

PORT ST MARY COMMISSIONERS
AGM AGENDA
WEDNESDAY 27th MAY 2020
7 pm

1. Apologies for absence:

2. Minutes of AGM 8th May 2019 for noting

3. Nominations for Annual or other Statutory Appointments:

- 1) Chairman
- 2) Vice Chairman

5. Appointments to other Statutory Boards (if required):

- 1) Southern Sheltered Housing Joint Board
- 2) Southern Civic Amenity Site Board
- 3) Southern Swimming Pool

6. To appoint or confirm representatives on the following:

- 1) IoM Municipal Association
- 2) Rushen Emergency Ambulance Committee
- 3) Southern Authorities Health Care Committee
- 4) Youth Liaison Officer
- 5) Port St Mary & District Allotments Committee

7. Policy Matters

- 7.1 Attendance Allowances
- 7.2 Standing Orders on Meetings
- 7.3 Standing Orders on Contracts
- 7.4 Bank Mandates

8. Reports

- 8.1 Attendance Report
- 8.2 Suspension of Standing Orders Report

9. Any Other Business

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
27th MAY 2020
AGENDA – OPEN SESSION**

Item Number	Item	Action Required
1.	OPENING OF THE MEETING	
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	MINUTES	
2.1	Minutes of the Ordinary Meeting held on the 22nd April 2020	For Board approval
3.	MATTERS ARISING	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
3.2	Ratification of e-mail votes	Board to confirm votes
4.	MOTIONS – None	
5.	FINANCE	
5.1	Invoices for payment in May 2020	For Board approval
5.2	Rates for payment	For Board approval
6.	PROJECTS	
6.1	Mariners Shelter	For noting
6.2	Manxonia House	For noting

6.3	Remembrance Garden	For noting
6.4	Skate Park	For noting
6.5	Public Conveniences	For noting
6.6	Happy Valley Colonnade	For noting
6.7	Boat Park	For noting
6.8	Jetty Repair	For noting
6.9	Bay Queen Exhibition	For noting
6.10	Mona's Queen III	For discussion
6.11	West Room	For noting
7.	HOUSING	
7.1	Housing Report	For noting
7.2	Tenancy Arrears Report	For noting
8.	PUBLIC CORRESPONDENCE & COMMUNICATIONS	
8.1	Correspondence regarding new building on Gellings Avenue	For noting

8.2	Street trader licence request	For Board approval
8.3	The Lhargan Temporary Closure Notice	For noting
8.4	Road closure request – Station Road/Four Roads	For Board discussion
9.	PLANNING MATTERS	
9.1	Planning Approvals	For noting
9.2	Planning Appeal	For Board discussion
10.	POLICY & RESOURCES	
10.1	Covid-19 Response Update	For Board discussion & noting
10.2	2020 - 2021 Meeting Dates	For noting
11.	PUBLIC CONSULTATIONS	
11.1	DEFA Bathing Water Consultation for Local Authorities	For Board discussion
12	INVITATIONS – None	
13	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

Item 3.1

PORT ST MARY COMMISSIONERS

MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT

Matters Arising

Street Signs by Rushen Heritage Trust – The signs are awaited and will be fitted when received. RHT are working on a media release which will be put forward for Board approval.

NFU Health & Safety Report – Project on hold due to Covid-19

Street Light Replacement – The replacement fitting for Plantation Road was authorised.

Social Media Policy – The Whistleblowing & Fairness At Work Policies are being reviewed prior to the Social Media Policy being issued to all staff.

Perwick Road/Bay – A letter drop will be undertaken once restrictions have eased.

Public Correspondence

Letter from Port Erin Commissioners regarding merged Authorities –A verbal update will be given by the Clerk.

Letter from the SCASB regarding exploring shared refuse services – The response was issued as requested.

Item 3.2

PORT ST MARY COMMISSIONERS

**RATIFICATION OF E-MAIL VOTES – PAVILION REQUEST FOR A
RENT BREAK**

For; LVW, MH, AG, NME & AM

Against;

No response; BW

E-mail request circulated on 5th May to all members.

**RATIFICATION OF E-MAIL VOTES – SUSPENSION OF STANDING
ORDERS TO MOVE THE AGM DATE**

For; MH, LVW, BW, AG, NME & AM

Request to suspend Standing Order circulated by e-mail on 5th May to all members.

**RATIFICATION OF E-MAIL VOTES – AGM DATE TO BE MOVED TO
THE 27TH MAY**

For; MH, LVW, BW, AG, NME & AM

Request to move the date of the AGM circulated by e-mail on 5th May to all members.

RATIFICATION OF E-MAIL VOTES – PURCHASE OF NEW SWEEPER

For; BW, AM, LVW, NME, AG & MH

Information circulated by e-mail on 19th May to all members.

Item 5.1

PORT ST MARY COMMISSIONERS

INVOICES TO BE PAID IN MAY 20

Rate Born Expenses

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1572	04/05/20	400715	DOI	Tipping charge - April 20	N	Refuse Collection	5210	4712.30	942.46	£ 5,654.76
1573	09/04/20	400271	DOI	PSM Foreshore - April 20	N	Coastal footpath	5520	10.00	2.00	£ 12.00
1573	15/04/20	400407	DOI	Tipping charge - March 20	N	Refuse Collection	5210	5482.87	1096.57	£ 6,579.44
1573	30/04/20	13178	DPN Ltd	DPN- SSHJB Conversion	N	Recharge	6113	1020.00	204.00	£ 1,224.00
1573	08/05/20	22957	Island IT	MS email hosting and office 25/04/20 to 06/05/20	N	Computer Expenses	5140	131.60	26.32	£ 157.92
1573	07/05/20	22995	Island IT	NIC.im Domain	N	Computer Expenses	5140	301.50	60.30	£ 361.80
1573	15/04/20	22880	Island IT	Remote access troubleshooting	N	Computer Expenses	5140	27.50	5.50	£ 33.00
1573	21/04/20	22908	Island IT	Anydesk and mapped drives	N	Computer Expenses	5140	178.75	35.75	£ 214.50
1573	23/04/20	22923	Island IT	DPN Access	N	Computer Expenses	5140	41.25	8.25	£ 49.50
1573	07/05/20	SPI4408578	Manx Utilities	Christmas festoons - Removal and installation	N	Christmas lights	5830	2895.73	579.15	£ 3,474.88
Subtotal								£ 14,801.50	£ 2,960.30	£ 17,761.80

