SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING

28TH FEBRUARY 2022

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 31st January 2022	For Board approval
3.	**MATTERS ARISING - None**	
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in February 2022	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE**	

6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS - None**	
8.	**POLICY & RESOURCES**	
8.1	Meeting dates 2022	For Board discussion
9.	**PUBLIC CONSULTATIONS - None**	
10	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

Item 5.1

SOUTHERN SHELTERED HOUSING JOINT BOARD - Invoices to be paid in February 2022

Date	Inv #	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	NL Code
24/01/2022	28499	4Ts Window Cleaners	MC/CV/RyC - £175 and MHC - £110 - window cleaning	MC/CV/RyC	285.00	0.00	285.00	5240
27/01/2022	INV-1011	Adorn Leasing Limited	MH - Carephone and monitoring for 25 units	MH Close	487.50	97.50	585.00	5120
26/01/2022	431920	DEFA	RyC - woodchip delivery for biomass burner	RyC	3,663.03	305.55	3,968.58	5160
20/12/2021	1243849	Ellan Vannin Fuels	MH - oil delivery - 20/12/21	MH Close	1,868.22	93.41	1,961.63	5160
12/01/2022	1246062	Ellan Vannin Fuels	MH - oil delivery - 12/01/22	MH Close	1,766.04	88.30	1,854.34	5160
10/12/2021	1243558	Ellan Vannin Fuels	SF - oil delivery - 10/12/21	SF	910.57	45.53	956.10	5160
17/12/2021	1244304	Ellan Vannin Fuels	SF - oil delivery - 17/12/21	SF	732.42	36.62	769.04	5160
23/12/2021	1244368	Ellan Vannin Fuels	SF - oil delivery - 23/12/21	SF	639.33	31.97	671.30	5160
30/12/2021	1245364	Ellan Vannin Fuels	SF - oil delivery - 30/12/21	SF	702.99	35.15	738.14	5160
06/01/2022	1245780	Ellan Vannin Fuels	SF - oil delivery - 06/01/22	SF	799.29	39.96	839.25	5160
12/01/2022	1246502	Ellan Vannin Fuels	SF - oil delivery - 12/01/22	SF	588.50	29.43	617.93	5160
20/01/2022	1246833	Ellan Vannin Fuels	SF - oil delivery - 20/01/22	SF	974.06	48.70	1,022.76	5160
27/01/2022	1247643	Ellan Vannin Fuels	SF - oil delivery - 27/01/22	SF	887.74	44.39	932.13	5160
03/02/2022	1248217	Ellan Vannin Fuels	SF - oil delivery - 03/02/22	SF	805.04	40.25	845.29	5160
30/04/2021	SIN256976	G4S Secure Solutions (IOM) Ltd	Mill Hope annual alarm charges to 31/03/22	MH Close	138.38	27.68	166.06	5240
31/10/2021	SIN259477	G4S Secure Solutions (IOM) Ltd	Sandfield annual alarm charges to 30/09/22	SF	128.13	25.63	153.76	5240
27/01/2022	2043	Heattech Ltd	71 RYC - WC repair	71 RYC	58.00	2.90	60.90	5000
27/01/2022	2042	Heattech Ltd	31 RYC - WC repair	31 RYC	96.00	4.80	100.80	5000
27/01/2022	2040	Heattech Ltd	13 RYC - Rehang broken shower door	13 RYC	52.00	2.60	54.60	5000
27/01/2022	2035	Heattech Ltd	61 RYC - WC repair	61 RYC	58.00	2.90	60.90	5000
27/01/2022	2034	Heattech Ltd	10 CV - Change thermostatic radiator valve	10 CV	38.50	1.93	40.43	5000
27/01/2022	2033	Heattech Ltd	13 MH Close - Heating repair	13 MH Close	84.00	4.20	88.20	5000
27/01/2022	2032	Heattech Ltd	32 RYC - Heating repair	32 RYC	52.50	2.63	55.13	5000
27/01/2022	2030	Heattech Ltd	58 MC - Shower to be replaced with bath - Funded by SHCAT	58 MC	2,641.00	132.05	2,773.05	5000
14/02/2022	2060	Heattech Ltd	MH Close - Change kitchen taps in 6 units	MH Close	984.00	49.20	1,033.20	5240
14/02/2022	2061	Heattech Ltd	7 SF - Void checks	7 SF	180.00	9.00	189.00	5000
07/02/2022	2057	Heattech Ltd	MH Close - Heating call out - flush through system	MH Close	348.00	17.40	365.40	5240
07/02/2022	2059	Heattech Ltd	11 CV - Shower repairs	11 CV	541.00	27.05	568.05	5000
18/01/2022	100927	Infotech Systems (Eye Spy Security)	MH Close - Community Room pull cord call out	MH Close	60.00	12.00	72.00	5240
04/02/2022	1/00001700	J Qualtrough & Co	Manhole cover		40.68	8.14	48.82	5240
				Sub total	**20,609.92**	**1,266.85**	**21,876.77**	

		Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	NL Code
31/01/2022	21/4240	Liftmann	MH Close lift service	MH Close	100.00	20.00	120.00	5240
26/01/2022	961563243	Manx Gas	CV - gas supply to 26/01/22	CV	1,006.99	201.40	1,208.39	5160
26/01/2022	961563245	Manx Gas	MC - gas supply to 26/01/22	MC	5,786.73	1,157.35	6,944.08	5160
01/02/2022	34243	Manx Glass & Glazing	58 MC - Replace toughened glass unit	58 MC	277.32	55.46	332.78	5000
27/01/2022	U1929312	Manx Utilities	SF 27/10/21 - 20/01/22	SF	2,806.83	69.24	2,876.07	5160
25/01/2022	U1927655	Manx Utilities	62 RYC - 13/12/21 - 21/01/22	62 RYC	11.94	0.59	12.53	5160
31/08/2021	U1843333	Manx Utilities	7 RYC - 22/07/21 - 24/08/21	7 RYC	28.67	0.30	28.97	5160
01/02/2022	U1931688	Manx Utilities	Boiler Room RYC 01/11/21 - 26/01/22	RYC	433.50	103.83	537.33	5160
01/02/2022	U1932755	Manx Utilities	4 RYC - 01/11/21 - 26/01/22	4 RYC	17.37	0.86	18.23	5160
26/01/2022	660/33081	MC Locksmith Services Ltd	7 SF - Door closers	7 SF	60.02	12.00	72.02	5000
14/12/2021	660/32753	MC Locksmith Services Ltd	Void - Door Closers & Lock	RYC	103.53	20.71	124.24	5000
19/01/2022	1051/33042	MC Locksmith Services Ltd	53 MC - Master key & replacement door cylinder	53 MC	94.07	18.81	112.88	5000
31/01/2022	16315	ORB Limited	December payroll		51.00	10.20	61.20	
03/03/2022	16538	ORB Limited	January payroll		51.00	10.20	61.20	
31/01/2022	22008706	Otis Limited	RYC Service & repairs - Lift 1	RYC	1,581.43	316.29	1,897.72	5240
15/02/2022	22011063	Otis Limited	RYC Service & repairs - Lift 2	RYC	637.78	127.56	765.34	5240
26/01/2022	22007248	Otis Limited	RYC Service & repairs - Lift 3	RyC	277.01	0.00	277.01	5240
31/12/2021	4378	PSM Commissioners	Warden on call staff recharges Oct - Dec 21		3,592.68	0.00	3,592.68	
31/12/2021	4377	PSM Commissioners	Admin Fee Q3 Oct - Dec 21		11,169.05	2,233.81	13,402.86	
31/01/2022	299	PSM Lines	Permit lining at MH Close, SF & RYC		490.70	0.00	490.70	5240
23/01/2022	RJT1750	Richard J Taylor Decorating	71 RYC - Void decorating	71 RYC	200.00	40.00	240.00	5000
31/01/2022	145388	SCS Ltd	PAT testing at RYC	RYC	106.25	21.25	127.50	5240
31/01/2022	145389	SCS Ltd	PAT testing at MC	MC	81.25	16.25	97.50	5240
08/12/2021	9706	Test & Maintenance Services (IOM) Ltd	SF & MH Close lighting repairs	SF & MH Close	216.50	43.30	259.80	5240
15/12/2021	8725	Test & Maintenance Services (IOM) Ltd	1 MH Close - Replace light switch	2 MH Close	39.00	7.80	46.80	5000
15/12/2021	9726	Test & Maintenance Services (IOM) Ltd	3 SF - Repair security light	1 SF	36.50	7.30	43.80	5000
15/12/2021	9727	Test & Maintenance Services (IOM) Ltd	1 MH Close - EICR Void report	1 MH Close	390.00	78.00	468.00	5000
08/12/2021	37455	The Garage Door & Gate Company	Phase 3 RYC Door closer call out	RYC	60.00	12.00	72.00	5240
01/02/2022	1172	TopCare Nursing Agency	Supply of Warden - 16 hours		384.00	0.00	384.00	
15/12/2021	2224	Unique Fire Protection Ltd	MC - Annual servicing	MC	222.15	44.43	266.58	5240
14/01/2022	73047	WDS Limited	SF - Cleaning products	SF	443.54	88.71	532.25	
14/01/2022	43783	WDS Limited	SF - Cleaning products	SF	23.70	4.74	28.44	
				Sub Total	**30,780.51**	**4,722.38**	**35,502.89**	
				Total	**51,390.43**	**5,989.23**	**57,379.66**	

