

## **Stage 2**

### **Community Asset Transfer (CAT) request**

#### **IMPORTANT NOTES:**

This form must be used by a community controlled body wishing to formally request transfer of a Council-owned asset from South Ayrshire Council under Part 5 of the Community Empowerment (Scotland) Act 2015.

Before and during completion of this application you must refer to the [asset transfer guidance for Community Transfer Bodies provided under the Community Empowerment \(Scotland\) Act 2015](#). Throughout sections of the application, where applicable, relevant guidance page numbers have been provided to assist.

Council officers may require a number of follow-up meetings to discuss the proposal. This is with the aim of better understanding your proposal or to clarify information that has been submitted.

The sections in the form below are designed to inform the Council about the governance of your organisations, your detailed plans for the asset, support from the local community and other interested parties, financial plans and risk management. Information contained within the application form and any supporting documentation submitted will be shared with those involved within the decision-making process and data protection and commercial confidentiality arrangements will apply on such occasions.

If you are applying for a capital grant within your application then please read the Advancing Community Assets Fund guidance before making your request.

We also provide additional information on our website [www.south-ayrshire.gov.uk/community-asset-transfer](http://www.south-ayrshire.gov.uk/community-asset-transfer).

**For assistance in completing this form or if you have any questions regarding a Community Asset Transfer and development grant, please contact:**

**Sarah Baird, Community Asset Transfer Team Leader**  
**South Ayrshire Council**  
**E-mail:** [cat@south-ayrshire.gov.uk](mailto:cat@south-ayrshire.gov.uk) **Telephone:** 01292 613072

**THIS IS AN ASSET TRANSFER REQUEST MADE UNDER PART 5 OF THE  
COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**SECTION 1: ORGANISATION INFORMATION**

Please provide details of the Organisation making the request	
<b>1.1 Name of Organisation (Community controlled body):</b>	<b>Pinwherry and Pinmore Community Development Trust</b>
<b>1.2 Address of Organisation (this should be the registered address, if you have one):</b>	██████████, Pinwherry, Girvan, South Ayrshire, KA26 0██████████
<b>1.3 Contact Name:</b>	<b>Amy-Dee Watson</b>
<b>1.4 Position in Organisation:</b>	<b>Project Officer</b>
<b>1.5 Correspondence address:</b>	<b>c/o Creetown Initiative, 54 St John Street, Creetown, Dumfries and Galloway</b>
<b>1.6 Postcode:</b>	<b>DG8 7JF</b>
<b>1.7 Telephone Number:</b>	<b>01671 820654</b>
<b>1.8 Email address:</b>	<a href="mailto:ppcdtprojectofficer@gmail.com">ppcdtprojectofficer@gmail.com</a>
<b>Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?</b>	<p><b>YES</b></p> <p><i>You can ask South Ayrshire Council to stop sending correspondence by e-mail, or change the e-mail address, by telling us at any time, by giving 5 working days' notice.</i></p>
<b>1.9 Website address (if applicable):</b>	<a href="http://www.pinwherryandpinmore.org.uk">www.pinwherryandpinmore.org.uk</a>

1.10 Social media links e.g. Facebook, Twitter	www.facebook.com/pinwherryandpinmore	
1.11 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of <a href="#">guidance</a> )	Company Limited by Guarantee and its company number is:	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is:	SC048025
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	
	Other:  Please specify:	
1.12 Please indicate what type of Community controlled body you are (see pages 11-15 of <a href="#">guidance</a> )  Please tick only <u>one</u>		
Community Controlled Body (see pages 11-14 of <a href="#">guidance</a> )	Yes	
Your Organisation is individually designated as a community controlled body by Scottish Ministers (see page 14-15 of <a href="#">guidance</a> )  <i>If yes, please give the title and date of the designation order:</i>		
Your Organisation falls within a class of bodies which has been designated as community transfer bodies by Scottish Ministers (See pages 14-15 of <a href="#">guidance</a> ). <i>If yes, what class of bodies does it fall within?</i>		

**Please include a copy of the Organisation's constitution, articles of association or registered rules with your application submission**

**SECTION 2: ASSET INFORMATION**

<p><b>2.1 Provide the name (if it has one), address and postcode of the asset:</b></p>	<p>Pinwherry Primary School, Main Street, Pinwherry, Girvan, South Ayrshire, KA26 ORN</p>
<p><b>2.2 Provide the name of the landlord or owner of the asset:</b></p>	<p>South Ayrshire Council</p>
<p><b>2.3 Is the asset for a building or land or both?</b></p>	<p>Main school building, former nursery, outdoor storage buildings and grounds of the school.</p>
<p><b>2.4 Provide the UPRN (Unique Property Reference Number) if known (this will be given in the Council's register of land)</b></p>	<p>Possibly L2049</p>
<p><b>2.5 Map Reference /Boundary Plan</b></p> <p><i>Provide a map or boundary plan – this could be a google street view with the land and/or property you wish to enquire about indicated. This is to ensure all parties are clear on the nature of the request.</i></p>	

**2.6 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 (SSSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.*

No.

