

MEETING: 30/10/2013

Ref: 11760

ASSESSMENT CATEGORY - Accessible London

Lauderdale House Society

Adv: Tania Bronstein

Base: Camden

Amount requested: £50,000

Benefit: North London

Amount recommended: £50,000

Purpose of grant request: To make the building accessible for users by installing a lift, ramp access to the cafe, second entrance ensuring better circulation and disabled toilet facilities.

Background

Lauderdale House (LH) was built in 1582 for Sir Richard Martin, Master of the Mint and three times Lord Mayor of London. Over the years, the timber frame house underwent several cosmetic and stylistic changes and was lived in by many historical figures. In 1889, its last private owner, Sir Sidney Waterloo, another Mayor of London, donated the house and Waterloo Park in which it is situated, to a charitable trust for public benefit. When its first trustee the Greater London Council, was disbanded, trusteeship passed to LB Camden. The house lay derelict for years following a fire in 1963 which destroyed its roof and some of the interior, but in 1978 local residents set up Lauderdale House Society (LHS) to restore, preserve and manage LH as a community asset. Since, LHS has been offering a year-round programme of performances, exhibitions and classes, as well as outreach into schools, hospitals and youth centres.

Funding History

You awarded LHS £27,000 under your Jubilee Grants Programme in 2002. This grant was satisfactorily monitored.

Current Application

LH is a popular arts and heritage education centre and a much sought-after venue for weddings, parties and functions, the income from which largely funds its charitable activities. However, the lay-out of the house is problematic, preventing LHS from maximising usage and the house does not offer good disabled access and facilities.

LHS has launched a major appeal to make the building more accessible and fit for purpose. The appeal seeks funds for both refurbishment costs and for revenue to meet recurrent costs over the 16 months planned for works on site when income cannot be raised from hiring the venue. This appeal also includes a new four-year heritage project inspired by LH's rich history (referred to at the top of Q.18 as "Activity"). The breakdown in Q18 is for the entire appeal (ie inclusive of both capital and revenue) and

you are advised to note that this application is towards capital costs only. These costs total £1,315,428 and include £1,165,418 for refurbishment and fees, plus £150,010 for contingencies at 12.9% of building costs.

To date, the whole appeal has raised £1,281,700, from the sources listed in the application form plus recently agreed grants from the Garfield Weston and the Foyle foundations. The total raised specifically for capital costs is £1,193,700 leaving £121,728 to raise. LHS now seeks £50,000 from your Committee towards access-specific costs.

LB Camden, which is providing funding and technical support, has agreed to grant a new 25 year lease when works are completed and to manage works on site, thereby saving LHS substantial sums. Architect plans, informed by an access audit in 2003 and later by an access advisory group were subject to an access appraisal in 2012. This reports that provision is adequate but notes that, given the drawings' early stage, some access features normally dealt with at later design stages, could not be ascertained hence it is advised that this be revisited when appropriate.

Financial Observations

Audited accounts for the year ended 31st March 2013 show total income of £417,523 and a surplus of £21,498 (5.1% of turnover) of which £19,364 is on restricted funds and £2,134 on unrestricted funds.

LHS trustees have agreed a target free reserve level of £60,000, equivalent to 2.6 months' worth of 2013/14 budgeted operating expenditure. At 31st March 2013 free unrestricted reserves stood at £3,444 equating to only 5 days' worth of 2013/14 budgeted operating expenditure.

For 2013/14 when the building project is at the design stage, LHS forecasts a surplus of £900 on income of £277,500, of which £22,000 (7.9%) has been secured, with the remainder coming from premises hire and other activities taking place throughout the year.

During 2014/15 when the project is at the building stage through to May 2015 when it is due to be completed, LH is scheduled to be part closed for the period May – October 14 and fully closed for the period November 14 – June 15. The budgets show deficits of £150,247 and £93,921 for 2014/15 and 2015/16 respectively, which the charity advises is due to "lost" revenue. To meet these deficits amounting to £244,168, LHS has placed applications for funding which total £270,000. Therefore any City Bridge Trust grant is conditional upon these revenue funds being secured before the building work starts.

The business plan has estimated that the capital cost of the building work during the period May 2014 – May 2015 will be £1,315,428; of which

£1,193,700 (90.7%) has been secured leaving a shortfall of £121,728. This grant application of £50,000 is towards this shortfall and will be used to provide disabled access.

