

Minutes of the meeting of the CARAVAN PARK
BEST VALUE WORKING GROUP held at the
Vista Complex on MONDAY, 5th JANUARY 2004
at 9.30 a.m.

Present:-

Councillor A.H. Miller – Chairman
Councillor C. Bright
Councillor Mrs J. Farrow (Left at 10.45 a.m.)

Also in attendance:-

Mr A.J. Leeson Town Clerk
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. **BUDGET REPORT AND REVIEW**

The Clerk presented copies of the budget report to date, and the position was noted.

During the discussion, the importance of budget monitoring was acknowledged, as this would highlight any large variances that may occur. As a direct result, a large increase in water consumption had been identified and the requirement to install individual meters (and valves) to all caravans, and additional 'spur' meters on the Park, had been agreed. This was considered to be a priority, and the General Manager was instructed to obtain three quotations for the supply of the meters and valves. The work should commence as soon as possible, and an update on the number of meters installed should be submitted to the next meeting of the Working Group.

The General Manager was requested to provide a site plan detailing the water systems serving the Caravan Park as this was required to identify and isolate any future leaks that may occur.

3. **REFURBISHMENT SCHEME**

The Town Mayor welcomed Mr. Gerry Rutter (from Leisure Concepts) to the meeting, and explained the Council's appointment and tendering procedure that had to be adhered to before any contracts could be awarded.

Here referred to Minute No. 4 of the Special Meeting of the Council held on 17th December 2003, and the Council's decision not to proceed with the proposed refurbishment programme at the present time, but to consider a smaller scheme as part of a review of the Council's current business strategy.

Consideration was given to a phased scheme of refurbishment works, and following a lengthy discussion, it was agreed that the first phase of the scheme should incorporate the entrance to the complex, the reception area, and the toilet facilities.

Mr. Rutter was invited to make a design presentation to the next meeting of the Caravan Park Best Value Working Group on 19th January 2004, and to submit draft contracts, tender documents, and Bill of Materials for approval, together with details of proposed finishes, colour schemes and samples of materials.

Discussion ensued regarding the overall refurbishment proposals (including the restaurant area) as part of the phased scheme, and it was AGREED:-

That the tender process should include both the first phase, and, in addition, work to the bar, catering and function hall areas.

It was requested that a copy of all design drawings be sent to the Town Clerk at the Town

Hall, as well as being submitted to the General Manager at the Holiday Park.

4. **FUTURE BUSINESS STRATEGY**

The General Manager provided an update on various proposals regarding the Park's future business strategy.

Detailed consideration was given to the bars, catering and storage, with the emphasis to be given on a future sales strategy in line with the upgrading of the reception area.

Consideration was then given to other outstanding business options, including alternative uses for the indoor bowls hall during the summer months.

The General Manager was requested to compile an option appraisal of various strategies and to report to a future meeting of the Working Group.

During discussion, consideration was given to the removal of two toilet blocks on the Park, and it was AGREED UNANIMOUSLY:-

That an application be submitted to Purbeck District Council seeking planning approval to demolish the toilet blocks and create three additional caravan sites.

5. **NEXT MEETING**

It was AGREED:-

That the Meeting of the Caravan Park Committee scheduled for Monday, 19th January 2004 at 2.15 p.m. be replaced by a meeting of the Caravan Park Best Value Working Group.