



CONFIRMATION OF INSTRUCTIONS MEMORANDUM

TO	Rachel Richardson Senior Planning Officer – DM	DATE	20/04/2026
FROM	Brian Foote Solicitor Legal Services	REFERENCE:	PL3: 8610
	S106 Agreement – Land South of Burleigh Lane, Crawley Down, West Sussex – DM/25/3191	YOUR REFERENCE:	DM/25/3191

Dear Rachel,

Thank you for your instructions regarding the above; dated 14 April 2026 and received on 14 April 2026.

Your instructions have been put on the Legal Department's Case Management System and have been allocated to Brian Foote, Solicitor. Brian can be contacted on 01444 47(7270) or by e-mail at brian.foote@midsussex.gov.uk.

The estimated timescale for dealing with this matter is 16 weeks which will be 10 August 2026. Brian will keep you advised of the progress and notify you in the event of any change required to the estimated timescale.

Please note that all communications you receive from the lawyer (or on their behalf) are strictly for internal / information purposes only and should not be put on the public / planning file or forwarded to any third party (including the applicant / agent / their solicitor / councillors).

Brian shall carry out most of the work in this matter however Julie Galvin, Assistant Director, Governance, has ultimate responsibility for this matter. Should there be any aspect of the service with which you are unhappy, and which cannot be resolved directly with Brian, please raise the issue with Julie.

Regards

Legal Admin