
Report to Planning Committee

Date of Meeting: 28 October 2025

Subject: CAT Request – Clackmannan Town Hall & Former CAP

Report by: Strategic Director (Place)

1.0 Purpose

- 1.1. This report seeks a decision in accordance with Part 5 of the Community Empowerment (Scotland) Act 2015 (“the Act”) on the Community Asset Transfer Request (“CAT Request”) made by Clackmannan Development Trust (“CDT”) for the purchase of Clackmannan Town Hall & Former CAP (the “Property”).

2.0 Recommendations

- 2.1. It is recommended that Committee:
- 2.2. review the CAT Request at the appendix;
- 2.3. give consideration to the requirements in the Act at sections 82 (3) and (4) and the statutory guidance published in terms of section 96 of the Act;
- 2.4. determine the CAT Request for Clackmannan Town Hall & Former CAP made by Clackmannan Development Trust by approving the application subject to conditions set out in paragraph 3.6 and 3.8 of this report, and
- 2.5. delegate authority to the Clerk, in consultation with the Chair of the Committee, to issue a decision notice in terms of the Act.

3.0 Considerations

Background

- 3.1. Council declared Clackmannan CAP available for Community Asset Transfer at its meeting held on 8th March 2018. The CAP is currently vacant. Clackmannan Town Hall is currently leased out to a local community group on a long term lease due to expire on 31st January 2031.
- 3.2. Shepherd Commercial carried out a valuation of the Property which confirmed that the market value as at 30th January 2025 is £180,000.

- 3.3. CDT were established in 2014 with the aim of making Clackmannan a better place to live, work and visit. CDT are currently based in rented commercial premises in Main Street, Clackmannan.
- 3.4. CDT submitted a CAT Request in the terms of the Act for the purchase of the Property for a price of £144k. The offer price represents a discount of 20% on the market value detailed in paragraph 3.2. The Council has a legal obligation to obtain best value for its assets. Best value can include amongst others community benefit. In terms of the CAT Request CDT have demonstrated that the 20% discount on the offer price being requested includes a community benefit.
- 3.5. CDT propose to use the Property to continue their core activities providing social, recreational and community wellbeing services which meet community need, and to expand their provision to meet increasing demand for their services. By combining the two parts of the Property under the ownership of one organisation, and by making capital improvements to the internal space, the proposal maximises the potential as a community facility Centre. It will be the responsibility of CDT to apply for Planning Permission should there be any change of use.
- 3.6. As part of their CAT Request CDT have asked for vacant possession of the Property which the Council cannot comply with. Therefore, if the Committee is minded to dispose the Property to CDT, then the legal documents will need to be suspensive on the Council obtaining a valid and signed Renunciation from the current tenants. Failure by the Council to obtain the Renunciation will mean the Council cannot proceed with the sale to CDT. Timelines will be incorporated into the legal documents in which to achieve the Renunciation by the Council. It has been confirmed by CDT that their proposal does not displace the existing activities currently being run in the Town Hall through the existing tenancy but commits to continuing them, and the community benefit it delivers.
- 3.7. Subject to the renunciation of the Lease, as provided for in paragraph 3.6 above, there are no other title conditions which would impact on the disposal of the property however it is for the CDT and their legal representation to satisfy themselves on whether the Council has a valid marketable title.
- 3.8. The proposal is dependent on the award of a Scottish Land Fund grant for the purchase price and on future grant funding for some of the capital improvements. Transfer of the Property is subject to CDT obtaining this funding and renunciation of lease outlined as above. It is expected that the Scottish Land Fund will make a decision on the application for funding in November 2025. None of these items themselves are grounds for refusal of the CAT Request.
- 3.9. The transfer will see the use of £93k approved by Clackmannanshire Council within our current 2025-26 capital programme to partly fund the purchase and conversion of the former Clackmannan Community Access Point into a 'Community Enterprise Hub'.
- 3.10. Clackmannanshire Council recently invested £1.2 million in making the Town Hall part of the Property wind and watertight. Although it requires some

upgrading and refurbishment internally, the Property is operational and compliant.

- 3.11. The Property is a keynote building in the town centre to which the local community has strong affiliations. The local community aspire to see the whole property under community ownership, giving CDT strong impetus to make the transfer a success. Although not the basis for the recommendation, officers took the strength of community expectations on the Council to support this community ambition into consideration in their assessment.
- 3.12. The Business Plan submitted in support of the Request describes how CDT will use the building, how the expected benefits meet community need, and it acknowledges the need for some internal refurbishment. The proposal aligns with the Council's Be The Future strategic theme 'Empower Families & Communities'. It contributes to Wellbeing and Place priorities in Clackmannanshire's Wellbeing Economy Local Outcomes Improvement Plan.
- 3.13. Finance have raised concerns about the financial sustainability of the proposal over 3 years. Specialist support from Business Gateway recognised the optimistic financial projections in the Business Plan but that in the context of a third sector group, as opposed to a commercial operation, are realistic given the funding streams and support available to CDT as a community/voluntary organisation.
- 3.14. In accordance with the provisions of the Act, a public notice of the CAT Request was posted at the Property on the 30th of June 2025 inviting the public to make representation. A total of 9 representations were received in support of the proposal. There were no objections.
- 3.15. The CAT Request was assessed by the Council's Working Group which consisted of the FM, Finance, Legal and Estates using a scoring system for assessing the benefits and risks of the proposal. Dialogue with CDT was maintained during the assessment process. The scored assessment using the criteria the Council set out in its Community Asset Transfer Guidance October 2022 is summarised in para 3.16.

3.16. **Scored Assessment**

Criteria	Score 1 (low) -5 (high)	Comments
a. Realistic costings for the project	2	The costs appear optimistic. Income is dependent on salaried staff and on grant funding for salaries. Annual inflationary increases have not been factored in. A yearly contingency has been included but is not compounding
b. Viability of business plans	2	The business model broadly reflects the current successful delivery arrangements, but with the benefit that venues for activities are consolidated into one property. The financial business plan presents a very high

		level of risk and low financial sustainability until funding can be secured and costs adjusted. Although CDT will be able to operate and deliver services from the Property at the point of transfer, they have to address the uncertainty of funding for salaries and for proposed repairs and improvements even before any transfer takes place.
c. Appropriateness of funding	3	Appropriate sources of funding have been identified, although no grant funding is already in place.
d. Long term sustainability and succession plans	2	The CDT is entirely reliant on retaining staff and on securing grant funding to continue operating whilst maintaining and covering the costs of a historical building. Revenue income needs to be addressed as a matter of priority to ensure the proposal will operate viably. The Business Plan shows that operating within costs is underpinned by volunteer effort and CDT's ability to pivot as required by circumstances as they arise.
e. Competence, capability and experience of the community body	4	The CDT has a successful track record of providing the services and community benefit it proposes to provide through this transfer. It employs paid staff and has a bank of Trustees and volunteers with relevant skills.
f. Governance arrangements	5	CDT has well-established governance and accountability arrangements in place, with the policies and procedures required for the successful delivery of the proposal. Monitoring and evaluation methods are set out in the Business Plan and are linked to risk mitigation measures. The Business Plan outlines the partnerships and stakeholders which play a part in the development and delivery of CDT's operations. CDT shows extensive community engagement and involvement in their work.
g. Value of proposed and existing use and level of community benefit	5	The CAT Request aims to use a keynote community asset to its full potential to offer social and recreational activities as well as space for local service provision to the local community. The CAT Request was informed by a community consultation exercise and there is community support for the proposal. The CAT Request shows high impact on outcomes relating to WELOIP priorities including community wellbeing, environment, skills and employability, community participation, empowerment and leadership. The proposal brings a vacant town centre property into community use in line with Council aspirations.

h. Impact and risk of project failure. (where 1 is high impact/risk and 5 is low)	3	Whilst there is a high level of risk in key aspects of this proposal, the Request shows CDT has considered the financial and other risks in the proposal, as in the community development context in which they have been successfully operating for several years and has put mitigations in place. Furthermore, there is limited risk on the Council of project failure and it is likely that volunteer effort will limit any negative impact of project failure on the community. The 3rd sector has the capacity to pivot in response to uncertainty with grant-based income and an independent assessment of the finances that appear optimistic concluded that in the context of the 3rd sector where access to developmental support and ad hoc resources is available, the costings are not unrealistic. The risk in principle to the success of the proposal presented by uncertainty around renunciation of the existing lease on part of the property is mitigated by the reassurance of, and partnership working with, the existing tenant who have indicated support for the proposal and intention to enter into a Renunciation.
Overall score	26/40	

- 3.17 The Working Group assessment identifies the typical types of challenge facing third sector organisations. CDT's CAT Request recognises these challenges but also sets out the opportunities of the transfer for the organisation and the community alike along with improvement in outcomes for our communities that it can deliver.
- 3.18 The Act expects CAT Requests to be approved unless there are reasonable grounds for refusal. The uncertainty around levels and sources of income and revenue presents a high level of risk in the proposal that can be offset both by the agility of CDT to respond dynamically to changes in circumstances and by the access to relevant funding, resources and sources of support not available to the public sector but available to them as a third sector organisation expressly for the type of activity they propose.
- 3.19 The statutory guidance allows the Committee's decision and the reasons for the decision to be reported to CDT by 20th of December 2025 but in order to access a grant to fund the transfer, CDT has requested a decision notice by 5th November 2025.
- 3.20 The decision will include the conditions set out in paragraphs 3.6 and 3.8 and any which may be deemed necessary to protect the interests of the Council in respect of the sale of the asset.

