



**POLICY & FINANCE COMMITTEE**

**MONDAY, 23 JANUARY 2023**

**ADDITIONAL PAPERS**

Date published: Friday, 20 January 2023

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| Agenda Item 9  | <p><b>SUB-COMMITTEES AND TASK &amp; FINISH GROUPS</b></p> <p>To receive the following draft minutes and to consider any recommendation/s contained therein:</p> <ul style="list-style-type: none"><li>(i) Community Safety Sub Committee meeting held 16 January 2023 (to follow)</li><li>(ii) South Side working party meeting held 9 January 2023 (to follow)</li></ul> <p>(Pages 1 - 8)</p> |
| Agenda Item 15 | <p><b>FACILITIES IMPROVEMENTS</b></p> <p>To receive a report regarding accessibility improvements and to consider the recommendation/s contained therein (to follow).</p> <p>(Pages 9 - 24)</p>  |

PLEASE BRING THE ATTACHED PAPERS TO THE MEETING IN ADDITION TO  
THE PREVIOUSLY CIRCULATED AGENDA.

# Agenda Item 9

## LEIGHTON-LINSLADE TOWN COUNCIL

### COMMUNITY SAFETY SUB-COMMITTEE

**MONDAY 16 JANUARY 2023 AT 1930 HOURS**

Present: Councillors S Jones (substituting D Bowater)  
V Harvey  
J Silverstone (chair)  
R Goodchild  
A Dodwell  
A Gray  
P Carberry  
R Berry  
C Palmer (substituting R Yates)  
T Morris

Also in attendance: M Saccoccio (Town Clerk)  
S Sandiford (Deputy Town Clerk)  
M Jahn (Committee Officer)  
Chief Inspector J Goldsmith (Bedfordshire Police)  
Sgt A French (Bedfordshire Police)  
PCSO E Weedon (Beds Police)  
S Swain, Groundworks (joining remotely)  
S Blake (Safer Communities Engagement Officer, Central Bedfordshire Council)

Members of the Public: 1

#### **127/CS APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bowater (substituted by Councillor Jones) and Councillor Yates (substituted by Councillor Palmer).

#### **128/CS DECLARATIONS OF INTEREST**

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting.

Councillor Dodwell declared a personal interest as a member of the Bedfordshire Police and Crime Panel. Councillors Dodwell and Bowater declared personal interests as volunteers with the Street Watch initiative.

#### **129/CS QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

**130/CS MINUTES OF PREVIOUS MEETING**

(a) The Sub-Committee received the draft minutes of the Community Safety Sub-Committee meeting held on 17 October 2022.

**RESOLVED that the minutes of the Community Safety Sub-Committee meeting held on 17 October 2022 be approved as a correct record and signed accordingly.**

(b) Updates from the previous minutes were received.

Minute reference 122/CS (CCTV & Deployable Cameras): a question was raised regarding CCTV cameras at the Linslade Community Garden and it was confirmed discussions would continue with volunteers, community police and Central Bedfordshire Council Engagement Officer, following the visit and report from the Design Out Crime Officer in autumn 2022.

Minute reference 123/CS ('Watch' Schemes Update): it was confirmed that work was still on going to re-start the Shop Watch group.

Minute reference 124/CS (Police Response): it was noted that as this matter had also been discussed by Council, the responses received would be taken back to the next Council meeting on 30 January 2023.

**131/CS GROUNDWORK UPDATE**

The Sub-Committee received a brief verbal report from Groundwork on the additional weekly youth club session funded by the council for six months, originally intended to run May – October 2022 but now due to finish in February 2023. It was estimated that around 153 young people had been engaged, with sessions promoted via school assemblies and posters. Two sessions had been held in the parks and the activities being run by TACTIC were also promoted to the young people. A full report would be provided on completion of the additional sessions.

A question was asked about capacity; the youth club could accommodate 36 young people per session based on 3 staff members being present.

A question was raised regarding the funding ending and would this cause hardship to the young people. Sub-Committee members expressed support for ensuring activities were available for young people, particularly if this also helped prevent or reduce antisocial behaviour. Bedfordshire Police officers present agreed there should be further conversations about provision and that clear aims and objectives be identified as well as looking at how to measure success and impact. It was agreed there should be joined up thinking between all agencies.

It was agreed that officers would undertake further work with partner agencies to determine possible uses of the community safety budget and proposals could either come back to the next sub-committee meeting or to a meeting of the Policy and Finance Committee.

Thanks were expressed to Mr Swain and Groundwork colleagues for their work on this project.

**RESOLVED to note the report.**

**132/CS OPERATION DODFORD**

The Sub-Committee received a report on Operation Dodford activity, reported crimes and antisocial behaviour during the period October – December 2022. Some concerns were raised regarding the amount of bike theft, incidents of anti-social behaviour, theft from motor vehicles and break-ins in the town.

The statistics provided were area-wide rather than specific to the parish. After discussion it was agreed that the Operation Dodford report should be revised to show figures for Leighton Buzzard in comparison to other towns. Inspector Goldsmith agreed to take this forward for the next meeting.

Some concerns were expressed about the suitability of the Bossard House site as Wi-Fi was not available at present and it was not public facing. It was hoped this could be improved to enable police staff to work from the site and for some form of public facing enquiry desk to be made available.

**RESOLVED to note the report.**

**133/CS CCTV & DEPLOYABLE CAMERAS**

The Sub-Committee received reports of recorded CCTV incidents in Leighton Buzzard for September - November 2022. These reports were publicly available and published monthly on the Central Bedfordshire Council website but were based only on the information available to the local authority and not what might have subsequently happened in relation to captured incidents.

A question was raised whether CCTV was being installed to monitor the electric vehicle charging points being installed by Central Bedfordshire Council in the Baker Street and Mentmore Road car parks. It was understood there would not be additional CCTV.

**RESOLVED to note the CCTV reports.**

**134/CS “WATCH” SCHEMES UPDATE**

Street Watch patrols continued to take place on Tuesdays and Saturdays, with Speed Watch patrols taking place at least monthly. A Pub Watch meeting had taken place recently but no issues were highlighted. The Shop Watch group was being revived at present.

**135/CS DRAFT COMMUNITY SAFETY BUDGET 2023-24**

The Committee received and considered the draft Committee budget for 2023-2024.

Following discussion, members of the sub-committee agreed the budget should remain at the same level of £40,000. It was felt that any underspend following payment for additional policing activity through Operation Dodford could be used for other community safety schemes and initiatives.

**RECOMMENDED to the Policy and Finance Committee to approve the proposed budget for the Community Safety Sub Committee for the financial year 2023-2024.**

**136/CS EXCLUSION OF THE PUBLIC**

Not applicable.

**137/CS OPERATIONAL POLICING (if applicable)**

Not applicable.

The meeting closed at 20:40 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 16 JANUARY 2023.

Chair

3 APRIL 2023

**LEIGHTON-LINSLADE TOWN COUNCIL**

**SOUTH SIDE WORKING PARTY**

**MONDAY 9 JANUARY 2022 AT 1030 HOURS**

Present: Councillors S Owen  
V Harvey  
C Palmer (Chair)  
T Morris  
R Goodchild  
P Carberry

Also in attendance: M Saccoccio, Town Clerk  
S Sandiford, Deputy Town Clerk  
L Salmon, Head of Cultural & Economic Services  
M Jahn, Committee Officer  
P Brown (Peppercorn Group)

Remotely: Stuart Hancox, Consultant, Steven George and Partners.  
Claire Anderton, Steven George and Partners  
Peter Brown, Steven George and Partners

Members of the Public: 2

**42/SSWP APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A Dodwell.

**43/SSWP DECLARATIONS OF INTEREST**

Councillor Palmer declared a personal interest as a member of the Leighton Buzzard Society and the Leighton Buzzard Archaeological and Historical Society and Councillor Harvey also declared a personal interest as a member of the South Beds Friends of the Earth.

**44/SSWP QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

**45/SSWP MINUTES OF PREVIOUS MEETING**

(a) The Committee received the minutes of the South Side Working Party meeting held on 24 October 2022.

Minute reference 39/SSWP: Councillor Harvey suggested that the minutes be amended to reflect that it had not been universally agreed that the first masterplan option had been an “excellent start” (final paragraph) and that “serious concerns” had been raised that not all information had reached the consultant prior to the meeting. On discussion and voting, working party members agreed no changes were required to the minutes (1 in favour of amendments, 5 against).

**RESOLVED that the minutes of the South Side Working Party meeting held on 24 October 2022 be approved as a correct record and were signed accordingly.**

(b) Updates from the previous meeting:

Concerns were raised regarding a lack of information and engagement from Central Bedfordshire Council. The Town Clerk had written to the Portfolio holder to encourage involvement however no active response had been received to date.

