

Chelmondiston Parish Council

www.Chelmondiston.suffolk.gov.uk

Chairman: Cllr. David Cordle, 'Trelowena', Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis, 'Michelle', Church Road, Chelmondiston IP9 1HT

e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

Pin Mill Common Dinghy Park

PERMIT HOLDER AGREEMENT 2019-2020

Preamble

The Parish Council is the custodian of the Village Green known as **Pin Mill Common** and allows a limited and specific area of the Common to be used for dinghy parking, subject to the payment of an annual fee.

The monies collected are paid into the Parish Council funds. Fees are collected and queries initially dealt with, by the Clerk of the Parish Council:

Mrs Jill Davis, Michelle, Church Road, Chelmondiston, Ipswich IP9 1HT

Tel : 01473 780 159 e-mail : clerk@chelmondistonpc.info

Existing Permit Holders

The annual fee for 2019- 2020 is £20.00 and is due on 1st April 2019. Permits will be issued on receipt of payment.

From 2019 the following permit fees will apply:

Permit purchased up to 31st May 2019 – Fee £20.00

Permit purchased 1st June – 30th June 2019 – Fee £25.00

Permit purchased 1st July 2019 – 31st July 2019 - £35.00

Also, from the 1st July 2019 a Warning Notice will be placed on the dinghy or equipment. After the 1st of August if the Fee has not been paid the dinghy and/or equipment will be removed.

Dinghies or other equipment that have been removed will only be released when all back fees and administrative fees (cost of removal and storage) are paid to the Parish Council.

The fees are as follows:

£35.00 for a permit

£35.00 for administrative fees.

The Parish Council may dispose of any dinghy or other equipment not claimed within 3 months

Payment of Fees:

By Cheque – made payable to 'Chelmondiston Parish Council'.

By Crossed Postal Order – made payable to 'Chelmondiston Parish Council'.

By Cash – by appointment only.

By BACS- Please contact the Parish Clerk for the Council's Bank Details.

New Permit Holders

New permit holders will only be accepted if there is space available. If no space is available applicants will be placed on a waiting list. New permit holders must adhere to all fees and the updated general conditions.

Updated General Conditions

Payment of an annual fee entitles the permit holder to park a dinghy on the Common within the designated Dinghy Park Area.

There are **EIGHT SPACES** at the front end of the Common where dinghies can be stored flat on the ground. These spaces will be allocated on a first come first served basis, to those permit holders who can demonstrate a genuine need for such a space, due to age, disability or another appropriate factor. Previous use of such a place will not guarantee the right to use one in the future.

Please note any dinghy or equipment not allocated on the flat or not using the racks – will have a warning notice placed on the dinghy or equipment and removed after one month. There will be an administrative fee to pay of £35.00 and a permit fee (if not purchased) before the release of the dinghy or equipment.

- All dinghies should be identified with a **name**, or **tender to**, displayed in a prominent position for ease of identification. The agent will number unmarked dinghies.
- Permits should be displayed on the **SIDE** of the dinghy towards the bow and be clearly visible.
- Dinghies must not exceed 9 feet in length.
- All bylaws must be adhered to.
- Dinghies parked on the outside of the racks must be securely tied so as not to fall onto the footpath.
- No dinghies must be parked on the outside of the 2 racks at the top of the Common, for safety reasons.
- The Parish Council may move dinghies or other equipment if required for grass cutting, access or maintenance work, or if causing an obstruction.
- The Parish Council cannot accept liability for damage, loss or injury to dinghies, equipment or persons using the facility.
- The Parish Council reserves the right to refuse permission for a person to leave a dinghy on the Common.
- Any disputes should be referred to the Parish Council via the Parish Clerk.

Failure to Comply with Conditions

The Parish Council will **remove** from the Common, any dinghy or other equipment:

- If left *outside* the designated Dinghy Park Area.
- If left in the Dinghy Park but *no fee* has been paid and *no permit* is displayed.
- If other 'Updated General Conditions' are not complied with.

- Ultimately the Parish Council reserves the right to remove any dinghy that it feels may cause a risk to any member of the public or another Dinghy Park user.

The Parish Council thank you for your continued support and use of the Dinghy Park. However, the Parish Council's aim is to ensure everyone that uses it – pays the Fees owned and complies with the UPDATED GENERAL CONDITIONS.

Many thanks.

Please return a signed copy of this Permit Holder Agreement.

Name:

Signature:

Date: