**SOUTHERN SHELTERED HOUSING JOINT BOARD**

**ORDINARY BOARD MEETING**

**14th DECEMBER 2020**

**AGENDA – OPEN SESSION**

| Item Number | Item | Action Required |
|---|---|---|
| **1.** | **OPENING OF THE MEETING** | |
| 1.1 | Welcome, Apologies & Declarations | As required by Board members |
| **2.** | **MINUTES** | |
| 2.1 | Minutes of the Ordinary Meeting held on the 26th October 2020 | For Board approval |
| 2.2 | Minutes of the Ordinary Meeting held on the 30th November 2020 | For Board approval |
| **3.** | **MATTERS ARISING** | |
| 3.1 | Matters Arising Report | For noting |
| **4.** | **MOTIONS – None** | |
| **5.** | **FINANCE** | |
| 5.1 | Invoices for payment in December 2020 | For Board approval |
| **6.** | **HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE** | |
| 6.1 | Projects Update | For noting |
| 6.2 | Draft Parking Order | For Board approval |

| | | |
|---|---|---|
| **7.** | **PUBLIC CORRESPONDENCE & COMMUNICATIONS** | |
| **8.** | **POLICY & RESOURCES** | |
| 8.1 | Meeting dates 2021 | For Board discussion |
| **9**. | **PUBLIC CONSULTATIONS** | |
| 9.1 | Port St Mary Post Office – verbal item | For Board discussion |
| **10** | **ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)** | |

Item 3.1

## SOUTHERN SHELTERED HOUSING JOINT BOARD

## MATTERS ARISING REPORT

**Covid – 19 –** No further update has been received from the Housing Department regarding a plan for Covid-19.

**Marashen Crescent Fire Safety –** Verbal update by the Clerk to be provided.

**SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in December 2020**

| Date | Inv # | Supplier | Details | Housing | Net | VAT | Total Cost | NL Code |
|---|---|---|---|---|---|---|---|---|
| 30/11/2020 | 28077 | 4Ts Window Cleaners | MC/CV/RYC/MH Window cleaning | MC/CV/RYC/MH | £285.00 | £0.00 | £285.00 | 5000 |
| 30/11/2020 | SINV0032 | Bridson & Horrox stationery & Furniture | 4 Desk Diaries | | £10.44 | £2.09 | £12.53 | 5150 |
| 25/11/2020 | 1214799 | ELLAN VANNIN FUELS | MH- Oil- 3500L | MH | £1,085.00 | £54.25 | £1,139.25 | 5160 |
| 26/11/2020 | 1215730 | ELLAN VANNIN FUELS | SF- Oil 2117L | SF | £656.27 | £32.81 | £689.08 | 5160 |
| 03/12/2020 | 1216430 | ELLAN VANNIN FUELS | SF- Oil 851L | SF | £313.83 | £15.69 | £329.52 | 5160 |
| 17/11/2020 | 1757 | Heattech Ltd | 30A MC- remove existing flooring & supply new shower floor | MC | £3,349.95 | £167.50 | £3,517.45 | 5000 |
| 27/11/2020 | 1763 | Heattech Ltd | 26 RYC- Change ball valve | RYC | £41.50 | £2.08 | £43.58 | 5000 |
| 27/11/2020 | 1773 | Heattech Ltd | 12 MH- Reboard Shower | MH | £521.00 | £26.05 | £547.05 | 5000 |
| 27/11/2020 | 1772 | Heattech Ltd | 9 RYC- Change basin taps plus remove sure stop | RYC | £45.00 | £2.25 | £47.25 | 5000 |
| 27/11/2020 | 1765 | Heattech Ltd | 29D MC- Change syphon | MC | £37.50 | £1.88 | £39.38 | 5000 |
| 27/11/2020 | 1766 | Heattech Ltd | 31B MC- Seal shower | MC | £26.50 | £1.33 | £27.83 | 5000 |
| 27/11/2020 | 1768 | Heattech Ltd | 44 RYC- Change Syphon | RYC | £37.50 | £1.88 | £39.38 | 5000 |
| 04/12/2020 | 1781 | Heattech Ltd | 77 RYC- Change blending valve | RYC | £84.00 | £4.20 | £88.20 | 5000 |
| 04/12/2020 | 1779 | Heattech Ltd | 68 RYC- Change shower trap | RYC | £41.00 | £2.05 | £43.05 | 5000 |
| 04/12/2020 | 1778 | Heattech Ltd | 5 RYC- Release pins on raidiator | RYC | £26.50 | £1.33 | £27.83 | 5000 |
| 04/12/2020 | 1777 | Heattech Ltd | 52 to 55 MC Change ball valve | MC | £41.50 | £2.08 | £43.58 | 5000 |
| 04/12/2020 | 1776 | Heattech Ltd | 6 RYC- Change ball valve | RYC | £41.50 | £2.08 | £43.58 | 5000 |
| 04/12/2020 | 1774 | Heattech Ltd | 13 MH- Callout to uncontrolled water leak | MH | £66.25 | £3.31 | £69.56 | 6000 |
| 05/11/2020 | 2126972 | J Qualtrough & Co | Paint and paint brushes incl 3x5 Magnolia | | £169.90 | £33.98 | £203.88 | 5000 |
| 06/11/2020 | 2126973 | J Qualtrough & Co | WD40 & wood filler | | £14.82 | £2.96 | £17.78 | 5000 |
| 13/11/2020 | 2129077 | J Qualtrough & Co | Everbuild 125 one hour Caulk | | £1.17 | £0.23 | £1.40 | 5000 |
| | | | | **Subtotal** | **£6,896.13** | **£360.03** | **£7,256.16** | |

**SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in December 2020**

| Date | Inv # | Supplier | Details | Housing | Net | VAT | Total Cost | NL Code |
|---|---|---|---|---|---|---|---|---|
| 30/11/2020 | 20/2873 | Liftmann | MH - Service to passenger lift 10 of 12 | MH | £100.00 | £20.00 | £120.00 | 5240 |
| 27/11/2020 | 9.6E+08 | Manx Gas | CV- Gas 27.10.20 to 27.11.20 | CV | £1,462.16 | £73.11 | £1,535.27 | 5160 |
| 27/11/2020 | 9.6E+08 | Manx Gas | RYC- Gas 27.10.20 to 27.11.20 | RYC | £5,794.65 | £289.73 | £6,084.38 | 5160 |
| 27/11/2020 | 9.6E+08 | Manx Gas | MC- Gas 27.10.20 to 27.11.20 | MC | £3,975.75 | £198.79 | £4,174.54 | 5160 |
| 18/11/2020 | U1686830 | Manx Utilities | 60 RYC- Electricity 11.8.20 to 16.11.20 | RYC | £19.09 | £0.95 | £20.04 | 5160 |
| 20/11/2020 | U1688014 | Manx Utilities | FLAT 1 MH- Electricity 20.7.20 to 6.8.20 | MH | £3.43 | £0.17 | £3.60 | 5160 |
| 25/11/2020 | U1690102 | Manx Utilities | 31C MC- Electricity 21.9.20 to 13.11.20 | MC | £13.25 | £0.66 | £13.91 | 5160 |
| 07/12/2020 | U1696209 | Manx Utilities | 30a MC- Electricity 27.10 to 26.11 | MC | £8.60 | £0.43 | £9.03 | 5160 |
| 01/12/2020 | 13741 | Orb Limited | Payroll Admin- Nov 2020 | | £51.00 | £10.20 | £61.20 | 5220 |
| 01/12/2020 | 1407575 | OTIS Limited | RYC- Lift maintenance Lift 1,2, old & new lift | RYC | £630.14 | £126.02 | £756.16 | 5240 |
| 25/10/2020 | RJT1690 | Richard J Taylor Decorating | 30A MC- Decoration internal areas except ceilings & bathroom | MC | £840.00 | £168.00 | £1,008.00 | 5000 |
| 07/12/2020 | RJT1698 | Richard J Taylor Decorating | 52 RYC- Decoration of all internal areas | RYC | £960.00 | £192.00 | £1,152.00 | 5000 |
| 10/11/2020 | 869 | Stephen Rowe | Website maintenance 7.12.20 to 7.12.21 | | £250.00 | £0.00 | £250.00 | 5155 |
| 29/09/2020 | 136369 | Stewart Clague Services | 45 MC- Socket in store room and shower pull cord unit | MC | £111.62 | £22.32 | £133.94 | 5000 |
| 30/11/2020 | 137731 | Stewart Clague Services | 32A MC- Carry out EICR, change light fittings | | £192.45 | £38.49 | £230.94 | 5000 |
| 26/11/2020 | PPI001266 | Suntera Global | CMEPH Accountancy fee period end 31.3.20 | | £4,300.00 | £860.00 | £5,160.00 | 5180 |
| 26/11/2020 | PPI001271 | Suntera Global | MCHC Accountancy fee period end 31.3.20 | | £5,398.50 | £1,079.70 | £6,478.20 | 5180 |
| 24/11/2020 | 8419 | Test & Maintenance Services Ltd | MH- Repair external lights | MH | £104.40 | £20.88 | £125.28 | 5240 |
| 02/12/2020 | 8461 | Test & Maintenance Services Ltd | 9 MH- trace & rectify fault on fire alarm system | MH | £122.16 | £24.43 | £146.59 | 5000 |
| 03/12/2020 | 8473 | Test & Maintenance Services Ltd | SF & MH- Monthly alarm & emergency light testing | SF & MH | £82.50 | £16.50 | £99.00 | 5240 |
| 23/11/2020 | 050IN137 | Yesss Electrical | Battery starter pack | | £60.39 | £12.08 | £72.47 | 5000 |
| | | | | **Subtotal** | **£24,480.09** | **£3,154.46** | **£27,634.55** | |
| | | | | **Total** | **£31,376.22** | **£3,514.49** | **£34,890.71** | |