Officer's Appraisal

This project to transform LH into a more accessible and viable venue has now raised over two thirds of its target sum and has mobilised substantial pro-bono support from local people. It has also helped LHS to focus on compliance and longer-term sustainability. Previously, an annual subsidy from LB Camden (no longer received) helped LHS to balance its accounts, but has resulted in practically nil unrestricted reserves. LHS is seeking to mitigate the risks of embarking on this large project with no free reserves through its current appeal which is not just for capital but also includes raising revenue to offset hire income lost during building works.

Your officer's assessment visit evidenced a genuine commitment to inclusion beyond legal requirements, including plans for on-going consultation with disabled people. However, the architect's drawings need further development to establish that the potential for accessible and equitable enjoyment by people with disabilities is maximised, hence the recommendation below to fund a further access appraisal. Also, since your funds are not immediately needed (works will start in 2014/15), and the appeal continues, your Committee is advised to make any grant conditional on assurances that LHS has secured the revenue needed to meet on-going commitments while building works progress. When the house re-opens LHS will be able to maximise income generation from hiring the venue and begin to work towards achieving greater financial sustainability.

Recommendation

£50,000 towards access-related costs comprising the following components:

(a) £2,000 towards a further access appraisal of architect plans when these reach a more advanced stage, and;

(b) £48,000 towards access-related building works, conditional upon:

- (i) A satisfactory further access appraisal of architects' plans;**
- (ii) Confirmation that revenue needed to offset revenue losses while works take place has been secured before building works start.**



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)

11760

Date Received:

15/04/2013

Programme
Area:

01

1. About your organisation

Name of organisation applying for grant: Lauderdale House Society	
If the organisation is part of a larger organisation, what is its name? n/a	
Address for correspondence: Lauderdale House Highgate Hill, Waterlow Park. London	
Postcode: N6 5HG Is this your home address? No	
Contact person: Ms Katherine Ives	Position: Director
Phone: 0208 348 8716	Fax:
E-mail: KIves@lauderdale.org.uk	
Website: http://www.lauderdalehouse.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 275502	
Date organisation established: 09/02/1978	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London \ Accessible Buildings
Purpose for which funds are requested: (25 words maximum) To make the building accessible for users by installing a lift, ramp access to the cafe, second entrance ensuring better circulation and disabled toilet facilities.
How much funding is requested? Year 1: £50,000 Year 2: £0 Year 3: £0 Total: £50,000

3. Aims of your organisation

Lauderdale House Society aims to bring to life this 1582 Grade 2* heritage building in Waterlow Park for the diverse communities of London through a vibrant educational, community, arts and heritage programme which:

- encourages life-long learning and creative opportunities
- involves individuals of all ages, cultures and backgrounds including performers, artists, historians, local people and visitors to Waterlow Park
- offers best-value social, educational, heritage and arts-based activities to the local and wider communities, both in the House and by reaching out to communities who might not otherwise visit the House, and takes creative and heritage projects directly to some of the poorest and most disadvantaged young people in London who live within 3 miles
- provides a place for all ages to experiment, create, enjoy, participate and connect with their heritage, increasing the quality of their lives.

It aims to improve and restore this Tudor building bringing our heritage to life and sharing our unique story with as many people as possible.

4. Main activities of your organisation

Vibrant community hub - open 354 days a year, 11.5 hours per day, with 65,000 visitors for 1,667 educational, arts, creative and social activities for everyone from babies to over 90's. The equivalent of 4 fulltime staff and 35 volunteers (129 hours a week), deliver this programme.

Our work continues beyond the building whose physical limitations restrict the number and type of people with whom we can work. We run outreach projects with some of the poorest and most disadvantaged children in the UK:

- Each year we work with 600 of the most deprived children in the UK offering ongoing relationships exploring heritage and art. We have won the Sandford Award for Heritage Education 2011 with our uniquely diverse programme that builds relationships rather than offering one-off class visits.
- We place artists in Great Ormond Street and Evelina Children's Hospitals.
- Using urban culture we engage with young people at risk, first-time offenders or those not in employment or education to provide activities for community centres on estates (Castlehaven, Kentish Town, Queen's Crescent) in the 2% most deprived areas in Britain.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
3	2	9	35

6. How do you support your volunteers?

A bespoke programme is created from the start for each volunteer in order to match their needs, abilities, interests and aspirations with those of the organisation. This is constantly reviewed by the designated staff member and the volunteer to enable growth and development.

