

This access statement does not contain personal opinions as to our suitability for those with access needs, but aims to accurately describe the facilities and services that we offer all our visitors.



## **Access Statement for Letchworth Museum & Art Gallery**



### **Introduction**

Letchworth Museum & Art Gallery tells the story of the history of North Hertfordshire from prehistory onwards. It occupies an attractive Edwardian building facing Broadway Gardens, in the centre of Letchworth, beside the Library.

The museum has four main galleries on two floors with no lift access. You should allow at least 1.5 hours to go around the museum. The museum is a member of the Visitor Attraction Quality Assurance Scheme.

Downstairs you can see local wildlife displayed in realistic settings, and find out about the famous Letchworth Black Squirrel. A touchscreen kiosk displays some of the objects and art works on display on the first floor.

Halfway up the stairs is the small Mezzanine Gallery, and up some further stairs is the main Art Gallery - these both have monthly changing exhibitions.

The "Before the Garden City" Gallery on the first floor shows the archaeology of the people who have lived in this area for the past 200,000 years, from prehistory to 1903: don't miss the treasures of our local Iron Age chieftain. On your way out, visit the museum shop.

The museum has a lively programme of events, workshops and demonstrations throughout the year, and welcomes approaches from potential exhibitors.

We look forward to welcoming you. If you have any queries or require any assistance please phone 01462 685647 or email [letchworth.museum@north-herts.gov.uk](mailto:letchworth.museum@north-herts.gov.uk).

### **Pre-Arrival**

- The museum is located on the Town Square, part of Broadway, south of the town centre and next to the public library. You can plan your journey by car or public transport using [www.transportdirect.info](http://www.transportdirect.info); to get directions simply enter your postcode and ours, which is SG6 3PF.
- Parking - There is no dedicated car parking, although the Arena Car Park, off Eastcheap, is only two minutes' walk away, and the Letchworth Garden Square multi-storey car park is 0.3 miles away. For further information see [http://www.north-herts.gov.uk/letchworth\\_car\\_parks-4.pdf](http://www.north-herts.gov.uk/letchworth_car_parks-4.pdf)
- There is also a car park at Morrison's supermarket, 130m/ 142yds from the museum. It costs £1 for 3 hours, which is refundable with a purchase from the supermarket.
- The nearest railway station is Letchworth Garden City, which is 0.2 miles away (a 10 minute walk). Taxis are available at the station.

- The nearest bus stop is 160m/176 yds away on Gernon Road. There is a shelter and seating. The No. 55 bus runs to/from both Letchworth and Stevenage railway stations, every 20mins Monday – Fri and every 30mins on Saturdays.
- The main road outside the museum has a wide paved path.

### **Car Parking and Arrival**

- There is no dedicated car parking on site.
- There is nearby parking 118m/130yds from the main entrance in the Arena Car Park, off Eastcheap, which has 96 parking spaces. It is one level open air parking with a tarmac surface.
- There is a multi-storey car park 482m/ 528yds from the main entrance called Letchworth Garden Square. It has 113 short stay and 263 long stay parking spaces. For further information on charges and spaces see [http://www.north-herts.gov.uk/lethworth\\_car\\_parks-4.pdf](http://www.north-herts.gov.uk/lethworth_car_parks-4.pdf)
- There is also a car park at Morrison's supermarket, 130m/ 142yds from the museum. It costs £1 for 3 hours, which is refundable with a purchase from the supermarket.



- There are 2 steps leading to the main entrance. There is a temporary ramp available on request, and a bell to ring for assistance at the front entrance.

- The main entrance door is manual and is 810mm/ 31.9 inches wide (though a second door can also be opened to make the entrance 1620mm/ 63.8 inches wide).

### **Main Entrance, Reception and Ticketing Area**

- The main entrance and welcome desk is situated on the ground floor.
- The ground floor is level apart from a small area of display up three steps.



- There are a few chairs and stools in this area.
- The floor surface is vinyl.
- The area is evenly and well lit with overhead lighting from fluorescent lights.
- A magnifying glass, pen and paper are available at the front desk.

### **Attraction (displays, exhibits, rides etc.)**

- There is a touchscreen display in the ground floor gallery which can be used from a sitting or standing position.
- There are returnable folders available in the ground floor gallery which gives detail of the information and displays on the ground floor in large print.
- Individual seats and benches are located at various points around the galleries.
- Lighting in the galleries is generally bright and evenly lit with overhead fluorescent lighting; however, some areas are more dimly lit to aid preservation of the exhibits.
- The floor surface in the first floor galleries is wooden.
- Background music will sometimes be playing in the first floor galleries.

### **Public Toilets**

- A Public toilet is located on the first floor with step-only access.
- There are two flights of steps and a total of 22 steps to the first floor.
- The toilet is a unisex locking cubicle toilet with a second door to access the cubicle.
- The first door is 530mm/20.9 inches wide. The second door is 710mm/28 inches wide.
- The toilet height is 450mm/17.7 inches.
- There are rotational taps.
- The toilet is lit with a compact fluorescent bulb.

## Shop(s)



- There is a shop with a range of souvenirs, books and pocket money toys which can be accessed directly from the main entrance and is next to the welcome desk.
- Staff can offer assistance if required.

## Additional Information

- We have a set of emergency procedures – should you require it someone will assist you with evacuation out of the building in an emergency.

## Future Plans

- We are currently updating our displays and plan to include other forms of interpretation to increase accessibility, such as large print laminated sheets.

## **Contact Information**

Address (Inc Letchworth Museum & Art Gallery, Broadway, Letchworth Garden  
postcode): City, SG6 3PF

Telephone: 01462 685647

Email: [letchworth.museum@north-herts.gov.uk](mailto:letchworth.museum@north-herts.gov.uk)

Website: [http://www.north-herts.gov.uk/letchworth\\_museum\\_and\\_art\\_gallery.htm](http://www.north-herts.gov.uk/letchworth_museum_and_art_gallery.htm)  
<http://www.facebook.com/northhertsmuseums>

Grid  
Reference: TL 21704 32385

Hours Of  
Operation: 10am - 5pm Mon, Tues, Thurs - Sat

Local  
Equipment  
Hire: Shopmobility - to make a booking or for more info call Letchworth  
Tourist Information Centre 01462 487868.

Local  
Accessible  
Taxi: North Herts District Council list local taxi firms with wheelchair access:  
[http://www.north-herts.gov.uk/taxi\\_vehicles\\_with\\_wheelchair\\_access.htm](http://www.north-herts.gov.uk/taxi_vehicles_with_wheelchair_access.htm)

Local Public  
Transport: Intalink: <http://www.intalink.org.uk/> - travel info including timetables  
and routes for the whole of Hertfordshire.

Local trains are operated by First Capital Connect:  
<http://www.firstcapitalconnect.co.uk/>