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| ICM/123/291112 | Flaxmean Pond De-silt  
*This decision remains deferred*                      | Elkins         |
| ICM/143/240113 | Worm's Wood – Surrender of Lease by the Woodland Trust with Arun District Council Resuming Responsibility for the Site | Wensley        |
| ICM/144/240113 | Prosecutions for Housing and Council Tax Benefit Fraud [Exempt - Paragraph 3 – Information relating to Business Affairs] | Wensley        |
| ICM/145/240113 | Church street Offices and Adjacent Land – Change to Payment Dates [Exempt – Paragraph 3 – Information relating to Business Affair]  
*This decision has been withdrawn* | Wensley        |

PLEASE NOTE THE SIGNED DECISIONS WILL COME INTO EFFECT AS FROM 10AM ON THURSDAY 31 JANUARY 2013 UNLESS THE CALL-IN PROCESS IS APPLIED
THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE BY VIRTUE OF PARAGRAPHS 1, 2 AND 3 OF SCHEDULE 12A PART 1 OF THE LOCAL GOVERNMENT ACT 1972 AS AMENDED

PART B : INDIVIDUAL CABINET MEMBER DECISION

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<tr>
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<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Councillor D Wensley</td>
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<tr>
<td>SUBJECT: Purchase of Shared Ownership Property in Rustington</td>
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<td>OFFICER CONTACT: Brian Pople</td>
<td>EXTN: 37718</td>
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EXECUTIVE SUMMARY:

On the 29 January 1990 the Council leased a property in Rustington for a term of 125 years. This lease is a shared ownership lease. The Lessee purchased 25% of the property for £14,800 whilst the Council retained 75% of it.

The Council has received notice from the Lessee, in accordance with the provisions of the shared ownership lease, offering to surrender the shared ownership lease. In line with increasing the Council’s Housing stock the Council wishes to accept surrender of this lease.

DECISION:

As recommended in report / as amended by Cabinet / Cabinet Member –

1. This ICM is approved in order to provide authority to formalise the surrender of the shared ownership lease of the property in Rustington by execution of the Deed of Surrender for a consideration of £40,000, less any outstanding rent owed.

2. That an application is then made to the Land Registry to conclude the surrender

REASONS FOR THE DECISION:

To increase the Council’s Housing stock by accepting the surrender of the shared ownership lease and apply to update the Land Registry records accordingly.

OPTIONS CONSIDERED BUT REJECTED:

1. Implement the Recommendations in order to formalise the surrender of the shared ownership lease and increase the Council’s Housing stock (preferred option)

2. Decline the opportunity to acquire back the Property and allow the current leasehold to assign the lease on the open market

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFlict OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:
THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE BY VIRTUE OF PARAGRAPHS 1, 2 AND 3 OF SCHEDULE 12A PART 1 OF THE LOCAL GOVERNMENT ACT 1972 AS AMENDED

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URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?
ICM No. Leave blank
Delete yes or no YES/NO
CABINET MEMBER RESPONSIBLE: Cllr Roger Elkins
SUBJECT: Housing Revenue Account Budget Expenditure
OFFICER CONTACT: Brian Pople EXTN: 37718 E-Mail: brian.pople@arun.gov.uk

EXECUTIVE SUMMARY: This report sets out how expenditure on Workflow, the 2 year fixed term Project Officer, and Localism Act 2012, will be funded from the Housing Revenue Account.

DECISION:
As recommended in report / as amended by Cabinet / Cabinet Member –

It is recommended that:-
- Additional expenditure of £14,000 is approved for the Workflow Project, to be met from within existing HRA budgets.
- Additional expenditure in connection with the 2 year fixed term contract Project Officer post, who will support the procurement and implementation of the replacement Housing I.T. system, is met from the HRA budget.
- The additional expenditure of £12,000 from HRA budget in respect of Consultancy fees relating to the Localism Act 2012 regime is noted.

REASONS FOR THE DECISION:
Workflow is a key corporate project and is vital to improve effectiveness of the service, now and in the future, in terms of home and mobile working.