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?
Rented	25yr lease being renegotiated

8. Finance

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

Financial year ended - **31** Month: **March**

Year: **2013**

Income received from:	£
Voluntary income	129,136
Activities for generating funds	264,569
Investment income	
Income from charitable activities	
Other sources	3,321
Total Income	397,026

Expenditure:	£
Charitable activities	376,557
Governance costs	6,657
Cost of generating funds	
Other	12,811
Total Expenditure	396,025
Net (Deficit)/Surplus:	1,001
Other Recognised Gains/(Losses)	20,497
Net Movement in Funds	21,498

Asset position at year end	£
Fixed assets	105,104
Investments	
Net current assets	25,823
Long-term liabilities	
*Total A	130,927

Reserves at year end	£
Endowment funds	
Restricted funds	123,179
Unrestricted funds	7,748
*Total B	130,927

* 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?
c.10%

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:

Month/Year: 2002	Ref: 2825	Grant received: £27,000	OR application rejected?	No
Month/Year:	Ref:	Grant received:	OR application rejected?	
Month/Year:	Ref:	Grant received:	OR application rejected?	

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) London Borough of Camden	42,778	41,708	42,498
(iii)			
(iv)			
(v)			
(vi) Heritage Lottery Fund Stage 1 Grant		64,000	51,200

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
John Lyon's Charity	20,181	4,902
Bloomberg	15,117	3,700
Emmanuel Vincent Harris	4,570	5,430
Media Box	9,999	
Help a London Child	1,950	
Arts Council	1,000	

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

We currently recycle wherever possible and the capital project will attempt where possible, taking into account our status as a listed building, to reach Building Regulations standards in energy efficiency through:

- double glazing.
- energy-efficient light fittings.
- the introduction of a low nitrous oxide boiler and Intelligent Heating which provide heating or cooling throughout the building, generating immediate energy savings and contributing Camden Council's carbon footprint reduction targets.
- renewable energy technologies by incorporating photovoltaic technologies.
- use of low water consumption fittings and rainwater systems for the toilets, washing-up and wash hand basins.
- we will explore in advance the use of traditional and/or local products, and materials with low embodied energy. We shall re-use recycled materials wherever possible, for example the new flooring will use reconditioned oak boards. We will aim to exceed the 10% target for recycled materials.

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.

We want to offer disabled access to the first floor of Lauderdale House. We currently have over 2,029 disabled visitors annually from a footfall of 65,000. Yet 18% of our outreach participants have a disability. We want to increase the number of disabled visitors, allow them to use the whole house and engage with all activities.

The Heritage Lottery Fund have confirmed an award of £800,000 and London Borough of Camden have given £335,000 towards the build.

Lauderdale House has appointed the architects Haines Philips who are experienced in working on listed buildings; a project management team, Burofour. Lauderdale House has retained a team of committed and skilled staff members who will oversee this project and who are familiar in maintaining, managing, and running a heritage asset.

The HLF grant has allowed us to rethink the way the House functions. Our disabled users and staff have long been frustrated by the lack of lift access to the first floor. We need to create an environment that can be truly accessible to all. We also want to offer better amenities to disabled visitors. A second entrance with an atrium area will enable us to run three events in the House simultaneously and a larger Learning Centre will accommodate 30 users. Visitor surveys undertaken in 2008 and 2011 also highlighted the changes that people felt would make visits more pleasurable.

To oversee this aspect of the build, a Disability Steering Group was formed consisting of Councillor Roger Robinson, ex-director Artsline and Camden Disability Scrutiny Panel; Michelle Brennan, Access Officer, Camden Council; Alan Kerr, director of Artsline and a wheelchair user; and Charlotte Moulton-Thomas, a deaf user. This Group set a brief, incorporating the Disability Access Audit 2003, which has been updated (2012) to conform to the 2009 regulations. The Group worked closely with the architect on design, accessibility and evacuation issues.

Objective 1. To provide lift access to the first floor. Output: We know that 2,029 disabled people use the Lower Gallery for events. Outcomes: Lift access to the first floor will extend the disabled visitor's experiences and access to the offices will create administration and work opportunities to disabled volunteers for the first time.