4.0 Sustainability Implications

- 4.1. The recommendations in this report maintain the status quo for service delivery and provide opportunities to expand the provision of community-led services to local residents in a town centre location.

5.0 Resource Implications

5.1. Financial Details

- 5.2. As a result of this transfer, the Council will derive a net capital receipt of £51k, purchase price (£144k) less investment monies (93k) recognising that investment monies will also support infrastructure changes as well..
- 5.3. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes X
- 5.4. Finance has been consulted and has agreed the financial implications as set out in the report. Yes X
- 5.5. *Staffing* There are no staffing issues directly associated with this decision.

6.0 Exempt Reports

- 6.1. Is this report exempt? Yes ☐ (please detail the reasons for exemption below) No X

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box ☒)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all ☐
our families; children and young people will have the best possible start in life ☐
Women and girls will be confident and aspirational, and achieve their full potential ☐
Our communities will be resilient and empowered so that they can thrive and flourish X

- (2) **Council Policies**

Clackmannanshire Council Be The Future Programme

Wellbeing Economy Local Outcomes Improvement Plan 2024-34

8.0 Equalities Impact

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? Yes X No ☐

9.0 Legality

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes **X**

10.0 Appendices

- 10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

1. CAT Request Form
2. CDT Business Plan

11.0 Background Papers

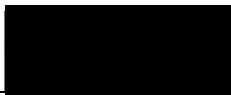
- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No ☐

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lesley Baillie	Strategy & Performance Adviser	Ext 2012

Approved by

NAME	DESIGNATION	SIGNATURE
Kevin Wells	Strategic Director (Place)	

Community Empowerment (Scotland) Act 2015

Asset Transfer Request Form (revised)

IMPORTANT NOTES:

Please make sure that you have read the asset transfer guidance provided by the Scottish Government and by Clackmannanshire Council before completing this Asset Transfer Request Form.

You do not need to use this form but using it will help you to make sure you include all the information required under the legislation.

We welcome the opportunity to discuss your proposals with you informally before you make a formal asset transfer request. If you have not already made an Expression of Interest, we recommend you do that first by contacting the Asset Transfer point of contact using the telephone number or the email address below, or by completing and submitting an Expression of Interest from which you can find on our website.

When completed, return this form using the Asset Transfer email address assettransfer@clacks.gov.uk or by handing it in to us at Kilncraigs.

Asset Transfer point of contact
Kilncraigs, Greenside Street, Alloa, FK10 1EB
Tel: 01259 452012/450000
Email: assettransfer@clacks.gov.uk

**This is an asset transfer request made under Part 5 of the
Community Empowerment (Scotland) Act 2015.**

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

1.1 Name of the CTB making the asset transfer request

Clackmannan Development Trust

1.2 CTB address. This should be the registered address, if you have one.

Postal address:

Bruce Lounge, 1 Main Street, Clackmannan

Postcode: FK10 4JA

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

Contact name: Sandeep Dhariwal

Postal address: Bruce Lounge, 1 Main Street, Clackmannan

Postcode: FK10 4JA

Email: [REDACTED]

Telephone: [REDACTED]

- ✓ We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above.
(Please tick to indicate agreement)

You can ask us to stop sending correspondence by email, or change the email address, by telling us at any time, as long as 5 working days' notice is given.

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

X	Company, and its company number is	464770
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	Scottish Charitable Incorporated Organisation (SCIO), and its charity number is	
	Community Benefit Society (BenCom), and its registered number is	
	Unincorporated organisation (no number)	

Please attach a copy of the CTB's constitution, articles of association or registered rules.

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

No ☒ **Yes** ☐

Please give the title and date of the designation order:

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

No ☐ **Yes** ☒

If yes what class of bodies does it fall within?

It is a community-controlled body, incorporated as a Company limited by Guarantee and not having a share capital.

Section 2: Information about the land and rights requested

2.1 Please identify the land /buildings to which this asset transfer request relates.

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

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

Clackmannan Town Hall and former library/CAP, including car park and community garden.

Address 34 Main Street, Clackmannan FK10 4JA

Map attached

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

If the property has a UPRN you will find it in the relevant authority's register of land.

UPRN: Not known

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

☒

for ownership (under section 79(2)(a)) - go to section 3A

☐

for lease (under section 79(2)(b)(i)) - go to section 3B

☐

for other rights (section 79(2)(b)(ii)) - go to section 3C

3A – Request for ownership

What price are you prepared to pay for the land requested? :

Amended proposed offer: £144,000.

See attached note

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

3B – request for lease

What is the length of lease you are requesting?

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

Proposed rent: £ per

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

3C – request for other rights

What are the rights you are requesting?

--

Do you propose to make any payment for these rights?

Yes ☐

No ☐

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

Proposed payment: £	per
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Please attach a note setting out any other terms and conditions you wish to apply to the request.

Section 4: Community Proposal

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

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

Clackmannan Development Trust (CDT) was formed in 2013 and works to support the development and regeneration of Clackmannan and its neighbouring villages. The Development Trust is a membership-led charity striving to make Clackmannan, Kennet and Forestmill a better place to live, work and visit. Working with community partners, we help to deliver a range of services and activities that have been developed in response to the needs of the community.

To achieve this, we collaborate with local residents, community groups, schools, businesses, local authority services and other partners to improve communication and partnership working on various community projects that will address the current needs of the community.

CDT offer a wide variety of activities and have come to a point where we are outgrowing the space available. Every week the Bruce Lounge holds a range of activities and classes such as Chair based exercise, Art groups and Knit and Natter sessions. Our Warm Space runs weekly and brings together relevant local services such as Adult Social Care, Citizens Advice, Family Support, Skills Development Scotland and a Community Food Larder to

allow the community to discuss issues with professionals and access support in a safe and non-judgmental manner. We also provide a safe and comfortable space for meetings of local groups such as the Clackmannan Heritage Group and Forth Valley Art Collaborative as well as local charities without an office base such as Forth Valley Welcome. Over the past year the Bruce Lounge has also served as a venue for school holiday activities, seasonal events for the whole community training and workshops including first aid, drug awareness, and fall prevention.

The Objective:

We propose that Clackmannan Town Hall and the former library/CAP is purchased for the community. This would allow CDT to continue to have a base in the Main Street with substantially more space to expand our activities. We will provide a friendly, spacious, accessible community owned facility providing a range of activities for *everybody* in the community, including flexible opening hours i.e. evening and weekends. We will ensure current activities within the Town Hall continue including function and private hire, local community group use and maintain current lets including the art studio. Further we will continue to provide community events (Christmas Light up Event, Fairs), fitness and recreational classes, fundraisers and charity events, community consultations, education and training, seniors groups, active travel activities, a community space and information and signposting to local services.

***Our mission** is to become a sustainable, self-sufficient organisation working to support community development and the regeneration of Clackmannan and our neighbouring communities.*

***Our vision** is to retain the Town Hall for use by the community, providing recreational and educational activities*

Our intention is that we enhance the Town Hall and further create an engaging, inviting, inclusive and vibrant community hub, offering a range of support and services to our community.

How we aim to support the needs of the community in Clackmannan:

Since early 2022 the CDT premises have been developing into a local “hub” to increase awareness of and access to local services and support available. Since Citizen’s Advice Bureau started attending the CDT’s warm-space, they have dealt with 254 enquiries, giving a financial gain for clients of £95,112.06, advising on 690 advice topics, with 51% of their enquires related to benefit advice. The community space also provides free soup supplied by the Gate ensuring those who need it have access to a hot, nutritious meal and a kind word. The Gate also provides a food larder during this time where, in 2024, a total of 201 visits were made from individuals requiring support with a food parcel.

Clackmannann suffers from poor access to public transport and a large portion of the community do not drive. This significantly impairs access for the community to access services and support available to them. Much of this support is based Alloa or is positioned based on secondary school catchment areas. Clackmannann's catchment school is Lornshill Academy which is not actually the closest secondary school to the town so our allocated services can be based closer to Tullibody. By bringing information services together locally to Clackmannann we would ensure that residents are equipped with the right information and support they need.

