



# BOGNOR REGIS TOWN COUNCIL

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4<sup>th</sup> November 2014

Dear Tenant,

## **AGM**

Please find enclosed a copy of the Minutes following the AGM held on the 28<sup>th</sup> October 2014.

## **RENTS 2014/15**

Thank you to those who sent in payment for 2014/15 rent promptly. Receipts are attached.

## **SUB-COMMITTEE MEETING**

The next sub-committee meeting will be held on the 11<sup>th</sup> November 2014. If anyone has any questions or queries can they please liaise with their representative (see AGM Minutes) prior to the meeting.

## **SECURITY**

I have been informed by Sussex Police that there has been a spate of thefts and vandalism at allotments. More info will be given to the representatives at the meeting regarding this.

Can I therefore please 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 for long periods of time and the Sub-Committee have said this must not continue not only for security reasons but the safety of those left on site.

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 Tony Gardiner

TOWN CLERK Glenna Frost

DEPUTY MAYOR: Councillor Jeanette Warr