

Date: 19th August 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 28th August 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
28TH AUGUST 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 24 th 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 August	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
7.3	Annual Rent Setting 2025	For Board discussion & response
8.	PUBLIC CORRESPONDENCE & COMMUNICATIONS - None	
9.	PLANNING MATTERS	
9.1	Planning Applications	For Board discussion
9.2	Planning Approvals	For noting
9.3	Planning Refusals	For noting
9.4	Planning Procedure Update	For noting
10.	POLICY & RESOURCES	
10.1	Standing Orders Amendment to start time for ratification.	For Board approval
10.2	Internal Audit Report 2023/4	For Board approval
10.3	Second Supplemental List 2024	For noting
10.4	2024/25 Meeting Dates	For noting
11.	PUBLIC CONSULTATIONS	
11.1	Built Environment Reform Programme consultation	For Board response
12.	INVITATIONS	

12.1	Royal Air Force Association invitation	For response
13.	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
24TH 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 Ordinary Meeting held on the 3 rd July 2024 were circulated. RG/LVW proposed the Minutes of the Ordinary Meeting held on 3rd July 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. High Street restructuring – A protest regarding the High Street was discussed. HK to arrange a meeting with Mr Juan Watterson SHK and Dr Michelle Haywood MHK.	HK
4.	Motions: None	
5.	Finance: 5.1 Invoices for settlement in July – HK answered queries raised. JT/DS proposed that the invoices for settlement in July were approved and paid. All were in favour. Carried.	MK
6.	Projects: 6.1 Events Village in Bloom – HK to investigate an expanded format of the competition. Civic Service – Singer/choir to be arranged, it was agreed the hymns would remain unchanged, LVW & NME to provide readings, invite Father Michael Brydon to assist with prayers. 6.2 Mariners Shelter – Respond to DOI acknowledging legal privilege and advising the Board see no reason it cannot be waived, Local Authorities are bound by the same secrecy	HK/SM HK/SM HK

	<p>requirement and will discuss the matter in private section.</p> <p>6.3 Beach Cleaning – HK to obtain further information on the DEFA licence process.</p>	HK/SM
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.</p>	
8.	Public Correspondence: None	
9.	<p>Planning Matters</p> <p>9.1 Planning Applications:</p> <p>9.1.1 24/00749/B Sea View, Clifton Road for a first-floor extensions and alterations. There were no objections.</p> <p>9.1.2 24/00761/A Old Surgery, Lewthwaites Way for approval in principle for construction of a detached dwelling. There were no objections.</p> <p>9.1.3 24/00766/B Arnside, Athol Street for the installation of a replacement front door. There were no objections.</p> <p>9.1.4 24/00598/B Sunny Brow, Lime Street for the erection of an extension to replace the existing conservatory. There were no objections.</p> <p>9.1.5 24/00783/B Tides Reach, Beach Road for the extension and conversion works to existing garage, additional use as tourist accommodation. There were no objections.</p> <p>9.2 Planning Approvals</p> <p>9.2.1 24/00470/B 2 Perwick Road – the approval was noted.</p> <p>9.2.2 24/00505/B Ivydene, Shore Road, The Underway – the approval was noted.</p>	DG
10.	<p>Policy & Resources:</p> <p>10.1 Mission Statement – HK to circulate the Public Rights of Way map, amend the document and release.</p> <p>10.2 Meeting/Event Dates – The dates were noted.</p>	HK/SM
11.	<p>Public Consultations:</p> <p>11.1 Built Environment Reform Programme – HK to respond.</p>	HK
12.	Invitations: None	
13.	<p>Any Other Business:</p> <p>13.1 HK advised that the Department of Infrastructure were due to carry out asphalt treatment on Lime Street and The Quay on</p>	

	Friday 26 th July. 13.2 BW tabled correspondence from Rosie Cooil regarding upcoming events, HK to respond.	HK
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There being no further business the Public Session of the meeting closed at 8.18pm.

Item 3.1

PORT ST MARY COMMISSIONERS

MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT

Matters Arising

High Street – The item has been moved to the private Agenda pending approval of issue.

Mission Statement – The information has been uploaded to the website.

Built Environment Reform Programme consultation – The response was issued.

Public Correspondence

N/A

Item 5.1

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

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4198	05/07/2024	PSM018	Alexander Elliott	Internal audit for the 2023/24 year and DPO services to 30.11.24		3,650.00	730.00	4,380.00	5025
4199	19/07/2024		Andrew McEwan	12 LA - supply and fit plasterboard; 2 CB box in pipes and fit skirting board in lounge	LA and CB	784.05	0.00	784.05	6100
4200	19/07/2024		Rick Buckley	Window cleaning for PSM Town Hall		40.00	0.00	40.00	5150
4201	18/07/2024	036629	Discount Carpets	11 SFA - supply and fit flooring	SFA	732.50	146.50	879.00	6100
4202	30/06/2024	52572	Doxbond	1 x bin for shredding		30.00	6.00	36.00	5150
4203	15/07/2024	32739	Island IT	Microsoft exchange plan for July and MS365		163.60	32.72	196.32	5140
4204	26/07/2024	32910	Island IT	Labour - set up Sally-Ann and fix Darleen's emails		210.00	42.00	252.00	5140
4205	03/08/2024	32959	Island IT	Microsoft exchange plan for August and MS365		163.60	32.72	196.32	5140
4206	07/08/2024	33012	Island IT	Labour - access for Sally-Ann to DPN and resolve printer issues		240.00	48.00	288.00	5140
4207	15/07/2024	210	J&P Metcalfe	Repairs to memorial benches 44, 42 and 38		400.00	0.00	400.00	5810
4208	15/07/2024	144376	JCK Limited	Hire of sweeper and tipping		216.27	43.25	259.52	6056
4209	09/08/2024	144855	JCK Limited	Hire of sweeper and tipping		230.46	46.09	276.55	6056
4210	29/07/2024	144619	JCK Limited	Hire of sweeper and tipping		214.62	42.92	257.54	6056
4211	19/07/2024	180859	JDW Engineering	Empty and service portable toilets		82.50	16.50	99.00	5400
4212	09/08/2024	46	Kevin Christian	16 LA - plasterboard and skim, air bricks and cement	LA	570.00	0.00	570.00	6100
4213	31/07/2024	INV-6961	McLocksmith Services	2 CB - replace lock on flat door	CB	53.95	10.79	64.74	6100
4214	30/06/2024	14641	Mann Recovery Services	Collect street sweeper		90.00	18.00	108.00	6056
4215	16/07/2024	010-353777	leG	Town Hall gas - 10/05 to 11/07/24		1,283.68	256.74	1,540.42	5151
4216	09/08/2024	37182	Manx Glass	11 SFA - supply and fit restrictors to bedroom windows	SFA	107.88	21.58	129.46	6100
4217	17/07/2024	U2458771	Manx Utilities	15 BB - electricity supply 10/05 - 04/07/24	BB	0.74	0.04	0.78	6100
4218	17/07/2024	U2458772	Manx Utilities	Town Hall electricity supply 16/04 - 12/07/24		729.70	36.48	766.18	5151
4219	17/07/2024	U2458773	Manx Utilities	2 CB - electricity supply 14/05 - 11/07/24	CB	14.63	0.73	15.36	6100
4220	18/07/2024	40563	Northern Fuels	Fuel for mowers 10 x 20l drums		234.29	11.71	246.00	6056
4221	01/08/2024	24029	Orb	Payroll for July 2024		70.50	14.10	84.60	5170
4222	29/07/2024	106271	Outdoor Power & Plant	Hydraulic hose		53.07	10.61	63.68	5267
4223	31/07/2024	136625	PSE Limited	PSM logo on DLO uniform		132.90	26.58	159.48	6020
4224	04/08/2024	RJT1855	Richard Taylor Decorating	11 SMA - paint walls, ceilings and bathroom	SMA	2,100.00	420.00	2,520.00	6100
4225	04/08/2024	RJT1856	Richard Taylor Decorating	12 LA - touch up ceiling, paint walls and skirting boards	LA	90.00	18.00	108.00	6100
Sub total Pg1						12,688.94	2,032.06	14,721.00	

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4226	04/08/2024	RJT1857	Richard Taylor Decorating	2 CB - strip wallpaper, paint all walls and ceilings	CB	1,740.00	348.00	2,088.00	6100
4227	10/07/2024	0001000344377	Riley's	Stihl chain loop and strimmer line		93.42	18.68	112.10	5267
4228	26/07/2024	00010003045199	Riley's	Repairs to Honda, and drive disk		60.71	12.14	72.85	5267
4229	26/07/2024	162491	SCS	1 TP - disconnect light fitting and replace with new	TP	87.00	17.40	104.40	6100
4230	26/07/2024	162493	SCS	9 LA - fit battery in smoke alarm, replace detector	LA	237.76	47.55	285.31	6100
4231	30/07/2024	162601	SCS	17 SFA - flourescent light for kitchen	SFA	84.53	16.91	101.44	6100
4232		Various	Southern Civic Amenity Site Board	Commercial waste		71.34	14.27	85.61	5210
4233		Various	Southern Civic Amenity Site Board	Green waste		256.23	51.24	307.47	5260
4234	22/07/2024		Torden Stores	Newspapers		19.20	0.00	19.20	5170
4235	30/07/2024	928	TT Shirts	Manx flags 5 by 3 and 3 by 2		142.40	28.48	170.88	5720
4236	25/07/2024	SINV12868	Viking	Printer meter reading to 25/07/24		93.00	18.60	111.60	5060
4237	08/07/2024	338354	Whittaker Trading	Hi viz uniform for DLO team		1,227.21	245.44	1,472.65	6020
4238	05/08/2024	SI-00035833	WDS	Handtowels, toilet roll, urinal screens, black sacks		115.13	23.03	138.16	5152
4239	07/08/2024	SI-00036033	WDS	Bleach, paper towels, disinfectant, gloves, odour neutraliser		145.58	29.12	174.70	5152
Sub total Pg2						4,373.51	870.86	5,244.37	
17,062.45						2,902.92	19,965.37		

Breakdown by type of expense (rates and housing)

Nominal code	Nominal description	Amount (£)
5025	Internal audit	4,380.00
5060	Photocopying	111.60
5140	Computer Expenses	932.64
5150	Town Hall expenses	76.00
5151	Town Hall Heat & Light	2,306.60
5152	Town Hall Cleaning	312.86
5170	Office Expenses	103.80
5210	Refuse Expenses	85.61
5260	Gardens and Flowerbeds	307.47
5267	Gardening - Machinery	248.63
5400	Public Conveniences - General Expenses	99.00
5720	Plaques & Flags	170.88
5810	Outdoor Seating	400.00
6020	Sundry - Store	1,632.13
6056	Vehicles - General	1,147.61
6100	Housing Repairs	7,650.54
		19,965.37

Breakdown of invoices by supplier (rates and housing)

Supplier	Amount (£)
Alexander Elliott	4,380.00
Andrew McEwan	784.05
Discount Carpets	879.00
Doxbond	36.00
leG	1,540.42
Island IT	932.64
J&P Metcalfe	400.00
JCK Limited	793.61
JDW Engineering	99.00
Kevin Christian	570.00
Mann Recovery Services	108.00
Manx Glass	129.46
Manx Utilities	782.32
McLocksmith Services	64.74
Northern Fuels	246.00
Orb	84.60
Outdoor Power & Plant	63.68
PSE Limited	159.48
Richard Taylor Decorating	4,716.00
Rick Buckley	40.00
Riley's	184.95
SCS	491.15
Southern Civic Amenity Site Board	393.08
Torden Stores	19.2
TT Shirts	170.88
Viking	111.6
WDS	312.86
Whittaker Trading	1,472.65
	19,965.37

Breakdown of invoices for Housing only

Supplier	Amount by property (£)	Total by supplier (£)
Andrew McEwan		784.05
LA and CB	784.05	
Discount Carpets		879.00
SFA	879.00	
Kevin Christian		570.00
LA	570.00	
Manx Glass		129.46
SFA	129.46	
Manx Utilities		16.14
BB	0.78	
CB	15.36	
McLocksmith Services		64.74
CB	64.74	
Richard Taylor Decorating		4,716.00
CB	2,088.00	
LA	108.00	
SMA	2,520.00	
SCS		491.15
LA	285.31	
SFA	101.44	
TP	104.40	
	7,650.54	7,650.54

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

<p>6.1</p>	<p>Events</p> <p>Civic Service Olivia Landels will preform a vocal piece. Hymns – confirmed at the previous meeting. Readings to be carried out by LVW & NME – HK to provide. All invitations have been issued with an RSVP date of the 23rd August. The Governor is unable to attend, however the Chief Minister will be in attendance. Deacon Easton is attending with Mrs Rosanne Ainslie to read the prayers</p>
<p>6.2</p>	<p>Mariners Shelter</p> <p>A further update is awaited from the Department.</p>
<p>6.3</p>	<p>Beach Cleaning</p> <p>A verbal update will be provided at the meeting.</p>

Housing Officer's Report to Port St Mary Commissioners
28th August 2024

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>12 responsive repairs were carried out by contractors in July:</p> <ul style="list-style-type: none"> • 2 Boiler related issues • 3 Plumbing repairs • 4 Electrical issues • 3 Window/Door repairs <p>Additionally, extensive work was carried out to rectify damp issues in the bedroom of a property.</p>
Void Properties	No properties were handed back in July.
July Allocations	<p>A three-bed house was allocated to a family from the southern district shared housing waiting list.</p> <p>A two-bed house was allocated to an applicant from the shared waiting list.</p>
Fixed Term & Annual Tenancies	Following review and inspection, three tenants had their fixed five-year tenancies renewed for a further five years.
Southern Shared Housing Waiting List	<ul style="list-style-type: none"> • One housing application was processed at this office in July. • There are currently 152 applicants on the waiting list. • 26 applicants have selected Port St Mary in their area choices, 14 have chosen 'all Island' and 47 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. 5. One tenant in a two-bed ground floor flat wishes to transfer to another area.
Garden Inspections	An inspection of all tenant's gardens was recently undertaken. Overall, most of the gardens are well kept. Letters were sent out to eight tenants requesting they tidy up their gardens in line with their tenancy agreements. A follow up inspection will be carried out at the end of August.

PORT ST MARY COMMISSIONERS

Tenancy Arrears Report for the August 2024 Meeting

Week 20 2024/25 commencing 12 August 2024

Management Summary

Unpaid rents have decreased in the period from £32,368.25 in July to £22,396.61 in August, a decrease of £9,971.64 or 30.81. While the cost of living, inflation and interest rates crises continue to bite along with the new tax policy of central government, significant progress has recently been made with reducing arrears. 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:



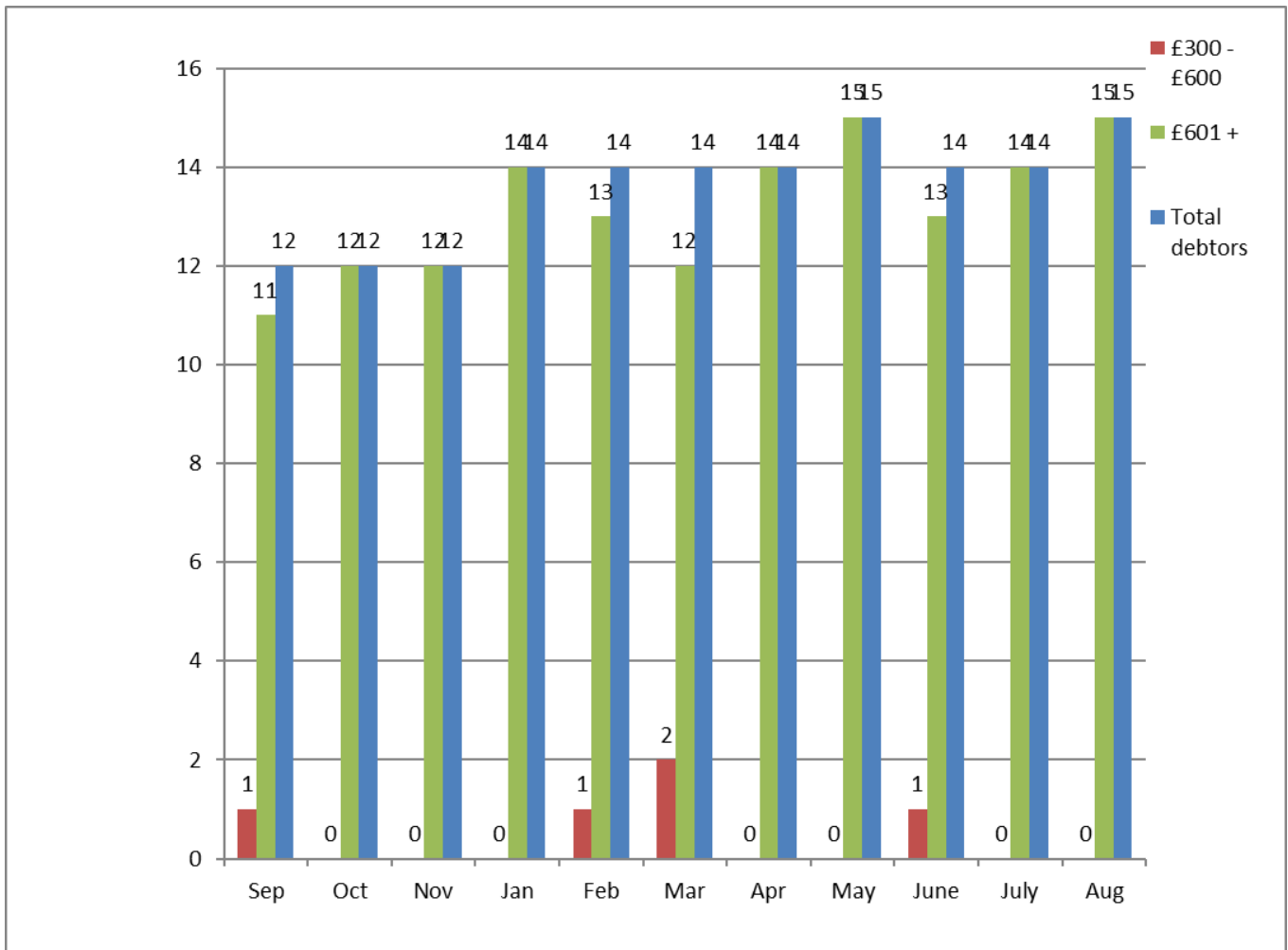
Tenancy Arrears Report for the August 2024 Meeting

Week 20 2024/25 commencing 12 August 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)

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 with no reply received. The finance officer has begun preparing small claims paperwork.

