

**Minutes of Ordinary Meeting of
Avon Dassett Parish Council**

Monday 17th October 2016, at The Reading Room.

Appendix 1 – Community Right To Bid



Community Right to Bid for Assets of Community Value

Intention to bid form

This form enables eligible groups to submit an intention to bid upon an asset listed on the **Stratford On Avon District Council List Of Assets Of Community Value** under the Localism Act 2011.

Intentions to bid must be submitted within six weeks of the owner's notification of their intention to sell.

Under the Localism Act 2011, only the following organisations are eligible to submit an intention to bid:

- (a) A charity
- (b) A community interest company
- (c) A company limited by guarantee that is non profit distributing
- (d) An industrial and provident society/community benefit society
- (e) A town or parish council

Part A - About the group submitting the intention to bid

A1. Organisation's name and address

Name Of Organisation	Avon Dassett Parish Council
Address Including Post Code	The Reading Room Avon Dassett Southam Warwickshire CV47 2AL

A2. Contact details

Name	Mr Darrell Muffitt
Position In Organisation	Councillor
Address Including Post Code	Avon Dassett, Southam Warwickshire

	CV47 2AS
Daytime telephone number	01295 690232
Email address	darrell.muffitt@gmail.com
Fax number	

A3. Type of organisation

Description	Please tick all that apply	Registration number
Town or Parish council	✓	
Charity		
Company limited by guarantee which does not distribute any surplus it makes to its members		
Industrial and provident society/community benefit society which does not distribute any surplus it makes to its members		
Community interest company		

A4. Local Connection

For groups other than town and parish councils, please confirm and provide evidence (see A6) that the group is wholly or partly concerned with the area covered by Stratford on Avon District Council or a neighbouring local authority area

A5. Distribution of surplus funds

For groups other than town and parish councils, please confirm and provide evidence (see A6) that any surplus made by the group is wholly or partly applied for the benefit of the area covered by Stratford on Avon District Council or a neighbouring local authority area

A6. Your organisation

Please provide a copy of the following as relevant to your organisation	Please tick documents provided
Memorandum of Association	
Articles of Association	
Companies House return and current Directors/Members	
Trust Deed	
Constitution / Terms of reference	
Standing Orders	
Registration Form and Interest Statement for Community Interest Company	

Part B - About the asset your organisation intends to bid upon

B1. Name and address of asset being nominated

Name	The Avon
Address including post code	Avon Dassett, Southam Warwickshire CV47 2AS

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming:

- **that the contents of this form are correct, to the best of your knowledge and**
- **you are giving Stratford On Avon District Council permission to pass your details to the owner of the asset to which this intention to bid relates.**

Name: Trevor B Gill Chair Avon Dassett Parish Council

Signature

Date: 17 October 2016

Data Protection Statement

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the Community Right to Challenge procedure. Personal contact details you have provided in this form will be made available to the owner of the asset to which this intention to bid relates in order that they may contact you. The information provided will be stored securely by Stratford On Avon District Council and will be destroyed after 6 years following the expiry of the extended moratorium period. The information provided will be subject to the Freedom of Information Act, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.

Appendix 2 – Application To The Plunkett Foundation For Support

Looking to set up a community co-operative? Already running one and need some support?

We're here to help. Just fill in this form and send it back to us.

The Plunkett Foundation helps communities use community ownership to take control of their challenges and overcome them together. We support people, predominantly in rural areas, to set up and run life-changing community co-operatives; enterprises that are owned and run democratically by large numbers of people in their community. Thanks to our partners and funders we're able to offer a range of support, typically consisting of:

- A visit from a **Plunkett Adviser** to help you develop the vision for your community co-operative
- Support producing an **action plan** to help advance your project ideas and proposals
- A **facilitated study visit** to learn from, and be inspired by, other community co-operatives
- Support choosing or changing a **legal structure**
- **Mentoring support** from individuals involved in other community co-operatives who can share their knowledge and experience
- Guidance developing and launching a **community share issue**
- Advice from a **Specialist Adviser** to help with areas like marketing, business planning, financial management and HR
- A **healthcheck** to help existing community co-operatives evaluate their trading performance, and identify opportunities for growth
- **Training** for a group of communities or co-operatives with similar needs
- Support to source and sell **local food** (if applicable)
- **Merchandising** and specialist retail advice (if applicable)

If you would like to apply for support, please complete this form and return it to us within two months of issue by emailing the Frontline Team at support@plunkett.co.uk

Section 1

1.1 Your contact details:

Please give us the contact details of the person filling out this form:

Name of main contact person for this application:	Darrell Muffitt
Position in the group or enterprise:	Councillor
Address:	Orchard Lodge Avon Dassett Southam Warwickshire
Postcode:	CV47 2AY
Telephone:	01295 690232 or 07802 247275
Email:	darrell.muffitt@gmail.com