Due to the demand for services in the community for families, the CDT has had to seek alternative venues to facilitate other specialist and in-demand services including Play Roots, Bumps and All, and Family Learning sessions delivered by Clackmannanshire CLD. Hiring out other venues comes at a cost and limits the future scope of sustainable activities that CDT can offer. By having a larger space available to us we would be able to provide more support to residents from a wider variety of demographics.

CDT will continue to deliver and expand on its current services and activities to address the needs and wishes of the community. An issue currently being addressed is that of the lack of childcare provision within the town. We received funding from the Family Wellbeing Partnership to expand this provision utilising a codesign methodology to ensure it meets the needs of families within Clackmannann. The Bruce Lounge is not a suitable venue for such activity and so the larger space afforded by the Town Hall and CAP would allow us to deliver this. This will also open opportunities for us to bring relevant training, skills development and advice to parents to support them into employment or access promotion opportunities.

Clackmannann has also seen a rise in anti-social behaviour in recent months. Purchasing the Town Hall would allow us to provide a safe space for young people to socialise with friends as there is not much for them to do in Clackmannann and offer opportunities to support them accessing positive destinations after leaving school.

Clackmannanshire and Stirling Community Link Worker 'Growing Together' Report 2024/2025 indicates that there is a large number of referrals for mental health and social isolation within these areas. 4 out of the top 10 referrals made are relating to mental health, social isolation and general mental well-being (*see graph 2 in appendix*). Having access to larger and more flexible spaces can allow us to expand our outreach activities, providing a wider variety of groups reaching more isolated members of our community that we have been unable to engage to date.

CDT's Active Travel project is a major part of our delivery to support people to be more physically active, improve mental health, reduce social isolation, and consider alternative means of transport. The Town Hall would ensure ample space for Bike Repair Workshops,

fundraising activities to expand the service, and a meeting place for volunteers and the active travel project officer to discuss and design future social ride opportunities and events.

The Town Hall acts as a polling station, and this would continue. There are predictable dates, and the Council Elections Team would give sufficient notice to allow all other uses of the premises to be cancelled. (Plan for first Thursday of May in 2026 and 2027. Between Scottish Parliament, Local Government and UK, we can expect 3 elections every 5 years. In addition, any by-elections that arise. Open 6.15 am and close 10.30 pm on the day and close the building for all other activities the night before. Council reimburses for use.)

It is also a location under Rest Assured and we would expect to continue this provision for the community in emergency situations. The Emergency Resilience Team at the Council would need a contact to provide access day or night.

There are continuing challenges being faced by local people and the CDT will continue to work with the community and partners to identify where changes need to be made or where there are gaps. Given the experience we have, the enhanced engagement and the trust that the community has in us, we believe we are best placed to continue to deliver and expand on the current priorities for our community and any future emerging issues.

Benefits of the proposal

4.2 Please set out the benefits that you consider will arise if the request is agreed to.

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

Community and Social Benefit

The community and social benefit provided through our current and planned activities is far reaching, given that we will run programmes through the CDT as well as hosting groups, organisations and external agencies in the Town Hall.

Our community benefits includes:

- Preserving and promoting local heritage, history and culture
- Providing volunteer hours
- Building people's confidence and esteem through participatory projects
- Improving health
- Improving wellbeing
- Reducing isolation and loneliness
- Increasing community connectedness
- Increasing awareness of local resources and amenities
- Increasing participation rates in decision making

- Bringing together partners and the community to encourage behavioural change
- Encouraging visitors and tourists to the local area and increasing economic benefit and benefiting local employment

The Community Action Plan (CAP) for Clackmannan, Kennet and Forestmill for 2024 – 2029 has identified some emerging themes including community involvement, activities, and events; community services, facilities, and amenities; local heritage and town environment and appearance. Having the Town Hall as a base would allow CDT to work in partnership to make progress on the plan with outside agencies and local people and groups.

We plan to bring about long term, sustainable, community, social, economic and environmental benefits to the Clackmannan, Kennet, Kennetpans and Forestmill communities through the asset transfer of the Town Hall and adjoining library. As a community led and community driven charity, we ensure that we are guided and steered by our core values to be community focused, inclusive, responsible, sustainable and accountable.

Central to the transfer of the asset is the continuing and increased use of the Town Hall, and for it to be the focal point for the communities that use it. This would best be achieved through the community transfer of the Town Hall to CDT.

Ownership of the Town Hall by CDT:

- Will help empower the local community
- Encourage community investment in the building and increase civic pride
- Enable CDT to apply for more diverse funding streams
- Strengthen our ability to secure and attract revenue and capital funding
- Reduce the financial liability for Clackmannanshire Council
- Enable CDT to drive its vision for the community
- Support our aims to build a community hub where services and activities are designed by the community to address their specific needs and desires.

Restrictions on use of the land

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

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

Clackmannan Town Hall is in a conservation area. Our proposals should not be affected by this as the purchase of the adjoining former library/CAP would improve access to the Town Hall without altering the external appearance. Any future alterations, such as direct access to the community garden, would be subject to Planning Consent.

Negative consequences

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

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

None envisaged.

Capacity to deliver

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

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

Professional advisers will be appointed for the alterations to the former library/CAP. A project development officer may be required for the first year to oversee the work to integrate the two buildings. The CDT staff would manage the running of the properties with the support of the CDT Board. List of Board members and their relevant skills attached.

The Town Hall Trustees have managed the Town Hall and carried out internal maintenance for twenty years. They are familiar with the building and will be able to advise us in the future. Several of the Town Hall Trustees have plans to join CDT as Board members.

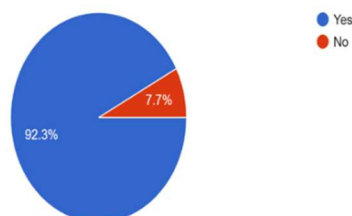
Section 5: Level and nature of support

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

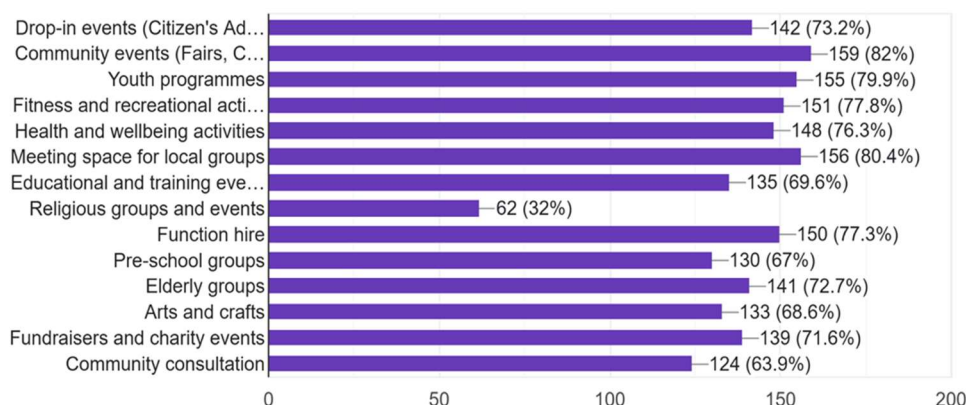
This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected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

We have been working with the Town Hall Trust who are keen to ensure the building is kept open for the use of the community. This is the sole purpose of their constitution. An on-line survey of the community has been carried out and the full results are attached.

Do you support the Community Asset Transfer of Clackmannan Town Hall and former Library?
194 responses



What activities or services would you like to see offered at the Town Hall? (select all that may apply)
194 responses



Section 6: Funding

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

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you

should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

The Scottish Land Fund (SLF) have approved a Stage 1 grant to allow the Asset Transfer Request to be made. They have advised that we are eligible to apply for a stage 2 application for 95% of the purchase cost, plus Health and Safety work and professional fees.

Clackmannanshire Council are holding a £93,000 capital budget for the Clackmannan Community Access Point and former library.

We have applied for £50,000 from the Communities in Place capital Fund.

The Architectural Heritage Fund have confirmed that our Trust and the project are eligible for funding to improve the energy efficiency of the property.

We have registered an expression of interest with the Scottish Government's Community Renewable Energy Scheme (CARES). They confirm our organisation and project are eligible for funding. Grants are up to 80% of eligible costs to a max of £80,000. They can assist with Planning and Building Warrant processes, including up to 80% of fees.

CDT has a grant from the Big Lottery to cover staff costs to 2027/28.

CDT currently receives the following: Donations £3,000, Sponsorship £1,000 and Local Lottery £1,200

Signature

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

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

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

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

Name Sandeep Dhariwal

Address [REDACTED]

Date 02.10.25

Position Community Development Officer

Signature [REDACTED]

Name Margaret Schofield

Address [REDACTED]

Date 02.10.25

Position Secretary

Signature [REDACTED]

Checklist of accompanying documents

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

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

Title of document attached: Articles of Association

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

Documents attached: UK Planning Map and Valuation Report

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

Documents attached: Comments on amended offer

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

Documents attached: List of Board members and their relevant experience. Community Benefit of volunteering time.

