



**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**COMMUNITY HALLS FUND REQUEST FORM**

## **Introduction**

South Ayrshire Council is committed to community asset transfer where that will bring benefits to communities and contribute towards achieving the Council's aims and objectives. The Council recognises that community asset transfer can be a valuable part of supporting and sustaining local communities in South Ayrshire and it wishes to ensure council assets can be owned and managed by the people who regularly use them.

Before submitting an application the interested community transfer body (CTB) are encouraged to discuss their options, their suitability and the scope of community asset transfer with their **local Area Manager**. These informal discussions will help them to finalise their requirements and to prepare for the process of making a formal application for transfer.

We will not be able to process your application unless we receive all the information relevant to your asset transfer. Thus you should fill in all sections of the form and write "not applicable" if a section does not apply to you.

**This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.**

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## Section 1: Information about the community transfer body (CTB) making the request

1.1 Please provide details of the organisation making the request	
Name of the CTB making the asset transfer request	Kennedy Hall and Park Committee
CTB address. This should be the registered address, if you have one.	Kennedy Hall, Seaview, Dunure, Ayr
Post Code	KA7 4LX
Telephone Number	-
Fax Number	-
E-mail Address	-

1.2 Contact details. Please provide the name & contact address to which correspondence in relation to this asset transfer request should be sent.	
Your Name	Mrs J. McCreath
Contact Address	32 Carrick Place, Dunure, Ayr
Post Code	KA7 4LU
Telephone Number	01292 500 320
Fax Number	-
E-mail Address	janey.mccreath@gmail.com
Position in the Organisation	Secretary

✓ We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement) You can ask the relevant authority to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.*

**1.3 Please mark an "X" in the relevant box to confirm the type of CTB and its official number, if it has one.**

	Company and its company number is	
X	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	SC018436
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

**1.4 What is the structure and purpose of your organisation?**

How many people are involved in your organisation?	Management committee	0
	Paid full-time staff	0
	Paid part-time staff	0
	Volunteers	7
What type of organisation are you?	Scottish Charitable Incorporated Organisation (SCIO)	
Do you have a formal constitution, governance document or set of rules?	Unincorporated Constitution.	
When was the organisation established?	Circa 1970.	
What is the purpose and main activities of your organisation?	The advancement of citizenship and community development. The advancement of public participation in sport. To provide accessible facilities for leisure and recreation. Beneficiaries include children / young people, and older people.	

**1.4 What is the structure and purpose of your organisation?**

<p>Does your organisation have previous experience of managing an asset?  If yes please provide details</p>	<p>Yes. It has previous experience of managing <u>the subject asset</u>.  The subject asset (Kennedy Hall) has been successfully managed by the Applicant for several decades.  It forms the principal component of an existing Lease Agreement executed in 2007 between South Ayrshire Council and the (Trustees of) Kennedy Hall &amp; Park Committee.</p>		
<p>Has the organisation been individually designated as a community transfer body by the Scottish Ministers?</p>	<p>No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p>	<p>If yes Please give the title and date of the designation order:</p>
<p>Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?</p>	<p>No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p>	<p>If yes what class of bodies does it fall within?</p>

**Please attach a copy of the CTB’s constitution, articles of association or registered rules.**

## Section 2: Information about the land and rights requested

### 2.1 Please identify the land to which this asset transfer request relates.

*You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.*

*It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must give a full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. A drawing may be helpful.*

Name of Asset	Kennedy Hall (single storey building, approx. 162 m2 gross floor area).		
Address of Asset	Seaview, Dunure, Ayr, KA7 4LX.  The area and boundaries of the building are delineated on the Plan Drawing appended to the Lease Agreement executed in 2007 between South Ayrshire Council and the (Trustees of) Kennedy Hall & Park Committee.		
Please provide the UPRN (Unique Property Reference Number), if known.	-		
Type of transfer you are interested in (Transfer of ownership or leasing). If leasing, what length of lease is required?	<b>for ownership (under section 79(2)(a)) - go to section 3.1</b>  <input checked="" type="checkbox"/>	<b>for lease (under section 79(2)(b)(i)) – go to section 3.2</b>  <input type="checkbox"/>	<b>for other rights (section 79(2)(b)(ii)) - go to section 3.3</b>  <input type="checkbox"/>

### Section 3: Type of request, payment and conditions

#### 3.1 – Request for ownership

What price are you prepared to pay for the land requested? :

Proposed price: £ Nil (or a nominal amount)

Please attach a note setting out any other terms and conditions you wish to apply to the request.

#### 3.2 – request for lease

What is the length of lease you are requesting?

N/A

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £ N/A per N/A

Please attach a note setting out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

#### 3.3 – request for other rights

What are the rights you are requesting?

N/A

Do you propose to make any payment for these rights?

Yes

No

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £ N/A per N/A

Please attach a note setting out any other terms and conditions you wish to apply to the request.

## Section 4: Community Proposal

**4.1 Please set out the reasons for making the request and how the land or building will be used. (This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there)**

It is our understanding that South Ayrshire Council is committed to the divestment and transfer-of-ownership of community assets, where that will bring benefits to communities and the persons who regularly use them, and contribute towards achieving the Council's aims and objectives. This strategy is consistent with the Council's commitment to support and sustain local (particularly fragile rural) communities, and it aligns with the provisions of the Community Empowerment (Scotland) Act 2015.

The subject asset has been in the custodianship of the Applicant for several decades. South Ayrshire Council has had little or no input into the management, operation, or repair and maintenance of the asset over that period. The Applicant manages the asset, and self-finances all ongoing expenses.

The building is over 100 years old. It is located in an exposed coastal location subject to sustained high winds, driving rain and sea-spray. The building fabric, its external walls, doors, windows and roof, its heating, electrical and plumbing systems, and its interior finishes and fittings are in desperate need of improvement to meet any meaningful standard or definition of fitness for purpose.



**4.1 Please set out the reasons for making the request and how the land or building will be used. (This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there)**

We would seek sufficient funding to refurbish the asset, and transform it into a building which is fit for purpose, with a robust, weathertight and waterproof external fabric, re-arrangement and rationalisation of internal spaces, new floor, wall and ceiling finishes, new kitchen and toilet facilities, and alterations and improvements to heating, electrical, plumbing and drainage systems.

It is (and it will continue to be) used by all community groups. Including the Kennedy Hall and Park Committee, Dunure Community Council, Dunure Youth Club, Dunure Art Club, Dunure Environmental Group, the Mothers & Toddlers Group, and by Fisherton Primary School Parent Council and the Church of Scotland for regular fundraisers.

**4.2 Please set out the benefits that you consider will arise if the request is agreed to. (This section should explain how the project will benefit your community & others. Please refer to the guidance on how the relevant authority will consider the benefits of a request)**

The building is the only gathering place in the community. There is no Library. There is no Sports Centre. There is no Swimming Pool. The building layout and condition renders it unsuitable for many events. It lacks privacy. It has a shared toilet facility. It does not leverage its location and aspect.

A refurbished building, with an improved internal layout, will allow flexibility in the hosting of events. Young persons can enjoy indoor sports and games. Older persons can enjoy reading and other social activities. A refurbished building will also allow us to explore and exploit commercial opportunities relating to private functions, fundraisers, weddings and celebratory events, mobile theatre productions, and film locations, which the current condition of the building does not allow.

All revenue will be re-invested into the community.

**4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these. (Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions)**

None that we are aware of. The building is located in a South Ayrshire Council-designated Conservation Area, and may therefore be subject to a sensitive refurbishment policy in line with the Local Development Plan.

**4.1 Please set out the reasons for making the request and how the land or building will be used. (This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there)**

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**4.4 What negative consequences (if any) may occur if your request is agreed to? How would you propose to minimise these? (You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these)**

No negative consequences to the community.

**4.5 Please show how your organisation will be able to manage the project and achieve your objectives. (This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.)**

We propose South Ayrshire Council retains professional Consultants to undertake a detailed building condition survey, develop a scope of work and design in consultation with the Kennedy Hall and Park Committee, and then engage a Contractor to undertake the refurbishment.

## Section 5: Level and nature of support

**5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others. (This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.)**

Priority No. 1 in the “Dunure Community Action Plan 2014 - 2019” (copy attached), commissioned and supported by South Ayrshire Council, and established through a process of extensive community engagement and consultation carried out in 2013, is:

- Obtain funding to refurbish Kennedy Hall, and attend to urgent repairs.
- Maintain the condition of Kennedy Hall, and keep it clean and tidy.
- Raise funds for upkeep, and investigate grants to supplement fund raising.

It is a consistent theme throughout the community, and a continual source of discussion among local residents, who are keen to see the building restored to a condition suitable for use by all members of the community, and by visitors.

## Section 6: Funding

**6.2 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land. (You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.)**

We are not in a financial position to undertake the refurbishment.

Until a detailed building condition survey, and a scope of work, and a design is established, we can only estimate the potential refurbishment costs.

Using information from the Building Cost Information Service, we estimate the cost of refurbishment (to a medium standard) to be in the region of £500 - £750 per m<sup>2</sup> gross floor area.

Based on a building footprint of 162 m<sup>2</sup>, this would mean a cost range of £81,000 - £121,500.

Using the mid-point of £101,250, and adding an allowance for professional fees, building warrants, and other costs of say 10% (£10,125), means the Total Cost is in the region of £111,375.

The entire cost, and management of the design and construction processes, would be borne by South Ayrshire Council. Our contribution would be nominal. In the region of £1,000.

Post-refurbishment and transfer-of-ownership, we would request a waiver on any annual rates.

## Section 7: Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

**7.1 We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.**

**We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.**

<b>Name</b>	Mrs J. McCreath
<b>Address</b>	32 Carrick Place, Dunure, Ayr, KA7 4LU
<b>Date</b>	17 August 2017
<b>Position</b>	Secretary
<b>Signature</b>	
<b>Name</b>	Mr. A. Guthrie
<b>Address</b>	28 Arran View, Dunure, Ayr, KA7 4LP
<b>Date</b>	17 August 2017
<b>Position</b>	Chairperson
<b>Signature</b>	