

Agenda



Infrastructure, Regeneration and Economic Development Committee

Date: Wednesday, 21 August 2019

Time: 10:00

Venue: Council Chamber, Clydebank Town Hall, Clydebank

Contact: Gabriella Gonda, Committee Officer
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Dear Member

Please attend a meeting of the **Infrastructure, Regeneration and Economic Development Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor Iain McLaren (Chair)
Councillor Gail Casey
Councillor Karen Conaghan
Councillor Diane Docherty
Provost William Hendrie
Councillor Caroline McAllister
Councillor David McBride
Councillor Jonathan McColl
Councillor Marie McNair
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Martin Rooney

All other Councillors for information

Chief Executive
Strategic Director of Regeneration, Environment and Growth

Date of Issue: 8 August 2019

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**INFRASTRUCTURE, REGENERATION AND ECONOMIC
DEVELOPMENT COMMITTEE**

WEDNESDAY, 21 AUGUST 2019

AGENDA

1 STATEMENT BY CHAIR – AUDIO STREAMING

The Chair will be heard in connection with the above.

2 APOLOGIES

3 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

4 MINUTES OF PREVIOUS MEETING 5 – 11

Submit, for approval as a correct record the Minutes of Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 15 May 2019.

5 OPEN FORUM

The Committee is asked to note that no open forum questions have been submitted by members of the public.

6 TOWN CENTRE FUND 13 - 21

Submit report by the Strategic Lead – Regeneration seeking approval to progress projects related to the Town Centre Fund expenditure in 2019/20.

7 PROPOSAL FOR GLENCAIRN HOUSE AND PUBLIC ARCHIVE 23 - 115

Submit report by the Strategic Lead – Regeneration providing an update on the public consultation on the regeneration of Glencairn House and the creation of a Publicly Accessible Collections Store and Archive in the existing Dumbarton Library.

8 SALE OF FORMER FAIFLEY BOWLING CLUB, ABBEYLANDS ROAD, FAIFLEY, CLYDEBANK 117 - 123

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former Faifley Bowling Club, Abbeylands Road, Faifley, Clydebank, detailing the negotiated purchase price and seeking approval to conclude disposal of the site.

9 SALE OF SURPLUS LAND AT CROSSLET HOUSE, STIRLING ROAD, DUMBARTON 125 - 131

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the surplus land at Crosslet House, Stirling Road, Dumbarton, detailing the offer received and seeking approval to conclude disposal of the site.

10 ENGAGEMENT WITH THE GYPSY/TRAVELLER COMMUNITY 133 - 143

Submit report by the Strategic Director - Regeneration, Environment & Growth providing information on the context and challenges related to unauthorised encampments, and proposing steps to be taken to explore alternative means of managing the issue.

11 MEMBER CONSULTATION ON CAPITAL WORKS 145 - 148

Submit report by the Strategic Lead – Roads & Transportation seeking approval of an Elected Member engagement protocol.

12 PAPPERT WINDFARM UPDATE 149 - 152

Submit report by the Strategic Lead – Regeneration advising of progress made on the Pappert Windfarm project.

13 IRED BUDGETARY CONTROL REPORT 2019/2020 TO PERIOD 4 To Follow

Submit report by the Strategic Lead – Regeneration on the above.

INFRASTRUCTURE, REGENERATION AND ECONOMIC DEVELOPMENT COMMITTEE

At a Meeting of the Infrastructure, Regeneration and Economic Development Committee held in the Civic Space, Council Offices, 16 Church Street on Wednesday, 15 May 2019 at 10.00 a.m.

Present: Provost William Hendrie and Councillors Gail Casey, Karen Conaghan, Diane Docherty, Caroline McAllister, Jonathan McColl, Iain McLaren, Marie McNair, John Mooney and Martin Rooney.

Attending: Richard Cairns, Strategic Director – Regeneration, Environment and Growth; Jim McAloon, Strategic Lead – Regeneration; Peter Barry, Strategic Lead – Housing & Employability; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Gail MacFarlane, Strategic Lead – Shared Services Roads & Transportation; Michael McGuinness, Economic Development Manager; Michelle Lynn, Assets Co-ordinator; Sally Michael, Principal Solicitor and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors David McBride and Lawrence O'Neill.

Councillor Iain McLaren in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

Councillor Iain McLaren, Chair, advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 13 February 2019 were submitted and approved as a correct record.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

REGENERATION DELIVERY PLAN 2019-20

A report was submitted by the Strategic Lead – Regeneration presenting the 2019/20 Delivery Plan for Regeneration and the year-end progress report for the 2018/19 Delivery Plan which was agreed by the Committee at its meeting on 30 May 2018.

After discussion and having heard the Strategic Lead, the Strategic Director and relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the 2019/20 Delivery Plan; and
- (2) to note the progress made on delivery of the 2018/19 Plan.

2019/20 DELIVERY PLANS - ENVIRONMENT AND NEIGHBOURHOOD AND SHARED SERVICES ROADS AND TRANSPORTATION

A report was submitted by the Strategic Leads – Environment & Neighbourhood and Shared Services Roads & Transportation presenting the year-end progress on the 2018/19 Environment and Neighbourhood Delivery Plan, including Roads & Transportation, and separate 2019/20 Delivery Plans for the Environment & Neighbourhood and Roads & Transportation strategic lead areas. It was noted that a corrected version of Appendix 1 to the report had been issued in advance of the meeting.

After discussion and having heard the Strategic Director, the Strategic Lead – Shared Services Roads & Transportation and the Assets Co-ordinator in further explanation and in answer to Members' questions, the Committee agreed to note the 2019/20 Delivery Plans and the progress on delivering the 2018/19 Environment & Neighbourhood Plan.

WEST OF SCOTLAND LOAN FUND LIMITED

A report was submitted by the Strategic Lead – Regeneration providing an update on the current status of the West of Scotland Loan Fund Ltd and the intention of its Board to wind-up the company, and seeking approval to amend the Articles of Association of Business Loans Scotland Ltd.

After discussion and having heard the Strategic Lead in further explanation, the Committee agreed:-

- (1) to note the Board's intention to wind-up West of Scotland Loan Fund Ltd;

- (2) to approve the transfer of the Council's loan portfolio to Business Loans Scotland Ltd;
- (3) to note the Council's commitment to the treatment of residual ERDF money received during the 2007-14 programme and approve the transfer of ring-fenced funds to Business Loans Scotland Ltd;
- (4) the Council's position with regards to withdrawal of West of Scotland Loan fund excess funds for activities as stated in the company's Articles of Association;
- (5) to approve the proposed amendment to the Business Loans Scotland Ltd Articles of Association; and
- (6) that the £200,000 referred to in section 4.10 of the report be earmarked for regeneration to enhance current plans or to add to them, subject to future Committee approval of any changes.

SCOTTISH GOVERNMENT TOWN CENTRE FUND

A report was submitted by the Strategic Lead – Regeneration providing information on the Scottish Government Town Centre Fund 2019/20 and recent discussions and consultations on the use of the Fund in West Dunbartonshire.

After discussion and having heard the Strategic Lead and the Assets Co-ordinator in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note West Dunbartonshire Council's share of the Town Centre Fund, the eligibility criteria for projects, and timescale for expenditure;
- (2) to note the consultations that had taken place in each town prior to and as a result of the announcement of the Town Centre Fund; and
- (3) to note that developed projects would be presented to a future meeting of the IRED Committee for approval during 2019/20.

REGENERATION OF GLENCAIRN HOUSE, DUMBARTON AND THE CREATION OF A DUMBARTON COMMUNITY ARCHIVE

A report was submitted by the Strategic Lead – Communications, Culture & Communities providing details on proposals to regenerate Dumbarton's Glencairn House by adapting the building to house a new library and museum and find an alternative use for the existing Dumbarton Library building that would capitalise on its location and history and make better use of the Council's heritage and archive.

After discussion and having heard the Strategic Lead and the Strategic Director in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the feasibility study into future uses of Glencairn House, and the option appraisal for the re-use of the existing Dumbarton Library building;
- (2) to note the outcome of the internal option appraisal recommending the Library and Museum proposal for Glencairn house and a new community archive centre and office at Dumbarton Library;
- (3) that officers take this outline proposal for Glencairn House and Dumbarton Library forward for a further round of community engagement;
- (4) that the Strategic Lead should arrange a seminar for Elected Members on the project and also a visit to the Paisley Open Archive; and
- (5) that a further report would then come back to a future meeting of the IRED Committee with results of the consultation and a final recommendation.

SALE OF SITES 11 & 12 LEVENBANK ROAD, JAMESTOWN G83 8BZ

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of negotiations in relation to disposal of Sites 11 & 12, Levenbank Road, Jamestown to the existing tenant and adjacent landowner Mr Thomas Mather.

Having heard the Assets Co-ordinator in further explanation, the Committee agreed:-

- (1) to approve the sale of the property for a figure of £90,000 (Ninety Thousand Pounds) to Mr Thomas Mather;
- (2) to authorise the Strategic Lead, Regeneration to conclude negotiations; and
- (3) to authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as are considered appropriate.

SALE OF LAND AT DILLICHIP LOAN, BONHILL

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of negotiations in relation to disposal of land at Dillichip Loan, Bonhill to the adjacent landowner, Mr John Burleigh, detailing the offer received and seeking approval to conclude the disposal of the site.

After discussion and having heard the Assets Co-ordinator in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the disposal of the land for a consideration of £25,000 (Twenty Five Thousand Pounds) to Mr John Burleigh;
- (2) to authorise the Strategic Lead – Regeneration to conclude negotiations; and

- (3) to authorise the Strategic Lead – Regulatory to conclude the transaction on such conditions as are considered appropriate.

COMMUNITY ASSET TRANSFER

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of a Community Asset Transfer Application submitted by Westbridgend Community Hall Development Association and seeking approval to process the application and progress the design and build of a new Community Hall.

After discussion and having heard the Assets Co-ordinator in further explanation, the Committee agreed:-

- (1) to approve the application submitted by Westbridgend Community Hall Development Association for the site of the former Westbridgend Community Centre as detailed in the report;
- (2) to authorise the Strategic Lead – Regeneration to progress with the design and build of a new Community Hall;
- (3) to authorise the Strategic Lead – Regeneration to conclude negotiations in relation to the Community Asset Transfer Application; and
- (4) to authorise the Strategic Lead – Regulatory to conclude the transaction on such conditions as considered appropriate in relation to the Community Asset Transfer Application.

Thereafter, Councillor McLaren, Chair, on behalf of the Committee, congratulated the Westbridgend Community Hall Development Association for their achievements.

SALE OF FORMER COUNCIL OFFICES, ROSEBERY PLACE, CLYDEBANK

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former Council Offices, Rosebery Place, Clydebank, providing details of the offer received and seeking approval to conclude the disposal of the site.

After discussion and having heard the Assets Co-ordinator in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the disposal of the former Council Offices, Rosebery Place, Clydebank for a consideration of £2,475,000 (Two Million Four Hundred and Seventy Five Thousand Pounds) to Miller Homes Limited;
- (2) to authorise the Strategic Lead – Regeneration to conclude negotiations; and
- (3) to authorise the Strategic Lead – Regulatory to conclude the transaction on such conditions as considered appropriate.

MEMBER CONSULTATION ON CAPITAL WORKS

With reference to the Minutes of Meeting of Council held on 14 February 2019, a report was submitted by the Strategic Lead – Regeneration seeking approval of an Elected Member engagement protocol.

After discussion and having heard the Strategic Lead – Shared Services Roads & Transportation in further explanation, the Committee agreed to continue consideration of this report to the next meeting of the Committee.

TENDER AND AWARD FOR A FUEL CARD PAYMENT AND REPORTING SYSTEM

A report was submitted by the Strategic Lead – Regeneration seeking approval to initiate a procurement process for the provision of a fuel card payment and reporting system.

After discussion and having heard the Strategic Director in explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to approve the initiation of a procurement process for the provision of a fuel card payment and reporting system; and
- (2) to note that, on conclusion of the procurement process, a further report would be submitted to the Tendering Committee with recommendations on the award of the contact.

TENDER FOR A WATER QUALITY MANAGEMENT SERVICE (INCLUDING LEGIONELLA CONTROL)

A report was submitted by the Strategic Lead – Regeneration seeking approval for officers to issue a tender for water management services including legionella control within all Council operational buildings.

After discussion and having heard the Strategic Lead in further explanation, the Committee agreed:-

- (1) to approve the issue of the tender and delegate authority to the Strategic Director – Regeneration, Environment and Growth, in consultation with the Vice Convener of the Tendering Committee, to award the contract to the most economically advantageous tender, on a price and quality basis;
- (2) that a report be submitted to a future meeting of the Tendering Committee confirming the details of the awarding of the contract; and
- (3) to approve West Dunbartonshire Council to act as lead authority for the collaborative tender.

PROPOSAL TO CONSULT ON REVISALS TO THE RULES AND REGULATIONS FOR THE MANAGEMENT OF WEST DUNBARTONSHIRE CEMETERIES

A report was submitted by the Strategic Lead – Regeneration seeking approval to consult upon the proposed revised Rules and Regulations for the management of West Dunbartonshire Cemeteries.

Having heard the Strategic Director, the Committee agreed:-

- (1) to approve the terms of the proposed Rules and Regulations that should be consulted upon;
- (2) that authority be delegated to officers to consult upon the terms of the proposed revised Rules and Regulations and publically advertise as required in terms of the Civic Government (Scotland) Act 1982;
- (3) that officers specifically consult with Community Councils, Funeral Directors, Police Scotland and any appropriate relevant bodies; and
- (4) that thereafter, a report be brought back to a future meeting of the Committee to consider the consultation responses.

EMPLOYEE WELLBEING: ATTENDANCE MANAGEMENT ANNUAL UPDATE 2018-2019

A report was submitted by the Strategic Lead – People & Technology providing detailed analysis on employee wellbeing and annual attendance performance for 2018/19.

The Committee agreed:-

- (1) to note the increase in Council wide sickness absence of 2932.45 FTE days lost compared to the same period last year as outlined in Appendix 1 to the report;
- (2) to note the increase in sickness absence of 458.24 FTE days lost compared to the same period last year for Infrastructure, Regeneration and Economic Development as outlined in Appendix 2 to the report; and
- (3) to note that, for the purpose of annual absence reporting, 'FTE employees' was calculated at a point in time (31 March 2019) as opposed to being an average FTE over the 12 month period (2018/19).

The meeting closed at 12.05 p.m.

WEST DUNBARTONSHIRE COUNCIL**Strategic Lead, Regeneration****Infrastructure, Regeneration and Economic Development Committee:****21 August 2019**

Subject: Town Centre Fund**1. Purpose**

1.1 The purpose of this report is to seek approval to progress projects related to the Town Centre Fund expenditure in 2019/20.

2. Recommendations

2.1 It is recommended that Committee;

- (i) approves the town centre improvement projects in Alexandria, Clydebank and Dumbarton described in this report utilising the full allocation from the Scottish Government's Town Centre Fund allocation to the Council of £859,000;
- (ii) agrees the allocation of £51,000 from previously secured developer contributions to part fund the recommended project in Dumbarton, and
- (iii) agrees that completed tenders related to the Town Centre Fund will be presented at the next available Tendering Committee for approval.

3. Background

3.1 At the last meeting of IRED Committee held on 15 May 2019, Members noted West Dunbartonshire Council's allocation of £859,000 from Scottish Government's £50m one-off Town Centre Fund and noted that developed proposals would be presented to a future meeting of IRED for approval. Scottish Government's intention for the Fund is to contribute to transformative investments which drive local economic activities and re-purpose town centres to become more diverse, successful and sustainable.

4. Main Issues

4.1 Committee heard that due to the tight timescales for identifying, designing and procuring the projects, the methodology for allocating the Fund to eligible projects would need to be based several factors but principally the selected projects' deliverability during this financial year. Extending the scope of projects that had already gone through options appraisal would

also be preferred e.g. Dumbarton Waterfront Path, together with robust evidence of community needs and demands. Using previous community consultations drawn from charrette reports, together with recent conversations taking place at town centre Forum meetings, the projects recommended for approval in this report are both achievable and conform to Scottish Government's aspirations for the use of the Fund.

- 4.2 Developer contributions secured by the Planning Service for green infrastructure enhancements will be accessed and in part contribute towards the works proposed at Riverside Lane as a gateway to the Dumbarton riverside pathway project as described at 5.13.
- 4.3 Evaluation of the benefits of the project is required by Scottish Government, and specific advice has been given on this. Benchmark data is already available in "Your Town" audits that were carried out by Scottish Towns Partnership for the Council in 2016, with a further evaluation to be undertaken in 3 years time to measure the success of the projects.

5. Proposed Projects

- 5.1 There are four separate projects recommended for approval; two in Alexandria, one in Clydebank and one in Dumbarton. As the total value of all projects will exceed the £859,000 allocation, it is proposed that the Local Economic Development capital budget will be utilised to meet the additional costs.

Alexandria

- 5.2 There has been recent investment, and more in the pipeline for Alexandria, including the completed housing redevelopment of Kippen Dairy site by Cordale Housing Association, the planned housing by the Council at Crevel Court and the proposed mixed use development at Mitchell Way, which includes a landscaped upgrade along Mitchell Way. In recommending appropriate projects for the Town Centre Fund, it was important to identify projects that complement these planned developments and that meet the needs of communities and business interests.
- 5.3 Recent discussions have taken place at the Alexandria Multi-Group and at Alexandria Town Centre Forum. Place development and physical regeneration concerns from the community relate to lack of investment in the town centre, important buildings being under-used, the current condition of Mitchell Way as well as roads infrastructure condition particularly around the train station. Interest was expressed in better pavements and footpaths, improved signage, improving the appearance of neglected buildings, more arts/community spaces within the town centre and the restoration of the Smollett Fountain, which is located at the crossroads of the historic town centre. The recent and proposed housing developments close to the town centre were welcomed as a way of bringing more people and life to the centre and consequently improving safety and security in the evenings.

- 5.4** The Town Centre Fund could begin to fund some of the priorities. It is also recommended that the Council facilitates a longer term vision, to be developed in collaboration with the actively engaged communities and businesses, using evidence of community need drawn from the very recent Place Standard conversations. This vision, or plan, would identify a range of priority investments, should further funding become available.
- 5.5** Taking account of these recent consultations, the proposed Town Centre Fund projects in Alexandria are provided below:
- a. Refurbishment and re-use of three High Street properties, at an estimated cost to the Town Centre Fund of £280,000 across the properties, to bring them back into productive use for a mixture of upper floor social housing and office uses, and ground floor commercial/retail or temporary arts and community uses. This project meets the Fund's aspirations of re-purposing vacant and obsolete properties within town centres and increasing footfall. The Town Centre Fund will be used for eligible elements of expenditure, with further capital funding from Asset Management to meet the rest of the costs, estimated at £150,000. Grant funding from Housing will be used to acquire the residential properties for the HRA at market value. The properties are:
1. 76 – 80 Main Street, ground and upper floor – this is a comprehensive building refurbishment that will provide improved retail units and upper floor affordable flats;
 2. 158 – 160 Main Street, ground and upper floors – formerly the Lagavulin, the property will be split into two retail/commercial units with upper floor storage, to meet the demand for smaller units in Alexandria; and
 3. 119 Main Street – this will include improvement to the appearance of the entrance of the close on Main Street, and refurbishment of the upper floor for office use.
- b. Design development for the restoration of the Smollett Fountain as a landmark feature within the town centre, and improved roads and footpaths adjacent to the Fountain. Given the anticipated complexity of this project and level of specialist resource required, it is unlikely that the project will be delivered in full during 2019/20. So, while the designs can be funded from Town Centre Fund at an estimated cost of £30,000, implementation of the restoration work will be funded by the Council's Local Economic Development budget during 2020/21. The restoration costs are unknown at this time.
- 5.6** All of the properties and the Smollett Fountain are in Council ownership meaning that no third party approvals are required. Asset Management will be leading on the building refurbishment projects and their programme will reflect the conditions on legal commitment of the Town Centre Fund this financial year.

Clydebank

- 5.7** With the extensive regeneration programme in place at Queens Quay well underway, together with the redevelopment of the Playdrome, Whitecrooks and Roseberry Place in the pipeline, Clydebank is a town in transition. The approved public realm and roads infrastructure on Dumbarton Road, Connecting Clydebank, will be a key project in making the town more cohesive and, the potential of a new transport interchange at the train and bus stations, connections to the town centre will be much improved. The appearance of the town centre is generally good, helped by investment in the public realm near the Canal and at Three Queens Square several years ago. The Clydebank Charrette and Clydebank Can Charrette that took place in 2015 and 2018, respectively, pointed to the need for a number of improvements, some of which are already underway e.g. Connecting Clydebank, and others, such as bringing more footfall and community activity to the Canalside at Three Queens Square, are being developed into longer term project plans.
- 5.8** The high quality town centre public realm at the Canal doesn't extend to the southern part of the Clyde Regional Shopping Centre, where the condition of the shopping thoroughfare of Sylvania Way South is in a poor condition and uneven. There is a need to address this area and at the same time provide a better public realm for this busy pedestrian route that is close to the bus and railway stations and is often the first impression of Clydebank town centre for visitors. The proposed project for the expenditure of Town Centre Fund in Clydebank is:
- a. Public Realm Upgrade of Sylvania Way South (the uncovered area as shown in Appendix 1) at a cost of £250,000 including fees, resurfacing, new street furniture and landscaping.
- 5.9** Edinburgh House represents the private majority owner of the Clyde Regional Shopping Centre and the Council has a minority share of the ownership of the overall Centre, however the section of Sylvania Way South proposed for the public realm upgrade is primarily in Council ownership. Edinburgh House has been consulted on this proposal and has indicated that they would consider a contribution to the cost of the project which is estimated at £250,000, any final contribution will be considered once we finalise the detailed design and determined the contractual costs of delivery.
- 5.10** Design development, informed by local business and community engagement on the proposed layout will take place between July and September 2019. Tendering, including a report to Procurement Committee will be completed by January 2020 with the contract work legally committed thereafter, with an anticipated start date in March 2020. Given that the work will take place in a busy shopping area with many retailers and businesses as well as shoppers potentially affected, construction methods that minimise inconvenience will be put in place. It is not anticipated that

planning permission will be required, but that will be subject to further discussions when the detailed designs are finalised.

Dumbarton

- 5.11** With the relocation of staff to Dumbarton town centre and the restoration and re-use of important buildings at 16 Church St and Glencairn House in the pipeline, in Dumbarton the Council is already leading on key Scottish Government regeneration principles, most notably Town Centre First. Furthermore, new housing development at the Waterfront will result in 1,000 residents living close to Dumbarton town centre, bringing much needed footfall to local businesses and vibrancy to the town centre. The value of these housing and retail developments at the Waterfront has been estimated at £4.4m GVA to West Dunbartonshire.
- 5.12** Despite these positive developments, much more could be done with the High Street in order to tackle the diminishing shopping offer that is symptomatic of retail trends throughout the country, and to tackle the blight caused by empty and derelict properties. Re-purposing buildings for uses other than shopping is one way of addressing these issues, and dialogue with private owners of town centre properties to consider re-purposing options has started. Any changes arising from these discussions will however take some time to happen, and in the meantime the best use of Town Centre Fund and any other funding source that might emerge is in projects that contribute to the vitality of the town as it is now, while not compromising any future plans. It is also important that projects take account of issues raised during previous and recent conversations with local residents and businesses.
- 5.13** In the recent past there have been various successful community engagements; the Town Centre Masterplan consultations in 2012, at the Dumbarton Rock and Castle Charrette in 2015, and at the quarterly Dumbarton Town Centre Forum, where there is a range of community and business interests represented. A common theme in all of these discussions is the importance of Dumbarton town centre's relationship to the River Leven and a general agreement that the High St has turned its back on the water. The Waterfront pathway linking the town centre with the Rock was developed to remedy this issue. The pathway is being delivered in phases as agreements with the private landowners are made, however, the "gateway" to the walkway from the town centre at Riverside Lane has not yet been included in the plans. The proposed Town Centre Fund project for Dumbarton town centre is:
- a. A high quality gathering place and gateway, at an estimated cost of £350,000 including fees, to the Waterfront Pathway at Riverside Lane to include greening, seating, and "pocket park" facilities that will help connect the High Street with the riverfront, with a £51,000 allocation from developers contributions as agreed with the Planning Service.

- 5.14** The land is currently jointly owned by the Council and Cullross, the latter having taken fairly recent ownership of a strip of land in order to facilitate their housing development. Agreement has been reached with Cullross that the land will transfer back to the Council. In addition to the usual consultees, Scottish Water, who has an operational building on Riverside Lane, will also be consulted. Regarding the ongoing issue of flooding from the River Leven and how it may impact on the project, the project designer will liaise with Roads and Transportation and their flood consultant. Consultations with Dumbarton Town Centre Forum on design options will take place during the design development.
- 5.15** Design development and stakeholder consultations will take place in July, August and September 2019. The design will be ready for tender in October 2019 and with a target date for Procurement Committee in January 2020 to allow the project to be legally committed well within the financial year and to commence on site early spring 2020. It is not anticipated that planning permission will be required, but that will be subject to further discussions when the detailed designs are finalised.

6. People Implications

- 6.1** There are no implications for staff resourcing, other than the resources required from various services e.g. Economic Development, Asset Management, Procurement, Planning to take this forward.

7. Financial and Procurement Implications

- 7.1** The Town Centre Fund provides an additional £859,000 of capital budget to the Council. The balance required for the Dumbarton Waterfront Path Gateway is being provided by the Planning Service as part of the developers' contributions budget being made available.
- 7.2** The budget expenditure breakdown is as follows:

Project	Town Centre Fund	Developer Contributions	Other
Alexandria Buildings Improvements	£280,000		£150,000*
Smollett Fountain Design	£30,000		
Sylvania Way South	£250,000		£tbd**
Dumbarton Waterfront Path Gateway	£299,000	£51,000	
Total	£859,000	£51,000	£150,000

- 7.3** *The total budget for the refurbishment of the three properties in Alexandria is an estimated £430,000, with the remainder being funded from Asset Management capital. When complete, housing grant funding is expected to be used to acquire the flats for the Housing Revenue Account. **As explained in 5.9, a proportionate consideration toward the cost of Sylvania Way South is anticipated from Edinburgh House, a figure cannot be estimated at this stage
- 7.4** Every project identified will be procured either through existing frameworks or fully tendered through Public Contracts Scotland with guidance from our procurement business partner.

8 Risk Analysis

- 8.1** The principal risk is that the projects cannot be legally committed by the end of the financial year; however the projects have been selected for their deliverability as well as their fit with the conditions of the Town Centre Fund.
- 8.2** Two of the four projects, namely Sylvania Way South in Clydebank and the Waterfront Path Gateway project in Dumbarton town centre have a degree of reliance on third party interests for their approval, and in the case of Clydebank, on part-funding. To mitigate this, early discussions have been held and verbal agreement has been reached on the principles of each project, therefore minimising the risk of non-cooperation at a critical later stage.
- 8.3** There is always a risk that tendered cost will exceed budget cost. The pre-tender cost will be subject to a cost appraisal by the design team so that projects can be value engineered prior to tender, if required.

9. Equalities Impact Assessment (EIA)

- 9.1** An EIA screening has not identified any issues, however care will be taken in the construction phases to minimise disruption generally, and specifically for protected groups.

10. Consultation

- 10.1** The projects recommended for approval directly address community interests identified and recorded in a range of previous consultations including charrettes in Dumbarton and Clydebank, Place Standard conversations in Alexandria and noted during meetings of the Dumbarton and Alexandria Town Centre Forum meetings. Projects will be subject to further input during design development from members of the Town Centre Forums, and, in Clydebank during community and business engagement events to be held in late summer 2019, dates to be confirmed.
- 10.2** Given the requirement to commit and deliver the Town Centre Fund projects this financial year, early consultations have been held with

Procurement, Asset Management, Greenspace, Planning, Communities Team, Roads and Transportation and Legal Services individually and at stakeholder meetings. External consultations have been held with third party owners and other stakeholders, and communication will continue during the project planning and delivery phases.

11. Strategic Assessment

11.1 The proposals contained within this report support the following strategic priorities of the Council's updated Economic Development Strategy (2015-20).

- Stimulating economic investment and growing the business base
- Creating an inclusive and prosperous place where people choose to live work and invest
- Building stronger partnerships and innovative approaches to delivery

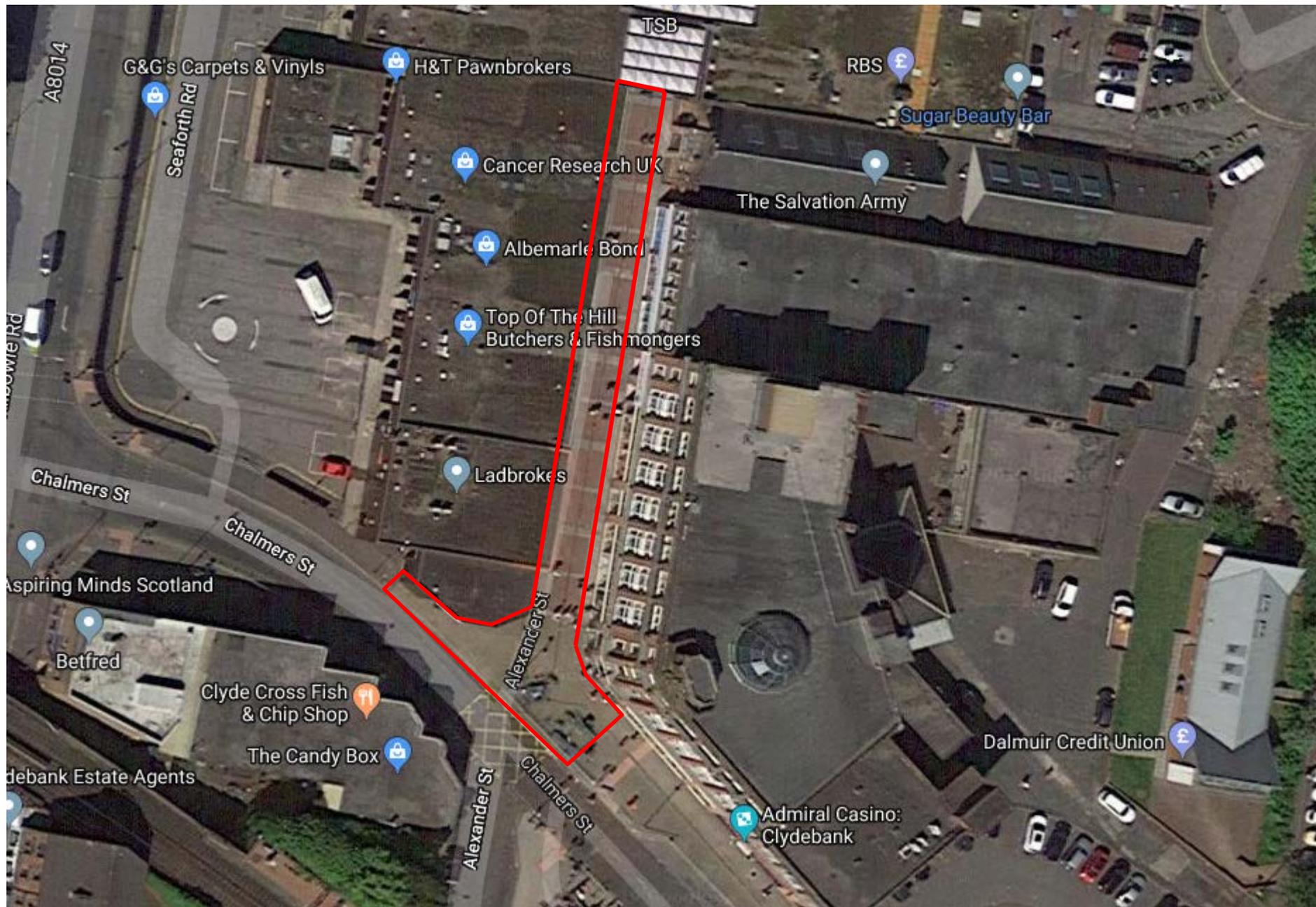
Jim McAloon
Strategic Lead, Regeneration
Date: 1 August 2019

Person to Contact: Michael McGuinness- Manager, Economic Development, Council Offices, 16 Church Street, G82 1QL. Tel: 01389 737415
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Appendices: Appendix 1- Sylvania Way South

Background Papers: None

Wards Affected: All Wards



Appendix 1. Location Plan – Sylvania Way Page 21

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead for Communications, Culture, Communities and Facilities

Infrastructure, Regeneration & Economic Development:

21 August 2019

Subject: Regeneration of Glencairn House, Dumbarton, and the creation of a Publicly Accessible Collections Store and Archive

1. Purpose

1.1 The purpose of this report is to:

- update on the public consultation on the regeneration of Glencairn House and the creation of a Publicly Accessible Collections Store and Archive in the existing Dumbarton Library; and
- to propose that this project is approved so that officers can begin the process of transforming the two sites.

