<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICM/093/111012</td>
<td>Park &amp; Ride Provision for Significant Events T</td>
<td>Dendale</td>
</tr>
<tr>
<td>ICM/106/251012</td>
<td>Littlehampton Big Tree Plant&lt;br&gt;<strong>This decision has been deferred</strong></td>
<td>Dendale</td>
</tr>
<tr>
<td>ICM/108/011112</td>
<td>Proposed Assessment Process for the Community基础设施 Levy Study Tender Bids</td>
<td>Bower</td>
</tr>
<tr>
<td>ICM/109/011112</td>
<td>Release of Restrictive Covenants on Land at 35 Worthing Road, East Preston (Exempt – Paragraph 3 – Information Relating to Business Affairs)</td>
<td>Wensley</td>
</tr>
<tr>
<td>ICM/110/011112</td>
<td>Arun Wellbeing Joint Small Grants</td>
<td>Wotherspoon</td>
</tr>
<tr>
<td>ICM/111/011112</td>
<td>Pooling of Business Rates</td>
<td>Wensley</td>
</tr>
</tbody>
</table>

PLEASE NOTE THE SIGNED DECISIONS WILL COME INTO EFFECT AS FROM 10.00 A.M. ON THURSDAY 08 NOVEMBER 2012 UNLESS THE CALL-IN PROCESS IS APPLIED
**PART B : INDIVIDUAL CABINET MEMBER DECISION**

<table>
<thead>
<tr>
<th><strong>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?</strong></th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CABINET MEMBER RESPONSIBLE:</strong></td>
<td>Cllr. Paul Dendle</td>
</tr>
<tr>
<td><strong>SUBJECT:</strong> Park &amp; Ride Provision for Significant Events</td>
<td></td>
</tr>
<tr>
<td><strong>OFFICER CONTACT:</strong></td>
<td>EXTN: 37920</td>
</tr>
</tbody>
</table>
| **EXECUTIVE SUMMARY:**
The Leisure, Tourism & Infrastructure Working Group recommends to the Individual Cabinet Member that specific recommendations are devised, following consideration of the learning points at the Olympic Torch Relay Event on 16th July 2012, with respect to any future Park and Ride Schemes. |
| **DECISION:** To create a user friendly template which advises officers on the best approach to operating a Park & Ride Scheme |
| **REASONS FOR THE DECISION:**
To support future significant event planning requirements |
| **OPTIONS CONSIDERED BUT REJECTED:**
Not to create a user friendly template which advises officers on the best approach to operating a Park & Ride Scheme |
| **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:** 11 October 2012 |
| Leader of Cabinet |
**Guidance on Park & Ride**
Guidance notes for Arun District Council staff wishing to create a Park & Ride scheme

| **Choosing Car Parking Location** | Consider the location for the Park & Ride service carefully and make sure there is adequate space to accommodate the expected number of vehicles.  
Make sure the vehicle(s) transporting passengers have adequate access for ingress and egress for emergency evacuation and for Buses and mini buses etc to turn.  
An all weather hard standing surface should be considered incase weather conditions are poor and to avoid waterlogged conditions.  
There are only a small number of locations across the Arun district that could facilitate large Park & Ride Services. These sites are predominately privately owned. Ensure you have consent and a written agreement with the landowner  
Identify a suitable drop off point which is first agreed with the landowner. |
| **Signage** | Map out where signage should be effectively positioned to direct people to the site. Check with West Sussex County Council Highways and Sussex Police on the most suitable signage to use.  
Have clear directional signage at Park & Ride site as vehicles enter and ensure you have the land owner’s permission to display signage.  
Ensure there is clear information on the time table and clear signage identifying where the collection point is for passengers.  
Make sure the queuing system is clear and easy to understand for drivers and passengers on arrival and dropping off. |
| **Marketing & Promotion** | Clearly communicate the service to the public in plenty of time. Highlight what time the service operates from and to and where pick up/drop off points are.  
Have a plan in place to communicate with local radio stations and social media if the service is overloaded or congested. |
| **Budget** | Consider the budget available to you when calculating the estimated throughput of traffic. Negotiate with the bus company on the hire charge (if applicable).  
If the bus company are to charge passenger, agree a suitable rate. |
| **Consultation** | Ensure you have advised local bus companies, the Emergency Services and West Sussex County Council Highways of the scheme at the start of your planning. In addition, ensure you have consulted with Arun’s Parking Services. |
## Guidance on Park & Ride

Guidance notes for Arun District Council staff wishing to create a Park & Ride scheme

<table>
<thead>
<tr>
<th>Communication</th>
<th>Make sure parking attendants are provided with suitable radios to communicate with each other and also to the main control. Ensure the local media are advised if and when the Park &amp; Ride Service is full to capacity or congested.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Resourcing</strong></td>
<td>Make sure you have adequate trained staff to manage the service at the Park &amp; Ride site. Making sure they are positioned at relevant points to instruct the traffic and to prevent congestion. Make sure you have adequate staff at the collection points to advise passengers on queuing, etc.</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Consider what equipment you might require, do you need barriers, traffic cones or loud hailers etc.</td>
</tr>
<tr>
<td><strong>Accessibility</strong></td>
<td>Any vehicles or sites used must have disability assess. Consider ingress and egress to the Park &amp; Ride site. You may require a Road Closure Order, Parking Suspension or a Temporary Traffic Regulation Order to reduce congestion at key pinch points. Allow yourself a long lead in time to agree consent.</td>
</tr>
<tr>
<td><strong>Equality Impact Assessment</strong></td>
<td>An equalities assessment must be considered.</td>
</tr>
<tr>
<td><strong>Risk Assessment</strong></td>
<td>It is important that you risk assess and document the Park &amp; Ride scheme that have been created. Share this information with all relevant stakeholders.</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Review the Council insurance policy to indemnify the Park &amp; Ride scheme.</td>
</tr>
<tr>
<td><strong>Transport Company</strong></td>
<td>It is important that you have a written agreement in place with the company managing the transport on your behalf to ensure all expectations are met.</td>
</tr>
<tr>
<td><strong>Forward Planning</strong></td>
<td>It is very difficult to implement a large Park and Ride scheme at short notice. Allow yourself a long lead in time to deal with any unforeseen circumstances.</td>
</tr>
</tbody>
</table>
PART B: INDIVIDUAL CABINET MEMBER DECISION

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

CABINET MEMBER RESPONSIBLE: Councillor Ricky Bower

SUBJECT: Proposed Assessment Process for the Community Infrastructure Levy Study Tender Bids

OFFICER CONTACT: Nicki Faulkner EXTN: 37645 E-Mail: nicki.faulkner@arun.gov.uk

EXECUTIVE SUMMARY:
The Planning Policy and Conservation Team is seeking to commission consultants to undertake all elements required to prepare a Community Infrastructure Levy Charging Schedule, including the evidence base which underpins it. The evidence base includes an Infrastructure Delivery Plan and a Viability Assessment.

To ensure the requirements of the constitution are met, this report seeks agreement that the Most Economically Advantageous Tender (MEAT) process is followed to assess tender submissions, prior to despatch of Invitation to Tender. It is proposed that, when assessing the tender submissions, the ratio of 60:40 Quality:Price shall be used.

DECISION:
That the Cabinet Member agrees that the Most Economically Advantageous Tender (MEAT) process is used to assess tender submissions received as part of the Community Infrastructure Levy charging schedule evidence base commissioning process, and that the assessment of tender submissions will use a ratio of 60:40 Quality:Price.

REASONS FOR THE DECISION:
To ensure the tender submission for the preparation of the Community Infrastructure Levy charging schedule evidence base is robust, the tender submission should be assessed based on a ratio of 60:40 Quality:Price

OPTIONS CONSIDERED BUT REJECTED:
That the Cabinet Member does not agree that the Most Economically Advantageous Tender (MEAT) process is used to assess tender submissions received as part of the Community Infrastructure Levy Study commissioning process.

That the Lowest Cost tender process is followed instead.

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:
<table>
<thead>
<tr>
<th>DECISION BY</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Cabinet Member</td>
<td>[Signature]</td>
<td>1 November 2012</td>
</tr>
<tr>
<td>Leader of Cabinet</td>
<td>[Signature]</td>
<td></td>
</tr>
</tbody>
</table>
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: Release of Restrictive Covenants on land at 35, Worthing Road, East Preston.
OFFICER CONTACT: Nigel Horwill  EXTN: 37788 E-Mail: nigel.horwill@arun.gov.uk

EXECUTIVE SUMMARY:
Authority is sought to release the restrictive covenants on land at 35 Worthing Road, East Preston for the benefit of the current owners.

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

To agree to the release of Restrictive Covenants’ which the Council has benefit of at 35, Worthing Road, East Preston allowing the existing owner to use the land for a purpose other than for the erection of a medical p’ractice or as a centre for providing information advice and assistance to disabled people or dispose of the land free of the existing restrictive covenants.

REASONS FOR THE DECISION:
To agree to the release of Restrictive Covenants’ which the Council has benefit of at 35, Worthing Road, East Preston allowing the existing owner to use the land for a purpose other than for the erection of a medical p’ractice or as a centre for providing information advice and assistance to disabled people or dispose of the land free of the existing restrictive covenants.

OPTIONS CONSIDERED BUT REJECTED:
Not to agree to the release of Restrictive Covenants’ which the Council has benefit of at 35, Worthing Road, East Preston which restricts the use of the land allowing it to only be used as a medical practice or as a centre for providing information advice and assistance to disabled people.

(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
11/11/12
**PART B : INDIVIDUAL CABINET MEMBER DECISION**

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<tbody>
<tr>
<td><strong>CABINET MEMBER RESPONSIBLE:</strong></td>
<td>Delete yes or no NO</td>
</tr>
<tr>
<td><strong>SUBJECT:</strong> Arun Wellbeing Joint Small Grants Allocations</td>
<td></td>
</tr>
<tr>
<td><strong>OFFICER CONTACT:</strong> Joy Bradbury-Ball</td>
<td>E-Mail: <a href="mailto:joy.bradbury-ball@arun.gov.uk">joy.bradbury-ball@arun.gov.uk</a></td>
</tr>
</tbody>
</table>

**EXECUTIVE SUMMARY:** The Arun Wellbeing Joint Small Grants Appraisal Panel met on 25th October to consider 15 applications received. Approval of the panel’s recommendations is now requested.

**DECISION:**
As recommended in report / as amended by Cabinet / Cabinet Member –
To agree the recommendations of the AWJSG appraisal panel.

**REASONS FOR THE DECISION:**
To allow the funding for the AWJSG to be allocated to the appraised and recommended projects and drawn down in the current financial year.

**OPTIONS CONSIDERED BUT REJECTED:**
Not to approve the recommendations made.
(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
Leader of Cabinet

**SIGNATURE:**
P.M. Wotherspoon

**DATE:**
PART B: INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO
CABINET MEMBER RESPONSIBLE: Councillor Wensley
SUBJECT: Pooling of Business rates
OFFICER CONTACT: Alan Peach EXTN:37558 E-Mail: Alan.Peach@arun.gov.uk

EXECUTIVE SUMMARY: The report outlines the formation of a pooling arrangement for Business Rates within West Sussex which will include the County Council and all of the Districts and Boroughs (excluding Mid Sussex).

DECISION:
To, provisionally, join the County wide Business rate pool

REASONS FOR THE DECISION:
To, potentially, retain a larger share of any growth in Business rates

OPTIONS CONSIDERED BUT REJECTED:
To reject the idea of a pool at this stage

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: 1/1/12
Leader of Cabinet