

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Dalwood Community Shop and Post Office

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the group a registered charity and standard Village Hall?		X
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?		X
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
<b>Project Eligibility</b>		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'?	X	
Is the grant requested no larger than £5,000?	X	
Is the overall project no larger than £750,000?	X	
a. Is the grant requested no larger than 1/3 of the overall project costs?	X	
b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery		X
Do funding gained and cost of project match?		X

## ASSESSOR Comments:

Only have a 7 year lease for the rest of the shop, but that lease is with EDDC. Feedback from Estates is that we can't see why we would be opposed to renewing it. They are an Industrial and Provident Society. There are a wide variety of funding sources for the project. They have over a years running costs in reserve, but £3,750 of this is going towards the project, and it is a community shop rather than a village hall.

# FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0, Maximum score for each = 5

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	2
Comments: The community shop and post office themselves are well used and continually improving. This project is to add a small meeting area with coffee machine onto that. The pub serve coffee at lunchtimes but some people who have asked for this project have said they wouldn't use the pub.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	2
Comments: There are few spontaneous meeting places in the village. The idea is that this would help reduce isolation in a rural area by providing a spontaneous, social meeting place and also that it would make the well used shop and post office more sustainable. However, compared to other projects there isn't as much need.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	4
Comments: The community has asked for it and some members of the community have donated money towards it. There are several letters of support as part of the application. The community shop and post office being safeguarded is in the Neighbourhood Plan, and this would help them become more sustainable.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	5
Comments: Well planned, with plans and conditional planning permission provided.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	4
Comments: Have the majority of the funding in place for the £32,950 project, £5,500 unconfirmed but applied for and any shortfall will be met from shop reserves.			
<b>Total Score:</b>		<b>25</b>	17

ASSESSOR Comments:

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Dalwood Community Shop and Post Office

The community shop and post office themselves are well used. This project is to add a small meeting area with seating and a coffee machine in it. The idea is that this would help reduce isolation in a rural area by providing a spontaneous, social meeting place and also that it would make the well used shop and post office more sustainable. The community shop and post office being safeguarded is in the Neighbourhood Plan, and this would help them become more sustainable. They have letters of support from the community, and have raised a lot through fundraising in the community. There is a pub who serve coffee at lunchtimes but some people who have asked for this project have said they wouldn't use the pub. There are other meeting places in Dalwood, but they need to be pre-booked.

Total Project Cost:

£32,950

Award Requested

£2,500

Recommendation

£

Funding Package:

Unconfirmed Funds:

£5,500

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Parish Council	£3,500	Yes
Fundraising	£17,700	Yes
Fundraising	£5,500	No
Hall contribution	£3,750	Yes
Grant:		
None	£0	
<b>Total (if we give our grant)</b>	<b>£32,950</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	2
2. Need for proposed works	2
3. Local support	4
4. Planning of project	5
5. Funding package	4
<b>TOTAL SCORE:</b>	<b>17</b>

Assessment Summary:

# East Devon District Council

## Community Building Fund Application Form

### 2019 / 2020

Please read the guidance notes thoroughly before completing the application form.

**IMPORTANT-** If your application is incomplete by the deadline, it will not be assessed and will be returned to you.

#### Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online:<http://eastdevon.gov.uk/privacy>

SNAP Surveys Ltd Privacy Policy:<https://www.snapsurveys.com/survey-software/privacy-policy-uk>

#### Eligibility checklist

**1 Please answer the following questions. If you answer 'No' to any of them your project isn't eligible for this funding.**

**If your answer is 'No' to any of these and still submit an application, your application will not be considered and will be returned to you.**

	Yes	No	Does not apply
Does your total project cost between £4,500 and £750,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your application to us for between £1,500 and £5,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have the vast majority of your match funding from other sources in place?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in an area not covered by a town council?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in East Devon?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the application is for a community building, is it used by a minimum of three separate and distinct user groups?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have permission from all the relevant organisations and people to carry out the project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project a capital project for non-removable items (not to help with running costs, routine repair or maintenance nor removable items such as chairs and crockery)? Please refer to guidance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2 Have you been awarded funding through our Community Buildings Grants scheme in the last two years?**

- Yes - if yes, you aren't eligible for this funding
- No

## **A - Your contact details**

**3 Name of your community building:**

Dalwood Community Shop and Post Office

**4 What Parish is your community building in?**

**Community buildings in Town Council areas are not eligible.**

Dalwood Parish East Devon

The contact details below will be removed before the application is made public as part of the agenda and minutes of the decision making meeting. Please see section F and the start of the questionnaire for further information.

**5 Main contacts name, position on the Committee, and address (including postcode):**

Mrs Shelagh Beak Secretary to the Shop Management Committee The Leys , Dalwood ,Axminster, Devon EX13 7HA

**6 Main contacts phone number:**

01404 881760

**7 Main contacts e-mail (IN BLOCK CAPITALS):**

SHELAGH.BEAK@GMAIL.COM

## B - The legal status and management of your community building

### 8 Are you a registered charity?

- Yes  
 No - please move onto question 9

If yes, what is your number?

### 9 Is your governing document a....

- Trust Deed  
 Conveyance  
 Lease  
 Charity Commission Scheme  
 Other - please write in below:

### 10 In whom is the property vested? E.g. who are the holding/ custodian trustees?

- Named trustees  
 Parish Council  
 Official Custodian for Charities

### 11 Is your community building:

- Freehold  
 Leasehold - please tell us how many years remain on the lease:

7 YEARS We  
anticipate EDDC will  
renew the lease due

See  
below

### 12 Are there any restrictive covenants in your governing document?

- Yes  
 No - please move onto question 13

If yes, please specify:

Hi Jamie,

I can't see that we'd be opposed to the extension subject to agreeing terms.

As a piece of work, it's in our workplan, but we won't be able to pick it up until August due to other priorities.

Cheers

Senior Estates Surveyor, Property Services

## C - About your project

**13 Are there any other community buildings in the parish? If so, please tell us what they are and explain why the community building you are applying on behalf of is needed as well as the others.**

Village Hall Recreation Field Pavilion The Village Hall is too large and impersonal for the requirement of a smaller more congenial meeting place The Pavilion is on the edge of the village. Both would require pre booking which would preclude spontaneous arrangements

there are no coffee shops or cafes in the village which is why the residents are so keen. The only other meeting places would be the Village Hall or Pavilion as mentioned.

The pub would serve coffee between 1130am and 3.00pm but the residents who have asked for our coffee shop have already said they would not go to the Pub

**14 Please explain in detail how regularly is your community building used and who uses it?**

The shop is open 7 days a week Monday -Friday 8.30am-6.00pm Saturday 8.30am-4.00pm Sunday 8.30am-12.30pm The Post Office is open Monday and Tuesday plus Thursday 9.00am-11.30am. With no banks in Axminster the PO is a valuable asset. A large proportion of the village use the shop and PO on a regular basis The village is very picturesque with some attractive footpaths and attracts many walkers who also use the shop. We are a registered Water Replacement Point.

**15 What is your project?**

**Please check the rules to make sure your project is eligible. In particular we can't fund routine maintenance and repair costs.**

The Community Shop was converted and extended from 1 of 3 EDDC garages leased to the Shop 18 years ago. 7 years later the Council allowed an extension into the adjacent unused garage. As the 3rd garage is not likely to become available the project is a brick and glass extension to the existing shop on the current window end to create an informal familiar and welcoming meeting place within the village. This will have a quality hot drinks machine 2 tables and 8 chairs a, book exchange facility plus Tourist information publications..

**16 Why do you want to carry out this project, why is it needed and what difference will it make?**

. We want to carry out the project to response to a long standing ambition of the village residents to provide a familiar and welcoming meeting place within the village where they and visitors can meet over a hot drink It will be of great benefit to all residents but especially the older and single residents who can feel isolated. It will make a big difference to know there is somewhere close by where they can socialise outside their own surroundings The opening times of the shop provide a good time frame during the day.

we anticipate an increase in footfall at the shop creating an increase in income from the machine and the additional sale of products stocked. it has been proved the longer customers stay in the shop chatting the more they see to buy!

In the past 17years we have extended into the adjacent garage, installed solar panels, completely refitted the sales area and recently upgraded our electronic till system. With each improvement the shop has become more sustainable

Apart from the Solar panel installation, funding has come from the village or shop reserves

**17 How do you know this work is needed? Who and how have you consulted?**

Shareholders and users of the shop have suggested the idea of a Coffee shop at several AGMs but this was not feasible in the past but before last year's AGM a constructive suggestion was made to build a brick and glass extension to the window end of the Shop.A vote was taken on the suggestion at the 2018 AGM which was almost unanimously in favour of the proposal. We also held an EGM with proposed plans plus a questionnaire survey based in the shop to ensure other customers were also in favour. The results were also very positive. The amount of money pledged by individuals and village organisations indicates their support for the project. We applied for planning permission and permission to build from EDDC who are our landlords.Both requests were granted Please see letters of support

**18 Has planning approval been given?**

- Yes- Planning application reference:\_\_\_\_\_
- Not required
- No- If no, why not:  
Planning permission number 18/0941/FUL

**19 Has building regulation approval been given?**

- Yes
- Not required
- No- If no, why not:  
Applied for not yet received

We have received a report our application and the queries are mainly technical with the exception of the right hand side wall which is continued on the front. Mick has redrawn the plans showing this amendment and returned this and replied to all their queries I can get Mick liver to send you a copy if you wish.

**20 When do you intend to start this project and how long is work likely to take?**

Summer 2019 2 months

## D - Project costs and match funding

### 21 Can you claim the VAT back on any of your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

### 22 Project costs (£)

Purchase of land	Nil
Purchase of building	Nil
Construction work	£27,950
Adaptation/ repair work	Nil
Fixtures and fittings	
Car park	Nil
Other (please specify below)	£500
Lease Extension	
Professional Architect Fees	Nil Donated
Professional Surveyor Fees	£2000
Professional Solicitor Fees	£500
Disability access audit	Nil
Safety planning supervisor	Nil
Planning application/ Building Regulations	
VAT	
Inflation/ contingency	£2000

**Total Cost**

**£32,950**

We have accepted the quote from Derek Gould

**Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies. If you don't send quotations you won't be eligible for the funding.**

### 23 Match Funding (£)

We do prefer to be final funder, please make sure you have at least the vast majority of your funding in place before applying

Grant you are requesting from EDDC **£2,500**

Your contribution **£3,750**

Grant from Parish Council- is this confirmed? £3500

Confirmed Council meeting 21/5/2019

Other (please specify below and send evidence where possible) **£23,200**

See attached list

**£17,700 confirmed  
£5,500 unconfirmed - see accompanying information for details.**

Total **£32,950**

Shortfall **£0 if £5,500 of unconfirmed funding is realised.**

Given the warm reception the requests have already received we do not expect a large shortfall to occur

Further, as we are not, at this stage, able to detail the actual processes of filling the gap as we have no idea of how much the amount may be

However, given the history of fund raising in Dalwood we are fully confident of our ability to counter any such shortage

Any shortfall where funds are not realised will be made from Shop reserves.

This current project is more ambitious than our other undertakings but we are certain we can achieve the ambitions of the residents within the budget.

## **E - Your finances**

**Please send your most recent set of approved annual accounts to us**

## F - East Devon District Councillor comments

**24 Please ask your East Devon District Council Ward Member(s) for their comments on your project and write their name(s) and comment(s) in below:**

If you don't know who your EDDC Councillor is you can find out online here: [www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/](http://www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/)

Jamie I would like to please ask that if there is any available funding to help Dalwood community shop progress it's vision and help it become more sustainable, I am one hundred percent behind helping the shop and have used some budget from Devon County funds to help with the scheme. The shop is a really well used asset in Dalwood and supported by customers from some of the surrounding villages so it is vital to help the volunteers who make this unique shop the success that it has become. Regards Iain Chubb.

## Section F- Checklist

### 25 Please check that you have included / sent the following with your application:

- Copy of governing document
- Details of offers / grants from any other funder / organisation
- A minimum of 3 quotes for total project costs
- Copy of most recent set of approved annual accounts

#### Optional documents to send us:

- Photographs, specifications and drawings
- Extract from your Parish Plan / Neighbourhood Plan
- Evidence from consultation e.g. letters of support from users
- Other

Please send all accompanying information by post or by e-mail to us:

**Post:** Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

**E-mail:** [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)

### 26 Please click in the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.

Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>

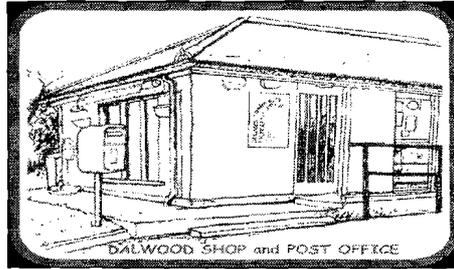
**If you don't tick this box your application can't go forward.**



### 27 Signature of applicant:

### 28 Date:

**Please complete this application form in full and click on the 'submit' button below to send your answers to us**



# **Dalwood Community Shop Association Ltd**

**Annual General Meeting  
May 3rd 2019**

## **Financial Reports**

**Year Ended March 31<sup>st</sup> 2019**

Page 1 Profit & Loss Statement

Page 2 Balance Sheet

Unaudited at time of AGM

---

# DALWOOD COMMUNITY SHOP ASSOCIATION LTD

## PROFIT & LOSS ACCOUNT

YE MARCH 31st 2019

Unaudited at time of AGM	£	2019	£	2018	
<b>Sales</b>		43,328		42,205	1,123
					0
<b>Cost of Sales</b>					0
Opening Stock	6,146		5,900		0
Plus Purchases	36,297		35,093		0
Less Closing Stock	<u>-7,053</u>	35,390	<u>-6,146</u>	<u>34,847</u>	543
					0
<b>Gross Profit</b> (Sales-Cost)		7,938		7,358	580
G.P. %		<b>18.32%</b>		<b>17.43%</b>	
<b>Other Income</b>					
Interest Received	0		0		0
Grant	0		0		0
Hall Lottery Scheme	205		240		-35
Plunkett Prize	0		0		0
Feed-in tariff	782	987	914	1,154	-132
					0
<b>Overheads</b>					0
Light, Heat & Water	2,611		2,915		-304
Repairs & Maintenance	473		1,421		-948
Rent & Rates	650		650		0
Depreciation	609		635		-26
Dumped stock	269		223		46
Insurance	404		398		6
Till Overs/Unders	80		-49		129
Statutory Fees & Licences	165		191		-26
Shop use of stock	196		192		4
Software	279		279		0
Printing & Stationery	176		60		116
Chip & PIN costs	404		283		121
Telephone. Postage etc	295		312		-17
Sundries (Incl Donations)	30		40		-10
Advertising	352		415		-63
Petrol & Mileage	0		0		0
CT Refund	0		-156		156
Professional Fees	182		315		-133
Christmas Party	88		84		4
CofFee Shop Extension	327				
2017 System upgrade	0	7,590	120	8,328	-120
Net Profit / (Loss) before tax		<u>1,335</u>	794	<u>184</u>	
Taxation as calculated		TBA		-122	
<b>Retained Profit / (Loss)</b>		<b>1,335</b>		<b>62</b>	

**DALWOOD COMMUNITY SHOP ASSOCIATION LTD****BALANCE SHEET    YEAR ENDED March 31<sup>st</sup> 2019**

		<b>2019</b>		<b>2018</b>
<b>Unaudited at time of AGM</b>				
<b>Fixed Assets</b>				
Opening Balance	2,545		3,159	
Acquired in Year	3,272		20	
	<u>5,817</u>		<u>3,179</u>	
Grants	0		0	
Depreciation	<u>-609</u>	<b>5,208</b>	<u>-635</u>	<b>2,544</b>
<b>Current Assets</b>				
Stock	7,053		6,146	
Prepayments	0		0	
Cash at Bank	13,513		15,778	
Sundry Debtor	0		0	
Cash Floats	209		187	
Recoverable VAT	358			
Petty Cash	<u>0</u>	<b>21,133</b>	<u>0</u>	<b>22,111</b>
<b>Current Liabilities</b>				
Trade Creditors	-338		0	
Payable VAT	0		22	
Corporation Tax 2018	-122			
Corporation Tax 2019		<u>-460</u>	<u>-122</u>	<u>-100</u>
<b>Net Current Assets</b>		<b>25,881</b>		<b>24,555</b>
<b>Long Term Liabilities</b>				
Bonds & Vouchers	-1,800	-1,800	-1,830	-1,830
<b>Assets - Liabilities</b>		<b>24,081</b>		<b>22,725</b>
<b>Represented by:</b>				
Share Capital	380		360	
Profit/(Loss) brought forward	22,366		22,303	
Current Year's Profit/(Loss)	<b>1,335</b>	<b>24,081</b>	62	<b>22,725</b>
Profits Carried Forward	<b>23,701</b>		<b>22,365</b>	
		0		