2. Recommendations

2.1 It is recommended that the Committee:

- notes the positive feedback gathered during the public consultation on the future uses of Glencairn House and the existing Dumbarton Library;
- notes the updated financial information in the report which details the cost of this project and the funding plans;
- agrees that officers should progress with the transformation of Glencairn House and Dumbarton Library as outlined in this report;
- agrees that the project is included in an updated Capital Plan when the 2020/21 budget is approved in March 2020;
- agrees that following confirmation of funding from external partners that officers can proceed to go to tender for the project. The results of this will be reported to a future Tendering Committee.

3. Background

3.1 In May 2019 a report was presented to the Infrastructure, Regeneration & Economic Development Committee (IRED) detailing proposals for a new use for Glencairn House and the existing Dumbarton Library. This report gave background information on the history of Glencairn House. It also outlined extensive information on the options appraisals and other activity that had been followed by Council Officers to generate the proposal for a library and museum in Glencairn House, and a publicly accessible collection store and archive, and modern office space at the existing Dumbarton Library.

- 3.2** In summary this project would see the currently vacant Glencairn House, one of West Dunbartonshire's oldest buildings, transformed into a state-of-the-art library and museum. To allow for the required floor space for such a use, a large extension would be built to the rear of the building over four floors. This would create 13 rooms amounting to around 411m² of useable space, plus service areas and circulation space. The end result would create a venue that faced out onto the riverside as well as providing panoramic views of the River Leven, River Clyde and Dumbarton Rock. It would continue the Council's strategy of investing in Dumbarton Town Centre by establishing a landmark building for Dumbarton to complement the recently opened Church Street Offices, support the new riverside walkway, and further assist the regeneration of the town centre.
- 3.3** The new library would include dedicated separate spaces for children and families, computer use and quiet study, alongside a wide selection of fiction and non-fiction items in a variety of high-demand formats. A relaxing recreational space would also be included featuring a coffee station to increase dwell times and improve the overall customer experience. Museum facilities would include an entire local history floor featuring an exhibition space. This would be further augmented by the integral display of artefacts throughout all floors of the building. Among the most important objects available for display are a Roman Medallion from 193AD; the 'Skellat Bell' from the early Christian church in Scotland; Tron Weights which date from the early 1700s; The company seal for the Dumbarton Glassworks; The Dubonnet Trophy, presented to Sir Jackie Stewart at the 1969 Mexican Grand Prix; and the Overtoun Collection and associated civic fine art.
- 3.4** An appraisal by EKOS (Economic and Social Research Consultancy) in November 2017 projected that:
- There would be one-off construction impacts equivalent to 25 net additional construction posts. If all of these came from the local area then it would be worth £0.540m to West Dunbartonshire, and a net additional one-off Gross Value Added (GVA) of £1.33 million;
 - The new library would help to maintain visitor numbers by opening it to shoppers who do not visit the current location, and there would be a £0.090m additional annual net spend in the town centre by bringing the libraries 60,000+ visitors per year to the High Street. This would equate to a net additional GVA of £0.050m generated at the West Dunbartonshire level; and
 - There would be long-term impacts estimated at £1.9 million over 15 years at the West Dunbartonshire level.
- 3.5** In addition to the economic benefits the following wider impacts were also identified as being likely:
- Relocation of the library would make the town centre more animated due to the additional footfall it would bring;

- Provide new modern facilities for welfare claimants and job seekers to search for employment opportunities and complete applications online;
- The permanent occupation of the historically and architecturally important Glencairn House would enhance the image of the area;
- The project contributes to the town centre first government objective to sustain and safeguard accessible facilities and services;
- The new library will be an improved space for residents and prove more attractive to the community. This will increase engagement with the service which is crucial since providing access to books and encouraging reading improves child literacy and is linked to improved general educational attainment. In addition, core book lending services have a beneficial effect on adult learning, alongside library ICT services which allow users to improve their computer literacy and access wider online learning tools;
- Provides a social hub to connect communities, particularly those on low incomes, the elderly and families. This function will be enhanced by the relocation of the library to a more central, accessible town centre location;
- Creates an attractive meeting facility that, in addition to its use by local residents and visitors, could also be used by adjacent businesses;
- Provides a venue for a variety of social activities as well as services delivered by the public or third sector organisations;
- Improved community pride through keeping Glencairn House in use and having these important services maintained; and
- Provides a high-quality venue to showcase elements of West Dunbartonshire Council's heritage collections, as well as providing space to host changing exhibitions, and other creative events e.g. art classes, book signings, writing classes, etc

3.6 Following the proposed relocation of the existing library to Glencairn House, the non-listed Strathleven Place building would be converted into a publicly accessible collections store and archive, with associated office space. This would allow for regular publicly accessible collections-based activities, and facilitate improved access to the heritage collections and archival materials generally throughout the year. Items of particular note held in the heritage collection and archive include a letter under the Privy Seal of James III; a charter signed by Mary Queen of Scots; an obligation signed at Dumbarton by James, Earl of Moray, Regent; and a Commission by King James VI to the Baillies of Dumbarton to apprehend and try persons suspected of witchcraft, signed by the King himself.

In addition, the current public PC area of the library would be transformed into a flexible office space for Council employees. This space would accommodate more than 30 individuals in a mix of fixed and flexible desks. It would work well for all employees currently based at the Poplar Road offices, along with potentially employees based at Elm Road, and any overspill from the Municipal and Church Street offices.

3.7 The IRED Committee in May 2019 noted that the first public library in Dumbarton had actually been based on the High Street and so this proposal would restate that historic service. It was also noted by Councillors that if the proposal was agreed then the opening could coincide with the 400th anniversary of the original Glencairn House being built in 2023.

3.8 Committee was positive about the Glencairn House and the Publicly Accessible Collections Store and Archive proposal and agreed that a public consultation should go forward on this option. Details of this consultation are outlined in the Main Issues section. In addition an elected member seminar was to be held to inform Councillors further, as well as a visit arranged to the 'Secret Collection' publicly accessible museum store in Paisley. Both these actions were completed between June and August 2019.

4. Main Issues

4.1 Following agreement by Committee on 15 May 2019, a programme of community engagement was undertaken on proposals for the future use of Glencairn House. An online consultation launched on 27 May which detailed the history of the building and invited respondents to give their views on the proposal to bring the building back into use as a community resource housing a library, museum and events space. This consultation was supported by three drop-in sessions across a range of Dumbarton venues at different times of day to ensure accessibility. At these sessions visitors were able to discuss the proposals with officers involved in their development including the Strategic Lead for Communications, Culture, Communities and Facilities, Team Leader for Arts and Heritage, Asset Co-Ordinator, Librarians, Collections Officer, Architect, and Economic Development Officer.

4.2 Information on the programme of engagement was published on the Council website and social media platforms as well as through a direct mailing to community organisations, community councils and other groups with an interest in arts & heritage. As this proposal relates directly to Dumbarton Library, a fixed display was added to the library space during the consultation period to allow library users to engage directly. The display comprised of pop-up boards detailing the 'past, present, future' focus of the proposal alongside historical images of Glencairn House and contextual information on the proposal. This ensured that users of the library building were made aware of the proposals and had the opportunity to input their views to the consultation. In addition to this, a presentation was delivered to the Dumbarton Town Centre Forum providing an outline of the proposals and engagement process undertaken.

Online Survey

4.3 When it closed on 16 June, 238 responses had been submitted to the online survey. This represents a positive engagement on what is a single-issue and location-specific proposal. The main findings were:

- 88% of respondents agreed that it is important that the historic building was brought back in to use;
- 84% agreed that the building should remain in public ownership and should be used in a way which celebrates the history of Dumbarton and the local area;
- 78% of respondents supported the proposal outlined, to transform Glencairn House into a state of the art library and museum; and
- 84% of respondents supported the development of an events space on the 4th floor of the building.

4.4 A range of suggestions were submitted about how the events space could best be utilised. These focused mainly on wider arts and heritage type uses such as music, exhibitions, author events, community exhibitions, taster classes and lectures. When asked if there were any other ideas for what could be delivered from a redeveloped Glencairn House respondents focused on the opportunity for community education, use of the events space for community groups, links to archaeology, cinema events, and low cost/free activities for local residents

4.5 Those filling in the survey were also asked a question about the change of use of the existing library into an accessible collections store and archive:

- 74% of respondents agreed that an accessible collection store where objects and artefacts can be viewed would be a good use of the building.

Drop-in Sessions

4.6 More than 100 citizens attended the face-to-face sessions, with many of these visitors attending the drop-in held inside the ground-floor of Glencairn House on Wednesday 12 June. The majority of visitors were keen to understand what stage the proposal was at and what further opportunity there would be to influence the detail of the development.

4.7 Overall, those who attended the drop-in sessions were supportive of Glencairn House being brought back in to use as a cultural venue celebrating the rich history of the local area. Attendees were also positive about the opportunities of the events space on the top floor of the building, and the potential for the community to make use of this. As with the online survey, some attendees at the drop-in sessions expressed concerns about the parking challenges in the town centre, and the impact that this development might have. There were also individual concerns about whether Glencairn House would be big enough to house a public library and a museum, and whether the public would get regular access to the new collections store and archive space at the existing library.

4.8 In summary the feedback from the public consultation evidences broad support for the proposals contained in the report that went to Committee in May 2019.

4.9 The concerns raised by some respondents regarding parking are noted but officers leading this project do not believe this is an issue specifically about the Glencairn House proposal. Pressures on parking in the town have already been highlighted and are the subject of a separate report coming to Committee for Elected Members to consider. Glencairn House will be factored into this. Furthermore it is the professional view of roads officers that facilities such as libraries and museums are ideally located within a town centre location. Dumbarton already has parking locations to support the development, there are good public transport links, the national cycle route is close by, and the soon to be constructed riverside walkway will also support access to the venues. In addition the location also affords the opportunity for users of the High Street to combine planned shopping trips, appointments, etc. with a visit to Glencairn House.

Concerns regarding space at Glencairn House are noted but the Council's professional librarians have considered the space available in the new extended structure and believe it is sufficient to provide a high-quality public library. In making this assessment they also took into account the significant benefits that would come from siting the library in a location where there was a flow of passing pedestrians.

Concerns regarding entry to the new publicly accessible collections store and archive were also noted. Officers leading this proposal are committed to creating a service that enables substantially improved public access to stored collections and actively promotes the collections as a resource for learning and research. At present, access to stored collections is limited by the location and internal layout of the existing collections store, in particular the lack of public spaces within the store to view objects and documents. This option will enable the public to access collection objects and archival materials and therefore represents a significant improvement. While public opening times have not been agreed, arts and heritage officers are committed to continuing to operate a responsive service to ensure that access to collection objects and archival materials by enthusiasts, researchers special interest groups, etc. is facilitated as far as possible, even outwith standard opening times.

4.10 The original outline capital costs for the redevelopment of Glencairn House were estimated to be in the region of £3.75m (Appendix 1, page 72), including a provisional sum for internal fit out and external fabric costs. An additional 10% has been added to take account of site surveys, inflation, legal fees and insurances. It has been noted that since this estimate was undertaken in 2017 building costs have continued to rise by approximately 5%. As a result a prudent figure of £4.35m has been allocated for this element of the project.

The capital cost of fitting out the Strathleven Place site for the publicly accessible collections store and archive, incorporating office space is estimated at around £0.7m. This combined with the £4.35m for Glencairn House makes the overall cost of this proposal £5.05m. This figure includes one-off relocation costs.

- 4.11** It is proposed that £1m from the Council's Capital Regeneration Fund is allocated to this project. The Council's Capital Regeneration Fund is intended to help drive forward operational efficiencies (spend to save); continue to focus on maximising external public and private sector investment to our area; continue our focus on growing our economy; and increasing jobs and housing. The Glencairn House project would help to drive forward operational efficiencies by freeing up Poplar Road for annual revenue savings. The project also has a high chance of bringing in external funding into West Dunbartonshire for both the Glencairn House and Strathleven Place elements. The proposal would also grow the economy by helping to revitalise the High Street.
- 4.12** Initial discussions with external funders have indicated that subject to submitting successful applications, there could be potential funding support for the Glencairn House element of the project from the National Lottery Heritage Fund (previously the Heritage Lottery Fund) and Regeneration Capital Grant Fund – particularly if some form of community involvement can be incorporated. It is considered that £2m is a realistic funding target for this element. There is also strong potential to secure funding to support the collections-based element of this work at Strathleven Place from a number of funding/grant making bodies, including the Regeneration Capital Grant Fund, National Lottery Heritage Fund, Museums Galleries Scotland, and the Esmée Fairbairn Collections Fund. It is hoped that an additional £0.3m in grants could be brought-in to create an enhanced, expansive and high-quality finish design and fit-out. As a result a total external funding target of £2.3m has been set.
- 4.13** Creating the new publicly accessible collections store and archive and associated office space at Strathleven Place allows for the existing Poplar Road office space to be vacated. Moving out of the Poplar Road office and leasing, or demolishing the building generates property savings for the Council. These savings have been built into the following financial analysis.
- 4.1** Taking into account of these factors, the following lifetime costs (over 40 years) of this proposal have been estimated and are shown below in comparison with current costs:

	Current	Glencairn & Strathleven PI
	£000	£000
Revenue Expenditure		
Loan Charges from Capital Costs	0	2,754
Employee Costs	7,389	7,389
Property Cost	8,693	6,465
Expenditure	16,082	16,608

4.15 For illustrative purposes, the table below details annual revenue costs in year 1 for each option. This shows that whilst the new proposals will cost less to run, they (including the closure of the Poplar Road site) will generate a net additional annual cost of £0.015m per year because the capital has to be repaid:

	Current	Glencairn & Strathleven PI
	£000	£000
Revenue Expenditure		
Loan Charges (*average)	0	69
Employee Costs	129	129
Property Costs	149	95
Expenditure	278	293
Additional Revenue cost p/a (*average)	0	15

4.16 Based on the information available to officers it is recommended that the Council progresses with a proposal which will deliver both a new library and museum at Glencairn House, and an archive/office facility at the existing Dumbarton Library.

4.17 If approved officers would apply for funding to the external partners listed above with an expectation that an initial decision would be received in summer 2020. If these applications met the funding target, and following an update to the Council's Capital Plan, officers would undertake a tender exercise to identify external architects to create the final designs of Glencairn House and Strathleven Place. This would be followed by a tender for the work to the two buildings. The outcome of these would be reported to the Tendering Committee. Following this timescale it is expected that construction work could commence in 2021 and the buildings open before summer 2023.

5. People Implications

5.1 In respect of the library and museum proposal the service is confident that staffing could be found within existing resources to cover the venue professionally.

5.2 Beyond this the service is confident that there are no other significant people implications from this report other than the resources required by various services to take this project forward. It is accepted that various employees would be working in new locations if the proposal was agreed, but the Council has a strong track-record of successfully moving employees to new workplaces.

6. Financial and Procurement Implications

6.1 Transforming Glencairn House into a library and museum, and repurposing the existing Dumbarton Library into a publicly accessible collections store, archive and office hub costs an estimated £5.05m.

6.2 The following funding model is proposed:

Total Cost	£5.05m
Regeneration Capital Fund	£1.0m
External Funding Target	£2.3m
Additional borrowing in Capital Plan	£1.75m
Total Funding	£5.05m

This model has a net average annual revenue cost of £0.015.

6.3 Any change to the Capital Plan and/or request for additional capital would require a Council decision, and it is proposed that this would be taken in March 2020 when setting the new Council budget for 2020/21. Updates on the project will be provided to members on an ongoing basis through budget control reports. In the event that the £2.3m external funding target is not achieved then officers will bring a report back to Committee.

6.4 All procurement activity carried out by the Council in excess of £0.05m is subject to a contract strategy. If approval is given, and before the tender is published, the contract strategy for Glencairn House will include, but not be limited to: Service Strategy/Forward Plan, Supply Market Status: Social Benefits, Procurement Model and Contract Management.

6.5 Currently Glencairn House sits in the Council's non-operational portfolio and technically there is an expectation that it could bring in a rental income at some point in the future. Moving it from the non-operational to operational portfolio permanently removes scope for this future rental income. However as outlined in the report to Committee in May 2019 there is no expectation that such income would be realised in the foreseeable future.

7. Risk Analysis

7.1 There is a risk that the estimated costs of the building renovation are too low. To mitigate this we have used a professional agency with specialist knowledge in this type of work. The project team also asked the Council's own professional experts to review the projections.

7.2 There is a risk that fitting a service this size into a building with a small footprint could lead to issues with fire safety, planning permission and listed building consent. We have mitigated this by seeking professional advice both internally and externally as part of the outline proposal. Moving forward we would be sympathetic to any restrictions applied to a project such as this.

- 7.3** There is a risk that the project might not receive significant external funding. This appears unlikely given the ambitious transformation of a historic public asset and the fact that West Dunbartonshire has previously been identified as a priority area for National Lottery Heritage Funding. The Council could also consider using its own funds to support a project such as this if that unlikely scenario took place.
- 7.5** There is a risk that the Council does not find a new tenant for the Poplar Road building quickly and this would have a negative impact on the business case outlined in this report. Demand remains high on the Broadmeadow industrial site and we would hope there was interest in a corner plot such as this, particularly since it has its own private yard area to the rear. If demand did not materialise then there remains the option to demolish the building to realise the savings and mitigate any risks to the business case.
- 7.6** There is a risk that the Council does not take action with Glencairn House and the building lies empty for the foreseeable future. This will have a negative effect on Dumbarton High Street and fail to respond to the views of the community who stated that they wished to see the building renovated and kept in public ownership. As could be seen by the options appraisal in the May Committee report the 'do nothing' option scored very poorly, whereas the proposed project would mitigate against those risks.

8. Equalities Impact Assessment (EIA)

- 8.1** No significant issues were identified in a screening for potential equality impact of this proposal.

9. Consultation

- 9.1** The Council has undertaken extensive public consultation on this proposal as outlined in this report.
- 9.2** Internally the project has been considered by senior officers from Libraries and Culture, Regeneration and Economic Development, Assets, Finance and Procurement.

10. Strategic Assessment

- 10.1** The Glencairn House project would support the following Council strategic priorities:

- A strong local economy and improved employment opportunities
- Meaningful community engagement with active empowered and informed citizens who feel safe and engaged
- Efficient and effective frontline services that improve the everyday lives of residents

Name Malcolm Bennie
Designation Strategic Lead for Communications, Culture, Communities and Facilities
Date: 6 August 2019

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Appendices: Appendix 1 – Identification of Uses for Glencairn House

Appendix 2 - Artist's impressions and illustrative images of Glencairn House, and the publicly accessible collections store and archive at Strathleven Place

Appendix 3 – Overview of the Glencairn House and Strathleven Place proposal, and linked investment in Dumbarton heritage and regeneration

Background Papers: Report on Regeneration of Glencairn House, Dumbarton, and the creation of a Dumbarton Community Archive – IRED Committee May 2019;
Identification of Uses for Glencairn House Report;
Glencairn House Economic Impact Appraisal
Dumbarton Library Options Appraisal Report
The Dumbarton Town Centre and Waterfront Revised Urban Strategy 2014

Wards Affected: All

Identification of Uses for Glencairn House

West Dunbartonshire Council
(Regeneration & Growth)

Final Issue November 2017



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Revision	Date	Description
-	30.03.17	Draft to design team
-	07.04.17	Interim draft to WDC
A	26.05.17	Final draft to WDC
B	02.11.17	Final issue

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1.1 INTRODUCTION

West Dunbartonshire Council (Regeneration & Growth) have commissioned ZM Architecture Ltd to lead a study team to assess deliverable and sustainable options for the adaptive re-use of Glencairn House in Dumbarton.

The purpose of the appraisal is to assess a long list of possible new uses and thereafter, through a process of further analysis, narrow these down to a preferred option or options. A key objective is for West Dunbartonshire Council to obtain a clear understanding of the potential level of intervention required and the associated costs to secure a productive, functional and viable re-use. The preferred options should be practical, cost effective and most importantly, be appropriate to the significance and historic character of Glencairn House.

The appraisal process has involved consultation with key stakeholders to gather opinions on issues, needs and opportunities to ensure that local aspirations are considered, and to collect data to inform the detailed options review.

1.2 CONSULTANT TEAM

ZM Architecture. Nick Blair, director ZM Architecture (RIAS Accreditation in Conservation Architecture at ADVANCED level) has led the consultant team, supported by Associate Architect Tim Clark.

EKOS. Mhairi Donaghy and Liam Turbett from Economic and Social Research Consultant Ekos have provided economic development input into the full option appraisal process.

NBM Construction Cost Consultants have provided outline feasibility costs for the shortlisted options.

Lambert Smith Hampton have provided market analysis and scoping of potential re-use sectors.

1.3 BUILDING LOCATION AND SUMMARY INFORMATION

Address: Glencairn House, 95 High Street, Dumbarton, G82 1LF

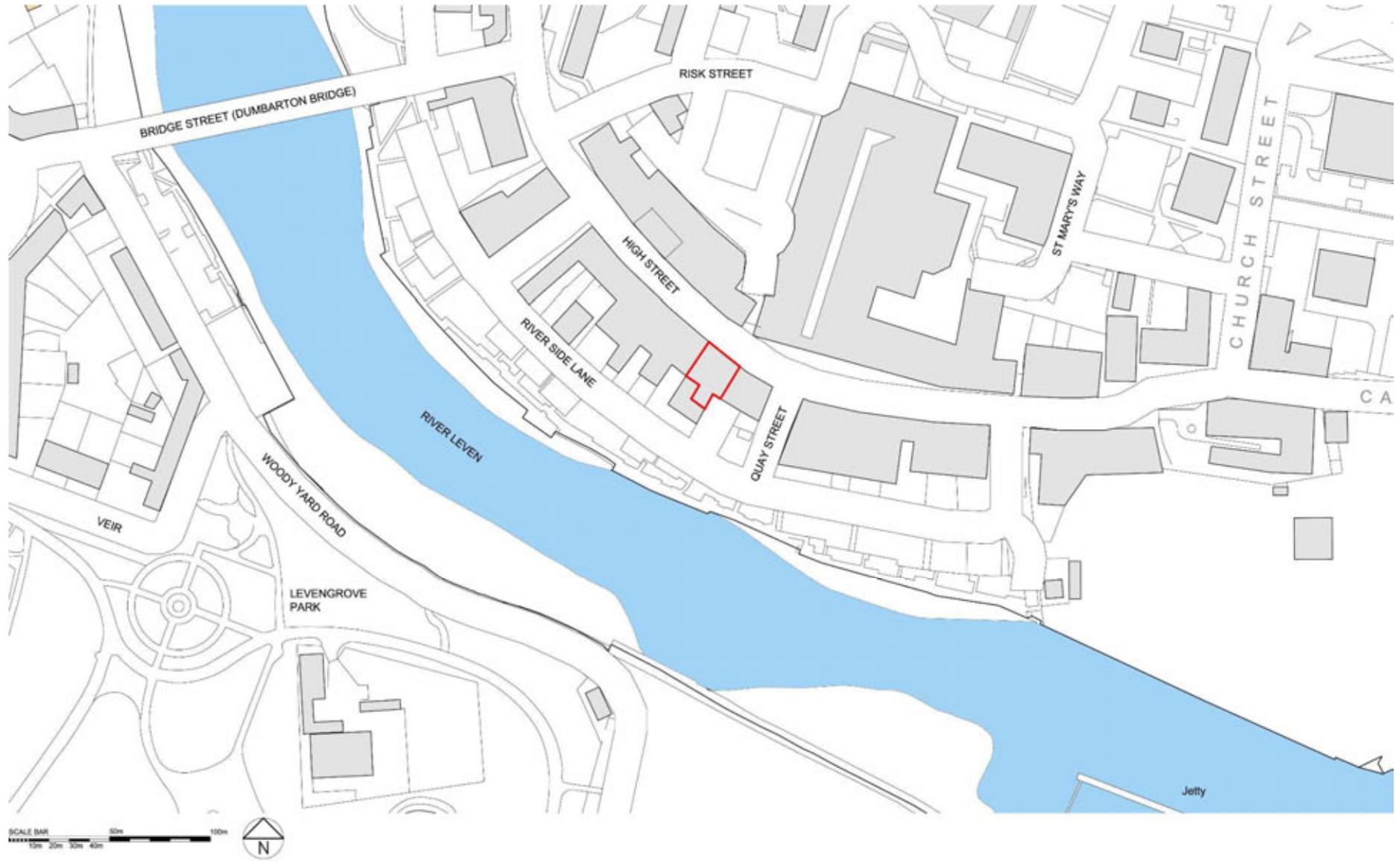
Glencairn House (Category B Listed) was built as the urban home for James, Earl of Glencairn in 1623. It is the oldest remaining building within the town centre and a surviving example of the aristocratic town house. It is significant in terms of townscape, cultural, social, aesthetic, historical and architectural values.

The building is located centrally on the south side of High Street in Dumbarton's Town Centre. The historic town plan has remained substantially intact and recognisable with the High Street following the line of the medieval street which ran parallel to the River Leven. The immediate context has however changed dramatically through the decline of industry in the 20th century and through incremental development of the urban road network. Glencairn House historically provided a terminating vista from 'Cross Vennel' (later called College Street) as shown on John Wood's map of 1780-1847 (figure 1) at the 'cross of Dumbarton' although this arrangement has now been lost. The building is located to the north of the River Leven. Long narrow 'burgage plots' housing workshops, stores and yards would have ran to the river's edge with vennels or wynds giving access to the High Street. The River Leven can still be accessed from High Street via Quay Pend and the low vaulted stone passage located to the ground floor of Glencairn House.

The building is a 3-storey, 4-bay sandstone townhouse with three round arched openings inserted in 1924-25. The Category B listed building is of traditional construction with solid masonry walls formed in a grey / light blond squared, coursed rubble. It has a slated double pitched roof to High Street with crow-stepped gables and features four pedimented wallhead dormers with spike finials. The rear, which is considered to have been extended in 19th century, has a slated piended roof with a valley gutter between.

A plaque on High Street notes that the building is part of Dumbarton's Heritage Trail.

1.3.1 Location Plan



1.3.2 Key Photographs



Glencairn House on High Street



1 of 3 plaques to High Street



Glencairn House from Riverside Lane



Quay pend (looking towards Riverside Lane)



Entrance tiling (Dumbarton Gas Corporation logo)



Central entrance arch to High Street



Glenclair House (rear) from Riverside Lane



Rear elevation (east side above pend)



West elevation pend and 3 arches



High Street. Glenclair House to centre (Burton to left)



High Street. Glenclair House to centre



View to Levensgrove Park from bottom of Quay Pend



Ground floor (non-loading bearing partition sub-division)



Ground floor layout



First floor. Principal room to High Street side (north)



Second floor. Principal room to High Street side (north)

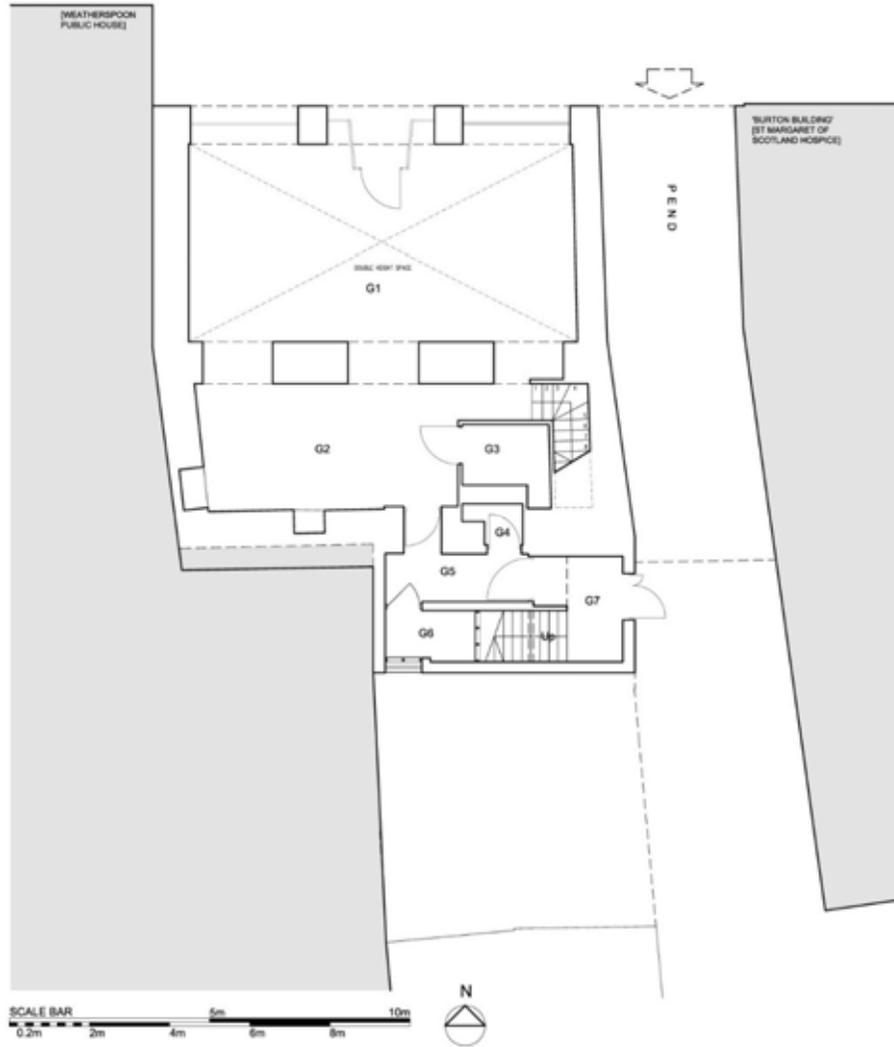


Plaques to High Street elevation

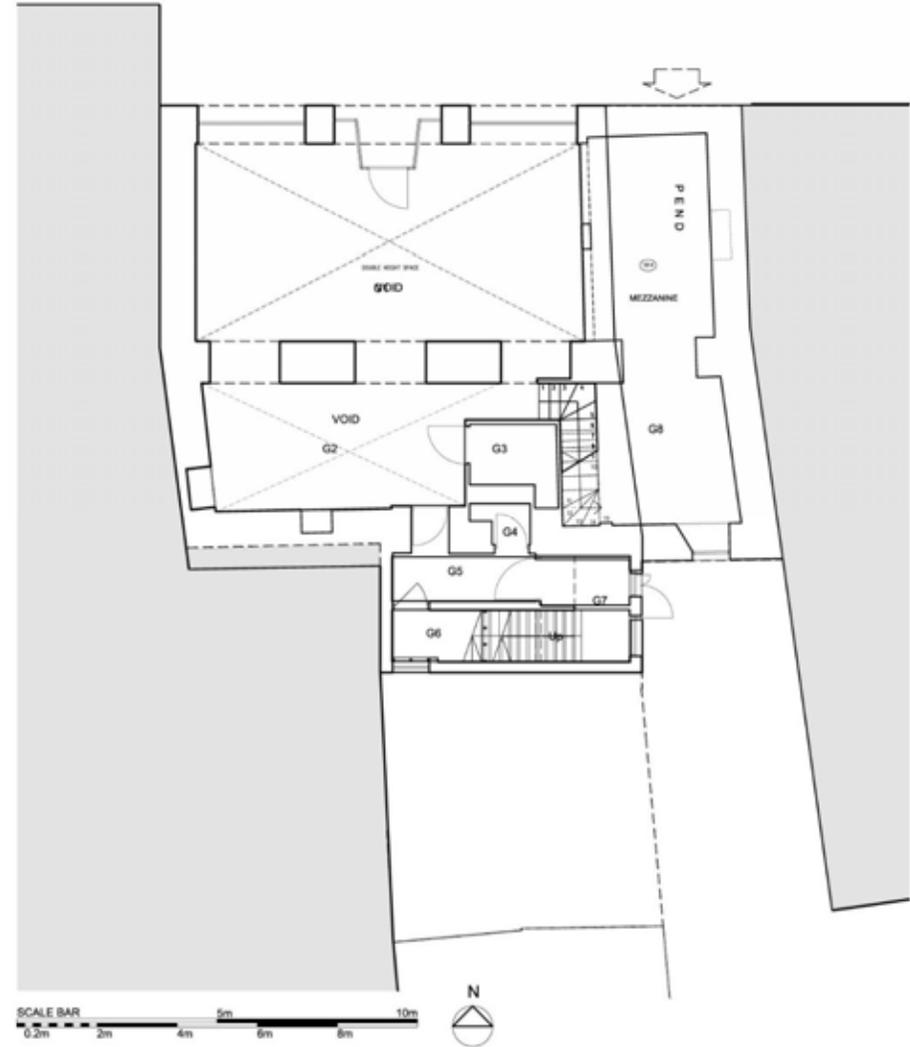


Mezzanine floor between ground and first (low head room)

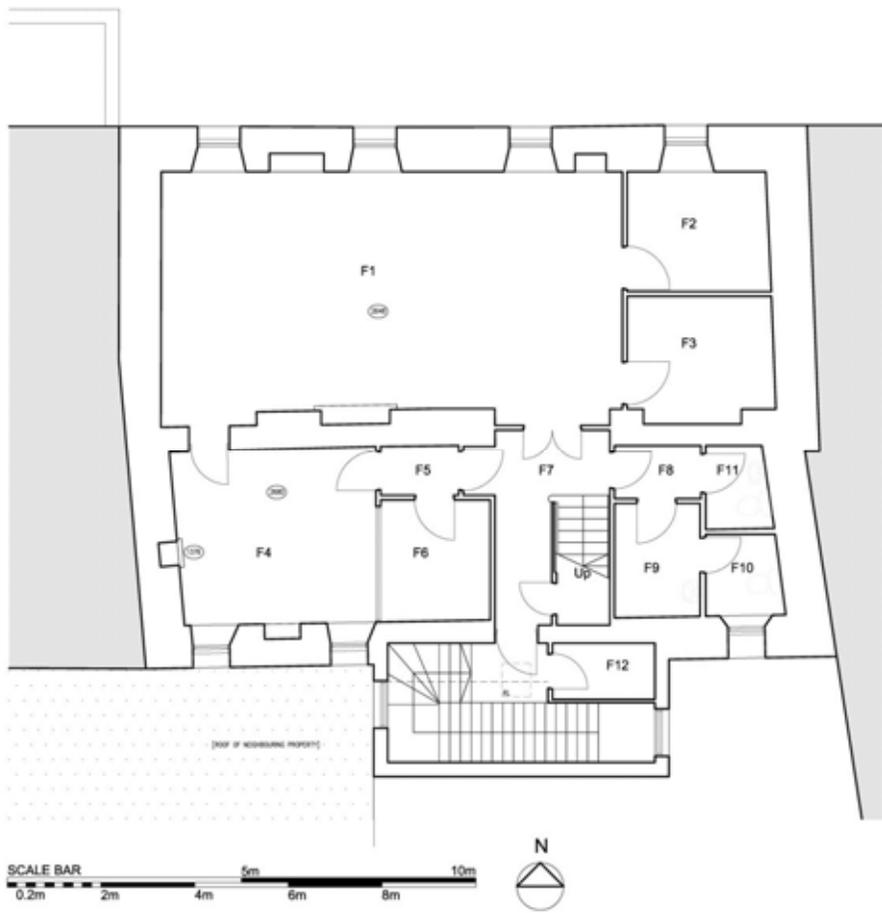
1.3.3 Existing Drawings – Plans and elevations - not to scale. Drawings provided by West Dunbartonshire Council.



