

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Chardstock Community Shop

Application Eligibility

Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	

Group Eligibility

Criteria	Yes	No
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	

Project Eligibility

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	

Costs Eligibility

Are there 3 quotes or a 'bill of quantities'? Q23	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:

They are a community shop, which makes them eligible.

They currently don't own the shop, but have raised enough money from the community to buy it. There are no annual accounts so we can't see the past history, however, there are projected accounts.

FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	To what extent is the hall, itself, needed by the local community?	5	4
Comments: It is the only shop / post office in the village, which is currently a business and the owners are retiring. They have not been able to find a private business to take it over so are selling it to the community who will continue it as a shop. 40% of residents of the village are over 65, and it can provide a vital lifeline for them.			
2	To what extent are the works needed?	5	5
Comments: These works are to separate the dwelling from the shop area, and are legally required for the shop to keep operating.			
3	To what extent has the project been developed with community support?	5	5
Comments: The community is very supportive, and has raised £250,000 to buy the shop.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Very well planned, with three quotations provided. Know exactly what they want to do.			
5	How realistic is the funding package?	5	4
Comments: There is currently no shortfall. Although there is no contribution to this part of the project from the parish council, they are contributing to later stages which will increase the size of the shop.			
Total Score:		25	23

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Chardstock Community Shop

The community have raised enough money to take over their well used shop, the only shop in the village and a vital lifeline for many elderly residents that live there. The shop is currently a private business that is closing, and no private buyer could be found, so the community stepped up. This project is to separate the attached dwelling from the shop area – which is legally required if the shop is to keep operating. They have all their other funding.

Total Project Cost:

£4,860.60

Award Requested

£1,620.20

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Hall contribution	£0	
Parish council	£0	
Other Grants / donations:		
Community fundraising	£3,240.40	
Total (if we give our grant)	£4,860.60	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	4
2. Need for proposed works	5
3. Local support	5
4. Planning of project	5
5. Funding package	4
TOTAL SCORE:	23

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"/>
Is your application to us for a maximum of a third of your total project costs?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you asked your local parish council for a contribution to your project? You must have asked your parish council for a contribution. If this request is refused you may still apply.	<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, and do the main user group use the community building a maximum of 50% of the time it is in use?	<input type="radio"/>	<input type="radio"/>	<input checked="" 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"/>
Do you have a minimum of three quotations for your total project costs? If this is not possible, please call us on 01395 517569 to discuss.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your community building is leasehold, are there a minimum of 28 years remaining on the lease?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
If your project requires planning permission, has planning permission already been granted?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Have you contacted your local East Devon District Council Ward member(s) and asked them for their comments on your project to include as part of the application form?
www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/



2 Have you been awarded funding through our Community Buildings Grants scheme in the last 18 months?

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

A - Your contact details

3 Name of your community building:

Chardstock Community Shop Limited

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Chardstock

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):

[REDACTED]

6 Main contacts phone number:

[REDACTED]

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

[REDACTED]

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:
Community Benefit Society Reg'n No 8810

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:

12 Are there any restrictive covenants in your governing document?

- Yes
- No - please move onto question 13

If yes, please specify:

Asset lock

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.

We are applying on behalf of the Community Shop which we are in the process of rescuing from closure. It is a vital amenity to our parish both as an information and communication hub for the village as well as in its provision of support and services to elderly and housebound residents (40% of residents are over the age of 65). The shop provides vital post office and shopping services, is environmentally helpful in reducing food miles, and is intent on sourcing local produce and supporting local growers. It is also a source of multiple volunteer opportunities. Chardstock also has a community hall and a junior school.

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

Continuous daily use by most of the parish's 400 households.

The shop is not currently a community shop (it is owned and operated as a private business). However, the current owners are retiring and have been unable to find a private buyer. They indicated to the village that they would therefore be closing the shop entirely. The village formed an action group which, in February of this year, developed into Chardstock Community Shop Limited, in order to rescue the shop and then run it as a community enterprise.

We are currently in late stage contract negotiations with the current owners and are expecting these to be completed in the next 6 to 8 weeks. The owners will continue running the shop until the hand over to us on completion of the sale. That is when the first stage of the building works will be necessary.

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.

On takeover of the shop (likely August 2022) we will need to make alterations to separate the shop from the adjoining residence and to provide the necessary fire exits and storage accessibility.

This is stage 1. We are closing off the connection between the residence and the shop with a stud wall and fire door, and similarly separating the the store room from the residence, as well as cutting two new doorways (one into the residence and one into the back of the storeroom to allow external access). This is largely to comply with fire regulations that stipulate both parts need a minimum of two exits.

The existing shop would function in the same way as now once we take it over. However, there is a definite need to increase the retail space in order to improve the financial viability of the community shop. (The existing shop you will see from the plans is quite small). We are aware of the likely cost of Stages 2 and 3 to expand the shop. Certain funding has already been obtained or pledged (approximately £25,000 as a mixture of Parish Council grant and our own fundraising efforts) and we are currently applying for further grants to augment these funds.

If successful we are hoping to begin work on stage 2 sometime in late 2023 but, of course, that is subject to success in reaching our funding target for the full amount.

Stage 3 is similarly dependent on sourcing funding both from our community, from shop profits and from further grant funding but this is likely to be at least three or four years hence. Please bear in mind that we have so far raised £250,000 towards the purchase so we feel we have both the experience and ability to go after the amounts needed from one source or another.

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

In order to separate the shop from the residence and to ensure adequate storage capacity once it is run as a separate entity.

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

We have been in discussion with the parish council and our own management committee, as well as three local builders (quotations available) to ascertain what is required.

18 Has planning approval been given?

Yes- Planning application reference: _____

Not required

No- If no, why not:

This initial work doesn't require planning permission (but building regulation contact will be made to ensure it complies with building standards)

19 Has building regulation approval been given?

Yes

Not required

No- If no, why not:

As we haven't yet acquired the shop (expected August 2022) we intend to apply as soon as completion is achieved

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

Subject to Building Regs approval, as soon as possible after acquisition. During 2022 or in first three months of 2023 at latest

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 Do you have a minimum of three quotations for the total costs of your project?

If you are purchasing items, this could be print outs of webpages listing the prices of what you wish to buy.

- Yes - please send these to us by email or in the post to the contact details listed in Section F.
- No - you must have three quotations before submitting an application to us. If this isn't possible please call us on 01395 517569 to discuss.

23 Please tell of which of your quotations you would want to proceed with, and why:

Likely to be Wellmanmade subject to their ability to do the work in a timely fashion. Reason: Crowsteps have only included a pc amount for part of this work and is not sufficiently itemised to be credible. Cornerstone is very expensive for the amount of work required. Note, we will be looking for additional quotes (because of the time requirement) but believe the Wellmadmade quotation is the most likely level of costs. Further note: As you will see from the quotations, this will be part of a much larger project over the next two to three years. We

24 Project costs (£)

Purchase of land

Purchase of building

Construction work £4,146

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations 300.00

VAT

Inflation/ contingency £414.60 (10%)

Total Cost £4860.60

25 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 £1,620.20

Your contribution

Grant from Parish Council- is this confirmed? 0

Other (please specify below and send evidence where possible) Fundraising in the local community, already in hand - £3,240.40

Please note, Parish Council is providing support for the later stages of the project (confirmed). Our committee's fundraising has provided the rest for stage 1.

Total £4860.60

Shortfall 0

E - Your finances

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

F - East Devon District Councillor comments

26 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/

As Ward member for Yarty (which includes Chardstock Parish) I am very supportive of the project to save the Community Shop for the residents of the parish (and wider area) and applaud the efforts of the Shop Committee who have worked tirelessly to gather in support, create a workable proposal to fund the purchase of the shop and undertake a parish-wide communication campaign to keep everyone up-to-date with developments in that regard. If there is anything I can do to help facilitate your COF application in my role as Cabinet Member for Economy in East Devon, please don't hesitate to let me know. Your funding bid certainly appears to tick "all the boxes" as per the fund specifications and I wish you every success in that regard. Please pass my thanks to all your colleagues for the work and effort you have expended thus far. Best wishes Cllr. Paul Hayward
EDDC, Yarty Ward Cabinet Member for Economy and Assets Deputy Leader of the Council

Section F- Checklist

27 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

28 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.



