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: 003820-jcs/67154

To: Peter Barnett
Principal Planning Officer
Adur Civic Centre

Your ref:

DEVELOPMENT
22 JUL 2009

Cc:

Date: **20 July, 2009**

Concerning: **Acknowledgment of Instructions - S106 Agreement 15 Grover Avenue Lancing West Susses**

Thank you for your instructions on this matter.

I confirm that it has been allocated to Joanne Stone. 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 LDS). If you have any problem with the service provided, then you should initially approach her or her supervisor.

Joanne Stone is generally available Monday and Tuesday 9 - 5 pm. 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)