

Date: 18<sup>th</sup> November 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 27<sup>th</sup> November 2024 at 6.30p.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**

**27<sup>th</sup> NOVEMBER 2024**

**AGENDA – OPEN SESSION**

<b>Item Number</b>	<b>Item</b>	<b>Action Required</b>
<b>1.</b>	<b>OPENING OF THE MEETING</b>	
1.1	Welcome, Apologies & Declarations	As required by Board members
<b>2.</b>	<b>MINUTES</b> <b>Four Members who were present are required to approve Minutes</b>	
2.1	Minutes of the Ordinary Meeting held on the 25 <sup>th</sup> September 2024 – <i>deferred due to no not enough available members to approve</i>	For Board approval
2.2	Minutes of the Ordinary Meeting held on the 23 <sup>rd</sup> October 2024	For Board approval
<b>3.</b>	<b>MATTERS ARISING</b>	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
<b>4.</b>	<b>MOTIONS – None</b>	
<b>5.</b>	<b>FINANCE</b>	
5.1	Invoices for settlement in November	For Board approval
<b>6.</b>	<b>PROJECTS</b>	
6.1	PSM Events	For Board discussion
6.2	Mariners Shelter	For noting

6.3	Chapel Beach facilities	For Board discussion
<b>7.</b>	<b>HOUSING</b>	
7.1	Housing Officers Report	For Board discussion
7.2	Tenancy Arrears Report	For Board discussion
<b>8.</b>	<b>PUBLIC CORRESPONDENCE &amp; COMMUNICATIONS - None</b>	
<b>9.</b>	<b>PLANNING MATTERS</b>	
9.1	Planning Applications	For Board discussion
9.2	Planning Approvals	For noting
<b>10.</b>	<b>POLICY &amp; RESOURCES</b>	
10.1	2024/25 Meeting Dates	For noting
<b>11.</b>	<b>PUBLIC CONSULTATIONS - None</b>	
<b>12.</b>	<b>INVITATIONS – None</b>	
<b>13.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
25<sup>TH</sup> SEPTEMBER 2024 at 7.00pm**

**MINUTE – PUBLIC SESSION**

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

**A pre meeting with the Department of Enterprise regarding the Town Audit Presentation was held.**

1.	1.1 The Chair welcomed the Board, noted the apologies and declared the meeting open.	
2.	2.1 Minutes of the Ordinary Meeting held on the 28 <sup>th</sup> August 2024 were circulated. <b>NME/DS proposed the Minutes of the Ordinary Meeting held on 27<sup>th</sup> August 2024 be approved and signed as a correct record. COM &amp; BW were in favour. Carried.</b>	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 September – HK answered queries raised. <b>DS/NME proposed that the invoices for settlement in September were approved and paid. COM &amp; BW were in favour. Carried.</b>	MK
6.	Projects:  6.1 Events  Civic Service – A discussion was had around the Civic Service, due to low attendance it was agreed to budget for the event in the coming year, however let the new Board decide in May 2025 regarding the future of the event. It was agreed should the event continue, it should move around different Churches in the Port.  Monas Queen Service – It was agreed not to alter the service.  6.2 Mariners Shelter – The update was noted.  6.3 Beach Cleaning – HK to draft a letter to the Department of	HK/SM

	Agriculture regarding the negative impact of the Waste Removal Exemption Licence.	HK
7.	Housing: 7.1 Tenancy Arrears Report - The report was discussed and noted.	
8.	Public Correspondence: None	
9.	<p>Planning Matters</p> <p>9.1 Planning Applications:</p> <p>9.1.1 24/90994/B Springfield, Plantation Road for a single storey extension to the rear. <b>There were no objections.</b></p> <p>9.1.2 24/00877/B Marrion House, The Promenade for the conversion of existing basement for additional tourist accommodation. <b>There were no objections.</b></p> <p>9.1.3 24/91066/B Avoca, 7 Primrose Terrace for the installation of replacement windows. <b>There were no objections.</b></p> <p>9.2 Planning Approvals</p> <p>9.2.1 24/00841/B Endfield House, The Promenade for the replacement of external handrail of steps to the front of the property. <b>The approval was noted.</b></p> <p>9.2.2 24/00871/B Bramhope, Plantation Road for the removal of chimney stack from the rear (southern) elevation. <b>The approval was noted.</b></p> <p>9.2.3 24/00749/B Sea View, Clifton Road for a first-floor extension and alterations to dwelling. <b>The approval was noted.</b></p> <p>9.2.4 24/00761/A Old Surgery, Lewthwaites Way for approval in principle for construction of a detached dwelling. <b>The approval was noted.</b></p> <p>9.2.5 24/00598/B Sunny Brow, Lime Street for erection of an extension to replace existing conservatory. <b>The approval was noted.</b></p> <p>9.2.6 24/00600/B Oystercatcher, 2 Perwick Rise for the erection of a single storey rear sunroom to replace existing conservatory and block in existing window to side elevation. <b>The approval was noted.</b></p> <p>9.2.7 24/00718/A Joe Gawnes, Athol Lane for the approval in principle of a detached dwelling. <b>The approval was noted.</b></p>	DG
10.	<p>Policy &amp; Resources:</p> <p>10.1 Standing Order Amendment to start time for ratification – <b>DS/COM proposed to ratify the amendment to Standing Orders updating the start time to 6.30pm. NME &amp; BW were</b></p>	HK

	<p><b>in favour. Carried.</b></p> <p>10.2 Public Benches – The information was noted.</p> <p>10.3 Southern Civic Amenity Site Waste Audit initial findings – HK to reach out to Malew regarding green waste collections.</p> <p>10.4 2024/25 Meeting Dates – The dates were discussed and noted.</p>	
11.	<p>Public Consultations:</p> <p>11.1 Built Environment Reform Programme – The response was discussed and agreed.</p> <p>11.2 Waste Strategy Consultation – The response was discussed and agreed.</p> <p>11.3 Draft Local Economy Strategic Public Consultation Survey – The response was discussed, HK to circulate for further consideration.</p>	<p>HK</p> <p>HK</p> <p>HK</p>
12.	<p>Invitations: None</p>	
13.	<p>Any Other Business:</p> <p>13.1 RNLI Mosaic event discussed – HK advised that a letter would be issued to the RNLI regarding the maintenance and insurable liability of the mosaic.</p> <p>13.2 DS raised a missing Public Right of Way regarding a path from Rhenwyllan Close to the Promenade – HK to liaise with the DOI.</p>	<p>HK</p> <p>HK</p>

There being no further business the Public Session of the meeting closed at 8.25pm.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
23<sup>RD</sup> OCTOBER 2024 at 6.30pm**

**MINUTE – PUBLIC SESSION**

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

**A pre meeting with the Department of Enterprise regarding the Town Audit Presentation was held.**

1.	1.1 The Chair welcomed the Board, noted the apologies and declared the meeting open.	
2.	2.1 Minutes of the Ordinary Meeting held on the 25 <sup>th</sup> September 2024 were circulated. The minutes were deferred due to a lack of quorum.	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. A discussion was had regarding the possibility of using an alternative location for the upcoming Local Authority elections due to ongoing lift issues and the requirement to ensure suitable access.	
4.	Motions: None	
5.	Finance:  5.1 Invoices for settlement in October – HK answered queries raised. <b>JT/RG proposed that the invoices for settlement in October were approved and paid. All were in favour. Carried.</b>	MK
6.	Projects:  6.1 Events Remembrance Service – NME gave his apologies for the service. LVW to attend the Rushen service.  Tynwald Day – Approval was granted to proceed with the event.  6.2 Mariners Shelter – HK to chase and send details to Michelle Haywood MHK.  6.3 Beach Cleaning – Issues surrounding beach cleaning were discussed.	SAM  HK

