountancy Manager (Mr R. Davies), Building Control Manager (Mr N. Kaighin) (Items A8 & A9), Dilapidation Enforcement Officer (Mr A. Gordon) (Items A8 & A9), Assistant Town Clerk (Mr P. Cowin), Assistant Democratic Services Officer (Miss C. Cullen).

## REPORT

### **PART A –**

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

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

Apologies for absence were submitted by Councillor Ms K. Angela.

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

There were no declarations of interest.

##### **A3. Minutes – 13<sup>th</sup> March, 2017**

The minutes of the meeting held on Monday, 13<sup>th</sup> March, 2017, were approved and signed.

##### **A4. Appointment of Vice-Chair**

The Chair invited nominations for the appointment of Vice-Chair for the municipal year 2017/2018.

Nominations were put forward for Mr Councillor J. Joughin and Mr Councillor F. Horning.

The votes were cast as follows;

Mr Councillor J. Joughin     2

Mr Councillor F. Horning    2

The Chair exercised his casting vote for Mr Councillor J. Joughin.

Resolved, “That Mr Councillor J. Joughin be elected Vice-Chair for the municipal year 2017/2018.”

##### **A5. Free Lamppost Advertising During Elections**

The Committee considered a report submitted by the Director of Environment and Regeneration which had previously been considered at the February 2017 Committee meeting. The Director of Environment and Regeneration advised that there had been no change to the original report. Members recalled that following debate at the March 2017 Council meeting the Vice-Chair had agreed to refer the matter back to the Committee for further consideration.

The Chair reported that feedback received had indicated it was the view of some Members of Council that the free advertising scheme should be approved as the original reported set up costs would not be incurred again. The Director of Environment and Regeneration advised that whilst it was recognised that set-up costs would not be incurred this time around, officers could not quantify the exact costs to the Council as we cannot foresee the number of candidates taking up the scheme.

The Director of Environment and Regeneration reminded Members that should the free scheme be approved it would impact upon those candidates standing in the upcoming Bye Election for the Ward of St. George's.

Members discussed the potential advantages and disadvantages of introducing the free scheme. The Chair proposed that scheme be approved subject to a review being undertaken by officers after a twelve month period.

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

- (i) There be no charge for election posters/banners fixed to lighting columns for a two week period before the date of any election to the Douglas Borough Council or to the House of Keys for a Douglas Constituency, nor for a one week period after the completion of election be introduced immediately for a period of twelve months; and
- (ii) A further report to Committee on the outcome of the free scheme thereafter; and
- (iii) A bond of £200 be deposited by each candidate, prior to permission being granted to affix posters, to allow the Council to remove the posters/banners after the expiry of one week if not removed by the candidate.”

During discussion of the item the Assistant Chief Officer (Regeneration) joined the meeting.

#### **A6. Proposed Specification for Douglas Beach Management Contract 2017-2020**

The Committee Considered a report submitted by the Senior Engineering and Waste Services Manager on the proposed performance specification for managing Douglas Beach.

The Director of Environment and Regeneration advised that subsequent to a meeting that had taken place between the Leader of the Council, the Chair of the Committee and Chief officers an amendment to the specification had been proposed. Hard copies of the amended version were circulated.

Members noted that the main change to the specification related to the frequency of seaweed removal and that it is proposed to carry out seaweed removal daily during the summer months and on an as needs basis during winter months.

The report outlined a summary of the main items of the specification which was reviewed by the Committee. During the discussion it was agreed that the dates as detailed in Clause 5.6.1 would be the week before Easter to 1<sup>st</sup> October. Following concerns raised by the Chair, it was agreed that the Director of Environment and Regeneration review and amend the wording of Clause 5.6.1 and recirculate to the Committee.

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

- (i) The proposed Douglas Beach Management Contract 2017-2020 specification be approved in full; and
- (ii) Tenders are sought with a further report to Committee in June, to include a comparable cost for the works to be carried out in-house.”

#### **A7. Adjournment, Resumption and Attendance**

The Committee adjourned at 11.20am to 11.25am. The Senior Engineering and Waste Services Manager left the meeting and the Building Control Manager and Dilapidation Enforcement Officer joined the meeting.

#### **A8. Service of Notice – The Villiers Development Site, Douglas**

The Committee considered a report submitted by the Dilapidation Enforcement Officer on the appearance of the timber hoardings at the Villiers Development site which is considered to be detrimental to the amenities of the neighbourhood.

The Dilapidation Enforcement Officer reported that following discussion with the IOM Arts Council on ways to brighten up the area a community arts project was being developed, the matter was now progressing with artists agreeing to get involved and a few corporate sponsors had come forward.