### SECTION 3: TYPE OF REQUEST, PAYMENT AND CONDITIONS

<p><b>3.1 Please indicate what type of request is being made (see pages 30-31 of <a href="#">guidance</a>):</b></p>	<p>For ownership (under section 79(2)(a)) go to section 3.2A below</p>	<p><b>Yes</b></p>
	<p>For lease (under section 79(2)(b)(i)) go to section 3.2B below</p>	
	<p>For other rights (under section 79(2)(b)(ii)) go to section 3.2C below</p>	
<p><b>3.2A – Request for ownership</b></p> <p><b>What price are you prepared to pay for the land and/or building requested (see parts 11 &amp; 12 of <a href="#">guidance</a>)</b></p> <p><i>Please attach a note setting out any other terms and conditions you wish to apply to the request with the application submission.</i></p> <p><b>Have you sought an independent financial assessment of the value for the land/property?</b></p> <p><i>If so, please identify the source and the estimated value</i></p>	<p>Proposed price: £25,000</p> <p>Source:</p> <p>Estimated Value: £</p>	
<p><b>3.2B – Request for lease: What is the length of lease you are requesting?</b></p> <p><b>How much rent are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year (see parts 11 &amp; 12 of <a href="#">guidance</a>)</b></p> <p><i>Please attach a note setting out any other terms and conditions you wish to apply to the request with the application submission.</i></p>		

<p><b>3.2C – Request for other rights: What are the rights you are requesting?</b></p> <p><b>Do you propose to make any payment for these rights?</b></p> <p><b>If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per year.</b></p> <p><i>Please attach a note setting out any other terms and conditions you wish to apply to the request with the application submission.</i></p>	<p>No</p>
	<p>Proposed price: £</p>

**SECTION 4: COMMUNITY PROPOSAL**

**4.1 Detail the reasons for making this asset transfer request and how the land and/or building will be used (see pages 30-33 of [guidance](#))**

***This section should include:***

- Describe the vision, aims and objectives of your proposal to take on the asset
- Why there is a need for the particular asset requested and why this specific building or land being requested is necessary or particularly suitable for your proposal
- Please set out how the land or building will be used and what activities (in general terms) will take place there
- Detail any development or changes you plan to make to the land or building
- Any other information you consider relevant

The objectives of our project are to:

- Purchase the former Pinwherry Primary School, initially make it wind and water tight and then redevelop the building into a multi-purpose, accessible community facility.
- Reduce social isolation, develop networks with support groups and boost community

health and wellbeing.

- Provide an adaptable facility, which can be used for a variety of community activities, projects, events and workshops.
- Create a sustainable, financially viable, community asset, which is community-centred.

Community ownership of the former Pinwherry Primary School will enable the community to develop the building into a multi-purpose community facility, with a community hall, a kitchen, office space, a smaller meeting room and possibly a room with computer access.

Pinwherry and neighbouring hamlet, Pinmore, are rurally isolated with very limited local amenities and facilities. The area is classified as “6. Remote Rural” in the Scottish Government 6-Fold Urban Rural Classification, which is described as an area with a drive time of 30–60 minutes to a settlement of 10,000+. There is an elderly population; 34.2% are aged 65+ and there is a low population of children/young people aged under 16 (Scotland’s Census). The Scottish Index of Multiple Deprivation (SIMD) statistics show that the data zone for Pinwherry/Pinmore falls within the most deprived decile for geographic access to amenities. A large 40.4% of the local population have one or more long-term health condition, which is substantially higher than the Scottish national average of 29.9%. Worryingly 20.6% are “limited a lot” by their health condition and 10.8% have a physical disability.

These issues are compounded by the fact that the current community hall in Pinwherry is not fit for purpose and completely inadequate. It is of 1924 construction, awkwardly sited and non-compliant with current Disability Discrimination Act requirements due to lack of disabled access or disabled toilets. Lack of parking and its constrained design restrict its use for local organisations to meet their current needs. Furthermore, the hall is situated below the road level and it is impossible to construct a disabled ramp. Therefore, many community members are unable to access events, meetings and workshops.