PORT ST MARY COMMISSIONERS

INVOICES TO BE PAID IN MAY 20

Rate Born Expenses (continued)

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1574	14/04/20	22758	Jacksons Engineering	Nitrile gloves	N	Stores	6120	31.20	6.24	£ 37.44
1575	01/02/20	202002000036	Mannin Retail Ltd	Fuel - January 20	N	Sundry - Fuel costs	6060	267.72	53.55	£ 321.27
1576	30/04/20	202004000023	Mannin Retail Ltd	Fuel -April 20	N	Sundry - Fuel costs	6060	67.29	13.46	£ 80.75
1576	29/02/20	202002000161	Mannin Retail Ltd	Fuel - February 20	N	Sundry - Fuel costs	6060	217.86	43.57	£ 261.43
1577	29/03/20	202003000103	Mannin Retail Ltd	Fuel - March 20	N	Sundry - Fuel costs	6060	161.36	32.27	£ 193.63
1578	31/03/20	202001000037	Mannin Retail Ltd	Fuel - December 20	N	Sundry - Fuel costs	6060	265.48	53.10	£ 318.58
1579	01/05/20	13733439	Manx Telecom	Rental and calls - May 20	N	Office - Telephone	5160	103.95	20.79	£ 124.74
1580	27/04/20	U1570712	Manx Utilities	Power - 17/01/20 to 23/04/20	N	Manxonia House	5175	18.89	0.94	£ 19.83
1581	2/04/20	U1570705	Manx Utilities	Power - Town Hall - 15/01/20 to 23/04/20	N	Town Hall	5150	762.95	152.59	£ 915.54
1582	27/04/20	U1570706	Manx Utilities	Power - 17/01/20 to 23/04/20	N	Manxonia House	5175	18.90	0.94	£ 19.84
1583	27/04/20	U1570707	Manx Utilities	Power - 17/01/20 to 23/04/20	N	Manxonia House	5175	18.90	0.94	£ 19.84
1584	27/04/20	U1570708	Manx Utilities	Power - 17/01/20 to 23/04/20	N	Manxonia House	5175	18.90	0.94	£ 19.84
1585	27/04/20	U1570709	Manx Utilities	Power - 17/01/20 to 23/04/20	N	Manxonia House	5175	18.90	0.94	£ 19.84
1586	01/05/20	12290	Orb	Annual agent fee - 01/05/20 to 30/04/21 - Office	N	Administration	5170	350.00	70.00	£ 420.00
1587	01/05/20	12291	Orb	Annual agent fee - 01/05/20 to 30/04/21 - DLO	N	Administration	5170	350.00	70.00	£ 420.00
Subtotal								£ 2,672.30	£ 520.27	£ 3,192.57

PORT ST MARY COMMISSIONERS
INVOICES TO BE PAID IN MAY 20
Rate Born Expenses (continued)

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1588	20/03/20	R0210	Safety Net	HST Training	N	Staff Training	5180	500.00	100.00	£ 600.00
1589	01/04/20	4	SCASB	Parish contributions - Quarter 1	N	SCASB	5240	10174.00	0.00	£ 10,174.00
1590	01/05/20	12390	SCS	Payroll admin - April 20	N	Administration	5170	71.50	14.30	£ 85.80
1591	30/01/20	33504	The Garage Door and Gate Automation Company	Cleaning - gloves, clothes and handwash	N	Town Hall	5150	2905.50	581.10	£ 3,486.60
1586	04/05/20	2266	TLC	Virtual classroom workshops	N	Staff Training	5180	70.00	14.00	£ 84.00
1587	15/04/20	676	TT Shirts	Empty portaloo - March 20 - Gansey	N	Plaques and flags	5720	75.00	15.00	£ 90.00
1588	17/04/20	43129	WDS Ltd	Nitrile gloves	N	Town Hall - Cleaning	5152	17.24	3.45	£ 20.69
1589	30/04/20	43555	WDS Ltd	Nitrile gloves	N	Town Hall - Cleaning	5152	44.25	8.85	£ 53.10
1590	20/04/20	24828	Wi -Manx	Marine water pump	N	Computer Expenses	5140	248.77	49.75	£ 298.52
Subtotal								£ 14,106.26	£ 786.45	£ 14,892.71

PORT ST MARY COMMISSIONERS
INVOICES TO BE PAID IN MAY 20
Housing Expenses

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1591	27/04/20	U1571387	Manx Utilities	Void power -16/02/20 to 23/04/20	12CB	Housing	6100	35.28	1.76	£ 37.04
1592	24/04/20	660/27508	MC Locksmith	1LA- replace lock	1LA	Housing	6100	62.20	12.44	£ 74.64
1593	13/05/20	133754	SCS	8PR - bathroom extractor fan	8PR	Housing	6100	50.00	10.00	£ 60.00
1594	13/05/20	133753	scs	14SMA - faulty cooker switch	14SMA	Housing	6100	59.62	11.92	£ 71.54
Subtotal								£ 207.10	£ 36.12	£ 243.22
Total								£ 31,787.16	£ 4,303.14	£ 36,090.30

