

THE COVENTRY GLIDING CLUB CARAVAN PARK RULES

Revision 2016

1. PURPOSE

The purpose of the Caravan Park is to support the flying activities at the Coventry Gliding Club by enabling Full or Life club members to park static holiday or touring caravans at Husbands Bosworth Airfield for themselves and their families. Some Coventry Gliding Club staff may be accommodated in caravans.

2. USE AND RESIDENCE

2.1 The Caravan Park is not intended to provide a permanent home for anyone or be used for permanent habitation. Club members are expected to have a permanent residential address elsewhere to which they regularly return. The caravans shall not be occupied for more than a total of 10 months in any calendar year.

2.2 The club management reserves the right to request satisfactory proof of a member's residential address. Failure to comply may result in termination of the Site License in accordance with rule 4.2

2.3 No young person (minor) may remain at The Gliding Centre overnight without the explicit consent of their parent or guardian and under direct supervision of their parent or guardian or a nominated adult.

3. QUALIFICATIONS

To be eligible to occupy a caravan site, a person must be and remain a Full or Life member of the Coventry Gliding Club.

3.1 Caravan sites can only be allocated to:

- a) A member of the club 12 clear months after approval to join is given
- or
- b) A member of the club who holds a current solo pilot standard approval

4. TENURE

4.1 A member's occupation of a site is by a non-exclusive license by the club to occupy it from the 1st January to the 31st of December. A site allocated part way through the year will be charged at a pro-rata rate of the full year license fee. A site may be vacated part-way through the license year. Once the site has been reallocated a refund for whole months remaining in the license year will be given.

4.2 The Coventry Gliding Club reserves the right to terminate site licenses at any time without notification although this right will not be arbitrarily or unreasonably exercised.

4.3 Staff Tenure will terminate at the end of the contract of employment with the club, subject to any special terms in the individual staff contracts.

4.4 Caravans may be used by relatives, friends and Competition visitors for the purpose of gliding at Husbands Bosworth providing such occupation does not exceed any single period greater than 30 days.

4.5 If a caravan is shared, the person sharing has no claim on the site. When the site holder leaves, the site will be offered in accordance with rule 8.3.

5. PAYMENTS AND PERMISSIONS

5.1 A license fee is payable for the tenancy of a caravan site. The amount payable and the due date will be determined from time to time by the club committee.

5.2 On first occupation of a site the license fee is payable before occupation starts. Thereafter the fee is due annually.

5.3 Site holders are responsible for the payment of any rates or taxes which may be levied on their site or caravan.

5.4 Before moving a caravan onto a site, the owner must obtain permission from the club management who will check that is suitable for the size of the site available, will meet with current fire regulations, and will not infringe any other regulations applicable to the Caravan Park.

5.5 The maximum physical acceptable caravan size is 36 feet x 12 feet. Larger caravans will require permission of the club management and should not be placed on site until permission is granted.

5.6 Service Connections. The tenant is responsible for the cost of connection to any mains services available and for maintenance of those connections. Prior permission to make such connections, and installation of and connection to sewage systems must be obtained in writing from the club management. All such work shall be carried out to their satisfaction.

5.7 Electricity and Gas. Tenants of sites that are supplied with mains electricity are strongly recommended to employ a suitably qualified electrician, in order to test that the wiring in their caravans meets IEE regulations before a connection to the supply is made. It is the responsibility of the owner to ensure that all wiring, gas pipes and appliances in and on the caravan are safe.

5.7.1 The club shall meter each caravan's electricity externally. Site holders will be billed at regular intervals (normally in January, April, July and October during the first week of the month, meter readings being taken after the 15th of the preceding month). Members in arrears or not complying with these Rules may be disconnected.

5.8 Sewerage. Prior permission for the installation and connection to any sewage system will need to be obtained from the club committee before any work commences. Site holders will be responsible for all installation costs. The club reserves the right to disconnect any connection to any system.

5.9 Vacating Site. It is the responsibility of the caravan owner to remove their caravan when giving up their site unless it is to be sold to the incoming site holder. The person taking over a caravan on its existing site must be the person specified on the Waiting List. A caravan cannot be sold on its site to anyone else.

5.10 Groundwork's Ownership. Any permanent site groundwork's whether or not installed or paid for by members (including concreting, septic tank/cesspit installations and drainage) become the club's property as part of its land. Mains water and electricity installations are the property of the club who shall maintain them.

5.10.1 The clubs ownership and responsibility for services ceases at the tenant's connection. In the case of electricity, this is at the individual supply connection unit. In the case of water, it is where the water supply pipe comes to the surface, and in the case of sewerage, at the connection to the main sewer pipe.

5.10.2 Charging an incoming member for existing groundwork's by a member vacating a site or thereafter is not permissible. The incoming member is entitled to use without capital payment the groundwork's existing prior to the previous member vacating.

6. MAINTENANCE OF SITES

6.1 Every site holder is required to maintain their caravan in sound condition, in a good state of structural repair and external decoration (flaking paint to be touched up, loose panels secured etc.), and the exterior shall be kept clean.

6.2 The Static Caravan Park License Conditions, a copy of which is available from the office, shall be strictly observed at all times.