The community has come a long way in the journey to create a new community facility and have worked through other options to ultimately come to the conclusion that redeveloping the former school is the most achievable and suitable option for the community. The community’s original plans were to build a brand new fit-for-purpose community facility on the 2 Pins Field in Pinwherry, however this proved impossible to gain the required external funding for a new-build due to an unrealistic large target. At a community public meeting in June 2017, the community decided to see if the Pinwherry School could be converted into a community facility. The (then) Pinwherry and Pinmore Community Development Association members agreed to look into this possibility and the organisation applied for, and was granted, charitable status as a SCIO in December 2017. A board of Trustees was formally appointed and these dedicated volunteers have been working through the stages of developing this project ever since.

The redevelopment of Pinwherry School into a community facility is the best option for the community in terms of providing a sustainable community facility, which will benefit the local community by bringing in outside agencies and organisations. It will provide skills development



and learning opportunities, provide increased, accessible social opportunities and provide health and wellbeing services and opportunities. Furthermore, the business plan depicts a facility that will be sustainable in terms of reduced overhead costs via the installation of an upgraded economical heating system, insulation and other energy saving inputs and an income that covers the running costs, with a small surplus. Our project also makes use of a semi-derelict building and provides a new sustainable use for a much-loved community building.

Once we have achieved the above redevelopment of the main school building into a community hall, we intend to make further developments, as and when we secure funding, to fully utilise the site for the benefit of the local community.

#### **4.2 Set out the benefits that you consider will arise if the asset transfer request is approved (see pages 30-33,41-44 of [guidance](#))**

##### ***This section should include:***

- Describe the current use of the asset and detail the benefits that your proposal will bring that you consider will replace the benefits of its existing use
- How the project will benefit your community, and others including how it will promote or improve economic development, regeneration, public health, social wellbeing or environmental wellbeing and reduce inequalities
- Describe how your organisation intend to evidence the benefits arising from the proposal
- Any other information you consider relevant

The redevelopment of Pinwherry School will provide a much needed community resource for ALL sections of the community, not just those able-bodied.

##### **Benefit 1) Economic Development**

Community ownership of Pinwherry Primary School will enable the community to utilise the asset and provide community events and workshops from the new facility and cover the running costs. Benefit 1 assists South Ayrshire Council in meeting two of their objectives of “an entrepreneurial culture” and “a more dynamic rural economy”, because creating a venue in a rural location will make it easier to set up new enterprises, including social enterprises, by enabling potential entrepreneurs to access information, meeting facilities and support. The future of our communities is closely connected with maintaining facilities for local employment opportunities and ensuring access to key services. The redevelopment of Pinwherry School will go a long way in achieving this.

##### **Benefit 2) Rural Regeneration**

The purchase of the school will enable us to save a community facility, provide vital services to rurally isolated communities and increase footfall into Pinwherry. This benefit also meets South Ayrshire Council’s objective of “an attractive place in which to live, work, visit and invest”, as the

development of a new facility in Pinwherry offers incentives for businesses to relocate and by having a fit-for-purpose community facility, an opportunity is provided for commercial activity. For example, art exhibitions, keep fit classes, dance lessons and similar, which would be provided by local businesses and practitioners.

### Benefit 3) Social Wellbeing

The social impacts of the new facility will be far reaching. We will be able to reduce social isolation by being able to provide events and activities in the accessible venue, in addition to developing networks with support groups and boosting health and wellbeing. Current community groups' membership will expand and new organisations should develop, bringing programmes and services that will benefit the whole community. The community will be empowered to create opportunities and deliver services that are applicable to the requirements of the local residents. The facility will improve the quality of life for residents, adding value to resident's life experience by providing projects, events and experiences in a purpose-built, warm and accessible environment, that meet the needs of the community. In this way, Benefit 3 meets two of the following South Ayrshire Council Single Outcome Agreements; "support children and families" and "safer, stronger communities". With a newly developed, purpose-built venue, activities and events for children, young people and families will be able to take place. As the community does not currently have a fit-for-purpose and DDA compliant designated centre, the refurbished school will provide a place where residents can go and ensure they are fully up to date with the community in its wider form, whilst also attending local surgeries, information days and support groups.

