

Identification of Uses for Glencairn House

West Dunbartonshire Council

(Regeneration & Growth)

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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

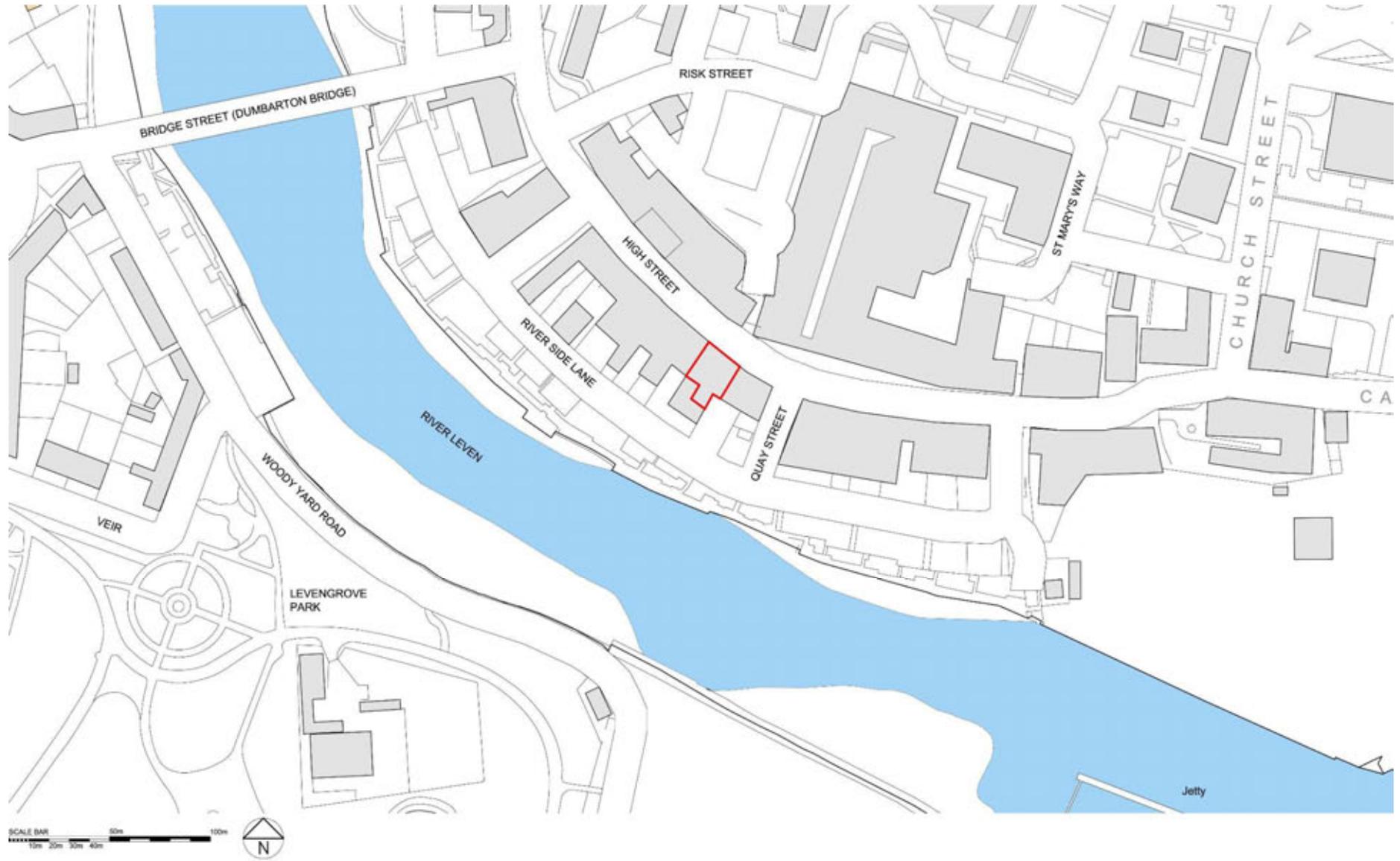
Glencairn House (Category B Listed) was built as the urban home for James, Earl of Glencairn in 1623. It is the oldest remaining building within the town centre and a surviving example of the aristocratic town house. It is significant in terms of townscape, cultural, social, aesthetic, historical and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

