

Date: 15th August 2025

NOTICE OF ORDINARY BOARD MEETING

In accordance with Schedule 1 of the Local Government Act 1985, Notice is hereby given that the next Board Meeting of Port St Mary Commissioners will be held in the Board Room at the Town Hall on **Wednesday 27th August 2025 at 6.00p.m.** The Private session of Port St Mary Commissioners will be held following the conclusion of the Public Board Meeting.

1. Only business of a formal nature as defined in the Agenda for the meeting, which is set out below may be discussed, as defined in Port St Mary Commissioners Standing Orders governed by Section 27 of the Local Government Act 1985 [as amended by Section 8 Local Government Act 2006]. All Commissioners are urged to attend and bring with them their copy of Standing Orders.

Hayley Kinvig
Clerk

PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
27TH AUGUST 2025
AGENDA – OPEN SESSION

Item Number	Item	Action Required
1.	OPENING OF THE MEETING	
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	MINUTES Four Members who were present are required to approve Minutes	
2.1	Minutes of the Ordinary Meeting held on the 30 th July 2025	For Board approval
3.	MATTERS ARISING	
3.1	Matters Arising from Previous Meetings	Clerk to provide necessary updates
4.	MOTIONS – None	
5.	FINANCE	
5.1	Invoices for Settlement in August	For Board approval
6.	PROJECTS	
6.1	Chapel Beach	For noting
6.2	Highways Updates	For Board discussion
6.3	PSM Events	For noting
6.4	Waste Audit data	For noting

6.5	Boat Park – draft correspondence moved to the Private Agenda pending Board approval	For noting
7.	HOUSING	
7.1	Housing Officers Report	For Board discussion
7.2	Tenancy Arrears Report	For Board discussion
8.	PUBLIC CORRESPONDENCE & COMMUNICATIONS - None	
9.	PLANNING MATTERS - None	
10.	POLICY & RESOURCES	
10.1	Review of Dog Byelaws – Moved to Private Agenda until Engagement Plan is approved.	For Board discussion
10.2	Meeting & event dates 2025	For noting
11.	PUBLIC CONSULTATIONS	
11.1	Tynwald Commissioner for Administration (Amendment) Bill – closes 16 th September	For Board response
11.2	Strategic Plan review – to be discussed at the next meeting, Members are requested to carry out research prior to this	For information
12.	INVITATIONS - None	
13.	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
30TH JULY 2025 at 6.00pm**

MINUTE – PUBLIC SESSION

Present:	Mrs J Teare (Chairman), Mr D Scott (Vice Chairman), Mrs B Williams MBE, Mr L Vaughan Williams, Mr W Gelling & Mrs C Henderson
Apologies:	Mrs G Brunt
In Attendance:	Mrs H Kinvig (Clerk)

1.	1.1 The Chair welcomed the Board, noted the apologies and declared the meeting open.	
2.	<p>2.1 Minutes of the Ordinary Meeting held on the 25th June 2025 were circulated.</p> <p>CH/DS proposed the Minutes of the Ordinary Meeting held on 25th June 2025 be approved and signed as a correct record. WG & JT were in favour. BW & LVW abstained through absence. Carried.</p>	SAFM
3.	<p>Matters Arising:</p> <p>3.1 The Matters Arising Summary and response to public correspondence by the Clerk from the previous meeting were circulated, discussed and noted. The Clerk provided updates where necessary.</p> <p>It was noted that the Coroner would be attending to meet with the Board on 6th August at 7pm.</p>	
4.	<p>Motions:</p> <p>4.1 The following Motion was put forward by WG and discussed;</p> <p>Motion: Review of Dog Byelaws for Improved Beach Access and Shared Use</p> <p>That the Board resolves to undertake a review of the existing Dog Control Byelaws (as set out in the Port St Mary Commissioners Dog Control Byelaws 2017), with a view to identifying opportunities for improvement that promote fairness, safety, and enjoyment for all beach users, including dog owners, families, swimmers, and visitors.</p> <p>In particular, the review should:</p> <ul style="list-style-type: none"> • Reassess seasonal restrictions on dogs on beaches to determine whether current periods of prohibition remain 	

	<p>appropriate, proportionate, and enforceable.</p> <ul style="list-style-type: none"> • Ensure clarity and consistency in signage, enforcement powers, and public communication relating to dog access and restrictions. • Invite community feedback from a broad cross-section of residents and stakeholders – dog owners and non-dog owners alike – to inform any proposed amendments. <p>WG/LVW Proposed that the Motion is accepted, and the current Dog Byelaws are reviewed. All were in favour. Carried.</p> <p>HK advised that the full Byelaws would be on the August Agenda for further discussion.</p> <p>LVW congratulated WG as a new member for bringing forward a Motion.</p>	HK
5.	<p>Finance:</p> <p>5.1 Invoices for settlement in July, HK answered various queries. CH/DS approved the invoices for settlement in July to be paid. All were in favour. Carried.</p>	MK
6.	<p>Projects:</p> <p>6.1 Chapel Beach facilities – HK to arrange a beach clean for Easter.</p> <p>6.2 Highways Updates – Footpath from the top prom currently closed – HK to chase the Department to ensure it does not become a permanent closure.</p> <p>School zone – HK advised that a review is taking place but a response has not yet been received.</p> <p>20mph zone – HK tabled information received the previous day regarding reviews and to diarise to request data from any review.</p> <p>Residents Parking Permits – WG asked if there had been any update received from the Department. HK to chase.</p> <p>6.3 Events – Tynwald Day Ceili – Positive feedback for attendance and the running of the event was received.</p> <p>Village in Bloom presentation – Positive feedback on the presentation was received.</p> <p>It was noted that the Events Committee would be meeting on Monday 4th August and Hop tu Naa and Christmas events would be a priority.</p>	<p>HK</p> <p>HK</p> <p>HK</p> <p>HK</p> <p>HK</p> <p>HK</p> <p>SAFM</p>

