



GORING-ON-THAMES PARISH COUNCIL

26th June 2020

[]

Via e-mail, as agreed

Dear []

RE: Freedom of Information Request regarding Communications with Coppa Club Streatley

In response to the FOI you submitted to Goring Parish Council on the 30th May 2020, I requested all 10 councillors who were in post at the time of your request and 2 Assistant Clerks to submit the following data:

All:

- E-mails
- Text messages
- Instant Messages
- Or any other written format of communication Or similar correspondence.

Sent from/by

- All Councillors of GPC
- The Clerk and Assistant Clerks of GPC

Sent To

- The Swan at Streatley, its management or any individual that could be expected to relay information to the Swan at Streatley.
- Coppa Club Steatley, its management or any individual that could be expected to relay information to Coppa Club Steatley.
- Sent to other members of the GPC (to include all Councillors, the Clerk or Assistant Clerks)
- Sent to other any other individual or organisation.

Regarding

- The Swan at Streatley
- Coppa Club Steatley

Plus: Any similar correspondence as detailed above FROM The Swan at Streatley or Coppa Club Streatley to the Parish Council.

The period covered by this request includes the dates 15th May 2020 through 30th May 2020.

In response to my request to the Councillors and staff, 8 councillors, and both Assistant Clerks responded by the revised deadline set for them of 5pm last evening, the 25th June 2020. Note: I did not forward the request to our Cleaner who was in post at the time. He does not have a council email address, nor was he included in any of the conversations had within the council regarding this matter.

Please find appended the data I have either been provided with or held personally, pertaining to your FOI request, I have included all emails I received up to midnight on the 30th May 2020, including those received after your FOI was submitted. I have taken the liberty of highlighting where “Swan at Streatley” or “Coppa Club Streatley” or their variants occur, for your convenience.

Please note, an additional item. In the 101 report I submitted, quote “... *I am receiving almost daily reports*” and ...”, for full completeness these reports were received by me verbally, either on the telephone, in person when I was in Goring, or through one of the many virtual meetings I have participated in during the COVID-19 pandemic. I have no further written data than is included with this response.

I hope you find the information attached useful, and believe this completes the requirement to respond under this FOI with a completion deadline of 26th June 2020.

Yours sincerely,

[], Clerk
Goring-on-Thames Parish Council

From: [Councillor]

Sent: 27 May 2020 23:18

To: clerk <clerk@goringparishcouncil.gov.uk>

Cc: All Councillors; Clerk & Assistant Clerks

Subject: Re: COVID19 Communications Group - Weekly Update - ACTION Please.

Hi [Clerk]

I agree with all their proposals its getting very silly at the moment with the warm weather Goring seems to be overrun with visitors, in the Village, on Lardon Chase, river towpath etc, you only have to see the Wheel Orchard car park being full with primarily visitors cars. Oliver White the station master has put his concerns on Facebook about the numbers of visitors coming to Goring on the train. Another concern that has been raised with me is the 'Swan at Streatley' who are selling take away meals along with drinks and allowing them to be consumed in their garden.

[Councillor]

Goring Parish Council

From: [Councillor]
Sent: 27 May 2020 23:31
To: clerk <clerk@goringparishcouncil.gov.uk>
Subject: Fwd: Swan garden

Hi [Clerk]

Further to my last email please forward attached photo to councillors which was sent to me, it was taken yesterday evening at 7.30pm.

[Councillor]
Goring Parish Council

Begin forwarded message:

From: [[Councillor] Personal e-mail address]
Subject: **Swan garden**
Date: 27 May 2020 at 23:20:58 BST
To: [[Councillor] Personal e-mail address]



Sent from my iPhone

From: clerk
Sent: 28 May 2020 09:26
To: [Councillor]
Cc: [All Councillor's & Assistant Clerks]
Subject: RE: COVID19 Communications Group - Weekly Update - ACTION Please.

Dear [Councillor],

I have personally not observed these activities at the **Swan**, therefore I feel I cannot report it.

