

## Community Asset Transfer Formal Asset Transfer Request Form (Stage 2)

### **IMPORTANT NOTES:**

This form is used by an Organisation wishing to request transfer of an asset from South Ayrshire Council.

You should read the Scottish Government [asset transfer guidance for Community Transfer Bodies provided under the Community Empowerment \(Scotland\) Act 2015](#) before making your request. This form includes page numbers of parts of the guidance that will help you complete this form. 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).

If you require any assistance with completing this form, please contact: Sarah Baird, Community Asset Transfer Team Leader on 01292 613072.

When completed, this form and accompanying documents (see checklist at end of this form) should be sent to:

[cat@south-ayrshire.gov.uk](mailto:cat@south-ayrshire.gov.uk)

**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	
1.1 Name of Organisation (Community Transfer Body):	<b>Colmonell Community Association (SCIO)</b>
1.2 Address of Organisation (this should be the registered address, if you have one):	<b>Colmonell Community Centre 37 Main Street Colmonell Girvan KA26 0RY</b>
1.3 Contact Name:	<b>[REDACTED]</b>
1.4 Position in Organisation:	<b>Vice chair &amp; Trustee</b>
1.5 Correspondence address:	<b>[REDACTED]</b>
1.6 Postcode:	<b>[REDACTED]</b>
1.7 Telephone Number:	<b>[REDACTED]</b>
1.8 Email address:	<b>[REDACTED]</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>YES (<i>delete as appropriate</i>)</b>  <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>

1.9 Website address (if applicable):		
1.10 Please indicate what <b>type of Organisation</b> 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:	<b>SC049177</b>
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	
	Other: Please specify:	
<b>1.11 Please indicate what type of Community Transfer Body you are (see pages 11-15 of guidance)</b>		
<b>Please tick only <u>one</u></b>		
Community Controlled Body (see pages 11-14 of <a href="#">guidance</a> )		YES
Your Organisation is individually designated as a community transfer 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

2.1 Please provide the name (if it has one), address and postcode of the asset:	Former public convenience Main Street Colmonell KA26 0RY
2.2 Please provide the name of the landlord or owner of the asset:	South Ayrshire Council
2.3 Is the asset request for a building or land or both?	Both
2.4 Please provide the UPRN (Unique Property Reference Number) if known ( <i>this will be given in the Council's register of land</i> )	L503
2.5 If there are any restrictions on the use or development of the land, please explain how your project will comply with these:  <i>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.</i>	Property will be kept as a public convenience, the building will remain as is

**Please include a location plan/map of the asset with your application submission**

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

<p>3.1 Please indicate what type of request is being made (see pages 30-31 of <a href="#">guidance</a>):</p>	<p>For ownership (under section 79(2)(a)) go to section 3.2A below</p>	<p><b>X</b></p>
<p>3.2A – Request for <b>ownership</b></p> <p>What price are you prepared to pay for the land and/or building requested (see parts 11 &amp; 12 of <a href="#">guidance</a>)</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>Proposed price: £1</p> <p>South Ayrshire Council have already refurbished the toilets to bring them up to standard before passing them back to the local community.</p>	
<p>3.2B – Request for <b>lease</b>: What is the length of lease you are requesting?</p> <p>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>)</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>		

3.2C – Request for **other rights**: What are the rights you are requesting?

Do you propose to make any payment for these rights?

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.

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

**N/A**

**Yes/No**

**Proposed price: £**

## Section 4: COMMUNITY PROPOSAL

### 4.1 Please set out the reasons for making the request and how the land and/or building will be used (see pages 30-33 of [guidance](#))

*This should explain:*

- The objectives of your project
- Why there is a need for the asset and why this particular building or land being requested is necessary or particularly suitable for it
- Please set out how the land or building will be used and what activities (in general terms) will take place there
- You must also detail any development or changes you plan to make to the land or building

Colmonell Community Association have made the request for Community Asset transfer as the community would like to purchase and reopen the public toilets in Colmonell which have been closed for around 15 years.

