City of Douglas

MR COUNCILLOR S.R. CRELLIN, JP
MAYOR

City Hall,
Douglas,
4^{th} July, 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, 9^{th} JULY, 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

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, 11th June, 2025.

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

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Thursday, 26th June, 2025.

Members Present: Mr Councillor D.R. Watson (Chair), Councillor Mrs N.A. Byron-Teare, Councillor Ms F.T.E. Logan, Councillor Ms J. Thommeny (Vice-Chair of Environmental Services Committee), Mr Councillor P.J. Washington.

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 (Democratic Services) (Mrs L. Radcliffe) (Clauses A1 to A9, and C15), Democratic Services Officer (Mrs D. Atkinson) (Clauses A1 to A8, and C15) 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**

Apologies for absence were submitted on behalf of the Worshipful the Mayor and Mr Councillor F. Horning.

A2. **Declarations of Interest**

There were no declarations of interest.

A3. **Minutes**

The minutes of the meeting held on Thursday 29th May 2025 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**

The meeting of the Environmental Services Committee scheduled for Monday 16th June 2025 had been cancelled.

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

The meeting of the Regeneration and Community Committee scheduled for Tuesday 17th June 2025 had been cancelled.

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 18th June 2025.

A8. **Vacancy on the Environmental Services Committee**

The Committee considered a written report by the Democratic Services Officer seeking to appoint a Member to the Environmental Services Committee.

Following the April 2025 General Election, one seat in Douglas Central had remained vacant and, as a result, there were fewer Members available to fill Committee positions.

It was noted that Mr Councillor D.C. Cretney had agreed to serve on all three Standing Committees until the vacancy had been filled, and now that a Member had been elected to represent Central Ward, Mr Councillor Cretney had resigned from the Environmental Services Committee.

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

(ii) That Mr Councillor A.D. Hall (the new Member for Central Ward) be appointed as a Member of the Environmental Services Committee."

A9. **Consultation Document – Introduction of 20mph Speed Limits in Residential Areas (Feedback)**

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

The Department of Infrastructure was seeking views on a project to implement 20mph speed limits in residential areas across the Island. This measure was in line with a commitment by Tynwald in 2023 and would reflect the ambition set out in the 'Our Island Plan' document. The focus of the consultation was on the installation of new signage, raising public awareness, and encouraging compliance through behaviour change.

At the request of the Council, the Minister for the Department of Infrastructure had attended a meeting to discuss the proposed plans. The six Members present had been in support of the proposals and the Executive Committee similarly expressed support, on the basis that the safety of residents living in heavily-populated areas would be greatly increased, although it was believed that arterial routes should remain at either the current speed limit or at an appropriate limit.

Officers had also confirmed there would be very little or no impact on the Council's operational services through the introduction of these measures.

The Committee requested that their thanks be conveyed to the Honourable Minister for attending the meeting, and for providing details on the proposals and responding to questions.

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

(ii) That a response be submitted to the Department of Infrastructure expressing the Council's agreement to the implementation of speed restrictions in residential areas, but suggesting that arterial routes should remain at either the current speed limit or at an appropriate limit in order to facilitate traffic flow, and advising there was no impact on Council Services."

A10. **Monthly Financial Review – May 2025**

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 with regard to dilapidated properties within Douglas that had been zero-rated by the Isle of Man Treasury. The Director of Finance indicated that there was a commitment by The Treasury to review the legislation but, in the meantime, property owners needed to be incentivised to carry out work.

Resolved, "(i) That particulars of the report be noted on the minutes, in particular, the rates collection figure of 28.9% for the first two months of the financial year, which compared well with the target figure of 27%; and

(ii) That the Director of Finance be requested to provide an update in relation to dilapidated properties within Douglas that had been zero-rated by the Isle of Man Treasury."

A11. **Urgent Business Procedure – Planning Application 25/90441/B – The former 'Newsons' Building, 22 – 26 North Quay, Douglas**

The Committee considered a written report by the Director of Environment and Regeneration on the use of the Council's Urgent Business Procedure under Standing Order 125.

A Planning Application in respect of the former 'Newsons' building on North Quay, Douglas, had been due to be considered by the Environmental Services Committee at its meeting scheduled for Monday 16th June 2025. However, notification had been received that the Planning Committee was due to consider the application on that date and therefore the Council had only until 5th June to provide comments. Given the short timeframe for responses and the importance of this development, Standing Order 125 had been invoked to enable political input and, accordingly, the Leader of the Council and the Chair of the Environmental Services Committee had considered the application together with a planning appraisal.

The application was for the proposed development of eight apartments and two retail / hospitality units. Council officers were of the opinion that the application complied with the types of development encouraged for the Quayside within The Area Plan for the East, and that it would make good use of several buildings that had remained unused for a number of years, thus revitalising this area of North Quay.

The Leader and Chair had agreed the recommendation that the application be supported, subject to the addition of a suggested condition for the planning approval - which was that the waste and recycling storage arrangements were to be agreed with the Council.

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

(ii) That the resolution under the Urgent Business Procedure – to approve supporting a planning application for the development of eight apartments and two retail / hospitality units on the site of the former 'Newsons' building on North Quay - be endorsed accordingly."

A12. **Revenue Outturn Report 2024 / 2025**

The Committee considered a joint written report by the Director of Finance and the Assistant Chief Officer (Finance) detailing the draft revenue outturn position for the 2024 / 2025 financial year, and seeking to determine key strategic allocations to reserves at the year-end.

The annual report set out the overall revenue performance against budgets and the ensuing impact upon the Council's reserves. It included the summary revenue outturn position; details of transfers to and from the General Revenue Reserve; and actual expenditure compared to the original budget. The position was draft and subject to change in that there remained the potential for adjustments as work on the compilation of the financial statements progressed, and also due to audit.

Members noted the major elements that had contributed to the revenue outturn position, together with a summary of the Council's usable reserves and the uncommitted balance on the General Revenue Reserve (as compared with the budgeted position set in January 2024). In overall terms, there was a favourable variance across the Council. However, the full position would only be understood once all commitments had been taken into account, including items that had been rolled forward and any deferred one-off reserve-funded costs.

Members were cognisant that many of the circumstances leading to the revenue outturn position were unique to the 2024 / 2025 year (in particular, the employee related cost underspends); and that financial discipline would still be required going forward, which was likely to add pressure to the rates setting position for 2026 / 2027.

Members were also reminded that at the Special Executive Committee Budget Meeting in January 2025, it had been resolved that top-up contributions into the Information Technology Fund and the Cremator Renewals Fund be considered in the event of a favourable outturn position. As the uncommitted level of the General Revenue Reserve at £1,300,000 was in a better position than had been forecast, it was recommended that the contributions be made to the specific Reserves accordingly.

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

(ii) That the favourable initial draft revenue outturn position for the 2024 / 2025 financial year with a £533,000 contribution to balances be noted;

(iii) That the uncommitted balance on the General Revenue Reserve as at 31st March 2025 of £1,297,000, compared with the £1,140,000 forecast at the rate-setting meeting in January 2025 (giving an improved position of £157,000) be noted;

(iv) That an additional 2024 / 2025 contribution of £100,000 be made into the Information Technology Fund from the General Revenue Reserve; and

(v) That due to the positive outturn position of the Crematorium Service, an additional 2024 / 2025 contribution of £50,000 be made into the Cremator Renewals Fund."

A13. **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."

A14. **Time and Date of Next Meetings**

The time and date of the next meeting were confirmed as 2.00pm on Thursday 24th July 2025.

PART C –

Matters subject to Council approval

C15. **Notice of Motion – Potential School Council**

The Committee considered a written report by the Democratic Services Officer in relation to a Notice of Motion submitted by a former Member of Council in April 2025.

