

MEETING: 04/07/2013

Ref: 11695

ASSESSMENT CATEGORY - Accessible London

Landmark Arts Centre

Adv: Tania Bronstein

Amount requested: £49,476

Base: Richmond upon Thames

Amount recommended: £49,500

Benefit: Richmond and neighbouring boroughs

Purpose of grant request: To implement key Priority 1 and 2 access improvements identified in the Access Audit Report (May 2012) undertaken by the Centre for Accessible Environments.

Background

The Landmark Arts Centre (LAC) functions in a substantial 19th Century, church designed in the French Gothic style and known colloquially as the "cathedral of the Thames Valley" because of its height and scale. The church was declared redundant in 1977, and neglected for many years. In the early 1990's, local campaigners saved this Grade II building from demolition, and formed the charity LAC in 1995 to run it as an arts centre, having secured a 40 year lease from the London Diocese Board. LAC runs a year-round programme of exhibitions, events, concerts, and visual and performing arts classes for adults and children. It also organises arts fairs to enable local artists to sell directly to the public and provides a low cost platform for local choral societies and orchestras. The Centre's visitor footfall was 37,000 in 2011-12.

Funding History

None

Current Application

LAC is a venue popular with older and disabled people and perceived as offering reasonable access. It offers accessible toilets, baby changing facilities, ramps to access the front and rear entrances, and good signage generally. However, an access audit carried out by the Centre for Accessible Environments in 2012 highlighted barriers which LAC had overlooked in previous reviews held in consultation with disabled users.

This application seeks funding to carry out works to implement the most pressing recommendations arising from the audit. These include external works to provide a designated parking bay and a facility for adapted minibuses to park on-site; adjusting an existing ramp to the main entrance, plus other minor works. Internal works include providing an automated door entry for the main entrance (which LAC has confirmed does not need local authority consent); a platform lift to the church's former chancel (used as a stage and to hold classes); induction loops, and

minor modifications to the toilets, the café counter, and handrails by all stepped areas. External works will be managed by an architect who has worked for LAC previously and is familiar with the site.

The total works come to £53,300 and LAC has secured £3,824. Your Committee is being asked to fund the balance.

Financial Observations

LAC is largely self-funded through income from exhibitions, art fairs and classes, and by the profits of a wholly owned subsidiary company which hires out space commercially for private functions, runs the café at the premises and feeds 100% of the profits back into the charity.

Independently examined accounts for the year ended 31st March 2012 show income of £389,220 and a surplus of £40,633 (10.4% of turnover), comprising an unrestricted fund surplus of £55,102 partially offset by a deficit of £14,469 on restricted activity. The 2011/12 accounts indicate that a reserves level of £90k should be held, which equates to just less than 3 months' worth of current year expenditure. At 31st March 2012 free unrestricted reserves stood at £98,977 (3.1 months' worth of current year expenditure).

Draft accounts for 2012-2013 show an unrestricted fund surplus of £15,679 on income of £369,115. The budget for the current year 2013-2014 forecasts a further unrestricted fund surplus of £6,800 on a turnover of £386,301. The majority of income is earned income and generated throughout the year, at the time of writing £66,604 (17% of total income) had been raised.

Officer's Appraisal

LAC is a magnificent building of imposing dimensions and a busy, well-used venue committed to providing local artists with opportunities to showcase their work and to including disabled people in all aspects of its work. Eighteen years on since its creation, the charity is now confident of its role as arts promoter working within a proven financially self-sustaining model. It has started conversations with the London Diocesan Board for a 99 years lease once the current lease (with 29 years left) expires. The planned works follow all the key recommendations of the access audit and when completed will create an excellent venue for visitors, performers and arts practitioners requiring access adjustments.

Recommendation

£49,500 towards access-related external and internal building works.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11695

Date Received:

11 Mar 13

Programme
Area:

1b

1. About your organisation

Name of organisation applying for grant: Landmark Arts Centre	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence Ferry Road, Teddington	
Postcode: TW11 9NN Is this your home address? No	
Contact person: Ms Lesley Bossine	Position: Arts Centre Manager
Phone: 020 8977 7558	Fax:
E-mail: lesley@landmarkartscentre.org	
Website: www.landmarkartscentre.org	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1047080	
Year and month organisation established: May 1995	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible buildings
Purpose for which funds are requested: (25 words maximum) To implement key Priority 1 and 2 access improvements identified in the Access Audit Report (May 2012) undertaken by the Centre for Accessible Environments.
How much funding is requested? Year 1: £49,476.00 Year 2: £ Year 3: £ Total: £49,476.00

3. Aims of your organisation

The Landmark Arts Centre occupies a 19th Century Grade II* listed former church, which was saved from demolition for community use following a robust local campaign. It is operated by a charity that draws its Trustees and volunteers from the community it serves, many of whom have been involved for many years. Our mission is to provide a creative resource for the whole community by fostering the development and celebration of the arts within the borough of Richmond upon Thames and beyond. We specifically aim to:

- Enrich the quality of cultural life for all residents and visitors, whatever their age or ability.
 - Encourage wide participation and increase diversity in the performing, visual and literary arts.
 - Educate, inspire and encourage creative activity for all sections of the community.
- We are the only combined arts venue in the area.

4. Main activities of your organisation

We deliver an all year round artistic programme comprising exhibitions, events and concerts across a variety of strands – music, dance, visual arts, spoken word- and involving both professional artists and community organisations. We believe that taking part in the arts is just as important as passive observation, so we also deliver a wide range of visual and performing arts education classes for both adults and children and allow independent arts providers to hold their own classes in the Centre. During term-time classes take place Monday - Thursday from 9.30am to 9.30pm and so this has become an extremely important part of what we do. In 2011 we converted a space into a dedicated visual arts teaching studio which has enabled us to further expand our arts education programme. We organise 4 annual & highly regarded arts fairs which give artists & designer makers a chance to show their work directly to the public, rather than through a gallery and we also provide exhibition space for artists to hold their own exhibitions. We also allocate a number of concert slots each year to local choral societies & orchestras as part of our aim to support non-professional community arts. Over 35,000 people took part in an activity or visited the Centre in 2012.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
1	3	6	50

6. How do you support your volunteers?

Volunteer agreement, induction training and Volunteer Handbook provided to all volunteers. Named member of staff is responsible for volunteer programme & has regular communication with them. All volunteers invited to seasonal briefing meetings.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Leased	29 years.

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended -

Month: **31st March**

Year: **2012**

Income received from:	£
Voluntary income	82,358
Activities for generating funds	41,289
Investment income	1,158
Income from charitable activities	241,939
Other sources	22,476
Total Income	389,220

Expenditure:	£
Charitable activities	330,087
Governance costs	5,415
Cost of generating funds	13,085
Other	
Total Expenditure	348,587
Net (Deficit)/Surplus:	40,633
Other Recognised Gains/(Losses)	0
Net Movement in Funds	40,633

Asset position at year end	£
Fixed assets	43,210
Investments	100
Net current assets	145,250
Long-term liabilities	(1,623)
*Total A	186,937

Reserves at year end	£
Endowment funds	152,018
Restricted funds	34,919
Unrestricted funds	
*Total B	186,937

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
none

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	OR application rejected	<input type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	OR application rejected	<input type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	OR application rejected	<input type="checkbox"/>

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2009	Year: 2010	Year: 2011
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2010	Year: 2011
Garfield Weston Foundation		£3000
Coutts Charitable Trust		£500
Hampton Fuel Allotment Charity	£17000	£4000
Gosling Foundation	£3000	
Heritage of London Trust		£3000
Mercers Charitable Trust	£1147	

14. What steps is your organisation taking to reduce its carbon footprint?

Following a local authority funded Zero Waste Initiative assessment we have increased our recycling of paper, bottles etc. All the heating in our enormous building is zoned and fitted with timers to allow flexibility and control. Computers are switched off at the end of the day with the exception of the server and no internal lighting is left on. Appliances not in use on a daily basis (e.g bar fridges, freezers) are turned off when not required. All external lighting is timed. We do not have public parking so have always actively encouraged our users to visit us by public transport as we have excellent bus services on our doorstep and a train service a few minutes away. In 2011 we were successful in applying for 12 cycle parking spaces under a local authority initiative whereby Richmond council paid for and installed cycle racks in a number of local amenities. These have been extremely popular with our users and are promoted on our literature and website. Where possible we aim to use local suppliers e.g printers, tradesmen etc. Horticultural waste from our grounds is composted on site. Where hard landscaping works in this application require soil removal we will aim to redistribute it on site.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

The Centre has grown hugely in terms of what it offers and as a result the needs and expectations of its users have grown too. If we are to retain our focus as a resource for the whole community then we believe these needs must be addressed to the best of our ability and within the constraints of a listed building. The purpose of the project is to implement the key Priority 1 & 2 recommendations in the access audit of the Landmark Arts Centre carried out by the Centre for Accessible Environments in May 2012. The stimulus for the audit came from repeated anecdotal user feedback over two main issues: lack of parking for Blue Badge holders and access to the Stage for wheelchair users. Although there was a perception within the organisation that access for visitors with special needs was generally good, an internal review made it clear that further work was needed.

As part of the internal review, the Arts Centre Manager conducted one-to-one conversations with a group of physically disabled regular users of the Centre, which expanded the potential areas to address, for example the lack of an automated door at the main entrance. Following discussion at Board level it was agreed to commission the access audit. Tenders were invited from a number of organisations on the National Register of Access Consultants and five quotations received from which the Centre for Accessible Environments was selected.