29 Signature of applicant:

30 Date:

14 June 2022

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

APPENDIX C

Financial Forecasts- Profit & Loss Account

y/e	Actual 5/4/19	Actual 5/4/20	Actual 5/4/21	Year 1	Year 2
Sales	127,983.	132,656	184,043	119,380	131,318
Cost of Sales	102,959	107,250	133,999	96,101	105,711
Gross Profit.	25,024	25,406	50,044	23,279	25,607
Expenses					
Employee costs	6,020	6,662	6,599	1,404	1,475
Premises costs	3,368	3,384	2,539	4,230	4,441
Repairs & Mntnce	1,063	1,208	2,934	3,200	3,360
General Admin	1,362	1,169	311	1,757	1,845
Motor Expenses	1,225	1,370	2,204	1,507	1,582
Advertising, promotions etc	160	50	-	500	525
Professional charges	360	370	447	1,700	1,785
Finance charges	231	264	1,205	600	630
Depreciation	1,010	1,010	1,010	1,200	1,260
Subscriptions and licences	-	-	-	200	210
Sundry expenses	-	-	-	300	315
Interest on borrowings	-	-	-	2,000	2,000
Total Expenses	14,799	15,487	17,249	18,598	19,428
Net Profit before Tax	10,225	9,919	32,795	4,681	6,179

Notes:

1. Sales assumed at 2020 levels less 10% for learning curve
2. Year to 5/4/21 is unrepresentative due to the effects of the pandemic
3. Figures for Yr to 5/4/22 not yet available but will also be anomalous due to pandemic
4. Forecast cost of sales includes higher wastage, marginally affecting GP percentage
5. Only net employee costs included (Post Office salary received and paid out)

In following years we are confident that significant growth can be achieved as a result of:

- Enlarging the physical shop area
- Offering an ever increasing range of products as determined by the membership
- Benefiting from better understanding how the shop functions, which products sell best and getting to know more sources of local products
- Developing special activities around the shop that attract more custom
- Encouraging the community, who will now have a vested interest in the shops success, to use the shop more frequently and to consciously spend more on each visit

Mr Paul Spearing
Chardstock Community Shop
Chardstock
EX13

Ref; EWPS01-040622
4th June 2022

Dear Paul/Committee

Thank you for offering me the opportunity to provide an estimate for works to the Chardstock Committee Shop and detailed in the provided drawings SK1.01, SK1.02, SK1.03 and during our site meetings. Please find below my estimate which I have compiled to the best of my ability based on the information currently to hand. **Please note: it is not to be considered a fully inclusive quotation.** It is also worth noting when completing your grant application and budgeting paperwork, all construction costs are increasing. That includes costs for labour, materials, equipment hire and fees. It will be necessary for you to keep that in mind when applying for grants as its very difficult to judge those increases at this moment for work to be undertaken in the future.

Stage 1

To provide a new external front entrance door to the residential property, and to provide some stud work partition wall with interconnecting internal fire door.

- Mark out and cut out both inner and outer brick/block skins of wall (opposite the current shop entrance), propping the masonry above as required.
- Install 4no pads stones
- Install 1no cavity lintel, including slate wedges and mortar pointing as required.
- Install cavity closers.
- Supply and fit 1no uPVC front entrance door (PC Sum (£800 plus VAT))
- Dot and dab plasterboard to the inner reveal, and skim finish. Render the outer reveals.
- Make and fit stud wall sections dividing the hallway between the existing shop into the residential property.
- Fit door lining including door stops with intumescent strips for fire resistant.
- Fit 1no 30min rated fire door blank, including hinges, handle set and door lock.

Cost, including labour, materials and any specialist equipment including waste disposal:

Sub Total:	£3,455.00
VAT:	£ 691.00
Total:	£4,146.00

Continues on Page 2.