The law is very clear that takeaway must be consumed off premises, and therefore I strongly urge all members of the community be they parish councillors or members of the public, to report all infringements to the police using the 101 system.

Food and drink	Exceptions
Restaurants and public houses, wine bars or other food and drink establishments including within hotels and members' clubs, such as dining rooms	Food delivery and takeaway can remain operational. This can be a new activity supported by the new permitted development rights in England. This covers the provision of hot or cold food that has been prepared for consumers for collection or delivery to be consumed, reheated or cooked by consumers off the premises. Room service in hotels and accommodation.

Kind Regards,

[Clerk]

Clerk & RFO
Goring Parish Council
Old Jubilee Fire Station, Red Cross Road
Goring, Reading RG8 9HG
Phone: 01491 874444
email: clerk@goringparishcouncil.gov.uk
website: www.goringparishcouncil.gov.uk

From: [Assistant Clerk Personal e-mail address]

Sent: 28 May 2020 12:53

To: clerk <clerk@goringparishcouncil.gov.uk>

Cc: [Councillor]

Subject: Fw: From tomorrow: takeaway your Coppa Streatley favourites

Hi [Clerk],

FYI. It seems to me that point 5 is deliberately ambiguous! It doesn't say you can't eat in the grounds but does say 'make your way through'.... Very 'clever'.

Kind regards

[Assistant Clerk]

From: Coppa Club <news@coppaclub.fbmta.com>

To: [Assistant Clerk Personal e-mail Address]

Sent: Wednesday, May 20, 2020, 07:14:42 PM GMT+1

Subject: From tomorrow: takeaway your Coppa Streatley favourites

COPPA

CLUB



If you have been wondering why we've been a bit quiet lately, it's because we've had our heads down, working hard to create something worth talking about...

From this Thursday lunchtime, we are excited to be re-opening Coppa Streatley for takeaway and click and collect.

Pop in for coffee, wine or ice cream, and all your Coppa favourites including hand-stretched pizzas, salads and burgers.

Hours: **Tuesday-Sunday 12noon – 7.30pm** (closed Mondays)

Pop in, or call ahead to order your takeaway over the phone on **01491 529 315**

Contactless card payments only please.

We have put a whole raft of health and safety measures in place for your peace of mind.

Feel free to just stop by, otherwise our click-and-collect couldn't be easier:

- 1) Place your order with one of our managers over the phone (01491 529 315)
- 2) Pay online via the secure email link to confirm your order and collection time*
- 3) Arrive at the Boat House at your appointed collection time

- 4) Enjoy the riverside terrace while we finalise your order
 - 5) Make your way through the stunning Swan Hotel gardens
 - 6) Exit via the carpark
-

[VIEW TAKEAWAY MENU](#)



ORDER ON

01491 529 315

www.CoppaClub.co.uk/Streatley



[Visit Us Online](#) | [Update Your Information](#) | [Unsubscribe](#)

From: clerk

Sent: 29 May 2020 09:56

To: [Assistant Clerk Personal e-mail address]

Subject: RE: From tomorrow: takeaway your Coppa Streatley favourites

Hmm, yes...

I wonder if it is worth writing to them.

I will put in a 101 report.

[Clerk]

Clerk & RFO

Goring Parish Council

Old Jubilee Fire Station, Red Cross Road

Goring, Reading RG8 9HG

Phone: 01491 874444

email: clerk@goringparishcouncil.gov.uk

website: www.goringparishcouncil.gov.uk

From: clerk
Sent: 29 May 2020 10:09
To: [Councillor]
Cc: All Councillors & Assistant Clerks
Subject: RE: COVID19 Communications Group - Weekly Update - ACTION Please.

Dear Cllrs,

Regarding this report and below Picture, I have submitted the attached 101 report today.