The Priority 1 & 2 recommendations are:

- Install a designated disabled parking bay, extend existing parking to accommodate adapted minibuses & create designated loading area at rear door.
- Make adjustments to our existing entry ramp at main entrance and steps at main & rear entrances.
- Provide powered inner door to main entrance.
- Install induction loop in main hall, Bell Room & Studio.
- Provide step free access to the Stage & install handrails to side of existing Stage steps.
- Modify the counter to our bar in order to provide lowered section.
- Refurbish toilets & toilet lobby, make minor modifications to fixtures in toilets.
- Adjust entry call position at rear entrance.

All necessary planning permissions for the external works are in place. Listed Building Consent may be required for the automation of the front entrance, but we do not anticipate any problems as we will be retaining the existing door. The project will be managed by the organisation's Building Committee, with a professional architect project managing the external works and reporting directly to the Building Committee. The organisation has a proven track record in managing projects of this scale and the architect has worked with the organisation on a number of previous projects so is very familiar with the site.

The primary aims of the project are to:

- improve the overall visitor experience for patrons who have special or age-related needs by removing the remaining primary barriers to accessing the Centre.
- encourage greater participation by disabled visitors, performers and artists in our programme of classes, performances and events.

We shall promote the improvements through a dedicated access page on our website; improving the access information in our brochures & course information; directly targeting local clubs, organisations, care homes etc to raise their awareness of what we can offer their members.

The project meets the following City Bridge Trust outcomes:

- making third sector buildings and services more accessible
- improving well-being amongst disabled people as a result of participation in the arts.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

We shall measure the success of the project by comparing the number of class attendees and audience members with declared special needs in the year prior to the project with the number in the three years following the completion of the improvements. Some users prefer not to declare a disability or special need, so over the course of the first year following completion we will undertake one-to-one consultations:

- on access at a random sample of events
- with new users to assess what effect the improvements had upon their decision to come to the Centre.
- with current disabled users to assess whether the improvements have made a difference to their experience of using the Centre.

We shall promote the improvements through a dedicated access page on our website; improving the access information in our brochures & course information; directly targetting local clubs, organisations, care homes etc to raise their awareness of what we can offer their members.

17. Beneficiaries

How many people will benefit from the grant per year? **We estimate 10-20% of our users. Please see fuller proposal for further details.**

In which local authority is your organisation based?

Richmond upon Thames

Which borough(s) of Greater London will benefit from this grant?

(if more than one, please give % for each)

Our audience comes from all over west London, but principally from Richmond upon Thames (68%), Kingston upon Thames (27%) and Hounslow (3%)

At what address will the activity be located? **Ferry Road, Teddington**

What age group will benefit? **All**

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			X

What proportion of the beneficiaries will be disabled people?

Most beneficiaries will be disabled or older people, but visitors with baby buggies will also benefit from the automated door entry.

18. Funding required for the project

What is the total cost of the proposed activity/project?

(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
External parking & ramp works	29,000			
Automated door entry for main entrance	1,600			
Induction loop	900			
Modifications to toilets (rails etc)	3,000			
Access to Stage- handrails & lift	8,900			
Modification of bar counter	950			
Adjustment to rear entrance entryphone	500			
Professional fees for external works	5,046			
10% contingency external works & fees	3,404			
TOTAL	53,300			

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Teddington Society - for stage access	500			
Fund raising events - for stage access	3,324			
TOTAL	3,824			

What other funders are currently considering the proposal?

None

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
External parking & ramp works	29,000			
Automated door entry for main entrance	1,600			
Induction loop	900			
Modification to toilets (rails etc)	3,000			
Access to Stage- handrails & lift	5,076			
Modification of bar counter	950			
Adjustment to rear entrance entryphone	500			
Professional fees for external work	5,046			
10% contingency on external works	3,404			
TOTAL	49,476			

20. Funding requested from the Trust (continued)

When will the funding be required? **We would like to carry out the works during July/August 2013, when the Centre is less busy, to minimise the disruption to our users.**

Is the activity to continue beyond the period for which funding is requested?
If so, how will it be resourced? **No.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **Full permission for the external works has already been obtained. Listed building consent may be required for the automated door and we are currently seeking guidance on this point.**

Declaration on behalf of applicant organisation

I, **Anthony Nieper** (your name)

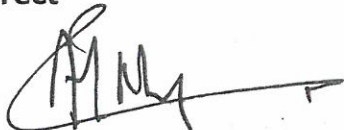
am an authorised representative of

Landmark Arts Centre (your organisation)

within which I am **Chairman of Trustees** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct

Signature



Date **8th March 2013**

Return the completed form to: The City Bridge Trust

City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight