



Memorial Park Group  
Laurencekirk

# Laurencekirk Memorial Park Group

## COMMUNITY ASSET TRANSFER APPLICATION BUSINESS PLAN JUNE 2024

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# 1. Project Name & Executive Summary

- COMMUNITY ASSET TRANSFER OF OLD WASTE DEPOT LAURENCEKIRK
- **Community Workshop**

The project is to hopefully obtain a Community Asset Transfer by way of a lease for the above property/land situated at Johnstone Street Laurencekirk and indicated in the marked sketch below.



The Old Waste Depot is a stone building with large sliding doors on ground level, It is understood that the depot does not have its own running water and electric supply which the group would reconnect via its own supply. Access to the depot is via a large carpark off the main entrance road (Johnstone Street) of which some areas of the carpark is understood to have shared/rights of access to adjoining residential properties.

If the Memorial Park Group were successful in achieving this asset the primary use of the facility would be for a Community Workshop.

- **Maintenance Workshop – electrical, woodwork, metal work**
- **Poly Tunnel growing/planting**

## Benefits to the community of the workshop.

Good health is based on many factors including feeling good about yourself, being productive and contributing to your community. The workshop will provide a safe and busy environment where volunteers will find many things to do in the atmosphere of true friendship. There will be

no pressure to participate though there will be many active events, we hope volunteers/people come in for good conversation and being a part of something bigger than themselves.

### For The Community

The Workshop can bring direct value to the local community. The workshop will provide a means to build and maintain community benches and other structures such as bird houses/boxes/gates and ensure community facilities are clean and improved. The addition of a poly tunnel at the side of the building allows various community groups such as Girl Guides/Beavers/Cubs/Scouts and Local Schools and Nurseys, as well as others and members of the community to come together and plant seedlings look after and plant through out the seasons, all which can be used in the community for hanging baskets/ planters in park areas, woodlands and resold on to the community as required.

The workshop will provide a safe environmental where people can have a purpose and a meaning to their lives. There is documentation that volunteers increase their self-esteem and self-worth by employing their talents and skills while establishing a new circle of friends. As social beings, we need community and connections to thrive. Often, as we get older, we lose the social connections we had established in our working lives and because life-long friends move or pass away. The workshop will encourage social inclusion and fosters a spirit where volunteers can choose how they wish to spend their time. The Workshop is a place to do the thing you've always wanted to do – or nothing at all. The Workshop belongs to the community who decide what they want it to be.

### Secondary use

In addition to the workshop, there are many community groups and assets that can be maintained and stored within the facility:

#### **Hanging Baskets Group:**

40 x Large 18" Flower Baskets

4 x Electric Water Bowers

2 x 1000 ltr IBC

1 x Tower scaffolding

1 x Trailer

Pallet of Compost Bags

Misc Gardening Equipment

The Laurencekirk Hanging Baskets would also like to move their planting operation to within the area at the depot, where the baskets are left to grow for approximately 2-3 weeks prior to then being hung on the High Street – they would use the area earmarked to the left of the building indicated on sketch on next page. They would also use the depot as a central point during the season for the ever-demanding watering of the baskets. Out of season the baskets and equipment would return to the depot for storage and maintenance. This group has indicated it would be happy to run classes, where the community could plant their own hanging baskets, grow their own plants, learn more about the plants life cycle and the caring of plants.



### **Christmas Lights:**

38 x Large Lamp Post Christmas Light Display Figures

1 x Large Santa Display

1x Santa Display Framing

8 x Sections of picket fences

1 Large Christmas tree display including framing and lamppost and tree topper (star)

4 x Rolls of xmas lights on drums

10 x sections of Barrier Stands used during xmas lights switch on event

Various tools /misc equipment associated with the Christmas Lights

The Christmas Lights also require a workshop facility on the run up to Christmas where all the Christmas lights go through a yearly PAT test, this requires all the lights laid out switched on

and tested. Yearly Maintenance is also completed on all Christmas light equipment which requires a large dry workshop, and the depot fits the purpose for this operation. This group would be keen to involve more of the community, In the maintenance and upkeep of the lights to produce bigger and better displays going forward for the community to enjoy.

As you can see from the summary above there is already an extensive requirement for workshop/storage within the mentioned user groups, if successful the depot would be open for other community groups should they require use of the depot for workshop/storage.

At present we have been lucky enough for local businesses and various members to allow the use of there premises, during the seasons where required which allows the Christmas lights and hanging baskets to continue yearly. By having a dedicated workshop, we feel this would allow more opportunity to recruit more volunteers and organisations and ease the continued effort which would benefit the whole community.

The timescale for this project is determined by the outcome of our application for a Community Asset Transfer, however, if successful, we would start with immediate effect.

Our Budget for 2024-2026 is as follows, these would be from the 3 main user groups initially.

