

**PORT ST MARY COMMISSIONERS**  
**ORDINARY BOARD MEETING**  
**26<sup>th</sup> MAY 2021**  
**AGENDA – OPEN SESSION**

Item Number	Item	Action Required
<b>1.</b>	<b>OPENING OF THE MEETING</b>	
1.1	Welcome, Apologies & Declarations	As required by Board members
<b>2.</b>	<b>MINUTES</b>	
2.1	Minutes of the Ordinary Meeting held on the 28 <sup>th</sup> April 2021	For Board approval
<b>3.</b>	<b>MATTERS ARISING</b>	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
<b>4.</b>	<b>MOTIONS – None</b>	
<b>5.</b>	<b>FINANCE</b>	
5.1	Invoices for payment in May 2021	For Board approval
5.2	Replacement Street Light	For Board approval
<b>6.</b>	<b>PROJECTS</b>	
6.1	Skate Park – No update	N/A
6.2	Gellings Avenue public conveniences	For noting

6.3	Happy Valley	For noting
6.4	Boat Park	For Board discussion & approval
6.5	Jetty – No update	N/A
6.6	Bay Queen Exhibition	For noting
6.7	East Room	For noting
6.8	Town Branding Project	For noting
6.9	Mona’s Queen event arrangements	For noting
6.10	Rushen Heritage Trust Street Signs	For Board discussion
6.11	PSM Post Office	For noting
6.12	Events Funding for 2021	For Board discussion
6.13	Highways	For noting
6.14	Dog Fouling	For Board discussion
6.15	Town Hall Access	For noting
<b>7.</b>	<b>HOUSING</b>	

7.1	Housing Officers Report	For discussion
7.2	Tenancy Arrears Report	For noting
7.3	Correspondence from Housing re deadlines	For Board discussion
<b>8.</b>	<b>PUBLIC CORRESPONDENCE &amp; COMMUNICATIONS</b>	
8.1	Cronk Road closure notification	For noting
8.2	Lifeboat House – notification of intention to register	For Board discussion
8.3	Mona’s Queen Memorial – notification of intention to register	For Board discussion
8.4	Assistance with IOM Constabulary’s Local Policing Plans	For Board response
8.5	Residential Design Guide – Local Authorities	For Board Response
<b>9.</b>	<b>PLANNING MATTERS</b>	
9.1	Planning Applications	For Board discussion
9.2	Planning Approvals	For noting
9.3	Planning Appeal Update	For noting
9.4	Allotment Sheds Update	For noting
<b>10.</b>	<b>POLICY &amp; RESOURCES</b>	
10.1	Cycle to Work Scheme	For Board approval

10.2	2021 Meeting Dates	For noting
<b>11.</b>	<b>PUBLIC CONSULTATIONS - None</b>	
<b>12.</b>	<b>INVITATIONS</b>	
12.1	Tynwald Ceremony invitation	For response
<b>13.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

Item 3.1

**PORT ST MARY COMMISSIONERS**  
**MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

**Matters Arising**

**Street Lighting near the Pavilion car park** – The project is complete.

**Designated Bathing Water Signage** – The signs have arrived and will be installed shortly. The further information requested by the Chair was received and forwarded to the Chair.

**Kallow Point grass** – The below advice has been received regarding the grass at Kallow Point;

*Hi Michelle / Hayley*

*I have looked into and taken some advice on the grass area at Kallow Point.*

*I am confident we can get the grass to grow back, it will take a bit of time and dedication to the areas affected. It is a rescue grass so easy enough to purchase.*

*As for reinstating the natural wildflowers on the banks, this is more difficult. With the grass taking over the bank it will have to be taken right back to about 2" below the surface. There are 2 ways of doing this.*

1. *cutting it back and then spraying it to kill off all the grass (possibly over a couple of seasons) and letting it come back naturally approx. 6 to 9 years.*
2. *cutting it back or using a digger to scrape off about 2" approx. 5 years.*

If you would like me to set up a meeting with Mike so he can discuss in more detail please let me know.

**Public Call boxes** – Manx Telecom were advised that PSMC wish to retain and sponsor the call boxes.

**Public Correspondence**

There was no correspondence requiring a response.

## Invoices to be paid in May 2021- Rate Born Expenses

Inv#	Date	Inv ref:	Supplier	Details	Housing	Category	Net	VAT	Total Cost	NL Code
2241	04/05/2021	040521AMC	Andrew McEwan Joinery	New letter box fitting	N	Town Hall Expenses	£75.00	£0.00	£75.00	5150
2242	28/04/2021	4153217	Appleby	Advice	N	Professional fees	£702.00	£140.40	£842.40	5040
2243	21/04/2021	524824	Argon	Printing - 17/03/21 to 17/04/21	N	Town Hall Expenses	£68.30	£13.66	£81.96	5050
2244	30/04/2021	SINV00342517	BHX	Stationary office - envelopes	N	Town Hall Expenses	£151.33	£30.27	£181.60	5050
2245	16/04/2021	COIOM002232	Colas	PPE - DLO- safety boots	N	Stores	£76.85	£15.37	£92.22	6020
2246	30/04/2021	COIOM002254	Colas	Stores - number stencil	N	Stores	£16.15	£3.23	£19.38	6020
2247	24/04/2021	1270240421	Cool	Milk - Office 0 April 21	N	Office Expenses	£6.50	£0.00	£6.50	5170
2248	10/05/2021	416620	DOI	Tipping charge - April 21	N	Commercial Refuse	£5,138.37	£1,027.67	£6,166.04	5210
2249	10/05/2021	416517	DOI	Chapel beach - May 2021 - ground rent	N	Chapel Beach	£1.00	£0.20	£1.20	5850
2250	01/04/2021	59/0340/0310	IOMG	Rates 20/21 - Town Hall	N	Rates	£1,079.25	£0.00	£1,079.25	5153
2251	01/04/2021	59/0230/0120	IOMG	Rates 20/21 - Golf course	N	Rates	£57.92	£0.00	£57.92	5615
2252	01/04/2021	59/0100/0060	IOMG	Rates 20/21 - Golf links	N	Rates	£855.63	£0.00	£855.63	5615
2253	01/04/2021	16/0010/0360	IOMG	Rates 20/21 - Ballagawne tip	N	Rates	£2.98	£0.00	£2.98	5815
2254	01/04/2021	59/0090/0060	IOMG	Rates 20/21 - Smithy	N	Rates	£105.29	£0.00	£105.29	6025
2255	01/04/2021	59/0250/0310	IOMG	Rates 20/21 - Garage 2	N	Rates	£47.06	£0.00	£47.06	6025
<b>Subtotal</b>							<b>£8,383.63</b>	<b>£1,230.80</b>	<b>£9,614.43</b>	

**Invoices to be paid in May 2021- Rate Born Expenses**

Inv#	Date	Inv ref:	Supplier	Details	Housing	Category	Net	VAT	Total Cost	NL Code
2256	01/04/2021	59/0250/0320	IOMG	Rates 20/21 - Garage 3	N	Rates	£47.06	£0.00	£47.06	6025
2257	01/04/2021	59/0250/0300	IOMG	Rates 20/21 - Garage1	N	Rates	£47.06	£0.00	£47.06	6025
2258	27/04/2021	25340	Island IT	Network troubleshooting	N	Computer Expenses	£27.50	£5.50	£33.00	5140
2259	28/04/2021	25344	Island IT	Checks - April 21	N	Computer Expenses	£82.50	£16.50	£99.00	5140
2260	07/05/2021	4130584	Isle of Man Newspapers	IOM Courier advertisement - Happy Valley	N	Happy Valley	£246.96	£49.40	£296.36	5599
2261	29/04/2021	2152077	J Qualtroughs	Bench - maintenance products	N	Memorials	£101.94	£20.39	£122.33	5805
2262	12/04/2021	2147444	J Qualtroughs	Brushes and thinners - Stores	N	Stores	£43.60	£8.72	£52.32	6020
2263	15/04/2021	2148416	J Qualtroughs	Cover and seal - Stores	N	Stores	£20.35	£4.07	£24.42	6020
2264	30/04/2021	27306	JC Fargher	Routine maintenance - Town Hall - Lift	N	Town Hall Expenses	£140.00	£28.00	£168.00	5150
2265	30/04/2021	3219	Macowan Collett	PSMC Town Hall Access Alterations Survey	N	Town Hall Refurb	£364.00	£72.80	£436.80	5156
2266	14/04/2021	4-21	Manx Fish Producers	Rafts - shackles , thimbles	N	Rafts	£119.50	£23.90	£143.40	5855
2267	22/04/2021	U1775344	Manx Utilities	TH - 15/01/21 TO 14/04/21	N	Town Hall - Heat and Light	£514.34	£102.86	£617.20	5151
2268	01/04/2021	U1724300	Manx Utilities	Manxonia House - 21/10/20 to 12/01/21	N	Manxonia	£16.27	£0.81	£17.08	5175
2269	01/04/2021	U1724297	Manx Utilities	Manxonia House - 21/10/20 to 12/01/21	N	Manxonia	£16.27	£0.81	£17.08	5175
<b>Subtotal</b>							<b>£1,787.35</b>	<b>£333.76</b>	<b>£2,121.11</b>	

**Invoices to be paid in May 2021- Rate Born Expenses**

Inv#	Date	Inv ref:	Supplier	Details	Housing	Category	Total Net	VAT	Total Cost	NL Code
2270	01/04/2021	U1724295	Manx Utilities	Manxonia House - 21/10/20 to 12/01/21	N	Manxonia	£18.47	£0.92	£19.39	5175
2271	04/05/2021	U1782332	Manx Utilities	Gellings avenue - 30/09/20 to 31/03/21	N	Public Conveniences	£98.21	£0.00	£98.21	5400
2272	04/05/2021	U1782544	Manx Utilities	The quay - 30/09/20 to 31/03/21	N	public Conveniences	£108.56	£0.00	£108.56	5400
2273	06/05/2021	SPI4412111	Manx Utilities	Christmas festoons - installation and removal	N	Christmas Trees	£526.55	£105.31	£631.86	5830
2274	01/05/2021	14745	Orb Ltd	Annual agent fee - 01/05/21 to 30/04/22	N	Office Expenses	£350.00	£70.00	£420.00	5170
2275	01/05/2021	14686	Orb Ltd	Payroll admin - April 21	N	Office Expenses	£66.00	£13.20	£79.20	5170
2276	01/05/2021	14744	Orb Ltd	Annual agent fee stores - 01/05/21 to 30/04/22	N	Office Expenses	£350.00	£70.00	£420.00	5170
2277	07/05/2021	14746	Orb Ltd	Annual agent fee stores - 01/05/21 to 30/04/22	N	Office Expenses	£350.00	£70.00	£420.00	5170
2278	28/04/2021	54174	Quine & Cubbon	Monas queen invites	N	Mona's Queen	£46.10	£9.22	£55.32	5083
2279	17/04/2021	001/13384410	Rileys	Mower and brushcutte	N	Garden Machinery	£1,329.00	£265.80	£1,594.80	5267
2280	01/04/2021	001/13100610	Rileys	Stihl grease	N	Garden Machinery	£13.83	£2.77	£16.60	5267
2281	29/04/2021	74166	Safety Management	Landscape equipment training - 29/04/21	N	Staff Training	£390.00	£78.00	£468.00	5180
2282	29/04/2021	74165	Safety Management	Health and Safety Awareness - 28/04/21	N	Staff Training	£455.00	£91.00	£546.00	5180
2283	23/04/2021	Various	SCASB	Commercial and green waste - April/May 2021	N	Refuse Expenses	£561.41	£112.28	£673.69	5210
<b>Subtotal</b>							<b>£4,663.13</b>	<b>£888.50</b>	<b>£5,551.63</b>	

**Invoices to be paid in May 2021- Rate Born Expenses**

<b>Inv#</b>	<b>Date</b>	<b>Inv ref:</b>	<b>Supplier</b>	<b>Details</b>	<b>Housing</b>	<b>Category</b>	<b>Total Net</b>	<b>VAT</b>	<b>Total Cost</b>	<b>NL Code</b>
2284	30/04/2021	202100000333	Station Garage	Fuel - Lawnmowers	N	Garden Machinery	£97.73	£12.40	£110.13	5267
2285	01/05/2021	28	The Royal British Legion	Wreaths - 8	N	Memorials	£136.00	£0.00	£136.00	5805
2286	29/04/2021	1158239025	Trade UK Ltd	Gardens - scrapers	N	Gardens and Flowerbeds	£39.17	£7.83	£47.00	5260
2287	23/04/2021	59556	WDS Ltd	Loo rolls	N	Town Hall Cleaning	£9.63	£1.93	£11.56	5152
2288	23/04/2021	59557	WDS Ltd	Cleaning materials - April 2021	N	Town Hall Cleaning	£145.01	£29.00	£174.01	5152
2289	30/04/2021	59864	WDS Ltd	Refuse sacks and toilet rolls	N	Town Hall Cleaning	£23.83	£4.77	£28.60	5152
<b>Subtotal</b>							<b>£451.37</b>	<b>£55.93</b>	<b>£507.30</b>	

**Invoices to be paid in May 2021- Housing Expenses**

Inv#	Date	Inv ref:	Supplier	Details	Housing	Category	Total Net	VAT	Total Cost	NL Code	
2290	04/05/2021	040521AMC	Andrew McEwan Joinery	Materials and labour - 6PADD , 10BB, 14PR	6PADD, 10BB, 14PR	Housing	807.97	0.00	807.97	6100	
2291	04/05/2021	040521AMC2	Andrew McEwan Joinery	Materials and labour - 6PADD , 10BB, 14PR	6PADD, 10BB, 14PR	Housing	732.97	0.00	732.97	6100	
2292	09/04/2021	475	Ken Quine	Various repair stock - Housing		Housing	251.40	50.28	301.68	6100	
2293	13/04/2021	660/30292	MC Locksmiths	Change locks - 14pr/10bb/6padd	6PADD, 10BB, 14PR	Housing	246.46	49.29	295.75	6100	
2294	13/05/2021	140416	SCS LTd	7PR - lighting	7PR	Housing	82.44	16.49	98.93	6100	
2295	19/04/2021	N0001593	Soot & Swept	Chimney swept - 6 Paddocks	6PADD	Housing	43.50	0.00	43.50	6100	
							<b>Subtotal</b>	<b>£2,164.74</b>	<b>£116.06</b>	<b>£2,280.80</b>	
							<b>Total</b>	<b>£17,450.22</b>	<b>£2,625.05</b>	<b>£20,075.27</b>	

**Breakdown of expenses by category**

<b>Expense Category</b>	<b>Sum of Net</b>
Chapel Beach	£ 1.00
Christmas Trees	£ 526.55
Commercial Refuse	£ 5,138.37
Computer Expenses	£ 110.00
Garden Machinery	£ 1,440.56
Gardens and Flowerbeds	£ 39.17
Housing	£ 2,164.74
Manxonia	£ 51.01
Memorials	£ 237.94
Office Expenses	£ 1,122.50
Professional fees	£ 702.00
Public Conveniences	£ 206.77
Rafts	£ 119.50
Rates	£ 2,242.25
Refuse Expenses	£ 561.41
Stores	£ 156.95
Town Hall - Heat and Light	£ 514.34
Town Hall Cleaning	£ 178.47
Town Hall Expenses	£ 434.63
Town Hall Refurb	£ 364.00
Mona's Queen	£ 46.10
Staff Training	£ 845.00
Happy Valley	£ 246.96
<b>Grand Total</b>	<b>£ 17,450.22</b>

**Breakdown of invoices to be paid by supplier**

<b>Supplier</b>	<b>Sum of Total Cost</b>
Andrew McEwan Joinery	£ 1,615.94
Appleby	£ 842.40
Arqon	£ 81.96
BHX	£ 181.60
Colas	£ 111.60
Cooil	£ 6.50
DOI	£ 6,167.24
IOMG	£ 2,242.25
Island IT	£ 132.00
Isle of Man Newspapers	£ 296.36
J Qualtroughs	£ 199.07
JC Faragher	£ 168.00
Ken Quine	£ 301.68
Macowan Collett	£ 436.80
Manx Fish Producers	£ 143.40
Manx Utilities	£ 1,509.38
MC Locksmiths	£ 295.75
Orb Ltd	£ 1,339.20
Quine & Cubbon	£ 55.32
Rileys	£ 1,611.40
Safety Management	£ 1,014.00
SCASB	£ 673.69
SCS LTd	£ 98.93
Soot & Swept	£ 43.50
Station Garage	£ 110.13
Supplier	£ -
The Royal British Legion	£ 136.00
Trade UK Ltd	£ 47.00
WDS Ltd	£ 214.17
<b>Grand Total</b>	<b>£ 20,075.27</b>

Item 5.2

**PORT ST MARY COMMISSIONERS**

**FINANCE**

**From:** Wassall, <PublicLighting@manxutilities.im>  
**Sent:** Tuesday, May 4, 2021 9:01:05 AM  
**To:** Hayley Fargher <h.fargher@portstmary.gov.im>  
**Cc:** MU, Public Lighting <PublicLighting@manxutilities.im>  
**Subject:** Street light PM196 Seafield Avenue

We have recently attended the following street light that requires further attention following maintenance;

Street light location: PM196 Seafield Avenue

Reported issues: Corroded column and damaged fitting

(Please see attached report for further details)

Please see option(s) and estimated costs below for replacement parts;

1) 6m column & Axia 3.1 fitting, including network connection and civils - £1698 + VAT

Please advise if you would like us to progress with these works. If you have any queries please contact me on 693591.

