Adur & Worthing councils

Legal and Democratic Services

Internal Memo

From: P Heather

Our Ref: 003992-jcs/70997

To: Hannah Barker, Planning Officer BA (Hons) MATP MRTPI

Planning, Regeneration & Wellbeing: Adur

Your ref:

CHIEF EXECUTIVE'S DEPARTMENT

26 AUG 2009

Cc:

Date: **26 August, 2009**

Re: **Acknowledgment of instructions - S 106 Agreement 10 Fishersgate Terrace, Portslade BN41 1PH**

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 of Legal and Democratic Services. 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.

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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