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> <p>7.3 Housing Association Correspondence – HK to arrange meeting and invite any available Board members.</p>	HK
8.	Public Correspondence: None	
9.	<p>Planning Matters</p> <p>9.1 Planning Applications:</p> <p>9.1.1 24/91068/B 23 Perwick Road to replace existing rear conservatory with an extension and realign existing retaining wall. <b>There were no objections.</b></p> <p>9.1.2 24/91043/B Manesca Building, The Quay for the siting of a steel shipping container for the storage of shellfish. <b>There were no objections.</b></p> <p>9.1.3 24/91142/B Sunnyhurst, Station Road for the installation of a new roof, re-render and external painting. <b>There were no objections.</b></p> <p>9.2 Planning Approvals</p> <p>9.2.1 24/00660/B The Old Bakehouse, Athol Street for the erection of a rear porch and a part timber/stone rear boundary wall. <b>The approval was noted.</b></p>	DG
10.	<p>Policy &amp; Resources:</p> <p>10.1 Letter issued to the DOI re the High Steet – It was agreed to post the letter online.</p> <p>10.2 Traffic Data – The information was discussed and noted.</p> <p>10.3 Town Hall music &amp; dancing licence – <b>RG/NME proposed to proceed with the application. All were in favour. Carried.</b></p> <p>10.4 Draft newsletter – To be circulated electronically.</p> <p>10.5 Office Opening Hours – <b>LVW/RG proposed the change in office opening hours to accommodate a lunch hour close of the public counter. All were in favour. Carried.</b></p> <p>10.4 2024/25 Meeting Dates – The dates were discussed and noted. NME &amp; JT gave their apologies for the November Board meeting.</p> <p>HK to contact the RNLI regarding Father Christmas arriving on a lifeboat.</p>	<p>HK</p> <p>HK</p> <p>HK</p> <p>HK</p> <p>HK</p>
11.	<p>Public Consultations:</p> <p>11.1 Annual Leave and Rest Breaks Consultation – HK to respond and circulate.</p>	HK



	11.2 Parental & Caring Rights Consultation – HK to respond and circulate.	HK
	11.3 Review of Minimum Wage Act 2001 – HK to respond and circulate.	HK
12.	Invitations: None	
13.	Any Other Business: 13.1 LVW requested they HK check the public golf course paths. 13.2 DS raised a concern regarding the slip way sea wall on Chapel Beach, HK provided an update following a meeting with the DOI. <b>13.3 LVW/DS proposed to move the beach facilities discussions to the public Agenda. All were in favour. Carried.</b>	HK    HK

There being no further business the Public Session of the meeting closed at 7.40pm.

**PORT ST MARY COMMISSIONERS**

**MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

**Matters Arising**

**RNLI Mosaic** – A letter was issued to the PSM RNLI and has been acknowledged.

**2025 Local Authority Elections** – Alternate venues are being explored in conjunction with the Crown & Elections team.

**Housing Association** – A response from the company is awaited.

**Town Hall music & dancing licence** – The Clerk attended the licencing court on Thursday 14<sup>th</sup> November, where the application was granted.

**Draft newsletter** – The newsletter has been published.

**Golf Course paths** – HK is in correspondence with the management committee.

**Chapel Beach Sea wall** – Update from the Department below.

*Following our visit today the department will design suitable details to repair the damage to the walling and also pointing to the stone cobbles comprising the surface to the slipway. We will advise on the programme for this in due course.*

**High Street** – HK to provide a verbal update.

**Public Correspondence**

N/A

**PORT ST MARY COMMISSIONERS - Invoices to be paid in November 2024**

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4360	31/10/2024	8497	Abbey Property Renovation	12 BB - inspection	BB	100.00	20.00	120.00	6100
4361	23/10/2024		Adapt Damp & Timber	18 BB - prepare masonry, remove cavity insulation and dispose	BB	2,150.00	0.00	2,150.00	6100
4362	24/10/2024		Rick Buckley	Window cleaning for PSM Town Hall for October 2024		40.00	0.00	40.00	5150
4363	11/10/2024	23003RX24004491	Colas	Black gloves and grip gloves		35.51	7.10	42.61	6020
4364	31/10/2024	23003RX24004806	Manx Rock (formerly Colas)	Dog bin lid and doggy bin		248.93	49.78	298.71	5270
4365	14/10/2024	496193	Dol	PSM foreshaw rental for October 24		10.00	2.00	12.00	5850
4366	06/11/2024	497114	Dol	Tipping charges for September 24		5,354.74	1,070.95	6,425.69	5210
4367	15/10/2024	496407	Dol	Tipping charges for August 24		5,551.54	1,110.31	6,661.85	5210
4368	31/10/2024	53519	Doxbond	1 wheelie bin in October 24		30.00	6.00	36.00	5150
4369	02/11/2024	2359	Harbour Marine Services	Interdeck paint for the raft		170.54	34.11	204.65	5850
4370	05/11/2024	33577	Island IT	Microsoft exchange and 365 business standard - November 24		163.60	32.72	196.32	5140
4371	23/10/2024	33493	Island IT	Sort Kitty's online diary, Sage access, Sally's log in issues		195.00	39.00	234.00	5140
4372	29/10/2024	33542	Island IT	Quarterly PC checks		105.00	21.00	126.00	5140
4373	29/10/2024	33543	Island IT	RAM and hard drive upgrades to laptop		111.35	22.27	133.62	5140
4374	15/10/2024	146189	JCK Limited	Hire of sweeper and tipping		224.40	44.88	269.28	6056
4375	18/10/2024	146274	JCK Limited	Hire of sweeper and tipping - additional per autumn		224.76	44.95	269.71	5500
4376	25/10/2024	146382	JCK Limited	Hire of sweeper and tipping - additional per autumn		219.00	43.80	262.80	5500
4377	31/10/2024	146529	JCK Limited	Hire of sweeper and tipping		217.92	43.58	261.50	5500
4378	08/11/2024	146649	JCK Limited	Hire of sweeper and tipping - additional per autumn		221.52	44.30	265.82	5500
4379	11/10/2024	182441	JDW Engineering	Empty and service portable toilets		82.50	16.50	99.00	5400
4380	24/10/2024	0001/00162061	J Qualtrough	Insulating tape, black bags, screws		25.35	5.07	30.42	6020
4381	07/11/2024	0001/00164736	J Qualtrough	Silicone sealant, evo stick caulk, yellow oxide grit		124.97	24.99	149.96	6020
4382	11/10/2024	INV-7842	MC Locksmith	9 SFA - replace faulty door mechanism	SFA	118.98	23.80	142.78	6100
4383	28/10/2024	INV-8043	MC Locksmith	4 FR - replace locks and faulty handles	FR	139.04	27.81	166.85	6100
4384	04/11/2024	00013918	Manx Inspirations	Remembrance Day flags		207.00	0.00	207.00	5805
4385	23/10/2024	U2516423	Manx Utilities	Town Hall electricity charges - 12/07 - 17/10/24		661.83	132.36	794.19	5151
4386	30/10/2024	U2521733	Manx Utilities	The Quay electricity charges - 31/03 - 30/09/24		170.50	34.10	204.60	5400
4387	06/11/2024	SPI4423283	Manx Utilities	Install Axia 3.2 LED onto PMN109 at Four Roads		559.59	111.92	671.51	5900
4388	06/11/2024	SPI4423284	Manx Utilities	Install Pilzeo LED fitting onto PMN190 Rhenwhyllin Close		903.60	180.72	1,084.32	5900
Sub total Pg1						18,367.17	3,194.02	21,561.19	