The objectives are:

- To acquire a community asset for the village
- To reopen the public toilets for the village, which includes disabled access toilets
- To encourage the community to maintain and look after the toilets

Need:

- There are currently no public toilets available in the village. The Boars Head Hotel ceased to be part of the comfort scheme a number of years ago.
- A village survey in 2016 highlighted reopening of the public toilets as a priority for the village
- A poll set up on Colmonell Facebook page was overwhelmingly in favour of the toilets reopening, with 70 for this proposal and 2 against
- This would provide a public access disabled toilet for the village (there are no disabled toilets in the community centre)
- This is the most suitable building for public toilets as it has previously been used for the same purpose

How will the building be used:

- Will be used for public access toilets
- An outdoor tap will be used for activities that take place in the playpark, including the village Fun Day organised by the community and mini mudder event organised by the school
- An outdoor electrical socket will be installed for our outdoor Christmas tree lights

Changes to the building:

- There will be no changes to the building. South Ayrshire Council have already refurbished the toilets to bring them up to standard before passing them to Colmonell community

### 4.2 Please set out the benefits that you consider will arise if the request is agreed to (see pages 30-33,41-44 of [guidance](#))

*This section should explain:*

- 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

Public would be used by many users including villagers who are out walking or visiting the playpark or community garden; passing motorists; service bus users (the bus stops being directly beside and opposite the public convenience); people fishing the nearby River Stinchar; passing cyclists and walkers (Colmonell being on the Whithorn to Glasgow Pilgrim's way) and people visiting Colmonell for local events such as the village Fun Week, Colmonell and Ballantrae Agricultural Show and St Colmon Kirk Fair.

Economic development:

- Reopening of the toilets will promote economic development as it will encourage people to spend longer in the village, and perhaps spend more money here
- Colmonell is on the new COIG tourism route, being launched on 10<sup>th</sup> October. This route will potentially bring many new visitors to the area and local community facilities (including public toilets) will be highlighted on an app for all towns and villages who are part of the route.

Regeneration:

- Will be promoted as this reopens a disused building which will look more attractive to residents and people passing through the village

Public health:

- Will be promoted as it allows people a safe, clean place to visit the toilet

Social wellbeing:

- Will be encouraged as people may spend longer in the playpark or community garden knowing that there is a public toilet close by if they need to use it

Environmental wellbeing:

- Will be promoted as the toilets will look more appealing and welcoming than a disused building

Reduce inequalities:

- Will be reduced as people may be more likely to spend time outdoors if they know a public toilet will be close by
- Will allow a public access disabled toilet for the village

#### **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](#))**

- You should consider any potential negative consequences for the local economy, environment, or any group of people and explain how you could reduce these

Negative consequences:

- May be an increased risk of antisocial behaviour if young people decide to hang around the toilets late at night. Although there is no problem in Colmonell with youths hanging around, we have considered how we can reduce this. We will open the toilets during



daylight hours i.e. 8am to 10pm in summer and 8am to 4pm in winter. We also have a youth group which takes place on Friday evenings to channel youth activity and have built good relationships with the young people of the village.

- The toilets may be left messy. We will reduce this by doing daily checks on the toilets, and a weekly clean, which will be done by volunteers on a rota basis.
- The toilets may need costly maintenance work. We will budget for this by holding regular fundraising events which will provide income to help manage the toilets

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

*This section should include:*

- The skills and experience of members of the organisation
- Any track record of previous project delivery
- Whether you intend to use professional advisers, etc.

##### **Skills & experience:**

Colmonell Community Association (SCIO) is an umbrella organisation representing many of the key groups within the village, including the Community Centre committee, Colmonell Development Group, Colmonell & Lendalfoot Community Council, Colmonell Primary School Parent Council, Colmonell Baby & Toddler Group, Colmonell Bowling Club, Colmonell & Pinwherry Brownies, Colmonell Angling Club, St Colmon Church, Stinchar Valley Gardening Club and Girvan & South Carrick First Responders. The current committee members of Colmonell Community Association have a range of skills and expertise which includes: book keeping, project planning, partnership working, fundraising, report writing, communication skills and hands-on practical help, all of which will be useful in managing the project to get the toilets operational and open for public use once more. There are also a number of volunteers from the wider community who have said they would be willing to help with cleaning, opening and locking up the toilets. There is overwhelming support for the reopening of the toilets for the village and it won't be a problem getting help to manage the toilets on a day to day basis.

