

Date: 17th July 2024

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 24th July 2024 at 7.00p.m.** Private session of Port St Mary Commissioners will be held following 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
24TH JULY 2024
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 3 rd July 2024	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 July	For Board approval
6.	PROJECTS	
6.1	PSM Events	For Board discussion
6.2	Mariners Shelter	For noting
6.3	Beach Cleaning	For Board discussion
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	
9.1	Planning Applications	For Board discussion
9.2	Planning Approvals	For noting
10.	POLICY & RESOURCES	
10.1	Mission Statement	For Board discussion
10.2	2024/25 Meeting Dates	For noting
11.	PUBLIC CONSULTATIONS	
11.1	Built Environment Reform Programme – please utilise previously issued documentation	For Board discussion & response
12.	INVITATIONS - None	
13.	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
3RD JULY 2024 at 7.00pm**

MINUTE – PUBLIC SESSION

Present:	Mrs B Williams MBE (Chairman), Mr L Vaughan Williams (Vice Chairman), Mr N McGregor Edwards, Mr C O’Meara, Mrs R Gelling, Mr D Scott & Mrs J Teare
Apologies:	N/A
In Attendance:	Mrs H Kinvig (Clerk)

1.	1.1 The Chair welcomed the Board, noted there were no apologies and declared the meeting open.	
2.	2.1 Minutes of the Annual General Meeting held on 22nd May 2024 were circulated. NME/RG proposed the Minutes of the Annual General Meeting held on 22nd May 2024 be approved and signed as a correct record. All were in favour. Carried.	HK
	2.2 Minutes of the Ordinary Meeting held on the 22 nd May 2024 were circulated. LVW requested an amendment, which was approved. RG/NME proposed the Minutes of the Ordinary Meeting held on 22nd May 2024 be approved and signed as a correct record. All were in favour. Carried.	HK
3.	Matters Arising: 3.1 The Matters Arising Summary and response to public correspondence by the Clerk from the previous meeting were discussed and noted.	
4.	Motions: None	
5.	Finance: 5.1 Invoices for settlement in June – HK answered queries raised. JT/LVW proposed that the invoices for settlement in June were approved and paid. All were in favour. Carried.	MK
	LVW raised a query with regards to the late payment of the Southern Swimming Pool invoice, HK to investigate.	HK
	5.2 2024/25 Rates for settlement – JT/LVW proposed that the rates for 2024/25 were approved and paid. All were in favour. Carried.	MK
6.	Projects: 6.1 Events Mona’s Queen – A debrief on the event was had and a discussion around a wet weather contingency plan. Participants for the	HK

	<p>following year were agreed.</p> <p>Village in Bloom – The presentation was agreed for 6pm in the East Room Wednesday 17th July.</p> <p>Flower Festival – NME reported that the PSM window was complete. Thanks were given to NME and his wife for arranging the display. HK to arrange reimbursement of expenses for receipts provided.</p> <p>Sunflower competition with SPLM – BW & HK reported that over 40 sunflowers had been judged and it was a well engaged competition.</p> <p>6.2 Mariners Shelter – It was noted that this had been chased.</p> <p>6.3 Beach Cleaning – HK to liaise with DEFA regarding a list of licences farmers who can accept seaweed.</p>	<p>HK</p> <p>MK</p> <p>HK</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. RG queried where small claims processed are up to, HK to investigate.</p>	<p>HK</p>
8.	Public Correspondence: None	
9.	<p>Planning Matters</p> <p>9.1 Planning Applications:</p> <p>9.1.1 24/00607/B Mannin Veg, Gansey for erection of front porch, rear extension and roof alterations. There were no objections.</p> <p>9.1.2 24/00641/A Waitara, Clifton Road for approval in principle to erect two detached dwellings. There were no objections.</p> <p>9.1.3 24/00600/B Oystercatcher, Perwick Road for the erection of a sunroom. There were no objections.</p> <p>9.1.4 24/00653/B Bay Queen Hotel for the erection of three detached dwellings with integral garages. There were no objections.</p> <p>9.1.5 24/00660/B The Old Bakehouse, Athol Street for the erection of a rear porch and boundary wall. There were no objections.</p> <p>9.1.6 24/00664/B 3 Kallow Point Road for the demolition of existing conservatory and erection of extension. There were no objections.</p> <p>9.1.7 24/00718/A Jow Gawnes, Athol Lane for approval in principle for erection of detached dwelling. There were no objections.</p> <p>9.2 Planning Approvals</p> <p>9.2.1 24/00388/B 1 Bay View Villas, Cronk Road – the approval</p>	<p>DG</p>

	<p>was noted.</p> <p>9.2.2 24/00426/B The Bungalow, Plantation Road – the approval was noted.</p> <p>9.2.3 24/00345/B Traie Creggagh, Queens Road – the approval was noted.</p> <p>9.2.4 24/00013/B Dreswick, Linden Avenue – the retrospective approval was noted.</p>	
10.	<p>Policy & Resources:</p> <p>10.1 Neighbourhood Plan – DS discussed through the plan and explained the reasoning for its requirement. NME voiced a concern around GDPR and noted that the Board are elected to represent. DS suggested a fact-finding committee which reports back to the Board. A discussion on the timing of such a plan was had. LVW/NME proposed that consideration of the adoption of the plan be deferred until after the election so as not to tie the new Board to a proposal that they have not been involved in, to be placed on the new Board’s June 2025 Agenda. All were in favour. Carried.</p> <p>10.2 Strategy Document – JT/COM proposed that HK update and bring back the document for further discussion. RG, NME, DS & BW were in favour. LVW was against. Carried.</p> <p>10.3 Social Media Policy – The policy was discussed and noted.</p> <p>10.4 2nd Supplemental List – The list was noted.</p> <p>10.5 Meeting/Event Dates – The dates were noted.</p>	<p>HK</p> <p>HK</p>
11.	<p>Public Consultations:</p> <p>11.1 Bus Vannin Consultation – HK to respond and advise that the Department had previously been to see the Board and made assurances which were never provided. COM raised a concern regarding buses leaving early.</p> <p>11.2 Built Environment Reform Programme – LVW/RG proposed to defer the item until the July Agenda. All were in favour. Carried.</p>	<p>HK</p> <p>HK</p>
12.	<p>Invitations:</p> <p>12.1 Douglas Civic Service – BW confirmed her attendance.</p>	<p>HK</p>
13.	<p>Any Other Business:</p> <p>13.1 COM raised the High Street and suggested arranging a civil disobedience. RG asked how much the negligence of not doing the work will cost the Department. HK to investigate and report back.</p> <p>13.2 A discussion was had regarding trying to reduce the pack sizes. HK to provide links rather than lengthy documents. NME, COM & DS confirmed they are happy to receive electronic Agendas</p>	<p>HK</p> <p>HK</p>

	only. 13.3 COM noted that there was no Manx language on the new Port St Mary entry sign at the Four Roads.	
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There being no further business the Public Session of the meeting closed at 8.45pm.

PORT ST MARY COMMISSIONERS

MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT

Matters Arising

PSM Invoice to Southern Pool – Upon investigation, the invoice was lodged to the banking system to credit the Pool account 4 days prior to the renewal date. However, due to a bank error which effected several major banks over that weekend, payments were late being submitted.

Bus Vannin Consultation – The response was issued.

High Street – Verbal discussion to be had.

Public Correspondence

N/A

Item 5.1

PORT ST MARY COMMISSIONERS - Invoices to be paid in July 2024

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4148	31/05/2024	415063950	ACE Carpets	Generator for Mona's Queen		60.75	12.15	72.90	5083
4149	01/07/2024		Andrew McEwan	15 BB - 2 new doors, ease doors, supply and fit handles	BB	586.46	0.00	586.46	6100
4150	28/06/2024		Andrew McEwan	2 CB - remove tiles, wallpaper and dispose, supply and fit new kitchen and retile, ease fire doors, fit new closers	SFA	3,964.47	0.00	3,964.47	6100
4151	02/07/2024	489462	Dol	Tipping charges for May 2024		5,580.76	1,116.15	6,696.91	5210
4152	08/07/2024	490175	Dol	Tipping charges for June 2024		5,516.79	1,103.36	6,620.15	5210
4153	13/06/2024	036542	Discount Carpets	17 SFA - supply and fit flooring in bathroom and dispose of old	SFA	305.00	61.00	366.00	6100
4154	17/06/2024	32616	Island IT	Labour charges - Darleen		30.00	6.00	36.00	5140
4155	17/06/2024	32628	Island IT	Labour charges - access Paula's PC		30.00	6.00	36.00	5140
4156	24/06/2024	32656	Island IT	Labour charges - Darleen, email issues		30.00	6.00	36.00	5140
4157	17/06/2024	143890	JCK Limited	Hire of sweeper and tipping		232.77	46.55	279.32	6056
4158	29/06/2024	144101	JCK Limited	Hire of sweeper and tipping		213.63	42.73	256.36	6056
4159	30/06/2024	180455	JDW Engineering	Empty and service portable toilets		137.50	27.50	165.00	5400
4160	29/05/2024	27006	JRB Enterprise	Dog gloves for dispenser		283.00	56.60	339.60	5270
4161	29/06/2024	0001/00140343	J Qualtrough and Co	Everbuild 200 silicone sealant, insulating tape, washer repair		17.16	3.43	20.59	6100
4162	30/04/2024	24/7176	Liftmann	Town Hall step lift repairs		172.50	34.50	207.00	5150
4163	21/06/2024	36999	Manx Glass	2 CB - service bedroom window to bring back to working order	CB	36.00	7.20	43.20	6100
4164	21/06/2024	36998	Manx Glass	11 SFA - supply and install front door handle	SFA	58.35	11.67	70.02	6100
4165	09/07/2024	37061	Manx Glass	17 SFA - supply and install handles and letterbox to front door	SFA	129.24	25.85	155.09	6100
4166	20/06/2024	U2444937	Manx Utilities	17 SFA - electricity 19/03 - 13/06/24	SFA	29.93	1.50	31.43	6100
4167	03/07/2024	U2450480	Manx Utilities	15 BB - electricity 10/05 - 01/07/24	BB	19.13	0.95	20.08	6100
4168	12/06/2024	SPI4421915	Manx Utilities	Change clocks on lights back from TT times		139.00	27.80	166.80	5900
4169	12/06/2024	SPI4421918	Manx Utilities	Install 2 x shades at Fistard (PM088 and PM086)		176.00	35.20	211.20	5900
4170	03/07/2024	SPI4422121	Manx Utilities	Public lighting maintenance - 260 lamps, 9 clocks and 1 repair		1,490.46	298.09	1,788.55	5900
4171	30/06/2024	91692	Onchan Commissioners	Refuse collection 1 April to 30 June 2024		7,746.32	1,549.26	9,295.58	5210
4172	01/07/2024	23770	Orb	Payroll for June 2024		105.50	21.10	126.60	5170
4173	16/06/2024	RJT1845	Richard Taylor Decorating	17 SFA - paint ceilings, walls and all woodwork	SFA	2,900.00	580.00	3,480.00	6100
4174	27/06/2024	RJT1850	Richard Taylor Decorating	15 BB - strip wallpaper, paint ceilings, walls and woodwork	BB	3,200.00	640.00	3,840.00	6100
Sub total Pg1						33,190.72	5,720.59	38,911.31	

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4175	25/06/2024	00010003043487	Riley's	Repair Stihl mower		117.75	23.55	141.30	5267
4176	14/06/2024	751612	Safety Management Services	Health & Safety training - DLO team		495.00	99.00	594.00	5180
4177	17/06/2024	751614	Safety Management Services	Landscaping equipment training - DLO team		495.00	99.00	594.00	5180
4178	20/06/2024	161808	SCS	CB - replace broken bulk head at rear of building	CB	87.19	17.44	104.63	6100
4179	20/06/2024	161809	SCS	Town Hall - reset trip on building's water heater		54.38	10.88	65.26	5150
4180	21/06/2024	161813	SCS	7a SMA - remove condense pipe and replace with new		143.29	28.66	171.95	6100
4181	21/06/2024	161814	SCS	Town Hall - post Abbey damp works repairs - remove and replace toilets and sinks and boiler, renew piping		6,446.60	1,289.32	7,735.92	5150
4182	21/06/2024	161815	SCS	6 CB - tenants overloaded boiler, repaired and tested		93.50	18.70	112.20	6100
4183	21/06/2024	161816	SCS	Town Hall - topped up boiler and reset		46.75	9.35	56.10	5150
4184	21/06/2024	161817	SCS	1 SMA - repaired kitchen taps		76.88	15.38	92.26	6100
4185	21/06/2024	161818	SCS	7a SMA - fixed leak on plate exchanger (recommended boiler be replaced)		76.13	15.23	91.36	6100
4186	21/06/2024	161819	SCS	5 SFA - repair pipe under sink		128.10	25.62	153.72	6100
4187	21/06/2024	161820	SCS	18 SMA - planned maintenance of oil boiler		78.09	15.62	93.71	6100
4188	21/06/2024	161825	SCS	7a SMA - replace boiler with Worcester Greenstar 4000		2,355.36	471.07	2,826.43	6100
4189	20/06/2024	43521	Signrite	New welcome to PSM sign and fitting		615.00	123.00	738.00	5880
4190	03/07/2024	8500	Southern Civic Amenity Site Board	Commercial waste		14.86	2.97	17.83	5210
4191		Various	Southern Civic Amenity Site Board	Green waste		407.88	81.58	489.46	5260
4192			Southern Civic Amenity Site Board	Parish contribution - Q2		14,425.75	0.00	14,425.75	5210
4193	29/06/2024	202406000120	SPAR	Fuel for DLO vehicles for June 2024		99.53	19.91	119.44	6060
4194	30/05/2024	96365	UFP	CB - service fire extinguishers		51.00	10.20	61.20	6100
4195	25/06/2024	SINV12434	Viking	Printer meter reading to 25/06/24		127.87	25.57	153.44	5060
4196	24/06/2024	SI-00033592	WDS	Handtowels, floor gel, bleach, hand soap, mop heads, toilet roll		198.69	39.74	238.43	6020
4197	03/07/2024	SI-00034035	WDS	Sacks, toilet cleaner, disinfectant, toilet roll, blue roll		202.58	40.52	243.10	6020
Sub total Pg2						26,837.18	2,482.31	29,319.49	
						60,027.90	8,202.90	68,230.80	

Breakdown by type of expense (rates and housing)

Nominal code	Nominal description	Amount (£)
5060	Photocopying	153.44
5083	Mona's Queen Expenses	72.90
5140	Computer Expenses	108.00
5150	Town Hall expenses	8,064.28
5170	Office Expenses	126.60
5180	Staff Training	1,188.00
5210	Refuse Expenses	37,056.22
5260	Gardens and Flowerbeds	489.46
5267	Gardening - Machinery	141.30
5270	Refuse - Miscellaneous	339.60
5400	Public Conveniences - General Expenses	165.00
5880	Signage	738.00
5900	Public Lighting - Street Lighting Power & Cyclic Maintenance	2,166.55
6020	Sundry - Store	481.53
6056	Vehicles - General	535.68
6060	Sundry - Fuel Costs	119.44
6100	Housing Repairs	16,284.80
		68,230.80

Breakdown of invoices by supplier (rates and housing)

Supplier	Amount (£)
ACE Carpets	72.90
Andrew McEwan	4,550.93
Discount Carpets	366.00
DoI	13,317.06
Island IT	108.00
J Qualtrough and Co	20.59
JCK Limited	535.68
JDW Engineering	165.00
JRB Enterprise	339.60
Liftmann	207.00
Manx Glass	268.31
Manx Utilities	2,218.06
Onchan Commissioners	9,295.58
Orb	126.60
Richard Taylor Decorating	7,320.00
Riley's	141.30
Safety Management Services	1,188.00
SCS	11,503.54
Signrite	738.00
Southern Civic Amenity Site Board	14,933.04
SPAR	119.44
UFP	61.20
Viking	153.44
WDS	481.53
	68,230.80

Breakdown of invoices for Housing only

Supplier	Amount by property (£)	Total by supplier (£)
Andrew McEwan		4,550.93
BB	586.46	
SFA	3,964.47	
Discount Carpets		366.00
SFA	366.00	
Manx Glass		268.31
CB	43.20	
SFA	225.11	
Manx Utilities		51.51
BB	20.08	
SFA	31.43	
Richard Taylor Decorating		7,320.00
BB	3,840.00	
SFA	3,480.00	
SCS		104.63
CB	104.63	
	12,661.38	12,661.38