[Clerk]

Clerk & RFO
Goring Parish Council
Old Jubilee Fire Station, Red Cross Road
Goring, Reading RG8 9HG
Phone: 01491 874444
email: clerk@goringparishcouncil.gov.uk
website: www.goringparishcouncil.gov.uk

Attachment **CoppaClub_29May2020.pdf** below.



Tell us about a licensed business who may be in breach of the coronavirus (Covid-19) measures

Date: 29 May 2020
Time: 10:06

This form has been sent to Thames Valley Police via the Single Online Home reporting service.

RCL-687-20-4343-C

Your details

Your details

First name

.

Surname

Email address

Clerk@GoringParishCouncil.gov.uk

Phone number

07928857549

What would you like to tell us about

Address

The Swan at Streatley High Street Streatley, on-Thames, Streatley, Reading RG8 9HR, UK

Map url

<https://www.google.co.uk/maps?q=51.5240834+-1.1437591>

This is the location you gave us, is it correct?

Yes

When did this happen?

25/05/2020

Approximately what time did this happen?

12:00

What would you like to tell us about?

Good Morning, I am the parish clerk for Goring and I am receiving almost daily "reports" and cries for action regarding the Coppa Club / Swan at Streatley since their takeaway service has resumed. The current laws are very clear.

<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance> "Food delivery and takeaway can remain operational. This can be a new activity supported by the new permitted development rights in England. This covers the provision of hot or cold food that has been prepared for consumers for collection or delivery to be consumed, reheated or cooked by consumers off the premises." The coppa club / Swan at Streatley have a number of benches etc in their property and people are purchasing takeaway and eating

them there on site / on the premises. Additionally, it is felt the Coppa Club website is deliberately vague in their instructions on how to use there takeaway facility - consider point 5 below, not asking people to vacate the premises as soon as they have collected their order. 1) Place your order with one of our managers over the phone (01491 529 315) 2) Pay online via the secure email link to confirm your order and collection time* 3) Arrive at the Boat House at your appointed collection time 4) Enjoy the riverside terrace while we finalise your order 5) Make your way through the stunning Swan Hotel gardens 6) Exit via the carpark Your assistance with this would be most appreciated.

Did you do any of the following before you used the website today?

None of the above; this is the first time I'm contacting you about this

If you hadn't been able to use the website do you think you would have:

Called 101

From: [Representative of Streatley Emergency Response Group]

Sent: Friday, May 29, 2020 10:12:18 PM

To: clerk <clerk@goringparishcouncil.gov.uk>

Subject: Re: Covid-19 - Update on shops and businesses re-opening

Spc have referred it to highways for a solution as they realise that the speed bumps was just an off the cuff solution. The new normal will take longer as we have a real high at issue as well due to the parking / swan parking etc. Hence happier to accept a short - medium term solution for time being.

I think they should chat even if covid wasn't an issue as both highstreets impact so much.

[Representative of Streatley Emergency Response Group]

From: ContactManagementTVP <ContactManagementTVP@thamesvalley.pnn.police.uk>
Sent: 29 May 2020 10:46
To: Online Home, No Reply <no-reply@service.police.uk>
Cc: clerk <clerk@goringparishcouncil.gov.uk>
Subject: RE: Online form submission: RCL-687-20-4343-C URN 340 29/5/2020 101:0964070

Dear [Clerk]

Thank you for taking the time to report a potential breach of the Coronavirus legislation.

We have created a reference number which you may wish to keep and if you need to report further breaches at the same location or by the same individuals we would be grateful if you quoted this reference when you contact us, it is URN 340 29/5/2020

A Police Unit will be dispatched as soon as available to give guidance regarding compliance with current regulations. You may also wish to contact your Local Authority / Quality Care Commission, to make them aware of your concerns.

We are receiving hundreds of reports every day relating to potential breaches of the legislation and dealing with them alongside normal policing which includes responding to other emergency and non-emergency calls.

In order to do this effectively we will prioritise reports of groups gathering which are happening at the time because they pose the greatest risk of spreading the infection. If you see this happening we would encourage you to call 101 to help us respond as quickly as possible.

