



## City of Douglas

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**COUNCILLOR MRS NATALIE BYRON-TEARE, JP  
MAYOR**

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City Hall,  
Douglas,  
7<sup>th</sup> February, 2025

Dear Sir or Madam,

You are hereby summoned to attend a MEETING OF THE COUNCIL of the CITY OF DOUGLAS to be held on WEDNESDAY, 12<sup>th</sup> FEBRUARY, 2025, at 2.30 o'clock in the afternoon, in the COUNCIL CHAMBER within the CITY HALL, DOUGLAS for the transaction of the hereinafter mentioned business.

I am,

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kathleen', written in a cursive style.

Town Clerk & Chief Executive

# Order of Agenda

I - Election of a person to preside (if the Mayor is absent).

II - Any statutory business.

III - Approval as a correct record of the minutes of the last regular and any intermediate Meetings of the Council.

IV - Questions of which Notice has been given by Members of the Council, pursuant to Standing Order No. 39.

V - Consideration of the minutes of proceedings of the Council in Committee.

VI - Consideration of the minutes of proceedings of Committees of the Council in the following order:

- (i) The Executive Committee;
- (ii) The Housing and Property Committee;
- (iii) The Pensions Committee;
- (iv) The Standards Committee;
- (v) The Eastern District Civic Amenity Site Joint Committee;
- (vi) Any other Joint Committee;
- (vii) The Regeneration and Community Committee;
- (viii) The Environmental Services Committee;

VIII - Consideration of such communications or petitions and memorials as the Mayor or Chief Executive may desire to lay before Council.

IX - Notices of Motion submitted by Members of the Council in order of their receipt by the Chief Executive.

X - Any Miscellaneous Business of which Notice has been given pursuant to Standing Orders.

The above Order of Agenda is in accordance with Standing Order No. 16(1); under Standing Order No. 16(2) it may be varied by the Council to give precedence to any business of a special urgency, but such variation shall not displace business under I and II.

# AGENDA

III – Chief Executive to read minutes of the Council Meeting held on Wednesday, 8<sup>th</sup> January 2025 and the Special Council (Rate) meeting held on Friday, 31<sup>st</sup> January 2025.

VI(i) - The proceedings of the EXECUTIVE COMMITTEE as follows:

## EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Thursday, 23<sup>rd</sup> January, 2025.

Members Present: Councillor Mrs C.L. Wells (Chair), the Mayor, Mr Councillor A.J. Bentley, Mr Councillor I.J.G. Clague, Mr Councillor D.R. Watson (from 3.00pm until 4.25pm), Mr Councillor F. Horning.

In Attendance: Chief Executive (Miss K.J. Rice), Director of Finance (Mr A.J.T. Boyd), Director of Environment and Regeneration (Mrs D. Eynon), Director of Housing and Property (Mr D. Looney), Assistant Chief Officer (Regeneration) (Mr C. Pycroft) (Clauses A8 and A9), Assistant Chief Officer (Project) (Mr E.P. Pierce) (Clause C20), Democratic Services Officer (Mrs D. Atkinson) (Clauses A10 and C19), Head of Digital and Information Services (Mr D. Yates) (Clause A11), Executive Officer (Mrs J.M. Keig) (taking minutes).

### REPORT

#### **PART A –**

#### ***Matters within the scope of the Executive Committee's delegated authority***

##### **A1. Apologies for Absence**

There were no apologies for absence.

##### **A2. Declarations of Interest**

There were no declarations of interest.

##### **A3. Minutes**

The minutes of the meeting held on Wednesday 18<sup>th</sup> December 2024 were approved and signed.

##### **A4. Matters Arising from Previous Minutes**

There were no matters arising from the previous minutes.

##### **A5. Referrals from the Environmental Services Committee**

There were no referrals from the minutes of the Environmental Services Committee meeting held on Monday 13<sup>th</sup> January 2025.

##### **A6. Referrals from the Regeneration and Community Committee**

There were no referrals from the minutes of the Regeneration and Community Committee meeting held on Tuesday 14<sup>th</sup> January 2025.

##### **A7. Referrals from the Housing and Property Committee**

There were no referrals from the minutes of the Housing and Property Committee meeting held on Wednesday 15<sup>th</sup> January 2025.

##### **A8. Douglas Promenade – Proposed Designs for Marine Gardens No. 4 and No. 5, and the Queen's Promenade Gardens**

The Committee considered a written report by the Assistant Chief Officer (Regeneration) seeking approval for the proposed designs for Marine Gardens No. 4 and No. 5 and the Queen's Promenade Gardens.

At its meeting in September 2024, the Committee had considered the results of the second public and stakeholder consultation exercise in relation to design concepts for Marine Gardens No. 4 and No. 5 and the Queen's Promenade Gardens, and officers had accordingly been requested to work the concept proposals up into detailed designs, which were now presented for approval.

The Officer Project Team had met to review the drawings, and the following observations were particularly noted:

- There was no sound business case to demolish and rebuild the kiosk building in Garden No. 4 (or replace it with pop-up units), and it was therefore proposed that the Housing and Property Department should progress works to repair the damaged roof and undertake internal improvements (within existing budgets) outside of the playground project. The playground project would however include the relaying of the stone paving slabs around the kiosk, including underneath the shelter;
- The cost estimate showed Marine Gardens No. 4 and No. 5 coming in slightly under budget, but the Queen's Promenade Gardens project was considerably over budget. It had therefore been proposed that the client contingency sum be reduced in order to reduce the budget shortfall to £70,000. (It was recalled that this had accordingly been approved at the Special Executive Committee Budget Meeting on 16<sup>th</sup> January 2025, and would be considered at the Special Rate-Setting Council Meeting on 31<sup>st</sup> January 2025 accordingly.)

If the designs were approved, Section 25 petition approval, planning consent, and building control approval would be required in advance of delivery of the scheme.

Resolved, "(i) That particulars of the report be noted on the minutes;

- (ii) That the designs for Marine Gardens No. 4 and No. 5 and the Queen's Promenade Gardens be approved;
- (iii) That the approval to increase the capital project sum from £1,400,000 to £1,470,000 and to amend the Capital Programme for 2025 / 2026 be re-affirmed; and
- (iv) That authority be given for the submission of a planning application for the scheme accordingly."

#### **A9. Queen's Promenade – Proposal for Commercial Sauna and Spa**

The Committee considered a written report by the Assistant Chief Officer (Regeneration) seeking in-principle approval for the development of proposals for a commercial sauna and spa on Queen's Promenade.

The proprietor of the Kishtey Cheh Sauna and Spa in Port Erin had initially approached the Council in August 2023, expressing an interest in setting up a similar spa on the Queen's Promenade in Douglas. The proposal had not progressed at that stage as the Kishtey Cheh Team had decided to focus on the Port Erin scheme, but now that scheme was progressing there had been a request to revisit the idea of setting up a spa in Douglas.