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

<p>6.1</p>	<p>Events</p> <p>Village In Bloom – Presentation to be debriefed.</p> <p>Civic Service – The following discussions are requested to be had;</p> <p>Singer previously Olivia Landels</p> <p>Hymns previously - For All The Saints Isle of Mona To God be the Glory Oh Worship the King, all glorious above Manx National Anthem Ellan Vannin</p> <p>Readings previously provided by Alan Grace and Norman McGregor Edwards</p> <p>A prior Order of Service will be available to view at the meeting.</p> <p>'Save the date' emails have been issued.</p>
<p>6.2</p>	<p>Mariners Shelter</p> <p>The response from the Department is below;</p> <p>Good morning Hayley</p> <p>Apologies for the delay in responding to you.</p> <p>Our legal advice can never be shared. Please can you seek your own legal advice and get back to me.</p>
<p>6.3</p>	<p>Beach Cleaning</p> <p>There are only two farmers registered with a waste licence at DEFA. The new Administration Assistant will be requested to liaise with Southern Farmers to see if any disposal route can be found.</p>

Housing Officer's Report to Port St Mary Commissioners
24th July 2024

Subject	Information
June 24 Summary of Housing Works & Repairs	<ul style="list-style-type: none"> • 1 Responsive repair was carried out by DLO in June. <p>11 responsive repairs were carried out by contractors in June:</p> <ul style="list-style-type: none"> • 3 Boiler related issues • 4 Plumbing repairs • 2 Electrical issues • 2 Window & Door repairs <p>Additionally, a boiler was replaced, the last remaining obsolete stairlift at Creggan Beg was removed and handrails were installed on the outside of a property.</p>
Void Properties	No properties were handed back in June.
Allocations	A three-bed house was allocated to an applicant from the southern district shared housing waiting list.
Fixed Term & Annual Tenancies	Following review and inspection, one tenant had the tenancy changed to their name solely.
Southern Shared Housing Waiting List	<ul style="list-style-type: none"> • One housing application was processed at this office in June. • There are currently 150 applicants on the waiting list. • 26 applicants have selected Port St Mary in their area choices, 12 have chosen 'all Island' and 45 have selected 'all South'.
Transfer Waiting List	<ol style="list-style-type: none"> 1. One family from another housing authority wishes to transfer to a three-bed house in PSM (<i>this is on hold until further notice</i>) 2. One tenant in a three-bed house needs to transfer to a level access property. 3. One family currently housed by another authority wishes to transfer to a three-bed house in PSM for health/welfare reasons. 4. One tenant in a three-bed house wishes to downsize.
Standard of Performance	The quarterly reports of public sector housing performance standards are now available to for the public to view on the Government's housing website, gov.im/housing – housing statistics.
Objective Assessment of Housing Needs	The Housing & Communities Board commissioned an assessment of Housing Need for the Island, and the 2024 report can be downloaded from their website at gov.im .
Tynwald Select Committee Assessment on Poverty Report	The Council of Ministers' response to the first report by the Committee's is available to view on the Tynwald website, Tynwald.im/committee/POV21 . The final version will be available in due course.

PORT ST MARY COMMISSIONERS

Tenancy Arrears Report for the July 2024 Meeting

Week 15 2024/25 commencing 8 July 2024

Management Summary

Unpaid rents have increased in the period from £32,180.01 in June to £32,368.25 in July, an increase of £188.24 or 0.58%. The cost of living, inflation and interest rates crises continue to bite, along with the new tax policy of central government. 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:



