

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 [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.

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

**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):	Friends of Dundonald Castle SCIO 31541
1.2 Address of Organisation (this should be the registered address, if you have one):	Winehouse Yett, Dundonald, Ayrshire. KA2 9HD
1.3 Contact Name:	[REDACTED]
1.4 Position in Organisation:	Project Coordinator
1.5 Correspondence address:	[REDACTED]
1.6 Postcode:	[REDACTED]
1.7 Telephone Number:	[REDACTED]
1.8 Email address:	[REDACTED]
Do you agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above?	<p>YES</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>

1.9 Website address (if applicable):	info@dundonaldcastle.org.uk	
1.10 Please indicate what type of Organisation you are, along with the official number (if applicable): (see pages 11-15 of guidance)	Company Limited by Guarantee and its company number is:	
	Scottish Charitable Incorporated Organisation (SCIO) and its charity number is:	SCO31541
	Community Benefit Society (BenCom) and its registered number is:	
	Voluntary or Unincorporated Organisation (no number)	
	Other: Please specify:	
1.11 Please indicate what type of Community Transfer Body you are (see pages 11-15 of guidance)		
Please tick only <u>one</u>		
Community Controlled Body (see pages 11-14 of guidance)	X Please refer to section 4.4	
Your Organisation is individually designated as a community transfer body by Scottish Ministers (see page 14-15 of guidance) <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 guidance). <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>2.1 Please provide the name (if it has one), address and postcode of the asset:</p>	<p>Dundonald Castle Visitor Centre Winehouse Yett, Dundonald. KA2 9HD</p>
<p>2.2 Please provide the name of the landlord or owner of the asset:</p>	<p>South Ayrshire Council</p>
<p>2.3 Is the asset for a building or land or both?</p>	<p>Both. The Visitor Centre and adjacent land. 75m from the public carpark westwards. 25m from the castle hill northwards to the path</p>
<p>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>)</p>	<p>000141056725</p>
<p>2.5 If there are any restrictions on the use or development of the land, please explain how your project will comply with these:</p> <p><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></p>	<p>Dundonald Castle is a Listed Building, Category A (LB983) and a Scheduled Ancient Monument.</p> <p>The Castle Hill and surrounding land, including that around the Visitor Centre, were taken into State care in 1952 and remain under the “Guardianship” of Historic Environment Scotland as a Property in Care (PIC194). HES remain responsible for the management of the PIC under a formal Scheme of Delegation from Scottish Ministers.</p> <p>The nearby “Main Street” is a conservation area.</p> <p>Woods and marsh nearby form an SSSI</p>

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 guidance):</p>	<p>For ownership (under section 79(2)(a)) go to section 3.2A below</p>	X
	<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>3.2A – Request for ownership</p> <p>What price are you prepared to pay for the land and/or building requested (see parts 11 & 12 of guidance)</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>The asset requested has been valued at £31,500 by the District Valuer.</p> <p>FODC wish to propose a purchase price of £28,000 for the asset which equates to 89% of the market value.</p>	
<p>3.2B – Request for lease: 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</p>	n.a.	

<p>11 & 12 of guidance)</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>3.2C – Request for other rights: What are the rights you are requesting?</p> <p>Do you propose to make any payment for these rights?</p>	<p>n.a.</p>
<p>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.</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>	

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

Friends of Dundonald Castle has been existence for nearly 25 years during which all aspects of the organisation have grown and developed so that it is now both successful by a number of measures and is now very robust.

The Objectives of FODC are

- 1. To promote the advancement of education and in furtherance thereof by (among others) the promotion of public awareness of the Castle in all media, and the education of the public as to its historical significance which shall include but not be limited to the education of school children and students.**
- 2. To promote the advancement of heritage and in furtherance thereof by (among others) the promotion and organisation of the use of the Castle for the benefit and enjoyment of the public, the education of the public as to the historical significance of the Castle, the provision of guided tours of the Castle and in liaison with HES to promote and undertake such other ventures as shall be approved by HES to further the public interest in the Castle**
- 3. The advancement of citizenship and community development.**

One development area is the Community Heritage Project. Its Aims are

- a. To preserve, protect, care for, and foster appreciation of Dundonald Castle; its artefacts; its heritage; and that of the surrounding area including the neighbouring woods (an SSI) and the village.**
- b. To act as a community hub following the loss of facilities such as the library and post office.**
- c. To provide an attractive tourist destination which will generate income and employment in the local area.**
- d. To protect valuable archival material and provide secure access to it.**
- e. To foster and support archaeological and historical research in partnership with Historic Environment Scotland.**

At present FODC lease the Visitor Centre from SAC. The lease conditions are that FODC maintain the interior of the building and that SAC maintain the exterior and charge a peppercorn rent. The lease is to be renewed on 14th September 2019, and FODC is concerned that these conditions will be altered. FODC believe that taking ownership will help consolidate the future of the Centre.

