



Lutterworth Town Council



Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Hannah Perkins
Clerk to the Council
e-mail: townclerk@lutterworth.org.uk

Telephone: (01455) 550225
www.lutterworth.org.uk

21 October 2010

Matthew Bradford
Head of Community Services
Harborough District Council
Council Offices
Adam and Eve Street
Market Harborough
Leics LE16 7AG

Dear Matthew,

Public Conveniences in George Street Car Park, Lutterworth

Thank you for your letter, dated 14 October 2010.

Lutterworth Town Council is happy to take on the ownership of the George Street public conveniences within the next four months and is keen to finalise the conveyance of the facility for a fee of £1.

Please find enclosed the invoice for Harborough District Council's share of the refurbishment project costs at a ratio of 57%. It would be appreciated if this invoice could be settled as early as possible to allow us to pay the contractor on completion of the works, which is expected to be on 8 November 2010.

Thank you for your assistance with this matter.

Yours sincerely~

A handwritten signature in cursive script, appearing to read 'Hannah Perkins'.

Clerk to the Council