A new community resource will reinforce a sense of place and help bring people together, as they will be able to participate in a range of community events. Furthermore, if the community facility was permanently closed in Pinwherry, the existing public transport to events outside of the parish, for example to neighbouring villages, is extremely limited. Therefore this creates barriers to participation for young people and old or elderly people without their own transport, or indeed for families/couples who only have one car, which is used during the day by the parent who goes to work, leaving the family members at home with no way of accessing community/social activities. The poor public transport infrastructure adds to the importance of maintaining a local community facility in Pinwherry.

### Benefit 4) Reducing Inequalities

Ownership of the newly redeveloped building will enable inclusive events to take place, in addition to the provision of vital services that are currently missed out on, due to the lack of disabled access to the current community hall. Benefit 4 correlates with two of the South Ayrshire Council's Single Outcome Agreement, "Caring for our elderly people" and "Health inequalities an physical activities." Rural care is not easy, particularly with a very dispersed elderly community across a sometimes remote and not easy to access location. The hall will enable a larger number of elderly people to be collected to and from their homes and attend a central focal point for activities. This will reduce inequalities, isolation and improve care opportunities. Furthermore, the hall could become a centre for regular visits from the Health and Social Care Partnership partners, thus providing easier access to health services to a growing elderly population within a very rural area. The current hall has very limited facilities to enable physical activity and therefore there is a real need to develop and deliver a larger space where more activities, from badminton, to bowls and fitness classes can be easily delivered. The aim is to deliver a facility for the improvement of both physical and mental health.

#### Benefit 5) Environmental Development

A large part of the redevelopment work is to make the building more environmentally friendly and therefore more sustainable, via energy saving procedures including insulation throughout and the installation of an economical heating system. Furthermore, where possible, local produce and suppliers will be used, reducing the carbon footprint of the business. The garden that will be managed in the longer-term provides a direct link between actual facility and the very wide expanse of natural environment surrounding the new facility. In these ways, Benefit 5 meets the Council Plan of “Maximising the potential of our environment.”

#### 4.3 What negative consequences (if any) may occur if your request is agreed to and how would you propose to minimise these (see page 33 & 45 of [guidance](#))

***This section should include:***

- Detail any potential negative consequences identified for the local economy, environment, or any group of people and explain how you will reduce or remove these
- Any other information you consider relevant

There are limited negative consequences, if any. The proposal does not detract from any existing facility. It does not compete with any other local resources, as there are none.

It improves the local environment, by restoring a semi-derelict building, in a sustainable manner; for example, it will be a more energy efficient building.

There are no negative impacts on individuals or groups because the proposal is designed to support all members of the community.

#### 4.4 Describe how your organisation will be able to manage the asset and achieve your objectives (see pages 32-33 of [guidance](#))

***This section should include:***

- Provide detail of the structure of your organisation
- Evidence the strength of leadership, skills, experience and capacity to deliver of your Board and staff of your organisation to maximise the prospects of the asset. If the skills are not currently in place, describe how you intend to address this
- Detail the business fit between the core objectives of your organisation and the proposed use of the asset
- Describe how you operate your organisation including how often meetings are held, how you communicate with members and stakeholders etc.

- Evidence of track record of previous project delivery
- Whether you intend to use professional advisers, etc.
- Any other information you consider relevant

The Trustees of Pinwherry and Pinmore Community Development Trust have a diverse skills base, each offering experience and knowledge across a broad section of industries and all live within the two villages or outlying farms in the parish. The board consists of a retired owner and director of a steel fabrication and construction company, a business development officer for the Galloway and Southern Ayrshire UNESCO Biosphere, an engineer and mechanic, a joiner and builder with over 20 years experience of the construction industry, an award winning local farmer and Chair of local community association, a leisure centre manager and a retired classroom assistant, ex-President of SWRI and member of many local voluntary organisations. Expertise ranges from finance, business management, tourism and the charitable sector, to construction, farming, logistics and teaching. Crucially, all Trustees are a strong presence in the community and have a strong knowledge of the local area and the needs and wishes of the local community. PPCDT has a strong membership of 52.

PPCDT trustees meet monthly at a joint meeting with the Pinwherry and Pinmore Community Association. Furthermore, the meeting is open to members of PPCDT, with 30 attending monthly. Membership is open to anyone aged over 16 residing within the Pinwherry and Pinmore Community Council area. Matters arising are discussed and decisions are agreed upon by the trustees, which are then communicated to the members for further discussions and review if required. In this way, the community is fully involved with the operation of the charity and are actively engaged in the decision making process. Over and above this, PPCDT frequently communicates with the community in the quarterly magazine, the Stinchar Valley Magazine, which is distributed to every household in the parish (and across the other communities in the Stinchar Valley) and PPCDT often produces update leaflets and questionnaires to consult with residents. Online communication is also used via the community Facebook page and website and all trustees are contactable by phone, email and face to face. Open meetings are regularly held, with refreshments provided, to encourage community members to attend and ask questions, review ideas/plans/drawings/documents and put forward proposals.