The inclusion of a sauna and spa in the wider Queen's Promenade Gardens scheme could be beneficial in attracting visitors to that area throughout the year. It was however considered important to keep the spa project separate from the main Queen's Promenade Gardens scheme (apart from design) in order that any planning issues affecting the spa did not affect the main project.

It was recommended that the Council's Landscape Architects for the Queen's Promenade Gardens project (ERZ Studio) be involved, in proposing the exact location for the spa and the design, to ensure that it fitted in with the wider scheme.

It was additionally recommended that support for the principle be conditional upon the proprietor of Kishtey Cheh engaging ERZ Studio (as a separate contract to that between the Council and the Landscape Architects) to develop proposals for the submission of a planning application and detailed approval by the Council. The detailed approval stage would also involve agreeing heads of terms for the occupation of the site.

It was noted that the Council's planning application for the Queen's Promenade Gardens scheme would be submitted in advance of the planning application for the sauna and spa, but that the drawings could include the potential for a separate application for the sauna and spa to be submitted. It was proposed that the application for the sauna and spa be secured prior to final consideration by the Council.

Resolved, "(i) That particulars of the report be noted on the minutes;

- (ii) That the proposal for a commercial sauna and spa be approved in principle, conditional upon detailed proposals being prepared by ERZ Studios (the Council's Landscape Architects for the Queen's Promenade Gardens) as part of a separate contract between ERZ Studios and the proprietor of the Kishtey Cheh Sauna and Spa; and
- (iii) That detailed proposals and heads of terms for occupation of the project site be subject to further consideration, following receipt of planning consent for both the Queen's Promenade Gardens project and the Kishtey Cheh project."

#### A10. **Consultation Document – Elections (Keys and Local Authorities) (Amendment) Bill 2024**

The Committee considered a joint written report by the Assistant Chief Officer (Democratic Services) and the Democratic Services Officer in relation to a consultation document issued under Section 68 of the Local Government Act 1985.

The Isle of Man Government's Crown and Elections Team was seeking views on the draft Elections (Keys and Local Authorities) (Amendment) Bill 2024, which it was intended would fulfil several objectives:

- Correct issues identified within the Elections (Keys and Local Authorities) Act 2020;
- Update elements of the Act to reflect current best practice; and
- Apply new initiatives recommended to and approved by Tynwald.

The need to improve electoral transparency and boost electoral turnout was particularly referenced, together with the need to consider the possibilities of safe and secure electronic voting in the future. Members also discussed automatic voter registration, it being suggested that anyone living in the Isle of Man for at least one year should automatically be registered to vote.

It was noted that the Council's Working Group had met to discuss the proposed response to the consultation, which was scheduled to close on 29<sup>th</sup> January 2025.

Resolved, "(i) That particulars of the report be noted on the minutes; and

- (ii) That the proposed response, as appended to the report, be approved for submission as the Council's response, subject to the following additional comment being included:
- That the Council would like to encourage the introduction of automatic voter registration."

#### A11. **CCTV Performance Report**

The Committee considered a written report by the Head of Digital and Information Services setting out the six-monthly update in relation to CCTV usage, enhancements, and changes for the period 1<sup>st</sup> July 2024 to 31<sup>st</sup> December 2024.

Intelligence provided by CCTV was used for the prevention of crime and as evidence in cases. It was noted that the information contained within the report could be subject to court proceedings and had to remain private; and that it was not possible to report on the final outcome of cases due to the confidential legal nature of the court procedure.

Discussion took place regarding the proposed funding of additional cameras via the Isle of Man Constabulary's access to the Seized Asset Fund. Members were advised that it had not been possible to progress this proposal due to the Constabulary's internal data protection issues, however, it was agreed that an attempt should be made to meet with the Chief Constable at which, if arranged, the Leader of the Council would endeavour to attend.

Resolved, "(i) That particulars of the report be noted on the minutes;

- (ii) That the progress report for 1<sup>st</sup> July 2024 to 31<sup>st</sup> December 2024 be accepted, and that the Council's on-going commitment to the use of CCTV be supported; and
- (iii) That an attempt be made to arrange a meeting with the Chief Constable to further discuss the proposed funding of additional cameras via the Isle of Man Constabulary's Seized Asset Fund."

#### A12. **Letters Patent Display Cabinet**

The Committee considered a joint written report by the Chief Executive and the Director of Housing and Property in relation to the location of the Letters Patent display case.

A Letters Patent was a formal legal instrument issued by the monarch (or the government acting in the monarch's name), granting rights, titles, or privileges to an individual or organisation. The document was presented on vellum (typically made from specially-treated calfskin suited for writing or printing) and, although durable, the vellum required appropriate storage conditions to protect it from environmental damage and to preserve it for the future.

The Letters Patent issued to the Council by Her Late Majesty Queen Elizabeth II confirmed the granting of City Status to Douglas. It was a significant asset of the Council, and a historically important document for the future that demanded careful protection to ensure its preservation for future generations.

Given the importance of the Letters Patent, officers had consulted with the Manx Museum and had been provided with expert advice by an archivist specialising in the preservation of documents on how to meet preservation requirements, including a visit to the City Hall to look at various locations. The

public display of the document had introduced specific risks, necessitating a specialist casing to provide adequate protection, and, after thorough analysis, the most suitable location had been selected, this being on the first-floor landing outside of the City Hall's most important features – the Council Chamber and the Mayor's Parlour, and the location which posed the least risk based on a number of factors.

Members queried the reasoning behind it being in its present location, and there was considerable discussion about several different locations in City Hall that had also been considered, and how they had all individually been evaluated and the reasons why each of them were not suitable.

This included not displaying the Letters Patent, to completely preserve its integrity and security, but this approach was deemed unsuitable due to the significant public importance of the document, and the broader benefits associated with its public display.

On the basis of the Council needing to protect and preserve the Letters Patent for future generations but still have the document on display, a specialist display case had been procured. It had been delivered, installed, and commissioned by suppliers from Scotland and any relocation would necessitate re-commissioning, incurring additional costs for supplier travel and accommodation.

Resolved, "(i) That particulars of the report be noted on the minutes;

(ii) That the reasons for the location of the Letters Patent display case be accordingly noted; and

(iii) That the Chief Executive be requested to submit a report detailing the funding arrangements for the procurement of the specialist display case."

#### **A13. Monthly Financial Review**

The Committee considered a written report by the Director of Finance setting out details of progress made against Key Performance Indicators for Finance, and other related key financial monitoring information.

The monthly report was required to monitor progress against the Finance Department's Service Plan actions and to meet objectives set out in the 2022 – 2026 Corporate Plan.

