

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **SWANAGE BAY VIEW HOLIDAY PARK** on **THURSDAY, 11th JANUARY 2007** at 2.15 p.m.

PRESENT:-

Councillor C.R. Bright - Chairman
Councillor Mrs. C. Bartlett
Councillor Mrs. C. Gainsborough
Councillor M.W. Pratt

Also in attendance:- Mr. A. Leeson – Town Clerk
Mr. N. Pearce – Caravan Sales and Operations Manager.
Mrs. C. Nuckley – Reception Manager
Mrs. L. Burgess – Senior Administration Manager

Public Participation Time

There were no members of the public present.

1. **APOLOGIES**

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

2. **MINUTES**

The Minutes of the Meeting of the Caravan Park Committee held on 22nd November 2006 were noted as approved.

Further to Minute No. 2, the Reception Manager reported that there was no longer a requirement for cash collection, and this service had now been terminated.

3. **QUALITY IN TOURISM ASSESSMENT**

Further to Minute No.3 of the Caravan Park Committee meeting held on 22nd November 2006, the Caravan Sales and Operations Manager updated those present on matters raised in the “Quality in Tourism Assessment” report, as follows:-

- a) **Fraying Carpet outside of Gents Toilet**
A new section of carpet was required in this vicinity, and a local contractor had been approached to carry out this work.
- b) **Décor in Toilets**
Redecoration of the toilets would be carried out as a matter of routine maintenance during the closed winter period.
Councillor Bright suggested that estimates be obtained for replacement flooring and worktops in the upstairs toilets, and it was agreed that this work be undertaken within the general maintenance budget.
- c) **Refuse Collection and Recycling Points**
Although enquiries had been made regarding the introduction of recycling facilities, no appropriate locations had been identified at the present time.

- d) Pooling of Water by Site 169
It was noted that this problem had now been rectified and that the area would be resurfaced in due course.
- e) Handrail to Reception Steps
The provision of a handrail to the Reception steps would be undertaken during the winter period when the Park was closed.
- f) Untidiness of Some Pitches
This matter would be highlighted in the next Holiday Park newsletter.
- g) Launderette
The Caravan Sales and Operations Manager reported on the proposals for redecoration of the launderette, including “boxing in” of various areas, and it was AGREED:-
That assistance with these works be provided by the Operations Department, if necessary.
- h) Changing Rooms
The Caravan Sales and Operations Manager updated those present on the redecoration of the changing rooms, and it was AGREED:-
That aluminium trim be fixed to the changing room doors.

Members re-iterated that every step should be taken to ensure that the Park does not lose its 4 star rating.

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

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

- (a) **Preparation of Site Map – Progress Report**
Further to Minute No. 8 (a) of the Caravan Park Meeting held on 22nd November 2006, the Caravan Sales and Operations Manager reported that the Holiday Park had now been split into zones, named after the former Houses of Swanage Grammar School, but the units had not yet been re-numbered.

During the ensuing discussion, concern was expressed at the lack of signage and directional maps on public display at the Holiday Park, and it was AGREED:-

That Councillor Bright liaise with the Caravan Sales and Operations Manager with a view to installing temporary maps and appropriate signage.

- (b) **Traffic Management**
Further to Minute No. 8 (b) of the Caravan Park Meeting held on 22nd November 2006, consideration was given to the proposals submitted for the introduction of a one-way traffic system in the vicinity of the main complex building.
It was AGREED:-
That the proposed one-way traffic system be introduced at the Swanage Bay View Holiday Park as soon as possible.

Concern was also expressed at the traffic hazards, particularly to children, when leaving the complex building, and, it was AGREED:-

That a barrier be installed on the pavement in the vicinity of the entrance/exit to the complex building as a deterrent to children running into the path of oncoming traffic.

5. **ADDITIONAL EXTERNAL LIGHTING**

Further to Minute No. 7 (b) of the Caravan Park Meeting held on 22nd November 2006, that a Health and Safety risk assessment at the Holiday Park was scheduled for Thursday, 18th January 2007, and consideration would be given to any additional external lighting requirements at that time.

6. **PLANTING SCHEME – MAIN ENTRANCE**

Members considered that the general planting and maintenance of the gardens at the Holiday Park was of a high standard, but felt that the area in the vicinity of the Main Entrance was somewhat bare and would benefit from some additional planting.

7. **CONTROL OF DECKING**

Further to Minute No. 6 of the Caravan Park Meeting held on 22nd November 2006, the Clerk clarified details of the policy adopted in respect of all planning applications for decking. In future, these must be submitted to the Caravan Sales and Operations Manager and filed appropriately according to the plot number.

Arising from the above, and the possibility of any future changes to the operation of the Holiday Park, it was agreed that caravan owners should be reminded that they are responsible for the removal of any decking/structure introduced to the site should they be required to vacate/change their caravan plot at any time in the future.

Councillor Bright suggested that, depending on the Options Appraisal and future operation of the Holiday Park, consideration be given to undertaking a review of the size and location of caravan plots and site rents levied. This suggestion was noted.

8. **PRIVATE LETTINGS SERVICE**

Further to Minute No. 144 (a) of the Council Meeting held on 18th December 2006, and the Council's decision to withdraw the private lettings service, detailed consideration was given to associated issues that had been identified.

These included:-

- Facility passes.
- Issuing and receipt of keys.
- Reporting of visitors to Reception.
- Issuing of calor gas etc.
- Preparation and issuing of holiday information packs.
- Database of previous holidaymakers.

Following a lengthy discussion, it was proposed by Councillor Pratt, seconded by Councillor Mrs. Gainsborough, and AGREED UNANIMOUSLY:-

To recommend that Councillor Bright and the Reception Manager meet with Wyke Properties and Miles and Sons to discuss the details

of providing a private caravan lettings service (with adherence to the Park Rules)

It was FURTHER AGREED UNANIMOUSLY:-

That, caravan owners interested in pursuing the option of a private lettings service, be notified of the two agents willing to offer this service.

9. **OPTIONS APPRAISAL**

The Clerk updated Members on issues relating to the Holiday Park Options Appraisal. The tight timescale for implementation of various matters was acknowledged.

10. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Bright, seconded by Councillor Pratt, and RESOLVED UNANIMOUSLY:-

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during consideration of the following matters.

11. **LEASES**

(a) **Bars/Catering and Shop Concession**

The Clerk reported on a recent meeting held with the bars and catering lessee, and updated Members on various financial and other matters relating to the operation of this lease.

During the Meeting, the lessee also highlighted the difficulties experienced in providing the shop facilities during the previous season, and the viability of providing this service was considered.

Following a lengthy discussion, during which Members acknowledged that the demand for on-site shopping facilities had considerably declined, it was AGREED:-

To recommend, that the proposal for the closure of the shop at the Holiday Park, be regrettably accepted.

12. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Caravan Park Committee be held on Wednesday, 11th April 2007 at the Town Hall at 2.15 p.m.

The meeting concluded at 4.45 p.m.
