

GARFF PARISH DISTRICT COMMISSIONERS
Statutory Meeting: Wednesday 4th October 2017, 7.00 pm

Minutes

Present: Mr N. Dobson (ND), Mr S. Clague (SC), Mrs M. Fargher (MF), Mr T Kenyon (TK), Mr L. Miller (LM), Mr R. Moughtin (RM), Mrs J. Pinson (JPN), Mr. J. Quayle (JQ).
 Officers: Mr M. Royle, Deputy Clerk/RFO (MR), Mrs Julie Peel
 Housing Manager (JPL).
Apologies: Mr P. Burgess, Clerk (PB), Mr P. Kinnish (PK).

Meeting commenced at 7.00 pm.

91/17.a **ND** advised that **SC** had requested if item 91/17.a could be discussed at the beginning of the meeting as he had to attend another meeting. This was agreed and the matter was dealt with as the first agenda item.
All Saints Church, Lonan – Update on progress of business case and petition process.
SC briefed Members on progress with the All Saints Church Project. A statement detailing the project had been redrafted by Mr Pass and **MR**. This had been submitted to Mr McCusker at DOI on the 22nd of October 2017. **MR** reported that he had contacted Mr McCusker on the 2nd of October 2017 and been advised that the statement would be considered by senior officers of the Local Government Unit and feedback given to the Commissioners in due course. **MR** to contact Mr McCusker for feedback on 05.10.17.
SC advised that assistance had been provided by Edith and Carol Quayle from L&LHT who had produced a brochure document giving history and contextual details of All Saints Church. **SC** thanked them for producing this document.
 7.08 pm **SC** left this meeting at the conclusion of this discussion.

Attendance of Members of Laxey & Lonan Heritage Trust.
ND welcomed Mr Campbell, **Mr Wild**, and **Mr Scarffe** from L&LHT to the meeting. Mr Campbell advised that he had felt a meeting with the Commissioners was necessary and would assist in clarifying the structure of the Trust and channels of communication with the Commissioners. He referred to the two Members of the Commissioners who were on the Trust and advised that it was their role to relay back to the Commissioners' Board any heritage issues that the Trust would like to bring to attention, and vice-versa, any issues that the Commissioners wished to bring to the Trust's attention. He confirmed that the Trust's minutes could only be circulated amongst Members on the Committee of the Trust. This was noted.
Mr Campbell also referred to comments by some Commissioners questioning if Maughold could be incorporated into the activities of the Trust. He advised that the volunteers at the Trust were fully engaged with their current activities and could not consider expansion at this stage. **MF** stated that the requests for expansion to a 'Garff Heritage Trust' had not come from the Maughold Ward representatives, going on to say that this was largely because they knew how much work the Trust was doing with limited resources. **MF** suggested that some initiatives could be undertaken such as the re-printing of the 'Garff Heritage Trail' document for distribution from the Trust's Information Centre. **Mr Campbell** welcomed this suggestion and offered the expertise of the Trust to assist in updating and producing the document. **Mr Campbell** referred to the funding provided by the Commissioners for the Information Centre, and added that the Trust already provided information about Maughold from the Centre and would welcome and disseminate any new material that was provided. **Mr Wild** advised that the Trust did undertake works in Maughold and referred to a recent trip by their volunteers to Maughold to clear the MER Sidings at Dhoon in preparation for a Heritage Event. **MF** thanked the Trust for all their hard work. The Board offered their full support to the Trust.
TK asked when the play train would be installed. **Mr Wild** confirmed that it was hoped that it would be installed on the 31st of October 2017.

Attendance of MR Chris Penketh of Penketh Millar Architects at the meeting.
 Mr Penketh had been briefed to design a two-storey toilet block with disabled facilities that would be suitable for the north west corner of the Valley Gardens in Laxey. An initial design had been circulated previously and Mr Penketh explained the rationale behind his design which was to minimise the impact of the building by having a stone faced 1st storey whilst the second storey would emerge from above the wall line in a different finish such as corten steel or cedar cladding. Mr Penketh had spoken with the Planning Officer who had indicated that a split-finish design would be more acceptable than a fully stone clad

