



BOGNOR REGIS TOWN COUNCIL

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Date as Postmark

Dear Tenant,

SUB-COMMITTEE MEETING

The Allotment Sub-Committee met on 2nd June 2015. Copies of the Minutes are enclosed.

AGM

This year's AGM will be held on Tuesday 13th October 2015. More details will follow prior to the event but please make a diary note and try to attend if possible.

RENTS 2015/16

The Sub-Committee agreed that rents would not be increased for 2015/16. Renewals are due on October 1st 2015. I will send out renewal forms early September. Prompt payment would be appreciated.

ANNUAL AWARDS

Judging for the 2015 Best Kept Plot Award and the Roy Gristwood Best Use of Plot Award will take place during the latter part of July. The Winners and Runners-Up will be announced at the AGM in October and the awards presented.

SECURITY

Just a reminder that gates **MUST REMAIN LOCKED AT ALL TIMES**.

HEALTH & SAFETY

A Health & Safety review of the allotments will be taking place over the coming weeks. Please make sure that your plots are kept clear of any obstructions or hazardous material and that tools and hosepipes are put away. Can everyone please make sure that **ALL** concrete marker posts are in place, and that paths & fence areas are kept clear and free of rubbish. 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.

EDGING

May I remind everyone that you are all responsible for keeping the edges and paths around your plots cut and tidy. There are a lot of plots at the moment that have overgrown edges and paths. This is not acceptable please ensure that these are attended to.

ALLOTMENT INFORMATION LEAFLET

There have been some minor changes to the leaflet. A new copy is enclosed. The changes have been highlighted.

Continued Over...

RATS

There have been reports of rats on the original site. An appointment with the Environmental Health Officer has been arranged. Please report any sightings to the office immediately.

WATER

When using a hosepipe please make sure the butts are full prior to use.

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

Yours sincerely

Sheila Green
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