



Jubilee Community Church

# ACCESS STATEMENT



Jubilee Community Centre

## Welcome

Welcome to the Jubilee Community Centre, the home of Jubilee Community Church. This exciting, multi-use venue is the fulfilment of a vision to serve the local community that has been pursued by Jubilee Community Church for the last 30 years!

The result is a 44,000 square feet building, bought and refurbished entirely by the generosity of church members, which both meets the needs of all church activities and provides a modern and flexible resource for the local and business communities. The building is open 7 days a week and has 2 levels with a lift that leads to most rooms, a hearing loop and a disabled toilet.

Our aim is that the centre will enhance the quality of life for local people by providing educational, recreational, health, well-being, and leisure opportunities. In addition, we offer bright, clean, flexible rooms for boardroom meetings, seminars, workshops, training conferences, rehearsals and sports activities.

The Jubilee Community Centre is unique in that, as well as offering excellent facilities at competitive prices, we seek to support those less well off in society. We give a percentage of our income to 6 charities working with the poor in this country and abroad. We call this the Jubilee Initiative, and we like to involve our hirers in choosing which of the 6 charities they would like to support.

This Access Statement is aimed at clearly identifying what we offer and what you can expect from our building and services.



## 1. Travel to Site

The Jubilee Community Centre (JCC) is situated in East Grinstead, a town in West Sussex, but close to the borders of Surrey, East Sussex and Kent. JCC is close to the town centre, approximately 1.1 miles from the High Street. It is on a level road amongst small industrial units leading to a residential estate.

### Visiting Us

- **By train**

The nearest train station is East Grinstead, Railway Approach, East Grinstead, West Sussex, RH19 1EB which is 0.9 miles away.

The station has 2 trains an hour each way, more during commuter times. It is the end of the line, but has connections to London Victoria, London Bridge, East Croydon and Clapham Junction.

East Grinstead station has staff and ramps available to assist, however not all trains are step free. For more details contact 0800 138 1016 to discuss alternatives and/or book assistance if required.

- **By taxi**

Taxis are available at the train station.

Western Cars 01342 300000 have accessible taxis available.

- **By bus**

Nearest bus stops are 400, 500 and 600 yards away. For further information see:

- [onbus.info/stop-finder/location/Charlwoods+Road+East+Grinstead?sm=32](https://onbus.info/stop-finder/location/Charlwoods+Road+East+Grinstead?sm=32)
- [www.metrobus.co.uk/timetables-search/](https://www.metrobus.co.uk/timetables-search/)

- **By car**

Full details and maps are available on

**<http://www.jubileecommunitycentre.co.uk/contact/>**

Car parking is free all day at JCC. We have 65 spaces and 4 blue badge reserved spaces at the front of the building. We are able to allocate 5 other spaces for blue badge holders if required.

The car park has recently been tarmacked and is completely level with dropped kerbs from the road and no steps into the building.

## 2. Building Environs

JCC has 2 main ground floor entrances at the front of the building, on Charlwoods Road.

The main entrance is level with no steps or lip. The manual double doors are 1740mm wide and can be left open. There is a further set of similar double doors leading into the foyer. Between the two sets of doors is a doorbell and a hatch window if assistance is required.



The secondary entrance has a ramp access. This is made of 6mm non-slip resin and is at a low gradient. There is also a metal hand rail.



There is a 1200mm yellow hatched level walkway marked from the car park.

There are automatic lights at the front and side of the building, and in the back car park.

There is also a defibrillator machine on the wall outside the main entrance.

### **3. Building**

#### **Ground floor**

##### Foyer

The foyer is a large open space with double doors into the Jordan Hall and into the corridor. There is a lift from the foyer to the first floor. This whole area is carpeted in short pile wheel- friendly carpet.

##### Jordan Hall

This is our main hall, which can be used for conferences etc but also has markings for a variety of sports. There is a stage which can be packed up and locked away. The hall is bright and well lit and has a hearing loop for those with hearing aids.

