

MEETING 30/10/2013

Ref: 11908

ASSESSMENT CATEGORY - Accessible London

St Laurence Church Catford

Adv: Sandra Davidson

Base: Lewisham

Amount requested: £60,000

Benefit: Lewisham

Amount recommended: £60,000

Purpose of grant request: Essential improvements to a much-used community centre and church in central Catford.

Background

St Laurence Church is the Anglican parish church that serves the centre of Catford in south east London. Built in 1968 to replace a decrepit 1888 building serving the needs of the local area (recently described by Paul Theroux as 'one of the dreariest parts of London'). As well as a church, the organisation also runs a large community centre which is extensively used by local people. The church buildings themselves comprise an octagonal church (with vestries and other ancillary rooms) and a pentagonal Lady Chapel. The entire complex is single storey and has parking within the site.

The community centre provides half a dozen rooms of different sizes providing a venue for a diverse range of groups and activities ranging from a Turkish Elders' Luncheon Club (previously funded on your Improving Services for Older People programme); a general lunch club; self-defence for both teenagers and adults, slimming groups, Cubs and Scouts packs; Olde Tyme dancing; and hosting the local community forum. The Centre is equipped with a (basic) commercial kitchen, and offers an affordable venue for those seeking to host economical wedding receptions, parties and other social occasions. Approximately 1,000 people per week use the community facilities.

Funding History

In October 2011, you awarded a grant of £1,800 to commission an access audit and disability awareness training. This was completed and informs the works now proposed.

Current Application

St Laurence Church requests your support to carry out works to implement the most pressing recommendations arising from the audit and consultation with service users. These proposed works will include the reconstruction of two access ramps to the main entrances of the building; replacement and widening of 21 doors; and installation of two drop kerbs. To remedy the shortcomings identified by the access audit it is estimated at £800,000 to be split into 3 phases. The Church Council has therefore,

after considerable discussion and consultation with users, identified and prioritised the most pressing needs arising from those listed in the report. The project cost is estimated at £120,000, (incl. VAT and fees) for phase 1. The church has so far secured £40,000, with the shortfall to be raised from other grant-making bodies. The project will be managed by an architect who has worked for the church previously and is familiar with the site. Planning permission is not required for the proposed access works.

Financial Observations

Audited accounts for the year ended 31 December 2012 show a surplus of £32,988 (15.9% of turnover), comprising a surplus of £37,934 on unrestricted funds partially offset by a deficit of £4,946 on restricted funds.

The reserves policy states that the organisation aims to hold free unrestricted reserves equivalent to 25-50% of annual expenditure which equates to between £43,720 and £87,440 based on the 2012 accounts. Free unrestricted reserves at 31 December 2012 totalled £103,537 representing 60% of annual expenditure.

The latest forecast for 2013 shows a surplus of £8,761 all on unrestricted funds, with a further unrestricted fund surplus of £21,216 projected for 2014. These surpluses would increase the free unrestricted reserves position to £133,514, 73% of 2014 budgeted expenditure and £46,074 ahead of the reserves policy target.

Officer's Appraisal

This application is to improve a resource which is very much used and valued by the local community. It provides a meeting space at affordable prices for local voluntary organisations in an area where there is limited alternative provision. The works as identified will enable fuller use of the facility by young and old, disabled and non-disabled alike. Your guidelines state that capital grants in excess of £50,000 may be awarded occasionally to small organisations or local projects and, as this falls within that category, the sum of £60,000 is recommended as this would go a long way to enabling the stated access works to be carried out.

Recommendation

£60,000 towards disability access works to the community centre, at St Laurence Church.



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)

11908

Date Received:

13/06/13

Programme
Area:

1

1. About your organisation

Name of organisation applying for grant: St Laurence Church Catford	
If the organisation is part of a larger organisation, what is its name? Church of England, Diocese of Southwark	
Address for correspondence [REDACTED]	
Postcode: [REDACTED] Is this your home address? Yes	
Contact person: Rev Charles Pickstone	Position: Vicar
Phone: [REDACTED]	Fax:
E-mail: st.laurence@btconnect.com	
Website: www.stlaurencecatford.org.uk	
Legal status of organisation: Regd Charity	
If registered, please give charity number: 1131092	
Year and month organisation established: October 1888	

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The City Bridge Trust
13 JUN 2013

