

**PORT ST MARY COMMISSIONERS**  
**ORDINARY BOARD MEETING**  
**23<sup>rd</sup> FEBRUARY 2022**  
**AGENDA – OPEN SESSION**

<b>Item Number</b>	<b>Item</b>	<b>Action Required</b>
<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 26 <sup>th</sup> January 2022	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 February 2022	For Board approval
<b>6.</b>	<b>PROJECTS</b>	
6.1	Boat Park	For noting
6.2	Town Branding Project	For noting
6.3	Rushen Heritage Trust Street Signs	For noting

6.4	Highways	For Board discussion
6.5	Town Hall Access	For noting
6.6	Amenities	For noting
6.7	IOM Transport – bus link info	For noting
6.8	Refuse Tender Contract	For noting
<b>7.</b>	<b>HOUSING</b>	
7.1	Housing Officers Report	For Board discussion
7.2	Tenancy Arrears Report	For Board discussion
<b>8.</b>	<b>PUBLIC CORRESPONDENCE &amp; COMMUNICATIONS</b>	
8.1	Correspondence from Port Erin Commissioners re library	For Board discussion & response
8.2	Correspondence from Roman Catholic Churches regarding attendance at Civic Events	For Board discussion & response
8.3	Request to remove tree in Creggan Mooar	For Board discussion & response
8.4	Manx Harriers Easter Festival Event	For noting
8.5	Suspension of parking on the High Street notification – Manx Telecom	For noting
<b>9.</b>	<b>PLANNING MATTERS</b>	

9.1	Planning Applications	For approval
9.2	Planning Approvals	For noting
9.3	Allotment Sheds Update	N/A
<b>10.</b>	<b>POLICY &amp; RESOURCES</b>	
10.1	1 <sup>st</sup> Supplemental List 2022	For noting
10.2	2022 Meeting Dates	For Board discussion
<b>11.</b>	<b>PUBLIC CONSULTATIONS - None</b>	
<b>12.</b>	<b>INVITATIONS - None</b>	
<b>13.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

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

**Matters Arising**

**Data Sharing Agreement with the Police** – Ongoing.

**Simply V Traders Licence** – Issue as approved.

**Public Correspondence**

**N/A**

## Item 5.1

## PORT ST MARY COMMISSIONERS - Invoices to be paid in February 2022

Page 1

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
2604	08/02/2022	1236396308	B&Q	Rotary Aier x 3	Y	70.00	14.00	84.00	6100
2605	31/01/2022	23003RX22000093	Colas (IOM) Ltd.	Dog bags (pack of 100) x 4	N	119.80	23.96	143.76	5270
2606	31/01/2022	23003RX22000015	Colas (IOM) Ltd.	Waste street cleaning residues	N	37.60	7.52	45.12	5270
2607	14/09/2021	35137	Corlett Bolton & Co	Legal Expenses - Housing	Y	765.00	153.00	918.00	6100
2608	10/01/2022	11515	Countryside Maintenance Ltd	Service Kubota G21E Ride on Mower	N	391.95	78.39	470.34	5267
2609	12/01/2022	3041134	Creamer UK Ltd	Wheelie Bins	N	812.00	162.40	974.40	5270
2610	03/12/2021		Every Last Detail	Fairy lights for Christmas events in the Town Hall	N	180.00	0.00	180.00	5082
2611	27/01/2022	2037	HeatTech Limited	Purge oil after boiler ran dry - tenant recharged	Y	64.00	3.20	67.20	6100
2612	01/02/2022	2051	HeatTech Limited	Boiler replacement 8TP	Y	1,485.00	74.25	1,559.25	6100
2613	27/01/2022	2038	HeatTech Limited	Boiler call out - no hot water 9BB	Y	24.50	1.23	25.73	6100
2614	27/01/2022	2039	HeatTech Limited	Replace flexible hose 10BB	Y	49.00	2.45	51.45	6100
2615	27/01/2022	2041	HeatTech Limited	Replace pipework in loft after leak 9LA	Y	148.00	7.40	155.40	6100
2616	27/01/2022	2029	HeatTech Limited	Boiler replacement - 10PR	Y	3,487.00	174.35	3,661.35	6100
2617	27/01/2022	2031	HeatTech Limited	Boiler replacement - 1TP	Y	1,485.00	74.25	1,559.25	6100
2618	27/01/2022	2036	HeatTech Limited	Rehang radiator 5FR	Y	64.00	3.20	67.20	6100
2619	07/02/2022	2056	HeatTech Limited	Boiler replacement 9PR	Y	3,487.00	174.35	3,661.35	6100
2620	04/02/2022	27299	Island IT Services Ltd	Microsoft exchange to 24/02/22 and MS Office 365 to 06/02/22	N	100.50	20.10	120.60	5140
2621	11/02/2022	4134833	Isle of Man Newspapers	Advertising for tennis courts fencing tender project	N	296.32	59.26	355.58	5190
2622	04/02/2022	2279	J Qualtrough & Co. Ltd.	Pipe insulation	Y	26.00	5.20	31.20	6100
2623	10/01/2022	2205538	J Qualtrough & Co. Ltd.	Cement	Y	3.92	0.78	4.70	6100
2624	10/01/2022	2205538	J Qualtrough & Co. Ltd.	Hammer wedges	N	3.18	0.64	3.82	6200
2625	21/01/2022	2208361	J Qualtrough & Co. Ltd.	Fibreglass loft roll	Y	115.44	23.09	138.53	6100
2626	20/01/2022	2207740	J Qualtrough & Co. Ltd.	Whitewood & tarpaulin	N	52.06	10.41	62.47	6200
2627	15/01/2022	2206602	J Qualtrough & Co. Ltd.	Paint	Y	143.01	28.60	171.61	6100
2628	04/02/2022	2280	J Qualtrough & Co. Ltd.	Linemarkers spray paint	N	57.48	11.50	68.98	5500
2629	04/02/2022	2281	J Qualtrough & Co. Ltd.	Cement & Reinforcing bar	N	27.32	5.46	32.78	5150
2630	11/02/2022	3303	J Qualtrough & Co. Ltd.	Whitewood	N	44.16	8.83	52.99	5810
2631	11/01/2022	2206630	J Qualtrough & Co. Ltd.	Chipboard & shelves	Y	27.21	5.44	32.65	6100
2632	31/12/2021	27933	J C Fargher (1985) Ltd	Town Hall lift repairs	N	1,363.90	272.78	1,636.68	5150
2633	30/11/2021	129291	JCK Ltd	Hardcore tipping at Recycling Plant	N	30.68	6.14	36.82	5210
2634	03/01/2022	2093	JR Riley Ltd	Service to STIHL F591R (Gardening machinery)	N	69.75	13.95	83.70	5267
2635	03/01/2022	2093	JR Riley Ltd	Service to Honda HRX 476 (Gardening machinery)	N	106.85	21.37	128.22	5267
2636	17/01/2022	2093	JR Riley Ltd	Service to STIHL FS131R (Gardening machinery)	N	69.25	13.85	83.10	5267
Sub total - pg1						15,206.88	1,461.35	16,668.23	