#### **46/SSWP MASTERPLANNING UPDATE**

Consultants from Steven George and Partners gave an update presentation on the Masterplanning exercise for land south of the High Street. This included a similar number of residential dwellings to the first iteration (130) along with a mixed use community building near to a multi storey car park, with various orientation points, several access routes into the High Street and a reference to the former Rothschild Garden (this could for example be a pocket park). The plan also included several indicative commercial units but the consultants suggested these could be used for leisure/community purposes if retail/commercial uses were not viable in this location, due to lesser visibility and footfall than land to the north of the High Street.

A further option was presented which extended the proposals beyond the area of focus. After discussions, the group agreed to continue to focus on land south of the High Street at the present time.

The indicative community building focussed on the uses identified by the Peppercorn Group but discussion took place on potential additional community-based uses for the site. The public consultation undertaken recently by Central Bedfordshire Council on the needs of community groups and organisations would be useful and it was hoped that this information would be shared by the principal authority.

Members agreed it was essential that Central Bedfordshire Council as the biggest landowner on this site be involved in discussions and it was also suggested that other landowners be approached.



The question of financial viability was raised. A logical next step in the project would be to progress further with analysis of potential costs and financial viability. In order to ascertain costs for this next stage, the group would circulate a list of desirable potential uses of the site along with indicative sizes, for the consultants to consider further. The consultants would also fine-tune the presented designs before provided a copy of the slides for circulation to the group.

**RESOLVED:**

- (i) **To note the presentation from Stephen George regarding potential uses of land south of the High Street and to await a copy of the slides to be circulated.**
- (ii) **To update a list of potential uses and floor sizes to help inform costs from consultants for the next stage in the process (assessing financial viability).**
- (iii) **To write to Central Bedfordshire Council providing a copy of the presentation, requesting sharing of their recent evidence gathering surveys and requesting a meeting date as soon as possible to discuss land south of the High Street further.**

**47/SSWP CENTRAL BEDFORDSHIRE COUNCIL UPDATE**

No Central Bedfordshire updates had been received or relayed to the Town Council.

**48/SSWP ANY OTHER UPDATES**

The Group were informed of a current public engagement exercise being undertaken on behalf of a hotel group, prior to the potential submission of a planning application on the site behind the post office. Concerns were raised as to whether this would affect the plans for the development of land south of the High Street.

The meeting closed at 1215 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 9 JANUARY 2023.

Chair

TBA

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## Policy and Finance Committee

**Date:** 23 January 2023

**Title:** Facilities Improvements

**Purpose of the Report:**

To seek Member endorsement to draw down from the facilities improvements earmarked reserve for the purposes of carrying out two recommendations as identified within the disability access audit report the town council commissioned namely hearing loops and tactile signage at Astral Park.

**Contact Officers:**

Mark Saccoccio, Town Clerk

Sarah Sandiford, Deputy Town Clerk

Ian Haynes, Head of Grounds and Environmental Services

|                                     |   |   |
|-------------------------------------|---|---|
| <b>Corporate Objective/s</b>        | LLTC Five Year Plan – To ensure value for money and operational efficiency and a structure which will underpin current and future service delivery by the Town Council. This work will be primarily within the remit of the Policy and Finance Committee. |   |
| <b>Implications:</b>                |   |   |
| <b>Financial</b>                    | Yes   | Within available earmarked reserve funds as set out in the report.                              |
| <b>Human Resources</b>              | No  |   |
| <b>Operational/Service delivery</b> | Yes   | To ensure the council can operate effectively.  |
| <b>Procedural/Legal</b>             | No  |   |
| <b>Risk/Health and Safety</b>       | Yes   | To ensure town council assets are maintained at an acceptable standard that is fit for purpose. |
| <b>Environmental Aims</b>           | Yes   | That town council environmental objectives are met when undertaking facility improvements.      |

## **1 RECOMMENDATION**

Should the Committee be minded, the proposal is:

- 1.1 To approve expenditure up to a maximum of £20,000 from the Facilities Improvements earmarked reserve (£82,646 available) for the purposes of delivering recommended improvement works as identified within the disability access audit report.

## **2 BACKGROUND**

- 2.1 In accordance with the resolution made by the Policy and Finance Committee at its meeting held 20<sup>th</sup> September 2021, a disability access audit was commissioned and thereafter undertaken in December 2021. Its purpose to offer up reasonable adjustments that could be made to town council run and occupied buildings. The report identified a considerable number of recommendations across all buildings, including for example improved signage, introduction of induction loops, adjusting door closers, the widening of footpaths and tactile paving.
- 2.2 The Grounds and Environmental Services Team has taken ownership of the report and its recommendations. The recommendations have been identified as those tasks that can be undertaken in-house and those requiring greater expertise given their complexity (see appendix A).
- 2.3 As part of the on-going management of town council assets, the town council has commissioned a ten-year planned maintenance programme. It is anticipated that those tasks identified within the accessibility audit as requiring greater expertise given their complexity will form part of the future planned maintenance programme. For most of the tasks, it is likely that a specification will be required and estimates sought in accordance with financial regulations.

