

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

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  26/9/22: - Emailed  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. 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

					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: a) Building mounted signage to identify building on approach 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

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. 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. Alarm cord should be untied to allow it to hang freely. 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

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: An additional accessible parking bay should be provided. 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

			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

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; alarm reset is not within reach of the wc; no shelf by the door; coat hook present is at 1,200mm and guidance requires at 1050mm and 1400mm.; 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. No long mirror; down to 600mm above floor level is recommended. No paper towel dispenser which should be in reach of the user of the wc. 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



Community Centre	Post mounted signage should be provided. 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: Separate accessible toilet door: Should be adjusted to the lowest possible pressure possible. 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: Sanitary bin within accessible toilet should be relocated to a smaller space between the wc and wall as per guidance. Alarm cord should be untied to allow it to hang freely. 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.		

Community Centre	should be extended to maximise available space. 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): 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. Servery should be modified to provide a lower serving height of 850mm.	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.	To be considered as part of wider asset improvements		
Astral Park Sports and Community Centre	Signage: 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

		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) 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. 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

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.		