

# **Access Statement for the porta-cabins at the Princess Gwenllian Centre**

## **Introduction**

Kidwelly Town Council is the local Town Council for the inhabitants of Kidwelly and Mynyddygarreg. The Town Council aims to provide an excellent service to all visitors and local inhabitants of the area. The Town Council is based in porta-cabins in the grounds of the Princess Gwenllian Centre in order to continue to provide and maintain the services to individuals in the area.

## **Pre-Arrival**

- Web site accessibility
- Telephone number, answering machine and fax
- Information about the Access Statement is available at local Town Council buildings by request in writing and is placed on the website
- The Town Council Offices is situated in the grounds of the Princess Gwenllian Centre in Hillfield Villas, Kidwelly
- To access Hillfield Villas, arrive at Bridge Street, turn down Station Road after approximately 50m turn right into Hillfield Villas, The Princess Gwenllian Centre is on the Right of the street next to the Fire Station
- The Council Office's is sign posted from the side of the Princess Gwenllian Centre building
- New Road signs to the Princess Gwenllian Centre have been erected at the Town square pointing down Station Road and there is a sign 50m down Station road indicating the turning to Hillfield Villas
- The town is serviced by two bus services, the X11 and the 198 which travel to and from Carmarthen and Llanelli, the bus stops at the head of Bridge Street which is approximately 140 metres from the Centre
- There is a train station at the head of Hillfield Villas, this is approximately 140 metres from the Centre.
- There is also a Dial-A-Ride Bus, the B4; service available from

Kidwelly and Mynyddygarreg, this service can take customers to the front of the Princess Gwenllian Centre

### **Arrival & Car Parking Facilities**

- The Centre is clearly signed with its name, Princess Gwenllian Centre on the front of the building, directional signs are posted from the entrance of the car park directing individuals around to the porta-cabins which serves as the Town Council Offices.
- The Centre has a car park, that is well lit at night, adjoining the building that can be accessed directly from the road at Hillfield Villas
- There are 2 disabled, designated car parking spaces and there are 28 other delineated spaces, there is also extra car parking space to the rear of the hall for car and buses on a hard standing, gravel surface
- There is a drop off point, at the driveway to the car park and this features a lowered curb and a smooth level brick sett pathway which leads directly to the front door of the Centre, directional signs are posted that can be seen at the entrance of the car park, directing individuals around to the porta-cabins which serves as the Town Council Offices.
- To the rear of the car park there is a level smooth path that leads around the rear of the Princess Gwenllian Centre to the Council Office porta-cabin, directional signs are posted directing individuals around to the porta-cabins which serves as the Town Council Offices.

### **Main Entrance**

- The front, main entrance to the porta-cabins is reached via a 1:15 ramped walkway and steps for individuals who want to use them, the main door faces the side of the Princess Gwenllian Centre. The ramp and steps are of a timber construction and is covered with an anti-slip finish which is level and smooth. At the top of the ramp there is a platform area leading to the main door.
- The main door into the porta-cabin is 711mm wide and is manually operated
- The fire exit for the porta-cabin is at the rear of the second cabin, this door is manually operated, the cabins are adjoined by

a covered corridor which is appropriately 1219mm in length and is 1200mm wide.

- There is no access into the porta-cabins via the fire exit.
- The entrance into the porta-cabin is level from the outside and is tiled with polyvinyl flooring and is level and even, there is no step from the platform at the top of the ramp into the main door.
- There is no ambient background music played in the porta-cabins on a day to day basis
- The lighting in the porta -cabins is electric and is uniform and bright, and the flooring in the immediate corridor from the main door is polyvinyl tiling, this is even, smooth and level throughout
- The corridor measures approximately 1219mm in length and 1200mm in width, included in this space in the right hand wall of the corridor there is a reception hatch where individuals can attract the attention of the secretaries, there is a frosted glass partition in the reception hatch.
- Also within the corridor are the doors to the Secretaries office, and the Project Development Officer's office, there is one door on either side of the corridor, the door on the right leads into the secretaries office and the door on the left leads into the Project Development Officer's office.
- The opening times for the Town Council Office are as follows:
  - Monday - Thursday 9.00am – 1.00pm
  - Friday 9.00am – 12.00pm
  - Individuals can contact the office during the weekends by email and telephone (an answer message can be left).

### **The Secretaries Office**

- The Secretaries Office is a private office and general public are not encouraged to enter this office

### **The Project Development Officer's Office**

- The Project Development Officer's office is situated on the left of the corridor leading from the main entrance.
- The door leading from the corridor is 762mm wide, is hung on the left hand side and opens into the office, this door is manually operated
- The floor covering of this office is carpeted, level and even
- The lighting in the room is electric and is bright and uniform,

- Individuals visiting the Project Development Officer should be aware that the room has office furniture contained within
- In the event that an individual is not able to meet with the Project Development Officer in her office, alternative arrangements can be made by prior appointment

### **The linking Corridor leading to the second porta-cabin unit**

- At the end of the first corridor there is a fire door this is 711mm wide and manually operated
- Behind this door there is a corridor linking the two porta-cabin units
- The corridor is approximately 1219mm in length and 1200mm wide covered with polyvinyl floor tiles and is smooth and even
- The lighting in the very small corridor is emergency lighting
- At the end of the corridor there is a door leading to the second porta-cabin unit this door will be 711mm wide, this door is manually operated

### **The second porta-cabin unit**

- This unit has a corridor leading through towards the fire exit, the fire exit door is manually operated
- This corridor has bright electric lighting and is covered with polyvinyl tiles which are smooth, level and even
- In this corridor there is a door on the left leading to the archives room and a door on the right leading to the office used by the Town Clerk
- The fire door at the end of the corridor is a push bar and opens out wards.

### **The Archives Room**

- The archives room situated at the left of the corridor is private office and general public are not encouraged to enter this office

### **The Town Clerk's Office**

- This office is situated on the right of the corridor leading from the main entrance.
- The door leading from the corridor is 762mm wide, is hung on the left hand side and opens into the office, the door is manually operated

- The floor covering of this office is carpeted, level and even
- The lighting in the room is electric and is bright and uniform,
- Individuals visiting the Town Clerk should be aware that the room has office furniture contained within
- In the event that an individual is not able to meet with the Town Clerk in his office, alternative arrangements can be made by prior appointment

- **Public WCs**

There are no WCs in the porta-cabin offices, staff and guests will be making use of the facilities at the Princess Gwenllian Centre

- **Additional Information**

- The fire door in the porta-cabin is clearly marked and there is emergency lighting. There is also a fire alarm and smoke detector system covering the whole of the premises, which will sound and strobe in the event of a fire
- The Town Council operates a no smoking policy
- The Town Council welcomes hearing, sight dogs and other service dogs, and can provide a bowl of water if required
- There is a refrigerator available if required but this is only accessed by staff

**Contact Information**

- Address:  
Kidwelly Town Council  
Rear of the Princess Gwenllian Centre  
Hillfield Villas  
Kidwelly  
SA17 4UL  
Tel. 01554 890203  
Fax 01554 891048  
email for the Project Officer is: mrocke@kidwelly.gov.uk  
email for the Main Office is: town council@kidwelly.gov.uk

## **Future Plans**

- The Council is working to support the Princess Gwenllian Centre in their plans to develop phase two of the centre, a two story building to add more facilities for the community and visitors

## **Contact Telephone and Email Address**

**We welcome your feedback to help us continually improve if you have any comments please phone 01554 890203 or email the Project Officer, Maria Roche at [mroche@kidwelly.gov.uk](mailto:mroche@kidwelly.gov.uk)**