



Welcome to Yr Hen Felin

The site is owned and managed by Northampton District Scouts, to encourage and develop young peoples enjoyment of the natural world whilst taking part in the challenging activities that it has to offer. Northampton Scouts bought this property in 2005 and both the Centre and Gwyndy cottage have undergone a detailed refurbishment and restoration programme.

Yr Hen Felin (The Old Mill) Cynwyd Activity and Mountain Centre was a former woollen mill, when industry was powered by natural sources in this case a wheel powered by the river running alongside the property. The centre still has within it parts of the machinery of the mill and the wheel house, although sadly not the wheel. However we very much hope that one-day we might again restore the wheel and the wheelhouse.

This building is listed and therefore it needs to be respected. Any damage to the internal workings of the building will result in expensive repairs so please ensure that any of the old workings are not used as gym equipment or for hanging equipment off.

The centre opened for business in late 2006, and it is not only used by Scouts within Northampton and Northamptonshire but by other Scout counties, organisations and activity clubs.

Gwyndy Cottage is part of the Yr Hen Felin site in Cynwyd. Gwyndy Cottage was the former accommodation for the Warden when the centre was previously owned by the YHA. This cottage can be privately rented or as part of the centre use. If you are not co renting this property then please bear in mind that other people might be also utilising the joint facilities such as the car parking area and drying room.

We hope you enjoy your stay.

This is your welcome pack for Yr Hen Felin, it will give you information about the building, any guidelines to follow before and after your stay, and some general information that you may require during your visit.

Pack Contents:

- On Arrival
- During Your Stay
- When leaving the centre
- Useful telephone numbers and local amenities
- Instructions for equipment within the centre

You will note that on arrival complimentary tea and coffee is left in the kitchen area, so that you can get hot drinks on arrival. Please feel free to use this throughout your stay and then replenish before leaving if you have any left from your own use.

Neighbours

We have worked hard to ensure that we have a good relationship with our neighbours many of whom are situated very close to the centre. Please ensure that they are treated respectfully throughout your stay. Noise outside the centre should be kept to a minimum after 11 pm.

When You Arrive

You may have already sorted out who is sleeping where but as a reminder the rooms are set out as follows:

- CADAIR BRONWEN - Sleeps 11
- MYNYDD TAWR - Sleeps 6
- MOEL FFERNA - Sleeps 5
- MOEL SYCH - Sleeps 2
- CADAIR BERWYN - Sleeps 6

Fire Register

A copy of the fire register is included with this pack. Please ensure that you complete it so that you identify who is in which room. If you have to evacuate the building you then have a register to check people off with.

Once completed the fire register should be kept on the clipboard by the front door.

In Case of Fire

At the start of your stay please ensure that you familiarise yourself, and the rest of your Group, with the fire escape routes and the location of the fire assembly point and fire extinguishers.

- The up stairs fire escape route is on a break glass lock system and this is located with CADAIR BERWYN. When you arrive at the centre you will need to unlock this door with the key on your centre keys. This should remain unlocked throughout your stay.
- If the glass to this lock is broken unnecessarily your group will be charged £15.00 for its replacement.
- Both the front door and back doors are escape routes from the ground floor.
- Routes to fire escapes are clearly marked and fire extinguishers can be found in the following locations:
 - Kitchen - CARBON DIOXIDE
 - Under the stairs towards the front door - FOAM
 - By the back door - WATER
 - BY the front door - CARBON DIOXIDE
 - At the top of the stairs on main landing - CARBON DIOXIDE
 - Outside Moel Sych - WATER
- If any fire extinguisher is set off unnecessarily there will be a charge of £30.00
- If any fire extinguisher is set off either from necessity or unnecessarily please inform the Centre Managers immediately to arrange replacements
- The Fire Assembly Point is in the car park area towards the outbuildings and Gwyndy cottage and is clearly marked by a sign.
- The fire alarm system has been designed to be very sensitive to ensure the safety of users and it consists of a mixture of both smoke and heat detectors situated in all rooms including the kitchen and toilet/wash room area. Cooking with the kitchen door closed but no window open will result in the fire alarm going off as will leaving the shower doors open after a long shower. If the alarm does go off you can immediately see which detector has caused it as a red light will show on the detector that has

been triggered. Once you have evacuated and ensured everyone is accounted for and realised the building is not on fire or if you immediately realise it is a false alarm you can reset the alarm by following the instructions on the flip down section of the keypad

- The alarm code is 3112

The Accommodation

Kitchen

Fully fitted catering style stainless steel kitchen, which has equipment for 40 people in it. A full kitchen inventory is enclosed.

Dining and Lounge Areas

There are tables and chairs in the dining area capable of seating 30 people all together. The lounge area has comfortable seating plus a TV and DVD player. We also have a collection of board games and activities and some books.

Bedrooms

The five bedrooms consist of bunk beds with pillows and bottom sheets. You will need to bring your own sleeping sacks or sleeping bags to sleep in.

Drying Room

There is a drying room, which is in the building opposite the rear of the main centre. You are able to leave your wet outdoor kit and boots in here. There is an electric heater in the drying room, which is run on a coin meter. The cost is £1.00 and this last for approximately 45 minutes.

A washing machine is also available in the drying room.

People in the activity centre, in Gwyndy cottage and any campers jointly use the drying room facility so we would ask people to be considerate when using these facilities.

WHILST AT THE CENTRE

Smoking

As with all public buildings all public areas at Yr Hen Felin are strictly NO SMOKING. This includes the centre main building and ALL outbuildings. Smoking is only permitted outside of the building at the rear of the boiler room (behind the wooden shed) where a bin is provided. Please ensure that this area is clear when you leave the centre.

Cleaning

Cleaning products are readily available both within the kitchen and bathroom areas. Please ensure that the building is kept tidy during your stay and that the whole area is cleaned before you leave the building at the end of your trip.

Additional toilet rolls can be located within the storage box within the bathroom.

Heating

There can be no indoor fires within the building as this is a condition of our insurance and so the chimney in the main room is sealed up. The main fireplace contains an electric mock wood burner, which can be used to give a glow effect in the fireplace and a focal point for the lounge area.

The main central heating system is designed to give the building a constant temperature. The main controls for both the heating and the hot water system are on the programmer next to the kitchen serving hatch. You are free to set both the heating and the hot water to constant throughout your stay. You can then adjust each room temperature by the use of the thermostatic radiator valves on each radiator. Once you leave the building the central heating and hot water controls should be set as follows:-

September to October

Hot water on **constant** heating on **twice a day** all radiators on **2**

November to March

Hot water on **constant** heating on **constant** all radiators on **2**

April to August

Hot water **off** heating **off**

Two boilers and two hot water cylinders run the central heating and hot water systems. The system is regularly serviced and should not cause you any problems however if the boilers do go out this is usually caused by a drop in pressure which is easily solved. Ring 01604 813505 or 0797 006 4191 and someone will explain to you how to re pressurise the system and talk you through the process.

Outdoor Clothing and Boots

We would ask that outdoor boots are not worn inside the building but left within the drying room area where there is a boot rack. We would also request that particularly wet and dirty outdoor kit is not brought into the Centre but kept in the drying room. Please do not dry outdoor clothing on the radiators within the centre.

First Aid Kits

A first aid kit for the Centre can be located within the kitchen area. There is an accident book kept on top of the fridge in the kitchen. Should any accident occur whilst using the Centre please ensure that it is recorded within the book.

Activity Rucksacks

The Centre has two activity rucksacks, which are kept under the stairs within the Centre. These contain waterproof first aid kits, group shelters and flasks. One of these rucksacks also contains a small bike repair kit.

We would strongly recommend that any Group going out on activities take a first aid kit, group shelter and flask as bare minimum safety equipment.

USEFUL INFORMATION

Shopping

Cynwyd

There is a small village store and Post Office within the village centre. This stocks a variety of food however you will struggle to cater for larger groups. It does stock essentials such as bread and milk. The shop does not open on a Sunday. We do try and utilise the shop and therefore encourage Groups to make some purchases from it during their stay.

Corwen

Here you will find the nearest main shops to the centre. In Corwen there is a Spar shop for general supplies. There are also a butchers, a bakery and a fruit and vegetable shop along with a few take aways. These shops offer a variety of products however you may again struggle for large catering needs.

Ruthin

This is ten miles to the North of the Centre on the A494 and has a Tesco store (open until 10pm) and a Summerfields. There is also a butcher and baker in the town.

Llangollen and Bala

In both of these towns are well stocked Summerfields but the two towns generally cater for tourists.

