



**SITE MANAGEMENT PLAN
FOR PROPOSED HOLIDAY
UNIT**

AT

**MILL FARM, MILL LANE,
WADDINGTON, NEAR
CLITHEROE LANCASHIRE
BB7 3JJ**

FOR : MR AND MRS L COWKING

DATE : JUNE 2019

RIBBLE VALLEY COUNTRY COTTAGES
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1. INTRODUCTION

This Site Management Plan is produced at the request of Ribble Valley Borough Council to address management practices of the site that will reduce any impact from site activities on the amenities of neighbouring property. In particular the matters identified by the local planning authority to be addressed are:

- Departure and arrival times
- Person responsible for site management
- Management practices

2. THE SITE

The site already has 2 established holiday cottages that are let out as holiday accommodation.

What is proposed is that one further cottage is put on the site on the same basis.

The existing cottages are located directly opposite the residential property Mill Farm Mill Lane Waddington. The owners of that property, Mr and Mrs Cowking, are the owners of the holiday cottages, and run and operate the existing cottages and will manage the new one also. The new cottage will be across/ to the side of the owners property.

The holiday cottages are self contained one has 4 bedrooms, one has 3 bedrooms and the proposed cottage will have 2 bedrooms. They have patio areas which have a barbeque. There are currently 10 parking spaces at the site. It is proposed that the new accommodation will provide an additional 4 spaces.

3. METHOD OF BOOKING

As with the existing bookings they can be made online via established holiday let companies which are

Airbnb
Tripadvisor

Bookings via these established companies are made subject to their terms and conditions with regard to methods of payment, bonds, contracts, and which include their own expected codes of conduct and general obligations relating to compliance with site rules and behaviour. The consequences of not meeting the terms and conditions could mean termination of the agreement, loss of deposit or further enforcement.

Bookings can also be made direct with the Managers/Owners via internet or telephone or personal meetings at events such as wedding fairs.

The Managers have their own set of terms and conditions of booking.

4. ARRIVAL/DEPARTURE PROCEDURES

Check in is at a pre arranged time with the guests and varies but is usually between 2pm and 7pm. There are key safes at the cottages also. On arrival guests are greeted, shown to their accommodation, shown the parking spaces but are also left a Welcome letter which explains about the parking and being considerate to neighbours.

Check out is at 10am on the day of departure unless agreed otherwise.

5. OCCUPATION RESTRICTIONS

- Bookings will not be accepted from any person under the age of 18
- No smoking inside any of the cottages
- No pets
- No persons other than the checked in guests shall be permitted to stay overnight at the cottages

In addition to the above the terms and conditions of booking are sent out to guests at the time of booking and cover other matters of site regulation. There is a guest information book in each cottage that deals with these issues also in addition to the Welcome Letter.

6. SITE MANAGEMENT DETAILS

As a family run business located at the site owners own residential property, the site manager is not remote and is opposite the cottages. Guests are also provided with mobile phone contact numbers.

The Managers details are therefore

Name : Mr and Mrs Cowking

Address. : Mill Farm, Mill Lane, Waddington, Lancashire, BB7 3JJ

Telephone : 07918150279 and 07886190541

Time of day contactable : 24 hours

7. CODE OF CONDUCT

Guests are given the 'house rules' which constitute part of the terms and conditions of the booking arrangements. The main matters covered in such terms relate to the following:

- Guests must not create noise which is offensive to neighbours and other guests especially between the hours of 10pm and 8am
- None other than the named checked in guests can occupy the holiday cottages overnight
- Guests must comply with the parking regulations and show consideration when entering and leaving the site
- Guests must dispose of refuse in accordance with the usual practice of the property and in the refuse bins provided. Guests must not leave rubbish in public areas.
- All guests are given emergency contact details of the site managers and their team

In general terms all guests will be expected to :

- Comply with all site rules
- Refrain from anti-social behaviour
- Respect the amenities and security of neighbours
- Comply with all instructions from the site management
- Notify the site management of any disputes, complaints or problems as soon as practicable.

Any guest found to be repeatedly breaking any of the site rules/ codes of conduct will be required to leave the site immediately without any refund.

Signed..... Date

Deborah Grace Cowking
For and on behalf of Ribble Valley Country Cottages