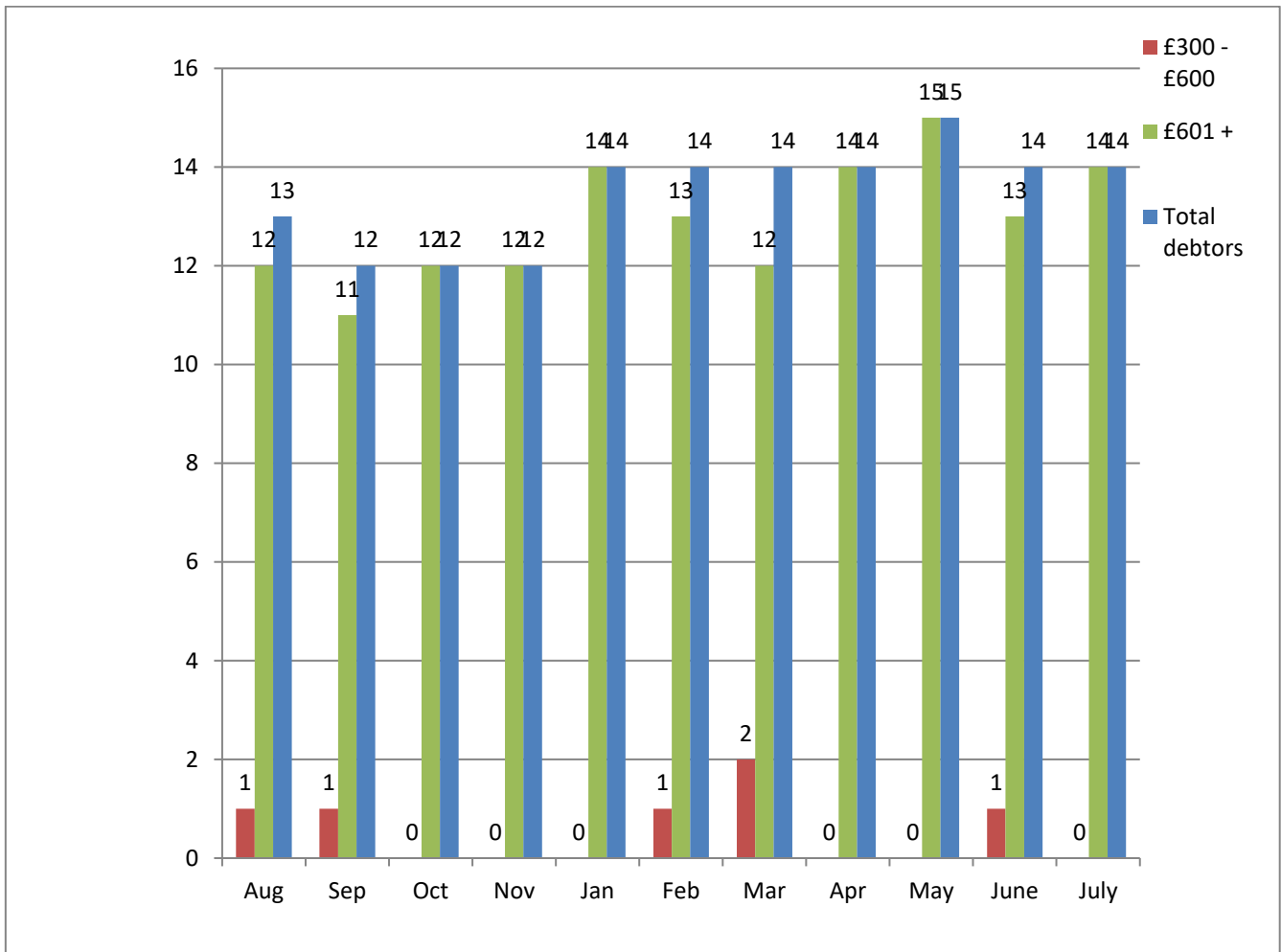
Tenancy Arrears Report for the July 2024 Meeting

Week 15 2024/25 commencing 8 July 2024

(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)

Request for judgment of an instalment order granted by court, payments of £100.00 per month to be received from 14th September 2020. The finance officer instructed that payments are to be received no later than the 23rd of each month, but the 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.

Tenant 2 - Arrears £10,193.26 (decreased by £290.22 since the previous report)

The attachment of earnings were cleared. The Finance Officer had spoken to the tenant about remaining arrears and the tenant agreed to pay an affordable extra amount each month up to and including July 23 with £200 per month thereafter. The tenant had signed a payment plan but has reneged and the finance officer has now discussed the tenant with lawyers with a view to recommencing legal proceedings to recover all arrears. The tenant has been written to and instructed to get in touch with the Authority or small claims proceedings will be initiated. The tenant has recently been in touch to discuss a payment plan but hasn't confirmed an offer to date. Conversations have begun with advocates regarding an attachment of earnings order inclusive of legal fees and the clerk and housing officer will be meeting with advocates week commencing 15 July to discuss the tenant's end of tenancy.

Tenant 3 – 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 4 – Arrears £782.78 (no movement since the previous report)

No longer a tenant. The housing officer has reestablished contact with the former tenant whom had agreed to pay £250 at the end of each month to clear their arrears. The payments haven't been forthcoming and the housing officer has written to the former tenant again ascertaining that they are in hospital in the UK and currently unable to progress their arrears.

Controlled Debt

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

Tenant 5 – Arrears £1,742.72 (decreased by £50.00 since the previous report)

The former tenant had experienced difficulties obtaining the correct wage from their employer and had agreed to pay an extra £50 per month. The former tenant has been adhering to their payment plan.

Tenant 6 – Arrears £2,443.41 (decreased by £20.35 since the previous report)

The tenant had been paying rent weekly and working to reduce arrears. The DHSS were paying the tenant's rent, however, this has now stopped as the tenant is back in work. The tenant has been adhering to a payment plan with another payment due in the week of writing this report.

Tenant 7 – Arrears £2,423.06 (increased by £464.60 since the previous report)

The tenant was making regular payments in excess of their monthly rent and a monthly payment is due around the 25th of the month, however the June payment didn't arrive. Consequently, the housing officer will be seeking legal advice to progress recovery of debt and explore other options.

Tenant 8 – Arrears £1,021.94 (increased by £50.61 since the previous report)

The tenant is now adhering to their payment plan with a payment due later in the month.

Tenant 9 – Arrears £1,951.26 (decreased by £466.50 since the previous report)

The tenant had been written to regarding setting up a payment plan and had agreed that upon receipt of social security payments they will begin to pay down their arrears. In the interim, they had agreed to pay extra when they can, however, the tenant was in Hospice with the housing officer liaising with the tenant's family. The tenant is home again and a payment of £1,300.00 was received in July with more to follow in due course.

Tenant 10 – Arrears £3,401.09 (increased by £336.16 since the previous report)

The tenant has retired from full time employment and is now living in a smaller property which, along with now receiving benefits, is allowing them to cover their rent. The tenant has been written to previously with a firmer letter sent this month.

Tenant 11 – Arrears £1,934.15 (decreased by £233.48 since the previous report)

The tenant was adhering to a payment plan and was making payments over the agreed supplementary amount, however, they experienced a change in circumstances which had been reported to the Housing Officer. A new payment plan has been agreed and is being adhered to with three payments due this month.