## Breakdown of invoices to be paid by supplier

| Row Labels | Sum of Total Cost |
|---|---|
| 4Ts Window Cleaners | £ 285.00 |
| ELLAN VANNIN FUELS | £ 2,157.85 |
| Heattech Ltd | £ 4,577.72 |
| Liftmann | £ 120.00 |
| Manx Gas | £ 11,794.19 |
| Manx Utilities | £ 46.58 |
| Orb Limited | £ 61.20 |
| Stewart Clague Services | £ 364.88 |
| Test & Maintenance Services Ltd | £ 370.87 |
| J Qualtrough & Co | £ 223.06 |
| Yesss Electrical | £ 72.47 |
| Suntera Global | £ 11,638.20 |
| Bridson & Horrox stationery & Furniture | £ 12.53 |
| OTIS Limited | £ 756.16 |
| Richard J Taylor Decorating | £ 2,160.00 |
| Stephen Rowe | £ 250.00 |
| **Grand Total** | **£ 34,890.71** |

Item 6.1

# SOUTHERN SHELTERED HOUSING JOINT BOARD

## PROJECTS UPDATE

### Mill Hope & Sandfield Boilers

The contractors are working on the report, a draft report for Mill Hope has been received.

### Reayrt y Chrink handrail replacement

The work has been completed.

### Reayrt y Chrink – Flats 1&3

On hold until 2021.

### Street Light Removal at Sandfield

The contractors have been instructed to remove the lights.

**SOUTHERN SHELTERED HOUSING JOINT BOARD**

**DRAFT PARKING ORDER**

# PORT ST MARY (OFF-STREET) PARKING PLACES ORDER 2020

## Index


| Article | | Page |
|---|---|---|
| 1 | Title | 3 |
| 2 | Commencement | 3 |
| 3 | Interpretation | 3 |
| 4 | Use of a parking place | 4 |
| 5 | Conditions as to the use of a parking place | 4 |
| 6 | Disc parking | 6 |
| 7 | Traffic in the parking place | 76 |
| 8 | Moving or removal of vehicle | 7 |
| 9 | Exemptions | 7 |
| **SCHEDULE 1** | | **9** |
| THE PARKING PLACES | | 9 |
| **SCHEDULE 2** | | **10** |
| MAPS | | 10 |

Statutory Document No. 20XX/XXXX

*Road Traffic Regulation Act 1985*

# PORT ST MARY (OFF-STREET) PARKING PLACES ORDER 2020

*Made:*
*Coming into Operation:*

Port St Mary Commissioners, after complying with the requirements of paragraph 1 of Schedule 2[1] to the Road Traffic Regulation Act 1985, makes the following Order under sections 11 and 13 of that Act.

## 1 Title

This Order is the Port St Mary (Off-Street) Parking Places Order 2020.

## 2 Commencement

This Order comes into operation on [•].