With some other reports you may not see us respond but please bear in mind that does not mean we are not doing so, nor does it mean we are doing nothing about it.

Any and all reports we receive are investigated and will be reviewed on your local policing area where, even for those we could not get to quickly, we are using the information you provide to identify where there are patterns in the times and locations you provide.

You telling us when and where people are regularly not complying is really important and useful.

This information is used by your local policing teams so that they can better target their patrols and be in the right places at the right time to discourage gatherings, keeping people safe and protecting the NHS.

Thank you for your support during this National Emergency, it's really appreciated.

Kind regards, wishing you all stay safe.

[Attached were the details from the police report above]

From: [Councillor]

Sent: 29 May 2020 11:10

To: [Clerk] & [Councillor]

Cc: Councillors & Assistant Clerks

Subject: Re: COVID19 Communications Group - Weekly Update - ACTION Please.

All

We went there at the weekend, and again on Wednesday lunch time.

It was extremely well organised and very safe, with one 'family' group at a time ordering and in the shop at any time, and a strict one way system to avoid people passing one another. This photo is misleading due to the angle and distance it has been taken from. The Swan has the massive advantage of extensive grounds. They have laid out benches with big distances between. We saw no flouting of the C19 arrangements. Furthermore the police arrived when we were there at the weekend because someone had apparently already complained, but they found nothing untoward and left shortly afterwards.

It's unfortunate that Catherine Wheel, Miller and Barleycorn do not have sufficient space, otherwise I'm sure they would want to do the same. But hopefully the rules will change soon so they can resume business and making a living too.

Trust that helps clarify things.

Best

[Councillor]

[Councillor]

Councillor, Goring-on-Thames Parish Council

From: clerk <clerk@goringparishcouncil.gov.uk>

Sent: 29 May 2020 11:10

To: [Councillor]

Cc: Councillors & Assistant Clerks

Subject: Re: COVID19 Communications Group - Weekly Update - ACTION Please.

Dear Cllrd.,

I have heard back from the police.

Next time this contravention of the Law happens and it is actively happening. Please call 101 to report it, using the following reference:

URN 340 29/5/2020

Thank you

[Clerk]

Clerk

Goring Parish Council

email: clerk@goringparishcouncil.gov.uk

website: www.goringparishcouncil.gov.uk

From: [Representative of Coppa Club]>
Sent: 30 May 2020 11:44
To: clerk <clerk@goringparishcouncil.gov.uk>
Cc: Councillors & Assistant Clerks
Subject: Coppa Club Streatley

Dear [Clerk]

I understand that you have been exhorting members of the Goring Parish Council and others to complain to the police about our takeaway service at Coppa Club.

First let me assure you that, prior to reopening, we had a full and thorough review of all operational protocols by our health and safety consultants, Surefoot, and have also taken full legal advice as to how we should operate within the ever changing CoronaVirus legislation. All social distancing and infection control measures are rigorously enforced throughout the ordering, waiting and food delivery process, with regular cleaning of all surfaces and other sanitisation measures, and a one way system to ensure no inadvertent mingling or infection risk.

Regarding use of the Swan's gardens as one location where customers may choose to eat their takeaway (and many just go straight home or elsewhere), please be clear that this is just one choice of the many open spaces available round about the area. However, in consultation with our advisers, we felt that it was better for the Streatley and Goring community to specifically ask the Swan (which is a separate legal entity from Coppa Club) to offer a green space, where there would be bins available for rubbish that would be emptied regularly, where all litter could be removed regularly, where all surfaces would be cleaned regularly, and where we would have staff available if need be to at least suggest (we cannot enforce) to those picnicking to adhere to social distancing. If you have been to the gardens, you will have seen that this provision of bins and litter collection has also provided a valuable service to many non-Coppa customers to come and picnic there.