1.2 Group or co-operative contact details:

Please give us the contact details for your co-operative or group:

Name (or provisional name) of your community co-operative:	Avon Dassett Parish Council On Behalf Of: Provisional - The Avon Dassett Community Enterprise
Address:	The Reading Room Avon Dassett Southam Warwickshire
Postcode:	CV47 2AL
Telephone:	01295 690987
Email:	avondassettchair@gmail.com
Website:	http://www.avondassett.com
Twitter handle:	

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Facebook page:

<https://www.facebook.com/avondassettparishcouncil/>

1.3 Your community

Please tell us more about your community:

What is the settlement name (or closest settlement) where your community co-operative will be based?	Avon Dasset
In which county will your community co-operative be based?	Warwickshire
How many people will your community co-operative reach?	200
How many vulnerable people will your community co-operative benefit?	25

Section 2

2.1 Legal status

Please tell us what the current legal status for your group or co-operative is.

No legal identity	<input checked="" type="checkbox"/>
Co-operative Society (IPS Co-operative)	<input type="checkbox"/>
Community Benefit Society (IPS Bencom)	<input type="checkbox"/>
Community Interest Company (By Shares)	<input type="checkbox"/>
Community Interest Company (By Guarantee)	<input type="checkbox"/>
Company Limited by Guarantee	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please specify:	

2.2 Trading status

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Please tell us what the current trading status for your group or co-operative is.

Are you trading?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, which year did your organisation begin trading?		
If no, when do you anticipate starting to trade?		

2.3 Community consultation

Have you carried out a community consultation to determine the level of demand for your co-operative? Please tick as appropriate.

Yes, a community consultation has been carried out.	<input checked="" type="checkbox"/>
If yes, please provide a brief summary of the results of the community consultation below (i.e. response rate; number in favour; number against; number wanting to get involved in the project):	
Please find attached a copy of the survey undertaken in December 2014. We confirm that the results of this survey are still valid despite the survey being undertaken in December 2014.	
No, a community consultation has not yet been carried out yet.	<input type="checkbox"/>
If no, please tell us when you are planning to carry out a consultation below (eg April 2017):	

2.4 Working group/steering committee

Has a working group or steering committee been established to take the project forward? Please tick as appropriate.

Yes, a working group/steering committee been set up.	<input checked="" type="checkbox"/>
If yes, please provide the names, email addresses and telephone numbers of the members of the working group / steering committee:	

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An interim steering group has been setup to undertake the initial work and the members are

Mike Blakeman, Rosary Cottage, Avon Dassett, Southam, Warwickshire, CV47 2AP, Phone 01295 690674 Email:michaelblakeman127@btinternet.com

Darrell Muffitt Orchard End, Avon Dassett, Southam, Warwickshire, CV47 2AY Phone 01295 690232 Email:darrell.muffitt@gmail.com

Trevor Gill The Thatches, Avon Dassett, Southam, Warwickshire CV47 2AT, Phone 01295 690987; Email: avondassettchair@gmail.com

Once we have completed the initial work a formal Steering Group will be set up.

If yes, please specify how many people are involved as:

Employees:

Members:

Volunteers:

3

No, a working group/steering committee has **not** been set up.

If no, please tell us when you are planning to set up a working group / steering group (eg April 2017):

2.5 Assets of Community Value

Does your project involve the acquisition of an asset (such as land or buildings) and has that asset been listed as an 'Asset of Community Value' (ACV)? Please tick as appropriate.

The project does **not** involve the acquisition of an asset.

Yes, the asset has been listed as an ACV

No, the asset has not been listed as an ACV

If yes, what stage of the moratorium has been reached?

We are in the initial 6-week moratorium period (the owner has notified the local authority of their intention to sell).

The initial 6-week moratorium comes to an end on (date):	1 November 2016
We are in the second moratorium period (6 months less the initial 6-week moratorium) when a community interest group can make a written request to be treated as a potential bidder).	<input type="checkbox"/>
The second moratorium period comes to an end on (date):	

Section 3

3.1 Your vision

Please tell us about your community co-operative or idea. This question is to be filled in by both existing co-operatives and groups still setting up.

Please describe in about **250 words** the background of your community co-operative or idea for one (what is the aim of the enterprise, what services/products does/will it provide, why does it/will it work etc).

If you have a concept paper for your business proposal or any business planning documents, please send a copy with this request.

Avon Dassett is a small village with approximately 200 inhabitants. The only real amenity is the village pub” The Avon”.