Tenant 12 – Arrears £983.45 (no movement since the last report)

The tenant has left their employment and has to wait six weeks for benefits, however, they are paying their monthly rent.

Tenant 13 – Arrears £943.38 (decreased by £28.48 since the previous report)

The tenant is paying extra each week to reduce arrears with three more payments due this month.

Tenant 14 – Arrears £841.58 (new addition to the report)

The tenant's direct debit failed, and they have been written to.

One tenant has been removed from the report and one has been added.

PORT ST MARY COMMISSIONERS

PLANNING MATTERS

9.1 Planning Applications

9.1.1 24/00749/B – Sea View, Clifton Road for a first-floor extension and alterations to dwelling.

9.1.2 24/00761/A – Old Surgery, Lewthwaites Way for approval in principle for construction of a detached dwelling.

9.1.3 24/00766/B – Arnside, Athol Street for installation of replacement front door.

9.2 Planning Approvals

9.2.1 24/00470/B – 2 Perwick Road, Port St Mary for widening of the front door to the northwest elevation.

9.2.2 24/00505/B – Ivydene, Shore Road, Underway for first floor south elevation window altered to a doorway onto the balcony. Installation of glass panels to top of balcony balustrade.

PORT ST MARY COMMISSIONERS

REVIEW OF STRATEGY DOCUMENT

Updated – June 2024

MISSION STATEMENT

To support our community and businesses and ensure Port St Mary is an excellent place to work, live and enjoy. To carry out the Board’s statutory obligations in a fit and proper manner.

(1) SERVICES/DUTIES

Function	DOI expected level of service	PSMC expected level of service
Public information and advice	Point of contact for information on local and central government matters.	To be available to provide advice and information through the public counter, written correspondence, telephone, email or social media. Responses where required to be issued within 5 working days. To act as a Tourist Information point, providing transport information and assistance as and when required.
Refuse collection	Collection of household and commercial waste; administration of civic amenity sites; recycling.	Domestic & commercial refuse collection to be carried out weekly. Financially support the Southern Civic Amenity Site through parish contributions. Support the Department of Infrastructure in the provision of recycle bring banks at 3 locations throughout the port.
Litter	Local authorities may designate a Litter Officer to enforce the Litter Act 1972. Some authorities also	Public litter bins to be emptied at least twice weekly (more if required). Current stock of public litter bins is 53.

	provide and empty litter bins.	
Street-lighting	Provision and maintenance of street lighting.	Current stock consists of 263 lights and 9 clocks. Stock has been audited and is jointly maintained with Manx Utilities. Financial provision has been made to replace 10 columns per year.
Environmental health	Enforcing legislation relating to environmental health, including statutory nuisances, verminous premises, unsanitary and unfit housing, regulation of flats, prevention of overcrowding, dangerous/ruinous buildings and unsightly land ⁴ , and unsanitary drainage.	All of these functions are in the main undertaken on behalf of/in conjunction with Local Authorities by officers of the Department of Environment, Food and Agriculture.
Public conveniences	Provision and maintenance of public toilets.	Public conveniences at The Quay and Town Hall to be available 7 days a week and cleaned Mon-Fri. Portable toilet to be provided at Chapel Beach for the summer season.
Planning	Power to appeal against a planning decision made within their district. Local authorities are	To report all planning applications and updates to the Board on a monthly basis and report back the outcome to the Planning & Building Control.

	also consulted on any designation of a conservation area or registration of a building affecting their district and on the preparation of the development plan for their area.	
Parks, playgrounds and other leisure facilities	Provision of recreational and entertainment facilities, including parks and playgrounds.	<p>23 footpaths to be cut at least 3 times per year.</p> <p>Playpark is inspected and maintained on an annual basis. April to the end of October (weather dependant) to cut grass through the village every 3 weeks.</p> <p>Maintain approx. 80 (including 58 memorial benches) on an annual basis.</p> <p>Provision and maintenance of the Town Hall and associated function rooms.</p> <p>To provide beach cleaning facilities at Chapel Beach at least annually.</p>
Control of dogs	Enforcing byelaws made by the Authority.	https://www.portstmary.gov.im/the-commissioners/bye-laws/
Housing	Provision of public sector housing in their districts. The Department of Infrastructure's Housing Division	Provide support, assistance and regular maintenance in line with Government timeframes to all 122 social housing properties. Reported quarterly to the Board.

	<p>provides public sector housing in other districts. Sheltered accommodation for the elderly can also be provided. (Government meets 100% of the housing deficiency on the Island).</p>	
Car parking	Provision of off-street and short-stay disc parking.	https://www.portstmary.gov.im/the-commissioners/bye-laws/
Street cleaning	As far as reasonably practicable, at all times highways should be kept clear of material that may endanger users of the highway, or affect the highway drainage.	To contract in (or where necessary provide in house) street cleaning services on a bi-weekly basis.
Gully Emptying	Gullies should be running at all times. If the gully pot is empty, and any blockage cannot be cleared, this should be reported to the	To check and maintain gulleys (approx. 400) through the port at least twice a year, where necessary reporting any blockages which cannot be dealt with to the Department of Infrastructure.

	Department which will arrange to clear the blockage at its cost.	
Removal of Weeds	Weeds which may obstruct drainage, or are damaging or likely to damage the fabric of the highway should be removed as soon as reasonably practicable.	To carry out street weeding and spraying (using safe materials and in accordance with our spraying licence) throughout the port on a regular basis.
Maintenance of Highway verges	Vegetation should not be allowed to grow to the extent so as to hinder the reasonable use of the highway by any person entitled to the use thereof, or so as to be a nuisance or injurious to the owner or occupier of premises adjacent to the highway.	Maintenance of verges to be carried out every 3 weeks (weather permitting) April to the end of October alongside the grass cutting.
Libraries and museums	Provision of public libraries and museums.	Annual donation made to the mobile library.