## 3 Interpretation

(1) In this Order —

"**the Act**" means the Road Traffic Regulation Act 1985;

"**authorised officer**" means an officer of the Commissioners authorised to enforce the provisions of this Order;

"**the Commissioners**" means Port St Mary Commissioners;

"**Department**" means the Department of Infrastructure;

"**driver**" in relation to a vehicle waiting in a parking place, means the person driving or riding the vehicle when it was ~~at the time~~ it was left in the parking place;

"**emergency services' vehicle**" means—

(a) an ambulance, fire brigade vehicle or police vehicle or coastguard vehicle or trailer being used for an emergency purpose~~during such time as the vehicle is in actual use for any emergency purpose~~;

[1] As required by section 14D of the Act.

~~(b) a motor vehicle or trailer during such time as it is in actual use by any coastguard service provided by the Department of Infrastructure for the purposes of giving aid to persons in danger or vessels in distress on or near the coast; or~~

(~~a~~b) a motor vehicle or trailer during such time as it is in actual use for civil defence or bomb disposal purposes;

"**parking bay**" means an area of a parking place that is clearly shown by a sign or surface marking as a place within which a single vehicle may wait;

"**parking disc**" means a disc issued or approved by the Department;

"**parking permit**" means a written authorisation issued by, or on behalf of, the Commissioners for the purposes of article 4(3);

"**parking place**" means one of the areas named in column 1 of Schedule 1 and marked "THE PARKING PLACES" shown in red on the maps in Schedule 2;

"**permitted vehicle**" means a vehicle permitted to use a parking place by virtue of column 2 of the table in Schedule 1;

"**vehicle**" means a mechanically propelled vehicle.

(2) Any reference in this Order to a class or description of a vehicle is to be construed in accordance with the Road Traffic Act 1985.

**Comment [PD1]:** One area marked in blue, either amend map or amend drafting to align.

**Comment [h2]:** I would like to include commercial and motor homes I think ..... assuming this isn't unreasonable?

**Comment [h3]:** HF – Motorhomes and commercial vehicles are to be excluded as per the lease agreements

**Comment [BI(4)]:** What sort of commercial vehicles are you thinking of.

Also, what size of motorhomes are you looking at to permit.

Can you indicate how you wish to apply this to each of the parking places.

## 4 Use of a parking place

(1) Schedule 1 has effect.

(2) A person may use a parking place for parking vehicles of such classes, for such periods, during such hours and upon such conditions as are specified in the table in Schedule 1.

(3) A person who has been issued with a parking permit may use a parking place as specified in the parking permit for parking a vehicle of such classes, for such periods and during such hours as are specified in the table in Schedule 1.

(4) A parking permit may permit a person to whom it has been issued to park in any parking bay in a specified parking place.

(5) The use of a parking place is subject to the provisions of this Order.

## 5 Conditions as to the use of a parking place

(1) A driver of a vehicle must not cause ~~it to~~to the vehicle to wait in a parking place unless it is parked wholly within a parking bay.

(2) A driver using a parking place must comply with directions given by an authorised officer and, if so required, must remove the vehicle from a parking place or move it from one parking bay to another.

(3) A driver must not cause a vehicle in respect of which a parking permit has been issued, to wait in a parking place unless —

(a) it displays a current permit indicating that the vehicle is permitted to wait there at the material time; or

(b) if the permit indicates that a particular parking bay is to be used, the vehicle is parked in that bay.

(4) A driver must not cause a vehicle to wait in a parking place for longer than the maximum period of waiting specified in column 5 of the table in Schedule 1.

(5) A person must not bring any vehicle into a parking place or cause any vehicle to wait in a parking bay, except a permitted vehicle with respect to that parking place.

(6) A person must not cause a vehicle to wait in a parking place unless there is displayed on the vehicle a valid licence issued under the Licensing and Registration of Vehicles Act 1985, if such a licence is required.

(7) A person must not carry out or permit to be carried out on a vehicle in a parking place any maintenance or repair, unless it is necessary to enable the vehicle to be removed from the parking place.

(8) A driver must —

(a) stop the vehicle's engine as soon as the vehicle is in position in a parking bay; and

(b) not restart the vehicle's engine except when the driver is about to change the vehicle's position in, or the vehicle is about to depart from, the parking place.

~~(8) A driver of a vehicle must stop the engine as soon as it is in position in a parking bay and must not restart it except when about to change the vehicle's position in, or to depart from, the parking place.~~

(9) A person must not bring any vehicle into, or use any vehicle in, a parking place or use any vehicle in such a place for any purpose other than that of causing it to wait in that place.

