

The following section contains Board reports relating to Manxonia House.

This information formed part of the Appendix 4A previously submitted to the Information Commissioner. Further searches carried out through the pc provided the following additional documents;

- Report dated June 2016
- Report dated April 2017 (Options Paper)
- Consultation paper submitted by Dr M Haywood
- Motion tabled in May 2018
- Report dated May 2018
- Window Tender Results June 2018
- Report dated June 2018
- Report dated July 2018
- Correspondence received and discussed in July 2018 from a previous employee
- Report dated August 2018 x 3
- Report dated September 2018
- Report dated October 2018
- Report dated November 2018 x 2
- Report dated February 2019

Collated by H. Fargher 25/9/2019 through the hard copy of the report. Further searches were carried out on 3/10/2019.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Paper tabled at 25/3/16 meeting

Paper to the Board of Port St Mary Commissioners

Subject:	Potential purchase of Manxonia House								
Recommendation:	None								
Background:	<p>At its meeting on 24th February the Board commissioned further investigation into the potential acquisition of Manxonia House. The purposes for purchasing it were to:</p> <ol style="list-style-type: none">1. Remove an eyesore from the trading heart of Port St Mary:2. Provide higher quality office accommodation for the Commissioners:3. Improve on the investment return on our reserves. <p>The property will provide a Commissioners Office, a shop for letting and a flat for letting.</p> <p>Since the last meeting we have commissioned:</p> <ul style="list-style-type: none">• a damp proof survey to assess the cost of dealing with structural damp. (£8172)• a market valuation of the property as it stands. (£200 000) <p>We sought a market valuation of the finished property, but were unable to obtain one in writing due to the degree of speculation required. The valuer, however, has stated verbally that,</p> <p><i>"once completed £300 000 seems cheap for it."</i></p> <p>The sellers are seeking £300 000 for the property as it stands but have suggested that "no reasonable offer will be refused." They have provided us with a period to come up with an offer before placing the property on the market.</p> <p>Planning backdrop: Nobody has suggested that the plan we foresee is unreasonable and as the property already has the mixed planning approval for residential use, retail use and offices that we require.</p> <p>There will be some work involved in upgrading the Fire Protection works as standards have changed since the property was last in use.</p> <p>Costs:</p> <table><tr><td>Purchase</td><td>200000</td></tr><tr><td>Legal Fees</td><td>5000</td></tr><tr><td>Upgrading</td><td>90000</td></tr><tr><td></td><td>295000</td></tr></table>	Purchase	200000	Legal Fees	5000	Upgrading	90000		295000
Purchase	200000								
Legal Fees	5000								
Upgrading	90000								
	295000								

Funding:

Reserves	General	175000
	Housing	100000
Regeneration Fund		20000
		295000

At this stage it is not known what elements of the project will qualify for support from the Regeneration Fund. These are likely to be the renewal of external fascia components such as windows, doors pointing and sealing of the external facade.

Current Financial Position:

At today's date we have the following funds:

Bank	
Account	55505
General	
Reserve	200351
Capital	
Reserve	5343
Housing	
Reserve	126939
	388138

There is further potential to fund this from a property sale as negotiations are ongoing on the sale of the Smithy at Four Roads for £50 000.

Board guidance on how to proceed is sought.

Paper to the Board of Port St Mary Commissioners

Subject:	Rationalisation of Commercial Property Holdings
Decisions Sought:	<ol style="list-style-type: none"> 1. That the Smithy, Four Roads is placed on the market for sale with an expected upset price in the order of £50 000: 2. That the development site above Chapel Gate Car park be placed on the market with an expected sale price between £200 00 and £250 000: 3.
Background	<p>When considering our commercial property investments at various meetings earlier in 2016 the Board agreed to a rationalisation of our portfolio focussing on operational and investment property. They also authorised the Clerk to:</p> <p>Purchase Manxonia House</p> <p>Investigate the financial viability of developing Chapel Gate Car Park into four 3-bedroomed properties to be sold as affordable homes to young families seeking to get on the property ladder:</p> <p>Regain vacant possession of the Smithy at Four Roads with the intention of selling it.</p> <p>This paper is an attempt to bring together these aspirations into a series of actions that will achieve the Board's aim.</p> <p>Four Roads Smithy</p> <p>The Board agreed to the vacation and disposal of that property in March 2016. At that time there was an interest from the adjoining house. That interest has since waned, but the property remains marketable.</p> <p>We now have vacant possession of our property and I recommend that the Board place it on the market having sought appropriate advice. The property stands in our accounts with a value of £50 000, but as we shall not be selling all of the land the government valuer has placed a prospective sale value of £35 000 on the property.</p> <p>Chapel Gate Car Park</p> <p>Following the Board's request a Cost/ Income projection was prepared by the QS acting for the Department of Social Care, who administer the affordable housing budgets. This yielded a potential development cost of £598 000.</p> <p>Simultaneously advice on the marketability of the site was received from Mark Grace of Grace Back Cowley. He valued the site as it stands at between £250 000 and £300 000. The government valuer has also looked informally at the site and assessed the value at £200 000.</p>

The competing viability of developing as opposed to selling the site rate as follows:

	Build	Sell
Sale Receipts	760000	200000
less sales fees		2500
Construction Cost	598000	
Net Income from Development	162000	197500

It is clear that, from a financial perspective, the best route is to sell. The timing of that however, may be subject to the vagaries of the market. The Board are asked to consider placing the property on the market for sale.