Tenant 2 - Arrears £240.12 (decreased by £9,953.14 since the previous report)

Following the payment of the attachment of earnings, protracted discussions were had with the tenant regarding payment plans with one being signed and subsequently reneged on. Following unsuccessful attempts to get the tenant to adhere to a new plan, the housing officer sent the tenant a notice to quit which yielded a payment of £10,200 with a promise to clear remaining arrears by the 16 August 2024.

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)

Dependent has spoken to the housing officer and has promised to clear arrears once they receive their inheritance.

Controlled Debt

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

Tenant 5 – Arrears £1,692.72 (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 £2,688.31 (increased by £244.90 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 had agreed to a payment plan, but hasn't adhered to it and will be written to by the housing officer.

Tenant 7 – Arrears £2,553.81 (increased by £130.75 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 and the July payment was insufficient. The housing officer is seeking legal advice to progress the recovery of debt and explore other options, however, the tenant has promise to pay £550 in August then £650 per month thereafter until arrears are cleared.

Tenant 8 – Arrears £1,118.09 (increased by £96.15 since the previous report)

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

Tenant 9 – Arrears £644.14 (decreased by £1,307.12 since the previous report)

As the former tenant is now in a residential home, the family are paying down the arrears in instalments.

Tenant 10 – Arrears £3,471.29 (increased by £70.20 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 last month and has now agreed to a new payment plan.

Tenant 11 – Arrears £1,829.80 (decreased by £104.35 since the previous report)

The tenant is adhering to their payment plan.

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 (increased by £95.65 since the previous report)

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

Tenant 14 – Arrears £927.48 (increased by £85.90 since the last report)

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

Tenant 15 – Arrears £719.42 (new addition to the report)

The tenant has been written to.

One tenant has been added to the report.

**To Local Housing Authority Clerks
(via email)**

Switchboard: (01624) 686600
Telephone: (01624) 687541
Our Ref: LP/RS
Date: 25/07/2024

Dear All

Rent Setting 2025/26

In accordance with the annual process, the Public Estates and Housing Division would like to receive your formal views on any change to the rental levy and allowances for the 2025/26 financial year.

In line with our usual procedures, the Department's Minister will consider your feedback alongside other factors such as budgetary implications and economic information around the cost of living and renting housing in the private sector.

Please collate your formal view about any change to the rental levy and allowances, considering your organisational needs to continue to provide the required housing service and maintain repayments to existing capital loans and expenditure. Overleaf you will see a range of data that may assist this decision process.

I would be grateful if you could progress this matter at your next Board or Committee meeting and provide your formal feedback to Rachel Smith via email racheldoi.smith@gov.im no later than Friday 13th September 2024 for collation and submission to the Department for consideration in October.

Yours sincerely



Lisa Philliskirk
Head of Housing
Public Estates & Housing Division

Additional information

Rent increases for the last 5 years:

Financial Year	Rent increase
April 2020	1.9%
April 2021	1.0% (no uplift to allowances, instead, the total sum of the increased rent must be spent on maintenance activities only)
April 2022	2.0%
April 2023	5% (Maintenance allowance increased)
April 2024	7.5%

Allowances for 2024/25:

Administration	6.0%
Maintenance	30.0%
Community (OPH)	8.4%

CPI over last 12 months:

2023						2024					
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
5.8%	5.4%	5.7%	5.7%	5.7%	5.2%	4.4%	3.5%	3.2%	2.2%	2.7%	3.0%

(Source: IOM Inflation Report June 2024, Statistics Isle of Man)

PORT ST MARY COMMISSIONERS

PLANNING MATTERS

9.1 Planning Applications

24/00841/B – Endfield House, The Promenade for replacement of external handrail on steps at front of property.

24/00871/B – Bramhope, Plantation Road for removal of chimney stack from the rear (southern) elevation.

24/00764/B – Rhenwyllan House, Beach Road for installation of replacement flat garage roof, installation of replacement first floor glazed structure, door/window, alterations to garage, removal of shed structure and creation of off road parking (partial retrospective).

9.2 Planning Approvals

24/00513/B – Brier Cottage, 3 Willow Terrace – for installation of replacement windows to front elevation.

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

24/00664/B – 3 Kallow Point Road for demolition of conservatory and erection of a single storey extension to the rear elevation.

24/00641/A – Waitara & Site North of Waitara, Clifton Road for approval in principle to erect two detached dwellings with garages on site of former dwelling (now demolished).

9.3 Planning Refusals

24/00607/B - Mannin Veg, Gansey for erection of front porch, rear extension, pitch dormer roof, rear terrace and roof window and door alterations. **Reason:** The scale of the dormers, design, height and mass and misaligned front window design and their solid bulky top-heavy appearance are considered to have significant adverse visual impact on the character and appearance of the existing dwelling. The front porch is considered to have an unacceptable and adverse visual impact to the overall character and appearance of the existing dwelling and overall street scene.

9.4 Planning Procedure Update

Dear Local Authority / P&BC consultee group ,

If not already aware, please may I alert you that Tynwald has recently endorsed amendment to the Town and Country Planning (Development Procedure) Order 2019, along with an update to the Planning Application and Appeal Fees Order 2024, both revisions coming into effect 1st August 2024.

You are encouraged to familiarise yourself the implications of both instruments but as a synopsis the main impacts are;

- Whilst we already issue a planning site notice, for affixing at the application site, from hereon the applicant will also be required, where they may not be the land owner, to present a copy of the site notice to the owner.
- We will no longer be using terminology 'interested persons'. Under the revised Procedure Order parties will be considered for 'Rights to Appeal' (RTA). The assessment for which will continue to be set down for each application by the Case Officer as is currently undertaken in making their report and recommendation. Those who have made representations on the application will be able to contribute in any appeal – 'Rights to give evidence' (RTGE).
- Local Authorities, a Department, Manx Utilities and Manx National Heritage will no longer get automatic rights of appeal, and may only be afforded such where they have been assessed to have made a 'relevant objection'.
- Introduction of a 'house holder' appeal whereby a refusal, for which no objection has been received and set down 'householder' criteria is met, an applicant may fast track an appeal. No further contribution can be made, but a second consideration by an independent inspector is invited.
- The updated Planning Fees Order is available at the bottom of the page [here](#):

<https://www.gov.im/categories/planning-and-building-control/planning-building-control-library/application-forms/>

We have added the new instruments to our website, [here](#) (the update version is under Secondary Legislation – Processing Applications (from 1 August 2024)).

<https://www.gov.im/categories/planning-and-building-control/planning-building-control-library/planning-building-control-legislation/>

kind regards

**Head of Technical Services and
Customer Support
Secretary to the Planning Committee**

Item 10.1

**PORT ST MARY COMMISSIONERS
RATIFICATION OF STANDING ORDER AMENDMENT PROPOSAL**

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
24TH JULY 2024 at 8.20 PM**

MINUTE – PRIVATE SESSION

11.	Any Other Business: 11.1 LVW/JT proposed an amendment to Standing Orders to move the start time of the meetings to 6pm. All were in favour. Carried.	HK
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March 2024

Internal Audit Review of Port St Mary Commissioners 2023/24

This report has been prepared at the request of the Clerk and is limited to the areas and the processes and procedures connected with the Commissioners' Offices and Board functions.

Traditionally, internal audit functions have mostly focused on topics related to compliance and internal control systems. Adding value and providing insights on the key risks of an organisation has typically not been a key priority of internal audit. A modern internal audit function needs to understand the organisation's key risks and proactively identify emerging risks in order to add value.

It is important to recognise that internal audit is a much broader discipline than just finance risk management, covering such areas as logistics, IT, change management, project management, regulation and strategic planning. We need to identify the top risks we feel will apply to you as a Local Government Board in the Isle of Man.

Looking at risks helps us to establish those that are known and those that are emerging and are not yet fully understood with regard to magnitude. These can then be divided into non-standard/exceptional risks that should be considered for a one-time audit and those risks that should be considered on an ongoing basis and form a recurring part of the strategic audit plan. This information can be used to highlight the recommended level of monitoring of key risks. e.g., procedures, regulatory, legislative changes, IT governance, data analytics and mass data usage are risks that should be continuously considered on a rolling basis, throughout all governance activities. Non-standard/exceptional risks should be considered based on a triggering event e.g., large projects or major local government restructures.

