ADUR DISTRICT COUNCIL

Worthing BOROUGH COUNCIL

MEMORANDUM

EXECUTIVE HEAD
LEGAL & DEMOCRATIC SERVICES
Jeremy Cook

01273 - 263463
Georgia.clark@adur.gov.uk

From:	Georgia Clark	Our Ref: 003502-dg
To:	Keith Morgan, Planning Services	Your ref:
Cc:		
Date:	**09/04/09**	
Concerning:	**Acknowledgment of Instructions – 23 Cecil Pashley Way Shoreham Airport, Gochers Laundry 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 Susan Sale (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]
Georgia Clark
For Executive Head (Legal and Democratic Services)