Discussion took place in relation to borrowing petitions for amounts of less than £50,000 and advice that had been received from the Local Government Unit at the Department of Infrastructure. It was noted that local authority petition amounts under £50,000 must still be considered under the Local Government Act 1985, however, because the terms of the Agreement for the Local Authorities Long Term Borrowing Scheme with HSBC placed a de-minimis of £50,000 on any borrowings, any such loans would need to be through an alternative borrowing arrangement. It was proposed and seconded that the Council should not make petition application for amounts under £50,000.

Resolved, "(i) That particulars of the report be noted on the minutes, including in particular:-

- The rates collection figure of 95.7% for the April to December 2024 period, which compared well with the target figure of 94.6%, and was almost in line with the previous year's equivalent of 95.9%; and

(ii) That it be agreed that the Council would not make petition applications for amounts of less than £50,000."

#### **A14. Fleet Services – Disposal of Equipment**

The Committee considered a written report by the Head of Fleet Services and Stores detailing a number of small used items of plant and equipment that had been sold in the third quarter of the 2024 / 2025 financial year in accordance with Standing Order 161, 'Disposal of Surplus Property, Materials, etc'.

Resolved, "(i) That particulars of the report be noted on the minutes; and

(ii) That the Schedule of Vehicles and Plant sold, and the income achieved at auction in the sum of £1,935.00 excluding VAT and less auctioneer's commission in the sum of £146.75, giving net income on the day of £1,788.25, also be noted."

#### **A15. Planning Application PA 24/91365/B: Noble's Park – Winners' Enclosure**

The Committee considered a written report by the Dilapidation Enforcement Officer seeking agreement of a response to a planning application for the creation of an additional area of hardstanding at The TT Grandstand.

The application had been submitted by the Motorsport Team on behalf of the Department for Enterprise and was for a small development on Council-owned land situated to the southwest of the main Grandstand building. At present, the winners' enclosure was part hardstanding and part grass, with a kerbstone running through the centre between the two surfaces. The proposed work was to extend the

size of the existing enclosure by the removal of a section of grass, which would then be resurfaced to create additional hardstanding.

It was noted that the application had previously been considered by the Regeneration and Community Committee in October 2023 and agreed by the Council and, as the improvement works would be carried out by the applicant at no cost to the Council, it was recommended that the application be supported.

Resolved, “(i) That particulars of the report be noted on the minutes; and

- (ii) That the Planning Committee be advised that the Council was supportive of the application in respect of Planning Application PA 24/91365/B for the creation of additional hardstanding for the purpose of a winners’ enclosure at an area southwest of the TT Grandstand on Glencrutchery Road, Douglas.”

**A16. Isle of Man Municipal Association**

No documents had been received from the Isle of Man Municipal Association in advance of the meeting.

**A17. Items for Future Report**

The Committee considered a written report by the Chief Executive identifying those issues on which further reports had been requested or which were outstanding, so that Members and officers were aware of them and could monitor progress.

Resolved, “That particulars of the report be noted on the minutes and that it be considered and monitored at each meeting of the Executive Committee.”

**A18. Time and Date of Next Meetings**

The time and date of the next meeting was confirmed as 2.00pm on Thursday 27<sup>th</sup> February 2025.

**PART C –**

***Matters subject to Council approval***

**C19. Code of Conduct for Council Employees and Employee and Councillor Working Relationship Protocol**

The Committee considered a written report by the Assistant Chief Officer (Democratic Services) seeking approval of a revised Code of Conduct for Council Employees and an updated Employee and Councillor Working Relationship Protocol.

It was noted that the Council had adopted the Isle of Man Government and the Environment Corporate Governance Principles and Code of Conduct (Local Authorities) in March 2012, implementing them in April 2012, and that the Employees’ Code of Conduct was incorporated into that document.

In November 2024, the Council had approved a Councillor and Independent Member Code of Conduct and the next step, in order to align with best practice and current legislation, was to update the Code of Conduct for Council Employees and the Employee and Councillor Working Relationship Protocol.

The Code of Conduct for Employees was desirable for the protection of the public and the protection of employees. It provided guidance to assist employees in their day-to-day work and set out the minimum standards of behaviour expected, which would help maintain and improve standards and protect employees from criticism or misunderstanding.

The Employee and Councillor Working Relationship Protocol was intended to set out the working relationship between Councillors and employees of the Council. It related to all aspects of the working environment and provided guidance to ensure the prompt resolution of any difficulties which may arise.

Members reviewed the documents accordingly, and suggested a number of amendments.

Resolved, “(i) That particulars of the report be noted on the minutes; and

- (ii) That subject to the agreed amendments, it be recommended to Council -
- (a) That the revised Code of Conduct for Council Employees be approved and added to Part A of the Council’s Constitution, ‘Councillor and Independent Member Code of Conduct (2024); and
- (b) That Appendix 3, the Employee and Councillor Working Relationship Protocol, be approved to replace Part B in the Council’s Constitution, ‘Protocol for Member / Officer Relations (October 2007).”

**C20. Amendments to Purchasing Financial Regulations**

The Committee considered a written report by the Director of Finance seeking approval for changes to Financial Regulations in relation to purchasing, to take effect when the new financial software went live.

Within the Constitution, the Council had a set of Financial Regulations which formed a key aspect of the Council's system of internal control and corporate governance, and it was the responsibility of the Director of Finance, as the Responsible Financial Officer, to ensure that the Financial Regulations were kept up-to-date, so as to support a robust system of internal control for the Council.

It was noted that the key objective of the project to replace the Council's current financial system (Navision) had been to replace it with a supportable off-the-shelf system. However, it had become clear in the detailed demonstrations provided by the tenderer (TechnologyOne), that the Council's purchase invoice processing process was out of step with current best practice. The current process and a proposed new process were accordingly noted, as were the required changes to the Council's Financial Regulations, which it was recommended be amended to facilitate the implementation of the TechnologyOne software.

Resolved, "(i) That particulars of the report be noted on the minutes; and

(ii) That it be recommended to Council that the revised Financial Regulations be approved for application with effect from the date when the new financial software, TechnologyOne, went live."

The Committee rose at 4.55pm.



VI(ii) - The proceedings of the HOUSING AND PROPERTY COMMITTEE as follows:

# HOUSING AND PROPERTY COMMITTEE

HOUSING AND PROPERTY COMMITTEE – Minutes of Meeting held on Wednesday, 15<sup>th</sup> January, 2025.

Members Present: Mr Councillor D.R. Watson (Chair), the Mayor, Mr Councillor S.R. Crellin, Mr Councillor P.J. Washington, Councillor Ms J. Thommeny.

In Attendance: Director of Housing and Property (Mr D. Looney), Assistant Chief Officer (Housing and Property) (Mr V. Zivave), Assistant Chief Officer (Income) (Mrs C. Pulman), Housing & Property Operations Manager (Mr J. Chatwood), Assistant Chief Officer (Democratic Services) (Mrs L. Radcliffe), Assistant Democratic Services Officer (Mrs C. Maddocks).

## REPORT

### **PART A –**

#### ***Matters delegated to the Committee***

##### **A1. Apologies**

No apologies for absence were received.

##### **A2. Declarations of Interest**

There were no declarations of interest.

##### **A3. Minutes – 12<sup>th</sup> December 2024**

The minutes of the meeting held on Thursday, 12<sup>th</sup> December 2024 were approved and signed.

##### **A4. Matters Arising**

No matters were raised as arising from the previous minutes.

##### **A5. Vacant Properties Update**

The Committee considered the monthly report submitted by the Assistant Housing Manager (Maintenance) to update on the number of vacant social housing properties.

Appended to the officer's report was a summary chart showing the number of properties returned in each month, details of the category repair type for each property, together with the number of void properties in each estate.

The report advised that there are currently sixty-four vacant properties, of which seventeen are active. The remaining forty-seven properties are deferred as they require refurbishment works.

Members were further advised that the Council had recently secured petition approval to carry out refurbishment works on seventy void properties. The Council is presently working with Maclo Construction Limited under a void's framework agreement, which expires in June 2025.

The Assistant Chief Officer (Housing and Property) advised Members that a tender will be issued for the majority of the void refurbishment works. However, to expedite the return of some properties to the housing stock and mitigate accumulating rent loss, it was recommended that certain properties be allocated for immediate refurbishment using funds from the approved capital petition.

Allocating refurbishment work from the capital petition approval will address the urgent need to reduce rent loss, provide value for money, and ensure the timely availability of housing stock.

Resolved, "That the particulars of the report and discussion be noted in the minutes.

(i) That the allocation of void works, from the seventy void property refurbishment capital petition, to the existing voids contractor, Maclo Construction Limited, until the end of the financial year, be approved; and

(ii) That the number of vacant properties be noted in the minutes."

##### **A6. Willaston Apartment Complex Naming Proposal**

The Committee considered a report submitted by the Director of Housing and Property, seeking name proposals from Committee Members for the new Willaston Apartment Complex.

The Council is currently constructing a high-specification, energy-efficient building comprising forty-eight two-bedroom apartments within the Willaston Estate. In line with tradition, new Council buildings are typically named after individuals who have made significant contributions to the City of Douglas and maintain strong historical links with the Council.

As part of this initiative, it is proposed that a commemorative information board be installed near the building's entrance to honour the individual for whom the building is named. Council officers will engage with the individual's family, where appropriate, or liaise with relevant organisations to ensure their involvement. The coordination of the official opening ceremony, which will include dignitaries, is planned for a date closer to the handover to tenants later in 2025.

The Chair invited Members to propose potential names for the building, and two suggestions were put forward for consideration:

1. **Samuel Webb** – Recognised for his links to Willaston, with the understanding that he donated the land on which the new complex is being constructed.
2. **James Brown** – Noted for his pivotal role in transforming democracy within local Government, having a direct positive impact on the City, the then Town, and empowering Douglas Town Commissioners in the 19<sup>th</sup> century enabling growth.

The Committee discussed the merits of both suggestions and agreed that further research should be conducted to verify the contributions of the proposed individuals. Council officers were tasked with fact-checking the historical significance of both Samuel Webb and James Brown and presenting their findings to the Committee.

In addition, the Chair recommended that all Council Members be consulted before the final determination is made.

Resolved, "That particulars of the report and discussion be noted on the minutes;

- (i) That officers be authorised to fact-check the historical significance of both Samuel Webb and James Brown and the findings of the research be sent to all Members of Council to gather their views;
- (ii) That the item be deferred to the February 2025 Committee meeting, at which time the Committee will have both the findings of the research and the views of all Council Members."

#### A7. **Improvements to rent collection process**

The Committee considered a report submitted by the Director of Housing and Property, proposing the standardisation of the rent collection process over the full financial year. This change aims to simplify the system by collecting rent over 52 weeks as opposed to the current 50-week schedule, which includes two non-collection weeks in late December.

Currently, tenants pay for 52 rent weeks over a 50-week period, resulting in higher weekly payments to account for the two non-collection weeks. This practice likely originated during a time when rent had to be collected in person, and collection was not feasible during the festive closure of the Town Hall. However, tenants now benefit from a wide range of payment options, including online payments, direct debit, standing orders, phone payments, and government direct pay.

Members were advised that over 60% of tenants already pay their rent over 52 weeks due to the nature of their payment methods, including rent payments received directly from Isle of Man Government Social Security on behalf of the tenants which does not align with the current 50-week schedule, these tenants essentially run in arrears from April until December, until their payments over the two non-collection weeks settle their outstanding balance. This creates unnecessary confusion and an unfair perception of non-compliance, despite timely payments.

The proposal to transition to a 52-week rent collection schedule will, simplify the payment process and eliminate misunderstandings, enhance tenant relations by aligning rent collection with modern payment practices, reduce and address challenges in arrears management and the complexities of the current system. If rent is paid over 52 weeks, weekly rental amounts will be lower than if continuing to pay over 50 weeks.

If approved, the change will take effect at the beginning of the new financial year in April 2025. The Council's Housing Management System (CIVICA) will be updated and tested to incorporate this adjustment. Importantly, tenants will retain all existing payment options, with payments recalculated over 52 weeks. Those wishing to take a "payment holiday" can do so by paying more than their calculated rent. The new rent letters will clearly explain this option.

Members acknowledged the primary challenge would be mitigating misunderstandings, as tenants may perceive they are being charged for weeks previously exempt. To ensure a smooth transition, a comprehensive communication strategy will be implemented, including:

1. **Information Leaflet:** A clear and concise leaflet explaining the changes, comparing old and new payment cycles, and outlining flexible payment options.
2. **Staff Training:** Housing staff will receive thorough training to address tenant concerns and provide clear guidance on payment options.
3. **Media Release:** Early communication via media in February 2025 will explain the changes and link to the information leaflet.
4. **Rent Letter:** The updated rent letter will provide a detailed explanation of the new system and available options.

By implementing these changes, the Council aims to modernise rent collection, simplify tenant payments, and improve overall satisfaction.

Resolved, "That particulars of the report and discussion be noted on the minutes;

- (i) That a 52-week (12-month) rent collection period for all tenants be approved, replacing the current 50-week collection period, commencing on Monday 7<sup>th</sup> April, 2025;
- (ii) That the current two fixed non-collection weeks in December be removed; and
- (iii) The option of rent payment breaks be introduced for those tenants who are in a sufficient positive balance."

