



Asset of Value & the Community Right to Bid

NOMINATION FORM

Please use this form to nominate an Asset of Community Value (ACV).

The form is split into three key sections:

Section A: About your community organisation

Section B: About the asset you wish to nominate

Section C: What community value you believe the asset has

This information is required to assist you in making a high quality, eligible nomination to include an asset on Uttlesford District Council's register of Assets of Community Value (ACV). Assessment will be made on the information/evidence submitted on or with the nomination form. It is the responsibility of the nominating body to present their case for listing.

We will aim to consider nominations for validation within one week of receipt. Nominations will be considered valid once sufficient evidence is supplied to make an informed decision. The decision will be made within 8 weeks from the date that the nomination is validated. Nominations which fail to meet the regulatory requirements or lack sufficient supporting information and evidence to enable the Council to make an informed decision will be returned to the nominating body and will not be submitted for listing.

Guidance on ACV and the Community Right to Bid are on our website [here](#) please read these either before or as you work through this submission.

Our preference is to receive nominations via email. Please submit your completed nomination form and any supporting information to planningpolicy@uttlesford.gov.uk

Note: This form and any supporting information will be published on the Council's website. Personal contact details will be removed.

SECTION A: ABOUT YOUR COMMUNITY ORGANISATION

A1. Name and address of your organisation	
Organisation name:	Stepping Stores Community Benefit Society
Address and postcode:	Stepping Village Stores, High Street, Stepping, Dunmow, CM6 3SG
Registration number (if you are a charity, company, CIC or social enterprise)	32038R

A2. Who should we contact to discuss this nomination?	
Name:	
Address and postcode if different from above:	The Mill House, Bran End, Stepping, CM6 3RS
Telephone number	
Email address	

A3. Please specify what type of organisation you are	
Category	Tick ✓
Parish/Town Council	
Unconstituted / unincorporated Community Group or Voluntary Group whose members include at least 21 individuals who appear on the electoral roll [Please note that the details of these persons will be checked]	✓
Neighbourhood Forum designated as pursuant to section 61F of the Town & Country Planning Act 1990	
Industrial & Provident Society which does not distribute any surplus it makes to its members	
Company Limited by Guarantee which does not distribute any surplus it makes to its members	
Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity	

A4. Additional information required, as appropriate		
		Tick information provided ✓
If a Community Group or Neighbourhood Forum or Company Limited by Guarantee:	Please provide documentary proof that you are a charity, company or neighbourhood forum	✓
If an unincorporated body, Community Group or Voluntary Group: [Such groups must be independent. A larger, e.g. national or County, organisation may not submit a nomination on behalf of its local membership] Please provide the following documentation:	A completed membership list – this list should have a statement confirming that all those named on the list agree to be members of the community group. The list must include at least 21 electors registered to vote in the district or a neighbouring district	
	A signed statement from the Chairman of the group, or copy of the constitution, confirming that the group does not distribute any surplus to its members	
If a group other than a Parish Council: Please provide evidence of organisational status, as relevant to your organisation	Memorandum of Association	
	Articles of Association	
	Companies House return	
	Trust Deed	
	Constitution/ Terms of Reference	
	Standing Orders	
	Interest Statement for Community Interest Company	

A5. Local connection
For groups other than Parish or Town Councils, please provide details of your group's local connection to the nominated asset, i.e. How your group's activities relate wholly or in part to the area covered by Uttlesford District Council or a neighbouring authority area
The Stebbing Stores Community Benefit Society is run by a committee of local residents, the current committee consist of: Chairman of Stores Committee; Judith Farr. Other committee members; Julie Gray (shop manager), Nathan Arnold (treasurer), Joy Buhagiar, Sheila Bundy, Sue Frost, Stephanie Taylor.
The society has 93 shareholders, each with a £10.00 share.

SECTION B: ABOUT THE ASSET TO BE NOMINATED

B1. Which asset do you wish to nominate?	
Name of property or land:	Stebbing Village Stores
Address and postcode:	Stebbing Village Stores, High Street, Stebbing, Dunmow, CM6 3SG
Website:	https://stebbing-pc.gov.uk/village-life/village-community-stores

B2. Owner and Occupier Details - Please provide all information available to you		
Owner	Name:	[REDACTED]
	Address and postcode:	[REDACTED]
	Email address:	
	Telephone contact number:	[REDACTED]
	Status (delete as appropriate)	Owns the building, including the shop.

If more than one owner, please provide details for all owners

Lawful occupier(s)	Name:	
	Address and postcode:	
	Email address:	
	Telephone number:	
	Status (delete as appropriate)	Current/ Last Known/Not Known/Not Applicable

B3. Boundary of the property or land nominated

What do you consider to be the boundary of the property or Asset of Community Value?

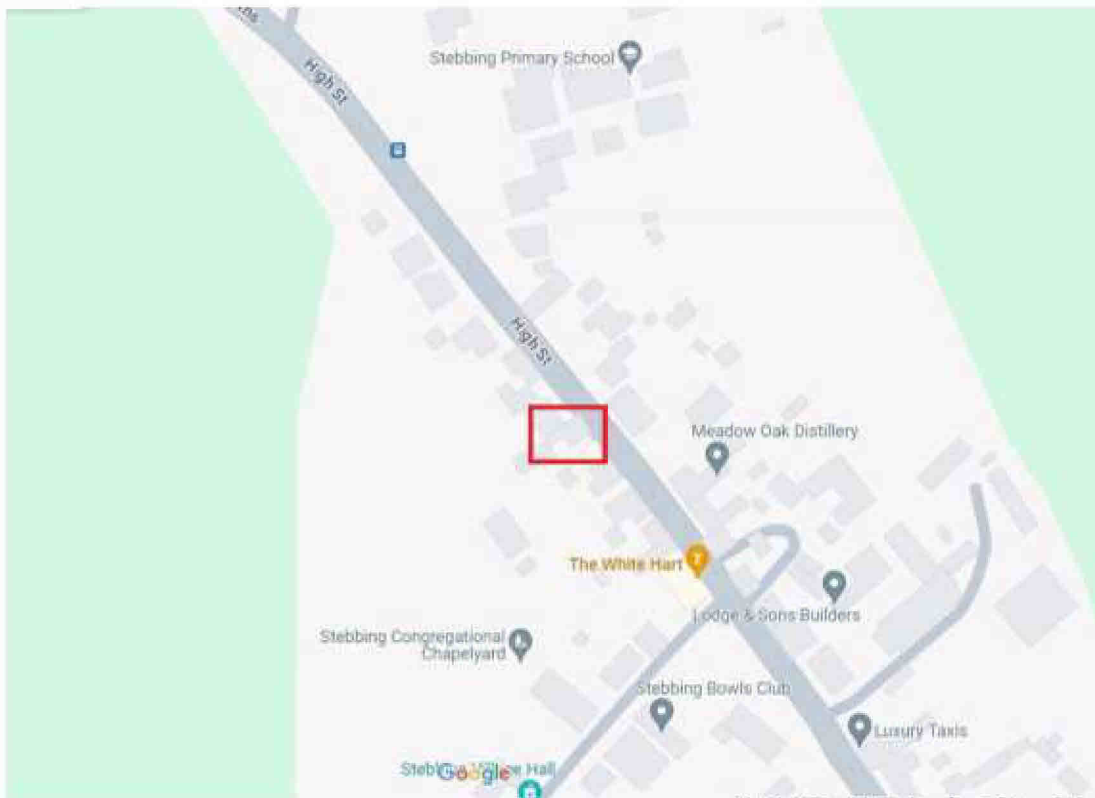
For a community nomination to be valid, it must include a description of the nominated land; and a map or plan with proposed boundaries clearly shown in red. Please give as much detail as possible.

This could be:

- Land Registry title information document and map with the boundaries clearly marked in red, if the land is registered.
- A written description with Ordnance Survey location, explaining where the boundaries lie, the approximate size and location of any building(s) on the land and details of any roads bordering the site
- Ideally a map or sketch plan to scale 1:1250 with an arrow showing north

Please use additional pages as required, and tick box to indicate that a plan will be sent separately

The boundary of the store is marked in the red box.



Grid reference TL660243
51°53'34"N , 000°24'44"E

B4. Please send up to 10 photographs of the property or site nominated, demonstrating the different facilities or uses

Photographs are useful to show the site and demonstrate usage. Please list and detail any photographs submitted. Photographs can be inserted, appended or emailed with the nomination form. Please ensure photographs are recent (ideally within the last 12 months).

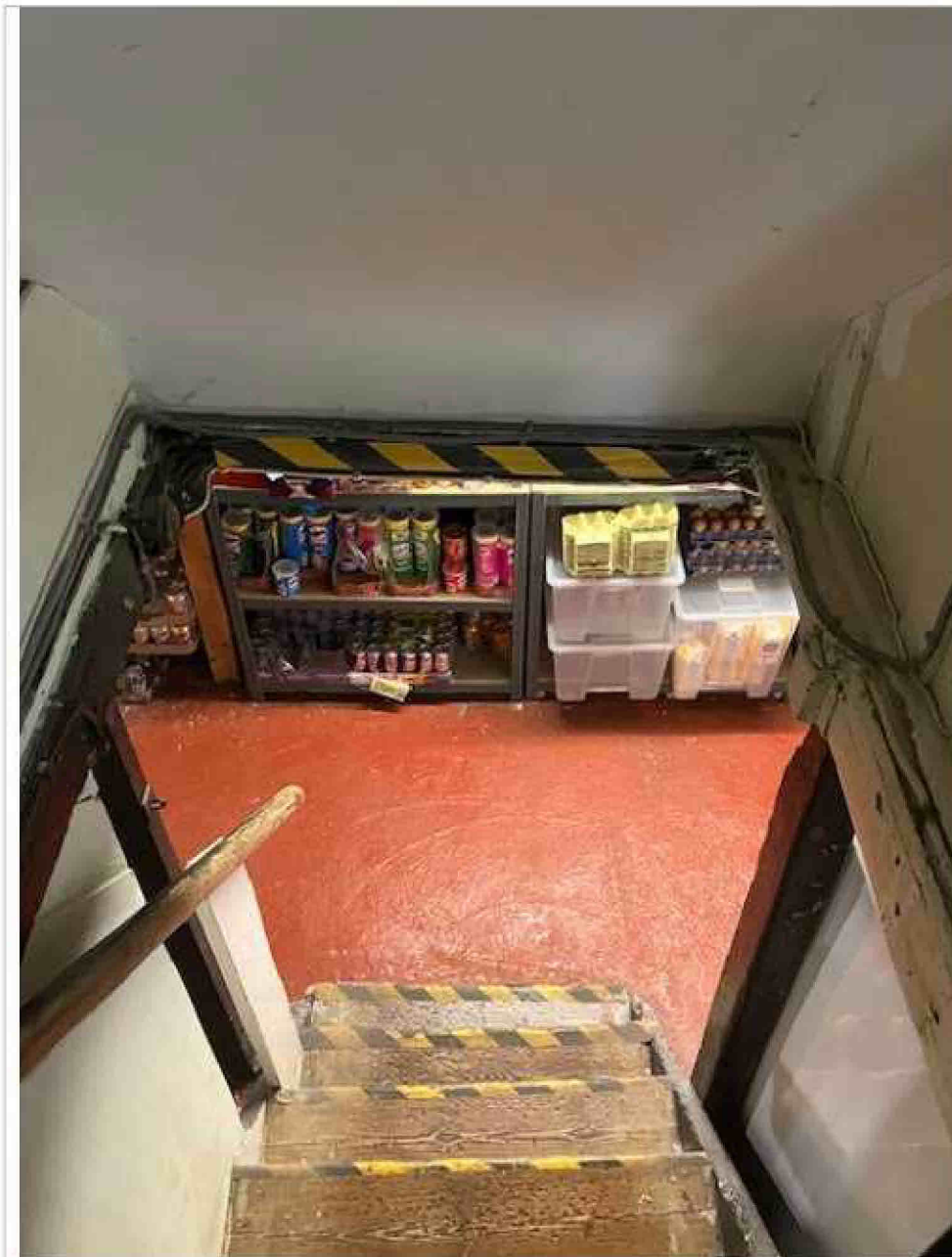
Photos in order:

- Shop front
- Garage
- Kitchen
- Cellar
- Shop till
- General shop area









B4. Please send up to 10 photographs of the property or site nominated, demonstrating the different facilities or uses



B4. Please send up to 10 photographs of the property or site nominated, demonstrating the different facilities or uses



SECTION C: DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

C1. Current use of Asset

Describe the significant or main uses of the asset (i.e. non-ancillary):

Please provide detailed information, for example:

- What facilities does the property or land offer? What are the different land uses? E.g. if it is a pub consider all facilities e.g. bar area, restaurant, car park, garden, accommodation etc.
- What activities take place?
- Events programme, timetable or calendar, screen grabs from websites
- Frequency of activities

[If the activities are conducted by persons or groups other than the nominator then evidence in the form of letters containing full details of the activities carried on by them must be supplied.

With regard to public houses, existing caselaw is clear that use as a restaurant only, ie for the consumption of food and alcoholic beverages, is insufficient to qualify premises for an ACV listing.]

