

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **SWANAGE BAY VIEW HOLIDAY PARK** on **WEDNESDAY, 26th JANUARY 2005** at 2.30 p.m.

PRESENT:-

Councillor G.M. Suttle – Chairman. (Until 3.45 p.m.)
Councillor C.R. Bright
Councillor Mrs. J.A. Farrow
Councillor Mrs. C. Gainsborough
Councillor A.H. Miller (Town Mayor)

Also in attendance:- Mr. A. Leeson – Town Clerk
Mr. N. Pearce - Holiday Park General Manager
Mr. S. Mallet – Facility Manager

Councillor Mrs. C.A. Bartlett

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Trite and Mrs. Wheeldon.

2. **GENERAL MANAGER'S REPORT**

The General Manager updated the Meeting on the following matters:-

- (a) Results of the "Owner's Survey" had now been analysed, and copies were circulated to those present. Overall, the results were very satisfactory, but attention should be given to improving the shop facilities, gymnasium and refuse collection service before the commencement of the 2005 summer season.
- (b) Delivery of the new residential park home for the Bar Manager was expected during February, and the site had been cleared in readiness. Further to Minute No. 17 of the Council Meeting held on 20th December 2004, a claim had now been submitted to the Council's insurers in respect of the fire.
- (c) The Environmental Services Department of Purbeck District Council had issued a site licence for 313 units.

3. **FACILITY MANAGER'S REPORT**

The Facility Manager reported on the following matters:-

- (a) It was anticipated that the brewery (Hall and Woodhouse) would be commencing work on the bar fittings on 14th February 2005. They had also agreed to provide two refrigerators (at their expense), as part of the bar equipment.
- (b) Quotations had been obtained for the supply of cutlery and crockery, and it was AGREED:-

That the purchase of "Alvo" design crockery for the price of £2,367 be approved, and that

the purchase of 100 place settings of “Matisse” design cutlery be approved at a cost of £1,300.

- (c) A schedule of equipment required for the restaurant and bar, including a glass washer and ice machine, was submitted for information. The cost of the equipment was estimated at £3,764.00, and negotiations regarding prices were ongoing.
- (d) An advertisement for staff had been published in the local newspaper the previous week and a good response had been received.
- (f) Sample menus were submitted, for information, together with proposals for an “Express Lunch” service, whereby food would be served within 15 minutes of being ordered.
- (g) Details of a package designed for coach parties (at concessionary prices) were submitted for information. These would be circulated to coach operators using the database held at the Tourist Information Centre.
- (h) The new facilities would be open on Monday, 14th March 2005, to allow for a “soft opening” period prior to Easter. It was intended that during this period a “20% off” promotion be operated as an introductory offer.

Discussion ensued regarding the official opening of the new restaurant, and, following a lengthy debate, it was proposed by the Town Mayor, seconded by Councillor Suttle, and AGREED:-

That a “Charity Event” be held on Friday, 1st April 2005.

Further discussion ensued regarding charges for the Event, and it was AGREED:-

That the matter be deferred for consideration at the next meeting of the Council to be held on Monday, 31st January 2005.

4. **REFURBISHMENT PROGRAMME**

Consideration was given to the cost summary, prepared by Leisure Concepts, as at 25th January 2005.

Detailed consideration was given to the items contained therein, and the following recommendations were AGREED:-

Reception and Office – Electric heaters:-
Investigate offers at B & Q.
Additional Roller Shutters:-
Alternative quotes to be obtained.

Consideration was then given to the furniture and equipment proposals, as submitted by Leisure Concepts, at an estimated cost of £27,705.00.

Members were aware of the need for prudence, and the requirement for certain items was reconsidered.

Following discussion, it was proposed by Councillor Bright, seconded by Councillor Suttle, and AGREED UNANIMOUSLY:-

That Standing Orders be waived to enable prices to be obtained from up to three specialist suppliers.

The Clerk submitted Minutes of the Site Meeting held with representatives of Elm Contracts and Leisure Concepts on 20th January 2005, and the information was noted.

Members noted with satisfaction, that overall the contract was on schedule, although it was expected that the external works would be completed one week behind schedule. It was anticipated that the contractors would be off site by 1st March 2005.

Consideration was also given to information provided by Leisure Concepts regarding costs associated with the New Link and Closing Room, and clarification was requested regarding the possible duplication of certain costs.

Councillor Suttle left the Meeting at 3.45 p.m. and the Town Mayor assumed the Chair.

5. **UPPER BAR**

(a) **Name of Venue**

Consideration was given to the name of the venue for the Upper Bar, and, following discussion, it was proposed by the Town Mayor, seconded by Councillor Bright, and AGREED UNANIMOUSLY:-

That a competition be held, inviting the submission of names for the venue (to be associated with the origins of the site).

(b) **Refurbishment Scheme**

Further to Minute No. 7 of the Meeting of the Caravan Park Committee held on 15th December 2004, consideration was given to the refurbishment works to be undertaken.

During the discussion, the Town Clerk reminded the Committee that any structural alterations would require a new licence. This could not be obtained until 3rd March 2005, and work could not commence until this time.

After detailed consideration, it was proposed by the Town Mayor, seconded by Councillor Bright, and RESOLVED UNANIMOUSLY:-

That works to form a servery be undertaken by Elm Contracts at an estimated cost of £2,500.00 and that replacement fire doors be fitted at an estimated cost of £3,000.00.

It was FURTHER RESOLVED:-

That the Operations Manager be requested to provide a detailed schedule of works at the earliest opportunity.

Having regard to the timescale of the proposed refurbishment works and discussions held with the Bar Manager, it was AGREED:-

That the Upper Bar be re-opened on 31st January 2005 until the commencement of the

refurbishment works. It was hoped that these works could be completed and the bar fully opened for the Easter weekend.

6. **WATER SUPPLY**

Further to Minute No. 5 of the Caravan Park Committee Meeting held on 15th December 2004, the General Manager reported on work undertaken to date regarding the upgrading of the water supply at the Park.

Two replacement and one additional staff had been employed, on temporary contracts, to assist with the work, and, to date, approximately £1,500 had been incurred on the purchase of essential equipment.

7. **LEASE**

It was proposed by the Town Mayor, seconded by Councillor Bright, and
AGREED:-

That a meeting be arranged with representatives of the Purbeck Gun Club to discuss the lease of the rifle range facilities.