He further advised that Chapman’s and the owners have agreed to repair and paint the hoardings before the end of May. It was noted that approval to serve notice under section 24 of the Building Control Act 1991 would ensure that the Council had the authority to step in and complete the works prior to TT if the owners failed to deliver as agreed.

Resolved, “That particulars of the report and discussion be noted on the minutes and that approval be given for the service of notice under Section 24 of the building Control Act 1991, on the owners of the Villiers Development Site. The notice would relate to the repairs, cleaning and repainting of the timber hoardings surrounding the land designated as development potential in the Villiers Square.”

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

The Committee considered the schedule of neglected, dilapidated, ruinous and dangerous properties being dealt with on behalf of the Council.

The Dilapidation Enforcement Officer advised that work was on-going to establish the owners of the Pitcairn Hotel and the Wyndham in order that notice can be served. He further reported that both properties have been internally inspected by a Structural Engineer and Environmental Health. Members noted that in the opinion of the Structural Engineer, neither property posed any immediate danger to the public. However, Environmental Health has determined significant water ingress at the Wyndham. It was agreed that the structural engineer’s report be circulated to the Committee when it is received.

Members recognised the progress that had been made by the owner of 'The Nook', Quarterbridge Road. The Dilapidation Enforcement Officer advised that he was satisfied that progress was being made in line with their previous agreement.

Members were presented with a case closed report in relation to the former Elite Car Sales showroom. It was noted that, as an interim measure, temporary improvements had been made to the site as the building is due to be demolished.

Appended to the schedule was the Dilapidations Monthly Report for April 2017. The Dilapidation Enforcement Officer explained that this was the first of a monthly report to be presented to the Committee which demonstrated an overview of the number of new and closed cases.

Members recalled that at the November 2016 meeting the Building Control Manager had informally asked if they wished to attend a site visit of a property in order to receive awareness training on Building Regulations. The Building Control Manager advised that subsequent to completion of the Microgaming Office development an invitation was extended to the Committee for a site visit on Thursday, 18<sup>th</sup> May at 11.00am. It was agreed that the Building Control Manager advise the Committee of the full details accordingly as soon as practicable.

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

The Building Control Manager and the Dilapidation Enforcement Officer were thanked for their attendance and left the meeting at 12.05pm.

#### **A10. Items for Future Consideration**

The Committee considered the monthly report setting out items which will be considered at future meetings. Members noted the reports listed.

Following a request from the Chair, the Assistant Chief Officer (Environment) provided an update on the recycling trial for flats.

#### ***PART B –***

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

#### **B11. Capital Outturn 2016/2017**

The Committee considered a report submitted by the Assistant Chief Officer (Finance) reporting the financial year end outturn position on the capital programme. Members noted the values spent on all capital schemes in 2016/2017 and reports on variances to the revised estimates and amounts to be carried forward.

Members discussed the LED Lantern replacement programme. It was noted that a number of complimentary comments had been received from members of the public.

The Assistant Chief Officer (Environment) provided an update on the Queens Promenade toilet proposals following an update request from the Chair. It was agreed that upon completion of the drawings for the proposal the Assistant Chief Officer (Environment) advise the Chair accordingly.

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

- (i) The Committee recommend to Executive Committee the carry forward to 2017/2018 of all unspent balances on projects where work is on-going or retentions are payable; and
- (ii) The level of Capital Expenditure in 2016/2017 be noted."

#### **B12. Direct Debit Payments – Chester Street Car Park**

The Committee considered a report submitted by the Assistant Chief Officer (Income) on the proposal to introduce a direct debit payment facility for contract parking spaces in Chester Street Car Park.

The report advised that there are currently 26 vacant contract spaces in Chester Street car park totalling a loss of income of £28,392 net of VAT. Members noted that by introducing the facility for all Chester Street car park contract holders to pay by direct debit, it was anticipated to encourage the take up of contract spaces resulting in an increase in income. The report further advised that one of the conditions of payment by Direct Debit would be that the Council would re-let the space in the event of missing payments.

The Assistant Chief Officer (Regeneration) explained that many of the current contract holders in Chester Street car park are individuals, whereas in Shaw's Brow the majority of contract spaces are leased by companies. As a result, these individuals may find it more difficult to pay an upfront annual sum in one single payment.

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

- (i) The Committee recommend to Executive Committee that contract space holders in Chester Street car park be able to have the additional facility of payment by Direct Debit; and

- (ii) The Committee recommend to Executive Committee that an additional annual charge of £15 be levied in addition to the annual fee to cover any administration costs of the scheme, by setting up a monthly payment of £110.45 (including VAT).”

***PART C –***

***Matters requiring Council approval***

There were no items requiring Council approval.

The meeting ended at 12.25pm.