Kind Regards

Dale

**Administration Officer**

**Network Services**

Public Light Damage Report

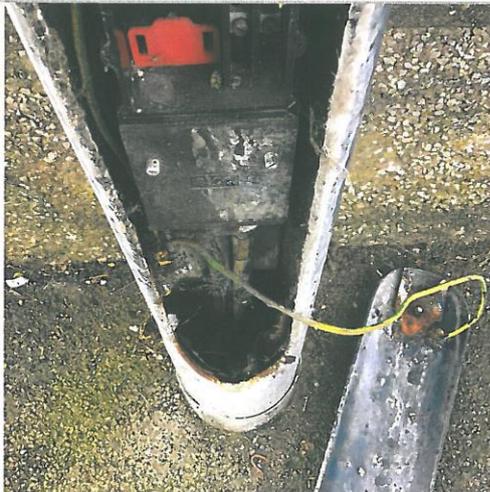
Record: 302

<b>Reported Date</b>	2021-04-29
<b>Streetlight Number</b>	Pm196
<b>Location</b>	Seafield
<b>Reported Issue</b>	Column Corroded, Fitting Damaged
<b>Additional Details</b>	Earth 1.5
<b>Is light suspended?</b>	Yes
<b>Type of Service</b>	10mm 2/3c
<b>Type of Service 2</b>	10mm 2/3c
<b>Is Service Pot End required to change column?</b>	No
<b>Action Required</b>	New Column, New Fitting, Earth Upgrade

Photo1



Photo2



Reported By

mepquayle

**PORT ST MARY COMMISSIONERS**

**PROJECTS UPDATE**

6.1	<p><b>Skate Park</b></p> <p>No update available.</p>
6.2	<p><b>Gellings Avenue public conveniences</b></p> <p>Moved to the private Agenda due to commercial sensitivity.</p>
6.3	<p><b>Happy Valley</b></p> <p>The petition for borrowing has been submitted and is awaiting approval by the Department.</p>
6.4	<p><b>Boat Park</b></p> <p>Work is ongoing between the Clerk, Finance Officer and Foreman to tidy the boat park. This project is always difficult due to the spaces not being clearly marked out. Permission is sought to remove all boats for a period and liaise with Colas regarding accessing reusable tarmac, lines and numbers will then clearly identify each space. Once this is complete the opportunity will be taken to reissue revised contracts (to be brought to the Board for approval).</p>
6.5	<p><b>Jetty Repair</b></p> <p>No update.</p>
6.6	<p><b>Bay Queen Exhibition</b></p> <p>Discussions are ongoing with Rushen Heritage Trust and Hartford Homes.</p>
6.7	<p><b>East Room</b></p> <p>Work is ongoing including plastering and reconfiguring the kitchen to accommodate the oven (also installing hot water access), flooring has been ordered and is awaited.</p>
6.8	<p><b>Town Branding Project</b></p> <p>The business case was submitted and a response from the Department is awaited.</p>
6.9	<p><b>Mona's Queen event arrangements</b></p> <p>Unfortunately we have received notification that the Army Cadet Force won't be represented.</p>

	<p>The Governor's later engagement has been cancelled so he may stay later than 5.10pm now. He and Lady Gozney will be accompanied by his St John Ambulance Cadet, Emily Duckworth. She will assist with the wreath laying.</p> <p>All MHKs and MLCs were invited. To date only D Ashford, L Skelly &amp; R Mercer have accepted. Many apologies.</p> <p>Scoil Phurt le Moirrey have selected 5 pupils. 2 will lay the wreath but all have family connections to present RNLi crew. Only 1 reply to date (2 siblings).</p> <p>The Order of Service will be available to view at the meeting.</p>
6.10	<p><b>Rushen Heritage Street Signs</b></p> <p>The signs are in the process of being ordered.</p>
6.12	<p><b>PSM Post Office</b></p> <p>The requested response to the Post Office was issued.</p>
6.13	<p><b>Events Funding for 2021</b></p> <p>Unfortunately the Events Organisers originally contacted have advised they cannot proceed with the project. The Clerk is liaising with additional organisers.</p>
6.14	<p><b>Highways</b></p> <p>Following a question in the House of Keys by the Speaker, the Department released all road schemes which had been applied for and accepted or turned down in the last three years. The High Street was not on the list as having been put forward for funding. The query has been raised with Highways and a response is awaited.</p>
6.15	<p><b>Dog Fouling</b></p> <p>A further poster will be available to view at the meeting.</p>



## WHY ARE YOU NOT PICKING UP YOUR DOG POO?

1. You are a selfish idiot who cares nothing for the people or village of Port St Mary
2. You don't care about your dog poo making children seriously ill
3. You are happy that your dog poo ends up on prams, buggies, shoes, clothes and hands
4. You are too idle and lazy to pick up your dog poo, put in a free bag and in a bin
5. You would rather just pay the fixed penalty of £50 or go to Court and pay up to £1,000

**DON'T BE AN IDIOT  
PICK IT UP AND BIN IT!**

### **Town Hall Access**

6.16

The plans for the Town Hall are currently being revised to bring them up to date and the planning application will be submitted upon receipt.

Prices to replace the lift at the front of the building are being collated.

**Housing Officer's Report to Port St Mary Commissioners  
26<sup>th</sup> May 2021**

<b>Decisions Sought</b>	<ol style="list-style-type: none"> <li>1. To note summary of housing works &amp; repairs</li> <li>2. To note fixed term tenancy renewals.</li> <li>3. To note shared housing waiting list update</li> <li>4. To note transfer list updates</li> <li>5. To note allocation update</li> <li>6. To note callouts in April</li> <li>7. To note summary of housing data</li> </ol>
<b>April 2021 Summary of Housing Works &amp; Repairs</b>	<ul style="list-style-type: none"> <li>• 2 responsive repairs were carried out by DLO in April</li> </ul> <p>21 responsive repairs were carried out by contractors in April:</p> <ul style="list-style-type: none"> <li>• 7 boiler related issues</li> <li>• 6 plumbing repairs</li> <li>• 2 Electrical repairs</li> <li>• 1 Fence repair</li> <li>• 2 Mains water repairs</li> <li>• 1 Outside vent was replaced on a property</li> <li>• 2 boilers were replaced</li> </ul>
<b>Fixed Term Tenancy</b>	<ul style="list-style-type: none"> <li>• One expiring fixed term tenancy was renewed on the same terms.</li> <li>• One expiring fixed term tenancy was renewed on the new terms of paying an additional 15% rent.</li> </ul>
<b>Southern Shared Housing Waiting List</b>	<ul style="list-style-type: none"> <li>• No applications were made for general housing at this office in April.</li> </ul>
<b>Transfer List</b>	<ol style="list-style-type: none"> <li>1. There is one family on the transfer waiting list for a three bed property, one family wishing to transfer to a two bed property in a different area and one tenant wanting to transfer to a bungalow.</li> </ol>
<b>Allocation Update</b>	<p>A two bed property has been offered and accepted by the family who urgently needed to transfer from another housing area.</p>
<b>Out of Hours Callouts in April 2021</b>	<p>None</p>
<b>Summary of Housing Data 20/21</b>	<p>Attached</p>

**Port St Mary Commissioners**  
**Summary of Housing Data 2020/21**

**Introduction:**

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

	<b>Q1</b> <b>April - June</b>	<b>Q2</b> <b>July - Sept</b>	<b>Q3</b> <b>Oct - Dec</b>	<b>Q4</b> <b>Jan - Mar</b>
No. Of applicants for housing in PSM on Waiting list at quarter end	10	12	14	11
No. Of new applicants for housing in PSM in the quarter	2	3	2	1
No. Of lettings from waiting list	2	0	0	0
No. Of transfers	0	0	0	0
Rent collected per quarter (rent element only not rates)	£141,589.63	£149,025.51	£141,501.57	£140,175.04
<b>Property Voids</b>				
No. Of voids completed per quarter	2	0	0	3
Total cost of completed voids	£7,209.91	0	0	£4,756.59
Cost per completed void	£3,604.95	0	0	£1,585.53
Void rent loss at quarter end	£1,405.19	0	0	£949.01
Void rent loss 'standard' works	£1,405.19	0	0	£949.01
Void rent loss 'major' works	0	0	0	0
<b>Void re-letting timescales</b>				
Average weeks void 'standard' (target 5 weeks)	9.5	0	0	3
Average weeks void 'major' (target 12 weeks)	0	0	0	0
<b>Responsive Repairs</b>				
No. Of responsive repairs raised per quarter	21	17	33	23
No. Of responsive repairs raised by type:				
Emergency (within 24 hours)	4	1	8	8
Urgent (within 7 days)	13	15	18	11
Routine (within 28 days)	4	1	7	4
No. Of responsive repairs completed on time:				
Emergency	4	1	8	8
Urgent	13	15	18	11
Routine	4	1	5	1

**PORT ST MARY COMMISSIONERS**

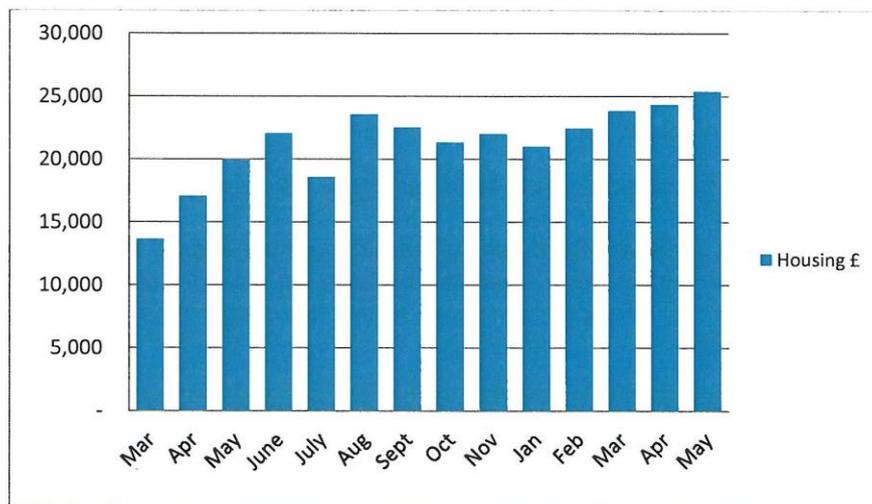
**Tenancy Arrears Report for May Meeting**

**Week 7 2021 commencing 17<sup>th</sup> May 2021.**

**Management Summary**

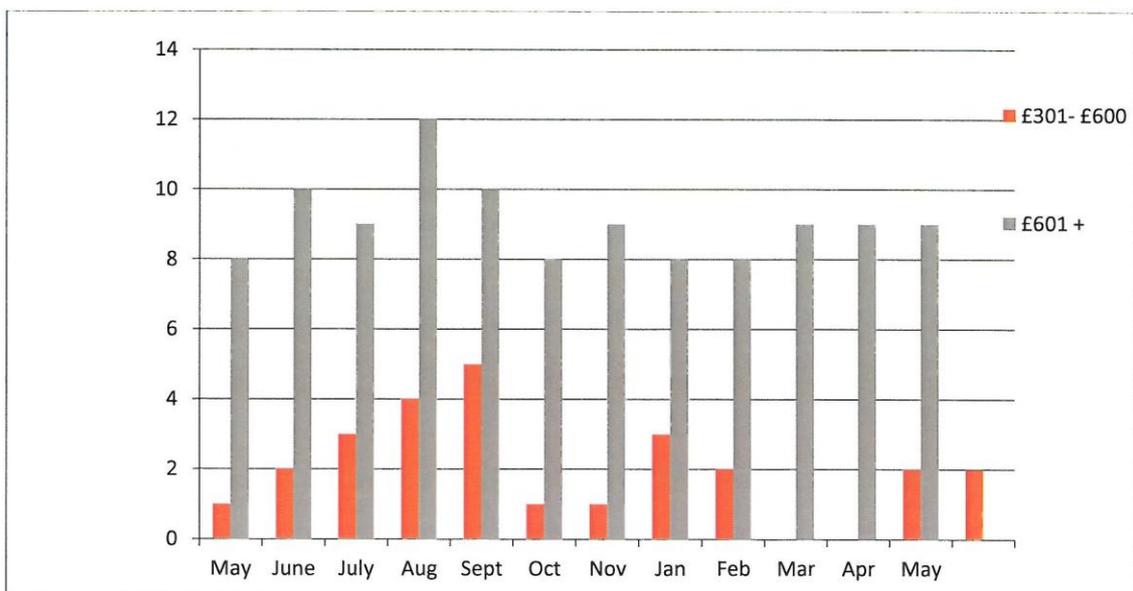
Unpaid rents currently stand at £ 25,382.81 an increase of £ 1,026.57 since the previous report— see detailed analysis on the following page.

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 May Meeting**  
**Week 7 2021 commencing 17<sup>th</sup> May 2021.**

**(Continued)**

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

**Uncontrolled debt**

There are currently 2 tenants with uncontrolled debt.

**Tenant 1 – Arrears £2,942.83 (decreased by £ 100.00 since previous report)**

Request for judgment of an instalment order granted by court, payments of £ 100.00 per month to be received from 14<sup>th</sup> September 2020. Finance officer has communicated payments are to be received no later than the 23<sup>rd</sup> of each month, or further proceedings will ensue. Tenant has continued to make payments in line with instalment order.

**Tenant 2 - Arrears £ 12,603.61 (increased by £ 225.59 since previous report)**

Small claims court has granted attachment of earnings on 10 August 2020, to commence and be received by Coroner of Rushen from tenant's employer on monthly basis as of 26 August 2020. Attachment of earnings only in respect of arrears, tenant still obligated to pay monthly rent, for which are still awaiting payment.

Further discussion through email took place at the end of September with elected advocates to ensure attachment of earnings in respect of arrears has been communicated with the tenant's employer. Payment of the attachment of earnings order has continued to be received in the amount of £ 241.61 per month but still no payment received in respect of monthly rent, a letter has been sent to tenant communicating this, as well as termination of tenancy upon expiration of lease at the end of July 2021.

**Controlled Debt**

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

**Tenant 3 – Arrears £ 2,228.88 (increased by £ 59.36 since previous report)**

Tenant is now employed, and housing officer has agreed a payment plan of £130 per week with tenant to reduce arrears, tenant has been keeping up payments apart from one week where half of the instalment was paid instead.

**Tenant 4 – Arrears £ 1,332.45 (decreased by £ 464.20 since previous report)**

Housing officer to communicate with tenant and agree payment plan, last payment received was £1,000.00 on the 7 May 2021.

**Tenant 5 – Arrears £ 925.34 (decreased by £ 845.68 since previous report)**

Housing officer has spoken to tenant to formulate payment plan, last payment received was £1,250.00 in April 2021.

**Tenant 6 – Arrears £ 778.65 (decreased by £ 106.48 since previous report)**

Tenant is currently not working, and the housing officer has agreed £ 500.00 per month to clear current and outstanding rental arrears.

**Tenant 7 – Arrears £ 572.34 (decreased by £ 306.48 since previous report)**

The Housing officer will contact tenant to arrange a payment plan, last payment was received April 2021- tenant usually makes large payments by Debit card monthly.

**Tenant 8 – Arrears £ 711.97 (decreased by £ 55.76 since previous report)**

Has recommenced rent payments by direct debit and has continued to pay an additional £ 10.00 per week by direct debit, remitting more when circumstances allow tenant to do so. However, due to a single returned/unpaid direct debit earlier in the month, the arrears have increased.

**Tenant 9 – Arrears £ 779.48 (increased by £ 128.24 since previous report)**

Th Housing officer will contact tenant to formulate a payment plan. Payments of £250.00 in received in May 2021. Arrears as a result of transfer of tenancy with a outstanding balance on the old tenancy agreement.

**Tenant 10 – Arrears £ 877.51 (new addition to report).**

Tennant has arranged payment of outstanding balance of rent arrears as soon as tenant acquires more funds.

**Tenant 11– Arrears £ 581.77 (new addition to report).**

Tenancy expired in March 2021, however outstanding arrears. Housing officer has advised £ 50,00 per month payment plan to commence in a few months.

**Tenant 12 – Arrears £ 519.14 (new addition to report).**

Housing officer to advise in due course.

**Tenant 13 – Arrears £ 528.84 (new addition to report).**

Housing officer to advise in due course.



**To All Local Housing Authorities**  
(via email)

Telephone: (01624) 685933  
Email: [jeremy.reece2@gov.im](mailto:jeremy.reece2@gov.im)  
Our Ref: JR/RS  
Date: 26th April 2021

Dear Sirs

**Re: Deadline for Submission of Local Authority Housing Business Cases and Other Financial Information**

As you will be aware, all local authority housing capital schemes are detailed within the Government annual budget document (the Pink Book).

In order to ensure that the budget requirements are correctly understood and agreed through the budget setting process, we need to set a timetable for the submission of new business cases and the reporting of actual expenditure. Therefore please see below the annual timetable:-

- 1<sup>st</sup> June – Deadline for submission of actual project spend information for previous financial year
- 1<sup>st</sup> August – Deadline for submission of any new business case to the Department for inclusion in the following years budget
- 1<sup>st</sup> October – Final agreement on Business Cases to be submitted by the Department to Treasury for approval and breakdown of budget by financial year
- 1<sup>st</sup> November – 6 monthly update on spend in current year (to end September)

I appreciate that the introduction of a single, fixed deadline for business case submission (1<sup>st</sup> August) each year is a change from the current arrangement but is required to ensure that budgets can be approved and aligned correctly. As capital business cases rarely align with emergency works, only in very exceptional circumstances will business cases submitted after this date be considered for inclusion in the forthcoming year. Therefore, I encourage you all to ensure that all Business Cases for inclusion in the 2022/23 budget are required to be with me by 1<sup>st</sup> August 2021.

Yours faithfully

Jeremy Reece  
Senior Project Manager  
Project Management Unit, Department of Infrastructure

**Department of Infrastructure**  
Public Estates and Housing Division, 2<sup>nd</sup> Floor, Markwell House, Market Street, Douglas, Isle of Man,  
IM1 2RZ  
[www.gov.im/infrastructure](http://www.gov.im/infrastructure)

## PUBLIC CORRESPONDENCE

Reference: IM341536I	
<b>You can use this form to apply for:</b>	
A temporary road closure or traffic restriction for road works (pursuant to Section 3 of the Road Traffic Regulation Act 1985)	
A temporary road closure for filming (pursuant to Section 3A of the Road Traffic Regulation Act 1985).	
<b>Standard conditions</b>	
Please select what you want to apply for*	<input checked="" type="checkbox"/> A Temporary Road Traffic Notice <input type="checkbox"/> A Temporary Road Closure for filming
<b>Road closure details</b>	
Is this an extension to a previous application?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please explain why the road closure/restriction is necessary and the type of work that will take place?*	To allow the replacement of overhead electric power cables
Name of road*	Cronk Road
Town/Parish*	Port St Mary
From its junction with	Plantation Road
To its junction with	Victoria Road
Please select all of the requirements of this application*	<input type="checkbox"/> Temporary closure <input checked="" type="checkbox"/> Suspension of parking <input type="checkbox"/> Prohibition of Waiting (where no existing parking order exists) <input type="checkbox"/> Suspension of an existing One-Way Order <input type="checkbox"/> Other (please specify below)
Do you wish to add another road?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is your closure / restriction for less than a day?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of closure*	02 Jun 2021
Start time (please endeavour to avoid peak travel times)*	08:00
Finish time*	16:00
Please give details of an alternative route	N/A
A <b>map based plan</b> is required to be uploaded with your application. This needs to include the full extent of the affected area and all signage that will be used to manage traffic through, or to divert traffic around, the area. Please attach map based plan*	
Has previous discussion been held with Highway Services?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been held with affected parties?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are vehicles prohibited?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are pedestrians prohibited? (only applicable to a closure application)*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Any other information regarding this closure request

## Applicant details

Name of person making request*	Doug Watling
Name of Company*	Watling Streetworks
Who is this work on behalf of?*	Manx Utilities
Name of firm undertaking work*	Manx Utilities
Please describe the nature of the work*	Overhead cable replacement
<b>Office address</b> (to which invoice will be sent)	
Address line 1*	2 Premier Road
Address line 2*	Ramsey Isle of Man
Address line 3	Ramsey
Postcode*	IM8 3AS
Contact telephone number (for inclusion in advert)*	1624851681
Contact email address (to which a confirmation of receipt will be sent)*	admin@watlingstreetworks.com
Please confirm email address	admin@watlingstreetworks.com
If required, please include a purchase order number to cover advertising cost	

## Declaration

In consideration of the Department of Infrastructure granting a TTRN, I, **Doug Watling**, agree to comply with the conditions set out in the introduction to this form and any special conditions or restrictions which the Department may impose when granting permission.

I understand that the information I have supplied will be handled by the Department of Infrastructure in accordance with the Data Protection Act 2002.

The information I have supplied is correct and true to the best of my knowledge and belief.

In making this application the applicant agrees to the sharing by the DOI of all details forming part of the application by any means, or media deemed appropriate and proportionate in order to consult, or to inform the public of the details of the application.

I agree with statements above\*



**PORT ST MARY COMMISSIONERS**  
**PUBLIC CORRESPONDENCE**

Reference. 21/01269/RBINV



**DEPARTMENT OF ENVIRONMENT, FOOD AND AGRICULTURE**

TOWN AND COUNTRY PLANNING ACT 1999

TOWN AND COUNTRY PLANNING (REGISTERED BUILDINGS) REGULATIONS 2013

**NOTICE OF PROPOSAL TO REGISTER A BUILDING**

In accordance with the Town and Country Planning (Registered Buildings) Regulations 2013, Regulation 6, the Department is required to give public notice that it proposes to enter the following building (as it appears that due to its special architectural or historic interest) in the Protected Buildings Register (the "register" is maintained in accordance with Section 14 of the Act):

**Lifeboat House The Quay Port St. Mary Isle Of Man IM9 5EF**

The effect of entry on the "register" will restrict the demolition, alteration or extension of the building in any way without the prior written consent of the Department as may be authorised under Part 3 of the Act ("registered building consent").

Any person may make written submissions to the Department with respect to the proposal and should be addressed to the Registered Buildings Officer, Department of Environment, Food and Agriculture, Planning and Building Control Directorate, Murray House, Mount Havelock, Douglas, Isle of Man, IM1 2SF, or by emailing [planning@gov.im](mailto:planning@gov.im), quoting Ref 21/01269/RBINV and submitted **not later than 28th May 2021**.

Dated this 30<sup>th</sup> April 2021,  
By Order of the Department

Notice of this intention is being sent to :

The Owner/Occupier

R.N.L.I.  
West Quay Road  
Poole  
BH15 1HZ

AND  
The Local Authority - PORT ST MARY.  
The Director, Manx National Heritage  
The Isle of Man Victorian Society  
Isle of Man Natural History and Antiquarian Society

Department of Environment Food & Agriculture, Planning & Building Control, Murray House, Mount Havelock, Douglas  
Isle of Man, IM1 2SF. Email [planning@gov.im](mailto:planning@gov.im). Tel 01624 685950

<b>Case Name:</b>		Lifeboat House, Port St Mary	
<b>Case Number:</b>		RBINV1269	
<b>Background</b>			
<p>The Department for Planning &amp; Building Control has been asked to survey the Lifeboat House, Port St Mary, as a candidate for inclusion into The Register of Protected Buildings, a register of buildings of special architectural or historic interest on the grounds of special interest.</p> <p>Following an initial assessment, facts regarding the building’s history and architecture are being checked at this stage to enable a Registration Assessment and Recommendation to be made as to whether the building meets the criteria for entry in to the Register of Protected Buildings.</p>			
<b>Asset (s) under Assessment</b>			
Facts about the asset (s) can be found in the Annex (es) to this report			
<b>Annex</b>	<b>Name</b>	<b>Category</b>	
1	Factual details	Registration	
<b>Visits</b>			
<b>Date</b>	<b>Visit Type</b>		
13 <sup>th</sup> December 2020	External only		

<b>Annex 1</b>	
The Factual details are being assessed as the basis for a proposed addition to the Register of Protected Buildings.	
<b>Factual Details</b>	
Name:	Lifeboat House
<b>Location</b>	
The Quay, adjacent to Lime Street, Port St Mary	
<b>History</b>	
The Lifeboat Station was built between 1896 and 1898. Whilst the Station's Trent class all-weather lifeboat is stored in the harbour itself, the building remains in use to store the inshore lifeboat, crew facilities and as an operational base.	
<b>Details</b>	
<p><b>MATERIALS:</b> Stone and render, under slate roof</p> <p><b>PLAN:</b> Simple rectangular plan</p> <p><b>EXTERIOR:</b> Lime Street elevation, gable end dressed coursed stone with in-filled boat entrance opening with render finish and door and window, round headed window above, decorative timber bargeboard and finial to verge. Southern elevation dressed coursed stone with three centrally placed round headed windows, decorated timber scalloped eaves bracket with dormer window above to seaward end with same detailing as main roof. Slate roof with terracotta ridge tiles. Seaward elevation, gable end dressed coursed stone, central large boat opening with pair of timber doors projecting forwards with slate monopitch roof, round headed window above with decorative timber bargeboard and finial to verge.</p> <p><b>INTERIOR:</b> Modern mezzanine inserted over part of the interior.</p> <p><b>Subsidiary Features:</b> None</p>	
<b>Selected Sources</b>	
<p><a href="https://www.imuseum.im/search/archive_record/view?id=mnh-museum-119137&amp;type=archive&amp;tab=all&amp;from=0&amp;term=port+st+mary+lifeboat&amp;size=20&amp;sort=&amp;filter=&amp;view=&amp;images=&amp;ttmcp=0&amp;rfname=&amp;rlname=&amp;machine=&amp;race=&amp;raceyear=&amp;linked=0&amp;pos=17">https://www.imuseum.im/search/archive_record/view?id=mnh-museum-119137&amp;type=archive&amp;tab=all&amp;from=0&amp;term=port+st+mary+lifeboat&amp;size=20&amp;sort=&amp;filter=&amp;view=&amp;images=&amp;ttmcp=0&amp;rfname=&amp;rlname=&amp;machine=&amp;race=&amp;raceyear=&amp;linked=0&amp;pos=17</a></p> <p><a href="https://rnl.org/find-my-nearest/lifeboat-stations/port-st-mary-lifeboat-station/station-history-port-st-mary">https://rnl.org/find-my-nearest/lifeboat-stations/port-st-mary-lifeboat-station/station-history-port-st-mary</a></p>	



**PORT ST MARY COMMISSIONERS**  
**PUBLIC CORRESPONDENCE**



**Department of Environment, Food and Agriculture**

Rheynn Chymmyltaght, Bee as Eirynys

*Please reply to the signatory*  
Our Ref: 21/01361/WMEM  
Your Ref:

RECEIVED  
30 APR 2021

Tel: (01624) 685950  
Fax: (01624) 686443  
Email: [thomas.sinden@gov.im](mailto:thomas.sinden@gov.im)  
**Jennifer Chance, MRTPI**

**Director of Planning & Building Control**

Port St Mary Commissioners  
Town Hall  
Promenade  
Port St Mary  
IM9 5DA

29th April 2021

Dear Sir/Madam,

**Proposal to register Mona's Queen (Dunkirk) Memorial Clifton Road Port St. Mary Isle Of Man**

Please find enclosed a copy notice advising of the Department's intention to seek inclusion of the abovementioned memorial on the Department's Protected Buildings Register. A consultation exercise is now being undertaken to establish facts regarding the memorial's history and architecture, in order that assessment and recommendation can be made as to whether the building meets the criteria for entry in to the Register of Protected Buildings.

A notice will appear alongside the next planning application publication list, inviting comment from all parties with regard to the content of the consultation report.

It is being requested that any submission must reach this office before **28th May 2021**.

Yours faithfully

**Thomas Sinden**  
**Planning and Building Control**



## **DEPARTMENT OF ENVIRONMENT, FOOD AND AGRICULTURE**

### **TOWN AND COUNTRY PLANNING ACT 1999**

### **TOWN AND COUNTRY PLANNING (REGISTERED BUILDINGS) REGULATIONS 2013**

## **NOTICE OF PROPOSAL TO REGISTER A BUILDING**

In accordance with the Town and Country Planning (Registered Buildings) Regulations 2013, Regulation 6, the Department is required to give public notice that it proposes to enter the following building (as it appears that due to its special architectural or historic interest) in the Protected Buildings Register (the "register" is maintained in accordance with Section 14 of the Act):

#### **Mona's Queen (Dunkirk) Memorial Clifton Road Port St. Mary Isle Of Man**

The effect of entry on the "register" will restrict the demolition, alteration or extension of the building in any way without the prior written consent of the Department as may be authorised under Part 3 of the Act ("registered building consent").

Any person may make written submissions to the Department with respect to the proposal and should be addressed to the Registered Buildings Officer, Department of Environment, Food and Agriculture, Planning and Building Control Directorate, Murray House, Mount Havelock, Douglas, Isle of Man, IM1 2SF, or by emailing [planning@gov.im](mailto:planning@gov.im), quoting Ref 21/01361/WMEM and submitted **not later than 28th May 2021**.

Dated this 30<sup>th</sup> April 2021,  
By Order of the Department

Notice of this intention is being sent to :

The Owner/Occupier

AND

The Local Authority - PORT ST MARY.

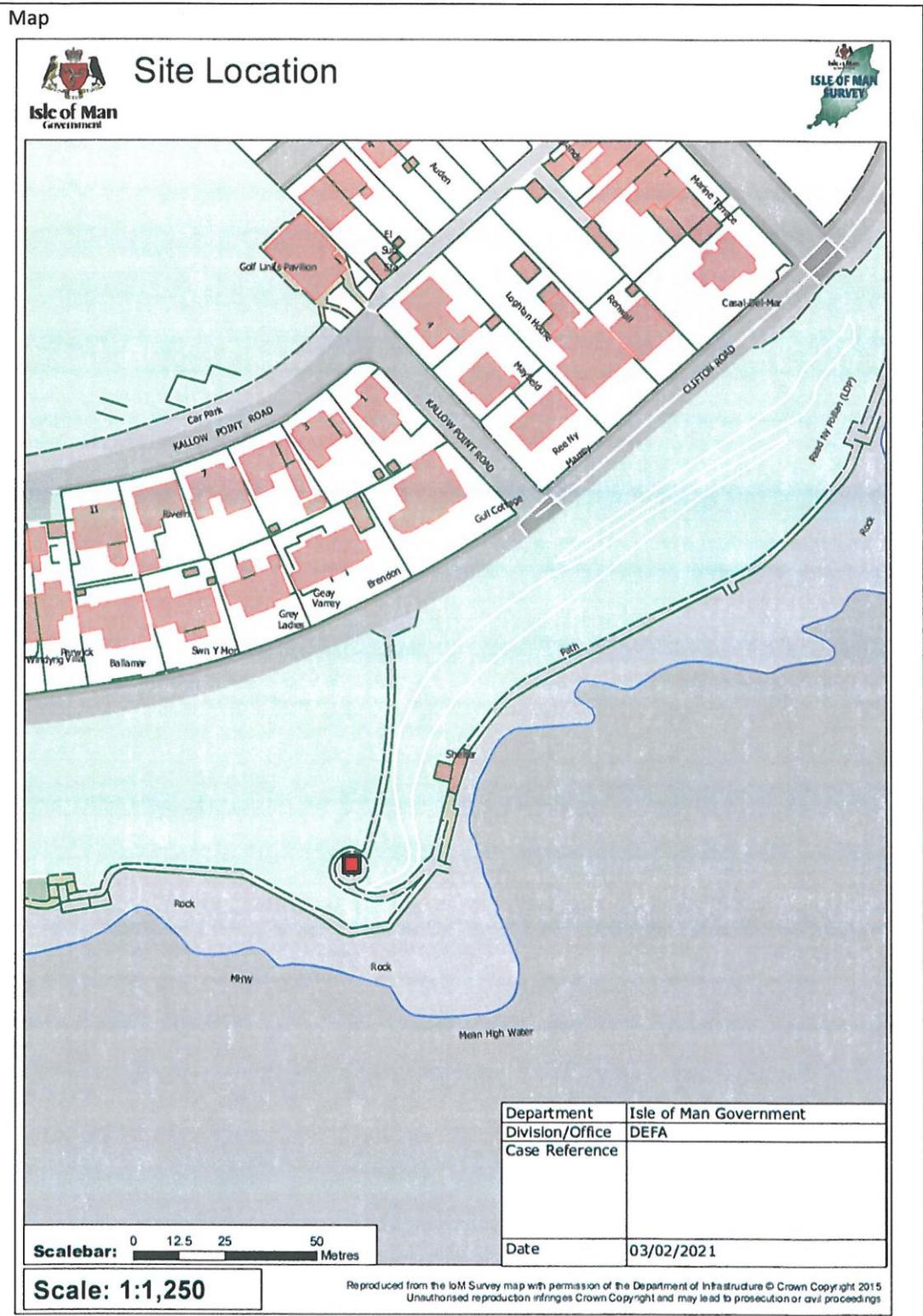
The Director, Manx National Heritage

The Isle of Man Victorian Society

Isle of Man Natural History and Antiquarian Society

<b>Case Name:</b>	Mona's Queen (Dunkirk) Memorial	
<b>Case Number:</b>	RBINV1361	
<b>Background</b>		
<p>The Department for Planning &amp; Building Control has been asked to survey the Mona's Queen (Dunkirk) Memorial as a candidate for inclusion into The Register of Protected Buildings, a register of buildings of special architectural or historic interest on the grounds of special interest.</p> <p>Facts regarding the memorial's history and architecture are being checked at this stage to enable a Registration Assessment and Recommendation to be made as to whether the memorial meets the criteria for entry in to the Register of Protected Buildings.</p>		
<b>Asset (s) under Assessment</b>		
Facts about the asset (s) can be found in the Annex (es) to this report		
<b>Annex</b>	<b>Name</b>	<b>Category</b>
1	Factual details	Registration
<b>Visits</b>		
<b>Date</b>	<b>Visit Type</b>	
29 <sup>th</sup> May 2020	External	

