

Minutes of the meeting of the CARAVAN PARK  
BEST VALUE WORKING GROUP held at the  
Vista Complex on MONDAY, 1<sup>st</sup> MARCH 2004  
at 10.00 a.m.

Present:-

Councillor A.H. Miller – Chairman  
Councillor H.J.F. Agelink  
Councillor C. Bright  
Councillor Mrs J. Farrow

Also in attendance:-

Councillor Mrs C. Gainsborough – Deputy Mayor  
Mr C. Callingham Leisure Concepts (Design Consultant)

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Tritie.

2. **REFURBISHMENT SCHEME**

The Town Mayor reported that two completed tenders had been received by the due date i.e. 24<sup>th</sup> February 2004, and these had been opened in the presence of the Town Clerk, the Town Mayor and Deputy Mayor (in accordance with Minute No. 3(a) of the Meeting of the Working Group held on 16<sup>th</sup> February 2004). These had been forwarded to Leisure Concepts for assessment.

The Mayor then welcomed Mr. Craig Callingham (from Leisure Concepts), and invited his appraisal of the documents. Detailed consideration was given to the matter, during which concern was expressed at the increased cost of the overall refurbishment scheme compared with the initial estimated budget. Concern was also expressed at the number of completed tenders received, and the time scale of the tendering process and schedule of works.

A lengthy discussion ensued, during which grave concern was expressed at the disruption and inconvenience that would be caused to users of the Park, particularly during the Spring Bank Holiday periods if the original time scale was adhered to.

It was proposed by the Town Mayor, seconded by Councillor Bright, and RESOLVED:-

(a) To recommend that the refurbishment works  
do not commence until 1<sup>st</sup> October 2004.

(b) Leisure Concepts be instructed to re-negotiate  
with those originally invited to tender, in accordance  
with the estimated budget, and report back to the  
Council in accordance with (c) below.

(c) Outcome of negotiation to be submitted to the  
Council for consideration at a Meeting to be  
held on 16<sup>th</sup> April 2004 in the Town Hall at  
11 a.m. (Leisure Concepts to report, and information  
to be circulated to Members in advance of the Meeting).

(d) If a revised contract price is not obtained, the tendering  
process is to be revisited by the end of April 2004.

Mr. Callingham left the Meeting before consideration of other matters on the Agenda.

3. **SITE VISIT**

The Working Group visited the following areas within the Vista Complex:-  
Lauderette, swimming pool changing rooms and upstairs bar area.

Following the site visits, at which some general maintenance works were identified, it was proposed by the Town Mayor, seconded by Councillor Bright, and RESOLVED:-

That Leisure Concepts be requested to consider the inclusion of the construction of an additional door and window in the upstairs bar (adjoining the Bowls Hall) within the tendering process, and to provide more detailed concept drawings of the Indoor Bowls Hall in order that a cost benefit analysis can be undertaken.

4. **BUSINESS PRIORITIES**

The Clerk highlighted a potential conflict arising between hospitality or community events as against normal trading activities i.e. Jazz Festival Dance.

It was AGREED:-

That further information regarding regular bookings, concessions, entertainment etc. at the Vista Complex be submitted to a future meeting of the Caravan Park Best Value Working Group.

5. **STAFFING ISSUES**

The Holiday Park General Manager reported on the deteriorating condition of the accommodation unit that was provided for a core member of the Holiday Park staff.

Following discussion, during which it was confirmed that the unit could only be used for a maximum of 46 weeks per year, it was proposed by the Town Mayor, seconded by Councillor Bright, and RESOLVED:-

That the purchase of a new unit (24' x 20') be agreed, up to a maximum cost of £21,200.  
The General Manager to provide further information regarding delivery dates etc. to a future meeting of the Working Group.

Consideration was then given to the benefits of providing on-site accommodation for some general maintenance staff, together with a financial appraisal of the situation.

It was AGREED:-

That the current arrangements be formalised within the terms of the Contracts of Employment of the appropriate staff.