(10) Without limiting the generality of paragraph (9), a person must not—

(a) use any vehicle, or anything towed by a vehicle, whilst it is in the parking place, for the purpose of or in connection with —

(i) the sale or offer for sale of any article;

(ii) the offer of any service;

(iii) the hire or employment or offer for hire or employment of any person;

(iv) the display of any article;

(v) publicity for any trade or business; or

(vi) sleeping or for habitation or any domestic purpose;

(b) store any trailer, caravan, boat or other similar vehicle in a parking place;

(c) take into a parking place any inflammable, dangerous or explosive substance, other than fuel contained within a vehicle's fuel tank;

(d) leave a vehicle parked or broken down in a parking place in such a position, in such a condition or in such circumstances as to cause an obstruction to person using the parking place or to be likely to cause danger to such persons.

(11) A driver must, in a parking place, have regard to the safety of other drivers and pedestrians and their property and must drive with care, observing and complying with all signage.

(12) A person must not abandon a vehicle in a parking place.

(13) A person must not —

(a) play football; or

(b) any other ball game in a parking place,

~~(13)~~ so as to cause danger, obstruction or give reasonable ground for annoyance to any person.

(14) A person must not wilfully or carelessly damage or interfere with the fabric or structure of a parking place or with any equipment, apparatus or device installed in a parking place.

Formatted

Formatted: Indent: Left: 1.2 cm, Hanging: 1.2 cm, No bullets or numbering

## 6 Disc parking

Comment [h5]: I don't think disc parking will help, it will aggravate the situation at some complexes. We need to restrict the areas to resident only (visitor allocated bays where we have the space)

Comment [DP6]: It would be best to insert this provision to help with monitoring compliance and enforcement in visitor parking place should it be deemed necessary. Signage will need to indicate displaying a parking disc.

(1) In the case where a parking disc is to be displayed, a person must not cause a vehicle, other than one issued with a parking permit, to wait in a parking place —

(a) without showing, by means of a parking disc displayed in the relevant position, the time at which the vehicle arrived at the parking place; or

(b) for a period exceeding the maximum period of waiting specified in column 5 of the table in Schedule 1.

(2) A vehicle displays a parking disc in the relevant position if the parking disc is exhibited in a conspicuous position on the vehicle so that the 5 minute period during which the period of waiting began is legible from outside the vehicle.

(3) A person must not —

(a) after a parking disc exhibited on a vehicle has been set in accordance with paragraph (2), alter the indications given by the parking disc whilst the vehicle remains in the parking place; or

(b) knowingly exhibit on a vehicle a parking disc which has been altered, defaced, mutilated or added to or upon in any way so that the figures have become distorted or illegible.

## 7 Traffic in the parking place

If a parking place has signs erected or surface markings indicating —

(a) the entrance to or exit from the parking place; or

(b) the direction a vehicle using the parking place must or must not proceed,

then a person must not drive a vehicle, or cause or permit a vehicle to be driven so that it enters, leaves, or proceeds within the parking place otherwise than by an entrance, exit, or in a direction, so indicated.

## 8 Moving or removal of vehicle

The Commissioners' may remove a vehicle from a parking place, which has been left in a parking place in contravention of this Order.

~~The Commissioners' may —~~

~~(a) alter the position of a vehicle in a parking place; or~~

~~(b) remove a vehicle from a parking place,~~

~~which has been left in a parking place in contravention of this Order.~~

**Comment [BI(7]:** There is no vires to include this provision. I have removed this element of the provision

## 9 Exemptions

The provisions of this Order must not apply to —

(a) emergency services' vehicles attending an incident (whether in the parking place or elsewhere); or

(b) vehicles being used for or on Commissioners' business.