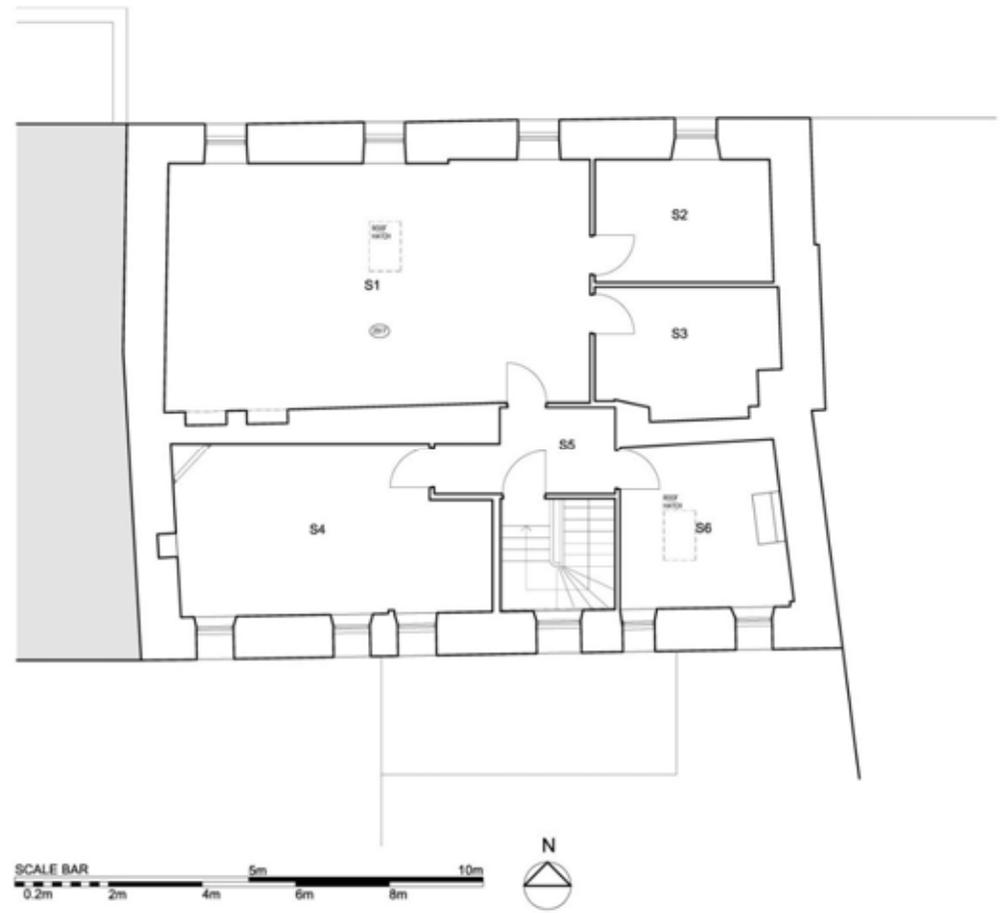
Ground floor plan as existing



Mezzanine plan as existing



First floor plan as existing



Second plan as existing

Glencairn House: Schedule of areas as existing

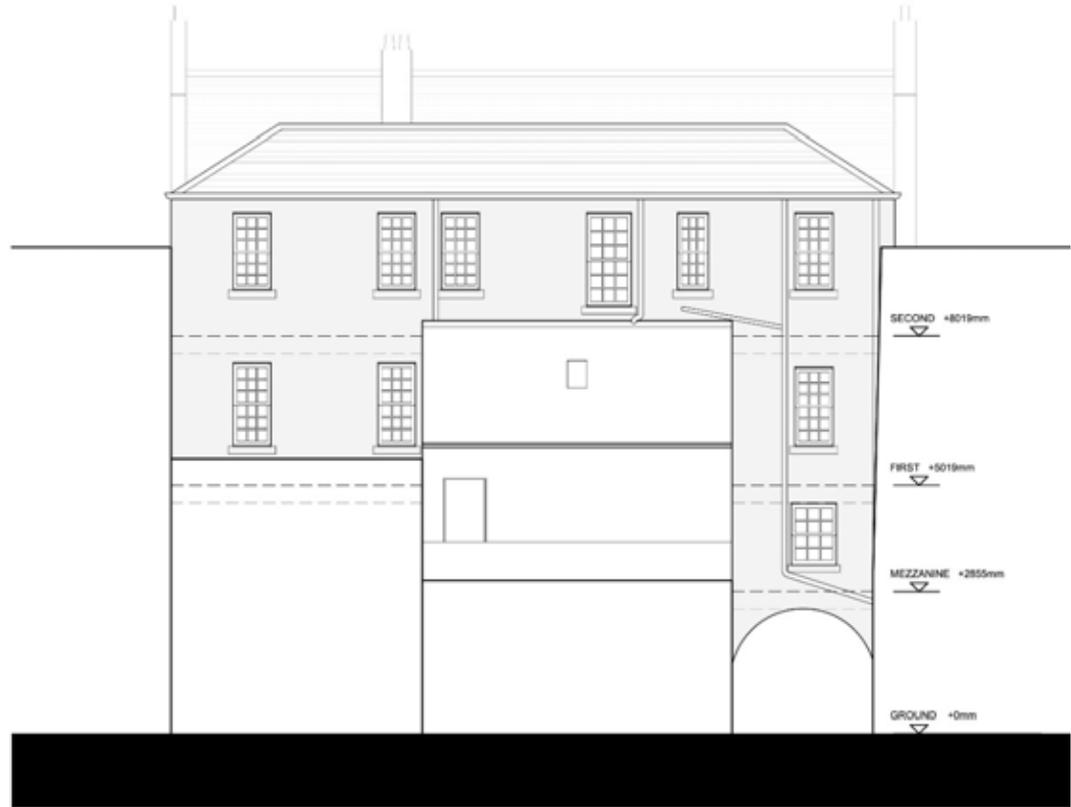
ROOM	AREA	
	m2	Sqft
G1	47.1	506.80
G2	21.6	232.42
G3	3.6	38.74
G4	1.2	12.91
G5	5.3	57.03
G6	2.7	29.05
G7	4.7	50.57
G8	28.9	310.96
GROUND & MEZZ TOTALS	115.1	1238.48
F1	51.3	551.99
F2	7.7	82.85
F3	8.2	88.23
F4	15.8	170.01
F5	1.8	19.37
F6	6.0	64.56
F7	7.5	80.70
F8	2.1	22.60
F9	4.4	47.34
F10	2.7	29.05
F11	2.4	25.82
F12	2.6	27.98
FIRST TOTALS	112.5	1210.50
S1	46.9	504.64
S2	9.8	105.45
S3	10.2	109.75
S4	22.9	246.40
S5	6.1	65.64
S6	12.3	132.35
SECOND TOTALS	108.2	1164.23
FULL BUILDING	335.8	3613.21



High Street elevation as existing (north)



PEND ELEVATION



REAR ELEVATION

Pend elevation (East) and rear elevation (south) as existing

1.3.4 Condition Assessment

The building is currently vacant to all floors having been occupied until January 2011 by two separate tenants with the Youth Charity, Tulloch Trust to the two upper floors and Dumbarton Credit Union to the ground floor. The building last received notable refurbishment in May 2013 and is currently in a state of disrepair. A condition inspection was carried out by Kerr Baxter Associates, Chartered Building Surveyors, in September 2015 that identified that significant works were required to prevent deterioration. The rainwater goods in particular were noted to be choked and in very poor condition throughout causing deterioration to other fabric elements. Following the findings of the report West Dunbartonshire Council instigated a repair contract that is scheduled to begin in the summer of 2017. These works comprise demolishing the flat roof extension (non-original), stripping out non-structural, intrusive modern internal partitions, internal shell repairs to ceiling, floor and walls, window replacement, roof repairs including lead repair / renewal, removal of vegetation and plant growth and full rainwater good overhaul to bring the shell into a wind and watertight position. It is recommended following these works that the condition of the roof, chimneys and masonry are fully assessed and any fabric repair is carried out as required.

Note: An assessment of the current condition of the external fabric to Glencairn House and recommend repair needs is out with the scope of the option appraisal commission.

1.3.5 Ownership Details

The building is currently owned by West Dunbartonshire Council.

1.4 BUILDING DESCRIPTION

1.4.1 Building Description and Statement of Significance

The building is Category B listed. This category relates to buildings of regional or more than local importance or major examples of some period, style or building type which may have been altered. The building is dated 1623 on the western dormer head and is accepted to be Dumbarton's oldest surviving building. It was originally built for James, Earl of Glencairn, whose family name was Cunningham originating from Kilmaurs, Ayrshire. It was built as their town residence and was given the title 'Glencairn's Greit House'. It was later acquired by the Earls (later Dukes) of Argyll, as depicted on the building plaque, who used it as a base throughout the 18th Century. At the end of the 18th Century the house passed into the ownership of James Donaldson who was the town clerk of Dumbarton at the time and owned lands in Garshake and Overtoun. At the beginning of the 19th Century the house was owned by brothers Walter and Robert Colquhoun (town clerk from 1802-1833) and later inherited by their nephew John Colquhoun after their deaths.

The earliest image of Glencairn House sourced is from the end of the 19th Century (c. 1880s) (figure 4) where the building has an outside stair leading to sub-divided upper residential floors over a ground floor fishmonger (R.D Weir). By 1918 the property was recorded as being derelict and in very poor condition and was purchased by Peter Thompson who later sold it to the Town Council in 1924. This sale is recorded on a plaque attached to the High Street elevation. Major renovation work to the building fabric was carried out removing the front chimney stacks, the outside stair and harl finish. In 1924-25 the building was converted by the Gas Committee of the Town Council who extensively, and to a very high standard, altered the external appearance by inserting three arches at street level to create a new entrance and shop frontage (figure 5). The interior of the building was completely gutted and a gas corporation showroom, to display domestic gas appliances to members of the public was established to the ground floor (figure 6). Part of the original first floor was removed creating a double height volume with three internal arches between the front and back of the building lining through with those of the exterior. Part of the original first floor was retained over the pend providing a mezzanine level. The building has maintained some (in whole or in part) of its original seventeenth century domestic features including the crow-stepped gables, pedimented eaves dormers with stone spike finials, central plaque recess, decorative stonework and pend. The Quay Pend is considered to have remained unaltered and the two projecting carved stones above the arch are said to be from the St Mary's Collegiate Church that was demolished in 1850.

The building appears to have undergone more than one phase of intervention. The rear building is considered to be non-original built sometime in the 19th century. Archive photos date this to at least 1932 (figure 7) where it had a flat roof (now piended). The thickness of the spine wall to the centre of the plan and the arrangement of the existing openings is suggestive that this would have originally been the rear wall to a shallow domestic plan. From analysis the pend appears not to have been extended and therefore there may originally have been a lower building to the rear connected to the original house. This may have been built on (extended upwards) to create the current arrangement. Further research is required to establish the chronological sequence of construction and examination of the original fabric and an opportunity to investigate further may be afforded as part of any opening works part of the conversion works.

The 1924-25 works to change the front elevation fenestration to insert the 3nr arched openings is considered architecturally important and is a significant factor in the building's history. Historic Environment Scotland note that the building's Category B listing is predominately due to the fine archways to High Street and the altered ground floor. The 6nr remaining brackets (2nr centred on each arch) relate to external light fittings installed at the same time. A plaque to High Street commemorates National poet Robert Burns receiving his freemanship at the building in 1787.

1.4.2 Statutory Listing – Historic Environment Scotland

Title: High Street, Glencairn tenement (gas board offices)

Reference: LB24887

Category: B Date added: 03/03/1971 Local Authority: West Dunbartonshire Burgh: Dumbarton NGR: NS 39512 75220 Co-ordinates: 239512, 675220

Description: *Dated 1623 on dormerhead but possibly incorporating some earlier fabric. 3-storey 4-bay town house. Coursed squared rubble. Round-arched pend to left with shaped stone over keystone; 3 taller round-arched openings inserted 1924-5 fill remaining bays. Windows above have 12-pane sashes and moulded reveals; central rectangular plaque-recess at 1st floor; continuous string above: 2nd floor windows have broken pedimented dormerheads with spike finials. Crow-stepped gables; rebuilt end stacks; slate roof. Extended to rear in 19th century.*

Statement of special interest: *Category B only because of altered ground floor. Modern plaque on central column inscribed "formerly the town residence of the Earl of Glencairn and the Duke of Argyll. Acquired by the Town Council of Dumbarton in 1924".*

1.4.3 Historical Context

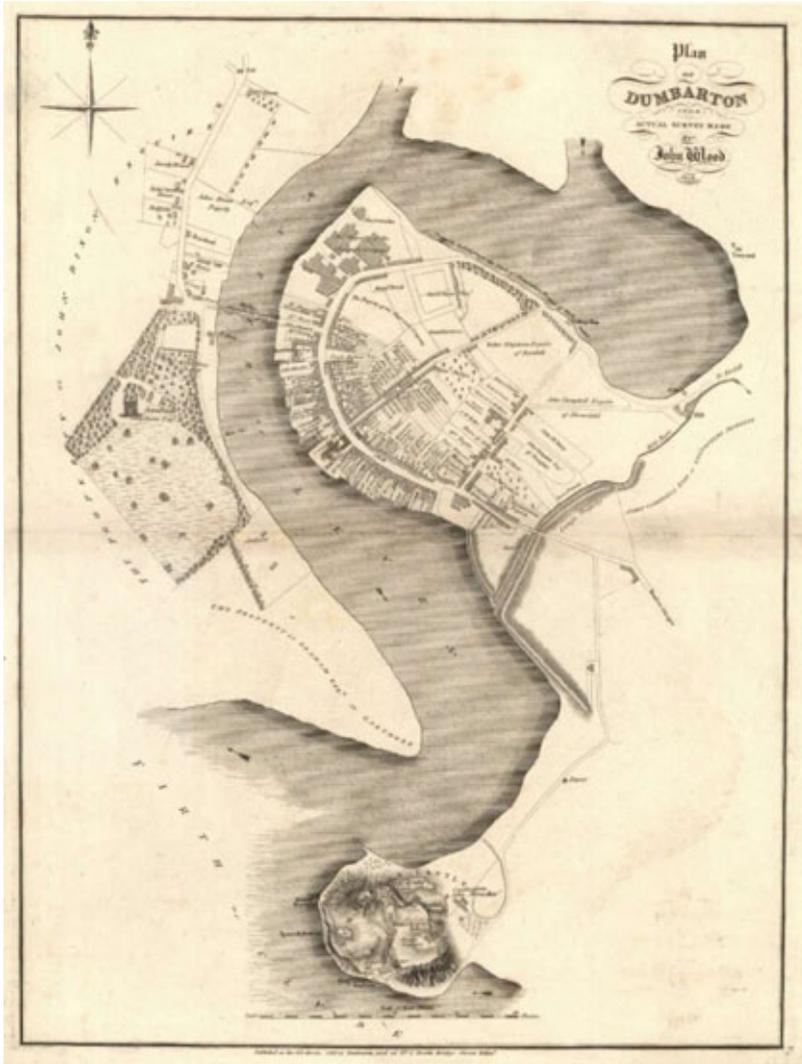


Figure 1: John Wood map of Dumbarton. c.1780-1847.
National Library of Scotland EMS.X.009



Figure 2: Dumbarton map, 1832 [extract]
National Library of Scotland, Great Reform Act Plans and Reports



Figure 3: Dumbarton map, 1860 [extract]
National Library of Scotland. Dumbarton Sheet XXII.6

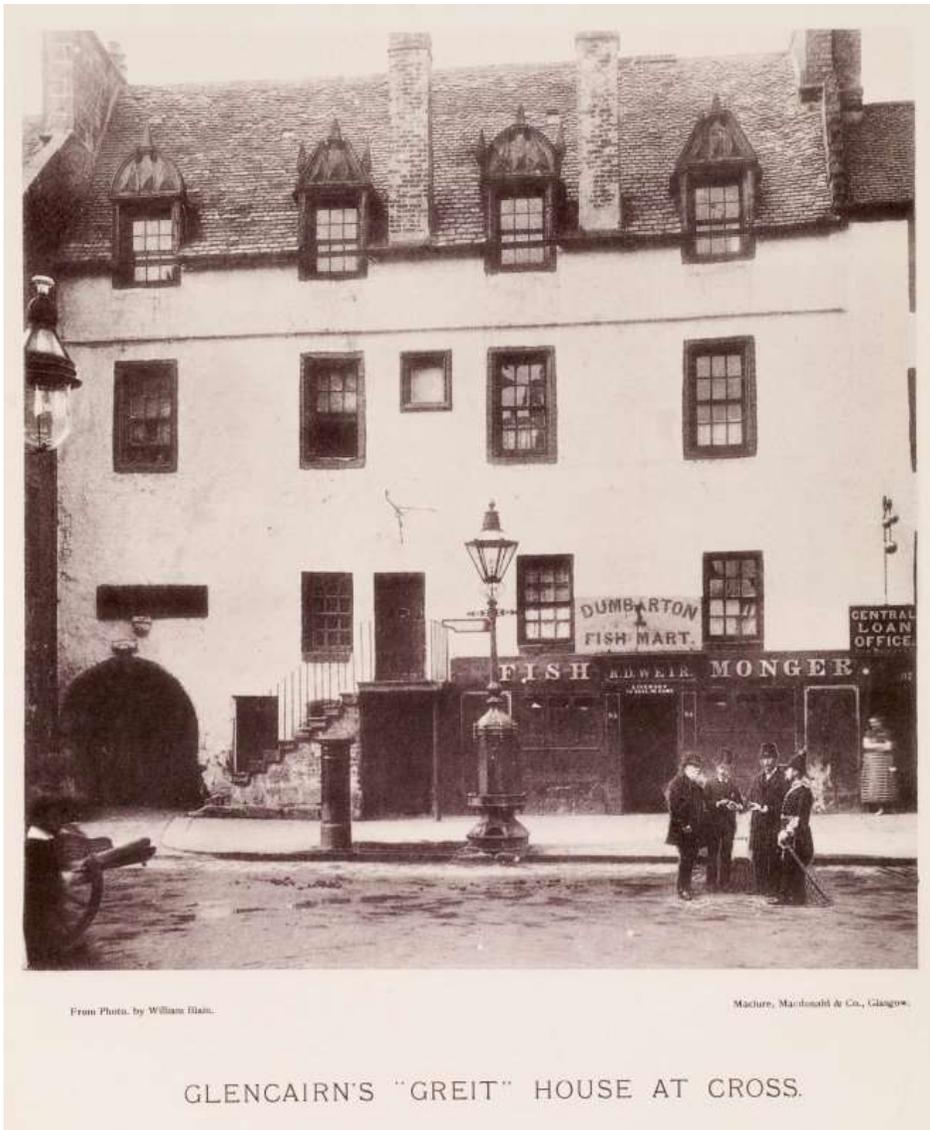


Figure 4: 'Glencairn's Greit House'. c.1893
Canmore – DP 085905



Figure 5: Glencairn House following occupation by Gas Corporation. c.1930
Canmore – SC 1210554



Figure 6: Internal view of the ground floor as display of domestic gas appliances. Gas Corporation c. 1925
West Dunbartonshire Council. Dumbarton Library Archive

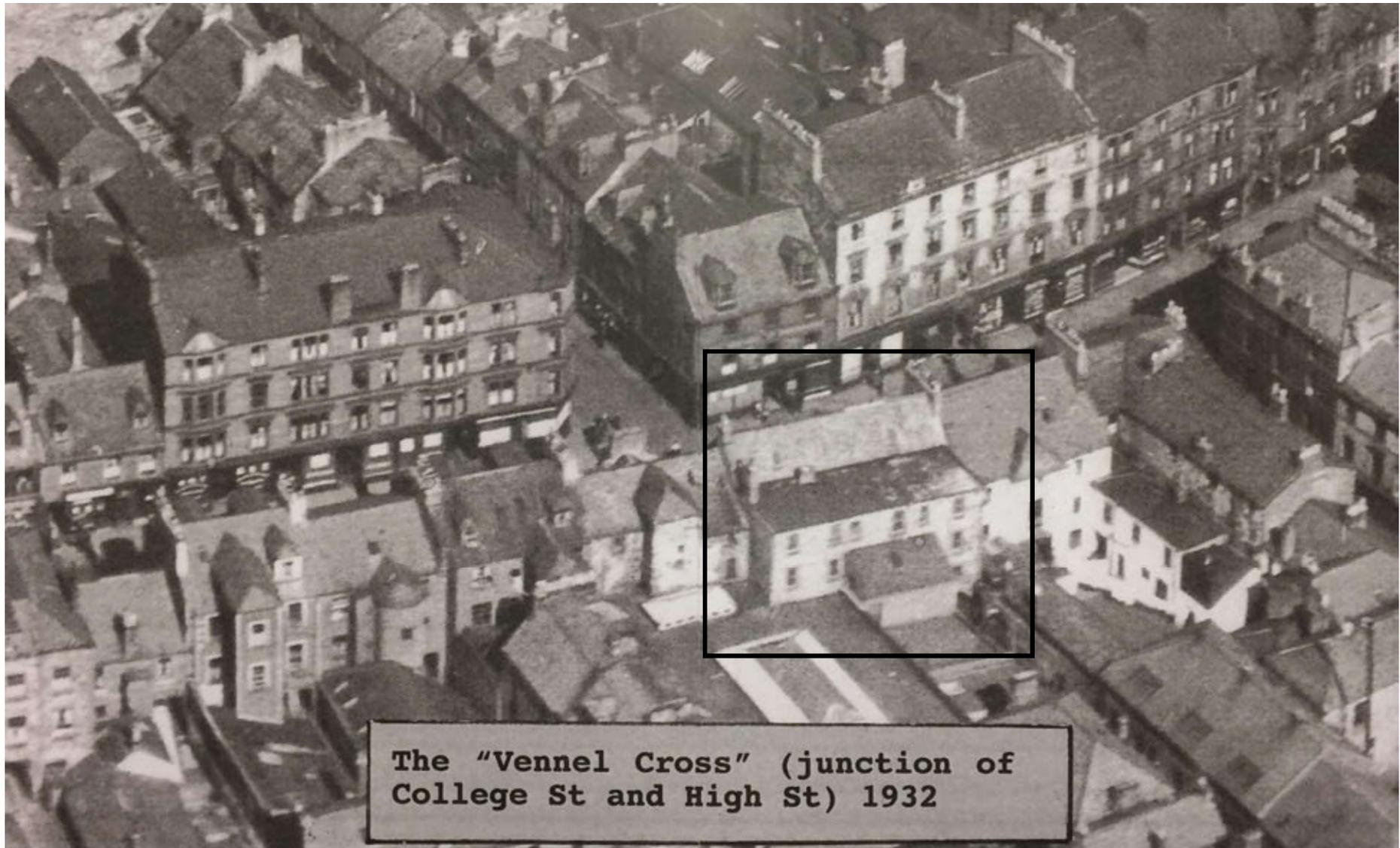


Figure 7: Aerial photo of 'Vennel Cross' (junction of College Street and High Street. 1932. (Rear of Glencairn House highlighted)
Public photographs on display at Community Hub, Artizan Centre. Author unknown.

1.5 PROJECT CONSULTATION

1.5.1 Summary of Consultation with Local Stakeholders

An important part of the process of assessing viable and sustainable options for the reuse of Glencairn House is considering the views of the local stakeholders in Dumbarton.

Initial telephone consultations were undertaken with various individuals and organisations with an interest in the future of Glencairn House. This sought to scope out general ideas and their suggestions for the reuse of the building, as well as any opportunities that may exist as well as any 'red lines' for uses. The following stakeholders were consulted as part of the process;

Stakeholder Consultations

Nick Allan, Dunbartonshire Chamber of Commerce

Lawrie Pennycook, Concord Centre Users Group

Jeremy Watson, Lennox Heritage Society

Dave Harvie, Dumbarton Stations Improvement Trust

Callum Smith, Dunbritton Housing Association

David Adams McGilp, Regional Officer, Visit Scotland

Dorothy Heron, Dumbarton East and Central Community Council

Stephen Brooks, Working for U, West Dunbartonshire Council

Gillian Scholes, Business Support Co-ordinator, West Dunbartonshire Council

Joe Traynor, Section Head of Culture & Creative Learning, West Dunbartonshire Council

Although the design team approached these consultations with no preconceived ideas of what the building should be, early on it became clear that there was strong local support for a museum within Glencairn House. However, it should be noted that the most vocal support for this view came from those with an existing keen interest in the heritage of Dumbarton, including local history groups. It was felt that there is a gap in the town for a facility of this type, that more could be made of Dumbarton's past, and that this would be an appropriate use for the town's oldest building. It was also suggested that it would improve the town's sense of identity and contribute to wider regeneration of the High Street and Dumbarton Town Centre. In particular, a museum could link with the new waterfront footpath, leading to the Maritime Museum and Castle.

Some emphasised the need for the building to have some flexibility, for instance by including rooms that could be leased by others (offices or meeting rooms) and that this would contribute to its commercial sustainability and use by the community. Local groups may also be interested in using the space for meetings although this could potentially displace activity from elsewhere.

There wasn't a unanimous decision on who the operator of the building should be with West Dunbartonshire Council, a Social Enterprise and a Trust all proposed. There were also opposing ideas on how the building should be staffed with some proposing volunteers could play a role in staffing the building and others expressing the need for professional oversight of the facility (while not precluding a role for volunteers). Several consultees proposed that a café or gift shop could be an avenue to generate revenue towards the buildings upkeep, although most had an awareness that a museum would require substantial running costs and that ultimately this may require West Dunbartonshire Council's support to cover this. When discussing other potential uses for the building there was a keen awareness of the large number of vacant units in Dumbarton town centre and therefore scepticism about further provision of retail or office space. For those with some understanding of the building they were unsure how suitable the building would be to residential conversion but were not against this as an option.

1.5.2 Public Drop in Event

A public drop in event was held on Thursday 02 March at the community hub in the Artizan Centre, Dumbarton town centre, between 3 – 7pm. The consultation was led by ZM Architecture with support from Ekos and West Dunbartonshire Council. The open nature of the event allowed an informal, conversational approach encouraging the public to be able to speak directly to the design team and have their opinion heard and ask questions freely. Three display boards were on show, the first displaying information on the history of the building with archive photographs and existing floor plans. The second showed comparable precedent examples of uses of buildings similar to Glencairn House to generate thought and discussion (figure 8). The third board posed the question '*What are your views on the future of Glencairn House*' and encouraged the public to write on post-it notes and stick them to the board to generate discussion and to show the general overview of ideas. The design team came to the event with no preconceived ideas of what the building should be but left it open to the public to offer their thoughts. Certain themes were tested before hand to aid discussion and to help answer specific questions from the public regarding future uses. The event was well attended with over 50 members of the public present throughout the evening and 13 people dropping in before the event to register their thoughts. Feedback of the event was recorded through an anonymous one-page questionnaire which posed 4 questions;

- *What do you think of Dumbarton Town Centre? Are there any facilities or services that are missing? Why do you say this?*
- *In general, are you supportive of plans to find a new use for Glencairn House? Why do you say this?*
- *What sort of facility or activities do you think should be located in Glencairn House? Who do you think should operate the building? Why do you say this?*
- *How important do you think the Heritage of Glencairn House is when considering its future? What other factors are important – public access, commercial viability etc?*

There is a clear enthusiasm for preserving the building and finding a new use that that contributes to the wider regeneration of the High Street and the town centre. An idea which came up on numerous occasions with seemingly strong support from the community is for the creation of a local museum to at least part of the building that would focus on the history of Dumbarton. It was felt that currently Dumbarton's history is undersold and that there are many important artefacts and display pieces which could be on exhibit. The general consensus was that a Museum

could link with the new riverside walkway potentially leading to the creation of a 'museum trail' connecting Glencairn House, the Denny Tank museum and Dumbarton Castle. It was explained that this idea, alongside other proposals put forward will be considered in order to assess the economic viability and suitability of each.

GLENCAIRN HOUSE PUBLIC CONSULTATION EVENT

Glencairn House History

Address: Glencairn House, 95 High Street, Dumbarton, G82 1LF

West Dunbartonshire Council has recently appointed a team of architects and economists to investigate new uses for Glencairn House in Dumbarton High Street.

The property is a much loved and important historic listed building which the Council and local communities wish to see re-used in a long-term and sustainable manner. Repairs to the building are planned over the next few months as a first phase of works.

The building is Category B listed (LB24887)

Glencairn House is Dumbarton's oldest building. It is dated 1223 on the dormerhead but is considered to incorporate some earlier fabric.

The building was formerly the town residence of the Earl of Glencairn and the Duke of Argyll. Acquired by the Town Council of Dumbarton in 1924 as noted on the building plaque.