**TOWN AND COUNTRY PLANNING ACT 1990**

**GRANT OF CONDITIONAL PLANNING PERMISSION**

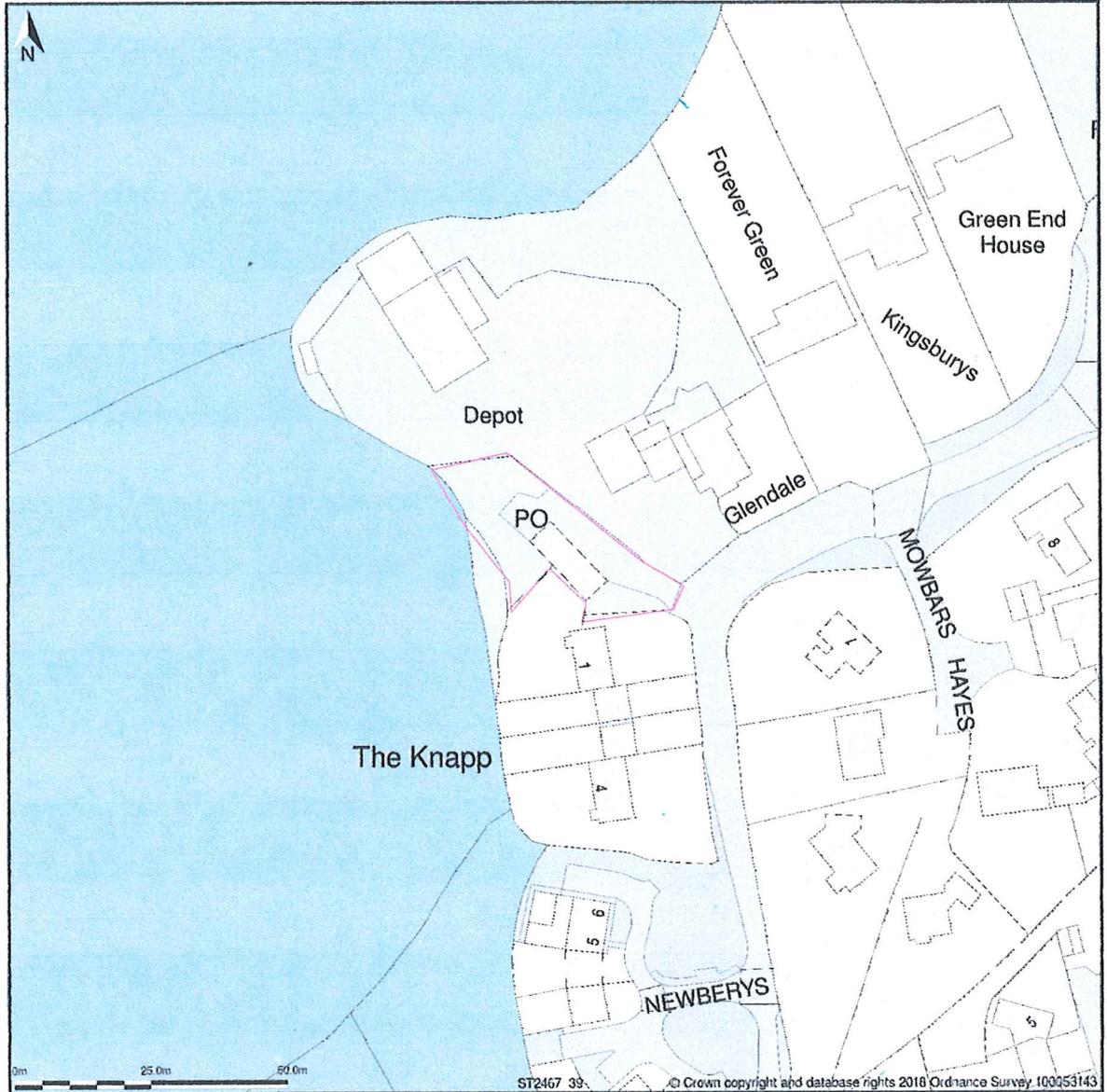
<b>Applicant:</b> Mr Michael Oliver	<b>Application No:</b> 18/0941/FUL
<b>Address:</b> The Barn Lower Corry Farm Dalwood	<b>Date of Registration:</b> 23 April 2018
<b>Agent:</b> Mr Michael Oliver	<b>Date of Decision:</b> 29 June 2018
<b>Address:</b> Lower Corry Farm, The Barn Road Past Lower Corry Farm Dalwood EX13 7HJ	
<b>Proposal:</b> Extension to the village shop	
<b>Location:</b> Dalwood Village Shop The Knapp Dalwood Axminster EX13 7EJ	

The Council hereby grants permission to carry out the development described in the application and the plans attached thereto subject to the following conditions :

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission and shall be carried out as approved.  
(Reason - To comply with section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).
2. The development hereby permitted shall be carried out in accordance with the approved plans listed at the end of this decision notice.  
(Reason - For the avoidance of doubt.)
3. The windows hereby approved on the Proposed West Facing elevation on drawing number 2018/16 shall be obscure glazed before the first use of the extension. Thereafter the approved windows and shall be retained with obscure glazing.  
(Reasons: In the interests of the amenity of the adjoining occupiers in accordance with Policies D1 - Design and Local Distinctiveness and E12 - Neighbourhood Centres and Shops of the East Devon Local Plan 2013-2031).

NOTE FOR APPLICANT

**Dalwood Village Shop. The Knapp, Road From Hutchings Farm To Carters Cross, Dalwood, Devon.**  
**EX13 7EJ**



Site Plan shows area bounded by: 324578.91, 100294.92 324778.91, 100494.92 (at a scale of 1:1250), OSGridRef: ST2467 39. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

Produced on 10th May 2018 from the Ordnance Survey National Geographic Database and incorporating surveyed revisions available at this date. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2018. Supplied by [www.buyaplan.co.uk](http://www.buyaplan.co.uk) a licensed Ordnance Survey partner (100053143). Unique plan reference: #00320548-FB1245

Ordnance Survey and the OS Symbol are registered trademarks of Ordnance Survey, the national mapping agency of Great Britain. Buy A Plan logo, pdf design and the [www.buyaplan.co.uk](http://www.buyaplan.co.uk) website are Copyright © Pass Inc Ltd 2018

*Oliver Partnership*  
*The Barn, Lower Corry Farm*  
*Dalwood, Axminster, EX13 7HJ*

*Telephone 01404 881818*

*Mob 07935 220471*

30<sup>th</sup>.May 2019

Dear Sirs,

**Re; Dalwood Village Shop Front Extension**  
**To Form Coffee Area**

I would be grateful if you could provide an estimate for carrying out the above works to the village shop in accordance with the plans and specifications which I enclosed, the works are scheduled to last for 16 weeks and should include the provision of a cold water supply to the extension for a coffee machine which will be supplied by others together with extending the existing electrical supply to provide four double socket outlets on a separate fused supply, and four lighting points together with a dedicated mains operated smoke alarm. The extension of the existing burglar alarm will be dealt with directly by the client. The client will provide power and water for site use. The work can be carried out during normal working hours with as little disruption to the shop as possible however the removal of the separation between the existing shop and the extension will have to be carried out in the times when the shop is closed, either within the evening or Sunday afternoon. The decoration will involve plastered ceilings and walls being mist coated with two full coats of emulsion, whilst all wood work will have be primed and have one undercoat and one gloss coat of paint. Please allow a Prime cost sum of £50 per sq metre for floor finishes. Storage of materials and placing of skips will be in the parking area to the rear of the premises, please note that the access from the road to the one remaining garage must be kept clear at all times as required by our lease of the shop premises. Building regulation fees will be paid directly by the client.

