ADUR DISTRICT COUNCIL

Worthing BOROUGH COUNCIL

MEMORANDUM

EXECUTIVE HEAD
LEGAL & DEMOCRATIC SERVICES

Jeremy Cook

01903 221036

pam.heather@worthing.gov.uk

From: P Heather

Our Ref: 003544-dg/62487

To: Peter Barnett, Principal Planning Officer, Adur Civic Centre

Your ref:

Cc:

Date: **7 May, 2009**

Concerning: **Acknowledgment of Instructions - S106 Agreement 7 The Meadway Shoreham-by-Sea - Bramber Construction Co Ltd**

Thank you for your instructions on this matter.

I confirm that it has been allocated to Duncan Grover. He is a Senior Legal Assistant within the office and is supervised by John Stockbridge (Senior Legal Executive) who in turn reports to Andy Couper (Legal Services Manager). If you have any problem with the service provided, then you should initially approach him or his supervisor.

Duncan Grover 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.

I refer you to the Service Level Arrangements for Legal Services which you will find on the Council's intranet for information.

[redacted]

P Heather

For Executive Head (Legal and Democratic Services)