



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

June 2012

Dear Tenant,

As some of you are aware my colleague Sheila Green, is currently in the process of taking over the administration of the allotments from me. You may have seen her visiting the sites over the last couple of months. I am still involved with the allotments for now, so do feel free to contact me if Sheila is not available.

## **VOTING PROCESS - MOST IMPROVED PLOT - ORIGINAL AND RE-ESTABLISHED AREAS**

A voting form for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place for the Most Improved Plot - Original and Re-established areas is enclosed for your use. The closing date for entries will be Friday 7<sup>th</sup> September 2012 and forms need to be returned to Bognor Regis Town Council at anytime between now and September 7th. Tenants' representatives will also have extra copies in case anyone mislays their form. The response from the original site last year was disappointing, so can you please show support for the hard work your fellow tenants have put into their plots and vote.

## **YOUNG ACHIEVERS AWARDS**

It is hoped that the Young Achievers Awards will be presented this year at the Allotment Holders A.G.M. There were three winners last year so if your children or grandchildren have helped you tend your plot and you would like them to receive a certificate for their hard work on the allotments, please let us know. Please supply the name and age of your nominee, as well as a reason why they deserve a certificate and we can arrange for one to be presented to them.

Winners will be announced at the Allotment Holders AGM on the 9<sup>th</sup> October 2012, when awards will also be presented for the Best Kept Plot, the Roy Gristwood - Best Use of Allotment, and the Most Improved Plot for both sites. Please put this date in your diary, an Agenda will be sent out nearer the time.

## **TENANTS ON THE RE-ESTABLISHED SITE**

In spite of continuous reminders it has been brought to the attention of the Town Council that there are still instances of tenants leaving hose pipes running unattended. This is unacceptable and a waste of water.

Tenants are once again reminded that if the next water bill is excessive, the cost **will** be passed on to tenants on this site, as agreed by the Town Council in 2010. So please be vigilant with water usage.

## **HEALTH & SAFETY RISK ASSESMENTS**

As most of you are aware Health and Safety inspections take place twice a year. This is a legal requirement the Town Council has to undertake. On these inspections we are looking for things that may be dangerous to you, others on the site and even trespassers. On a number of occasions I have come across broken glass at the site, much is from damaged greenhouses but in some instances broken panes are left lying around on plots. Please be cautious having glass on your plot.

There are many things that can be considered a Health and Safety risk, especially on an Allotment and the list is exhaustive. The following are examples of things we are looking for on the inspections:

- Broken glass
- Paths clear of obstructions
- Edges of plots should be clearly defined and edges trimmed
- Tools that are left unattended on plots or not put away in sheds.
- Damaged or broken property
- Items overhanging the edges of plots
- Concealed ponds

Can Tenants also be reminded to keep footpaths and the edges of plots trimmed. All paths including those against the hedges and fences are to be kept clear of obstructions. All plots should have a path running on all sides, as access is required for maintenance.

### **RUBBISH**

Unfortunately over the recent weeks, there have been several incidents of fly tipping by the gates to the sites, along with a three piece suite and other household items. There have been several bags of green waste too. We believe this is coming from the allotment site. Please note it is your responsibility to remove your greenwaste from the site. It is illegal to fly tip and you are asked to please report any incidents to the police and the office.

### **USE OF HERBICIDES REMINDER**

The use of herbicides (weedkiller) is not permitted and tenants who continue to disregard this rule could face eviction. Please see item 3P of your Tenancy Agreement.

Thank you for your support in these matters.

Yours faithfully,

Ruth Hambleton  
Allotment Committee Clerk