

Minutes of **the CARAVAN PARK BEST VALUE REVIEW COMMITTEE** held at the **Caravan Park, Swanage** on **Monday 25<sup>th</sup> November 2002** at 2.00 p.m.

Present:-

Councillor A.H. Miller - Chairman  
Councillor Mrs C. Gainsborough  
Councillor J. Roscoe (Left at 3.50 p.m.)  
Councillor W.S. Trite (Left at 3.50 p.m. – returned at 4.10 p.m.)

Also in attendance:-

A.J. Leeson Town Clerk  
N. Pearce General Manager  
G. Brookes Operations Manager

1. **APOLOGIES**

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

2. **SEASONAL CHARGES**

(a) **Site Fees**

Consideration was given to the site fees to be levied for the 2003 season, bearing in mind that the fees were not increased for the 2002 season, and that the 2003 season would be extended by an additional two calendar months. Following discussion, it was AGREED UNANIMOUSLY:-

To recommend that the site fees be increased by 9.4% from £1,178 (Ex.VAT) to £1,289 (Ex.VAT).

(b) **Private Letting Fees**

Consideration was given to the introduction of a fee for private lettings. A lengthy discussion ensued, during which concern was expressed that the introduction of such a fee may possibly result in a reduction in the holiday lettings trade. In line with the recommendation contained within the independent financial appraisal, it was AGREED:-

To recommend that the introduction of private letting licence fees be deferred in favour of encouraging an increase in the sub-letting of caravans, subject to changes in the Park Regulations & Conditions and removal of Section 1.3 from the Site Licence Agreement.

3. **SITE LICENCE AGREEMENTS**

(a) **Insurance**

Following clarification of the existing and future requirement to comply with changes in legislation, it was AGREED:-

To recommend that the obligation and requirement for owners to take out insurance “only” through the Council, be removed from the Site Licence Agreement.

Further discussion ensued regarding the requirement to ensure that adequate private insurance provisions are undertaken, and it was FURTHER

**AGREED:-**

To recommend that the Park Regulations & Conditions be amended to require public liability indemnity of not less than £2,000,000 and that the insurance should cover the normal perils and the costs of a replacement caravan. An administration fee, initially £25.00 (Ex.VAT) should be introduced to cover the additional inspection and monitoring requirements.

(b)

**Age of Caravan**

The definition for the age of a caravan is to remain as the date of manufacture, as determined by the serial/chassis number.

Following discussion, during which consideration was given to a number of individual queries generated by owners, it was AGREED:-

- i) To recommend that the Park Regulations & Conditions be amended to allow for the maximum permitted age of a caravan to be changed from 12 to 15 years, and
- ii) That the General Manager be given discretion to determine any individual disputes arising in respect of any existing licence agreements.

4.

**PARK REGULATIONS & CONDITIONS**

Concern was expressed regarding the existence of two sets of Regulations & Conditions.

Following a brief discussion, it was AGREED:-

To recommend that the General Manager and Town Clerk make all necessary amendments to reflect the changes featured in items c) i and c) ii above combining the most appropriate paragraphs from the two current sets of Park Regulations & Conditions.

5. **SITE SECURITY**

The Clerk updated those present on proposals for increased security on the Park, which included the introduction of barrier access and electronic door entry.

Following discussion, during which it was noted that a full-time security officer had been appointed, it was AGREED:-

That further information and costings of the proposed security systems be obtained.

6. **TRANSPORT REQUIREMENTS**

Consideration was given to the existing and future transport requirements at the Caravan Park.

The General Manager explained that a flat-bed truck (for transporting calor gas and materials) and an open golf buggy (for quick and easy access to various locations on the Park) would be ideal. During the ensuing discussion, it was acknowledged that the existing landrover was not a suitable vehicle for use on the Park, and it was AGREED:-

That the landrover be sold, and the Operations Manager and General Manager of the Park investigate the possibility of acquiring an all-terrain vehicle. Costs regarding the rent/purchase of a golf buggy should also be obtained.

7. **STAFF RESTRUCTURING**

The Town Clerk identified the potential scope and implications for the restructuring of the grounds maintenance, bar and catering functions.

After a lengthy debate, it was proposed by Councillor Trite, seconded by Councillor Mrs. Gainsborough, and AGREED UNANIMOUSLY:-

To recommend that the Council pursues the potential restructuring of the bars and catering functions.

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