Adur & Worthing councils

Legal and Democratic Services

WORTH... PLANNING SECTION
RECEIVED 11 NOV 2009
TO
REF NO.
INSTRUCTION

Internal Memo

From: P Heather

Our Ref: 004298-st/77480

To: Keith Morgan, Planning Services Manager

Planning, Regeneration & Wellbeing: Adur

Your ref:

Cc:

Date: **10 November 2009**

Re: **Acknowledgment of instructions memo - S106 - Unilateral Undertaking 13 Slonk Hill Road, Shoreham-by-Sea, West Sussex**

Thank you for your instructions on this matter.

I confirm that it has been allocated to Satinder Tamber. She is a solicitor within the office and is supervised by Andy Couper, Legal Services Manager who in turn reports to Jeremy Cook, Executive Head of Legal and Democratic Services. If you have any problem with the service provided, then you should initially approach her or her supervisor.

Satinder Tamber is generally available Monday to Friday. We have arrangements to ensure continuity of cover in the event of absence from the office due to sickness, holiday or other engagements. In such circumstances, please contact Penelope Cronin (Practice Manager) so that another Legal Officer can be asked to look at the matter.

For more information, I refer you to the Service Level Arrangements for Legal Services which you will find on the Council's intranet at http://wbcintranet/legal_services/Shared%20Documents/Forms/AllItems.aspx

[redacted]

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