**Laurencekirk Memorial Park Group**

2024 - Income £2250                      Expenses £1939.10

2025 – income £3750                      Expenses £3110.10

2026 - Income £3600                      Expenses £3260.10

**Laurencekirk Hanging Baskets**

2024 - Income £3858                      Expenses £2231.96

2025 – income £3100                      Expenses £1570

2026 - Income £3060                      Expenses £1720

**Laurencekirk Christmas Lights**

2024 - Income £3750                      Expenses £2786.68

2025 – income £3200                      Expenses £2451

2026 - Income £2000                      Expenses £1986.68

## **2. Organisation and Management**

The Laurencekirk Memorial Park Group which was formed in early 2017, with the main aim and objectives of enhancing the Memorial Park for the benefit of the local community and visitors, since its beginning the group has combined and now look after 2 further earlier groups named as Laurencekirk Hanging Baskets and Laurencekirk Christmas Lights.

The management structure comprises of Chairperson, Secretary and Treasurer with a further 6 members. Various other volunteers are called upon where required during the seasonal activities. Decisions are made by the group collectively and implemented accordingly.

All members/Volunteers bring a vast wealth of relevant skills to the group, such a business, financial, gardening, construction, mechanical, management, electrical and health and safety attributes. All persons are members of the local community and encourage youth organisations, primary and academy school pupils as well as the local community to get involved with any of the activities.

The activities the 3 user groups are involved in provide a community spirit, a sense of health and well being, whilst enhancing the village for the local community and visitors to the area.

The groups activities include but not limited to the following:

### **Laurencekirk Memorial Park Group**

To date the group have completed the following.

- Perimeter path more than 700m
- Additional play equipment double zipline and large child climb on structure
- New Flood Lights Tennis Courts
- New Tennis Court Power Brush
- New Child Friendly movable 7 aside Goals
- New purpose-built store complete with operational 24/7 accessible toilet with baby changing facility.



(The storage facility at the park which is run by the Memorial Park Group - now accommodates a large amount a football equipment mainly from St Laurence Youth which have there own separate committee which provides youth football from 2015's upto 2020's and continues to grow yearly now providing football for up to over 150 children, with each team requiring equipment for training and matches)

The Memorial Park group have some exciting future plans for the park: this includes plans for a Jubilee Shelter, further play equipment, pump track and car parking.

### **Laurencekirk Christmas Lights**

- Provide yearly a Christmas Light Extravaganza – which is a Christmas Light Switch on event in the village which brings the community out together with shops and halls full Christmas stalls and events.
- The Famous Christmas Tree Lights are Switched on with Santa involving the local Laurencekirk Primary School where one child is selected to Switch the lights on with Santa.

There is a tremendous amount of work goes on behind the scenes to make the display, securing the depot the would ease the amount of work that goes on to make the Christmas display so successful.

### **Laurencekirk Hanging Baskets**

- Provide a Floral Summer Display the length of Laurencekirk High Steet consisting of 40 plus 18" hanging baskets.
- The hanging baskets are planted out by volunteers early June, they are erected in July and taken down mid/late sept by volunteers.
- The baskets are watered by a small group of volunteers through out the summer months.

There is a tremendous amount of work goes on behind the scenes to make the floral display, securing the depot the would ease the amount of work that goes on to make the floral display.

### **3. Project Background**

The members have for some time discussed the issue we have on premises and how best to secure and maintain equipment and vehicles out with members and business own premises. Having heard that the Aberdeenshire Council premises on Johnstone Street named as OLD WASTE DEPOT LAURENCEKIRK were no longer in use, members put forward a proposal to apply for a Community Asset Transfer. It was then agreed by all members to submit an Expression of Interest of the OLD WASTE DEPOT LAURENCEKIRK.

Currently there are no units which can be used as a community work shop, this building is in the heart of the community and is easy accessible by all, making it an ideal location.

### **4. Proposal**

The aim and objective of the project is to establish a base whereby the members of the groups and local community can have the opportunity to work together to enhance their environment. The project supports the council local priorities for Connected and Cohesive Communities, health and Well-being and Mental Health to encourage all ages to participate and benefit. It also meets criteria outlined in the Community Empowerment Act 2015.

### **5. Community Needs**

This project will be delivered in Laurencekirk targeting the local community and visitors to the village. There will be no barriers to participation, this will be open to all who wish to be involved. Whilst the main Floral Displays and Christmas lights displays are the length of the high street, other areas meeting the needs and benefits to the community are to be considered.

### **6. Project Resources**

The group currently have up to 10 further volunteers, no employees as such, and full training and instruction are given to all members on joining the group. With all members being hands on, including the Organisation Management, all projects are discussed and managed efficiently. The group's finances are managed by the Treasurer with full involvement of all committee members.

## **7. Partnership**

It is anticipated that should the Community Asset Transfer be successful, continued close association with Aberdeenshire Council, local councilors and the Mearns Community Council would continue. Youth Organizations and other organisations in the village will be approached which would give persons the opportunity to learn some of the skills required later in life, ie business, finance, mechanical and horticultural.

## **8. Asset**

The Asset required is OLD WASTE DEPOT LAURENCEKIRK,

Proposals for the building and land are to use the Depot building as a workshop for various gardening equipment, watering vehicle and trailer, hanging baskets and floral tubs, Christmas Light Display.

- **Maintenance Workshop – electrical, woodwork, metal work**
- **Poly Tunnel growing/planting**

The Group realise there may be work required inside and outside the building to enhance the overall look.