Other projects the PPCDT has carried out, or developing, are:

- Enhancing Community Lay-bys – PPCDT manage the contract with South Ayrshire Council for maintenance of community lay-bys, flower tubs and community notice boards.
- Installing 6 Community Notice Boards – these display local scenic information and community events
- Investigating New Play Park Facilities at Pinmore Green – PPCDT, in conjunction with local residents, have designed a scheme to include a play park and cycle track and now requires further development.
- Installing Defibrillators – PPCDT have secured funding to purchase and install defibrillators in the telephone kiosks in Pinwherry and Pinmore.
- Children’s Summer Holiday Project – PPCDT has worked with ACE (Adventure Centre for

Education) in Girvan to deliver outdoor activities for local young people.

A professional team consisting of architects and QS from Austin-Smith:Lord creative design professionals, are working with the Board of Trustees to finalise the redevelopment design and will manage and deliver the capital phase of the project in conjunction with the PPCDT trustees.

An independent Business Consultant of CJM Project Financial Management Ltd created the Business Plan for the project, working closely with the Trustees and Project Officer. CJM provide improved profitability and financial governance by delivering core financial competency to clients and management teams and work with organisations both in the third sector and national level.

PPCDT are also supported by Creetown Initiative in terms of Project Officer support. Creetown Initiative is a social enterprise and consultancy business, providing support to other communities, projects and charities. Highly experienced community practitioners, the team at Creetown Initiative deliver their own projects, hence have on-going practical experience to offer to other community organisations. Since 2006, Creetown Initiative has secured over £4m for local projects and £7m for clients, delivering in excess of 80 projects for other communities. Examples of projects delivered by Creetown Initiative include our own highly successful Enterprise Centre, the redevelopment of Johnston School in Kirkcudbright for which we have raised £2.6m, the redevelopment of the Theatre Royal in Dumfries (£1.1m raised). Further examples can be viewed on the website; [www.creetowninitiative.co.uk](http://www.creetowninitiative.co.uk).

## SECTION 5: SUPPORT

**5.1 Provide evidence of how you know that your proposals are supported by and meet the needs of the wider community and South Ayrshire. You should describe the level and nature of support for the asset transfer request from your community and, if relevant, from others (see page 33-34 of [guidance](#))**

***This section should include:***

- Evidence from a range of activities undertaken to engage with your community, such as public meetings, community surveys, community action planning or charrette etc.
- Detail evidence of any support from local Councillors, Community Council, other community leaders and other relevant parties
- You are encouraged to include information on the total number of people in the community and how many of them are members of the organisation to provide context for the level of support.
- You may also wish to include other support you are receiving for example from another local community or organisations or national organisations.
- Details of any identified concerns or objections within your community in relation to the proposal that you are aware of and what steps have been taken to address and overcome these.
- Any other information you consider relevant

***Provide copies of the evidence of support with your application***

Considerable work was carried out on the proposal to build a new facility on the 2 Pins Field, but after in-depth study, it was recognised that this was too expensive and not achievable. Attention then focused on Pinwherry School as an alternative, which, in terms of viability and sustainability is the better option for the community.

Pinwherry has a population of 164 and Pinmore has a population of 137, both totalling 301. PPCDT has a membership of 52, plus 7 Trustees, which is 20% of the total population. However it should be made clear that any form of community consultation is made available to the entire community.

At a community public meeting in June 2017, the community decided to see if the Pinwherry School could be converted into a community facility. Since this time PPCDT has developed the project further by:

1. Contacting South Ayrshire Council Community Asset Transfer team and submitting a Stage 1 application.
2. Submitting a successful Stage 1 Scottish Land Fund application and securing development money for architects fees and business consultant fees.
3. Holding an open community meeting to inform the community of progress and seek feedback and questions.
4. Engaging architects and QS to draw up plans and costings.
5. Engaging a finance and business consultant to create the Business Plan and Financial Plan.
6. Appointing a contracted Project Officer from Creetown Initiative Consultancy.
7. Holding an open community meeting to inform the community of progress and seek feedback and questions.
8. Carrying out a dry and wet rot survey on the buildings.
9. Hosting a number of team meetings with all the professional advisors and additional meetings with individual advisors.
10. Carrying out a community-wide community consultation in January – February 2020 (see below)

The questionnaire was distributed to every adult in the Pinwherry and Pinmore community council area via delivery to every household. The questionnaire was also available to be completed online, with links from the community Facebook page and website. There are 261 people aged 16+ in the parish. A total of 65 questionnaires were returned, which equates to a 25% return rate. Results from the questionnaire show that there is a clear majority vote (86%) in support of the community acquiring the former Pinwherry School buildings and converting them into a community facility, which is extremely encouraging.