	<p>building. Mr Penketh also advised that he had shown a flat roof as this would keep the height of the building lower and minimise its impact. There followed discussion of the weatherability of both corten steel and flat roofs. Mr Penketh advised that such matters would be fully assessed should the design he had proposed be progressed to the next stage. JQ stated that the corten steel option was attractive and contemporary, whilst JPN felt that that option would be unsightly. It was noted that other finishes for the first floor cladding could be considered. LM asked whether a 'living wall' finish could be incorporated. Mr Penketh felt that this would also be possible. MF referred to an industrial stone structure that had been at the site when the washing floors were in use. She felt that this may perhaps be an opportunity to re-instate a structure that had previously existed. It was agreed to reserve further discussion until the next meeting when the design and type of cladding could be considered further. Mr Penketh advised that once a design and materials were selected, he would be able to arrange for a QS to determine build costs and potential budgets. MF requested that L&LHT be involved in the discussions of design finishes. TK advised that he would raise the matter with them at the next meeting of the Trust.</p>	<p>On agenda 18.10.17</p> <p>TK</p>
89/17	Planning Matters	
	Planning Applications	
a)	<p>17/01010/B - Mona Villa Glen Road Laxey Isle Of Man IM4 7AP, Alterations and extension to existing property including construction of utility room and installation of glazed door to rear. <i>There were no objections to these proposals.</i></p>	
b)	<p>17/01011/B - Stroanville House Fairy Cottage Laxey Isle Of Man IM4 7BR, Alterations to external openings of property and landscaping works to garden (retrospective). <i>There were no objections to these proposals.</i></p>	
c)	<p>17/01020/C Elgin Stables, Jacks Lane, Port-e-Vullen, Change of use of existing accommodation to self-catering accommodation. <i>There were no objections to these proposals.</i></p>	
d)	<p>17/00736/B Ainchea, Corony Bridge, helipad & assoc. landscaping; Further contextual information from the Applicant. <i>The additional information submitted was noted.</i></p>	
	Approval Notices	
e)	<p>PA 17/00865/B – Geay Voar Dreemskerry, Replacement of existing glazed conservatory roof with tiles. <i>This was noted.</i></p>	
	Withdrawal Notice	
f)	<p>17/00816/B – Field 624380, Jacks Lane, Port-e-Vullen, Widening of an existing field access. JQ raised concerns that this widening had already been completed. MR was instructed to visit the site and report back to the meeting on October the 18th.</p>	MR
90/17	Approval of Minutes	
a)	Approval of minutes of the meeting of 20 th September 2017.	
91/17	Matters Arising & Other Business	
-	<p>MF referred to the 'Garff Heritage Trail' document that had been produced around fifteen years ago. MR to arrange for an update and reprint.</p>	MR
-	<p>JPN asked if any actions had been taken to retrieve the Lonan Commissioners Board since the meeting on September the 20th. MR advised that no actions had been taken, but the matter was scheduled and would be dealt with in due course. There followed discussion of the layout and furniture in the Boardroom. JPN advised that a boardroom table of a suitable size was available. It was agreed that this should be collected and installed in the Boardroom. The Boardroom would also be cleared of files and other furniture. The Lonan Board could be installed once it was retrieved from the Public Records Office and the need for redecorating assessed.</p>	