A plaque affixed to the building commemorates a visit by Robert Burns in 1887.

Glencairn House was acquired by the Gas Committee of the Town Council as the modern premises of the Gas Department. It was acquired for the purpose of establishing a sales and service section. The ground floor of the building was used for the display of domestic gas appliances as seen above.



Ground floor plan as existing



Internal photo - sales and display area to ground floor - Gas Corporation



View of Glencairn's Great House, 81 High Street, Dumbarton. Date c. 1893



Alterations to form new archway by the Gas Corporation. Date 1930



First floor plan as existing



Second floor plan as existing



Third floor plan as existing

GLENCAIRN HOUSE PUBLIC CONSULTATION EVENT

*Are you interested in the future of Glencairn House? What would you like the building to be?
Below are some comparable examples of uses of buildings similar to Glencairn House to get you thinking.*

Museum
(Dumbarton collections, temporary and permanent exhibition)



Library
(Children's, digital, community education)



Retail



Civic
(Cafe, community hall, community cinema)



Residential
(2 potential flats)



Office
(Business centre, bookable rooms, social enterprise)



Figure 8: Public Consultation boards

1.5.3 Summary of Dumbarton Rock Charrette 2015

West Dunbartonshire Council with the support of the Scottish Government and Historic Environment Scotland held a design charrette in Dumbarton between 25 and 28 February 2015. A charrette is an intensive public consultation that engages local people in the future design of their community. The charrette area focused on the Rock and Castle but also considered the link to the wider town centre of Dumbarton. One of its main aims was to establish how Dumbarton's tourism, cultural and heritage assets could be exploited and to ensure that all new development contributes to making Dumbarton an attractive place to visit and live in.

The main aspiration and goals that came out of the charrette was for a connected town that joins together all of the visitor destinations in the area while providing added value for locals through increased amenity in the form of more restaurants, shops etc. A key idea recorded was for themed walks joining the area together with an emphasis on the place as a 'destination'. Another key aspiration was for Dumbarton to be a 'destination town' with interconnected attractions. It was felt that extension and promotion of the existing Heritage Trail that connects and interprets the many layers of Dumbarton's history would be a positive addition.

The charrette also considered how the Rock and the Castle could be configured to facilitate and support an increase in numbers to the area. Dumbarton Castle Society's aspiration is to attract annually 50,000 visitors to the castle, 25-30,000 to a multi-use visitor centre and events space and 10,000 to the football club if it is retained. In order to achieve this a number of key moves were identified one of which was new development that could be accessed from High Street to link new development sites to the Town Centre. It was felt that existing attractions could be made more viable and expanded if supported by other attractions and facilities. Overall the outcomes of the Rock Charrette are consistent with the community's aspirations for the town centre and it is clear Glencairn House could play an important role in providing an attraction and positive addition to the future development of Dumbarton.

1.6 BASELINE EVIDENCE

1.6.1 Market Assessment. Baseline evidence (Market context, Local issues, Opportunities, Gaps in provision)

A market analysis and scoping study of potential re-use sectors has been prepared by Lambert Smith Hampton. They have reported as follows;

Glencairn House:

The property occupies a good town centre location and therefore could support a range of potential uses. The ground floor would be suitable for retail, food or coffee shop use with upper floors capable of being used as offices or residential flats. However, there is very limited demand for commercial space in Dumbarton, there is a general oversupply of available property and values are consequently low. We have extracted the undernoted data from the Costar property database;

Dumbarton - Office Take Up

Year	Total Take Up (Sq Ft)	No. Transactions	Average Letting Size	Highest Rent (per Sq Ft)	Lowest Rent (per Sq Ft)
2017	18,810	1	18,810	n/k	n/k
2016	3,836	3	1,279	£20.00	£14.77
2015	1,185	6	198	£24.66	£10.47
2014	6,524	11	593	£21.50	£6.00
2013	1,252	3	417	£21.50	£8.50
2012	2,971	1	2,971	£7.57	£7.57
2011	0	0	0	0	0
2010	923	5	185	£22.05	£22.05
2009	9,443	5	1,889	£22.00	£7.75
2008	4,371	4	1,093	£21.87	£9.42

The rents stated above are a combination of achieved, effective and asking rents.

Of the foregoing 39 office letting transactions recorded by Costar over the last 10 years, 31 relate to Strathleven House, Dunbartonshire. This is a period building which is operated as a business centre and run by Scottish Historic Buildings Trust and is located approximately 3 miles north of Dumbarton town centre. Rents are quoted at between £19 per sq ft and £22 per sq ft, inclusive of heating, lighting, security, services, common building repairs and landscape maintenance. The highest rents stated above are therefore skewed somewhat by the inclusive rents achieved at

this property. Other office lettings reflect rental rates of between £6.08 and £9.42 per sq ft. We consider this to be a more accurate reflection of the level of net rent achievable in Dumbarton town centre. If no lift access is provided we would anticipate that the rents would reduce on the upper floors. Exclusive rents of between £6.50 and £8.50 per sq ft would be realistic for office suites at this location.

Dumbarton – Current Office Availability:

According to Costar there are currently two properties being marketed as having office space available for lease in Dumbarton. One of these is Strathleven House, as referred to above. The other is a former school annex at Castlehill Road, approximately one mile west of the town centre. The total advertised availability across the two buildings is 15,859 sq ft. The 10 year average take up derived from the above figures equates to 4,932 sq ft. However, the only reported letting in 2017 so far is a 18,810 sq ft letting to West Dunbartonshire Council of new offices being developed to accommodate the relocation from the current Council HQ at Garshake Road. A more realistic reflection of average annual take up, disregarding this large letting to the Council, would be 3,389 sq ft. The current availability, based on this, represents over 4.5 years of supply.

Dumbarton - Retail Take Up

Year	Total Take Up (Sq Ft)	No. Transactions	Average Letting Size	Highest Rent (per annum)	Lowest Rent (per annum)
2017	1,800	1	1,800	£14,000	£14,000
2016	11,062	7	1,580	£37,100	£3,050
2015	6,004	5	1,201	£17,500	£12,000
2014	17,101	5	3,420	£20,000	£10,000
2013	6,983	3	2,328	£30,000	£30,000
2012	6,931	3	2,310	£20,000	£15,600
2011	10,330	5	2,066	£96,528	£6,000
2010	4,677	4	1,169	£24,000	£4,500
2009	17,845	7	2,549	£45,000	£500
2008	8,999	6	1,500	£15,000	£34,600

The rents stated above are a combination of achieved, effective and asking rents.

The highest rent stated above, of just below £100,000, is clearly out of line with the other reported lettings. This relates to the letting of a restaurant unit to Frankie and Benny's at St James Retail Park. Due to the way Costar record these transactions, the floor areas stated above are overall net internal areas and therefore the incorrect basis for properly analysing retail rents. Nevertheless, setting aside the aforementioned lettings to Frankie and Benny's, it can be seen that the highest rents are at around £40,000 – £45,000 per annum.

The average annual take-up over the last 10 years equates to 4 – 5 units with an average size of approximately 1,992 sq ft. A recent visit to Dumbarton High Street revealed that there are in excess of 20 vacant units. Costar shows a total of 7 retail units being actively marketed plus a number of units at the Artizan Centre which fronts the High Street. Our research indicates that there are no national coffee shop operators with a known requirement for the town centre. Neither is there demand from bookmakers or hot food / restaurant operators, the latter preferring to be located at the retail park. Much of the activity in the town centre is focused on lease re-gears or extensions. Recent examples include Lloyds Pharmacy, Poundland, Card Factory and TUI. We have also been advised that Brighthouse is closing their unit at 52 High Street. The former Co-Op department store at 30/32 High Street was subdivided in 2007 and half of this (32 High Street) remains vacant having never been occupied in the 10 years since the unit was formed. This is despite benefitting from Class 3 (hot food) planning consent.

The former 'Store 21' unit at College Way, the section of the Artizan Centre which runs perpendicular to High Street, is under offer to a national charity. In summary, the retail market in Dumbarton is characterised by limited demand. That which does exist is for smaller units of less than 2,000 sq ft. Larger floor space requirements gravitate towards St James Retail Park. In terms of rental levels, we would anticipate a rent of between £15 and £20 per sq ft Zone A would be achievable, indicating an annual rent for the ground floor of between £15,750 and £21,000, adopting a reduced floor area of 1,050 sq ft based on information extracted from the Scottish Assessors Association website. We would anticipate a potentially lengthy letting void prior to securing a tenant and any tenant interest is likely to be from local operators rather than national multiples. This would result in poorer security of income due to a higher likelihood of tenant failure.

Residential Demand and Values:

Our research, based on Registers of Scotland data, indicate that a total of 93 properties in the G82 1 postcode have sold within the last 12 months. In the wider G82 postcode (which takes in not only Dumbarton but Cardross, Colgrain, Bellsmyre and Milton), Zoopla states there have been 330 sales in the last 12 months. The average price paid was £131,545. With specific reference to flatted dwellings, the total number sold in the last year is 76 at an average price of £83,985.

There are currently 14 flatted dwellings currently advertised for sale on Rightmove within 0.5 miles of the subject property. These range in price from £100,000 for a new build 2 bedroom flat at Renton Road down to £30,000 for a 1 bedroom ground floor traditional flat at Castle Terrace advertised as a development opportunity. We consider that 2 bedroom flats on the upper floors of the subject building would achieve £70,000 - £80,000 as a guide. This recognises that the floor areas are likely to be generous but the configuration compromised.

To facilitate development as private flatted dwellings for sale the building would have to be sold to a developer, or the Council would need to undertake the necessary conversion works and then sell on the completed flats. In the case of the former we envisage very limited interest from developers for a number of reasons. Firstly, the location would not be regarded particularly favourably which creates uncertainty as to the end sale price and timings for sales. Also, as this is a Listed Building, it is likely that the cost of conversion will be comparatively high and the ability to carry out certain works would be restricted. A combination of both of these factors means that it is unlikely that the conversion works could be undertaken at a cost which would allow for a degree of profit to be returned to a developer given the likely low prices that could be achieved. The small size of this scheme is also likely to be a deterrent as this will limit opportunities for economies of scale and consequently the amount of profit available for what would likely be a difficult and prolonged build. Finally, there are very few developers currently active in the market due to difficulties in obtaining development finance. Funders are concentrating on developers with proven track records and development schemes in undoubted locations. In terms of the rental market, within 0.5 miles of the subjects, there are 5 flats being marketed for let on Rightmove. Rentals range from £495 per calendar month for a 2 bedroom traditional tenement flat down to £275 per calendar month for a 1 bed traditional flat above retail. We consider a realistic rent for flats at the subject property to be in the order of £400 per calendar month.

A rented scheme may stand a better chance of success in this type of location. Renters tend to be less deterred by being situated above non-residential ground floor uses and demand levels for rented properties are currently good. In addition, a rented model would allow the Council to retain ownership either by directly leasing the flats, or granting a head lease over all three to an investor, trust or a housing association.

Other Potential Uses:

We understand that other uses being considered include social enterprises, museum, and civic use. None of these would be market driven and in the face of anticipated limited demand from commercial occupiers, this type of use is likely to provide a greater degree of certainty of occupation.

Conclusions:

If the property was marketed for sale in its current form we would anticipate very limited, if any, demand. This would feed into the price that could be achieved. In our experience, we would anticipate a property such as this would achieve in the order of £25 - £35 per sq ft which would result in an overall potential receipt of £100,000 to £125,000. Unless sold at auction, we would anticipate a sales period measured in years rather than weeks or months.

1.7 OPTION APPRAISAL

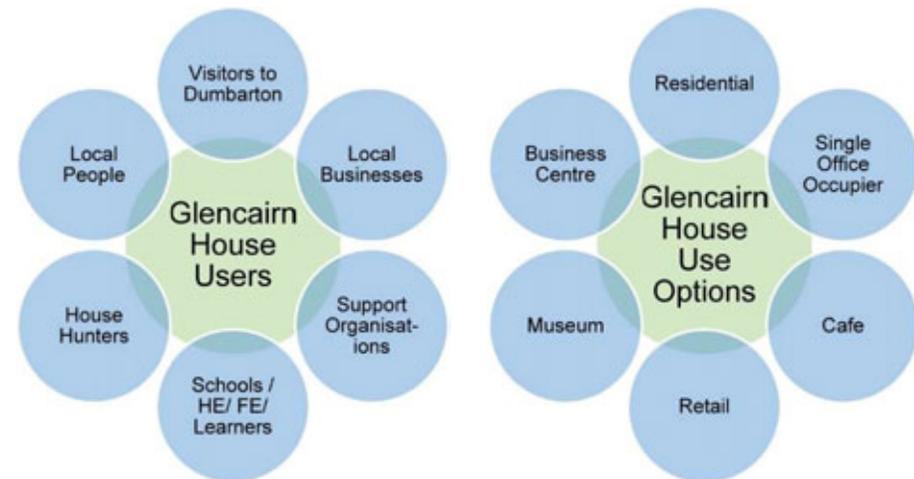
1.7.1 Approach Adopted to Options Appraisal

An options appraisal was undertaken to identify the most viable, cost effective and deliverable options for the reuse of Glencairn House. This included;

- initial discussions with WDC identified the parameters for the options appraisal and ascertained any uses that were considered unsuitable for the building – an open approach was taken and nothing was excluded at this stage;
- analysis of the internal spaces within the building by ZM Architecture to identify what uses could potentially be accommodated within the restored spaces;
- analysis of the existing services and facilities within Dumbarton to avoid duplication and identify gaps;
- early consultations with key stakeholders and interested parties to identify preferences and priorities;
- a public consultation event in Dumbarton to gather ideas and feedback on the reuse of the building, and gauge support for different options; and
- a market assessment was undertaken by Lambert Smith Hampton to examine the commercial context which various uses would be operating in.

Prior to defining a long-list of potential uses for Glencairn House, consideration was given to the potential ‘users’ to ensure that no likely activity was missed out at the initial stage. This identified six groups of key users that would potentially make use of a restored Glencairn House – visitors to Dumbarton, local business owners/ managers, support groups/ organisations, schools/ colleges/ universities/ other learners, people looking to purchase/ rent a home, and a wide range of local residents (individuals and groups). From the initial review and analysis six uses were identified as possibilities for review at the long-list options appraisal stage, as shown on the diagram below. These could either require use of the full building (as in the case of a single office occupier) or could be accommodated in part of building as a mix of uses (as in the case of a ground floor café). These potential ‘uses’ for Glencairn House were appraised against eight criteria measures:

- fit within the physical space of the building;
- likely commercial and financial sustainability;
- level of stakeholder support;
- level of risk – broad categorisation of risk;
- likely demand – for the use in this particular building/ location;
- level of impacts and benefits that could be generated;
- potential for displacement from elsewhere in Dumbarton/ West Dunbartonshire; and
- extent to which the general public will be able to access the space.



An Options Scoring Matrix was prepared to analyse each of the eight criteria. This was done on a scoring basis which each scored between 1 (low) and 10 (high), with the exception of level of risk and potential for displacement which were subject to inverse scoring (i.e. 1 high and 10 low). The maximum each use could achieve is a score of 80. Three thresholds were assigned to determine whether an option should be taken to the next stage for more detailed analysis and these were;

- **Not recommended** – a score of 44 or less;
- **Consider** – a score of between 45 and 64; and
- **Proceed** – a score of 65+.

Options Scoring Matrix

	Physical fit in space	Commercial and financial sustainability	Stakeholder Support	Level of Risk (Inverse)	Likely Demand	Impacts/ Benefits	Potential for Displacement (Inverse)	Public Access	Total Score (Max. 80 pts)	Outcome/ Recommendation
Retail	7	2	2	2	2	4	2	9	30	Reject
<i>Rationale: already a high level of vacant retail units in town centre, unlikely to be demand</i>										
Residential	6	6	6	7	5	7	8	0	45	Consider
<i>Rationale: only applies to upper floors, awkward configuration, likely to be little financial return on conversion costs.</i>										
Office (commercial/social)	7	5	6	6	3	6	2	4	39	Reject
<i>Rationale: market assessment shows little commercial demand for office space. Visible town centre location for a service provider.</i>										
Museum	8	3	10	6	9	9	8	10	63	Consider
<i>Rationale: lots of local support, identified gap in town centre, existing museum collection, potential to tie in with riverside walkway and complement other heritage attractions.</i>										
Café	7	7	7	7	6	6	3	9	52	Consider
<i>Rationale: would occupy part of the building and could complement other uses, drawing in regular footfall. Some issues on competition with existing cafes.</i>										
Business centre - multiple users	6	6	6	4	4	7	3	5	41	Reject
<i>Rationale: little commercial demand for office space, while training space already available at nearby Employability Hub.</i>										

The initial scoring identified three options falling into the 'not recommended' score (retail, office for single user, and business centre) and three into the 'consider' score (residential, café and museum). This matrix was presented and discussed at the Project Steering Group, Options Review Workshop, on the 14th March 2017. The scoring of certain criteria was adjusted in line with the outcomes of this meeting.

1.7.2 Long List Options Appraisal

Each of the six long list options was individually appraised. The following provides a breakdown of the assessment and scoring of each;

1.7.2.1 Retail

With its Dumbarton town centre location, retail is an obvious option for the re-use of Glencairn House. However, with over 20 shop units currently unoccupied within the town centre as set out in Lambert Smith Hampton's property review there is unlikely to be the demand for this use and their report notes "*there is very limited demand for commercial space in Dumbarton ... general oversupply of available property and values are consequently low*". While retail use scores well in the options matrix against its physical fit within the space and allows public access to the property, it scores very low against all other criteria. If the retail option was pursued, Lambert Smith Hampton estimate that a rent of between £15 and £20 per sq ft Zone A could be achievable, indicating an annual rent for the ground floor of between £15,750 and £21,000. However, they add a note of caution in that they "*would anticipate a potentially lengthy letting void period prior to securing a tenant*", noting other nearby units have lain empty for a considerable period of time. The relocation of West Dunbartonshire Council's Headquarters into the town centre in early 2018 will, however, almost certainly see an increase in footfall, trade and economic activity. While this will make retail units more desirable to occupiers, the number of vacant shops (20 units) are likely to take some time to fill.

Outcome: scores 30/80. Action: Reject

The property market review is clear that there is unlikely to be significant demand for Glencairn House as a retail unit stating that "the retail market in Dumbarton is characterised by limited demand". While the increased footfall with the new WDC office will increase demand for retail space, this is potentially unlikely to outstrip the existing supply in the short to midterm.

1.7.2.2 Residential

The residential option scores relatively well against most of the appraisal criteria with the exception of public access at 0/10. Residential use would apply to the upper floors only, which each floor being configured into a two-bedroom flat. However, there are potential issues with the layout of the property and how well it could be adapted for modern/ attractive flats i.e. the rear view is obscured by the adjacent J D Wetherspoon pubic house. The Lambert Smith Hampton property review identifies a significant price differential in the 14 flatted properties that are currently being advertised within a 0.5 mile radius, from £30-100,000. The review also notes that 76 flats have been sold in the past 12 months at an average price of almost £84,000. If sold to a private occupier, LSH estimate a guide price of £70-80,000 recognising that the flats would have a generous size but that the configuration would be compromised. While there would probably be interest from the end occupier once complete the cost of restoring and converting the property is unlikely to yield an attractive return on investment and therefore the conversion will be of limited interest to developers. An alternative option would be for WDC (or a Registered Social Landlord) to undertake the restoration and conversion works and offer the property for social rent assisted with potential grants such as the Empty Homes Initiative scheme and with the capital costs offset over an extended period. LSH estimate the likely rental value in the order of £400 per calendar month.

Outcome: scores 45 / 80. Action: Consider further

While the residential option would probably need to be taken forward by WDC or RSL partner, it will require grant funding and/ or offset of capital costs, but there is likely to be demand from an end occupier that could generate c. £400 pcm. It is therefore recommended that his option is taken forward for further detailed analysis at the short-listed appraisal stage.

1.7.2.3 Office – Single Occupier

The most recent use of Glencairn House was as office accommodation – until recently the ground floor was occupied by Dumbarton Credit Union and the upper floors were in office use until 2011, since when they have been vacant. An office use is therefore an obvious option and could be marketed to a public, private or social enterprise occupier. The Lambert Smith Hampton property review, however, notes that there is little commercial demand for office space in Dumbarton, with over 15,000 sq ft currently being advertised across two properties – Strathleven House and Leven Valley Enterprise Centre – both multi-occupancy business centres providing serviced small office units, mainly to local business owners. As with the retail option there is, however, a need to consider the imminent change in Dumbarton town centre following relocation of WDC’s main office early in 2018. This could make the town centre more attractive to office occupiers that wish to be in close proximity to the Council, or to benefit from the increased footfall from employees and visitors. LSH have advised that rental value of between £6.50 and £8.50 (exclusive of other charges) would likely be achievable at Glencairn House. They also note that unless an occupier committed to taking the building at an early stage, there is a significant risk that it could lie empty for some time. While the office option scores relatively well against some of the appraisal criteria, the property market assessment clearly raises concerns about the level of demand, the likely timescale before an occupier is secured, and the low level of rent needed to attract a tenant. With the amount of vacant office space currently being marketed, there would also be a high level of displacement.

Outcome: scores 39 / 80. Action: Reject

The property market review is clear that there is unlikely to be any significant demand from occupiers for an office restoration at Glencairn House. It is also clear that there is sufficient office premises already available in the local market. It is therefore not recommended to take this option any further.

1.7.2.4 Museum

As the oldest building in Dumbarton and with an attractive/ unique frontage, there is considerable interest from local people in the history and heritage of Glencairn House. This coincides with vocal support within the local community for the establishment of a new museum in Dumbarton. While Dumbarton already hosts the Scottish Maritime Museum and Dumbarton Castle, the lack of a dedicated “town museum” has been identified by local groups as a missing element. Bringing these two factors together, there is an opportunity to establish a Dumbarton town museum in Glencairn House, which has a prominent spot on the high street and could help to attract new footfall into the town centre. Work is also due to commence on a waterfront path between the town centre and Castle, a priority project which emerged from the recent Charrette process. With a pend connecting Glencairn House to the riverside, there is an opportunity to

link a museum with the town's other heritage assets, creating a "museum trail". Other relevant factors include the presence of an existing WDC museum collection which could form the basis of the exhibition content to be housed within the building, and also 2022 being the 800th anniversary of Dumbarton being granted royal burgh status. There is, however, a key weakness with the museum option in that this use would not be revenue positive and the cost of operating would likely be considerably higher than any income that could be generated from a small café and/or shop facility. While there may be potential to secure external capital grant funding for the restoration of the building, and possibly offset some of the initial revenue running costs in the short term, there would need to be clear commitment from WDC (or other operator) to cover the likely revenue running shortfall for a period of at least 20 years. If the museum option did not need to take up all three floors within Glencairn House, there may be potential to re-configure the building to give separate access to the upper floor(s) which could be redeveloped and rented to generate a revenue income stream. This would most likely be for residential rather than office use based on the appraisal feedback presented earlier.

Outcome: scores 63 / 80. Action: Consider further

With the exception of commercial/ financial viability, this option scores well against all other indicators, particularly stakeholder support and public access (both 10 / 10).

1.7.2.5 Café

A café would require the use of the ground floor premises only, and would enable another use – most likely residential – to be accommodated on the upper floors. This use could also be delivered alongside the museum option as a small franchise outlet, or possibly with the museum on the upper floor(s). Over recent years there has been a significant increase in the number of café premises operating on high streets across Scotland's towns. There is also growing interest in cafes opening in unique or heritage premises, with customers seeking an 'authentic' experience. At present there are four cafes operating in Dumbarton town centre – a mix of national chains and local independent traders – including a nearby Costa coffee shop which opened in the past 12 months. This does, however, need to be set in the context of there being c. 130 retail premises in Dumbarton town centre. The café option scores mid to high against all appraisal criteria with the exception of displacement, given the likelihood that a proportion of customers would otherwise go to one of the existing cafes. Again, there is the need to consider the anticipated increase in footfall in Dumbarton following WDC office relocation, and therefore displacement becomes less of a factor.

Outcome: scores 52 / 80. Action: Consider further

The delivery of a café in Glencairn House would be a popular re-use of part of this heritage building and, occupying only part of the space, would fit with other uses.

1.7.2.6 Business Centre – Multiple Users

As noted in the earlier office section, there is little commercial demand for office space in Dumbarton. The two premises that are currently advertising space are both Business Centre operations and have been operating for some years. We are also aware of the Titan Enterprise Centre in Clydebank which also operates as a Business Centre, albeit in a modern new office building, and has vacant office units available for rent. Each of these facilities have meeting and training rooms that can be hired by other users (i.e. not exclusive to tenants) as do other office, hotel and

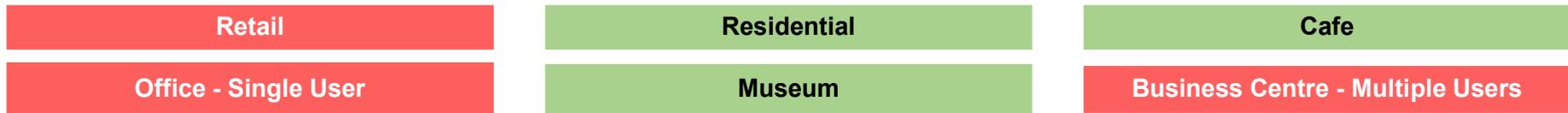
venue operators elsewhere in West Dunbartonshire. While a Business Centre use could generate economic benefits for Dumbarton – attract new businesses, support business starts, create new jobs and generate footfall for other town centre businesses – given the amount of vacant small office units that are currently available it is likely that any activity that was attracted to Glencairn House would simply displace tenants from elsewhere. We also note that training space is already available at the Employability Hub, nearby on High Street, and that there will be bookable space available within the new council headquarters.

*Outcome: scores 41/80. Action: **Reject***

There is unlikely to be any significant level of demand for more small office units – any occupier is likely to displace tenants from other operating Business Centres.

1.7.3 Long List Summary Results

Based on the appraisal criteria presented over the previous pages, three use options have been rejected at this stage (see red text boxes) and three identified for further detailed consideration (see green text boxes).



1.7.4 Preferred options

Of the six uses considered, three were taken forward for further consideration to the short list. The short list was assessed against the architectural assessment and the likely capital restoration costs to allow a detailed appraisal of the best use for the available spaces within Glencairn House. These are defined in the following table.

	Museum with café	Museum with residential	Residential with café
Ground Floor	Café and museum	Museum	Café
First Floor	Museum	Museum	Residential
Second Floor	Office and storage	Residential	Residential

Scenario 1: Museum with café		
Description	A museum covering local history and linking with existing visitor attractions in Dumbarton. Potential to have some gallery space in similar fashion to Clydebank Museum. A café on the ground floor of the building would ensure regular footfall and create an attractive frontage/entrance to the museum.	
SWOT	<p><u>Strengths</u></p> <ul style="list-style-type: none"> • strong local support for idea • identified by stakeholders as a gap in town • Glencairn Greit House Interest Group established – pool of volunteers to assist with running of museum • appropriate use of the town’s oldest building • maximises public access to the building 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • revenue implications of operating museum – key consideration • increased competition for existing local cafés • No clear product or brand for the content
	<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • café could benefit from increased footfall in town centre as a result of WDC relocation • existing museum collection to showcase • attract travelling exhibitions and art works –Clydebank Museum model • significant local history and 800th anniversary of Dumbarton’s royal burgh status in 2022 • opportunity to link with new riverside walkway and other heritage assets in town 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • financial risk of operating a museum – WDC (or other) would need to commit long-term to secure grant funding • low visitor numbers prove unsustainable – particularly after initial buzz had died down
Capital £	£2.5m - includes £300k capital budget to establish the museum and £300k for external fabric costs.	
Revenue £ p.a.	£9k – based on operating profits from café space.	
Outcome	There is a strong local support for the creation of a town museum in Dumbarton and, being centrally located on High Street, the building is well placed to host such a facility. However, the revenue implications of a museum project are an important consideration, particularly as a café or small shop is likely to only generate a small income. How workable this is, and who the eventual operator of a museum/the building would be (and if they wish to prioritise funding the project), are key points to consider going forward.	
	<p>While the museum would be a good fit with the building and enjoys strong support, how it would be funded needs to be considered carefully. The café would need to be at least revenue neutral and could benefit from increased town centre activity as a result of the WDC relocation.</p> <p>Result = high score</p>	

Scenario 2: Museum with residential		
Description	A museum covering local history and linking in with existing visitor attractions in Dumbarton (Castle and Maritime Museum). Potential to have some gallery space in similar fashion to Clydebank Museum. One two-bed residential flat (for rent) on the second floor would generate some revenue income.	
SWOT	<p><u>Strengths</u></p> <ul style="list-style-type: none"> • strong local support for idea • identified as a gap in town • Glencairn Greit House Interest Group established –pool of volunteers to assist with running of museum • appropriate use of the town’s oldest building • maximises public access to the building • likely demand for rented flat in Dumbarton town centre 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • revenue implications of operating museum – key consideration • would need to create a new separate entrance for residential unit • unclear how compatible these two uses are • Museum floor area would be compromised
	<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • existing museum collection to showcase • show travelling exhibitions and art works –Clydebank Museum model • significant local history and 800th anniversary of Dumbarton’s royal burgh status in 2022 • opportunity to link with new riverside walkway and other heritage assets in town • growing interest in town centre living 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • financial risk of operating museum • low visitor numbers prove unsustainable – particularly after initial buzz had died down • reputational risk of putting private residential unit into Dumbarton’s oldest building
Capital £	(Not costed)	
Revenue £ p.a.	£0 or minimal. There is potential for the rental income to be held within a ring-fenced budget to offset future building maintenance costs.	
Outcome	There is a strong local support for the creation of a town museum in Dumbarton. However, the revenue implications of a museum project are an important consideration. How workable this is, and who the eventual operator of a museum/the building would be (and if they wish to prioritise funding the project), are key points to consider going forward. There are potential risks of creating a single residential unit on the second floor – this would require the creation of a new dedicated entrance but would only service one unit therefore not cost effective. These two uses are not natural allies and therefore would probably require separate funding mixes, making project delivery more complex.	
	<p>While the museum would be a good fit with the building and enjoys strong support, the residential option does not demonstrate value for money.</p> <p>Result = Low</p>	

Scenario 3: Residential with Café		
Description	Residential use on upper floors, conversion to two 2-bedroom flats, with a ground floor café.	
SWOT	<u>Strengths</u> <ul style="list-style-type: none"> once capital costs are met and occupiers secured, is likely to be revenue generating flats highly likely to be occupied, bring building back into permanent reuse increases town centre population, creating new footfall and economic benefits 	<u>Weaknesses</u> <ul style="list-style-type: none"> public access to the building is restricted to the café area would need capital grant and/ or restoration costs to be offset to secure developer interest increased competition for existing local cafes
	<u>Opportunities</u> <ul style="list-style-type: none"> café could benefit from increased footfall in town centre as a result of WDC relocation although not a museum, café could still tie in with history of the building and feature some interpretation of local heritage (in addition to the blue plaque outside) growing interest in town centre living 	<u>Threats</u> <ul style="list-style-type: none"> missed opportunity to make a real difference to town centre and engage community in an exciting project risk of negative publicity from other café operators
Capital £	£1m - includes £300k for external fabric costs.	
Revenue £ p.a.	Rental incomes - Residential circa £9,600 – Ground floor £15,750 (subject to void adjustments and letting period)	
Outcome	<p>The key advantage of this scenario would be avoiding the risks associated with opening a museum and the associated revenue costs. There are presently a number of cafes within the town centre, but the customer base will substantially increase once WDC have completed relocation to the town centre.</p> <p>None of the options under consideration will offset the capital costs – but the steady income generated from residential rent could help to offset over an extended period.</p>	
	Residential conversion of the building would generate guaranteed rental income, and a ground floor café would benefit from increased town centre activity following the WDC relocation. Result = mid to high	

1.7.5 Options Summary

Factors for Consideration	Scenario 1: Museum with Café	Scenario 2: Museum with Residential	Scenario 3: Residential with Cafe
Level of benefits created	Good	Some	Some
Level of risk	Risks associated with finance	Risks associated with finance, offset with flat rental. Floor space for museum will be compromised. Access arrangements difficult to combine.	Lower risk than other options – likely to be manageable
Timescale	36 months for development and delivery phases, café may take some time to attract tenant	30 months for development and delivery phases, museum opens immediately, flats likely to be in demand	24 months for restoration, flats likely to be in demand but may take some time to attract café tenant
Capital cost	£2.5m	Not costed	£1m
Revenue £ p a.	£9k	£0	£25k
Revenue operating cost £ p a.	£80k	Not costed	Circa £5k - maintenance and operational costs. TBC.
Simple Cost-Benefit Score	High	Low	High
			

Of the three short listed options scenario 1 and 3 are recommended to be taken forward and considered architecturally toward being a preferred option(s).