We at Alexander Elliott believe that, whilst always exploring those matters already identified as being moderate or high, carrying out a more detailed assessment of subjects that are identified by yourselves as causing concern or where you need to have more information to assess your risk fully, produces a more personalised report which you can utilise to mitigate those risks.

In accordance with the policy stated above, all items reported in the previous report as representing a risk level of moderate and above, have been reviewed and included in this document.

When performing an internal audit there are three main areas to be considered. These are:

Organisational Control: Financial

The preparation of reliable published financial statements.

Operational

The effectiveness and efficiency of the operations.

The safeguarding of resources against loss.

Compliance

Adherence to laws and regulations.

Governance:

The process conducted by the Board to authorise, direct and oversee management towards the achievement of the Board's objectives.

Risk Management:

The process conducted by management in order to understand and deal with uncertainties.

In order to cover this spectrum of risk we have divided the report into two sections:

1. Section 1 reports on areas the Clerk has raised or we have noted as requiring comment. It also reports on areas of last year's report where remedial work is still in progress.
 - a. Column 1 contains the topic name.
 - b. Column 2 is a brief overview of the function and existing controls.
 - c. Column 3 lists our views on the risk and any recommendations.
 - d. Column 4 gives a risk grade from "catastrophic" to "low" for each area where:
 - i. **Catastrophic** – Unacceptable risk activity should be ceased immediately
 - ii. **High** – Unacceptable threat
 - iii. **Moderate** – Hazard requires attention or consideration*
 - iv. **Acceptable** – Normal controlled risk level
 - v. **Low** – Little or no danger
2. In a continuing endeavour to match the commitment shown by the Board, Section 2 consists of a short report. This year's paper, entitled "Cyber Security Threat – the new enemy", looks at the rise in cybercrime, and what is being done to combat it. We trust you will find it useful but if you have any points you require any assistance with, or wish to discuss, please do not hesitate to contact us.

** There are some areas where a risk grade will remain as "moderate" despite you having, in our opinion, taken those actions which in normal circumstances reduce that risk to "acceptable" or "low". In these cases, where it is only the nature of the activity that leads us to include it at that level, we have added the word "mitigated" alongside the grading.*

Section 1

Internal Audit Findings Report

<p>Freedom of Information (FOI)</p>	<p>The Clerk has written and introduced procedures for the handling of requests. This includes the publishing on the website of all requests and replies. To follow best practice, the policy, together with any guidance, should be available on the website.</p> <p>The Clerk has attended further courses on this subject.</p>	<p>We highly commend the work the Clerk and Board have undertaken in this area.</p> <p>In view of the control shown we have reduced the risk to acceptable. This item will only be reported on future reports if there is an increase in risk or concern.</p> <p>Alexander Elliott, as Data Protection Officer, will continue to review and be available for advice in this overlapping area.</p>	<p>Acceptable</p>
<p>Cash receipts</p>	<p>Whilst the cash handling procedures are acceptable and the risk of significant financial loss due to theft does not exist, cash still presents a substantial risk. Cash counting, and banking preparation are carried out in an office behind a screen.</p> <p>Banking is performed weekly. The maximum figure held in cash during the year was £1,600, reduced to £200, in some periods.</p> <p>CCTV signage is now in place to deter would be criminals.</p> <p>In past reports we have stated that in a small community, it will be known that people use cash to pay rent and there is therefore a chance of robbery, be it opportunistic or brought on by desperation. Given the , decreased use of cash following COVID, this perception has lessened, as has the reality.</p>	<p>It is pleasing that attempts are continuing to be made to extend the direct debit scheme by requesting that new tenants pay by direct debit. Debit cards are now accepted as well as online payments.</p> <p>Cash continues to be minimised by the wider use of the direct debit scheme and over the phone card transactions, although rental for sheltered accommodation continues to increase cash transactions.</p> <p>We now feel that perception has changed, and that the general consensus would hold that it is unlikely that local authority payments would be settled in cash. In these circumstances, we have reduced the risk level to acceptable and this item will only be reported on future reports if there is an increase in risk or concern.</p>	<p>Acceptable</p>
<p>Social Media</p>	<p>There is currently a website, a Twitter (now X) account and a Facebook page maintained by the Commissioners.</p> <p>A social media policy is in place, giving clear guidelines to Members and staff,</p> <p>The Clerk has removed the ability of the public to comment on the Commissioners Facebook page. The X page is not used by the Commissioners. It is monitored by the Clerk, who would still like to close it but that is proving difficult to achieve.</p> <p>The Board would like to see some social media training for new Members in the future.</p>	<p>The Commissioners have approved this policy. The current Board Members and Officers are well aware of the dangers they face when posting on social media and how they can avoid misunderstandings when they are expressing personal opinions on social media sites.</p> <p>As there is a danger that items posted can be missed, or that the Commissioners unused X account could be used as a forum, then these actions seem sensible. The Finance Officer has taken over the task of reviewing the accounts. The use of social media to anonymously criticise the actions of the Board does still continue, and undoubtedly always will, but it no longer takes place on the Commissioners' own pages.</p>	<p>Moderate (mitigated)</p>

<p>Personal Risk</p>	<p>Members of the Board and staff are subject to risk in respect of being made personally responsible for loss, damage or injury caused to others (be they members of the public or staff) due to negligence.</p> <p>The financial risk is covered by insurance but the social threat or even the prospect of imprisonment is still a possibility. The adoption and implementation of the Isle of Man Corporate Governance Principles and Code of Conduct goes a long way to reducing this risk.</p> <p>The Clerk communicated that the Board are actively considering incorporating the Nolan Principles, the Seven Principles of Public Life which set out the ethical standards that those working in the public sector are expected to adhere to, into the “Code” of Port St Mary Commissioners.</p>	<p>As has been mentioned in previous years, it is, in our opinion, important that members, in particular new members, understand the risks to them in their personal capacity, and more importantly, how to avoid them, therefore this item will always be part of our report.</p> <p>In order to mitigate this risk, it is advisable to be able to exhibit that the actions taken by the individual were not negligent in so much as there is a precedent, they are acceptable practice, or they are perfectly reasonable. Adoption of the “Code” goes a long way in demonstrating this.</p> <p>To write a code of your own, incorporating the Nolan Principles would certainly demonstrate the Boards desire to demonstrate its ethical stance.</p> <p>It is critical to understand that the role of the Commissioner is the highly important one of setting the strategic direction of the Village. It is all too easy for Board members to become involved in the minutiae and accidentally end up micro-managing and miss the opportunity to carry out their true essential role.</p> <p>When exercising discretion, it is important to consider what might be the effect of your actions.</p> <p>There is always a need to be aware of the extra restrictions that will come with Office. Care must be taken, even when expressing a personal opinion, due to the risk of, as a public figure, being misquoted or abused, particularly in the media. This is covered further under the section entitled “Social Media”</p> <p>Attendance of courses relating to this, or any other aspect of their role, by Board members or senior staff should be encouraged to reduce this threat. The Clerk is always actively investigating the availability of suitable courses with DOI. It is encouraging to hear that at least one new Member of the Board has joined the Municipal Association.</p> <p>In a previous report, a paper entitled “The Role and Risks of the Elected Board Member”, prepared by Alexander Elliott, was included and covered this area in much greater detail. If you have not seen this report, I’m sure the Clerk will be happy to share it with you.</p>	<p>Moderate (mitigated)</p>
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<p>Health and Safety</p>	<p>A full report on health and safety was carried out by NFU Mutual, containing risk assessments for most areas and forms the basis of the health and safety policy. The Clerk and the Foreman intend to develop a new policy, based to a large extent on the report.</p> <p>The Foreman has unfortunately been away from the office for much of the year. The Deputy Foreman has developed well and successfully stepped up to the role. Due to previous employment positions, he has a good knowledge of health and safety and is well versed in the production of risk assessments.</p> <p>The Clerk has completed ILM level 3 training during the year. She intends to undertake further health and safety training when available and time constraints permit. The Deputy Foreman will also undertake training when it can be identified. The continued absence of the Foreman has, understandably, caused staff constraints in the works department and will put pressure on the time available for such exercises.</p> <p>The Clerk and the Deputy Foreman have regular meetings to consider changes or other issues and are relayed to the staff at the Monday staff meetings.</p> <p>Toolbox and risk assessment training is carried out by the Deputy Foreman as required, on a seasonal basis. Training sheets are signed and dated.</p> <p>Given the above experience and training mentioned above, the Clerk does feel there is no need to employ an independent health and safety consultant on a permanent basis.</p>	<p>This is commendable.</p> <p>Together, the Clerk and Deputy Foreman give strong cover in this area, particularly when considered alongside the cover supplied by the NFU report.</p> <p>This is considered to be good practice.</p> <p>We would agree with the sentiments of the Clerk, although having an arrangement with a consultant, on an “as needs” basis might be worthwhile.</p>	<p>Moderate (Mitigated)</p>
<p>Equality Act 2017</p>	<p>The Golf Pavilion has been out of lease for the first time in many years and work is being carried out to bring it in line with the requirements of the Act.</p>	<p>As the building has been taken out of commission whilst the work is carried out (and the new lease will not be issued until it is compliant with the Act) there has been no breach of the Act.</p> <p>Given the above, the risk rating in this area has been retained at acceptable. Provided there is no dramatic change in the risk profile, this item will not be reported in future years.</p>	<p>Acceptable</p>

Section 2

Cyber Security Threat – the new enemy

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Cyber Security Threat – the new enemy

What is it?