7.	<p>Housing:</p> <p>7.1 Housing Officers Report – The report was discussed and noted.</p> <p>7.2 Tenancy Arrears Report – The report was discussed and noted. DS requested that the chart is updated to reflect arrears up to £1,200.</p>	MK
8.	<p>Public Correspondence:</p> <p>8.1 Correspondence received re boat park – HK to liaise with a local contractor regarding a minor refurbishment of the boat park.</p> <p>HK advised that additional correspondence had been received, which would be included on the next Agenda with a draft response.</p> <p>8.2 Thank you received regarding Rushen Flower Festival – The correspondence was welcomed and noted.</p> <p>8.3 Thank you messages received regarding beach changing cabin – DS & WG reported receiving offers of design assistance. HK to send any plans showing water locations etc.</p> <p>It was discussed regarding keeping the cabin out over the winter months.</p>	<p>HK</p> <p>HK</p> <p>HK</p>
9.	<p>Planning Matters</p> <p>9.1 Planning Applications:</p> <p>9.1.1 25/90614/B Old Surgery, Lewthwaites Way for conversion of two apartments to one dwelling with alterations to ground floor external windows. There were no objections.</p> <p>9.1.2 25/90639/B Langdale, Gansey for extension of residential curtilage and construction of boundary wall. HK to request an extension for comment to investigate the application further.</p> <p>9.1 Planning Approvals:</p> <p>9.2.1 25/90450/B Borrane, The Promenade for construction of single-storey extension to rear of dwelling, installation of new rooflight to rear elevation. The approval was noted.</p> <p>9.2.2 25/90435/B 25 Perwick Road for erection of a summer house and a garden shed to the back garden. The approval was noted.</p> <p>9.2.3 25/90455/B 7 & 7a High Street for conversion of shop to residential unit; replacement of shopfront with infill blockwork/windows, creation of new side entrance, erection of outbuilding to rear; first floor extension with dormer to rear; re-roofing and replacement of windows throughout. The approval was noted.</p>	<p>DG</p> <p>HK</p>
10.	<p>Policy & Resources: None.</p> <p>10.1 2nd Supplemental Information 2025 – The report was</p>	HK

	discussed and noted. HK to check properties. 10.2 Local Government Unit advice regarding declarations/conflicts of interest – The information was discussed and noted. JT checked with all members that they had access to the Handbook. 10.3 Dates – The forthcoming dates were discussed and noted.	
11.	Public Consultations: None	
12.	Invitations: 12.1 Methodist Church invitation tabled – HK to circulate electronically.	HK
13.	Any Other Business: 13.1 HK circulated wording for memorial bench for former member Alan Grace, which was approved. 13.2 HK circulated an approach regarding the purchase of Spero and possible Commissioners owned land adjacent. HK to respond and advise that the Board would be open to discussions.	SAFM HK

There being no further business the Public Session of the meeting closed at 7.20pm.

PORT ST MARY COMMISSIONERS

MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT

Matters Arising

Meeting with Coroner – Following the meeting with the Coroner for Rushen, a data sharing agreement has been drafted and issued to our Data Protection Officer for review. Information regarding debtors on a payment plan has been requested from Treasury (it appears that those on a payment plan are removed from the arrears list provided to us).

Supplemental Information – The properties were viewed externally, no issues are required to be raised.

Public Correspondence

Land beside Spero – HK to meet with prospective owners.

Item 5.1

PORT ST MARY COMMISSIONERS - Invoices to be paid in August 2025

										Page 1
Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code	Budget
4828	04/08/2025		Andrew McEwan	10 CB - open pipe boxing for electrician	CB	177.00	0.00	177.00	6100	1
4829	31/07/2025	SINV00569583	BHX	A5 gloss laminating pouches		53.96	10.79	64.75	5170	
4830	31/07/2025		Rick Buckley	Clean Town Hall windows in July 25		45.00	0.00	45.00	5150	
4831	25/07/2025	513783	Department of Infrastructure	Tipping charges for June 2025		5,899.34	1,179.87	7,079.21	5210	
4832	17/07/2025	35280	Island IT	Labour costs		30.00	6.00	36.00	5140	
4833	22/07/2025	35304	Island IT	Labour costs - GB		75.00	15.00	90.00	5140	2
4834	15/07/2025	35211	Island IT	MS exchange and business 365 - July 25		169.64	33.93	203.57	5140	
4835	16/07/2025	150501	JCK Limited	Hire of sweeper and tipping		274.62	54.92	329.54	6056	3
4836	28/07/2025	150729	JCK Limited	Hire of sweeper and tipping		231.30	46.26	277.56	6056	3
4837	30/06/2025	186620	JDW Engineering	Empty and service portable toilets		137.50	27.50	165.00	5400	4
4838	31/07/2025	0001/00215123	J Qualtrough	Evo stik, everbuild sealant and caulk, blade, cutting disc		42.33	8.47	50.80	6020	
4839	31/07/2025	0001/00215124	J Qualtrough	Packer bags, louvre vents, hockey stick		32.74	6.55	39.29	6020	
4840	31/07/2025	0001/00215255	J Qualtrough	Aluminium lever latch		5.01	1.00	6.01	6020	
4841	31/07/2025	0001/00215256	J Qualtrough	3" tubular latch		1.42	0.28	1.70	6100	
4842	31/07/2025	0001/00216372	J Qualtrough	Aluminium louvre vent		8.48	1.70	10.18	6020	
4843	31/07/2025	0001/00216503	J Qualtrough	Cuprinol fence care 91 rich oak		21.25	4.25	25.50	6020	
4844	21/07/2025	74-0	Ken Quine	Garden hose fitting, tri hooks, anti slip coating, curtain pole		118.64	23.73	142.37	6100	
4845	15/07/2025	INV-10869	MC Locksmith	9a SMA - replace all external locks	SMA	117.00	23.40	140.40	6100	
4846	15/07/2025	010-511701	Manx Gas/leG	Town Hall gas supply - 12/05 - 14/07/25		207.77	10.39	218.16	5150	
4847	05/08/2025	U2687556	Manx Utilities	10 CB - electricity 02/05 - 31/07/25	CB	25.87	1.29	27.16	6100	5
4848	23/07/2025	U2678394	Manx Utilities	Town hall electricity supply - 22/04 - 17/07/25		629.86	31.49	661.35	5150	
4849	01/08/2025	27544	Orb	Payroll for July 2025		66.00	13.20	79.20	5170	
4850	28/07/2025	12975	Reliance Security	Repair CCTV system in Town Hall office		390.00	78.00	468.00	5150	
4851	30/05/2025	00010003065586	Riley's	Repairs to Stihl HL75 mower		62.80	12.56	75.36	6056	
4852	30/07/2025	00010003068869	Riley's	Repairs to Stihl FS91R mower		84.13	16.82	100.95	6056	
4853	22/07/2025	169888	SCS	7b SMA - EICR and repairs	SMA	466.82	93.36	560.18	6100	
4854	22/07/2025	169889	SCS	4 SMA - supply and replace faulty kitchen socket	SMA	70.51	14.10	84.61	6100	
4855	28/07/2025	170018	SCS	17 SFA - new ceiling and ventilation fan	SFA	857.87	171.57	1,029.44	6100	
4856	31/07/2025	170160	SCS	1LA & 6 CB - oil boiler maintenance	LA & CB	163.63	32.73	196.36	6100	
4857	31/07/2025	170162	SCS	2 SMA - rebuild bathroom wall after leak	SMA	1,646.20	329.24	1,975.44	6100	
Sub total Pg1						12,111.69	2,248.40	14,360.09		