PORT ST MARY COMMISSIONERS

Category	Amount
Administration	£ 771.50
Category	£ -
Christmas lights	£ 2,895.73
Coastal footpath	£ 10.00
Computer Expenses	£ 929.37
Housing	£ 207.10
Manxonia House	£ 94.49
Office - Telephone	£ 103.95
Plaques and flags	£ 75.00
Recharge	£ 1,020.00
Refuse Collection	£ 10,195.17
SCASB	£ 10,174.00
Staff Training	£ 570.00
Stores	£ 31.20
Sundry - Fuel costs	£ 979.71
Town Hall	£ 2,905.50
Town Hall	£ 762.95
Town Hall - Cleaning	£ 61.49
Total	£ 31,787.16

Rate Born Payments in March 2020	Salaries Gross	Employers' NI Contribution	Government Pension Scheme Contributions	Members Allowances
Office	£ 12,346.24	£ 1,241.90	£ 3,168.46	
DLO	£ 11,197.59	£ 974.03	£ 3,023.35	
Members Allowances				£ 150.00
Total	£23,543.83	£2,215.93	£6,191.81	£150.00

PORT ST MARY COMMISSIONERS
RATES 2020-21 TO BE PAID BEFORE 30TH JUNE 2020

Housing Expenses							
Date	Property					NL Code	Total Cost
01/04/2020	A0050671	IOM Government - Treasury	Rates	BB	Housing Rates	6105	£14,502.78
01/04/2020	A0050672	IOM Government - Treasury	Rates	CB	Housing rates	6105	£6,941.52
01/04/2020	A0050673	IOM Government - Treasury	Rates	FR	Housing Rates	6105	£5,333.57
01/04/2020	A0050674	IOM Government - Treasury	Rates	LA	Housing Rates	6105	£9,451.63
01/04/2020	A0050675	IOM Government - Treasury	Rates	TP	Housing Rates	6105	£7,685.28
01/04/2020	A0050676	IOM Government - Treasury	Rates	PR	Housing Rates	6105	£12,272.94
01/04/2020	A0050677	IOM Government - Treasury	Rates	SMA	Housing Rates	6105	£18,407.40
01/04/2020	A0050678	IOM Government - Treasury	Rates	SA	Housing Rates	6105	£21,568.32
							£96,163.44

Rate Born Expenses							
Date	Property					NL Code	Total Cost
01/04/2020	175582	IOM Government - Treasury	Rates Town Hall		Town Hall Rates	5153	£986.69
01/04/2020	350988	IOM Government - Treasury	Rates Golf course store		Golf course rates	5615	£54.72
01/04/2020	172788	IOM Government - Treasury	Rates Golf links		Golf course rates	5615	£792.00
01/04/2020	174146	IOM Government - Treasury	Rates The Smithy		Sundry Stores Rates	6025	£96.25
01/04/2020	256770	IOM Government - Treasury	Rates Ballagawne tip		Amenities Ballagawne site	5815	£2.74
01/04/2020	272772	IOM Government - Treasury	Rates Garage 1		Sundry Stores Rates	6025	£44.46
01/04/2020	272780	IOM Government - Treasury	Rates Garage 2		Sundry Stores Rates	6025	£44.46
01/04/2020	272798	IOM Government - Treasury	Rates Garage 3		Sundry Stores Rates	6025	£44.46
							£2,065.78

TOTAL **£98,229.22**

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	Mariners Shelter Repairs are ongoing by Estate Services.
6.2	Manxonia House Viewings are now being permitted again.
6.3	Remembrance Garden Lighting options for the new sentinels are currently being explored.
6.4	Skate Park Project on hold.
6.5	Public Conveniences The new West Room door has been fitted. Refurbishment costs are on hold at this time.
6.6	Happy Valley Colonnade Discussions are ongoing with the contractor to restart the project, a new Expressions of Interest will be required.
6.7	Boat Park The project is on hold until the restrictions are lifted.
6.8	Jetty Repair A response from the Department is still awaited and has been chased.
6.9	Bay Queen Exhibition The project is on hold.
6.10	Mona's Queen III Exhibition – The exhibition for 2020 has been cancelled. Verbal discussion regarding the service to be had.
6.11	West Room Verbal update to be given.

Item 7.1

Housing Officer's Report to Port St Mary Commissioners 27th May 2020

Decisions Sought	<ol style="list-style-type: none"> 1. To note summary of housing works & repairs 2. To note COVID-19 report 3. To note update re Bathroom Refurbishment Scheme 4. To note property allocations update 5. To note tenancy update 6. To note shared housing waiting list update 7. To note transfer list 8. To note garden inspections report 9. To note summary of housing data 10. To note callouts in April
April 2020 Summary of Housing Works & Repairs	<ul style="list-style-type: none"> • No responsive repairs were carried out by DLO in April <p>9 responsive repairs were carried out by contractors in April:</p> <ul style="list-style-type: none"> • 5 boiler related issues • 2 plumbing repairs • 2 electrical repairs
COVID-19 Update Re Housing	<p>Maintenance – Now building contractors are permitted to work where it is safe to do so, we are able to move forward with works in empty properties. However, only essential maintenance is still being carried out in occupied properties after a risk assessment has been undertaken.</p> <p>Housing Allocations – Recent government guidance is permitting people to move house providing the property is empty. Availability of other agencies such as removal firms and carpet fitters may still hamper a new tenant's ability to move in.</p>
Bathroom Refurbishment Scheme Update	One property in Creggan Beg left unfinished due to lockdown has now been completed. A tenant in another flat in Creggan Beg moved in with family before the lockdown. This enabled the contractors to safely access the property to conduct the bathroom refurbishment works. This leaves just three occupied properties and one with minor works still outstanding.
Property Allocations	<ul style="list-style-type: none"> • A vacant property in Creggan Beg has been allocated but still requires completing by contractors. • We have recently received the keys back for a property in Barna Beg. It has been allocated to an applicant from the shared waiting list but has work to be undertaken before handover. With only one contractor being allowed on site at a time, progress is expected to be slow.
Fixed Five Year Tenancies & Temporary Licences	<ul style="list-style-type: none"> • Two temporary licences have been converted to fixed five year tenancies as the tenants have kept to the terms of the licence.
Southern Shared Housing Waiting List	<ul style="list-style-type: none"> • One new application was processed and placed on the waiting list in April.
Transfer List	There is currently one family on the transfer waiting list.
Garden Inspections	A garden inspection was recently conducted on all properties. Gardens in general were kept in good order with just five tenants being sent reminder letters. A follow up inspection is scheduled for 8 th June 2020.
Summary of Q4 Housing Data	Attached below
Out of Hours Callouts in April 2020	None