Stebbing Village Stores is a community shop principally run by volunteers in the village of Stebbing.

The store has a wide range of goods, endeavoring to supply most essential grocery items. Hot sausage rolls and pasties and freshly made sandwich are available Monday-Friday. A coffee machine is situated on-site and the store re-sells 'ordered' newspaper 7 days a week, to be picked-up. It has a very good wine and beer range and specialises in selling local produce, including meat and eggs from local farms (Great Garnets, Priors Hall and Sparlings Farm), the local cider (Mill Lane Cider) and gin (Meadow Oak Distillery) both made by suppliers from the village of Stebbing and sourdough bread from an artisan baker in Dunmow. The shop also acts as an information centre for the village, stocking the village magazine, local newspaper, local maps and information on local events.

The average foot-fall per week is around 550 visits a week, although this varies depending upon the seasons and school-terms. Typical customers would be:

- Those unable to travel to Dunmow or Felsted to shop.
- Top-up and time saving shops to avoid driving to Dunmow or Felsted.
- Children and parents from the local primary school, situated opposite.
- Local builders, workmen, especially for takeaways.

There is one paid part-time Store Manager (officially 20 hours a week) and the rest of the staff are unpaid volunteers from the community. Shop opening times are 8am to 6pm (Monday-Friday), 8am to 4pm (Saturday) and 8am to 1pm (Sunday). Currently 49 (42 shop, 7 kitchen) volunteer staff cover these times in 4 shifts of approx. 3 hours duration, including set-up and closing.

Turnover in 2022-23 was £182,219. The accounts are attached.

The store has a Facebook page (www.facebook.com/profile.php?id=100067616196117) to advertise new products or events or special deals and there are regular posts on local social media in addition to a presence on the village web site; www.stebbing-pc.gov.uk.

C2. Describe in detail the local community who uses the Asset

Please provide detailed information of who uses this Asset, for example:

- Age / gender
- Socio-demographic nature of users
- Number of members
- The nature of different groups using the Asset
- Catchment area – how far to people travel to use the Asset?

Please provide letters and/or supporting information to evidence the different groups in the community that use the Asset. Letters from community groups should detail any usage arrangements i.e. dates and times of usage and for what activities. These can be provided separately with the nomination form.

Stebbing is a small village, 4 miles North-West of Great Dunmow. It has a population of approximately 1,200. Stebbing Stores is situated in the High Street and is the only shop in the village. The village has a public house; the White Hart (open Wednesday-Sunday), which is also located in the High Street and a small café and bar at Andrewsfield Airfield (members only), approximately 1 mile away from the village centre. The nearest grocery stores are; Tesco on the outskirts of Great Dunmow, CO-OP in Great Dunmow town centre and Linsells, a general store in Felsted, all are approximately 4 miles away.

The average foot-fall per week is around 550 visits a week, although this varies depending upon the seasons and school-terms. Typical customers would be:

- Those unable to travel to Dunmow or Felsted to shop.
- Top-up and time saving shops to avoid driving to Dunmow or Felsted.
- Children and parents from the local primary school, situated opposite.

C3. Is the current use of the Asset different from how it was used in the past?

Please delete as appropriate:

- The current use is the same as the recent past [continue to C4]
- The current use is different from the recent past [please provide the information below]

If different: How was the Asset used in the past and how is it different from the current use. Please provide detailed information including:

- A timeframe
- Previous facilities and use of the Asset
- How the social well-being, cultural, recreational or sporting benefit has changed
- Please provide independent evidence of such use.

Continue on a separate sheet if necessary.

The property has been a grocery shop in Stebbing for nearly 200 years. The 1841 census stated the owner was William Linsell, occupation shop-keeper and tea dealer. The shop stayed in the Linsell family for at least 70 years in the 19th and early 20th century. The shop was converted to a community store in 2013. The store was not seen as a going concern by the previous owners and was saved from disappearing by a consortium of local residents who took over the running of the shop and set it up as Community Benefit Society.

The owner of the building rents the premises to the Community Benefit Society for a rent of £9,000 per year. Above the store is a one-bedroom flat, that is privately rented out by the owner. The shop also has use of a cellar, that is used to store supplies. A kitchen at the back of the store is used for preparing fresh sandwiches and hot rolls and pasties, and a garage behind the store that is used for refuse and as a store of spare equipment. The garage is jointly used by the shop and upstairs tenant. Photos of both the inside and outside of the shop are included in Section B4.

C4. Why do you feel the property or land is an Asset of Community Value?