#### A8. **Items for Future Consideration**

The Committee noted the monthly report and schedule setting out items which will be brought forward for consideration to future meetings.

Resolved, "That particulars of the report and schedule be noted on the minutes."

#### A9. **Date and Time of Next Meeting**

Members were advised that the next monthly meeting was scheduled to take place at 10.00am on Wednesday, 19<sup>th</sup> February 2025.

Resolved, "That the date and time of the next meeting be noted on the minutes."

The meeting ended at 11.17am.

VI(v) - The proceedings of the EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE as follows:

# EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE

EASTERN DISTRICT CIVIC AMENITY SITE JOINT COMMITTEE – Minutes of Special Meeting held on Wednesday, 8<sup>th</sup> January, 2025.

Members Present: Mr D. Quirk (Onchan) (Chair), Councillor Ms J. Thommeny (Douglas), Mrs A. Davidson (Santon), Mr N. Mellon (Braddan).

In Attendance: Mrs D. Eynon (Douglas), Mr J.C. Whiteway (Braddan), Mr R. Phillips (Onchan) from 09:45, Mr A. Crook (Contractor), Mr M. Quayle (Douglas), Mrs L. Radcliffe (Douglas, taking notes).

Apologies: Mr T. Kenyon (Garff).

## REPORT

### ***PART B –***

#### ***Matters requiring approval by the relevant Authorities***

##### **B1. New Fees and Charges Schedule for WEEE**

The Director of Environment and Regeneration (Douglas) informed Committee that Constituent Authorities were advised of formal notification of Middle Park Recycling's (MPR) appointment as the WEEE contractor by email on 24<sup>th</sup> December 2024 and again on 31<sup>st</sup> December 2024 by the Contract Administrator.

The winning tender included a new set of charges for hazardous WEEE and a blanket charge for all other WEEE at £490 + VAT per tonne. The announcement's timing during the Christmas break has not enabled any of the civic amenity sites to carry out proper due diligence, agree standardised charges or implement a consistent approach towards processing, with the likely result being disparities between the sites.

In the absence of any definitive responses and because of the timing of the announcement from the Waste Management Unit when the majority of Local Authorities had closed offices for the Christmas and New Year period and were operating with a skeleton staff, it was determined to initially charge the option 1 rates because Local Authorities do not have the vires to make a loss (which would have occurred if the old prices had continued to be charged) and neither Contractor nor Administrator has the authority to refuse items onto site until a charging mechanism has been agreed. Furthermore option 2, would mean committing the Committee to additional resources costs without authority, albeit this also applies to option 1, to a lesser extent. Therefore, an executive decision was made to implement the new charges from 2<sup>nd</sup> January 2025 rounded up to cover card charges and handling on site which has been the protocol in the past. Following question by the Chair, none of the constituent authorities dissented to the action taken to date by the Contract Administrator and thanked officers for the work that had gone into resolving a difficult situation not of the contract administrator or contractor's making.

The Committee was briefed of the implications of the new WEEE contract by the Contractor, and the contractor recommendations in relation to a charging structure to cover the cost of disposal.

In October, the DOI sought tenders for the collection, storage, and export for recycling of waste electrical and electronic equipment (WEEE) and household batteries. The new contract, which is to run from 1<sup>st</sup> January 2025 to 31<sup>st</sup> October 2026, differs from the previous contracts in that it now includes all WEEE (Waste Electrical and Electronic Equipment Regulations 2013), whereas before it only applied to 'hazardous WEEE' e.g. batteries, fridges, freezers, laptops, TV'S and PC monitors.

The reason the legislation is impacting the Island is due to the UK enforcing the 2013 regulations, so that all WEEE must be separated from scrap in transportation i.e. they must be accompanied by a Waste Transfrontier Shipment of waste and the local waste processor must be licensed to store, process and export in their respective waste categories, whereas this only applied to hazardous WEEE previously. Thus, waste that doesn't need to be transported is not affected e.g. a plastic hairdryer can go in the EFW as it always has.

For ease of reference the charges are broken down for consideration into two separate parts, namely Hazardous WEEE, which are items householders have always been charged for and secondly all other WEEE, thus: -

The table below shows the charge levied by the Government's new WEEE contractor and the ECAS Contractor's proposed charge to the public, which is rounded up to the nearest £2 to allow for card transaction payments and handling on site. The Contractor is aware that the Western site has published their charges with a £5 uplift to cover administrative costs, however the contractor feels this is excessive and inconsistent with the approach for previous charges which only had a modest uplift. It is also understood that the Northern Site Operator is recommending that the Western's fees are followed, but this is unconfirmed at present, and the Southern Site has not communicated its intention.

**TABLE 1**

Item	New charge to CA site as at 1st Jan 2025	Suggested charge to public incl. admin
standard fridge	£51.60	£53.00
Medium fridge	£69.60	£71.00
large fridge	£126.00	£128.00
Television	£21.60	£23
PC Monitor	£12.00	£14.00
Cost per laptop	£12.00	£14.00
Condensing washer/ dryer*	£51.60	£53.00

\*new item classed as Hazardous WEEE

With regards to all other (non-hazardous) WEEE, this is less straightforward. The contractor is aware that the Government's WEEE contractor intends to levy a charge of £490 + VAT per tonne (£588 p/t). The decision for the Committee is whether the aim is to minimise the cost to the consumer with partial subsidy from the rates or levy the entire cost on the consumer.

The Contractor identified two options as follows: (1) charge for all items over 20kg using approximate weight (see table below) or (2) levy a nominal charge for all items over 20kg, whereby the contractor dismantles the item, so that only the WEEE components are charged at 59p per kg. The table below shows both options:

**TABLE 2**

Item	weight kg	charge per kg	Option 1 charge by kg	Option 2 charge per item
cooker / range / double oven	60	0.59	£35	£20
cooker (free standing)	45	0.59	£27	£20
cooker (built in)	45	0.59	£27	£20
Cooker (mini)	30	0.59	£18	£10
Washing machine	70	0.59	£41	£20
Dishwasher	50	0.59	£30	£20
Tumble dryer	40	0.59	£24	£20
Microwave	20	0.59	£12	£10
Lawnmower	20	0.59	£12	£10
Oil filled Radiator*	10	0.59	£6	£5
Treadmill	50	0.59	£30	£20
Exercise bike/ rowing machine	20	0.59	£12	£10

\*under 20kg exception

Option 1, covers the Government's WEEE contractor costs in full but does not allow anything for administration (taking card payments, dismantling etc.). Option 2 is only economically viable if the Contractor is able\* to dismantle the larger items.

The Contractor does not recommend levying a charge for WEEE under 20kg as this would impact a significant number of CA site users to the detriment of the smooth running of the site, who would end up putting the item in their wheelie bin rather than paying to dispose. It is also worth reiterating the point made by the Head of Environmental Protection, nothing has changed for waste that is staying on the Island, so anything that went to the EFW before can still go there.

