

From: Hitchcock, Guy [<mailto:Guy.Hitchcock@ricardo.com>]
Sent: 07 October 2015 12:53
To: Claire Spendley <Claire.Spendley@southandvale.gov.uk>
Subject: RE: Cabinet meeting and LES presentation

Claire,

The 10th may be a clash for me. I could probably to the morning but its not ideal.

Attached is the presentation apologies I thought I had already sent it over.

Regards,

Guy

From: Claire Spendley [<mailto:Claire.Spendley@southandvale.gov.uk>]
Sent: 07 October 2015 10:58
To: Hitchcock, Guy <Guy.Hitchcock@ricardo.com>
Subject: Re: Cabinet meeting and LES presentation

Hi Guy,

Sorry but we've just been told we have been pushed back from this months cabinet to next months, so the date for that is the 10th November, are you available for that? We haven't been given time slots yet that happens much closer to the time once they finalise the agendas I'm afraid.

Our head of service would still like to review the presentation once it's complete if you could send it over, and I've been asked if you could make a few changes to the report wording wise, I'm happy to do this if it's easier than sending you a track changes version?

Thanks

Claire Spendley
Environmental Health Officer
South Oxford District Council
01235 540530
07801203515

From: Hitchcock, Guy <Guy.Hitchcock@ricardo.com>
Sent: 07 October 2015 09:30:05
To: Claire Spendley
Subject: Cabinet meeting and LES presentation

Claire

I have the date for this, Tuesday 13th, but what time is the meeting?

Thanks,

Dr Guy Hitchcock
Knowledge Leader

Email: guy.hitchcock@ricardo.com
Direct Dial: +44 (0)1235 753 327
Mobile: +44 (0)7837 174471
Reception: +44 (0)1235 753 000

Ricardo Energy & Environment
Gemini Building, Fermi Avenue, Harwell, Oxon, OX11 0QR, UK
Website: ee.ricardo.com

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