##### **Previous project delivery:**

Members are committed to making improvements to ensure events and activities which help to sustain the village hall are done on a regular basis. The group co-ordinate a successful Fun Week every year which includes a football tournament, clay pigeon shoot, quiz night, children's activities and a Fun Day with entertainment suitable for young and old alike. Several other events are also organised throughout the year, including children's Halloween and Christmas parties, a senior citizens Christmas meal, biscuit delivery for senior citizens, social events and fundraising activities. The group were successful in securing funding to purchase a new multiunit suitable for older children for the playpark, as well as a grant to purchase a laptop and printer for

the village hall, to allow community members to use this and have access to the internet, free of charge. More recently, the group have acquired funding to set up a weekly youth group in the village hall, and organised summer and Easter holiday activities and trips for the children.

Professional advisers:

The group has been working with the Asset Management Department, South Ayrshire Council who are keen to transfer the building to community ownership. South Ayrshire Council have also refurbished the toilets to bring them up to standard before passing them back to the local community. The Social Enterprise Development Officer from South Ayrshire Council assisted the group in developing a business plan for the toilets and we are currently working with the Community Asset Transfer team to help progress the asset transfer. We have also spoken to community representatives from Straiton who manage the community run public toilets in their village.

#### **4.5 Please provide details of any partnership working arrangements in place with other organisations**

- You should include both current arrangements and proposed partner relationships and how these will impact on the project

As previously mentioned, the SCIO is an umbrella organisation representing a wide range of partners, who are fully supportive of the purchase and reopening of the toilets. South Ayrshire Council have provided support through the Asset Management Team, the People Directorate and the Community Asset Transfer team. We will be able to call on South Ayrshire Council for advice if the need arises and have also been in touch with Straiton community who run their own village toilets and who could provide advice if needed.

## **Section 5: SUPPORT**

#### **5.1 Please provide details of 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 could include:*

- Evidence from a range of activities undertaken to engage with the wider community, such as public meetings, community surveys, community action planning or charette etc.
- 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 such as national umbrella organisations.

**Community engagement:**

- A village survey in 2016 highlighted reopening of the public toilets as a priority for the village
- A coffee afternoon in 2017 to discuss priorities for the village also highlighted the public toilets as an area for action to help form the village action plan document
- A poll set up on Colmonell Facebook page was overwhelmingly in favour of the toilets reopening, with 70 for this proposal and 2 against

There are around 250 people living in Colmonell. We currently have 31 members in the SCIO, which was formed in March 2019, and are building on this all the time.

We recently qualified for free support from Scottish Community Development Centre to help review our village action plan, and reopening of the toilets will be one of the key parts of this.

## 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](#))

*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, on-going 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. Please indicate whether these have been secured or are currently pending

Item	Estimated cost	Recurring fee?	How costs will be met
Refurbishment of toilets (e.g. electrics, plumbing, roof,	tbc	No	South Ayrshire Council have agreed to bring toilets up to

repair work, replacing toilet wall)			standard before being returned to the community
Water charges	£1000 per annum	Yes	CCA (SCIO) will apply for exemption under the Scottish Government's Water Charges and Sewerage Exemption Scheme
Electricity charges	£700 per annum	Yes	CCA will apply to South Ayrshire Council's comfort scheme, which will help cover electricity charges
Buildings insurance	£300	Yes	CCA will fundraise, apply for grant funding and place donations boxes in the toilets
Legal fees for the sale of the public toilets	£1000	No	CCA will use reserves
Repair and maintenance costs	£500 per annum	Yes	CCA will fundraise , apply for grant funding and place donations boxes in the toilets
Cleaning materials, paper towels, soap	£100 per annum	yes	CCA will fundraise , apply for grant funding and place donations boxes in the toilets
Cleaning fees	N/A, cleaning will be done by volunteers	Yes	N/A

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

6.2 ONLY for organisations <b>formed within the last twelve months</b> unable to submit accounts:	
6.2a When was the organisation formed?	1975 (became a SCIO in March 2019)
6.2b What is your projected annual income for 2019/20?	£8000.00

6.2c What is your projected annual expenditure for 2019/20?	£8000.00
<b>6.3 Does the organisation hold a bank account? If so please provide full details (name of bank, address, sort code, account number etc.)</b>	
Bank name:	██████████
Bank address:	██
Sort code:	██████
Account number:	██████