a)	All Saints Church, Lonan – Update on progress of business case and petition process. <i>This matter had been dealt with at the beginning of the meeting (see above).</i>	
b)	Garff Commissioners Financial Statements year end 31st March 2017 – Recommendation that the Authorities accountant, Mr Ian Begley, attend the meeting 18th October 2017 to brief the Commissioners on the first financial statement following the Garff authorities amalgamation. <i>It was agreed that Mr Begley should attend the next meeting. MR gave a brief report on the progress with YE 17 accounts. The accounts were scheduled to be ready for submission to the Auditors by Tuesday 10th of October. The Commissioners' retained accountant, Mr Begley, and the RFO, would give a full report to the Board on YE 17 accounts at the next meeting on the 18th of October 2017. TK asked if there was any information on savings. MR stated that there were already indications of savings in audit/accounting and on Insurance, but asked if further comment could be reserved for the statement by the RFO and Mr Begley on the 18th of October. RM asked for clarification of the RFO's role in preparing the accounts for the auditors. MR stated that his role as RFO was to oversee the accounting systems and process, make sure that data was entered with regularity and accuracy, to ensure that monthly financial reports were submitted to the Board, and to ensure that all staff employed and contracted in relation to the Commissioners' accounts were competent and able to carry out their duties efficiently and effectively in order that the financial statements of the Authority were presented to the auditors to the highest standards and on time. There had been some delays in this first year due to the complexity of weaving together four sets of local authority accounts (Laxey, Lonan, Maughold, and Cool Roi) into a unified statement. Mr Begley had stated that although the process had been complicated it had not been as difficult as he had anticipated. Mr Begley would deliver his independent report directly to the Commissioners at their next meeting on the 18th.</i>	
92/17	General correspondence	
a)	Manx Whippy – Email dated 26 th September thanking the Commissioners for their support during 2017 and proposals to make more frequent visits to Maughold. <i>This was noted.</i>	
b)	Jurby Parish Commissioners – Invitation to attend Civic Service, Sunday 15 th October 2017, at 11.15am. <i>This was noted.</i>	
c)	Ramsey Town Commissioners – Invitation to attend Municipal Sunday, 22 nd October, at 3.00pm. <i>This was noted. RM to attend if possible.</i>	
d)	English Fell Running Championship July 2018 – Proposal to hold one of the rounds of the series starting on Laxey Promenade and finishing at the summit of Snaefell, using the Sea to Summit course. Sean McLachlan seeks support from the Commissioners to hold the round in the Sheading. <i>Members welcomed this initiative. MR was asked to contact Mr McLachlan and ask if there any ways in which the Commissioners could assist. JPL suggested that the Commissioners could award a 'Garff Trophy' for performance in some aspect. MR to contact Mr McLachlan.</i>	MR
93/17	Committee Reports	
a)	Municipal Association – <i>RM advised that the September meeting had been attended by the Treasury Minister, Alf Cannan.</i>	
b)	Laxey & Lonan Heritage Trust – ntr	
c)	Laxey & Lonan Sports and Community Facilities – ntr	
d)	Northern Traffic Management Liaison Committee – ntr	
e)	Northern Neighbourhood Policing Team Community Partnership meeting – ntr	
f)	Regeneration Committee – ntr	
g)	Eastern Civic Amenity Site Joint Committee - ntr	

h)	Northern Civic Amenity Site – ntr	
i)	Northern Swimming Pool Board – JQ advised that there was a meeting on the 11 th of September – ntr.	
j)	Northern Area Housing steering group – MF advised that herself, JQ and PB had attended a presentation on the progress with public housing provision and organisation.	
k)	Northern Sheltered Housing Committee - ntr	
l)	Eastern Area Housing steering group - ntr	
m)	Waste Management Steering Group – ntr	
n)	Cooil Roi Sub-Committee – JPL advised that the Committee had responded to the Department's request for views on the need for a rent increase this coming year. JPL advised that the Committee had suggested that there was no need for a rise, but, if a rise were necessary, it should be kept in line with inflation. JPL also advised that she was assessing the future need for sheltered housing accommodation in the Sheading with Officers from the Department. This 'needs survey' would need to be completed before any proposals for additional housing provision were put forward. JPL also advised that fire training had taken place that morning for both Cooil Roi and staff from the office and from the maintenance team.	
o)	All Saints Church Sub Committee – this matter was dealt with at 91/17.a.	
p)	Glen Road Recreation Committee – MR reported that PB, RM, TK , and representatives of Laxey and Lonan Sports and Community Facilities had attended a sub-committee meeting on Tuesday 19 th of September. Two actions had been requested which PB had undertaken: <ol style="list-style-type: none"> 1. Information had been received on email that the Insurers would in principle insure the proposed recreation Centre at the location on Glen Road. 2. PB had also contacted Mr Paul Bridson, Head of Sport and Recreation at the DoEC. This was with a view to assessing the need for a facility in the area. Mr Bridson had acknowledged PB's communication and would return with information in due course. It was hoped that the latter information would be available for the meeting on 18th October. These matters were noted. 	
94/17	Officer Reports	
a)	Health and Safety – MR reported that there had been no incidents or near misses reported since the last meeting. Weekly H&S meetings had taken place with maintenance staff. The majority of staff had attended fire training that morning, which was relevant to all operations, but particularly to Cooil Roi.	
b)	Works and Amenities – JPN asked if a monthly report could be submitted indicating the work carried out by the maintenance team, and advising on future projects. MR reported that this could be printed off and circulated with papers to each meeting.	
95/17	Staffing Matters – MR advised that Moore Stephens had been contacted with a view to providing advice on an appropriate staff appraisal system. It was anticipated that a meeting would take place in the next 7/10 days. ND and SC were also forwarding details of other organisations that could offer this service.	ND, SC
96/17	Chairman's Report - ntr	
97/17	Any Other Business	
a)	DEFA – correspondence regarding defective foul drainage system at a property in Ballajora, Maughold. The correspondence directs the property owner to take action to resolve the situation within a twelve week period from 2 nd October 2017. <i>This matter was noted.</i>	