<b>Annex 1</b>	
The Factual details are being assessed as the basis for a proposed addition to the Register of Protected Buildings.	
<b><u>Factual Details</u></b>	
Name:	Mona's Queen (Dunkirk) Memorial
<b>Location</b>	
Kallow Point, Port St Mary	
<b>History</b>	
<p>The memorial was unveiled on 29 May 2012 by Captain Jack Ronan. Also present was His Excellency the Lieutenant Governor Adam Wood; Chairman of Port St Mary Commissioners, Bernadette McCabe; Director of Isle of Man Steam Packet Company, Kit Pemberton and four representatives from the French military who were closely involved in the operation to lift the anchor from the seabed at Dunkirk in 2010.</p> <p>The memorial commemorates those that lost their lives when Twin-screw Steamship (TSS) Mona's Queen (3), together with King Orry (3) and Fenella (2), were lost during the evacuation of Dunkirk in May 1940.</p> <p>The memorial was dedicated by the Rev. Andrew Brown, Archdeacon of the Isle of Man.</p> <p>The memorial was designed by the local War Memorial Committee with final design by Patrick Collett. The memorial was built by R.G.W. Builders of Lezayre, Isle of Man.</p>	
<b>Details</b>	
<p>FORM and MATERIALS: The memorial is circular in plan, with the restored anchor set in the centre on a raised base section. The anchor points in the direction of Dunkirk. A stone wall with grass bank behind includes tablets listing the names of those that were lost. Fixed seating in front of the wall and four flag poles behind complete the memorial.</p> <p>Subsidiary Features: The anchor in the centre of the memorial is from TSS Mona's Queen (3), recovered from the sea bed off Dunkirk and restored by Cammell Laird in Birkenhead.</p>	
<b>Selected Sources</b>	
<p><a href="https://www.imuseum.im/search/collections/places/mnh-site-213932.html">https://www.imuseum.im/search/collections/places/mnh-site-213932.html</a></p>	



## PORT ST MARY COMMISSIONERS

### PUBLIC CORRESPONDENCE



MEOIRYN SHEE-ELLAN VANNIN

RECEIVED  
- 4 APR 2021

ISLE OF MAN CONSTABULARY  
Chief Constable's Office  
Police Headquarters  
Douglas  
IM2 4RG  
Tel: +44 (0)1624 631227  
Fax: +44(0)1624 631226  
Email: Stephen.maddocks@gov.im

Our Ref: SM

30<sup>th</sup> April 2021

Dear Ms Fargher

**Re: Assistance with the Isle of Man Constabulary's local policing plans**

Firstly, I hope you're all well and have managed through what has been an unprecedented period due to the COVID 19 pandemic?

As we look to an anticipated and welcome return to normality I wanted to write to all the local authorities on a few issues.

As you will know, in 2019 I visited all but 5 of the authorities to discuss policing and in particular issues that you and your residents felt were relevant to your areas. I wanted to visit again in 2020 but the COVID pandemic hampered these plans but I am planning to visit you again should you like me to? Following my previous visit, I discussed the areas of concern we had discussed with the officers in your respective areas.

The local neighbourhood policing teams in the north, east, south and west of the Island hold their Level 1 meetings and I know you take part in them. Again, due to the pandemic, these meetings have understandably been affected. When I visited you I also spoke of enhancing our partnership working and in effect making little changes that would bring about better working relationships that ultimately kept our communities as safe as they can be and the quality of life was enjoyed by everyone.

The Chief Constable is responsible for delivering a Policing Plan to the Department of Home Affairs, who in turn report to Tynwald. The Chief and I would like your views on what you feel are the issues for your areas and also provide assistance with setting these objectives.

You all fall into one of the below neighbourhood policing team areas.

North	East	South	West
Andreas	Braddan	Arbory & Rushen	German
Ballaugh	Douglas	Castletown	Marown
Bride	Onchan	Malew	Michael
Jurby		Port Erin	Patrick
Laxey (Garff)		Port St. Mary	Peel
Lezayre		Rushen	
Lonan (Garff)		Santon	
Maughold (Garff)			
Ramsey			

I would like you to list in priority order what you feel are the main issues for your respective authorities from the list below and provide any specific examples or locations should you wish to. You can email me at [Stephen.maddocks@gov.im](mailto:Stephen.maddocks@gov.im) or return the enclosed form back to me at the above address.

I will start to arrange a visit that fits into your meeting cycles where I would be happy to discuss this, or any other issues you may have.

If you would like to discuss this further prior to my visit, please do not hesitate to contact me on the above number or email address.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Maddocks', with a wavy flourish at the end.

**Superintendent Stephen MADDOCKS**

Policing Priorities for: PORT ST MARY COMMISSIONERS (Name of local authority)

- Alcohol related matters
- Anti-social behaviour
- Assault
- Criminal damage
- Dog fouling
- Drugs
- Littering
- Other crimes (burglary/theft)
- Speeding
- Other – please specify

	Issue in order of importance for your authority & any specific localities or examples
1.	
Example	
2.	
Example	
3.	
Example	
4.	
Example	
5.	
Example	
6.	
Example	
7.	
Example	
8.	
Example	
9.	
Example	
10.	
Example	

Please return to: [Stephen.maddocks@gov.im](mailto:Stephen.maddocks@gov.im)

or at the address below:

**Superintendent Stephen Maddocks**  
**Police Headquarters**  
**Dukes Avenue**  
**Douglas**  
**IM2 4RG**

Item 8.5

## PORT ST MARY COMMISSIONERS

### PUBLIC CORRESPONDENCE

**Sent:** Wednesday, May 5, 2021 11:04:26 AM

**Subject:** Residential Design Guide - Local Authority Review invited

Good Morning,

I write to seek your input in relation to potential changes to the Residential Design Guide, and would be grateful for any comments by the **3<sup>rd</sup> June 2021** which should be sent to **REDACTED**

The current Residential Design Guidance informs decisions on planning applications and was published in July 2019. It is available on the website [here](#)

The Department considers that it is appropriate to make a series of targeted changes to the guide in relation to the climate change agenda and also in light of the experience since its adoption, including:

- Clearer links to Climate Change – including strengthened references to biodiversity, active travel and sustainable drainage systems
- Clearer guidance on the difference between Planning and Building Control
- Clearer guidance on flats
- A more pragmatic approach to flat roof extensions
- More detailed content around trees
- Expanded glossary

For the purposes of seeking input on changes, a working version has been produced in word and the key amended text highlighted – this is attached. To enable this to be e-mailed as a word document the pictures/diagrams have been removed, but would be reinstated in the final version.

I would welcome any comments/suggested changes to ensure the guide is appropriate, helpful and as easy to use as possible. In the meantime, if you require any further information or wish to discuss this matter please do not hesitate to contact **REDACTED** (Head of Development Management) at **REDACTED**

*Note: This e-mail has been sent to Local Authorities, Government Departments and those who have registered to receive updates on changes to the planning service. If you wish to be removed from our distribution list, please let us know by e-mail to [planning@gov.im](mailto:planning@gov.im)*

Thank you,

**Head of Technical Services and**

# **Draft Updated Residential Design Guide**

*Editing Note: This is a working document issued for comment, The existing Design Guide includes various pictures and diagrams which will be included in the final version. Key changes are highlighted in yellow.*

## **1.0 INTRODUCTION**

### **1.1 PURPOSE AND STATUS OF THIS DOCUMENT**

- 1.1.1 The aim of this guidance is to help all of those involved in the design process (developers, homeowners, architects and agents and planners) to work together to improve the quality of our built environment. It is hoped that this document will encourage creative, innovative and locally distinctive designs that respond to the changing needs of our communities. The document is not intended to stifle creativity or to promote planning by numbers and off the peg designs, but rather to create a supportive context for good quality designs, be they traditional or modern.
- 1.1.2 The "Reform of the Planning System – Programme for Government 2016 – 2021" GD2018/0031 which was laid before Tynwald on 15th May 2018 stated that "over the next 8 months, we will undertake a range of procedural changes which will introduce... New and improved design guidance and new minimum standards for most new developments", and this is intended to ensure "Our properties contribute to making our Island an even better place to live and work".
- 1.1.3 The Government is also committed to achieving net zero by 2050 and Tynwald have approved the Phase 1 Action Plan which establishes how and why the Island should respond to this world wide situation. Development has an important role to play in this given that housing forms the majority of the greenhouse gas emissions at 34% of all emissions followed closely by surface transport (18%) and how we use our land in future will play a critical role in achieving net zero.
- 1.1.4 This guidance document responds to the above commitments and sets out how the Department will interpret and apply the Development Plan policies in relation to residential design. It is issued by the Department of Environment, Food and Agriculture with the agreement of the Minister. It is intended to apply to any residential development within existing villages and

towns, including individual houses, conversions and householder extensions. It is envisaged that separate guidance will be provided for dwellings in the countryside, although some of the broad principles set out within this document may still be relevant to such proposals.

1.1.5 The document is not a Planning Policy Statement (as per Section 3 of the Town and Country Planning Act 1999) but is capable of being an 'other material consideration' (as per Section 10(4)(d) of the Act). Furthermore, where proposals adopt the approaches set out within this document, they are more likely to be considered to comply with the detailed Development Plan policies that relate to design.

1.1.6 This document was originally published in 2018 and updated in 2021 reflecting the use of the document by the Department and those involved in applications, for over a year and expanded content in relation to climate change.

## **1.2 HOW TO USE THIS DOCUMENT**

1.2.1 When considering any proposals for any new residential development (either a new dwelling or an extension), the following issues are normally relevant (see General Policy 2 of the Strategic Plan);

- Potential visual impact upon the street scene;
- For extensions – the potential visual impact upon the existing property;
- Potential impacts upon neighbouring properties i.e. loss of day light and overshadowing, overbearing impact upon outlook and/or overlooking resulting in a loss of privacy;
- Potential impacts upon highway safety i.e. loss of off-street parking due to proposed works / visibility splays and adequate parking provision; and
- Any site-specific issues/opportunities/constraints (e.g. the presence of trees).

1.2.2 This document provides general advice but cannot cover every eventuality. Wherever possible, it sets out generally acceptable approaches. If a proposal does not meet these, the planning application should explain why. All planning applications will be judged on their merits, taking account of the likely effect on neighbouring properties and the character of the building or street. In particular, it should be noted that this guidance does not provide specific detail in relation to heritage issues (e.g. in relation to Registered Buildings or sites within or adjoining Conservation Areas) or rural housing, as separate guidance is available in relation to these matters.

1.2.3 The way in which the other issues are considered may be different where a proposal relates to the development of a new dwelling(s) compared to a householder extension. Therefore, the approach to the design of new houses (whether single dwellings, larger schemes or new estates) should take account of the issues set out in Chapter 3 whilst targeted guidance on different types of extensions is provided in Chapters 3 and 4. There are some common concepts which may apply to all types of development, and these are set out in 2 (Sustainable Construction), 6 (architectural details), 7 (the wider site) and 8 (impact on neighbouring properties). The impacts on

neighbouring properties relates to both the impact of the development on existing nearby properties and, where a development would result in more than one property, the impact of the proposed dwellings on each other.

### **1.3 DESIGN STATEMENTS**

1.3.1 The Strategic Plan (2016) contains the following policy.

*Strategic Policy 5: New development, including individual buildings, should be designed so as to make a positive contribution to the environment of the Island. In appropriate cases the Department will require planning applications to be supported by a Design Statement which will be required to take account of the Strategic Aim and Policies.*

1.3.2 Where an application is accompanied by a design statement, it provides an opportunity for the applicant to explain how they have considered a Sustainable Construction approach (see section 2.0) responded to the need to:

- maximize carbon sequestration;
- minimize greenhouse gas emissions;
- maintain and enhance ecosystems;
- achieve biodiversity net gain;
- provide sustainable drainage systems; and
- provide active travel and public transport infrastructure.

1.3.3 In relation to the other elements of this guide, it is similarly helpful to explain what elements comply with the guide and, if elements do not comply, the justification for this.

### **1.4 PERMITTED DEVELOPMENT**

1.4.1 The Permitted Development Order allows certain householder development to take place without the need for a planning application to be made and approved. The Department has created the 'Interactive House' (<http://www.myhouse.im/>) and any person considering extending/altering their property is encouraged to utilise this tool, to determine whether or not a planning application or building regulation consent is required. Further advice on the planning process can be obtained from <https://www.gov.im/categories/planning-and-building-control/>

### **1.5 BUILDING CONTROL**

1.5.1 Potential applicants should also note that most developments, regardless of whether or not they require planning permission, will require approval under the Building Regulations. Planning Permission and Building Regulations are two very separate requirements, with planning more on whether or not something should happen and wider impact whilst Building

Control focuses on how something is built – including safety and energy efficiency issues.

1.5.2 Obtaining planning permission does NOT mean that Building Regulation Approval has also been obtained – and vice versa. Applicants are advised to contact the relevant Building Control Authority as early as possible to discuss their proposals (see details at the back of this guide).

1.5.3 The issue of Sustainable Construction spans both, with some elements (e.g. building shape, overall design, orientation) being planning whilst some elements (e.g. insulation) being Building Control. It is important to note that whilst compliance with Building Control is expected as a minimum, and so would not justify a proposal being granted planning approval, where certain design approaches are influenced by Building Control requirements, this may be relevant if justifying why those approaches have been taken.

## **2.0 SUSTAINABLE CONSTRUCTION**

### **2.1 ELEMENTS OF SUSTAINABLE CONSTRUCTION**

2.1.1 Sustainable Construction is implemented at the scale of individual sites and buildings and takes account of both the construction process (including the resources and raw materials used in construction) and how buildings are designed and used. It is about:

- Construction Materials;
- Building Design;
- Climate Change Resilience;
- Protected and contributing to the local environment; and
- Pleasant, Healthy, Safe and Inclusive Spaces.

2.1.2 More details on each of these is provided below.

2.1.3 It should be noted that in respect of alterations to pre-1920s buildings, reduced standards of insulation and energy conservation may be acceptable where the building's historic fabric and/or special character will not enable current U-value standards to be achieved.

### **2.2 CONSTRUCTION MATERIALS**

2.2.1 Selecting construction materials which are durable and with low negative environmental impact (including recycled/reused materials where possible) and

minimizing waste (for example reusing construction and demolition waste) is important. In order that the impact of construction materials on the environment is minimised, the following procurement hierarchy is often applied (where 1 is most desirable):

1. Reclaimed from on site demolition (e.g. reusing bricks as bricks)
2. Recycled from on site demolition (e.g. crushing bricks for sub-base use)
3. Reclaimed from other sites
4. High recycled content
5. Sustainable materials sources (e.g. natural insulation, certified timber, etc)
6. Other Materials

2.2.2 This hierarchy can be applied to all manner of building projects, from large-scale housing developments to small-scale projects undertaken by homeowners. It is important to ensure any material brought onto the site is suitable for use (e.g. don't use contaminated soils for landscaping). Details of materials to be imported to the site and pre-and post site levels should be shown.

## 2.3 BUILDING DESIGN

2.3.1 Designing buildings that maximize the use of natural systems (e.g. sunlight for warmth and light) and conserve energy (through energy efficiency and use of renewable energy) and water

2.3.2 In terms of heat and energy it is important to consider the points set out below.

- Building Form - Minimise ratio of heat-loss area (exposed elements) to floor area. Passive design (which takes advantage of the climate to maintain a comfortable temperature range in the home, reducing or eliminating the need for auxiliary heating or cooling) The orientation and position of dwellings should maximise the opportunities for solar gain and renewable energy generation , and account for constraints, such as trees
- Glazing should be sized and orientated to reduce heat loss whilst allowing light and heat from the sun to enter
- Consider sun rooms instead of conservatories, and if conservatory is provided, ensure it is well insulated from main house
- Consider how reasonably usable space for outside drying of clothes will be provided, to avoid the need for drying with tumble dryers/radiators.
- Meeting insulation standards (Building Control) and opportunities to exceed these. Boilers, lighting and whitegoods should be energy efficient but are not normally controlled by planning and so won't be considered. Consider what level of ventilation is provided and how to balance this with heatloss, also the potential for heat recovery systems.