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
2637	08/02/2022	2524	JR Riley Ltd	Lopper (Gardening machinery)	N	33.33	6.67	39.99	5267
2638	25/01/2022	203/2020	Kennaugh & Skinner Ltd	Remove wall, install path & improve drainage to Town Hall exterior	N	4,575.00	915.00	5,490.00	5150
2639	18/01/2022	34187	Manx Glass & Glazing	Service front & back doors 13PR	Y	105.00	21.00	126.00	6100
2640	19/01/2022	769	Manx Shirts Ltd	Flags	N	52.20	10.44	62.64	5720
2641	12/01/2022	14414435	Manx Utilities	Street Light PM257 replacement	N	351.17	70.23	421.40	5900
2642	07/02/2022	1936259	Manx Utilities	Void electrcity 17/1-2/2	Y	5.10	0.25	5.35	6100
2643	01/02/2022	89001	Onchan District Commissioners	Refuse collection Oct - Dec 21	N	5,629.99	1,126.00	6,755.99	5210
2644	01/02/2022	16507	Orb Limited	Payroll Admin - Jan 21	N	66.00	13.20	79.20	5170
2645	08/12/2021	10278	Reliance Security Ltd	Repair CCTV	N	195.00	39.00	234.00	5150
2646	04/02/2022	351960	Sadler Agricultural Supplies	Post machinery (Gardening machinery)	N	197.00	39.40	236.40	6100
2647	18/01/2022	145169	SCS Ltd	Heat Detector Kit 5PR	Y	36.23	7.25	43.48	6100
2648	31/01/2022	145375	SCS Ltd	PAT testing - Stores	N	300.00	60.00	360.00	6200
2649	31/01/2022	145408	SCS Ltd	PAT testing - Town Hall	N	281.25	56.25	337.50	5150
2650	17/01/2022	78	S. Beattie Decorators Ltd	Hoist hire for Xmas decorations	N	960.00	192.00	1,152.00	5082
2651	08/02/2022	1458	Silva Consulting Ltd	Completion of post contract services - Happy Valley	N	239.49	47.90	287.39	
2652	19/01/2022	3438	Southern Civic Amenity Site Board	Commercial - Rubble	N	129.75	25.95	155.70	5210
2653	06/01/2022	3452	Southern Civic Amenity Site Board	Commercial - EFW	N	46.90	9.38	56.28	5210
2654	07/01/2022	3476	Southern Civic Amenity Site Board	Commercial - Greenwaste	N	61.50	12.30	73.80	5210
2655	31/01/2022	101	Station Garage IOM	Fuel - Vehichle Expenses	N	55.02	4.37	59.39	6060
2656	25/10/2021	135756	Viking Office Systems	Copier Readings	N	155.81	31.16	186.97	5060
2657	11/02/2022	74488	WDS Ltd.	Public convenience supplies	N	70.24	14.05	84.29	5400
2658	20/01/2022	73361	WDS Ltd.	Public convenience supplies - Town Hall	N	20.60	4.12	24.72	5152
Sub total - pg2						13,566.57	2,705.92	16,272.49	
Totals						28,773.45	4,167.27	32,940.72	

**PORT ST MARY COMMISSIONERS**  
**PROJECTS UPDATE**

6.1	<b>Boat Park</b> Resurfacing is scheduled for summer 2022.
6.2	<b>Town Branding Project</b> Additional quotations have been requested and are being sought.
6.3	<b>Rushen Heritage Street Signs</b> Additional street sign wording has been approved and proofs have been requested from the printers.
6.4	<b>Highways</b> A chaser e-mail has been sent to the Department regarding outstanding items. Further information is awaited regarding the residents parking permits.
6.5	<b>Town Hall Access</b> The access improvement work to the office is now complete. Discussions regarding the Regeneration application to replace the lift are ongoing.
6.6	<b>Amenities</b> Tennis Courts – Private Agenda due to commercial sensitivity. Playpark Flooring – On hold until consultation ends. Splash Park & Beach Huts (including feasibility study requested by LVW) – no update available.
6.7	<b>IOM Transport – Bus data request</b> A meeting date with Mr Longworth is being finalised.
6.8	<b>Refuse Tender Contract</b> Four Expressions of Interest have been received, tenders will be on the March Agenda for selection.