Over many years The Avon has been in steady decline with a reducing trade and a high turnover of landlords. Early in 2015 a Community Project was initiated with the intention of purchasing the freehold and running The Avon as a Community Enterprise. As we were progressing with this project we were advised by the selling agents that a purchaser had been identified and representatives from the village met with this purchaser and after some discussion it was agreed that we would not progress our interest. The purchaser stated that he had a record of running other pubs successfully and was prepared to invest in the fabric of the building and would ensure that The Avon was run successfully.

Unfortunately all did not progress as well as we had hoped and after a very short period of being open, less than 4 months, the new owner closed The Avon and applied to Stratford on Avon District Council for a change of use to a residential property. Avon Dassett Parish Council with the support of the majority of the residents opposed this application and eventually the application was withdrawn. The Avon has now been advertised for sale by the owner.

We would now like to purchase The Avon as a community asset and have submitted An Intention To Bid form to Stratford On Avon District Council. In addition we have circulated a brief survey to residents asking for pledges of financial support and initial responses indicate that we are well on the way to raising a substantial amount, either by share capital or loans, towards the cost.

The aim will be to provide all the diverse services of a village pub and restaurant, plus accommodation, and, with planning permission and investment, the possibility of establishing small businesses in the outbuildings.

Alongside the potential of providing village community services, there is considerable potential trade from visitors (walkers and cyclists), to the adjacent conservation area of natural beauty (the Burton Dassett Hills) and large local employers (Army base and Jaguar Landrover/Aston Martin). This additional trade has not been fully developed to date.

What impact does/will your co-operative have? Please consider the benefits to:

- **Individuals** (eg improved wellbeing, addressing isolation)
- **Community** (eg improved cohesion, place for young people to socialise)

Any other benefits or impact your co-operative has/may have.

The population of the village and surrounding area, plus the many visitors who come all year round to this popular conservation area of natural beauty. It should also help to provide rural employment and premises for small businesses.

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Does/will your co-operative bring benefits to people in your community who are experiencing the following:

- isolated
- lonely
- experiencing poverty
- lack mobility or access to transport?

If yes, approximately how many people?

The Avon is the only substantial meeting place within the Avon Dassett. We do not have any other social amenities, no shops, no regular bus services. Residents rely on private transport and a number residents rely on The Avon for social events and as a place to meet other residents.

The intention is to ensure that The Avon is open regular hours and providing services needed by all residents and we will pay particular attention to the small number of residents who are elderly, isolated and lack transport.

Please describe in about **250 words** what you have achieved to date (how far have you developed your enterprise idea, what market research have you carried out, what funding have you raised, what is your trading track record or trading achievements).

As stated above we did start this process late 2014 and have undertaken an initial survey as to the aspirations of local residents. In addition an additional survey recently undertaken indicate that we have substantial funds available towards the purchase.

If you are an existing co-operative, please tell us of all business development activity carried out within the last year or so. Please attach supporting documents as this will help us to give you appropriate support.

N/A

3.2 Existing co-operatives

Please only fill in this section if your co-operative is open and trading. Answer as many questions as you can.

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What was your turnover last year (please give year end date)? Please put NK if not known.	
What was your net profit or loss (please say which) in the last trading year? Please put NK if not known.	
What is your predicted turnover for this year?	
How confident do you feel at the moment about the future of your enterprise?	<input type="checkbox"/> Very confident <input type="checkbox"/> Confident <input type="checkbox"/> Not very confident <input type="checkbox"/> Not at all confident

Section 4

4.1 Support required

Please tell us about the support you need.

Please tell us in about **200 words** what you **most need** help with and how you think Plunkett might be able help.

Please prioritize three areas where Plunkett support is needed, from the list provided at the beginning of this form.

The most essential help from the Plunkett Foundation would be:

1. Providing Mentoring support and regular contact with the Steering Group and, subsequently, the Community Enterprise Management Committee. This would involve answering queries as the business plan is drafted and then put into practice through establishing the Community Enterprise.
2. A Community Advisor visit to help develop the vision for a new community enterprise, win the support of the village and prepare an action plan to advance ideas and proposals. Then through ongoing consultation to assist with the implementation of the action plan.
3. Specialist Business Advisors to help:
 - Prepare an action/project plan,
 - Prepare a business plan,
 - Assist with grant funding applications,
 - Decide on the appropriate legal structure,
 - Prepare a share prospectus and subsequently a share issue,
 - Negotiate the pub acquisition,
 - Undertake market research,
 - Oversee the preparation of operational plans and then their implementation to manage the pub.
 - Train individuals or small groups in developing the documents, referred to above, and then in their ongoing implementation.

Are there other areas of support that would help your group? Please tell us in about **150 words** about any other support requirements.

Other areas of specific support would be:

4. A facilitated study visit to see and learn from other established community enterprises.
5. Enabling use of the Plunkett Foundation website to gain access to Community Pub information, templates and materials.