Summary of Housing Data 2019/20

Introduction:

The following data is taken from the quarterly submissions provided to central government as a statutory requirement.

	Q1 April - June	Q2 July - Sept	Q3 Oct - Dec	Q4 Jan - Mar
No. Of applicants on Waiting list at quarter end	12	10	9	8
No. Of new applicants in the quarter	2	2	2	2
No. Of lettings from waiting list	1	3	2	3
No. Of transfers	0	1	1	1
Annual rent due/receivable at Y/E = £582,097.00				
Rent collected per quarter (rent element only not rates)	£157,782.10	£141,172.63	£137,430.45	£139,916.63
Property Voids				
No. Of voids completed per quarter	3	2	4	5
Total cost of completed voids	£9,234.66	£582.52	£2,437.28	£8,731.38
Cost per completed void	£3,078.22	£291.26	£609.32	
Void rent loss at quarter end	£1,308.88	£1,286.39	£1,685.69	£1,627.13
Void rent loss 'standard' works	£1,308.88	£601.91	£1,685.69	£1,627.13
Void rent loss 'major' works	0	£684.48	0	0
Void re-letting timescales				
Average weeks void 'standard' (target 5 weeks)	4	5	4.75	3.4
Average weeks void 'major' (target 12 weeks)	0	8	0	0
Responsive Repairs				
No. Of responsive repairs raised per quarter	31	26	30	33
No. Of responsive repairs raised by type:				
Emergency (within 24 hours)	11	7	7	9
Urgent (within 7 days)	11	11	14	17
Routine (within 28 days)	9	8	9	7
No. Of responsive repairs completed on time:				
Emergency	11	7	7	9
Urgent	11	11	14	17
Routine	8	8	8	7

PORT ST MARY COMMISSIONERS

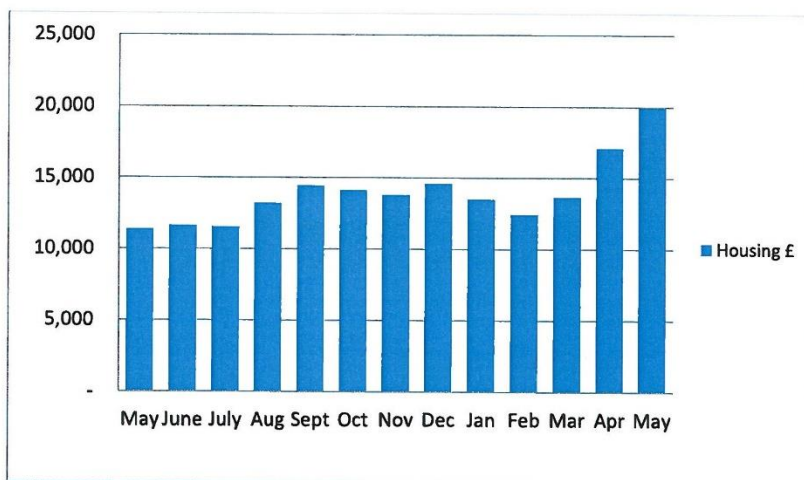
Tenancy Arrears Report for April Meeting

Week 8 2020 commencing 25th May 2020

Management Summary

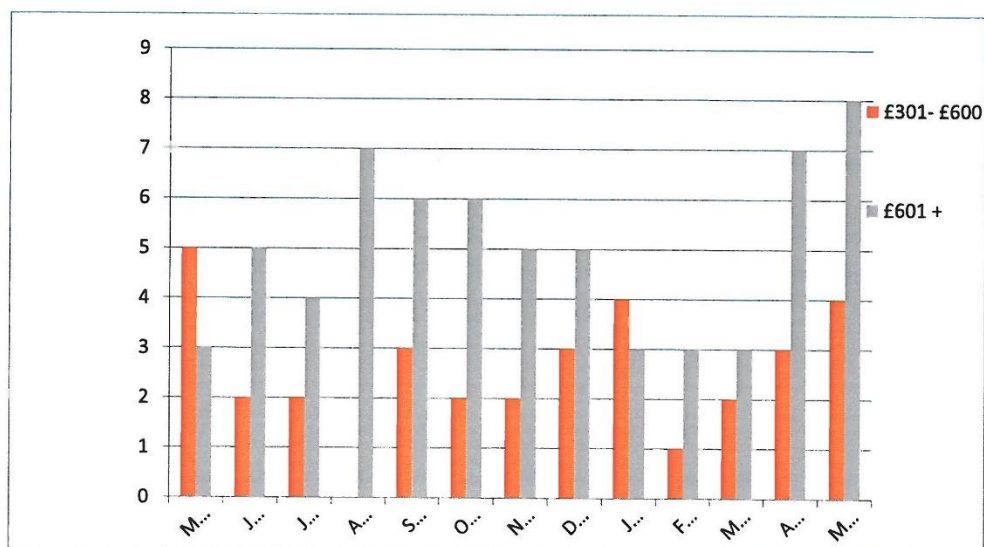
Unpaid rents currently stand at £ 19,941.50 an increase of £ 2856.43 since the previous report.