## **3 PROPOSED EXPENDITURE**

- 3.1 As set out at recommendation 1.1, it is proposed that up to a maximum of £20,000 be drawn down from the Facilities Improvements earmarked reserve. In accordance with the accessibility audit report, two actions are being presently pursued:
  - Hearing Loops: The introduction of hearing loops within pavilion buildings, council chamber and reception at the White House as well as within the TACTIC building. A specialist firm undertook a facility survey on 9<sup>th</sup> January 2023 and anticipated costs are awaited.
  - Internal Signage: Tactile signage to be provided in the Astral Park facility first. The objective is for the council to have at least one asset that is fully accessible to the community. The Astral Park facility offers

the least constraints given the age of construction (2013) and therefore in the short term at least is the priority project. Once complete, attention will focus on other town council assets. **End.**

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Recommendations from the Access Audit:

Based on the accessibility audits undertaken in December 2021, the following are certain recommendations to come from the reports undertaken for each building the Town Council has an interest in. In accordance with the Equality Act 2010, the following recommendations are considered measured, reasonable adjustments to ensure that disabled people are not put at substantial disadvantage compared to a non-disabled person.

It is anticipated that the greater part of the works will be met from the Facilities Improvement Earmarked reserve which currently stands at circa £83,000. Improved parking provision at Pages Park will have to be met through an alternative funding mechanism given its anticipated cost.

| Building     | Recommendation   | Comments and Proposed Actions  | Next Steps  | Lead Responsibility   | Progress                        |
|--------------|--|--|---|---|---------------------------------|
| White House: | Car Parking: The present disabled parking space is poorly located and not of a sufficient size to meet current guidance. | The management of car parking is an issue which extends beyond disability provision. Namely, signage needs revisiting to dissuade unauthorised and indiscriminate parking. In addition, the provision of properly marked parking bays is also recommended. | Landlord prefers that the blockwork is not white lined. | Grounds Team to lead on this. Jet wash hardstanding and introduce improved signage. | Car parking area swept monthly. |
| White House  | Main entrance ramp: The sloped approach to the front door is too steep (1 in 9) as opposed to 1 in 12.                   | Two solutions available. The considered more appropriate one being to relay paving to reduce the gradient and thereafter installation of a handrail.   | Once landlord approval received, seek groundwork quotes | Handrail within the gift of the landlord  | None                            |
| White House  | Main entrance door:  | To relocate the low-level planter to ease manoeuvring.   | Achieved  | Achieved  | Complete                        |
| White House  | Reception Area: Current reception configuration is not compatible to wheelchair users.                                   | The reception area requires reconfiguration given the way we now deal with walk-ins. The idea being to create an informal space comprising informal seating as well as internet access.  | Can be achieved with limited reliance on third parties. | Corporate Governance Team to led on this project                                    | None                            |

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| White House | Reception area: Installation of an induction loop.     |   | The installation of a fixed loop system is achievable. Can be considered alongside proposed improvements to the council chamber.                  | Corporate Governance Team to led on this project<br><br>26/9/22: - Emailed<br><br>9/1/23: - Contacta have surveyed our facilities and we await recommendations. | Quotes received seeking Committee approval for expenditure.    |
| White House | Council Chamber: Induction Loop                        | The room does not have any form of induction loop or any other hearing system to assist hearing aid users.                            | Will require specialist advice. Can be considered alongside proposed improvements to the reception area.  | Corporate Governance Team to led on this project  | Quotes received seeking Committee approval for expenditure.    |
| White House | General meeting rooms and offices (ground floor only): | A review to be undertaken if and when a disabled member of staff is known   | A review of specific needs should be undertaken, and adaptations undertaken to suit the individual. The same will apply to tea and coffee making. | Ongoing   | When required.   |
| White House | Internal stairs and steps:                             | Changing the nosing inlays to a different colour to be more legible to partially sighted.   | Can be achieved relatively easily   | Landlord responsibility   | None   |
| White House | Signage:   | Tactile signage should be provided to WC's.<br>Signage to doors is wrongly located and uses capitalised text which should be avoided. | Can be achieved relatively easily and quickly based on the sign design guide.   | Grounds Team to lead on this.   | Will be included in a wider tactile signage review of all Town |