**Housing Officer's Report to Port St Mary Commissioners**  
**23<sup>rd</sup> February 2022**

<b>Subject</b>	<b>Information</b>
<b>January Summary of Housing Works &amp; Repairs</b>	<ul style="list-style-type: none"> <li>• 3 responsive repairs were carried out by DLO in January</li> </ul> <p>20 responsive repairs were carried out by contractors in January:</p> <ul style="list-style-type: none"> <li>• 9 Boiler related issues</li> <li>• 8 Plumbing repairs</li> <li>• 1 Electrical issue</li> <li>• 1 Window/door repair</li> <li>• 1 Roof repair was carried out</li> <li>• 4 Boilers were replaced (2 oil &amp; 2 gas)</li> </ul>
<b>Void Properties</b>	Two properties were handed back in January.
<b>Allocations</b>	In January, one property was allocated to a family transferring from another area and one property was allocated to a family transferring within PSM to another area.
<b>Fixed Term Tenancy &amp; Temporary Licences</b>	Three tenants had their temporary six month licences converted to fixed five year tenancies.
<b>Southern Shared Housing Waiting List</b>	<ul style="list-style-type: none"> <li>• Two new applications were made at this office in January.</li> <li>• As at 15<sup>th</sup> February 2022 there are 130 applicants on the Shared Waiting List.</li> <li>• To date, there are 14 applicants who have selected 'all island', 30 have selected 'all south' and 25 have selected 'Port St Mary' in their area choices.</li> </ul>
<b>Transfer Waiting List</b>	<ol style="list-style-type: none"> <li>1. There is one tenant wanting to transfer to a one bed bungalow after retirement in April 2022.</li> <li>2. One tenant needs to transfer to a bungalow for health reasons.</li> <li>3. One family is on the transfer waiting list to downsize to a two bed property.</li> <li>4. There are two families on the list for a three bed property.</li> <li>5. One family wants to transfer to a different area in the South.</li> </ol>
<b>Out of Hours Callouts in January 2022</b>	None
<b>Summary of Housing Data</b>	Attached



**Port St Mary Commissioners**  
**Summary of Housing Data 2021/22**

**Introduction:**

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

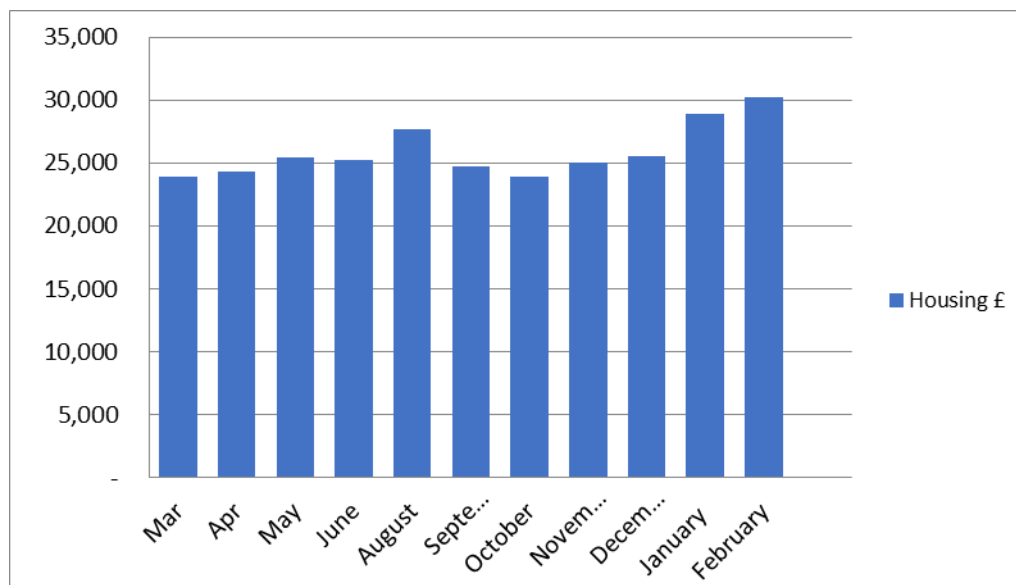
	<b>Q1 April - June</b>	<b>Q2 July - Sept</b>	<b>Q3 Oct - Dec</b>	<b>Q4 Jan - Mar</b>
Rent collected per quarter (rent element only not rates)	£148,006.68	£146,905.84	£147,974.79	
<b>Property Voids</b>				
No. of voids completed per quarter	6	5	1	
No. of properties empty at quarter end	3	1	0	
Total cost of completed voids	£11,156.16	£36,805.43	£2,427.94	
Cost per completed void	£1,859.36	£6,134.24	£2,427.94	
Void rent loss at quarter end	£3650.86	£3041.38	£593.11	
Void rent loss 'standard' works	£3,026.50	£2417.02	£593.11	
Void rent loss 'major' works	£624.36	£624.36	0	
<b>Void re-letting timescales</b>				
Average weeks void 'standard' (target 5 weeks)	5	5	7	
Average weeks void 'major' (target 12 weeks)	8	7	0	
<b>Responsive Repairs</b>				
No. Of responsive repairs raised per quarter	10	9	25	
No. Of responsive repairs raised by type:				
Emergency (within 24 hours)	2	1	6	
Urgent (within 7 days)	4	4	13	
Routine (within 28 days)	4	4	6	
No. Of responsive repairs completed on time:				
Emergency	2	1	6	
Urgent	4	4	12	
Routine	3	4	6	