In terms of the immediate impact of these changes, unfortunately the data is limited for any meaningful analytical purposes, but following analysis of the amount of larger non-hazardous WEEE that entered the site in the week preceding Christmas day: -

- 87 microwaves
- 43 tumble dryers
- 39 washing machines
- 13 dishwashers
- 28 cooker/ ovens
- 121 vacuum cleaners

Most of the above items are capable of being dismantled which would reduce the £490 per tonne disposal cost, irrespective of who pays, it would enable the Contractor to yield some income from scrap metal, which was a material factor when submitting the tender to operate the site. It would also allow a possible revenue stream from circuit boards (PCB's).

It is also worth noting that the Government WEEE contractor's supply chain is also being consulted, with regards to how they are willing to accept WEEE, this is because Civic Amenity Sites in the UK are not licensed to carryout disassembly, which means everything is transported fully intact. Initial information received is that they will not accept partially dismantled WEEE items, but as long as all electrical/electronic components are stripped out, then there is no issue shipping metal.

A number of business risks were identified with these changes and noted.

**It was agreed:**

1. That the proposed charges for hazardous WEEE as set out in Table 1 are approved.
2. That Option 2, from Table 2 is approved as the Contractors preferred approach, as this will allow the Contractor to reduce disposal costs, enable a small yield from scrap metal and help keep the cost down to the consumer for a trial period of three months and until a report is brought back to Committee. It will however require an additional resource, which is covered in a separate report.

**B2. Staffing Resource Impact following the changes to WEEE Regulations**

The Committee were briefed by the Contractor on the possible implications for staffing on the Civic Amenity Site, following award of the Government's new WEEE contract and to make recommendations.

As part of the Council's tender submission in December 2023 to operate the site, the contract documents specified that a minimum of three operatives would be on site at all times and four operatives on days when skip movements took place i.e. Monday, Wednesday, Friday and Saturdays. This arrangement has enabled the Contractor to meet its contractual obligations but leaves little capacity to carry out other duties, beyond those that formed part of the original contract documents.

The effect of changes to the WEEE regulations means that all electrical and electronic equipment entering the site, that is destined for the UK needs to be separated from other waste streams. In addition, the Isle of Man Government has appointed a new Contractor, responsible for the handling, storage and transportation of WEEE and they have provided a schedule of charges for both items falling in the hazardous WEEE category and all other WEEE.

Charging for hazardous WEEE has been in place for several years and includes fridges, freezers, TV and PC monitors, laptops and a new addition of condensing washer/dryers. At the time of tendering to operate the site, the Council's bid included for handling, including taking payments for these items and therefore they are outside the scope of this report.

The Contractor is concerned with all WEEE other than hazardous WEEE, and primarily those items which are destined for the UK. Historically, larger non-hazardous WEEE such as washing machines, cookers, tumble dryers, dishwashers etc. would simply be placed in the scrap metal skip where the Contractor would yield an income, which was a material factor in the Council's tender bid. However, under the new terms these items can no longer be placed in a metal skip as a whole item.

There are two possible options, firstly the item remains fully intact, and the Government's Contractor dismantles the item at their waste transfer station, before onward shipping the component parts to the UK; or, secondly, the CA site Contractor dismantles the item, and stockpiles the component parts by category e.g. scrap metal, motors, coils/heat exchanger, pumps, switches, control panel, PCB's etc. for either disposal as scrap or collection by the Government's WEEE contractor..

The benefit of Option 1 is that any processing on site is limited to smaller WEEE such as vacuum cleaners, lawn mowers, ride on toys etc. to retrieve components with scrap value. However, the

disadvantage is that the Government's WEEE contractor is entitled to charge the full WEEE rate at £490 per tonne + VAT, which when considering a typical washing machine weighing around 70kg and containing two concrete blocks for ballast, would be an expensive charge for an item that has less than 10kg of electrical/ electronic components within it.

Other disadvantages include the Contractor losing the potential to yield income from scrap metal and other valuable components such as motors (which as mentioned above, was a material factor when preparing the Council's tender bid to operate the site), and the Committee's inability to offset the cost of additional resources and increasing the charge to the consumer. A table showing the quantities of typical items which have been dismantled on the corresponding day as well as the number of items still awaiting dismantling between 17<sup>th</sup> December 2024 and 6<sup>th</sup> January 2025, demonstrated that the site received over 300 of these items and has managed to dismantle approximately 75% to date. This was particularly important prior to 2<sup>nd</sup> January as consumers were not being charged but the Committee will be billed once the new WEEE contractor has collected the items.

Irrespective of which approach is taken, the effect of the change, purely in terms of organising, supervising and administrating is impacting on existing resources.

If Committee were to adopt Option 1 model i.e. no dismantling of large non-hazardous WEEE, then it is estimated that the Contractor would need an additional resource, for the equivalent of four days per week or 32 hours. With this model the Contractor would lose scrap income, and the Committee would need to recover the full cost of disposal with the consumer e.g. washing machine weighing 70kg x 49p +VAT = £41.00. The obvious risk with this, is that levying higher disposal costs on consumers is likely to lead to an increase in fly tipping. The Committee would not recover the cost of the additional resource, unless it opted to increase the consumer charges further.

However, if the Committee were willing to adopt the Contractors preferred solution, which by dismantling those items enables the Contractor to lower disposal costs, yield some scrap income and allows the Committee to levy a nominal charge against the consumer to cover disposal costs and help offset the additional resource costs, then it is estimated that an additional operative procured from G4S would be required for up 53 hours per week. The estimate is based on the additional hours spent dismantling the above items during the monitoring period, with the additional resources temporarily supplied by the Council's cleansing service, an option which is clearly not sustainable.

The table below shows the charging implications for the two options, with Option 2 (last column) showing potential income per item to the Committee to offset the cost of the additional resources.

Item	Option 1			Option 2			
	weight (kg)	WEEE disposal cost @59p per kilo	Recommended charge to customer	weight of WEEE after dismantling	WEEE disposal cost @59p per kilo	Recommended charge to customer	income to offset resource
cooker / range / double oven	60.00	35.40	35.00	10.00	5.90	20.00	14.10
cooker (free standing)	45.00	26.55	27.00	7.50	4.43	20.00	15.58
cooker (built in)	45.00	26.55	27.00	7.50	4.43	20.00	15.58
Cooker (mini)	30.00	17.70	18.00	4.00	2.36	10.00	7.64
washing machine	70.00	41.30	41.00	7.00	4.13	20.00	15.87
Dishwasher	50.00	29.50	30.00	7.00	4.13	20.00	15.87
Tumble dryer	40.00	23.60	24.00	5.00	2.95	20.00	17.05
Microwave	20.00	11.80	12.00	20.00	11.80	10.00	-1.80
Lawnmower	20.00	11.80	12.00	4.00	2.36	10.00	7.64
Oil filled Radiator*	10.00	5.90	6.00	10.00	5.90	6.00	0.10
Treadmill	50.00	29.50	30.00	6.00	3.54	20.00	16.46
Exercise bike/ rowing machine	20.00	11.80	12.00	5.00	2.95	10.00	7.05

Based on the quantities in Table 1, which is over a 20-working day period, the potential income (table 2, last column) would help offset the resource requirement for Option 2.

