



DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

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Report to:	Facilities Committee
Date of Meeting:	27 th November 2019
Authorship:	Deputy Town Clerk
Subject:	Cornhall – Replacement Flagpole

Introduction

1. The Cornhall's flagpole is currently on the top of the Cornhall building. During the renovations, it was agreed that it would be replaced with a flagpole at ground level to improve accessibility, but this didn't come to fruition.
2. Different flags are flown throughout the year to mark occasions as per the Council's Mourning Protocol. Access to the existing flagpole is difficult due to its roof location and the Council's Maintenance Manager and Corn Hall Operations Manager agree that it poses considerable safety concerns.
3. Given the national requirement to be prepared in the event of a death of a Royal, it is proposed that members consider installing a new flagpole at the front of the Cornhall, where the planter is currently sited (see Appendix). DTC & the Cornhall have agreed that the proposed location is optimum for access and will not require the building to be open.

Accessibility Issues

4. Current access to the roof is via a 12-foot straight ladder, which leads up into the projection room. Once in the projection room, staff would need to unhinge another ladder to gain access to the hatch, which leads onto the roof. This requires climbing from the ladder over the hatch to the roof where the flagpole is situated.
5. The flag could not be changed currently during a performance at the Corn Hall.

Health & Safety

6. A minimum of two members of staff are currently required to change the flags due to the safety concerns. Currently only one member of Cornhall staff is physically able to access the flagpole.
7. The Maintenance Manager and Cornhall Operations Manager have reviewed the risks involved along with the Council's risk assessor and deemed this activity high risk due to potential fall from height. This risk is heightened in adverse weather conditions due to the risk of slipping.

Budget

8. A quote of £2,131 has been received to purchase and install a new flagpole. An additional £175 would be payable for a site visit to determine the location. This is a specialist service and the supplier maintains both of the Council's existing flagpoles.

9. Assuming that the bird proofing works are approved, there will be £4,110 remaining in the Cornhall budget and it is recommended that these funds are replenished in the 2020-21 budget.
10. This will leave a balance of £1,629 in the Corn Hall budget for any further expenditure.

Recommendation

To approve expenditure of up to £2,306 from the 2019/20 Cornhall budget allocation to install a new accessible flagpole in the location specified on the Appendix in front of the Corn Hall.