6.3 Each site holder is required to keep the site tidy and free from rubbish (i.e. the area up to the roadway or the halfway point to the nearest caravan in any direction) at all times. In addition:

- a) There shall be a 1m (3m at the boundary) clear gap around the caravan from all trees, bushes and sheds.
- b) For existing caravans only, established trees with a trunk diameter larger than 15cm (6") may exist in the 1m gap providing the lower branches are removed.
- c) All vegetation within 3m of caravan must be less than 1.22m (4') in height.
- d) There shall be no overhanging branches above a caravan. Tenants must consult the club management before carrying out extensive pruning.
- e) The grass shall be mown regularly particularly in the summer.
- f) The space beneath and between caravans shall not be used for the storage of combustible materials or rubbish. Caravan refuse which has originated on site but not garden waste should be disposed of.
- g) If a tenant does not adequately maintain his site and does not respond to requests to bring his site into good order the club may employ professional services at the member's expense. Such action will not be arbitrarily or unreasonably exercised.

6.4 Approval from the club management must be obtained before planting trees or shrubs etc.

6.5 The erection of huts, sheds, bunkers, greenhouses, verandas, etc is not automatically permitted. Where space permits, consent for erection of the above may be given by the club management, subject to complying with the Caravan Park License and applicable regulations.

6.6 Approval from the club management in writing must be obtained before laying driveways, paths or patios. The caravan park will normally retain the maximum amount of grass, trees, shrubs and bushes with the aim of minimising the sites overall concrete footprint.

- 6.7** A maximum of two Gas Cylinders is permitted per static caravan and they are subject to the following rules. They must:
- a) Be located so that they are immediately visible to a fire officer in the event of an emergency.
 - b) Be secured by a chain at the top to prevent them falling over.
 - c) Be located on a hard standing (this can be paving slabs), without any vegetation growing around them and not be hidden by sheds, trees or bushes etc.
 - d) Be kept well ventilated at all times.
 - e) Not touch the sides of the caravan.
 - f) Not be stored underneath the caravan.
 - g) Not be placed within 3 metres of any drain or any combustible material, other than the caravan which they serve.

6.7.1 Gas Cylinders stored in touring caravans should be housed according to the design and manufacturers instructions. In both cases, the hoses and regulators are 'lified' items and therefore need to be regularly inspected and replaced as required.

7. FIRE PRECAUTIONS

7.1 Every caravan should possess a suitable fire extinguisher in working order. The installation of a smoke detector is also recommended. Site holders should familiarise themselves with the location of the fire points provided and the method of operating the fire alarm and firefighting equipment. Inflammable structures, materials and vegetation which might cause fire to spread should not be allowed near caravans.

7.2 **Vehicles must not be left where they might obstruct emergency access by the Fire Brigade.**

7.3 ON DISCOVERING A FIRE:

- a) Ensure the caravan or building involved is EVACUATED
- b) Raise the ALARM
- c) Call the Fire Brigade on 999 Nominate an individual to direct the Emergency Services.
- d) If safe to do so, attack the fire using the firefighting equipment provided

8. WAITING LISTS

8.1 Allocation of caravan sites will be done on a strictly first come first serve basis, with a waiting list for future sites where none are available. The club Secretary or their nominated deputy will maintain the waiting list detailing member's names, date of application, position on the list and dates of any offers made to members that were turned down. This will be displayed in the clubhouse.

8.2 Only Full or Life club members may apply for a caravan site license. Club members who are on the list who subsequently change their membership status will be removed from the list.

8.3 When a site becomes available it will be offered in strict order to those on the list. A member will have 21 days from the date of any offer to confirm or refuse the offer. If no reply is forthcoming by the end of this period then the offer will have been deemed to have been refused. If a member refuses the offer of a site, then the date of refusal will be noted on the list. On a member's third refusal, that member will be removed from caravan list. Any member removed from said list may reapply at any time in the future.

9. OTHER RULES AND REGULATIONS

9.1 Site holders (including staff) are required to comply with the applicable legislation, the local authority regulations and the club's Caravan Park License and Planning Consents. Guidance can be obtained from the club management.

9.2 It is the responsibility of the Site Holder to insure the caravan and its contents against all risks including fire and smoke, explosion, lightning and thunderbolt, earthquake, riot, civil commotion, strikes and labour disturbances, aircraft and other aerial devices or anything dropped or falling from them, storm or flood, falling trees, theft or attempted theft.

10. NOISE

10.1 Site holders must not play music or make a noise at such a level that annoys other site holders or members. All music and noise shall cease between 23:00 hrs to 08:00 hrs (09:00 hrs on a Sunday).

11. ABANDONED CARAVANS

11.1 Any caravan which is abandoned or left on the Caravan Park or any part of the airfield without permission or without payment of the appropriate fee may be removed by the club. Before such action is taken the club will send a warning letter by recorded delivery to the last known address of the owner allowing a period of at least 28 days for a reply. Alternatively, if the identity or address of the owner is unknown that letter will be affixed to the caravan for a period of three months. Thereafter the caravan will be removed at the owner's risk and the club may sell it and set off all outstanding fees and charges due to it from the owner, and any debit balance on the applicable Flying Account, against the sale proceeds. Any caravan considered by the club to be unsaleable will be demolished at the owner's expense. Any credit balance remaining not claimed within six months thereafter will be donated to a charity of the club's choosing.

12. DISPUTE RESOLUTION

12.1 The club Committee shall determine any dispute referred to it in accordance with the provisions of these Rules, and may determine any other dispute between members arising from these Rules or otherwise within its jurisdiction that in its discretion it may agree to hear.

12.2 The club Committee, together with any other persons requested by the parties, shall hear the parties to the dispute.

12.3 Representations may be in person or in writing.

12.4 Where requisite the club Committee may obtain an independent valuation and may refer to Glasses Trade Caravan Guide or other relevant publication. It may not base its decision on a valuation provided by any party to the dispute.

12.5 The decision of the club Committee will be final.