Anti-Social Behaviour	Enforcing Byelaws made by the authority to deal with various types of anti-social behaviours within the Local Authority area such as excessive noise nuisance or other behaviours which could cause danger or obstruction or give reasonable grounds for annoyance to any person.	Being dealt with under new byelaws being drafted.
Trees and high hedges	Local authorities have the power to act in relation to complaints about trees and high hedges.	To assist the Department of Infrastructure with trees and high hedges complaints utilising the following guidelines; https://www.gov.im/categories/planning-and-building-control/trees-and-high-hedges/
Removal of vehicles	Local authorities have the power to remove a vehicle from any road in its district if it is: (a) Parked in contravention of a traffic regulation order; (b) Causing an obstruction; or	To carry out the functions requested by the Department.

	(c) Likely to cause danger The Authority also has powers to remove a vehicle from any land if it appears to be abandoned.	
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(2) COMMUNICATION AND ENGAGEMENT

Strategy: To be open, clear, and honest in our communications, using all available methods to ensure that our community and businesses are informed

Goals

- Publication of Agendas (Public session and Private session) 7 days in advance on Port St Mary Commissioners website, Facebook and Public Notice boards;
- Update minutes on Port St Mary Commissioners website within 48 hours of ratification;
- Publication of biannual newsletter;
- Respond to emails within 5 working days;
- Clearly publicise deadlines for letters to be received prior to meeting;
- Develop a clear communications flowchart for events, meetings and other activities
- To schedule Public meetings on request
- To agree and adhere to the 7 Principles of Public Life (Nolan Principles) at all times.

(3) ASSETS

Strategy:

- To commit to the obligations under The Port. St Mary Estate Act 1936
- To recognise that our assets are owned and managed by the Commissioners for and on behalf of the community we represent.
- We aim to manage our assets in a financially responsible way, using clear and accurate business plans to derive maximum benefits (financial or social/otherwise) for our community.

Goals

- Manage our assets to obtain maximum community or revenue benefit
- Create and maintain a register of and maintenance and renewal programme – status reported quarterly

- To develop community assets to improve opportunities within Port St Mary
 -
 - (a) To improve the boat park facilities – ON HOLD
 - (b) To update the playground equipment – flooring scheduled for 2024

(4) HOUSING SERVICES

Strategy

- To provide appropriately designed, affordable housing on a means-tested basis for our community

Goals

- To maintain an excellent standard of LA owned housing
- To respond to tenants urgent requests within 24 hours
- To manage our waiting list according to DoI regulations
- To look for opportunities to expand our housing offer
- To improve our inspection target of all our properties and gardens on an annual basis
- To manage a system of programmed maintenance
- To explore air source heat pumps as a source for heating properties
- To reduce rent arrears

(5) ENVIRONMENT

Strategy

- We aim to manage our activities in Port St Mary to endeavour to minimise any negative impacts on our environment

Goals

- To commission a DED energy efficiency survey of the Town Hall
- To reduce energy bills by 10%
- Support re-use and recycling
- Reduce household waste to the SITA plant
- To manage our green areas in an environmentally sensitive way
- To sensitively manager our open spaces and reduce the use of harmful chemicals
- To actively discourage the use of single use plastics when hiring PSMC premises
- To pursue carbon offsetting related to our activities
- To establish a Climate Change working group
- To encourage the Cycle to Work initiative
- To partner with the UNESCO Biosphere to see how better we can improve and promote PSM
- To commit to clearing wrack from the beach annually.

(6) FINANCE

Strategy

- We recognise that we make financial decisions on behalf of our ratepayers and residents, and we have a duty to spend money carefully and with due diligence

Goals

- To set a clear budget which will allow/enable the Commissioners to deliver their goals for developing Port St Mary
- To pursue outstanding rates arrears
- To pursue outstanding rent arrears in a responsible manner
- To ensure all staff employed by PSMC are paid at least the Manx Living Wage
- To aim to reduce rate borne expenditure by streamlining activities through:
 - (a) The use of structured rather than reactive activities with a well-planned maintenance system for our assets
- Increased use of technology (e.g. online payments and bookings)

(7) PLANNING

Strategy

- We will provide informed and justified opinion and local guidance on planning matters

Goals

- To ensure that Commissioners receive appropriate training and support in planning matters
- To liaise closely with central government regarding planning applications, refusals and appeals
- To fully support appropriate development and recognise the need to balance conserving the character of Port St Mary without compromising its future

(8) COMMUNITY

- To play a lead role in organising community events and supporting local community groups

Goals

- Remembrance Day Service
- Mona's Queen Service
- Village In Bloom
- Christmas Concert
- Civic Service

- Mobile Library support
- Southern Swimming Pool support

(9) GOVERNANCE

Strategy

- To ensure that Commissioners have access to information, training and support to make informed decisions

Goals

- To adhere to the Port St Mary Commissioners Standing Order for the regulation and observance of procedure and business with respect to meetings of the authority and its committees with effect from 22nd May 2024
- To adhere to the Port St Mary Commissioners Standing Orders for the making of Contracts (with effect from 22nd May 2024)
- To build good working relationships with other local authorities
- To provide representatives to a number of other local boards (including but not limited to the below;
 - Southern Civic Amenity Site
 - Southern Sheltered Housing Joint Board
 - Southern Swimming Pool
 - Southern Authorities Healthcare Trust
 - Isle of Man Municipal Association
 - Port St Mary & District Allotments Oversight Committee
- To ensure members conduct themselves in accordance with the Local Government Act, the Local Government Code of Conduct and our Standing Orders
- To support the physical and wellbeing of all our staff
- To continue to fulfil the administration contract for the Southern Sheltered Housing Joint Board (SSHJB) which is responsible for 178 residences spread over five complexes

Annual Financial Statements and further information can be found on the following link;

<https://www.portstmary.gov.im/the-commissioners/rates/>

Asset list is currently being updated and will be included once received.