Signed by authority of the Chair of Port St Mary Commissioners

MADE

MISS HAYLEY FARGHER
*Clerk to Port St Mary Commissioners*

Formatted: Font: (Default) Arial, 10 pt

## SCHEDULE 1

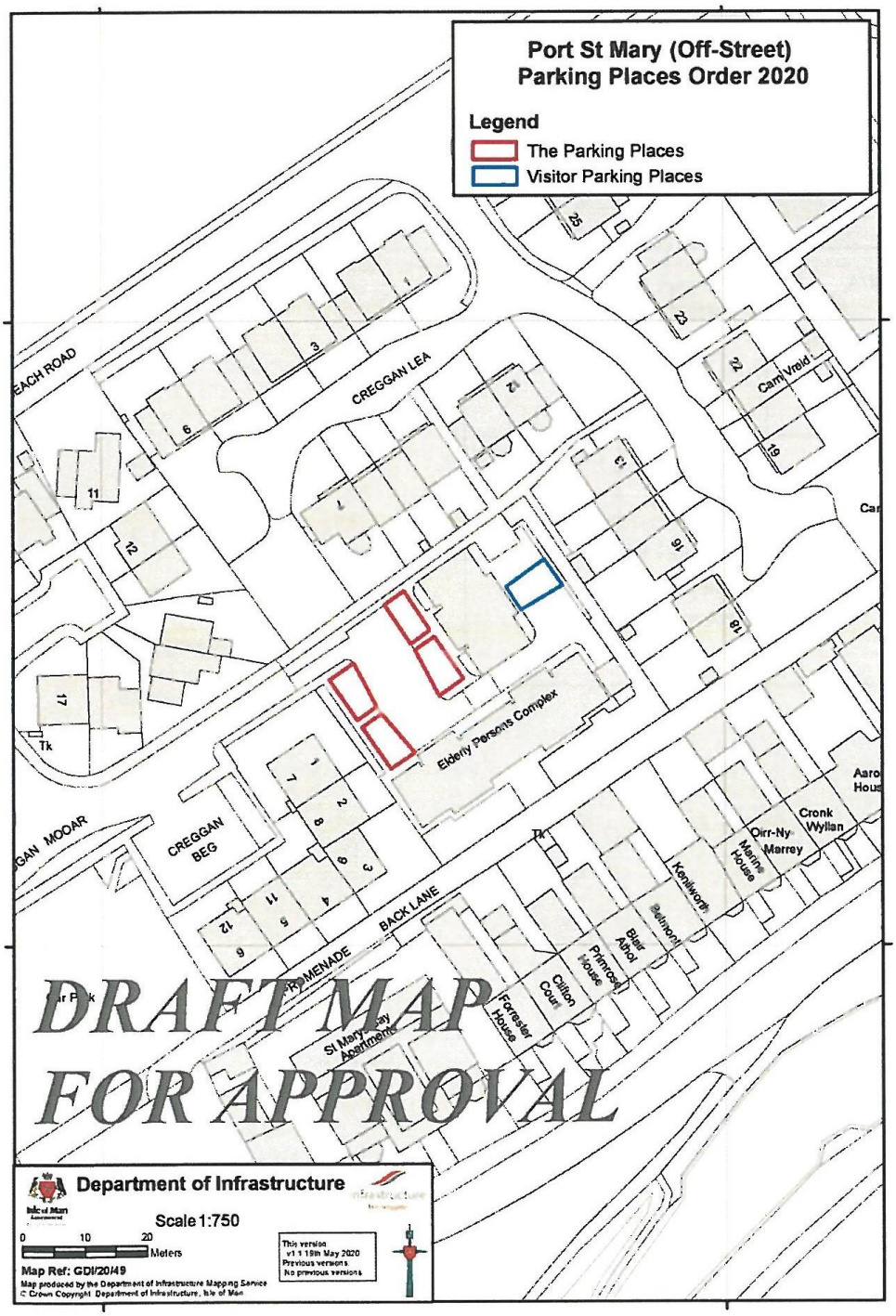
## THE PARKING PLACES

| Parking Place | Permitted class of vehicle | Type of authorisation to be displayed | Days and hours of operation | Maximum period of waiting |
|---|---|---|---|---|
| Cooil Veg | Vehicles not exceeding 2540kg un-laden weight | Parking permit | All year every day | N/A |
| Cooil Veg (visitor parking place) | | N/A<br>[Parking disc?] | All year every day | 4hrs, no return within 2hrs |
| Millhope Close | | Parking permit | All year every day | N/A |
| Reayrt Y Chrink | Vehicles not exceeding 2540kg un-laden weight | Parking permit | All year every day | N/A |