Over three quarters of the population believe that a community hall is very important to the community and the top uses for the new community facility are craft classes and fairs, fitness/health classes, music events and children's events. The community would like to see an increase in social events for the whole community, to bring people together and health and

wellbeing opportunities are important to the community, especially activities and support for the elderly, disabled and young people.

**5.2 Provide details of any current or proposed partnership working arrangements with other organisations in developing and/or delivering your proposal**

***This section should include:***

- Detail at what stage the partnership is
- Who are the partners
- Are there written agreements in place, if so please provide a copy with the application
- Any other information you consider relevant

We are working with the following individuals, groups and organisations:

- South Ayrshire Council (on Behalf of the Council) Head of Communities
- Local elected Councillor Alec Clark
- Local elected Councillor Peter Henderson
- Local elected Council Ian Fitzimmons
- South Ayrshire Council Community Learning and Development Service
- Pinwherry and Pinmore Community Council
- Ballantrae Medical Practice
- Health and Social Care Partnership
- Girvan Youth Trust
- Girvan Community Sports Hub
- VASA
- Pinwherry and Pinmore Community Association
- Pinwherry SWRI
- Stinchar Valley Garden Club
- Pinwherry Highland Dance Class
- UNESCO Galloway and Southern Ayrshire Biosphere
- Development Trust Association Scotland (DTAS)
- Business Gateway Ayrshire

The likelihood is that the new facility will encourage new individuals, groups and organisations to build partnerships with PPCDT. Past experiences of similar organisations to PPCDT show that when a facility is fit-for-purpose, usage of the facility increases. We expect to develop many new partnerships once the facility is up and running.

**SECTION 6 : FINANCIAL INFORMATION**

**6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land and/or building, and your proposed use of the asset (see page 33 of [guidance](#))**

***This section should include:***

- Your calculations of the costs associated with the transfer of the land or building and your future use



of it, including any redevelopment, on-going maintenance and the costs of your activities.

- Provide an explanation how you have established the cost e.g. estimates, quotes etc.
- All proposed income and investment should be detailed, including volunteer hours and donations/fundraising activities.
- Are the sources of income sustainable, i.e. likely to persist over the next few years, or are short-term, or will there be a need for subsidy from another source for example public funds?
- 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. Please indicate whether grant fund applications have been secured or are currently pending and the related dates.
- If your organisation has ever been investigated on the basis of poor financial management or failure to demonstrate good organisational governance please provide details.
- Any other information you consider relevant

PPCDT has already submitted a Stage 1 application to the Scottish Land Fund, which was successful and we are now working towards submitting the Stage 2 application for 85% of the acquisition costs of £25,000 for the building. The remaining 15% of the acquisition costs can be funded from our own, ring fenced, funding.

We contacted three building companies and three roofing companies to request a quote for the essential repairs of the main school building and the nursery building, to ensure that the property will be wind and watertight when transferred from South Ayrshire Council, to the community. Due to large workloads, and different contract priorities, only one building company and one roofing company were able to provide quotes. The total costs for the building and roofing repairs for the main building and nursery building is £106,709.64. The breakdown of these quotes is provided in the Business Plan.

The following redevelopment of the site will be phased into 5 phases, prioritising the refurbishment of the ground floor of the main school building (phase 2), which will be the community hall and meeting room facility. We have engaged architects and QS to put together detailed drawings and costings for the redevelopment of the building into a community facility. These are fully detailed in the Business Plan.

Phase 1) Essential Repairs: £106,709.64 = Advancing Community Assets Fund (SAC)

Phase 2 & 3) Redevelopment of Main Building and Upper Floor: £444,000 = Pinwherry and Pinmore Community Council, Assel Valley Wind Farm, Hadyard Hill Wind Farm, Kilgallioch Community Fund, Carrick Futures. Additionally, there are other funders who will consider applications for capital redevelopment projects, especially projects that tackle rural isolation and social issues.

