# ARUN DISTRICT COUNCIL
## NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 14 FEBRUARY 2013

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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<tbody>
<tr>
<td>ICM/152/140213</td>
<td>Electricity Sub-Station situated off Flaxmean, Wick Lane, Felpham [Exempt – Paragraph 3 – Information Relating to Business Affairs]</td>
<td>Wensley</td>
</tr>
<tr>
<td>ICM/153/140213</td>
<td>Provision of Landscape and Biodiversity Advice</td>
<td>Bower</td>
</tr>
<tr>
<td></td>
<td><strong>This ICM has been deferred</strong></td>
<td></td>
</tr>
<tr>
<td>ICM/154/140213</td>
<td>Award of grant funding for parks community volunteer group projects</td>
<td>Dendale</td>
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<tr>
<td>ICM/155/140213</td>
<td>West Beach Boardwalk Safety Surfacing</td>
<td>Dendale</td>
</tr>
<tr>
<td>ICM/161/140213</td>
<td>Church Street Offices and Adjacent Lane – Change to Payment Dates [Exempt – Paragraph 3 – Information Relating to Business Affairs]</td>
<td>Wensley</td>
</tr>
<tr>
<td>ICM/149/070213</td>
<td>Duty to Cooperate – Local Strategic Statement Please note that due to an administrative error this decision, although signed, has been withdrawn and will be re-issued on 21 February 2012.</td>
<td>Bower</td>
</tr>
</tbody>
</table>

**PLEASE NOTE THE SIGNED DECISIONS WILL COME INTO EFFECT AS FROM 10AM ON THURSDAY 21 FEBRUARY 2013 UNLESS THE CALL-IN PROCESS IS APPLIED**
THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE AND IS NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

PART B: INDIVIDUAL CABINET MEMBER DECISION

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URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO

CABINET MEMBER RESPONSIBLE: Cllr Roger Elkins

SUBJECT: DESILTING OF FLAX MEAN POND

OFFICER CONTACT: Brian Pople EXTN: 37718 E-Mail: brian.pople@arun.gov.uk

EXECUTIVE SUMMARY: Authority is sought to carry out de-silting of the pond which is adjacent to Flax Mean, Felpham. The silt has built up over a period of more than 10 years, since it was last cleared. Authority is also sought in connection with waiving the Standing Orders which normally require three quotes to be obtained due to the costs of these works.

DECISION:

As recommended in report / as amended by Cabinet / Cabinet Member -
1. To carry out desilting of the pond adjacent to Flax Mean, Felpham
2. To waive Standing Orders relating to tendering in connection with the contract for desilting work.

REASONS FOR THE DECISION:

To carry out works which is effectively maintenance in connection with the pond which brings local benefits.

OPTIONS CONSIDERED BUT REJECTED:

1. That the works in connection with desilting the pond at Flax Mean are not carried out which could lead to a reduction in surface water storage capacity, the potential for floods, and a deterioration in environment for the local habitat and wildlife.

(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 Leader of Cabinet 14th Feb 2013
PART B: INDIVIDUAL CABINET MEMBER DECISION

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<tbody>
<tr>
<td>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?</td>
<td>NO</td>
</tr>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Roger Elkins</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Award of contract for flat roof renewal to 9 Council owned and 8 leasehold properties in Bognor Regis.</td>
</tr>
<tr>
<td>OFFICER CONTACT:</td>
<td>Lloyd Willson</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:Lloyd.willson@arun.gov.uk">Lloyd.willson@arun.gov.uk</a></td>
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</tbody>
</table>

EXECUTIVE SUMMARY: The report explains the background to this project; summarises the tenders received from four contactors to carry out the work and recommends the award of a contract to the first place bidder.

DECISION:
To proceed with this project in 2012/2013 and accept the lowest tender in the sum of £140,462 as submitted by Russell Trew Ltd. The savings achieved on other projects will offset the increase in the departmental estimate on this project.

REASONS FOR THE DECISION:
1. Russell Trew Ltd. have priced the specification in a satisfactory manner and has carried the costing forward to the Summary and Form of Tender correctly.
2. Russell Trew Ltd. pricing of elements of work within the schedule of works is considered consistent and competitive with current market trends.
3. Russell Trew Ltd. have been contacted and are confident they can complete the work at the tendered price and within the ten week contract period as stipulated in the form of tender.
4. Russell Trew Ltd. tender has been keenly priced and is £4,454.10 below that of the next lowest tender.
5. This work needs to be carried out in order to stop the on-going leaks which we have not been able to resolve and preserve the structure of the building and to increase the thermal insulation to the properties. It is more cost effective to carry out the works as part of a planned cyclical programme.
6. The savings achieved or other projects will offset the increase in the departmental estimate on this project.
7. The lowest price submitted by Russell Trew Ltd. is £20,462.12 higher than the departmental estimate. The discrepancy is due to using costing on similar projects and the level of preliminaries being claimed for.
THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE AND IS NOT FOR PUBLICATION 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

OPTIONS CONSIDERED BUT REJECTED:
1, To defer this project until 2013/2014.
2, Not to proceed with this project.
3, To re-tender this project to see if a better price could be obtained.

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<tr>
<th>CABINET MEMBER(S)</th>
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<tr>
<td>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</td>
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<td>DISPENSATIONS GRANTED:</td>
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<tr>
<td>ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:</td>
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<tr>
<th>DECISION BY:</th>
<th>SIGNATURE:</th>
<th>DATE:</th>
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<tr>
<td>Relevant Cabinet Member</td>
<td>[Signature]</td>
<td>14th Feb 2013</td>
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<tr>
<td>Leader of Cabinet</td>
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PART B: INDIVIDUAL CABINET MEMBER DECISION

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

Delete yes or no: \-NO

**CABINET MEMBER RESPONSIBLE:**

Cllr Dudley Wensley

**SUBJECT:** Electricity sub-station situated off Flaxmean, Wick Lane, Felpham, Bognor Regis.

**OFFICER CONTACT:** Richard Cook. **EXTN:** 7692. **E-Mail:** Richard.Cook@arun.gov.uk

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**EXECUTIVE SUMMARY:** The renewal of a lease of an electricity sub-station site to Scottish and Southern Energy situated off the access road to Flaxmean, Wick Lane, Felpham.

**DECISION:** To grant a new lease of the site of an electricity sub-station situated at Flaxmean, Felpham, for a period of 21 years from 1st February 2013, in consideration of a commuted payment of £1,600.00 plus the Council’s legal fees.

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

**REASONS FOR THE DECISION:** To ensure the continued management of Council owned assets.

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**OPTIONS CONSIDERED BUT REJECTED:**

B) To allow the occupation of the site to continue, without further payment or under any formal agreement.

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

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**CABINET MEMBER(S)**

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

**DISPENSATIONS GRANTED:**

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

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**DECISION BY:** Relevant Cabinet Member  | **SIGNATURE:** | **DATE:** 14/2/2012  
Leader of Cabinet
PART B : INDIVIDUAL CABINET MEMBER DECISION

<table>
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<tbody>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr P Dendle</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Award of funds for parks community volunteer group projects</td>
</tr>
<tr>
<td>OFFICER CONTACT:</td>
<td>Oliver Handson Extn: 37955 email: <a href="mailto:oliver.handson@arun.gov.uk">oliver.handson@arun.gov.uk</a></td>
</tr>
<tr>
<td>EXECUTIVE SUMMARY:</td>
<td>Arun District Council currently supports a number of parks community volunteer groups who volunteer on Arun sites by funding their insurance, organising an annual group conference and offering training &amp; project funding opportunities. The financial support of these volunteer groups was agreed by members in July 2009. The support and partnership between Arun and local green space volunteers is very much in line with the idea of the Big Society and enables these groups to generate additional external funding and investment for the benefit of local green spaces.</td>
</tr>
<tr>
<td>DECISION:</td>
<td>To support the proposal to fund the project applications</td>
</tr>
<tr>
<td>REASONS FOR THE DECISION:</td>
<td>To allow funding of a community volunteer group project application in order to support the ongoing partnership between ADC &amp; its valued green space volunteers</td>
</tr>
<tr>
<td>OPTIONS CONSIDERED BUT REJECTED:</td>
<td>Not to support the proposal to fund the project applications</td>
</tr>
<tr>
<td>CABINET MEMBER(S)</td>
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<tr>
<td>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</td>
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PART B: INDIVIDUAL CABINET MEMBER DECISION

EXECUTIVE SUMMARY:

At present, the West Beach boardwalk is closed to the public on the advice of our corporate Health & Safety Officer as it is dangerously slippery. West Beach is key visitor destination for the District.