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London - buildings
Purpose for which funds are requested: (25 words maximum) Essential improvements to a much-used community centre and church in central Catford as recommended by a professional access survey.
How much funding is requested? Year 1: £60,000 Year 2: £ Year 3: £ Total: £60,000

3. Aims of your organisation

St Laurence Church & Centre was rebuilt in 1968 (replacing a decrepit 1888 building) to serve the needs of the local area, recently described by Paul Theroux in The Guardian newspaper as 'one of the dreariest parts of London'. The organisation aims to counter Catford's reputation of dullness & crime by providing resources for the many diverse local communities who live or work in the area, without restriction of belief, gender, ability or orientation, to foster the vitality of this potentially vibrant area. According to the 2011 census, the parish is in the highest category, nationwide, on the overall deprivation scale (11609 out of 12706), and 256 out of 292 in south London (Southwark Diocese), with child poverty and working age poverty particular problems, (the latter, according to the census, 263 out of 289). The parish has a long track record of seeking to work with local people to improve their circumstances, particularly through making its community centre available to local people, groups and organisations at affordable rates.

4. Main activities of your organisation

St Laurence Church comprises a large auditorium-style hall seating up to 350 which is widely used for church services, but also for weekly choral society rehearsals by one of the largest choral societies in south-east London, concerts and public meetings. The community centre (part of the same building) consists of a large hall (seating 200), two small halls (each seating 40-50) and a youth centre, as well as two offices used by local charities. The Centre runs its own activities (e.g a carers and toddler group, Cubs & Scouts, Community Choir, joint events with local schools) as well as being the venue for a very wide range of groups, meetings, events, activities, training sessions, etc. from badminton and old time dancing to weightwatchers and two pensioners' lunch clubs. As the Centre is equipped with a (basic) commercial kitchen, it also offers an affordable venue for those seeking to host economical wedding receptions and funeral wakes. The hall is also used by different religious groups (any religion) for e.g. funeral ceremonies.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
2	4	21	40

6. How do you support your volunteers?

Appropriate training, generous hospitality; interview and job description where appropriate; full expenses refunded; feedback sessions

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?
owned	

8. Finance

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

Financial year ended -

Month: **December**

Year: **2012**

Income received from:	£
Voluntary income	51770
Activities for generating funds	1558
Investment income	2710
Income from charitable activities	140029
Other sources	11800
Total Income	207867

Expenditure:	£
Charitable activities	156136
Governance costs	13154
Cost of generating funds	
Other	5589
Total Expenditure	174879
(Deficit)/surplus for the year:	32988

Asset position at year end	£
Fixed assets	
Investments	64976
Net current assets	61259
Long-term liabilities	(15456)
*Total A	110779

Reserves at year end	£
Endowment funds	49521
Restricted funds	7242
Unrestricted funds	54016
*Total B	110779

* 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? 0%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts: none

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: Jul	/ 2010	Ref: 10769	Grant received: £1800	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: 2010	Year: 2011	Year: 2012
(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: 2011	Year: 2012
Mulberry Trust		£10,000

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

The building itself is now fully insulated, thanks to ceiling insulation at the time of reroofing ten years ago and recent cavity wall insulation. Solar panels on the flat roofs are under active consideration (we will shortly be looking for a feasibility study and then quotations); our ageing gas boilers are approaching the end of their lives, and once the proposed access works are complete we will be seeking to replace them, as our next major project, with much more efficient, state of the art units, (possibly supplemented by a woodchip fired unit), which should achieve major energy savings. More energy-efficient lighting has been installed and further improvements are under consideration.

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.

St Laurence Church & Centre is an outstanding piece of late 1960s architecture, recently listed grade II. In 2012, thanks to a grant from the City Bridge Trust, we commissioned Jean Hewitt Consulting Ltd to undertake an access survey of the building, and to run two workshops for members of the church council (the management committee). The subsequent report (a copy of which was sent to the City Bridge Trust) identified many serious issues in what was in its time intended to be an accessible building. These issues were confirmed at subsequent meetings of the church council by those who had attended the two workshops run by Jean Hewitt, and by other users of the building, especially disabled users.

