

FH/

3rd July 2015

Dear Sirs,

14/15 Links Place Smoking Shelter

We have noted from recent site visits that despite increasing the frequency of the cleaning service for the rear car park and frontage of the buildings the problem of cigarette butts continues to detract from the amenity of the building.

We would ask that you remind any staff concerned that there is a smoking shelter provided in the rear car park and this facility should be used at all times. It is not acceptable to use the area at the disabled ramps or the gravel strip at the front as an ashtray.

We thank you for your assistance in this matter.

Yours faithfully
for C & W Assets Limited