

John, Lisa

To: Smith-Parkyn, Peter
Subject: RE: Re: Booking of the Council Chamber for two week Inquest

Hi Peter

The Coroner is not in today and I'm not in tomorrow - I'll put you in touch then (if that is OK) ??

Regards

Lisa ☺

From: Smith-Parkyn, Peter
Sent: 13 December 2012 11:51
To: John, Lisa
Subject: RE: Re: Booking of the Council Chamber for two week Inquest

Hi Lisa,

At this time, there are few points that need to be addressed

Point 1 - we have a standing booking of licensing committee to be heard within a set period of time, as dictated to us by the Council. My colleague who can say for certain is in the room.

Point 2 - we cannot relinquish use of the PA system for the Council Chamber. Cabinet meeting scheduled for which it would be needed is not available though without PA system.

Point 3 - should the booking be agreed, you will need to book the Council Chamber for Thursday 19th April from 6pm due to a prior booking.

Point 4 - Finally, the usual requirements we have to give for a full Council meeting (which is very unlikely) we need to take over the room. We would have at minimum (hopefully) 5 working days notice should this be required.

So, if you accept points 2, 3 and 4, I'll get back to tomorrow on Point 1.

Kind regards
Peter

From: John, Lisa
Sent: 13 December 2012 10:19
To: Smith-Parkyn, Peter
Subject: RE: Re: Booking of the Council Chamber for two week Inquest

Hi Peter

After the meeting yesterday - it was decided that those two weeks that we had previously booked with you were not suitable for some of the Solicitors? However, two weeks commencing 8th April 2013 seemed to fit everyone's calendar.

NEED AN ORDER OF WITNESSES

LISA
Please re-book the Council Chamber for weeks beginning 8.4.13 15.4.13 I'll explain later.

John, Lisa

To: Smith-Parkyn, Peter
Subject: RE: Re: Booking of the Council Chamber for two week Inquest

Hi Peter

The Coroner is not in today and I'm not in tomorrow – I'll put your points to him on Monday and get back to you then (if that is OK) ??

Regards

Lisa ☺

From: Smith-Parkyn, Peter
Sent: 13 December 2012 11:51
To: John, Lisa
Subject: RE: Re: Booking of the Council Chamber for two week Inquest

Hi Lisa,

At this time, there are few points that need to be addressed before we can say yes to this.

Point 1 – we have a standing booking of licensing committees every Wednesday (as these must be heard within a set period of time, as dictated to us by regulations. We do have some room to manoeuvre, my colleague who can say for certain is in tomorrow. So I'll get back to you on this.

Point 2 – we cannot relinquish use of the PA system on Monday 8th as there is a provisional full Cabinet meeting scheduled for which it would be needed elsewhere. The chamber would be available though without PA system.

Point 3 – should the booking be agreed, you will need to note that the room will be in use on Thursday 19th April from 6pm due to a prior booking.

Point 4 – Finally, the usual requirements we have to impose, in that should we need the room for full Council meeting (which is very unlikely) we need to take over the room. We would have at minimum (hopefully) 5 working days notice should this be required.

So, if you accept points 2, 3 and 4, I'll get back to tomorrow on Point 1.

Kind regards
 Peter

From: John, Lisa
Sent: 13 December 2012 10:19
To: Smith-Parkyn, Peter
Subject: RE: Re: Booking of the Council Chamber for two week Inquest

Hi Peter

After the meeting yesterday – it was decided that those two weeks that we had previously booked with you were not suitable for some of the Solicitors? However, two weeks commencing 8th April 2013 seemed to fit everyone's calendar.

Could I therefore book the week of the 8th April 2013 and the week of 15th April 2013 (2 weeks in total) please?

As discussed previously, could the 'Loop' System also be booked for these two weeks please?

Many Thanks for all your help

Regards

Lisa

From: John, Lisa
Sent: 04 December 2012 12:14
To: Smith-Parkyn, Peter
Subject: RE: Re: Booking of the Council Chamber and Executive Room

Thanx Peter

I think we'll stick with the Council Chamber thanx – I'll get back to you after the meeting to confirm for definite – thanks loads

Lisa

From: Smith-Parkyn, Peter
Sent: 04 December 2012 12:11
To: John, Lisa
Subject: RE: Re: Booking of the Council Chamber and Executive Room

Hi Lisa,

Only referring to the Council Chamber.

18th – 24th February 2013. This looks ok however please note that room is booked for the BSO on the 21st (in the evening) so you perhaps should make sure that you don't leave anything in there, if you use these dates.

5th – 10th March 2013. This looks good.

I have provisionally booked these for you, I look forward to hearing confirmation.

With regard to the Executive Meeting Room, the February dates are promising however, the room is potentially needed on the Wednesday of that week. The March dates are not really possible due to number of other meetings taking place in there.

Regards
 Peter

From: John, Lisa
Sent: 04 December 2012 11:47
To: Smith-Parkyn, Peter
Subject: RE: Re: Booking of the Council Chamber and Executive Room

Hi Peter

Thanx for that – I have now got those calendars and had a good look at them against all of our witness availability.

Could I ask you to 'Provisionally' book the week of the 18th February – 24th February and also the week of the 4th March – 10th March (discounting the 4th) so 5-10th March please? These dates will be put forward to all the Solicitors involved at the meeting. After the meeting I will clarify for definite if these dates are satisfactory to all and we can go ahead (or not)? I'm only provisionally booking at the moment just in case these dates are booked by others in the meantime. (Hope this makes sense and is OK)?

The Coroner is holding his meeting on 12th December – I will back to you after then if that OK?

Could you let me know if you have provisionally booked these dates for us please?

Many thanks Peter for all your help

Kind Regards

Lisa

From: Smith-Parkyn, Peter
Sent: 04 December 2012 10:10
To: John, Lisa
Subject: RE: Re: Booking of the Council Chamber and Executive Room

Hi Lisa,

Apologies for not responding sooner.

As you have a PCC account you should be able to see the Council Chamber Calendar from your outlook.

This would be the easiest method of gauging availability. Whilst it being "seen" as vacant, clearly we will still need to confirm any booking request.

Kind regards
 Peter

From: John, Lisa
Sent: 04 December 2012 10:03
To: Smith-Parkyn, Peter
Subject: FW: Re: Booking of the Council Chamber and Executive Room

Hi Peter

HM Coroner has requested I chase again - Any luck please ??

Regards

Lisa

From: John, Lisa
Sent: 28 November 2012 11:36
To: Smith-Parkyn, Peter
Subject: FW: Re: Booking of the Council Chamber and Executive Room

Hi Peter

The Coroner has a meeting with all the Solicitors concerned coming up soon, so he will need to be 'armed' with possible availability of the rooms.

Would it be possible to get back to me ASAP please?

Kind Regards

Lisa ☺

From: John, Lisa
Sent: 19 November 2012 10:34
To: Smith-Parkyn, Peter
Subject: FW: Re: Booking of the Council Chamber and Executive Room

Sorry Peter,

That was obviously Jan – April **2013 !!**

Thanx

isa

From: John, Lisa
Sent: 19 November 2012 10:31
To: Smith-Parkyn, Peter
Subject: Re: Booking of the Council Chamber and Executive Room

Hi Peter

As discussed with you last week can I request some availability dates from you with the possibility of us booking the Council Chamber or the Executive Meeting Room (I think it's 1) the Big Room at the front.

Could you let us know when the Rooms are NOT available please? **(For the period from January – April 2012 inclusive)**. We are trying to book another lengthy Inquest and we are having a pre Inquest meeting on the 12th December to discuss possible availability dates with the Solicitors, so we thought it would be best to have dates of Room availability at this meeting?

Looking forward to receiving them

Kind Regards

Lisa JOHN
Coroners Officer
Portsmouth & South East Hampshire