In addition to manpower, the Contractor has also had to purchase, Tote Bag supports and banding equipment, to meet the new WEEE contractor's collection requirements which the Contractor, will seek to recover from the Committee. The cost to Committee is: -

Option 1 – Agency worker 32hrs per week @£21.00p/h = £672.00

Option 2 – Agency worker 53 hours per week @£21.00p/h = £1,113. offset by surplus from nominal charge after disposal costs are met.

The potential apportioned costs to each Local Authority after the trial period are listed in the Table below.

<b>WEEE CA Site Charges Contractor Costs</b>			
	Contractor	Option 1	Option 2
	1 week	672.00	1,113.00
	52 Weeks	34,944.00	57,876.00
Douglas	62.36%	21,791.09	36,091.48
Onchan	17.67%	6,174.60	10,226.69
Braddan	12.86%	4,493.80	7,442.85
Garff	5.42%	1,893.96	3,136.88
Santon	1.69%	590.55	978.10
		<u>34,944.00</u>	<u>57,876.00</u>

**It was agreed:**

1. That Committee adopt Option 2 approach, which allows for the Contractor to dismantle large non-hazardous WEEE on site, charging the consumer a nominal charge, whilst covering the cost of disposal and helping to offset the cost of additional resources to manage the new obligations for a trial period of 3 months and until a report is brought back to Committee.
2. Any shortfall experienced by the site contractor between income received and cost of undertaking the trial be met by Committee in due course.

The meeting ended at 10.30am.



VI(vii) – The proceedings of the REGENERATION AND COMMUNITY COMMITTEE as follows:

# REGENERATION AND COMMUNITY COMMITTEE

REGENERATION AND COMMUNITY COMMITTEE – Minutes of Meeting held on Tuesday, 14<sup>th</sup> January, 2025.

Members Present: Mr Councillor A.J. Bentley (Chair), the Mayor, Mr Councillor J.E. Skinner, Mr Councillor S.R. Crellin.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Finance) (Mr M. Quayle), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Assistant Chief Officer (Democratic Services) (Mrs L. Radcliffe), Head of Parks (Mrs S. Parkinson), Democratic Services Officer (Mrs D. Atkinson).

## REPORT

### *PART A –*

#### *Matters delegated to the Committee*

##### A1. **Apologies**

Mr Councillor F. Schuengel submitted apologies for absence.

##### A2. **Declarations of Interest**

There were no declarations of interest.

##### A3. **Minutes – 29<sup>th</sup> November 2024**

The minutes of the meeting held on Tuesday, 29<sup>th</sup> November, 2024, were approved and signed.

##### A4. **Matters Arising**

There were no matters arising.

##### A5. **Padel Tennis Proposals**

The Committee considered a report submitted by the Head of Parks seeking approval to consider a proposal to redevelop the existing tennis courts in Noble's Park into a four-court padel tennis centre as Phase 1, with the option to construct a new tennis facility as Phase 2 in the future.

The Head of Parks advised that a company had approached the Council with a proposal for a padel tennis centre. Members had in front of them the proposal, which was split into two phases. Phase 1 involved creating a covered, four-court padel tennis centre on the current tennis court site at Noble's Park and Phase 2 (depending on the success of Phase 1) would create a community hub with a café and changing facilities as well as more courts.

The company is seeking a location to build a high-quality padel tennis centre in an accessible location on the Island with existing leisure or sports facilities. Such a site would utilise current infrastructure such as parking, toilets and changing facilities. In return, the Council would receive a fixed rent and a share of the revenue.

Members were provided with an overview of padel tennis, described as a hybrid of tennis and squash. Padel tennis is played on a padel tennis court which is much like a traditional tennis court, but 25% smaller with glass walls/partitions surrounding it. Example photographs of the courts were provided in the proposal.

Officers clarified that the report aimed to gauge the Committee's initial support for the concept and permission to conduct further research into the proposal, including due diligence on the company. A full report on the feasibility of the project would be brought back for further consideration.

Members requested that the current tenant of the Noble's Park Café be advised of the preliminary ideas for Phase 2 of the project.

In response to question the Assistant Chief Officer (Regeneration) confirmed the landscape architect commissioning the Noble's Park Masterplan would be informed of the proposal. He advised that Phase 1 is unlikely to impact the plan, Phase 2, if progressed, would have a significant impact on the document.

Resolved, "That particulars of the report and discussion be noted on the minutes and;

- (i) The principle of Phase 1 of the proposal, to develop the existing tennis courts in Noble's Park into a four-court padel tennis centre, be supported;
- (ii) The principle of Phase 2 of the proposal, to construct a new structure for use as a tennis facility in the future, be supported;
- (iii) The submission of a planning application by the company be supported for Phase 1 and for the applicant to discuss Phase 2 with planning officers;
- (iv) Officers be authorised to enter into dialogue with the applicant regarding Heads of Terms for Phase 1 for agreement by the Committee following receipt of planning consent."

**A6. Items for Future Report**

The Committee considered a report submitted by the Democratic Services Officer regarding reports for future consideration by the Committee.

Resolved, "That particulars of the matters for future consideration and discussions be noted on the minutes."

**A7. Date and Time of Next Meeting**

The next scheduled meeting was due to take place on Tuesday, 18<sup>th</sup> February, 2025.

Resolved, "That the date and time of the next meeting be noted on the minutes."

**A8. Manor Park Pathways – Additional Funding**

The Committee considered a report submitted by the Assistant Chief Officer (Environment), seeking approval to amend a previously accepted tender under Standing Order 141(a) for the Manor Park Pathways project.

Members were informed that after the tender sum for the pathways resurfacing was accepted in September 2024, the successful contractor subsequently notified the Council of a 12.5% price increase in tarmac due to the sole tarmac supplier on the Island being acquired by a new owner. The contractor has advised that this cost uplift cannot be absorbed within the existing budget and has therefore requested permission to amend the tender amount. The report advised that the new sum remains significantly lower than the next lowest tender received for the project.

The Director of Environment and Regeneration explained that the Committee can authorise the amendment as an exceptional circumstance under Standing Order 141(a). It was noted that the project budget included a client contingency of £20,000, and it was proposed that the additional cost be funded from this contingency to avoid further delays to the project (which remains under petition consideration). However, if further unforeseen issues arise that exceed the contingency, additional funding options will be presented to the Committee for consideration.

Resolved, "That particulars of the report be noted on the minutes and;

- (i) The uplift in material costs from JCK Limited be accepted under Standing Order 141(a);
- (ii) The additional amount be covered by the client contingency at this stage, with the option to explore additional funding if the contingency is exceeded."

The meeting ended at 10.47am.

VI(viii) – The proceedings of the ENVIRONMENTAL SERVICES COMMITTEE as follows:

# ENVIRONMENTAL SERVICES COMMITTEE

ENVIRONMENTAL SERVICES COMMITTEE – Minutes of Meeting held on Monday, 13<sup>th</sup> January, 2025.

Members Present: Mr Councillor F. Horning (Chair), the Mayor, Mr Councillor J.E. Skinner, Councillor Ms J. Thommeny, Mr Councillor P.J. Washington.

In Attendance: Director of Environment and Regeneration (Mrs D. Eynon), Assistant Chief Officer (Regeneration) (Mr C. Pycroft), Assistant Chief Officer (Environment) (Mr I. Jackson), Assistant Chief Officer (Democratic Services) (Mrs L. Radcliffe), Finance Manager (Mr E. Skinner) (Items A1 to A6), Dilapidation Enforcement Officer (Mr S. Salter) (Item A7), Assistant Democratic Services Officer (Mrs C. Maddocks).

## REPORT

### **PART A –**

#### ***Matters delegated to the Committee***

##### **A1. Apologies**

No apologies for absence were received.

##### **A2. Declarations of Interest**

There were no declarations of interest.

##### **A3. Minutes – 16<sup>th</sup> December, 2024**

The minutes of the meeting held on Monday, 16<sup>th</sup> December 2024 were approved and signed.

##### **A4. Matters Arising from the Minutes**

No matters were raised as arising from the previous minutes.

##### **A5. Isle of Man Youth Tour Cycling Event and use of Bottleneck Car Park**

The Committee considered a report submitted by the Assistant Chief Officer (Regeneration) seeking agreement for the use of twenty-seven spaces in the Bottleneck Car Park to be used in conjunction with the Isle of Man Youth Tour cycle event on Loch Promenade on Friday 2<sup>nd</sup> May 2025.

Members were advised that the Isle of Man Youth Tour have previously requested use of spaces in the Bottleneck Car Park as part of the stage race on the Promenade Walkway. In previous years, several different configurations have been used, and the most acceptable solution has been the reservation of several spaces at the northern end of the car park for the whole day. This approach was used in 2022 and 2023 and worked without any problems. The area is mainly used for scrutineering and pre-race preparations. Racing is between 1730hrs and 2100hrs but the spaces would be taped off for the whole day to ensure they remain available. The one-way system through the car park will be retained.

Members requested that communication be put out in advance of the event to ensure the public are aware that those spaces will not be available on that day.

In response to question, the Assistant Chief Officer (Regeneration) advised that this request will impact the existing arrangement for parking with the Tevir Group. He further advised that if this request is approved, he would liaise with both parties to ensure that both can be accommodated.

Resolved, “That particulars of the report and discussion be noted on the minutes;

- (i) The use of twenty-seven spaces in the Bottleneck Car Park be reserved for use by the organisers of the Isle of Man Youth Tour on Friday 2<sup>nd</sup> May 2025 be approved;
- (ii) A fee of £254.07 plus VAT (£304.88 including VAT) be charged to cover the loss of car parking revenue; and
- (iii) The above approval be subject to agreement by the Tevir Group and Isle of Man Youth Tour in regard to site layout.”

##### **A6. Acceptable Recycling Receptacle Operating Procedure**

The Committee considered a report submitted by the Head of Waste Services, seeking approval of a proposed operating procedure for acceptable recycling receptacles.

The report was prepared in response to enquiries from Members regarding the possibility of offering alternative receptacles, such as stacked trolley systems, to residents and the Council's approach toward members of the public providing their own receptacles for recycling.

Recognising the challenges faced by collection crews, the Committee had requested that a policy be developed to set clear criteria for acceptable recycling receptacles, while allowing crews to exercise discretion when presented with non-compliant receptacles or materials.

Appended to the officer's report was the proposed operating procedure, which outlined:

- The purpose and aims of the procedure,
- Background information,
- The scope of the policy,
- Key considerations and exceptions, and
- Actions to be taken when recycling is rejected.

The report highlighted that collection crews frequently encounter recycling presented in ways that are unsafe or impractical to sort by hand into the collection vehicle without risking injury or deviating from safe working practices. The proposed operating procedure sets out clear criteria for what constitutes a fit-for-purpose receptacle while identifying reasonable exceptions that crews may apply at their discretion.

The primary objective of the procedure is to permit collection crews to make on-the-spot decisions about what is and isn't acceptable based on the condition of the recycling presented. Where recycling falls outside the scope of the procedure and does not qualify as a reasonable exception, households will be informed either in person or by a notice left at the property. A printed card will be provided, explaining the reason for the rejection and offering guidance on how residents can contact Waste Services for further assistance. The card will also feature a QR code linking to a Council video that provides further information on recycling collections.

In response to a question, the Director of Environment and Regeneration advised that there is currently no intention to publish the operating procedure on the Council's website, as it was primarily an operational document. However, it could be provided on request and it was noted that making it public could be beneficial to signpost residents to the procedure when questions arise about acceptable receptacles.

Resolved, "That particulars of the report be noted on the minutes and the operating procedure for acceptable recycling receptacles be approved."

#### **A7. Schedule of Dilapidated, Ruinous or Dangerous Properties**

The Committee considered a schedule of properties in a state of dilapidation or disrepair. Members noted that seven properties had been added to the schedule since the last meeting; seven properties had been removed because work had been completed; and a total of fifty-one properties remained on the list. This equates to 0.34% of the total number of properties in Douglas.

Resolved, "That the schedule of dilapidated properties be noted and approved and that the Director of Environment and Regeneration be authorised to progress improvements to the properties, and report back to Committee if service of Notice and/or legal action is required."

#### **A8. Items for Future Report**

The Committee noted a report submitted by the Assistant Democratic Services Officer with an appendix setting out a number of reports that would be brought forward for consideration by the Committee in due course.

Resolved, "That particulars of the matters for future consideration be noted on the minutes."

#### **A9. Date and Time of Next Meeting**

Members were reminded that the next scheduled meeting of the Environmental Services Committee was due to take place at 10.00am on Monday, 17<sup>th</sup> February, 2025.

Resolved, "That the date and time of the next meeting be noted."

The meeting ended at 10.38am.