- Provision of Renewables Technology – many forms are permitted development, but if to be taken into account then should be shown on proposed plans and may be conditioned to ensure provision, e.g. solar water heating, photovoltaics, biomass heating, ground/air heat pumps and wind turbines. In relation to air source heat pumps, noise can be a potential concern and so regard will be had to the noise limits as set out in the Permitted Development Order.
- Where parking spaces are to be provided, the provision of electronic vehicle charging points (or details of how this could be provided in the future by ensuring appropriate provision is made in the wiring etc. of the dwelling) may be appropriate.

2.3.3 In terms of water conservation it is important to consider the points set out below.

- Types of WCs, taps and showers fitted
- Rainwater harvesting (e.g. for WCs), grey water recycling, water butts
- Sustainable drainage systems – paving, driveway, patios can be designed with spaces around each block to allow rainwater to pass through.

## 2.4 CLIMATE CHANGE RESILIENCE

2.4.1 Being aware of, and resilient to, the impacts of climate change, including minimizing flood risk – separate guidance is available on flood risk, but there is overlap in relation to the potential to incorporate Sustainable Drainage Systems etc. as part of a Sustainable Construction approach.

## 2.5 CONTRIBUTING TO THE LOCAL ENVIRONMENT

2.5.1 Proposals should consider protecting and enhancing both the environment on site and the wider green infrastructure network – including opportunities for active travel. For example, existing natural features such as trees and hedges should be retained and protected wherever possible, green roofs can be incorporated in building design and natural habitats and additional tree planting can be incorporated into landscaping proposals. Replacement of natural ground cover with artificial surfaces, for example artificial grass, concrete or tarmac should be avoided wherever possible.

2.5.2 Green or brown roofs are, in short, vegetated roofs, or roofs with vegetated spaces. They are also referred to as eco-roofs and roof gardens. They bring many benefits including:

- Reducing and managing rainwater run-off (thereby helping to prevent overloading of drainage systems and flooding)
- Improved thermal performance of building
- Reduction in sound transmission
- Improvement in air quality
- Reduction in the urban heat island effect
- Provision of habitat for native flora and fauna

2.5.3 As well as complying with relevant Legislation (Wildlife Act 1990) proposals should aim to protect and enhance the existing biodiversity on site through the retention and protection of existing wildlife features (as a priority), compensating against their loss where retention is not possible (as a last resort) and by providing enhancement measures. Consideration should be given to the following:

- Retention and protection of important habitats for wildlife such as mature trees, hedges, sod banks, ponds & semi-natural habitats;
- Protection of features from the impacts of artificial lighting;
- Retention and protection of bat roosts or bird nest sites within buildings (e.g. designing roof space to retain bat roosts or swift nest sites);
- Where reasonable and proportionate, providing alternative wildlife features as compensation, should retention of existing features not be possible (e.g. creation of a new sod bank or the erection of integrated bat and bird bricks);
- Providing additional opportunities for wildlife on site via the creation of natural or artificial features (e.g. creation of ponds, provision of bat or bird boxes, choosing landscaping plants that are good for insects).

## **2.6 PLEASANT, HEALTHY, SAFE AND INCLUSIVE SPACES**

2.6.1 Proposals should provide buildings and spaces that consider occupiers and users, and take account of the needs of all.

- They should make it easier to travel by means other than private car, including good links to public transport routes, the incorporation in the layout of a development of safe and convenient walking/cycle routes and provision of facilities for cycling (including safe and convenient storage).
- Designing out crime and fear of crime from buildings and spaces is important for overall wellbeing, but also to encourage people to walk and cycle. Consideration of appropriate lighting that allows for people walking at night/in bad weather but also avoids unnecessary light pollution.
- It is important to consider equalities issues, for example ensuring that the design of pavements and crossings allow for people with limited mobility, wheelchairs, prams, bikes etc.
- Proposals should take into account the needs of different age groups, such as the need to provide space for children to play (both with dedicated and equipped public open space but also safe streets and spaces for informal play) and opportunities to design flexible accommodate that can be adapted to the needs as people get older (e.g. lifetime homes).
- People should be able to easily recognise the buildings they wish to visit and how to get there with appropriate provision of seating and rest areas en route which can also promote social interaction in an outside environment.

## **2.7 POLICY FRAMEWORK**

2.7.1 The Strategic Plan sets out a number of aims which are supported by this approach, including:

- To promote efficiency and economy in the protection, use and re-use of resources.
- To contribute towards reducing energy consumption by encouraging more efficient use of energy through conservation, recycling and waste reduction.
- To support energy generation from renewable resources.
- To embrace the principles of Sustainable Development i.e. development that meets the needs of the present without compromising the ability of future generations to meet their own needs.
- To reduce the need for travel, especially by private car, and to make the best use of existing infrastructure, including existing and former railway routes.
- To protect, maintain and enhance the built and rural environment (including biodiversity).
- To encourage high quality development throughout the Island
- To promote high standards of residential amenity in new development and to provide a physically safe environment for all communities.
- To promote improved access to buildings, spaces and services for less able people.

2.7.2 The Strategic Plan also contains a number of relevant policies including:

- General Policy 2(n) which requires developments, "to be designed having due regard to best practice in reducing energy consumption".
- Strategic Policy 4(b) which required developments "to protect or enhance the landscape quality and nature conservation value of urban as well as rural areas but especially in respect to development adjacent to Areas of Special Scientific Interest and other designations".
- Environment Policy 13 which states, "Development which would result in an unacceptable risk from flooding, either on or off-site, will not be permitted".
- Infrastructure Policy 5 which states, "Development proposals should incorporate methods for water conservation and management measures to conserve the Island's water resources"
- Energy Policy 5 which states, "The Department will prepare a Planning Policy Statement on Energy Efficiency. Pending the preparation and adoption of that PPS the Department will require proposals for more than 5 dwellings or 100 square metres of other development to be accompanied by an Energy Impact Assessment". It indicates that this assessment is intended to demonstrate what measures have been taken in the design of the development to reduce energy consumption and increase energy efficiency

2.7.3 In light of the above, all developments are encouraged to include details of how they have considered and incorporated Sustainable Construction principles. Irrespective of any other requirements, Proposals for operational development resulting in the creation of 5 or more dwellings (including houses and flats) should include details of potential water, gas and electric usage, how this has been minimised and any on-site grey water or renewable energy generation that is proposed.

2.7.4 In the event that an Energy Performance Certificate is produced for a building, it may be that some of the information within this is relevant for the above and vice

versa. However the above process is intended to focus on the design elements of the process that fall within the planning process and outside the Building Regulations process.

*Editing Note: This section was previously number 2 and entitled New Housing. To be retitled New Homes (as general guidance applies to flats and specific section on flats also added). Section 2.1 subsumed into 1.3, remained of this section has been renumbered accordingly.*

## **3.0 NEW HOMES**

### **3.1 LOCAL DISTINCTIVENESS**

3.1.1 The Strategic Plan (2016) states at paragraph 4.3.8,

"The design of new development can make a positive contribution to the character and appearance of the Island. Recent development has often been criticised for its similarity to developments across the Island and elsewhere – "anywhere" architecture. At the same time some criticise current practice to retain traditional or vernacular designs. As is often the case the truth lies somewhere between the two extremes. All too often proposals for new developments have not taken into account a proper analysis of their context in terms of siting, layout, scale, materials and other factors. At the same time a slavish following of past design idioms, evolved for earlier lifestyles can produce buildings which do not reflect twenty first century lifestyles including accessibility and energy conservation. While there is often a consensus about what constitutes good and poor design, it is notoriously difficult to define or prescribe".

3.1.2 This document is intended to facilitate good quality design, and an important aspect of that is local distinctiveness. New residential development should be informed by the best qualities of our existing residential areas. However, this does not mean that all new residential developments should seek to replicate the appearance of older ones, and good quality contemporary design is encouraged. Nevertheless, it is important that the design of new residential developments, including their scale (including height), form, layout/orientation, and detailed design (including the materials used) is informed by and respects both the nature of the development site and the character of the neighbouring buildings and surrounding area.

3.1.3 The character and context of any residential development is created by the locally distinctive patterns and form of development, landscape, culture and biodiversity. These elements have often built up over a considerable time and tell a story of the site's history and evolution - the creation of a 'sense of place'. The character and context of a site should influence design positively so that development does not simply replace what was there but reflects and responds to

it, for example by allowing the long-term retention of existing mature landscaping features such as trees or water features. The initial site context should also identify established building heights, lines and orientation of buildings that are adjacent to the site and should have a positive relationship with established housing and other development, including ease of pedestrian and vehicular movement.

3.1.4 If the context to a development has been compromised by earlier development, this should not be seen as a reason to perpetuate what has been done before. Opportunities should be sought to deliver high quality sustainable development that reflects up-to-date technologies and aesthetics and creates a strong “sense of place”.

3.1.5 Strategic Plan Environment Policy 42 states in part,

*"New development in existing settlements must be designed to take account of the particular character and identity, in terms of buildings and landscape features of the immediate locality".*

3.1.6 The supporting text (7.34.1) states in part,

*"In terms of existing settlements, in both rural and urban areas, new development will be expected to follow the following design principles. Development will need to: i. be of a high standard of design, taking into account form, scale, materials and siting of new buildings and structures; ii. be accompanied by a high standard of landscaping in terms of design and layout, where appropriate; iii. protect the character and amenity of the locality and provide adequate amenity standards itself; iv. respect local styles; and v. provide a safe and secure environment"*

## **3.2 DWELLING TYPES, TENURES AND USES**

3.2.1 A residential development should avoid having the same type, height and density throughout, including avoiding continuous, bland and uninteresting roofscapes. It is important to provide an appropriate range of dwelling types and tenure. In larger developments a mixture of tenures and property types will encourage the development of a diverse community with living opportunities for all members of society, and affordable dwellings should be “pepper-potted” throughout the site rather than all located in one area.

3.2.2 The design of the estate and its dwellings should ideally be sufficiently flexible and adaptable to meet the changing needs and demands of its residents over the foreseeable life of the development with homes being capable of extension and adaptation to the changing needs of their occupants.

3.2.3 In larger housing developments facilities such as community centres and shops or other services should be provided to reduce the need for car use and

increase sustainability.

### **3.3 TRANSPORT ISSUES**

- 3.3.1 It is important that development considers the needs of travelling by different means, and where possible reduces the need for people to travel and then provides low carbon options for the travel that is required. The Department of Infrastructure has produced an Active Travel Strategy to promote walking and cycling as alternatives to motorised vehicles, as this can reduce environmental impacts and facilitate healthier lifestyles. It is also important to consider the potential to maximise opportunities to use public transport rather than private cars. Nevertheless, realistic provision for car parking is also a consideration. To achieve the above it is important to think about how pedestrians, cyclists and drivers will move within and through a site, how it connects with existing transport networks (including footpaths, cycle routes and nearby or proposed bus stops), whether it is appropriate to allow for bus routes to be amended to run through the site and what provision is made for the parking of cars and the storage of bicycles.
- 3.3.2 Consideration should be given to imaginative ways to provide adequate levels of car parking for both residents and visitors without it dominating the streetscape. The use of the most appropriate type of parking (within the curtilage, shared parking areas and/or on-street) and both hard and soft landscaping can help to ensure that the visual impact of car parking is minimised. Suspended pavement systems can be used to incorporate trees in to hard landscaping areas such as car parking spaces.
- 3.3.3 Car parking should be conveniently located in relation to its users and in a form that avoids long rows of spaces without interruption by planting or other features. Car parking should be sensitively accommodated within, and not dominate, the streetscape. Where possible it should be behind the building line, or it may be appropriate to have parking off the main estate roads in parking closes. Developments should also incorporate appropriate provision for the secure and convenient storage of bicycles to promote more sustainable methods of transport.
- 3.3.4 Where trees are to be planted within hard surfaced areas, tree pits should be appropriately engineered to support the weight of the paving and provide a subsurface void that can be filled with sufficient soil to allow root growth. There should be sufficient space for the trees to grow to their full mature size without impeding the use of adjacent parking spaces and the species choice should be carefully considered to ensure that the trees are suited to the site constraints and nuisance issues will be avoided.
- 3.3.5 Traffic management and subtle changes in street materials can also be used to complement the use of layout and buildings to reduce vehicle speeds without the need for traffic-calming devices such as speed humps and chicanes. Roads should practicably and safely accommodate service vehicles – refuse, deliveries and possibly public transport where appropriate.

- 3.3.6 The Department of Infrastructure has developed a Manual for Manx Roads, and this should be referred to in relation to highways issues. Further information is available at: <https://www.gov.im/about-the-government/departments/infrastructure/highway-services/>

### **3.4 PRIVATE AND PUBLIC SPACE**

- 3.4.1 It is important to clearly demarcate public and private space. High quality, consistent boundary treatments should be provided both within and on the edge of development. However, other approaches may be acceptable on rear and side boundaries (i.e. timber panel fences).
- 3.4.2 'Left over' space that serves no useful function as part of the public realm should be avoided, and often such space provides the opportunity to incorporate street trees and private realm landscape can be used to green the development.
- 3.4.3 New landscape planting should be of a size and scale which can make an immediate impact in the short term and deliver longer term benefits. The mature size and species characteristics of trees should be carefully considered so that tree planting will not result in undue overshadowing, nuisance issues or apprehension about risk through being too close to buildings. The Department's Supplementary Guidance on Trees (June 2019) provides 3 key principles to bear in mind when considering development proposals. Principle 2 states 'The design should aim to achieve a harmonious relationship between trees and structures that can be sustained in the long term.'
- 3.4.4 A well landscaped estate will look more attractive and should help to contribute to local biodiversity and carbon sequestration. Natural ecological features such as ponds, wildflower meadows or hedges as well as bird, bee and bat features can easily be incorporated into, or attached, to individual buildings and native species can be incorporated into landscaping within and around individual plots. Where the site constraints allow it, species native to the Island should always be considered as well as those which can attract and sustain wildlife.
- 3.4.5 It is important to ensure sufficient space within building(s) and plots for bin storage which has convenient access to the point from which it will be collected (normally the kerbside). Ideally these spaces should not be at the front of the plot and if so should be subject to appropriate screening. It is advisable to seek the guidance of the relevant Local Authority in relation to bin/recyclable storage and collection requirements, and to show the proposed space within your planning application
- 3.4.6 Provision should be made for new technological services, for example broadband conduits, electric car charging points and telecommunication masts.

### **3.5 PUBLIC OPEN SPACE**

- 3.5.1 Many assessments have been undertaken in the UK into the satisfaction of occupants with their place of residence, many concluding similarly, that the creation

of a sense of place and community, accessibility to facilities, public transport and open space are very important as are good design and sensitive provision of parking which does not dominate the streetscene. A recent report, Home Comforts produced by The Place Alliance, recommends that developments should aspire to have their residents live within a five-minute walk of a significant green space or park, and never more than 10 minutes, within a five-minute walk of basic local facilities, including shops, and never more than 10 minutes and homes, facilities, and green spaces should be linked by connected, walkable, and green streets and cycling infrastructure. The UK project developed by the NHS, Healthy New Towns Programme also recognises these key factors in healthy place-making.

3.5.2 The Isle of Man Strategic Plan (2016) Recreation Policy 3 requires all new development (where appropriate) to include landscaped amenity areas. Proposals for 10 or more units should provide recreational and amenity space in accordance with the standards specified in Appendix 6 to the Plan (in relation to formal space, children's space and amenity space). Planning Applications for 10 or more residential units should therefore include information on how the requirement for each of these 3 categories has been calculated, and how sufficient space is included within the proposal (specifying which parts of the site are intended for which use).

3.5.3 It is important green space and play space is fit-for-purpose and in an appropriate location – conveniently and safely accessible to all the residents it is intended to serve. Applications should demonstrate that each area of open space is:

- located so as to be accessible to the development it serves (having regard to distances and also potential obstacles such as busy roads) – noting the relevant walking distance guideline for whichever type of open space is being considered;
- designed to be of appropriate quality – noting the relevant quality guideline for whichever type of open space is being considered; and
- is of sufficient size (including allowing for an activity zone and, where relevant, buffer distance) for the intended type of open space.

3.5.4 In considering the above, it is expected that the standards within "Guidance for Outdoor Sport and Play – Beyond the Six Acre Standard – England" will be applied (further information is available at: <http://www.fieldsintrust.org/guidance>). It is important that the application makes it clear when and how the open space will be provided, equipped (where relevant) and maintained (including which organisation(s) is/are responsible for what elements in the immediate and longer term).