Further details on future operational matters can be found in section 9 of the Business Plan, including how the facility will be sustainably managed and run. The finances are in section 11.

**Please provide a copy of your most recent account/income and expenditure with your application submission**



## **6.5 How do you plan to finance any development or refurbishment costs, on-going repairs, caretaking, cleaning, maintenance, insurance, rates and other running costs?**

### ***This section should include:***

- Details on any works you plan to undertake post-acquisition and information on your plan for sustaining the asset
- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- How you intend to continue to operate should any income related to the proposal not be generated as planned.
- What your plans for the proposed asset would be should your organisation incur operational difficulties or ceases trading.
- Any other information you consider relevant

### **Refurbishment Costs:**

The refurbishment costs will be phased into 5 phases. Phase 1 is the Essential Repairs, which we are asking South Ayrshire Council to fund through the Advancing Community Assets Fund. Phase 2 and 3 are to redevelop the ground floor and then the upper floor of the main school building, which will be the community hall facility. After Phase 1, Phase 2 is the most important and the fundraising will be focused on the second phase to ensure that the community facility is operational as soon as possible. Pinwherry and Pinmore community is fortunate to be eligible to receive wind farm benefit funding from local wind farms and can apply to wind farm funds specific to the Stinchar Valley:

- Pinwherry and Pinmore Community Council
- Assel Valley Wind Farm
- Hadyard Hill Wind Farm
- Kilgallioch Community Fund
- Carrick Futures

Additionally, there are other funders who will consider applications for capital redevelopment projects, especially projects that tackle rural isolation and social issues.

### **On-going Repairs:**

On-going repairs will be minimal after the refurbishment. However, small grants (£500, £1000 etc) from wind farms are available to PPCDT annually, which will fund any maintenance and repairs.

### **Running Costs:**

Running costs for the facility will be funded from the hall hire charges from the user groups and additional bookings of the facility. Small grants from local wind farms are also available to PPCDT

and can be secured if required. The facility will break even, or make a modest profit.

#### **6.6 Please provide details of contingency plans that you have in place.**

***This section should include :***

- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- How you intend to continue to operate should any income related to the proposal not be generated as planned.
- What your plans for the proposed asset would be should your organisation incur operational difficulties or ceases trading.
- Any other information you consider relevant

A 10% contingency has been factored into the total refurbishment costs for the building.

Once the community hall is operational, it will be very small scale and the operational costs and overheads will be very low. Therefore, income generation requirements will be low as a result of low running costs. The hall will support community groups who will be asked to cover minimal running costs.

If the hall had to close for a few months for an unprecedented reason (for example the Covid-19 pandemic, or emergency repairs – unlikely due to the refurbishment), the running costs for 6 months would be very minimal. The largest item of expenditure is energy costs. If an event arose where we were unable to operate the hall, we would contact the energy company and request that our utilities go on to a minimal tariff and the lack of hire, would result in a substantial reduction of energy usage. Furthermore, national grants are available to charities and community groups in emergency situations, if required.

PPCDT also has access to funding from local wind farms ring-fenced specifically for the Pinwherry and Pinmore parish area.

If PPCDT should cease to trade, the operation of the hall would become the responsibility of the regular user groups, forming a constituted group. Upon undertaking research, many halls successfully operate in this way, with the community directly running the hall and each user group taking responsibility for the security and cleaning of the hall during their hire.

## SECTION 7: ADVANCING COMMUNITY ASSETS FUND – CAPITAL GRANT REQUEST

**APPLICANTS MAY APPLY TO THE ADVANCING COMMUNITY ASSETS FUND FOR CAPITAL WORKS, RELEVANT TO THE CONDITION OF THE ASSET BEING REQUESTED ONLY**

<b>7.1 Do you wish to apply for a capital grant?</b>	Yes
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<b>7.2 How much capital grant are you applying for?</b>	<b>£106,709.64</b>
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<b>Item</b>	<b>Cost (£)</b>	<b>Have estimates/quotes been sought?</b>
<i>Provide a <u>detailed</u> cost breakdown itemising expected expenditure that you require the development grant for:</i>	<i>Please advise if each cost is inclusive or exclusive of VAT</i>	<i>If yes please submit copies with the application</i>
<b>PLEASE SEE ATTACHED DETAILED COST BREAKDOWNS</b>		Y
<b>Building Repairs (main building and nursery)</b>	<b>£75,726.24 (inc. VAT)</b>	Y
<b>Roofing Repairs (main building)</b>	<b>£23,123.40 (inc. VAT)</b>	Y
<b>Roofing Repairs (nursery)</b>	<b>£7,860.00 (inc. VAT)</b>	Y/N
		Y/N
		Y/N
		Y/N
	<b>Total: £ 106,709.64 (inc. VAT)</b>	

