



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk



Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **TUESDAY 2nd JUNE 2015**

All Members of the Allotments Sub-Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted as set out hereunder.

PLEASE NOTE THE START TIME

CLERK TO THE COUNCIL

DATED THIS 26th JUNE 2015

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To Appoint the Chairman and Vice-Chairman of the Sub-Committee
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. To confirm the appointments of Mr. P. Carpenter, Mrs. T. Griffiths, Mr. C. Penfold and Mrs. L. Russell as co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on 11th November 2014 and the Extraordinary Meeting on 16th December 2014
6. Matters Arising from the Minutes which are not separate Agenda items
7. Arrangements for judging the Best Kept Plot Award and The Roy Gristwood Shield for Best use of Allotment for 2015
8. Consideration of how to proceed with the Sharon Stubbings Memorial Rose Bowl - Min.24 refers
9. Annual review of rental charges - Min. 20 refers
10. Annual review of allotment guidelines/code
11. Consideration to purchase and erect a notice board for notices, guidelines, information and contact details
12. To note date of annual meeting of allotment holders on Tuesday 13th October 2015 and to consider arrangements
13. Consideration of any matters raised by Tenants at AGM held on 28th October 2014 including Public Liability Insurance
14. Health and Safety Risk Assessment at the Allotments

15. Report on lettings
16. Reports from Allotment Holders including report on plot conditions
17. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING

TUESDAY 11th NOVEMBER 2014

PRESENT: Cllrs. P. Dillon (Chairman), S. Reynolds and W. Toovey

IN ATTENDANCE: Mr. P. Carpenter, Mr. C. Penfold and Mrs. L. Russell (Tenants' Representatives)
Sheila Green (Allotment Committee Clerk)

The Meeting opened at 6.30pm

15. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. J. Brooks and Mrs. J Warr and Tenant Representative Mrs. T. Griffiths.

16. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

17. RATIFICATION OF THE CO-OPTED MEMBERS AS RECOMMENDED BY THE AGM HELD ON 28th OCTOBER 2014 OF MR. P. CARPENTER, MRS. T. GRIFFITHS, MR. C. PENFOLD AND MRS. L. RUSSELL AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of Mr. P. Carpenter, Mrs. T. Griffiths, Mr. C. Penfold and Mrs. L. Russell.

18. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th JUNE 2014**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17th June 2014.

19. **MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

There were no matters arising.

20. **CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT THE AGM HELD ON THE 28th OCTOBER 2014 INCLUDING PUBLIC LIABILITY INSURANCE AND RENTS**

Public Liability Insurance: Concerns had been raised at the AGM regarding correspondence from the Town Council advising that each tenant should be in receipt of public liability insurance to cover any third party claim as a result of an accident on their plot should this arise. The Committee Clerk clarified the position as there had been some concern regarding the extent of the cover and its requirement. Whilst the Town Council does have third party public liability it is a requirement that plot holders carry their own public liability insurance to protect themselves from claims from other plot holders and the public should an injury be caused or sustained through their negligence: i.e. if a rake was left out and another plot holder stood on it and sustained an injury the owner of the rake could be deemed as liable. Most household insurance policies include this liability cover and tenants are advised to check their policies and confirm to the Committee Clerk in writing that cover is in place. The Co-opted Members confirmed that they were happy with this and would clarify the situation with other tenants.

Rents: There were a couple of issues raised regarding rents. The first was the disparity between the cost of plots in relation to the size and how the rents are calculated. The other was the percentage of the rent increase applied for 2014/15.