Cybercrime refers to any criminal activity carried out using computers and the internet. It has the potential to cause financial loss, disruption, or damage to reputation resulting from breaches or failures in information technology systems and infrastructure.

Cybercrime can take many forms, including hacking, identity theft, phishing scams, and cyberbullying. Cybercriminals have a wide range of tactics with which to target victims. Some threats can cause massive disruption for multiple users, while others target individuals with social engineering scams and personalised attacks, often with disastrous results.

An individual might be exposed to cyber security threats as soon as they connect a device to the internet. Whilst some risks might arise from human error, most are the result of criminals operating with malicious intent.

The risk can arise from various sources, including:

1. **Cyberattacks:**

These can include malicious activities such as hacking, malware infections, phishing attacks, ransomware, denial-of-service (DoS) attacks, and insider threats.

- a. **Hacking:** involves gaining unauthorised access to computer systems, networks, or data and can be done for various malicious purposes.
- b. **Malware infections:** software that is specifically designed to disrupt, damage, or gain unauthorised access to a computer system. Types of malware include computer viruses, worms, Trojan horses, ransomware and spyware. These malicious programs steal, encrypt and delete sensitive data; alter or hijack core computing functions and monitor end users' computer activity.
- c. **Phishing scams:** designed to trick individuals into providing personal information through fraudulent emails or websites.
- d. **Ransomware:** a type of malware which prevents you from accessing your device and the data stored on it, usually by encrypting your files. A criminal group will then demand a ransom in exchange for decryption.
- e. **Denial-of-service (DoS) attacks:** aim to render a computer or other device unavailable to its intended users by interrupting the device's normal functioning.
- f. **Insider threat:** a security risk that originates from within the targeted organisation. It typically involves a current or former employee who has access to sensitive information or privileged accounts within the network of an organisation, and who misuses this access.

2. **Data Breaches:** Unauthorised access to sensitive information, such as personal data, intellectual property, or financial records, can result in breaches that can lead to financial and reputational damage.
3. **System Failures:** Technical failures, software bugs, or infrastructure breakdowns can disrupt operations, cause data loss, and result in financial losses.
4. **Compliance and Legal Issues:** Failure to comply with regulations and industry standards related to data protection and cyber security can lead to legal consequences, fines, and damaged reputation for some corporate victims.
5. **Reputational Damage:** Cyber incidents can erode trust and confidence among the partners, and stakeholders, including ratepayers, leading to long-term damage to your reputation.
6. **Financial Loss:** Cyber incidents can result in direct financial losses, such as theft of funds, as well as indirect costs associated with incident response, remediation, legal fees, and regulatory fines.

Why should we be concerned?

Recent years have seen a significant rise in cyber security related incidents affecting the public sector across the globe, as well as a marked increase in the number of attacks targeting national infrastructure, such as healthcare, local government and even water supplies. Not only are these incidents becoming more frequent, but they are also increasingly sophisticated and appear to be carried out by advanced, persistent users with access to considerable resources.

The UK's Fraud and Cyber Crime Reporting Centre, Action Fraud, reported that in 2020, victims of online shopping fraud lost a total of £63.8 million. This represents a 37% increase from the previous year, with the average loss per victim being £720.

In 2022 cybercrime cost UK Businesses on average £4,200, the total cost of cybercrime to the UK economy is estimated to be £27 billion per year. Based on recent reports, it is expected that the average cost to remedy an attack is £21,000. Despite this, only 22% of UK businesses have a formal cyber security incident management plan in place, and in 2024 only 31% of businesses and 26% of charities undertook a cyber security risk assessment, suggesting that many businesses are not adequately prepared for the threat of cybercrime.

One of the most common forms of cybercrime in the UK is fraud, with a total of £1.3 billion lost to fraud in the UK in 2020.

In Yorkshire and Humber alone in 2023 there were more than 2,030 reported instances of cybercrime and/or fraud, which totalled more than £19.3 million in financial losses. This included a significant amount lost to online shopping fraud, with victims losing a total of £63.8 million in 2020. In addition to fraud, there were 2.3 million cases of computer misuse reported in the UK, over 1 million incidents of unauthorised access to personal information, and over 400,000 reported cases of fraud.

Cyber Security Breaches Survey

The Cyber Security Breaches Survey is a research study for UK cyber resilience, aligning with the UK National Cyber Strategy. For this latest release, the quantitative survey was carried out in winter 2023/24 and the qualitative element in early 2024.

Summary

The following have reported to have experienced some form of cyber security breach or attack in the last 12 months:

50% of all businesses

70% medium businesses

74% large businesses

32% of charities

66% high-income charities with £500,000 or more in annual income

Most common type of breach or attack:

- phishing (84% of businesses and 83% of charities).
- impersonating organisations in emails or online (35% of businesses and 37% of charities)
- viruses or other malware (17% of businesses and 14% of charities).

What has been the Isle of Man response?

Council of Ministers Directive in October 2017 set up the Office of Cyber-Security & Information Assurance (OCSIA).

Situated within the Department of Home Affairs, OCSIA acts as the focal point in developing the Island's cyber resilience, working in partnership with private and third sector organisations across the Island alongside the wider population. OCSIA is also tasked with supporting the Island's Critical National Infrastructure (CNI) sectors in assuming accountability for securing their systems and services to mitigate the risk of incidents impacting the essential services of the Island.

Work will ensure that departments, boards, offices and other public authorities can deter and defend against cybercrime by maintaining and sharing information. OCSIA provides advice and guidance to ensure that all government entities are operating at an appropriate level of cyber security and support the wider all-Government response to a cyber-incident.

Additionally, in support of government compliance with the Data Protection Act 2018 and the Freedom of Information Act 2015, OCSIA actively assists government agencies in understanding and aligning with the requirements of the Acts and associated GDPR and LED Regulations, collaborating closely with the Information Commissioner's Office.

In October 2023 OCSIA formally-launched the Cyber Security Centre for the Isle of Man (CSC) which is our public-facing body providing advice, guidance and practical support to Island residents and businesses.

The CSC acts as the focal point in developing the Island's cyber resilience, working in partnership with private and third-sector organisations across the Island alongside the wider population.

As a part of OCSIA, the CSC works in the public sphere whilst OCSIA focuses on information assurance within Government.

As a local Government Board you do potentially have access to the resources of either of these organisations.

Since launch over 19k suspicious emails have been reported

During April 2024 471 suspicious emails were reported (549 in Aug 2023)

- 364 (77%) contained malicious links

- 25 (5%) contained malicious attachments

The top 5 Phishing Scams imitating popular services:

- Manx.net (imitation emails - 16% of all submissions)

- Parcel Delivery

- Apple

- Anti-virus Software

- Retail stores

The majority contained malicious links and there was a noticeable increase in emails pretending to be from Manx Telecom

How are risks combated?

Organisations manage cyber risk through various strategies, including implementing cyber security measures such as firewalls, antivirus software, encryption, access controls, and employee training.

Additionally, organisations may purchase cyber insurance to mitigate financial losses resulting from cyber incidents.

Cyber risk management involves identifying, assessing, prioritising, and mitigating risks to ensure the confidentiality, integrity, and availability of critical information assets.

Cyber security is the practice of protecting systems, networks, and data from digital attacks. It encompasses a wide range of technologies, processes, and practices designed to safeguard against unauthorised access, exploitation, or damage.

Key components and concepts within cyber security:

1. **Information Security:** This is a broader field that includes cyber security. Information security focuses on protecting the confidentiality, integrity, and availability of information, whether in physical or digital form.
2. **Cyber Threats:** These are potential dangers that can exploit vulnerabilities in systems or networks. Common threats include malware (such as viruses, worms, and ransomware), phishing attacks, DDoS (Distributed Denial of Service) attacks, insider threats, and more.
3. **Risk Management:** Cyber security professionals assess risks to information systems and develop strategies to mitigate them. This involves identifying assets, evaluating threats and vulnerabilities, and implementing controls to reduce risks to an acceptable level.
4. **Network Security:** This involves securing a network infrastructure to prevent unauthorised access, misuse, or modification of network resources. Techniques include firewalls, intrusion detection systems (IDS), intrusion prevention systems (IPS), VPNs (Virtual Private Networks), and more.
5. **Endpoint Security:** Endpoint devices such as computers, laptops, smartphones, and tablets are common targets for cyber attacks. Endpoint security involves protecting these devices from malware, unauthorised access, and other threats through techniques like antivirus software, encryption, and access controls.
If you have a tablet issued by the Board you should use it. It will be equipped with the protection deemed to be needed to protect you and will, by restricted usage, have much less chance of coming into contact with malware etc.
6. **Encryption:** Encryption transforms data into a form that is unreadable without the correct decryption key. It's used to protect data both at rest (stored data) and in transit (data being transmitted over networks), ensuring confidentiality and integrity.
7. **Incident Response:** Despite preventative measures, security incidents may still occur. Incident response involves detecting, responding to, and recovering from security breaches in a timely and effective manner to minimize damage and restore normal operations.

Effective governance demonstrates that an organisation has appropriate and effective management policies and processes in place to govern its approach to cyber security. An effective governance framework will ensure that procedures, personnel, physical and technical controls deliver a comprehensive approach to cyber security. This will ensure that a council is ready to respond to changes in the local services, technological developments and the appearance of new cyber threats.

Cyber security training

Given the ever-increasing rise in cyber risks it is considered essential that both staff and Board receive appropriate cyber security training. Various local courses are available to educate, raise awareness, and communicate with staff frequently.

Effective security training and awareness will ensure that staff understand their responsibilities and how to perform their job securely, and Board members understand and be confident in their contribution.

What is needed?

Secure system management processes should be in place to support and maintain the security of all technology infrastructure on which the Board depends, including network and information systems that support the delivery of essential services. Secure system management ensures networks and information systems are protected against threats, intentional or otherwise, which could compromise services, systems, data or individuals.

Networks and systems that have been designed with resilience in mind increase the council defences against cyberattack and aid in the rapid recovery from a security incident.

Backups of data and information needed to recover the operation of essential services should be maintained, tested, accessible and secured appropriately. Secure, current backups will enable the Local Authority to recover from a security incident or a disaster and restore essential services quickly.

Information Sources and Further Reading

[Cyber security breaches survey 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

<https://www.gov.im/media/1383271/isle-of-man-national-cyber-security-strategy-compressed-1-compressed.pdf>

[Cyber Security Centre for the Isle of Man | CSC \(gov.im\)](https://www.gov.im)

[gov.im/about-the-government/departments/home-affairs/office-of-cyber-security-and-information-assurance/](https://www.gov.im/about-the-government/departments/home-affairs/office-of-cyber-security-and-information-assurance/)

[Cyber risk \(overview\) - The challenge for local government - Socitm](#)

[Cyber Security](#)

[Cyber risk \(overview\) - The challenge for local government | Society For Innovation Technology and Modernisation \(Socitm\)](#)

[Standard Of Good Practice for Information Security 2020,](#)

[Cloud security guidance,](#)

[Cyber Security Toolkit for Boards,](#)

[Risk management guidance](#)

[10 Steps to Cyber Security,](#)

[Protecting bulk personal data, National Cyber Security Centre | 25 September 2018](#)

[NIST Special Publication 800–172: Enhanced Security Requirements for Protecting Controlled Unclassified Information, National Institute of Standards and Technology \(NIST\) | February 2021](#)

[Active Cyber Defence \(ACD\), National Cyber Security Centre \(NCSC\)](#)

[Home working: preparing your organisation and staff, National Cyber Security Centre \(NCSC\) | 17 March 2020](#)

[NIST Special Publication 800–53 rev5: Security and Privacy Controls for Information Systems and Organizations, National Institute of Standards and Technology \(NIST\) | September 2020](#)

[Password administration for system owners, National Cyber Security Centre \(NCSC\) | 19 November 2018](#)

[Computer Security Incident Handling Guide - Section 3.4.1 | NIST](#)

Alexander Elliott

June 2024

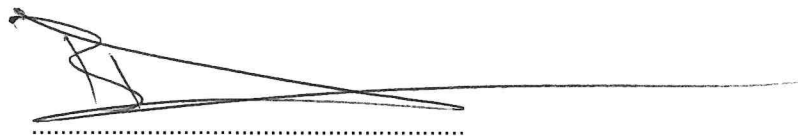
THE VILLAGE OF PORT ST MARY 2nd SUPPLEMENTAL LIST 2024

RECEIVED
31 JUL 2024

					<u>Gross</u> £	<u>Rateable</u> £		<u>Gross</u> £	<u>Rateable</u> £
Existing list (including agricultural hereditaments)				181,928	146,431
Valuations to be ADDED thereto	902	721			
Valuations to be CANCELLED	586	468			
					316	253		316	253
								182,244	146,684

We do hereby approve the foregoing Valuation List and certify that in determining the Gross and Rateable Values of the foregoing hereditaments the provisions of the Rating and Valuation Acts 1953 to 1991, have been duly complied with.

With effect this 1st day of August 2024



On behalf of Treasury

**Valuation List for the VILLAGE OF PORT ST MARY under the Rating and Valuation Acts, 1953 to 1991
2nd SUPPLEMENTAL LIST 2024**

Property Code	Property Reference			Address	Description	Proprietor	Occupier	Remarks	Valuations Cancelled		Proposed New Valuation		Final Valuation	
	Town	Area	Prop						GV	RV	GV	RV	GV	RV
175752	59	0070	0290	Kellas, Bay View Road	Café, shop & restaurant	Manxonia Limited		Conversion to restaurant incl extension	0	0	730	584	730	584
173815	59	0130	0190	Craig Lea, Fistard	Detached house	Mrs Sandilands		Zero rate - renovation project	85	68	0	0	0	0
551302	59	0180	4751	Flat 1, 1 High Street	Flat	Mr & Mrs Best		Garage	88	70	108	86	108	86
170419	59	0190	0020	Kionslieu, Howe Road	Bungalow	Mrs C Quirk	o/o	Temporary valuation (renovation)	198	158	64	51	64	51
175778	59	0340	0400	Overcliffe, The Promenade	Semi detached bungalow	Manxonia Limited		Cancel demolished	215	172	0	0	0	0
Total									586	468	902	721	902	721

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

2024/25 Meeting & Events Dates	
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

Item 11.1

PORT ST MARY COMMISSIONERS

PUBLIC CONSULTATION

Sent: 31 July 2024 10:02

Subject: Planning Application consultation contacts - BERP Consultation alert

Good Morning,

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

- Definitions of Development Order
- Updated Registered Building Regulations

The definition of development influences what does and does not require planning approval. The Registered Building Regulations set out the processes for both registration decisions (e.g. making or amending registrations) and also applications to carry out works to Registered Buildings.

The consultation runs until the 23.10.24 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,

Steve

Lead Programme Officer
Built Environment Reform Programme



Built Environment Reform Programme

Public Consultation - Definition of Development Order & Registered Building Regulations

July 2024

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1.0 INTRODUCTION

What is the purpose of this consultation?

This consultation seeks views on two pieces of draft secondary legislation which are to be made under the Town and Country Planning Act - a Definitions of Development Order and updated Registered Building Regulations.

Why are changes being made?

Work is ongoing to reform a number of areas of planning legislation. These changes will work together to:

- ensure our processes are clear, accessible and proportionate (with appropriate fees);
- provide a responsive approach to customer service and focus on positive outcomes;
- make it easier for people to undertake small improvements to their properties; and
- implement targeted protection of the most valuable parts of our built heritage.

The work will support the implementation of the wider [Built Environment Reform Programme](#) .

In 2023 [Public Consultation](#) took place on proposed changes to the Town and Country Planning Act which included proposals to:

- provide clarity around the definition of development which will mean better understanding for building owners on what can and can't be done without planning approval (these changes, together with planned secondary legislation, will provide an opportunity to ensure very minor works can be excluded from needing approval);
- remove the requirement for concurrent planning and registered building applications for the demolition of unregistered buildings in Conservation Areas which will streamline the administration of the planning process both for applicants and the Department; and
- clarify the scope of Registrations for historic buildings to allow these to be amended and to allow for exclusions (having clearer and more targeted controls will remove unnecessary restrictions for owners of such buildings on making some types of changes) and make changes to the appeals process to simplify and streamline it.

The consultation included an outline of the secondary legislation that would be required to implement the changes – the Definitions of Development Order and updated Registered Building Regulations. Following that consultation the draft Bill has been updated and has now entered Tynwald Branches (25.06.24). The Bill could come into force in mid-2025, which would be by way of an Appointed Day Order following Royal Assent. Whilst the Bill progresses through the approvals process it provides an opportunity to develop the detail of the secondary legislation, with the intention that the secondary legislation would come into force at the same time as the Bill.

The drafting of the secondary legislation has taken into account the results of the above consultation and further comments are now invited on the details of the proposals.

How and when can I comment?

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

The consultation asks a number of questions as set out in this document/online.

What will happen next?