If you require any further clarification please do feel free to contact me on the above mobile phone number.

Yours faithfully

M.A.Oliver MRICS

Adam Smith Property Services  
Kingfisher House, Dalwood, Axminster EX13 7EH  
Tel: 07714 718158 email: adamjdsmith@hotmail.com

Estimate

2nd June 2019

FAO M.A.Oliver

Dalwood Community Shop  
Dalwood  
Axminster  
EX13 7EJ

Re: Front extension to shop

Dear Sirs,

Thank you for giving me the opportunity to quote for the work.  
Please find estimated price to create front extension as per your drawings + specification  
and our meeting.

Total price £ 28,300 including vat where applicable.

Many thanks hope this meets with your approval, please call me should you wish to  
discuss any aspects or details.

Many thanks

Yours faithfully

Adam Smith

D R GOULD

Builder, Decorator & General Repairs  
 Linden Bungalow  
 Dalwood Axminster EX13 7DY  
 Tel: 01404 831749

# Estimate

Date	Estimate #
07/06/2019	122

Name / Address
Dalwood Village Shop Dalwood Axminster Devon EX13 7

Project

Description	Qty	Rate	Total
I am pleased to submit the following estimate for work at Dalwood Village Shop , to build an extention to form a coffee area . To do the work as stated on the plans I Estimate this work to be completed for the sum of		27,950.00	27,950.00
<b>VAT Summary</b>			
Rate	VAT	NET	
<b>TOTALS</b>	0.00	0.00	
			<b>Subtotal</b> £27,950.00
			<b>VAT Total</b> £0.00
			<b>Total</b> £27,950.00
Company VAT Number			

Oliver Partnership,  
The Barn,  
Lower Corry Farm,  
Dalwood,  
EX13 7HJ

31<sup>st</sup> May 2019

Dear Mr Oliver,

**Quotation: Dalwood Village Shop Front Extension**

Many thanks for your kind invitation to quote for these works.

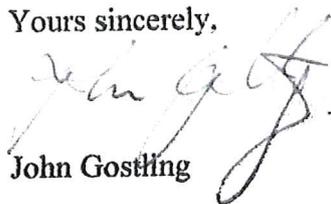
After careful perusal of the attached drawings and specification we are delighted to submit our estimate below to include all prime sums and meeting time stipulations and working hours requested in your letter. Should there be any changes to your requirements prior to award of contract please let us know and we will be only too happy to adjust the estimate accordingly.

**Labour, plant and materials for the sum of**

**£29600.00**

Trusting this will meet your approval,

Yours sincerely,



John Gostling

## Dalwood Village Shop Extension Specification

### Roof

Rafters 50 X 150 SC4 soft wood at 400 centres supporting Tyvac membrane and 25 X 50 tanalised battens secured with galvanised nails and plain tiles to match existing roof together with ridge and hip tiles bedded on sand and cement.

The roof is to be provided with continuous eaves ventilators above fascias on all three sides. Plain tiles are to be nailed with copper nails every four course and around all edges.

The front elevation is to be provided with three 50 X 100 binders securing the rafters to all the ceiling joist securely nailed.

### Ceiling

The ceiling joist are to be 50 X 200 SC4 soft wood at 400 centres and 300mm of fibreglass insulation, together with a vapour barrier and 12.5 plasterboard and 6mm skim.

### Walls

Walls are to be of cavity construction consisting of 125mm durox thermal block and face brickwork walls tied with stainless steel ties at 450 centres both horizontally and vertically and rendered externally and plastered internally. The cavity is to be filled with 50mm Kingspan insulation. Hyload horizontal and tray dpc's are to be provided as per drawing.

Windows are to be UPVC and triple glazed and also provided with a reflective coating.

### Floor Slab

Vegetable top soil is to be removed and the ground made up to level with type 2 scalplings and blinded with sand before laying a 500 gauge damp proof membrane. The raft foundation is 250mm in thickness and has a top and bottom layer of A393 mesh with 30M/mm<sup>2</sup> concrete the reinforcing to have 30mm of cover all as the attached calculations. The concrete raft is to be insulated with 100mm of Kingspan insulation laid on top of a 500 gauge damp proof membrane and finished with a tongue and grooved chipboard floor decking glued at all joints.

**Informative:**

In accordance with the requirements of Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 in determining this application, East Devon District Council has worked positively with the applicant to ensure that all relevant planning concerns have been appropriately resolved.

The plans relating to this application are listed below:

	Location Plan	10.05.18
2018/4	Proposed Floor Plans	10.05.18
2018/16	Proposed Elevation	10.05.18
2018/17	Proposed Elevation	10.05.18
2004/25	Proposed Site Plan	10.05.18



***Service Lead - Planning Strategy & Development Management***

**THIS DECISION IS NOT A DECISION UNDER BUILDING REGULATIONS AND THE APPLICANT SHOULD ENSURE THAT ALL NECESSARY APPROVALS FOR THE SAME PROPOSAL AND THE SAME PLANS ARE OBTAINED BEFORE COMMENCING ANY WORK ON THE SITE.**

*Your attention is drawn to the Council's adopted Code of Practice for the Control of Construction Site Nuisance which is available on the EDDC website. The Code of Practice details the measures that the Council expects all works on construction sites to comply with to avoid excessive nuisance to residents. You should therefore ensure that all contractors on site are provided with a copy of this document and told to comply with it. Failure to comply with the code may lead to action under the Environmental Protection Act 1990 or the Control of Pollution Act 1974.*

**Please refer to the accompanying notes which form part of this decision notice.**

*George*

Extract of Rules of **THE DALWOOD COMMUNITY SHOP ASSOCIATION LIMITED**  
(Registered under the Industrial and Provident Societies Acts 1965 - 1978)

1. **INTERPRETATIONS**
2. **NAME**

**OBJECTS**

3. The objects of the Association shall be for the benefit of the community of Dalwood, to sustain, encourage, provide, facilitate or revitalize retail enterprises and in particular shops, public houses and garages, including the acquisition of land, construction, improvement or adapting of buildings or dwelling houses and any other functions ancillary, supplemental or incidental to such objectives.
4. **POWERS**
5. **REGISTERED OFFICE**

**SHARES**

6. Shares of the nominal value of £10 each shall be issued to persons and corporate bodies upon admission to membership of the Association. The shares shall be neither withdrawable nor transferable, shall earn no right to interest, dividend nor bonus, and shall be forfeited and cancelled on cessation of membership from whatever cause; and the amount paid-up thereon shall become the property of the Association. A member shall hold one share only in the Association.

**LIMITED LIABILITY**

7. The liability of a member is limited to any amount remaining unpaid on that member's single £10 share.

**MEMBERSHIP**

8. The first members of the Association shall be the signatories to the application for registration. Thereafter the Management Committee at its discretion admit to membership any person or corporate body or the nominee of any unincorporated organisation who supports the objects of the Association and who has paid or agreed to pay the appropriate annual subscription as determined by the Annual General Meeting under rule 14(d) and for the time being in force.
9. A person who qualifies under rule 8 above may apply for membership to the Management Committee, and upon acceptance and the payment of £10 and the annual subscription fee the Association shall issue to him one share certificate and a copy of these rules, and shall enter his name in the register of members. The Management Committee may refuse any application for membership at its absolute discretion.

- 10 - 12. **CESSATION OF MEMBERSHIP**

13. **BORROWING**

**GENERAL MEETINGS**

14. An Annual General Meeting shall be held within six months of the close of the financial year of the Association, the business of which shall comprise:
  - (a) The receipt of the accounts and balance sheet and the reports of the Management Committee and of the auditor;
  - (b) The election of Management Committee members;
  - (c) The appointment of an auditor;
  - (d) The fixing of annual subscriptions;
  - (e) Such other business as may have been included in the notices convening the meeting.
15. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.
16. An Extraordinary General Meeting shall be convened either upon an order of the Management Committee or upon a written requisition signed by at least twelve members or ten per cent of the members of the Association whichever is the less. If within twenty-eight days of the delivery of a requisition a meeting has not been convened, the members who have signed the requisition may convene a meeting in the manner provided for in rule 17.
17. A General Meeting shall be convened by at least fourteen days' notice in writing posted or delivered to every member at the address entered in the register of members, specifying whether the meeting is an Annual or an Extraordinary General Meeting and stating the time, place at which it is to be held. The notice of a General Meeting shall contain details of the nature of the business to be transacted at the meeting. Business may be transacted other than that specified in the notices calling it.
18. A notice sent by post to a member's registered address shall be deemed to have been duly served forty-eight hours after its post if there is no accidental omission to send any notice to or the non-receipt of a notice by any member shall not invalidate the proceedings at the meeting.

**PROCEEDINGS AT GENERAL MEETINGS**

19. No person other than a member duly registered, who shall have paid every subscription and other sum (if any) which shall be payable to the Association in respect of his membership shall be entitled to vote on any question at any General Meeting. Each member shall hold one vote only.
20. A member which is a corporate body shall be represented at General Meetings by any person of its choice provided that any person so appointed to be acting on behalf of a corporate member shall be able on request to produce written authorization from the governing body of the member organisation so to do, and in the absence of such authorization the Chairman of the meeting may eject said person.
21. No business shall be transacted at a General Meeting unless a quorum is present. A quorum shall be five members or one-tenth of the members of the Association, whichever is the greater.
22. If within half an hour after the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case it shall stand adjourned until a day between twenty-one and thirty-five days after the day appointed for the original meeting, and notice shall be given to all members of the adjourned meeting as of the original meeting. If at such an adjourned meeting a quorum is not present within half an hour after the time set for the meeting, then the members present shall constitute a quorum.
23. At every General Meeting the Chairman of the Association shall preside, and in the event of his absence twenty minutes after the time appointed for the commencement of the meeting the Vice-Chairman shall preside, and in the event of his absence the members present shall choose their number to be Chairman of that meeting, whose function shall be to conduct the business of the meeting in an orderly manner.
24. The Chairman may with the consent of any meeting at which a quorum is present, and shall if so directed by the meeting, adjourn a meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business unfinished at the meeting from which the adjournment took place. Where a meeting is adjourned for twenty-one days or more, notice of the adjourned meeting shall be given as in the case of the original meeting, otherwise it shall not be necessary to give any notice of adjournment or of the business to be transacted at an adjourned meeting.
25. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a secret ballot is, before the declaration of the result of the show of hands, demanded by at least two members present. Unless a secret ballot be so demanded, the declaration by the Chairman that resolution has or has not been carried or lost and an entry to that effect in the book containing the minutes of the proceeding of the Association shall be conclusive evidence of the fact without proof of the number or proportions of members voting in favour or against such resolutions.
26. If a secret ballot is duly demanded it shall be taken in such a manner as the Chairman directs, and the result of the ballot shall be declared at the resolution of the meeting at which the ballot was demanded.

- The demand for a secret ballot shall not prevent the continuance of a meeting for the transaction of any other business than the question which the ballot has been demanded. The demand for a secret ballot may be withdrawn.
28. In the case of an equality of votes, whether on a show of hands or on a ballot, the Chairman of the meeting shall have a second or vote.
29. A resolution in writing signed by all the members for the time being entitled to vote at General Meetings shall be valid and effective if the same had been passed at a General Meeting duly convened and held and may consist of several documents in the same form each signed by one or more members.

#### OFFICERS

30. The Management Committee shall elect honorary officers from amongst its own number to include a Chairman, Vice-Chairman, Treasurer. Such officers shall serve until removed or replaced by the Management Committee or until they resign from office, shall be under the direction of the Management Committee, and shall have those functions specified in these rules and such other functions as the Management Committee may decide from time to time. The Management Committee shall appoint a Secretary of the Association, upon such terms and such remuneration as it thinks fit, who may or may not be a member of the Association or of its Management Committee. A Secretary so appointed may be removed by the Management Committee.