In addition, the Centre is now too small to cope with the number of people using its facilities and services. FODC have commissioned 2 feasibility studies: one examines how best to extend the current building. The second, which is the preferred option, examines the possibility of building a larger Visitor Centre in the adjacent land. The new building would not only cope with even more visitors but would enable FODC to extend the range of facilities and services available to visitors, local residents, and members of the FODC Community. It is possible that the area utilised by the current Visitor Centre could form a large extension to the adjacent public carpark. Ownership of the current building and land will enable FODC to apply for funding grants from public and private bodies to fund the development.

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

The heart of FODC's activities is the Castle, its history, and the archaeological evidence of earlier activity at this location. However, Dundonald Village is at the core of the FODC Community and supporting local development is also integral to FODC's work.

The Scottish Index of Multiple Deprivation shows that most of Dundonald Village is classed in decile 5, but the centre is as low as decile 3. This is reflected in the pupil population of the local non-denominational primary school in which the majority of pupils are from deciles 3 to 6. Income is an issue for some residents. Of the 473 working age residents in Loans/Dundonald/Symington 12% are unemployed and 20% suffer from income deprivation. In the wider FODC Community are many instances of what the Hutton Report (2015) described as "pockets of poor performance". These include parts of North Ayr and South Prestwick, Troon, Muirhead, Kilwinning, and Irvine. These studies have informed how FODC manages its operations, especially through the Community Heritage Programme as detailed below

Social Well-being.

- The first Young Archaeologists Club (YAC) has been formed with subsidised membership to ensure that any child can join. It is the only YAC in the West of Scotland and is oversubscribed by local children.
- There is a programme of 20 events for the wider community. Prices are set at a level to meet costs and not to make a large surplus.
- The Visitor Centre hosts weekly get-togethers for a variety of groups which aim to "alleviate social isolation especially amongst marginalised groups". The planned development will enable FODC to increase this provision without impacting upon other visitor activities.
- There is easy wheelchair access to the Centre and to the toilets. In addition, there

is a facility to aid those with hearing disabilities and indeed FODC is pleased that this group is represented in the volunteers and in the staff.

- Facilities at the Centre include publicly available toilets (the only ones in the village), and public noticeboard. Future plans include the provision of limited post office functions; internet facilities, and perhaps early years and health related services such as a visiting optician, all of which have been lost in recent years.

Economic Development.

- The Castle has been attracting ever increasing numbers of visitors from the UK and from abroad (22,000 in 2018). No doubt many of these visitors also contribute to sales in local shops and cafes.
- These numbers enabled FODC to employ up to 10 staff, all drawn from the FODC Community area.
- There is a café open 7 days/week, and a shop in which goods include some produced by local artisans (to a value of £9,000 in 2018).

Cultural and Environmental Impact

- Guided educational tours are very popular with schools and other groups (over 100 in 2018).
- Archaeological investigations have revealed more and more information about life in the area from prehistoric times onwards.
- The FODC group of 37 volunteers contributed 13,100 hours in 2018 (valued at the equivalent of £103,000). They are all drawn from the FODC geographical community).
- It is planned to establish a nationally recognised and certified museum and archive with genealogical services (of especial interest to the diaspora and to US Clan Societies Stewart, Wallace and Cochrane).
- The larger, multi-functional visitor centre will meet the evolving needs of the FODC Community and as well as those of Dundonald Village. It will accommodate a range of functions including an audio-visual centre, an internet café, a function area, and a larger café.

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

The main issues raised during consultations were access, and also parking, should the number of visitors continue to grow.

- Converting the footprint of the current Centre to parking would substantially increase the spaces available.
- Access and Parking is one which besets the whole of Main Street and will require further advice from the Ayrshire Roads Alliance.

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.

The members of the Executive and of the FODC Working Party formed to deal with the Asset Transfer and Expansion Plans are all graduates. Indeed, two hold PhDs in relevant disciplines. The Assistant Manager is also a graduate with a degree in Business Management. The Project Coordinator gained in-house qualifications in personnel management, financial management, and project management through Strathclyde Region, and subsequently led a successful national educational IT project for senior school management.

The FODC Committee have successfully led the Centre's growth over the last 5 years building upon the success achieved by earlier committees. They have a proven track record which is based upon consultation with stakeholders, followed by careful analysis and the development and implementation of Business Plans. On occasion they have been assisted by students and staff from Ayr College.

In mid-2018 a sub-committee was set up to deal exclusively with the Asset Transfer process and funding it, as well as future developments and identifying funding for them. Membership comprises the FODC Vice Chair, Treasurer, General Manager, and a Project Coordinator.

Invaluable advice has been provided by HES colleagues, by staff from Community Ownership Support Scotland and the Scottish Land Fund, as well as from the Council's own Asset Transfer Team led by Tom Burns, and Sarah Baird.

Regarding future developments a feasibility study has been commissioned from McGinley Associates and Mhairi Shaw Planning to not only establish how best to meet the aspirations of the Committee but also to gain advice as how best to navigate through the planning and building process. An earlier study of the feasibility of extending the existing Centre was commissioned from Thomson-Hunter Architects

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

Royal Dundonald Castle is one of very few castles entitled to the description “Royal” due to its historic use as the residence of the reigning Monarch. As a result, Historic Environment Scotland is an important partner. The Partnership Agreement is reviewed and renewed annually. As a site of national importance HES is responsible for its management as a “property in care”, under a formal Scheme of Delegation from Scottish Ministers. As key keepers FODC is responsible for ensuring that the facilities are open to visitors all year. FODC also provides guided tours including up to 45 educational visits. Other activities permitted by the Agreement are weddings and community events and initiatives. HES regards FODC as a model exemplar of utilising heritage to improve community facilities.

FODC also liaises with the Dundonald Community Association which is an umbrella organisation with the aims of developing new facilities and resources for Dundonald with a focus upon sport, recreation, social, and educational activities.

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.

FODC Committee has briefed staff and volunteers and has their full support. In December the plans were approved unanimously by the 41 members who attended a Special General Meeting. Subsequently members of the working party briefed the South Ayrshire Councillors for Ward 6 (Kyle), and also the Community Council and again were given full support from both groups.

There followed a mini charette involving 14 representatives of 7 local organisations (Bowling Club, Burns Club, Historical & Archive Society, Dundonald Primary School, Scouts, SWI, Women's Guild). Every group was fully supportive. Some useful suggestions were made regarding the provision of further facilities for the community such as postal services. Concerns were raised regarding the future of the current building, which some representatives hoped could be kept in use either on its current site, or elsewhere in the village. FODC has been advised that it is a "kit-building" which can be dismantled and re-erected and will seek alternative users. Such a solution would leave the Visitor Centre site available for more car park spaces, which was an issue raised during discussions.

Details of a survey of 100 visitors are available in Annexe 5a. A folder of letters of support forms Annexe 5b.

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

The FODC Working Party has been investigating the costs and funding for the project in conjunction with advisers from Community Ownership Support Scotland and the Scottish Land Fund.

- (i) Transfer Costs. Two Feasibility Studies have been carried out at a cost of £6,000 each. The earliest evaluated the possibility of extending the current centre and was commissioned and paid for by the Dundonald Community Sports' Association. FODC's preferred option is the second which examines the possibility of replacing**

the current centre: FODC have put aside part of their own reserve to cover the cost of this second Study. Other costs will hopefully be met by a Scottish Land Fund Stage 1 application. These costs include Solicitor Fees and Valuation Fees. A Stage 2 Application to the Scottish Land Fund will be made to fund acquisition costs. Ongoing negotiations are taking place with potential private benefactors, and plans have been drawn up to seek funds from Clan Stewart USA, Clan Wallace USA and Clan Cochrane USA.

(ii) Running Costs

Over the last 4 years Running Costs have grown in line with the increase in use of the Visitor Centre. Staff costs have grown from £40,000 in 2015 to a projected £62,000 for 2019. Purchases and replacement stock grew from £16,500 to £28,000: Utility charges and other fees from £9,000 to £21,000: while maintenance has varied over the years from a low of £3,000 in 2016 to a high of £8,000 in 2018. Events cost about £9,000 per annum

(iii) Income

Income also increased over the same years so that the organisation made a small surplus, or in one year broke even. Sales in the Visitor Centre increased from £52,000 in 2015 to an expected £76,400 in 2019: Historic Environment Scotland paid £11,500 in 2015 for keyholding and education fees and hopefully £15,500 this year: while income from events, donations and grants rose from £10,000 to £36,000.

2015 and 2016 produced a small surplus in both years. However planned equipment spends did reduce the reserve. In 2017 the Centre broke even. In 2018 a surplus of nearly £7,000 was generated. In 2019 a surplus of £4,300 is projected using conservative estimates. At present the FODC reserves stand at £27,000.

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

6.2 ONLY for organisations formed within the last twelve months unable to submit accounts:	
6.2a When was the organisation formed?	<i>n.a.</i>
6.2b What is your projected annual income for 2019/20?	
6.2c What is your projected annual expenditure for 2019/20?	
6.3 Does the organisation hold a bank account? If so please provide full details (name of bank, address, sort code, account number etc.)	

Bank name:	██████████
Bank address:	████████████████████
Sort code:	██████
Account number:	██████

6.4 Is your organisation currently in receipt of funding from any 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)

<i>Funder</i>	<i>Amount of award</i>	<i>Period of award</i>
Participatory Budget – Troon Decides	£3,000.00	February 2017
	£3,000.00	September 2017
	£750.00	February 2019
Co-op Community Fund	£533.40	March 2018
	£523.41	September 2018
	£2,290.00	November 2018
Leader (for Museum cabinet)	£5,000.00	December 2018

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?

Please include any funding applications you have made or intend to make

Please see Section 6.1 for information about running costs for the current building. FODC is confident that when an extension/new building is in place the running costs/square metre will reduce and income will increase. The feasibility study incorporates up-to-date insulation, lighting, and heating systems in the proposed new building.

Initial approaches have been made to the Scottish Heritage Lottery Fund to seek funding for building costs. Ongoing negotiations are taking place with potential private benefactors, and plans have been drawn up to seek funds from Clan Stewart USA, Clan Wallace USA and Clan

Cochrane USA.

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

FODC utilises a monthly cash flow system to monitor its finances and provide an early warning of issues. A reserve of £27,000 will be maintained to enable operations to continue in adverse situations. HES will continue to be a source of support.

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.

FODC works in cooperation with the other outlets in the village, and with other similar properties in Ayrshire. One benefit is that knowledgeable recommendations can be made to visitors about other centres to visit.

FODC has a strong track record in successfully managing the Centre and building the number of tourist visitors. More recently FODC has carefully and successfully managed the development of the Centre as a community hub. In doing so the committee has developed a tight monitoring process on all aspects of the operation with the assistance of outside expert bodies such as the Ayrshire College.

Access via Winehouse Yett is a potential issue. The road is narrow and is the only access for local residents as well as for visitors to the Centre. FODC intends to consult Ayrshire Roads Alliance for advice regarding how best to ensure a free flow of traffic.

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 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.

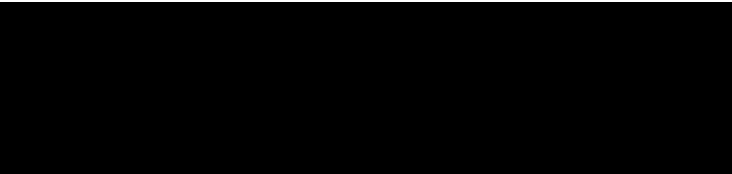
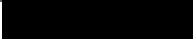

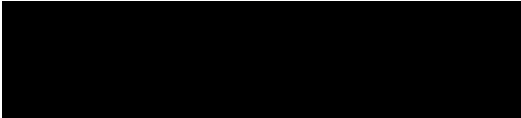
Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to South Ayrshire Council in connection with this, the Council will use that personal data for such purposes as outlined here. It may share that personal data with other regulators (including the Council's 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 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.

1st office bearer	
Name:	[REDACTED]
Address:	[REDACTED]

Date:	22/4/2019
Position:	<i>Chair FODC Trustees</i>
Signature:	
2nd office bearer	
Name:	
Address:	
Date:	21/4/2019
Position:	<i>Project Coordinator and FODC Trustee</i>
Signature:	

CHECKLIST OF ACCOMPANYING DOCUMENTS

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

Section 1 Organisation information You must attach your organisation's current constitution, articles of association or registered rules	FODC Constitution
Section 2 Asset information	Map

<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>	<p>Feasibility Study of new building</p>
<p>Section 3 Type of request, payment & conditions</p> <p>Include specific details of any terms and conditions that you wish to be applied to the request</p>	<p>n.a.</p>
<p>Section 4 Community proposal</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>Historic Environment Scotland – Partnership Agreement Letters of Support and Comfort</p>
<p>Section 5 Support</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>Community Organisation Support: Survey of Visitors</p>
<p>Section 6 Financial information</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>Business Plan 2018-22 Review of 2018 Outcomes Action Plan 2019 Bank Statements; Authorised Accounts for 2018.</p>
<p>Section 7 – Risk/Social Impact</p> <p>Include any risk analysis/assessment undertaken and how you will counter any risk identified.</p>	