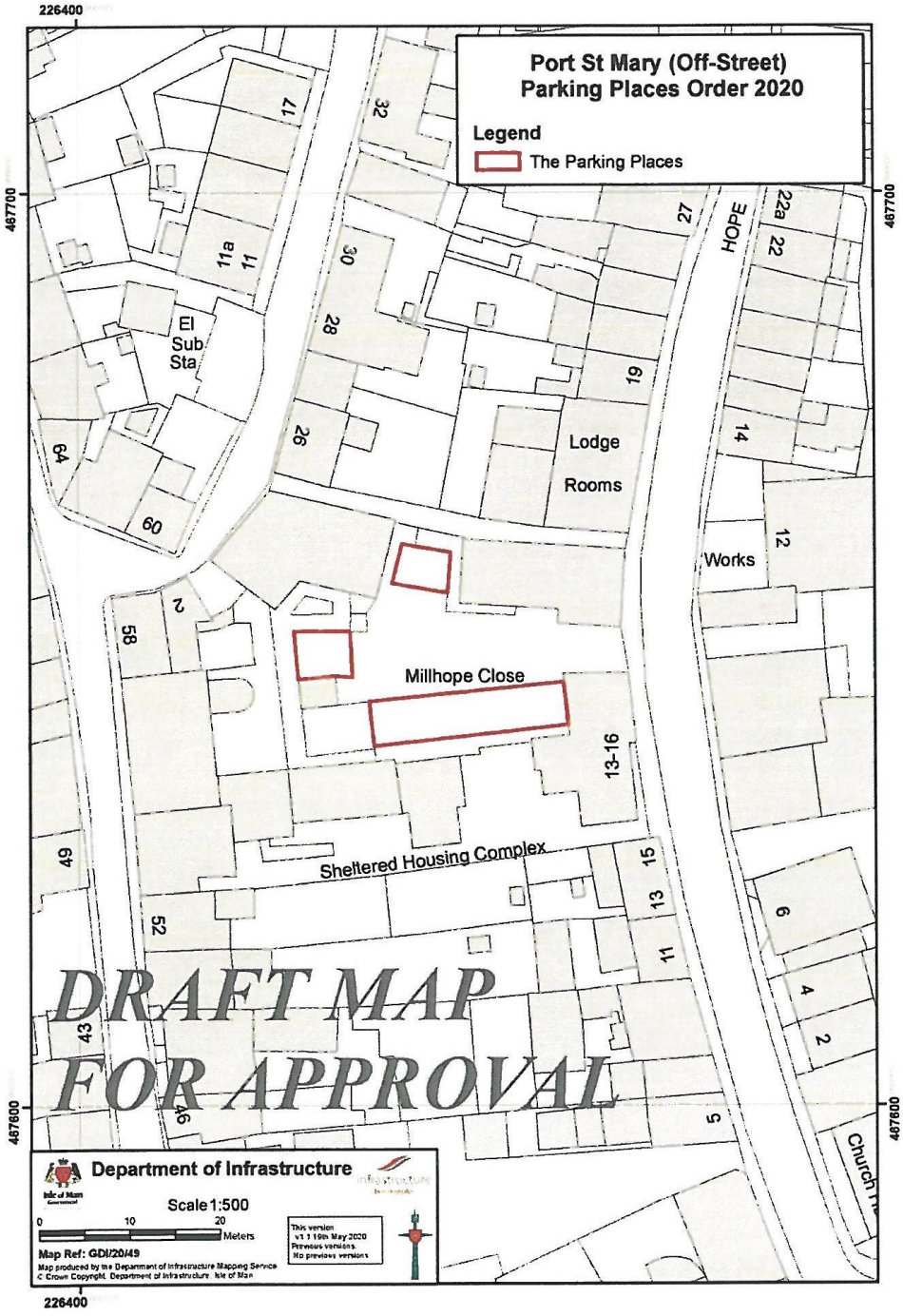
**Comment [DP8]:** To be considered further to check works for PSM Commissioners

