

**Update on Town Council Working During Covid-19.
September 2020**

Please drop me an email if you need any additional information, or I have missed anything out. TN

Office Staff.

Staff retain the flexibility to work from home, but with additional measures put in place and while Covid numbers remain low in the area, it is now possible to have three people in the office. This situation is continually reviewed, as the situation evolves over the autumn.

Outside Staff.

One member of outside staff has been off work due to an accident outside of work. One temporary member of staff has been taken on.

Memorial Hall.

The hall was initially closed to the end of June but this has been extended to the end of September (other than for Blood Donors).

As detailed at the Finance and Governance Committee measures are now being put in place to make the Hall 'Covid secure', so that it can reopen at the end of September.

Community car scheme.

Still closed – but at the request of some of the drivers this is being reviewed. Drivers are being consulted on a draft risk assessment and whether they would like to return to driving.

Markets.

Fully operational

Burials.

As normal.

Public Toilets.

Cleaned every day and twice a day on Market Days.

Painting Bishop Bonners Cottages and Cemetery.

Cemetery painting has been completed.

Work on Bishop Bonners Cottages was progressing well, but was halted. Work other than the pargeting will be completed shortly. The pargeting turned out to be more fragile than anticipated with much of it being held together with plastic type paint, once the paint was removed there was little to hold some of the features to the wall. The Historic Building's Officer at Breckland Council has visited the site and is not unduly concerned. The delay will mean that the pargeting will need to be stabilised over the winter with the use of a sacrificial lime wash and work completed in the spring 2021.

The Council is likely to be charged contractual penalties for the contract being halted, although this is not expected to be significant.

Quotes for repairs to stained (coloured) glass windows at chapel.

Waiting for second quotation.

Play areas

Opened with cleaning and sanitising taking place once per week.

Playing Pitch Strategy.

The first draft of the playing pitch strategy came back with some minor issues which have now been addressed and it has been sent to the wider project steering group made up of local representative on national government bodies and Sport England.

Play Strategy

The first draft has been submitted, there were some major issues with the first draft and has been returned with comments. We are waiting for the revised draft to be submitted.

Neatherd Management Plan

The first draft has been submitted, there were some minor omissions that needed addressing so am waiting for these to be made.

Walking and Cycling Strategy.

NCC have been working on this, it is nearly ready for wider stakeholder and public consultation.

Christmas Lights and Switch on event.

The lights and tree should go up as normal – it is doubtful whether there will be staff capacity to organise the switch on event this year, there is also still the question as to whether social distancing will be relaxed by then.

Remembrance Sunday.

Depending on the nature of public events and gatherings at the time, this is likely to take place with reduced numbers laying wreaths. Options are currently being looked at and a decision will be made near the time, in consultation with the RBL and the Police.

Etling Green Application. 3PL/2020/0808/F

The applicant for the above application has been written to formally notifying them they will need consent from the Council for access to an additional property over Etling Green and payment may be required for such consent.

Cemetery Lodge.

Architects instructed to start preparing refurbishment proposals.