120 meters of the Boardwalk requires surfacing to prevent this from reoccurring.

Pro-teq are a company that have previously carried out work very successfully for Arun District Council on decking areas, and wooden pontoons using their Polyurea Hybrid system surfacing product which is sprayed on and has high tensile strength, no seam and is extremely hard wearing. It is sand colour and therefore will have blend in with the surrounding of this unique environment.

Pro-teq have quoted £9,800 for this work. Because West Beach Boardwalk is within a Site of Special Scientific Interest (SSSI) Natural England are required to approve any works of this nature they have approved the Pro-teq product to be used on the SSSI.

Despite investigation it has not been possible to locate any other local companies in the South of England offering a similar or equally effective product for this project.

DECISION:

That Pro-teq are approved to carry out this work so that the Boardwalk will be as accessible as possible and safe in the future.

REASONS FOR THE DECISION:

To use the most effective product on the market which has been agreed with Natural England, to improve access and prevent future accidents

OPTIONS CONSIDERED BUT REJECTED:

1. That we keep the boardwalk closed until such time it is safe to access. The problem will re-occur in wet weather.

2. That we identify an alternative product, which may not have the long term desired result and which may not be approved by Natural England, therefore further delaying any work.

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

Leader of Cabinet

14 February 2013
PART B: INDIVIDUAL CABINET MEMBER DECISION

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<th>156/14 0213</th>
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<tbody>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Norman Dingemans</td>
<td></td>
</tr>
<tr>
<td>SUBJECT: Non-Domestic Rate Write Off's</td>
<td>OFFICER CONTACT: Judith Rhodes EXTN: 37321 E-Mail: <a href="mailto:judith.rhodes@arun.gov.uk">judith.rhodes@arun.gov.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

EXECUTIVE SUMMARY: The report lists each case where authorisation is sought to write off the Non-Domestic Rate debt.

DECISION: To write off Non-Domestic Rates to the value of £34,973.23 in respect of 8 cases. To note that under delegated powers the amount of £35.04 has been written off in respect of 3 cases.

REASONS FOR THE DECISION: The Non-Domestic Rate has been deemed unrecoverable under the recovery policy which was previously agreed by members in March 2008.

OPTIONS CONSIDERED BUT REJECTED: None

(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: Relevant Cabinet Member

SIGNATURE: [Signature]

DATE: 14/2/13

Leader of Cabinet
**PART B : INDIVIDUAL CABINET MEMBER DECISION**

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<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Councillor Dingemans</td>
</tr>
<tr>
<td>SUBJECT: Sundry Debtor Write Offs</td>
<td></td>
</tr>
<tr>
<td>OFFICER CONTACT:</td>
<td>Name of Officer: Judith Rhodes Ext:37321 e-mail:<a href="mailto:judith.rhodes@arun.gov.uk">judith.rhodes@arun.gov.uk</a></td>
</tr>
</tbody>
</table>

**EXECUTIVE SUMMARY:** The report lists each case where authorisation is sought to write off the Sundry Debt.

**DECISION:** To write off Sundry Debts to the value of £10,173.69 in respect of 8 cases. To note that under delegated powers the amount of £4,448.61 has been written off in respect of 48 cases.

**REASONS FOR THE DECISION:** The Sundry Debts have been deemed unrecoverable under the Recovery Policy which was previously agreed by members in March 2008

**OPTIONS CONSIDERED BUT REJECTED:** None

(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:** Relevant Cabinet Member

**SIGNATURE:** [Signature]

**DATE:** 14/12/13.

Leader of Cabinet
# PART B: INDIVIDUAL CABINET MEMBER DECISION

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<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Norman Dingemans</td>
</tr>
<tr>
<td>SUBJECT: Council Tax</td>
<td></td>
</tr>
<tr>
<td>OFFICER CONTACT: Judith Rhodes</td>
<td>E-Mail: <a href="mailto:judith.rhodes@arun.gov.uk">judith.rhodes@arun.gov.uk</a></td>
</tr>
<tr>
<td>EXTN: 37321</td>
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**EXECUTIVE SUMMARY:** The report lists each case where authorisation is sought to write off the Council Tax debt.