1.7.6 External Consultant Input on Café Use

The design team contacted Garry Sanderson, CEO at House for an Art Lover in Bellahouston Park, Glasgow to obtain specialist advice on the commercial viability of a café within Glencairn House. The assessment was made on the basis of a café being part of a larger civic building, located on the ground floor to the front of the building on High Street. It is considered that a café would require at least 20-25 covers to be sustainable and this could be in the form of table and chairs or a poser bar. If the covers could be increased this would increase the profit margin as a café will always require two people on shift at peak times. This would then reduce the staffing costs as a percentage of revenue. An indicative, high level assessment of income has been prepared taking a reasoned, but cautious view of the income. This has indicated that a café of 20-25 covers as part of a civic building could generate approximately £9,000 annual profit when rent or rates are not factored in. This is dependent on a number of factors such as how busy the museum is, the footfall of Dumbarton and the effect the council relocation has on demand. A café could therefore potentially be profitable depending on the rental agreement with WDC and this should be considered at a more advanced stage. The following spreadsheet provides an indication of anticipated income and expense levels. **Note:** *The projected income revenue in the table below is based on partial use of the ground floor.*

GLENCAIRN HOUSE													
COST CENTRE CAFÉ-BAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
Days in the month -	30	28	31	30	31	30	31	31	30	31	30	29	362
Weeks -	4.3	4.0	4.4	4.3	4.4	4.3	4.4	4.4	4.3	4.4	4.3	4.1	
Covers	2,000	2,200	2,800	2,800	2,800	2,650	28,450						
AVERAGE DAILY COVERS	67	79	71	73	71	73	71	71	93	90	93	91	79
Av Food Spend	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50	£3.50
Av Bev Spend	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25	£1.25
Total Average	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75	£4.75
INCOME													
FOOD SALES	7,000	7,700	7,700	7,700	7,700	7,700	7,700	7,700	9,800	9,800	9,800	9,275	99,575
BEVERAGE SALES	2,500	2,750	2,750	2,750	2,750	2,750	2,750	2,750	3,500	3,500	3,500	3,313	35,563
TOTAL	9,500	10,450	13,300	13,300	13,300	12,588	£135,138						
DAILY SALES (NET)	£317	£373	£337	£348	£337	£348	£337	£337	£443	£429	£443	£434	£373
PURCHASES													
FOOD PURCHASES 65% (35%gross profit)	4,550	5,005	5,005	5,005	5,005	5,005	5,005	5,005	6,370	6,370	6,370	6,029	64,724
BEVERAGE PURCHASES 29% (71%gross profit)	725	798	798	798	798	798	798	798	1,015	1,015	1,015	961	10,313
TOTAL	5,275	5,803	7,385	7,385	7,385	6,989	75,037						
Purchases as % of sale -	56%	56%	56%	56%	56%	56%	56%	56%	56%	56%	56%	56%	56%
OTHER EXPENSES													
GROSS WAGES & SALARIES 30% (Inc HOLIDAY PAY)	2,850	3,135	3,135	3,135	3,135	3,135	3,135	3,135	3,990	3,990	3,990	3,776	40,541
NI SALARIES	228	251	251	251	251	251	251	251	319	319	319	302	3,243
PENSION COSTS	106	116	116	116	116	116	116	116	148	148	148	140	1,501
STAFF EXPENSES	100	100	100	100	100	100	100	100	100	100	100	100	1,200
CONSUMABLES CAFÉ 2%	50	55	55	55	55	55	55	55	70	70	70	66	711
EQUIPMENT HIRE	150	150	150	150	150	150	150	150	150	150	150	150	1,800
UNIFORMS	50	50	50	50	50	50	50	50	50	50	50	50	600
LAUNDRY	40	40	40	40	40	40	40	40	40	40	40	40	480
REPLACEMENTS	75	75	75	75	75	75	75	75	75	75	75	75	900
TOTAL	3,649	3,972	4,942	4,942	4,942	4,699	50,977						
	38%	38%	38%	38%	38%	38%	38%	38%	37%	37%	37%	37%	38%
GROSS PROFIT/LOSS	£577	£676	£973	£973	£973	£899	£9,124						
	6%	6%	6%	6%	6%	6%	6%	6%	7%	7%	7%	7%	7%
Cumulative -	577	1,252	1,928	2,603	3,279	3,955	4,630	5,306	6,279	7,252	8,225	9,124	

1.8 ARCHITECTURAL ASSESSMENT

The two shortlisted options were tested architecturally to appraise the suitability and viability of conversion. The building as existing is organised over three principal levels. The ground floor is a double height space with a mezzanine level over the existing pend. It is considered that this was part of a full floor that has been partially removed to create the larger volume during the conversion in 1924-25 by the Gas Corporation. Despite its outward appearance, the building is relatively modest in size totalling a G.I.A of only 335.80m² (3613.21sqft). Each floor is approximately 115m² (1,237.40sqft). The building generally appears to have good convertibility and it anticipated to have a high degree of flexibility if stripped back to a shell, potentially converting to numerous uses. The building does not have any exceptional original finishes or decorative details that require retention that would limit work to any part. The building as existing has two entrances. The primary entrance is from High Street which accesses the principal double height volume. Access to the first floor is provided by a staircase located within a lean-to-extension to the rear of the building (which dates to at least 1932). The building has a secondary entrance to this extension accessed from Quay pend connecting High Street to Riverside Lane. The ground floor unit can connect to the rear staircase through a controlled door. Access to the second floor is provided by a dog-leg stair located within the footprint of the existing building.

1.8.1 DUMBARTON MUSEUM OPTION

1.8.1.1 Suitability of conversion

A museum use would likely occupy the full building due to its modest size and indeed the size and configuration of the building would dictate the nature and scope of any exhibition or interpretive content. Currently the building's circulation has poor legibility and no barrier free access to the upper levels. It is not conducive to a public civic building and improving the building's accessibility and way-finding will be one of the key first steps to successful conversion. In addition, the existing accommodation is cellular in nature which may not be particularly advantageous to a museum use although this is dependent on the type of collection and display narrative.

1.8.1.2 Extent of adaptive change and significant intervention either by demolition or addition

The building requires a new circulation and accessibility strategy. It is proposed to construct a new lift and stair core to the available land to the south. This will require demolition of the existing lean-to extension containing the stair to first floor. The existing staircase between the first and second floors can also be removed with access to the second floor being provided by the new core. To improve connection and visibility, encouraging users to progress up through the building, larger slappings are proposed at ground, mezzanine and first floor levels.

1.8.1.3 Definition of how existing spaces will be used

With the new core providing accessibility to all levels it is proposed that the ground, mezzanine and first floors would contain the main museum display. The second floor would provide learning spaces, staff accommodation and archive areas.

Ground floor. The principle entrance to the museum would be from High Street. When stripped of all existing non-loadbearing partitions this would create a large open plan space with three internal arches to the ground floor. The space could be split, reasonably equally, between café and museum display and interpretation (figure 9). There would likely be a small reception and information desk to support the museum. The café, which would require to have a minimum of 20 covers, could help draw in new visitors and also provide refreshments for the patrons. The café would ideally be located to the High Street for maximum visibility and connectivity. The building could have a secondary entrance from the pend. This could serve as a staff entrance or back of house entrance for deliveries, temporary exhibition material and specific public events. It would also act as a fire escape exit for the building. The glazed side screens would increase visibility into the museum and also bring in natural light while opening views out towards the river Leven. The enlarged slapping between the core and the existing building encourages users to move up through the building to further museum space upstairs.

Mezzanine. A new stair and lift core provides the opportunity to introduce a new mezzanine floor to the rear of the building within the double height space if there was a requirement for additional display space (figure 10). This space would visually connect with the ground floor between the internal arches overlooking the double height space to the front. The floor to ceiling height to the ground and first floor would be approximately 2200mm. While a more generous floor height would usually be required the depth of the space and the generous ceiling heights to the spaces either side is such that it could work in this circumstance. The new mezzanine could provide stepped access up to the existing floor area above the pend which has a head height of 1.8m. The use of the existing mezzanine would need to be carefully considered as part of the museum curation and a detailed technical study at the next stage will be required to ensure compliance. It is currently proposed that this could house an archive store to part. The new core could provide additional museum exhibition space with views towards the Leven.

First floor. The first floor could be used as part of the museum display and interpretation (figure 11). A detailed study of the potential content and focus of the museum or indeed archive would be required to allow curation and interpretation proposals to be prepared in tandem with considering the available floor area. The result of this study could determine that either an open plan or cellular type spaces are best for displaying the available material. With the existing staircase between the first and second floor being removed this creates the opportunity to provide an open plan space should this be conducive to the exhibition route. For the purposes of the design an open space has been assumed to allow the material to be read in context and to maximise sense of space and light. The museum space has been shown laid out in a circular, tour route for legibility. An open plan space would also make the building easier to manage from a security perspective. The new core could provide additional museum exhibition space with views towards the Leven.

Second floor. The second floor could be used as a public accessible learning space or meeting rooms and staff accommodation (figure 12). It could also potentially house archive stores for alternating temporary displays. The layout shown is indicative and would require input from the future management team of their specific requirements. The office and learning spaces would be orientated towards High Street in the best rooms.

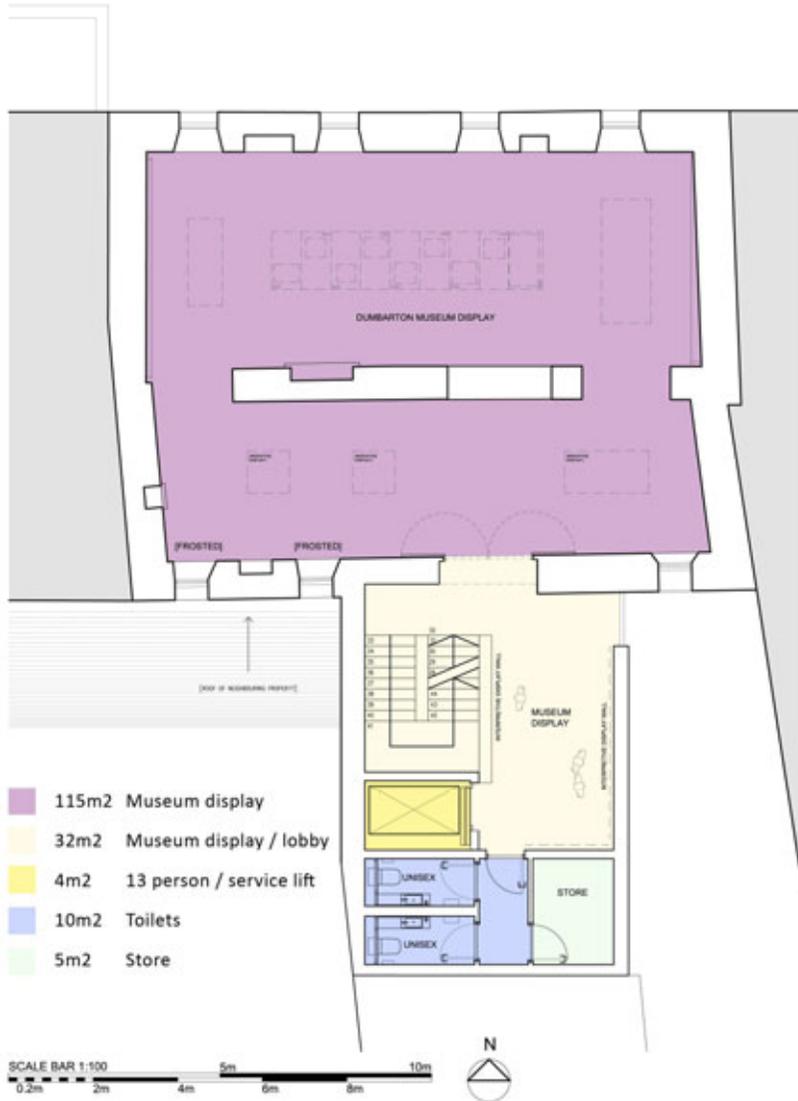


Figure 11: First floor plan – Museum use as proposed



Figure 12: Second floor plan – Staff and archive area as proposed

1.8.1.4 Servicing arrangements (access, parking, refuse collection, deliveries)

Parking

The building occupies a central location on the High Street with good public transport connections by rail and bus. It is anticipated that a medium to high percentage of visitors may come by car and this could increase pressure on the existing parking provision on Riverside Lane. The charrette and public consultations discussed a wider vision to create a museum tour route through Dumbarton incorporating the Castle and the Denny Tank. This could potentially encourage sustainable transport and visitor access by foot from other destinations which could in turn reduce the pressure on the parking at Glencairn House.

Access

To succeed as a tourist destination the building needs to be as accessible and welcoming as possible. The existing principal entrance on the High Street has good presence. By removing the opaque film to the existing display windows this will visually open the building up to the public creating views into and through the building. This will help encourage passing trade into the building. The café will encourage greater footfall, drawing in new customers and giving the museum vibrancy throughout the day. External seating, if consent is provided, will add further vibrancy and animation at street level.

Servicing / bin stores

The building will require bins to support the café and museum use. It is proposed that a bin store is integrated into the new core capable of housing a commercial euro bin as figure 9. The café's front of house servery will be modest to maximise the space for covers and will be supported by a small kitchen area to the rear. It is not anticipated that this will require any commercial ventilation extract as the café will therefore have less onerous and expensive servicing requirements relying on predominately brought in or cold foods. As a result, it will pose less of a fire risk which will be an important consideration for protection of any collections.

The building will be serviced by sanitary facilities on the ground and first floor as figure 9 and 11, located within the new core. The area for the new core is restricted by the land size available. There is not space within the footprint to provide efficient, sizeable separate male and female accommodation and therefore unisex facilities has been proposed throughout. An accessible sanitary accommodation is provided at ground level. Plant and storage space is located on the mezzanine and first floor within the core as figure 10 and 11. These spaces could be used for building services (electrical, heating, ventilation) and potentially for an additional food store for the café if required. The staff areas on the second floor would have private sanitary and welfare (staff room / kitchen) accommodation which would be located to the rear of the building. The staff room would be located with views out to Levensgrove Park.

1.8.1.5 Extent of public access

A Museum will return the building to public use with the ground, mezzanine, first floor and second floor being fully accessible.

1.8.1.6 Significant future issues for consideration

The upper floors are served by a single stair with a single room exit at mezzanine, first and second floor level. As a result, the Technical Standards will impose restrictions on the total occupancy capacity of each floor. This is likely to be to not more than 60 persons per storey. Furthermore, due to the building's height with the uppermost storey being above 7.5m this brings more onerous restrictions under the fire regulations of the Technical Standards. There is not the possibility to introduce a second means of escape and therefore it is anticipated that an Alternative Means of Compliance application will be required at the appropriate stage. It is likely that mitigating measures will be required such as full suppression and early warning system to all levels. The use of a water-less suppression system should be considered from the outset for protection of exhibition content relative to the value /rarity of the exhibit material. This will be for the client to evaluate at the appropriate stage. For exhibitions water based systems can be as damaging to a collection as smoke or fire.

Consideration should also be given to the security of the museum. With public areas located over three floors depending on the content of the exhibition this may require staff at each level or increased cctv /monitoring provision. Increased staff numbers will impact on revenue costs. Careful future consideration should also be given to security of the collection. At the appropriate stage the threats to the collection should be identified, the risk of loss assessed, and countermeasures formed.

1.8.1.7 Accessibility assessment

The proposed conversions works will result in the building being made fully accessible with lift access to all floors and appropriate accessible sanitary accommodation for the building.

1.8.1.8 Capital Costs

An indicative conversion cost plan has been prepared by NBM Construction Cost Consultants based on the proposed drawings to offer guidance on financial viability. The works costs are based on a feasibility estimate to demonstrate the likely costs required in upgrading/ developing the property including for preliminaries (17.5%) and risk allowance / contingencies (10%) up to the first quarter of 2017 but excluding VAT, professional design fees, statutory fees, inflation, legal fees or insurances. The costs factor in a figure of £300,000 to cover museum specific fit outs - display, AV installations and specialist lighting etc. **Note:** The feasibility cost plan are for internal conversion works only, external fabric repair costs are not included as part of the detailed assessment.

The indicative internal conversion works cost to create a Museum to the full building is **£1,816,832 ex VAT**.

The total project cost would include the following;

Professional fees at 19%	£345,198 (including allowance for interpretation designer)
Planning fees	£1,203 (based on construction of 197m2 of new floor space)

Warrant fees £5,380 (based on construction cost excluding gallery display fit out of £1,200,001 – £1,300,000)

External fabric costs £336,000

This is based on simple assessment of a budget figure to cover comprehensive external fabric works (including windows). It has not been calculated on the basis of a condition appraisal and a costed recommended scope of works. The external building fabric requirements to ensure a fit for purpose building envelope, proportionate to the capital investment in a civic / museum conversion should be considered in detail as part of any future development stage. The figure is also based on a specification to meet Listed Building Consent criteria and to comply with HES Advisory standards of repair to ensure grant eligibility. The budget figure is inclusive of associated professional fees.

The indicative total project costs to create a Museum to the full building is **£2,504,613** (excluding general FF&E, VAT, Site surveys and investigations, inflation, legal fees or insurances).

1.8.2 RESIDENTIAL OPTION

1.8.2.1 Suitability of conversion and definition of how existing spaces will be used

The building logically sub-divides into a commercial unit to the ground floor with residential units to the upper floors.

Ground floor

The ground floor commercial unit would be accessed from the principal entrance on High Street. When stripped of all non-loadbearing partitions this would create two open plan spaces separated by three internal arches resulting in a natural front and back to the unit. The existing mezzanine space which is accessed by an internal stair as existing has a reduced head height of only 1800mm and therefore its future use would be limited to potentially storage use only. The unit could potentially accommodate a variety of commercial uses such as retail, office or food and drink. A retail option would be the least onerous for conversion with a food and drink venue potentially the most. On this basis, a food and drink unit is the option that has been tested.

A café layout as shown on figure 13 could provide a moderately sized café of approximately 35-40 covers. The widened pavement in front of Glencairn House would be ideal for additional seating externally which could increase the total amount of covers. The design naturally divides front and back with café seating and servery to the front and service accommodation to the rear of the unit. The cafe would be serviced from a front of house servery supported by a back of house kitchen. The mezzanine area could provide additional storage accommodation and a back of house staff WC could be added within the existing lean-to. The updated 2016 Technical Standards note that one unisex WC installed for use by both male and female customers serves up to 20 persons. The café therefore would be supported by two public unisex wc with one being an accessible sanitary accommodation.

First and second floors

The building's limited size dictates that the upper floors can only accommodate a single residential unit per floor. This results in a total of two generously sized, 2 bedroom flats at 110m² each (GIA). These units would be accessed via an independent residential entry on Quay pend and use the existing staircase arrangement. The flat layouts have been designed around the existing staircase arrangement and the east-west internal masonry spine wall. Both flats are compromised by the Weatherspoon's building which wraps around the rear of the building at the south west. These effect the views from the rear southwest room which currently look onto the pitched roof of the adjoining building. This has dictated that living or sleeping accommodation cannot be located in this part of the building. The design of the flats has therefore located bathrooms and en-suites to this area of the building where aspect isn't vital but natural ventilation can still be provided. This would link well with the new drainage locations below. The glazing panels to these areas would likely be opaque. There is the possibility that the living room and the kitchen could be separate rooms if required however for the purposes of this appraisal they are shown as one open plan room to make it dual aspect with river and street views. The bedrooms are well proportioned. The master has en-suite facilities which may not be required if taken on by a RSL. Each flat has a separate utility room.

1.8.2.2 Extent of adaptive change and significant intervention either by demolition or addition

The proposed design works within the existing footprint of the existing building requiring no further demolition. The internal arrangements would be stripped back to a shell for fit out to allow improvement to acoustic, fire and thermal performance.

Commercial

The commercial unit will require removal of all internal non-original partitions back to a shell condition for conversion fit out. The existing staircase serving the mezzanine is also recommended for removal with a replacement to suit the new layout proposals. As described in more detail in 1.8.2.3 the existing connection to the rear residential stair requires removed and infilled and the plant room reconfigured to allow a new rear commercial entrance. New drainage connections will be required to serve the new WCs and it is anticipated that the existing arrangement can be extended to suit. The kitchen waste will utilise the existing pop up location modified to suit.

Residential

The residential development will retain and utilise the existing stair configuration. The lobby walls will require upgraded or likely renewed for improved fire separation and acoustic performance and to suit the new layout. The first and second floors contain very little original or decorative elements. Creation of the residential units requires complete strip of the floors back to a shell state with removal of the internal partitions which have been assumed are non-loadbearing. It would be advisable to remove the external wall linings so that these can be thermally upgraded. The existing cornices and doors should be templated so that these can be reintroduced as part of the conversion works. Upgrades will likely be required to the existing floors to improve acoustic and fire performance to current technical regulations. Two new slappings are required to the central masonry east-west spine wall to allow connection to the kitchen and through to

the bathroom and utility area. This spine wall is considered to originally have been an external wall and therefore there is the possibility that there could be concealed existing window openings which may impact on the final locations and size of these openings. Early opening up would be beneficial before proceeding to the next stage of design.

1.8.2.3 Servicing arrangements (access, parking, refuse collection, deliveries)

Parking

With its location on a prominent part of the High Street a café's main trade will be footfall from the local town. There is free public parking located close to the building on Riverside Lane which is used by visitors to the town centre. It is not anticipated that café use would greatly impact on the existing parking provision.

The residential parking standards for 2 bedroom apartments is 1.5 spaces per dwelling (unassigned). The development would therefore require 3 parking spaces. Due to the building's urban location and lack of external space it will not be possible to provide parking for the development. The land adjacent to the commercial entrance could potentially accommodate a single parking space although this potentially could be aligned to the commercial unit for staff parking or deliveries. On similar urban projects relaxation of the parking standards has been permitted on the understanding that due to the town centre location and with good transport connections, car use is not essential to the development. Dumbarton train station is located within a 10-minute walk of the property and there are bus connections on the High Street. Visitor parking to the development can be provided by the existing parking on Riverside Lane. WDC Roads consent would be required as part of a planning application.

Access

As existing the first and second floors shared the entrance from Quay pend with the ground floor unit. With the upper floors being residential this arrangement is no longer recommended and the proposed design removes the ground floor access to this lobby as figure 13. A new separating wall is proposed to block this off with the creation of a staff WC in the vacant space. Rear access to the ground unit is desirable however for staff access, deliveries and access to commercial bins. Therefore, the arrangement of the existing plant room has been shown revised with the corridor extending through to a new entrance. Our understanding is that the electrics for the building are being relocated to this room as part of the next phase of works and are not completed at the time of writing and therefore the opportunity exists to make this change with minimal impact. The plant room has been smaller to suit occupying more space underneath the stair. A fire door and separating wall would need to be installed between the plant / electric room and the corridor / stair.

Servicing / bin stores

The residential and commercial properties require external bin stores to support their use. It is proposed that the land to the south of the lean-to which is within the council ownership is used to support the development providing land on which to locate the required stores. For the purposes of the design an indicative arrangement has been shown with 2 commercial euro bins and 4 domestic bins. This land will also provide the staff entrance point for the commercial unit and has space to accommodate either a staff parking space or area for deliveries.

Servicing

The type of food the café serves should be considered from the outset as this can have implications on the servicing requirements. Ventilation of the kitchen is a key consideration. Predominately cold foods comprising sandwiches, cakes, soups and bought in foods will have less onerous ventilation requirements. Full cooking facilities will require a commercial extract system. This would be located externally to the rear of the property, typically circular in diameter and in stainless steel terminating approximately 1m above the eaves. Careful consideration needs to be given to commercial extraction and early discussion with the Planning Authority is recommended as extracts can be detrimental to the appearance of traditional buildings especially considering the nature of the pend and that the rear elevation is visible to the public.

1.8.2.4 Extent of public access

Public access will be limited to the ground floor only, although this area is considered by Historic Environment Scotland's listing as the most notable feature and the key reason for its listing. Depending on the amount of covers a café needs to be to be sustainable there is the potential that space could be given over to a small museum or interpretation area that could display some of the history of Dumbarton as a Royal Burgh. The café could potentially also be themed around the history of Dumbarton however this would be similar to other attractions in the area, notably the Denny Tank Museum, and may impact negatively on this venue. The café should seek to have a unique identity.

1.8.2.5 Significant future issues for consideration

The Technical Regulations recognise that increased building height brings extra risk, both in the time needed for escape and the difficulties posed to the fire and rescue service in attempting to assist evacuation, effect rescue or fight fires. Therefore, the fire protection measures increase with the storey height of the building. The finished floor height of the second floor is above 7.5m from the adjacent ground at 8.02m which brings a more onerous set of fire escape requirements.

The technical standards recommend escape windows to the first floor although as the finished floor height is above 4.5m this will be too high to include. It also recommends installation of either a suppression system with enhanced early warning system or protected enclosures within flats. Fire and rescue service facilities will also be required and due to the height of the building a fire-fighting stair and lobby with dry fire main and ventilation extract to stair are required. As we are working with an existing building it will not be possible with the existing stair configuration to provide a fire-fighting lobby or dry fire main. This can normally be mitigated by installation of a suppression system and early warning to the full building and therefore any residential layout should make allowances for this including any upgrading works to the utilities to ensure correct mains pressure.

Discussions with WDC have indicated that the residential units will not be sold into private ownership but will instead be managed by the Local Authority or by a Registered Social Landlord (RSL). The commercial unit likewise will be leased. This safeguards the future position of the building in that the entire ownership remains held by a single party (WDC). The benefit of this is that as property remains wholly within WDC's control should there be a need to change the use the building in the long-term future any development can be looked at in the whole with no

compromises from part of the building being unavailable to development. This is especially important given the buildings size. Consideration needs to be given to how the builder's work to form the residential units will be carried out and paid for. Early discussions with WDC have indicated that potentially this could be paid for by the Housing Revenue Account (HRA) with the flats let on a 40-year rental.

1.8.2.6 Accessibility assessment

The ground floor unit has full accessibility and provision of accessible sanitary accommodation. In the case of residential conversion to the upper floors the requirement for accessibility is so far as is reasonably practicable. It is not possible to improve the accessibility of the existing stair up to first floor. The internal lobbies and flat arrangements have been laid out to ensure compliance with accessible lobbies and corridor and door widths.

1.8.2.7 Capital Costs

An indicative conversion cost plan has been prepared by NBM Construction Cost Consultants based on the proposed drawings to offer guidance on financial viability. The works costs are based on a square metre conversion rate to demonstrate the likely costs required in upgrading/ developing the property including for preliminaries (17.5%) and risk allowance / contingencies (10%) up to the first quarter of 2017 but excluding VAT, professional design fees, statutory fees, inflation, legal fees or insurances. **Note:** The following costs are for internal conversion works only, external fabric repair costs are not included at this stage.

The indicative internal conversion cost to create 2 residential flats and upgrade the ground floor commercial unit is **£589,751 ex VAT**. This is split as follows;

Ground floor conversion £191,294

This based on a full soft strip, complete renewal of wall, floor and ceiling finishes services with allowance of works to ground floor slab.

Residential conversion £398,457

The total project cost would include the following;

Professional fees at 16%	£94,360
Planning fees	£802 (based on construction of 197m2 of new floor space)
Warrant fees	£3,055 (based on construction cost of £550,001 – 550,000)
External fabric costs	£336,000

This is based on simple assessment of a budget figure to cover comprehensive external fabric works (including windows). It has not been calculated on the basis of a condition appraisal and a costed recommended scope of works. The external building fabric requirements to ensure a fit for purpose building envelope, proportionate to the capital investment in residential conversion should be considered in detail as part of any future development stage. The figure is also based on a specification to meet Listed Building Consent criteria and to comply with HES Advisory standards for repair. The budget figure is inclusive of associated professional fees.

The indicative total project costs to convert the upper floors to residential use with a commercial ground floor is **£1,023,968 ex VAT** (excluding general FF&E, VAT, Site surveys and investigations, inflation, legal fees or insurances).

1.9 STATUTORY POLICY AND CONSULTATIONS

1.9.1 Local Plan Policy

The site is identified in the Local Development Plan (LDP) 2013 as being within a Core Retail Area. The LDP recognises that shops are an important draw to any town centre and that it is important for a town centre to have a strong retail core to attract shoppers. Changes of use from retail within the retail core are assessed against Policy SC2.

The LDP's strategy for Dumbarton town centre is for an attractive retail core including a refurbished Artizan Centre that supported a mix of uses including residential to increase the town centre population. It is recognised that a range of uses contribute to the character of a town centre therefore cafes, offices, leisure, civic and cultural uses such as museums or theatres are also encouraged in the town centre subject to assessment against Policy SC2. Residential use will be supported above ground floor retail and service uses.

Under policy SC2 proposals for the change of use of ground floor Class 1 uses within the core retail areas will be assessed against the following criteria;

- *whether the change would significantly reduce the retail offer of the core retail area, or parts of it;*
- *whether the change would lead to the concentration of a particular use to the detriment of the town centre's vitality and viability;*
- *the contribution the proposed use would make to the vibrancy of the town centre by increasing footfall;*
- *the availability and suitability of other locations in the town centre for the proposed use to locate; and*
- *whether the unit affected by the proposal has been vacant and suitably marketed for retail use.*

The LDP recognises that non-retail uses make an important contribution to a town centre's character, sense of place and how well it functions. Services such as banks and lawyers are most accessible to customers when located in town centres and can be visited jointly with shops. Cafes, restaurants and public houses complement shopping visits but can also bring activity to town centres in the evening. Hotels can do likewise. Leisure uses such as theatres and children's play facilities and civic uses such as libraries and museums can be conveniently assessed when in town centres, encouraging visits and increasing activity and therefore can in principal be supported under the LDP. The two shortlisted designs are in line with Local Plan Policy.

1.9.2 Summary of Dumbarton Town Centre and Waterfront Revised Urban Strategy 2014

West Dunbartonshire Council in 2014 commissioned a Revised Strategy for Dumbarton Town Centre and Waterfront with input from local businesses, community groups and public organisations. This report consolidated the Town Centre Masterplan from 2008 and the Waterfront Design Framework from 2004 into a combined strategy. Its primary purpose was to guide future projects and development over a 5 - 10 year period. The report identified that Dumbarton has enormous development potential and there are opportunities to stitch together the town

centre, waterfront and other adjoining land uses. It was hoped the tool could be used to unlock the potential of Dumbarton and maximize the development opportunities of vacant and derelict sites making Dumbarton an attractive place socially, culturally, economically and visually for residents and visitors.

Dumbarton Town Centre and Waterfront Revised Urban Strategy 2014 proposed within the Delivery Strategy section that new uses for Glencairn House should be investigated. It recommended commissioning a feasibility and develop plan for the building by 2016/17 – 2018/19 and investigating the feasibility of a local museum. The report identified that while High Street is still considered to be the town centre it is peripheral to the enlarged centre which embraces the riverfront and St James. For many in the community it is arguably no longer the natural centre of the town. Section 9 of the report identified a wish to increase activity and people in the town centre. Part of this is already under way with West Dunbartonshire Council in the process of relocating to the town centre (as recommended by the report) which will significantly boost the number of people using the High Street. There was also a desire by the community to have more youth activities in the town centre encouraging college proposals and looking at ways to complement business / leisure opportunities especially in the evenings. One of the key outcomes was to improve Dumbarton as a tourism destination acknowledging that more activity and events are needed. In line with this a new museum was proposed and it was suggested that this could potentially be located in Glencairn House or on the waterfront, linked with Denny Tank. Glencairn House occupies a prime location within the town centre and is of social and heritage value and was considered from the outset to be a good fit.

1.9.3 West Dunbartonshire Council Consultation

1.9.3.1 Planning

A consultation meeting with Keith Bathgate Team Leader, WDC Development Management was held on Thursday 18th May at Aurora House Clydebank. Confirmation was obtained that both shortlisted designs are in line with Local Plan Policy. A museum use and the associated potential economic benefit to the High Street would be particularly welcomed.