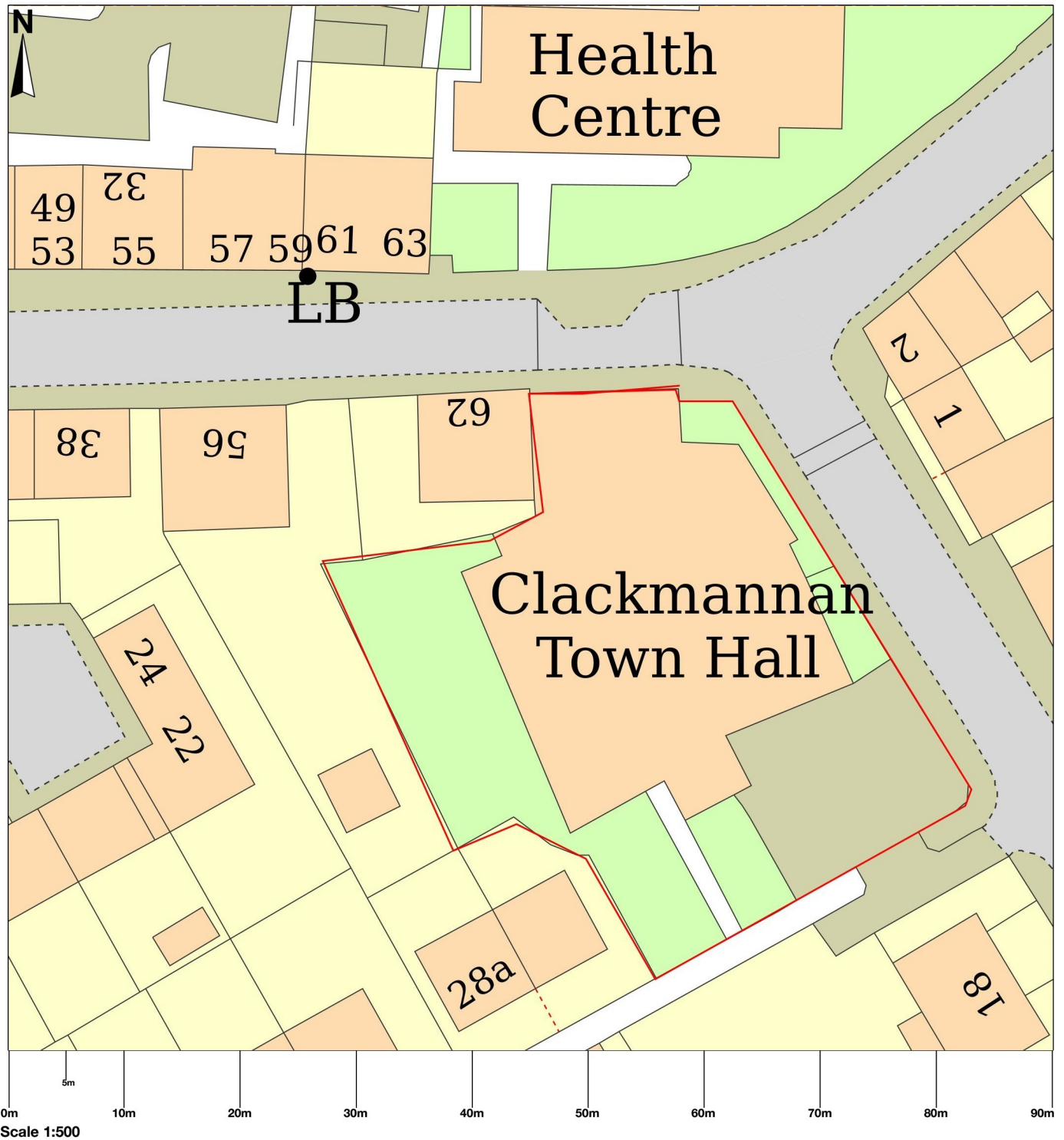
Section 5 – evidence of community support

Documents attached: Survey results

Section 6 – funding

Documents attached:

Clackmannann Town Hall, 64 Main Street, FK10 4JA





Clackmannann Development Trust Business Plan

4 October 2025



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Cover sketch by Bobby Rennie

Executive Summary

Clackmannan Development Trust, a charity formed in 2014, was established to help make Clackmannan and surrounding communities a better place to live, work and visit. While we work closely with a number of partners and stakeholders to develop and deliver community focused support, we also have a vision that Clackmannan Development Trust will assume ownership of Clackmannan Town Hall (and adjoining Library) from Clackmannanshire Council through a Community Asset Transfer.

Ownership of the Town Hall will enable the Clackmannan Development Trust to extend our core activities which currently focus on Active Travel, Caring and Connected, Community Space, Community Garden, Community Information and Signposting, Community Events, Health and Wellbeing, and Community Engagement. We want to see Clackmannan Town Hall used to its full capacity and potential and ensure the buildings use for future generations.

Through our feasibility and developmental activity we identified 3 options:

- 1 Take no action
- 2 Town Hall continues with existing lease and the Library has a new long-term lease
- 3 Town Hall and the former Library transfer to Community Ownership

Following a community consultation exercise, including engagement with Clackmannan Town Hall Trust, and Clackmannanshire Council, Option 3 was identified as the preferred choice.

As part of the asset transfer process we undertook a robust consultation process to ensure that we captured as many views and opinions from the wider community as possible, this not only helped steer our decision on the preferred options but also helped shape and inform what support and services we will deliver from Clackmannan Town Hall.

Central to the asset transfer is the desire to increase the use of the Town Hall and for it to be the focal point and hub for the surrounding communities, which will:

- Help empower the local community
- Encourage community investment in the building and increase civic pride
- Enable Clackmannan Development Trust to apply for more diverse funding streams
- Strengthen our ability to secure and attract revenue and capital funding
- Reduce the financial liability for Clackmannanshire Council
- Enable Clackmannan Development Trust to drive its vision for the community

On successful completion of the Community Asset Transfer process we have identified a number of activities which we would undertake over 2 Phases. Phase 1 will take place over the first six months will focus on internal and external alterations, while Phase 2 focuses on ensuring that the Town Hall is energy efficient and to improve the aesthetics.

Our funding and sustainability strategy is designed to ensure that Clackmannan Development Trust is not only sustainable but that it has the capacity and investment to manage the Town Hall and grow and extend its provision across Clackmannan, Kennet, Kennetpans and Forestmill. Our funding and sustainability strategy not only aligns with our vision and mission but is shaped and formed by our core values and our aim to provide a safe place and safe space for our community.

Our strategy reflects a desire to grow our community driven services, while recognising where we need to diversify funding streams, generate income, minimise risk, and be accountable, transparent and committed to the stewarding of funding, investments and the community asset.

Who We Are

Clackmannan Development Trust is a membership-led charity, established in 2014, with a focus on making Clackmannan and the surrounding communities of Kennet, Kennetpans and Forestmill, a better place to live, work and visit. Working with community partners, we help to deliver a range of services and activities that have been developed in response to the needs of the community.

By securing, attracting and generating a range of funds we have successfully delivered multiple projects encouraging active travel, celebrating local heritage, inspiring community engagement, improving health and wellbeing and promoting tourism.

Our overall aims as set in our Constitution are:

The organisation's objects are to improve the quality of life of those who live and/or work in Clackmannan, Kennet, Kennetpans and Forestmill (the Clackmannan Community Council area) through the: -

- (a) Provision of recreational facilities, with the object of improving the conditions of life for the persons for whom the facilities are primarily intended.
- (b) Advancement of education and in particular to promote opportunities for learning for the benefit of the general public.
- (c) Advancement of the arts and/or culture.
- (d) Advancement of the local heritage and/or preservation, for the benefit of the general public, the historical, architectural and constructional heritage that may exist.

The areas served by Clackmannan Development Trust is Clackmannan, Kennet, Kennetpans and Forestmill which aligns with the Clackmannan Community Council area. In addition there are more remote farms and dwellings which we also support.

Clackmannan, in 2022, had a population of 3,260 people and is a town within the Clackmannanshire Council area, which is the second smallest local authority in Scotland stretching across 159 square km. The largest settlement is Alloa with a population of 20,750.

Clackmannanshire has a population of 51,800 residents and 24,100 households, with under 14-year-olds making up 15.7% of the population and 15-64-year-olds 63.5% of the population. Both these age groups are projected to fall over the next 10 years. Over 65-year-olds make up 20.8% of the population with this age group projected to increase over the next 10 years.

Although Scotland's smallest mainland local authority, Clackmannanshire and Clackmannan itself, nestled between the Ochil hills and River Forth, offers a wealth of historic sites and outstanding places to visit.