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|                     |   |  |   |                               | Council assets. To be completed in Spring 2023.  |
| Pages Park Pavilion | Richmond Road car park: creation of a designated accessible parking bay.  | The current car park is not marked out and has no designated disabled parking space. | This work can be undertaken in conjunction with line marking we wish to carry out at the White House                  | Grounds Team to lead on this. | None   |
| Pages Park Pavilion | Pages Park: provision of additional benches should a car park nearer the building not be possible.  | Benches to be located at a maximum distance of 50m apart.                            | Once a decision on the future of a new car park has been made, the provision of new benches or otherwise can be made. | Grounds Team to lead on this. | 1 x new bench installed in 2022.   |
| Pages Park Pavilion | Park footpaths: all paths should be upgraded to be 1.2m wide with 1.8m wide passing places at junctions and regular intervals to allow for two-way traffic. | The footpaths are the responsibility of Central Bedfordshire Council.                | To make the principal authority aware of the recommendations to come from the accessibility audit                     | On-going                      | Quotes received seeking Committee approval for expenditure.  |
| Pages Park Pavilion | Signage:<br>a) Building mounted signage to identify building on approach<br>b) Secondary signage to direct to the appropriate entrance                      | The installation of signage is a matter that can be addressed relatively easily.     | To be undertaken as part of a wider council signage strategy.   | Grounds Team to lead on this. | Will be included in a wider tactile signage review of all Town Council assets. To be completed in Spring 2023. |
| Pages Park Pavilion | Ramp to changing rooms: Ramp to be provided with a handrail as a minimum. Creation of steps to the existing ramp connecting to the landing.                 | The works can be carried out as part of wider improvements to town council assets.   | The works are relatively simple and should be considered as part of wider improvements to town council assets.        | Grounds Team to lead on this. | None   |

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| Pages Park Pavilion | Ramp to the croquet club: Ramp to the croquet club considered a hazard. Elongation of the ramp to ensure at least 1 in 12 preferably shallower to ensure it is as easy to use as possible. Provision of handrails to both sides of the ramp.   | These works can be carried out as part of wider improvements to town council assets.                       | Should be considered as part of wider improvements to town council assets.                           | Grounds Team to lead on this.  | None                              |
| Pages Park Pavilion | All doors: Closing pressures for all three entrance doors should be adjusted or replacement closing devices fitted if necessary.   | Instruct a competent person to adjust said closers.  | Subject to closers being able to be adjusted, this should be a relatively straight forward activity. | Grounds Team to lead on this.  | Complete                          |
| Pages Park Pavilion | Main hall toilets: The sanitary and large bin in the accessible toilet to be relocated.<br>Shelving, coat hooks, paper towel dispenser and alarm system should be provided.  | The majority of said works can be carried out by a competent person except for the fitting of alarm system | Greater part of these tasks can be carried out in-house.   | Grounds Team (to lead on this. | Complete.                         |
| Pages Park Pavilion | Separate accessible toilet: Signage to be provided to identify this facility and the hours it is available. Cricket scoreboard should not be stored in the accessible wc during hours of operation as it prevents wheelchair use.<br>Alarm cord should be untied to allow it to hang freely.<br>Fixtures and fittings including shelves, coat hooks and paper towel dispensers should all be provided. | Said recommendations can be carried out in-house.  | Can be carried out in-house.   | Grounds Team to lead on this.  | Toilet is not open to the public. |
| Pages Park Pavilion | Changing facilities: Would benefit from basic provision to make them more accessible to ambulant disabled people.  | Tip up seat and grabrails in some showers.   | Can be undertaken by a competent person.   | Grounds Team to lead on this.  | None                              |

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| Pages Park Pavilion        | Croquet Club toilet: Ambulant accessible toilet should be created by merging the two existing toilets to form one single accessible toilet.                           | Will require further investigation in terms of the feasibility of carrying this out.  | A building surveyor/architect will need to carry out a feasibility study to include likely indicative costs. | Grounds Team to lead on this.           | None   |
| Pages Park Pavilion        | Main Hall: Induction loop   | The room does not have any form of induction loop or any other hearing system to assist hearing aid users.  | Will require specialist advice. Can be considered alongside proposed improvements to the reception area.     | Corporate Governance Team               | Quotes received seeking Committee approval for expenditure.  |
| Pages Park Pavilion        | Kitchen(s): Servery height of 930mm exceeds recommended 850mm height.   | Servery counter should be modified to provide a lower level serving height of 850mm.  | Will require a competent person to undertake said works  | Grounds Team to lead on this.           | None   |
| Pages Park Pavilion        | Internal Signage: Tactile signage to all toilet doors.  | Tactile signage should be provided to WC's.   | Can be achieved relatively easily and quickly based on the sign design guide.                                | Grounds Team to lead on this.           | Will be included in a wider tactile signage review of all Town Council assets. To be completed in Spring 2023. |
| Linslade Memorial Pavilion | Car Park:<br>An additional accessible parking bay should be provided.<br>Post mounted signage should also be provided.  | Can be considered as part of a wider car parking improvement scheme.  | To be included as part of a wider town council car parking improvement scheme.                               | Grounds Team to lead on this.           | None   |
| Linslade Memorial Pavilion | Footpaths: Wider footpaths for pedestrians leaving the car park to avoid drainage gully. Alternatively, a gully with maximum 13mm wide slots would be an improvement. | Replacement of drainage gully cover is considered a relatively quick win and can in theory be undertaken by a competent individual within or outside of the town council. | Can be achieved relatively easily and quickly.   | Grounds Team to lead on this.           | None   |
| Linslade Memorial Pavilion | Paving: Tactile paving should be provided on both sides of the vehicular entrance to the car park.  | Work falls on CBC highways land.  | A message has been left with the Highways custodian requesting   | Central Bedfordshire Council - Highways | None   |

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|                            |   |  | they consider addressing this.   |                               |  |
| Linslade Memorial Pavilion | Approach to building: On approaching the building, no significant signage to identify the pavilion or tennis club. To be located at the gable end where the path diverges to the two separate entrances.  | To be considered as part of the wider park interpretation project.       | Considered as part of the wider park interpretation project.             | Grounds Team to lead on this. | Will be included in a wider tactile signage review of all Town Council assets. To be completed in Spring 2023. |
| Linslade Memorial Pavilion | Entrance Door: Replacement of said door or to make it automated to ensure both doors open at the same time thus permitting disabled people unimpeded access.  | Require specialist advice on the most appropriate solution for this.     | Require specialist advice on the most appropriate solution for this.     | Grounds Team to lead on this. | None   |
| Linslade Memorial Pavilion | Kitchen Door: Single kitchen door should be widened to provide a minimum of 750mm, preferably 800mm clear opening width. Should include vision panels.  | Require specialist advice on the most appropriate solution for this.     | Require specialist advice on the most appropriate solution for this.     | Grounds Team to lead on this. | None   |
| Linslade Memorial Pavilion | Toilet: Carry out a feasibility study to determine how best to provide a full sized wheelchair accessible wc with a suitable door/turning space in the corridor. Should enlarging prove difficult in the near future, merit in refurbishing lack of fixtures and fittings to bring the facility as close to compliance as possible. | Require specialist advice on the most appropriate solution for this.     | Require specialist advice on the most appropriate solution for this.     | Grounds Team to lead on this. | None   |
| Linslade Memorial Pavilion | Toilet: Alarm cords should be inspected to ensure they hang down to 100mm above finished floor level.   | Can be undertaken as part of any routine inspections and regular testing | Can be undertaken as part of any routine inspections and regular testing | Grounds Team to lead on this. | Complete   |

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| Linslade Memorial Pavilion | Hearing loop: To consider installation of said system   | The room does not have any form of induction loop or any other hearing system to assist hearing aid users.   | Will require specialist advice. Can be considered alongside proposed improvements to the reception area.                    | Corporate Governance Team     | Quotes received seeking Committee approval for expenditure.  |
| Linslade Memorial Pavilion | Kitchen(s): Lower the surface associated with the serving hatch with an 850mm high surface recommended.   | Will require a competent person to undertake said works. In short term, staff serving may need to bring food around to a wheelchair user if they cannot reach to safely collect items. | Can be considered as part of a wider package of improvements.   | Grounds Team to lead on this. | None   |
| Linslade Memorial Pavilion | Tennis Club Facilities: The existing tennis club facilities are simply too small to enable wheelchair accessible facilities to be created within the current footprint. | A feasibility study be undertaken to provide two number accessible changing and shower facilities.   | To liaise with the Tennis Club on this matter. Whether CBC or indeed Sport's England have grant funding available for this. | Ongoing                       | None   |
| Linslade Memorial Pavilion | Tactile Signage: Recommend tactile signage to all toilet doors.   | To be considered as part of a wider tactile signage strategy   | Can be achieved relatively easily and quickly.  | Grounds Team to lead on this. | Will be included in a wider tactile signage review of all Town Council assets. To be completed in Spring 2023. |
| Linslade Memorial Pavilion | Fire Alarms: Recommend visual fire alarm beacons in all wc's and changing facilities  | To be considered as part of a wider fire strategy.   | To be considered as part of a wider fire strategy.  | Grounds Team to lead on this. | None   |
| Linslade Memorial Pavilion | Personal Emergency Evacuation Plan (PEEP): Any regular visitor or member of staff who is disabled should have a PEEP developed.   | Will be actioned as part of a wider fire strategy.   | Will be actioned as part of a wider fire strategy.  | Grounds Team to lead on this. | When required  |
| West Street Car            | 24 hours accessible wc: The inclusion of a shower in this space and its limited width render it   | To be considered as part of any future refurbishment project that  | Make CBC aware of the said recommendations  | Long-term aspiration          | None   |