The first graph shows the rent arrears by sector over the last 12 months. As in previous months, all arrears are housing related.



Number of Debtors and Actions Taken

The second graph shows the number of debtors categorised by how much they owe.



Tenancy Arrears Report for April Meeting

Week 8 2020 commencing 25th May 2020

(Continued)

Below is a detailed analysis of the arrears and the separate action being taken for each tenant.

Uncontrolled debt

There are currently 3 tenants with uncontrolled debt.

Tenant 1- Arrears £863.34

Arrears to be noted and left on account at year end.

Tenant 2 – Arrears £3,542.83 (no payment since last report)

Small claims court application has been returned to us by the courts to be served to ex-tenant, awaiting restrictions of the current status quo for coroner to serve.

Tenant 3 - Arrears £ 8,544.88 (increased by £ 220.43 since previous report)

The first small court order initially served upon tenant , has escalated to the attachment of earnings , with a hearing occurring in August 2020.A second small claims court order has been served on the tenant for the remainder of the outstanding recent debt incurred , to which we await an response. The tenant has remitted circa £ 500.00in April 2020.

Controlled Debt

The following tenants have controlled debt but due to the amounts, are being brought to the Boards attention:

Tenant 4 – Arrears £ 1031.90 (increased by £ 294.80 since previous report)

The tenant informed the housing officer that they would make regular incremental payments to try clear the arrears once returned to employment and circumstances improved.

Tenant 5 – Arrears £ 740.96 (increased by £ 75.26 since previous report)

The tenant has been notified in writing of the newly established arrears. Tennant has been paying a bit more towards clearing the arrears, to be expected at the end of each month.

Tenant 6 – Arrears £ 1356.37 (increased by £ 793.08 since previous report)

A payment of £400 remitted on the 20/05/2020 (to be entered on the system once envelope has been opened from post quarantine) , will remit the remainder at the end of the month.

Tenant 7 – Arrears £ 659.16 (new addition since previous report)

Tenant is unemployed due to pandemic. Housing officer to advise action plan in due course.

Tenant 8 – Arrears £ 582.45 (new addition since previous report)

Arrears due to delay in setting up direct debit following lockdown. Tenants were paying cash weekly and in credit before pandemic. Housing officer will advise tenants of outstanding balance.

Tenant 9 – Arrears £ 565.12 (new addition since previous report)

Tenant to make additional incremental payments to clear rent arrears balance.

Tenant 10 – Arrears £ 549.49 (new addition since previous report)

Arrears as a result of pandemic restrictions, tenant is now in the position to commence additional payments to clear rent arrears.

Tenant 11 – Arrears £ 487.63 (new addition since previous report)

Tenant will clear rent arrears by additional payments over the next two weeks.

Tenant 12 – Arrears £ 1017.37 (new addition since previous report)

Tenants have advised their finances should return to normal from next Friday so will therefore be in a position to start reducing arrears.

Item 8.1

PORT ST MARY COMMISSIONERS PUBLIC CORRESPONDENCE

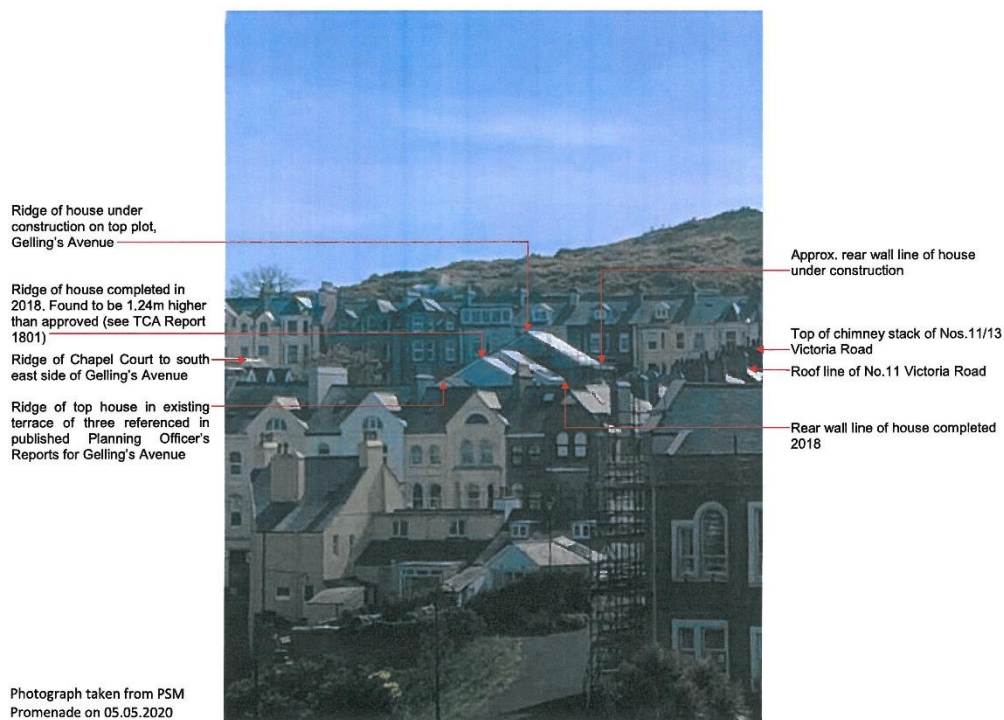
Subject: New Build, Top Plot, Gelling's Avenue

Good Afternoon

I am just writing to inform the Commissioners that I have submitted a suspected breach notification to DEFA concerning the above house, something I thought they should be aware of. I understand that some of my neighbours have done likewise. The building looks far bigger than shown the approved drawings and dwarfs everything around it. I've attached a photo taken from the upper promenade which demonstrates the size of the new house in relation to it's neighbours.

