

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **TOWN HALL, SWANAGE** on **TUESDAY, 22nd AUGUST 2006** at 9.30 a.m.

PRESENT:-

Councillor Mr. C. Bartlett (Until 11.30 a.m.)
Councillor C.R. Bright
Councillor Mrs. C. Gainsborough
Councillor M.W. Pratt
Councillor Mrs. A. Turner

Also in attendance:- Mr A. Leeson – Town Clerk
Mr. N. Pearce – Caravan Sales and Operations Manager.

1. **APPOINTMENT OF CHAIRMAN**

In the absence of the Town Mayor, it was proposed by Councillor Mrs. Gainsborough:-

That Councillor Pratt be appointed Chairman of the Committee.

This Proposition failed to secure a seconder.

It was then proposed by Councillor Pratt and seconded by Councillor Mrs. Gainsborough:-

That the Town Mayor be appointed Chairman of the Committee until May 2007.

Upon being put to the Meeting, TWO Members voted IN FAVOUR of the Proposition.

A further Proposition was then moved by Councillor Mrs. Bartlett and seconded by Councillor Mrs. Turner:-

That Councillor Bright be appointed Chairman of the Committee until May 2007.

Upon being put to the Meeting, THREE Members voted IN FAVOUR of the Proposition, which was declared CARRIED.

In accepting the Chair, Councillor Bright stated that, should the Town Mayor wish to Chair the Committee on future occasions, he would be happy to relinquish the position.

2. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillor Trite.

3. **MINUTES**

The Minutes of the Meeting of the Caravan Park Committee held on 26th April 2006 were noted as approved.

4. **CARAVAN SALES AND OPERATIONS MANAGER'S REPORT**

The Caravan Sales and Operations Manager reported on the following matters:-

(a) **Water Supply Upgrade**

Upgrading of the water supply at the Holiday Park was nearing completion. Water loss through leakage had been considerably reduced as a result of the upgrading works, and a saving of approximately £22,460 had been made during the current season, compared with the same period in 2005.

Members expressed their appreciation of the sterling work undertaken by the Council's workforce at the Holiday Park in upgrading the water supply.

Discussion ensued regarding the cost of the water loss, following which, it was proposed by Councillor Pratt, seconded by Councillor Mrs. Bartlett, and **RESOLVED UNANIMOUSLY:-**

That appropriate representations be made to Wessex Water on completion of the upgrading works.

(b) **Park Rules**

Consideration was given to the Holiday Park Regulations and Conditions currently in force, and a recommendation from the Caravan Sales and Operations Manager that Item 3 be deleted, in order to conform with the Regulations and Conditions recommended by the BH & HPA.

Following discussion, it was proposed by Councillor Pratt and seconded by Councillor Mrs. Turner:-

To recommend that Item 3 (All site fees are due on the 1st March each year and in the event of a licensee vacating a plot or transferring ownership of their caravan, by any means, no refund will be made.) be deleted from the Annual Licence and Conditions applicable to the Swanage Bay View Holiday Park.

Upon being put to the meeting, FOUR Members voted IN FAVOUR of the Proposition and NONE AGAINST, whereupon the Proposition was declared CARRIED.

Arising from the above discussion, the Caravan Sales and Operations Manager reported that if a caravan was available for holiday letting for a period of 8 weeks or more, a concession had been allowed for site fees to be paid at the end of the season.

It was proposed by Councillor Mrs. Gainsborough, seconded by Councillor Pratt, and **RESOLVED UNANIMOUSLY:-**

That this practice be terminated and that all site fees should be paid on the due date.

A question was raised regarding the receipt and distribution of mail on behalf of caravan owners, and concern was expressed that some units were being used as a permanent residence.

Following discussion, it was proposed by Councillor Mrs. Bartlett, seconded by Councillor Mrs. Turner, and **RESOLVED UNANIMOUSLY:-**

That six months notice be given to all caravan owners informing them that the facility for the receipt and distribution of mail would be withdrawn.

It was FURTHER RESOLVED:-

That the Town Clerk be given delegated authority to liaise with the Office Manager at the Holiday Park regarding the implementation of the above proposal.

(c) **Development Proposals**

Further to Minute No. 5 (b) of the meeting of the Caravan Park Committee held on 26th April 2006, the Caravan Sales and Operations Manager reported that he was receiving an increasing number of enquiries for larger caravans, and sought clarification regarding the siting of these larger units. Following discussion, it was proposed by Councillor Bright and seconded by Councillor Mrs. Bartlett:-

That caravans measuring 16 feet wide or over be permitted on pitches of a minimum size of 18 feet (if suitable), and that owners be informed that a differential pricing policy may be introduced in the future.

Upon being put to the Meeting, FOUR Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

Having regard to the Council's policy to reduce the Council-owned hire fleet, the Clerk reported on an offer received from a member of staff to operate a caravan letting agency.

It was RESOLVED:-

That, bearing in mind a possible impact on the current contractual arrangements, the matter be referred for consideration at a future meeting of the Caravan Park Best Value Review Working Group.

(d) **Signage and Traffic Management**

The urgent need for re-numbering of the caravan pitches and appropriate signage was highlighted, and the implications of implementing these proposals were considered.

The Town Clerk informed those present that new computer software had been introduced at the Holiday Park earlier in the year, and re-numbering of the pitches should be carried out before the programme could be fully utilized. A new site map had also been commissioned, incorporating simple re-numbering.

It was proposed by Councillor Bright, seconded by Councillor Mrs. Turner, and RESOLVED UNANIMOUSLY:-

That further information regarding the existing and proposed re-numbering scheme be prepared and submitted to a future meeting on the Committee, together with costs of appropriate signage.

A further proposal was moved by Councillor Mrs. Bartlett, seconded by Councillor Mrs. Turner, and RESOLVED UNANIMOUSLY:-

That the possibility of introducing a one-way traffic system in certain areas of the Holiday Park be investigated, and that 5 mph speed limit signs and signs stating "Beware – Children Playing" be erected in appropriate locations.

(e) **Staffing Matters**

The Caravan Sales and Operations Manager highlighted matters affecting cash collection arrangements at the Holiday Park, and, following a brief discussion, it was proposed by Councillor Mrs. Turner, seconded by Councillor Mrs. Bartlett, and RESOLVED UNANIMOUSLY:-

That the Town Clerk be given delegated powers to negotiate in this regard.

5. **CATERING CONTRACT – OPERATIONAL ISSUES**

Before consideration of this item, Councillor Mrs. Bartlett declared a personal interest under the Model Code on Conduct, but as her interest was non-prejudicial, remained in the Meeting during the debate.

(a) **Security – Indoor Bowls**

Concern was expressed at security arrangements at the Holiday Park, with particular concern regarding access to the Bowls Hall and toilet facilities when the Reception was closed.

Following discussion, it was proposed by Councillor Bright, seconded by Councillor Mrs. Turner, and RESOLVED UNANIMOUSLY:-

That a site meeting be held with the Caravan Sales and Operations Manager, the bars and catering concessionaire, the Town Mayor and Town Clerk to consider security arrangements, toilet facilities and CCTV coverage.

(b) **Shop – Opening Hours**

The Caravan Sales and Operations Manager reported on comments received regarding the opening hours of the shop at the Holiday Park, and possible alternative arrangements for providing this facility.

Following discussion, it was RESOLVED:-

That the proposed alternative arrangements be not accepted.

(c) **General Issues**

There were no additional matters in need of consideration at the present time.

6. **TOURISM SIGNAGE**

Further to Minute No. 7 (a) of the Committee Meeting held on 26th April 2006, detailed consideration was again given to costings and proposed locations of the tourism signs submitted by Dorset County Council.

During a lengthy discussion regarding the locations of the signs, some alternative sites were mooted, and it was proposed by Councillor Bright, seconded by Councillor Pratt, and RESOLVED:-

That the Town Clerk be requested to investigate further options for signage and report to a future meeting of the Committee.

7. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Caravan Park Committee be held on Wednesday, 18th October 2006 at the Town Hall at 2.15 p.m.