Bear in mind that one of the objects of licensed premises is that eating and drinking can be controlled in a civilised way. The alternative being that we continue to provide a takeaway service, close the Swan gardens to the public, and people gather as they choose all along the river bank, eating drinking and leaving litter all over our beautiful countryside. Surely this would be far worse?

We have now had four visits from the police, which seems an immense waste of their time, when they have so many more important things to do. We have also had two visits from Trading Standards Officers. To comply with the very strictest interpretation of the CoronaVirus legislation, we have removed available tables and seating from the Swan gardens, which means people have to sit on the grass or bring their own chairs. I am quite certain that this achieves nothing from a safety point of view, as it actually means people tend to picnic closer to each other than when the tables were there, which were obviously set out a good distance apart. So probably it has made the experience slightly less safe and less enjoyable for the public, without achieving any advantage, but, nonetheless, we are quite happy to comply with the strictest letter of the law.

You will of course also be aware that Government scientists (supported by numerous transmission studies) have repeatedly said that the virus does not get easily (if at all) transmitted outside. Transmission is almost exclusively in indoor spaces where people spend more than 15 minutes in very close proximity. By contrast, UV light typically renders the virus inactive inside 90 seconds and, in the open air, infection is nearly impossible. This is why the regulations around visiting outdoor spaces have been relaxed so much recently and why all councils (and other public and private owners) have been encouraged to open their gardens and green spaces.

I, or one of my senior team, would be absolutely delighted to meet you, or any members of your Council, at **Coppa Club** to go through our entire operating process in order to try to put your mind at rest and to answer any concerns that you may still have. And please may I ask you, and all your members, to take up this invitation before calling out the police another time. The local police are doing a great job around our area in a difficult time and it is not fair on them to needlessly create tension with the many local residents who are our customers at **Coppa Club**.

Obviously we all now hope that, as the circulation of the virus recedes, life will return to normal as quickly as possible and we will be able to provide an excellent facility and service to members of the Goring and Streatley communities, as well as employment to many local people.

Kind regards

[Representative of Coppa Club / Osmond Capital]

From: clerk
Sent: 30 May 2020 13:19
To: [Representative of Coppa Club]
Cc: Councillors & Assistant Clerks
Subject: RE: Coppa Club Streatley

Dear [Representative of Coppa Club]

Thank you for reaching out to the Parish Council. Please can I first take a moment to explain my role. As the Parish Clerk, I am the proper officer of the council and therefore my role is to advise the council (and by extension its members) on proper procedure, laws, legislation and obligations, such that they can make appropriate decisions. I also receive correspondence from members of the public and advise them of the appropriate actions to take if the issue is not a Parish Council responsibility.

Your statement of "I understand that you have been exhorting members of the Goring Parish Council and others to complain to the police about our takeaway service at Coppa Club." is wholly untrue. To each and every complaint to the Parish Council about the copious visitors to Goring, the current Traffic Issues, social distancing issues in and around Goring and Streatley, issues with street lighting, pot holes, rubbish etc has been either (depending on the incident):

- This is a 101 issue, if the incident is in progress ring them, if you are reporting something which is no longer in progress use the online form.
- This is a FixMyStreet Issue, they have an online form, or a smart phone app which then picks up your location and you can include a picture of the relevant item
- Or the parish council has made/ taken the appropriate action.

Regarding the visitors using the gardens at the Swan to eat their takeaways, I received copious reports and asking what could be done, each time advising the same until I sent the e-mail to which you are referring.

The law is very clear that takeaway must be consumed off premises, and therefore I strongly urge all members of the community be they parish councillors or members of the public, to report all infringements to the police using the 101 system.

Food and drink	Exceptions
Restaurants and public houses, wine bars or other food and drink establishments including within hotels and members' clubs, such as dining rooms	Food delivery and takeaway can remain operational. This can be a new activity supported by the new permitted development rights in England. This covers the provision of hot or cold food that has been prepared for consumers for collection or delivery to be consumed, reheated or cooked by consumers off the premises.
	Room service in hotels and accommodation.