**PORT ST MARY COMMISSIONERS**  
**Tenancy Arrears Report for August Meeting**  
**Week 47 2022 commencing 21st February 2022.**

### Management Summary

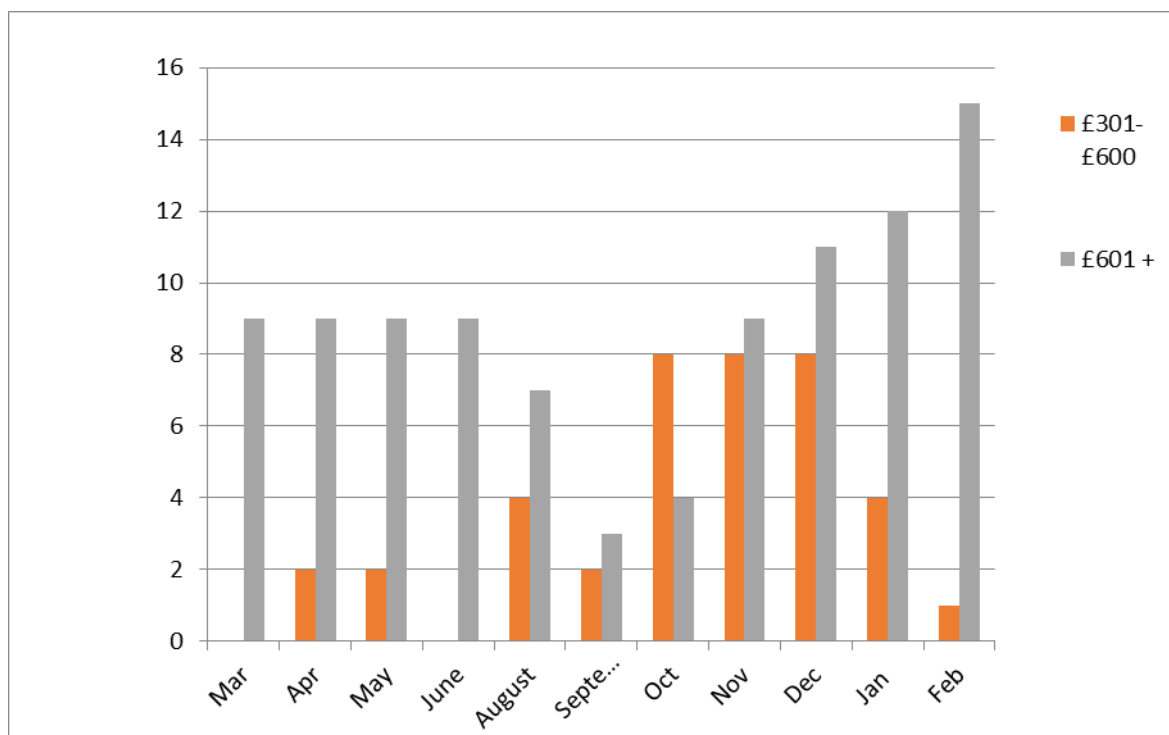
Unpaid rents currently stand at £30,259.49 an increase of £1,341.73 since the previous report— see detailed analysis on the following page.

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 August Meeting**  
**Week 47 2022 commencing 21st February 2022.**  
**(Continued)**

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

**Uncontrolled debt**

There are currently 4 tenants with uncontrolled debt.

**Tenant 1 – Arrears £2,842.83 (no movement 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, tenant has defaulted on court order and further small claims court proceedings for the full amount are being initiated.

**Tenant 2 - Arrears £ 13,842.83 (increased by £624.28 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 the 26 August 2020. The attachment of earnings is only in respect of the arrears, tenant is still obligated to pay monthly rent.

Further discussion through email took place at the end of September 2020 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 by the coroner in the amount of £ 241.61, but there has been a delay by the coroner in the repayment to us. Tenant has commenced paying rent, having been served notice to quit in the event of further defaults on payment. Further court proceedings are underway in respect of the future of the tenancy and the arrears. Arrears have increased due a missed rental payment, confirmation is waiting from the tenant's employer to confirm this was an admin error.

**Tenant 3 – Arrears £863.34 (previous tenant)**

This amount was previously removed from the report at the request of the Board. Permission is sought to take the previous tenant to small claims to recover the full amount.

**Tenant 4 – Arrears £581.77 (previous tenant)**

Historic arrears from a previous tenant – small claims court to recover the full amount is being initiated.

**Controlled Debt**

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

**Tenant 5 – Arrears £ 1,102.48 (decreased by £38.30 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 with payments.

**Tenant 6 – Arrears £ 1,029.35 (decreased by £26.55 since previous report)**

A payment plan pf £150 per week has been agreed to reduce the arrears. Arrears have increased due to the timing of the report

**Tenant 7 – Arrears £ 813.85 (increased by £157.18 since previous report)**

Housing Officer to communicate with tenant.

**Tenancy Arrears Report for August Meeting**  
**Week 47 2022 commencing 21st February 2022.**  
**(Continued)**

**Tenant 8 – Arrears £ 728.74 (increased by £141.20 since previous report)**

Tenant is addressing arrears by remitting small additional amounts to weekly rent on a consistent basis. Arrears have increased this month due to timing of the report.