#### MANAGEMENT COMMITTEE

31. Unless otherwise determined by the Association in General Meeting, the Association shall have a Management Committee consisting of neither less than four nor more than eight members elected at the Annual General Meeting. Only persons aged eighteen years or over shall be eligible to be members of the Management Committee.
32. The initial Management Committee of the Association from incorporation until the first Annual General Meeting shall be appointed by the Founder Members.
33. At every Annual General Meeting all members of the Management Committee shall retire from office. A retiring Management Committee member shall be eligible for re-election.
34. New Management Committee members shall be elected individually at the Annual General Meeting by the members present and their nominations for Management Committee members shall be delivered to the Secretary not less than seven days before the Annual General Meeting. In addition the Management Committee may at any time co-opt any member of the Association to serve on the Management Committee provided that the maximum size of the Management Committee specified in these rules is not exceeded. A co-opted member shall serve until the Annual General Meeting following his co-option.
35. In the event that the size of the Management Committee shall fall below the minimum specified in these rules, the Management Committee may act for the purpose of calling a General Meeting, the business of which shall include the election of new members to the Management Committee, but for no other purpose.
36. A Management Committee member shall declare an interest in and shall not vote in respect of any matter in which he has a personal or material interest and if he does so vote his vote shall not be counted.
37. Any remuneration of Management Committee members shall only be in respect of services actually rendered to the Association for the furtherance of its objects. Management Committee members may also be paid all reasonable expenses incurred by them in attending or returning from meetings of the Management Committee or General Meetings of the Association or in connection with the business of the Association.
38. The office of Management Committee member shall be immediately vacated if he:
- resigns his office in writing to the Association; or
  - ceases to be a member of the Association; or
  - is removed by a simple majority vote of the members at a General Meeting of the Association, the notices of which specified that the question of such removal was to be raised; or
  - in the opinion of the Management Committee, fails to declare his interest in any contract as referred to in rule 36; or
  - becomes bankrupt or becomes, in the opinion of the Management Committee, incapable on medical or psychological grounds of performing the functions of a member of the Management Committee.

#### 39 - 42. POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

#### 43 - 47. PROCEEDINGS AT MANAGEMENT COMMITTEE MEETINGS

#### 48. INVESTMENT OF FUNDS

#### 49. APPLICATION OF SURPLUS

#### AUDITORS

50. The members shall vote annually, as allowed by the Deregulation (Industrial and Provident Societies) Order 1996 at the Annual General Meeting. It may, when necessary in law, or where the membership require, an audit carried out by a registered auditor, or an audit carried out by two or more lay auditors or a report carried out by a registered auditor, or unaudited accounts where the conditions for such provisions are met. If a full audit or a report is required a person who is a qualified auditor under section 7 of the Friendly and Industrial and Provident Societies Act 1968 shall be appointed. The qualified or lay auditors, if so appointed, shall not be officers or servants of the Society and nor shall they be partners or in the employment of, or employ, an officer or servant of the Society. Lay auditors shall be chosen by the Committee of Management from the general membership and/or others.
51. If the membership vote for unaudited accounts, the Society's Income/Expenditure Ledger shall be scrutinized by the Secretary and two Committee Members only and signed, as a true record by the Secretary and two committee members or such other number as may be required by legislation. An Income/Expenditure report will be prepared to present to the Society's members at each Annual General Meeting.
52. ANNUAL RETURN

#### 53 & 54. RECORDS AND SEAL

#### AMENDMENTS TO RULES

55. Any rule herein may be rescinded or amended or a new rule made by a vote of three quarters of all the members of the Association and voting at a General Meeting of which fourteen clear days prior notice has been given. Such notice to include details of the changes to be proposed at that meeting. No amendment of rules is valid until registered by the Registrar of Friendly Societies.

#### 56. DISSOLUTION

#### 57. DECEASED AND BANKRUPT MEMBERS

*Signatures of Founder Members follow*

Dalwood Community Shop Funding details  
For EDDC Buildings Grant June 2019

Donations pledged or received

Anonymous cash donor (Known to Committee)	£5.000
Anonymous cash donor (Known to Committee)	£4.000
Dalwood Community Land Trust	£2.000
Mick Oliver's Project Manager	
Time contribution	£3.500
Devon Buildings	£2.000
2 Fundraising parties	£700.00
Buy a Brick promotion	£500.00+
	<b>Sub Total £17.700</b>

Pending

Axe Vale Festival	£1.500
Fair	£1 500
Raft Club	£1,500
Fund raising events	£1,000+
	<b>Subtotal £5,500</b>
<b>Total</b>	<b>£23.200</b>

Brain Howard  
| Hutchins Barton | Dalwood | East Devon |  
EX13 7EH

08 June 2019

To whom it may concern

**Re: Proposed coffee shop in Dalwood.**

I wish to give my support to the above.

As a retired person who lives alone, I would very much welcome somewhere where I can go for a chat over a cup of tea or coffee.

More than 25% of the homes in Dalwood are single occupancy, mainly older people, many of whom are without transport. A coffee shop would help to tackle the loneliness that does exist here.

Also, I have spoken with some of the many walkers that come to Dalwood and their eyes light up at the prospect of somewhere to go for refreshment before or after their walk. The coffee shop will be a great addition to the community shop and Post Office, which has been run by volunteers very successfully for almost 18 years and provides a great village facility. I'm sure it will bring more companionable life to the village.

I wish the project every success.

Yours faithfully



Brian Howard

**Tuckers Orchard**  
**Dalwood Axminster Devon EX13 7EG**  
**(Tel: 01404 881707 email: hilaryhorley@talktalk.net)**

6 June 2019

Community Buildings Funding  
East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
Devon  
EX14 1EJ

To whom it may concern

Re: Dalwood Community Shop

I wish to support the application made by Dalwood Community Shop for funding towards the cost of building a conservatory at the front of the shop. This would be used as a small café housing a vending machine for teas and coffees.

In my view, this is a much needed facility for the village of Dalwood and the surrounding area. There is a large proportion of older people who reside in Dalwood, many of whom live alone. We do not benefit from a bus service through the village, and a lot of the residents do not drive. It is therefore very easy to feel isolated. Social interaction in the café would flow through from visiting the shop and post office. I know this as I work in the shop on a Thursday morning and I can see how this would work and how needed it is.