|                                  |   |   |  |                               |      |
|----------------------------------|---|---|--|-------------------------------|------|
| Park/Public WC's                 | unsuitable for many disabled people.  | either this council or CBC consider undertaking at some future stage. |  |                               |      |
| West Street Car Park/Public WC's | Publicly accessible wc (car park lobby side): Alarm cord badly located and does not have full bangles -preferably on the other side of the wc;<br>alarm reset is not within reach of the wc;<br>no shelf by the door;<br>coat hook present is at 1,200mm and guidance requires at 1050mm and 1400mm.;<br>high level cistern with the flush at 1200mm on the wrong side of the pan. Guidance recommends a maximum of 1m on the transfer side.<br>No long mirror; down to 600mm above floor level is recommended.<br>No paper towel dispenser which should be in reach of the user of the wc.<br>The wc seat does not contrast with the pan. Important for partially sighted users. | The alarm cord and reset button be relocated as a priority.           | To be undertaken as part of wider asset improvements | Grounds Team to lead on this. | None |
| West Street Car Park/Public WC's | General wc's: provide some armrests and potentially higher seats along the lobby bench  |   | To be undertaken as part of wider asset improvements | Long term aspiration          |      |
| West Street Car Park/Public WC's | Baby change and family friendly facility: A wall mounted flip down baby change unit should be provided  | To be undertaken as part of wider asset improvements                  | To be undertaken as part of wider asset improvements | Ongoing                       |      |
| Astral Park Sports and           | Car Park: Additional accessible parking bay should be provided.   | Can be considered as part of a wider car parking improvement scheme.  | To be included as part of a wider town council       | Grounds Team to lead on this. | None |

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| Community Centre                        | Post mounted signage should be provided.<br>Provision of a dropped kerb.  |   | car parking improvement scheme.                                      |                               |          |
| Astral Park Sports and Community Centre | Entrances: All three entrances are set on a gradient considered too steep to meet current standards.  | The proposal would require re-laying a considerable area of paving to allow this to happen. | To be considered as part of a wider town council improvement scheme. | Grounds Team to lead on this. | None     |
| Astral Park Sports and Community Centre | Entrance Doors:<br>Separate accessible toilet door: Should be adjusted to the lowest possible pressure possible.<br>Doors: Door pressures should be checked and adjusted accordingly.   | Can be considered as part of a wider door scheme.   | Can be considered as part of a wider door scheme.                    | Grounds Team to lead on this. | Complete |
| Astral Park Sports and Community Centre | Main hall toilets: Bin in the accessible toilet should be relocated to the corner adjacent to the door. As a policy nothing should be stored in an accessible toilet facility. Fixtures and fittings including shelves, coat hooks and paper towel dispensers to be provided.   | The works can be carried out in-house and as part of a wider improvements project.          | Can be carried out in-house by our handyman                          | Grounds Team to lead on this. | Complete |
| Astral Park Sports and Community Centre | Separate accessible toilet within hall:<br>Sanitary bin within accessible toilet should be relocated to a smaller space between the wc and wall as per guidance.<br>Alarm cord should be untied to allow it to hang freely.<br>Fixtures and fittings including shelves, coat hooks and paper towel dispensers should all be provided. | To be include as part of a wider improvements project.                                      | To be considered as part of wider asset improvements.                |                               |          |
| Astral Park Sports and                  | Accessible wc and shower facility within changing block: The combined wc and shower facility  | To be include as part of a wider improvements project.                                      | To be considered as part of wider asset improvements.                |                               |          |