Ongoing support will be required over at least the first 3 years of this community enterprise being established. This will continue to include the Community Advisor, Specialist Business advisors (as the tasks described above are undertaken and implemented) and Mentors from other community enterprises, (to gain ideas and solutions from their experiences as this project proceeds through the implementation stage through to sustainability).

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What difference will support from Plunkett make to your group?

We believe support from Plunkett would make a considerable difference to the success of this community enterprise in becoming a sustainable business. At the moment, this project is just at the early planning stage by a few people who want to try and save the "The Avon" pub for the benefit of the village and local area. This will require a huge amount of support, advice and guidance, funding and commitment from many people if it is to succeed. Hopefully the Plunkett Foundation will be able to help make this community enterprise succeed.

Have you previously received support from Plunkett? If yes, what was this for?

We received initial support from Plunkett in late 2014 and early in 2015 when we initially started the project to purchase The Avon.

Please tell us which, if any, other organisations are providing support to your group.

We have been in touch with the chair of the local branch of CAMRA who will provide additional support as necessary.

4.2 Membership

Please tell us whether your co-operative or group is a member of the Plunkett Foundation.

Yes, we are a member of the Plunkett Foundation

No, we are not a member of the Plunkett Foundation.

Are any individuals associated with your group members of the Plunkett Foundation?

Yes, the following individual(s) is/are member(s) of the Plunkett Foundation.

Name

Name

Name

No, none of the individuals associated with the organisation are members of the Plunkett Foundation.

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The Plunkett Foundation has two membership packages: **Supporter Membership**, aimed at individuals or organisations that share our values and wish to support our work, and the **Plunkett Community Enterprise Network (PCEN)**, a benefits package exclusively for community co-operatives. Our members tell us that the extra support and benefits they receive as part of their membership is extremely valuable.

Please tick this box if you would like to receive more information about membership.

Section 5

What inspired you to contact the Plunkett Foundation? Where did you hear about us?

We need all the specialist help we can find and The Plunkett Foundation came highly recommended from "Pub is the Hub".

Section 6

Date form submitted:

17 October 2016

Thank you for applying

Thank you for applying for support from the Plunkett Foundation. **Please send your completed Request for Support Form to us at support@plunkett.co.uk**

Please note that information within your completed Request for Support form may be shared with partner organisations should we apply for support on your behalf. Email addresses provided in this form will be added to the distribution list for our monthly newsletter to make

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sure you are kept up to date with relevant information including support that is available, funding opportunities, forthcoming events and membership benefits.

Please tick this box if you do not wish to receive our monthly newsletter.

What happens next?

We aim to acknowledge receipt of your application within three working days. If you haven't had a response within five working days, please contact us directly by calling 01993 810730 or by emailing us at support@plunkett.co.uk Feedback on the outcome of your application will be provided to you within **14 working days** from when you returned the form to us.

Some important notes about our support:

- You've been issued this Request for Support Form to complete because we understand that your community group has at least three people that are interested in setting up a community owned enterprise and the local community has been consulted too, and this engagement has identified the need for your idea.
- Provided they meet our core criteria, we nurture all communities through their journey, free of charge. Our core criteria is:
 - The venture is using enterprise as a means to alleviate rural poverty (or disadvantage) and social exclusion.
 - The enterprise exists to provide community benefits that are identified as needed and supported by its immediate population.
 - The enterprise is based in or is serving a rural community.
 - The enterprise is owned by and is run democratically by the local community.

Whilst this support isn't time-bound, we ask communities to understand that this support won't be in-depth or specialist.

- Communities wishing to access more in-depth or specialist support will be asked to complete and return the Request for Support Form in order to apply for 'funded' support

which Plunkett can provide to them free of charge. Funded support is made possible thanks to specific funding streams, as well as income generated from Plunkett Foundation membership and donations. As a result, this support is time-bound and will require communities to provide feedback on about the support they received.

- Funded support is offered to communities based on our assessment to a number of questions the panel will answer when considering your application. These questions are:
 - ✓ To what extent does the community meet our core criteria (as outlined above)?
 - ✓ Does the community demonstrate a potential to inspire locals?
 - ✓ How would our support make a substantial difference to the viability or sustainability of the enterprise?
 - ✓ If already an established enterprise, are they members of the Plunkett Foundation?
 - ✓ What is the best way to support the community?
 - ✓ How can our support be resourced?
 - ✓ Are there any other criteria set by the specific strand of support or its funder?
- Communities should not expect to receive more than two allocations of funded support in any 12-month period, but exceptions may be made depending on the availability of funded support packages.
- In cases where funded support is no longer available or a community is ineligible for free support, communities will have the opportunity to pay for support. This will be subsidised for Plunkett members. Please see the **Information, Advice & Support** resource for more information.