Regards

Bev Cregeen



Item 8.2

PORT ST MARY COMMISSIONERS
STREET TRADER LICENCE REQUEST

Subject: Re: Beach Body Bowls

Hi there

I spoke to a lovely lady at Port St Mary Commissioners last week, regarding applying for a license to trade our food outlet at the beach at Port St Mary. We wouldn't need it to be that regular, as we are planning to go to random beaches around the island once we have, (hopefully), a following from social media. The particular spot we were looking at would be the parking area (where people park to walk), on the opposite side of the bay to the town.

We have registered our business and I attach our registration certificate, which we were awarded in February 2020 from the Department of Environment. Our registration number is 1401.

We have Level 2 hygiene certificates for me and my daughter, who will be the sole employees.

The business idea is one that we have had in mind for a while, and was originally going to just be a bit of fun, and something for my daughter and I to do together over this summer, as she would have been doing her GCSE exams (which have now been cancelled). However, as I am in the tourist industry, and all my other business (an airbnb), and my other employment (a flight attendant with Virgin Atlantic), have all ceased at the moment, it is now something we will be taking more seriously as a source of income.

The concept actually fits in so well with the current Covid crisis. We make smoothie bowls (frozen and non frozen), which are made of just fruit, no additives. We then add toppings of yogurt (dairy or non dairy options), chia seeds, flax seeds (with bio cultures and Vitamin D), mixed seeds, and fresh fruit on top, with a natural sugar topping of either agave nectar or honey (all optional).

These would be served out of our campervan, with our signs and menus being surfboards that we have had designed. We would prop these up against the camper. We would then add cushions around the area (spread out for social distancing), and a few seats (if allowed, but this isn't necessary.) We would also provide baskets etc (again if allowed with the current situation).

Our aim is to get this out on social media, to get a following, as our bowls are popular with young and old, and our intention is to go to beaches around the island that don't have a cafe. We particularly love the spot at Port St Mary, as it would have some footfall, but wouldn't be too close to any other cafes.

We would like to go to different beaches on different weekends, but we also would like to consider a regular spot, and yours is one that we have identified as one that we would love to come to maybe once a month (or once a week or fortnight), preferably at a weekend date.

We haven't got all our signs as yet, but they should be here this week, I have attached pictures, but they are not exactly how we will look, as we have not been able to do a photoshoot with everything set up as we would like it, due to the cover 19.

We have a brand new generator that is really quiet and small.

We will also have public liability, I am just sorting that out this week.

We would like to start trading as soon as possible, as it has been brought forward as my daughter doesn't need to sit her GCSE exams now (and I am now out of work!). Weird how things work, but we feel this was meant to be, so we are hoping we can find some nice spots on the beaches to work from.

If the spot we have mentioned would not work for you, we are really open minded to other areas, (maybe the harbour or anywhere else you think that I haven't thought of). We are also open to one day a month or one day a week, it doesn't really matter as we are going to other areas, but we do prefer yours.

I have attached the camper and the sign that we have and some pictures of our strawberry surf bowl.

Please let me know if you have any more questions at all, My number is [07472224522](tel:07472224522).

Thank you for your time

Kathryn Hodgson
Beach Body Bowls

Further information obtained;

Rubbish will be removed and disposed of.

Pictures of the location and intended set up have also been provided below.





Item 8.3

Statutory Notice No. RCO 190



The Lhargan (Port St Mary) Temporary Closure

The Department of Infrastructure gives notice that under section 3 of the Road Traffic Regulation Act 1985, it will prohibit through vehicular traffic from proceeding on that section of The Lhargan, Port St Mary, between its junction with Bay View Road and a point adjacent with the rear of the Bay View Hotel.

Parking will also be suspended on this section of The Lhargan and on the west side of Bay View Road from a point adjacent with the northern boundary of the property 'Beachcliffe' to its junction with Park Road.

This Notice will be in force from 6.00am on **25 May 2020** until 6.00pm on **5 June 2020** or until the gas mains repairs are completed, whichever is the earlier.

Access to properties will be maintained. Access will also be allowed for emergency vehicles, public works vehicles, and others with the permission of the Department.

An alternative route will be via Gelling's Avenue and Bay View Road.

This work is being carried out by the Mann Construction Limited on behalf of Manx Gas, telephone number **644462**.

Signed by authority of the Minister for Infrastructure

MADE 20 May 2020



J F Robinson
Director of Highway Services

Application Form for a Temporary Road Closure etc. for Works

pursuant to section 3 of The Road Traffic Regulation Act 1985

Important: 1. Application forms must be received no later than 28 days in advance of the work.
2. A plan of the affected area with details of proposed signage must be included with this application.

Please complete in BLOCK CAPITALS and in black ink.