b)	<p>Feedback from Clerks' Office re. progress with structural surveys on 35 New Road offices. MR reported that PB had contacted several structural engineers requesting quotations for a structural survey on the building. This matter was noted.</p>	
c)	<p>Feedback from Clerks' Office re. transfer of ownership of the field beside the Dhoon Hall, Maughold to be developed for community use. MR advised that the vicar of St. Paul's was referring to the Dhoon Council with a view to engaging an architect to propose ideas for the future use of the Dhoon Hall, the Dhoon Field and to advise on creating vehicular access to these areas. It was hoped that the matter could be taken forward jointly once an answer was received from the vicar.</p>	
d)	<p>Feedback from Clerks' Office re. Pilot rural fibre optic Broadband Scheme being deployed in north Maughold. MR advised that public consultation was taking place with the residents of north Maughold in regard to a forthcoming broadband pilot scheme.</p>	
e)	<p>To Note: Meeting with Garff MHKs, New Road traders and the Commissioners to discuss parking issues at Laxey Rose Gardens/Laxey Village Square. Friday 17th November 2017, Commissioners' Offices, 9.30 am. This matter was noted. JPN gave her apologies in advance as she would be off-Island. MR/PB to liaise with business owners.</p>	
f)	<p>Regarding PA 17/00927/B Briardale, Main Road, Baldrine (retrospective planning application). Request (03.10.17) from the resident of Newlands House for the Commissioners to view the development from her property prior to closure of the planning consultation period on this application. This matter was noted. MR to arrange a meeting with the residents 05.10.17.</p>	
g)	<p>To discuss bollards at parking area on Christ Church access road (following further contact with a resident and subsequent request for their removal). It was noted that Isle of Man Transport had been contacted several times in regard to these bollards over the previous 24 months. The Commissioners had been told that they would be repositioned, but this had not as yet occurred. Mr Perkins had also made enquiries in the last twelve months. LM provided a contact at the MER. MR was instructed to write requesting an update on the situation.</p>	MR
h)	<p>ECAS – consent of the Board required to purchase replacement skips for use at Middle River CA Site. Cost to Garff £1,674.56 (some offset from scrap value of current skips). Consent was approved. Proposed JPN. Seconded ND. MR to instruct ECAS accordingly.</p>	MR
i)	<p>Resident of Lonan (correspondence dated 19.09.17) – Regarding access rights to their property. This matter was considered. It was noted that this was a matter that should be brought to the attention of the DoI who could determine the status of the highway referred to in the correspondence.</p>	
j)	<p>Eric Whitelegg – Proposal for a meeting of the Eastern Housing Region to present an update on progress with social housing changes such as the shared housing lists. MR was instructed to advise that Garff representatives would be willing to attend such a meeting.</p>	MR
k)	<p>Brown's Café – Statement dated 03.10.17 from the proprietor in regard to the operation and licensing of the 'Kirk Michael Chippy' for consideration. The statement had been circulated. The points made were read, noted, and discussed. There followed discussion of the current location, previous locations and other possible locations, as well as the terms of the licence. Parking issues were also considered and discussed. There were no proposals or resolutions taken. It was felt that it would be beneficial to invite the proprietor to the next meeting of the Commissioners on the 18th of October 2017. MR to arrange. In the meantime, MR was instructed to write to the proprietor responding to the statement and advising that the issue was under review and that monitoring would be on-going.</p>	MR

l)	JQ brought two potential planning breaches to the attention of the Commissioners. The first being a new field entrance on the Glen Mona Loop Road, the second being excavation works in a field beside the Hibernia to Gooseneck Road (The Rhowin Road). MR advised that no planning application had been submitted in regard to the first matter. Instruction was given to investigate this further. MR advised that a planning application for a new agricultural shed was still live in the field at the Rhowin Road; this involved excavation works. No further action at this stage.	MR
m)	JQ advised that the works on the Dreemskerry Road scheduled to begin on 2 nd of October had not yet commenced. There had also been a landslip further up the road. MR was asked to notify DoI and request when works would take place.	MR
n)	MF asked about a demolition and groundworks on the Ballaragh Road. MR confirmed that planning approval had been given for this development.	
o)	RM asked about the leaking gutter on the front of 35 New Road. MR advised that this had been reported to a building contractor and would be attended to as soon as possible.	
98/17	Private Session – Papers in regard to obtaining on-line Banking were noted and signed.	
	Meeting Closed 10.03 pm.	
	Date of next meeting:- Wednesday 18 th October 2017 at 7.00pm	