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4389	01/11/2024	24861	Orb	Payroll for October 2024		60.50	12.10	72.60	5170
4390	17/10/2024	34016	Newsons	4 pairs of work boots for Mike, Paul, Matt and Martin		236.00	11.80	247.80	6020
4391	30/09/2024	92084	Onchan District Commissioners	Refuse collection 1 July to 30 September 24		7,746.32	1,549.26	9,295.58	5210
4392	07/11/2024	246003	Outdoor Power & Plant	Repairs to sweeper including battery, starter and carriage		1,141.49	228.30	1,369.79	6056
4393	18/10/2024	000100003049837	Riley's	Stihl autocut head		147.67	29.53	177.20	6020
4394	02/10/2024	000100003048818	Riley's	Stihl strimmer line and manual sprayer		69.33	13.86	83.19	6020
4395	18/10/2024	164309	SCS	2 FR - new expansion vessel and repair leak on heat exchanger	FR	190.98	38.20	229.18	6100
4396	18/10/2024	164315	SCS	3 CB - Release gas valve	CB	215.37	43.07	258.44	6100
4397	18/10/2024	164316	SCS	13 SFA - grease kitchen tap	SFA	47.65	9.53	57.18	6100
4398	18/10/2024	164317	SCS	19 SFA - repair leaking waste tray in kitchen sink	SFA	134.83	26.97	161.80	6100
4399	18/10/2024	164318	SCS	4 FR - repaired radiator valve, fitted new TRV	FR	80.78	16.16	96.94	6100
4400	18/10/2024	164319	SCS	2 TP - repair toilet flushing handle	TP	50.33	10.07	60.40	6100
4401	18/10/2024	164320	SCS	1 SFA - replaced broken pump head on oil boiler	SFA	220.48	44.10	264.58	6100
4402	18/10/2024	164321	SCS	13 PR - unblock PRV, replace flexi hose	PR	134.51	26.90	161.41	6100
4403	18/10/2024	164322	SCS	4 SMA - replace fill valve on toilet	SMA	77.27	15.45	92.72	6100
4404	18/10/2024	164323	SCS	5 TP - ordered and fitted new fan for boiler	TP	444.00	88.80	532.80	6100
4405	31/10/2024	164526	SCS	6 SMA - fit new oil Worcester Greenstar boiler	SMA	5,386.54	1,077.31	6,463.85	6100
4406	31/10/2024	164527	SCS	4 SMA - replace outside tap	SMA	46.48	9.30	55.78	6100
4407	31/10/2024	164528	SCS	1 SFA - Resilicone bath waste and tighten bath taps	SFA	49.06	9.81	58.87	6100
4408	31/10/2024	164529	SCS	10 PR - replace broken waste fitting under kitchen sink	PR	51.25	10.25	61.50	6100
4409	11/11/2024	164593	SCS	Service 9 gas boilers	Various	701.25	140.25	841.50	6100
4410	11/11/2024	164594	SCS	Service 15 oil boilers	Various	1,303.64	260.73	1,564.37	6100
4411	22/10/2024	9306	Southern Civic Amenity Site Board	Q3 parish contribution		14,425.75	0.00	14,425.75	5210
4412		Various	Southern Civic Amenity Site Board	Commercial waste		25.11	5.02	30.13	5210
4413		Various	Southern Civic Amenity Site Board	Green waste		206.79	41.36	248.15	5260
4414	02/11/2024	202411000043	SPAR	Fuel for DLO vehicles		159.17	31.83	191.00	6020
4415	25/10/2024	SINV14208	Viking	Ink for Town Hall printer		156.58	31.32	187.90	5060
4416	13/10/2024	2576	Terry Crook	4 FR - roof repairs	FR	328.33	65.67	394.00	6100
4417	28/10/2024	SI-00040851	WDS Limited	Swing bin liners, hand towels and toilet roll		70.90	14.18	85.08	5152
4418	18/10/2024	0000826620	Wicksteed	Playground inspection		150.00	30.00	180.00	5820
<b>Sub total Pg2</b>						<b>34,058.36</b>	<b>3,891.13</b>	<b>37,949.49</b>	
<b>Total</b>						<b>52,425.53</b>	<b>7,085.15</b>	<b>59,510.68</b>	

## Breakdown by type of expense (rates and housing)

Nominal code	Nominal description	Amount (£)
5060	Photocopying	187.90
5140	Computer Expenses	689.94
5150	Town Hall expenses	76.00
5151	Town Hall Heat & Light	794.19
5152	Town Hall Cleaning	85.08
5170	Office Expenses	72.60
5210	Refuse Expenses	36,839.00
5260	Gardens and Flowerbeds	248.15
5270	Refuse - Miscellaneous	298.71
5400	Public Conveniences - General Expenses	303.60
5500	Street Cleaning & Maintenance of Car Parks	1,059.83
5805	Memorials	207.00
5820	Playground	180.00
5850	Chapel Beach	216.65
5900	Public Lighting - Street Lighting Power & Cyclic Maintenance	1755.83
6020	Sundry - Store	922.18
6056	Vehicles - General	1639.07
6100	Housing Repairs	13,934.95
		<b>59,510.68</b>

## Breakdown of invoices by supplier (rates and housing)

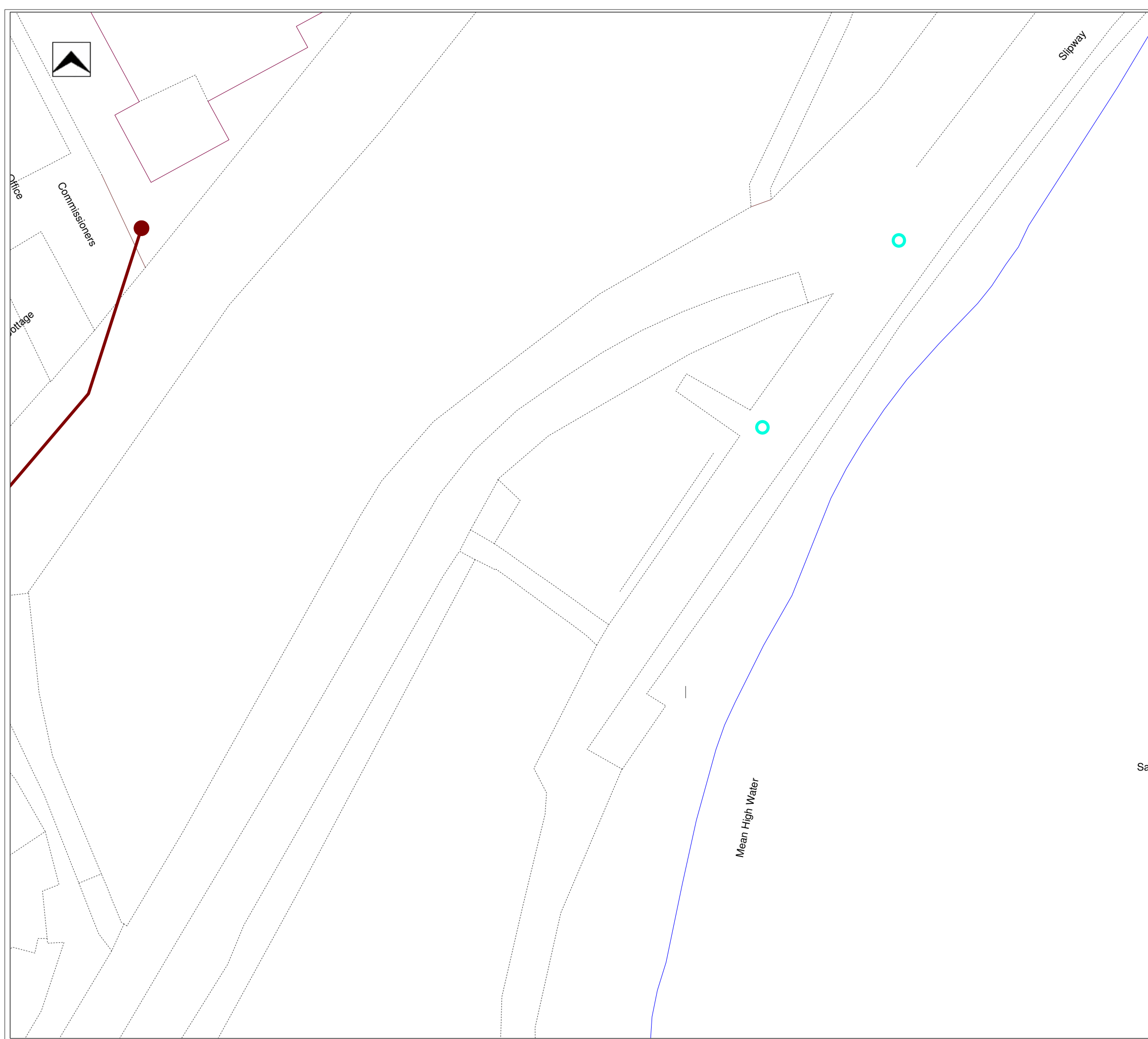
Supplier	Amount (£)
Abbey Property Renovation	120.00
Adapt Damp & Timber	2,150.00
Colas	42.61
Dol	13,099.54
Doxbond	36.00
Harbour Marine Services	204.65
Island IT	689.94
J Qualtrough	180.38
JCK Limited	1,329.11
JDW Engineering	99.00
Manx Inspirations	207.00
Manx Rock (formerly Colas)	298.71
Manx Utilities	2,754.62
MC Locksmith	309.63
Newsons	247.80
Onchan District Commissioners	9,295.58
Orb	72.60
Outdoor Power & Plant	1,369.79
Rick Buckley	40.00
Riley's	260.39
SCS	10,961.32
Southern Civic Amenity Site Board	14704.03
SPAR	191
Terry Crook	394
Viking	187.9
WDS Limited	85.08
Wicksteed	180
	<b>59,510.68</b>

Breakdown of invoices for Housing only

Supplier	Amount by property (£)	Total by supplier (£)
<b>Abbey Property Renovation</b>		<b>120.00</b>
BB	120.00	
<b>Adapt Damp &amp; Timber</b>		<b>2,150.00</b>
BB	2,150.00	
<b>MC Locksmith</b>		<b>309.63</b>
FR	166.85	
SFA	142.78	
<b>SCS</b>		<b>10,961.32</b>
CB	258.44	
FR	326.12	
PR	222.91	
SFA	542.43	
SMA	6,612.35	
TP	593.20	
Various	2,405.87	
<b>Terry Crook</b>		<b>394.00</b>
FR	394.00	
	<b>13,934.95</b>	<b>13,934.95</b>
Other housing expenses	0.00	<b>0.00</b>
	<b>13,934.95</b>	<b>13,934.95</b>

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

6.1	<p><b>Events</b></p> <p>An application has been submitted to the Department of Enterprises Winter Event Support Scheme for £1,000 to assist with the following seasonal events;</p> <p>Wreath Making workshop – Saturday 23<sup>rd</sup> Nov 1-4pm  Lights switch on at Kellas – Friday 29<sup>th</sup> Nov 3.30pm  Christmas Market - Thursday 5<sup>th</sup> Dec 5-8pm  Carol Service at St Marys Church - Tuesday 10<sup>th</sup> Dec 7.30pm  Willow lantern workshop - Sat 14<sup>th</sup> Dec 10-4pm</p>
6.2	<p><b>Mariners Shelter</b></p> <p>Discussions are ongoing with the Department regarding the transfer of the lease.</p>
6.3	<p><b>Chapel Beach Facilities</b></p> <p>Attached show the drawings of two previously discussed locations for beach facilities, discussion is to be had.</p>



**DIAL BEFORE YOU DIG**

dig@manx.net | 687766

MANX UTILITIES  
 PO Box 177  
 Douglas  
 Isle of Man  
 IM99 1PS  
 British Isles

Tel: +44 (1624) 687766  
 Fax: +44 (1624) 687612

email:  
 dialb4udig@manxutilities.im

### LEGEND

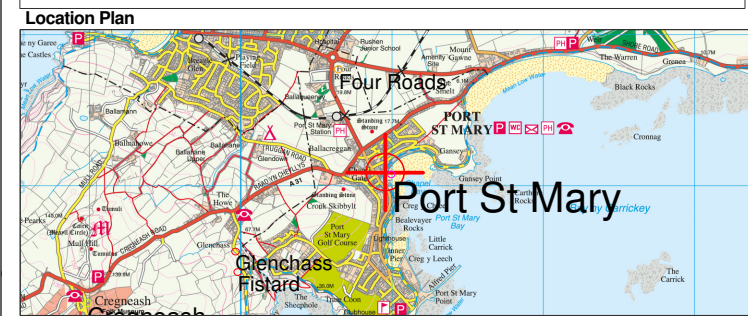
**Drainage Network [Gis]**

Function	Sewers		Manholes	
	Public	Private	Public	Private
Foul	[Red Line]	[Blue Line]	[Red Circle]	[Blue Circle]
Surface Water	[Green Line]	[Yellow Line]	[Green Circle]	[Yellow Circle]
Combined	[Orange Line]	[Purple Line]	[Orange Circle]	[Purple Circle]
Transition	[Light Blue Line]	[Light Green Line]	[Light Blue Circle]	[Light Green Circle]
Overflow	[Dark Blue Line]	[Dark Green Line]	[Dark Blue Circle]	[Dark Green Circle]
Trade Effluent	[Cyan Line]	[Cyan Line]	[Cyan Circle]	[Cyan Circle]
Water Course	[Light Blue Line]	[Light Blue Line]	[Light Blue Circle]	[Light Blue Circle]
Treated Effluent	[Light Green Line]	[Light Green Line]	[Light Green Circle]	[Light Green Circle]
Highway Drainage	[Yellow Line]	[Yellow Line]	[Yellow Circle]	[Yellow Circle]
Whey Sewer	[Light Green Line]	[Light Green Line]	[Light Green Circle]	[Light Green Circle]
Unknown	[Grey Line]	[Grey Line]	[Grey Circle]	[Grey Circle]
Abandoned	[Dark Green Line]	[Dark Green Line]	[Dark Green Circle]	[Dark Green Circle]
Open WaterCourse	[Dotted Blue Line]	[Dotted Blue Line]	[Dotted Blue Circle]	[Dotted Blue Circle]
Land Drain	[Dotted Blue Line]	[Dotted Blue Line]	[Dotted Blue Circle]	[Dotted Blue Circle]

**Other Assets**

- Pumping Station: [Red Triangle]
- Sewage Treatment Works: [Red Star]
- Septic Tank: [Red House]
- Land Drain: [Blue U-shape]
- Underground Facility: [Pink Square]
- Highway Gulley: [Blue Square]
- Soakaway: [Blue Triangle]
- Domestic Road: [Blue Plus]
- Outfall: [Blue Square]
- Pipe Inlet: [Cyan Square]
- Natural Water Node: [Cyan Square]
- Other Network Node: [Grey Square]
- Unknown End: [White Square]

**DRAINAGE ONLY**



Boundary limits of this enquiry are the curtilage of the plan

Scale 1:215.930953969246

**IMPORTANT INFORMATION**

These plans are for indicative purposes only and do not give exact positions of M.U. assets. There may therefore be items of plant for which no record is shown.

It is not possible to transfer our records on to your plans.

Highway Drainage is the responsibility of the Department of Infrastructure. Other Highway drainage may exist in addition to that indicated on this plan.

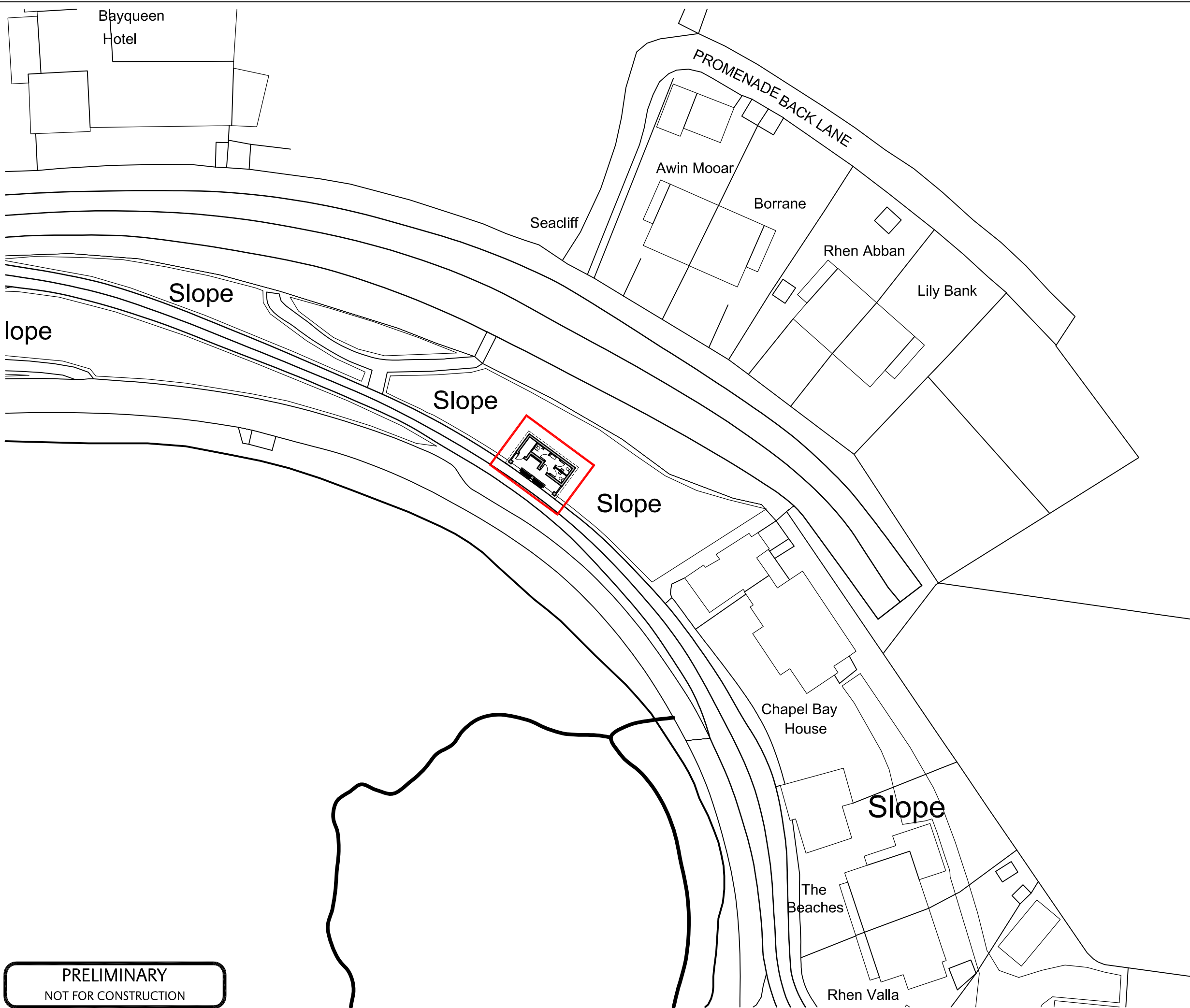
Alterations to road alignments, surface levels and buildings may have been made subsequent to the records being taken so depths and locations may vary. Anomalies may exist in the location of features and properties on the Isle of Man Base-map.