Page 2											
Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code	Budget	
4858	31/07/2025	170197	SCS	9a SMA - EICR and repairs	SMA	417.23	83.45	500.68	6100		
4859	31/07/2025	170198	SCS	10 SFA - replace extractor fan	SFA	371.65	74.33	445.98	6100		
4860	31/07/2025	170202	SCS	10 CB - alterations to kitchen circuitry and EICR	CB	1,046.58	209.32	1,255.90	6100		
4861	31/07/2025	170204	SCS	10 CB - supply and install new cooker hood	CB	95.98	19.20	115.18	6100		
4862	11/08/2025	170270	SCS	10 CB - washing machine pipe repairs (recharge to tenant)	CB	57.25	11.45	68.70	6112		
4863	11/08/2025	170271	SCS	9 CB - pressure sensor cleaned	CB	46.75	9.35	56.10	6100		
4864	11/08/2025	170272	SCS	3 CB - service and repair gas boiler	CB	46.75	9.35	56.10	6100		
4865	18/07/2025	1142	S&J Projects	4 FR - supply and install window sash mechanisms	FR	600.00	120.00	720.00	6100		
4866	31/07/2025	1143	S&J Projects	2 BB - repair windows	BB	80.00	16.00	96.00	6100		
4867	18/07/2025	1144	S&J Projects	14 SMA - window locks and handles replaced and repaired	SMA	400.00	80.00	480.00	6100		
4868	18/07/2025	1145	S&J Projects	Window damaged by strimmer - reclaim off insurance		480.00	96.00	576.00	5935		
4869	10/08/2025	1161	S&J Projects	9b SMA - install glazed unit in porch and repair door lock	SMA	440.00	88.00	528.00	6100		
4870	11/08/2025	1162	S&J Projects	6 SMA - hinges and door lock supplied and repaired	SMA	400.00	80.00	480.00	6100		
4871	25/07/2025	11098	Southern Civic Amenity Site	Commercial waste		133.00	26.60	159.60	5210		
4872		Various	Southern Civic Amenity Site	Green waste		61.63	12.32	73.95	5260		
4873	24/07/2025	068814	Southern Plumbing	McAlpine small bottle trap and couple kit		16.30	3.26	19.56	6100		
4874	24/07/2025	068819	Southern Plumbing	Cistern hole stopper and rubber washer		3.53	0.71	4.24	6100		
4875	25/07/2025	068832	Southern Plumbing	Close couple WC rimless with SC seat		98.00	19.60	117.60	6100		
4876	29/07/2025	068868	Southern Plumbing	Flexi tap conn and angled isolation service valve		6.97	1.39	8.36	6100		
4877	30/07/2025	068906	Southern Plumbing	Kitchen mixer tap, isolating valve, shower riser kit		280.05	56.01	336.06	6100		
4878	07/08/2025	069079	Southern Plumbing	Superstyle front panel and end panel		52.07	10.41	62.48	6100		
4879	02/08/2025	202508000042	SPAR	Fuel for DLO vehicles		256.26	51.25	307.51	6020		
4880	31/07/2025	818	Station Garage	Fuel for DLO mowers		11.25	2.25	13.50	6056		
4881	05/08/2025	2681	Terry Crook	10 CB and 7 FR - fix timber under lead flashing and point barge on rear gable	CB & FR	250.00	50.00	300.00	6100		
4882	05/08/2025	2681	Terry Crook	Hoisthire	CB & FR	680.00	0.00	680.00	6100		
4883	28/07/2025	993	TT shirts	Manx flag 5' x 3"		95.00	19.00	114.00	5150		
4884	25/07/2025	SINV17942	Viking	Ink for Town Hall printer		138.76	27.75	166.51	5060		
4885	29/07/2025	SI-00055703	WDS Limited	Toilet cleaner and toilet roll		73.77	14.75	88.52	5152		
					Sub total Pg2	6,638.78	1,191.75	7,830.53			
					Total	18,750.47	3,440.15	22,190.62			

Breakdown by type of expense (rates and housing)

Nominal code	Nominal description	Amount (£)
5060	Photocopying	166.51
5140	Computer Expenses	329.57
5150	Town Hall Expenses	1,506.51
5152	Town Hall Heat & Light	88.52
5170	Town Hall Cleaning	143.95
5210	Office Expenses	7,238.81
5260	Gardens and Flowerbeds	73.95
5400	Public Conveniences - General Expenses	165.00
5935	Claims	576.00
6020	Sundry - Store	439.29
6056	Vehicles - General	796.91
6100	Housing Repairs	10,596.90
6112	Tenant Recharges	68.7
		22,190.62

Breakdown of invoices by supplier (rates and housing)

Supplier	Amount (£)
Andrew McEwan	177.00
BHX	64.75
Department of Infrastructure	7,079.21
Island IT	329.57
J Qualtrough	133.48
JCK Limited	607.10
JDW Engineering	165.00
Ken Quine	142.37
Manx Gas/leG	218.16
Manx Utilities	688.51
MC Locksmith	140.40
Orb	79.20
Reliance Security	468.00
Rick Buckley	45.00
Riley's	176.31
S&J Projects	2,880.00
SCS	6,344.67
Southern Civic Amenity Site	233.55
Southern Plumbing	548.3
SPAR	307.51
Station Garage	13.5
Terry Crook	980
TT shirts	114
Viking	166.51
WDS Limited	88.52
	22,190.62

Breakdown of invoices for Housing only

Supplier	Amount by property (£)	Total by supplier (£)
Andrew McEwan		177.00
CB	177.00	
Manx Utilities		27.16
CB	27.16	
MC Locksmith		140.40
SMA	140.40	
S&J Projects		2,304.00
BB	96.00	
FR	720.00	
SMA	1,488.00	
SCS		6,344.67
CB	1,551.98	
LA & CB	196.36	
SFA	1,475.42	
SMA	3,120.91	
Terry Crook		980.00
CB & FR	980.00	
	9,973.23	9,973.23
Other	623.67	623.67
	10,596.90	10,596.90