**DECISION:** To write off Council Tax to the value of £9,151.11 in respect of 6 cases. To note that under delegated powers the amount of £5,269.18 has been written off in respect of 57 cases.

**REASONS FOR THE DECISION:** The Council Tax has been deemed unrecoverable under the recovery policy which was previously agreed by members in March 2008

**OPTIONS CONSIDERED BUT REJECTED:** None

(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:** Relevant Cabinet Member | SIGNATURE: | DATE: 14/2/13, Leader of Cabinet
PART B: INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO
CABINET MEMBER RESPONSIBLE: Cllr Norman Dingemans
SUBJECT: Discretionary Rate Relief – Acceptance of new awards
OFFICER CONTACT: Iain Bell  
EXTN: 37633  
E-Mail: iain.bell@arun.gov.uk

EXECUTIVE SUMMARY:
Decision to award Discretionary Rate relief for the period 1st April 2013 to 31st March 2014

DECISION:
That the recommendation be agreed.

REASONS FOR THE DECISION:
To award Discretionary Rate Relief for the applications marked on the attached schedule for the period 1st April 2013 to 31st March 2014 in accordance with the agreed criteria as approved by Cabinet on the 25th July 2010.

OPTIONS CONSIDERED BUT REJECTED:
To not award Discretionary Rate Relief to those organisations shown on the attached schedule for the period 1st April 2013 to 31st March 2014

(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: 14 February 2013

Relevant Cabinet Member

Leader of Cabinet
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PART B: INDIVIDUAL CABINET MEMBER DECISION

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| CABINET MEMBER RESPONSIBLE: | Cllr Norman Dingemans |

| SUBJECT: | Discretionary Rate Relief – Acceptance of new awards |

| OFFICER CONTACT: | Iain Bell | EXTN: 37633 | E-Mail: iain.bell@arun.gov.uk |

EXECUTIVE SUMMARY:
Decision to refuse Discretionary Rate relief for the period 1st April 2013 to 31st March 2014

DECISION:
That the recommendation be agreed.

REASONS FOR THE DECISION:
To refuse Discretionary Rate Relief for the applications marked on the attached schedule for the period 1st April 2013 to 31st March 2014 in accordance with the agreed criteria as approved by Cabinet on the 26th July 2010.

OPTIONS CONSIDERED BUT REJECTED:
To award Discretionary Rate Relief to those organisations shown on the attached schedule for the period 1st April 2013 to 31st March 2014

(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: Relevant Cabinet Member

SIGNATURE: 

DATE: 14/2/13

Leader of Cabinet
THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE BY VIRTUE OF PARAGRAPH 3 OF PART 1 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED

PART B: INDIVIDUAL CABINET MEMBER DECISION

| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | ICM No. 161 140213 |
| CABINET MEMBER RESPONSIBLE: | NO |
| SUBJECT: Church Street Offices and Adjacent land – change to payment dates | Cllr D Wensley |
| OFFICER CONTACT: Ed O’Brien EXTN: 37441 E-Mail: Ed.OBrien@arun.gov.uk |

EXECUTIVE SUMMARY: This report requests that the payment dates set out in ICM/027/070612 entitled ‘Church Street Offices and Adjacent Land – alteration of payment dates’ are amended to the dates shown in paragraph 2 of this report.

DECISION:
That the purchase price be paid by stage payments, these being:
- £22,000.00 on the Completion Date (the Deposit)
- £78,000.00 on the Completion Date
- £60,000.00 on or before the 16 September 2013
- £60,000.00 on or before the 14 April 2014

REASONS FOR THE DECISION:
To approve the newly proposed payment dates.

OPTIONS CONSIDERED BUT REJECTED:
To reject the stage payment dates set out in paragraph 2 of this report and continue with the dates set out in ICM/027/070612

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: Relevant Cabinet Member

SIGNATURE: |

DATE: 14/02/13

Leader of Cabinet