To remedy all the shortcomings identified by Jean Hewitt would cost an estimated £800,000, as priced up in detail by the building's current architect. The church council have therefore, after considerable discussion and consultation with users, identified and prioritised the most pressing needs from among those listed in the report. With fees and an element of VAT (the VAT status of improvements to listed buildings is not entirely predictable) the total for phase I is £120,000 which, if the City Bridge Trust were favourably disposed, the church council consider it would be feasible to raise as follows:

grant from CBT: £60,000;

surplus income from 2012 (an exceptional year): £25,000;

one grant from another trust already confirmed: £10,000;

balance to raise from other grant-making bodies and income from 2013: £25,000, which the church council consider realistic to achieve.

Detailed plans have been drawn up by the quinquennial architect, and outline costings by specialist quantity surveyors. The exact costs would be subject to confirmation; the grant application includes design & quantity surveyor fees. A copy of the full scope of the works, with reference to specific recommendations of Jean Hewitt's access audit, is attached.

In summary these are:

- (1) complete reconstruction of the two access ramps to the main entrances of the buildings (£44K)
- (2) replacement, widening and/or automation of 21 sets of doors in and around the building (£40K)
- (3) installation of two drop kerbs (£3K)
- (4) redesign and refurbishment of existing disabled WC (£4K)
- (5) redesign of two serveries (£5K)
- (6) provision of visually contrasting & accessible signage (£4K)

Wai-Mei Chan, of the Centre for Accessible Environments, has reviewed and approved these proposals.

The building is already used by a large number of elderly and less mobile people, as well as by some disabled users, who are currently seriously inconvenienced by access issues within the building. At the other end of the spectrum, users of our well-attended playgroup and other occasional activities for very young children and their carers find the building's heavy doors (and lack of baby-change facilities) a hazard. If the facilities were improved, we expect usage of the building by elderly, very young and disabled people to increase a great deal – possibly by as much as 40–50%.

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

Mainly from feedback from users of the building. We would expect to monitor numbers of users and the difference improved access made to their use and enjoyment of the building's facilities. While increased enjoyment of a resource is often intangible, there are some individual, measurable targets we would expect to achieve, that would indicate the success of the overall project:

- (1) reduction in number of complaints from less able users and their carers, especially with respect to lavatory provision, by 90%.
- (2) increased use of the building by elderly and disabled groups by at least 10% of total users.
- (3) reduction in number of complaints by drivers of local "Dial-a-ride" transport often employed by users of the Centre, for whom lack of dropped kerbs is a major problem, by 100%
- (4) 50% increased use of the church (for services and rehearsals) by wheelchair users, and increased participation in management and as volunteers.
- (5) at the time of the return of the 12 month monitoring form, a formal consultation via survey (written questionnaire) with all Centre users and groups to assess feedback regarding the renovated facilities.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year? **2-4,000 (approx unique users per year)**

What age group will benefit? **all, especially the elderly and the very young**

In which local authority is your organisation based?
Lewisham

Which borough(s) of Greater London will benefit from this grant?
(if more than one, please give % for each)
Lewisham

At what address will the activity be located? **37, Bromley Road, London, SE6 2TS**

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

	%		%
White - British	25	Black - Caribbean	40
White - Irish		Black - African	15
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	20
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			

What proportion of the beneficiaries will be disabled people?
10-15%

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 £
Access works (listed separately)	100,000			
Design fee	7,000			
Architect fee	10,000			
part VAT (estimate)	3,000			
TOTAL	120,000			

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Mulberry Trust	10,000			
Surplus from 2012	25,000			
TOTAL	35,000			

What other funders are currently considering the proposal?

Funders	£
TOTAL	

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 £
Access works (50%)	60,000			
TOTAL	60,000			

20. Funding requested from the Trust (continued)

When will the funding be required? probably January 2014
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced?
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? preliminary. Formal application would await confirmation of funding.

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee
Name: The Ven Alistair Cutting
Organisation: Archdeacon of Lewisham and Greenwich
Address: Trinity House 4, Chapel Court Borough High Street SE1 1HW
Tel: 020 7939 9400
E-mail: alastair.cutting@southwark.anglican.org

Declaration on behalf of applicant organisation

I, **Charles Pickstone** (your name)

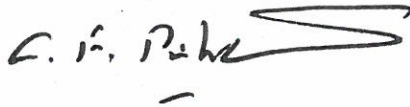
am an authorised representative of

St Laurence Church & Centre (your organisation)

within which I am **incumbent** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature



Date **June 11th, 2013**

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

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