Chemist/Medical Requirements

Shops in Corwen do cater for most of the off the shelf remedy type medicine. There is also a dispensing chemist behind the statue on the main A5. There is a Boots with a dispensing chemist in Ruthin. The nearest hospital with an A and E Department is in Ruthin **BUT THIS IS NOT AVAILABLE AT WEEKENDS AND BANK HOLIDAYS**. If you are there during the week we would remind you that this is ten miles away and a twenty-five minute journey. There is an ambulance station 1.5 miles away in Corwen.

The out of hours Doctor service Morfa Doc can be contacted on **0844 811 8181**

Cash Points

The nearest cash points are in Corwen at the HSBC and Natwest banks in the town centre.

Outdoor Equipment

There is an Army and Navy stores in Ruthin which has general clothing, camping gas and other camping equipment. In both Llangollen and Bala are specialist outdoor equipment suppliers but for the true gear monster the thirty-minute drive to Betws-Y-Coed is a must.

Emergency Services

There is a Doctors surgery in Corwen. This is located in the main public car park area.

The Fire Station, Police Station and Ambulance Station are all located within the village of Corwen.

The nearest main hospital with an A and E Department is at Ruthin. **BUT THIS IS NOT AVAILABLE AT WEEKENDS AND BANK HOLIDAYS.** If you are there during the week we would remind you that this is ten miles away and a twenty-five minute journey. There is an ambulance station 1.5 miles away in Corwen.

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Public Telephone

As you will notice mobile telephone reception within the building is variable and is not always good in the surrounding area. There is a public telephone within the village of Cynwyd just down from the Post Office.

Petrol Station

The nearest main dealer for petrol and diesel is a Texaco petrol station. Although you can get there via the minor roads the easiest way is to go back to the A5 and head towards Bala. It is situated on the right hand side as you head to Bala on the A494. There are also main petrol stations at Ruthin and some smaller petrol stations and single pumps in Corwen, Bala and along the A5 towards Llangollen.

Other Activities

There is a folder full of external activity providers and places to see and visit kept at the centre. There are Tourist information Centres in Llangollen and in the Leisure Centre complex at Bala.

WHEN LEAVING AT THE END OF YOUR TRIP

Rubbish

The Centre has a recycling scheme in line with Denbighshire County Councils policy.

Please ensure that:-

The following items are deposited in the clear Recycling sacks:-

Cans, Tins and Foil - Please rinse first

Glass Bottles and Jars - Please rinse and remove lids

Tetrapacks - Please rinse and flatten

Plastic Bottles - Remove lids, rinse and flatten

The following items are put in the compost bin:

Waste fruit and vegetables including any peelings

ALL other items should be placed in the pink or black sacks

Any unused carrier bags and any newspaper can be placed in the drying room which can then be used to transport home dirty kit and the newspaper used to help wet boots dry out.

ALL pink and black sacks must be tied at the top and NOT left open. They should be placed outside of the Centre garages opposite Gwyndy cottage on a Sunday night for a Monday morning collection.

All bags/sacks will be found under the sink in the kitchen area.

AND FINALLY

BEFORE YOU LEAVE - SOME FINAL CHECKS

- Please ensure the fridge is cleared of any unused food is wiped out but left switched on and closed.
- Please remove any dirty sheets or pillowcases and place them in the laundry bags that are in the drying room.
- Please ensure the heating is set as detailed above
- Although we do not charge a damage deposit we will charge groups and other users of any deliberate acts of vandalism of the building or equipment. We understand that accidents will happen but would respectfully ask if you could let us know if any property or equipment has been damaged or broken so that we can ensure it is mended or replaced before the next booking uses the Centre.
- If you have used ANY equipment or additional facilities at the Centre i.e. activity rucksacks or boats or bikes please ensure that they are cleaned and safely stored away and left in a tidy and useable fashion.
- Please ensure that all equipment in the kitchen (with the exception of the fridge freezer) is turned off and unplugged. Please pay particular regard to the kettle, which has an ongoing heating operation and can therefore boil dry.
- In terms of cleaning the Centre before you leave please ensure all washing up is done and put away. Please mop and sweep all tiled areas and sweep the stairs, hallway and bedrooms. Please ensure that sinks and toilets are left clean.
- Please ensure all personal equipment is removed from bedrooms and no rubbish is left. Please also look under the bottom mattresses and clear any rubbish from here as well.
- Please fold any quilts into quarters and left on each bed with a pillow on top of it allowing one duvet and pillow per bed.
- Please leave the blinds in the down position but open.
- All lights are switched off.