Regarding a Lease Agreement, the Group would propose a 50-year Lease initially. Regarding any planning issues, the building and grounds have been used by Landscape Services for many years as a storage depot and the group do not envisage any problems.

## **9. Risk Assessment**

See Appendix III

## **10. Project Plan**

The timetable for this project will be determined on a successful application for a Community Asset Transfer. The Group would like to take on this facility as soon as possible.

## **11. Management Plan**

The Group's plan for the long-term sustainability of the project is to maintain it's presence as a workshop to encourage the local community and organisations to get involved, using the

workshop, planting up baskets and containers with plants for the village, helping out with the Christmas display, regular maintenance and up keep of all equipment used.

## **12. Project Costs**

The cost of acquiring the Asset has not been determined but it is hoped this could be a 'peppercorn' rent of £1.00 per annum to reflect it as a Community Project and any running costs would be funded by donations from local businesses, fund-raising activities, grants etc.

## **13. Financial Appraisal**

See Appendix I— 3 year Financial Projection

See Appendix II — Last 3 years Financial Accounts

In previous years the Group have been successful in raising funds, these have come from Coffee Mornings, donations from members of the public and windfarm contributions, grants from Area Committee Budget, Businesses in the village.

## **14. Marketing & Communications**

To recruit volunteers to the Group, advertising, Facebook, and word of mouth would be communicated to the whole community.

## **15. Evaluation & Monitoring**

The Project will be continually monitored and evaluated to ensure full community benefit is achieved, what the long-term impact will be and how the service to the community is being delivered.

## **Appendix I – 3 Year Financial Project**

See separate document.

## **Appendix II – Last 3 Years Financial Accounts**

See separate document.

## **Appendix III Risk Assessment**

### **LAURENCEKIRK MEMORIALPARK GROUP**

#### **Strengths**

Community Support

Dedicated team of Volunteers who have Finance, Business, Engineering, Construction, Health & Safety and Horticultural backgrounds.

Safe and secure place for storage of equipment

#### **Weaknesses**

Loss of Volunteers

Loss/deterioration of Vehicle/Trailer and ancillary equipment due to outside storage at various addresses within the group membership

Loss of Floral Displays

Loss of Christmas light Displays and Events

#### **Opportunities**

With having a base to operate from, this would encourage more volunteers from the local community to join the group and help support the projects moving forward. The base help create an excellent

#### **Threats**

Vandalism and anti-social behaviour

Adverse weather affecting building and surrounding areas

Integrity of building

Loss of volunteers

Damage to equipment

# Risk Assessment Form

<b>APPENDIX III</b>	
<b>Club Name: Laurencekirk Memorial Park Group (LMPG)</b>	
<b>Activity/ Event: Occupation and use of a Stone Building (Formerly Council Owned)</b>	
<b>Event Date:</b>	<b>Location: OLD WASTE DEPOT LAURENCEKIRK, Johnstone Street</b>
<b>Risk Assessment</b>	<b>Person -In- Charge: Chairman</b>
<b>Prepared by: Memorial Park Group</b>	<b>Date: 30<sup>th</sup> August 2023</b>

No.	The Step or Task	The Hazard	Potential Outcome/s	Risk - High, Medium, or Low	Controls or Mitigation Required	By Whom and By When	Residual Risk (Must be Low)
1	Receiving control of the building	Building in an unfit or unsafe condition	Collapse, falling or dangerous objects causing serious injury	M	A thorough survey and Health and Safety inspection will be carried out and remedial work carried out	Survey Work to be commissioned by LMPG and carried out by qualified persons.	L
2	Provision of Electricity, Water and Drainage	Services may be in an unfit or dangerous condition	Death by Electrocutation or, flooding, blocked drains affecting users	H	A thorough technical survey and Health and Safety inspection will be carried out and remedial work carried out	Technical Work to be commissioned by LMPG and carried out by qualified persons.	L
3	Access Egress and Security	Emergency Egress may be non-operational or blocked	Users may be unable to evacuate the building	H	A thorough technical survey and Health and Safety inspection will be carried out on access and egress points and remedial work carried out	Inspection Work to be commissioned by LMPG and carried out by qualified persons.	L



4	Access to the Building from Johnston Street	Fire or building collapse dangers to users	No access for Emergency Vehicles and Volunteers	L	A thorough technical survey and Health and Safety inspection will be carried out to always identify sufficient means of access to the building.	Work to be commissioned by LMPG and carried out by qualified persons.	L
5	Storage and Handling of Hazardous Substances	Fire or Toxic fumes	Users at Risk of Fire from Gasoline and Risk of harm from weedkillers etc.	L	A thorough technical survey and Health and Safety inspection will be carried out to ensure all hazardous substances are correctly and safely stored.	Work to be commissioned by LMPG and carried out by qualified persons.	L
6	Vehicle access, storage, and egress	Users struck by vehicles	Fatality caused by collision with a vehicle	M	Interior space to be kept clear and well lit at all times.	Inspection Work to be commissioned by LMPG and carried out by qualified persons.	L