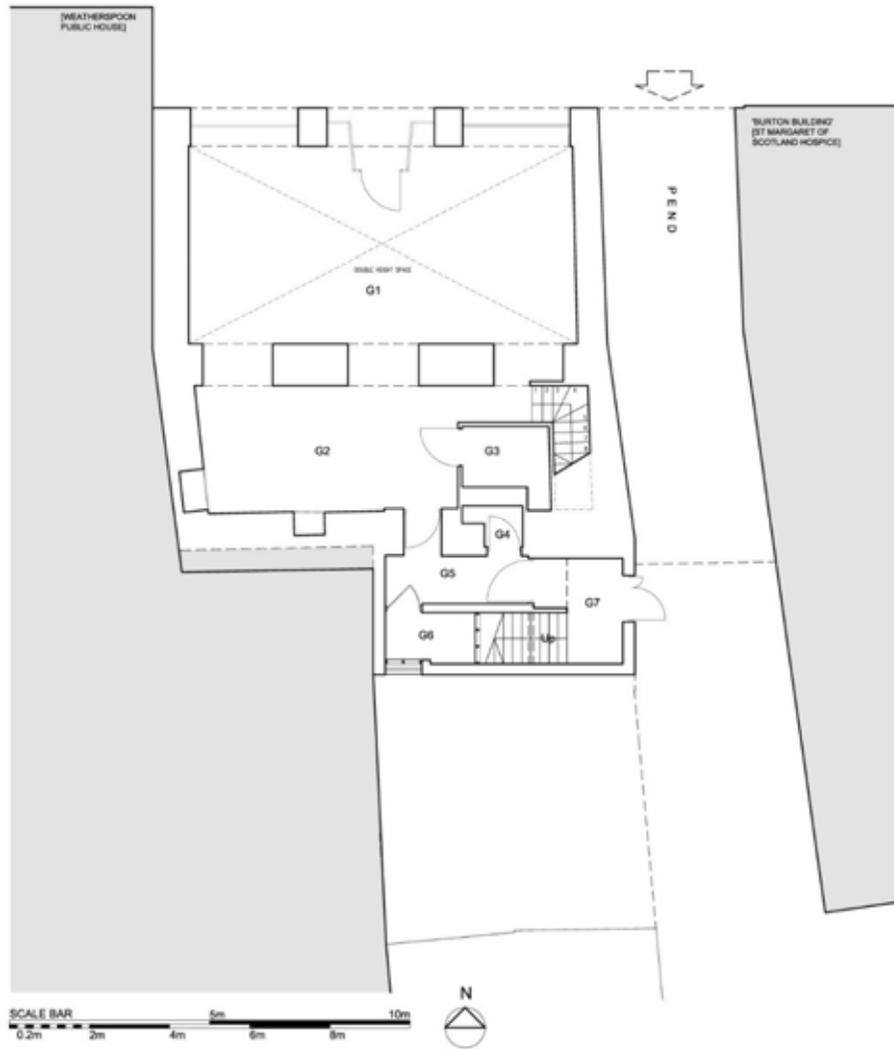


Plaques to High Street elevation

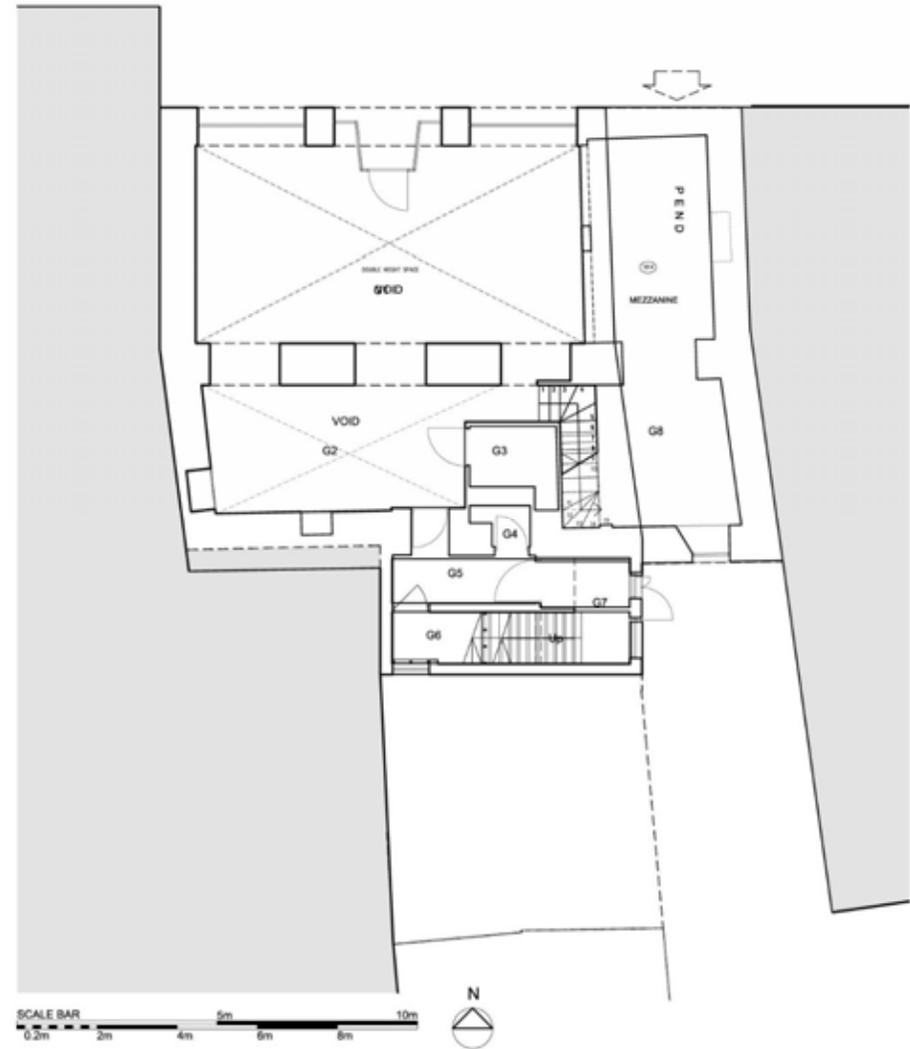


Mezzanine floor between ground and first (low head room)

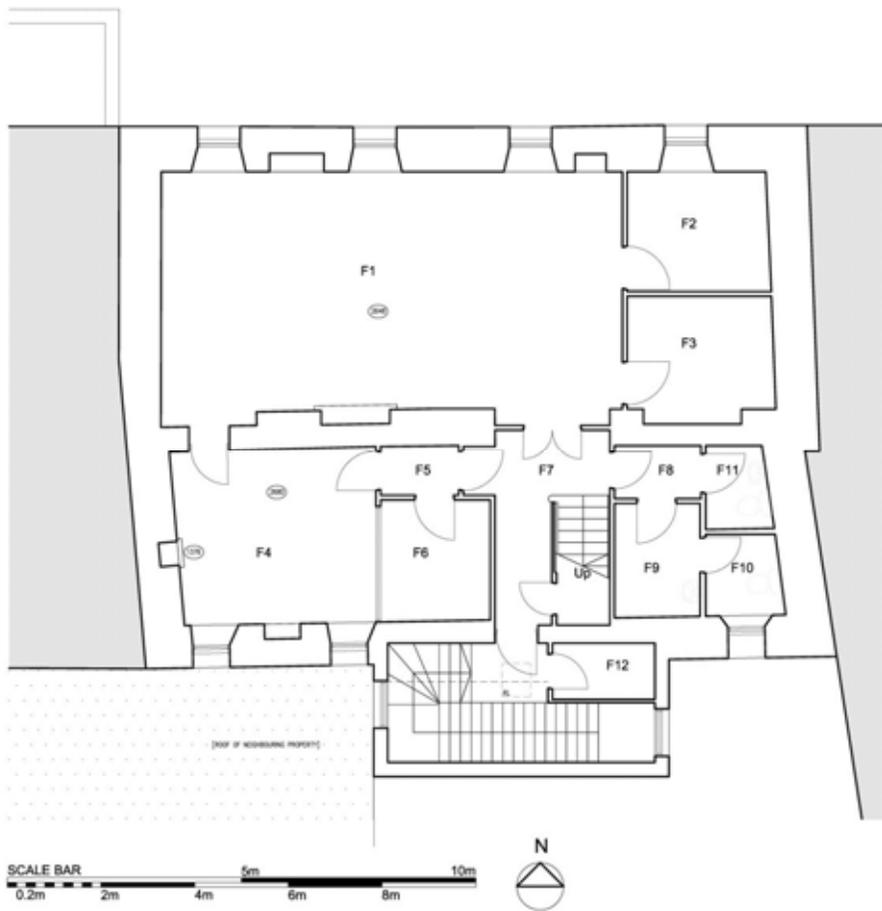
1.3.3 Existing Drawings – Plans and elevations - not to scale. Drawings provided by West Dunbartonshire Council.