Locations of all services to individual properties are NOT SHOWN on the enclosed map, nor any electrical or sewerage plant.

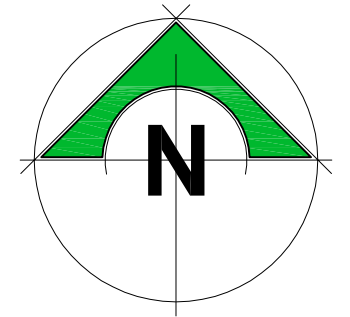
There may be other privately owned plant in the area, you should check with Manx Telecom, Manx Gas and other Utilities before proceeding with any work.

Before any excavation takes place please consider the following:  
 All health and safety procedures including those covered by HS(G)47. Asset location for other utilities. Trial holes or asset marking for MUA assets (Any damage WILL result in repair and administration charges).

Valid from the below date of issue and for a period of 14 days.  
 28/09/2023



notes  
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 1 contractors must verify dimension before commencing shop or site work.  
 2 written dimensions to be taken in preference to scaled dimensions.



rev	date
project title PROPOSED SMALL DEVELOPMENT AT CHAPEL BEACH PORT ST MARY	

drawing title LOCATION PLAN
--------------------------------

**McGarrigle architects**  
 architects and urban designers  
 19 Mount Havelock Douglas Isle of Man IM1 2QG  
 tel. (01624)628141  
 email. info@mcgarrigle-architects.com  
 web. www.mcgarrigle-architects.com

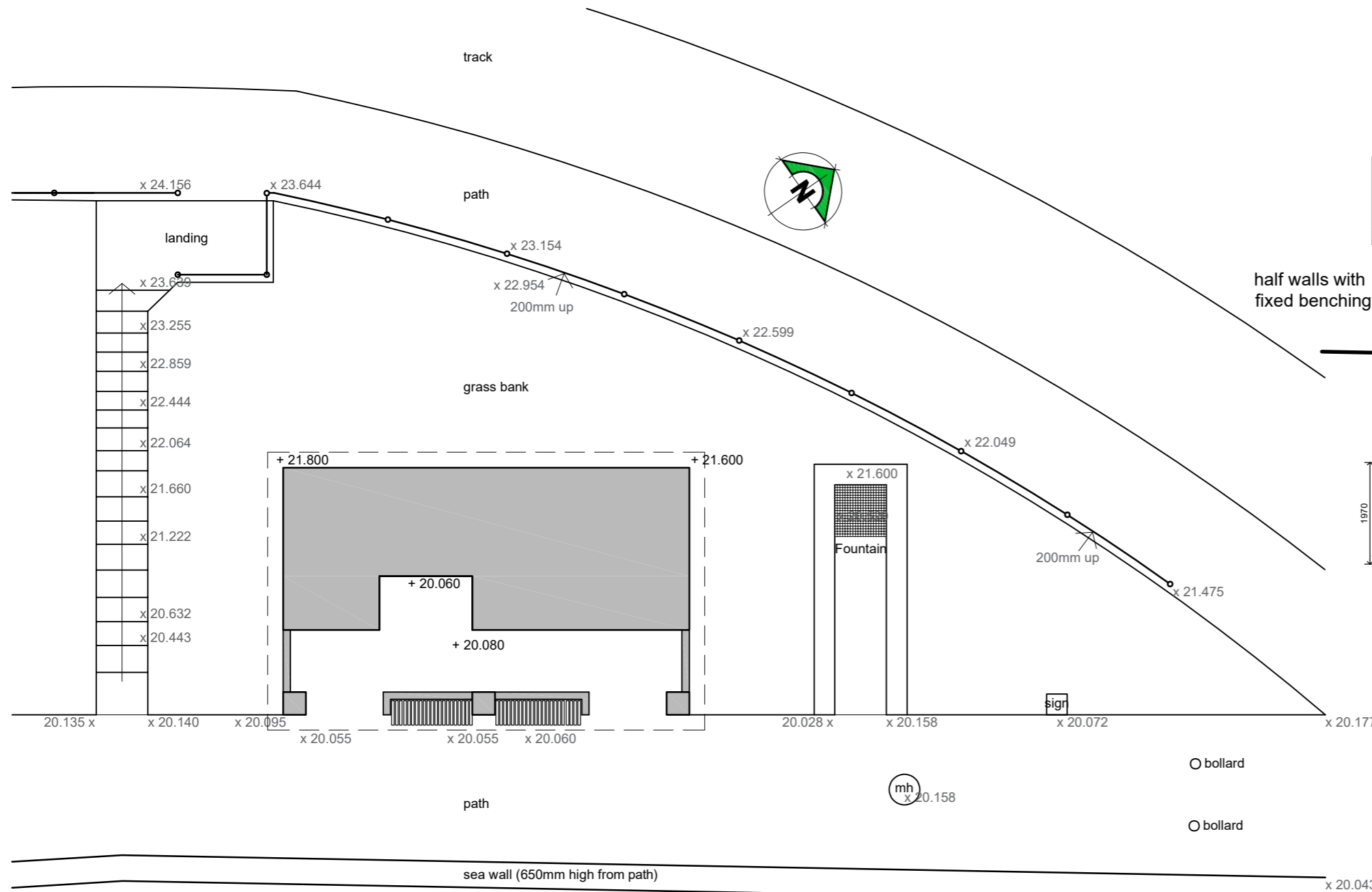
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1:500 @ A3	19:09:24	AL	

client no	job no	drg no	rev
1892	05	L-02	-

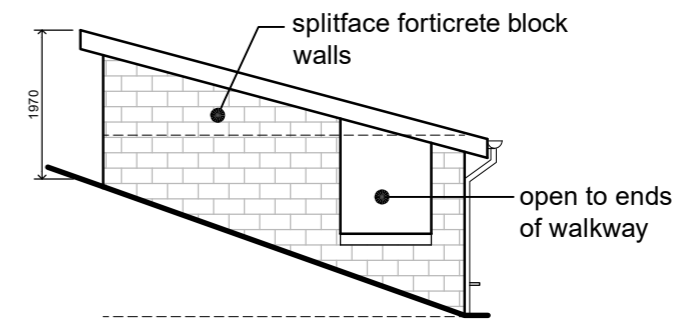
**PRELIMINARY**  
 NOT FOR CONSTRUCTION



notes  
 copyright © 2023 McGarrigle Architects Ltd  
 1 contractors must verify dimension  
 before commencing shop or site work.  
 2 written dimensions to be taken in  
 preference to scaled dimensions.