Stage 2

To build and new single storey extension onto the Eastern elevation of the existing shop, measuring approx. 21m/2.

- Remove existing fence and provide suitable groundworks for the foundations of the new building. This is to include altering and/or diverting existing rainwater drainage pipework. Excess spoil will be removed off site. No other utility pipework or cabling has been included in this estimate. The excavations are to allow for the installation of a concrete raft footing (subject to any Planners and/or Building Control restrictions and in accordance with a Structural engineers design and specification). Once excavated, cover site with a 100mm layer of Type 1 MOT hardore and compact as required.
- Make timber shuttering to form the shape of the new building, allowing for a 150mm main slab with a perimeter toe extending to 450mm deep. Cover the base with a layer of sand and compact as required. Lay a Damp Proof Membrane across the entire slab site, including into the toe and lapping up the sides of the shuttering.
- Install a double layered reinforced mesh base which extends into the toe of the footing. Wire tie all mesh together as required
- Connect up all new and existing rainwater gulleys. ***Please note: it has been allowed for new rainwater connection to go into the existing system, no new rainwater soak away has bee allowed for.***
- Pour and level the new concrete foundation.
- Mark up the knock-throughs and cut out the masonry accordingly. Make temporary studwork partitions to the new openings to ensure the building stays weather proofed and secure.
- Lay a dolly course of 140mm concrete blocks to form the footprint of the new building.
- Using 6" x 2" tanalised timber, build the outer walls of the building onto the blockwork dolly course, doubling up where required at corners, forming window openings etc. Clad the new outer walls with 9mm structural OSb board and cover with a breathable, waterproof membrane.
- Fit new rafters to form the new flat roof, onto which timber firings are fitted to form the required water run-off slope. Across the new rafters a layer of 18mm OSB T&G deck boards are laid to for the initil deck. At this time a suitable front edge upstand will be created to act as the fascia when the roof is fully complete.
- Remove the first 4 rows of roof tiles from the existing roof. Across the new roof install a Vapour Control Membrane onto which a layer of solid, foil backed insulation is laid to meet regulation requirements, around 150mm thick. This layer laps across the existing property wall to ensure there are no cold spots. Across the new insulation, fix a deck using waterproof 18mm OSB T&G deck board. Complete the necessary fascia timber work and join to the existing roof.
- Install a new EPDM rubber roof including fully lapped and flashed into the existing tiled roof, with corners and junctions correctly folded and formed and completed into a gutter trim on the leading edge. Refit the roof tiles as required.
- Fit uPVC soffit, fascia and barge boards around the perimeter.
- Supply and fit 2no new uPVC windows to the side and rear elevation.
- Batten the timber walls and fit cement render carrier board around the building, ensuring a suitable insect prevention mesh is installed at the base of the opening.

Continues on Page 3.

- Render the new exterior walls using a lightweight, through colour render system such as EcoRend or K Rend, including below DPC blockwork.
- Complete gutters and downpipes as required, concrete infill between the existing concrete hard standing and new building to finish external works.
- Internally, 90mm solid, foil backed insulation is laid across the concrete slab, A perimeter ustand of 25mm insulation is also installed. A damp-proof slip layer is then laid before a traditional sand/cement screed is laid and levelled (*Please note: this type of screed requires approx. 70 days to fully dry before any finish flooring can be bonded to it.*)
- Insulate between walls using Actis Hybris 125mm insulation. Across the walls a foil VPL will be fixed and then battened around ready to accept plasterboard.
- 1st fix all required electrics (using existing shop consumer unit)
- Fit insulation across the rafters to form the new ceiling and then the same process to the walls.
- Create the opening for the rear access door with adjoining 'temporary' wall panel. Complete the exterior of this panel with timber cladding, internally it is to be insulated and plasterboard.
- Create opening for the new front entrance. A new, sliding automated entrance door will be supplied and fitted. (PC sum of £3000.00 plus VAT has been allowed).
- Complete 2nd fix electrics
- Remove the interconnecting fire door (fitted in Stage 1) and board over both sides.
- Skim plaster all newly boarded areas and repair areas as required.
- Fit new skirtings and architraves as required.