Following the 2025 Local Authority Elections, many constituencies across the Island had either been filled through uncontested elections or seats had remained vacant. In order to generate more political interest, particularly amongst young people, the Notice of Motion proposed that the Council should consider the setting up and running of a Junior ‘City Council’ with one ‘member’ elected from each Douglas school.

The Council was already keen to engage with the younger generation and to encourage interest in the democratic process - the former Mayor, during her 2023 – 2025 tenure, had given assembly presentations about the Mayoralty and the work of the Council to several Douglas primary schools and the current Mayor had indicated an intention to continue with this initiative as the feedback from pupils and teachers had been very positive. The Democratic Services Team, as part of their objective to encourage voting in elections, had offered Douglas secondary schools the opportunity to be involved in a mock election (with one of the schools having taken up the offer).

An approach had also been made to the Department of Education, Sport and Culture. While supportive of the idea of inviting schools to the Chamber for school council meetings, more information was required before the Department could provide a full response, and it was also consulting with the Headteachers’ Forum.

Members noted the suggestion for the Mayor to consider annually if they wished to invite schools to observe a Council Meeting, and for individual school council meetings to be offered, to be chaired by the Mayor in the Council Chamber and supported by the Democratic Services Team.

The Assistant Chief Officer (Democratic Services) clarified that the Democratic Services Team was in favour of continuing engagement with schools, in the format that had been recently established, but it was also suggested that a further report be brought back to the Committee, to consider the feasibility of a ‘Youth Council’, which would encourage a wider participation than engaging only with schools.

In the meantime, the Democratic Services Team would continue to focus on media strategies to generate interest in standing and voting in local elections.

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

(ii) That it be recommended to Council:

- (a) That the work already done with Douglas primary and secondary schools be continued;
- (b) That annually the Mayor be asked to consider if they wished to invite schools into the Council Chamber to observe a Council Meeting; and
- (c) That a further report be submitted to the Committee with more details on how a Youth Council might be established and to determine its terms of reference, etc., including costings.”

The Committee rose at 4.05pm.

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, 18th June, 2025.

Members Present: Mr Councillor P.J. Washington (Chair), the Mayor, Mr Councillor D.C. Cretney, Councillor Ms J. Thommeny.

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

REPORT

PART A –

Matters delegated to the Committee

A1. **Apologies**

Apologies for absence were submitted by Mr Councillor K.W.F. Ver Elst.

A2. **Declarations of Interest**

There were no declarations of interest.

A3. **Minutes – 21st May, 2025**

The minutes of the meeting held on Wednesday, 21st May, 2025 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 Assistant Chief Officer (Housing and Property) advised that there are currently sixty-three vacant properties. It was noted that ten properties had been returned by tenants since the beginning of June 2025.

Resolved, "That particulars of the report and discussion be noted on the minutes and the number of vacant properties be noted on the minutes."

A6. **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."

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

Members were advised that the next monthly meeting was scheduled to take place at 10.00am on Wednesday, 16th July 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 Meeting held on Tuesday, 20th May, 2025.

Members Present: Mr T. Kenyon (Garff) Chair, Mr D. Quirk (Onchan), Mr Councillor F. Horning (Douglas), Ms G. Hanson (Santon), Ms M. Kermeen (Braddan).

In Attendance: Mrs D. Eynon (Douglas), Mr R. Phillips (Onchan), Mr A. Crook (Contractor, Item A6 only), Mr M. Quayle, (ACO Finance, Douglas), Mrs L. Radcliffe (Douglas, taking notes).

REPORT

PART A –

Matters dealt with under delegated authority

A1. **Election of Chair**

The Contract Administrator requested nominations for a Chair for the municipal year 2025/26. Mr D. Quirk nominated Mr. T. Kenyon and the nomination was seconded by Ms G. Hanson, and Mr T. Kenyon was unanimously elected and took the chair.