##### Danube Room

This is a medium sized room, mainly carpeted with a laminate area and a sink in the end unit, double manual fire doors and air-conditioning.

##### Indus Room

This is another medium sized room. It is air-conditioned and is accessed via a set of double manual fire doors. This room also has access via a single door into a large baby changing room with a permanent changing table, double sink and toilet cubicle.

##### Corridor

All corridor areas are very wide and well lit. Currently all doors are manual double fire doors.

##### Riverside café bays

These are large seating areas for eating and drinking with access into the staff kitchen. This area is carpeted and air-conditioned.

##### Kitchen and staff toilets

JCC has a large industrial kitchen, not for public use.

##### Footprints clinic and foyer

This is a private chiropody clinic that works out of JCC. Clients can access via the main doors or through the ramped front access. There is one carpark space at the front of the building that is reserved for Footprints users.

## Toilets

On the ground floor there are 3 separate sets of toilets off the main corridor. There are 7 main ladies toilets, one with an opening outward door. All basins are low. There are 2 toilet cubicles and 3 urinals in the main men's toilets, again with accessible basins. Both sets of toilets have braille signage on the main doors.

## Stair case

There is a wide staircase from the foyer to the first floor. It is well lit and carpeted. There is a rail on the wall and banister to hold on to.

## **First Floor**

### Avon Studio

This room is a medium sized room for groups to use. It has laminate flooring through out and is accessed through a single doorway and a flight of stairs. It has plenty of natural light but no air conditioning.

### Tigris Suite

The Tigris Suite is a small room suitable for counselling or small groups. It is accessible only by a flight of stairs. It is well lit with lots of natural light.

### Meridian Radio

The local East Grinstead town radio station operates from JCC. Its offices and studios are only accessible via a flight of stairs.

### Amazon Studio

Is a large room with laminate flooring. It is mainly used as a dance studio and has one mirrored wall. It is accessed from the lift and has double manual doors into the room. It is air conditioned but has limited natural light.

### Zambezi Room

This room is a large room with mainly carpeted level flooring. One end of the room is laminate and therefore can be washed easily. This room is again accessible via the lift and one set of double manual fire doors. There is a further set of double manual doors to enter the room. It is air conditioned.

## Toilets

There are two single toilets on the first floor. Both have emergency pull cords and rails around the toilet. Both have single doors that open out onto the corridor. There is a baby changing table in the larger cubicle.





**Danube Room**



**Jordan Hall**



**Main Foyer area**



**Footprints Chiropody clinic**



**Riverside Café bays**



**Amazon Studio**



**Tigris Suite**



**Signage**



**Lift**

## Disabled Toilet facilities



There is one disabled access toilet with emergency pull chord on the ground floor. Door width is 800mm and the toilet has a large handled flush. The room is wide enough for a wheelchair turning circle and could enable front or side transfers. There are fixed rails either side of the sink and 1 fixed, and 1 dropdown rails either side of the toilet. There is braille signage on the door, which opens outwards into the corridor.



#### **4. Means of Escape**

There are fire exits from all areas of JCC. All of these have level access the road and car park areas except the fire exit from the kitchen which has 1 step down onto a concrete path and another step onto the pavement.

From the first floor of the building there are 3 metal staircases that lead out. The lift may not be used in a fire emergency.

All rooms in the building have fire evacuation plans on the back of the doors clearly identifying the quickest route out of the building. The place of refuge is the carpark area on Durkins Road.

The fire alarm is regularly tested and will sound a continuous high pitched tone if activated. All duty managers are trained to be fire marshals, take responsibility for the building and would be able to direct members of the public to safety if required.

There are spare wheelchairs in the chair cupboard in the Jordan hall which can be used to assist people in exiting the building.

## 5. Signs and Wayfinding

All rooms at the Jubilee Community Centre are named after World Rivers, and there are signs pointing to these in the foyer and in the corridors.

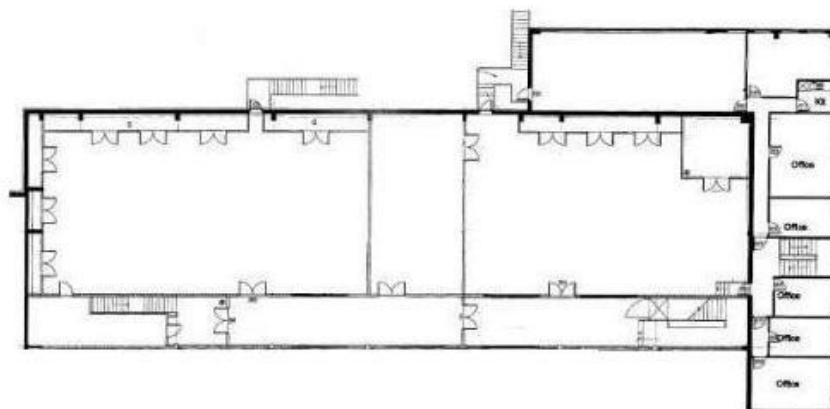
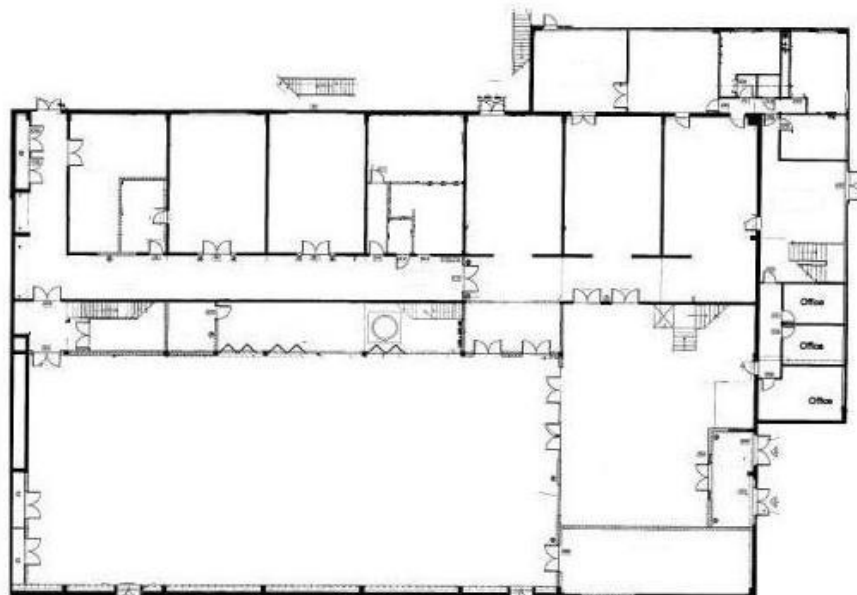
The signs on the main ladies, men's and disabled toilet have braille as well as text signage. There is also a large general sign to the toilets in the foyer.

All internal doors within the centre are fire doors, so are heavy and manual double doors with a width of 800mm (single) or 1760mm (double).

All corridors in the main parts of the building are very wide and have carpet which is easy to wheel buggies or wheelchairs on.

The only narrow corridor is to the Amazon studio on the first floor and is only accessible via a staircase.

Here are the floor plans for the ground and first floor of JCC:



## **6. Other**

- **Future Plans**

Brown road signs are in the process of being arranged with EG town council.

The 3 bays in the Riverside café area are due to be knocked into 2 to create a larger enclosable room during the next year.

Fundraising is underway and negotiations are happening to create a Changing Places fully accessible bathroom in the current baby changing bathroom. Planned date of completion is 2017.

- **Assistance dogs**

Assistance dogs only are welcomed within Jubilee Community Centre.

Water bowls are available upon request.

- **Staff**

All staff wear staff lanyards so they can be easily identified.

Our Centre Manager is First Aid trained, other staff and duty managers have completed basic in house first aid training.

All staff are aware of JCC Inclusion, Safeguarding and Access policies and are willing to assist in any way required.

Date of Review: August 2017