**Tenant 9 – Arrears £ 409.13 (decreased by £ 87.99 since previous report)**

Adhering to payment plan.

**Tenant 10 – Arrears £ 983.46 (decreased by £130.28 since previous report)**

Tenant has agreed a payment plan with the Housing Officer.

**Tenant 11 – Arrears £1,790.90 (decreased by £330.35 since previous report)**

Housing Officer is corresponding with the tenant, a meeting is to be arranged.

**Tenant 12 – Arrears £ 854.58 (increased by £241.40 since previous report)**

The tenant has agreed to pay an extra £10 per week to reduce arrears, however has fallen behind over the Christmas period.

**Tenant 13 – Arrears £ 885.21 (increased by £241.20 since previous report)**

The Housing Officer is contacting the tenant.

**Tenant 14 – Arrears £ 604.64 (decreased by £33.50 since previous report)**

The Housing Officer has contacted tenant and arrears are reducing.

**Tenant 15 – Arrears £ 895.65 (increased by £269.75 since previous report)**

The Housing Officer is contacting the tenant.

**Tenant 16 – Arrears £ 551.15 (Arrears have not moved since last report)**

The Housing Officer is contacting the DHSS re rent direct payment amount being insufficient.

**Tenant 17 – Arrears £786.72 (new addition to report)**

Housing Officer is contacting tenant.

**Tenant 18 – Arrears £1,074.08 (new addition to report)**

Housing Officer has contacted the tenant with a view to agreeing a payment plan.

## PORT ST MARY COMMISSIONERS

### PUBLIC CORRESPONDENCE

**Sent:** 28 January 2022 10:32

**Subject:** George Herdman Library

Good morning to you both,

The Board of Port Erin Commissioners has asked me to write to you to explain one of the comments within its news release issued with its rates estimates this week and to pass this onto your respective Boards for consideration. The comment was as follows:

*“The Board is considering library membership options for non-Port Erin rate paying members and will raise these with the other local authorities in the coming weeks.”*

To the end of the calendar year 2021, the George Herdman Library has had an increase in overall members from 3,271 in 2020 up to 3,604. Of these members, 816 are what we would term active/regular users. Of those active/regular members, 108 are from Port St Mary, and 175 from Arbory & Rushen Parish which is just over a third of all active/regular members.

You may recall that free membership for all was introduced a few years ago. This reduced the income of the library by around £3,000 at the time.

A recent FOI request was received by Port Erin Commissioners requesting information about donations to the library from other local authorities. You can see the published response via the link below.

[THE COMMISSIONERS OF PORT ERIN \(gov.im\)](#)

As you can see, donations received have reduced and in line with the loss of income from offering free membership to non-Port Erin ratepayers, the impact on the finances for the library give the Board cause for concern.

The Board would ideally not wish to reintroduce a membership fee as it sees this as a backward step, particularly in light of the cost of living increases facing Island residents. Each of the local authorities equally find themselves under cost pressures with increases to the Amenity site & Pool contributions as well as inflationary rises.

The budget for Port Erin Commissioners for the forthcoming financial year can be found via the link below which indicates the income and estimated costs for the library.

[Budget 2022-23 Working Copy v0.1.xlsx \(netsuite.com\)](#)

Within the budget, an assumed income has been included. This was based upon a £20 per person membership fee for non-Port Erin ratepayers, equating to a £5,900 income. The balance of the income figure shown is income from the George Herdman Trust.

The Board has considered budget savings such as reduced book expenditure, reduced opening hours, etc., however, as such an important community asset it was felt that these should be lower down for consideration.

With the aforementioned background, please could your Boards consider the following:

- Would your Board be able to make a donation contribution in line with the active/regular members from within each of your authorities?
- If not, would your Board agree that a user pays model with the reintroduction of a membership fee for non-Port Erin ratepayers is preferable?

If you need to discuss any of the above with me ahead of your next Board meeting or need any additional information, please do not hesitate to get in contact.

Kind regards,

Jason

Jason Roberts  
Clerk



**PORT ST MARY COMMISSIONERS**

**PUBLIC CORRESPONDENCE**



[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
14 February 2022

Hayley Fargher,  
Clerk to the Port St Mary Commissioners  
*By e-mail*

Dear Hayley,

*Civic Church Services*

I am writing to you in my capacity as the Leader of the Ecumenical Group which is being established by the Roman Catholic churches of St Mary's Castletown and St Columba's Port Erin.

Many members of the two congregations remember that in Father Hurst's time he and the congregation were actively involved in the civic life of the various local authorities covered by our rather large ecclesiastical parish. His successor was less interested in engagement with the wider community and, as a result, our involvement in these events virtually ceased. This was and is a matter of regret to a number of us, and our new Parish Priest, Fr Joseph Kiganda CSSp is anxious to reconnect, not only with the other churches in the south of the Island, but also with the civic authorities. He may not be able to attend every event in the local authority areas personally, but he is assisted by a Deacon, Alan Molloy.

The annual Civic Services were, of course, suspended during the period of Covid restrictions, and I do not know whether they are being reinstated in any of the local authority areas, but, if they are, we should like to take part. There are other civic occasions such as Remembrance Sunday, although the focus on 1100 on that occasion may make attendance difficult: we certainly could not cover every local authority service! You will be aware of other events in Port St Mary where our attendance would be appropriate.

I should be grateful if you would inform the Commissioners of our desire to be involved, and I can assure you that we will only commit to what we can deliver.

Yours sincerely

*Angela Main Thompson*

**PORT ST MARY COMMISSIONERS**

**PUBLIC CORRESPONDENCE**

Dear Commissioners

I am the owner of the above property.