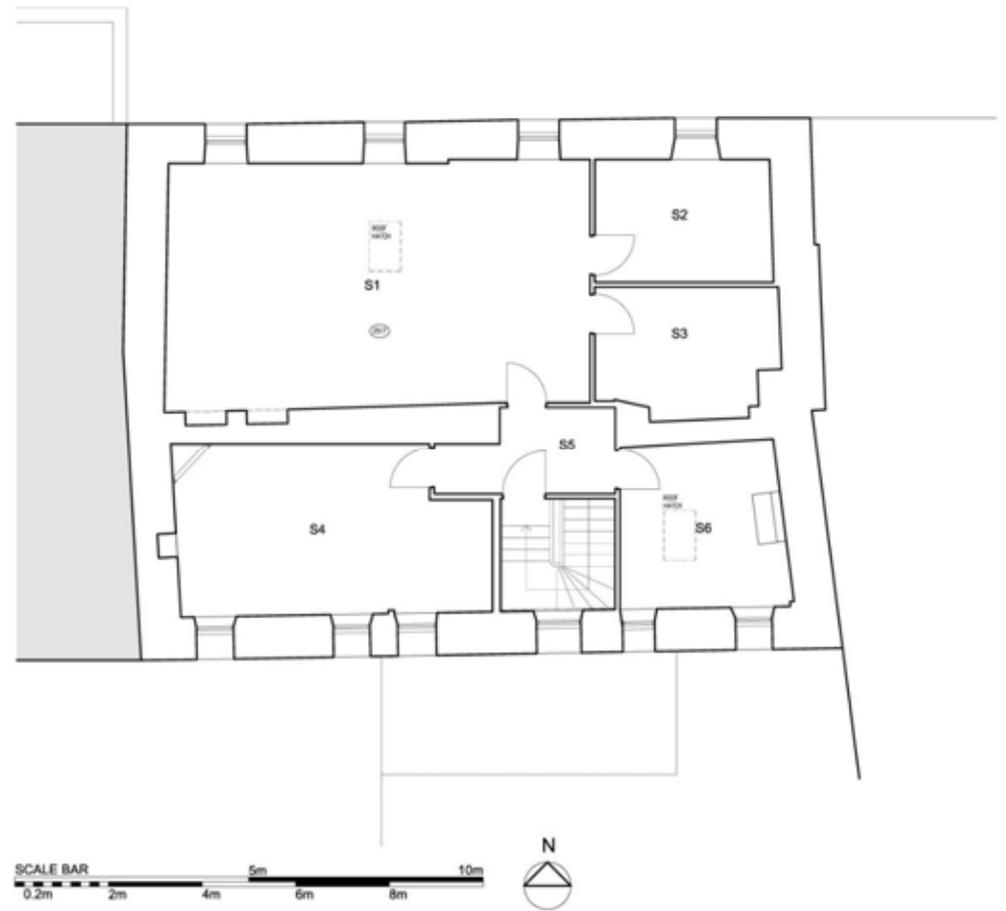
Ground floor plan as existing



Mezzanine plan as existing



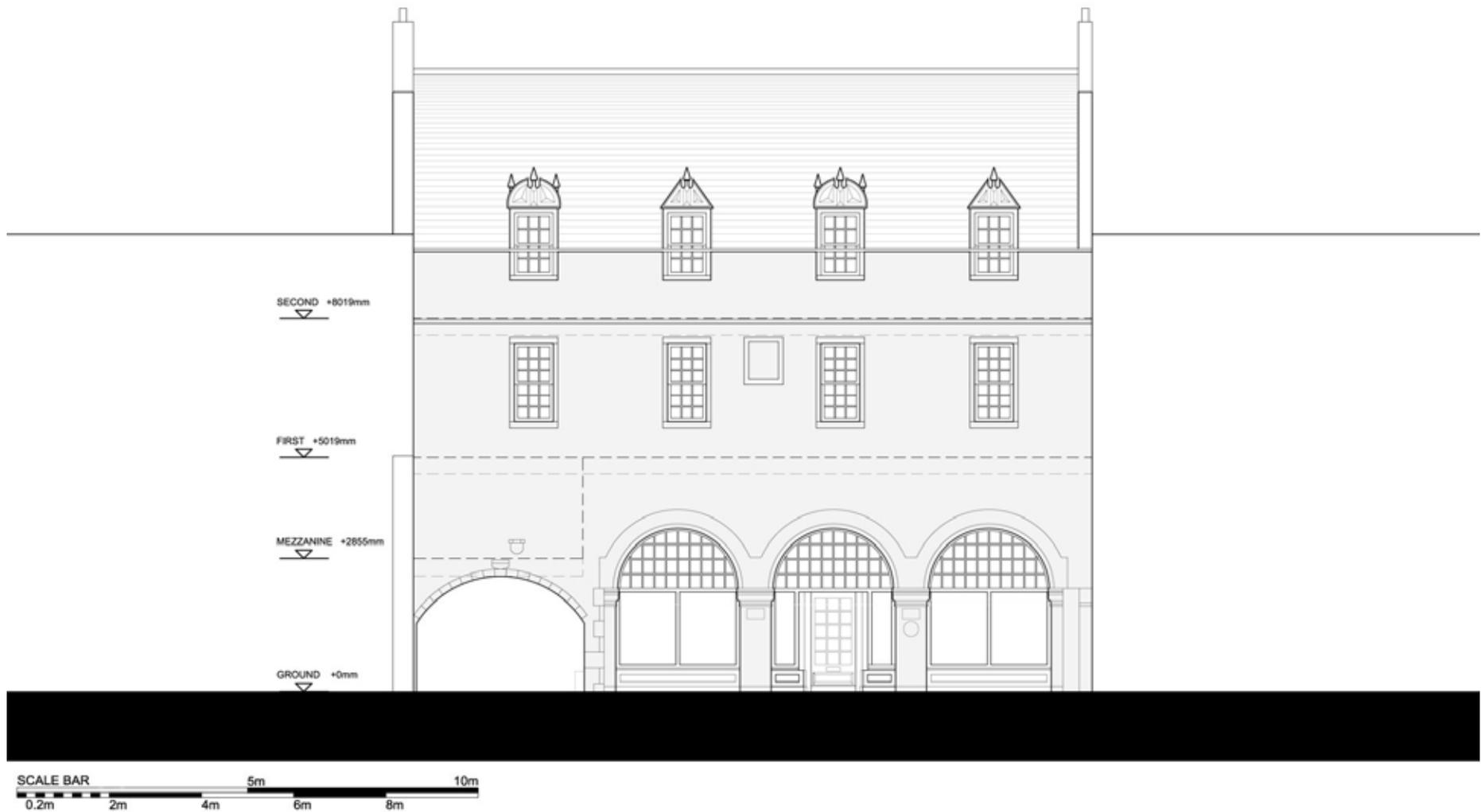
First floor plan as existing



Second plan as existing

Glencairn House: Schedule of areas as existing

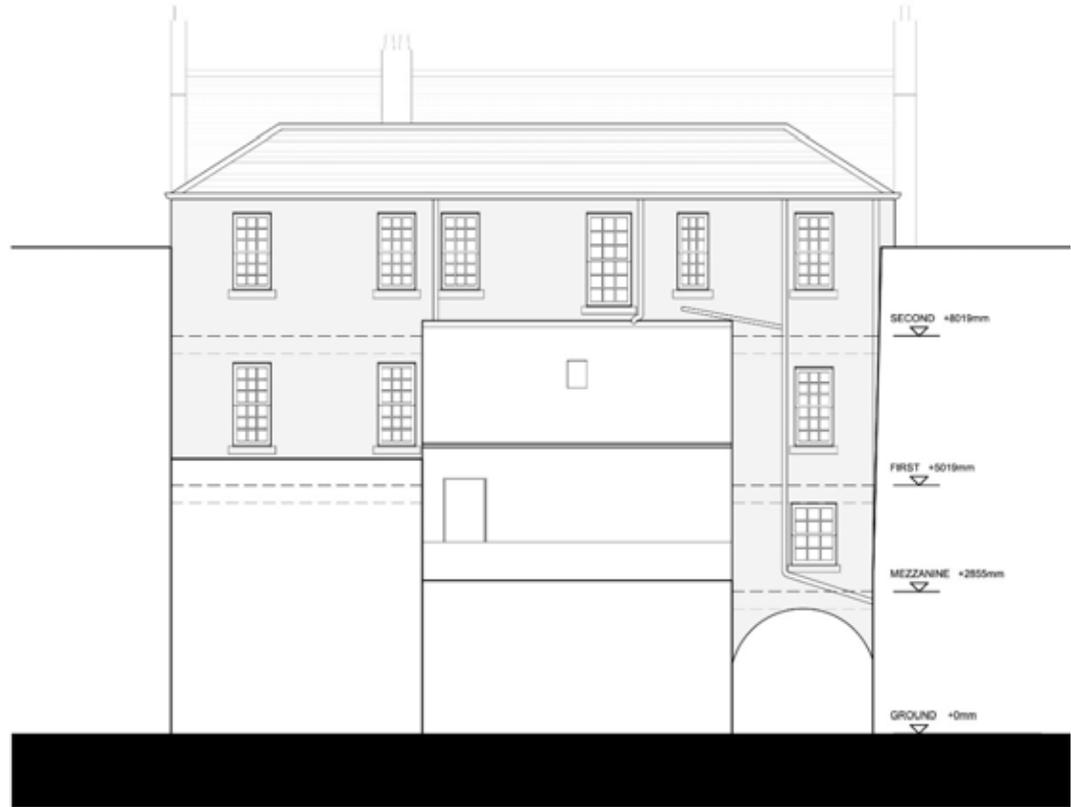
ROOM	AREA	
	m2	Sqft
G1	47.1	506.80
G2	21.6	232.42
G3	3.6	38.74
G4	1.2	12.91
G5	5.3	57.03
G6	2.7	29.05
G7	4.7	50.57
G8	28.9	310.96
GROUND & MEZZ TOTALS	115.1	1238.48
F1	51.3	551.99
F2	7.7	82.85
F3	8.2	88.23
F4	15.8	170.01
F5	1.8	19.37
F6	6.0	64.56
F7	7.5	80.70
F8	2.1	22.60
F9	4.4	47.34
F10	2.7	29.05
F11	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 pediment 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

