



Stonehaven Sheriff Court Building Document Inventory

1. Purpose

Over the next few months, STP will be required to produce a number of documents about the Stonehaven Court Building recreation proposal and project work. This document explains what the various documents are, how they fit together as a complete package, and sets out the objectives for each document.

2. Document List – Project Planning

2.1. Option Appraisal - first

This document sets out the background to the project, describes the building and its situation and reports of the options that were suggested as part of the public consultation.

*Approved by the Board of STP February 2015
Option Appraisal v2 150112.docx*

2.2. Reductions of Options

Following the first Option Appraisal, this document has set down the logic behind the final recommendation as to the use of the Court Building. It only includes specific reasons for reductions of options and stops short of choosing between a balance between viable options. That last stage has been left to the next report.

*Presented to the Board, but decision postponed awaiting external developments
Reduction of Options 150323 .docx*

2.3. Option Appraisal – second

*Draft formatted
Option Appraisal - second stage v2.3 150304.docx*

2.4. Next Steps: Overall Project Planning

A number of strands of thought and decision-making need to be pulled together to create a cohesive project. This document sets out how this will be achieved.

*Draft circulated for comment
Court Building Project plan v2 150602.xlsx*

2.5. Project Viability Grant Report

A report on the overall Feasibility and Appraisal, meeting the requirements of the AHF Architectural Heritage Fund

*Draft formatted
Document Inventory 150723.docx*

3. Document List – Conservation Requirements

3.1. Conservation Statement

As the Court Building is a Grade B listed building, it is a requirement that we document the current state of the building, and how historically that was arrived at. This will allow informed decisions to be made regarding any suggested changes to the both the outside and inside of the building. It will also be of great assistance when it comes to designing those parts of the building which are intended to demonstrate the historical context of the building. This again is an important step in obtaining the necessary approvals for any building work.

The Conservation Statement will follow the template produced by the Prince’s Regeneration Trust.

*Draft formatted
Court Building Conservation Statement 150318.docx*

Input by Professional(s)		Input by volunteer(s)	
Guidance about overall content/tactics/sources/style; Assistance with architectural terminology Peer review of final version	3 days	1. Research of sources, copying information 2. Cataloguing 3. Writing up into Conservation Statement	

3.2. Conservation Management Plan

Having made the Conservation Statement, we then need to set down what changes it is proposed to make, and how the key items that need to be protected and preserved are going to be treated.

Where changes are specified, the Management Plan will specify the techniques that will be employed to make these changes, and also set out the ‘business case’ for making those changes. In other words, the Plan will demonstrate the balance between doing nothing and creating a useful and sustainable building.

The Conservation Management Plan will follow the template produced by the Prince’s Regeneration Trust.

Draft formatted

Input by Professional(s)		Input by volunteer(s)	
Guidance about overall content/tactics/sources/style; Assistance with decisions where required Peer review of final version	2 days	4. Collation of details from survey/requirements 5. Writing up into Conservation Management Plan	

4. Document List – Business Plan

4.1. Choice of Tenants

Most of the offers made to use the building come from either 'community' organisations (i.e. bodies who exist to provide a service to individuals in the local community), or local small businesses geared to providing a service to the local community. It is important that STP publishes, and has community engagement about, the criteria by which the tenants are chosen, and the conditions that might be imposed on their lease. Furthermore, STP will need to seek reassurances about the sustainability of the lease arrangements and the lease payments. Lastly STP will have to assure themselves that the way in which the building is used can be arranged, and arranged in a manner which works as an integrated unit, and which meets any requirements to adequately preserve the historical listing.

All of this is needed before any formal negotiations with the Scottish Courts Service about the handover of the building to a community venture.

Not started

Input by Professional(s)		Input by volunteer(s)	
Guidance on overall criteria (from mentor) Guidance on data gathering Peer review of final outcome	1 days	6. Gathering of information to undertake evaluation 7. Final decision by STP Board	

4.2. Survey of the Building

Although the building appears to be in good order, STP need to be re-assured about any liabilities that exist, so that it can negotiate with the SCS about any remedial work, and has a secure base upon which to specify any changes or improvements needed. This will require a professional surveyor/building engineer to undertake.

Not started

Input by Professional(s)		Input by volunteer(s)	
All the work associated with producing a professional building survey	5 days	None	

4.3. Specification of the Final Overall Layout

This document will specify all the building works and the significant furniture that will be required in the final building. It will allow the chance to review how the building will 'work', and how the flow of people and materials for the functioning of the building.

This document can also act as a) the basis for applying for the main funding for all the conversion work and b) the basis of a tendering exercise to have that work carried out.

Not started

Input by Professional(s)		Input by volunteer(s)	
Architect to create drawings and specification for all building work	5 days	8. Collation of details from tenants' requirements	

		9. Making choices about non-tenant areas, and overall style and usage.	
--	--	--	--

4.4. Financial Model

This document will set out the overall model for the finances of the building, both in the start-up process and in the longer term continuum. Its purpose is to inform the various discussions and negotiations that will have to take place with various agencies and organisations who will take part in the success of the building.

Not started

Input by Professional(s)		Input by volunteer(s)	
Assistance with creating model Assistance with gathering data Professional input regarding valuations etc. Peer review of final output/model	3 days	10. Creation of initial model 11. Gathering of further data to populate model 12. Running stress test on model	

4.5. Business Plan

This will be the working document that provides the necessary details to allow various other parties to approve the immediate plans.

It should be one of the documents required to facilitate the take-over of the building as a community asset. It should also provide the start-up financial planning that STP (or other organisation) should have to create an operational organisation to run the building.

It will probably follow the format used in creating the QE Caravan Park Business Plan.

*Draft formatted
Court Building Business Plan 150320.docx*

Input by Professional(s)		Input by volunteer(s)	
Probably very little, other than peer review (by mentor)	1/2 day	13. Creation and completion of the document	5 days spread over 1 month and various people

4.6. Fund Raising Strategy and plan

Having calculated the capital and revenue requirements for completion the process of getting the building ready and occupied, we need to set how we might raise the funds.

Not started

Input by Professional(s)		Input by volunteer(s)	
Advice and guidance, plus assessment of sources (by mentor)	2 days	14. Creation and completion of the document	

5. Document List – Community Involvement

5.1. Principles and Expectations

The phrase 'Community Involvement' appears as a target in many requirements of organisations that STP has to work with, but its meaning is often not clear. Further, the efforts to achieve 'community involvement' will consume resources which need to be managed and justified.

This document will set out what the project will try to achieve in the way of community involvement, and the principles that will be implemented in each and every community engagement activity. It will set out those specific areas where the outcomes of the project will have a significant community engagement element.

Not started

Input by Professional(s)		Input by volunteer(s)	
Discussion of aims, objectives and range of methods	2 days	15. Creation and completion of the document	

5.2. Communication Plan

To achieve community engagement, a robust communications strategy and plan needs to be developed and publicised.

This document will set out such a strategy and plan.

Not started

Input by Professional(s)		Input by volunteer(s)	
Assistance with deciding between various channels Peer review (by mentor) of resultant report	½ day	16. Creation and completion of the document 17. Running events to implement communications plan 18. Measurement of effectiveness of plan	

5.3. Skills Required and Training Opportunities

One of the underlying principles of the project is that it will be used to draw on the skills in the community, develop them to a stage where they could be used for other projects, and introduce new skills for future use.

This document will set out the range of skills to which these ideas apply, and it will allow the project to identify how the development and training can be sourced.

Not started

Input by Professional(s)		Input by volunteer(s)	
Discussion, leading to an action plan of how to increase skills/ community 'capacity')	½ day	19. Creation and completion of the document 20. Organisation of recommended training / skill improvement	

David Fleming
Trustee, Stonehaven Town Partnership
23 July 2015