Breakdown of invoices to be paid by supplier

4Ts Window Cleaners	£285.00
Adorn Leasing Limited	£585.00
DEFA	£3,968.58
Ellan Vannin Fuels	£11,207.91
G4S Secure Solutions (IOM) Ltd	£319.81
Heattech Ltd	£5,389.65
Infotech Systems (Eye Spy Security)	£72.00
J Qualtrough & Co	£48.82
Liftmann	£120.00
Manx Gas	£8,152.46
Manx Glass & Glazing	£332.78
Manx Utilities	£3,473.13
MC Locksmith Services Ltd	£309.14
ORB Limited	£122.40
Otis Limited	£2,940.06
PSM Commissioners	£16,995.54
PSM Lines	£490.70
Richard J Taylor Decorating	£240.00
SCS Ltd	£225.00
Test & Maintenance Services (IOM) Ltd	£818.40
The Garage Door & Gate Company	£72.00
TopCare Nursing Agency	£384.00
Unique Fire Protection Ltd	£266.58
WDS Limited	£560.69

Item 6.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers

No further update is available.

Mobility Scooter Charging Stations

SCS have commenced installing a coin metered charging point at RYC as a temporary solution until a more permanent one is approved. Mill Hope & Marashen Crescent will follow after RYC.

Reayrt y Chrink – Flats 1&3

A meeting is being held with potential tenants and Occupational Health to discuss the plans and ensure they are sufficient prior to advertising Expressions of Interest.

Warden call systems

Investigations to replacement call systems are on going. The contractor carrying out repair works at RYC & MC are experiencing a delay in receiving materials (replacement room units). A verbal update will hopefully be available.

Sandfield Roof

The roof at Sandfield has historically suffered with moss. Several options have been explored to alleviate this. The most reasonable option is to erect scaffolding which can be moved around the building and PSMC staff along with

the handyman for Sandfield will manually remove the moss. The cost for this follows;

HORIZON SCAFFOLDING LIMITED
SCAFFOLDING CONTRACTORS
36 Hope Street, Douglas, Isle of Man, IM1 1AR
Telephone: 663635 Fax: 632101
Email: gill@horizonscaffolding.com
Web: www.horizonscaffolding.com

JGD/JC

16/11/2021

Port St Mary Commissioners
Att: Mr Tom Brown
via email: workshop@portstmary.gov.im

Dear Sirs

Site Address: Sandfield Complex, Castletown

We thank you for your enquiry to supply on hire the necessary quantity of tubular scaffolding, deliver, erect, dismantle when finished with and clear away, as set out below :-

Erect and dismantle independent scaffolding to main entrance elevation with one fully boarded working platform to form access and provide edge protection to suit removal of moss from the tiled roof as discussed. All access points to be kept clear including for wheelchairs. Please note that the scaffolding may interfere with reception to the Sky dish - any required re-siting of the dish would be your responsibility.

We hope our quotation is acceptable and look forward to hearing from you.

Yours faithfully

G Caine

Horizon Scaffolding Limited

Our Quotation is £1,650.00 + VAT for a minimum period of two weeks and rental of £140.00 + VAT per week or part of a week after the expiration of that period.

Charges commence when the scaffolding is erected, or when the Hirer makes use of the scaffold, whichever is the sooner, and ends at the expiration of the above minimum period, or when our manager is notified, whichever is later.

DAYWORK will be charged at £0.00 + VAT per hour plus expenses, agreed or otherwise.

Terms of Payment 30 Days

This quotation is submitted subject to the terms and conditions printed overleaf.

Parking Order

The Order wording follows this report for Board approval, this will then be advertised for 2 weeks and permits will be issued (example follows the Order). The Attorney General's Office have advised that a further amendment to the SSHJB Order is now required, which will need Tynwald approval, however it is unclear at this time if that will delay the implementation of this process.

Statutory Document No. 20XX/XXXX

SOUTHERN SHELTERED HOUSING JOINT BOARD

Road Traffic Regulation Act 1985
Southern Housing Joint Board Order 2020

SOUTHERN SHELTERED HOUSING OFF-STREET PARKING PLACES ORDER 2022

Made:
Coming into operation: in accordance with article 2

The Southern Sheltered Housing Joint Board, after complying with the requirements of paragraph 1 of Schedule 2[1] to the Road Traffic Regulation Act 1985, make the following Order under sections 11 and 13 of that Act by virtue of article 5(b) of the Southern Housing Joint Board Order 2020[2].

1 Title

This Order is the Southern Sheltered Housing Off-Street Parking Places Order 2022.

2 Commencement

This Order comes into operation on the day after its approval.

3 Interpretation

(1) In this Order —

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

"**authorised officer**" means an officer of the Board authorised to carry out the functions specified in this Order;

"**the Board**" means Southern Sheltered Housing Joint Board;

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

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

[1] As required by section 14D of the Act.
[2] SD 2020/0062 as amended by SD 2021/0167

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

(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 permit**" means a written authorisation issued by, or on behalf of, the Board 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 or marked "Visitor Parking Places" shown in blue on Map 1 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.

4 Use of a parking place

(1) Schedule 1 and Schedule 2 have 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 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; and

(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 vehicle that is 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.

(9) A person must not bring any vehicle into, or use any vehicle in, a parking 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 persons 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 play football or any other ball game in a parking place 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.

6 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 in which 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.

7 Moving or removal of vehicle

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

8 Exemptions

The provisions of this Order do 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 the business of the Board.

Signed by authority of the Chair of Southern Sheltered Housing Joint Board

MADE

H FARGHER
Clerk to the Southern Sheltered Housing Joint Board

SCHEDULE 1

[Article 4(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	Motor car, motor cycle	Parking permit	All year every day	N/A
Cooil Veg (visitor parking place)		N/A	All year every day	30hrs, no return within 2hrs
Millhope Close		Parking permit	All year every day	N/A
Reayrt Y Chrink		Parking permit	All year every day	N/A

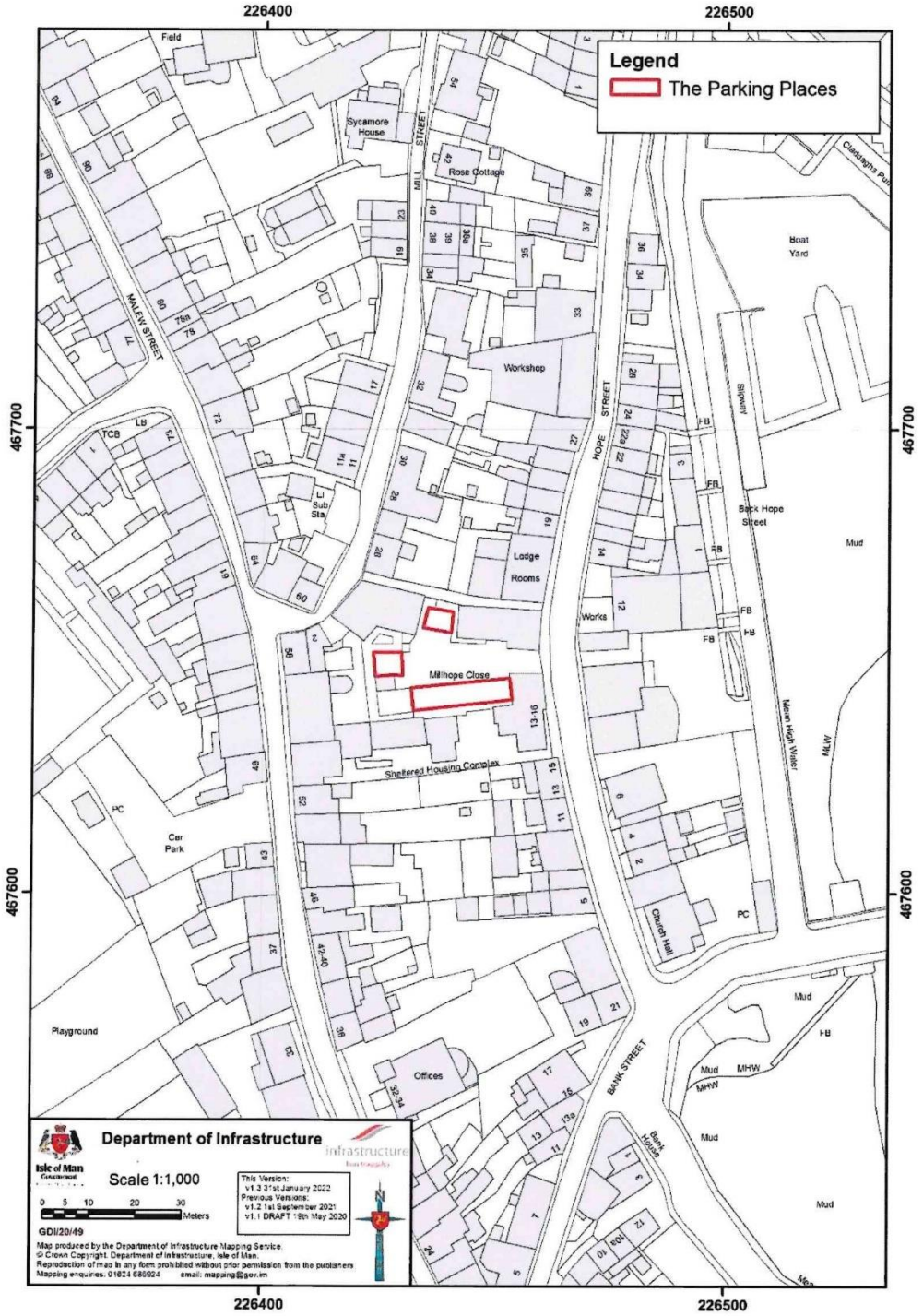
SCHEDULE 2

[Article 4(1)]

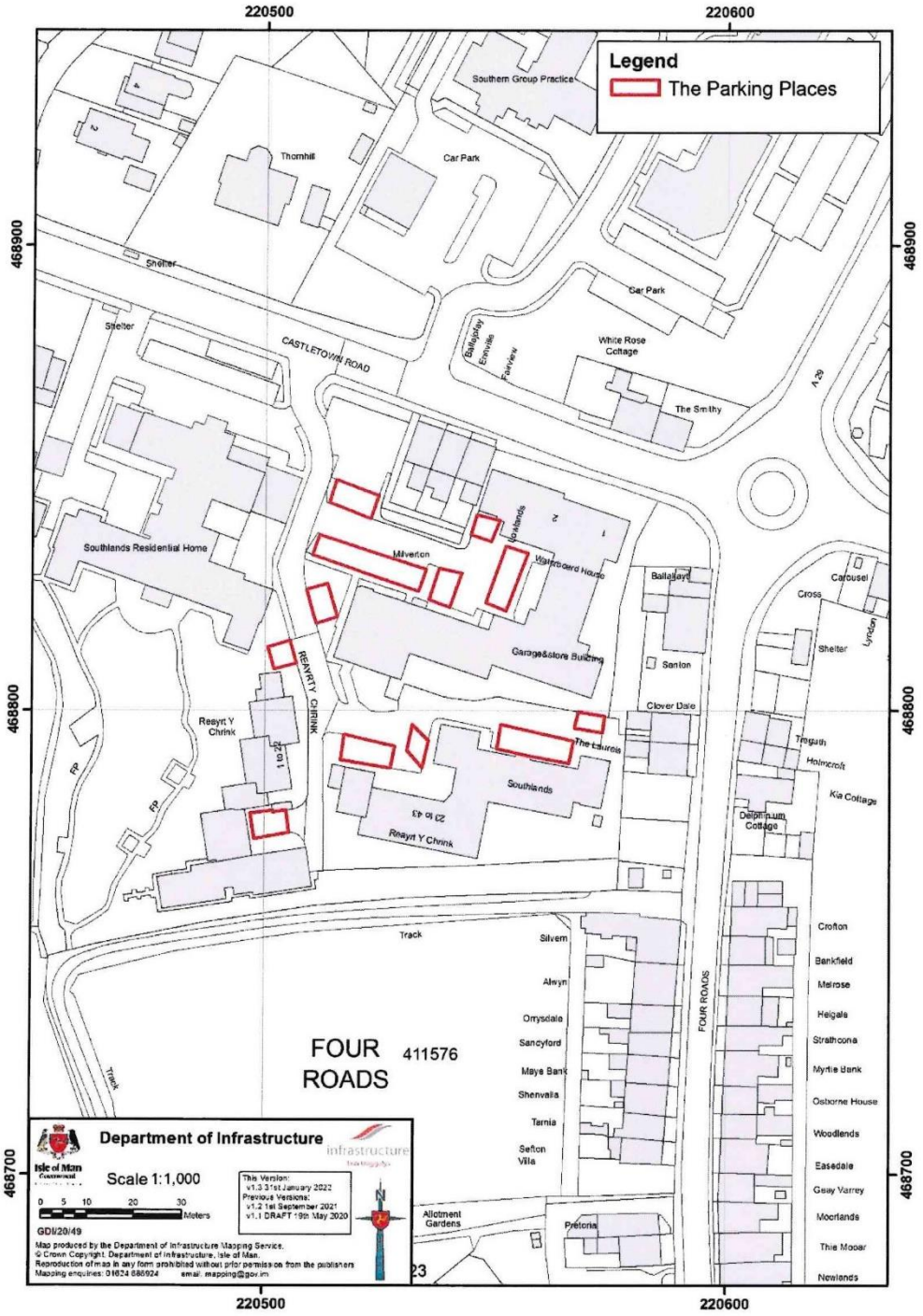
MAPS

MAP 1: COOIL VEG

MAP 2: MILLHOPE CLOSE



MAP 3: REAYRT Y CHRINK



EXPLANATORY NOTE

(This note is not part of the Order)

This Order regulates parking within off-street parking places owned by the Southern Sheltered Housing Joint Board.

Articles 4 to 6 of the Order specify the conditions applying to the use of the parking places.

Article 7 provides that the Board may remove a vehicle from a parking place that is parked in contravention of any of its provisions.

Article 8 confers exemptions from the provisions of this Order.

The permits will be numbered to cross check with records kept in the Office.

SOUTHERN SHELTERED HOUSING JOINT BOARD

PARKING PERMIT

Vehicle Registration

Date of Issue	Issuing Officer

Item 8.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING DATES FOR 2022

2022 Meeting Dates	
28th March 2022	
25th April 2022	
30th May 2022	AGM
27th June 2022	
25th July 2022	
29th August 2022	
26th September 2022	
31st October 2022	
28th November 2022	
19th December 2022	