Details

Temporary closure	<input checked="" type="checkbox"/>	Suspension of parking	<input checked="" type="checkbox"/>	(Please tick as appropriate)
Other	<input type="checkbox"/>	Please specify	<input type="text"/>	
Name of road	<input type="text" value="FOUR ROADS / STATION ROAD"/>		Town/Parish	<input type="text" value="PORT ST MARY"/>
From junction with	<input type="text" value="CASTLETOWN ROAD"/>			
To junction with	<input type="text" value="BEACH ROAD"/>			
Date from	<input type="text" value="15 / 06 / 2020"/>		Date to	<input type="text" value="26 / 06 / 2020"/>
Times if closure is for one day or less	<input type="text"/>			
Has preliminary discussions already been held with Highway Services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	(tick as appropriate)	
Is this an extension to a previous application - give previous Notice number	<input type="text"/>			
Alternative route	<input type="text" value="SUSPENSION OF PARKING BETWEEN LEVEL CROSSING AND FIRST PROPEP"/>			
Vehicles prohibited	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Pedestrians prohibited	Yes <input type="checkbox"/>
			No <input checked="" type="checkbox"/>	(tick as appropriate)
Request from	<input type="text" value="MANX GAS LTD"/>			
Contact telephone no. for advert	<input type="text" value="01624 644462"/>			
Contact email address	<input type="text" value="DISTRIBUTION@MANXGAS.CO.IM"/>			
Firm undertaking work	<input type="text" value="MANN CONSTRUCTION LTD"/>			
Office address (to which invoice will be sent)	<input type="text" value="MURDOCH HOUSE, SOUTH QUAY, DOUGLAS, IM1 5PA"/>			
Type of work	<input type="text" value="MAINS REPLACEMENT - GAS"/>			
Any other restrictions of traffic (e.g. parking restrictions, etc.) that need to be suspended?	<input type="text" value="LIMITED ACCESS TO EMERGENCY SERVICES PUBLIC TRANSPORT AND RESIDENTS RETAINED"/>			
Any other comments	<input type="text"/>			

In consideration of the Department of Infrastructure granting a highway closure or road traffic restriction I agree to comply with the conditions overleaf and any special conditions or restrictions which the Department may impose when granting permission. I understand that a failure to comply with such conditions may result in permission being revoked.

Signed

(Print name)

Date



Putting the Customer **First**

OF-06-004 1.0

Four Roads/ Station Road Port St Mary Gas Mains Repairs
Road Closure
(emergency services, public transport and residents access to be retained)



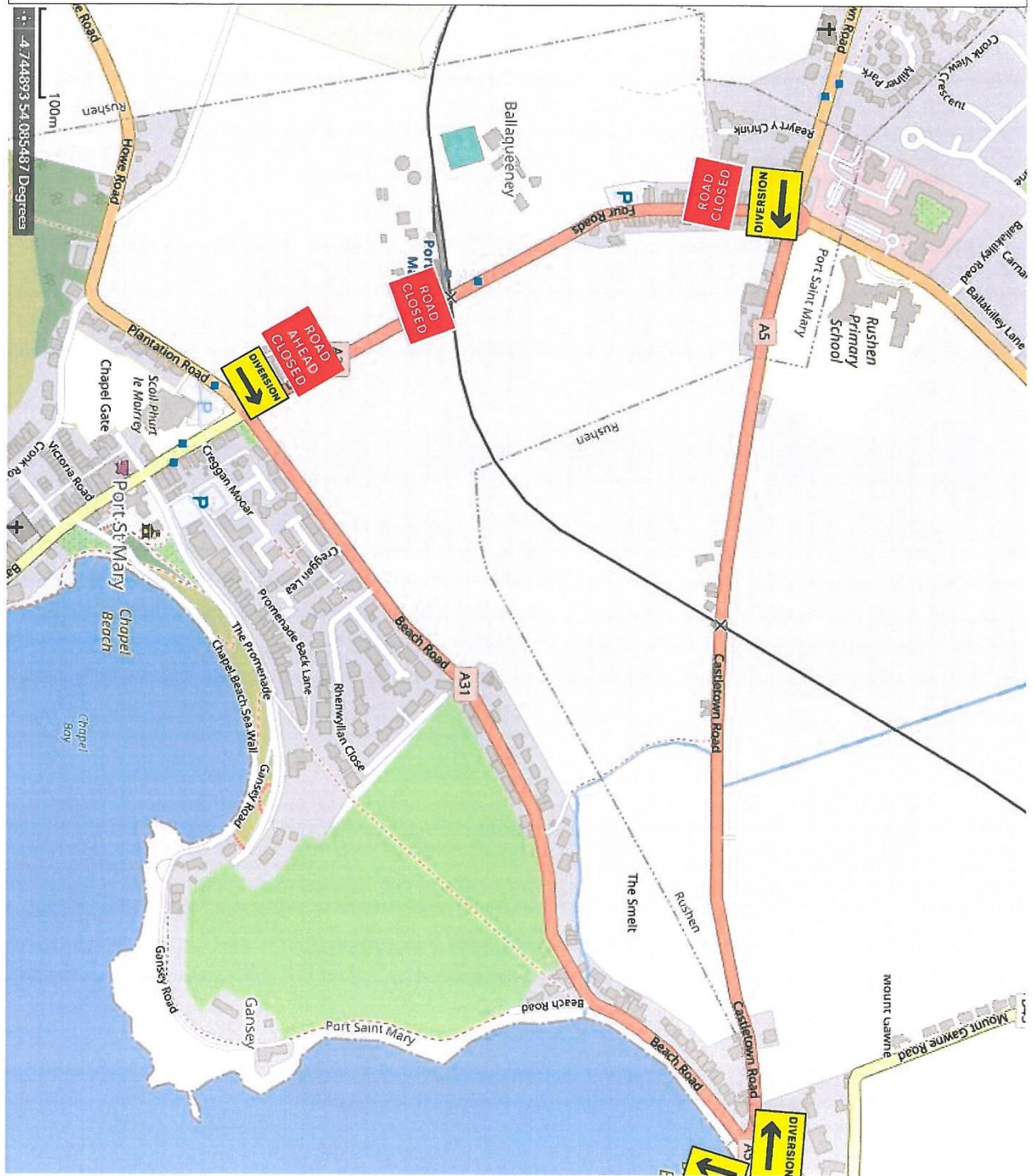
Manx Gas Ltd
Murdoch House, South Quay, Douglas
Isle of Man, IM1 5PA

Four Roads/ Station Road Port St Mary Gas Mains Repairs
Road Closure
(emergency services, public transport and residents access to be retained)



Manx Gas Ltd
Murdoch House, South Quay, Douglas
Isle of Man, IM1 5PA

Four Roads/ Station Road Port St Mary Gas Mains Repairs
Road Closure
(emergency services, public transport and residents access to be retained)



Item 9.1

PORT ST MARY COMMISSIONERS
PLANNING

Item 9.1 Planning Approvals

9.1.1. 20/00173/B Ballamaria, Bay View Road, Port St Mary. Installation of replacement windows to front bay windows approved.

9.1.2 20/00294/B Sunnyside, Lime Street, Port St Mary. Erection to rear elevation.

9.1.3 20/00011/B Dublin House, The Promenade, Port St Mary. Alterations, erection of single storey extension, three storey extension and car port to rear and installation of replacement windows approved.



Cabinet Office

Oik Coonceil ny Shirveishee

RECEIVED
21 MAY 2020

Mr. [REDACTED] ts
The Clerk to the Commissioners
Port St Mary Commissioners
Town Hall
Promenade
Port St Mary
IM9 5DA

CABINET OFFICE
Government Office
DOUGLAS
Isle of Man IM1 3PN
Direct Line (01624) 685280
Fax Number (01624) 685710
Email planning.appeals@gov.im
CHIEF SECRETARY
Will Greenhow ACMA

Our Reference : L02-13/AP20/0013

15th May 2020

Dear Mr Roberts,

TOWN AND COUNTRY PLANNING ACT 1999
The Town and Country Planning (Development Procedure)(No 2) Order 2013

Ref: 20/00011/B
Applicant: Mr James & Mrs Joanne Brookman
Proposal: Appeal against the approval of alterations, erection of single storey extension, three storey extension and car port to rear and installation of replacement windows
Address: Dublin House The Promenade Port St. Mary Isle Of Man IM9 5DE

An appeal has been requested in respect of the above application and as a party to the proceedings you are requested to submit a full, written statement of your case. A copy of your statement will be made available to the other parties involved in this appeal and, therefore, it would be appreciated if you could supply **7 COLLATED SETS** of your submission of case.

Please note that the appellant has requested that this appeal be considered on written submissions only without appearing before the Inspector at an inquiry. Please advise me in writing if you are in agreement for this procedure to be followed but if no reply is received by the date stated below it will be considered as agreement with this procedure.

This information must be in my hand not later than **5 p.m. on 5 June 2020** to enable the submissions to be circulated. If it is agreed by all parties that this appeal will be considered on written submissions only, then on receipt of those submissions the detail will be copied to all parties. A further period of 14 days will then be allowed for parties to the appeal to make written representations in response should they wish to do so. Please note that once the 14 day period has expired no further opportunity for the submission of written comments will be allowed.

If you would prefer to submit your appeal statement electronically please kindly send it to planning.appeals@gov.im.

In light of the current coronavirus pandemic and the measures introduced as a result of the pandemic, please contact me if you require an extension to the date for the submission of statements or if you have any concerns or queries regarding the appeal process during this uncertain time – thank you.

Yours faithfully,

A Johnstone
Planning Appeals Administrator
On behalf of the Chief Secretary

PORT ST MARY COMMISSIONERS
COVID-19 RESPONSE

Rates

The first rates payment from Treasury has been received and as was expected.

Catwalk

Concern was raised from a number of residents regarding the catwalk and social distancing, as a result the Chair actioned making the walkway one way to assist.

Dog Restrictions

The Board are requested to consider if they would like to continue with the restrictions.

Working Arrangements

The moving of the office has commenced, it is hoped to be operational by the end of June.

Golf Course

The Golf Course have re-opened to members only on a one person or one household basis.

Joint Working

PSM have provided staff to Port Erin Commissioners to assist where required.

Amenity Site & Recycling

A replacement paper bin has been requested and provided from the DOI for the Town Hall car park. The Amenity Site are now accepting recycling.

Public Conveniences

Verbal discussion to be had.

Board

Given the current situation, the Order stating the Board numbers as 7 has been deferred and will not commence until the Local Authority Election in 2021. Therefore, we are currently considered to have 3 vacant seats.

PORT ST MARY COMMISSIONERS
MEETING DATES FOR 2020 - 2021

2020 Meeting Dates	
27 th May 2020	AGM to commence at 7pm, followed by ordinary meeting.
10 th June 2020	Notice to be issued by 5 th June if meeting required
24 th June 2020	
8 th July 2020	Notice to be issued by 3 rd July if meeting required
22 nd July 2020	
12 th August 2020	Notice to be issued by 7 th August if meeting required
26 th August 2020	
9 th September 2020	Notice to be issued by 4 th September if meeting required
23 rd September 2020	
14 th October 2020	Notice to be issued by 9 th October if meeting required
28 th October 2020	
11 th November 2020	Notice to be issued by 6 th November if meeting required
25 th November 2020	
9 th December 2020	Only 1 meeting held in December
13 th January 2021	Notice to be issued by 8 th January if meeting required
27 th January 2021	
10 th February 2021	Notice to be issued by 5 th February if meeting required
24 th February 2021	
10 th March 2021	Notice to be issued by 5 th March if meeting required
24 th March 2021	
14 th April 2021	Notice to be issued by 9 th April if meeting required
28 th April 2021	