November 2016

Paper to Port St Mary Commissioners

Subject:	Manxonia House
Decisions Sought	<ol style="list-style-type: none">1. Noting of Update2. Approval of purchase of Herris Fencing3. Approval of contractor for roof repair4. Approval of the lodging of bids to the Regeneration Fund:5. Agreement to getting prices for architectural support
Background:	<p>Update:</p> <p>Manxonia House was purchased in October in line with previous Board decisions. Since we have had unrestricted access to it we have discovered more about the building.</p> <ol style="list-style-type: none">1. It has an insulated roof space. At the time of purchase we were expecting to require to undertake substantial insulation work. This will now be less onerous and will only be top up insulation:2. Removal of the ground floor carpets have revealed a craftsman made beech floor beneath. This offers the opportunity to simply sand and polish it rather than re-carpet, with a knock on benefit to the carpeting costs.3. Initial investigations by gas and heating engineers suggest that, providing we do not undertake a large scale reconfiguration of the layout, the electrical and heating systems are capable of recommissioning. <p>As a result of the above there is growing certainty of being able to deliver this project within budget.</p> <p>Available resources are:</p> <p>.....</p> <p>We now need to plan the first phase of works in restoring the building and the Board are invited to consider the following:</p> <ol style="list-style-type: none">1. Securing the site. Before commencing any works we require to both secure our site and, by doing so, create a working compound into which materials can safely arrive. Two companies were requested to quote for the supply of 20x 3.5m Herris fencing panels on hire and prices received were: HSS Hire £122.98 per week ACE Hire £105.00 per week <p>Ace Hire are prepared to sell us 20 panels complete with clamps and feet for £964, less than 10 weeks hire charges. As we are likely to require them for around 6 months I recommend purchasing the Herris fencing required.</p> <ol style="list-style-type: none">2. Roof Repairs:

The majority of the buildings water ingress is coming through the roof. It is therefore critical to repair this before the winter in order for the interior to dry out. Considerable investigations have been carried out since the survey report in July 2016. Particular attention has been paid to the roof space where it has been discovered that, contrary to earlier survey expectations, the roof space is insulated throughout.

Three experienced roofing companies have been given unlimited access to the roof space with instructions to survey and produce priced proposals to return the roof to a sound condition. These are Kennaugh and Skinner, T S Keggan and T E Leece. Prices received are:

Kennaugh and Skinner	£29 475
T E Leece	£15 000
T S Keggan	Did not reply

Both proposals consist of a major overhaul of the roof with a stripping back of vulnerable areas and the application of renewed timber, leadwork and slates. Both proposal fall short of the survey requirement for a new roof. This has been discussed with the lady who surveyed the property in July. She concurs that with completion of the more invasive investigation that we could only carry out once we owned the building confirming that there is a waterproof membrane, an air gap and insulation material in situ in the roof, the requirement for a new roof does not exist.

3. Windows and Doors:

As the replacement of windows and doors will be the subject of a regeneration fund application for 50% grant, and following an election the continuance of this support is not guaranteed, this work has been brought forward early.

Six companies have been asked to price the window replacement. The following prices have been received:

Brian Walmsley	Did not reply
Bridson Joinery(hardwood windows)	Refused to quote
Courtyard Windows	Did not reply
J Darbyshire (hardwood windows)	£40 750.00
Kennaugh and Skinner	£24 425.00
Manx Glass	£18 775.27

The Board are asked to approve the lodging of an application to the Regeneration Fund.

4. External landscaping

One quotation has been received and others are awaited for the paving of the external area around Manxonia House. This work will also be included in any bid to the Regeneration Fund.

	<p>There will be a small amount of architectural support required as the replacement windows will require planning approval. Board approval to seek prices from local and previously used architects is sought.</p>
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Board paper dated December
2016

Report to the Board of Port St Mary Commissioners

IN CONFIDENCE

Subject: Report from the Manxonia House Sub group

Decision Sought:

Agreement to carrying out emergency roofing works to prevent further water penetration

Agreement to seeking tenders to replace the roof on Manxonia House:

Agreement to the submission of a bid to the Regeneration Fund for the replacement of windows and doors:

Report

The Manxonia House sub group met on 6th December 2016 for the first time.

The group agreed that the main issue was:

1. to immediately prevent further damage by undertaking roof maintenance works:
2. to obtain prices for replacement of the roof:
3. to lodge a bid to the regeneration fund for all available financial assistance.

The Board are requested to concur with this plan.

The sub group are scheduled to meet again on 20th December.

Manxonia House Options Paper

This paper considers the options for the development of Manxonia House. Prior to writing it enquiries have been made of Black Grace Cowley who have reported that they have no active enquiries of any client or company looking for either retail or commercial space in the south of the island. Conversely, the political climate is such that the number of companies seeking to expand or relocate has fallen recently.