3.5.5 A well designed estate will result in public open spaces which are overlooked by housing to provide an element of supervision. Similarly, paths should be well lit and wide enough for people to pass each other and where there is an element of supervision all to design out crime and create a safe environment where the occupants and users feel safe.

### **3.6 EFFICIENT USE OF LAND**

3.6.1 The Strategic Plan (2016) contains the following policy:

*Strategic Policy 1: Development should make the best use of resources by:*

*(a) optimising the use of previously developed land, redundant buildings, unused and under-used land and buildings, and reusing scarce indigenous building materials;*

*(b) ensuring efficient use of sites, taking into account the needs for access, landscaping, open space(1) and amenity standards; and*

*(c) being located so as to utilise existing and planned infrastructure, facilities and services.*

3.6.2 Land is a finite resource and it is important to strike a balance between the need to make best use of land (i.e. by maximising densities, so that as many dwellings as possible can be provided on the least amount of land thus reducing the need to develop new areas) and the need to make sure that new developments are attractive and fit-for-purpose. Changing the use of land, particularly from green field to developed, can also significantly contribute to our greenhouse gas emissions. The Site Assessment Framework for the Area Plan for the East contained broad assumptions about typical densities for different locations and types of developments, and these can provide a helpful starting point. However, these should not be taken as targets and does not mean, however, that developments should be so densely developed that they provide inadequate outlook, amenity space, car parking or an overall attractive environment to see or be within. In reality, the development that takes place may be of a higher or lower density and, as determined by the context of the site and/or the location.

### **3.7 HOUSING AND FLAT STANDARDS**

3.7.1 This guidance document does not provide detail on acceptable house standards, although it is important that new development provides acceptable amenity standards as per the Strategic Plan (2016) General 2 (part h). It is anticipated that further work will be undertaken into potential size standards in relation to what acceptable standards may be and the best mechanism to implement these. This guidance will be updated as necessary. In the meantime, it should be noted that:

- the Department of Infrastructure has published detailed standards in relation to affordable housing  
<https://www.gov.im/media/1350123/20150908-housing-standards-final-version- jan2016-lr2.pdf>
- DEFA Environmental Health Housing (Standards) Regulations 2017 relates to various internal standards (including bedroom sizes) for houses in multiple occupation and flats  
<http://www.tynwald.org.im/links/tls/SD/2017/2017-SD-0122.pdf>
- Building Control Regulations do not control room size per se. However, Document 'M' sets out levels of accessibility for wheelchair uses.

3.7.2 It is important to facilitate development which allows the reuse of previously developed land and/or the reuse of buildings. It is acknowledged that sometimes a pragmatic approach may need to be taken in applying policies and standards, to enable this reuse to occur. Therefore, where the applicant can satisfactorily demonstrate that a pragmatic approach is necessary this may be taken into account in assessing the application.

3.7.3 The Strategic Plan is clear that the creation of flats, whether by the erection of a new building or the conversion of an existing one, can be acceptable and may even result in the upgrading of an area through new investment in existing fabric. Strategic Policy 12 indicates that support will be given to, "...the creation of flats by conversion of redundant boarding houses, and vacant or under-used space above commercial premises subject to compliance with detailed standards" and Housing Policy 17 sets out key considerations for the conversion of buildings into flats including that they have sufficient space, car-parking if practical, a pleasant outlook (especially from principal rooms) and consideration of traffic management

3.7.4 Applicants are advised to consider the other legislation that controls flats (Environmental Health, Building Control and Fire Safety) to ensure that any proposed design takes account of these issues. Initial consideration of practical issues such as bin storage is helpful. Developments should either provide parking or explain why this cannot be provided, how the development is accessible to local amenities/public transport/off-site parking and should, if possible, provide secure and convenient bicycle parking facilities within the site.

*Editing Note: This section and those following to be renumbered as required*

## **3.0 HOUSEHOLDER EXTENSIONS**

### **3.1 GENERAL CONSIDERATIONS**

3.1.1 House extensions are one of the most common forms of development. Individually and cumulatively extensions can have a significant impact on the quality of the built environment. When altering or extending buildings in order to modernise, adapt, enlarge or extend them the overall character and form of the buildings and spaces around them are affected. Guidance is therefore required to provide advice as to what is acceptable in planning terms.

3.1.2 General Policy 2 of the Isle of Man Strategic Plan (IOMSP) indicates that generally house extensions and new houses within areas designated for development will be permitted, providing that they reflect and enhance the appearance of the existing property, adjoining properties, and their setting in terms of scale, design and materials. However, there are a substantial number of detailed issues that need to be taken into account in designing domestic extensions. This section provides general guidance on issues that are likely to apply to all forms of extensions, and then more detailed additional advice in relation to different potential types of extensions.

3.1.3 The main design elements that should be considered include:

- the relationship to the original part of the building – including materials,

- design and detailing (such as window materials and proportions);
- the relationship with adjoining properties, including the building line, roof line, orientation, and the slope of the site; and
- the pitch, shape and materials of the original roof, including the presence of original dormers and chimneys.

3.1.4 All extensions and alterations, particularly those incorporating modern design approaches, should be considered holistically with the original/main building and its setting in the landscape/townscape to avoid an awkward jarring of materials and forms. However, well-judged modern designs using contemporary and sustainable materials will be welcomed, as the Department does not wish to restrict creative designs where they can be integrated successfully into their context. Such approaches, where well designed, can serve to both improve the sustainability of buildings and significantly improve the appearance of buildings to the general benefit of the streetscene.

3.1.5 However, where inappropriately designed, located and finished, such approaches can be harmful to the character of a building and its surrounds, and become a local eyesore. Therefore, in some cases, modern design approaches will not be the most appropriate solution and the character and form of the building and its context may require a more traditional and reserved design approach.

3.1.6 It should also be accepted that in some instances it may not be possible to design an acceptable extension due to the sensitivity of the site, limited space, or the relationship with neighbouring dwellings. It is important that where a different approach is made that the thinking behind this is explained in a supporting statement submitted with the application together with clarification on why it is considered by the applicant that this approach is acceptable in this case.

## **3.2 POTENTIAL VISUAL IMPACT OF AN EXTENSION UPON THE EXISTING HOUSE**

3.2.1 The first aspect which the Department considers when determining the suitability of an extension to a house is whether the design of the extension fits with the existing property. Extensions should generally appear subordinate to the existing house i.e. appear as smaller additions rather than being overbearing features dominating the existing house.

3.2.2 Extensions should generally have the same roof pitch (angle) and shape as the existing dwelling and the height (roof ridge) should be lower than that of the main building. Generally, pitched roofs are the preferred roof type compared to flat roofs which are generally inappropriate forms of development, especially if publically viewable, unless the existing property has a flat/low pitched roof design. Flat roof extensions which are publically visible are generally inappropriate forms of development, unless the existing property has a flat/low pitched roof design. Two storey flat roofed extensions will almost always be considered unacceptable and even where there is an existing two storey flat roofed element. Single storey flat roof extensions may be acceptable – see section 4.2.

3.2.3 The extension should normally incorporate any design/interesting features of the existing dwelling (with windows and doors replicating the design, proportions and materials of the original building, and being in line with the existing openings) unless a deliberate design decision has been made to adopt a different approach – as set out on the next page – and in this case a supporting statement should accompany the planning application to explain the evolution of the scheme and why it should be considered acceptable.

### **3.3 POTENTIAL VISUAL IMPACT UPON THE STREET SCENE/LANDSCAPE**

3.3.1 Extensions should generally be in keeping with the character and appearance of the street in which they are seen. Taking note of the spaces between existing dwellings and adhering to the front building line are important aspects when considering the appropriateness of an extension in the street scene. In the case of dwellings which form part of a group of properties and which have a prominent appearance within the street scene, it will be especially important to ensure any extension does not adversely affect either the overall group of dwellings or the individual dwelling.

### **3.4 POTENTIAL IMPACTS ON HIGHWAY SAFETY**

3.4.1 Generally, most residential dwellings have access to a parking space within the curtilage of the property which can improve environmental and highway conditions of the area. If two or less parking spaces are currently available within the property, the applicant should try to ensure that the extension would not result in the loss of parking. If there are more than two existing spaces, then the applicant should try to ensure that there would still be at least two acceptably sized parking spaces (a full sized parking space is 3.25m x 6m, although in some instances these can be reduced).

3.4.2 Careful consideration should also be given to ensure any extension does not impinge upon visibility for motorists or pedestrians, this is especially important in the case of dwellings located on corner plots adjacent to a public highway.

3.4.3 The Department of Infrastructure Highway Services have approved a Manual for Manx Roads that goes into further detail on the requirements for all highway related matters (including parking issues). Any application that relates to highway/parking matters should be considered against this document also. It is an offence under the Highways Act 1986 to carry out any works within the public highway without the permission of the Department of Infrastructure and no construction work affecting the highway can commence until a Section 109A Agreement has been signed.

## **4.0 TYPES OF HOUSEHOLDER EXTENSION**

Note: In addition to the extension-specific guidance set out in this section, the overall guidance set out in sections 2 and 4 should also be referred to as well as any of the guidance on related issues set out in subsequent sections which are relevant to a proposal.

### **4.1 FRONT EXTENSION**

4.1.1 An extension to the front of a property can have the greatest impact upon the individual dwelling and/or the street scene. There may be limited circumstances

when a front extension is appropriate, for example where the street has an irregular building line or pattern. Any extension should normally appear as if it were designed with the original building and not look out of place in the street. A porch extension is perhaps the most common form of extension to the front elevation of a dwelling. Whilst porches are relatively small in size, careful consideration still needs to be given.

## **4.2 SINGLE STOREY REAR EXTENSION**

4.2.1 In relation to single storey extensions to the rear of the dwelling, generally the main issues relate to potential loss of light and/or overbearing impact upon the outlook of neighbouring properties. Extensions to terraced or semi-detached properties can have the potential for the greatest concern. With either type of property the depth (i.e. rear projection) of an extension and the position (near the shared boundary) are key in ensuring any such extension does not impinge on the amenities of neighbouring properties.

4.2.2 A “tunnelling effect” can be caused where windows are set back behind extensions projecting out either side. Ensuring an extension does not project too far from the rear of the house and/or setting an extension in from the boundary can help reduce problems of loss of daylight.

4.2.3 The acceptability of the length/depth of a single storey extension will depend on the positioning and size of neighbouring properties. For terraced houses and narrower semi-detached properties, single storey extensions are unlikely to be supported where they project more than 3 metres from the back of the house.

4.2.4 Flat roof extensions which are not publically visible may be a cost-effective way of extended a property, however this does not mean that they should be poorly designed. The older style of overhanging fibre-glass roofs is unlikely to be appropriate, and a very simple box shape is unlikely to be a sympathetic addition to a property, even if this incorporate parapet and roof lantern. However, if attention is also paid to detailing, positing of windows, size/shape/positioning and impact on neighbours then a flat-roof rear extension can be designed in a way which is appropriate.

### **Editing Note - ADD EXAMPLES**

## **4.3 TWO STOREY REAR EXTENSION**

4.3.1 These types of extensions have the potential to produce the greatest impact upon the amenities of those in neighbouring dwellings (see Chapter 7). There may be concerns if a proposal is to extend a semi-detached or terraced property along or close to the joint boundary. Extensions, which could have an adverse effect on the ground-floor living rooms or kitchens of neighbouring properties, are unlikely to be supported. However, problems may not arise if the neighbouring property already has a single-storey extension or outhouse on the boundary. In these cases, the Department is more likely to support proposals for a two-storey extension (if it keeps to all other aspects of this document). Each proposal should pay particular attention to poor outlook for and overlooking of the neighbouring property.

## **4.4 GENERAL GUIDANCE ON ANY REAR EXTENSION**

- 4.4.1** A useful guide to determine the likely impact of a rear extension upon neighbouring properties is by using the 45 degree approach. A 45 degree line is drawn from the centre point of the closest relevant window on the ground floor of the neighbouring property. Proposals are likely to be supported where the length of the line exceeds 12 metres before reaching any part of the proposed development. However, it should be highlighted that this is guidance only and passing the test does not mean automatic approval, nor the reverse. Furthermore, the 45-degree approach will not always be appropriate and in certain cases there will be other factors that will carry as much, and potentially more weight, such as orientation, and changes in levels.
- 4.4.2 Solutions to these issues may be the reduction in the depth of the extension, or to set it further away from the boundary. However, chopping off small sections to leave uncharacteristic angles will not normally be permitted, as it is unlikely to produce a form of extension that is in keeping with the original house.

## **4.5 EXTENSION TO SIDE ELEVATION**

- 4.5.1 This type of extension is a common extension throughout the Island as many properties are built with an attached garage which can physically accommodate being built above. Generally, the main issues relate to the potential visual appearance of the extension within the street scene and of the individual dwelling as well as the impact on the amenities of those in neighbouring property (see Chapter 7).
- 4.5.2 It is key that any side extension respects the proportion, design and form of the existing dwelling and that it appears as a subordinate to the main dwelling. A side extension should generally not project in front of the existing building or have flat roofs, a pitched roof will normally be essential to any side extension. The roof of the proposed extension should match the original in terms of pitch and shape. The ridge line should either follow or, often preferably, be lower than the original dwelling.
- 4.5.3 Whether the side extension is single or two storeys, the height and width of these side extensions should be proportionate to the size of the main dwelling. The width should be significantly less than the width of the main dwelling. The ridge height of single storey side extensions should normally be below the eaves level of a two-storey house to give clear definition between single- storey and two-storey elements.

- 4.5.4 Generally, where the property stands in a line of detached/semi-detached dwellings and the extension would fill in the gap, there is a risk that the extension will create a terraced appearance. This is not always in the interests of maintaining the character of the street, individual house, and in the interests of visual amenity, should be avoided.
- 4.5.5 One way of maintaining a visual break would be to set back the extension behind the front of the dwelling by a metre to create a clear break. In some circumstances only the first floor would be required to be set back by 1 metre, although this will be determined on a case by case basis. However, it is still advisable that the ground floor should be set back behind the front elevation, even if only by 0.3m to create a "shadow" which avoids the unsightly joining of old with new finishes, whilst also providing a distinction, albeit modest, of the extension from the main house.
- 4.5.6 A second way of maintaining a visual break, perhaps where the garage exists and it is not practicable to set the first floor back from the line of the frontage, would be by leaving a gap of at least 1 metre between the side of the extension and the boundary of the property. However, a slight setback should still be retained, potentially at first floor level at least. Again, this design helps avoiding the "terracing effect". In any case, where space permits the Department would encourage applicants to retain a pedestrian passageway, between the side extension and common boundary. This will also enable access for maintenance purposes, filling of oil tanks, allow transportation of refuse and garden waste, without passing through Habitable Rooms and give the dwelling a setting within its own plot.

#### **4.6 EXTENSION TO A DWELLING ON A CORNER PLOT**

- 4.6.1 The extension of dwellings which are positioned on corner plots needs careful consideration, as these are generally apparent from the adjacent public highway (footpath/road) and can result in a dominating feature in the street scene, particularly if they come forward of the general line of the fronts of neighbouring properties. Extensions in these locations should not be visually over- dominating or disrupt the sense of openness between the properties and the streetscene.
- 4.5.2 Generally, any extension should not project further than the building line of those properties on adjacent roads, whilst still respecting the existing dwelling.

#### **4.7 DORMER EXTENSIONS**

- 4.7.1 Dormer extensions are often problematic as they can adversely affect the character and appearance of both the individual property and the wider streetscene. Unless they are for non-habitable rooms such as bathrooms with obscured glazing, they can also create overlooking. They are unlikely to be supported where they are

publically visible, unless they already form a positive characteristic of the property or streetscene.

- 4.7.2 There are various types, and applicants should consider which is most appropriate for their house. Traditional properties should avoid having flat roof dormers, as pitched roofed dormers may be more appropriate. Flat roofed dormers can appear as clumsy additions to a roof pitch if they are overly long or tall, or if they are as tall as the ridge. Therefore they are only generally appropriate on more modern properties (1960/70's bungalows) and/or properties where the area is characterised by houses with flat roofed dormers. Finishing the front and cheeks of the dormers in a tile or tile like material can reduce this impact.
- 4.7.3 The position within the roof plane, size and proportion are also important aspects to consider. The size of any dormer should be secondary to the size of the roof in which it will be positioned. Therefore, dormers that would be as wide as the house and run flush or close to the elevations/roof ridge of the house will not normally be supported.
- 4.7.4 There are various types, and applicants should consider which is most appropriate for their house. Traditional properties should avoid having flat roof dormers, as pitched roofed dormers may be more appropriate. Flat roofed dormers can appear as clumsy additions to a roof pitch if they are overly long or tall, or if they are as tall as the ridge. Therefore they are only generally appropriate on more modern properties (1960/70's bungalows) and/or properties where the area is characterised by houses with flat roofed dormers. Finishing the front and cheeks of the dormers in a tile or tile like material can reduce this impact.
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#### **4.8 ROOF TERRACES, BALCONIES, DECKING AND PATIOS**

- 4.8.1 These can add a welcome amenity to a dwelling as long as the scale, design and materials complement the character of the property, whether it is traditional or modern.
- 4.8.2 In most instances, roof terraces on terraced or semi-detached properties are unlikely to be acceptable. For detached properties they can be acceptable where they are carefully designed to avoid unreasonable overlooking of neighbouring properties (including gardens). Large separation distances to neighbouring boundaries and habitable room windows will help to avoid such issues. Strategically placed solid screens/obscure glazed screens/slatted shutter screens may sometimes

help where it is not otherwise possible to avoid overlooking. However, the use of such screens needs to be combined with careful design as such screening may result in a loss of light and/or be an overbearing and dominating feature to the outlook of the neighbouring properties/street scene. Balconies should not result in views into the rear windows of neighbouring properties at a distance of less than 20 metres.