Cost, including labour, materials and any specialist equipment including waste disposal:

Sub Total:	£50,060.00
VAT:	£10,012.00
Total:	£60,072.00

Continues on Page 4.

Stage 3

Build a new single storey extension onto the Southern Elevation of the existing property, measuring approx. 18.4m/2.

- Groundworks and construction technique will be the same as the first extension in Stage 2, but with the following differentials;
 - o Supply and install 3.8m of opening uPVC windows on the Eastern elevation, plus 2no single uPVC windows.
 - o Create an opening in the existing rear wall to create BoH access around the Kitchen/Bar area.

Cost, including labour, materials and any specialist equipment including waste disposal:

Sub Total:	£35,880.00
VAT:	£ 7,176.00
Total:	£43,056.00

The above estimates have been calculated in good faith, based on information currently available and drawings provided. They are subject to Planning and Building Regulation approval/restrictions, and a Structural Engineers calculation where required.

The following items **are not included** in the above estimates:

Planning Application Fees
Building Control Fees
Structural Engineers Fees
Decoration
Finish floor coverings
Any shop fixtures and fittings
Coffee shop kitchen/bar/countertop
External landscaping

Description	Qty	Unit		
			inc prelims	
Works Costs - inc prelims				£59,849.91
remove fence / replace with new - allow £500 for mats	1	item	£1,248.58	
clear oversite	1	item	£638.84	
dig footings / concrete	1	item	£3,026.23	
blockwork to oversite / insulate / concrete /	1	item	£6,375.19	
blockwork to plate / insulate	1	item	£11,163.19	
flat roof inc single ply system	1	item	£11,811.29	
windows / doors to new extention - prov 5k	1	item	£5,000.00	
plastering works inc plasterboard	1	item	£9,576.01	
floor screed	1	item	£1,388.12	
guttering	1	item	£1,035.64	
K- rend	1	item	£3,789.40	
New openings between existing and new building - 2no openings between the shop space	1	item	£2,797.41	
new opening / block doorways to - prov sum	1	item	£2,000.00	
Total for shop works - exc vat				£59,849.91
Café area - prov sum	1	item	£15,000.00	
shop fitout - not allowed for	1	N/a		

Paul Spearing
Chardstock Community shop LTD
Chardstock
East Devon

8 May 2022

Dear Paul,

Thank you for inviting us to provide an estimate for the works at the village shop. As discussed, I have considered the work in 3 phases based on the drawings provided.

Phase 1.

Create new external door into existing sitting room, new studwork and connecting fire door to shop. Block up door to storeroom and create new external opening. Allow for additional fire regs needed for dividing two spaces **£5900+VAT**

Phase 2.

Side extension to create additional retail area.

Excavate land and construct new retaining wall, trench foundations with beam & block floor, blockwork insulated cavity walls, rendered finish to match existing. Timber joist insulated warm flat roof, two skylights, GRP finish, flashing under existing sloping roof. 2 external windows. 3 new openings from existing shop to create 1 large retail space. New fire exit to rear of existing shop. New full height sliding front door. New floor coverings, finishes and shelving. Heating and lighting. **£68,500+VAT**

Phase 3.

Rear/side extension to create café space.

Excavate ground, trench/pad stone foundations, and beam/block floor, blockwork walls/steel
goal post to form large opening. Timber joist insulated flat warm roof with GRP finish. 1 skylight.
2 windows, new floor, finished floor and internal finishes. Internal joinery for café.

External paving to new entrance. £45,000+VAT.

Other considerations:

Fire regulations to divide dwelling & shop.

Existing heating system will need upgrading to allow for additional spaces.

Existing electrical system may need upgrading.

How are the dwelling & shop currently powered/heated? Separate supplies will be required?

Please let me know your thoughts on thee above in due course. Obviously, please do not
hesitate to contact us with any queries.

Yours sincerely,

Peter Betterton