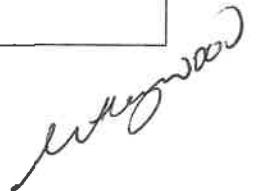


**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
27<sup>TH</sup> NOVEMBER 2019 at 7.34pm**

**MINUTE – OPEN PUBLIC SESSION**

Present:	Dr M Haywood (Chair), Mr N McGregor Edwards (Vice Chairman), Mr A Merchant & Mr L Vaughan Williams
Apologies:	Mr A Grace & Mrs B Williams
In Attendance:	Miss H Fargher (Clerk) & Mrs D Greenwood (taking minutes)

	<b>Prior to the start of the Public Meeting, Mr A Phair and Mr I Skelly delivered their letters resigning from the Board and left the building.</b>	
1.	<p>1.1 The Chair welcomed the Board, declared the meeting open and sought Declarations of Interest. NME declared an interest in Planning Applications 19/01117/GB &amp; 19/01118/CON regarding Port St Mary Railway Station and 19/01192/B regarding site adjacent to Golf Club Store.</p> <p>The Chair stated that as the meeting was not quorate, all votes would be indicative and ratified by absent members by email.</p>	
2.	2.1 Minutes of the Ordinary Board Meeting held on 23 <sup>rd</sup> October 2019 was circulated and deferred until the Board is quorate.	
3.	<p>Matters Arising:</p> <p>3.1 Matters Arising Summary and response to public correspondence by the Clerk from previous meeting was circulated and noted. The following was discussed further:</p> <p>3.1.1 Gansey Parking – HF advised DoI Highways suggested residents could still be permitted to park on the lane but further down by Gansey Pottery. This would push parked cars further onto the highway. Emergency Services did not have an issue with cars parked on the lane. DoI will liaise with residents and keep the Board informed.</p> <p>3.1.2 Chapel Bay Parking – DoI Highways suggested imposing an 18 in any 24 hour parking rule in the area. HF offered to consult with residents in the area.</p> <p>3.1.3 Freedom of Information costs – It was noted the cost of dealing with FoI requests in 2019/20 to date was £2,432. HF pointed out this came under office salaries.</p> <p>3.1.4 Lanes – HF advised that as far as she as aware, the Lime Street lane had never been maintained by PSM Commissioners. The lane from the High Street to the Underway had been jet washed again and had needed doing more frequently than normal this year.</p>	HF

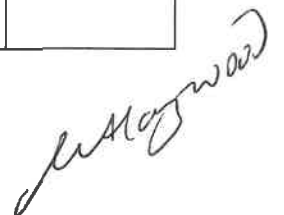


	<p>3.2 Draft Complaints Procedure – Two examples of draft complaints procedures were circulated. HF suggested using a combination of the two. LVW highlighted examples of inappropriate terminology and pointed out the documents did not cover a Board member complaining about another Board member and asked who investigates this. HF advised it was usually the Clerk. HF was requested to check the timescales used in the Code of Conduct in relation to complaint procedures for front and back office.</p>	HF
4.	Motions: None	
5.	<p>Finance:</p> <p>5.1 Invoices for payment November 2019 – were circulated. LVW queried invoice 1206 regarding legal expenses for the reduction of commissioners. HF advised this invoice covered the full cost. NME raised invoice 1243 cost to repair golf course wall. He asked how the expenditure of golf course maintenance compared to income. MH suggested asking the Finance Officer to provide a report. <b>AM/LVW proposed the Invoice List for November 2019 be approved for payment. NME &amp; MH in favour. Vote to be ratified by absent members by email.</b></p>	SR HF
6.	<p>Projects:</p> <p>A Projects Update Report was circulated.</p> <p>6.1 <b>PSM16/155</b> Mariners Shelter – Update noted.</p> <p>6.2 <b>PSM16/129</b> Manxonia House – HF advised she was waiting for electrical refurbishment costs and asked for views regarding retaining or removing the separate flat. A discussion ensued regarding lease options. HF was requested to obtain costs for both options.</p> <p>6.3 <b>PSM16/213</b> Remembrance Garden- No update.</p> <p>6.4 <b>PSM16/127</b> Skate Park – HF advised the contractor had cancelled two arranged meetings.</p> <p>6.5 <b>PSM16/285</b> Public Convenience – HF reported there was no update on the submitted planning application to replace the front door of the West Room.</p> <p>6.6 Highways – No further update.</p> <p>6.7 <b>PSM18/363</b> Happy Valley – HF advised the DoI were monitoring the settlement movement in the grass bank.</p> <p>6.8 Boat Park – MH advised she wished to explore costs for various free draining surface options. There were no objections</p> <p>6.9 Reduction in Board numbers – HF reported nothing further had been heard from the Local Government Unit.</p>	HF          MH