A Co-opted Member had supplied some statistics of plot sizes which highlighted the disparity of, size to charge ratio, between the original site and the re-established site. The Sub-Committee acknowledged that they were aware of this and had gradually been trying to bring the situation into line. The statistics given were in rods, which although is a standard way of measuring allotment plots, it is not a method that has been applied on the Gravits Lane allotments so could not really be used as a bench mark. The rental increase that had been applied for 2014/15 was £1.00 for small plots, £2.00 for medium and £3.00 for large. The Chairman referred to previous Minutes, Min. 8 11th June 2013, where discussion regarding rent increases had taken place and the Co-opted Members had felt that more expensive plots would encourage better husbandry. Also Min. 34 5th November 2013 where following discussion, the suggested increases had been **AGREED** to be fair by the Sub-Committee and the Tenant Representatives. It was also highlighted that the increase was the first to be applied since 2010. The Chairman also reported that the annual income generated from rents was approx. £1,600.00 and that expenditure to date was £3,500.00 with another 6 months to run. The Sub-Committee acknowledged the disparity in plot sizes and charges between the two sites and will investigate ways to rectify this however; any changes they may decide upon would not take effect until 2015/16. A Co-opted Member asked if there could be concessionary rates applied for this year for special circumstances and the Committee Clerk responded that this was not possible as a decision on the rents for 2014/15 had already been made.

The Sub-Committee **RESOLVED** to further discussion on how rent and plot sizes are calculated for 2015/16 and asked the Committee Clerk to make this an Agenda item for the June 2015 Sub-Committee Meeting.

21. **CONSIDERATION TO REPLACE/REPAIR SMALL WOODEN GATE ON ORIGINAL SITE**

The small wooden gate on the original site is completely rotten and beyond repair. Estimated replacement costs including materials, fitting & fixtures and labour totalled £131.25 + VAT. One of the Sub-Committee Members suggested an alternative option that may result in a saving. After discussion it was **AGREED** that the costs for replacement would be approved up to £131.25 + VAT and the Committee Clerk would liaise with the Sub-Committee Member.

The Sub-Committee **RESOLVED** to **RATIFY** this expenditure should it be required.

22. **CONSIDERATION OF ALLOTMENT WATCH INITIATIVE BY SUSSEX POLICE**

The Committee Clerk reported that Sussex Police had launched a new Allotment Watch initiative following a spate of break-ins and reported suspicious behavior at allotments sites over the County. The idea is that when suspicious activity is reported it is immediately emailed to participating allotment holders who can then arrange for a presence on site which is effective in deterring criminal activity. The Committee Clerk asked the representatives to let her know which allotment members would be willing to participate and allow her to use their email address for this purpose.

23. **RATIFICATION OF EXPENDITURE £33.04 FOR REFRESHMENTS AT AGM HELD ON 28TH OCTOBER 2014**

The Sub-Committee **RESOLVED** to **RATIFY** this expenditure.

24. **CONSIDERATION OF HOW TO PROCEED WITH THE PRESENTATION OF THE SHARON STUBBINGS MEMORIAL ROSE BOWL**

The Sharon Stubbings Memorial Rose Bowl is awarded by Cllr. Mrs. J. Warr in memory of her daughter. As Cllr. Mrs. J. Warr was not in attendance it was **AGREED** to defer this item until the next meeting.

25. **HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

The Chairman reported that the last Health & Safety Risk Assessment carried out at the allotments was much improved and there were very few incidents to address. Assessments would continue and he hoped that the improved situation would continue.

26. **REPORT ON LETTINGS**

The Committee Clerk reported that there were currently four vacant plots. Rents are still outstanding on another fourteen plots and final reminders had been sent. If payment is not forthcoming within the next few days, Notice to Quit letters would be issued.

27. **REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON CONDITIONS OF PLOTS**

The Committee Clerk asked new representatives if they could report any plots that had been allowed to get into a poor condition or any areas of concern to the office. A Co-opted Member highlighted a couple of plots on the re-established site that needed attention and it was agreed that the Committee Clerk would arrange for letters to be sent.

28. **CORRESPONDENCE**

Correspondence has been received from a tenant with regard to the rental increases applied for 2014/15. Whilst some of the issues had been dealt with under agenda item 6 there were other points that would need to be addressed. An Extraordinary Meeting will be arranged after the Council has had time to investigate the allegations and challenges raised in the correspondence and the Committee Clerk will notify the Sub-Committee and Co-opted Members of the date in due course

The Meeting closed at 7.30pm



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MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE

TUESDAY 16th DECEMBER 2014

PRESENT: Cllrs. P. Dillon (Chairman), J. Brooks and W. Toovey

IN ATTENDANCE: Mr. P. Carpenter, Mr. C. Penfold and Mrs. L. Russell (Tenants
Representatives)
Sheila Green (Committee Clerk)

The Meeting opened at 4.00pm

29. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. S. Reynolds and Mrs. J. Warr.

30. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda

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- b) Whether it is an Ordinary interest and the nature of the interest
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In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

31. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present.

32. TO CONSIDER CORRESPONDENCE RECEIVED FROM A TENANT REGARDING THE RENTAL INCREASES FOR 2014/15

For clarification the Chairman asked the Committee Clerk to read out the report that had been previously circulated and then address each point individually.

1. That the tenant considered the increase to be illegal as 12 months' notice had not been given.

The Committee Clerk referred to Min. 8, 11th June 2013 which states that the Sub-Committee resolved at that time, that a rental increase would be applied in October 2014/15 and that the tenant was present at that meeting as a Tenant Representative. The actual increase amounts were determined at the Sub-Committee Meeting held on 5th November 2013, Min. 34 refers. It was also noted that there was no legal requirement to give 12 months' notice even though this had been the case.

2. That the tenant disagreed on the need for a rent increase and that the rents were not comparable with neighbouring allotments.

The Committee Clerk reported that the annual income generated from rents was approximately £1,600.00 and that the expenditure was £3,500.00 with another 6 months to run, when that figure was calculated. Comparable rents had been discussed with the Tenants Representatives at the meeting on 11th November 2014, Min. 20 refers, and with their agreement it was decided that further discussion as to how rents were calculated for 2015/16 would be an Agenda item for the next Allotments Sub-Committee Meeting.

3. That the percentage increase was too high.

The increase applied for 2014/15 was £1.00 for a small plot, £2.00 for a medium plot and £3.00 for a large plot. The Committee Clerk had sent a letter to all tenants on the 26th October 2014 requesting that any objections to the rent increase be put in writing to her, but she had not received any response. It was also noted that this was the first increase since 2010.

After discussion the Tenants Representatives and the Sub-Committee Members all **AGREED** that the increase was fair and justified and the Sub-Committee **RESOLVED** to **RECOMMEND** to the Environment & Leisure Committee that the increase for 2014/15 remain in place and that the tenant be informed of the decision.

The Meeting closed at 4.30pm

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 2ND JUNE 2015**

AGENDA ITEM 10 – ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER FOR CONSIDERATION

Sub-Committee Members and Tenants Representatives are asked to review the attached guide and advise of any requested changes or amendments.

This leaflet has been produced to keep you informed of the current guidelines for the Gravits Lane Allotments. Please keep it safe for reference. This along with your Tenancy Agreement forms the basis of your contact with the Council

1. Gates - You must always shut and lock the gate when entering or leaving the allotment site.

2. Dogs - Dogs are allowed on the allotment sites as long as they are kept under control, or on a lead if necessary, and any mess cleared up and properly disposed of.

3. Children - While children are allowed to accompany a responsible adult to the allotment site, children must be kept under the control of said adult. They should remain within the confines of the plot and not be allowed to wander around the site.

4. Trees/fruit bushes - Only fruit trees may be planted on the allotments and they must be pruned and maintained regularly, they should not be allowed to overgrow your plot. Fruit trees should be maintained to a maximum height of 8ft.

5. Cultivation - You must cultivate your plot and keep this free from weeds, docks, thistles, couch grass, and brambles. Should you fail to maintain your allotment you will be sent two warning letters prior to a Notice to Quit being issued. Tenants are asked to keep their footpaths and the edges of their plots tidy.

6. Need help - If you feel you no longer have the time or energy to maintain your plot (this must be done regularly or the overgrowth becomes a problem for others), talk to the Town Council. Do not let it linger on until year-end. Someone may be willing to share part of your plot although you would still be the responsible tenant.

7. Vacating your Plot - You may vacate your plot at any period by written notice to the Allotments Sub-Committee Clerk, at the Town Council Offices, but you are required to move your belongings within 7 days, leaving the allotment clear and tidy.