A2. **Election of Vice-Chair**

Nominations were requested for the position of Vice-Chair. Mrs M. Kermeen nominated Mr F. Horning and the nomination was seconded by Mr D. Quirk and Mr F. Horning was unanimously elected Vice-Chair of the Joint Committee.

A3. **Minutes – 18th February 2025**

The minutes of the meeting held on Tuesday, 18th February, 2025 were approved and signed.

A4. **Matters Arising**

A4.1 **Tesco Superstore Update**

Following a request by Committee that the Contract Administrator write to Tesco Superstore to request that the tetrapak collection point is moved from Tesco’s Lake Road store to the Eastern Civic Amenity Site. In addition, the Committee would be willing to have a wider discussion around how the Eastern Civic Amenity Site and Tesco could work more closely together in their recycling offerings, especially given their proximity, a reply has not been received to the two letters sent.

It was agreed unanimously:

That the Contract Administrator write to the Manager at Tesco’s and the Chief Executive of the Isle of Man Creamery to request a joint meeting.

A4.2 **Men in Sheds Update (Douglas)**

The Director of Environment and Regeneration gave an update to the new representatives and that no further feedback has been received from the previous Douglas representative.

It was agreed:

That the Contract Administrator request an update from the previous Douglas representative and feedback to the next Committee meeting.

A4.3 **Repair Shop Concept**

The Contract Administrator reported that there was no interest received from the Expressions of Interest social media advert that was placed and requested Committee if they wished to readvertise.

It was agreed unanimously:

1. To request the Contractor to re-advertise the Repair Shop concept and
2. That the Contract Administrator write a letter to all Men in Sheds operators inviting them to consider the proposal.

A4.4 **Waste Electrical and Electronic Equipment (WEEE) Contract Letter to Government Response**

The Director of Environment and Regeneration gave background information to new representatives why the letter was written. The Committee acknowledged the Department of Infrastructure response.

A4.5 **Civic Amenity Site - North**

An email acknowledgment was received from the Northern Civic Amenity Site Administrator thanking Eastern Civic Amenity Site Joint Committee for considering their request.

A5. **Declarations of Interest**

The Director of Environment and Regeneration declared an interest in Item A7 Braddan Newsletter.

A6. **Operational Contractors Report**

Mr Crook joined the meeting to present the May operational contractor's report.

6.2 WEEE contract – As part of the additional responsibilities arising from the changes to the WEEE regulations, the Committee agreed to increasing resources on site by engaging a contractor on a 3-month trial basis for 55 hours per week. Their role would be to dismantle items, to reduce the weight and associated cost of shipping to the United Kingdom at £490 per tonne, this includes washing machines, cookers and tumble dryers.

The trial came to an end on 31st March 2025, and the dismantling operation was reviewed based on actual quantities, greater experience in dismantling and agreed protocols with Middle Park Recycling, the Government's appointed contractor. This has led to a reduction in the hours required for the additional resource from 55 hours per week to 31.5 hours per week, whereby income from WEEE charges levied on households now fully covers the cost of the additional resource.

The table at Appendix A, shows the net cost between income from WEEE charges and the costs of the additional resource for the period January to March which showed a net shortfall, followed by a net surplus for April, after the reduction in resource for dismantling. Any ongoing surplus will be used to offset the original shortfall. The Contractor will continue to apprise Committee of any ongoing surplus throughout the year in preparation for the 2026/27 budget.

It was agreed unanimously:

That approval by all Local Authorities to continue utilising the additional resource for WEEE dismantling at the reduced hours of 31.5 per week, with the cost off-set by the charge to the consumer for disposal be accepted.