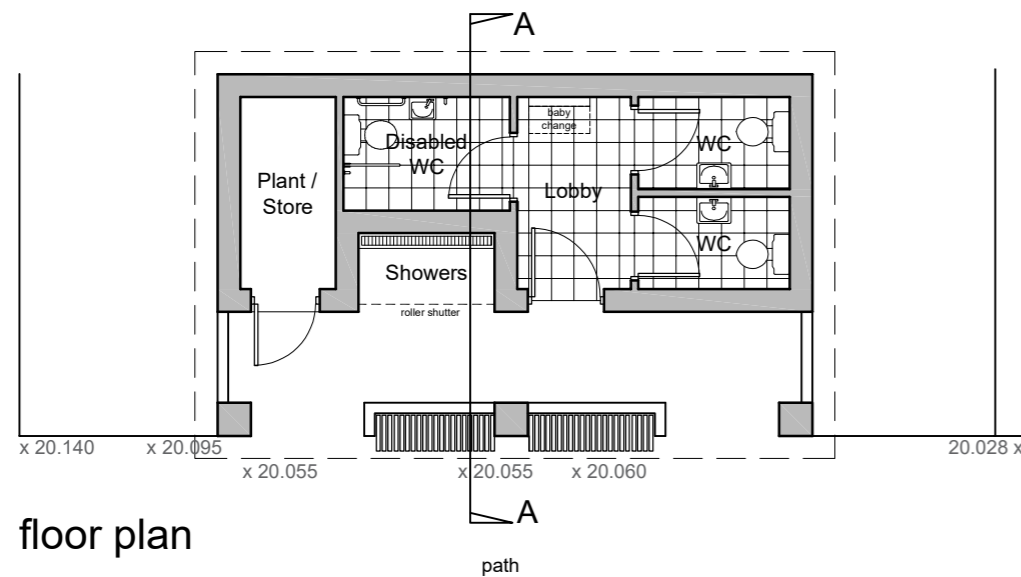


front elevation (facing beach)

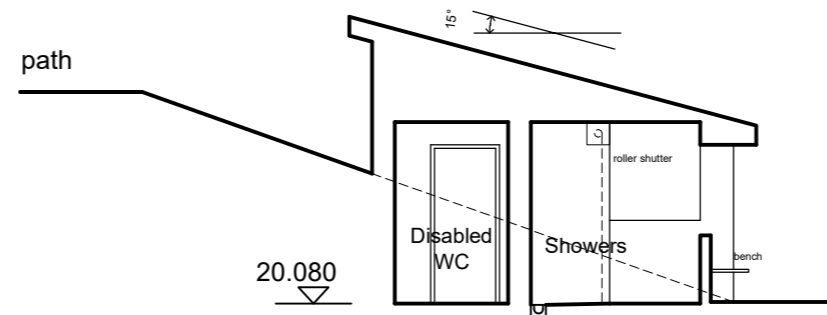


side elevations

site plan



floor plan



section A-A

rev date

project title  
 PROPOSED PUBLIC TOILET AND SHOWER BLOCK  
 AT SEAFRONT WALKWAY, CHAPEL BEACH,  
 PORT ST. MARY  
 FOR PORT ST. MARY COMMISSIONERS

drawing title  
 PROPOSED SITE PLAN, FLOOR PLAN,  
 ELEVATIONS AND SECTION

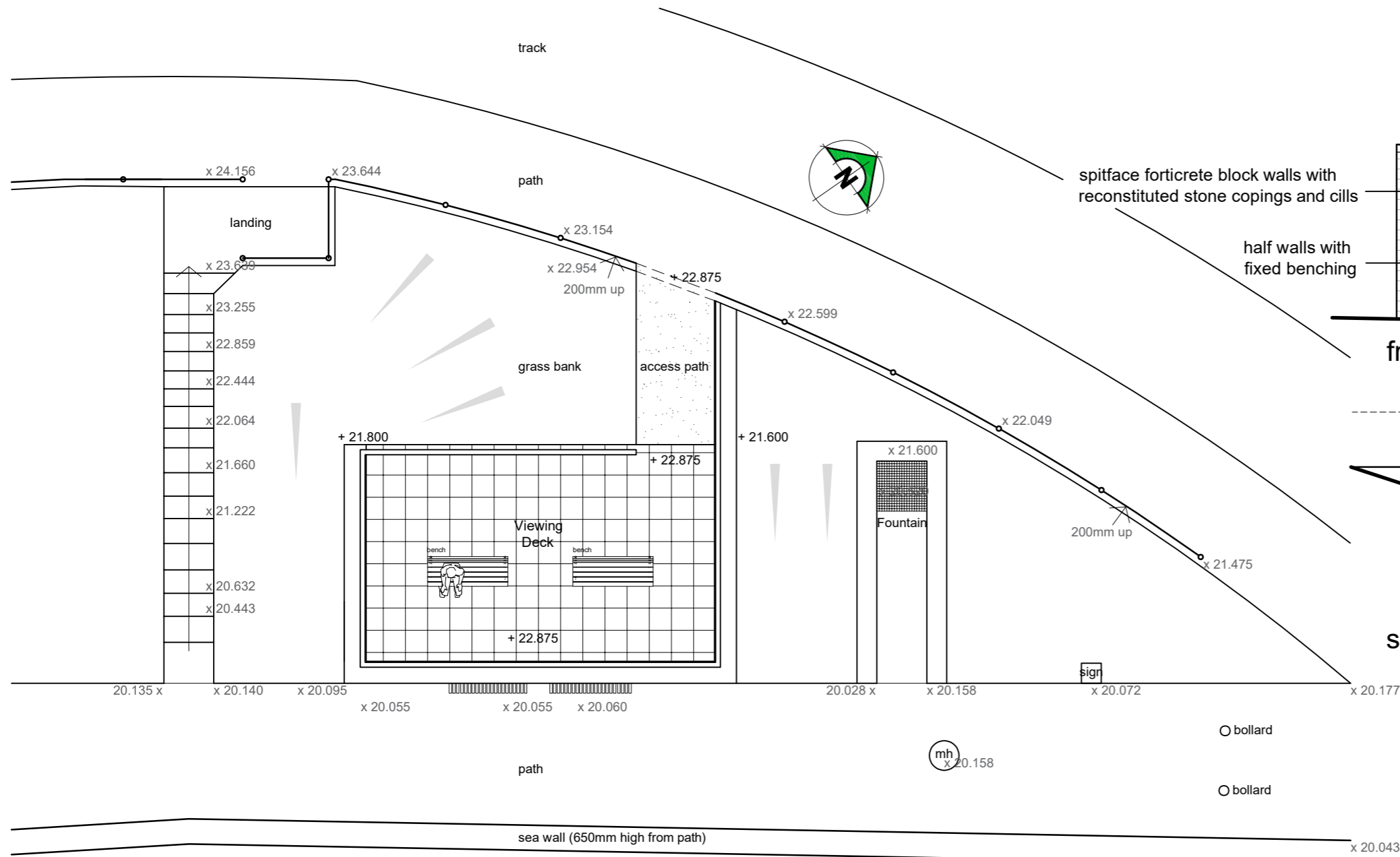
**OPTION 1**

**McGarrigle architects**  
 architects and urban designers  
 19 Mount Havelock Douglas Isle of Man IM1 2QG  
 tel. (01624)628141  
 email. info@mcgarrigle-architects.com  
 web. www.mcgarrigle-architects.com

scale 1:100 @A3	date Nov 2023	drn by fd	chkd by AL
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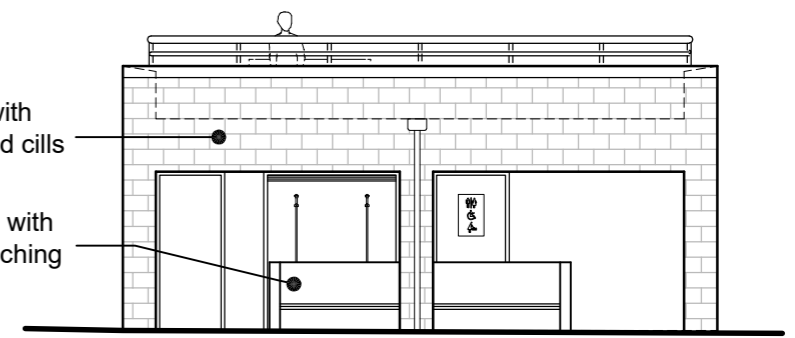
client no <b>1892</b>	job no <b>05</b>	drg no <b>SK01</b>	rev
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notes  
 copyright © 2023 McGarrigle Architects Ltd  
 1 contractors must verify dimension before commencing shop or site work.  
 2 written dimensions to be taken in preference to scaled dimensions.