PORT ST MARY COMMISSIONERS**DATES 2024/25**

2024/25 Meeting & Events Dates	
28 th August 2024	Board meeting
15 th September 2024	Civic Service at Mt Tabor Church 10.30am
25 th September 2024	Board meeting
23 rd October 2024	Board meeting
11 th November 2024	Remembrance Service 10.50am
27 th November 2024	Board meeting
5 th December 2024	PSM Christmas Market 5-8pm
10 th December 2024	Carol Service at St Marys Church 7.30pm
11 th December 2024	Board meeting
22 nd January 2025	Board meeting
26 th February 2025	Board meeting
26 th March 2025	Board meeting
23 rd April 2025	Board meeting
24 th April 2025	Local Authority Elections

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

Willow lantern making workshop date TBC

PORT ST MARY COMMISSIONERS

**PUBLIC CONSULTATIONS
BUILT ENVIRONMENT REFORM PROGRAMME**

Good Afternoon,

I write to update that as part of the [Built Environment Reform Programme](#) a consultation has been launched on proposed changes to the following secondary legislation which is made under the Town and Country Planning Act 1999:

- the Town and Country Planning (Permitted Development) Order 2012;
- the Town and Country Planning (Permitted Development) (Temporary Use or Development) Order 2015; and
- the Town and Country Planning (Change of Use) (Development) (No. 2) Order 2019.

This legislation sets out developments that can be undertaken without requiring a planning application.

The consultation runs until the 02.09.24 and the details can be accessed via the [Consultation Hub](#). A consultation document which sets out the proposed changes is available to download, as is the draft legislation.

If you require any more information or wish to discuss the consultation, please do not hesitate to contact me via planningberp@gov.im

Thank you,

**Lead Programme Officer
Built Environment Reform Programme**



Built Environment Reform Programme

Permitted Development Review

June 2024

CONTENTS

1. Introduction

- What is the purpose of this consultation?
- Why are changes being made?
- How and when can I comment?
- What will happen next?

2. Background

- Built Environment Reform Programme
- Scope of Review and Consultation
- Approach to Permitted Development Orders
- Review of the Definition of Development

3. Proposals

- Proposal 1: Replacement of the Town and Country Planning (Permitted Development) Order 2012
- Proposal 2: Alterations to the Town and Country Planning (Change of Use) (Development) (No. 2) Order 2019
- Proposal 3: Alterations to Town and Country Planning (Permitted Development) (Temporary Use or Development) Order 2015

1.0 INTRODUCTION

What is the purpose of this consultation?

As part of the Built Environment Reform Programme (“BERP”), the Cabinet Office is proposing changes to some of the legislation that sets out what can be done without needing a planning application (Permitted Development Orders). This consultation seeks feedback on the draft legislation.

Why are changes being made?

Between 2020 and 2023 an average of around 1400 applications were made under the Town and Country Planning Act each year¹. Over 60% of these sought full planning approval² for smaller proposals such as householder applications. For example, this included an average of over 70 applications each year for replacing windows to properties in Conservation Areas.

By reviewing and expanding the works that can be undertaken without needing a planning application, finite government resources can be redirected towards dealing with those proposals which most need the scrutiny afforded by the planning application process. Furthermore, those wishing to invest in property improvements are able to do so more easily, which is of benefit to both property owners and the wider construction industry.

How and when can I comment?

Comments can be submitted via the Consultation Hub (accessed via <https://consult.gov.im/>).

The consultation asks three questions:

- Question 1: Are there any proposed classes within the orders that you think should not be included in at all? (please state the order, the class(es) and why)
- Question 2: Is there anything which you think should be permitted development and hasn't been included in the orders? (please state what and why together with any conditions/limitation that you think should apply)
- Question 3: Do you think that any of the conditions/limitations that have been applied to the classes should be different? (please state the order, the classes(es) and what you think should be changed)

What will happen next?

The consultation results will be considered and any necessary amendments made to the Orders. The final versions of the orders will be 'made' by the Cabinet Office and must then be approved by Tynwald. It is envisaged that the orders will come into force in early 2025.

¹ This excludes Applications for Approval of Information Required by Condition

² Including change of use or variation of condition

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING**

24TH JULY 2026

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 3 rd July 2024	For Board approval
2.	MATTERS ARISING	
2.1	Matters arising from previous meetings	Clerk to provide necessary updates
3.	FINANCE - None	
4.	HOUSING - None	
5.	PROJECTS - None	
6.	POLICY & RESOURCES	
6.1	Lease updates	For Board discussion & approval
7.	STAFFING	
7.1	Clerk to provide a verbal update	For Board discussion
8.	REPRESENTATIVE CONFIDENTIAL REPORTS	
8.1	Southern Civic Amenity Site Board	NME 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	JT & DS to provide update
8.5	Southern Authorities Health Care Committee	CO'M to provide update
9.	PRIVATE CORRESPONDENCE	
9.1	Correspondence regarding ongoing issues with a resident	For discussion
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.'