**Please provide a copy of your business case/plan with your application submission**

## SECTION 8: RISK/SOCIAL IMPACT

**8.1 Please outline whether any other organisation/business in your area will be affected by your proposals and what barriers or challenges to your project succeeding you have identified.**

***This section should include:***

- Detail your plans for mitigation if negative issues arise concerning cash-flow, liquidity or financial capacity issues that may impact on delivery of the proposal.
- Any other information you consider relevant

**Displacement Analysis:**

We have studied the potential for any displacement and can conclude that there is little to no displacement to community facilities or any accommodation businesses. There is a community hall in the neighbouring 2 parishes of Colmonell and Barrhill, both of which serve their local communities and do not have capacity for other communities to use their services or events. Furthermore, both are located very rurally, on poor roads with very limited public transport so people from Pinwherry are not able to travel outwith their community. The services in the proposed Pinwherry facility are therefore essential to the community.

**Monitoring:**

The Trust will maintain a clear communication channel with the community whilst the project is in its infancy. Regular meetings with other community groups in the village will be arranged, polls and advertising will be carried out online and on social media, whilst general observations will enable us to establish what is working well and what is not. The Trust will continuously ensure that the offering/events/services is adapted and tailored to meet the needs of the community. Monitoring of the facility and assessing its benefits and impacts will be achieved by issuing out initial 6/12 monthly surveys to the community, including user groups of the hall and businesses using the facility. The survey will seek feedback from the community on their views about the first year, whether the offering/events/services has met their expectations, whether they see further reaching benefits across the local area, what they like about the community asset and what they feel could be improved. We'll also ask for suggestions and new ideas to implement.

**Challenges to Success:**

Challenges to the project succeeding could include securing the funding to refurbish the buildings. PPCDT has support from fundraising specialists, Creetown Initiative who will guide the process of securing the capital funding. Funding strategies are being devised and potential funders identified.

Another challenge could include a lack of capacity in the current Board to take the project forward. The skills and experiences of the Board are certainly adequate, however volunteer capacity could potentially be lacking, but there is currently nothing to indicate this. Mitigation of this challenge would be to recruit more volunteers and members with specific duties, to assist in taking the project

forward. The enthusiasm and support of this project would result in an ability to easily recruit increased local support. Section 9.2.1 of the Business Plan outlines the intended management flow chart of the project during the Development Stage, Capital Phases and Operational Stage.

## DECLARATION

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

We confirm that we have read and understood the [Scottish Government Guidance for Community Transfer Bodies under the Community Empowerment \(Scotland\) Act 2105](#).

We declare that the information provided in this form and any enclosed accompanying documents are correct.

I confirm that if there are any significant changes to the application or the proposal, South Ayrshire Council will be informed immediately.

Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to South Ayrshire Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members and Senior Officers. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.

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

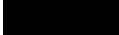
This form and all supporting documentation will be made available online for any interested person to read and comment on. Personal information will be redacted in line with data protection before the form is made

available.

1 <sup>st</sup> office bearer	
Name:	██████████
Address:	██████████ Pinwherry, Girvan, KA26 0██████████
Date:	20 <sup>th</sup> May 2020
Position:	<i>Trustee and Chairperson</i>
Signature:	
2 <sup>nd</sup> office bearer	
Name:	██████████
Address:	██████████ Pinwherry, Girvan, KA26 0██████████
Date:	20 <sup>th</sup> May 2020
Position:	<i>Trustee and Vice Chairperson</i>
Signature:	





<ul style="list-style-type: none"> <li>• Provide a copy of the current business plan, copies of the last 3 months bank statements and any evidence of funding or loans secured to date</li> <li>• . Any other information you consider relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Pinwherry School Business Plan for Asset Transfer</li> <li>• PPCDT Bank Statements  </li> </ul>
<p><b>Section 8 – Risk/Social Impact</b></p> <ul style="list-style-type: none"> <li>• Include any risk analysis/assessment undertaken and how you will counter any risk identified.</li> <li>• Any other information you consider relevant</li> </ul>	<p>Title of document/s attached :</p> <ul style="list-style-type: none"> <li>• Pinwherry School Project Business Plan for Asset Transfer</li> </ul>