On the grass verge at the rear of the property is a mature cherry tree. I would like to apply for a licence to remove said tree as its roots are growing into my garden, and that of my neighbours **Mr and Mrs O'Neill**, who are in agreement that the licence to remove be applied for on all our behalf.

Wilson Tree Care have examined the tree and are in agreement that the roots are detrimental to the gardens they have grown into. They are applying for the licence on our behalf and have made initial enquiries to DEFA. Before an application can be considered, DEFA would like confirmation that the tree is not owned by the Commissioners. I made initial enquiries with your works foreman on this subject during our first lockdown and he came along and confirmed that the tree is not the responsibility of the Commissioners although the grass verge is maintained by yourselves.

I have also contacted the DOI who confirm that their records show they do not own the tree. They consider that the tree was probably planted by the developer of Creggan Moor.

I would be grateful if the Commissioners could confirm that they do not own the tree so that Wilson Tree Care, on behalf of myself and my neighbours, may commence the application process.

With many thanks.



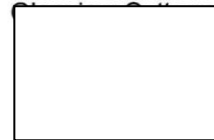
**PORT ST MARY COMMISSIONERS**

**PUBLIC CORRESPONDENCE**



RECEIVED

24 JAN 2022



20 January 2022

The Clerk  
Port St Mary Commissioners  
Town Hall  
Port St Mary  
Isle of Man  
IM9 5DA

Dear Ms Fargher

**Easter Festival of Running – Good Friday Road Race 15 April 2022**

I write on behalf of the organisers of the Isle of Man Easter Festival of Running to give your Commissioners information regarding our plans for the 2022 event.

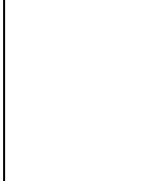
Sadly, for the last two years we have been forced to cancel the event as a result of the Covid-19 outbreak. This year's event will be planned in order to comply with whatever restrictions are in place at the time.

Since 2006 the Good Friday Road Race has been held over the "Great South Run" course starting in Port Erin taking in part of Rushen and Port St Mary. The feedback from the athletes is extremely positive and as a result we have decided to follow the same format as in previous years.

A Risk Assessment has been completed for the course and we are liaising closely with the local Police.

The Festival Organisers would welcome any input from your Commissioners and would be happy to discuss our plans in more detail with them. I can be contacted by telephone on  or by e-mail at

Yours sincerely





## PORT ST MARY COMMISSIONERS

### PUBLIC CORRESPONDENCE

Reference: IM391363I

Date and Time submitted

Highway Services is the relevant authority responsible for the approval of road closures on the Isle of Man.

**You can use this form to apply for a Temporary Traffic Regulation Notice ('TTRN') for:**

- road works (pursuant to section 3 of the Road Traffic Regulation Act 1985)
- filming (pursuant to section 3A of the Road Traffic Regulation Act 1985)
- an event (pursuant to section 38 of the Highways Act 1986)

Before you apply, make sure you are familiar with our road closure conditions. Full details can be [found on our website](#).

Please select what you want to apply for\*

- ☒ a TTRN for road works
- ☐ a TTRN for filming
- ☐ a TTRN for an event

### Standard conditions

Before you apply, make sure you are familiar with our road closure conditions. Full details can be [found on our website](#). The following provides a summary of those conditions:

#### Application period

- All application forms must be received no later than 30 working days before the commencement of the road closure or traffic restriction.
- Applicants are advised to take account of the time we will require to assess the feasibility of the closure.

#### Traffic management plan

- A **map based plan** must be uploaded and submitted with this application to indicate the exact extent of the affected area and how traffic will be managed whilst the TTRN (Temporary Traffic Regulation Notice) is in operation (e.g. signage being used and where). This plan is subject to approval by the Department. Once approved, all signs, barriers and lamps are to be erected and maintained in accordance with this plan. In general, these must be in accordance with the Safety at Street Works and Road Works - Code of Practice (Oct. 13) and The Traffic Signs Regulations and General Directions 2002.
- No signage is provided by the DOI. Applicants must source, supply, place and maintain their own signage, no-waiting cones etc.

#### Public communication plan

- It is the applicant's responsibility to consult with and give notice to those affected as early as possible. When this takes place may depend on the impact of the work, however we expect ample time to be provided to residents and businesses to allow them to plan and mitigate for the effects of your restriction.
- A public communication plan must be submitted with this application. It should outline who is affected and when and how information will be given. The relevant local authority should be notified in all cases.
- Failure to communicate the impact of your work could lead to refusal of this application or future applications. Any approval in principle already given may also be revoked.

#### Further conditions

- A notice board displaying the applicant/contractors name, address and telephone number must be displayed on site at all times during the duration of the restriction.
- All costs incurred by the Department in the implementation of the road closure must be paid by the applicant.
- Requests for extensions must be made at least 28 days prior to the end of the existing closure, or as early as possible, by submission of a new application form.
- The granting of a closure does not absolve the applicant for the need to apply for a skip permit, scaffold permit or approval to open up the carriageway. Prior to the re-opening of a highway to traffic the applicant **must** inform the Department's Control Room by phone on 850000; or 672000 if outside normal working hours. This

should be at least two hours before the re-opening of the road. It would be preferable if 24 hours' notice is given.

- 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.

**All fields marked \* are mandatory and must be completed.**

## Data Protection

The Department of Infrastructure is a controller under current Data Protection Legislation. We will hold the personal information provided for the purpose of answering your enquiry, customer services or other statutory or legal obligations.