- 4.8.3 Additional consideration should also be given to the potential visual impact upon the street scene and the individual dwelling. A projecting balcony can result in an alien and top heavy feature, particularly at first floor level or above. Thought should be given to minimising the visual impact of such an addition with regard to the size, projection and materials. Balconies should be designed to complement the proportions and character of the property and should be in line with windows on the original house.
- 4.8.4 Raised decking, terraces or patios that are higher than 0.3 metres require planning approval. It is a requirement to ensure that neighbours' privacy is maintained by installing screening (fence, hedge etc.) that reaches the height of 1.8m above ground level. Screening will only be appropriate if it does not cause loss of light and/or be overbearing to an adjoining property. These areas should be designed sensibly in order to avoid dominance at the front boundary of a property. Large areas of decking are unlikely to be supported at the side or front of a property.

## **5.0 ARCHITECTURAL DETAILS**

### **5.1 CHIMNEY STACKS AND FLUES**

- 5.1.1 Chimneystacks make an important contribution to the character and appearance of dwellings, the street scene and the skyline. They are also often particularly important features of many dwelling designs which as well as being functional provide interesting and distinctive patterns in the roofline often making a positive contribution to the particular quality and general appearance of an area. Extensions and roof alterations should avoid the loss of a chimneystack that positively contributes to the dwelling's character and appearance. The Department encourages, wherever practical, the retention of prominent chimneystacks to traditional/period properties, which add to the character and quality of the street scene, especially where the individual property is within a Conservation Area.
- 5.1.2 Proposals for traditionally styled new dwellings or extensions should include chimneys, either as full working chimneys or "fake stacks", which at least give the appearance of a chimney and help break up a potentially bland roofscape.
- 5.1.3 In recent years the Department has seen a number of planning application for flues serving wood burning stoves, and is broadly supportive of these. Consideration should be given to their placement, height, size and finish, as the

main issue is likely to be the visual appearance of them and whether they would fit with the existing property and the street scene as a whole. Tall and/or prominent flues which have a detrimental impact to a property and/or street scene are unlikely to be supported. Where a flue may have an unacceptable detrimental impact, it may be possible to mitigate the impact by:

- colouring the flue to blend in with the existing colour of the wall the flue may adjoin (or a dark colour when the flue sits within a roof);
- encasing the flue so that it appears as a chimney; or
- incorporating the flue within the existing or new chimney stacks.

5.1.4 Before making any planning application, it is often helpful to discuss the required positioning and size of the flue required with the relevant Building Control Authority as Flues also require Building Control Consent (separate from planning approval). Details of flue sizing and positioning of the flue and installation of CO2 and heat alarms within the dwelling are all identified within the Building Regulations (Approved Document J – See 'Useful Contacts' at end of this report for details).

## **5.2 WINDOWS AND DOORS**

5.2.1 The majority of traditional properties (i.e. Manx farmhouses & Victoria terraces etc.) on the Isle of Man have vertically proportioned windows. A general exception to this is more modern properties (i.e. 1960/70s) which have more horizontally proportioned windows (i.e. picture windows).

5.2.2 The proportions and style of proposed windows should be identified and included within the design process. For new dwellings, windows should be sympathetic to those in neighbouring properties. For extensions, windows should be sympathetic to, and reflect the style of openings in, the original part of the building.

5.2.3 In either case this can be achieved by:

- reflecting the same ratio between solid wall and window.
- Reflecting the existing proportions (the correct proportions can be established by completing a scale drawing of the original opening, establishing the angle of a diagonal across the window and applying this angle when designing windows of differing sizes)
- positioning windows to match the original symmetry and pattern of the existing building; and
- where existing windows are set back, new windows should also be set back to the same depth as the existing ones.

5.2.4 The introduction of large windows can maximise natural light, but need to be designed and positioned to sit comfortably with neighbouring buildings/the existing part of the building. Larger sections of glazing are more likely to be supported where they are part of a well-designed contemporary scheme

5.2.5 The front door with its surround, canopy or porch is often one of the most prominent features of a dwelling, especially for older dwellings in Conservation Areas and Registered Buildings. The size, ornateness, style and design of a door and doorway should reflect the architecture of the building in which it sits.

- 5.2.6 The style and material of new doors should generally match those on the existing building, particularly if the property is of a traditional character and the door is an original.
- 5.2.7 Where doors or windows are not the originals or are of an inappropriate style, any new doors or windows should generally match the original door style, design and size. This can generally be ascertained by neighbouring properties that may still have their original doors in place. Furthermore, applicants are encouraged to reinstall windows and/or doors that reflect the original style/design. Where the original door surround detail exists, this should be retained where possible.

### **5.3 FINISHING AND DETAILING**

- 5.3.1 The design, detailing, external finishes, materials and architectural features can have a significant impact on the overall appearance of a new dwelling or an extension.
- 5.3.2 Consideration should be given to the relationship between the new building/extension and surrounding properties/the original part of the building, for example matching the brick/stone/render and colour/type, the mortar joints and continuing string-courses or continuation of plinths, string courses, decorative brickwork, bargeboards and fascias. For extensions, the position of joinery details should reflect those of the original building, this is especially relevant to more period/traditional dwellings. Consideration should also be given to the most appropriate pattern, texture and type of roof tiles/slates.
- 5.3.3 However, it is recognised that in some circumstances, a distinctive break in style/finishing/details may be appropriate and there have been good examples of the use of more contemporary high quality design and finishes to traditional buildings.
- 5.3.4 Planning approval is required for the alteration of the external finish of a building (i.e. rendering over a Manx stone finish or pebble dash to a render finish). Generally, the Department would seek the original finish of the building being retained. On the Isle of Man traditional buildings are normally finished in painted render or traditionally laid Manx stone finishes. In addition, any original decorative detailing should be retained, otherwise the architectural interest of a property can be significantly affected.
- 5.3.5 There are generally two styles of render on the Isle of Man: vernacular and polite/architectural, as set out below. Buildings with a render finish can be found painted in a variety of colours.
- 5.3.6 Vernacular render is generally found on lower status, smaller cottages/houses, rural buildings and much older buildings. The render is applied in an unstructured organic way that follows contours of the building material to which it is being applied.
- 5.3.7 Polite/architectural render is generally found on higher status buildings that have

been considered and designed rather than developed organically over time. This is common on the Island from the Georgian period onwards. It is often referred to as stucco work and can contain imprinted and sculpted details and is intended to replicate carved stone.

- 5.3.8 The use of Manx stone is also a traditional building finish/construction found on the Island. It is more common in rural areas, although can be found on individual properties in towns/villages throughout the Island.
- 5.3.9 There are a number of examples of properties on the Island in the 'Arts and Craft' style. This was an international movement in the decorative and fine arts that began in Britain and flourished in Europe and North America from 1860 to the 1930's. The detail of finishes varied, but included render, roughcast render, black and white gables, red brickwork, decorative coloured glass windows and slate & red tiles to roofs etc.
- 5.3.10 There are examples of brick constructed houses (generally within towns), often using two or more colours (polychromatic detailing). These houses were generally constructed in late Victorian times. However, brick finishes have also been used in more modern times within new housing developments and larger scale developments.
- 5.3.11 There are also more localised traditional finishes (as well as those already listed) throughout the Island, mainly dependent on the nearest quarry providing the stone at the time. For example; in the south (Castletown) Limestone, Granite (Ballamodha Straight), the west (Peel) sandstone and the north has buildings finished with river & beach stone (pebbles) & Ballacorey brick (red brick). Accordingly, depending on the existing finish of a dwelling, consideration should be given to try replicating the existing finish.
- 5.3.12 The Department recognises that in some instances contemporary design solutions may be appropriate, providing they are of a high standard of design quality, and are of appropriate form, scale and materials. Examples of more modern finishes include large areas of frameless glazing forming the extension, the use of timber/metal cladding and a variety of roofing finishes including sedum, copper or aluminium. Where it is not possible to source suitable materials to replicate the original approach, or where the materials that are available would be likely to result in the replication appearing as a poor imitation of the original, there is potentially scope for a more contemporary design approach (design and finish) which would result in a clear distinction between old and new.

## **6.0 THE WIDER SITE**

### **6.1 BOUNDARY TREATMENTS**

- 6.1.1 Boundary treatments, whether traditional or modern, contribute a great deal to the streetscape and character of an area. They define areas of private space and often make a positive contribution to the setting of the building. Poorly designed boundary treatments can undermine the quality of the built environment

environment and lead to issues such as the obstruction of visibility splays. Where new or altered boundary treatments are proposed, care should be taken to ensure that the proposed materials and detailing take a lead from the surroundings.

- 6.1.2 The suitability of the boundary treatment to the front of a property or facing the road should take account of the context of the area. For open plan estates it is normally better for there to be no walls or fences, with gardens being delineated through their use of low level plants. For more urban areas there may be a predominance of low garden walls with railings above. In rural areas, sod banks or hedging is more likely to be appropriate, unless there are stone walls present.
- 6.1.3 Unless circumstances dictate otherwise, generally no walls or fences should be higher than 1m where they face a highway. Boundary features to the side and rear boundaries can generally be higher (2m) without causing concerns. However, there are circumstances where there is a need for lower boundary heights in particular on corner plots, or if there is a public highway to the side and/or rear of the site.
- 6.1.4 Where dwellings are within an open plan estate or have a distinctive character, the erection of walls and fences greater than 1 metre at the front of the property is unlikely to be acceptable. The character of such estates is derived from the open, landscaped environment and physical built barriers will significantly detract from that character. For properties within a town/village where there is a repeated style of boundary treatments, for example low walls with cast iron railings above, then the style predominant in the street should normally be followed, in order to strengthen the existing unique character of the street scene. In rural areas, any new boundary treatment should be of the traditional style (i.e. Manx stone walling/Manx sod banks/post and wire fencing) typical of the immediate locality. Fencing and high walls should be avoided, especially to boundaries which are publically visible (e.g. roadside or footpath)
- 6.1.5 Overall, removal or substantial alteration of historic boundary treatments is unlikely to be acceptable. Boundary treatments should be designed in materials and details that respect the surrounding streetscape or area and boundary treatments should not be oppressive and should allow the building within the site to remain engaged with the wider streetscape.

## **6.2 TREES**

- 6.2.1 Various developments, including that which involves extending a property, can change the relationship between the built environment and existing nearby trees. For example, a proposal may result in a building extending into an area that is shaded by a tree or that is affected by the seasonal debris created by trees (e.g. blossom in spring, honeydew in summer or leaf fall in autumn). The characteristics of existing trees and their shade patterns throughout the year need to be carefully considered. If existing trees have not reached their ultimate height/spread, consider how these factors may change as the tree(s) continue to grow.
- 6.2.2 The effect of existing trees on an extension/new build is an important consideration, both in terms of the finished building and also the construction

process. Damaging ground compaction and disturbance, grade changes and root severance can cause damage to the below ground parts of a tree and its rooting environment. Above ground, accidental damage can occur to stems and branches through the movement of equipment and materials.

- 6.2.3 If the extension/new build will be close to an existing tree it is important to be aware that on shrinkable soils, the foundation design should take account of the risks of indirect damage, physical damage caused by subsidence and/or heave. Direct damage can also occur as a result of incremental root and stem growth. For more information please see the Department's guidance in relation to trees and the planning process.

### **6.3 DRIVEWAYS AND FRONT GARDENS**

- 6.3.1 Front gardens provide an important physical boundary between a dwelling and the public realm. They can enhance the privacy of a dwelling, as well as filtering out the noise and air pollutants produced by pedestrians and motorised traffic. Front gardens with perimeter walls, hedges or fences can offer safer spaces in which children can play and they often contribute to the natural habitat of wildlife. Urban green space has a positive effect on health and wellbeing, by enhancing sensory and aesthetic awareness. Gardens can also make an important contribution to local biodiversity and can contribute to carbon sequestration and climate change adaptation, providing natural flood risk mitigation and other ecosystem services.
- 6.3.2 Increased car ownership and the resultant increase in demand for parking spaces has led to congested roads and has prompted many households to consider transforming their front gardens into a hardstanding to provide off-street car parking. Using good design and a little imagination it is possible to combine parking provision with an attractive and welcoming front garden. . **Suspended pavement systems can be used to incorporate trees in to hard landscaping areas such as car parking spaces.** It should be noted that for properties within Conservation Areas, in particular terraces, the creation of new access/openings may unacceptably disrupt the rhythm, appearance and character of the existing street scene/Conservation Area and is unlikely to be supported. In such areas, parking to the rear may be a more acceptable option.
- 6.3.3 It should be acknowledged that car parking in front gardens does not necessarily increase the overall amount of car-parking capacity within an area. The creation of an off-street space normally requires the provision of a new access, which can result in the loss of at least one on-street parking space. Proposals which do not result in a net benefit are unlikely to be supported.
- 6.3.4 Proposals which result in **more than 50% of the frontage length being given over to hard surfacing where half of the frontage is removed to provide vehicular access** will not normally be supported, to ensure the character of the street scene is retained and avoid frontages of properties appearing as one large car parking area, detrimental to the appearance of the street scene and to the outlook of residents. It is important that the design of a driveway maintains a balance between hard and soft landscaping and contributes positively to the street scene. Proposals are unlikely to be supported where they do not meet the following

guidelines:

- the area intended for the driveway should be the minimum space necessary (see the Manual for Manx Roads);
- where possible, the impact of the driveway is lessened by retaining mature trees and shrubs and/or creating areas of new planting (for example, a planted strip or hedge between the vehicular and pedestrian access can help to break-up the appearance of the hardstanding whilst planting around the fringes of the driveway can also be used to good effect and may be used to help screen the vehicle);
- if an opening is made in an existing wall, fence or other boundary feature, the ends should be made good with matching or sympathetic materials (i.e. pillars);
- where possible, separate pedestrian access should be retained/provided (existing gates should normally be retained and any new gates should not open out over the highway);
- any new gates, walls, fences or other boundary features should reflect the traditional style of the local area;
- consideration should be given to a strip of grass or gravel placed in the centre of the hardstanding can hide leaked oil and maintain the look of a front garden; and
- parking spaces should be avoided directly in front of any Primary Window as the resulting outlook can be undermined by the presence of parked cars.

6.3.5 The cumulative impact of the creation of a large number of impermeable surfaces within an area can lead to a material increase in run-off during rainfall events, potentially causing localised flooding. Therefore, proposals are unlikely to be supported unless they adopt one or more of the following approaches:

- utilising an existing green or gravel area;
- guiding water away from any impermeable area towards a vegetated area, or soakaway; and/or
- constructing a driveway from block paving or other permeable surface (i.e. loose gravel and resin bound gravel (prevents gravel spilling onto highway<sup>1</sup>) or matrix pavers or cellular paving or brick pavers or permeable bitmac).

6.3.6 If, following the installation of a driveway or parking area, there are disputes between neighbouring properties in relation to drainage matters this will normally be regarded as a civil matter.

6.3.7 Consideration needs to be given to the movement of people and vehicles entering and leaving the driveway/access. The following advice should be considered:

- to allow good visibility splays for cars leaving the driveway, vegetation or other features such as gates, pillars and walls should not be over 1m high within the required visibility splay (See Manual for Manx Roads to determine required visibility splay); and
- cars should not overhang the pavement, should not block the entrance to the dwelling and a clear pathway should be provided at the entrance to the dwelling.

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<sup>1</sup> *Loose gravel on a driveway within 5 metres of the highway should be avoided*

6.3.8 It is an offence under the Highways Act 1986 to carry out any works (i.e. creation of a new access, altering an existing access and dropping a kerb etc) within the public highway without permission of the Department of Infrastructure and no construction work affecting the highway can commence until a Section 109A Agreement (separate from a planning application – without this agreement the works approved by the planning application cannot be carried out) has been signed.

## **7.0 IMPACT ON NEIGHBOURING PROPERTIES**

### **7.1 GOOD NEIGHBOURLINESS**

7.1.1 Applicants are advised to envisage what a new dwelling or extension would be like if they lived next door. Would they like this development next door to them? Would they feel blocked in or overlooked? Would the development feel too close, dominant/overbearing or cause a loss of light to their home? By examining what it would appear like from the point of view of neighbouring properties it is possible to gain an insight into what may or may not be acceptable.

7.1.2 It should also be noted that whilst the Department does not involve itself in ownership issues between neighbours (as these are a civil matter), applicants should ensure that no part of the extension (including foundations and guttering) crosses the boundary line. The Department encourages sidewalls being set at least 0.3 metres from the boundary line. If this is not possible, applications should include a sectional drawing showing that all aspects of the extension are within the ownership of the applicant's property.

7.1.3 The Department would encourage potential applicants to consider discussing their proposals with their neighbours before an application is made. For large developments it may be appropriate to hold a public meeting. The benefits include the following:

- local residents will feel that an effort has been made to keep them informed and perhaps that their views have been taken into account; and
- they can gain a greater understanding of aspects of the development;
- it can avoid local residents becoming alarmed when they see the planning application being advertised on the Government website and yellow site notice displayed outside the application property.

### **7.2 MAIN CONSIDERATIONS**

7.2.1 There are some common issues in relation to impact on neighbouring properties which may apply to both new dwellings and extensions to dwellings, and these are:

- potential loss of light/overshadowing;
- potential overbearing impact upon outlook; and
- potential overlooking resulting in a loss of privacy.

7.2.2 In assessing the above issues it is important to understand the functions of different rooms and the importance of the windows serving them. For the purpose of this document, the Department defines three types of rooms:

- Primary Habitable Rooms – Living Rooms, Dining Rooms, Kitchens which includes dining facilities and Conservatory;
- Secondary Habitable Rooms - Bedrooms and kitchens; and
- Non-Habitable Rooms – these include bathrooms, utility rooms,

hallways/corridors, stairs/landings, garages, porches and storage.

- 7.2.3 Within this document the phrase 'habitable room' means both Primary and Secondary unless otherwise indicated. However, in assessing impacts in relation to light/overshadowing and overbearing impact on outlook (but not overlooking) the Department draws a distinction between:
- Primary Window – The main window serving a Primary Habitable Room. Where there is only one window, this is the Primary Window. Where there is more than one window, the Primary Window is normally the largest and the one which provides the most pleasant outlook; and
  - Secondary Window – Any window serving a room that is not the Primary Window.

- 7.2.4 Therefore, for the issues set out in 2.1.3 (excluding overlooking) any secondary window serving a Primary Room will be considered as if it were a window serving a Secondary Room.

- 7.2.5 Planning Applications should include drawings should show the primary windows of primary habitable rooms on any property which has an elevation within 20 metres of the closest elevation of the proposed development.

- 7.2.6 The impacts on neighbouring properties relates to both the impact of the development on existing nearby properties and, where a development would result in more than one property, the impact of the proposed dwellings on each other.

### **7.3 LOSS OF LIGHT/OVERSHADOWING**

- 7.3.1 A development should not result in significant levels of loss of day light or overshadowing, especially to primary habitable rooms, or to private gardens. Applicants are advised to look carefully at the path of the sun throughout the day, and consider where shadows fall, using this information to help in considering the design, position and height of the extension. The impact of overshadowing will increase if the new property/extension is to the South of a neighbouring property (as the sun's orientation is East to West). When the windows affected serve habitable rooms then it will be necessary to assess the impact upon light reaching these rooms.
- 7.3.2 A simple check can be undertaken in relation to this issue.
- A side view is drawn which includes the proposal site and the main face of the neighbouring property.
  - A point is identified which is 2 metres above ground level on the closest wall with a relevant window of the neighbouring building.
  - A line is drawn from this point at a 25 degree angle towards the application site.
  - If no part of the proposal is above this line, there will still be the potential for good daylight to the interior.

7.3.3 Where a change in level separates two adjoining dwellings, a proposal for a dwelling on a higher site or an extension to the higher dwelling, will normally have a far greater effect on its lower neighbour than in the reverse.

#### **7.4 OVERBEARING IMPACT UPON OUTLOOK**

7.4.1 Any development should ensure that existing residents can enjoy appropriate levels of comfort and enjoyment of their properties without their outlooks being impacted by an overbearing building/structure. The positioning, design and scale of an extension/new build dwellings should not be dominant or have an adverse impact on the primary windows of a primary habitable room or on the private garden that may be present in a neighbouring property. It is normally possible to avoid overlooking with careful design and by following the guidance set out within this document. The impact on a private garden may include consideration of the overall size of the garden and whether only a small part of it is likely to be impacted on detrimentally.

#### **7.5 OVERLOOKING RESULTING IN A LOSS OF PRIVACY**

7.5.1 The "20 metre guide" provides a useful way to identify where overlooking is likely to be a concern. It refers to the distance between elevations that contain windows serving habitable rooms that face each other - if this distance is over 20 metres, overlook is unlikely to be a concern. This distance can be relaxed where the design or orientation is such that privacy and amenity of a neighbouring property is not compromised. In dense urban areas where there is already a level of mutual overlooking a lesser standard may be acceptable. The required distance may need to be greater if there is a change in topography, which would result in an adverse effect on the privacy and amenity of a neighbouring property.

7.5.2 The presence of existing or proposed landscaping features (e.g. fences, walls and hedges) may help to mitigate overlooking at a ground floor level (depending on relative heights). Although the permanent retention of such landscaping cannot be guaranteed, it would be within the gift of both neighbours to retain/maintain/replace such landscape features.

## **8.0 GLOSSARY**

Active travel infrastructure – the elements of the physical environment that make it easier to travel by walking, running or cycling, including public elements – such as the design of roads and paths and the design of individual buildings - provide sufficient space within homes to store bicycles etc.

Air source heat pump (ASHP) – Air source heat pumps use air outside the building as a source for heat. An air source heat pump can be fitted in a roof space or to the outside of a building to provide space heating for your home

Amenity - A pleasant or useful feature or facility. It can also relate to the quality of life enjoyed by occupants, for example the quietness of their environment.

Biodiversity Net Gain is an approach to development that leaves biodiversity in a better state than before. It still relies on the application of the mitigation hierarchy to avoid, mitigate or compensate for biodiversity losses. It is additional to these approaches, not instead of them.

**Biomass** – Organic matter, esp. plant matter, that can be converted to fuel and is therefore regarded as a potential energy source

**Brown Roof** – Thin layer of crushed rubble and gravel, ideally obtained at minimal cost from the redevelopment site itself. They are intended to be gradually colonised by spiders and insects and provide a feeding site for insectivorous birds

**Building Line** - The line formed by the frontages of buildings along a street. The building line can be shown on a plan or section.

**Building Regulations** – A code to ensure the health and safety of people in and around all types of building.

**Carbon sequestration** means the long-term storage of carbon which acts to prevent it from being emitted or remaining in the atmosphere.

**Character** - The local, visual distinctiveness of a townscape as defined by patterns of development and the local culture in the form of the richness of materials, landscaping and types of architectural forms.

**Conservation Area** - A Conservation Area is an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

**Department** – References to ‘the Department’ refer to the Department of Environment, Food and Agriculture. The Town and Country Planning Act (1999) includes various powers and responsibilities for the Department in relation to the determination of planning applications, and most of these are delivered by the Planning & Building Control Directorate.

**Design Statement** - A report that sets out, illustrates and justifies the process that has led to the development proposals.

**Ecosystems** means a biological community of interacting organisms and their physical environment.

**Elevation** - The façade of a building, or the drawing of a facade.

**Energy Performance Certificate** - Energy Performance Certificates (EPCs) tell you how energy efficient a building is and let the person who will use the building know how costly it will be to heat and light, and what its carbon dioxide emissions are likely to be.

**Form** - The layout, density, scale (height and massing), appearance (materials and details) and landscape of development.

**Green infrastructure** is a network of multi-functional green space and other green features, urban and rural, which can deliver quality of life and environmental benefits for communities. Green infrastructure is not simply an alternative description for conventional open space. It includes parks, open spaces, playing fields, woodlands – and also street trees, allotments, private gardens, green roofs and walls, sustainable drainage systems (SuDS) and soils. It includes rivers, streams, canals and other water bodies, sometimes called ‘blue infrastructure’.

**Green Roof** – A roof that is partially or completely covered with vegetation and soil or a growing medium, planted over a waterproofing membrane. They have a number of benefits including increasing biodiversity, reducing surface rainwater runoff and helping to insulate and cool the building they cover

**Ground source heat pump (GSHP)** – Only a few metres below the ground the temperature stays relatively constant throughout the year. Using ground source heat pumps, this heat can be sourced to provide space heating in your home, and in some cases help pre-heat your water for your central heating system.

**Layout** - The way buildings, routes and open spaces are placed in relation to each other.

Local Distinctiveness - The particular positive features of a locality that contribute to its special character and sense of place and distinguishes one local area from another.

Registered Building – A building/structure identified on the Island as having special architectural or historical interest and being formally designated/protected under the relevant legislation.

Massing - The combined effect of height, volume and shape of a building or group of buildings.

Net Density (Sites) – This includes housing and directly associated uses and excludes major distributor roads, primary schools, open spaces serving the wider area and significant landscape buffer strips.

Photovoltaics (PV) – Solar photovoltaic (PV) technology is a semi-conductor based technology that converts the energy in sunlight into electricity. A PV system comprises the PV panel (generator) and the wiring and electronics.

Public Realm - This is the space between and within buildings that are publicly accessible, including streets, squares, forecourts parks and open spaces.

Sections - Drawing showing a slice through a building or site.

Solar Photovoltaic (PV) panels – Solar PV panels convert the light of the sun into electrical energy that can be used in the home or exported to the national grid.

Solar Water Heating – Solar water heating uses heat from the sun to warm up a liquid that is pumped through a panel on your roof. In the most common kind of system, this liquid is then pumped through a coil situated in a hot water cylinder, where the heat is transferred to water.

Street-scene / Streetscape - The view along a street from the perspective of a driver or pedestrian, especially of the natural and man-made elements in or near the street, including the roof and building line, street trees and landscape features, pavements, bus stop shelters and other street furniture.

Storey - A floor level from ground floor upwards. A room in the roof normally constitutes a storey for example in the case of dormers. However, rooms in the roof space including the use of Velux type windows that preclude overlooking will not be regarded as a storey.

Subordinate – To be lesser than something else - smaller/less imposing

Sustainable Drainage Systems (SuDS) – comprise a variety of different measures that allow rainwater to permeate safely into the ground, rather than run off into surface water drains and waterways, thereby helping to maintain groundwater levels and reduce flooding.

Topography - A description (or visual representation on a map) of the shape of the land, for example, contours or changes in the height of land above sea level.

Vernacular - The way, in which ordinary buildings were built in a particular place, making use of local styles, techniques and materials and responding to local economic and social conditions.

Wind turbine – Wind power generation is the conversion of the kinetic energy in the wind to mechanical energy, which in turn is used to generate electricity.

## 9.0 USEFUL CONTACTS

Planning and Building Control Directorate  
Department of Environment, Food & Agriculture  
(DEFA), Murray House,  
Mount Douglas, Isle of Man IM1 2SF

Website - [www.gov.im/categories/planning-and-building-control/](http://www.gov.im/categories/planning-and-building-control/)

Telephone - 685950

Pre-application emails:

North inbox (Douglas, Onchan, Garff, Ramsey, Lezayre, Bride, Andreas & Ballaugh) – [northplanning@gov.im](mailto:northplanning@gov.im)

South inbox (Braddan, Santon, Marown, Malew, Arbory & Rushen, Port Erin, Port St Mary, Patrick, Peel, German & Michael) – [southplanning@gov.im](mailto:southplanning@gov.im)

### **BuildingControl**

Telephone – 685902 or 686446 Email - [buildingcontrol@gov.im](mailto:buildingcontrol@gov.im)

Website – [www.gov.im/categories/planning-and-building-control/building-control/](http://www.gov.im/categories/planning-and-building-control/building-control/)

Technical guidance - [www.gov.im/categories/planning-and-building-control/building-control/technical-assistance-and-requirements/](http://www.gov.im/categories/planning-and-building-control/building-control/technical-assistance-and-requirements/)

### **BuildingControl(Douglas&Onchan)**

Douglas Borough Council  
Building Control  
Douglas Town Hall  
Ridgeway Street  
Douglas  
IM99 1AD  
Telephone - 696375

Onchan Commissioners  
Building Control Hawthorn  
Villa  
Main Road  
Onchan IM3  
1RD  
Telephone - 67556

Items 9.1 – 9.4

## **PORT ST MARY COMMISSIONERS**

### **PLANNING**

#### **Item 9.1 Applications**

21/00459/B 2 Primrose Terrace, Port St Mary. Alterations, erection of a rear extension and erection of a detached garage with living accommodation above.

21/00432/B Davenport, Queens Road, Port St Mary. Replacement of front porch and creation of garden wall and widening of vehicular access.

21/00501/B Manxonia House, Bay View Road, Port St Mary. Conversion of existing office, residential and retail space to retail (class 1.1) and tea rooms (class 1.3).

#### **Item 9.2 Approvals**

21/00085/GB Former Bayqueen Hotel, The Promenade, Port St Mary. Demolition of registered building and substation and construction of building to provide 23 apartments and café / spa / wellness / gym with associated car parking, landscaping and substation (amendments to previously approved PA18/00637/GB and in association with approved PA18/00638/CON) and additional use of ground floor apartments as tourist accommodation. Approved.

#### **Item 9.3 Planning Appeal Update**

22 Shore Road, The Underway. The appeal was attended by the Chair and Clerk and a decision is awaited.

#### **Item 9.4 Allotment Sheds Update**

A response is still awaited by the Planning Department.

**PORT ST MARY COMMISSIONERS**

**CYCLE TO WORK SCHEME**

Queries have been received from staff members regarding the Government 'Cycle to Work Scheme'.

The Board are requested to improve the implementation of the scheme in a way to support the health and fitness of our staff and also to aid the reduction of the carbon footprint for PSMC.

How the scheme works

The staff member would provide a quote for a bike (electric or normal) plus any required safety equipment to be approved by the Clerk.

PSMC would then pay the bike shop the full amount and claim the same back from the employee over a period of no longer than 3 years direct from their salary.

The employee must on occasion use the bike for cycling to and from work.

Item 10.2

## PORT ST MARY COMMISSIONERS

### MEETING DATES FOR 2021

<b>2021 Meeting Dates</b>	
9 <sup>th</sup> June 2021	Notice to be issued by 4 <sup>th</sup> June if meeting required
23 <sup>rd</sup> June 2021	
14 <sup>th</sup> July 2021	Last meeting of current Board
<b>Thursday 22<sup>nd</sup> July 2021</b>	<b>Election</b>
<b>11<sup>th</sup> August 2021</b>	<b>AGM</b>
25 <sup>th</sup> August 2021	
8 <sup>th</sup> September 2021	Notice to be issued by 3 <sup>rd</sup> September if meeting required
22 <sup>nd</sup> September 2021	
13 <sup>th</sup> October 2021	Notice to be issued by 8 <sup>th</sup> October if meeting required
27 <sup>th</sup> October 2021	
10 <sup>th</sup> November 2021	Notice to be issued by 5 <sup>th</sup> October if meeting required
24 <sup>th</sup> November 2021	
8 <sup>th</sup> December 2021	Only 1 meeting in December.

**AGM will be held in August and members are to remain in their current positions and on their representative Boards until that date.**

Item 12.1

**PORT ST MARY COMMISSIONERS  
INVITATIONS**

Legislative Buildings  
Douglas  
Isle of Man  
IM1 3PW  
British Isles

Telephone: 01624 685500



**Office of the Clerk of Tynwald  
Oik Cleragh Tinvaal**

*Oikyn Slattyssagh  
Doolish  
Ellan Vannin  
IM1 3PW  
Ny Ellanyn Goaldagh*

*Chelloane: 01624 685500*

29<sup>th</sup> April 2021

The Chair  
Port St Mary Village Commissioners  
Town Hall  
Promenade  
Port St Mary  
Isle of Man IM9 5DA

RECEIVED  
30 APR 2021

Dear Madam

**Tynwald Ceremony 2021**

You will have seen that the Tynwald Ceremony Arrangements Committee (TCAC) is planning optimistically for a traditional Tynwald Day this year and on behalf of TCAC I am inviting you to attend the Tynwald Court to be held at St John's on Monday 5<sup>th</sup> July 2021.

A seat will be allocated for you in the Transept of the Chapel and a place in the procession to the Hill. Please note that the first procession from the Robing Room to the Chapel, in which you will have a place, will depart at 10.25 am. We will also reserve a seat for your guest within the Chapel.

I would be grateful to receive your indication if you wish to attend the Tynwald Ceremony and if you require a seat for a guest. Please contact Martina Specht at this office via email [m.specht@tynwald.org.im](mailto:m.specht@tynwald.org.im) or telephone 685502 by **Friday 14<sup>th</sup> May 2021**.

Yours sincerely

Louise Trimble  
Head of Tynwald Administration