1.9.3.2 Culture and Creative Learning

A workshop meeting to discuss the museum use of Glencairn House was held with Joe Traynor – Section Head of WDC Culture and Creative Learning on Thursday 27th April 2017. The discussions revolved around a potential museum programme and the assessment of associated yearly running costs:

Programme :

Smaller scale exhibitions would be envisaged to the ground floor and circulation spaces – first floor mezzanine and stair enclosure. A comparator would be the Backdoor Gallery in Dalmuir where a diverse programme of exhibitions is curated all year round providing a platform for local artists to showcase their work and to bring the best of contemporary art to West Dunbartonshire. The main first floor space would be suited as a temporary exhibition space bringing exhibitions of national and international significance to the local community.

A unique collection of information on the history and culture of the Dumbarton and Vale of Leven area is currently located in the Dumbarton Heritage Centre at Dumbarton Library. Some of the resources available include: Books, Maps, Photographs & Prints, Newspapers, Archives, Cuttings & Indexes and Audiovisual materials. This would in whole or in part be relocated to Glencairn house, freeing up space within the existing library and providing a new local history and research facility. The top floor would be used as a public Learning Space. The rear entrance off Quay will be essential to allow for exhibition change over and the size of the single lift will also be important to allow for maximum servicing flexibility.

Operational Costs :

The relocation of the current Dumbarton Heritage Centre will provide for the associated staff quota based at Dumbarton Library to be housed at Glencairn House. Therefore the additional new staffing requirement would be limited to 1 new full time position to manage front of house. Community volunteer assistance could be employed to help manage the exhibition spaces.

Note: The café staffing, purchases and expenses costs are accounted for separately under the financial projections.

Estimated operational costs:

Rates - £6,340

Utility, fire and security costs - £36,000

Additional staffing at grade 2 - £17,000

Cleaning - £4,000

Maintenance external fabric - £3,500

Maintenance interiors / exhibition display / AV - £6,000

Total circa £72,840 per annum

Total including contingency £80,000 per annum

1.9.3.3 Housing, Environment and Economic Development

Discussions have taken place with John Kerr, Housing Strategy Manager, Housing, Environment and Economic Development to review the potential for the residential proposals to be taken forward by WDC. The initial response is positive and that residential development for mainstream housing could be supported. At present there would be no special needs requirement for lift access. The final design of the flat layouts, specification and overall economic framework would be need to be taken forward with further liaison with WDC Housing, Environment and Economic Development.

1.10 PREFERRED OPTION(S)

1.10.1 Evidence Base

Options for the restoration and re-use of Glencairn House take account of consultation feedback from key stakeholders (including local people, organisations and groups), analysis of the internal spaces within the building, market assessment by property consultants, and the research team's considerable experience of comparable buildings and project proposals.

This approach has provided a strong and robust evidence base from which the detailed options analysis has been undertaken.

1.10.2 Options Analysis

As presented at Section 1.7, the options analysis adopted a dual approach of considering the potential users of a restored town centre heritage property balanced alongside the potential uses that could be accommodated within the restored spaces in Glencairn House.

This approach identified a long-list of six potential use options that were appraised against eight individual criteria measures through a scoring matrix with a maximum score of 80 (8 x 10 points). From this three options achieved a score of 44 or less and were therefore not recommended – retail, office for single occupier, and business centre.

Of the other three options – museum, café and residential – none achieved the threshold of 65 plus to enter the 'proceed' category and therefore fell into the 'consider' range of scores between 45 and 64. These three short-listed options were then considered against the architectural assessment and capital costs to identify scenarios for the best use of the available spaces within Glencairn House:

1. Museum with café
2. Museum with residential
3. Residential with commercial ground floor

These three scenarios were then taken forward to detailed appraisal to review SWOT issues, capital and revenue costs, risks, timescale, benefits and dis-benefits to produce a simple cost-benefit outcome and identify two preferred options: **1).** Museum with café and **2).** Residential with commercial ground floor.

1.10.3 Commercial and Financial Analysis

1.10.3.1 Museum with Cafe

The capital cost of the museum with café option is estimated at £2.5m, which includes a works cost of £300k for museum set-up costs and an external fabric repair budget of £300k. This is an expensive project proposal and will be reliant on securing external grant funding.

The revenue operating costs are based on an assumption that WDC will relocate its existing museum archive activity from Dumbarton Library, transferring staff and revenue budget. An estimate of £80k additional project revenue costs is identified, covering one new FTE staff post, and operating costs (utilities, insurances, maintenance, etc). There is potential to generate some income through the café (either lease as a business opportunity, or profit if ran by WDC), sales of gifts and merchandise, and ticket entry to high profile exhibitions. The operating profit associated with a café facility (as set out in 1.6.7) is £9,000 excluding expenditure against rent and rates.

The commercial and financial viability of this preferred option is therefore dependent on the ability to secure grant funding for the capital restoration and set-up costs, and transfer of existing budget to offset the revenue costs.

1.10.3.2 Residential with Commercial Ground Floor

The capital cost of the residential with commercial ground floor option is estimated at £1.02m, which includes an external fabric repair budget of £300k.

The revenue operating costs are based on an assumption that WDC will act as factor for the full building as principle housing landlord. Appropriate figures for internal maintenance and general RSL overheads would need to be established and the terms of the lease for any ground floor tenant (retail or food and drink) would need to be considered in relation to full insuring and repairing obligations. An appropriate budget for external maintenance, based on a fully repaired external fabric would be circa £3,500 p a.

Revenue income would be based on a WDC housing rental at an estimated figure of £4,800 per flat per annum - £9,600 in total for 2nr flats. This is based on a £400 rental figure per flat per calendar month (this figure requires final assessment by Housing, Environment and Economic Development). The ground floor commercial space could achieve a rental income of £15,750. Appropriate voids and a realistic letting period would need to be factored in.

The commercial and financial viability of this preferred option is therefore dependent on funding for the capital restoration and set-up costs being secured principally through WDC Housing and Estates budgets. Grant funding for comprehensive fabric repairs could be applicable.

1.10.4 Impact Appraisal

At this stage in the project development cycle it is not possible or appropriate to undertake a detailed impact appraisal, but the options scenario analysis identifies a number of benefits accruing from the preferred options, as well as a number of dis-benefits.

1.10.4.1 Museum with Café.

Benefits	Dis-Benefits
A museum would attract people into Dumbarton town centre (residents and visitors) and therefore generate new footfall that could be captured by other town centre retail and service businesses.	While there are options to generate some income, establishing a new museum will not be a revenue generating (or even revenue neutral) option, and will incur ongoing revenue operating costs for WDC in the long-term.
There is potential to transfer WDC revenue budget for the archive facility to offset the revenue operating costs.	
Establishing a new museum is a long-held aspiration of the community and is identified as a priority within a number of action plans and strategy documents – it is expected to raise the profile of Dumbarton.	While the café brings positive benefits for the project and is regarded as a key element to maximise its impact, it also has to be noted that there are already a number of cafés operating in Dumbarton and therefore potential to generate negative feedback through concerns about increased competition for customers.
The inclusion of a café within the ground floor will help to generate repeat footfall from local people and will also offset costs through either rental income of operating profit.	

1.10.4.2 Residential with Commercial Ground Floor.

Benefits	Dis-Benefits
Restored spaces would be leased to occupiers and therefore there will be no ongoing revenue operating costs for WDC over and above property factoring and maintenance costs.	The residential option does not generate new footfall for Dumbarton town centre – no / very limited impact in supporting town centre businesses.
Residential conversion would secure the building future allowing the letting of the ground floor to be secured over a longer period.	
Whilst small in scale, a residential use would increase population in the town centre – if successful this could demonstrate viability and encourage other private sector developers / owners.	The residential option does not allow public access to the upper floors of this key heritage property – there is potential for negative PR for WDC.

1.11 DELIVERY STRATEGY

1.11.1 Project Aims and Objectives

Following completion of the Options Appraisal but before taking the project further forward, there is a need to establish clear aims and objectives.

The overarching aim is to secure a long-term sustainable future for Glencairn House as an important heritage asset for Dumbarton.

To achieve this aim the core primary objectives are:

- to address the state of disrepair and ensure the building is protected for future generations;
- to identify and secure a sustainable long-term use for Glencairn House;

Secondary objectives are:

- to identify and secure a sustainable long-term use that allows public access into this important heritage asset; and
- to make a positive contribution to the regeneration of Dumbarton town centre by incorporating uses that will attract visitors and create new footfall.

1.11.2 Next Steps and Business Case Development

In taking the restoration and re-use of Glencairn House forward as a project proposal, there are a number of critical next steps that need to be completed:

- WDC to select the final preferred scheme (museum or residential);
- secure approval within WDC to proceed with the project to the next / final stages;
- Carefully consider planned fabric repair works in relation to selected preferred conversion option;

The following next steps principally relate to the larger in scope Museum preferred option:

- open early dialogue with appropriate grant funders to identify potential, timescales, and requirements;
- establish the management model – occupiers / governance – to cover the expected inputs of key stakeholders including WDC, funding partners, local community, etc;

- agree the approach to the operation of the café – commercial opportunity (for an external business or community group) or managed by WDC as part of the museum;
- appoint design team to take the project forward taking cognisance of staged funding gateways and submission requirements;
- review options and finalise the museum content, including design of interpretation materials;
- submit funding applications for capital and revenue grant;
- submit / secure planning, building warrant and other approvals to allow the works to proceed; and
- develop / issue contract tender documentation and appoint contractor once all permissions and funding approvals are in place.

To complete a Full Business Case for the project, additional research and analysis will be needed:

- develop a Risk Register as a live / working document that will be updated as the project progresses – risk item, risk owner, impact / liability, timescale, mitigating actions, etc;
- undertake a socio-economic impact appraisal to identify the gross and net benefits that will be generated, and ensure that these are monitored;
- establish a robust financial plan (revenue cashflow model showing anticipated costs / income) with funding strategy (capital costs / funding opportunities) and submit grant funding applications;
- develop a monitoring framework to review project performance (during capital works and at operational stage) against KPIs covering: impacts, financial performance, activities, volunteer/ community input; etc; and
- secure legal agreements in line with the final management model that defines the roles and responsibilities of the project partners. The management model will be dependent on the approach adopted by WDC – direct operation of the building, community Trust / SCIO, joint management, etc.

It is recommended that the Business Case adopts the Five Case Model which has been in widespread use across the public sector for some years. It complies with HM Treasury Green Book guidance on assessment, the Office of Government Commerce and Scottish Government Gateway process for project assurance. It ensures that:

- the recommended option is supported by a compelling case for change that outlines the fit with, and contribution toward, key policy documents and contributes to the strategic priorities / objectives of key stakeholders – the Strategic Case;
- the project represents best value for public investment, and is tested against a number of other scenarios via an options appraisal, identifying the impacts / benefits that would be generated by the preferred approach – the Economic Case;
- considers whether there is demand and need for the project and whether it would affect other service providers, that the proposed project is attractive to the market place, can be procured and is commercially viable – the Commercial Case;

- outlines the capital and revenue costs (lifetime costs of the project), the funding sources, and considers value for money against the expected outputs, all costs and returns should be accounted for, quantified and affordable – the Financial Case; and
- identifies the staffing requirements, and the partnership and governance approach – what is required from all parties, and that it is achievable – the Management Case.

1.11.3 Funding Options

A project to convert Glencairn House into a new Museum / Exhibition Space for Dumbarton would meet the core criteria for an HLF Heritage Grant. Funding could cover a number of stands – comprehensive fabric repair, conversion costs and conservation of the existing WDC local history archive / collection. Fabric repair works would also be eligible for a Historic Environment Scotland Building Repair Grant. The capital costs of a residential conversion and retention of a commercial ground floor would realistically have to be funded in whole by WDC.

1.12 LIBRARY HUB OPTION

Following the issue of the draft final report on 26 May 2017 West Dunbartonshire Council extended ZM Architecture’s commission to access the feasibility and costs of relocating the current Dumbarton library to Glencairn House as a third possible development option.

1.12.1 Consultations

On 23rd June Nick Blair of ZM Architecture met with Michael McGuinness, Marnie Richie, Magda Swider, Malcolm Bennie and Jill Graham to review the potential to convert Glencairn House as a library. At this meeting, preliminary sketch ideas were presented for how a library may potentially work. This was a two-step approach of firstly assessing whether the proposed museum layout could be developed to suit a library use. This would determine suitability and whether a bespoke layout was required and then development of this. The initial brief set by the Librarian Team was to deliver a completely flexible space with as many good-sized rooms as possible that sought to maximise the overall floor area.

Preliminary ideas to achieve the brief explored the possibility of introducing an additional floor level onto the rear extension. Extending the museum layout in this way did not yield any further usable floor space as the stair and core facilities were located to the rear. Further it was identified that the Heritage Museum layout was not complimentary to a library use having been designed to the specific requirements an exhibition space entails. It was therefore agreed not to develop this layout any further. Glencairn House was looked at again from first principles considering the new brief requirement and an early stage bespoke concept was presented that relocated the stair and core facilities into the centre of the building plan. This allowed the rear extension to house an extra public room for the library at each floor level, with a principal room now being provided to the front and back of Glencairn House. This concept also made maximum use of the increased storey level and therefore approval was given to explore this concept in more detail to test validity.

On 12th July Nick Blair and Tim Clark of ZM Architecture presented the developed concept for a bespoke library layout to Michael McGuinness, Malcolm Bennie, John Rushton and Joe Traynor. The bespoke library layout was found to increase the net usable floor area from 363.2m² for the museum to 411.3m² for the library but importantly also increase the amount of good sized public rooms from four to nine. Importantly the library layout has dual aspect with views to High Street at the front and Dumbarton Rock and the River Leven to the rear. Various furniture option layouts were presented at the meeting, an example of which is shown in figure 23, that showed the variety of permutations that were possible in each room and demonstrated that the new layout could provide the maximum flexibility demanded. The re-design was met favourably by the Librarian Team who considered that in comparison with the existing library it would provide a manageable space befitting of a modern library hub. The layout was considered to provide a comfortable amount of useable floor area for the Librarian Team and approval was given to work up a cost plan and concept image for presentation at the Infrastructural, Regeneration and Economic Development (IRED) Committee meeting as figure 17.



Figure 17: Development concept cross section

1.12.2 ARCHITECTURAL ASSESSMENT

1.12.2.1 Suitability of conversion

Conversion of Glencairn House to public use requires a new build extension to make any future development sustainable and deliverable as identified in ZM's Option Appraisal, May 2017 due to the small size of the existing building. The original museum proposal concentrated the exhibition display, public and offices spaces within the existing townhouse with the new build extension providing circulation and service facilities to the rear. This was in an attempt to maximise the room size to create large exhibition spaces providing maximum flexibility for interpretation layout. This resulted in a layout with a public front and service back of house typology.

A library's room requirements differ from a museum and the Librarian Team provided ZM with data on their general occupancy, size and user requirements. The layout was therefore reappraised to ensure the layout was suitable to a modern library's requirements for flexibility and multiple uses.

The principal move that has been made for the library hub is relocating the staircase from the rear extension to the centre of the building within the rear of Glencairn House. In its new location, the stair is now at the heart of the building improving legibility and will be central to how people move about and interact with the building. The civic stair would be generous in its width and size and finished in high quality materials. Locating the stair to this location allows the core and service facilities to also be relocated from the rear into the centre of the plan. This is essential in that it frees the rear of the property for a useable public room which is afforded views over the River Leven towards Dumbarton Rock and Levensgrove Park. This move is vital to the library hub layout as it increases the amount of overall principal rooms and introduces diversity in the spaces allowing each to have a different character defined by the views, orientation and layout.

1.12.2.2 Definition of how the building will be used

Ground floor (figure 18). The principle entrance to the library would be from High Street into room 1. When stripped of all existing non-loadbearing partitions this would create a large open plan space with three internal arches to the ground floor. The final use of this space has not been defined at this stage but there remains flexibility in what functions it could serve. There is the opportunity to introduce a small café to provide refreshments for the patrons if desired. The café would ideally be located to the High Street for maximum visibility and connectivity. Room 3 could be used to provide toilets or a small kitchen to serve the café. The civic stair would be visible from room 1 through the existing arches which would be infilled with a glazed fire screen and accessible through the eastern arch by way of a glazed fire door. The building has a secondary entrance from the pend which serves as the primary escape door for the building. This door could have a civic appearance and be used also as a staff entrance or for specific public events if room 1 was in use by a different function. A new public room (room 2) has been introduced to the rear with visual connectivity to the pend. While the final use of the room has not been defined the double height nature of this space makes it suitable to exhibition or conference use. Alternatively, there may be an opportunity to introduce a mezzanine to part of the space if desired to further increase the amount of available floor space.

Mezzanine (figure 19). This floor has limited accommodation due to the layout of the existing building. Room 4 due to low existing ceiling height would be best suited to service and storage type accommodation. From the circulation areas, there is opportunity for high level viewing into rooms 1 and 3. There is also the opportunity to provide access to the possible mezzanine within room 3 to provide compliance with escape requirements under the Technical Standards.

First floor (figure 20). The first floor has two well-proportioned principal rooms located to the front and rear of the property each with unique characteristics. We have not defined a final use for these rooms but they have been tested against various furniture layouts to ensure they provide the necessary space standards and future flexibility a library hub requires as shown in figure 23. There is good connectivity, both visually and physically, between the two rooms from having the civic stair located between the two providing uninterrupted views front to back. Room 6 has the potential to be a subsidiary space to room 5 with use as an office, store, heritage room or alternative as the future layout requires. Two accessible, unisex toilets would be provided to the first floor accessed of the main circulation.

Second floor (figure 21). The second floor would be a repeat of the first-floor layout. However, the rooms have potential to have a different character from the first floor despite having a similar layout. There is the potential to increase the window sizes to the rear public room as the building rises through the levels to take advantage of the increased views as the aspect opens out. This is a theme that has been explored in cross section in figure 17 which also explores the varying characters of the rooms.

Third floor (figure 22). The brief for the library hub was to maximise the amount of floor space available to the building. The design has been reappraised to explore the opportunity to introduce a third-floor level to the rear of Glencairn House to the new build element. An important early consideration is that the increased building height should not be visible from High Street so as not to impact on the setting of the listed building or alter its appearance in the streetscape. Archive photos from 1932 show the rear of Glencairn House with a flat roof. It is therefore considered that an opportunity exists to remove the later pitched roof and introduce new floor space. An opening would need to be made in the existing roof to allow the civic stair to connect with this level. A light well has been introduced at the head of the stair to bring natural light into the stair well to reduce the overall requirement for artificial lighting. The new floor level provides an additional three rooms and the opportunity for an exciting event room (room 13) with panoramic views over the River Clyde and Dumbarton Rock. This event space has the opportunity to have a vaulted ceiling with increased ceiling height and an exposed roof structure which would give this room a unique and special character with high marketability. Rooms 11 and 12 are well sized and suitable for office and staff type accommodation. These rooms can either be top light or have windows depending on the final design.

The floor plans of the new library hub building are provided in figures 18 to 22 below;

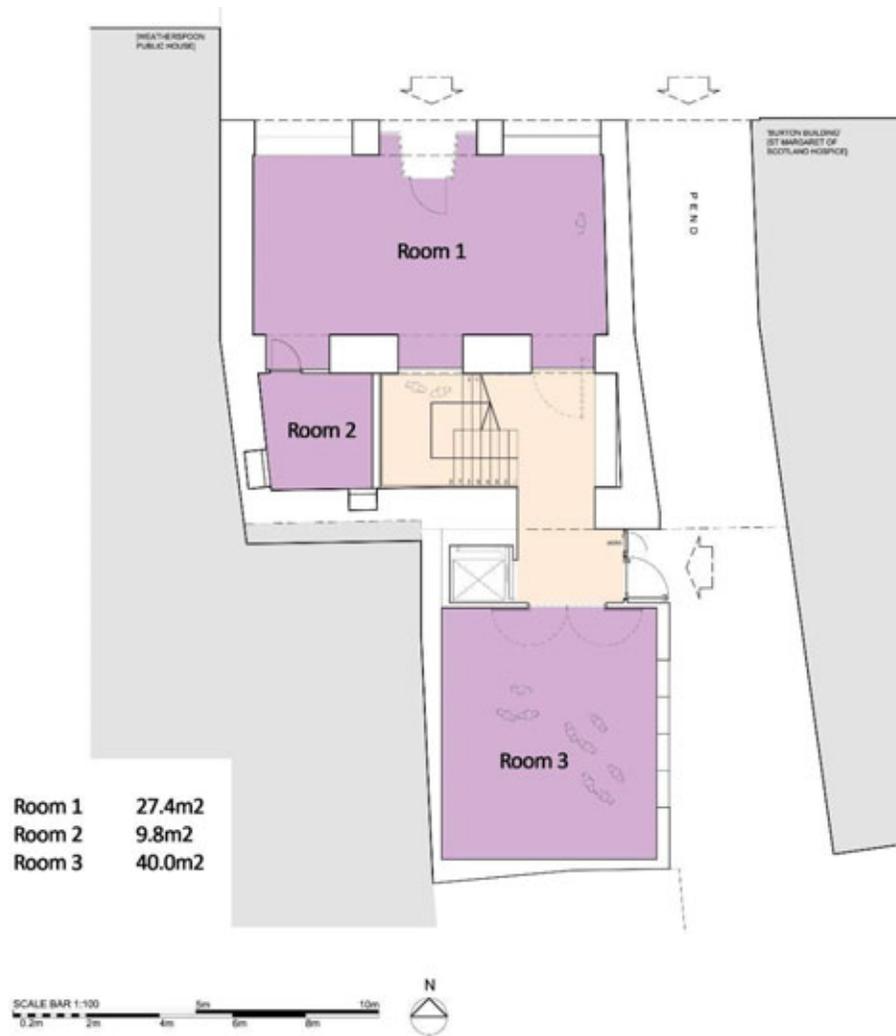


Figure 18: Ground floor plan as proposed

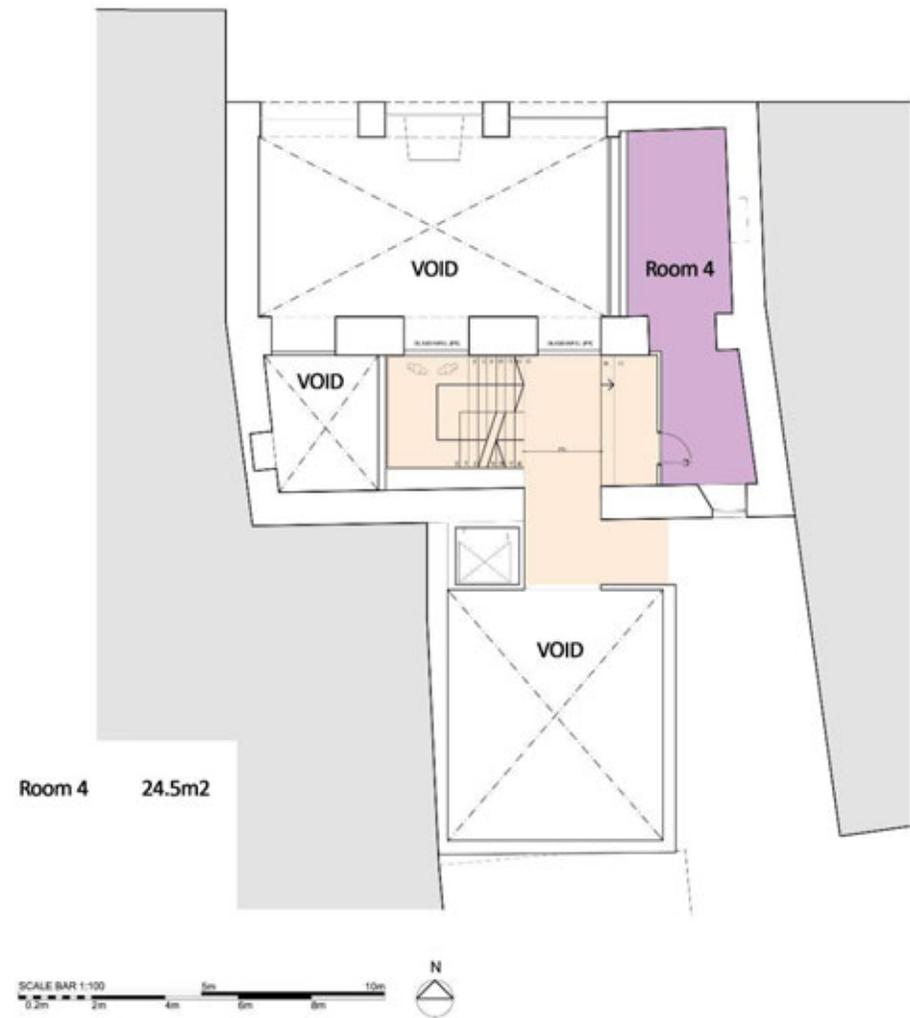
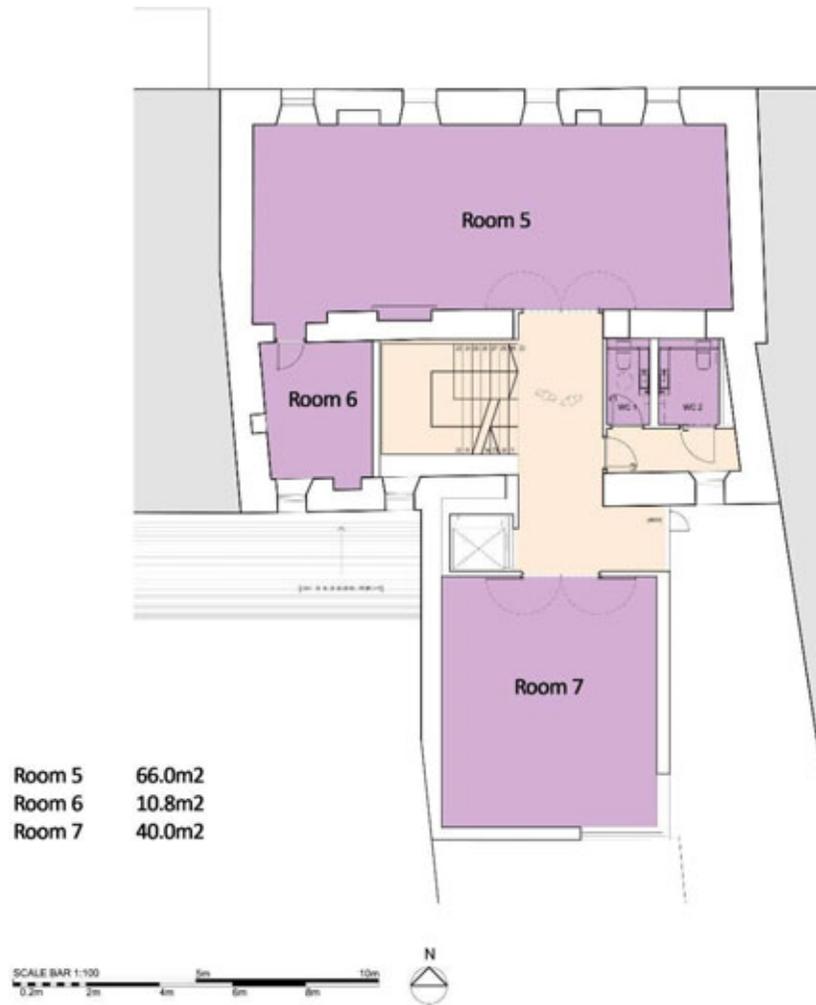
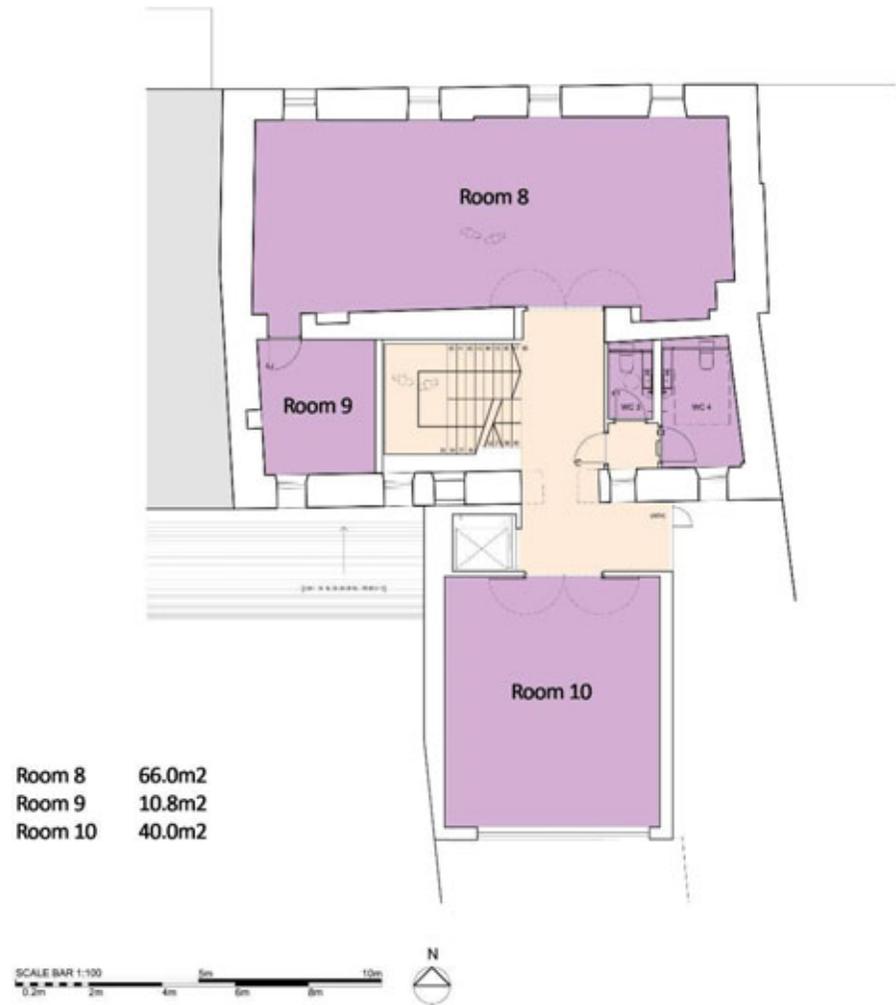


Figure 19: Mezzanine floor plan as proposed



Library / public space
 Circulation

Figure 20: First floor plan as proposed



Library / public space
 Circulation

Figure 21: Second floor plan as proposed

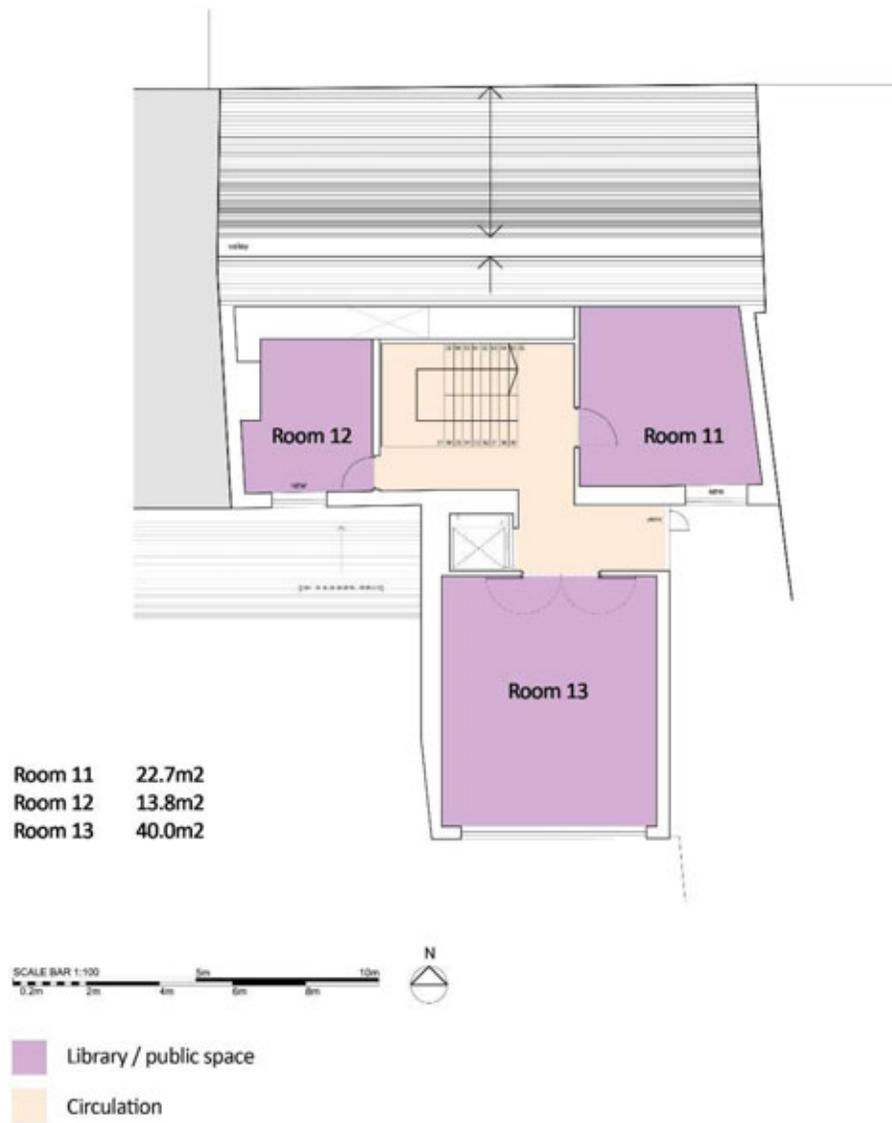


Figure 22: Third floor plan as proposed (extension)

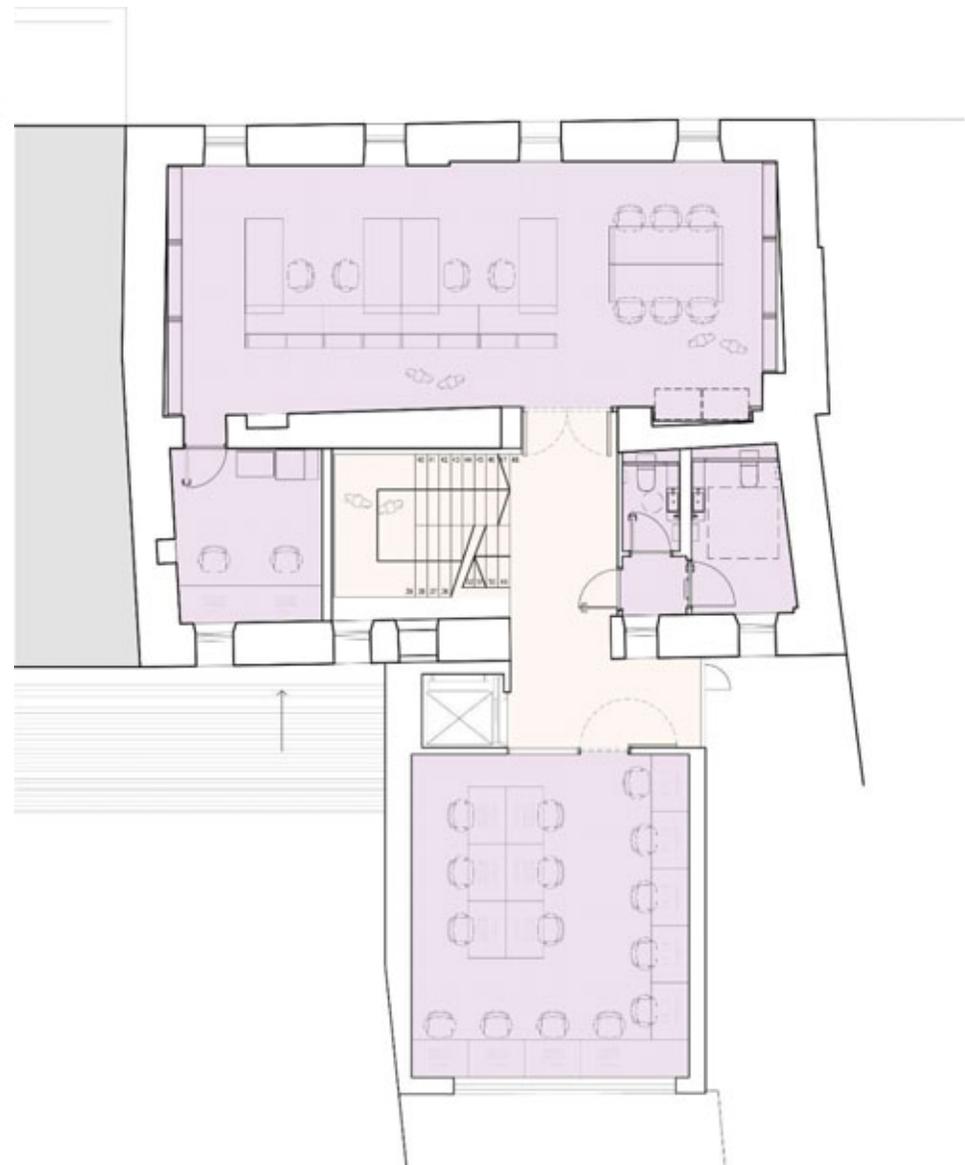


Figure 23: Example of one of the furniture layout presented to display flexibility

1.12.3 Capital Costs

An indicative conversion cost plan has been prepared by NBM Construction Cost Consultants based on the proposed drawings to offer guidance on financial viability of Glencairn House as a library. The works costs are based on a feasibility estimate to demonstrate the likely costs required in converting the property including for preliminaries (17.5%) and risk allowance / contingencies (10%) up to the first quarter of 2018 but excluding VAT, professional design fees, statutory fees, inflation, legal fees or insurances.

NBM have advised the indicative internal conversion works cost to create a library hub to the full building is £3,172,030 ex VAT. These costs include the following allowances;

Fit out budget	£600,000 (provisional estimate only based on discussions at WDC meeting of 12 th July)
External fabric costs	£336,000 (This is based on simple assessment of a budget figure to cover comprehensive external fabric works [including windows]. It has not been calculated on the basis of a condition appraisal and a costed recommended scope of works. The external building fabric requirements to ensure a fit for purpose building envelope, proportionate to the capital investment in a civic / library conversion should be considered in detail as part of any future development stage. The figure is also based on a specification to meet Listed Building Consent criteria and to comply with HES Advisory standards of repair to ensure grant eligibility. The budget figure is inclusive of associated professional fees).

The total project cost would include addition of the following;

Professional fees at 16%	£507,524.80
Planning fees	£1,604 (based on construction of 278.67m ² of new floor space)
Warrant fees	£7,762.14 (based on construction cost excluding fit out of £2,572,030 with 13% discount for SER and Electrical Certificates)

The indicative total project costs to create a library to the full building is **£3,688,920.94** (excluding VAT, Site surveys and investigations, inflation, legal fees or insurances and costs associated with WDC Phase 1 strip out works).

1.12.4 Technical Standards Review

ZM Architecture contacted West Dunbartonshire Council Building Standards Team to have a preliminary review of the design in relation to the technical standards as a number of departures will likely be required and to gauge whether they would likely be supported. Tim Clark of ZM Architecture met with Jamie Crawford, Lead Building Standards Officer, on 04 July 2017. Discussions on the project were generally positive and feedback received in relation to escape, smoke ventilation, compartmentalisation fed back into the design to develop the final layout.

The principal departure from the Technical Standards that will be required relates to the fact the building cannot accommodate the two mandatory escape stairs that are required by the Technical Standards. These are required due to the height of the upper most storey above external ground level. However, because of the building's small foot print and restrictions on where a staircase can be located (not permissible on the east or north side of the building due to the existing piers and arches) it is not possible to locate two stairs internally that are spaced far enough apart to comply with the necessary divergence recommendations of the Standards. It was therefore generally accepted by Building Control that introducing two stairs into such a compact floor plan would actually reduce legibility and made the escape sequence more complicated. In parallel with this it is not possible to provide the fire-fighting lobby requested by the Standards.

ZM Architecture therefore put forward the following enhancements to mitigate the areas of non-compliance which were accepted by Building Control in principal as being sufficient to balance against the departure;

- L1 life safety system throughout the full building
- Sprinkler /compression system to full extent of building (recommended to have tank storage)
- Limiting the occupancy number of each floor to 60 persons

One of the primary reasons for meeting with building control was to get advice on whether an extra storey on the new-build element would get support. Conflicting responses were received from this. The building in its current configuration, pre-conversion should technically have two stairs which it does not. While it was accepted that the proposed design significantly improves the escape, legibility, risk and life safety of the users it was felt by Mr Crawford's line manager that the additional escape distance presented by increasing the storey level may present a problem. In contrast, the proposals were supported by Mr Crawford who felt that there was no real increase in risk as the escape strategy was consistent and that the level of risk from the new floor was no different from the existing floor beneath. Importantly it was accepted that the height of the maximum floor level is below 18m which is the threshold before the Standards requirements change and become more onerous. Building Control advised that they appoint an external Fire Consultant to advise on all future departures and that a Fire Engineering report would be required from a specialist consultant from the Design Team for review if an application was made.

Regarding the next steps if proceeding with the library hub option, Jamie Crawford proposed that obtaining input from Fire Scotland would be beneficial in terms of accessing the risk from adding this additional storey.

1.12.5 Planning Policy

The option appraisal report identified that a civic building would be in line with Local Plan Policy and that a library uses and its associated potential economic benefit to the High Street would be particularly welcomed. Consultation with WDC Development Management on the increased storey height should be carried out if proceeding with the library hub option.

1.12.6 Impact Appraisal

As with the other identified shortlist options at this stage in the project development cycle it is not possible or appropriate to undertake a detailed impact appraisal, but benefits and dis-benefits accruing from the library hub as a preferred option can be identified.

Benefits	Dis-Benefits
<p>A library would attract people into Dumbarton town centre (residents and visitors) and therefore generate new footfall that could be captured by other town Centre retail and service businesses. Relocation to the High Street makes the library more central and visible to potential users.</p>	<p>Relocation of the library from the Carnegie Building on Strathleven Place creates another surplus building whose future use needs to be carefully considered.</p>
<p>There is potential to create a flexible modern library layout that reflects modern user’s requirements and desires for a 21st century library.</p>	
<p>The bespoke layout of the library allows creation of highly marketable event spaces that can generate revenue.</p>	<p>While the café brings positive benefits for the project and is regarded as a key element to maximise its impact, it also has to be noted that there are already a number of cafés operating in Dumbarton and therefore potential to generate negative feedback through concerns about increased competition for customers.</p>
<p>A library use of Glencairn House fits well with the aspiration of the public to have Dumbarton’s oldest building accessible to all.</p>	

1.12.7 Summary

Analysis of the library hub option has determined that there are is now a third option for the long-term sustainable future for Glencairn House. West Dunbartonshire Council now need to select a preferred option and develop this is line with the Delivery Strategy and Next Steps and Business Case Development identified in sections 1.11 and 1.11.2

Glencairn House Proposal

Design Concepts and Precedents

Images in this document are for indicative purposes only and do not represent a complete final design

DESIGN CONCEPTS

Front elevation



Internal view



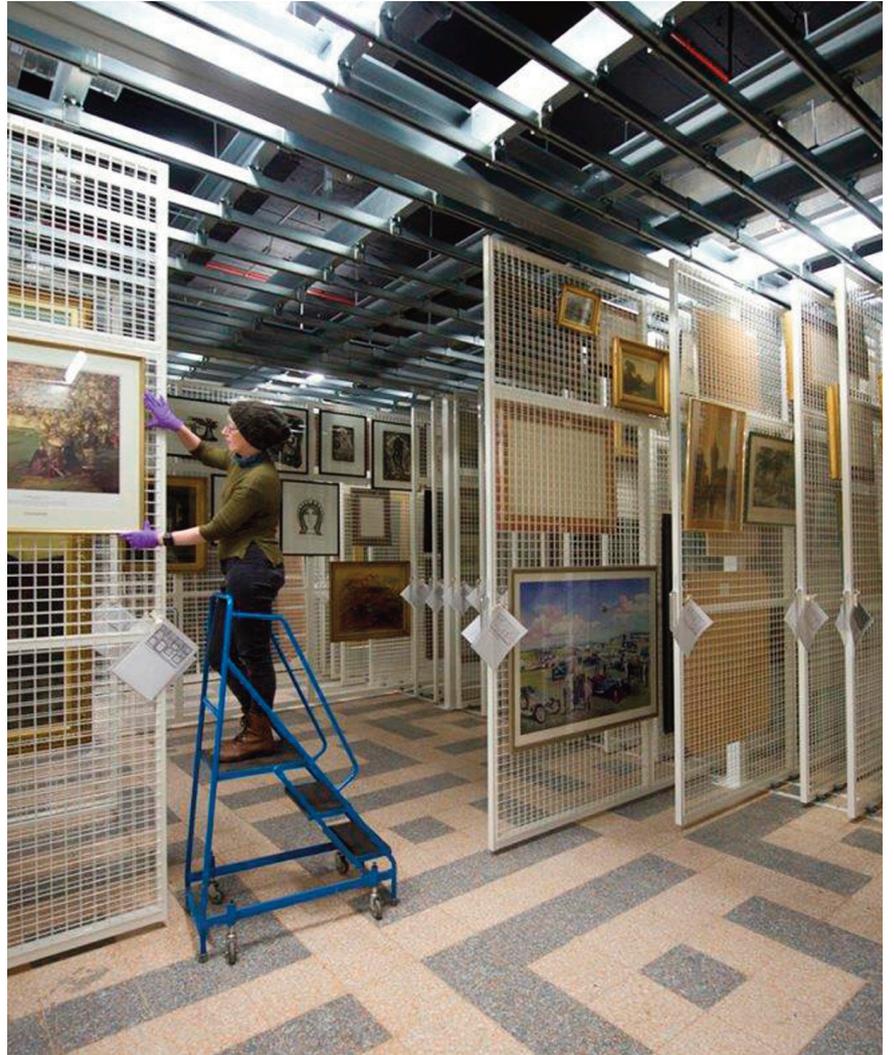
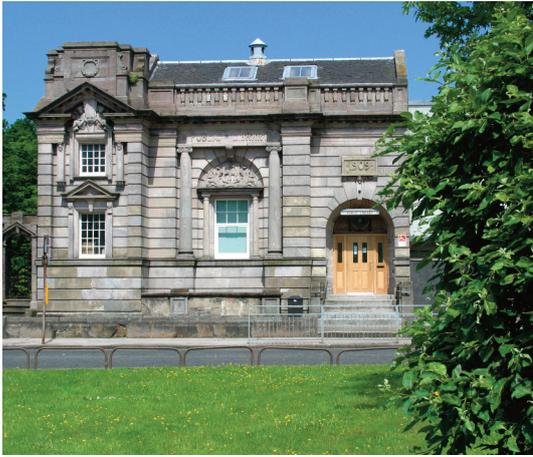
Museum floor precedents



Glencairn House rear view



Community archive and collections store precedents



GLENCAIRN HOUSE - proposal and associated regeneration in Dumbarton

Glencairn House and Dumbarton Community Archive



1

PHASE 1 - GLENCAIRN HOUSE

This historic building would become the new home for a first-class Library and Museum for Dumbarton



2

PHASE 2 - DUMBARTON LIBRARY

Dumbarton Library would be transformed into a public space access archive and office space



3

PHASE 3 - POPLAR ROAD

The Council's office on the Broadmeadow Industrial Estate would be vacated for alternative use



Regeneration of Dumbarton

4



MUNICIPAL BUILDINGS

The Council invested £1.4m to refurbish the historic, B-listed building which is now home to around 80 staff and Councillors

5



CHURCH STREET

The Council transformed the former Dumbarton Academy site into a modern and efficient town centre office for 500 employees. The project retained the Grade A listed façade

6



DUMBARTON WALK/CYCLEWAY

The Council is investing significantly to create an attractive walk and cycle path along the River Leven from the Town Centre to Dumbarton Castle

WEST DUNBARTONSHIRE COUNCIL**Report by the Strategic Lead, Regeneration****Infrastructure, Regeneration and Economic Development Committee:****21 August 2019**

Subject: Sale of Former Faifley Bowling Club, Abbeylands Road, Faifley, Clydebank**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee on the outcome of the marketing of the former Faifley Bowling Club, Abbeylands Road, Faifley, Clydebank. The report details the negotiated purchase price and seeks Committee approval to conclude disposal of the site.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) Approve the disposal of the the former Faifley Bowling Club, Abbeylands Road, Faifley, Clydebank for a consideration of £127,500 (One Hundred and Twenty Seven Thousand Five Hundred Pounds) to Knowes Housing Association.
- (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
- (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

3. Background

- 3.1** The site for disposal is the former Faifley Bowling Club, Abbeylands Road, Faifley, Clydebank. The site comprises of a vacant undeveloped land and former bowling club building and is approximately 2.52 acres (Appendix 1).
- 3.2** The former Bowling Club closed in 2011and initially discussions for a 30 year lease to Faifley Community Allotment Society took place. This lease was not progressed due to soil and ground investigations.
- 3.3** Various proposed uses were discussed with Housing Strategy and Development Management. Asset Management were thereafter asked to market the property as a site suitable for Community Asset Transfer before inclusion in the Local Development Plan 2 as a site suitable as social rented housing opportunity.
- 3.4** A marketing campaign was commenced in 2016 by West Dunbartonshire Council.

3.5 The site was extensively marketed; sales particulars (Appendix 2) were uploaded onto the Council's own website and numerous mailshots carried out to community groups within the area. A "For Sale" sign was also erected at a prominent location on site.

4. Main Issues

4.1 No offers or notes of interest were received from any community groups during the marketing period and following further discussions with Housing Strategy & Development and Development Management, Asset Management were advised that they could proceed to negotiate with Knowes Housing Association on the basis of the inclusion of the site within the Strategic Housing Investment Plan and the partnership working with the Council's House Strategy and Development team.

4.2 Within the Local Development Plan Proposed Plan 2018 the site is identified as opportunities for social rented housing opportunity (H2(63)).

4.3 Knowes Housing Association was formed on 1st March 1998 following a large scale voluntary transfer of 1,115 properties in the Faifley and Duntocher area of Clydebank from the former Scottish Homes. Knowes currently owns and manages 1,030 properties and acts as factor to a further 694. Knowes is a charitable registered social landlord managed by a Committee made up of local tenants and home owners.

4.4 The Council's Strategic Housing Investment Plan (SHIP) sets out the funding properties for affordable housing for a five year period. It indicates how the priorities in the Local Housing Strategy will be delivered.

4.5 Following a call for sites to identify potential development opportunities for social housing sites the former Faifley Bowling Club was put forward by Knowes Housing Association as a possible site and will be included in the SHIP 2017/18 – 2022/23 which was approved by Housing and Communities Committee on 1 November 2017.

4.6 The Faifley Bowling Club is included within the SHIP programme with a possible site start between January 2020 and March 2020. The funding shown for projects in the SHIP is an indication only of the spending plans and does not guarantee that these sums will be made available. Each proposal will require to go through a further detailed assessment before funding is committed.

4.7 Projects which receive funding through the SHIP require to contribute towards Local Housing Strategy outcomes and help address housing need. In terms of the types of housing which is required, the SHIP recognises that physical access to too many of the existing stock is an issue and we encourage the provision of more accessible housing and ones suitable for wheelchair users. Shortages of 1-bedroom and larger, family sized homes are also identified.

4.8 A valuation of £127,500 (One Hundred and Twenty Seven Thousand Five

Hundred Pounds) has been received by Knowes Housing Association from the District Valuer and the purchase price will be subject to deduction of abnormals which will not exceed £77,500 (Seventy Seven Thousand Five Hundred Pounds) which will leave a minimum guaranteed price of £50,000 (Fifty Thousand pounds). As a minimum of £50,000 but Site Investigation by Knowes maximum costs of abnormals rigorously investigation of abnormals on the costs.

- 4.9** A site layout plan has still to be agreed with Development Management before a number of units can be confirmed but based on the Local Development Plan Proposed Plan 2018 this is indicated at 15 units.

5. People Implications

- 5.1** Other than the Officers time involved in concluding the proposed deal there are no People implications.

6. Financial and Procurement Implications

- 6.1** The financial implications of the proposed sale is a capital receipt received will be between £127,500 and £50,000 depending on the value of abnormals identified.

- 6.2** Construction of the indicative 15 units as indicated would generate a minimum income in the region of £16,451 per annum for both Council Tax based on Band C rating. This income stream cannot obviously be guaranteed and would be dependent on all units being sold and planning permission being achieved. We have had no indicative layout plan by the purchaser and therefore this is at this stage an anticipated figure. The income stream cannot be guaranteed as this would depend on the net migratory effect.

- 6.3** There are no procurement implications arising from this report.

7. Risk Analysis

- 7.1** The main risk associated with the disposal of the site is that the transaction may not conclude for a variety of reasons including planning, ground conditions and abnormals. In that case, the Council will require to remarket the site for sale.

8. Environmental Sustainability

- 8.1** Any future development of the sites will require that SEA legislation will be considered and taken into account as part of any planning application assessment.

9. Equalities Impact Assessment (EIA)

9.1 An Equality Impact Screening did not indicate any further action required in relation to this transaction.

10. Consultation

10.1 Consultations have been undertaken with Finance and Regulatory however wider consultation will take place during any Planning Application process.

11. Strategic Assessment

11.1 By agreeing to this sale the Council will realise a capital receipt whilst delivering on the wider rationalisation strategy for the Council.

Jim McAloon

Strategic Lead, Regeneration

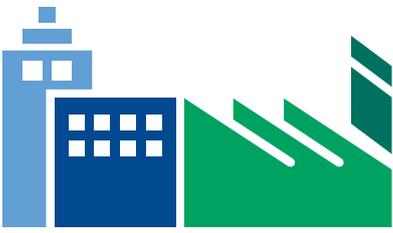
Date: 26 July 2019

Person to Contact: Michelle Lynn, Assets Co-ordinator, Council Offices,
Bridge Street, Dumbarton G82 1NT, T: 01389 776992,
Email: michelle.lynn@west-dunbarton.gov.uk

Appendices: Appendix 1 – Site Layout
Appendix 2 – Schedule of Particulars

Background Papers: Strategic Housing Investment Plan 2017/18 – 2022/23 :
1 November 2017.

Wards Affected: Ward 4



SUITABLE FOR COMMUNITY ASSET TRANSFER



FORMER FAIFLEY BOWLING PAVILION, ABBEYLANDS ROAD, FAIFLEY, CLYDEBANK SAT NAV LOCATION: G81 5LB

LOCATION

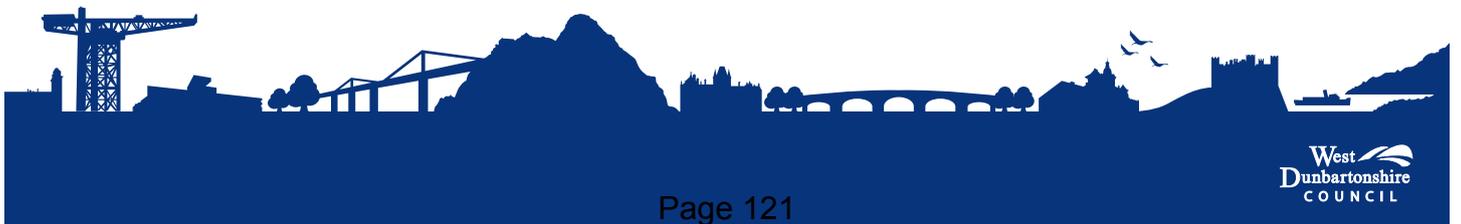
The subject property is located on Abbeylands Road within the Faifley area of Clydebank. The A82, which lies directly to the south of the subject property, allows easy access to Glasgow City Centre around 11 km (7 miles) to the south east. Clydebank Town Centre is located less than 1.5 km (1 mile) from the subject property. The nearby Railway Stations provide regular rail services to Glasgow. Abbeylands Road forms part of a predominantly residential area.

DESCRIPTION

The subject property comprises a detached, single storey building constructed in the 1970s. The building is brick built with a flat felt clad roof which also incorporates pitched sections.

Purpose built as a bowling club pavilion, the interior of the property has been fitted out accordingly. Accommodation comprises a large hall, a kitchen, male and female changing and WC facilities, storage rooms and reception areas. An indicative floor layout plan is attached.

The subject property is set within extensive grounds which currently provide two separate bowling greens situated at different levels and a tennis court area. At present there is no vehicular access to the site.



ACCOMMODATION

The subject property has been measured in accordance with the RICS Code of Measuring (6th Edition) and provides an area as follows: Gross Internal Area (GIA) - 155.45 sqm (1673.31 sqft)

RATING ASSESSMENT

The subject property is not currently entered in the Valuation Roll and will be subject to assessment following sale. Further information can be obtained at www.saa.gov.uk

SERVICES

The subject property benefits from mains water and electricity supply. Drainage systems are via the public sewer. The vendor provides no warranty in terms of services. Prospective purchasers will be required to satisfy themselves as to the existence and suitability of such services.

ENERGY PERFORMANCE CERTIFICATE

The property has an EPC rating of F. A copy of the certificate along with recommendations can be made available on request.

PLANNING

In the West Dunbartonshire Local Plan (Adopted March 2010), the site is zoned under Policy R1 for the retention of Open Space. The policy presumes against development which adversely affects the use, character or amenity of areas of valued and functional open space. This is reinforced in the Proposed West Dunbartonshire Local Development Plan which zones the site under Policy GN1, stating that development which would result in the loss of an open space which is, or has the potential to be of quality and value, will not be permitted unless provision of an open space of equal or enhanced quality and value is provided within the development or its vicinity. Within this context, various alternative uses could be considered. Interested parties should make their own enquiries directly with West Dunbartonshire Council Forward Planning department by contacting Moira Clark on T: 01389 738539 or E: moira.clark@west-dunbarton.gov.uk

TENURE

West Dunbartonshire Council wish to sell the heritable interest in the subject property. Consideration may be given to leasing the property.

DEMISE

The area to be sold is delineated and hatched in red on the attached OS Plan.

LEGAL

The purchaser will be responsible for all legal costs and outlays associated with the transaction.

PRICE

Offers in excess of £110,000 (One Hundred and Ten Thousand Pounds) are invited. West Dunbartonshire Council is not obliged to accept the highest offer or any other offer.

OFFERS

It is anticipated that a closing date for offers may be set in due course. All parties wishing to make an offer should register their interest in writing or by e-mail as per the contact details below in order that they can be kept fully informed.

CONTACT

Enquires can be made to:

Michelle Lynn
West Dunbartonshire Council
Housing, Environmental and Economic Development
Asset Management Section
Council Offices
Garshake Road
Dumbarton
G82 3PU
Tel: 01389 776992
Email: michelle.lynn@west-dunbarton.gov.uk

IMPORTANT NOTICE

1. These particulars are set out as a general outline only for the guidance of intended purchasers or lessees, and do not constitute, nor constitute part of an offer or Contract.
 2. All descriptions, dimensions, reference to condition and necessary permissions for use and occupation, and other details are given without responsibility and any intending purchasers or tenants should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the accuracy of all matters upon which they intend to rely.
 3. No person in the employment of West Dunbartonshire Council has any authority to make or give any representation or warranty whatever in relation to this property.
 4. This brief does not constitute approval under the Planning Act. The purchaser will require to submit applications for planning permission etc. in the usual manner. Advice in this respect is available from the Council's Development Management Team.
 5. West Dunbartonshire Council reserve the right to impose title conditions/ securities to take into account the particular circumstances of the transaction including, for example, the proposed use of the subjects and any price restrictions."
- Date prepared:
December 2016.

West Dunbartonshire Council

Title : Former Failfley Bowling Club, Abbeylands Road, Clydebank

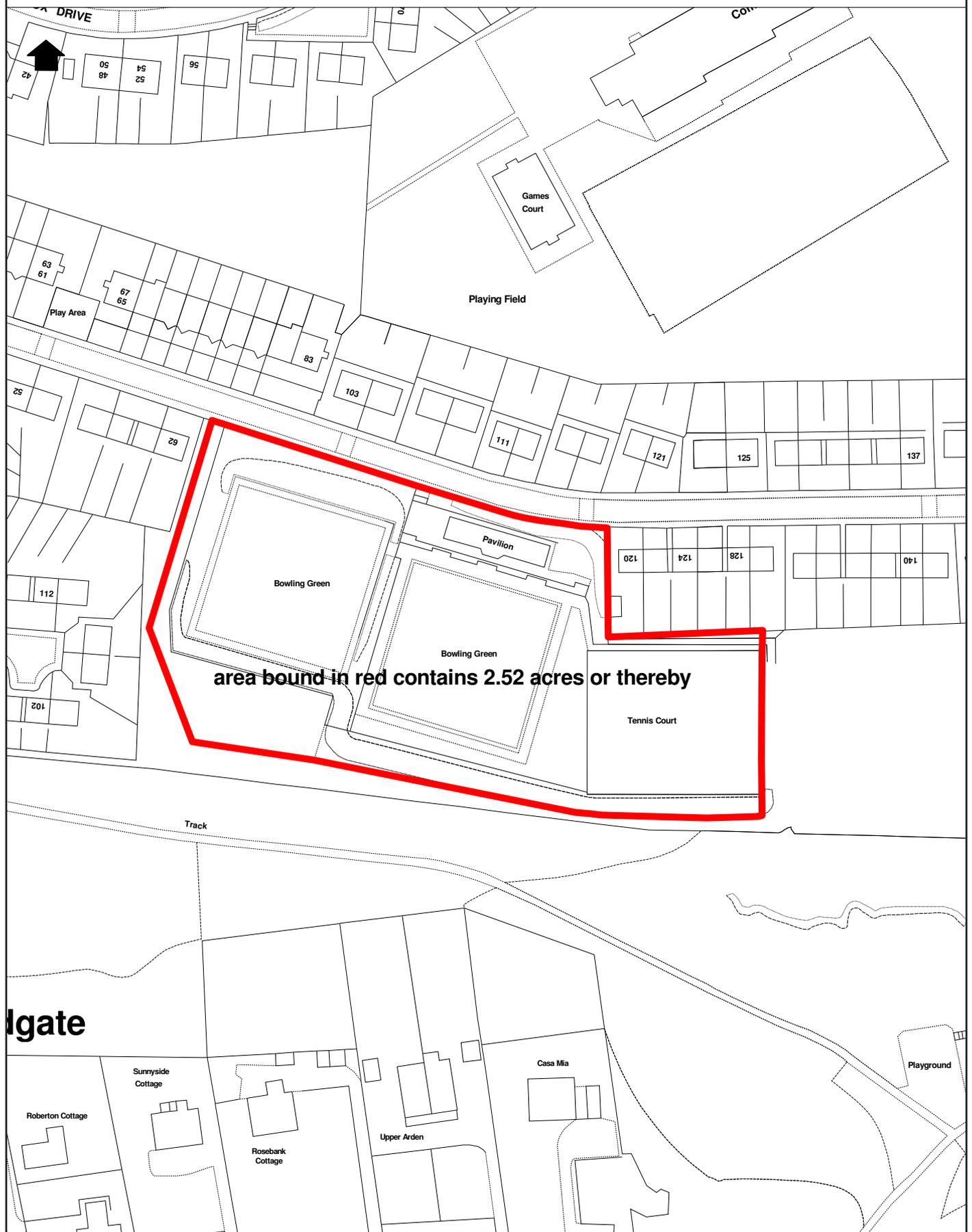
Map No : AM10

Map Ref : NS5072NW

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Date : 31/07/2014

Scale : 1:1250



WEST DUNBARTONSHIRE COUNCIL**Report by the Strategic Lead, Regeneration****Infrastructure, Regeneration and Economic Development Committee:****21 August 2019**

Subject: Sale of surplus land at Crosslet House, Stirling Road, Dumbarton**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee on the outcome of the marketing of the surplus land at Crosslet House, Stirling Road, Dumbarton. The report details the offer received and seeks Committee approval to conclude disposal of the site.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) Approve the disposal of the surplus land at Crosslet House, Stirling Road, Dumbarton for a consideration of £1,150,000 (One Million One Hundred and Fifty Thousand Pounds) to Turnberry Homes Ltd.
- (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
- (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

3. Background

- 3.1** The site for disposal is the surplus land at Crosslet House, Stirling Road, Dumbarton (Appendix 1).
- 3.2** West Dunbartonshire Council undertook an exercise to rationalise the Care Homes within the area which are more suitable and fit for purpose for local residents. This resulted in a new Care Home for the Dumbarton and Alexandria areas based at Crosslet House, Dumbarton and the subsequent closures of Willox Park, Dalreoch House and Langcraigs Care Homes.
- 3.3** The land around Crosslet House was declared surplus following the completion of the new Care Homes in May 2017.
- 3.4** Works to treat and monitor invasive species has been ongoing since May 2017.