The strong natural asset and resource surrounding Clackmannan provides the potential for Clackmannan Development Trust to develop and embrace innovative and sustainable sources of economic growth through tourism and sustainability, active travel routes, and access to green spaces.

Experience And Track Record

Clackmannan Development Trust has a rich heritage and strong track record in successfully delivering a broad range of community-based activities. In addition there is a vast number of skills, experience and expertise within the volunteer team, staff team and trustees. There is comfort in that the work we undertake and our intention to take ownership of the Town Hall has been supported throughout our community engagement and community consultation exercise, and by Clackmannanshire Council and key stakeholders.

We have helped nurture develop and facilitate community engagement and community connectedness not only through our programmes and activities but also through distributing and sharing community newsletters, e-bulletins, on-line membership forms, and four community noticeboards.

While Clackmannan Development Trust currently offer a wide variety of activities we are operating at full capacity and have outgrown the space available to us. Every week the Bruce Lounge holds a range of activities and classes such as Chair based exercise, Art groups and Knit and Natter sessions. Our Warm Space runs weekly and brings together relevant local services such as Adult Social Care, Citizens Advice, Family Support, Skills Development Scotland and a Community Food Larder to allow the community to discuss issues with professionals and access support in a safe and non-judgmental manner. We also provide a safe and comfortable space for meetings of local groups such as the Clackmannan Heritage Group and Forth Valley Art Collaborative as well as local charities who have no office space such as Forth Valley Welcome. Over the past year the Bruce Lounge has also served as a venue for school holiday activities, seasonal events for the whole community, training and workshops including first aid, drug awareness, and fall prevention.

We have delivered a number of initiatives and programmes including:

Caring and Connected: formed to address the issues faced by our community, such as the cost-of-living crisis, food insecurity, rising energy costs and the lack of support for older residents. The partnership includes representatives from the Primary School, Parish Church, Tenants and Residents Federation, Community Council, Medical Practice, Health and Social Care Partnership, Community Police, Pharmacy and Local Authority. We meet monthly to share updates and concerns, and welcome visitors from other local organisations to share information about their services. As part of the programme we provide the *Community Space* and *One Stop Shop, Sweeten Your Community With A Story* which brings together volunteer readers with pupils from the primary school to share stories and promote an interest in reading, *Chair Based Exercises* and *Knit and Natter* sessions.

Community Space: The community space was launched in March 2023 with funding from the Co-op's Warm Space initiative. Since then, it has developed into a one-stop-shop providing a warm, safe place for people to meet and make connections, attend vital outreach services and access the community larder. Run by volunteers, the Community Space sees an average of 30 people every week, coming in for a hot drink, social interaction and advice. Our community space has also helped facilitate drop-ins and consultations in partnership with Citizens Advice, Energy Advice and Adult Social Care.

Active Travel: One of our main aims is to encourage everyone to make use of the fantastic local infrastructure to cycle and walk short distances around the town and across Clackmannanshire. Our Active Travel programme has something for everyone, from bike repairs to social group cycle outings. As part of our programme we also provide *Saddle Up Social Rides*, outings led by trained cycle leaders to explore the fantastic cycle routes around the area and is a great way to stay active and meet new people and a *Free Bike Repair Drop-In*. We also deliver Bikeability to the Primary School, a national scheme to make young people confident and proficient cyclists which is provided to all pupils in Primary 5 and 6.

Community Events: we have facilitated a number of community-based events including affordable family friendly events, Ceilidhs, Fundraisers, Halloween and Christmas Themes, Dog Shows, On-line Safety, and Community Consultations.

Vision and Mission

Our mission is to become a sustainable, self-sufficient organisation working to support community development and the regeneration of Clackmannan and our neighbouring communities in line with the priorities identified in the Local Place Plan and the Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034. We collaborate with local organisations, residents, community groups, schools and businesses to explore and develop our heritage and tourism potential, encourage active travel and address the needs of our community through the Caring and Connected partnership.

In the context of the Town Hall and the potential Community Asset Transfer we have a specific vision and mission:

Vision: *to retain the Town Hall for use by the community, providing recreational and educational activities*

Mission: *to see the buildings used to their full capacity, providing a variety of activities to suit all comers. Revenue and grants will be used to maintain the buildings for future generations*

Our drive to secure ownership of the Town Hall through a Community Asset Transfer will benefit the community we already engage with and support. It will enable us to build and extend the reach of our current provision, not only increasing the volume of activities but also letting us tailor and bespoke activities to people's and community's needs, many of whom are the most disengaged and hardest to reach.

About The Site

The Clackmannan Town Hall and adjoining former Library are located at 34 Main Street, Clackmannan, FK10 4JA and are on several levels. In addition to the buildings there is an adjoining Community Garden. The ground level area is 506.5 Square Metres, and the upper level is 71 Square Metres, with the adjoining Library area 155.3 Square Metres.

The buildings are both owned by Clackmannanshire Council with the Clackmannan Town Hall Trust currently leasing the Town Hall (not Library area), to facilitate community-based activities.

The Town Hall has traditionally been a social centre for Clackmannan residents and was originally built to supersede the town's earlier Cooperative Hall. After the original main hall was constructed a number of other halls and rooms were later added to provide a more diverse type of facility.

The Town Hall is used by a number of groups and organisations and is located in a prime position in the heart of Clackmannan.

It is envisaged that the Town Hall would continue to act as a Polling Station, with booked activities cancelled in advance in conjunction with Clackmannanshire Council, so that the building is empty from the evening before the election to 10pm on the day of the election.

In addition the Town Hall is a designated location under Rest Assured and Clackmannan Development Trust would continue this provision through liaison with Clackmannanshire Council and the Emergency Resilience Team.

What We Will Do

Our intention is that we enhance the Town Hall and further create an engaging, inviting, inclusive and vibrant community hub, offering a range of support and services to our community, including those activities identified through our community consultation exercises (See Appendix).

We will provide a friendly, spacious, accessible community owned facility providing a range of activities for everybody in the community. We will increase access and opportunity beyond what is currently available and encourage community participation through extended and flexible opening hours including evening and weekends.

We will ensure current activities within the Town Hall continue including function and private hire, local community group use and maintain the current lets including the art studio.

Ownership of the Town Hall will enable the Clackmannan Development Trust to build on our core activities which currently focus on Active Travel, Caring and Connected, Community Space, Community Garden, Community Information and Signposting, Community Events, Health and Wellbeing, and Community Engagement.

Further we will continue to provide community events (Christmas Light up Event, Fairs), fitness and recreational classes, fundraisers and charity events, and seniors groups.

We also intend to strengthen and extend our focus in the following themes:

- Learning and Employability: creating computing and digital access
- Hot- Desk Spots for local business and community use
- Reading areas library areas
- Income generation through existing and new room and venue hire i.e. Health Centre Training Days, fitness and dance classes, badminton, carpet bowls (which used to be run through the Town Hall)
- Attracting more people to use the Town Hall and to visit Clackmannan and surrounding areas
- Explore initiatives to attract tourists i.e. bike charge stations, pop-up refreshments for cyclists and walking routes linked to Discover Clackmannanshire. Nurture and develop links to local and national stakeholders including Cycling UK, Ramblers Scotland, Sustrans, Active Clacks, and the Wee Cycle and Wee Walk webpages
- Attracting more groups and organisations to use our community space i.e. Community Council, Third Sector partners
- Extend our Fundraisers and Charity Events i.e. Fayres,
- Further develop our activities that support our *“Seniors”*
- Developing a childcare provision including Pre-school groups, after school care and holiday activity
- Increasing our volunteering support and increasing our volunteer hours
- Environmental initiatives through the community garden

We plan to bring about long term, sustainable, community, social, economic and environmental benefits to the Clackmannan, Kenet, Kenetpans and Forestmill communities through the asset transfer of the Town Hall and adjoining library. As a community led and community driven charity we ensure that we are guided and steered by our core values including:

- Community focussed
- Community led
- Accountable
- Responsible
- Sustainable
- Inclusive

Central to the transfer of the asset is the continuing and increased use of the Town Hall, and for it to be the focal point for the communities that use it. This being best achieved through the community transfer of the Town Hall to Clackmannan Development Trust which will:

- Help empower the local community
- Encourage community investment in the building and increase civic pride
- Enable Clackmannan Development Trust to apply for more diverse funding streams
- Strengthen our ability to secure and attract revenue and capital funding
- Reduce the financial liability for Clackmannanshire Council
- Enable Clackmannan Development Trust to drive its vision for the community

Clackmannan suffers from poor access to public transport and a large portion of the community do not drive. This significantly impairs access for the community to the services and support available to them. Much of this support is based Alloa or is positioned based on secondary school catchment areas. Clackmannan's catchment school is Lornshill Academy which is not actually the closest secondary school to the town so our allocated services can be based closer to Tullibody. By bringing information services together locally to Clackmannan we would ensure that residents are equipped with the right information and support they need.

Due to the demand for services in the community for families, the Clackmannan Development Trust has had to seek alternative venues to facilitate other specialist and in-demand services including Play Roots, Bumps and All, and Family Learning sessions delivered by Clackmannanshire CLD. Hiring out other venues comes at a cost and limits the future scope of sustainable activities that Clackmannan Development Trust can offer. By having a larger space available to us we would be able to provide more support to residents from a wider variety of demographics.

An issue currently being addressed is that of the lack of childcare provision within the Clackmannan. Clackmannan Development Trust received funding from the Family Wellbeing Partnership to expand this provision utilising a codesign methodology to ensure it meets the needs of families within Clackmannan. However the Bruce Lounge is not a suitable venue for such activity and so the larger space afforded by the Town Hall and CAP would allow us to deliver this provision. This will also open opportunities for us to bring relevant training, skills development and advice to parents to support them into employment or access promotion opportunities.

Clackmannan has seen a rise in anti-social behaviour. Purchasing the Town Hall would allow Clackmannan Development Trust to provide a safe space for young people to meet and socialise with friends in Clackmannan and provide opportunities to support into positive destinations after leaving school.

Clackmannanshire and Stirling Community Link Worker 'Growing Together' Report 2024/2025 indicates that there is a large number of referrals for mental health and social isolation within these areas. 4 out of the top 10 referrals made are relating to mental health, social isolation and general mental well-being. Having access to larger and more flexible spaces can allow us to expand our outreach activities, providing a wider variety of groups reaching more isolated members of our community that we have been unable to engage to date.

Our Active Travel project is a major part of our delivery to support people to be more physically active, improve mental health, reduce social isolation, and consider alternative means of transport. The Town Hall would ensure ample space for Bike Repair Workshops, fundraising activities to expand the service, and a meeting place for volunteers and the active travel project officer to discuss and design future social ride opportunities and events.

Options

Currently there are three options available to the Clackmannan Development Trust, all of which have been discussed and explored with Clackmannanshire Council:

Option 1: Take No Action

Advantages:

- Clackmannanshire Council continues to be responsible for external maintenance of Town Hall for remaining years of lease

Disadvantages:

- Impact would be the loss of all activities currently delivered from the Town Hall at end of lease
- Loss of use of valuable historic asset in the centre of Clackmannan
- Effect on reputation of Clackmannan Development Trust and Clackmannan Town Hall Trust if unable to take advantage of the current offer to assist with community transfer
- The condition of the Library/CAP deteriorates further
- No other premises are available which will impact the sustainability of Clackmannan Development Trust

Option 2: Town Hall continues with existing lease and Library has new long-term lease

Advantages:

- Current Town Hall lease has very favourable terms

Disadvantages:

- In 5 years a new lease would be required for the Town Hall, and Clackmannanshire Council will unlikely be in a position to agree favourable terms
- Responsibility for all repairs and full utility costs could be left to the Clackmannan Town Hall Trust
- Poor prospects and limited grant funding available to cover long term maintenance costs
- There are limitations on the value of charitable funding (income) that is invested in a community
- The separation of the Library/CAP and Town Hall management
- A new lease for the Library/CAP by a separate body (Clackmannan Development Trust) was not viewed favourably by Clackmannanshire Council

Option 3: Town Hall and former Library transfer to Community Ownership

Advantages:

- The Clackmannan Development Trust has demonstrated that is capable of working in partnership with key stakeholders to design and deliver services
- The entirety of the building would be run by one single Community Group
- The process is supported by many stakeholders including Clackmannanshire Council and the Community Ownership Support Service
- There is access to considerable funding for developing the Town Hall
- Clackmannan Development Trust will be able to apply for grants and community investment to improve the facilities, the building and the grounds, which currently Clackmannanshire Council are unable to do
- Will empower Clackmannan Development Trust and the wider community to commit to long term programmes and leave a legacy for the community

- The community are more likely to engage in the development and support activities than at present
- Provides a platform for *giving back to the community*
- Flexible use of all space
- Improved access to Town Hall via entrance through Library/CAP which would act as front door

Disadvantage:

- The residual years of Town Hall lease will be lost

Preferred Option

Community Ownership, Option 3 is the preferred option based on the consultation feedback, the views of both the Clackmannan Development Trust and Clackmannan Town Hall Trust, and Clackmannanshire Council.

Developing The Site

Town Hall Development Activity

To ensure that we have planned and exercised due diligence regarding work required to make the Town Hall and adjoining Library compliant, safe, and bespoke to the needs of the community and the provision we offer, we have identified a number of activities we would undertake over 2 Phases. As part of the robust process we have taken cognisance of the Condition Survey and the Feasibility Study (see Appendix).

Phase 1 - The Library / CAP

Cost: £79,650 + 20% VAT: Total £95,580 (figures corrected 18 Aug 2025)

(The majority of work will be covered by a Clackmannanshire Council grant. This grant is £93,000, £18,000 of which is earmarked towards the CAT leaving a balance of £75,000. Reallocation of resources and/or further funding raising required. We anticipate Phase 1 being carried out within 6 months of the asset transfer being completed)

The toilet area and entrance could be separated from the remainder of the Library while down taking activities are carried out allowing current Town Hall activities to continue and to generate income. Refurbishment of the toilets and entrance to the Library means they will be unavailable to Town Hall users for a short period and large functions in the Main Hall will be temporarily paused. In order to reduce disruption we will ensure that activities in the Craigie Hall will not be affected as the toilets at the back of the stage will be available for use.

On completion, the Phase 1 alterations will allow CDT to occupy the former Library, acting as reception/security for the Town Hall. The open area would be similar to the Bruce Lounge where limited services are currently being delivered, with moveable tables and chairs to allow for a variety of activities and multi-purpose use. In addition there would be more space for shelving for a library area and cupboards for the groups and organisations to store their materials and resources i.e. Knit and Natter, Heritage Group, Keep Fit.

Phase 1 activities include:

- Remove large desk and raised floor in former Library / CAP
- Office required for CDT staff
- Room for confidential meetings
- Library area with reading space
- Storage for chairs and folding tables
- Wi-fi with public access
- Lighting to be changed to LED and ceiling tiles replaced where necessary
- Heating to be fixed (underfloor heating requires assessment)
- Fire and intruder alarm systems to be checked
- Service area (Tuck Shop) for snacks and refreshments
- Mastic to windows to be replaced
- Toilet space (ventilation) and repair wall tiling
- Walls to be decorated
- Carpet tiles to be replaced
- Ramp and steps to be cleaned and railing painted

Phase 2

The focus of Phase 2 will be to ensure that the Town Hall is more energy efficient and to make adaptations and changes that will help make the building more attractive and appealing and increase footfall. We have been in dialogue with Business Energy Scotland who have provided us with advice and are exploring funding routes including the Architectural Heritage Fund and Local Energy Scotland (CARES). Phase 2 activity includes:

- Change lighting to LED where required and consider motion sensitive controls
- Consider alterations to heating system, including destratification fans in large halls
- Assess solar panels with battery storage
- Electric vehicle Charging Area
- Secure bike storage
- Garden Bedding
- Upgrade Parking area

The following Benefits Assessment identifies how quickly we can transition and extend the services and support being provided from the Town Hall:

Area/activity	Start or move activity	Impact	Community Benefit	Action required
Current activities such as Knit & Natter and Chair-based exercises	Early	High	Immediate	None as space available
Drop-in consultations and information sign posting	Early	High	Immediate	None as space available
Community/Warm space	Early	High	Immediate	None as space available
Food larder provided by Gate	Early	High	Immediate	Move locked larder
Hires such as Health Centre Training, MP and Councillor Surgeries, Community Council Meetings	Early	High	Immediate	None as space available
Pre-school/ Toddler groups	Early	High	Immediate	None as space used already
Before and after school activities	Medium	High	Mid 2026	Additional facilities may be needed
Improved access for Functions	Medium	Medium	Mid 2026	Phase 1 work to Library
Learning & employability, computer and digital access	Medium	Medium	Mid 2026	Phase 1 work to Library
Reading and library area	Medium	Medium	Mid 2026	Phase 1 work to Library
EV charging	Long	Medium	Late 2026	Phase 2 work
Energy efficiency issues in Town Hall	Long	Medium	2027	Phase 2 work

Current Status - Use and Layout

We have received the Architect's Feasibility Study which will provide further options and ideas for the future. This also impacts our ability to confirm approved timelines. (See Appendix)

Current thinking is that year one will focus on establishing the Library/CAP as a fully accessible and fully functioning resource. This will allow for extended use of the premises and increased engagement and connection to the local and wider community with current Clackmannan Development Trust activities transferring to the Town Hall and former library as soon as practical.