Budget No	Item	Cost in month	Budget for month	Variance	Adverse / favourable	Cost year to date	Budget year to date	Variance	Adverse / favourable	Notes
1	Refuse - tipping DoI tipping charges - monthly June	5,899.34	5,725.23	(174.11)	A	18,742.54	22,900.91	4,158.37	F	DoI are 1 month behind on billing
2	IT costs Island IT Fixed costs	169.64	165.69	(3.95)	A	722.18	662.76	(59.42)	A	Increase down to 3 extra users for the MS exchange plan and 1 extra user of MS Business
3	Road sweeper JCK	505.92	546.00	40.08	F	2,347.44	2,184.00	(163.44)	A	Tonnage disposed of varies, number of cleans per month varies depending on the seasons
4	Town Hall heating leG	207.77	558.29	350.52	F	1,507.70	2,233.14	725.44	F	Heating of the Town Hall, varies with the seasons and price variations
5	Town Hall electricity MUA	629.86	8,140.14	7,510.28	F	1,518.31	1,750.00	231.69	F	Electricity for Town Hall, varies depending on seasons and room bookings

PORT ST MARY COMMISSIONERS**PROJECTS UPDATE**

6.1	<p>Chapel Beach</p> <p>A beach clean is scheduled for Easter time.</p> <p>Research regarding a modular unit, funding and any planning permissions is in process.</p>
6.2	<p>Highways</p> <p><u>High Street</u> The letter attached to this report was circulated to residents by the Department.</p> <p><u>Footpaths</u> Top prom to Chapel Beach - A chaser e-mail was sent 18/8 requesting a date for works. A response is awaited.</p> <p><u>School crossing sign</u> Response from the Department regarding the school crossing; Good morning Hayley,</p> <p>Thanks for passing on the concerns raised by the commissioners. The issues identified are reasonable and justify a review. I have not been involved in the implementation of the 20mph or school zones in Port St Mary in terms of placement of signage and extent, so I can confirm that the review was independent from the designers.</p> <p>With the school sitting adjacent to the crossroads junction at Port St Mary, the school zone is signed on all four approaches. Three of the approaches are signed with 'School Safety Zone', pedestrian warning sign and amber signals all on the same sign plate. These approaches are along Beach Road, Bay View Road and Plantation Road. The approach along Station Road is signed with the more regularly used 20mph when flashing school sign.</p> <p>Addressing your second bullet point, I agree that having a 20mph when flashing sign within an existing 20mph area could cause confusion to road user, and increase non-compliance. However, the sign currently displays School Safety Zone with no reference to speed limit. This serves to increase awareness of children and pedestrians in the area during school times. It could be the case that the sign type was altered after your initial concern, however the change of sign type should address this concern and not raise any further road safety issues in this regard.</p> <p>The signage on the approach along Station Road displays the more common 20mph when lights flashing as they are located outside of the 20mph speed limit. However, it is only a short distance from this sign to the permanent 20mph limit signage. I don't think this is an issue raised by the commissioners, and there is less of risk for confusion and non-compliance and the 20mph extent occurs after the school sign. However, having both signs so close and visible at the same time could cause some confusion. I will raise this with the designers of the scheme and discuss whether a change to school safety zone signage is also warranted at this site.</p>

On review of the school sign along Bay View Road, the designers have attempted to locate the sign where most road users can be captured and causes minimal interference with the existing infrastructure. Placement of the school zone sign south of the Bay View Road junction with Lewthwaites Way and the Promenade would result in those travelling along the Promenade and Lewthwaites Way not being alerted to the increased pedestrian activity. With the Promenade experiencing a reasonably high proportion of vehicle movements during busy times (as I witnessed today on site), this would not be advisable. Therefore placement north of the junction is required. The modified school zone sign including the three elements creates a large sign plate that has potential to interfere with visibility of other highway infrastructure. Particularly in this case the near side signal head of the puffin crossing. While advanced warning of the school zone would be achieved, this risks obscuring the signal head for road users, who may react late to a red light and risk collision with crossing pedestrians. The school zone is active twice a day in midweek during term times, while the pedestrian crossing may be required at any time 24/7. This trade-off in school sign impact and crossing visibility would not be advised.

Considering these factors, placement of the sign is required to be north of the crossing. My assumption is that the current placement of the sign adjacent to the entrance was chosen as this was the most suitable location for both not being obscured by the crossing signals, but also remaining within the drivers eyeline as they approach the school. With the presence of the bus layby on the west, there is a risk that the sign location would be outside of the drivers eyeline as they are focusing forward. This will limit its effectiveness.

Ultimately, the purpose of the school zone signs are as you state: to alert drivers in advance and reduce speed before reaching crossing points and pedestrian activity. On this approach, vehicles are already within an established 20mph so speed reduction should not be as crucial as out of town school zones. In addition, the drivers are entering from an area of high pedestrian activity, junction movements and on-street parking. The road layout and existing infrastructure has already created an environment where drivers need to be more aware of activity around them.

However, I will discuss with the designers whether a more optimal location can be provided further in advance of the current location that does not fall too far outside of the drivers eyeline and would not cause any pedestrian impediment long the pavement.

Kind regards,
Highway Engineer

The Board are requested to discuss how they would like to proceed.

20mph zones

The below information was provided by the Department, a further request for a date for the 6 month review has been requested and a response is awaited;

Thank you for your recent query regarding a review of the 20mph traffic regulation order (TRO).

To summarise, following implementation of the TRO, a monitoring phase begins with an interim review undertaken after 6 months and a full review after 12 months. This involves conducting average journey speeds and times, alongside analysis of collision and road use data. The Local Authority and MHKs will be kept abreast of any conclusions.

This initial monitoring will provide a sound basis for any ongoing and future assessment, should additional signage of physical intervention be deemed necessary.

	<p>It should be noted, monitoring programs over at least a 2–3 year period post intervention are essential to capture the full extent of active travel behavioural change.</p> <p>I trust this answers your query. Should you require anything further, please do not hesitate to contact me.</p> <p><u>Residents Parking permits</u></p> <p>The below update was received from the Department regarding the residents parking permits, the Clerk has diarised to chase this up w/c 1st September.</p> <p>I collated the responses received from residents and other parties, and summarised the feedback we received based on general reasons given for, against or neutral. This feedback summary was passed on to the head of the division for further distribution to the Minister, where she would give the ultimate say on how we progress.</p> <p>So far I have not received any instruction on how we are to progress with the proposal. I will follow up to see where this has got to and what instruction needs to be given.</p>
6.3	<p>Events</p> <p>The Events Committee will meet at 12 noon on the 2nd September.</p>
6.4	<p>Waste Audit data</p> <p>The waste data has been received and will be provided to the Board once it has been formatted. The office is publishing recycling information to encourage recycling. The Clerk is hoping to meet with Net Zero Isle of Man member for waste to discuss recycling, general refuse and the disposal of seaweed.</p>
6.5	<p>Boat Park</p> <p>Response correspondence has been moved to the private Agenda pending Board approval.</p>

Residents
High Street
Port St Mary

**Acting Head of Project Delivery
Keith Podmore**

Telephone: (01624) 850060
Email: andy.kneen@gov.im
Our Ref: AK0803E25
Your Ref:
Contact: Andy Kneen
Date: 11 August 2025

Dear Sir/Madam

High Street, Port St Mary – Road Reconstruction Scheme

The Department of Infrastructure is preparing to undertake a comprehensive reconstruction of the carriageway and footways along High Street, Port St Mary. As part of this scheme, existing underground services will be replaced or upgraded where necessary, with the aim of minimising future disruption.

