ALFRISTON PARISH COUNCIL

Mr Tom Warder

Sent via email: [tom.warder@ruralsussex.org.uk](mailto:tom.warder@ruralsussex.org.uk)

Monday 5th October 2020

Dear Tom

I am writing to you about the Housing Needs Survey that Alfriston Parish Council [APC] commissioned you to do in June 2019.

At this time APC received your quote for the work and APC paid 50% of the invoice within the 30 days for the survey to proceed. It is APC’s understanding that at this point APC were in a contract with you to undertake the survey.

18 months later, after numerous attempts to chase you to fulfil the contract and having received explanations from your end as to why the survey was being delayed, APC now have received a new estimate with inflated costs, both from an administration point of view and for changes within your company.

As APC have a contract in place with you to carry out the Housing Needs Survey APC requests that the contract is fulfilled at the original rate contracted for in June 2019.

APC looks forward to hearing from you as to the start date for undertaking the survey.

Yours Sincerely

Victoria Rutt

Clerk and RFO to Alfriston Parish Council