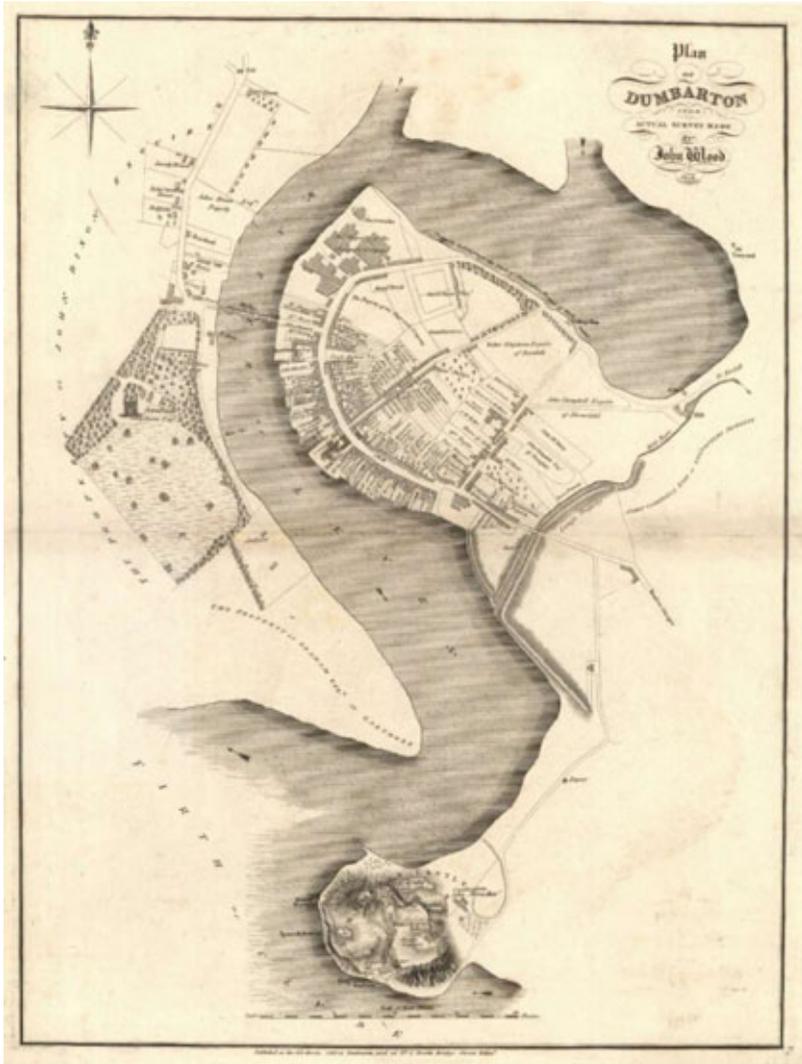


Figure 1: John Wood map of Dumbarton. c.1780-1847.
National Library of Scotland EMS.X.009



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

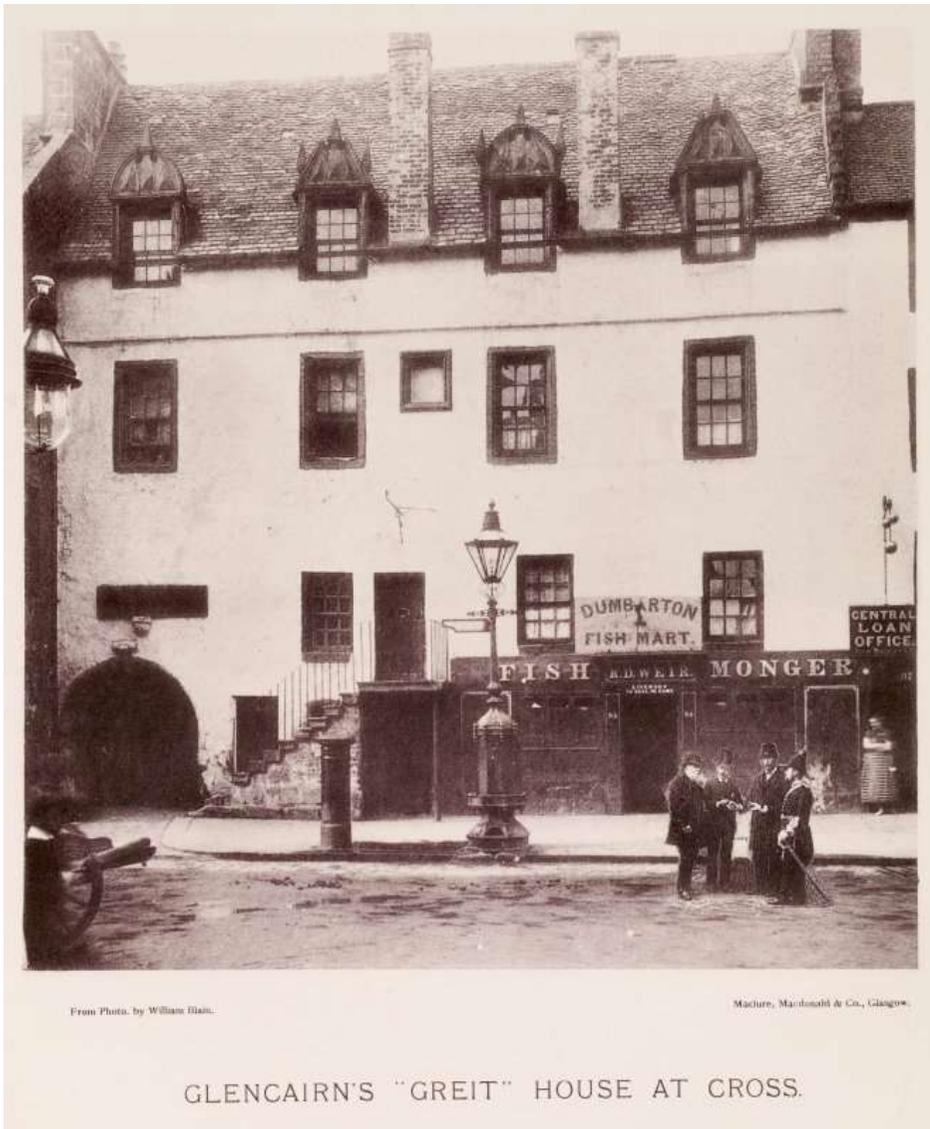


Figure 4: 'Glencairn's Greit House'. c.1893
 Canmore – DP 085905



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

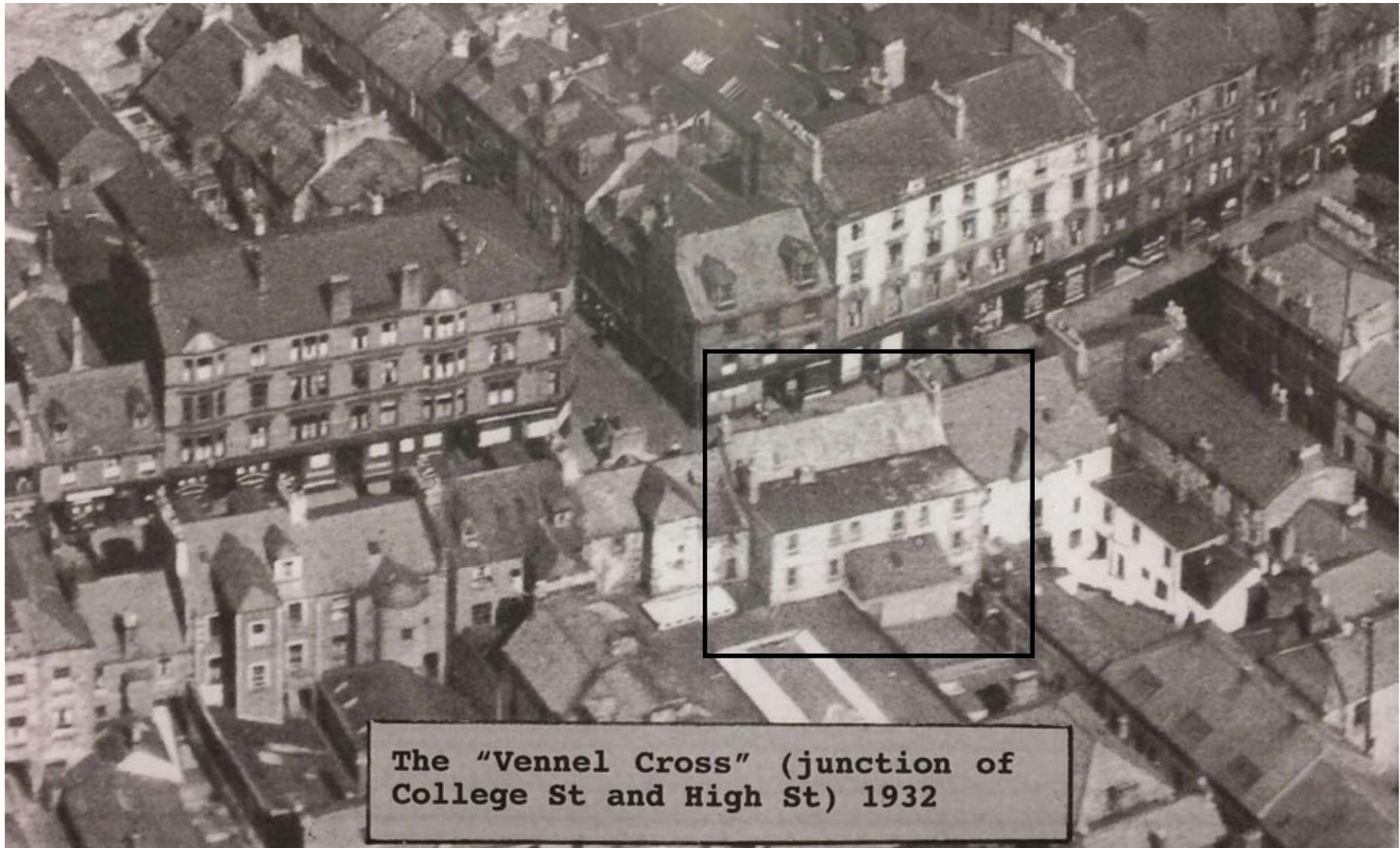


Figure 7: Aerial photo of 'Vennel Cross' (junction of College Street and High Street. 1932. (Rear of Glencairn House highlighted)
Public photographs on display at Community Hub, Artizan Centre. Author unknown.

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

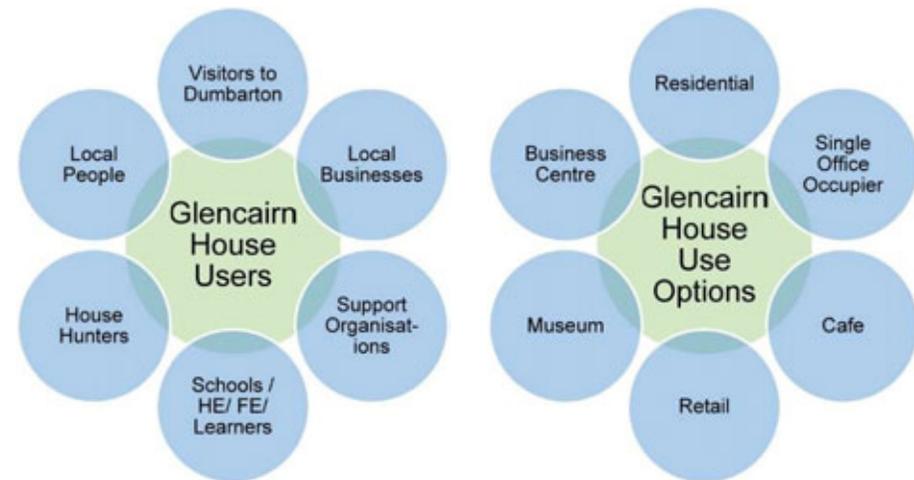
1.7.1 Approach Adopted to Options Appraisal

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.

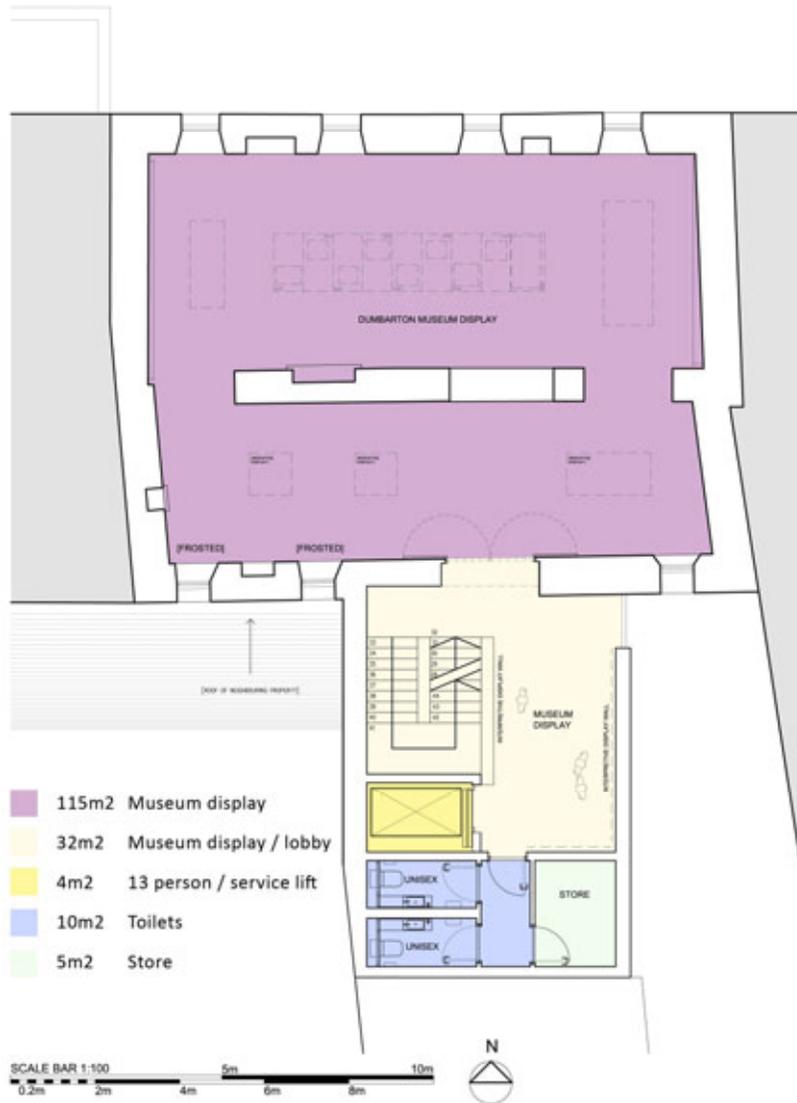


Figure 11: First floor plan – Museum use as proposed



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.



