



BOGNOR REGIS TOWN COUNCIL

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

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Date as Postmark

Dear Tenant,

AGM

This year's AGM was held on Tuesday 13th October 2015. Copies of the Minutes are enclosed.

SUB-COMMITTEE MEETING

The next sub-committee meeting will be held on the 17th November 2015. If anyone has any questions or queries can they please liaise with their representative (see AGM Minutes) prior to the meeting.

RENTS 2015/16

Thank you to those who sent in payment for 2015/16 rent promptly. Receipts are attached.

SECURITY

Please be reminded 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.

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.

Continued over.

WATER

The water will be drained and switched off from now until the spring. Please make use of water butts during this period.

LEAVES

As usual leaves will be left by the substation gates throughout the coming weeks.

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

Yours sincerely

Sheila Green
Allotments Committee Clerk
01243 825535
sheilagreen@bognorregis.gov.uk

Allotment Representatives contact details

Original Site (plots 1-30)
Mr. P. Carpenter – Plot 11a
Mr. C. Penfold – Plot 7a

Re-established Site (plots 31 -109)
Mrs. L. Russell – Plot 104
Miss. S. Trodd – Plot 80