Demands for Space:

The last Board purchased Manxonia House for the purposes of:

- Providing a Commissioners Office (currently occupying 77sqm):
- Providing a Shop for letting (40 sqm):
- Providing an apartment for letting:

This development frees up the basement floor within the Town Hall (77 sqm).

Demands for space within the Town Hall are:

- A public toilet serving both the beach and High Street (expected to be around 35sqm):
- A commercial kitchen for the Town Hall (expected to be around 20 sqm)
- Changing and/or storage space for the Town Hall- which could take up to 40sqm.

Once this development is completed the plan was to sell the Gellings Avenue toilets (currently 27sqm) estimated to be worth around £30 000.

Availability of Space:

The central portion of Manxonia House has 51.9sqm of space on the ground floor and 49sqm on the 1st floor.

The basement floor of the Town Hall has 77sqm - excluding the Boardroom.

Reallocating Space:

In arriving at a plan to re-allocate uses to the available space there are certain constraints. Clearly any uses relating to the Town Hall as a venue such as changing/ storage space or kitchens require to be within the Town Hall. Developing a commercial kitchen is doubly challenging as it should be adjacent to the Town Hall and preferably on the same level.

A Commissioners Office should be on the ground floor with an access that will meet the requirements of the Disability Discrimination Act. Alternatively a first floor office would require the installation of lift access. The current office does not meet the requirements of the forthcoming Act.

Other Spaces:

The shop within the building is believed to be capable of letting with a number of interests already expressed. The self- contained flat is similarly expected to be straightforward to lease.

Regeneration Fund Grant towards to the cost of replacing the windows has been approved in March 2017 up to £9383. This approval requires to be taken up by March 2018.

Board guidance is sought on final use allocations in order that architects can be briefed and planning permissions sought appropriately.

Manxonia Consultation Proposal

Background

- In 2016 Port St Mary Commissioners negotiated the purchase of Manxonia House in order to get the building back into use and prevent further decline in the state of the building.
- A petition to borrow was sought from central government towards the purchase cost of the building. The grant details suggested that the building may provide office space, retail and residential accommodation.
- Manxonia House sits at a prime site in the retail area within Port St Mary.
- The draft Conservation Area Character Appraisal report mentions:

“Shop fronts are a particularly challenging issue within Port St Mary. Many of the retail premises at the northern end of Bay View Road have inappropriate shop fronts 17 in timber or aluminium, some have oversized plastic signage. Only a few original shop fronts remain at this end of the village. Every encouragement should be made to retain and repair these, rather than replace them.”

- The Southern Area Plan includes Manxonia (as the former “National School”, Bay View Road) on its list of buildings which are scheduled for further investigation, but not yet included on the Registered Buildings schedule.
- At a meeting on 3rd May 2017, the Board agreed to a 3 week public consultation regarding the future for Manxonia House.

Consultations

Consultation is a very broad term and there are very many different interpretations of what it means; ranging from informing people about projects to actively engaging them in decision making. Some different types of consultation are

- *Information Giving* (Telling people what is planned. Inviting feedback). This is the minimum requirement for many of the statutory consultations that the Council is involved in, such as Planning Applications and Traffic Regulation Orders
- *Information Gathering* (Offering options, listening to and acting on feedback). As is implied by the title; this is what many understand by the term consultation. Traditional processes are used to inform strategies, service planning and projects, including surveys, public meetings, etc
- *Deciding together* (Encouraging others to provide some additional ideas and options, and join in deciding the best way forward). This is more of a deliberative process and one which works well with smaller groups of people, sometimes in a formal environment- such as meetings with representative groups or informally through focus groups and workshops. These processes can be part of an on-going process (for example to inform transport planning and libraries 'friends groups') or one-off (for example to inform the strategies and policies).
- *Working Together* (Deciding together what is best, and forming a partnership to carry it out.) There is a lead organisation for a Local Strategic Partnership, which includes other local public services and other organisations such as residents' associations.

There are also many different strategies available to consult with the public.

- 'Hands Off' methods include publishing written and graphic material, questionnaires, etc. and inviting comments by email or post. 'Hands off' techniques are efficient with regard to resources, but time and effort must be invested in making sure the questions are not limiting in scope (eg closed questions) and take up tends to be low unless participants have some personal contact. 'Hands off' methods may be supplemented by public presentations and meetings to allow for some interaction.
- 'Face to Face' methods include public meetings, focus groups and workshops. These are especially useful in local surroundings and draw on the insight and experience of local people who are willing to participate. Often 'Face to Face' methods will generate a wealth of ideas, but require facilitating to manage the event.

- 'Street stalls' are outdoor displays including idea walls or graffiti walls which can capture the views of a large number of people. Maps or plans for a project can be displayed and the participants asked to comment on particular issues, generate ideas or vote for a particular activity. These require advanced planning but are useful as they are interactive and people who would not normally speak out at a meeting will contribute. Weather conditions can be avoided by holding the event inside if needed.
- 'Public meetings' allow a large number of people to have a say, depending on the timing of the meeting. They demonstrate openness and transparency and provide an opportunity to explain processes, give information and gather feedback. A traditional format of meeting can limit the audience contribution, so public meetings that break into smaller groups for discussion are usually more effective. A public meeting is a good way to launch an event or attract publicity.

Proposal

I would like to propose the following motion regarding the public consultation on the future of Manxonia:

- A public meeting to be held in the Town Hall to launch the consultation. This would consist of an update of the achievements so far, the constraints on the use of the building (see draft conservation plan & Southern Area Plan) and then breakout into smaller groups. Each group tasked with a SWOT style analysis of the options that they come up with including suggestions and concerns. Feedback recorded on flip chart paper for use in Street Stall style display.
- Set up Street Style display in West Room. Use a looped presentation of the information presented at the Public Meeting (to run on the TV). Rushen Heritage Trust to provide information boards regarding the history of the building (Estimated cost maximum £100). Display the flip charts from the small group session to provoke further debate. Use a graffiti wall (with Post it notes) to record further comments and/or reactions to specific suggestions. Display in the West Room to run for a minimum of 2 weeks.
- Use of Social Media to promote attendance interest (pictures of graffiti wall, images of past). Posters to advertise meeting and consultation to non-tech users. Also accept comments via email, social media and letter.
- Responses photographed to record them, and transcripts under each heading provided to the Board.
- Data from the consultation to be shared on our website. Date for discussion of the report to be publicised at the public meeting and in the West Room.
- All consultation to be concluded by July 16th 2017, with the report to the Board available at the meeting scheduled for 26th July 2017.

I believe that the redevelopment of Manxonia House is a high profile issue with considerable public interest. It is in the best interests of the Board to be seen to listen and respond to those with great ideas and to those with concerns. Providing a number of routes to participation signals that we are an open and accountable Board interested in fairly representing the views of our residents. Post-consultation, we will have a much better idea of what our ratepayers would like us to achieve.

Paper to the Board of Port St Mary Commissioners

Subject:	Manxonia House Window Purchase				
Recommendation:	That, subject to Planning Approval, the Board spend £15 545.80 purchasing replacement hardwood windows, doors and shopfront from HV Joinery, Holmfirth.				
Background:	<p>The Board have previously considered this recommendation as part of the procurement of replacement windows at Manxonia House.</p> <p>1. A tender exercise requesting supply and fit prices from a range of window manufacturers in hardwood, softwood and plastic took place in November 2016. A decision was taken to lodge a bid to the regeneration fund based on the prices received and, following their rules a grant was awarded based on the lowest price. Following a decision to follow architectural advice made at the Manxonia Sub-group in February 2017 the architect was commissioned to produce a window schedule and expose the purchase to the market. A second tender was carried out based on a window schedule produced by DMP Architectural. The following additional prices were received and placed before the Board last month:</p> <table data-bbox="544 1189 1007 1272"> <tr> <td>HV Joinery</td> <td>15545.80</td> </tr> <tr> <td>B Walmsley Ltd</td> <td>20476.00</td> </tr> </table> <p>These prices were laid before the Board in November 2017. The Board instructed a further exposure to the market with a 14 day response time. A further price was received from J Darbyshire Ltd of £21 500</p> <p>Delivery times are around a month and to meet the project schedule it is necessary to place this order now. Planning permission has been received.</p> <p>The cost of fitting the windows is already built within the quote accepted from J Clawson Ltd.</p> <p>The Board are requested to approve the purchase of the windows from HV Joinery as quoted.</p>	HV Joinery	15545.80	B Walmsley Ltd	20476.00
HV Joinery	15545.80				
B Walmsley Ltd	20476.00				

AH

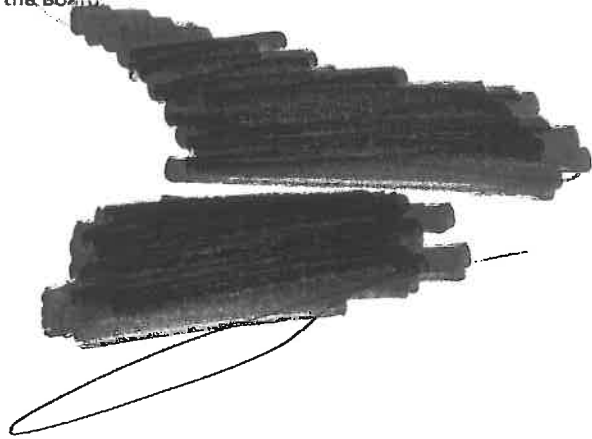
14/11/17

May 2018

Item 4.2

Motion proposed by Mr Hirst, seconded by Mr Skelly.

We propose that Manxonia House is offered for sale on the open market immediately. The building is now watertight and requires extensive internal refurbishment and the offer price should be adjusted to reflect the current state of the building, and the work completed so far. We would like the Deputy Clerk to seek advice on the offer price and terms from 3 commercial estate agents and ensure the best deal for the Board.

A large area of the document is redacted with heavy black ink. The redaction covers several lines of text and a signature. A single, thin line of text is visible at the bottom of the redacted area, appearing to be a signature or a name.

23rd May 2018

Item 3.1

PORT ST MARY COMMISSIONERS

MATTERS ARISING FROM PREVIOUS MEETING

This report covers matter arising from the previous meeting which are not on the current agenda;

Traffic Calming Consultation – Data is still being collected and will be brought to the Board when complete.

Bring Banks – Peel have advised that they have relocated the bring banks discussed.

Kerbside Tender Document – Issued.

Chapel Beach Amenities – Discussions ongoing with the trader previously declined a trading licence with regards to issuing a temporary licence.

Events Committee – No formal letter was issued due Mrs Williams providing the Committee with an update at their last meeting and the receipt of an e-mail from the Chair thanking them for their hard work.

Manxonia House – Estate Agents have been contacted, ongoing.

Reduction in Board Members – This matter is under investigation to ensure procedure has been followed in full; the Board will be notified of the outcome.

Beach Buddies – Request to empty the bin was welcomed by the charity.

Tennis Courts Refurbishment – Ongoing.

13th June 2018

Item 6.1

PORT ST MARY COMMISSIONERS**MANXONIA HOUSE WINDOWS TENDER RESULTS**

The tender process for the replacement of windows at Manxonia House was opened at 1pm on the 18th May by the Chair and Acting Clerk. The results of which are tabled below;

Hardwood Windows – 6 tenders received

Company	Price
The Courtyard Windows & Glazing Limited	£37,360.05
J Clawson Ltd	£39,825.60
Norman Cowin Limited	£29,375.00
The Village Workshop	£44,378.00
Maclo Construction Ltd	£31,810.22
E&J Properties Ltd	£30,396.26

Rosewood effect upvc – 7 tenders received

Company	Price	Notes
The Courtyard Windows & Glazing Limited	£20,496.20	Shop front window priced as hardwood
Viking Glazing Ltd	£17,054.00	
J Clawson Ltd	£28,334.40	
Norman Cowin Limited	£18,540.00	
Manx Glass & Glazing Limited	£20,840.00	
Maclo Construction Ltd	£18,186.63 £14,639.41	Shop front window priced as hardwood Shop front window priced as aluminium powder coated
E&J Properties Ltd	£19,177.09	

White upvc – 7 tenders received

Company	Price	Notes
The Courtyard Windows & Glazing Limited	£19,652.17	Shop front window priced as hardwood
Viking Glazing Ltd	£15,420.00	
J Clawson Ltd	£27,434.40	
Norman Cowin Limited	£16,650.00	
Manx Glass & Glazing Limited	£18,630.00	
Maclo Construction Ltd	£17,825.40 £14,278.18	Shop front window priced as hardwood Shop front window priced as aluminium powder coated
E&J Properties Ltd	£17,274.32	

All paperwork will be available to view at the meeting.

27th June 2018

Item 6.1

PORT ST MARY COMMISSIONERS

MANXONIA HOUSE OPTIONS PAPER

Finance

The total spend to date for Manxonia House is as follows;

Purchase	£191,322.28
Legal Fees	£2,493.00
Architects fees	£2,750.00
Surveys & reports	£6,718.82
Renovation	£65,065.37
Utilities	£2,292.55
Newspapers	£656.80
DLO time	£759.66
Rates	£704.20
Insurance	£1,546.22

Total Spend £274,308.90

The estimated spend for the outstanding phases to complete the renovation are as follows;

Phase 2	£32,315.22
Phase 3	£3,000.00 (prelims for phase 2 work)

Total £35,315.22

Total incl. above £309,624.12

The scope of phase 2 includes the following internal works;

Demolition & remedial	£13,299.00
External doors & windows	£2,757.70
Floor Finishes	£123.20
Fittings & fixtures	£1,588.32
Plumbing & heating	£10,397.00
Electrical works	£1,000.00
Incoming services	£1,250.00
Fire Alarm installation	£150.00
Provisional sums	£1,750.00
	£32,315.22

Use of the building

It was agreed with Government during the purchase stage that the flat for Manxonia could not become part of the housing stock and would need to be rented out privately.

The previously agreed plan was to move the Commissioners office to Manxonia, rent out the shop and flat and make the Town Hall more accessible for hiring out incorporating public toilets.

Several businesses have been in contact expressing interest in the shop and one company has been in contact regarding the rental of the building as a whole.

Valuations

At the request of the Board, three Estate Agents have been approached to discuss the options of a long term lease and to value Manxonia House. The responses received are detailed below;

Good Morning Haley

Thank you for the opportunity to meet up on Wednesday morning and to have had a chat about the property.

I had a look round and appreciate the condition and possible restrictions on the building not only in regard to conservation but also to possible uses for an investor/occupier and I take these into consideration along with the present market conditions.

The Commissioners purchased the property in 2017 for a price circa £190,000 and that there has been approximately £60,000 spent to make water tight etc. bringing to a cost of £250,000 plus obviously legal fees that will have been incurred.

I would envisage that an asking price for the purpose of putting on the market would be in the region of the £250,000 the property is in an excellent location and a good plot but the big question is what can it be used for and it has its limitations along with the money that will have to be invested to repair.

I hope this has been of some assistance to you and should you require any further help please let me know.

Kind Regards Jimmy McWhinnie
Deanwood Commercial

Hayley

Thanks for the email, we inspected on Friday. What a handsome and interesting building.

