ARUN DISTRICT COUNCIL  
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 02 OCTOBER 2014

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICM/037/180914</td>
<td>Improvement Works to Arun Leisure Centre, Felpham, Bognor Regis</td>
<td>Wensley</td>
</tr>
<tr>
<td></td>
<td>This decision had been deferred from 18 September 2014</td>
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<tr>
<td>ICM/038/250915</td>
<td>Arun Leisure Centre Management Board – Minutes of Meeting held on 11 September 2014</td>
<td>Dendle</td>
</tr>
<tr>
<td></td>
<td>This decision had been deferred from 25 September 2014</td>
<td></td>
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</tbody>
</table>

PLEASE NOTE THAT THE DECISION TAKEN WILL COME INTO EFFECT AS FROM 10.00 A.M. ON FRIDAY 10 OCTOBER UNLESS THE CALL-IN PROCESS IS APPLIED
**PART B : INDIVIDUAL CABINET MEMBER DECISION**

<table>
<thead>
<tr>
<th>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?</th>
<th>Delete yes or no</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Wensley</td>
<td></td>
</tr>
<tr>
<td>SUBJECT: Improvement works to Arun Leisure Centre, Felpham Bognor Regis.</td>
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</tr>
<tr>
<td>OFFICER CONTACT: Paul Broggi</td>
<td>EXTN: 37506</td>
<td>E-Mail: <a href="mailto:paul.broggi@arun.gov.uk">paul.broggi@arun.gov.uk</a></td>
</tr>
</tbody>
</table>

**EXECUTIVE SUMMARY:** Award of Contract to selected contractor and confirmation that correct procurement process has been followed in accordance with Standing Orders. (Standing Orders Part 6, Section 6 – 5.3 & 6.5).

**DECISION:**

Following completion of a procurement exercise via the West Sussex County Council Construction Contractors framework 2014 – 2018 that formal contract to complete the Gym Improvement and Air Handling Unit replacement works to the Arun Leisure Centre be awarded to R B Construction Group Ltd.

**REASONS FOR THE DECISION:**

To proceed with awarding the contract to R B Construction Group Ltd will ensure that the Council stands the best possible chance of delivering the Gym Improvement work at the Arun Leisure Centre prior to the 1st January 2015. Delivery by this date will ensure that the Council achieve the agreed reduction in management fee from Inspire Leisure.

**OPTIONS CONSIDERED BUT REJECTED:**

Do not proceed to placement of formal contract with R B Construction Group Ltd following stage 2 procurement for the Gym Improvement and Air Handling Units replacement works to the Arun Leisure Centre. Seek alternative ‘traditional’ method of procurement. This will mean that works will not be capable of being carried out in the planned closure window of the Arun Leisure Centre and Arun will not gain a reduction in the management fee approved by Full Council.

**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:** 2/10/14  |
**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: | Councillor Dendle |
| SUBJECT: | Arun Leisure Centre Management Board – Minutes of meeting held on 11 September 2014 |
| OFFICER CONTACT: | Erica Keegan EXTN: 37547 E-mail: erica.keegan@arun.gov.uk |

EXECUTIVE SUMMARY: To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 11 September 2014.

DECISION: To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 11 September 2014.

REASONS FOR THE DECISION: To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 11 September 2014.

OPTIONS CONSIDERED BUT REJECTED: To not approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 11 September 2014.

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: 2 | 10 | 14 |

Leader of Cabinet
Subject to approval at the next meeting

MEETING OF THE ARUN LEISURE CENTRE MANAGEMENT BOARD

11 September 2014 at 4.00 p.m.

Present: Councillors Mrs Madeley (Chairman), Edwards, Mrs Stainton and Jones

Also present were Mr A Smith (Centre Manager – Arun Leisure Centre), Mr R Wickham (Leisure & Voluntary Sector Manager – ADC), Mr P Broggi (Property & Estates Manager) and Mr S Elliott (Capital Programme Manager-WSCC)

11. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs P Dart (Assistant Director Environmental Services - ADC), Mr P Graham (Events & Leisure Development Officer -ADC), Mr Anstiss (Headteacher – Felpham Community College), Mr P Rayner (Business Manager – Felpham Community College), Mr M Monk (School Governor), Mr K Taylor (School Governor) and Mr J Stride (Chief executive – Inspire Leisure).

12. DECLARATIONS OF INTEREST

There were no declarations of interest made.

13. MINUTES

It was pointed out that a job title had been incorrectly recorded and it was noted that Minute 8 should read “In the absence of the Capital Programme Manager (WSCC)” and not “In the absence of the Technical Project Manager (WSCC)”.

Subject to this amendment the Minutes of the meeting held on 17 July 2014 were approved as a correct record and signed by the Chairman.

14. EXEMPT INFORMATION

The Board

RESOLVED

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
Subject to approval at the next meeting

information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

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

The Arun Leisure Centre Manager presented the regular operational report which updated Members on operational progress between March and June 2014.

Information on income, staffing, repairs, maintenance and projects were outlined.

The Board was pleased to note that the new 3G Synthetic Turf Pitch had continued to do well. Minute 7 of the meeting of the Board held on 17 July 2014 was referred to with respect to the recent fault and the answer required for the length of product guarantee secured from the contractors by Arun District Council. The Property and Estates Manager (ADC) confirmed that there was a defect guarantee for 10 years. The Board was informed that the retention would not be paid and the start date of this guarantee would not commence until satisfactory repairs had been made. It was noted that it was important for the Council to ensure the intense maintenance regime required for the 3G Synthetic Turf Pitch was carried out to a high standard. Members were informed that if this maintenance was not done it would void the warranty.

The Arun Leisure Centre Manager pointed out that there had been some concern over incorrect footwear being worn, by school pupils, when using the synthetic pitch. There was also concern that the school was not providing Inspire with proper access to the pitch in order to carry out the necessary maintenance. The Property and Estates Manager (ADC) informed the Board that he had a meeting scheduled with the Headteacher and would raise these issues with him. It was agreed an update would be provided at the next meeting of the Board.

Other operational issues highlighted were the wet side boilers which the Property and Estates Manager (ADC) was aware of and he confirmed that an official works start date was being progressed with a contractor.

The extension works to the gym was discussed. The Arun Leisure Centre Manager was keen to receive the timescales of the project so that operational issues could be addressed. The Property and Estates Manager (ADC) confirmed that a draft programme had been established and as soon as definite dates had been agreed with the contractor the Arun Leisure Centre Manager would be informed.

The Board then noted the report.
Subject to approval at the next meeting

16. **FELPHAM COMMUNITY COLLEGE – QUARTERLY REPORT**  
(Exempt – Paragraph 3 – Information Relating to Financial or Business Affairs)

It was noted that as this meeting of the Board had followed a period of school closure for the Summer Term break there were no updates to report since the last meeting on 17 July 2014.

17. **DATES OF FUTURE MEETINGS**

The Board noted the remaining meeting dates for the new Municipal Year 2014/15, with the start time confirmed at 4pm, as follows:

- Thursday 11 December 2014
- Thursday 12 March 2015

(The meeting concluded at 4.40pm)