The draft order and regulations are not in final form and are intended to illustrate DEFA's proposed policy but may be subject to change as further work is carried out. The consultation results will be considered and any necessary amendments made to the Order and the Regulations. The final versions of the orders will be 'made' by the DEFA and must then be approved by Tynwald. It is envisaged that the orders will come into force in mid-2025, subject to the Planning Amendment Bill coming into force.

2.0 DEFINITION OF DEVELOPMENT

Introduction

The overall approach is to clearly establish within the Act the broad principle that certain things are capable of being development and then use secondary legislation to provide the detail of when such matters are excluded from being development. This will then give both property owners and the Department clear parameters to work within when establishing whether or not something requires a planning application. This will remove the need for detailed case-by-case assessment of very minor works.

There are two ways to allow something to occur without needing approval via a planning application – it can be excluded from the definition of development (and therefore placed out of the scope of the planning system) or it can be given a 'blanket' planning approval via a Development Order (often called "Permitted Development") which can be subject to conditions.

The definition of development is set out in Section 6(1) of the Planning Act as, "...the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land". 6(2) provides an illustrative (not exhaustive) list of things which do constitute development and 6(3) provides an illustrative list of things which do not constitute development. 6(3)(e) gives the Department powers to add to the list of things which are not development (in a "Definitions of Development" order), but not to add to the list of things which are development.

For example, 6(3)(a) indicates that development excludes, "the carrying out for the maintenance, improvement or other alteration of any building or works which (i) affect only the interior of the building, or (ii) do not materially affect the external appearance of the building; and are not works for the alteration of a building by providing additional space in it underground".

In practice, it requires professional judgement and case-by-case consideration (often with reference to case law) to determine whether something is sufficient to constitute development or if the appearance of a building is "materially" affected. There are a number of common works which therefore sometimes constitute development, which creates uncertainty for property owners and additional work for the Department.

Broad Approach and Changes being made to the Act

Demolitions

The Planning Bill amends section 6 (meaning of "development") of the Act to widen the meaning of "development" and to expand the list of matters which do not qualify as "development". The Bill will therefore extend the list at 6(2) of things that do constitute development to include Temporary structures (including on wheels), Hard-surfacing of a domestic garden, Repairs and Rebuilding Works, and Exterior painting of buildings. This will provide a clear basis for the Department to produce a Definitions of Development Order which sets thresholds/circumstances to exclude those same things from constituting development in many cases. This will provide clarity for all parties and allow the Department to provide for the appropriate level of detail in the classification of "development".

The definition of development clarifies that the partial demolition of a building or the demolition of an attached building is development, however it is silent on the total demolition of a detached building, which has by practice been viewed as “not development”. This creates a number of technical issues for the process (for example, at what point a planning application for the demolition and replacement of a building has been implemented). Again, the Bill will add all demolition to the definition of development with exclusions to be provided via a Definitions of Development Order.

It is noted that there are some activities undertaken by statutory undertakers which are included within the permitted development order but in other jurisdictions (for example England) are specifically excluded from the definition of development. This makes it clearer where such activities are not to be regulated by the planning system but by separate existing processes/legislation.

Demolitions in Conservation Areas

The Bill will revoke section 19 (control of demolition in conservation areas) of the Act.

Section 19 of the Planning Act requires the demolition of a Building within a Conservation Area to have Registered Building Consent (even if it is not itself registered). Therefore, proposals to redevelop sites currently require two applications – a planning application for the development and a Registered Building application for the demolition. It also means that someone wishing to remove, for example, a modern domestic shed from a back garden in a Conservation Area would technically require Registered Building Consent. The proposed amendments to Section 6 together with the omission of Section 19 would mean that only one application was required for redevelopments within Conservation Areas and the demolition of very small buildings, such as sheds, can be excluded from needing consent.

Proposed Content of the Definitions of Development Order

Whilst the following matters are to be included in the Act as development, provisions will be made in the Definitions of Development Order for circumstances where exclusions apply:

- Removal and Replacement of Chimneys (removal without replacement would still require an application);
- Domestic Hardstandings;
- Painting of the exterior of buildings; and
- Demolitions of smaller buildings.

The detail of the proposal and caveats that apply in each case are set out in the draft order and summarised/explained below (including summary table).

Repairs and Rebuilding Works

Development (including repairs) does not include maintenance, improvement or other alteration of any building or works which affect only the interior of the building, or do not materially affect the external appearance of the building. Whilst it is proposed to clarify that repairs and rebuilding works are development, this would still be subject to the caveat at S6(3) that, *"The following operations shall not be taken for the purposes of this Act to involve development — (a) the carrying out for the maintenance, improvement or other alteration of any building or works which — (i) affect only the*

interior of the building, or (ii) do not materially affect the external appearance of the building; and are not works for the alteration of a building by providing additional space in it underground...”

Therefore repairs which did not alter the external appearance would still not be development. However, rebuilding works could potentially constitute development even if they do not materially alter the appearance.

Therefore, if works are undertaken to replace a roof or windows on a like-for-like basis then this would not normally be taken to be development. However, if there are material differences then such replacements could constitute development (although may be permitted development). If works are undertaken to remove and rebuild a chimney then, depending on scale, this is arguably development as it contains an element of partial demolition (that may not be permitted development) and rebuilding.

To avoid this grey area it is proposed that provision be made to clarify that the removal and replacement of chimneys is not development as long as they are externally like for like (which would involve partial demolition and so is development) – this would allow for e.g. false chimneys.

Hard-surfacing of a domestic garden

The amendments to the definition of development clarify that hardstanding of domestic gardens constitute development, however in many cases such works will have negligible impact and so could appropriately be excluded from the definition of development. In England, permitted development allows front gardens to be paved if permeable/drained or less than 5m otherwise and there are no restrictions on rear gardens. In assessing applications for hard-standings on the Isle of Man, the [Residential Design Guide](#) suggests limiting hard surfacing to 50% of frontages (para 6.3.9). In the Isle of Man many applications also include alterations to access, and such works would still require planning approval. Safeguards would also be appropriate to ensure that significant works of embanking or terracing to support a hard surface would still be development.

It is therefore proposed to exclude from the definition of development domestic hardstandings subject to the caveats as set out in the draft order.

Exterior painting of buildings

The amended definition of development would include, “painting of the exterior of buildings”, but it is proposed that this be excluded from the definition of development in the circumstances set out in the draft order.

Demolitions

The current definition of development relates to partial demolitions and demolitions where attached to another building which is not to be demolished, and then the Permitted Development makes provision for, *“The demolition of part of a building where the rest of the building is not also demolished. Exceptions: Operations within this Class are not permitted if the part of the building in question is visible on an elevation of the building as seen from any highway which bounds the curtilage of the building”*. Demolition works within Conservation Areas require consent under a separate part of the Act (irrespective of whether they are development).

The amendments to the Act would mean the definition of development included all demolitions of buildings but remove the requirement for separate consents for demolitions in Conservation Areas (and maintain the pre-amendment situation for proposals with planning applications made before the amendments came into effect). This means that where a proposal for a new building involves the demolition of an existing one, both elements can be included in a single planning application. The result should be very few applications which are solely for demolition, although it is likely that people may wish to demolish and not replace: part of a building, smaller ancillary buildings (e.g. sheds) and/or walls/gates/fences.

It is noted that in England demolitions are development which in many cases require planning approval, although, fences/walls/gates/means of enclosure which are outside Conservation Areas and although buildings under 50 cubic metres are excluded from the definition of development. Jersey takes a similar approach and includes within the Permitted Development the demolition of various minor buildings.

Therefore it is proposed to exclude smaller demolitions from definition of development, as set out in the draft order.

Summary Table – Definitions of Development

Works	Current Situation	Proposed Situation
Repairs and Rebuilding Works AND Hard-surfacing of a domestic garden AND Exterior painting of buildings	If officers judge that the works could affect the external appearance or otherwise constitute development then approval is required by way of a planning application. This has to be confirmed on a case by case basis by submitting details and awaiting a response. Where an application is required it then has to be made, advertised and assessed and may or may not be approved.	If works meets the relevant criteria (which will be set out in legislation and published) then no application required. If exceeds relevant criteria then will require approval via an application.
Demolition in a Conservation Area	Requires Registered Building Consent (even if not a Registered Building) If attached to another building or partial demolition also requires planning approval as well.	If meets the relevant criteria (which will be set out in legislation and published) then no application required. If exceeds criteria then will require approval. If a replacement building is proposed then a single application can include both elements.
Demolition outside a Conservation Area	If complete demolition of a freestanding building then no application required, although if a replacement building is proposed this can confuse what should/shouldn't be in that application and what works are required to implement any consent. If attached to another building or partial demolition requires approval (although there are some Permitted Development provisions for partial demolitions).	

Consultation Questions

Q1. Do you think the proposals are broadly appropriate in relation to the Removal and Replacement of Chimneys? (Yes/No)

Would you suggest any changes?

Q2. Do you think the proposals are broadly appropriate in relation to Domestic Hardstandings? (Yes/No)

Would you suggest any changes?