Further details can be found [DOI's Data Protection page](#); it provides more information about the way in which we use, share and store your personal information, and what your rights are.

You can also contact our Data Protection Officer by emailing [DPO-DOI@gov.im](mailto:DPO-DOI@gov.im) or ringing +44 1624 686785.

## Road closure details

Is this an extension to a previous application?\*

☐ Yes

☒ No

Please explain why the road closure/restriction is necessary and the type of work that will take place?\*

Clearing blockages on the existing duct route in the carriageway to provide the roll out of fibre to Port St Mary South.

In order for the works to go ahead safely and to allow access to residential property and the busses to continue route as normal

High Street

Port St Mary

Athol Street / Fistard Road

Park Road

Name of road\*

Town/Parish\*

From its junction with

To its junction with

Please select all of the requirements of this application\*

☐ Temporary closure

☒ Suspension of parking

☐ Prohibition of Waiting (where no existing parking order exists)

☐ Suspension of an existing One-Way Order

☐ Other (please specify below)

Do you wish to add another road?\*

☐ Yes

☒ No

Is your closure / restriction for less than a day?\*

☐ Yes

☒ No

Date closure required from\*

14/03/2022

Date closure required to\*

16/03/2022

The Notice for the restriction you have applied for will have default **6.00am start**, and **6.00pm finish** time on the respective start and finish dates. If you require alternate times then please list these in the 'Any other information' box at the bottom of this page.

Please give details of an alternative route

No alternative route needed, just suspended parking.

A **map based plan** 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\*

Suspension of Parking Map HHigh street, Port St MARY.pdf

Has previous discussion been held with Highway Services?\*

☒ Yes

☐ No

Has consultation been held with affected parties?\*

☐ Yes

☒ No

Are vehicles prohibited?\*

☐ Yes

☒ No

Are pedestrians prohibited? (only applicable to a closure application)\*

☐ Yes

☒ No

Any other information regarding this closure request

Vehicles, Busses and vehicles have access but can't parking on the road while the works are going ahead. when the dig sites are unattended they will be made safe.

## Applicant details

Name of person making request\*

Name of Company\*

Who is this work on behalf of?\*

Name of firm undertaking work\*

Please describe the nature of the work\*

Manx Telecom

Manx Telecom

S Christian and Sons

Clearing blockages on existing duct routes in the carriageway, to roll out fibre to Port St Mary South

**Office address** (to which invoice will be sent)

Address line 1\*

Address line 2\*

Address line 3

Postcode\*

Contact telephone number (for inclusion in advert)\*

Contact email address (to which a confirmation of receipt will be sent)\*

Please confirm email address

If required, please include a purchase order number to cover advertising cost

Manx Telecom HQ

Isle of Man Business Park

Cool Road, Braddan

IM99 1HX

624624

## Declaration

In consideration of the Department of Infrastructure granting a TTRN, I, [redacted] 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.

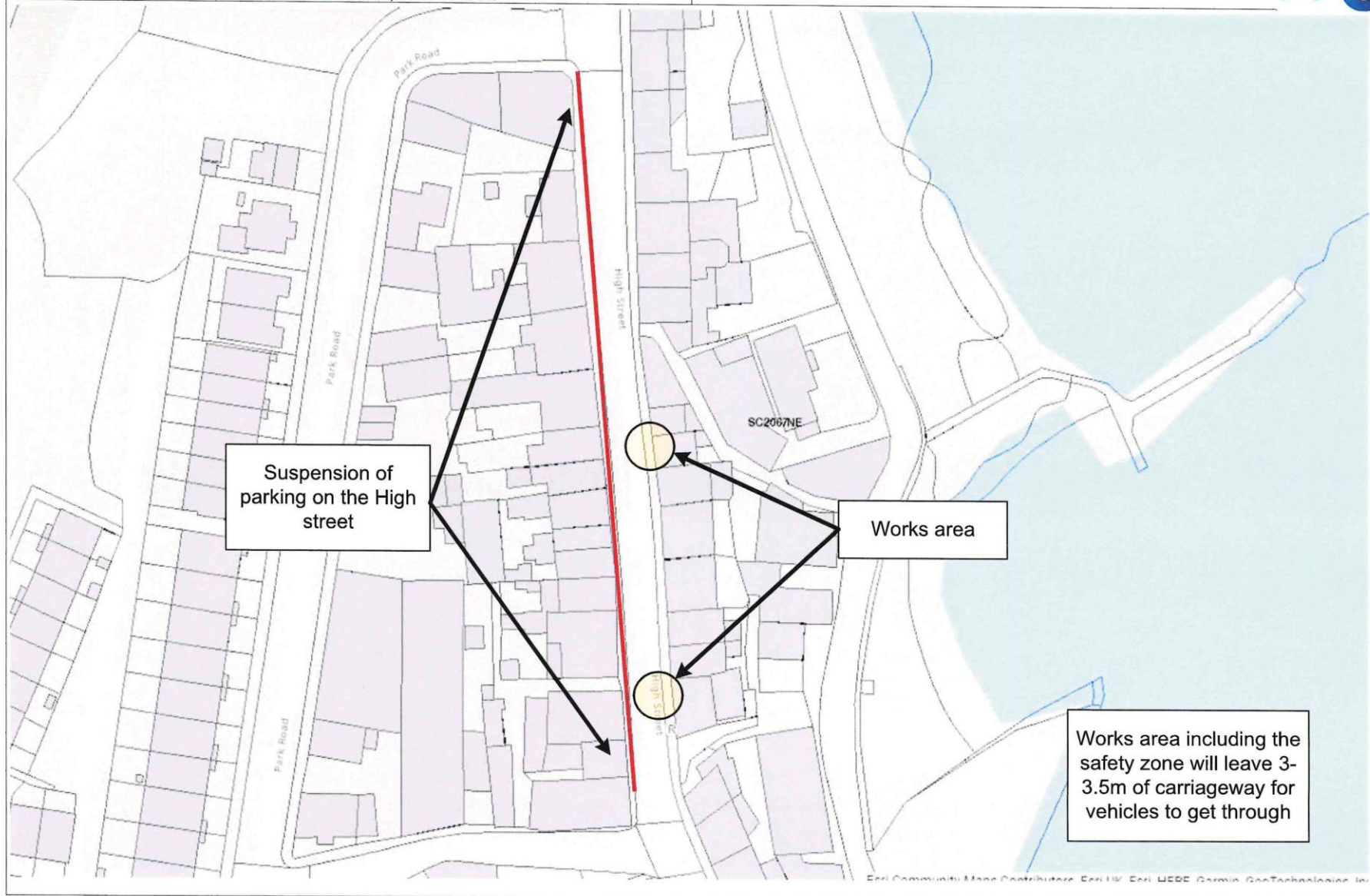
In making this application the applicant agrees to the sharing by the DOI of all details forming part of the application by any means, or media deemed appropriate and proportionate in order to consult, or to inform the public of the details of the application.