This would be relevant to any and all facilities across England at this time. This information is available on the gov.uk website and is being used as a reference by Parish Councils across England.

In respect to the other issues which are being raised to me almost daily and for full transparency, I have also submitted a report to OCC to log the issue of the narrow bridge over the river, and the inability for pedestrians to socially distance, with a request for some traffic calming of some sort to increase the safety of our many visitors to the villages of Goring and Streatley.

In addition the Goring and Streatley Communications Group of which I am a member, is also looking at updating the visitors boards, with a new map showing pinch points and places throughout Goring and Streatley where it is impossible to maintain 2m social distancing if you happen upon walkers coming from the opposite direction. The "Visit Goring and Streatley" website is also being updated to include some of this vital information including revised opening times of some of the local facilities.

While it is not our intention to create any additional difficulties for local businesses we do have legal responsibilities and our actions were taken to ensure both visitors and residents alike are kept safe and the appropriate laws and government requirements are being adhered to.

Kind Regards,

[Clerk]

Clerk & RFO
Goring Parish Council
Old Jubilee Fire Station, Red Cross Road
Goring, Reading RG8 9HG
Phone: 01491 874444
email: clerk@goringparishcouncil.gov.uk
website: www.goringparishcouncil.gov.uk

From: [Representative of Coppa Club]
Sent: 30 May 2020 15:19
To: clerk <clerk@goringparishcouncil.gov.uk>
Cc: Councillors & Assistant Clerks
Subject: RE: Coppa Club Streatley

Dear [Clerk]

Thank you for your prompt response on a sunny Saturday. Please let me start by repeating my offer to you or any member of the council to come to see the operation in progress. I can assure you we are doing everything possible to try to do it right.

I would also like to clarify a few points:

- We are not, and never have intended for people to be eating or drinking on the Coppa Club premises (which is the whole of the terrace before you reach the footbridge into the gardens). For the first few days, some people were opening their drinks and drinking them while waiting for their food order; after discussion with the TSO, we have removed all seating from this area and signed it very clearly that this is not permitted
- Regarding the gardens beyond (owned by the Swan which has common but not the same shareholders), when the Government guidance changed to encourage public and private bodies to open gardens and green spaces, the decision was made to open all the grounds (and car park) to the general public. This has been very popular with local residents for walks by the river, picnics, etc. Closing any of these grounds specifically to people who have bought takeaways from Coppa, while remaining open to picnickers and others is impossible, and would anyway seem perverse and absolutely not what is intended by Government.
 - As a secondary observation, operating the takeaway without the car park would be mayhem and, if the car park is open, it is near impossible not to open the grounds
- In discussion with the Trading Standards Officer, in any event, the detail of the legislation requires specifically that we should not provide seating that customers could use on the premises, even outside. While technically the benches that were in the gardens were there anyway and were not Coppa Club's, we have nonetheless removed them at the request of the Officer. If anything this is less encouraging for social distancing, but we have done it to comply with the letter of the law

To be honest, and we have been round the premises twice with the TSO and four times with the police, I believe that this is now the best achievable outcome, which complies with the details of the legislation but still provides a safe and good customer experience. Shutting the gardens completely (which does not appear to be required by the legislation and is directly in opposition to Government guidance) would engender worse compliance with social distancing and have the inevitable consequence of more litter all along the river path and probably the Streatley recreational area, where there are tables but few bins and no regular emptying of them.

I would also reiterate to you the latest Government guidance and scientific advice, which is that the virus is not well transmitted outside, if at all. I think therefore you can be assured that there is no benefit from some of the other outdoors measures in the village that you were discussing. Ministers are briefing that the (near)

normal operation of pub gardens and other outdoor hospitality spaces is to resume shortly, so hopefully the whole debate about the detailed technical interpretation of hastily drafted and often conflicting legislation will no longer be necessary.

I remain available to meet with or speak to you or members of your council.

Kind regards

[Representative of Coppa Club]

From: [Councillor]

Sent: 30 May 2020 15:46

To: [Representative of Coppa Club]; clerk <clerk@goringparishcouncil.gov.uk>

Cc: Councillors & Assistant Clerks

Subject: Re: Coppa Club Streatley

Dear [Representative of Coppa Club]

I'm jumping in here as Chairman, its not our Job to decide if the covid regulations are being applied correctly thats for others.

When concerns are raised by our residents and we consider it appropriate a measured approach is to bring it to the appropriate authorities attention which is all our Clerk has done.

We've brought the traffic, pedestrians & distancing on the bridge to occ attention & are awaiting there response.

We appreciate the information you've provided on the changes you've introduced after discussion with TSO & Trading standards that will be useful for us to feedback to our residents.

I'd like to reiterate our Clerks point that it is not our intention to make things more challenging than necessary for the business however as I'm sure your more than aware the regulations are less than clear in some areas with lots of she'll we say grayness around the interpretation.

Anyway I appreciate you latest response & hope we can continue to move forward in a positive & constructive way after all your continued success is in Goring interest as well.

From: clerk
Sent: 30 May 2020 16:12
To: Councillors & Assistant Clerks
Subject: FOI Request - Coppa Club / The Swan at Streatley

Dear Councillors and Assistant Clerks,

I have today received a Freedom of Information Request from a member of the public.

Before I proceed my I first take a moment to remind you all of the following facts:

- FOIs relate to **all** correspondence, whether using Council or Personal email addresses, telephone numbers, social media profiles etc and therefore please review all of the communication channels you personally use before responding to this request.
- It is a criminal offence to deliberately alter, delete, tamper or hide in anyway with the information after the request has been made or is expected to be made.

The FOI asks for all:

- E-mails
- Text messages
- Instant Messages
- Or any other written format of communication Or similar correspondence.

Sent from/by

- All Councillors of GPC
- The Clerk and Assistant Clerks of GPC

Sent To

- The **Swan at Streatley**, its management or any individual that could be expected to relay information to the **Swan at Streatley**.
- **Coppa Club Steatley**, its management or any individual that could be expected to relay information to **Coppa Club Steatley**.
- Sent to other members of the GPC (to include all Councillors, the Clerk or Assistant Clerks)
- Sent to other any other individual or organisation.

Regarding

- **The Swan at Streatley**
- **Coppa Club Steatley**

Plus: Any similar correspondence as detailed above FROM The **Swan at Streatley** or **Coppa Club Steatley** to the Parish Council.

The period covered by this request includes the dates 15th May 2020 through 30th May 2020.

Please can all individuals on this email list please provide the emails requested or confirmation the data does not exist, no later than Friday 19th June 2020 in order that it can be reviewed, redacted as necessary and supplied to the requestor to meet the statutory timeframes.

Please find a table below which you may find useful in responding to ensure all items have been covered:

	E-mails	Text Messages	Instant Messages	Other Written Correspondence
Sent to:				
The Swan , management or other individual Expected to relay information				
Coppa Club , management or other individual Expected to relay information				
Other Members of GPC				
Other Individuals or Organisations.				
Received from				
The Swan at Streatley				
Coppa Club Streatley				

Where no data exists, please can you provide a written statement to that effect.

I will be providing all of the emails I have sent on the subject. Therefore I do not need copies of those emails returning to my self. Once I have compiled the list of all the ones I have, I will circulate for you all to cross reference against.

Many thanks in anticipation of your timely responses,

[Clerk]

Clerk & RFO
 Goring Parish Council
 Old Jubilee Fire Station, Red Cross Road
 Goring, Reading RG8 9HG
 Phone: 01491 874444
 email: clerk@goringparishcouncil.gov.uk
 website: www.goringparishcouncil.gov.uk

From: [Councillor]

Sent: 30 May 2020 16:16

To: Clerk; Councillors & Assistant Clerks

Subject: Re: FOI Request - Coppa Club / The Swan at Streatley

The only communication I've had with the swan directly is the one email I've just sent.