In terms of an appraisal - as you know the property is presented internally in a very "raw" condition which I feel will hinder its letting prospects. Whilst I respect that considerable works have been carried out to the structure, the internal parts will also require considerable expenditure to make good, whatever the future use of whole or part. If letting was favoured, my recommendation would be that the Board should engage an architect to appraise, investigate and draw/submit appropriate plans for a scheme that will add value and desirability – my suspicion is that the layout would be conducive to a multi-use retail, food/beverage, office would suit well – I would question whether the residential flat would align with such a scheme? And perhaps better to incorporate this into other schemes. I think it unlikely that a single tenant would be prepared to pay enough rent (£35KPA/£40KPA) to justify the opportunity cost of the necessary investment that will be required, except if a considerable term were offered – say 15 years or more.

All that said, if the Board would prefer to get to the market and dispose of the property, I would suggest an asking price of £295,000 subject to contract. This would be with an initial view to considering offers placed with 10% of that price, say £265,000 or better.

Happy to expand on either point and would be very keen for your instructions.

Kind Regards

Neil

Neil Taggart
CRYSTALS

Black Grace Cowley

Black Grace Cowley have provided an extensive document (which will be available to view at the meeting, or prior should anyone wish to do so), valuing the property at £225,000.

With regards to a long term let, the estimated income for rental of the retail unit would be £6,000pa and £6,500pa for the one bedroom flat.

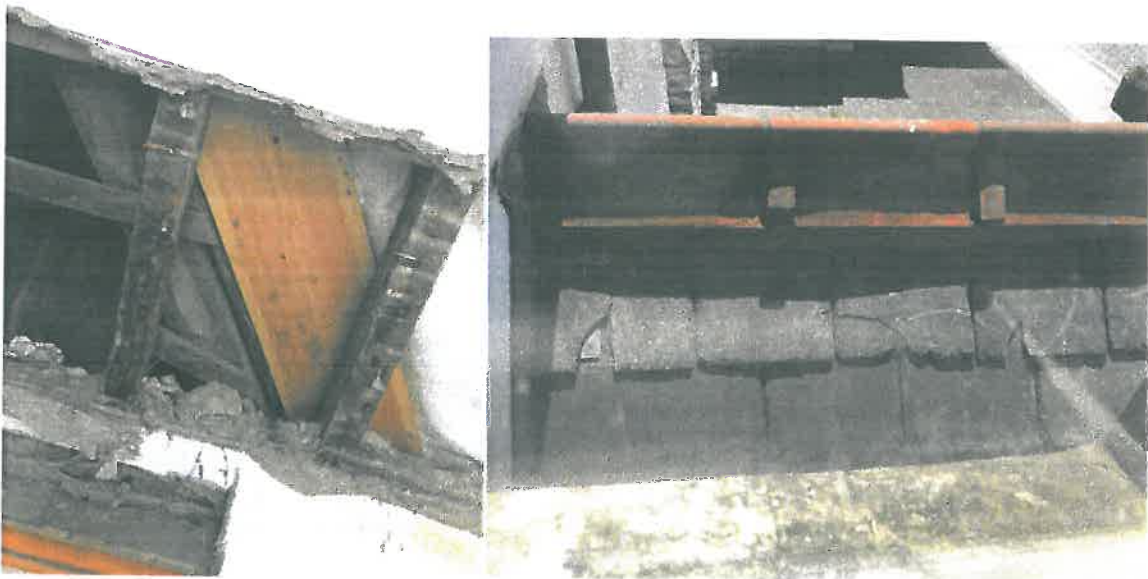
11th July 2018

The Acting Clerk undertook a site visit alongside Mr Grace and Mr Skelly to identify issues with the completion of phase one.

Several areas of concern were identified and a 'snagging list' is currently being finalised.

It is recommended that an independent Architect is asked to come and inspect the works and provide advice prior to the contracted architects being approached.

Below are pictured some areas raising concern.



Information not relating to Manxonia redacted.

25th July
2018.

Item 2.1

Port St Mary
IM9 5DR

The Chairman and Board,
Port St Mary Commissioners,
The Town Hall,
The Promenade,
Port St Mary

16th July 2018

Dear Commissioners,

[Redacted]

[Redacted]

Specifically, my issues are the statements made by your Chairman on 25th June in a public meeting that:

[Redacted]

b. Manxonia House was purchased without a survey being in place:

[Redacted]

These issues are covered in detail by the island's press and online in articles about the meeting curiously accompanied by a picture of me, thereby defaming my reputation.

For the record, every action taken by me was a result of properly constituted Board decision and therefore outcomes must be owned by the Board. The degree to which your Chairman's statements are inaccurate or dishonest can be proven as follows:

1. Kerbside Recycling

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Manxonia House:

A comprehensive audit trail re Manxonia House exists in your Minutes and describes all the stages the Board went through, with the support of the present Chair for most of the time and, until November 2017, the current Vice Chairman who originally proposed the purchase. There is evidence of several votes in favour of the project at various stages.

To rebut the precise statement in b. above, Board members in office in early 2016 all received copies of a survey and valuation of Manxonia House conducted by Mr Marc Grace of Black Grace Cowley in early 2016. From memory, following inspections this valued the property as it stood at £200 000. Having considered this survey the Board, prompted by a proposal from Mr Alan Grace, resolved to lodge an offer of £200 000 and negotiate up to a ceiling of £225 000. The fact that I ignored this resolution, offered £180 000 and struck a deal at £190 000 is testimony to my efforts on behalf of the Board. The property was surveyed and reported on again by Bell Burton Surveyors of Douglas in the Spring of 2016. The findings reported to the Board.