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| Community Centre                        | should be extended to maximise available space.<br>Fixtures and fittings including shelves, coat hooks and paper towel dispensers should all be provided.       |   |   |                               |  |
| Astral Park Sports and Community Centre | Changing Rooms: The provision of a tip up seat and grabrails to at least two of the changing room showers.  | The works can be carried out in-house and as part of a wider improvements project.  | Can be carried out in-house by our handyman   | Grounds Team to lead on this. | None   |
| Astral Park Sports and Community Centre | Main Hall (Community Rooms):<br>Hearing loop system: To inspect the system  | Specialist to inspect and report on their findings  | To be carried out as part of wider town council improvements in the provision of hearing loop systems | Corporate Governance Team     | Quotes received seeking Committee approval for expenditure.  |
| Astral Park Sports and Community Centre | Kitchen: A 850mmhigh surface is recommended to allow tea and coffee to be made.<br>Servery should be modified to provide a lower serving height of 850mm.       | Will require a competent person to undertake said works.<br>In short term, staff serving may need to bring food around to a wheelchair user if they cannot reach to safely collect items. | To be considered as part of wider asset improvements  |                               |  |
| Astral Park Sports and Community Centre | Signage:<br>Internal signage: Provision of tactile signage to all toilet doors to enable blind users a degree of certainty as to which space they are entering. | To be considered as part of a wider tactile signage strategy  | Can be achieved relatively easily and quickly.  | Grounds Team to lead on this. | Will be included in a wider tactile signage review of all Town Council assets. To be completed in Spring 2023. |
| TACTIC                                  | Main Entrance Door: The doorbell and sign should be relocated 1m above ground floor level   | Considered a quick win project that can be carried out at little cost   | Can be achieved relatively easily and quickly.  | Grounds Team to lead on this. | None   |
| TACTIC                                  | Main entrance door threshold: To create a step free access  | Engagement with the highways authority to raise external footpath   | To raise this with the highways authority   | CBC                           | None   |



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|        |   | levels to allow level wheelchair access   |  |                               |   |
| TACTIC | Internal circulation space: All furniture be moved to create a 1m wide route to the door  | A quick win and can be achieved relatively easily and quickly   | Can be achieved relatively easily and quickly.   | TACTIC staff to lead on this. | Complete  |
| TACTIC | Internal and external doors: A short temporary ramp be used to overcome a 30mm threshold  | A quick win and can be achieved relatively easily and quickly   | To be considered as part of wider asset improvements   |                               |   |
| TACTIC | Internal ramp and steps: Handrails of a graspable section should be provided to both sides of the ramp. The carpet on the sloped surface should be changed to provide a contrasting colour to assist all users in identifying the ramp. Provide a formal nosing to the single step (to match the stairs would be sufficient)<br>Single step to the toilet: Should have contrasting nosing provided to match all the others on site. | Can be carried out as part of wider improvement works.  | To be considered as part of wider asset improvements   |                               |   |
| TACTIC | Meeting Rooms: Portable induction loop be provided and a sign displayed to advise users of its presence.  | To be carried out as part of a wider audit of assets  | Will require specialist advice. Can be considered alongside proposed improvements to the reception area. | Corporate Governance Team     | Quotes received seeking Committee approval for expenditure. |
| TACTIC | Furniture and fixtures: Provide some alternative seating types such as a formal chair with armrests to assist ambulant disabled people.   | A quick win and can be achieved relatively easily and quickly   | Can be achieved relatively easily and quickly.   | TACTIC staff to lead on this. | Complete  |
| TACTIC | Kitchenette: Provide a worksurface at 850mm together with a knee recess for wheelchair provision.   | Will require a competent person to undertake said works.<br>In short term, staff serving may need to bring food around to a wheelchair user if they cannot reach to safely collect items. | To be considered as part of wider asset improvements   | TACTIC staff to lead on this. | None  |

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| TACTIC | Toilets: Remove stored items and ensure the alarm cords are not tangled up.   | Removal of stored items is considered a quick win.                 | Can be achieved relatively easily and quickly. | TACTIC staff to lead on this. | Complete |
| TACTIC | Ideally both facilities should be unisex facilities and maintained as accessible facilities.  | The creation of unisex facilities will require more consideration. | Will require greater consideration             |                               |          |
| TACTIC | Fire safety for disabled people: recommend installation of visual fire alarm beacons in spaces where users may be left alone such as toilets. | To be reviewed as part of a wider fire safety audit.               | Will require specialist advice.                |                               |          |