

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **SWANAGE BAY VIEW HOLIDAY PARK** on **FRIDAY, 27th JUNE 2008** at 3.00 p.m.

PRESENT:-

Councillor G.M. Suttle – Chairman
Councillor Mrs. A. Patrick
Councillor M.W. Pratt – Town Mayor
Councillor W.S. Trite
Councillor M. Whitwam

Also in attendance:- Councillor S. Poultney

Public Participation Time

There were 14 members of the public present, but they did not wish to raise any matters at the present time.

1. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Mrs. Gainsborough.

2. **REPRESENTATION ON CARAVAN PARK COMMITTEE**

The Chairman reported on a request received from the Bay View Caravan Owners Association that representative(s) of the Association be co-opted to serve on the Caravan Park Committee.

During consideration of the request, reference was made to Standing Order No. 50, under which the Council could create an Advisory Committee.

It was proposed by Councillor Suttle, seconded by Councillor Whitwam, and **RESOLVED UNANIMOUSLY:-**

That an Advisory Committee be set up to discuss matters relating to the Holiday Park.

Consideration was then given to the constitution of the Advisory Committee, and it was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and **RESOLVED UNANIMOUSLY:-**

That three councillors, three representatives from the Bay View Caravan Owners Association and three independent caravan owners be invited to serve on the Advisory Committee.

It was **FURTHER AGREED:-**

That all caravan owners be notified of the decision to set up an Advisory Committee, and that Non-Association Members be invited to express their individual interest in participating as Committee members.

During the ensuing discussion, it was agreed that, if possible, the inaugural meeting of the Advisory Committee should be held before the end of July 2008, and that the terms of reference i.e. setting out the frequency, times, venue, voting rights and the type of business to be discussed should be determined at that meeting.

It was agreed that the Town Clerk be requested to prepare draft terms of reference for consideration at the meeting.

The Chairman briefly suspended the Meeting under Standing Order No. 69 to allow a question to be put from a member of the public regarding rotating the Chairmanship of the Advisory Committee.

3. **GENERAL MANAGER'S REPORT**

The General Manager reported on the following matters:-

(a) **Holiday Park Grading**

The Holiday Park had been down-graded by the English Tourist Board from a 4* to a 3* status. This was mainly attributable to the condition of the swimming pool changing rooms (which had since been upgraded), the launderette and the Quarryman toilets. These facilities had not been upgraded, pending a decision regarding the Options Appraisal.

(b) **Caravan Sales**

There had been a slowdown in caravan sales in 2008. This was considered to be partly due to the current economic climate and partly to the impending Options Appraisal of the Holiday Park.

It was suggested that consideration be given to allowing the owners of holiday homes on other Parks to bring their used caravans onto the Bay View Holiday Park, subject to payment of an appropriate fee and criteria regarding age and condition of the unit. Such an arrangement could fill an additional 10 to 15 vacant pitches.

During the ensuing discussion, some concerns were raised regarding the criteria and implementation of such an arrangement, although there was considered to be some merit in the proposal. Reference was then made to Cauldron Barn Caravan Park, which is in the process of changing from a "holiday park" to a residential site, and it was acknowledged that some caravan owners may be seeking alternative sites for their holiday letting units. It was proposed by Councillor Suttle, seconded by Councillor Mrs. Patrick, and RESOLVED:-

That the General Manager be given authority to open a dialogue with the owners of Cauldron Barn Caravan Site.

(c) **Caravan Sales Vehicle**

Further to Minute No. 3 of the Caravan Park Committee Meeting held on 16th April 2008, it was noted that the caravan sales vehicle had still not yet been replaced. The General Manager was sourcing an appropriate vehicle, the cost of which would be met from the existing budget provisions.

(d) **Signage**

The combined zone, speed limit and information signs had now been installed.

(e) **Launderette**

Further to Minute No. 2 (h) of the Caravan Park Committee Meeting held on 16th April 2008, it was reported that three new washing machines had now been installed in the Launderette. Difficulties were still being experienced in securing contractors to undertake refurbishment/maintenance works to this facility.

(f) **Caravan Insurance**

The provision of alternative caravan insurance was currently being reviewed, and quotations were being sourced from other insurance providers.

The Chairman suspended the Meeting under Standing Order No. 69 to allow members of the public to raise points relating to the utilisation of assets, signage, footpaths, insurance and green waste.

(g) **Utility Charges**

The General Manager highlighted a matter concerning the metered gas supply to the Rehearsal Room and Indoor Bowls Hall which was currently being investigated.

It was noted that, with the cost of the utility services continuing to soar, it would be beneficial to undertake a full review of the energy consumption at the Holiday Park.

It was agreed that the General Manager should investigate the matter further.

(h) **Leisure Facilities**

Further to Minute No. 2 of the Caravan Park Committee Meeting held on 16th April 2008, the General Manager reported that he had prepared a Business Plan for the proposed Fitness Suite at the Holiday Park. This Plan would be submitted for consideration at a future meeting of the Finance and Performance Management Committee.

He then reported on the refurbishment of the leisure facilities at the Springfield Hotel, Wareham, which had resulted in surplus gymnasium equipment being available at a cost of £3,000.

Following discussion, it was proposed by Councillor Suttle and seconded by Councillor Mrs. Patrick:-

That approval be given for the purchase of the gymnasium equipment at a cost of £3,000.

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.

(i) **Electrical Tests and Boxes**

Regular checks on a three monthly basis were being carried out to ensure that the “trip switches” in the electricity boxes were functioning correctly.

A full electrical survey of the Park was being undertaken by the Council’s electrical contractor. A number of areas in need of improvement had been highlighted, at an estimated cost of approximately £20,000.

It was AGREED:-

That this matter be referred for consideration at the next meeting of the Finance and Performance Management Committee.

(j) **Calor Gas**

Enquiries had been made regarding the supply of calor gas for resale at the Holiday Park. Preferential rates had been obtained from an alternative supplier, although the Council's existing supplier had since agreed to match these prices.

Discussion ensued regarding the possible introduction of a "call out" charge for gas deliveries outside the normal working hours of the grounds staff.

During the debate, it was noted that the "two bottle system", with diverter valves, had been introduced to reduce the requirement for late call outs, so it was not deemed necessary to introduce an additional charge for this service.

The Chairman suspended the Meeting under Standing Order No. 69 to allow members of the public to raise points relating to the "two bottle" system for calor gas and the impending Options Appraisal.

The meeting concluded at 4.05 p.m.