**Comment [DP9]:** To be considered further to check works for PSM Commissioners

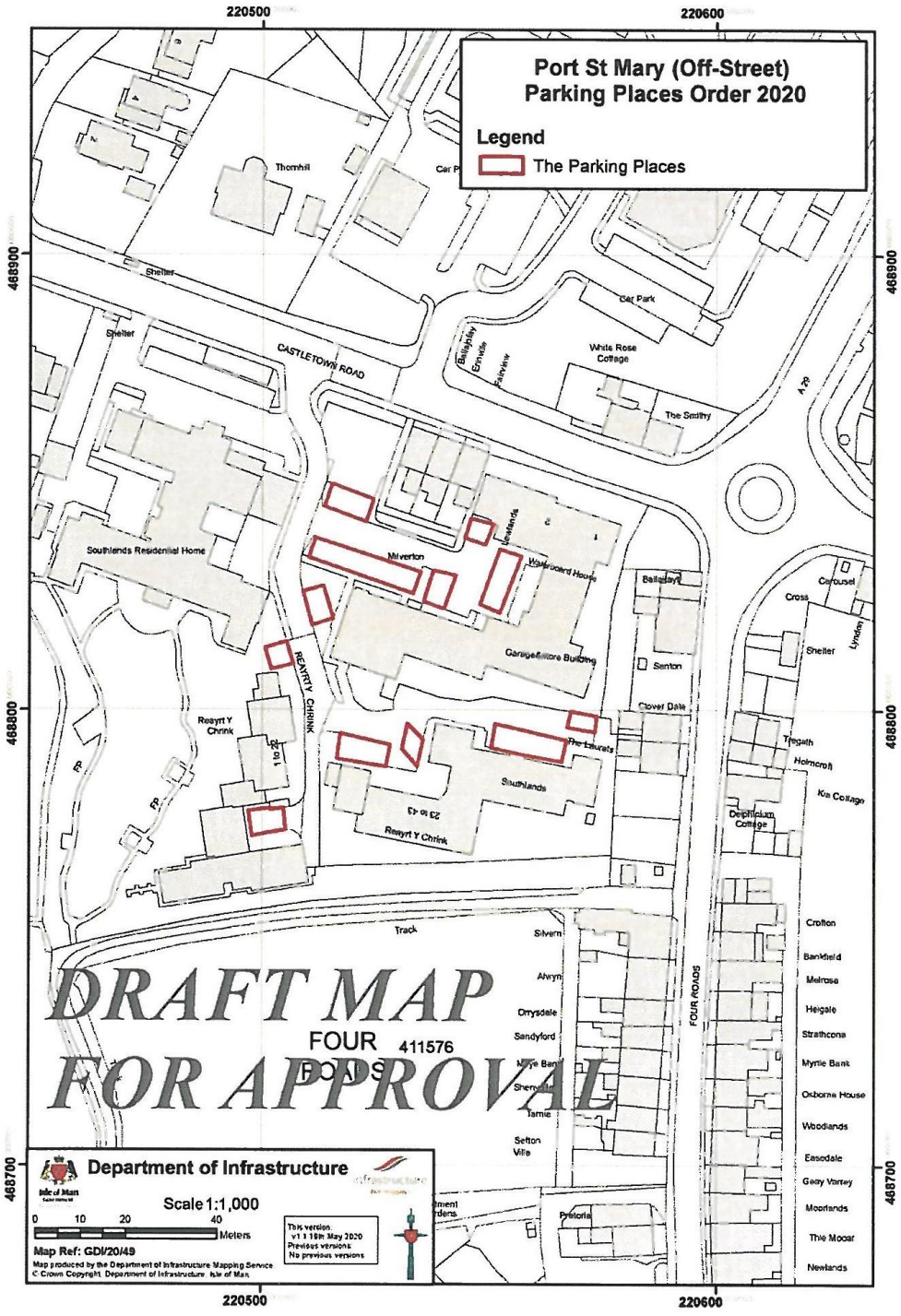
MAP 1: COOIL VEG



MAP 3: MILLHOPE CLOSE



## MAP 4: REAYRT Y CHRINK



## *EXPLANATORY NOTE*

*(This note is not part of the Order)*

This Order regulates parking within parking places owned by Port St Mary Commissioners.

Articles 4 to 7 of the Order specify the conditions applying to the use of the parking places.

The Order further provides, in article 8, that the Commissioners may remove a vehicle from a parking place that is parked in contravention of any of its provisions.

Article 9 confers exemptions from the provisions of this Order.

Item 8.1

## SOUTHERN SHELTERED HOUSING JOINT BOARD

## MEETING DATES FOR 2021

| 2021 Meeting Dates | |
|---|---|
| 25th January 2021 | |
| 22nd February 2021 | |
| 29th March 2021 | |
| **22nd April 2021** | **Election** |
| 26th April 2021 | |