Ground Penetrating Radar Survey

To support the design process, the Department has appointed a specialist contractor to carry out a Ground Penetrating Radar (GPR) survey of High Street. This survey will provide essential data, including the locations of cellar boundaries and existing utility infrastructure, which will inform the final design.

Road Closure

The GPR survey is scheduled to take place on **Tuesday, 2 September**. During this time, vehicular access will be prohibited, and parking will be suspended. We kindly request that all vehicles be removed from High Street by **8:00am**. It is anticipated that the road will reopen, and parking will be reinstated by **5:00pm** the same day.

Please note that the temporary road closure order also includes contingency dates of Wednesday, 3 September and Thursday, 4 September, should the survey be delayed or require additional time.

Pedestrian access will be maintained throughout the duration of the works.

Public Information Session – Parking Layout Options

The Department has developed two potential parking layouts and is seeking feedback from High Street residents, the wider Port St Mary community, local traders, and Port St Mary Commissioners.

cont/....

.../2

You are invited to attend a drop-in information session:

Venue: **East Room, Port St Mary Town Hall**

Date: **Monday, 8 September**

Time: **4:30pm – 6:30pm**

This session will provide an opportunity to:

- View drawings of the two proposed layouts and share your feedback to help shape the final design
- Speak with members of the project team, who will be available to answer questions about the scheme

Your input is highly valued and will contribute to the development of a solution that best meets the needs of the community.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'ACK' followed by a horizontal flourish.

A C Kneen
Liaison Officer

Housing Officer's Report to Port St Mary Commissioners
27th August 2025

Subject	Information
July Summary of Housing Works & Repairs	<ul style="list-style-type: none"> • 2 Responsive repairs were carried out by DLO in July. <p>11 responsive repairs were carried out by contractors in July:</p> <ul style="list-style-type: none"> • 1 Boiler related issue • 1 Plumbing repair • 1 Electrical repair • 7 Window/door repairs • 1 Roof repair <p>Additionally, Bathroom works were carried out in 2 properties to address water leaks and condensation issues.</p>
Void Properties	One property was handed back in July.
July Allocations	One transfer allocation was made in July.
Fixed Term & Annual Tenancies	Following inspection and review, two tenants had their first-year trial tenancy renewed for a further four years and one tenant had their fixed five-year tenancy renewed for a further five years.
Southern Shared Housing Waiting List	<ul style="list-style-type: none"> • No applications were processed at this office in July. • There are currently 143 applicants on the waiting list. • 35 applicants have selected Port St Mary in their area choices, 12 have chosen 'all Island' and 43 have selected 'all South'.
Transfer Waiting List	<ol style="list-style-type: none"> 1. One tenant in a three-bed house needs to transfer to a level access property. 2. One family currently housed by another authority wishes to transfer to a three-bed house in PSM for health/welfare reasons. 3. One tenant in a three-bed house wishes to downsize to a two-bed property. 4. One tenant in a two-bed ground floor flat wishes to transfer to another area. 5. A tenant with another housing authority wishes to transfer to a bungalow in PSM for welfare reasons.
Summary of Housing Data	Attached

Port St Mary Commissioners
Summary of Housing Data 2025/26

Introduction

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

	Q1 April - June	Q2 July - Sept	Q3 Oct - Dec	Q4 Jan - Mar
Rent collected per quarter <i>(rent element only not rates)</i>	£185,053.56			
Property Voids				
No. of voids completed per quarter	0			
No. of properties empty at quarter end	3			
Total cost of completed voids	£4890.90			
Void rent loss at quarter end	£2,497.81			
Void rent loss 'standard' works	£1,505.89			
Void rent loss 'major' works	£991.92			
Void re-letting timescales				
Average weeks void 'standard' <i>(target 5 weeks)</i>	7.5			
Average weeks void 'major' <i>(target 12 weeks)</i>	12			
Responsive Repairs				
No. Of responsive repairs raised per quarter	12			
No. Of responsive repairs raised by type:				
Emergency <i>(within 24 hours)</i>	0			
Urgent <i>(within 7 days)</i>	19			
Routine <i>(within 28 days)</i>	5			
No. Of responsive repairs completed on time:				
Emergency	0			
Urgent	19			
Routine	5			
HWL no. of applicants by property type required				
3 Bed	2			
2 Bed	12			
1 Bed	10			

PORT ST MARY COMMISSIONERS

Tenancy Arrears Report for the August 2025 Meeting

Week 19 2025/26 commencing 11 August 2025

Management Summary

Unpaid rents have decreased in the period from £36,225.34 in July to £35,069.32 in August 2025, a decrease of £1,156.02 or 3.19%. Economic headwinds remain high keeping costs elevated and ensuring some tenants struggle to pay their rent. Of the 17 debtors, 8 have been on the report for a protracted period of time and are harder to manage, and represent 70% of the total owed (with 2 tenants owing £12,233.38 alone or 35% of total debtors).

A detailed analysis of rents follows. The **first graph** shows the rent arrears by sector over the last 12 months. As in previous months, all arrears are housing related:



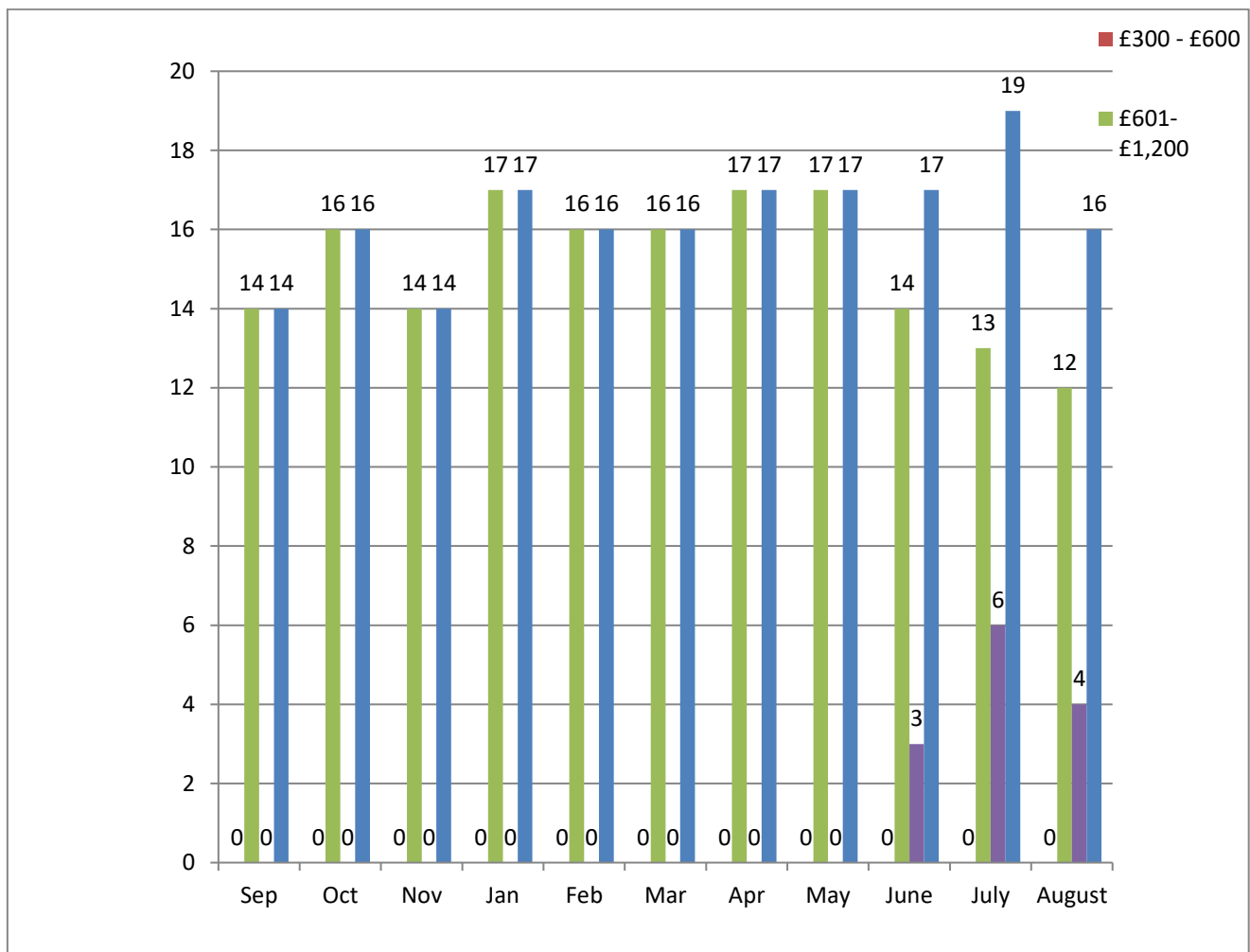
Tenancy Arrears Report for the August 2025 Meeting

Week 19 2025/26 commencing 11 August 2025

(Continued)

Number of Debtors and Actions Taken

The **second graph** shows the number of debtors by debt level:



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

Uncontrolled debt

There are currently 5 tenants with uncontrolled debt. The Finance Officer has started the small claims process with regards to tenants 1 and 3 and will keep the Clerk and Board updated on progress.

Tenant 1 – Arrears £2,842.83 (no movement since previous report)

A request was made for a judgment on an instalment order which was granted by the court with payments of £100.00 per month to be received from 14th September 2020. The finance officer instructed the then tenant to make payments no later than the 23rd of each month, but the now former tenant defaulted on the court order. The party has been written to and advised that

small claims proceedings will commence unless a payment plan is agreed and adhered to, however, a reply hasn't been received. Small claims paperwork has been prepared and will be submitted soon.

Tenant 2 – Arrears £863.34 (previous tenant)

This amount was previously removed from the report and reinstated at the request of the Board. The Authority's staff cannot locate the former tenant.

Tenant 3 – Arrears £782.78 (no movement since the previous report)

Dependent has spoken to the housing officer and has promised to clear arrears once they receive their inheritance. The housing officer has chased and payments may be made in instalments due to delays in receiving inheritance.

Tenant 4 – Arrears £2,074.05 (no movement since the last report)

The tenant had stopped adhering to their payment plan and had also reneged on a previous agreement. Notice to quit was being prepared to be served by the housing officer but the tenant advised that they intended to move imminently and an envelope was received by office staff, but no key was in it. The tenant did not leave contact details with emails to the tenant's address going unanswered. The tenant will now need to be located and taken through the small claims process.

Controlled Debt

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

Tenant 5 – Arrears £1,242.72 (decreased by £50.00 since the previous report)

The former tenant has been adhering to their payment plan with £50 expected later this month.

Tenant 6 – Arrears £2,359.75 (decreased by £173.28 since the previous report)

The tenant is adhering to their payment plan with more payments due in the month.

Tenant 7 – Arrears £6,047.84 (increased by £490.16 since the previous report)

The tenant has contacted the Housing Officer and agreed to seek debt advice. The tenant has agreed a payment plan with a payment due later in the month.

Tenant 8 – Arrears £1,819.84 (decreased by £180.00 since the previous report)

The tenant is adhering to their payment plan.

Tenant 9 – Arrears £6,185.54 (increased by £53.88 since the previous report)

A payment plan had been agreed for an extra £46 per month, however, a rent payment was missed in June and arrears continue to climb. The housing officer has written to the tenant.

Tenant 10 – Arrears £1,323.76 (decreased by £192.21 since the previous report)

The tenant is adhering to their payment plan with several payments due this month.

Tenant 11 – Arrears £1,414.44 (increased by £646.11 since the last report)

The tenant is paying their rent with a payment due later this month, however, they aren't clearing their arrears with only one payment made in June. The housing officer has written to the tenant.

Tenant 12 – Arrears £1,258.92 (decreased by £46.28 since the previous report)

The tenant has been paying extra each week to reduce arrears with two more payments due this month.

Tenant 13 – Arrears £2,264.75 (increased by £426.27 since the last report)

The tenant had promised to seek debt advice and a payment plan was put in place, however, payments continue to be missed. The clerk is writing to the tenant.

Tenant 14 – Arrears £1,449.06 (decreased by £54.36 since the last report)

The tenant is adhering to their payment plan.

Tenant 15 – Arrears £716.56 (decreased by £19.36 since the last report)

The tenant is adhering to their payment plan with more payments due this month.

Tenant 16 – Arrears £2,423.14 (increased by £463.76 since the last report)

The tenant is in hospital but is unable to return to the property. A member of the tenant's family has agreed to settle arrears.

Three tenants have been removed from the report.

PORT ST MARY COMMISSIONERS
MEETING & EVENT DATES 2025/26

2025/26 Meeting & Events Dates	
24 th September 2025	Board meeting
29 th October 2025	Board meeting
31 st October 2025	Hop Tu Naa event – Town Hall
11 th November 2025	Remembrance Day service 10.50am
26 th November 2025	Board meeting
28 th November 2025	Christmas lights switch on & Santa on the sleigh
	Celebration of Christmas date TBC
	Christmas market date TBC
9 th December 2025	Carol Service at St Marys Church
17 th December 2025	Board meeting

Members are requested to keep the second Wednesday of each month free for additional meetings as and when required.

Tynwald Commissioner for Administration (Amendment) Bill

PUBLIC CONSULTATION ON DRAFT BILL

The premise of this Bill is to update the Act in light of practical experience.

This consultation is being undertaken by the Tynwald Management Committee.

* Required

Consultation Overview

Draft Bill (Keeling Schedule):

- To assist this consultation, a marked-up version of the Tynwald Commissioner for Administration Act 2011 is available: [https://tynwald.org.im/spfile?file=/business/bills/Bills/20250731%20Keeling%20Schedule%20for%20TCA%20\(Amd\)%20Bill%20Consultation.pdf](https://tynwald.org.im/spfile?file=/business/bills/Bills/20250731%20Keeling%20Schedule%20for%20TCA%20(Amd)%20Bill%20Consultation.pdf) – otherwise known as a “Keeling Schedule” to aid understanding of the legislation by showing proposed amendments in context.

Background:

- The Tynwald Commissioner for Administration (“TCA”) was set up by the Tynwald Commissioner for Administration Act 2011 which came into operation on 1 January 2018. Previous postholders have requested that the Act be amended in various ways. Some of these have been referred to in the TCA's annual reports, while others have been recorded in files originally held by the Cabinet Office, since transferred to the Clerk of Tynwald's Office.
- In January 2023 the Cabinet Office advised that the Government had decided to remove the Bill from its Legislative Programme and asked if the Tynwald Management Committee would be prepared to pick it up, to which it agreed in May 2023.
- An initial consultation on general principles was held between 26th October to 24th November 2023 – this invited comment from Tynwald Members, Departments, Statutory Boards, Local Government and the incumbent and outgoing TCAs.
- Following the preparation a marked-up proposal (or “Keeling Schedule”) the Committee is now consulting the public and inviting feedback.
- Thereafter the Committee intends to report to Tynwald Court with detailed proposals and attach a draft Bill, alongside their report.
- If approved, the Bill would then be introduced into the House of Keys under Standing Order 4.2(1)(f).

Deadline:

- The deadline for receipt of responses is **Tuesday, 16th September 2025 at 5.30pm.**

Email submissions:

- Responses can be emailed to the Committees inbox: committees@tynwald.org.im with “TMC Consultation” in the subject line.

Online submissions:

- Responses can be made online on this Microsoft Forms page.

Paper form submissions:

- On request, the reception at Legislative Buildings can provide a paper copy to complete and return.

About You

This information is requested to assist the Committee's analysis. For more information or for any queries, please contact: committees@tynwald.org

- Office of the Clerk of Tynwald Privacy Policy: www.tynwald.org.im/privacy-policy

1. Are you resident in the Isle of Man?

- ☐ Yes
- ☐ No
- ☐ Moving to the Island

2. What is your name? *

3. Are you responding on behalf of an organisation?

[If Yes, please provide the organisation you are responding on behalf of, at Q4]

- ☐ Yes
- ☐ No

4. If answering 'Yes' to Q3. What is the organisation you are responding on behalf of?

5. Would you like to tell us anything about your qualifications, skills, experience or background which is relevant to the subject matter of this consultation?

6. May we publish your response? *

- Publish in full – your first name and surname, organisation name, along with full answers will be published (your email will **not** be published).
- Publish anonymously – only your responses will be published (your name, organisation and email will **not** be published)
- Do not publish – **nothing** will be published publicly (your response will only be part of a larger summary response document)

- ☐ Yes, you may publish my response and my name
- ☐ You may publish my response, but not my name
- ☐ No, please do not publish my response

7. Q1: Do you agree it would be beneficial to make the composition of the Selection Committee more flexible?

Recruitment process

- Current legislation specifies a Selection Committee for the TCA comprising the Chair of the Tynwald Management Committee, the Chair of the Tynwald Public Accounts Committee, and the Chief Minister. Practically, the individuals holding these offices may not readily be available or concurrently hold more than one role – as is currently the case, where the Chair of the Tynwald Management Committee (Mr Speaker) also serves as Chair of the Public Accounts Committee. Currently, the Vice-Chair of the PAC has been co-opted onto the Committee. In future, it would be preferable to have more flexibility to ensure the Selection Committee can deliver its functions effectively.

See proposed amendments to paragraph 1 of Schedule 1

8. Q2: Do you agree it would be beneficial to clarify and streamline the process of appointing Deputy and Acting TCAs?

Conflicts of interest

- In certain circumstances, a need arises to appoint either a Deputy or Acting TCA. For example, where the TCA has a declared conflict of interest, or is otherwise unable to serve. Current legislative provision on this is somewhat unclear, and it is proposed to improve this.

See proposed amendments to s4 and proposed new section 13A, 13B and 13c

9. Q3: Do you agree with the creation of a new power for the TCA to appraise complaints procedures in Government Departments (and Statutory Boards and Offices)?

Appraising Departments' own complaints procedures

- Isle of Man Government Departments (and Statutory Board and Offices) operate their respective complaints procedures – which are periodically reviewed internally. It is proposed that the TCA be given the ability to appraise these from time to time, in the interests of best practice and constructive feedback, and for any appraisal to be reported to Tynwald.

See proposed new sections 27A and 27B

10. Q4: Do you agree with clarifying the power for the TCA to commence their own investigation, if a Department (Board or Offices') own investigation is taking three months?

Timescale for Departments' own investigations

- The timescale for Departmental investigations has the capacity to be protracted and lengthy. The current Act assumes that Departments/Boards will respond within a month and allows the TCA to extend this to three months in exceptional circumstances. In practice, extensions to three months are commonplace. To recognise this but ensure the three month deadline is met where possible, it is proposed to clarify the power for the TCA to commence their own investigation after three months – affording clarity to both the complainant and the Department (Statutory Board or Office).

See proposed amendments to sections 10 and 13

11. **Q5: Do you agree with clarifying the relationship with Manx Care by making HSCOB a “relevant investigator”?**

Who can be investigated

- Current legislation is unclear on the relationship between Manx Care and the Health and Social Care Ombudsman Body (HSCOB), which is a legally established body, independent from both the Department of Health and Social Care and Manx Care. It is proposed to update this and make HSCOB a “relevant investigator”.