<b>6.4 Is your organisation currently in receipt of funding from <u>any</u> public body, South Ayrshire Council, The National Lottery funding or similar organisations? If so, please list these here with the amounts awarded and dates (last three calendar years only)</b>		
<i>Funder</i>	<i>Amount of award</i>	<i>Period of award</i>
Community Council Windfarm money	£4,380.00	2016-2019
Foundation Scotland	£8450.00	2017-18
Participatory budgeting	£5653.00	2017-19

<b>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?</b>
Please include any funding applications you have made or intend to make
<p>We will apply to the comfort scheme to help fund electricity and maintenance costs</p> <p>We will apply for water exemption rate on the basis that we are a SCIO</p> <p>Cleaning will be done by unpaid volunteers on a rota basis</p> <p>Refurbishment costs have been met by South Ayrshire council, therefore maintenance costs should be minimal for the immediate future</p> <p>Fundraising (coffee morning, race night, ceilidh concert, weekly lottery) is done on an ongoing basis and will help meet costs for insurance and cleaning materials</p> <p>Reserve funds will be used to pay solicitors fees</p> <p>We will look into grant funding for solar panels which would help to meet costs of electricity for the</p>

toilets

**6.6 Please outline any contingency plans that you have in place.**

We have reserve funds available which can be used for any costs which have not been anticipated

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

## **Section 7: RISK/SOCIAL IMPACT**

**7.1 Please outline whether any other organisation/business in your area will be affected by your proposals, how you will monitor the benefits of the asset transfer and what barriers or challenges to you project succeeding you have identified.**

**There are no other public toilets in Colmonell therefore no other organisation/business will be affected.**

**Benefits of the asset transfer will be monitored by asking residents to let us know what they think of the toilets being reopened**

**Challenges to project succeeding may include:**

- lack of volunteers to help clean facilities**
- costs being prohibitive for community to run the asset**
- antisocial behaviour or damage to the toilets.**

**We feel that we have done enough research to ensure that these challenges will not be realised and this will be a successful venture for the village.**

## **DECLARATION**

**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 confirm that we have read and understood the [Scottish Government Guidance for Community Transfer Bodies under the Community Empowerment \(Scotland\) Act 2015](#).

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

We 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 2018) 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 2018), 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.

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 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.

<b>1<sup>st</sup> office bearer</b>	
<b>Name:</b>	[REDACTED]
<b>Address:</b>	[REDACTED]

<b>Date:</b>	
<b>Position:</b>	Vice chair
<b>Signature:</b>	
<b>2<sup>nd</sup> office bearer</b>	
<b>Name:</b>	██████████
<b>Address:</b>	██████████
<b>Date:</b>	
<b>Position:</b>	Treasurer
<b>Signature:</b>	

## CHECKLIST OF ACCOMPANYING DOCUMENTS

**So we can check that nothing is missed, please list any documents which you are submitting to accompany this form.**

<p><b>Section 1 Organisation information</b></p> <p>You must attach your organisation's current constitution, articles of association or registered rules</p>	Title of document/s attached:
<p><b>Section 2 Asset information</b></p> <p>Include any relevant maps, drawings or description of the land/building requested and any development or change you plan to do to the asset</p>	Document/s attached:
<p><b>Section 3 Type of request, payment &amp; conditions</b></p>	Document/s attached:



<p>Include specific details of any terms and conditions that you wish to be applied to the request</p>	
<p><b>Section 4 Community proposal</b></p> <p>Include any documentation such as market research and analysis, feasibility study, options appraisal etc.</p> <p>You may wish to include examples of previous projects that you have successfully delivered and/or letters of support from partner/s that you are/will be working with.</p>	
<p><b>Section 5 Support</b></p> <p>Include evidence of the level and nature of community support for the asset transfer, this may include letters of support, copies of surveys undertaken etc.</p>	<p>Document/s attached:</p>
<p><b>Section 6 Financial information</b></p> <p>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.</p>	<p>Document/s attached:</p>
<p><b>Section 7 – Risk/Social Impact</b></p> <p>Include any risk analysis/assessment undertaken and how you will counter any risk identified.</p>	<p>Document/s attached:</p>