Objective 2. To resite the disabled toilet facilities so that disabled users will have toilets located alongside other users. Outcome: This will create inclusivity and include disabled users as part of the community.

Objective 3. To create a separate entrance and Learning Centre and Atrium area. Output: We will be able to run three events at one time ensuring financial viability and a better Learning Centre with disabled facilities allowing more educational usage for disabled users. Outcome: All users will have a better visitor experience, greater access to learning, more participation and leisure and recreational opportunities.

Objective 4. To provide high quality signage to improve way-finding for all users. Output : all visitors navigating through the House easily. Outcome: More confident users.

Objective 5. To provide refuges for lift users, install new accessible alarm and evacuation systems. Output: all disabled users will know that their safety needs are taken care of. Outcome: All users will feel confident about leaving the House safely in an emergency situation.

Input from the disability steering group has enabled us to prioritise accessibility in a coherent architectural plan. The measures above will transform the experience of disabled users, staff and volunteers.

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

Yearly meetings of the Disability Group.
 We will continue to keep daily attendance records.
 We will conduct an in-depth visitor survey on alternate years.
 All performances have a monitoring form collecting information on price, number in the audience, age ranges, sex, ethnicity and disabilities.
 The classes for adults and children have registers and statistics are kept.
 We will keep part of the House open to the public during the new build and we will monitor visitor numbers, people's responses to the transformation.
 After the build we will have feedback forms at the reception areas, on the Website, on the touch screens and on Facebook.
 This information is logged into the database and we are able to analysis the flow of users, their requirements and responses to the building.

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? 65,000			
What age group will benefit? All			
In which local authority is your organisation based? Camden			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Barnet, Haringey, Camden, Islington, Enfield			
At what address will the activity be located? Camden			
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			100
What proportion of the beneficiaries will be disabled people? 10%			

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 £
Capital Building costs	1,165,418			1,165,418
Activity and other costs	165,076			165,076
Cost of programme and 'lost' income through closure	270,000			270,000
Contingency	219,708			219,708
TOTAL	1,820,202			1,820,202

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Camden Council	335,000			335,000
Biffa Award	48,000			48,000
Heritage Lottery Fund	800,000			800,000
Individual Giving (£15,000) and Aurelius Foundation (£2,000)	17,000			17,000
TOTAL	1,200,000			1,200,000

What other funders are currently considering the proposal?

Funder	£
Wolfson Foundation	50,000
Garfield Weston Foundation	50,000
Pilgrim Trust	50,000
Clare Duffield, Manoukian, Clothworkers, Foyle Foundation	550,000
TOTAL	700,000

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 £
Disability access:				
new enlarged door openings to provide level access	4,600			4,600
three new disabled WC's and enlarged door opening	7,475			7,475
new disabled lift and forming enclosure	40,250			40,250
corridor widening and new ramp	8,625			8,625
new ambulant disabled staircase	17,250			17,250
external ramp from terrace to gardens	8,050			8,050
3 induction loops	5,175			5,175
visual indicators for fire alarm	4,025			4,025
automatic hold open device on fire doors	2,300			2,300
signage to meet RNIB design guidance	575			575
DDA compliant toilet outside café	2,300			2,300
TOTAL	100,625			100,625

20. Funding requested from the Trust (continued)

When will the funding be required?

01/07/2013

Is the activity to continue beyond the period for which funding is requested?

If so, how will it be resourced?

With a new build we are anticipating that there will be a 10 year maintenance plan and any repairs will be planned into the maintenance budget.

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?

All architectural plans, quantity surveyors' costings, planning permissions and listed building consent were granted August 2012. Additional documents are available for scrutiny: Options Appraisal, Conservation Statement and Management Plan and Feasibility Study and a Business Plan.

The updated Disability Audit, May 2012, guided by our Disability Steering Group, responded directly to the architect's plans.

Declaration on behalf of applicant organisation

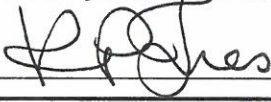
I, KATHERINE IVES (your name)

am an authorised representative of

LAUDERDALE HOUSE SOCIETY (your organisation)

within which I am DIRECTOR (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 15 APRIL '13

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