



# BOGNOR REGIS TOWN COUNCIL

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

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30<sup>th</sup> October 2013

Dear Tenant,

## **AGM**

Please find enclosed a copy of the Minutes following the AGM held on the 22<sup>nd</sup> October 2013.

## **RENTS 2013/14**

Thank you to those who sent in payment for 2013/14 rent promptly. Any outstanding receipts are also enclosed.

## **SECURITY**

Can I please once again remind everyone that all entrance gates **MUST REMAIN LOCKED AT ALL TIMES** even if there are tenants on site. There have been incidents when the padlock has been left open and this must not continue not only for security reasons but the safety of those left on site.

I am sorry to have to report that there has been an incident of theft from one of the plots. Can I please ask you all to be vigilant and report any suspicious behaviour to the office.

## **HEALTH & SAFETY**

A recent Health & Safety review of the allotments has highlighted various issues and individual letters will be sent out however, can everyone please make sure that **ALL** concrete marker posts are in place, that paths & fence areas are kept clear and free of rubbish and that all tools, equipment and hoses are stored away when not in use. There is a lot of rubbish building up by fences at the end of allotments and this **MUST** be removed. Your co-operation is appreciated.

## **LEAVES**

Town Force will be dropping off leaves as usual over the next few weeks.

## **WINTER MAINTENANCE**

May I remind everyone that plots must be kept tidy and well maintained over the winter period and not be allowed to get over-grown. Site visits will continue over this period. Can I also ask that those with sheds and greenhouses keep a check following periods of high winds and any damage is attended to promptly.

## **WATER**

The water will be drained and switched off from now until the spring.

If you have any queries or questions, please contact your Allotment Representative or myself.

Yours sincerely

Sheila Green  
Allotments Committee Clerk  
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TOWN MAYOR: Councillor Paul Wells

TOWN CLERK Glenna Frost

DEPUTY MAYOR: Councillor Adam Cunard