I agree with statements above\*





Exchange:	Works Authority:	Supervisor:	O/S No:
Contractor:	Signed:	Date:	Section Length:
Location:			
Title of Work: SUSPENSION OF PARKING ON HIGH STREET, PORT ST MARY			



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Contractor:	Signed:	Date:	Section Length:
Location:			
Title of Work: SUSPENSION OF PARKING ON HIGH STREET, PORT ST MARY			



Exact location of blockage  
outside number 2



Exact location of blockage  
outside cornelly

Solid line going  
across the road  
is excavation  
area

## **PORT ST MARY COMMISSIONERS**

### **PLANNING**

#### **Item 9.1 Planning Applications**

21/01491/B Amended plans. Clubhouse Lime Street Port St. Mary Isle Of Man IM9 5ED. Erection of new timber/steel frame constructed single storey extension to the North East Elevation with terrace over

The Secretary for the Planning Committee has received amended plans/detail relative to the abovementioned planning application (which is available for viewing at through our online service [www.gov.im/viewapplications](http://www.gov.im/viewapplications))

**Waitara update** – After discussions with the property owner, it was noted that the Board had previously approved access over the land due to a right of way. This objection was removed, however the objection regarding concern in relation to the current sewage system remains.

#### **Item 9.2 Planning Approvals**

21/01339/B The Quoins, Fistard, Port St Mary. Alterations and extension to existing garage. Revised plans to show improved onsite vehicular parking arrangements.

21/01034/B Geay Varrey, Four Roads, Port St Mary. Erection of a ground floor and first floor extension with associated first floor balcony.

22/00053/B Ballamaria, Bay View Road, Port St Mary. Replace rear timber sash windows with PVC sash windows, and replacement of front and side elevation door with PVC doors

**Item 9.3 Allotment Sheds** – No update available.



**Valuation List for the VILLAGE OF PORT ST MARY under the Rating and Valuation Acts, 1953 to 1991**  
**1st SUPPLEMENTAL LIST 2022**

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Property				Property Reference	Address	Description	Proprietor	Occupier	Remarks	Valuations Cancelled		Proposed New Valuation		Final Valuation	
Code	Town	Area	Prop							GV	RV	GV	RV	GV	RV
225610	59	0290	0160	The Studio, Park Road		Flat	Mrs Moore		Remove temporary allowance	68	54	85	68		
435811	59	0105	0240	24 Creggan Lea, Beach Road		House	Mrs Holmes	o/o	Garage conversion	180	144	180	144		
<b>Total</b>										<b>248</b>	<b>198</b>	<b>265</b>	<b>212</b>		

**PORT ST MARY COMMISSIONERS****MEETING DATES FOR 2022**

<b>2022 Meeting Dates</b>	
9 <sup>th</sup> March 2022	Notice to be issued by 4 <sup>th</sup> March if meeting required
23 <sup>rd</sup> March 2022	
13 <sup>th</sup> April 2022	Notice to be issued by 8 <sup>th</sup> April if meeting required
27 <sup>th</sup> April 2022	
11 <sup>th</sup> May 2022	AGM
25 <sup>th</sup> May 2022	
8 <sup>th</sup> June 2022	Notice to be issued by 3 <sup>rd</sup> June if meeting required
22 <sup>nd</sup> June 2022	
13 <sup>th</sup> July 2022	Notice to be issued by 8 <sup>th</sup> July if meeting required
27 <sup>th</sup> July 2022	
10 <sup>th</sup> August 2022	Notice to be issued by 5 <sup>th</sup> August if meeting required
24 <sup>th</sup> August 2022	
14 <sup>th</sup> September 2022	Notice to be issued by 9 <sup>th</sup> Sept if meeting required
28 <sup>th</sup> September 2022	
12 <sup>th</sup> October 2022	Notice to be issued by 7 <sup>th</sup> October if meeting required
26 <sup>th</sup> October 2022	
9 <sup>th</sup> November 2022	Notice to be issued by 4 <sup>th</sup> Nov if meeting required
23 <sup>rd</sup> November 2022	
14 <sup>th</sup> December 2022	Only 1 meeting in December