Please describe in detail why this specific Asset should be listed. [General information about use of a category or type of building or land e.g. pubs is not relevant]
Continue on a separate sheet if necessary.

The disappearance of the Stebbing Stores would be a severe blow to the community. Stebbing has an ageing population, many of whom rely on the store for their daily / weekly shop. It also has the environmental benefit of reducing car journeys to and from of the village for occasional or one-off shops, especially as public transport in the area is limited.

However, Stebbing Village Stores is far more than just a shop, it is a hub of the community. It is a place for villagers, both shoppers and volunteers, to go to chat and catch-up, meet-up with friends and feel part of the community. This was particularly noticeable during CoVid, when for many it was the only place they could talk face-to-face. It is also a hub for local information; village and local questionnaires, announcement of events and local meetings etc. are all centered in the shop, given the village does not have a community centre as such.

Having ACV status would help secure the Store's future if the owner chooses to sell.

C5. How could the building or land be acquired and used in future?

If it is listed as an Asset of Community Value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could realistically fund the purchase of the building or land, and how they could run it for the benefit of the community. Continue on a separate sheet if necessary.

C5a. What is the estimated value of the Asset? And what is this based on?

The property has not been valued for some years, so it is hard to put an estimated value on it, especially if valuing it as a commercial property. The 'shop' element would need to be approved for a change of use if it were to be sold as a private house. The house next door the Stores, which many years ago was also a shop and has been renovated as a private dwelling, has recently gone on the market for circa £335,000.

C5b. How would a community group realistically fund the purchase of the building or land, and how they could run it for the benefit of the community?

If listed as an Asset of Community Value and the building was looking to be sold, the store committee would be prepared to work with Stebbing Parish Council and other interested parties to purchase the building to secure the store's future. Funding via a mortgage, appropriate grants, and approaching community shareholders, etc. would be investigated to purchase the building. In 2015 Stebbing Parish Council purchased the local cricket ground via a mortgage to protect the cricket clubs and grounds future, so there is a recent precedent for such an action.

We anticipate the site would become self-funding and continue to be run by a management team of volunteers, with appointed custodians, similar to how it is currently operated. Stebbing Village Hall and the Friends Meeting House in Stebbing are already managed in this manner and run successfully.

C6. Are there other venues locally that offer the same or similar facilities within reasonable distance?

Please give details including distance from the nominated Asset.

The nearest grocery stores are; Tesco on the outskirts of Great Dunmow, CO-OP in Great Dunmow town centre and Linsells, a general store in Felsted, all are approximately 4 miles away.

NOMINATION CHECKLIST

Please check that the following material is submitted at the time of your nomination. Please tick material submitted	(✓)
Evidence of organisation type e.g. a copy of Constitution (if applicable) or	✓
Names and home addresses of 21 members registered to vote in nomination area (if group is not constituted)	
Plan showing the nominated land, with boundary marked in red	
Copy of Land Registry Register View/ Official Copy register entries including title plan (if possible)	

SUPPORTING INFORMATION

Photographs of the Asset and facilities	
Evidence of current or past community use (e.g. activity programmes, weblinks, verifiable event times / dates)	
Letters from community groups confirming dates, times and details of usage	

SECTION D: DECLARATION

I confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

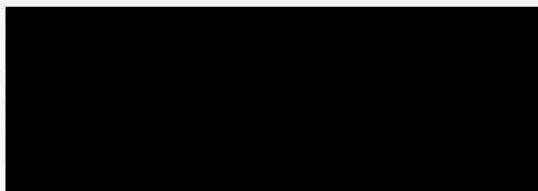
I understand that my personal details including my email and telephone number will be provided to the owner(s) of the land and/or the owner's solicitor on request.

I understand that my personal details will not be placed on the website, but a redacted copy of the nomination form will be provided to the public on request and/or placed on our website.

I confirm that I have read the guidance and privacy notice relating to Assets of Community Value and the Community Right to Bid.

Copies of any documentation I provide including the membership list will be provided to the owner(s) of the land and/or the owner's solicitor on request.

(Where applicable) I have checked that the members are content to share their personal details with the Council and the owner (or associated solicitors) for the purposes of this nomination and I can confirm that they consent to the sharing of their name and the street name from their address for this purpose.



Signed:

Print Name: Judith Farr
Position in Organisation: Chairman
Date: 12th February 2024

FOR OFFICE USE ONLY

Date validated:		Decision deadline:	
------------------------	--	---------------------------	--