

**Mark Saccoccio**

Clerk to Leighton-Linslade Town Council  
Leighton-Linslade Town Council  
The White House  
Hockcliffe Street  
Leighton Buzzard  
LU7 1HD

**Your ref:**

**Our ref:** L02-077

**Date:** 21/11/2019

**Dear Mr Saccoccio**

**Public Conveniences at West Street Leighton Buzzard**

I refer to the Lease dated 12 December 2013 between Central Bedfordshire Council and Leighton-Linslade Town Council lease of the Public Conveniences at West Street Leighton Buzzard.

I am writing to advise you that it has been proposed by Social Care, Health and Housing to carry out alterations and extension to the Public Conveniences to provide a new Changing Place facility, improving accessibility and inclusion within Leighton Buzzard for people that need the additional space and facilities provided within a [Changing Place](#).

The disabled toilet in the foyer of the car park building would be subsumed within the proposed facilities so will impact on the existing lease arrangements between our two Councils. It is appropriate therefore that I first inform of the proposal and then seek the Town Council's approval in taking on the management of the new facility.

Proposed plans are currently being drawn up for the Changing Place and a draft specification for the works and facilities, is attached for your reference. The works would also include replacement of the defunct ventilation system to serve all the toilet facilities on site.

Should the Town Council indicate willingness to proceed with the management of the new facility, it will be necessary to formalise the arrangement. The existing lease would be surrendered between Central Bedfordshire Council and the Town Council and necessitate granting of a new lease in replacement to incorporate the existing and new facilities under similar terms as the old lease.

I have been advised that the Social Care, Health & Housing Directorate of Central Bedfordshire Council is funding the capital costs of this project including the ventilation system. Construction will be managed by Central Bedfordshire Council's Minor Projects, Facilities Management team.

I would be grateful for confirmation of the Town Council's approval to this proposal.

Yours sincerely



**Margo Morriss**

Estates Officer

Assets

Community Services Directorate

Direct Dial: 0300 300 4865

Mobile: 07393 782 733

Email: [margo.morriss@centralbedfordshire.gov.uk](mailto:margo.morriss@centralbedfordshire.gov.uk)