Q3. Do you think the proposals are broadly appropriate in relation to the Painting of the exterior of buildings? (Yes/No)

Would you suggest any changes?

Q4. Do you think the proposals are broadly appropriate in relation to the Demolition of smaller buildings? (Yes/No)

Would you suggest any changes?

3.0 REGISTERED BUILDINGS REGULATIONS

Introduction

Our historic environment is a central part of our cultural heritage and our sense of national identity. It gives us a tangible link with our history and an irreplaceable record which contributes in many ways to our understanding of both the present and the past. The sensitive reuse of historic buildings can often result in high quality and locally distinctive developments, which helps to ensure our towns and villages are attractive, vibrant and economically successful places.

The Town and Country Planning Act provides for different types of applications. Proposals for most works require a Planning Application. The Act also provides DEFA with the ability to place buildings on a register where they are special historic value, and any works which would affect its character as a building of special architectural or historic interest to such building require Registered Building Consent. Sometimes works require both types of applications but some works (for example interior changes) may require only Registered Building consent.

There are currently 317 Registered Buildings. In the last three years 46 properties have been proposed for registration (with 44 registered). In the last ten years there have been two applications to deregister properties that have not been in response to a registration. Between 2020 – 2023 there was a mean yearly average of 67 applications Registered Building Consent applications¹.

The process for registering buildings, and determining applications for carrying out works, is set out partly in the Act and partly in the Town and Country Planning (Registered Building) Regulations 2013. Various improvements are proposed to these, as set out below².

Broad Approach and Changes being made to the Act

It is the role of the planning process to facilitate the appropriate safeguarding, management and use of this irreplaceable resource, in order to maximise the benefits they bring to the quality of life of current and future generations. This can be achieved by:

- implementing robust and targeted protection of the most valuable parts of our built heritage;
- implementing clear, accessible and proportionate processes to facilitate investment in, and management of, heritage assets; and
- ensuring decision making is evidence based and robust.

The Planning Bill amends section 14 (the protected buildings register) of the Act to provide that an object, whether fixed to a building or not, may or may not be included in the entry in the register of protected buildings in respect of that building.

¹ This includes applications to demolish buildings in Conservation Areas, as such proposals currently require RB consent even if not registered, although this is proposed to change with the changes to the Act.

² The designation of Conservation Areas is a Cabinet Office function and outside the scope of this consultation.

Under the current legislation and provisions, it is not possible to omit certain elements of a building from a registration (such as a modern extension). Making provision for this would enable registrations to be more targeted and proportionate. This could avoid requiring Registered Building Consent for the removal/alteration of features which are not of historic interest (noting that where a 'normal' planning application is required for such works their impact on those features which are registered would be a material consideration).

The Bill also updates the definition of "registered building". There has historically been an inconsistent approach to showing the extent of registrations – some use address and some use a map with a red-line boundary. This has raised a number of issues and caused confusion, not least given the similarity to red-line boundary maps included with planning applications and the lack of consistent approach. The Bill provides clarification as to the legal extent of registration. Defining the extent of registration provides legal clarity for all parties and has been tested and established in English case law precedents which the Isle of Man would be dependent upon in the absence of on-Island case law.

The Bill amends Schedule 2 (the Protected Buildings Register) to the Act to provide that entries on the protected buildings register may be amended and for the serving of notices in respect of such entries and omits the provisions relating to the procedure for removing an entry from the register. Under the current legislation and provisions, it is not possible to make an amendment to existing register entries. This is because Schedule 2 currently refers to entering buildings onto the register or amending the register by removing them. It is considered that some of the older registrations would benefit from review firstly to provide information as to their special interest and secondly to omit parts of buildings (provided for by Clause 8 of the Bill) which might not be of special interest. The only current means to achieve this would be the de-registration of a building and to re-register. The ability to amend registrations would therefore facilitate ensuring all registrations are up-to-date should they need changing and provide clarity as to whether certain elements were considered part of the registration.

There is currently no process to directly appeal a registration decision, instead the owner must first apply to de-register the building and, if that is refused, may then appeal. In addition, the current process allows for two opportunities to apply to remove a building from the register (each with its own appeal) - one at time of registration and one after a period of time specified in the regulations (currently 5 years). The Bill proposes to streamline the process by allowing the relevant secondary legislation (Registered Building Regulations) to provide a single statutory right of appeal against registration at the time the registration is made (noting that this would not preclude the Department proposing the removal of a building from the register in the event that circumstances change in the future – for example the building was destroyed by fire). As is currently the place, provision would remain for an application to be made for full or partial demolition of a registered building.

Proposed Changes to the Registered Building Regulations

A full replacement of the regulations is proposed, with the new regulations based on the updated Development Procedure Order (DPO) for planning applications which was laid before Tynwald in June 2024. This will mean that there is consistency between the orders and mean that the improvements made to a number of issues within the DPO are replicated with equivalent provisions within the Registered Building Regulations, including changes to:

- the triggers for appeal and how people are able to participate in appeals;
- add a requirement for applicants to provide a copy of the application to owners of the land;
- set out the process for applications for Approval of Information Required by a Condition;
- ensure that any application made by the Department will be considered by the planning committee by default (with any appeal considered by Council);
- require reasons for approvals as well as refusals (reflecting existing practice); and
- remove the target timescale for the determination of Applications (so that these can instead be established via Departmental customer care policies) whilst retaining the provisions for appeals against non-determination.

In addition to the above, the key changes to the Registered Building Regulations also include:

- clarifying the process for making registration decisions (including de-registrations or amendments to existing registrations) – including requirements for consultation;
- setting out the process for a building owner to appeal a registration decision; and
- requiring inspectors considering registration decision appeals to have specialist qualifications/experience.

The table below compares the existing process for making a registration decision and the proposed streamlined process.

Summary Table – Registration Decisions

Existing Process	Proposed Process
A Proposal to Register Notice (and Building Preservation Notice if required) is issued	A Proposal to Register Notice (and Building Preservation Notice if required) is issued
A consultation period of not less than 21 days takes place	A consultation period of not less than 21 days takes place
A registration decision is made	A registration decision is made
An application to de-register can be submitted within 21 days of the registration decision	
A consultation period of not less than 21 days takes place	
The application to de-register is determined	
An appeal of an application to de-register decision can be lodged within 21 days	An appeal of a registration decision can be lodged within 3 months
21 days for submission of Statements of Case and either 14 days for rebuttal statements or a hearing	21 days for submission of Statements of Case and either 14 days for rebuttal statements or a hearing
The application to de-register is determined (Inspector Recommendation and Ministerial Decision)	The application to de-register is determined (Inspector Recommendation and Ministerial Decision)

Transitional Provisions

The draft regulations set out in regulation 32 the Savings and transitional provisions. In addition it should be noted that it is envisaged that the Appointed Day Order for the Planning Amendment Act (with which the Regulations would run concurrently as set out in section 1) will include provisions such that if a Registration Decision is made just before the changes come into force and the owner wishes to challenge that decision, they can do so under the new process.

Draft content of Appointed Day Order (Extract)

Where, before these Regulations come into operation, a registration decision notice to register a building under Schedule 2 to the Act has been served and an application to de-register that building under paragraph 2(2) —

- has not yet been made by the time these Regulations come into operation; and
- is still within the window of time in which that application could be made, the registration decision notice will instead be treated as if it were a registration decision notice issued in accordance with Part 2 of these Regulations.

Where the above applies, the relevant provisions of Part 4 (Appeals) of the regulations will apply to any such appeal brought, and the time in which that appeal must be brought will begin from the date that the decision notice was originally issued under Schedule 2 to the Act.

Consultation Questions

*Q5. Do you think the proposals are broadly appropriate in relation to the registration process?
(Yes/No)*

Would you suggest any changes?

Q6. Do you think the proposals are broadly appropriate in relation to the process for making an application to do works to a Registered Building? (Yes/No)

Would you suggest any changes?

*Q7. Do you think the proposals are broadly appropriate in relation to the appeals process?
(Yes/No)*

Would you suggest any changes?

Item 12.1

PORT ST MARY COMMISSIONERS

INVITATIONS

Sent: 11 August 2024 19:23

Subject:

On behalf of the President of the Royal Air Forces Association, Isle of Man Branch, I would like to invite your Chairperson or a representative to join us at the annual Battle of Britain commemorative church service on Sunday 15th September 2024 at 10.30am. The service will be held at St George's Church, Douglas.

We hope you are able to join us on the day and look forward to seeing you there.

Regards,

Secretary
Royal Air Forces Association
Isle of Man Branch

**PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING**

28TH AUGUST 2024

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 24 th 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	
4.1	Tenant updates	To be discussed
5.	PROJECTS - None	
6.	POLICY & RESOURCES	
6.1	Lease updates	For Board discussion & approval
6.2	Isle of Man Town Audit Reports	For Board discussion
6.3	High Street update	For Board discussion
6.4	Bus Vannin draft letter – DS item	For Board discussion
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 - 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.'