Figure 13: Ground floor plan – as proposed. Approx 35 covers

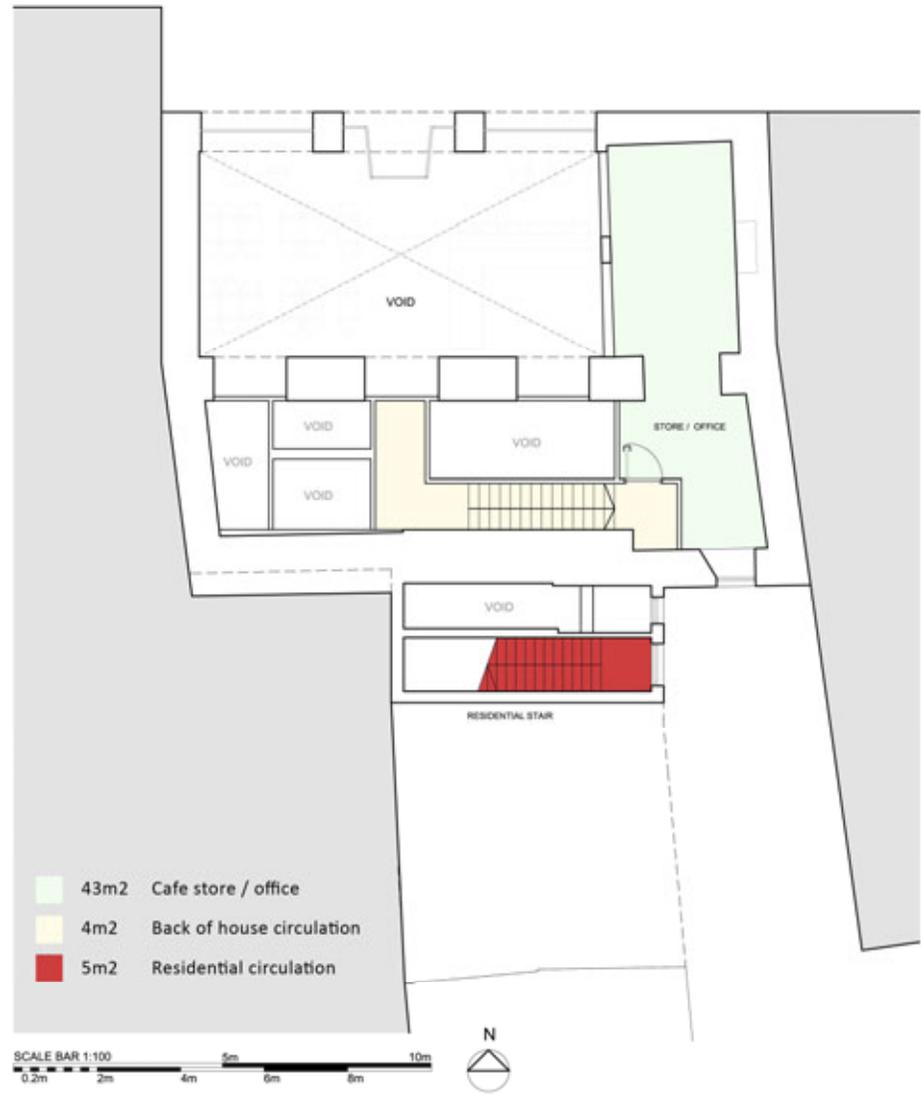


Figure 14: Mezzanine floor plan – as proposed



Figure 15: First floor plan – as proposed. 2 bedroom flat



Figure 16: Second floor plan – as proposed. 2 bedroom flat

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 or 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;