8. Repairs and Renewals - If you have noticed a damaged fence, leaking water tap or had difficulty opening the lock to your site, please let us know. Please tell one of the Tenants Representatives or if urgent please ring the Town Council and the repair will be arranged as soon as possible

9. Consideration - Please show respect for others and consideration, especially when erecting a shed/greenhouse, planting something that will grow tall or installing tunnels - all of which may overshadow the neighbouring plot resulting in loss of vital sunshine. Permission must first be sought from the Town Council.

10. Tetanus - This can be caused by bacteria present in soil and manure. It may enter the body through a scratch, thorn, or cut. Make sure that you have a vaccination that can protect you against the disease. Your doctor can help with this.

11. First Aid Kit - It would be a good idea to keep one of these in your shed.

12. Rats - If you see any evidence of rats on your allotment this should be reported to the Tenants Representative or the Town Council Office who will make the necessary arrangements. Rats may carry Weil's disease via their urine.

13. Health and Safety - Please ensure that all tools/ hoses/pipes and glass panes are stored in your shed when not being used. Items such as wooden planks should be kept neatly on you plot.

14. Should you wish to raise any issues to the Allotment Sub-Committee please talk to your Representative, or alternatively ring the Town Council.

15. Disposing of or letting your Plot - You may not sub-let your plot or offer this to someone else if you are vacating your allotment. As a tenant you are required to return the plot in a clean and tidy condition to the Town Council to be offered to people on the waiting list.

16. Trade or business - You may not carry out any trading or business from you allotment.

17. Rubbish - You may not bring rubbish (including old tyres or anything containing asbestos) to the allotment site or you may be charged for the removal of the rubbish.

18. Communal pathways - You may not at any time leave bags of rubbish, your compost bin, or any object to cause obstruction of the communal pathways or you may be charged for the removal of same. Your plot and paths must be kept free of hazards, ie. broken glass or scrap metal.

19. Hosepipes - You are not permitted to leave a hose pipe with running water unmanned (this must be disconnected and stored before leaving your plot.) **PLEASE NOTE: Watering cans are to take priority.**

20. Public nuisance - You should not cause a nuisance to your neighbours by playing loud music, using bad language or making racist remarks, or by being drunk and annoying others. You are not allowed to be insulting, act violently or enter into any aggravated assault. This may result in disqualification from remaining a tenant.

21. Trespass - You should not trespass on the plots of other tenants unless they have given you permission and other tenants are aware of this agreement.

22. Plot numbers - You should not allow your produce to cover your plot number. This must be clearly visible at all times.

23. Key to the Allotment Site - You may not pass your key to allow access to the site by any unauthorised person. The key is provided for the use of the tenant and only the tenant.

24. Permissions - If you wish to do anything other than cultivate your plot, you must ask the Town Council Allotment Sub-Committee for permission to a) erect a shed, structure or greenhouse; b) to plant fruits trees, trees, and large shrubs; c) erect poly tunnels on your plot.

Bognor Regis Events 2015

25. **Safety first** - You are responsible for ensuring that your shed, structure or glass house is a sound structure, will not collapse in high winds, and does not contain any hazardous unsecured contents. Any chemicals should be locked up in your shed or removed from the premises.

26. Plots being re-let will not be rotavated unless the new tenant requests this and is willing to pay for this service.

27. Carpets can only be used in small amounts to make paths and should not be used long term.

28. The tenant is required to give notice in writing, of any change of address, within 28 days of such change .

29. **Please report any incidents to the Police on 101** Following that please notify the office.

30. **Finally PLEASE NOTE: Abusive behaviour towards staff will not be tolerated. Any such behaviour could result in the eviction of the tenant.**

Thank you for reading this leaflet and for your support with these issues .

Allotment Committee Clerk: Sheila Green
01243 825535

Your Tenants Representatives for 2014/15 are:

Mr. P. Carpenter Plot 11a (Original site)
Mr. C. Penfold Plot 7a (Original site)
Mrs. T. Griffiths Plot 34 (Re-established site)
Mrs. L. Russell Plot 104 (Re-established site)

TOWN CENTRE EASTER MARKET 1st -6th April
SWITCH-ON OF SUMMER ILLUMINATIONS Saturday 4th April

BOGNORPHENIA Sunday 3rd May

BOGNOR REGIS PIER'S 150TH ANNIVERSARY CELEBRATIONS Monday 4th May

ROX IN THE PARK EVOLUTION 9th May

BOGNOR 10 K ROAD RACE Sunday 17th May

JUNGLE BOOK DAY 27th May

BOGNOR REGIS CARNIVAL Sunday 7th June

PROMS IN THE PARK * Saturday 13th June 6.30 pm

ARMED FORCES DAY Sunday 21st June

A DRIVE THROUGH TIME MOTOR GALA * Sunday 5th July

INTERNATIONAL BOGNOR BIRDMAN Saturday 18th & Sunday 19th July

ROX MUSIC AND ARTS Saturday 25th & Sunday 26th July

FUNSHINE DAYS * 27th July to 21st August weekdays
FREE fun activities for children of all ages.

HOTHAM PARK COUNTRY FAIR Saturday 1st & Sunday 2nd August

ILLUMINATED GALA Sunday 30th August

SOUTHADOWNS FOLK FESTIVAL Friday 25th – Sunday 27th September

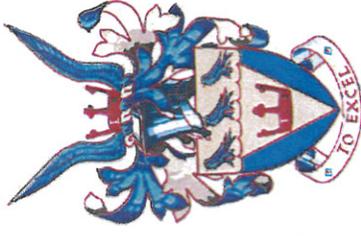
SWITCH ON OF CHRISTMAS ILLUMINATIONS *
end of November (Date to be confirmed)

Fireworks – Bognor Pier
Every Sunday in August

*Organised by Bognor Regis Town Council

More information and details can be found on the Town Council website www.bognorregis.gov.uk or Facebook Bognor Regis Town Council Events
Events may be liable to change please check first.

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

MAY 2015

Emergency: 999
Police: 101

Town Council: 01243 867744
www.bognorregis.gov.uk

Please keep this booklet safe

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 2nd JUNE 2015**

**AGENDA ITEM 11 – CONSIDERATION TO PURCHASE AND ERECT A NOTICE BOARD FOR
GUIDELINES, INFORMATION AND CONTACT DETAILS**

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER

FOR DECISION

It has been proposed by several Tenants to have a noticeboard erected on site which can be used for posting information and guidelines and also be used as a means of communication. It was previously agreed by the Sub-Committee in November 2009 to purchase a board but this never came to fruition.

For Decision:

The Sub-Committee are asked to consider whether they would be willing for costs to be investigated and referred to the Environment & Leisure Committee for consideration.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 2ND JUNE 2015**

AGENDA ITEM 13 – CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT AGM HELD ON TUESDAY 13TH OCTOBER 2014

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER FOR INFORMATION

Concerns had been raised at the AGM by some tenants regarding correspondence from the Town Council advising that each tenant should be in receipt of public liability insurance to cover any third party claim as a result of an accident on their plot should this arise.

Minute 20 of the notes from the Meeting 11th November 2014 Refers: (see below)

20. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT THE AGM HELD ON THE 28th OCTOBER 2014 INCLUDING PUBLIC LIABILITY INSURANCE AND RENTS

Public Liability Insurance: Concerns had been raised at the AGM regarding correspondence from the Town Council advising that each tenant should be in receipt of public liability insurance to cover any third party claim as a result of an accident on their plot should this arise. The Committee Clerk clarified the position as there had been some concern regarding the extent of the cover and its requirement. Whilst the Town Council does have third party public liability it is a requirement that plot holders carry their own public liability insurance to protect themselves from claims from other plot holders and the public should an injury be caused or sustained through their negligence: i.e. if a rake was left out and another plot holder stood on it and sustained an injury the owner of the rake could be deemed as liable. Most household insurance policies include this liability cover and tenants are advised to check their policies and confirm to the Committee Clerk in writing that cover is in place. **The Co-opted Members confirmed that they were happy with this and would clarify the situation with other tenants.**

Tenants will be asked to confirm that this cover is in place with their October Renewal.