	<p>6.10 Jetty Repair – The update was noted.</p> <p>6.11 Bay Queen Exhibition – HF advised it was hoped to time the exhibition to coincide with the demolition of the Bay Queen Hotel.</p> <p>6.12 Christmas – LVW raised a complaint he had received from PSM Cabaret Party that they had not been invited to perform at the Celebration of Christmas. HF advised it was the intention to change the line-up from year to year and she offered to meet with a member of the Cabaret Party.</p> <p>Staff Christmas Bonus – <b>LVW/NME proposed each staff member is given a £50 voucher. AM &amp; MH in favour. Vote to be ratified by absent members by email.</b></p>	<p>HF</p> <p>HF</p>
<p>7.</p>	<p>Public Correspondence:</p> <p>7.1 Letter 6.11.19 from resident giving condolences regarding the passing of Rob Hurst was circulated and a letter from Port Erin Commissioners was tabled and noted.</p> <p>7.2 Letter 20.11.19 of thanks from son of Community Award recipient was circulated and noted. The need to start the process for next year’s award was identified.</p> <p>7.3 Tynwald Commissioner for Administration document and Order were circulated and noted.</p> <p>7.4 Letter 11.11.19 from Manx Utilities Project Engineer regarding Non-Destructive Testing of Street Light columns with three cost options to survey street light columns was circulated. <b>NME/LVW proposed to accept Option 1 for a full asset survey of 203 Columns at a cost of £6,157.09 + VAT. AM &amp; MH in favour. Vote to be ratified by absent members by email.</b></p> <p>7.5 Letter 8.11.19 from DoI, Waste Management Unit advising of waste gate fees from 1<sup>st</sup> April 2020 was circulated. HF advised the increase of 1.92% was within the 2.5% originally budgeted for.</p> <p>7.6 3<sup>rd</sup> Supplemental Valuation List was circulated and noted.</p> <p>7.7 Email 7.11.19 from Secretary of Rushen Silver Band regarding Charitable Collections in the Port during December was circulated. There were no objections. HF advised of Carol Singers from the Rushen Parish who wished to sing Carols in the Port on 16<sup>th</sup> December. It was noted they would not be conducting collections.</p>	<p>HF</p> <p>HF</p>

	<p>7.8 Scoill Phurt le Moirrey Play Area – NME gave a report on the proposal via social media to replace the playground equipment. <b>NME proposed he writes a letter to Scoill Phurt le Moirrey advising the Commissioners are aware of their project and to offer the Board’s support in any way they can now and in the future. AM, LVW &amp; MH in favour. Vote to be ratified by absent members by email.</b></p> <p>7.9 Email 20.11.19 and copy letter from The Hon. Juan Watterson SHK regarding flood risk management and response 14.11.19 from DEFA Chief Executive were circulated. MH advised the tidal flooding works to the rear of Lime Street had been used a few times and seems to have stopped flooding. She pointed out it had yet to be fully tested in a winter storm.</p> <p>7.10 Letter 11.11.19 from Commissioner Alec Merchant raising various issues regarding passed events and conduct of Board members was circulated and discussed.</p>	<p>NME</p> <p>HF</p>
<p>8.</p>	<p>Consultations:</p> <p>8.1 Consultation on Electoral Legislation – NME requested the item be deferred until there is full Board presence. He highlighted lack of closing date. HF was requested to check the closing date in the event an EGM is required to discuss the proposals.</p> <p>8.2 Gellings Avenue Toilets – Discussion was deferred until there is full Board presence.</p>	<p>MD</p> <p>MD</p>
<p>9.</p>	<p>Planning Matters</p> <p>9.1 Planning Applications</p> <p>9.1.1 19/01134/B 13 St Marys Glebe, Fistard, Port St Mary. Erection of rear extension to replace conservatory and widening of driveway and vehicular access. <b>There were no objections</b></p> <p><b>NME declared an interest in this item and item 9.1.3 &amp; 9.1.4 and took no part in the discussions or decisions</b></p> <p>9.1.2 19/01192/B Site adjacent to Golf Club Store, Port St Mary golf course, Kallow Point Road, Port St Mary. Erection of a detached building to provide tractor and maintenance equipment storage. <b>There were no objections</b></p> <p>9.1.3. 19/01117/GB Port St Mary Railway Station, Station Road, Port St Mary. Conversion of existing station and detached goods shed building to provide museum, tearoom and office accommodation with associated parking (in association with 19/01118/CON). <b>There were no objections</b></p> <p>9.1.4 Registered Building Consent 19/01118/CON Port St Mary Railway Station, Station Road, Port St Mary. Registered</p>	<p>DG</p> <p>DG</p> <p>DG</p>

	<p>building consent for the conversion of existing station and detached goods shed building to provide museum, tearoom and office accommodation with associated parking (in association with 19/01117/GS) registered building number 281. <b>There were no objections</b></p> <p>9.2 Planning Approvals</p> <p>9.2.1 19/01076/B Miramar, Clifton Road, Port St Mary. Alterations and installation of replacement windows. <b>Noted.</b></p> <p>9.2.2 19/00954/B 1 &amp; 3 Reayrt y Chrink, Southlands Crescent, Port Erin. Conversion of two flats to create one flat. <b>Noted.</b></p> <p>9.2.3 19/19/00879/B Sydney Cottage, Athol Street, Port St Mary. Installation of replacement windows to front and rear elevation. <b>Noted.</b></p> <p>9.3 Intention to Demolish - Waitara, Clifton Road, Port St Mary Notice of intention of demolition of detached dwelling was <b>Noted.</b></p>	DG
10.	<p>Policy &amp; Resources:</p> <p>10.1 Land Below Bay View Hotel, The Underway- AM gave a report on his meeting with DoI to discuss ownership of the land which historically had been dismissed as having no purpose for the Harbours Division. He highlighted the irony that DoI Harbours were now applying to register their ownership of the area.</p> <p>10.2 Public Records - HF advised she had been approached by Public Records Office asking if the Board would consider storing the old minute books there. They would be stored at the correct temperature in order to preserve them. MH questioned if they took ownership of the minute books or would they remain the property of the Commissioners and just on loan to them. <b>NME/LVW proposed the historic minute books are stored at the Public Records Office. AM &amp; MH in favour. Vote to be ratified by absent members by email.</b></p> <p>10.3 2019/20 Meeting Dates - List was circulated. NME &amp; LVW gave their apologies for the meeting on 11<sup>th</sup> December 2019. HF was requested to circulate alternative dates for the December meeting</p> <p>10.4 Draft newsletter - was tabled. It was suggested to expand the refuse collection dates to include all over the Christmas &amp; New Year and to add information regarding the electoral roll reform.</p> <p>10.5 General Maintenance Report - HF highlighted the need to repair the loose ridge tile on the workshop roof and re-</p>	<p>HF</p> <p>HF</p>



	roofing works to the Lhargan Garages. Asbestos survey had shown the garage roofs to be of Chrysotile white asbestos which can be removed by a competent non-licensed contractor.	
11.	<p>Invitations:</p> <p>11.1 Invitation to Tynwald Christmas Carol Service on 12<sup>th</sup> December. MH to attend.</p> <p>11.2 Invitation to Royal Artillery Association Service on 1<sup>st</sup> December. HF was requested to see if AG or BW can attend.</p> <p>11.3 Invitation to Port Erin Commissioners Carol Service on 19<sup>th</sup> December. MH &amp; NME to attend.</p>	MH HF
12.	<p>Any Other Business</p> <p>12.1 Remembrance Service – LVW reported seeing residents gathering in the Garden of Remembrance on Remembrance Sunday expecting a service. HF advised PSM Commissioners always held their service on 11<sup>th</sup> November as the Sunday service was held at Rushen Parish Church. LVW requested residents are made aware of this in the future.</p> <p>12.2 Land Registration – A Notice of Application for Registration from Dept of Infrastructure for Port St Mary Harbour and Foreshore was circulated. There were no objections.</p> <p>12.3 Poppy Appeal – HF reported a total of £1110.61 was collected in Port St Mary for the appeal.</p>	MD

There being no further business the Public Session of the meeting closed at 8.55pm.