We are also exploring further community consultations to establish if further alterations to improve access/links between the areas within the building levels is the preferred option and if so in what way. This activity however would require Clackmannan Development Trust securing further funding and investment, with the Architectural Heritage Fund being a potential funding source. Initial plans show improved access between the various levels of the Town Hall by altering the back-stage area to include a short access lift next to steps from the Library/Main Hall level up to the stage level. This would connect to the Craigrie Room.

A new entrance could be provided from the car park that would allow level access to the former library and the Main Hall.

The back of the Craigrie Hall could be altered to provide additional toilets and storage for any childcare provision in addition to a bike maintenance area. Provision for improved access to the community garden could be included.

We recognise that some of the activities have more immediacy than others and that the work may be undertaken over phases. We have identified where this may be the case and have built in contingencies i.e. Childcare Provision may require changes, including toilet provision, access to outside play area, or secure cycle storage areas and may not be part of the initial phase.

Governance, Management and Staffing

Under the guidance and leadership of the Trustees, the Clackmannan Development Trust has successfully established and facilitated a number of activities and resources across Clackmannan and surrounding areas including community events, active travel, fundraising, fitness, health and wellbeing, social nights, warm spaces, volunteering, a community larder and community consultations. The Trustees have successfully steered the organisation through challenging times financially, and in terms of global health concerns (pandemic), and have managed to adapt and respond to a changing landscape, while keeping the community at the heart of all its activity.

Governance:

Clackmannan Development Trust is a charity limited by Guarantee not having Share Capital. We currently have 8 Trustees, including a Chair, Vice Chair, Treasurer and Secretary.

Our Trustees bring a vast wealth of skills and experience to their roles from a range of sectors including engineering, finance, and community arts. All our Trustees are passionate about communities in Clackmannan and the surrounding areas and ensuring that as an organisation we can help make a positive difference in people's lives.

To further enhance the asset transfer process, ensure that the Clackmannan Development Trust are best placed to assume control of the Town Hall, ensure it's a sustainable asset, and maintain its existing community focus during the asset transfer process, members of the Town Hall Development

Trust have been engaged in the process. The Town Hall Development Trust brings 20 years' experience of successfully running and managing the Town Hall.

Management:

Our Trustees meet on a monthly basis, working to a formal Agenda, in addition to our Events and Community Asset Transfer Sub-Group, and our Childcare Steering Group. We also have regular operational meetings designed to support staff and volunteers and ensure that our activities are continuing to meet the needs of the community and that our activities are effective and efficient.

Staffing:

We currently have 3 staff: Development Manager, Active Travel Project Officer and Media and Communications Officer.

We anticipate that we would need the following staffing resource to support the development activities outlined in the business plan, and establish and facilitate the Town Hall operations:

- 1 Project Development Officer (1 Year Post) to help with transition activities
- 1 Community Development Officer
- Active Travel Officer
- 1 Media and Communications Officer
- Cleaner (Part- Time)
- Facility Officer (Part-Time)

Having already employed staff we have appropriate systems, processes and procedures in place to facilitate staff in terms of line management, finance/payroll, human resource and personnel.

Volunteers:

Our volunteers are at the heart of our work and are key members of our team, playing a critical role in ensuring we engage and support Clackmannan and surrounding communities. Currently our volunteers support with a range of activities including:

- Board Member activities
- Community Garden
- Social Cycling and Cycle Leadership
- Bikeability with Primary School
- Running the Bruce Lounge enabling access to the community
- Events Team
- Arts Classes
- Warm Space and Community Space

(See Appendix for breakdown of hours)

Policies And Procedures

As an established organisation and employer we have policies and procedures in place and are proactive in ensuring that we are aware of any changes or amendments and have an up-to-date record.

Policies and Procedures are reviewed regularly at Trustee Meetings. Where required we will make any amendments following the asset transfer process.

(See Appendix for Policy Register)

Learning From Others

As part of our knowledge gathering and due diligence exercise we contacted local organisations who have been involved in similar asset transfer exercises or with developing community-based projects, in order to learn from their experiences i.e. Dollar Community Development Trust and Tullibody Development Trust. In addition we have been liaising with DTAS and Community Enterprise who have assisted with the comparison exercises and guidance through the asset transfer process. We are also exploring project visits through the Community Learning Exchange.

Findings have helped us explore what activities are often most popular within local communities, how space can be used for multiple activities, booking systems such as Skedda, online interactive floor planning, and communication systems such as Slack.

Partnership And Collaboration

As a community driven organisation, we are mindful of the importance of knowing and understanding our operating landscape both in terms of attracting and securing income as well as what services and opportunities we provide. We are fully committed to and promote the circular economy model and will actively continue to support local organisations by ensuring that our current and proposed services following the Asset Transfer will be designed to support and complement existing services provided by local business, groups or organisations. We have carefully considered and explored what other support, service or provision, if any, is available in the local area to ensure that what we are proposing supports and complements what is currently available.

Research and analyses of facilities within Clackmannan and surrounding communities has identified a number of Community Halls providing a range of spaces and activities, many of these originating from the area's industrial past. However access to these by public transport is difficult due to limited transport provision. Further review has identified that the Scout and Guide Hall, Masonic Hall and the Bowling Club, three local resources, do not have the wide range of space available at the Town Hall or can be used for multi-use activities. In addition they also cater for their own members which limits availability and usage.

Our analyses has helped our thinking, and we believe that the Town Hall has the best facilities with a fully operational stage, sprung floor for dance and performing arts, multiple rooms with a range of sizes to suit, a kitchen resource, office space, and already hosts a Snooker Club and Artist Studio. The Town Hall has on-site parking, and currently offers room and venue hire at competitive rates, however this is being reviewed for 2026. We are also exploring options to introduce Charging Points for Cars and Bikes.

We would hope that parking provision could be improved in the future to allow for visitors from beyond Clackmannan. This is part of the Community Action and Local Place Plan.

We will support and complement local business; indeed we hope to encourage use of local enterprises and businesses to generate and increase footfall to Clackmannan town. For example we would anticipate that businesses such as the newly opened Café will benefit from the increased use of the Town Hall, and more activity on the Main Street.

Clackmannan Development Trust has already shown that it is capable of nurturing and developing partnerships and working collaboratively with a range of organisations and agencies from both the voluntary and statutory sectors. We understand that working collaboratively will be critical to the long-term success of the Town Hall and for it to be a sustainable resource. As such we intend to build on our existing partnerships and collaboration, that includes:

- Clackmannanshire Council
- Active Travel
- Clackmannan Community Council
- Clackmannanshire Tenants and Residents Federation
- Clackmannan Health Centre
- Wellbeing Scotland
- Citizens Advice
- Energy Advice Scotland
- Citizen's Advice Bureau
- Clackmannanshire Council's Home Energy Advisors
- Clackmannanshire Council Social Work - Adult Care Services
- Clackmannanshire Third Sector Interface
- Police Scotland (Community Officers)
- Clackmannan Primary School
- Lornshill Academy
- Clackmannan Parish Church
- Cycling Scotland
- Cycling UK
- Paths for All
- Coalfields Regeneration Trust
- SCVO
- Development Trust Association Scotland
- Clackmannan Town Hall Trust

Our planning for the future will not only enable us to sustain our current collaboration and partnerships but has also helped us identify opportunities to explore future partnerships and collaborations.

Risk and Mitigation

We recognise that risk is a key consideration for all Trustees, and that identification and assessment of risk, weaknesses and threats to organisations viability and sustainability, as well as opportunity and growth planning, should be a common feature in the governance model. We are currently going through the process of systematically analysing risk and ways to mitigate and reduce their likelihood, in the context of the Town Hall development.

Our Risk Register 2025/2026 helps identify the potential risks to the organisation, the probability of them occurring, and the likely impact on the organisation and the Town Hall development - contextualised within the Asset Transfer process.

The template used provides a practical way of recording this and how to best reduce the level of risk. As the charitable and voluntary sector is diverse and often exposed to changes in local and national funding streams and amendments to eligibility criteria, the risks identified are not exhaustive and will be reviewed on a quarterly basis.

