

Minutes of the meeting of the **CARAVAN PARK**  
**BEST VALUE WORKING GROUP** held at the  
**Vista Complex** on **MONDAY, 19<sup>th</sup> JANUARY 2004**  
at 2.15 a.m.

Present:-

Councillor A.H. Miller – Chairman  
Councillor C. Bright  
Councillor Mrs J. Farrow  
Councillor W.S. Trite

Also in attendance:-

Mr N.J. Pearce            General Manager, Swanage Bay View Holiday Park  
Mr G. Rutter    Leisure Concepts (Design Consultant)

1. **APOLOGIES**

An apology for his inability to attend the meeting was received from Councillor Agelink.

2. **MINUTES**

The Minutes of the Meeting of the Caravan Park Best Value Working Group held on 5<sup>th</sup> January 2004 had been approved as a correct record at the Special Meeting of the Council held to consider policy and resources matter earlier that day. Copies had been circulated to members of the Working Group for reference and information.

3. **REFURBISHMENT SCHEME**

The Town Mayor welcomed Mr. Gerry Rutter (from Leisure Concepts) to the meeting, and confirmed that the Working Group had delegated authority to accept the revised fee proposal up to a maximum of £56,000.

Further to Minute No. 3 of the Caravan Park Best Value Working Group held on 5<sup>th</sup> January 2004, Mr. Rutter made an amended design presentation incorporating the entrance to the Complex, the reception area, and the toilets, which would incorporate facilities for the disabled. Details of proposed finishes, colour schemes and samples of materials were also presented for consideration. Mr. Rutter explained that, bearing in mind the short timescale, draft tender documents were not yet available, but hopefully would be submitted for approval before the end of the week.

Following detailed consideration of the amended proposals and materials, it was proposed by Councillor Bright, seconded by Councillor Mrs. Farrow, and **RESOLVED:-**

That a recommendation be made to the next meeting of the Town Council to be held on 26<sup>th</sup> January 2004 that the amended scheme be accepted, subject to satisfactory approval of the tender document and associated papers.

Consideration was then given to the tendering process, and subsequent programme of works.

It was **AGREED:-**

That a Notice be displayed inviting interested companies to register their interest in tendering at the Town Hall by Friday, 23<sup>rd</sup> January 2004. Subject to satisfactory approval of the tender documents, the completed tenders should be returned to the Town Hall for opening and consideration at the Special Meeting of the Council held to discuss policy and resources matter on Monday, 16<sup>th</sup> February 2004. Following detailed analysis, and possible amendment, of the tenders

submitted, it was hoped that a decision could be reached at a meeting of the Caravan Park Best Value Working Group to be held on Monday, 23<sup>rd</sup> February 2004 at 2.15 p.m.

During the ensuing discussion, it was acknowledged that the above timescales were rather optimistic, but every endeavour would be made to meet the proposed dates.

4. **INSTALLATION OF WATER METERS**

Further to Minute No. 2 of the Caravan Park Best Value Working Group held on 5<sup>th</sup> January 2004, the General Manager provided a site plan detailing the water system serving the Caravan Park at the present time.

Quotations for the supply of water meters had been obtained, and an initial order had been placed for 100 meters. It was intended that the water meters would be installed by the staff at the Caravan Park, and a regular progress report given to the Best Value Working Group.

During the discussion, the Town Mayor emphasised the importance of maintaining up-to-date records of the water system and meters installed, together with details of the electricity supply serving the Park.

The meeting concluded at 3.50 p.m.

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