The 2 year fixed term post of Project Officer is critical to the success of procuring and implementing the replacement Housing I.T. system.

Implementation of the Localism Act 2012 is a statutory requirement.

OPTIONS CONSIDERED BUT REJECTED:
1. To cease progress with the procurement and implementation of the replacement Housing I.T. system.
   Work in connection with Workflow and various items relating to the Localism Act 2012 has already been undertaken or is in the process of being concluded.

(CABINET MEMBER(S)
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:
The information in this report is of a confidential or exempt nature by virtue of PARAGRAPH 3 – INFORMATION RELATING TO FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON – OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

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PART B : INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO
CABINET MEMBER RESPONSIBLE: Cllr. Dudley Wensley
SUBJECT: Surrender of lease of Worms Wood, back to Arun District Council
OFFICER CONTACT: Richard Cook EXTN:37692 E-Mail: richard.cook@arun.gov.uk

EXECUTIVE SUMMARY:
For the past thirteen years, the Woodland Trust has held the land known as Worm’s Wood in Middleton on a lease from Arun District Council. This lease dated 8th. July, 1999 is for 99 years from 1st. April, 1999.

Having established a Millennium Wood on the site, the Woodland Trust now wish to surrender their lease back to the Council and to relinquish all management responsibility.

Officers are confident that the Greenspace Service can add this site to the Council’s current maintenance contract without any additional cost to the Council.

This woodland site is highly valued by local people and there is a strong will for local communities to work in partnership with the Greenspace Service in helping to develop, manage and shape the future of this site in line with the Localism Agenda.

NOTE : This matter was originally the subject of an ICM approved by Cllr. Dendle, but the matter needs the approval of the Cabinet Member for Central Services.

DECISION:
As recommended in report:
1) Arun District Council agrees to accept a surrender of the lease from the Woodland Trust effective 31st. March, 2013, subject to the Woodland Trust bearing the Council’s expenses in the surrender process;
2) future management of the site is undertaken by the Council’s Greenspace Service;
3) Officers be authorised to execute the necessary documentation to complete the surrender of the lease and to give the Letter of Undertaking sought by the Woodland Trust.

REASONS FOR THE DECISION:
To safeguard the future of Worms Wood.

OPTIONS CONSIDERED BUT REJECTED:
The Council declines to accept a surrender of the lease from the Woodland Trust.

CABINET MEMBER(S)
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:
DISPENSATIONS GRANTED:
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PART B : INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?

NO

ICM No. ICM/240113

CABINET MEMBER RESPONSIBLE:

Councillor Dudley Wensley.

SUBJECT: Prosecutions for Housing and Council Tax Benefit Fraud

OFFICER CONTACT:

Name of Officer: Steve Clark
Ext: 37722
email: steve.clark@arun.gov.uk

EXECUTIVE SUMMARY:
The Housing and Council Tax Benefit Prosecution Panel have received one report where benefit has been overpaid and there is evidence that offences have been committed under the Social Security Administration Act 1992. The Panel resolved to recommend to the Cabinet Member for Corporate Governance that the case be prosecuted for Benefit Fraud, subject to the final decision resting with the Solicitor to the Council in relation to specific charges and who may recommend a Local Authority Caution following thorough examination of the evidence.

DECISION:

As recommended in report / as amended by Cabinet / Cabinet Member -
To prosecute in this case subject to the final decision resting with the Solicitor to the Council, who may recommend a Local Authority Caution.

REASONS FOR THE DECISION:
The case fits the criteria of the Council’s Anti Fraud Policy which was adopted by the Council in 2008

OPTIONS CONSIDERED BUT REJECTED:

1. To offer a Local Authority Caution.
2. To apply an administrative penalty equal to 30% of the overpayment and not to prosecute.
3. Do nothing

(Add any further options which arise from the consideration of this decision)

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: SIGNATURE: DATE:

Relevant Cabinet Member

[Signature]

24/11/15

Leader of Cabinet