



From mountain to sea

Asset Transfer Request

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015. **Please read the applicant notes before completing this form.**

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

1.1 Name and address of the CTB making the request. This should be the registered address, if you have one.

Name	Laurencekirk Memorial Park Group
Postal Address	Garvock road, Laurencekirk
Postcode	AB30 1FJ

1.2 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact Name	[REDACTED]
Position in CTB	Chair Person
Postal Address	[REDACTED]
Postcode	[REDACTED]
Email	laurencekirkmemorialpark@gmail.com
Telephone	[REDACTED]

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



From mountain to sea

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

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

Please attach a copy of the CTB's constitution, Articles of Association or registered rules.

1.4 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No

Yes

Please give the title and date of the designation order:

1.5 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

No

Yes

If yes what class of bodies does it fall within?



From mountain to sea

Section 2: Information about the asset requested

2.1 Please identify the asset - land or building(s) - which this asset transfer request relates.

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

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

Name of Asset	Former Depot Burgh Yard
Address of Asset	Johnston Street
Postcode of Asset	AB30 1AN

2.2 Please provide the UPRN (Unique Property Reference Number), if known.

This should be given in the relevant authority's register of land

UPRN: 151085222



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Section 3: Type of request, payment and conditions

3.1 Please mark what type of request is being made (mark one only):

- for ownership ([under section 79\(2\)\(a\)](#)) - go to section 3A
- for lease ([under section 79\(2\)\(b\)\(i\)](#)) – go to section 3B
- for other rights ([section 79\(2\)\(b\)\(ii\)](#)) - go to section 3C

3A – Request for ownership

What price are you prepared to pay for the asset requested?

Proposed price: £

Please give information setting out any other terms and conditions you wish to apply to the request.



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3B – Request for lease

What is the length of lease you are requesting?

50 years

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

Proposed rent: £1.00

£ per

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



From mountain to sea

3C – Request for other rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes

No

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

Proposed payment:

£ per

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



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Section 4: Community Proposal

4.1 Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

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

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 Nurseries, 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 there planting operation to within the area at the depot, where the baskets are left the grow for approximately 2-3 weeks prior to then being hung on the High Street – they would use the area ear marked 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 these 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.



From mountain to sea

Benefits of the proposal

4.2 Please set out the benefits to the community that you consider will arise if the request is agreed to. This should include: - economic, regeneration, public health, social wellbeing, environmental benefits; or how this will reduce inequalities.

This section should explain how the project will benefit your community, and others. Please refer to the applicant notes on how the relevant authority will consider the benefits of a request.

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. 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. 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



From mountain to sea

Restrictions on use of the land

- 4.3 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

Some areas of the carpark is understood to have shared/rights of access to adjoining residential properties, the group would work together with the local residents ensuring that shared/rights are maintained through out the length of lease.

Risk Analysis

- 4.4 What negative consequences (if any) may occur if your request is agreed to?
How would you propose to minimise these?

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

There are no known negative consequences- the group have completed its own risk assessment which is attached to the business plan.



From mountain to sea

Capacity to deliver

4.5 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

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 as 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 2020/21's and continues to grow yearly now providing football for up to over 200 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.



From mountain to sea

Section 5: Level and nature of support

5.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation, their response and how the community have contributed to the design of the project. You should also show how you have engaged with any other communities that may be affected by your proposals.

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.

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.

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.



From mountain to sea

Section 6: Funding

6.1 Please outline how you propose to fund the price or rent you are prepared to pay for the asset, and your proposed use of the asset.

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

please refer to business plan.



From mountain to sea

Section 7: Business Plan including a 3-year financial forecast

7.1 Please give details of your Business Plan

You should include a statement of your goals, reasons they are attainable, plans for reaching them and a forecast of future revenues and expenses.

please refer to business plan



From mountain to sea

Signatures

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

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

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

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

Name	[REDACTED]
Address	[REDACTED]
Date	12/07/2024
Position	Chair Person
Signature	[REDACTED]
Name	[REDACTED]
Address	[REDACTED]
Date	12/07/2024
Position	Secretary
Signature	[REDACTED]



From mountain to sea

Checklist of accompanying documents

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

Section 1 – you must attach your organisation’s constitution, Articles of Association or registered rules

Title of document attached:

Section 2 – any maps, drawings or description of the land requested

Documents attached:

Section 3 – note of any terms and conditions that are to apply to the request

Documents attached:

Section 4 – about your proposals, their benefits, any restrictions on the asset or potential negative consequences, and your organisation’s capacity to deliver.

Documents attached:

Section 5 – evidence of community support

Documents attached:



From mountain to sea

Section 6 – funding

Documents attached:

Section 7 – business plan including a 3-year financial forecast

Documents attached:

Completed applications should be sent to your **local Area Manager** and marked '**Asset Transfer**'. **Contact addresses are listed below:**

<p>BANFF & BUCHAN Area Manager Town House 34 Low Street Banff AB45 1AY</p> <p>Tel. no: 01467 537131 Email: banffandbuchanamo@aberdeenshire.gov.uk</p>	<p>BUCHAN Area Manager Buchan House St Peter Street Peterhead AB42 1QF</p> <p>Tel. no: 01467 537259 Email: buchan@aberdeenshire.gov.uk</p>
<p>FORMARTINE Area Manger Formartine Area Office 45 Bridge Street Ellon AB41 9AA</p> <p>Tel. no: 01467 538439 Email: formartineareaoffice@aberdeenshire.gov.uk</p>	<p>GARIOCH Area Manager Gordon House Blackhall Road Inverurie AB51 3WA</p> <p>Tel. no: 01467 539371 Email: garioch@aberdeenshire.gov.uk</p>
<p>KINCARDINE & MEARNES Area Manager Viewmount Arduthie Road Stonehaven AB39 2DQ</p> <p>Tel. no: 01467 539723 Email: kincardineandmearns@aberdeenshire.gov.uk</p>	<p>MARR Area Manager Alford Area Office School Road Alford AB33 8TY</p> <p>Tel. no: 01467 536421 Email: marr@aberdeenshire.gov.uk</p>