4. Main Issues

- 4.1** A marketing campaign was commenced December 2018 by our nominated agent and a closing date being set of 20 June 2019.

- 4.2** The site was extensively marketed; sales particulars (Appendix 2) were uploaded onto various property websites, including the Council's own website. Regular e-mailing's were undertaken to our nominated agent's comprehensive list of property agents, developers, housing associations and property companies. A "For Sale" sign was also erected at a prominent location on site.
- 4.3** At the closing date, three offers to purchase were received from developers with the highest £1,150,000 (One Million One Hundred and Fifty Thousand Pounds) being recommended for acceptance.
- 4.4** Within the Local Development Plan Proposed Plan 2018 the site is identified as opportunities for private housing opportunity (H2(17)).
- 4.5** Turnberry Homes, a medium sized house builder, has submitted the higher of the three offers. They are a well established and successful house builder who have undertaken a number of schemes within West Dunbartonshire and are therefore well aware of the Council's planning and other statutory requirements.
- 4.6** Turnberry Homes propose a scheme of 40 private dwelling units being a mix of 3 and 4 bedroom detached and semi detached villas and four, two bedroom flatted development as detailed in the attached layout plan (Appendix 3).
- 4.7** Turnberry Homes have reflected in their offer soft abnormal costs based on the information supplied by the Council but this will be subject to a more detailed site investigation.

5. People Implications

- 5.1** Other than the Officers time involved in concluding the proposed deal there are no People implications.

6. Financial and Procurement Implications

- 6.1** The financial implications of the proposed sale is a capital receipt to the Council of £1,150,000 minus abnormal costs to be agreed.
- 6.2** Construction of 40 units as indicated by Turnberry Homes would generate a minimum income in the region of £72,874 per annum for both Council Tax based on Band E rating. This income stream cannot obviously be guaranteed and would be dependent on all units being sold and planning permission being achieved. We have had no indicative layout plan by the purchaser and therefore this is at this stage an anticipated figure. The income stream cannot be guaranteed as this would depend on the net migratory effect.
- 6.3** There are no procurement implications arising from this report.

7. Risk Analysis

- 7.1** The main risk associated with the disposal of the site is that the transaction may not conclude for a variety of reasons including planning, ground conditions and abnormals. In that case, the Council will require to remarket the site for sale.

8. Environmental Sustainability

- 8.1** Any future development of the sites will require that SEA legislation will be considered and taken into account as part of any planning application assessment.

9. Equalities Impact Assessment (EIA)

- 9.1** An Equality Impact Screening did not indicate any further action required in relation to this transaction.

10. Consultation

- 10.1** Consultations have been undertaken with Finance and Regulatory however wider consultation will take place during any Planning Application process.

11. Strategic Assessment

- 11.1** By agreeing to this sale the Council will realise a capital receipt whilst delivering on the wider rationalisation strategy for the Council.

Jim McAloon

Strategic Lead, Regeneration

Date: 26 July 2019

Person to Contact: Michelle Lynn, Assets Co-ordinator, Council Offices,
Bridge Street, Dumbarton G82 1NT, T: 01389 776992,
Email: michelle.lynn@west-dunbarton.gov.uk

Appendices: Appendix 1 – Site Layout
Appendix 2 – Schedule of Particulars
Appendix 3 – Turnberry Homes Site Layout Plan

Background Papers: Report by the Executive Director of infrastructure and
Regeneration to Council: 24 June 2014.

Wards Affected: Ward 3

West Dunbartonshire Council

Title : Crosslet House, Argyll Avenue, Dumbaron



Map No : Map Ref : NS4175SW Reproduced by permission of Ordnance Survey on behalf of HSMO
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FOR SALE
Surplus Land
Crosslet House
Stirling Road
Dumbarton
DD6 8RG

**1.25 Hectares (3.1) Acres
Or thereby.**

- ◆ Prominent Location
- ◆ Frontage to major road
- ◆ Suitable for residential and compatible uses.
- ◆ Good access to local amenities
- ◆ Housing opportunity site under LDP



Location

Dumbarton lies approximately 10 miles to the West of Glasgow.

The site lies conveniently to the North of Stirling Road, the main arterial road linking Dumbarton and Clydebank to Glasgow. To the West, Stirling Road joins the A82 snaking along the West bank of Loch Lomond through the Loch Lomond and Trossachs National Park.

Dumbarton has excellent transport links with two train stations located within the town, Dumbarton East (1 Km) and Dumbarton Central (1.5 km.)

Local amenities include St James retail Park, with major national occupiers as well as smaller local retailers. There is also Primary and secondary education available within the town.

Description

The site comprises an area of open space and woodland lying to the South of the new build Crosslet House. In total the site extends to approximately 1.25 hectares (3.1 acres).

Residential accommodation surrounds the site to the West and North with Gruggies Wood bounding the site to the South. Vehicle access may be gained from Sutherland Drive or from Crosslet House itself

There is a public right of way that runs through the edge of the site which should be recognised in any future development plans.

Planning

The site has been identified as a potential housing opportunity under the current West Dunbartonshire Local Development Plan as BC1(20)

Terms

The site is owned by West Dunbartonshire Council who will seek a contribution to their legal costs in connection with the sale of the site.

Price

Offers are invited for our clients heritable interest in the property.

For further information please contact:

Stephen Robertson

Stephen.robertson@gva.co.uk

0141 305 6311

Gordon Stewart

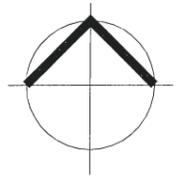
gordon.stewart@gva.co.uk

0141 305 6354





Important:
The contractor will be held to have examined the site and checked all dimensions and levels before commencing construction work. No assumptions should be made without reference to the architect. No dimensions should be scaled from this drawing.



ACCOMMODATION SCHEDULE

TYPE	DESCRIPTION	No. BEDS	UNITS
BLOCK 1	3 STOREY FLATS	2	9
BLOCK 2	3 STOREY FLATS	2	6
BLOCK 3	3 STOREY FLATS	2	6
BLOCK 4	3 STOREY FLATS	2	9
SUB-TOTAL			30
I	ISLAY DETACHED	4	4
G	GLENDHU SEMI-DETACHED	3	6
SUB-TOTAL			10
GRAND TOTAL			40

DRAFT

TURNBERRY HOMES
BE AT HOME

ark
architecture + design
14 Royal Terrace
Glasgow
G3 7JY
t 0141 332 5823
f 0141 332 5824
e design@arkdesign.co.uk

client: **TURNBERRY HOMES LTD**

project title: **RESIDENTIAL OPPORTUNITY AT CROSSLET HOUSE, DUMBARTON**

drawing title: **DRAFT DEVELOPMENT PLAN**

scale: **1:500@A3** date: **March 2019**
 drawn by: **JK** checked by: **TW**

job no: **\$2019/04** drawing no: **SK003** revision:

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Director – Regeneration, Environment & Growth****Infrastructure, Regeneration & Economic Development: 21 August 2019**

Subject: Engagement with the Gypsy/Traveller Community

1. Purpose

- 1.1** The purpose of this report is to provide members with information on the context and challenges related to unauthorised encampments, and propose steps to be taken to explore alternative means of managing the issue.

2. Recommendations

- 2.1** It is recommended that members:
- consider the information detailed in this report;
 - agree the criteria to be used for the evaluation of potential temporary stopping places;
 - approve the proposed respect code as attached at appendix 1;
 - consider the establishment of a Gypsy Traveller sub committee; and
 - agree to undertake early engagement and consultation on potential future options.

3. Background

- 3.1** Local Authorities have a responsibility, through the Equality Act 2010 and the Human Rights Act 1998 to ensure that Gypsy/Travellers are not discriminated against on the basis of their ethnicity. This responsibility is reaffirmed in the Scottish Government revised [Guidance on Managing Unauthorised Camping by Gypsy/Travellers in Scotland](#), issued in April 2017.
- 3.2** There has been a significant national focus on improving outcomes for Gypsy/Traveller communities in recent years, with a primary focus on accommodation. The guidance reflects a desire to ensure that the Gypsy/Traveller culture is supported across Scotland while also ensuring basic accommodation standards can be met. In part this is in response to the steady reduction in access to 'traditional' stopping places across Scotland.
- 3.3** West Dunbartonshire has an established 'fixed' site in the Dumbarton area, at Dennyston Forge, which is home to a number of families on permanent pitches. Recent years have seen significant investment on the infrastructure and provision on site, in line with national standards. Demand for additional pitches on the site is increasing, as existing families grow and extend.

- 3.4** In addition, West Dunbartonshire, particularly Dumbarton, is a traditional stopping place for Gypsy/Travellers each year. The number of individual families / encampments varies from year to year however there has been a notable increase in these unauthorised encampments since 2012. Some Gypsy/Travellers come to West Dunbartonshire for reasons such as seasonal employment, while others visit as part of a traditional nomadic lifestyle linked to family connections.
- 3.5** Often the number of encampments is impacted by weather conditions and ease of access to traditional stopping places. The weather conditions in summer 2015, and action taken by various owners to restrict access to common stopping sites in 2016 saw a reduction in numbers. However the number of unauthorised encampments and the length of stay for Gypsy/Traveller groups increased significantly in 2018. There were 11 separate encampments in the area over the period January to October, ranging in duration from 1 to 8 weeks and in size from 2 to 17 caravans.
- 3.6** Crown Office and Procurator Fiscal Service (*COPFS*) guidance to local Sheriffs makes it clear that there is a presumption against prosecuting Gypsy/Travellers for trespass as defined in section 3 of the Trespass (Scotland) Act 1865, where the sole issue is unauthorised encampment by Gypsy/Travellers. The guidance makes a range of suggestions of what should be considered before making a decision on how to manage each particular unauthorised encampment.
- 3.7** In light of changes to guidance, there is a need to plan the approach to unauthorised encampments in the area. This will ensure that our local actions are reflective of the guidance issued from Scottish Government in 2017 and also in line with the Equality Act 2010.

4. Main Issues

Context

- 4.1** It is important to understand that Gypsy/Travellers are not a single group but a diverse set of travelling communities with differing identities, cultures, histories, lifestyles and languages. Gypsy/Travellers also have a variety of reasons for travelling and camping, and engagement with local stakeholders highlighted that there are two distinct types of unauthorised site:
- small family groups with around three to five caravans, primarily focused on visiting family and friends, attending cultural or family events, and sometimes undertaking work; and
 - larger working parties with many caravans, and industrial equipment, primarily focused on carrying out business in the locality (e.g. gardening, minor building work, etc.).

4.2 Scottish Government guidance is clear that Local Authorities can define locations where they feel an unauthorised site will not be acceptable under any circumstances. These locations should be identified and published to ensure it is understood by everyone involved. These unacceptable locations could include:

- sites of scientific/environmental interest;
- parks, public open spaces in regular use, sports and recreation grounds;
- sites where pollution could damage water courses/water supply;
- an area of serious ground pollution or other environmental hazard;
- on a public road or the verge of a road, including lay-bys; and
- in proximity to a railway line where there may be a danger to individuals.

Common Challenges

4.3 Key issues raised by Local Authorities in relation to unauthorised encampments tend to focus on the cost and environmental impact of these unauthorised sites. The main challenges of managing an unauthorised site, particularly the impact on the local community, centre on the issue of waste. An unauthorised site requires refuse collection while in use and often significant clear up of fly tipping following use.

4.4 In addition to these waste specific challenges there can be issues with the appropriateness of the site chosen for unauthorised encampments – with public parks and open spaces in the Dumbarton area traditional stopping places for Gypsy/Travellers. This can have a significant impact on the wider community and lead to unrest from the settled community who see this use as destructive to the local environment.

4.5 Standard practice in recent years has been to respond to unauthorised encampments on Council owned land by raising an action for eviction through the Council legal team. This has resulted in Gypsy/Traveller settlements rotating on a regular basis from site to site across the area. This results in recurring legal costs as well as the clean up costs for each site (indicative costs to services are detailed in 4.7 below). This presents a risk in terms of our ability to ‘foster good relations’ in line with the Equality Act and also makes it more challenging for services to access individuals in the encampments to assess any health or welfare concerns.

Current Provision

4.6 At present a range of services are involved in responding to unauthorised encampments and providing a range of services to the individuals and families living on these sites:

- **Housing and Homelessness services**

Advice, access to temporary accommodation, enforcement and engagement are provided through the housing service. Housing is often a first or single point of contact for between the Council and those on temporary or unauthorised sites.

- **Environmental services**

This would include the clean up and waste services described above in relation to challenges. Skips are often required for site clean up, along with reinstatement where damage to the site has resulted from an unauthorised encampment.

- **Legal Services**

There is a specific role for the legal team in processing a response to an unauthorised encampment, including the use of sheriff officers to serve notices and, where necessary, to serve orders for eviction obtained by the legal team from the local Court.

- **Citizen Services**

Often the contact centre of Council is a first point of contact for residents from the settled community who are concerned about unauthorised encampments. While an unauthorised encampment can lead to a significant increase in contact with the Council. Only small number of these contacts will result in a formal complaint being noted.

In addition there is an increase in social media activity and comments when one or more encampment is present in the area. The language used by residents and others in the settled community could, at times, be considered discriminatory and there is a requirement for the Council to consider its response to this in relation to the third duty of the Equality Act – focused on the fostering of good relations.

- **Education Services**

Education services are more likely to be involved in provision of services to children living on the fixed site for Gypsy/Travellers than with families with children who are present in the area over the summer and autumn period. However there is still a requirement for services to be offered. In most cases children requiring access to education will be placed in the local school; however there are times when additional supports may be required.

- **Police Scotland**

WDC work closely with Police Scotland and other colleagues on issues related to unauthorised encampments. Police Scotland will respond to any calls to report unauthorised encampments or any disturbances at

sites. In addition regular positive visits are carried out in partnership between Police Scotland and housing & homelessness services to build a relationship with families on site.

- 4.7** Services regularly involved, or likely to be involved, in responding to unauthorised encampments have provided indicative costs of their response in the table below. Additional information will be added over summer on the 2019/20 costs.

Service area	2018/19 cost estimate	Historical costs (if available)
Housing & Homelessness services	£67,000	Costs not recorded previously
Environmental services	£75,000	£40-50,000 per annum
Legal Services	£2,000 (average annual cost for fees)	An average of £2,000 per year for fees
Education Services	Between £4,000 - £20,000 per child dependent on age and support requirements	Between £4,000 - £20,000 per child dependent on age and support requirements
Police Scotland	£3,500 (attendances for calls on unauthorised encampments)	£4,000 (more call outs in previous year)

- 4.8** A wide range of other Council and partner services will be involved at times in responding to queries or requests for service related to unauthorised encampments. However these are often at an individual level and can therefore not be quantified in a way which would be helpful for this report.

Provision in other areas

- 4.9** Research on common practice in other areas has identified a range of tools which could be adopted for 2020 onwards which will ensure a proactive and positive management of unauthorised encampments. Work has been done to understand provision in Aberdeenshire, Aberdeen City and Stirling Council areas, with some visits also undertaken. This work has informed thinking on the potential for development of a short stay site which could be utilised for the summer period when unauthorised encampments are common in the area.
- 4.10** Aberdeenshire Council has in place 30 charged pitches across a seasonal site (open April to September) and a transit site (year round). They report that there has been a marked reduction in unauthorised encampments since the transit site was developed. The transit site has a maximum stay period to ensure it does not become a fixed site by default. The single site in Aberdeen City Council has a mix of pitches available, for a weekly charge, for permanent and short stay while Stirling Council provides a free period of 10 nights across the mix of permanent and short stay pitches before a weekly charge is applied.
- 4.11** In addition, Aberdeenshire Council has established a Gypsy/Traveller Sub Committee with the following remit:

- To develop and approve Council policies and practices in respect of
 - a) issues specific to Gypsies/Travellers, including their health, welfare, educational and housing needs, and
 - b) unauthorised encampments.
- To monitor and approve the Council's Gypsy/Traveller Action Plan.
- To consider and approve arrangements regarding the provision of accommodation for Gypsies/Travellers.

4.12 A number of other areas have developed a 'Respect Code' which details approach Council and partners will take to unauthorised encampments and also lays out rights and responsibilities for both the settled and Gypsy/Traveller communities. A West Dunbartonshire Code has been drafted, attached as appendix 1, and will ensure all those involved are clear on expected behaviours in line with national guidance.

Proposals for future provision

- 4.13** Given the ongoing annual challenge around coordination and management of unauthorised encampments, a proactive and longer term approach to managing temporary demand similar to that undertaken in other Council areas may be helpful for Council and partners services.
- 4.14** This will ensure the local response is in line with legislation and statutory guidance from Scottish Government and will also allowing a level of planning and co-ordination which will reduce resource pressures (time and budget) on services.
- 4.15** It is suggested that an option appraisal of possible sites for a seasonal / temporary stopping place is undertaken. This appraisal should consider the status quo along with a range of options up to an including the provision of a second fixed site in the area.
- 4.16** It is important that any proposal for a temporary stopping place takes account of both user and local needs and that any proposed site is actually likely to be used and thus deliver benefits to all stakeholders. Following research into the matter the following criteria have been developed for consideration:
- Size and physical suitability of possible sites;
 - Ease of access to site;
 - The boundaries (physical and environmental) to the site;
 - The possible impact regarding proximity to settled communities;
 - The tradition and history of proposed sites (related to Gypsy/Travellers);
 - Cost of site development;
 - The environmental impact of site use; and
 - Access to services in wider community.

Consultation

- 4.17** If this proposal were to proceed it would be necessary to undertake a programme of consultation to support development of a final recommendation. This consultation would require involving key local services, local residents, potential users of the site and potentially national interest groups.
- 4.18** It is proposed that the consultation activity should be delivered through a series of focus groups, supported by an online survey. There are multiple audiences for the consultation, likely to be focused on different elements of the proposal.
- 4.19** Specific engagement would require to be undertaken with the 'nomadic' Gypsy/Traveller community present in the area through summer months to ensure that any proposed future provision meets needs and requirements of that population. Failing to do this may result in development of provision which is not used.

Next steps

- 4.20** Following a period of engagement a report will be presented to this committee in November, proposing next steps in the process. As detailed in 4.14 and 4.15 above, further work will require to be carried out to identify a range of possible sites for consideration if a temporary site is to be developed.

Depending on the outcome of this process consideration should also be given to the establishment of a sub committee similar to that in place in Aberdeenshire, or some other forum to facilitate discussion and management of these matters in future.

5. People Implications

- 5.1** There are no people issues associated with this report.

6. Financial and Procurement Implications

- 6.1** There will be no direct financial implications from carrying out the engagement proposed in this report, activity will be carried out from existing resources.
- 6.2** Developed of a temporary stopping place will require both capital and revenue investment. However scoping of the financial implication will be carried out through the option approval work proposed in sections 4.14 and 4.15.

7. Risk Analysis

- 7.1** As is detailed throughout this report, unauthorised encampments present a range of issues for this organisation and partners. Development of a new approach to stopping places / a temporary site will allow for a more proactive and coordinated approach to be taken.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities impact assessment (EIA) will be carried out alongside the engagement activity and option appraisal process. Gypsy/ Travellers are a protected group under equality legislation.

9. Environmental Sustainability

- 9.1** A Strategic Environmental Assessment (SEA) will be required if a stopping place / temporary site is being developed. This will be carried out at the same time as the EIA, during engagement and option appraisal activity.

10. Consultation

- 10.1** This issue and proposal have been discussed through the Member / Officer Unauthorised Encampment Working group. The report proposes a programme of engagement activity which will form the basis of consultation activity going forwards.

11. Strategic Assessment

- 11.1** This engagement activity supports delivery of the strategic priorities for 2017 – 2022; specifically:
- meaningful community engagement with active empowered and informed citizens who feel safe and engaged; and
 - open, accountable and accessible local government.

Richard Cairns
Strategic Director
22 July 2019

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Appendices: Appendix 1 – Draft Respect Code

Background Papers: None

Wards Affected: All



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RESPECT CODE

West Dunbartonshire Council respects and recognises that Gypsy/ Travellers have a right to maintain their way of life and there should be no acts of discrimination shown as a result of their lifestyle.

The Council is committed to balancing the needs, wishes and rights of Gypsy/Travellers and the settled communities.

Be the Best as a Guest

When an encampment is unauthorised The Council will usually seek eviction from the public land being used promptly.

In exceptional circumstances the Council may make the decision to grant a defined period of stay. In these circumstances it is important to recognise that Gypsy/Travellers are effectively guests of both the Council and the local community. Therefore it is critical that they treat the land and the community with respect, observing this respect code.

The Respect Code will be issued to all people on unauthorised encampments on any West Dunbartonshire sites (both Council and private land) as quickly as possible.

Follow the Respect Code

- The site should not be overcrowded
- Vehicles and caravans should not create a road blockage or hazard
- The site should be kept clean
- Litter or rubbish should not be dumped. This includes domestic and trade waste such as scrap metal, tree cuttings, tyres, and rubble
- The burning of rubbish that emits toxic fumes or causes any form of nuisance to passers by or neighbours is not permitted
- Fires should not be started
- Human waste, babies' nappies etc. should be disposed of appropriately.
- Pets must be kept under control and all mess should be disposed of in an appropriate manner
- Generators should not be used between 10pm- 7am within the vicinity of residential properties
- The use of threatening/intimidatory behaviour towards Council employees, other agencies, local residents or Gypsy/Travellers of other members of the public will not be tolerated
- All residents on site should be aware that any criminal activity will always be reported to the Police immediately

If Gypsy/Travellers breach the Respect Conduct, or camp on an unsuitable location, West Dunbartonshire Council will take enforcement action, which may include seeking eviction from that location.

LOCATIONS THAT WILL BE DEEMED UNSUITABLE FOR ENCAMPMENT

Locations seen as unsuitable for encampment will depend upon their particular attributes, circumstances and location. Examples of locations that are unsuitable are detailed below:

- Parks, public open spaces in regular use, sports and recreation ground
- Public car parks
- Industrial estates, retail or business parks (including sites under development)
- A site where pollution from vehicles or dumping could damage ground water or watercourses.
- A site of special scientific interest where an encampment endangers a sensitive environment or wildlife
- A public highway or designated highway land
- A location where there is, or is likely to be a significant risk of harm to the health and safety of the occupants (e.g. an area with toxic waste or any other serious ground pollution, or on the verge of busy roads where traffic could pose a danger to children).

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WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead – Roads & Transportation****Infrastructure Regeneration and Economic Development:****21 August 2019**

Subject: Member Consultation on Capital Works**1. Purpose**

- 1.1** The purpose of this report is to request approval in relation to Member Consultation further to motion considered by Council on 14 February 2019.

2. Recommendations

- 2.1** It is recommended that Committee:
- (i) notes the content of this report, and
 - (ii) approves the Elected Member engagement protocol proposed in the report.

3. Background

- 3.1** On 14 February 2019 members considered a motion raised in relation to the regeneration project, "Balloch Road Phase 1". Council agreed that local Elected Members must be given opportunity to be consulted on the detail of certain construction works in their ward that will be carried out under delegated authority, prior to any report being brought to Committee for a funding decision. It was therefore agreed that Officers would present a proposed protocol/process to facilitate member engagement to the Infrastructure, Regeneration and Economic Development (IRED) Committee.
- 3.2** Under the Roads (Scotland) Act 1984 the Roads Authority has delegated powers to reconstruct, alter, widen, improve or renew any road within their local authority area contained within the list of public roads.
- 3.3** The promotion of a Traffic Regulation Order is required for the introduction of a new, or amendment to an existing, parking restriction, movement order or traffic management measure. The required legal process is followed.

4. Main Issues

- 4.1** Consultation and engagement is fundamental to the good design and successful promotion of any regeneration or public realm scheme. The strategy should be shaped to be proactive in engaging as many community, business, political and cultural stakeholders as possible to understand the

local issues experienced by all stakeholders and to maximise the project benefits.

- 4.2** Public realm improvements are a tool to delivering regeneration and developing a sense of place through facilitating economic growth whilst supporting access to jobs, education and businesses in conjunction with improving the experience for all road users.
- 4.3** The public realm includes both vehicular and pedestrian areas contained within the local road and footpath network.
- 4.4** If a project proposes to amend the layout of the existing road and footway network the project team will engage with stakeholders to identify key local issues and priorities and ensure the evolving proposals have taken these into consideration.
- 4.5** The development and delivery of projects have a number of stages and can be set out as follows:
- **Project Inception**
 - **Project Development**
 - **Project Delivery**
 - **Evaluation & Monitoring**
- 4.6** It is proposed that in addition to any other local consultation, and the wider stakeholder engagement, local ward members will be briefed in line with the key project milestones identified in 4.5 namely project inception, development and delivery.

The conclusions of these will be recorded and circulated for confirmation before a project proceeds to the next stage.

- 4.7** Information will be provided to local ward members of roads infrastructure improvements programmed for their area in advance of works commencing.

5. People Implications

- 5.1** There are no people implications as a result of this report.

6. Financial and Procurement Implications

- 6.1** The engagement protocol has no financial or procurement implications.

7. Risk Analysis

- 7.1** The consultation process with partners and key stakeholders ensured that the content of the Strategy and Action Plan is appropriate to assist with the economic prosperity for the local area and that risks are assessed. The Strategy will be reviewed regularly to ensure that any local and national economic changes are integrated where appropriate.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities impact assessment is not necessary for this report.

9. Strategic Environmental Assessment (SEA)

- 9.1** A strategic environmental assessment is not necessary for this report. Strategic Environmental Assessments will be undertaken as necessary in the design and delivery of public realm projects.

10. Consultation

- 10.1** The development of the engagement protocol included consultation with officers within the Roads Service and the Regeneration Team as delivery partners of capital projects on the adopted road network.

11. Strategic Assessment

- 11.1** At its meeting on 25 October 2017, the Council agreed that its five main strategic priorities for 2017- 2022 are as follows:
- A Strong local economy and improved employment opportunities.
 - Supported individuals, families and carers living independently and with dignity.
 - Meaningful community engagement with active empowered and informed citizens who feel safe and engaged.
 - Open, accountable and accessible local government.
 - Efficient and effective frontline services that improve the everyday lives of residents.
- 11.2** This report's content is aligned with the Council's strategic priorities as stated above.

Gail Macfarlane

Strategic Lead, Roads & Transportation
21 August 2019

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Appendices: None

Background Papers: None

Wards Affected: All Wards

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead of Regeneration****Infrastructure, Regeneration and Economic Development Committee:****21 August 2019**

Subject: Pappert Windfarm**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee of progress made with this project and agree to further explore options available to West Dunbartonshire Council to enter into a commercial partnership/part ownership agreement with a private sector partner.

2. Recommendations

- 2.1** It is recommended that the Committee:
- (i) note the content of this report;
 - (ii) agree to continue engagement with private sector developers to assess options for a commercial partnership/part ownership.
 - (iii) agree to continue engagement with Statutory Consultees;
 - (iv) agree to receive an update report following the completion of detailed proposals and options from private developer.

3. Background

- 3.1** The Council carried out a high level evaluation of its estate for the purpose of locating a site that would be suitable for developing a wind energy project. Pappert Community Woodland was deemed to be a realistic prospect with potential for a technically and environmentally feasible 5 Mega Watt (MW) wind project.
- 3.2** The option to develop, construct and operate a new wind farm was recommended and accepted as a project contained within the 10 year Capital Programme.
- 3.3** Initially, the plan was to site 3 turbines (79m height to tip) along the edge of Nobleston Wood. After the neighbouring Merkins project was denied planning permission in October of 2013, due to visual impacts on the National Park raised by the National Park Authority and Scottish Natural Heritage (SNH), the Council took the tactical decision to delay any application until such time as Merkins finalised its plan going forward. In the meantime, the Council has been in regular contact with Lomond Energy in relation to making efficiencies for both projects by sharing things such as access rights, wind data, and grid connection fees, should both projects go ahead at the same time.

3.4 On the back of significant legislative changes in Scotland, the Council decided to maximise the capacity of the site, so early in 2017, the Council procured Land Use Consultants Limited (LUC) to carry out a Landscape and Visual Impact Assessment (LVIA) and to develop a new layout. LUC determined that a maximum of 4 turbines at a height to tip of approximately 79m was feasible on the site. A high level business case was produced which determined that, depending which type of financial model is used, the 4 turbine layout would pay itself back in between 11 and 20 years, and generate approximately 7,000MWh of electricity per year. The Council consumed 26,000MWh in 2016/17 so this layout could produce approximately 27% of the Council's total electricity demand.

4. Main Issues

- 4.1** Since the last update Lomond Energy has withdrawn proposals to develop on the site adjacent to WDC land and council officers have had discussions with a new developer who is considering a similar but potentially greater scale scheme utilising much larger turbines.
- 4.2** It has become clear through these discussions that the option for WDC to develop its own smaller scale wind energy project would now be extremely challenging from a cost and return perspective.
- 4.3** The Scottish Government have stated that they will be working with stakeholders to find solutions to onshore wind deployment barriers, and to help support commercially viable projects across Scotland.
- 4.4** In the absence of subsidy support for onshore wind, all Megawatt hours produced from onshore wind in the future will need to be as cheap as other forms of renewable generation and be contracted through some form of long term Power Purchase Agreement to enable delivery of a windfarm project.
- 4.5** Windfarms that are the windiest and the cheapest to build – utilising economies of scale from multi MW turbines with tip heights much larger than those deployed to date will be able to produce the energy at the lowest cost. Currently there are 7,800MW of installed onshore wind in Scotland with a further 3,900MW consented and ready to go and a further 1,900MW in planning. The majority of the 3,900MW of consented projects are sub 150m to tip with sub 120m rotor diameters. Due to reductions in the wholesale electricity price per MWhr for the purchase of energy these projects may struggle to become financially viable. Already there are developers submitting variations to consented projects to increase tip heights to over 175m for this reason.
- 4.6** Looking further afield into Central Europe, Asia, Australia, China and the Americas the onshore wind market has matured to a point where the market sits with tip heights at 225m or higher becoming standard. This leaves turbine manufacturers with a difficult decision for the UK.

Continue to produce smaller machines for a seemingly stagnant market or, discontinue production of smaller machines and wait for the market to change because it will have to. The latter is becoming a reality with suppliers indicating that for tips up to 115m the end of 2019 will see the end of availability for machines and by 2025 availability for tips up to 150m will be seriously limited.

4.7 With a requirement for a quadrupling of renewable generation and a doubling of grid capacity by 2045 to meet Scottish Governments ambitious net zero targets onshore wind will have a critical role to play into the future. However, in the current post subsidy world where wind projects compete against ever more competitive energy markets, small wind projects with low tip heights such as that originally proposed by WDC at Pappert Hill will not be viable.

4.8 The proposed options to be explored with the new developer are;

- Commercial partnership/shared ownership arrangement with the developer.
- A shared ownership scheme may also be offered into the local community groups, in addition to a wider Community Benefits Scheme.
- A form of long term supply agreement or power purchase agreement with the developer. This would benefit WDC in (a) potentially reduced energy costs across the portfolio and (b) demonstrating involvement in renewable energy project of scale.

5. People Implications

5.1 There are no personnel issues at this time.

6. Financial and Procurement Implications

6.1 Detailed business cases will need to be produced for all options, should Council wish to pursue them.

7. Risk Analysis

7.1 Given the sensitive nature of wind farm developments there is always risk associated with planning approval and community buy-in. The project team will continue to engage with all statutory consultees through the next phase of the project to minimise the risk where possible.

7.2 It should be noted that WDC has spent £22k on this project over the last 3 financial years.

8. Equalities Impact Assessment (EIA)

8.1 An Equalities Impact Assessment Screening was carried out as part of the original business case. A further screening assessment will be undertaken once a preferred scheme has been identified for the site.

9. Consultation

- 9.1** Discussions have taken place with statutory consultees and will continue to do so. The project team has also been involved in discussions with developers regarding a potential partnership.

10. Strategic Assessment

- 10.1** This proposal will contribute to improving economic growth and employability; and improving local housing and environmentally sustainable infrastructure.

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17 July 2019

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Appendices: None.

Background Papers: None.

Wards Affected: 2, Leven.