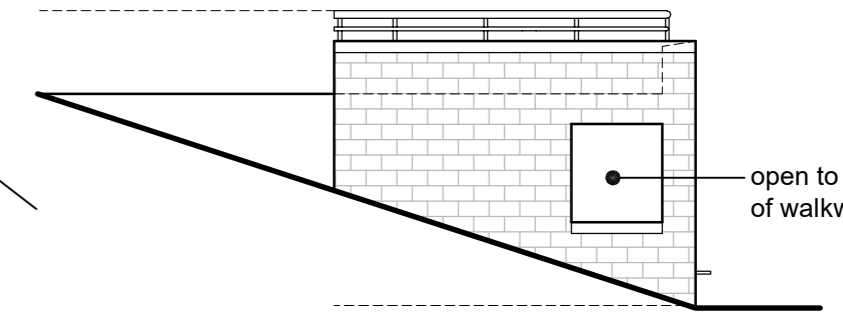


spitface forticrete block walls with reconstituted stone copings and cills

half walls with fixed benching



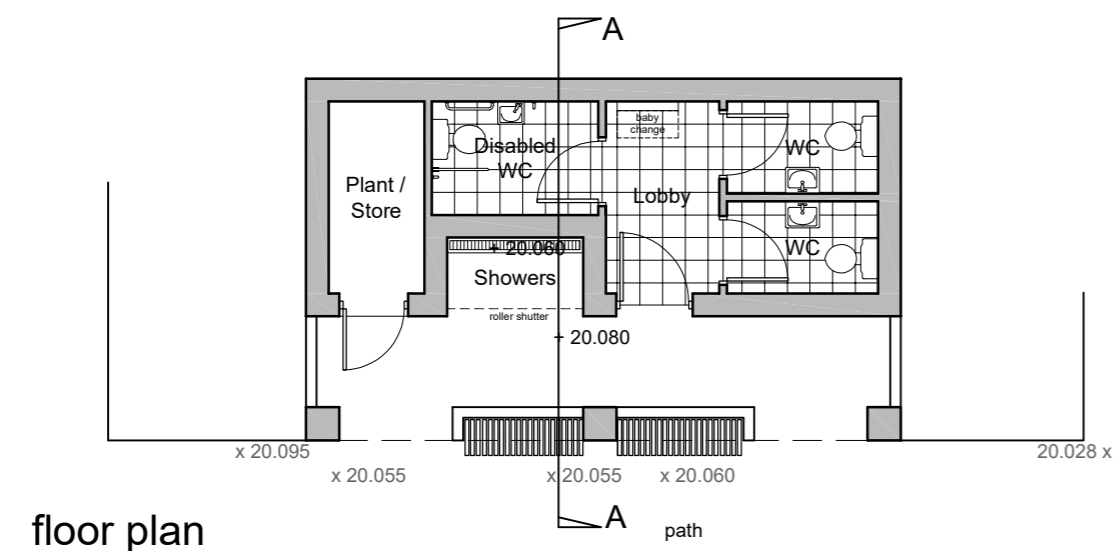
front elevation (facing beach)



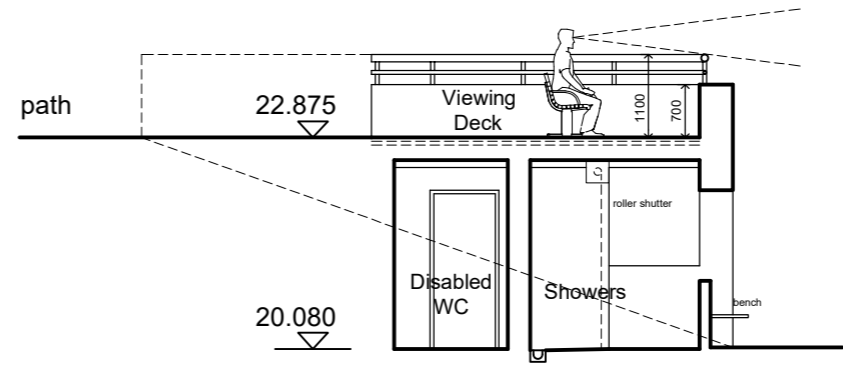
side elevation

open to ends of walkway

site plan



floor plan



section A-A

rev	date
project title	
PROPOSED PUBLIC TOILET AND SHOWER BLOCK	
AT SEAFRONT WALKWAY, CHAPEL BEACH, PORT ST. MARY	
FOR PORT ST. MARY COMMISSIONERS	

drawing title
PROPOSED SITE PLAN, FLOOR PLAN, ELEVATIONS AND SECTION
<b>OPTION 2</b>

**McGarrigle architects**  
 architects and urban designers  
 19 Mount Havelock Douglas Isle of Man IM1 2QG  
 tel. (01624)628141  
 email. info@mcgarrigle-architects.com  
 web. www.mcgarrigle-architects.com

scale	date	drn by	chkd by
1:100 @A3	Oct. 2023	fd	AL
client no	job no	drg no	rev
1892	05	SK10	

**Housing Officer's Report to Port St Mary Commissioners  
27<sup>th</sup> November 2024**

<b>Subject</b>	<b>Information</b>
<b>October Summary of Housing Works &amp; Repairs</b>	<ul style="list-style-type: none"> <li>• 1 Responsive repair was carried out by DLO in October.</li> </ul> <p>15 responsive repairs were carried out by contractors in October:</p> <ul style="list-style-type: none"> <li>• 4 Boiler related issues</li> <li>• 8 Plumbing repairs</li> <li>• 1 Electrical issue</li> <li>• 2 Window/Door repairs</li> </ul> <p>Additionally, to alleviate damp issues, the cavity wall insulation was removed in one property and damp specialists inspected another property.</p>
<b>Void Properties</b>	No properties were handed back in October.
<b>October Allocations</b>	There were no vacant properties for allocation in October
<b>Fixed Term &amp; Annual Tenancies</b>	Following review and inspection, three tenants had their trial first-year tenancies renewed for a further four years.
<b>Southern Shared Housing Waiting List</b>	<ul style="list-style-type: none"> <li>• Three applications were processed at this office in October.</li> <li>• There are currently 152 applicants on the waiting list.</li> <li>• 25 applicants have selected Port St Mary in their area choices, 14 have chosen 'all Island' and 48 have selected 'all South'.</li> </ul>
<b>Transfer Waiting List</b>	<ol style="list-style-type: none"> <li>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>)</li> <li>2. One tenant in a three-bed house needs to transfer to a level access property.</li> <li>3. One family currently housed by another authority wishes to transfer to a three-bed house in PSM for health/welfare reasons.</li> <li>4. One tenant in a three-bed house wishes to downsize.</li> <li>5. One tenant in a two-bed ground floor flat wishes to transfer to another area.</li> <li>6. A tenant with another housing authority wishes to transfer to a bungalow in PSM for welfare reasons.</li> </ol>
<b>Summary of Housing Data</b>	Attached

**Tenancy Arrears Report for the November 2024 Meeting**

**Week 33 2024/25 commencing 11 November 2024**

**Management Summary**

Unpaid rents have decreased in the period from £25,404.43 in October to £25,180.46 in November, a decrease of £223.97 or 0.88%. 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 in the year to date. A detailed analysis of rents follows.

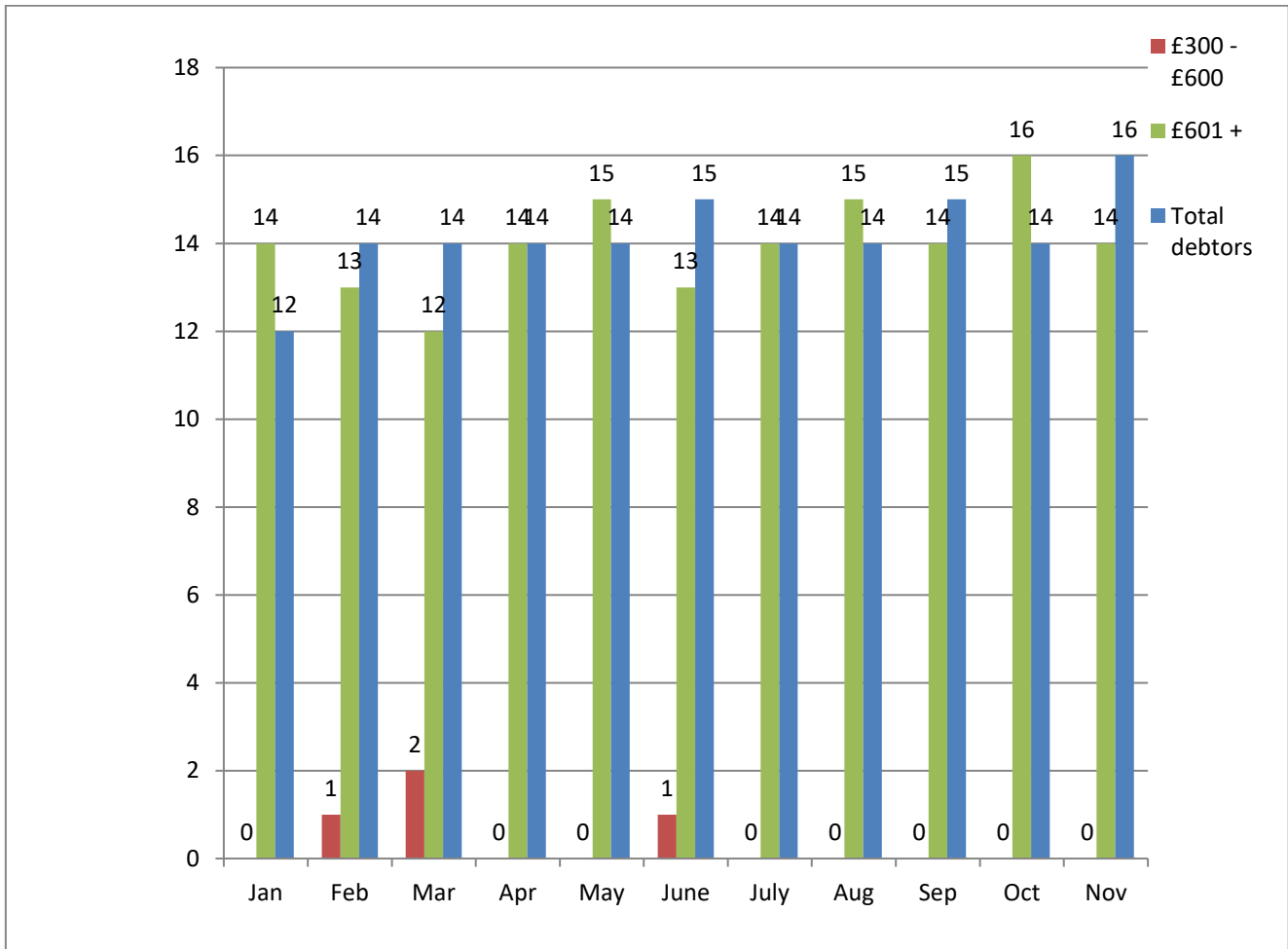
The **first graph** shows the rent arrears by sector over the last 12 months. As in previous months, all arrears are housing related:



**Tenancy Arrears Report for the November 2024 Meeting**  
**Week 33 2024/25 commencing 11 November 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 14<sup>th</sup> September 2020. The finance officer instructed the then tenant to make payments no later than the 23<sup>rd</sup> of each month, but the now former tenant defaulted on the court order. The party has been written to and advised that small claims proceedings will commence unless a payment plan is agreed and adhered to,

however, a reply hasn't been received. Small claims paperwork has been prepared and will be submitted soon.

**Tenant 2 – Arrears £863.34 (previous tenant)**

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

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

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

**Controlled Debt**

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

**Tenant 4 – Arrears £1,642.72 (no movement 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 with £50 expected later this month.

**Tenant 5 – Arrears £2,948.15 (increased by £29.90 since the previous report)**

The tenant had been paying rent weekly and working to reduce arrears. The DHSS were also 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, but was spoken to by the finance officer and the tenant has submitted a letter of explanation to the Board with a promise to arrange a new payment plan which will include taking out a loan to clear the bulk of their arrears.

**Tenant 6 – Arrears £3,563.76 (increased by £429.20 since the previous report)**

The tenant was making regular payments in excess of their monthly rent and a monthly payment is due around the 25<sup>th</sup> of the month, however the June payment didn't arrive, the July payment was insufficient and the August payment hasn't been made with an insufficient September payment arriving on the 2 October. The tenant had promised to pay £550 in August then £650 per month thereafter until arrears are cleared. The housing officer has sent the tenant a notice to quit the premises and is now liaising with the tenant. A payment is expected later in the month.

**Tenant 7 – Arrears £1,114.24 (increased by £132.30 since the previous report)**

The tenant is not adhering to their payment plan and they are only paying rent without reducing arrears. In the last month the housing officer has been advised that the tenant's partner has changed job and rent payments will resume when they get paid.

**Tenant 8 – Arrears £927.78 (no movement since the previous report)**

The former tenant is now in a residential home and the family are paying down the arrears in instalments with another payment due.

**Tenant 9 – Arrears £4,023.81 (increased by £420.20 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, would allow them to cover their rent. The tenant has been written to previously with a firmer letter sent last month and has agreed to a new payment plan but is yet to adhere to it. The housing officer has written a stern letter to the tenant inviting them to a meeting.

**Tenant 10 – Arrears £1,962.84 (decreased by £104.35 since the previous report)**

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

**Tenant 11 – Arrears £1,280.15 (no movement since the previous report)**

The tenant had left their employment and has to wait six weeks for benefits, however, they are paying their monthly rent with several payments due this month. The tenant will be returning to work soon, but the DHSS have yet to pay the tenant's rent. A payment plan has been agreed with the tenant who will pay an extra £50 per month.

**Tenant 12 – Arrears £932.72 (increased by £35.65 since the previous report)**

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

**Tenant 13 – Arrears £865.44 (increased by £224.90 since the last report)**

The tenant has been written to. Several payments are due in the month.

**Tenant 14 – Arrears £847.93 (decreased by £49.30 since the last report)**

The tenant is adhering to their payment plan.

**Two tenants have been removed from the report.**

## **PORT ST MARY COMMISSIONERS**

### **PLANNING MATTERS**

#### **9.1 Planning Applications**

9.1.1 24/91224/B – 1 Creggan Moar for alterations and conversion of existing garage to home office. (Retrospective)

9.1.2 24/91229/B – Almorah, Fistard Road for conversion of garage to living space.

9.1.3 24/91213/B – The Old Bakehouse, Athol Street for replacement of a rooflight and dormer to the front elevation with 2 no. proposed dormers and extension of a rear dormer.

9.1.4 24/91129/B – Sunny Crest, Lime Street for installation of replacement windows to front elevation.

9.1.5 24/91183/B – Middle Apartment, Endfield House, The Promenade for replacement of existing UPVC front doors with hardwood timber single door with side-lights.

9.1.6 24/91198/B – Loen, Fistard Road for installation of replacement roof covering.

9.1.7 24/91256/B – Rhenwyllan Cottage, Beach Road for demolition of rear extension and erection of replacement rear extension.

#### **9.2 Planning Approvals**

9.2.1 24/91066/B – Avoca, 7 Primrose Terrace for installation of replacement windows.

9.2.2 24/91068/B – 23 Perwick Road to replace existing rear conservatory with an extension and realign existing retaining wall.

9.2.3 24/00738/B – Tides Reach, Beach Road for extension and conversion works to existing garage, additional use as tourist accommodation.

9.2.4 24/91043/B – Manesca Building, The Quay for siting of steel shipping container for the storage of shellfish.



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

<b>2024/25 Meeting &amp; Events Dates</b>	
29 <sup>th</sup> November 2024	Christmas light switch on at Kellas 3.30pm
5 <sup>th</sup> December 2024	PSM Christmas Market 5-8pm
10 <sup>th</sup> December 2024	Carol Service at St Marys Church 7.30pm
11 <sup>th</sup> December 2024	Board meeting
14 <sup>th</sup> December 2024	Willow lantern making workshop 10 - 4pm – Town Hall
22 <sup>nd</sup> January 2025	Board meeting
26 <sup>th</sup> February 2025	Board meeting
26 <sup>th</sup> March 2025	Board meeting
23 <sup>rd</sup> April 2025	Board meeting
24 <sup>th</sup> April 2025	<b>Local Authority Elections</b>

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

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING**

**27<sup>TH</sup> NOVEMBER 2024**

**AGENDA – PRIVATE SESSION**

Item Number	Item	Action Required
<b>1.</b>	<b>MINUTES</b>	
	<b>Four Members who were present are required to approve Minutes</b>	
1.1	Minutes of the Private Meeting held on the 25 <sup>th</sup> September 2024	For Board approval
1.2	Minutes of the Private Meeting held on the 23 <sup>rd</sup> October 2024	For Board approval
<b>2.</b>	<b>MATTERS ARISING</b>	
2.1	Matters arising from previous meetings	Clerk to provide necessary updates
<b>3.</b>	<b>FINANCE</b>	
3.1	Micro-loan paper	For Board discussion
<b>4.</b>	<b>HOUSING - None</b>	
<b>5.</b>	<b>PROJECTS</b>	
5.1	Workshop & Town Hall Reports	Discussion to be had on previously circulated reports.
5.2	Draft General Bye-Laws	For Board discussion
5.3	Draft Street Trader Bye-Laws	For Board discussion
<b>6.</b>	<b>POLICY &amp; RESOURCES</b>	
6.1	Lease updates	For Board discussion & approval

<b>7.</b>	<b>STAFFING</b>	
7.1	Staffing – verbal item	For Board discussion
<b>8.</b>	<b>REPRESENTATIVE CONFIDENTIAL REPORTS</b>	
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
<b>9.</b>	<b>PRIVATE CORRESPONDENCE - None</b>	
<b>10.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

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.’