A further condition report was commissioned by the Board by Steven Morley Chartered Surveyors in August 2016, some three months prior to the purchase in late October 2016.

To state in a public meeting that the building had not had a single survey is devoid of veracity or more likely an attempt to shift the responsibility for incompetence at directing a straightforward construction project from the Board to me. Again, this breaches your legal undertaking.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Yours aye,
Alastair Hamilton

Item 2.1

PORT ST MARY COMMISISONERS

MATTERS ARISING & PRIVATE CORRESPONDENCE REPORT

Matters Arising from the minutes of 18th July 2018

[REDACTED]

Manxonia House

The Acting Clerk is due to meet with an independent surveyor to inspect the phase 1 works carried out on Manxonia House and is awaiting feedback from Chrystals and Deanwood Estate Agents regarding their terms.

[REDACTED]

Private Correspondence from the minutes of 18th July 2018

[REDACTED]

Matters Arising from the minutes of 25th July 2018

[REDACTED]

22nd August
2018

Item 2.1

PORT ST MARY COMMISISONERS

MATTERS ARISING & PRIVATE CORRESPONDENCE REPORT

Matters Arising from the minutes of 8th August 2018

Manxonia House

The required documents have been issued to the structural engineer to carry out the necessary report.

Events Committee

Beach Day costs are still being collated and a meeting has been set to discuss issues with the committee member.

Private Correspondence from the minutes of 8th August 2018

Southern Recycling Centre

No action required to be taken.

22nd August 2018

Item 6.1-6.8

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	Mariners Shelter The Structural Survey carried out in April 2017 has been located and a copy issued to the Ports Manager. The report identifies some work to be carried out on the exposed steel frame and lintels. A copy of the report is available upon request.
6.2	Manxonia House A covenant is currently been drawn up to be placed on the ground level of Manxonia House to retain the use as commercial. Once this has been completed, the building will be placed on the market.
6.3	Remembrance Garden The new sentinels are in place, the railings are still to be fitted and the front plaques are with the engravers. The Events Committee will be discussing the project further at their next meeting.
6.4	Skate Park No report to be made.
6.5	Public Conveniences Two further valuations are awaited in relation to Gellings Avenue toilets and the current valuation has been requested to confirm that the area behind the building has not been included. The West Room toilets have now been made available for public use during office opening hours.
6.6	Traffic Consultations A pre meeting with the Board has been requested with Andrea Hawley at Highways to discuss the results which were provided to them further.
6.7	Jetty Restoration Quotations to restore the jetty have been requested.
6.8	Playground The part for the seesaw has been ordered and alternative flooring options are being investigated.

12th September 2018

Item 6.1-6.8

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	Mariners Shelter A response from the Ports Division in relation to the report provided to them is awaited.
6.2	Manxonia House The process for selling off an asset is currently being discussed with the Local Government Unit.
6.3	Remembrance Garden No further update available.
6.4	Skate Park No further update available.
6.5	Public Conveniences Two further valuations are awaited in relation to Gellings Avenue toilets and the current valuation has confirmed that the price was solely for the building, not the plot of land behind.
6.6	Traffic Consultations A pre meeting is on the agenda under item 10.3.
6.7	Jetty Restoration Quotations to restore the jetty are awaited.
6.8	Playground Quotations for flooring options are awaited.

24th October 2018

Item 6.1

PORT ST MARY COMMISSIONERS

MANXONIA HOUSE

Hi Hayley

Maxonia House

Further to your instructions I have now inspected the property and would report as follows;

The property is stone built and constructed prior to consideration for either damp proof course or cavity all technology. A former school house the property was converted to offices and self-contained apartment with a ground floor retail unit. Recent works include re-roofing the whole of the relevant part of the building, strap pointing the stonework. Internally the dry-lining has been removed in part to reveal the bare stonework under.

There have been extensive areas of penetrating damp due to the poor condition of the roof but following attention to the roof there is evidence of the damp receding. The external timbers are in poor condition and windows and doors will require replacing in their entirety.

Internally there is a requirement for complete refurbishment all the services are in need of checking for compliance but the wiring is definitely suspect and the heating was not operational. A more modern cost efficient system and installed according to the requirements of the building. A separate system for the apartment and perhaps one for the offices and one for the retail unit. Alternatively if altered to purely residential a separate system would be required for each apartment.

In terms of value I would anticipate just over the £200,000 (two hundred thousand pounds) and suggest marketing at £245,000 (two hundred and forty five thousand pounds).

This valuation advice is confidential and for the use of the Isle of Man Government only. The validity of this valuation advice shall apply for, and be limited to, a period of no more than six months from the date of this letter. This valuation advice may have to be reconsidered should there be any change to the information on which the advice is based or any substantial variation in the macroeconomic climate at present existing.

I trust that the above is sufficient for you purposes, but should you have any queries or require clarification regarding the above please contact me.

