# ARUN DISTRICT COUNCIL
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 18 OCTOBER 2012

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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<tbody>
<tr>
<td>ICM/086/200912</td>
<td>Arun Leisure Centre Management Board – Minutes of meeting held on 13 September 2012</td>
<td>Dendle</td>
</tr>
<tr>
<td>ICM/093/111012</td>
<td>Park &amp; Ride Provision for Significant Events This decision has been deferred</td>
<td>Dendle</td>
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<tr>
<td>ICM/094/111012</td>
<td>Transfer of Open Space and Play Area (1st LEAP) via a Section 106 Agreement at Site 6, Bersted (Planning Ref BE/45/04)</td>
<td>Dendle</td>
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<tr>
<td>ICM/097/181012</td>
<td>Council Tax Write Offs (Exempt – Paragraph 3 – Information Relating to Business Affairs)</td>
<td>Dingemans</td>
</tr>
<tr>
<td>ICM/098/181012</td>
<td>Non-Domestic Rate Write Offs (Exempt- Paragraph 3 – Information Relating to Business Affairs)</td>
<td>Dingemans</td>
</tr>
<tr>
<td>ICM/099/181012</td>
<td>Sundry Debtor Write Offs (Exempt – Paragraph 3 – Information Relating to business Affairs)</td>
<td>Dingemans</td>
</tr>
<tr>
<td>ICM/100/181012</td>
<td>Arun Business Card, Discount Scheme for Residents and Businesses</td>
<td>Mrs Brown</td>
</tr>
<tr>
<td>ICM/101/181012</td>
<td>Replacement of existing wooden shelter in hoatham Park, Bognor Regis</td>
<td>Dendle</td>
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PLEASE NOTE THE SIGNED DECISIONS WILL COME INTO EFFECT AS FROM 10.00 A.M. ON THURSDAY 25 OCTOBER 2012 UNLESS THE CALL-IN PROCESS IS APPLIED
PART B : INDIVIDUAL CABINET MEMBER DECISION

<table>
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<tr>
<th>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?</th>
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<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Dendale</td>
</tr>
<tr>
<td>SUBJECT: Arun Leisure Centre Management Board – Minutes of meeting held on 13 September 2012</td>
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</tr>
<tr>
<td>OFFICER CONTACT: Jane Fulton</td>
<td>EXTN: 37611 E-Mail: <a href="mailto:jane.fulton@arun.gov.uk">jane.fulton@arun.gov.uk</a></td>
</tr>
</tbody>
</table>

EXECUTIVE SUMMARY: To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 13 September 2012

DECISION:
As recommended in the attached Minutes of the meeting of the Arun Leisure Centre Management Board held on 13 September 2012.

REASONS FOR THE DECISION: To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 13 September 2012.

OPTIONS CONSIDERED BUT REJECTED: To not approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 13 September 2012.

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:

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Subject to approval at the next meeting

MEETING OF THE ARUN LEISURE CENTRE MANAGEMENT BOARD

13 September 2012 at 4.04 p.m.

Present: Councilors Blampied, Chapman, Mrs Madeley and Mrs Stainton (substituting for Councillor Edwards).

WSCC School Governors: Mrs J Moffat (Vice-Chairman) and Mr M Monk.

Also present were Mr P Graham (Marketing, Events & Filming Officer – ADC – Substituting for Mrs P Dart – Assistant Director of Environmental Services - ADC), Mr J Stride (Chief Executive – Inspire Leisure), Mr T McMutrie (Centre Manager – Arun Leisure Centre), Mr P Rayner (Business Manager – Felpham Community College – Substituting for Mr Anstiss - Headteacher - Felpham Community College), Mr S Elliott (Project Manager – WSCC).

1. ELECTION OF CHAIRMAN

The Board

RESOLVED

That Councillor Mrs Madeley be elected Chairman for 2012/2013.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Edwards - (ADC), Councillor McDougall (WSCC), Mr M Dickson (Chairman of the Board of Trustees – Inspire Leisure), Mrs P Dart (Assistant Director of Environmental Services – ADC) and Mr Anstiss (Headteacher – Felpham Community College).

3. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons
Subject to approval at the next meeting

- The Council has adopted the Government's example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions on the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a member declares a "Prejudicial Interest", this will, in the interests of clarity for the public, be recorded in the minutes as a Prejudicial and Pecuniary Interest.

Councillor T Chapman declared a Personal Interest in all of the items to be discussed insofar as he was a Trustee of Inspire Leisure, appointed by Arun District Council.

4. MINUTES

The Minutes of the meeting held on 29 March 2012 were approved by the Board as a correct record and were signed by the Chairman.

5. MATTERS THAT MEMBERS WISH TO RAISE

No matters were raised.

6. APPOINTMENT OF VICE-CHAIRMAN

The Board

RESOLVED

That Mr M Monk be appointed Vice-Chairman for 2012/2013.

7. START TIMES

The Board

RESOLVED

That the start times for meetings during 2012/2013 be 4.00 pm.

8. EXEMPT INFORMATION

The Board

RESOLVED
Subject to approval at the next meeting

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

9. LEISURE STRATEGY CONSULTATION – UPDATE

The Marketing Events & Filming Officer (Phil Graham) circulated an information leaflet at the meeting which provided details as to how responses could be given to the proposals that had been drawn up in the Council’s draft Leisure Strategy. He explained that much of the information, such as the questionnaire that could be completed and returned to the Council for analysis, was embargoed until 17 September 2012, but that this information could be downloaded from the Council’s web pages which provided a full breakdown of the information available as from 17 September 2012.

The Marketing Events & Filming Officer explained the timetable in place for the consultation that was being undertaken and when this was likely to be report to Arun’s Full Council meeting for final decision.

Questions were asked about the Council’s contract with Inspire Leisure (the Leisure Operator) and what would be happening from 2016 onwards. Would this contract be extended or would the Council be going out to the market for a leisure provider. The Chief Executive of Inspire Leisure responded by stating that Inspire Leisure had been told by the Council that it would be going to tender in April 2016.

10. ARUN LEISURE CENTRE OPERATIONAL REPORT (Exempt – Paragraph 3 – Information Relating to Financial or Business Affairs)

The Centre Manager, presented Inspire Leisure’s regular operational report which updated Members on operational progress since the last meeting of the Board.

The Chief Executive of Inspire Leisure advised that since the last meeting of the Board, the ALC had had its own IT system installed and that negotiations were underway with Torrex (the provider) in terms of putting a new package together so that internet bookings could be made in the future. It was hoped that this could be in place for December and so in the future more information would be able to be reported on attendance numbers and the number of people who paid by direct debit and attended different leisure activities.

Following a number of questions which were responded to at the meeting, the Board noted the report.
Subject to approval at the next meeting

11. ARUN LEISURE CENTRE JOINT LIAISON GROUP MEETINGS – 14 MAY AND 5 SEPTEMBER 2012 (Exempt – Paragraph 3 – Information Relating to Business Affairs)

The Board received and noted the meeting notes of the Joint Liaison Group meetings held on 14 May and 5 September 2012.

Discussion focused on:-

14 May 2012 – Key Items

- Planned Maintenance Programme for Inspire Leisure – it was reported that WSCC were still awaiting details on Arun’s planned maintenance for 2012/2013.
- Phil Graham reported that Planned Maintenance Programme for Inspire Leisure was due to be discussed at a meeting of the Council’s Corporate Management Team taking place on 25 September 2012.
- It was explained that this meeting would be highlighting areas which would be identified as needing maintenance works so that a plan could be drawn up for discussion with Inspire Leisure.

5 September 2012 – Key Items

- Minute 3 – Simon Elliott reported that no progress had been made on the issue of maintenance works as ADC had failed to attend the meeting held to discuss this point.
- Minute 8 - It was also reported that there was an issue with the non-payment of invoices relating to professional fees by ADC and that it had reached the point where WSCC’s debt recovery team had become involved to progress payment of the outstanding amounts.
- Phil Graham firstly responded to the issue of the outstanding planned maintenance work. He re-confirmed that this issue was to be discussed at a meeting of ADC’s Corporate Management Team on 25 September 2012.
- Replacement of the Astroturf – It was confirmed that ADC had had discussions with Inspire Leisure about the type of Astroturf to be put down. It was confirmed that a report on this would be going to a future meeting of Arun’s Cabinet in the next few weeks or so.
- Phil Graham assured the Board that either Philippa Dart or a representative from her team would attend future meetings of the Joint Liaison Group and ALC Board. Simon Elliott was provided with details of Mrs Dart’s PA, Eileen Fisher and advised that she would be the main point of contact.
- Simon Elliott was provided with the details of Arun’s Property & Estates Manager (Paul Broggi) and it was confirmed that he would be the main point of contact with regard to the outstanding invoices mentioned.
Subject to approval at the next meeting

39. **FELPHAM COMMUNITY COLLEGE – QUARTERLY REPORT**

The Board received and noted a verbal update report from the Business Manager which covered the sporting successes of the School over the last period.

40. **DATES OF FUTURE MEETINGS**

The Board noted the proposed meeting dates for the Board for the remainder of 2012/2013.

(The meeting concluded at 4.45 pm)
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: Councillor D Wensley

SUBJECT: Granting of an Easement Across Fitzalan Swimming Pool Car Park, Arundel.

OFFICER CONTACT: Nigel Horwill  EXTN: 37788 E-Mail: nigel.horwill@arun.gov.uk

EXECUTIVE SUMMARY:
Authority is sought to grant an Easement across Fitzalan Swimming Pool Car Park Arundel for the benefit of The Moorings, 24 Queen Street, Arundel for vehicular access to and from the property across the car park to The Causeway.

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

1. To grant an exclusive easement to 24 Queens Street Arundel for domestic vehicular access across Fitzalan Car Park to The Causeway Arundel for a term equal to the remaining term of the lease granted to Arundel Town Council in May 2002 for 125 years (less 3 days) for the agreed sum of £20,000.

2. Not to agree to the 2 additional conditions proposed in the owner’s solicitor letter of the 28th September 2012.

3. The sum of £20,000 would be equally divided between Arun District Council, Arundel Town Council and Arundel & Downland Community Leisure Trust.

REASONS FOR THE DECISION:
To grant an exclusive easement to 24 Queens Street Arundel for domestic vehicular access across Fitzalan Car Park to The Causeway Arundel for a term equal to the remaining term of the lease to Arundel Town Council (less 5 days) for the agreed sum of £20,000.

OPTIONS CONSIDERED BUT REJECTED:
Not to grant an exclusive easement to 24 Queens Street Arundel for domestic vehicular access across Fitzalan Car Park to The Causeway Arundel for a term equal to the remaining term of the lease to Arundel Town Council (less 5 days) for the agreed sum of £20,000 and to erect a barrier preventing access across the car park from 24 Queen Street.

(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:
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

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<tr>
<td>Relevant Cabinet Member</td>
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<td>14 Oct 2012</td>
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<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Dendle</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Transfer of open space and play area (1st LEAP) via a Section 106 agreement at Site 6, Bersted (ref BE/45/04)</td>
</tr>
<tr>
<td>OFFICER CONTACT:</td>
<td>J Russell-Wells  EXTN: 37914  E-Mail: <a href="mailto:joe.russell-wells@arun.gov.uk">joe.russell-wells@arun.gov.uk</a></td>
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**EXECUTIVE SUMMARY:**

Site 6, Bersted development has large areas of open space and play provision which are being provided in accordance with the Council's planning policy. This provision is due to be transferred to the Council together with commuted sums as part of a Section 106 agreement produced at the time of the planning permission. The sum has been subject to indexation.

This report seeks approval for the transfer of the first area of open space and play area (1st LEAP) to the Council and transfer of the funding into revenue budgets for the maintenance of the open space and the play areas.

**DECISION:**

Approve the transfer of the open space and play area together with a commuted sum for the maintenance of the open spaces.

**REASONS FOR THE DECISION:**

To enable the transfer of the land to take place and for the funds to be transferred to the appropriate revenue accounts.

**OPTIONS CONSIDERED BUT REJECTED:**

Not to approve the transfer of either the open space and play area, or the transfer of the commuted sum.

**CABINET MEMBER(S)**

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**DECISION BY:** Relevant Cabinet Member

**SIGNATURE:** [Signature]

**DATE:** 11 October 2012

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: Council Tax
OFFICER CONTACT: Judith Rhodes EXTN:37321 E-Mail:judith.rhodes@arun.go.uk

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 £28,143.68 in respect of 22 cases. To note that under delegated powers the amount of £-322.32 has been written off in respect of 85 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: Signature: Date:
Relevant Cabinet Member
Leader of Cabinet

18/10/12
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: Non-Domestic Rate Write Off’s</td>
<td></td>
</tr>
<tr>
<td>OFFICER CONTACT: Judith Rhodes     EXTN: 37321</td>
<td>E-Mail: <a href="mailto:judith.rhodes@arun.go.uk">judith.rhodes@arun.go.uk</a></td>
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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 £14,747.20 in respect of 5 cases. To note that under delegated powers the amount of £-15.42 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)

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| DISPENSATIONS GRANTED: |

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| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | NO |
| CABINET MEMBER RESPONSIBLE: | Councillor Norman Dingemans |
| SUBJECT: Sundry Debtor Write Offs |
| OFFICER CONTACT: | Name of Officer: Judith Rhodes | Ext: 37321 | e-mail: judith.rhodes@arun.gov.uk |

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 £42,661.57 in respect of 16 cases. To note that under delegated powers the amount of £7,625.33 has been written off in respect of 40 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: | SIGNATURE: | DATE: |
| Relevant Cabinet Member | [Signature] | 18/10/12 |
| Leader of Cabinet | | |
**PART B: INDIVIDUAL CABINET MEMBER DECISION**

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<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Councillor Mrs Gillian Brown</td>
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<tr>
<td>SUBJECT:</td>
<td>Arun Business Card, Discount Scheme for Residents and Businesses</td>
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<tr>
<td>OFFICER CONTACT:</td>
<td>Miriam Nicholls</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:miriam.nicholls@arun.gov.uk">miriam.nicholls@arun.gov.uk</a></td>
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<tr>
<td>EXTN:</td>
<td>37845</td>
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**EXECUTIVE SUMMARY:** The report provides the background to the existing Holiday at Home and Arun Business Card discount schemes that have been running at far less than full capacity for some time. It recommends a way forward by merging both schemes.

**DECISION:**
As recommended in report / as amended by Cabinet / Cabinet Member - Details

**REASONS FOR THE DECISION:**
To allow a sustainable, district wide resident and business discount scheme to be run.

**OPTIONS CONSIDERED BUT REJECTED:**
1. To abandon both discount / resident card schemes currently running in the district.
2. To continue running both discount / resident card schemes as they are presently run.

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

**CABINET MEMBER(S)**

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| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | NO |
| CABINET MEMBER RESPONSIBLE: | Cllr P Dendle |
| SUBJECT: Replacement of existing wooden shelter in Hotham Park, Bognor Regis. | OFFICER CONTACT: Michael Rowland  Ext: 37922  E-Mail: michael.rowland@arun.gov.uk |

**EXECUTIVE SUMMARY:**
This report seeks approval to award a contract for the replacement of the existing wooden shelter in Hotham Park with funding from the Hotham Park Heritage Trust, to the contractor who submitted the second lowest price.

**DECISION:**
To approve the awarding of a contract for the replacement of the existing wooden shelter in Hotham Park to the second lowest price contractor, with funding provided by the Hotham Park Heritage Trust.

**REASONS FOR THE DECISION:**
To enable this development to take place.

**OPTIONS CONSIDERED BUT REJECTED:**
1. Not to approve the replacement of the existing wooden shelter in Hotham Park with a new shelter funded by the Hotham Park Heritage Trust.
2. To approve the replacement of the existing wooden shelter in Hotham Park with a new shelter funded by the Hotham Park Heritage Trust and award the contract to Sussex Renovations.

**CABINET MEMBER(S)**

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| 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: 18 October 2012

Leader of Cabinet
Proposed new shelter