Locking Up The Centre and Returning The Keys

Please lock the front door and draw the bolt across the door. The last person leaving the building therefore needs to go out via the back door locking this with the mortice lock.

All keys should be returned to the Centre Managers within five days of leaving the centre. They should be posted in a padded envelope to:-

**YR Hen Felin,
8 King Street, Earls Barton, Northamptonshire, NN6 0LQ**

Ongoing Development

The facilities at Yr Hen Felin complex are constantly being updated and developed with things such as walls being repainted and minor items of maintenance being carried out. We also have some major ongoing work and list below the major items that are currently being undertaken. As the main Centre is a listed building getting consent to carry out any work is a lengthy process and so this work may have been planned but not yet started.

- Re roof Drying Room, Boiler Room and Toilets - Completed December 2008
- Insulate and board drying room ceiling - To be completed November 2009
- Outside Toilet, Shower and Washing facilities - Ongoing due for final completion Summer 2009
- Replace back doors - Consent applied for. Expected completion date mid 2009
- Replace skirting boards to upstairs - Due for completion May 2009

All facilities and maintenance at YR Hen Felin complex is carried out by volunteers

We would thank you for using Yr Hen Felin and hope you will have enjoyed your stay and the area around Cynwyd. We look forward to you returning within the future. We would ask you to fill in the evaluation form supplied with this pack and return it to us.

Evaluation Sheet

What Went Well	Plan For Next Time
What Difficulties Occurred	Plan For Next Time
General Comments	

Please tick the relevant box

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>
Initial information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre (downstairs areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre (washrooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre (bedrooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Staff (If Used)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Art at Yr Hen Felin

The properties on this site owned by Northampton District Scouts are trying to give young people and adults an experience that will stay with them long after they have returned home. To do this we try and provide a series of physical outdoor adventures, which include mountain activities, canoeing, mountain biking and climbing. We try to provide a pleasant setting for these activities to be based at in both the Activity Centre and Cottage and hope that people coming to them will return time and again for further adventures. All our physical activities take place within the fantastic countryside of Denbighshire and Snowdonia National Park which as well as providing some great places for our adventures also provide some of the most stunning scenery anywhere in the world.

We want your stay at our properties to be more than just activity based and so in each of the buildings we have worked in conjunction with an artist to bring you our own gallery where you can reflect on some of the scenery that you will have seen and been part of when taking part in your days adventures.

All the watercolours in both Yr Hen Felin - Cynwyd Activity and Mountain Centre and Gwyndy Cottage have been supplied by an artist from Northampton John Johnston who has worked with us to enhance your stay by providing watercolours of our own local area and of mountainous areas from around the Country.

None of the pictures are owned by us but John has appreciated the opportunity to have another place to display his talents and hopefully inspire you to try your hand at this creative activity thus being able to enjoy the countryside in another way.

Please take a look around the building in which you are staying and you will see a selection of exquisite watercolours for your enjoyment. You may have stood in the very places the pictures show. If you have visited our properties before than take a fresh look as John does provide us with new paintings to ensure his latest work is seen as well as his older compositions.

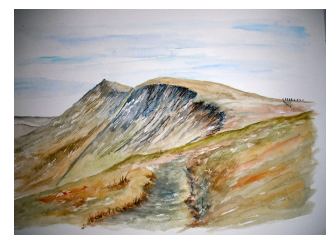
If you are staying at Yr Hen Felin with a group of young people why not inspire them with an evening activity doing their own watercolour paintings.

Art at Yr Hen Felin and Gwyndy Cottage is for your enjoyment but should you wish to keep that memory John will sell his work in either original watercolour or limited print format. Please either contact John direct at www.jwjonline.net/sales or us at enquiries@yrhenfelin-cynwyd.co.uk.

If Johns art has inspired you to have a go yourself please let us know as this in itself will be of great interest to him and to us but most importantly of all please simple take some time to reflect on these images and enjoy them.

We are very grateful to John Johnston for allowing us to display his artwork as part of your experience at Yr Hen Felin and Gwyndy Cottage.

Johns Latest Paintings Displayed at Yr Hen Felin Complex



Yr Hen Felin Fire Register

Please complete the register for ALL occupants. In the case of needing to evacuate the building the register can be used to establish that all occupants are accounted for.

	Name	
CADAIR BRONWEN		
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2		
3		
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8		
9		
10		
11		
MYNYDD TAWR		
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MOEL FFERNA		
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MOEL SYCH		
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CADAIR BERWYN		
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