Kindest regards



Chris Heginbotham FRICS Chartered Surveyor

Government Valuer

Valuation Office

1st Floor Government Offices

Bucks Road

Douglas

Isle of Man IM1 3PX

11th November 2018

Item 2.1

PORT ST MARY COMMISISONERS

MATTERS ARISING & PRIVATE CORRESPONDENCE REPORT

Matters Arising from the minutes of 10th October 2018

Youth Councils

A meeting is being arranged for the Chair, Mr Vaughan Williams, the Clerk and both schools to discuss the opportunity further.

Matters Arising from the minutes of 24th October 2018

Arquiva

A response on the lease renewal is still awaited.

Manxonia House

The original valuation of the property provided by the Government surveyor was £190,000.

Public Conveniences

Another structural engineer is being approached.

Chapel Gate Car Park Lane

Investigations are ongoing.

Vehicle leasing

Options are being explored.

Happy Valley

No further update is available at this time.

Private Correspondence from the minutes of 24th October 2018

None.

14th November
2018

Item 6.1-6.10

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	Mariners Shelter One plaque is awaiting removal by T E Cubbon.
6.2	Manxonia House It is hoped that the building will be available on the market imminently.
6.3	Remembrance Garden No update available.
6.4	Skate Park The planning department are not available for a site visit until the end of November, suggestions have been sent by e-mail and feedback is awaited.
6.5	Public Conveniences No update available.
6.6	Traffic Consultations A response regarding the scope of work to be carried out and the location is still awaited from Highways.
6.7	Happy Valley A response is awaited from the Structural Engineer requesting a meeting with the Board. The ownership of the pavement is being investigated.
6.8	Boat Park Plans and prices are currently being collated.
6.9	Community Recognition Scheme The scheme has been advertised.
6.10	Farmers Market A provisional date of 11 th December 6-9pm has been set, when confirmation from the Farmers Market Committee is received, local traders will be contacted to offer the chance to participate.

28th November 2018

Item 6.1-6.10

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	Mariners Shelter Paperwork to confirm the end of the lease agreement is awaited from the Department.
6.2	Manxonia House The property is on the market and the covenant wording is currently being drawn up under the guidance of the Attorney Generals Office.
6.3	Remembrance Garden No update available.
6.4	Skate Park Suggestions have been sent by e-mail and feedback is awaited.
6.5	Public Conveniences No update available.
6.6	Traffic Consultations Highways have confirmed that the resurfacing works due to be carried out are from St Marys Church down to the Junction of High Street & Park Road. However, the works have now been postponed to 2020/21.
6.7	Happy Valley The ownership of the pavement is being investigated & a second opinion has been sought from another Structural Engineer.
6.8	Boat Park Permission is sought from the Board to put this project on hold.
6.9	Farmers/Christmas Market The market has been advertised and 18 stall holders have been confirmed. Permission is sought from the Board to serve mulled wine on the evening.
6.10	Reduction in Board numbers The Local Government Unit have been asked to confirm the current status of this process and the response below has been received. In terms of your authorities reduction in numbers we are aware of the need to progress this, we are in discussions with the AGs about the draft scheme, however, we have unfortunately been unable to give it priority at this time. Once we are able to clear some of the backlog I am sure we will be able to forward you the draft Scheme for the Commissioners to sign off. This would enable us the chance to start the ball rolling with a likely Inquiry being held in Spring 2019. By the way we are aware of the timeframe in terms of when the whole process would need to be completed by to enable an Order (if approved) to be put in place before the General Election in 2020.

13th February 2019

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	<p>Mariners Shelter Repairs have not yet been carried out, the matter has been chased (6th Feb).</p>
6.2	<p>Manxonia House The property is on the market and to date there has been 4 viewings.</p> <p>All three applicants said it was a good price for the amount of space. When it becomes available they would all like more specifics about the covenant and where exactly it restricts the commercial space to.</p> <p>The main drawback for all of them was the square-footage as the office space upstairs and the residential part were surplus to requirements (two of the applicants were looking to put a restaurant in there and would have no use for half of it).</p> <p>A response has been issued to advise that the ground floor only is restricted to commercial. The covenant is incorporated into the conveyance at the time of sale, therefore not required at this time.</p>
6.3	<p>Remembrance Garden Lighting options for the new sentinels are currently being explored.</p>
6.4	<p>Skate Park Discussions are ongoing with Concreate regarding acoustic tests.</p>
6.5	<p>Public Conveniences Another structural engineer has been approached.</p>
6.6	<p>Traffic Consultations A response from the Department is still awaited.</p>
6.7	<p>Happy Valley A Structural Engineers report is awaited.</p>
6.8	<p>Boat Park Project on hold.</p>
6.9	<p>Reduction in Board numbers The scheme follows this report for Board approval, along with confirmation below of the next stage.</p> <p>Please find attached the final version of the scheme. Please can you ensure you enter a date is written on the scheme after the following words "affixed on" and "Made" on page 2 of the scheme.</p> <p>The seal needs to go over the "(L.S)".</p> <p>After the scheme is signed, you will then to do a public notice in accordance with section 9(3) of the Local Government Act 1985 and the Local Government (Notice of Schemes Regulations) 1986.</p>