I've made no other comment or communication on any other media except the formal council email which you have access to.

Get [Outlook for iOS](#)

From: clerk
Sent: 30 May 2020 16:24
To: [Representative of Coppa Club]
Subject: RE: Coppa Club Streatley

Dear [Representative of Coppa Club],

I feel obligated to tell you that the Parish Council has now received a Freedom of Information (FOI) request regarding all correspondence to and from the Parish Council regarding the Coppa Club Streatley or the Swan at Streatley.

The scope of the request also means the emails you have sent to the parish council today will be included in the FOI response.

To ensure a thorough, detailed and legally compliant response to the FOI, if you have received any other emails from any Councillor or member of staff of the Goring Parish Council during the dates 15th May 2020 – 30th May 2020, it would be most appreciated if you could forward them to me.

If any members of the council would like to come and visit your site, they will contact you directly in due course, thank you for your prompt and detailed responses today.

Regards,

[Clerk]

Clerk & RFO
Goring Parish Council
Old Jubilee Fire Station, Red Cross Road
Goring, Reading RG8 9HG
Phone: 01491 874444
email: clerk@goringparishcouncil.gov.uk
website: www.goringparishcouncil.gov.uk

From: [Representative of Coppa Club]

Sent: 30 May 2020 16:31

To: Councillor & Clerk

Cc: Councillors & Assistant Clerks

Subject: RE: Coppa Club Streatley

[Councillor]

I appreciate your response. As you say, the legislation was very hastily drafted and is, in places, a little unclear, especially where guidance has been updated but legislation perhaps hasn't.

Please be assured that we will always try to engage constructively with both Goring and Streatley parish councils and have no desire to upset anyone in these difficult times.

Kind regards

[Representative of Coppa Club]

From: [Representative of Coppa Club]
Sent: 30 May 2020 16:37
To: clerk <clerk@goringparishcouncil.gov.uk>
Subject: RE: Coppa Club Streatley

Dear [Clerk]

I have had a separate response from Councillor [Councillor] and have just sent a reply, both of which you have I believe.

I look forward to hearing from any Council members who would like to visit.

Regards

[Representative of Coppa Club]

From: [Councillor]
Sent: 30 May 2020 16:25
To: clerk <clerk@goringparishcouncil.gov.uk>
Cc: Councillors & Assistant Clerks
Subject: RE: FOI Request - Coppa Club / The Swan at Streatley

Dear [Clerk]

Thanks for your e-mail. I confirm the only correspondence I have is that which you/all Cllrs received (the e-mails from you and the emails from [Representative of Coppa Club]/Coppa Club). I looked through my personal emails, social media, texts, messages and have nothing, though I recall having seen something on a facebook page (the Combat Corona Volunteers page??) though I couldn't find it again nor did I interact with it at all.

Let me know if you need anything else.

Very best,
[Councillor]

From: [Councillor]

Sent: 30 May 2020 17:00

To: clerk <clerk@goringparishcouncil.gov.uk>

Subject: Re: FOI Request - Coppa Club / The Swan at Streatley

Oops - forgot to mention the internal emails that you were copied on as well.

Very best

[Councillor]

Goring-on-Thames Parish Council

From: [Councillor]

Sent: 30 May 2020 17:20

To: [Councillor]

Cc: Clerk; Councillors & Assistant Clerks

Subject: Re: FOI Request - Coppa Club / The Swan at Streatley

Hi [Clerk]

I have no correspondence regarding Coppa/Swan

[Councillor]

Sent from my iPhone

From: [Councillor]

Sent: 30 May 2020 21:58

To: [Councillor]

Cc: Councillors, Clerk & Assistant Clerks

Subject: Re: FOI Request - Coppa Club / The Swan at Streatley

Hi [Clerk]

I confirm that I have no correspondence with the Coppa Club. I am a member of the gym at the Swan and have received newsletters and emails from the gym.

[Councillor]

Sent from my iPhone