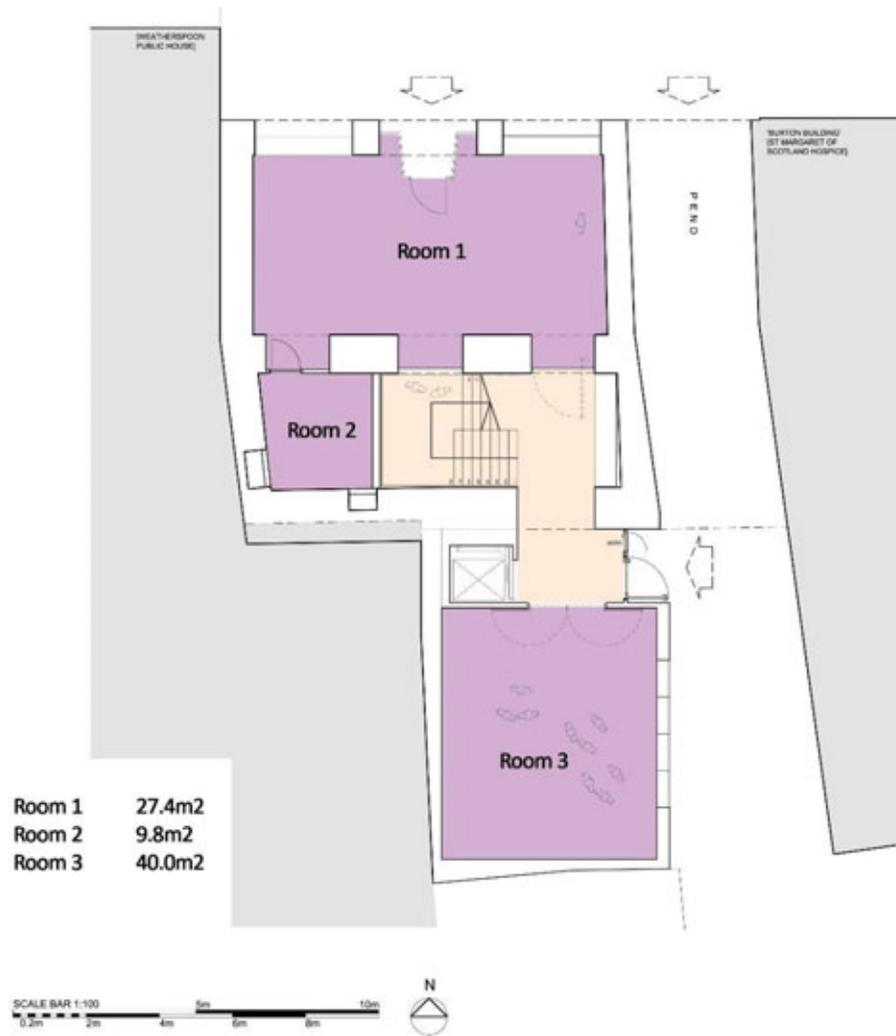


Figure 18: Ground floor plan as proposed

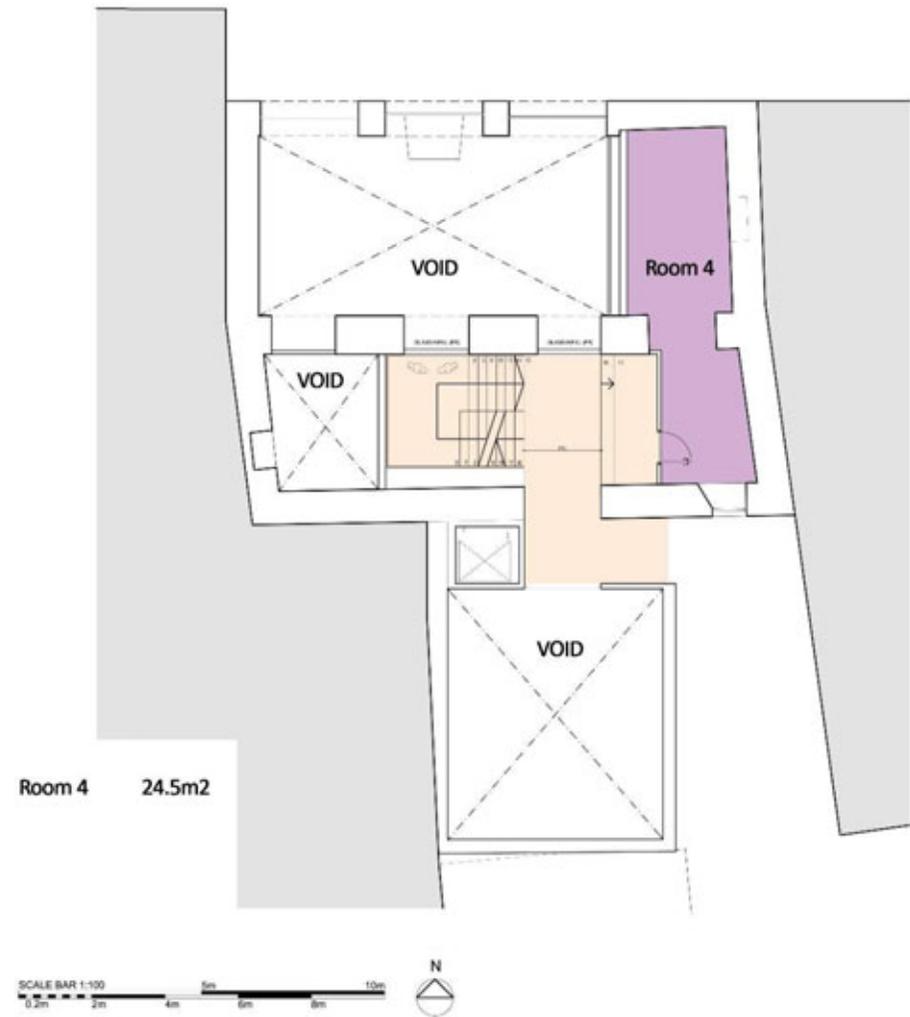
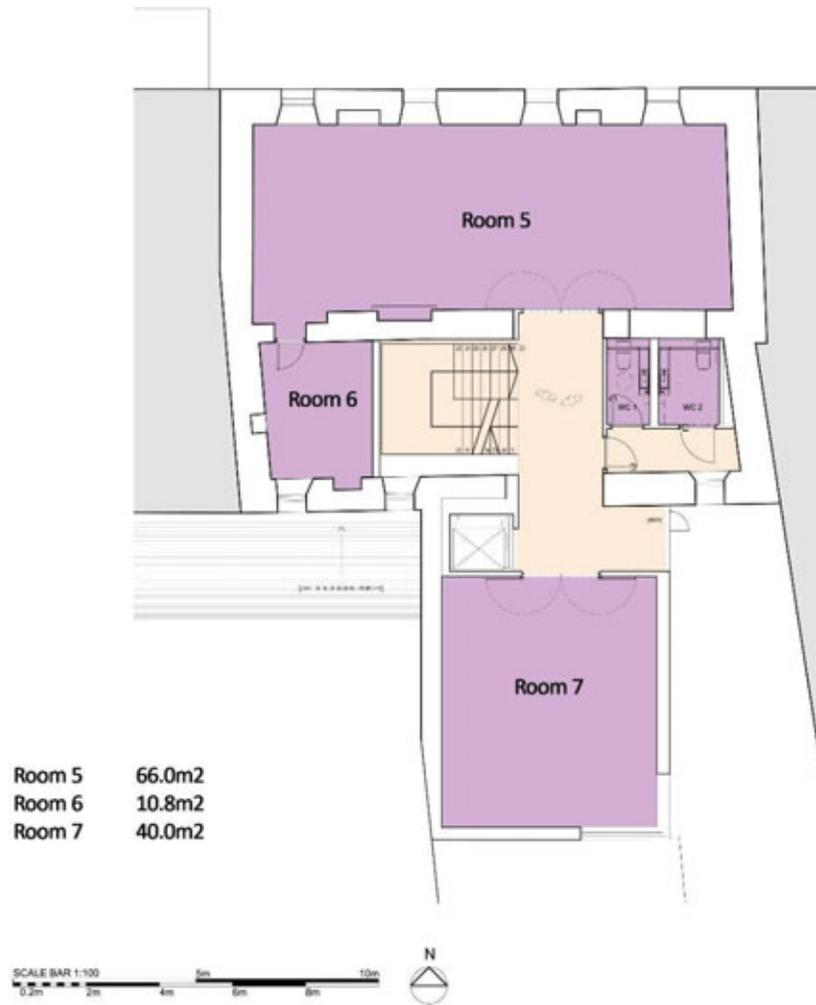
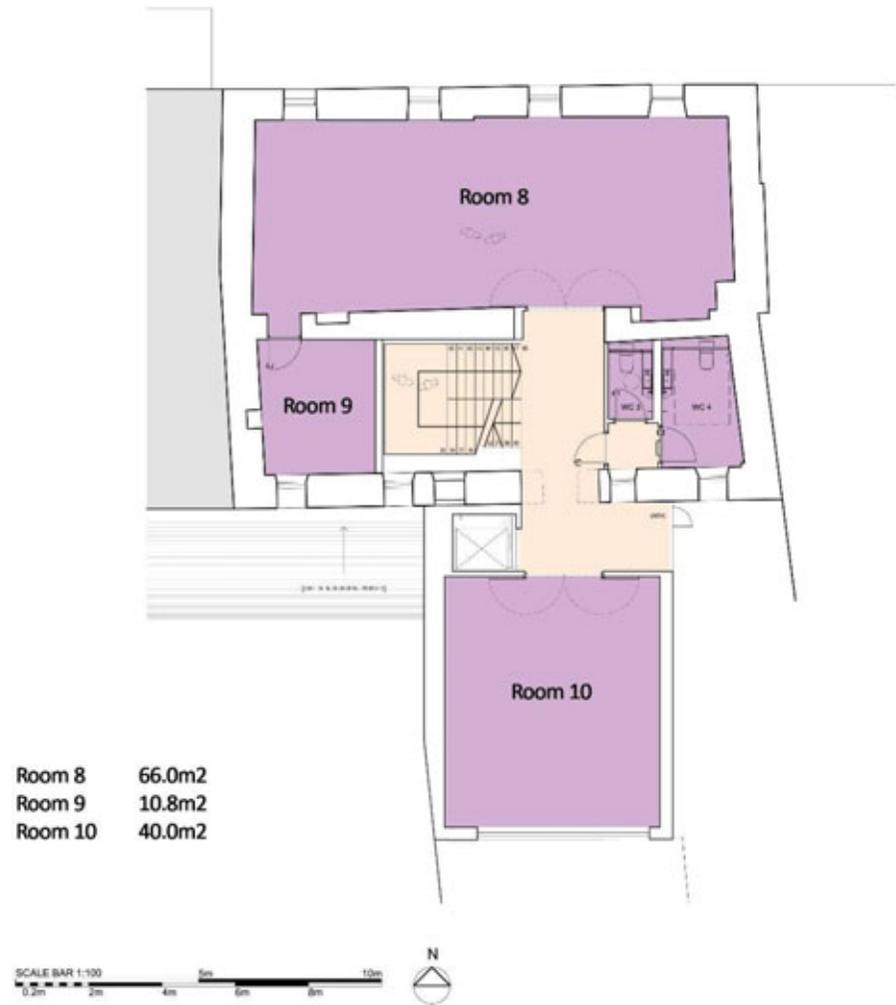


Figure 19: Mezzanine floor plan as proposed



Library / public space
 Circulation

Figure 20: First floor plan as proposed



Library / public space
 Circulation

Figure 21: Second floor plan as proposed

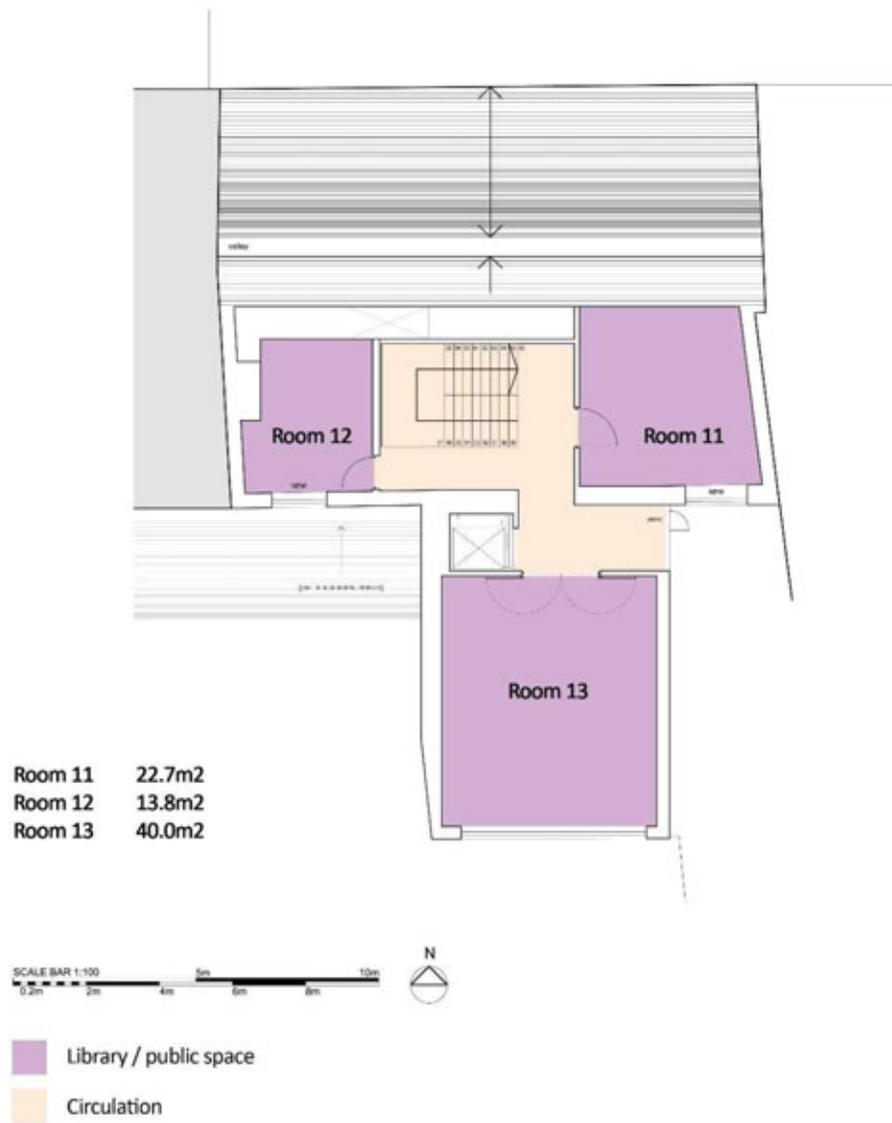


Figure 22: Third floor plan as proposed (extension)

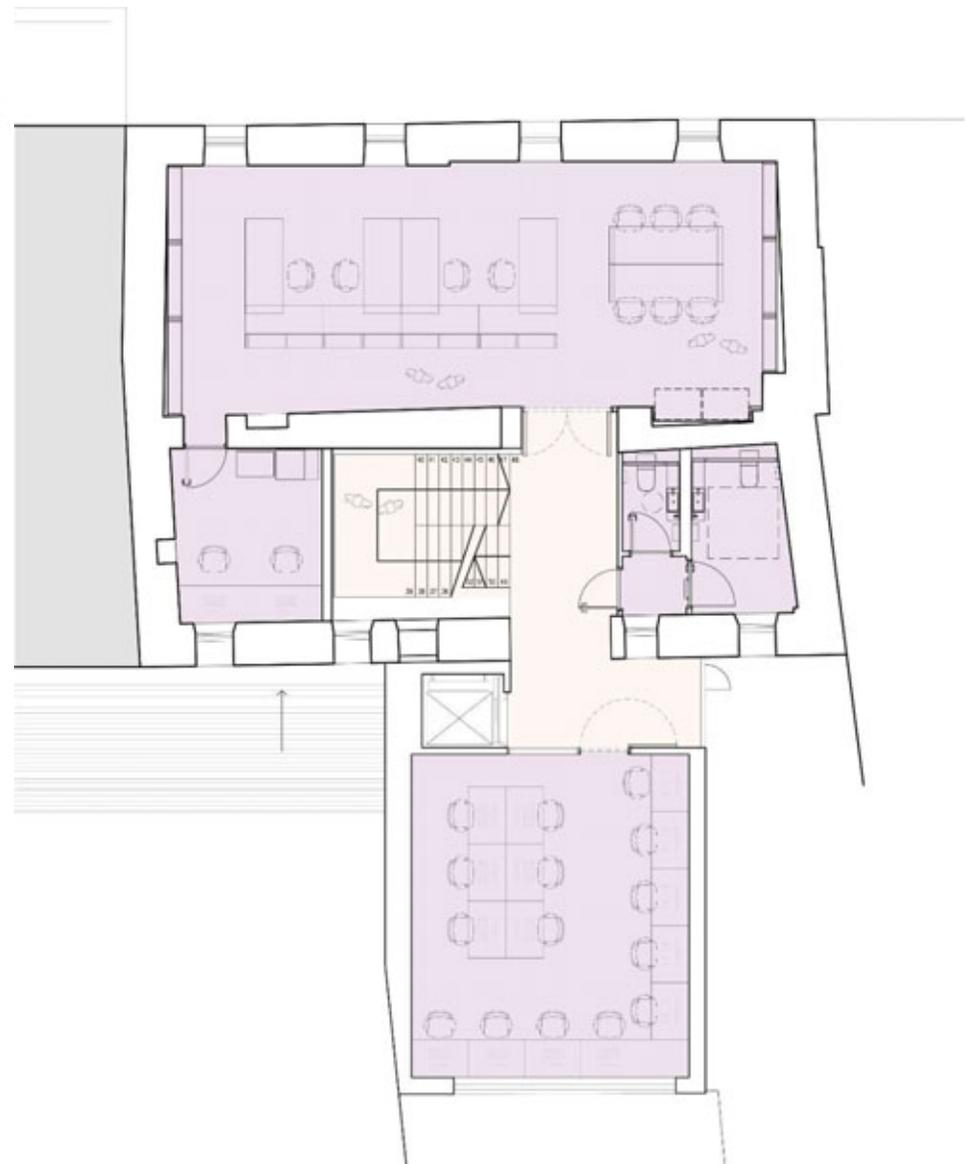


Figure 23: Example of one of the furniture layout presented to display flexibility

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