6.4 Bodycams – The Council's Community & Enforcement Team (City Wardens) and the Head of Waste Services met with the Isle of Man Constabulary on Wednesday 7th May to finalise policies and procedures regarding the implementation of body worm cameras. Equipment is currently being sought with estimates as follows: -

- Camera - £579.00 each x 4 = £2,316.00
- Docking Station = £250.00
- Cloud based storage - £109.00 per camera per year = £436.00 per annum
- Total estimated initial cost = £2,675.00

Once the Wardens go live, it is the Contractor's intention to roll out to Civic Amenity site staff, where the Community & Enforcement Manager has agreed to help with the process including the provision of training.

The cost may be off set from WEEE Charges in future.

It was agreed:

That all Local Authorities seek the approval of their respective Boards and agree to the acquisition of Body Worn Cameras and associated infrastructure in the sum of £2,675.

Cost by Authority:

	Garff	Santon	Onchan	Braddan	Douglas
%	5.42	1.69	17.67	12.86	62.36
£2,675.00	**144.99**	**45.21**	**472.67**	**344.01**	**1,668.12**

Note: these figures are based on last year's rateable values and maybe subject to minor change, once we have the new rateable values from Treasury for 2025/26.

6.5 Request from Western Civic Amenity Site for assistance – following a request from the Chair of the Western Civic Amenity Site for the Eastern Civic Amenity Site to provide assistance a social media post advised the public that they have decided to operate reduced hours.

It was agreed:

That the Contractor monitor any impact.

6.6 Replacement Skips – It was agreed in the 2025/26 budget that funding for two replacement skips would be made available on an annual basis. Quotations have been received for the skips and the contractor has recommended purchasing Glosta skips in the sum of £11,590.

It was agreed:

1. That replacement Glosta skips be purchased.

6.7 Additional tree planting to provide wind screening on the site – the Contractor met with the Council's Assistant Head of Parks (Technical) who is a horticultural expert in February 2025 to look at possible options to help reduce the impact of winds on the site. It was suggested planting around 150 whips comprising two or three hardy species and that a budget of approximately £1,000 is set aside in the 2026/27 budget, for the work to be carried out by the Council's Parks staff including materials.

It was agreed:

1. That Local Authorities seek the approval in principle for the proportion of the £1000 from their respective Boards on the condition that non-invasive species are planted

Cost by Authority:

	Garff	Santon	Onchan	Braddan	Douglas
%	5.42	1.69	17.67	12.86	62.36
£1,000.00	**54.20**	**16.90**	**176.70**	**128.60**	**623.60**

2. That the Committee Administrator write to the Wildlife Trust to request their assistance.

6.9 The Contractor reported that they were contacted by a site user in March, who had been refused access because he was attempting to dispose of garden waste in a vehicle showing he ran a gardening business. The long-standing policy of Committee is that anyone attempting to dispose of items in a liveried vehicle, where the items match the business, should be refused access as there is a high risk the material is commercial waste. The individual claimed the material was from their own garden and that they take their commercial waste elsewhere.

Whilst the Contractor sympathises with genuine cases, the policy was introduced as a simple step to deter commercial operators and has been used effectively for several years with little pushback. However, if Committee are minded for the policy to be reviewed, the Contractor will look at options of how the user can verify the material is domestic and not emanating from their business and report back to the next Committee.

It was agreed:

That there be no review of the policy: -

3 For. 2 Against.

Mr Councillor F. Horning and Mr T. Kenyon asked that their names be recorded as voting against in the minute.

It was agreed:

That the report and statistics be noted.

A7. **Braddan Newsletter**

The Contract Administrator advised that the Braddan Newsletter was requested to be brought to the Committee to consider the impact of the instruction for Braddan residents to take their green waste to the Eastern Civic Amenity Site.

This will result in: -

- an increase in disposal costs
- reducing Braddan Commissioners disposal costs
- largest cost of change will fall on Douglas ratepayers

- legally Braddan Commissioners can’t enforce this as they have a legal duty to collect household waste

It was agreed:

That the Committee Administrator write to Braddan Commissioners for a formal response.

A8. **Date and Time of Next Meeting**

Tuesday 16th September 2025 at 2.30pm.

The meeting ended at 4.25pm.