See proposed amendment to paragraph 2 of Schedule 2

12. **Q6: Do you agree with adding the Safeguarding Board to the listed authorities in the Bill?**

Who can be investigated

- Current legislation does not include the Isle of Man Safeguarding Board, established under the Safeguarding Board Act 2018. This improvement was suggested by the Tynwald Social Affairs Policy Review Committee and approved by Tynwald in 2016.

See paragraph 1 of Schedule 2

13. **Q7: Do you agree with protecting the TCA from being sued for defamation – in respect of drafts, or work in progress – which they may circulate (or publish) as part of the process of producing a report?**

Protection from suit for defamation

- The current Act protects the TCA against being sued for defamation in respect of their published reports, but not in respect of drafts, or work in progress, which they may circulate or publish as part of the process of producing a report. This was raised with the Committee by a previous TCA and is considered an appropriate technical amendment.

See proposed amendments to section 23

14. **Q8: Do you agree with the TCA’s accounts being inspected, as opposed to being audited?**

Inspection rather than audit of accounts

- The Committee proposes that the TCA’s accounts be inspected as opposed to being subject to a formal audit, as is currently the case. This is considered a technical improvement that is preferable given the scale of the TCA budget – comprising one part-time individual (notwithstanding the possibility for a deputy or acting Commissioner).

See proposed amendments to paragraph 17 of Schedule 1

Issues not addressed by the Bill

For completeness, the Committee has reflected on the below areas but decided against progressing or including in the proposed draft Bill at the current time. These areas and reasons are as follows:

15. Issue (A): Appeal against refusal to investigate | Do you have any comments?

Summary

- The Committee has considered the matter of a mechanism to enable a complainant to appeal when the Commissioner refuses to investigate. This was previously recommended by the Tynwald Environment & Infrastructure Policy Review Committee and approved by Tynwald in 2016 but on closer examination was found to be impractical – however it is proposed to ensure that reasons for not investigating are laid before Tynwald.

See proposed amendments to section 14

16. Issue (B): Chief Minister's power to make directions about co-operation between TCA and others | Do you have any comments?

Summary

- The above arose during the course of the Committee's discussion of the draft Bill. In summary, the Committee is unsure that this is altogether appropriate and would welcome comments and suggestions.

See section 7(7)


17. Issue (C): Detaching the list of authorities from Personal Liability (Ministers, Members and Officers) Act 2007 | Do you have any comments?

Summary

- The above arose during the course of the Committee's discussion of the draft Bill. Under the existing Act, some Listed Authorities are defined by reference to the Personal Liability (Ministers, Members and Officers) Act 2007. In summary, the Committee is unsure whether this is preferable, or not, and would welcome comments and suggestions.

See paragraph 2 of Schedule 2

18. Do you have any other comments on the draft bill?

 <p>Isle of Man Government <i>Reilys Ellan Vannin</i></p>	<p>Cabinet Office Strategic Plan</p> <p>Preliminary Publicity 2025</p>	<p>Response Number: <input type="text"/></p> <p>Date Received: Date Acknowledged:</p> <p>FOR OFFICE USE ONLY</p>
---	---	---

OVERVIEW

Cabinet Office gives notice that it is re-issuing the Strategic Plan review Preliminary Publicity. Preliminary Publicity is the first formal step in the preparation of a development plan and sets out the matters that the proposals in the plan will deal with.

The Strategic Plan provides the overarching, high-level planning framework for the development and other use of land on the Isle of Man and is a consideration in the drafting of Area Plans and other pieces of planning policy as well as in the determination of planning applications by DEFA.

The Strategic Plan review provides an opportunity for stakeholders to input into the Plan's development and to make representations on topics such as; climate change policy, the Island Spatial Strategy, and how the Strategic Plan can reflect the aims of 'Our Island Plan'.

This consultation builds on the findings of an earlier Strategic Plan Preliminary Publicity consultation which was launched in July 2023. Feedback received on the evidence papers during the 2023 consultation has informed the development of the 2025 evidence papers. The findings of the 2023 consultation, coupled with the development of a more comprehensive evidence base mean Cabinet Office have a better understanding of the challenges facing our Island and matters that the proposals in the plan will deal with.

WHY YOUR VIEWS MATTER

In accordance with Schedule 1 of the Town and Country Planning Act (1999), when preparing a Development Plan, Cabinet Office must give adequate publicity to the matters that the plan proposals intend to deal with. The review of the Strategic Plan will cover a wide range of topic areas, including the Island Spatial Strategy, Housing, the Environment, Business (employment land), and Infrastructure. To ensure a robust Draft Plan, Cabinet Office is seeking input from a wide range of stakeholders at this early stage of the Development Plan process.

Respondents are encouraged to complete and submit this form via the [Consultation Hub](#) however the Department will accept completed forms which are sent by email to strategicplan@gov.im or by post to:

**Cabinet Office- Planning Policy
Third Floor Government Office
Bucks Road
Douglas
IM1 3PN**

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING**

27TH AUGUST 2025

AGENDA – PRIVATE SESSION

Item Number	Item	Action Required
1.	MINUTES	
	Four Members who were present are required to approve Minutes	
1.1	Minutes of the Private Meeting held on the 30 th July 2025	For Board approval
2.	MATTERS ARISING	
2.1	Matters arising from previous meetings	Clerk to provide necessary updates
2.2	Boat Park response	For Board approval
3.	FINANCE	
3.1	Micro Loan update	For Board discussion
3.2	Cashflow to be tabled and presented by the Finance Officer	For Board discussion
4.	HOUSING – None	
5.	PROJECTS	
5.1	PSM Workshop	For Board discussion
5.2	SCASB Lease	For Board approval
5.3	Net Zero Isle of Man meeting	For noting

5.4	Business Isle of Man – Department for Enterprise meeting	For noting
5.5	Destination First Board meeting notes	For noting
6.	POLICY & RESOURCES	
6.1	Dog byelaws review engagement plan	For Board discussion & approval
7.	STAFFING – None	
8.	REPRESENTATIVE CONFIDENTIAL REPORTS	
8.1	Southern Civic Amenity Site Board	DS to provide update
8.2	Southern Sheltered Housing Joint Board	BW to provide update
8.3	Southern Swimming Pool Board	LVW to provide update
8.4	IoM Municipal Association	Members to provide update
8.5	Southern Authorities Health Care Committee	CH to provide update
9.	PRIVATE CORRESPONDENCE - None	
10.	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

Note: Local Government Act 1985, section 65; Disclosure of Information ‘Any member or former member of a local authority who, without the consent of the authority, divulges any information communicated to him in confidence as such member shall be guilty of an offence and liable on summary conviction to a fine not exceeding £1000.’