We have undertaken an internal SWOT exercise which further supports and complements the Risk Register and helps identify the organisation's strengths, weaknesses, opportunities, and threats; in addition to undertaking a PESTLE analysis to explore the political, economic, social, and technological influences on how the organisation operates. (See Appendix)

SWOT analysis:

Strengths • Central location in town • Historic building • Already well used area • Good relationships with local community groups • Good volunteer support • Many groups already using Town Hall throughout the week • Provide good user base – toddlers, childcare, exercise classes, Heritage group, cycling groups, snooker club	Weaknesses • Poor public transport links • Lack of parking for functions • Reserves needed for building maintenance • Insufficient contingency for low-earning weeks • Larger staff required - more pressure on volunteer management teams
Opportunities • The ability to attract tourists through local history • Provide small lending library • Provide exhibition space • Linking to cycling network and Active Travel hub • Provide employment and volunteering opportunities • Training opportunities • New housing to area will boost potential users • Local residents keen to have more groups and activities	Threats • Lack of succession planning of management team • Unreliable cashflow • Lack of community support for the business idea • Covering holiday periods and busy times relying on volunteers • Business will close if it is not sustainable after 3 years • Sustainability

Risk Matrix updated 1 Oct 2025

Risk / Area	Likelihood	Severity	Overall Risk	Control and Monitoring Procedure	Retained Risk	Review Date
Income not covering costs	Medium	High	High	: Review costs : increase targeted funding strategy - applications	Medium	June 2026
Gap in cost and SLF funding not covered	Medium	High	High	: Increase targeted funding strategy – additional funding applications	Medium	Nov 2025
Do not secure Asset Transfer	Low	High	Medium	: Engage in dialogue with Clackmannanshire Council : Revisit Application Process : Agree Emergency Action Plan	Low	Nov 2025
Do not secure capital funding	Medium	High	High	: Continued dialogue with Clackmannanshire Council and Funders : Revisit Business Plan : Engage external support	Medium	Dec 2025
Community does not agree or support developments	Low	High	Medium	: Revisit consultation : Engage communities	Low	March 2026
Alteration Works cause disruption	Medium	High	Medium	: Plans in place : Contingencies	Low	Feb 2026
Do not have enough volunteers	Low	Medium	Medium	: Engage partners i.e. Volunteer Scotland Third Sector Interface : Advertise for volunteers i.e. SCVO	Low	Feb 2026
Do not attract groups to hire rooms	Medium	High	High	: Raise profile : Targeted marketing campaign : Create collaborative work and partnerships	Medium	Feb 2026
Low usage / footfall	Medium	High	High	: Ensure robust marketing : Engage and consult with local community	Medium	March 2026
Limited Representation i.e. young people, BAME, LGBTi	Medium	Medium	Medium	: Engage groups and community : Review materials and resources : Targeted social media campaigns	Low	March 2026
Competition	Low	Medium	Medium	: Increase targeted marketing : Review pricing policy : Explore what is offered	Low	May 2026
Do not secure funding for Staff	Medium	High	High	: Continue to apply for funding : Engage partners i.e. Clackmannanshire Council, Third Sector Interface : Seek volunteer or Pro Bono support	Medium	July 2026
Lack of parking	Low	Medium	Medium	: Engage Clackmannanshire Council	Medium	May 2026
Cyber security (if rooms let)	Medium	Medium	Medium	Engage with IT experts	Medium	Mid 2026

We recognise the dependence on grant funding for both core and project activities in this proposal as in our current operations. To ensure we honour commitments in an uncertain economic environment,

we maintain reserves equivalent to £9,000 of unrestricted funds which can be applied as contingency in the event of unexpected expense.

As is common in most community-led activity, our strategy is not to commit to project activities or recruit staff where we cannot guarantee income or grant funding on which it depends, and to adapt our approach for essential activities to suit the funds available by scaling down and through rallying voluntary effort.

Impact And Alignment

Need:

Clackmannan and the surrounding communities, like many others, are diverse in terms of wealth, poverty, health, attainment, access to services and economic activity. While there are areas that are seen as more affluent, we have several areas that are disproportionately affected by poverty and inequality.

Employment and Jobs: Employment rate and unemployment, number of local jobs and rates of pay, although improving, are all lower than the Scottish average. The number of people employed, or self-employed is 71% compared with a Scottish figure of 77%. The dependency ratio (the number of dependents on the working age population) is 61%, higher than the Scottish average and job density is lower than the Scottish average with less than one job for every 2 people in Clackmannanshire. (Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034)

Health: The life expectancy for males is below the national average at 77 years and healthy life expectancy is lower for both males and females. Long-term health conditions are prevalent in Clackmannanshire and 20% of the population has at least one long-term physical health condition. Suicide rates are also higher than the national average. (Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034)

Poverty: Clackmannanshire has higher rates of workless households, 27% compared with a Scottish average of 18%; and 22% of children live in low-income families which again is higher than the Scottish average. Fuel poverty rates are also higher in Clackmannanshire with 23% of residents estimated to be affected. (Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034)

Deprivation: A quarter of data zones (small areas) in Clackmannanshire are in the 20% most deprived according to the Scottish Index of Multiple Deprivation (SIMD). This takes account a range of measures which include employment and incomes, health inequalities, crime rates and access to services. 28% of Clackmannanshire's population live in the most deprived SIMD quantile, significantly higher than the 16% who live in the least deprived quantile. (Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034)

Women and Girls: Outcomes for women and girls living in Clackmannanshire continue to be relatively poor, with lower healthy life expectancy, lower employment and rates of pay and higher instances of domestic abuse and teenage pregnancy. Healthy life expectancy for women in Clackmannanshire is 59 years (compared with a Scottish figure of 61 years), and women working full time are paid £87 less each week compared with the Scottish average. Women are also much more likely to be fearful for their safety in their homes and in the communities they live. (Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034)

We ensure that our current and planned activity as part of the Town Hall development and our impact not only aligns to, but also supports and complements Clackmannanshire Council and The Alliance priorities, outcomes, and programmes, as well as national policies, including:

Environment and Sustainability:

- Clackmannanshire Climate Strategy
- Clackmannanshire Sustainability Strategy
- Climate Change Board
- Net Zero
- Zero Waste
- Clackmannanshire Regional Energy Masterplan (REM) and Local Heat and Energy Efficiency Strategy (LHEEs)
- City Region Deal Active Travel Programme

Economic:

- Community Wealth-Building Action Plan
- Clackmannanshire Third Sector Interface Strategic Plan
- Local Employability Partnership
- Local Transport Solutions
- No-One Left Behind
- Good employment charter
- Valley Regional Skills Plan
- Clackmannanshire Employability Action Plan
- Local Employability Action Plan
- Community Learning & Development Framework

Wellbeing:

- Local Development Plan
- Clacks Good Food Partnership
- Clackmannanshire Good Food Plan
- Clackmannanshire Third Sector Interface Strategic Plan
- Alloa Town Centre Master Plan
- Community Safety / Anti-social Behaviour Strategy
- Clackmannanshire Local Place Plan

Local Alignment:

Key to our activity and future development is the alignment with the Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034 (LOIP) which *“sets out our vision for Clackmannanshire over the next 10 years, defines the priorities that Clackmannanshire Alliance will focus on, and sets out what differences partners want to see for Clackmannanshire by 2034”*. A key theme in the LOIP is the focus on *“prevention and early intervention”* which are also common strands through our community driven activities.

Clackmannanshire Council Vision: “Working together to reduce inequality and improve the wellbeing of all people in Clackmannanshire”

Clackmannanshire Council has set out its three key **Strategic Outcomes**:

Wellbeing: Working in partnership we will: reduce inequality, tackle the causes and effects of poverty and health inequality and support people of all ages to enjoy healthy and thriving lives

Economy and Skills: Working in partnership we will: help people to access fair work, learning and training; and will work together to build a strong local economy

Places: Working in partnership and with communities we will: create sustainable and thriving places where people have a sense of connection and have control over decisions

Correlation with Clackmannanshire Council Outcomes 2024 – 2034

Outcome	Priorities	CDT Contribution
Wellbeing: We will work in partnership to help people to live longer in good health and improve the Health and Wellbeing of all ages in Clackmannanshire	We will work in partnership to improve the Health and Wellbeing of all ages in Clackmannanshire; and will work to tackle health and wellbeing inequality	Food bank, Food security
	We will work in partnership to improve the wellbeing of our Children and Young People in Clackmannanshire	Warm Space with a welcoming atmosphere with a seating area where people can read, do a jigsaw or challenge someone to a game from the shelves and have a “blether”
	We will work in partnership to tackle the causes and effects of Poverty.	People are welcome to bring their own refreshments or a takeaway drink or snack
		Young children and older adults reading together provides benefits to both age groups through intergenerational activities
		Exercise classes
		Active Travel and healthy/mental health support
		Cycle training at school increases safety and confidence
		Cycle Training adults improves confidence
Economy and Skills: Working in partnership we will: help people to access fair work, learning and training; and will work together to build a strong local economy	We will work in partnership to improve employment opportunities and ensure people have access to develop and improve skills through training and learning	Childcare Provision to allow parents and carers to find work
	We will work in partnership to harness the collective power of Local Anchor organisations with a focus on developing a strong local business base and economy	Tool bank would save money and travel, provide volunteering opportunities and an affordable way for people to access equipment to use in home and garden. This reduces waste through people sharing tools and reduces mileage associated with travel to purchase or have delivered
	We will implement our Community	Community Pantry reduces food waste
		Cooking workshops would increase skills

	Wealth building plans ensuring a continued focus on fair work for all, but also targeting efforts where there is inequality	- and reduce food waste further - Internet access and training to improve skills - Assistance with on-line forms - