

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 21<sup>st</sup> NOVEMBER 2007** at 9.30 a.m.

PRESENT:-

Councillor Mrs. A. Patrick – Chairman  
Councillor C.R. Bright  
Councillor M. Whitwam

**Public Participation Time**

There were 3 members of the public present, but they did not wish to raise any matters on this occasion.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillors Mrs. Gainsborough, Pratt and Trite.

2. **GENERAL MANAGER'S REPORT**

The General Manager reported on the following matters:-

(a) **Refuse and Recycling**

Recycling facilities for cardboard and glass were now available on the Park. However, so far, the use of these facilities by caravan owners had been disappointing. It was noted that some holiday parks charge separately for refuse collection, and it may be necessary to reconsider the Council's policy in this regard at some time in the future.

The green waste disposal service, whereby grounds staff collect the waste from the individual pitches, was working well, and as a result, much less green waste was being deposited in the general refuse bins.

(b) **Caravan Sales**

During the period 1<sup>st</sup> April to 19<sup>th</sup> November 2007, 6 new and 39 secondhand caravans had been sold, and orders for 3 new caravans were imminent.

(c) **Caravan Lettings Service**

The reinstatement of the lettings service had been well received by the caravan owners, and preparations were being made for the continuation of this service for the 2008 season in accordance with the scale of charges when they are determined.

During the ensuing discussion, it was noted that the letting period of a caravan on the Bay View Holiday Park was for a maximum period of 12 years. This did not accord with the recommendation of the BH&HPA, and it was

RESOLVED:-

That the letting period continue to be 12 years, with a further 3 year extension, subject to annual inspection of the caravan.

Additional costs that are incurred when caravans are used for private letting were highlighted i.e. additional refuse etc., and it was noted that many holiday parks levy additional charges for this commercial use.

(d) **Swimming Pool and Leisure Facilities**

The need for cleaning and maintenance work in the swimming pool/changing rooms area was highlighted, and following discussion, it was proposed by Councillor Mrs. Patrick, seconded by Councillor Bright, and RESOLVED UNANIMOUSLY:-

That the swimming pool be closed on 18<sup>th</sup> and 19<sup>th</sup> December 2007 to enable essential cleaning and maintenance work to be undertaken.

(e) **Electrical Boxes**

Further to Minute No. 5(b) of the Caravan Park Committee meeting held on 25<sup>th</sup> July 2007 and Minute No. 45 of the Council Meeting held on 20<sup>th</sup> August 2007, it was reported that, following a recent incident and in compliance with health and safety requirements, work had been authorised for the installation of the remaining electrical boxes as a matter of urgency.

(f) **Utility Charges**

Matters relating to the meter supply/billing of gas at the Holiday Park were highlighted, and the position was noted.

(g) **Signage**

Quotations were being obtained for signage at the Holiday Park. Each sign would show the zone (depicted with a flower), speed limit and clip poster board.

During the ensuing debate, Members were of the opinion that this work should be sourced locally, if appropriate.

(h) **Launderette**

A new tumble drier had now been installed, and redecoration work in the launderette was scheduled for the forthcoming weeks.

(i) **Caravan Owners' Association**

Concern was expressed that the Caravan Owners' Association was not fully representative of the caravan owners on the Holiday Park. It was noted that details of the membership of the Caravan Owners' Association had been requested, but had not yet been received.

(j) **Suggested Improvements**

A "wish list" of suggested improvements at the Holiday Park was submitted for consideration, and the position was noted.

Included within the "wish list", was reference to the tarmacing of non specific areas which were not subject to new developments, and it was proposed by Councillor Bright, seconded by Councillor Mrs. Patrick, and RESOLVED:-

That attention be given to concreting at the edges of roads/development plots etc. when tarmacing works are undertaken.

Consideration was also given to suggested improvements to the gymnasium and fitness facilities, and it was AGREED:-

That further information i.e. a business plan be compiled before consideration is given to the matter.

3. **SITE FEES**

(a) **Payment by Instalments**

Consideration was given to a request for the payment of site fees by instalments.

Following discussion, during which the implications on the Council's cashflow were explained, it was proposed by Councillor Bright, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the Council adheres to its "single payment" policy.

(b) **Differential Site Rents**

Further to Minute No. 7 of the Caravan Park Committee Meeting held on 25<sup>th</sup> July 2007, the introduction of variable pitch fees was again mooted.

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

That a scheme be prepared whereby the fees relate to specific pitches, only to be introduced (if adopted) when new agreements are entered into.

4. **FACILITY PASS POLICY**

Consideration was given to a request received from the Caravan Owners' Association for additional facility passes to be allocated to the caravan owners.

During the ensuing discussion, it was noted that currently up to a maximum of 8 facility passes were provided in respect of each pitch, and it was proposed by Councillor Mrs. Patrick, seconded by Councillor Whitwam, and RESOLVED UNANIMOUSLY:-

That the Council adheres to its existing policy whereby up to a maximum of 8 facility passes are provided for each caravan pitch.

5. **CARAVAN OWNERS' ASSOCIATION**

Consideration was given to a request received from the Caravan Owners' Association for official representation on the Caravan Park Committee.

During the following debate, Members were mindful that not all caravan owners were members of the Association, but all caravan owners had the opportunity to raise any matter with the General Manager at any time. In addition, a period of public participation time was held prior to every Committee meeting, and regular monthly meetings were held with the General Manager and the Caravan Owners' Association.

After further consideration, it was proposed by Councillor Bright, seconded by Councillor Whitwam, and RESOLVED UNANIMOUSLY:-

That no official representation on the Caravan Park Committee be invited from the Caravan Owners' Association, but that Minutes and Agendas be circulated to the Caravan Owners' Association and prominently displayed at the Holiday Park.

The meeting adjourned at 11.10 a.m to allow for fire safety concerns to be investigated, and re-convened at 11.30 a.m.

6. **SCALE OF CHARGES 2008/09**

Consideration was given to the charges to be levied at the Holiday Park for 2008/09, and following detailed discussion, it was proposed by Councillor Mrs. Patrick, seconded by Councillor Bright, and RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:-  
That the following fees and charges for  
2008/09 be as follows:-**

<b>New Charges (Incl.VAT)</b>	<b>New Charges (Excl.VAT)</b>
<b>£</b>	<b>£</b>

Following representations from the Caravan Owners' Association, and significant discussions relating to the allocation of revenue received, it was proposed by Councillor Bright, seconded by Councillor Whitwam, and RESOLVED:-

To recommend an increase of 10% in site rents plus 2.5%, the additional sums raised to be specifically earmarked to schemes and projects. The acquisition of a new Epos Club Membership system and lighting system for roadways on the Park to be given priority.

<b>Sites per Season</b>	<b>3050.26</b>	<b>2595.97</b>
<b>Rates</b>	<u><b>174.74</b></u>	<u><b>174.74</b></u>
	<b>3225.00</b>	<b>2770.71</b>

Arising from discussions relating to the furnished caravan lettings, it was proposed by Councillor Bright, seconded by Councillor Mrs. Patrick, and RESOLVED:-

To recommend that the deposit on caravan bookings be increased from £50.00 to £100.00 – the balance to be paid 6 weeks prior to the commencement of the holiday.

**Furnished Caravan Lettings Commission                      17.5%**

Before consideration of the rents to be levied in respect of the following leases, the Clerk explained VAT implications that would impact on the rents payable.

Following discussion, it was AGREED:-

To recommend that the rent for the Indoor Bowls Hall be subsidised by £638.75 to assist new membership and encourage active participation in sport.

<b>Indoor Bowls Club</b>	<b>Lease expires 3/10/2016 – No Rent Reviews</b>	
	<b>3,000.00</b>	<b>2,553.19</b>
	<b>(Incl.VAT)</b>	<b>(Excl.VAT)</b>

It was AGREED:-

To recommend that the rent for the Rifle Range be inclusive of VAT and maintained in order to assist the Club's role in the community.

<b>Rifle Range (Purbeck Gun Club)</b>	<b>Lease expires 31/12/2007 – Annual Rent Review</b>	
	<b>1,150.00</b>	<b>978.72</b>
	<b>(Incl.VAT)</b>	<b>(Excl.VAT)</b>

Before consideration of the following item, Members identified the need for a consistent approach and requested that the Clerk review the existing lease/licence agreements.

<b>Swanage Musical Theatre Company</b>	<b>Lease expires 31/3/2016</b>	
	<b>11.75</b>	<b>10.00</b>
	<b>(Incl.VAT)</b>	<b>(Excl.VAT)</b>

**Bay View Complex & Swimming Pool**

<b>Sauna/Swim (all in one ticket)</b>		
<b>Adult</b>	<b>2.85</b>	<b>2.43</b>
<b>Child/Senior</b>	<b>1.75</b>	<b>1.49</b>
<b>Aquafit</b>	<b>3.25</b>	<b>2.77</b>
<b>Adult Swimming Lessons – 10 week course</b>	<b>44.50</b>	<b>37.87</b>
<b>Child Swimming Lessons – 10 week course</b>	<b>34.00</b>	<b>28.94</b>
<b>Sauna/Swim Tickets (per book of 10)</b>		
<b>Adult</b>	<b>23.00</b>	<b>19.57</b>
<b>Child/Senior</b>	<b>13.50</b>	<b>11.49</b>
<b>Aquafit</b>	<b>26.50</b>	<b>22.55</b>
<b>* Swimming Pool Hire (per hour)</b>	<b>50.00</b>	<b>42.55</b>
<b>Charge to Schools (per hour)</b>	<b>25.00</b>	<b>21.28</b>
<b>Swimming Club</b>	<b>25.00</b>	<b>21.28</b>
<b>* including lifeguard charge</b>		
<b>Indoor Bowl (per rink, max 4 people)</b>	<b>6.30</b>	<b>5.36</b>
<b>Woods Hire</b>	<b>1.80</b>	<b>1.53</b>

7. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

There were no additional matters to report.

8. **DATE OF NEXT MEETING**

Members were unable to determine a date for the next meeting at the present time, but considered that it may be appropriate to convene a meeting at the beginning of February 2008.