### ARUN DISTRICT COUNCIL
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 28 APRIL 2016

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICM/106/280416</td>
<td>Business Rates – Award of Discretionary Rate Relief – 2016/17</td>
<td>Wensley</td>
</tr>
<tr>
<td>ICM/107/280416</td>
<td>Virement of part of the Planning IT improvements reserve to fund the extension of the temporary Technical Support Assistant post.</td>
<td>Bower</td>
</tr>
<tr>
<td>ICM/108/280416</td>
<td>Award the contract for Roofing &amp; Roofline Works to 3 Council owned blocks of flats so that the project can proceed.</td>
<td>Elkins</td>
</tr>
<tr>
<td>ICM/109/280416</td>
<td>Appointment of a retained consultant for Developer Viability Appraisals.</td>
<td>Bower</td>
</tr>
</tbody>
</table>

PLEASE NOTE THAT THE DECISIONS TAKEN WILL COME INTO EFFECT AS FROM 10.00 A.M. ON FRIDAY 6 MAY 2016 UNLESS THE CALL-IN PROCESS IS APPLIED
PART B: INDIVIDUAL CABINET MEMBER DECISION

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

ICM No. 106/2804/16

NO

CABINET MEMBER RESPONSIBLE:

Cllr Dudley Wensley

SUBJECT: Discretionary Rate Relief 2016/17

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 2016 to 31st March 2017

DECISION:

That the recommendation be agreed.

REASONS FOR THE DECISION:

To award Discretionary Rate Relief for the applications marked on the attached schedules for the period 1st April 2016 to 31st March 2017 in accordance with the agreed criteria as approved by Cabinet on the 26th July 2010.

OPTIONS CONSIDERED BUT REJECTED:

To refuse Discretionary Rate Relief to those organisations shown on the attached schedule for the period 1st April 2016 to 31st March 2017

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

28 April 2016
**PART B : INDIVIDUAL CABINET MEMBER DECISION**

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

**CABINET MEMBER RESPONSIBLE:**  
Councillor Bower

**SUBJECT:**  
Virement of part of the Planning IT Improvements reserve to revenue expenditure to fund the extension of the contract of the temporary Technical Support Assistant

**OFFICER CONTACT:** Nicola Spencer  
**EXTN:** 37446  
**E-Mail:** nicola.spencer@arun.gov.uk

**EXECUTIVE SUMMARY:**  
To vire £4,310 from the existing planning IT reserve to revenue to extend the contract of the Temporary Technical Support Assistant

**DECISION:**  
As recommended in report –

To approve the virement of £4,310.00 from the Planning IT improvements reserve to revenue to fund the extension of the Temporary Technical Support Assistant post

**REASONS FOR THE DECISION:**  
To assist the Technical Support Unit in keeping up to date with the processing of planning applications and to assist in the back scanning of planning files.

**OPTIONS CONSIDERED BUT REJECTED:**  
To refuse the request to use the reserve and not extend the post beyond the current end date

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

**CABINET MEMBER(S)**

<table>
<thead>
<tr>
<th>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</th>
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<td>DISPENSATIONS GRANTED:</td>
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</table>

**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:**  
[Signature]

**DATE:**  
28 April 2016
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

PART B : INDIVIDUAL CABINET MEMBER DECISION

<table>
<thead>
<tr>
<th>ICM No.</th>
<th>1081280416</th>
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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: Award of contract for Roofing &amp; Roofline Works to 3 Council owned blocks of flats; consisting of 12 flats of which 7 are leased.</td>
<td></td>
</tr>
<tr>
<td>OFFICER CONTACT: Keith Deane EXTN: 37734 E-Mail: <a href="mailto:keith.deane@arun.gov.uk">keith.deane@arun.gov.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

EXECUTIVE SUMMARY:
The report explains the background to this project; summarises the tenders received from Twelve contactors to carry out the work and recommends the award of a contract to the most economically advantageous tender received. The works include the removal of asbestos soffits, renewal of pitched roofs, replacement of fascia/soffits and rain water goods (roofline products).

DECISION:
To proceed with this project and award the contract for the roof and roofline product renewals at –
2 – 4 a&b Oak Grove, Bognor Regis.
1 – 2 a&b Oak Close, Bognor Regis.
3 – 4 a&b Oak Close, Bognor Regis.

REASONS FOR THE DECISION:
1. The preferred contractor has priced the specification in a satisfactory manner and has carried the costing forward to the Summary and Form of Tender correctly.
2. The preferred contractor has priced elements of work within the schedule and is considered consistent and competitive with current market trends.
3. The preferred contractor has been interviewed and is confident they can complete the work at the tendered price and within the time frame outlined in the tender documents.
4. This work needs to be carried out in order that high level maintenance is reduced and roofs meet current regulations and are weather tight.
5. It is more cost effective to carry out the works as part of a planned maintenance programme rather than individual responsive repairs.

OPTIONS CONSIDERED BUT REJECTED:
1. To defer this project until 2016/2017
2. Not to proceed with this project.
3. To re-tender this project to see if a better price could be obtained.
4. CONSULTATION:

Tenants and leaseholders have been consulted as part of the preparation of the specification of works and in preparing the 2015/2016 planned maintenance programme.

<table>
<thead>
<tr>
<th>Has consultation been undertaken with:</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Relevant Town/Parish Council</td>
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<td></td>
</tr>
<tr>
<td>Relevant District Ward Councillors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other groups/persons (please specify)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tenants and leaseholders</td>
<td>X</td>
<td></td>
</tr>
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5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:
(Explain in more detail at 6 below)

<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>Legal</td>
<td>X</td>
</tr>
<tr>
<td>Human Rights/Equality Impact Assessment</td>
<td>X</td>
</tr>
<tr>
<td>Community Safety including Section 17 of the Crime &amp; Disorder Act</td>
<td>X</td>
</tr>
<tr>
<td>Sustainability</td>
<td>X</td>
</tr>
<tr>
<td>Asset Management/Property/Land</td>
<td>X</td>
</tr>
<tr>
<td>Technology</td>
<td>X</td>
</tr>
<tr>
<td>Other (please explain)</td>
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6. IMPLICATIONS:

If these works are not carried out there will be a deterioration of our housing stock that would leave residents living in sub-standard housing.

Also if these works were not carried out our reactive maintenance spend will increase and our properties would not be as energy efficient as current regulations require.

7. REASON FOR THE DECISION:

1. The preferred contractor has priced the specification in a satisfactory manner and has carried the costing forward to the Summary and Form of Tender correctly.

2. The preferred contractor has priced elements of work within the schedule and is considered consistent and competitive with current market trends.

3. The preferred contractor has been interviewed and is confident they can complete the work at the tendered price and within the time frame outlined in the tender documents.

4. This work needs to be carried out in order that high level maintenance is reduced and roofs meet current regulations and are weather tight.

5. It is more cost effective to carry out the works as part of a planned maintenance programme rather than individual responsive repairs.

8. BACKGROUND PAPERS:

Formal tenders submitted by contractors.

Tender Report prepared by Keith Deane
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| ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION: | N/A |

<table>
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<th>DATE:</th>
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<tr>
<td>Relevant Cabinet Member</td>
<td>[Signature]</td>
<td>28th April 2016</td>
</tr>
<tr>
<td>Leader of Cabinet</td>
<td>[Signature]</td>
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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 Ricky Bower

**SUBJECT:**  
APPOINTMENT OF A RETAINED CONSULTANT FOR DEVELOPER VIABILITY APPRAISALS

**OFFICER CONTACT:**  
Andy Elder  
**EXTN:** 37714  
**E-Mail:** andy.elder@arun.gov.uk

**EXECUTIVE SUMMARY:**

The Council receives an increasing number on Developer Viability Appraisals (DVA's) from applicants who seek to challenge the Council's Affordable Housing Policy requirements for either on-site affordable housing or a commuted sum payable in-lieu of on-site affordable housing. The Council now intends to refer all DVA's to a retained consultant for an independent viability review, the cost for which will be paid directly in advance to our consultant by the developer based on a published tariff rate which will form part of the Local Validation process for planning applications.

**DECISION:**

To appoint Dixon Seale Partnership (DSP) as the Council’s retained consultant for developer viability appraisals for a 3-year period from May 2016.

**REASONS FOR THE DECISION:**

To provide the Council with professional advice on developer viability appraisals.

**OPTIONS CONSIDERED BUT REJECTED:**

Not to appoint a retained consultant for developer viability appraisals and for the Council to manage the process in-house with insufficient resources and expertise.

(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:**

Cllr Ricky Bower

**DATE:**

28 April 2016