Also I know that young people in the village would enjoy having somewhere local to meet their friends. Mums as well, who come into the shop and post office having dropped their children off at The Folly Nursery. All ages would benefit.

Please look favourably on the application.

Yours sincerely



Hilary Horley (Mrs)

**Subject:** Shop extension

**From:** Paul Eastburn <paul.eastburn@gmail.com>

**Date:** 31/05/2019, 11:01

**To:** "Shelagh Beak (shelagh.beak@gmail.com)" <shelagh.beak@gmail.com>

Hi Shelagh.

Just to say that the idea of a Coffee Cafe/Shop in the village is great. A real community asset, especially for people like me, widowed and living alone. There are a lot of single people in the village these days, youngsters too. I can see it becoming a regular meeting place, there are a couple of groups here who regularly meet for coffee in cafes locally, but one here would save travelling, and might encourage others to join in too.

Best of luck with it.

Regards Paul.

# Dalwood Neighbourhood Plan



**2019-2039**

**Website: [dalwoodparish.com](http://dalwoodparish.com)**

**Email : [dalwoodpc@btinternet.com](mailto:dalwoodpc@btinternet.com)**

**Phone : 01395 517546 Dalwood Parish Council**

**Date: 2019**

## Community Facilities and Services

### Introduction

Dalwood is a thriving and active community. There are numerous community organisations and a range of regular community activities that take place. It would support a café and other retail business. Our aim is to maintain and increase, not decrease, the range of facilities that serve the local community. We will oppose any proposal that results in a loss of such facilities. We will work with organisations and businesses that seek to ensure Dalwood has the facilities and amenities it requires.

Paragraph 70 of the NPPF states that planning policies should *...guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day to day needs. Strategy 27 in the new East Devon Local Plan also states the 'loss of existing facilities will be resisted.'*

Paragraph 28 of the NPPF recognises that the development of local services serves to strengthen the local economy. Within that policy context, we would welcome a café at the heart of our parish.

New retail businesses that are easily accessible and serve the local community will help make us more sustainable as a community. They would help strengthen the sense of community and neighbourliness we have in Dalwood. They would reduce the need to travel and our dependency on the motor vehicle for every-day activities and supplies. Respondents to the 2017 Neighbourhood Plan questions would welcome some retail business as a potential means of increasing local employment opportunities as well as providing an outlet for local produce and crafts.

#### **Aims**

#### **Objectives**

<b>7. Encourage retail and/or hospitality development that meets local need and visitors.</b>	<b>7 Support applications for, retail or <input type="checkbox"/> hospitality businesses that are in keeping with the character of the area. Any</b>
---	--

	development would need to demonstrate that they would not have any significant adverse impact on the existing state of the Natural Environment
8. Resist the loss of local facilities and amenities (including Church, Community Shop and Post Office, Village Hall, Pavilion, Jubilee Field, Pub and protect Assets of Community Value (ACV's)	8a) Support the sensitive and necessary maintenance and improvement of local facilities and amenities 8b) ensure decisions on applications affecting any Asset of Community Value or locally important community facilities, give weight to the wishes of the community

### Community Facilities and Services Background and Reasoning for Policy CF1

Any new retail or commercial development should be of an appropriate scale and not adversely affect the character and visual appearance of the neighbourhood. Development proposals should also conform to the Neighbourhood Plan policies for the natural and built environment. We are also conscious that new additional retail and commercial premises (and the businesses that they accommodate) should improve the local economy and services we have in our community and not threaten any existing businesses. Therefore, whilst healthy free-market competition cannot be influenced by our planning policies, we would not wish to see new businesses established to the overall detriment of our local economy.

For these reasons we have included a policy that permits new facilities and services that are clearly aimed at serving a local demand and developed in keeping with the area.

## Policy- CF S1

### New Retail and Commercial Development in Dalwood Village

Proposals for new retail and commercial facilities, extensions and/or alterations to existing facilities to serve the local community will be supported on sites within or adjoining the confines of the village provided they meet the following criteria in full:

1. Can be provided preferably through the conversion or extension of an existing building, or if that is not viable, the development of a new building, without having a significant adverse impact on the special character of the area's natural and built environments
2. The proposal will be well related to the built form of the settlement and close to existing development
3. The site is accessible by a variety of types of transport, including walking and cycling and the amount of traffic generated by the proposal could be accommodated on the local highway network without harming road safety
4. The proposal would not be detrimental to the amenity of neighbouring residents by reason of undue noise or traffic
5. The proposal meets a proven local need or demand
6. The proposal does not have a negative impact on (i.e. significantly reduce the viability of) existing community services.

### Improvements to Existing Community Facilities,

### Amenities, and Assets Background and Reasoning for

### Policy CF2-3

To ensure that we remain a proper community, we feel strongly that we should protect the existing local facilities, which contribute to our way of life and its quality. Consultation events have demonstrated a desire amongst the local community to ensure that there is no loss of community facilities and what we have remains fit for purpose. We acknowledge that changes may have to be made to help our community remain relevant, viable and able to meet future needs and demands in an appropriate way. Changes or improvements that require

modification, alteration or extension of existing land or buildings, however, should not be detrimental to the character of the area or our natural assets.

Paragraph 28 of the NPPF recognises their value and states that neighbourhood plans should "promote the retention and development of local services and community facilities in villages such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship".

This is echoed in Policy CC4/A of the Blackdown Hills AONB Management Plan, 2014-19 which advocates "support the retention or enhancement of community facilities, services and amenities where compatible with the conservation and enhancement of natural beauty and the special qualities of the AONB."

Dalwood has a real sense of community. This is reflected in the Community Shop and Post Office, The Tuckers Arms, The Village Hall, The Jubilee Pavilion and Field and The Reading Room. All have become the ad-hoc social hubs of the parish. They offer meeting places where the local community, clubs and organisations can gather. The Shop and PO is often the 'ticket office' and communication centre for forthcoming events and activities.

**Recognised community facilities, amenities and assets**

St. Peter's Church, The Methodist Chapel, The Village Hall, Village Hall Car Park, The Tuckers Arms, The Jubilee Field and Pavilion, The Folly Nursery, Dalwood Community Shop and Post Office and the Reading Room