

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 25<sup>th</sup> JULY 2007** at 2.15 P.m.

PRESENT:-

Councillor Mrs. A. Patrick – Chairman  
Councillor Mrs. C. Gainsborough  
Councillor M.W. Pratt  
Councillor W.S. Trite  
Councillor M. Whitwam

Also in attendance:- Mr. A. Leeson – Town Clerk  
Mr. G. Brookes – Operations Manager  
Mrs. L. Burgess – Senior Administration Manager  
Mrs. A. Holmes – Tourist Information Centre Manager

**Public Participation Time**

There were 6 members of the public present.

The Chairman welcomed those present and invited questions and comments from the audience.

- i) It was reported that at a meeting held at the Swanage Bay View Holiday Park on Saturday, 4th August 2007, 114 caravan owners had expressed a wish to become members of the “Caravan Owners Association”. The Association would now be properly constituted, and a Committee elected, after which it was intended that regular “Forums” would be held.

1. **APOLOGIES**

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

2. **CARAVAN SALES**

(a) **Advertising**

Consideration was given to the current advertising schedule, and, although direct responses had not been monitored, it was noted that the advertisements had been sales focused, as opposed to promoting the Holiday Park in general.

(b) **Training**

Members expressed their appreciation of the sterling work undertaken by members of staff in relation to caravan sales. It was noted that no specific training had been given in this matter, and it was AGREED:-

That the Tourist Information Centre Manager be requested to obtain further information regarding any appropriate training courses that may be available.

3. **PARK RULES ENFORCEMENT**

(a) **Dogs**

The Chairman reported on a complaint received regarding some dogs on the Holiday Park, and, following discussion, it was proposed by Councillor Trite, seconded by Councillor Pratt, and **RESOLVED UNANIMOUSLY:-**

That item (2) of the GENERAL REGULATIONS of the Park Rules be amended to read:-

Dogs are permitted on the Holiday Park at the discretion of the Council, on the strict understanding that such dogs are under proper control at all times and kept on a lead. Excluding guide dogs, no dogs are allowed in any of the Amenity Buildings on the Holiday Park. All dog owners must clean up after their dogs and dispose of dog litter in the dog bins provided. Dog owners are prohibited from exercising their dogs on the Holiday Park. The licensee must ensure the good behaviour of their dogs in the interest of all persons staying on the Holiday Park observing the above Regulations.

(b) **Traffic Management/Speed Limit**

Further to Minute No. 4 (b) of the Caravan Park meeting held on 11<sup>th</sup> January 2007, the Operations Manager reported on a site meeting held with contractors the previous day regarding the introduction of the one-way traffic system at the Holiday Park.

Arising from the above, concern was expressed regarding the current speed limit of 10 mph, and it was proposed by Councillor Pratt, seconded by Councillor Mrs. Patrick, and **RESOLVED UNANIMOUSLY:-**

That the speed limit be reduced to 5 mph on the Holiday Park, and that additional signage and “roundels” be introduced accordingly.

(c) **Storage of personal effects/Trailers/Number of Vehicles**

Attention was drawn to matters relating to the storage of personal effects, trailers, number of vehicles etc. These matters were included within the Park Rules, and it was **AGREED:-**

That enforcement action be taken, when necessary.

In agreeing the above recommendations, difficulties regarding enforcement were acknowledged, and it was proposed by Councillor Pratt, seconded by Councillor Mrs. Gainsborough, and **RESOLVED UNANIMOUSLY:-**

That officers be instructed to rigorously enforce the Park Rules, and that the full support of the Council be given to the officers when carrying out such enforcement.

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

That delegated authority be given to the Chairman of the Committee, Councillor Whitwam and the Town Clerk to review the Park Rules and enforcement procedures.

4. **OPERATIONAL MATTERS**

(a) **Website Development**

The Clerk updated members on discussions held regarding the design of the Holiday Park website. During the ensuing debate, it was noted that some out-dated information was still being advertised, but this would be addressed when the new website was completed.

(b) **Swimming Pool – Changing Rooms**

Concern was expressed at the condition of the swimming pool changing rooms, and also disabled access to these facilities.

During the ensuing discussion, reference was made to the buildings survey that had been undertaken by the Council’s surveyor and highlighted areas in need of urgent attention.

It was proposed by Councillor Pratt, seconded by Councillor Patrick, and **RESOLVED UNANIMOUSLY:-**

That a refurbishment scheme for the changing rooms, together with costings, be prepared and submitted to a future meeting of the Committee.

It was also noted that patrons were entering the swimming pool area wearing outdoor footwear, and it was proposed by Councillor Mrs. Patrick, seconded by Councillor Mrs. Gainsborough, and **RESOLVED UNANIMOUSLY:-**

That a dispenser with outdoor shoe overlays be installed.

(c) **Launderette**

It was reported that quotations had been obtained for repairs/improvements to the launderette, but these were not available at the present time.

(d) **Vista Complex – Water Storage Tanks**

It was reported that, following a recent water leak in the main bar and subsequent repairs, water storage tanks in the top area of the building were now superfluous. The position was noted.

(e) **Smoking Shelters**

Following the introduction of the “No Smoking” legislation with effect from 1<sup>st</sup> July 2007, consideration was given to the provision of outside “Smoking Shelters”.

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

That no action be taken regarding the provision of “Smoking Shelters”, but that appropriate wall-mounted bins be installed.

5. **CAPITAL SCHEMES**

(a) **Water Supply**

The Clerk reported that the pipework for the main water supply had been completed, but some work on the “feeder legs” was still necessary. This work may have potential budget implications, and the matter would be referred to a future meeting of the Committee for consideration when further information was available.

(b) **Electrical System**

The Clerk referred to the electrical supply on each caravan plot, and health and safety implications that had been identified.

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

**TO RECOMMEND:**

**That the installation of residual current breakers be undertaken immediately, at an estimated cost of approximately £22,000.**

(c) **Lighting Scheme Proposals**

Having regard to current capital expenditure commitments, it was AGREED:-

That no action be taken regarding improvements to the lighting at the Holiday Park at the present time, but a draft scheme be prepared for consideration at a future meeting of the Committee.

6. **SITE SURVEY**

It was reported that there was a need for topographical and environmental surveys to be undertaken at the Holiday Park, but these surveys had not yet been commissioned.

7. **SITE RENTS**

Further to Minute No. 8 (a) i) of the Council meeting held on 16<sup>th</sup> July 2007, the introduction of variable pitch fees was again mooted.

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

That a range of schemes be prepared and submitted to the Special Meeting of the Council held to discuss planning and policy matters on 15<sup>th</sup> October 2007.

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

There were no additional matters to report.

The meeting concluded at 3.50 p.m.

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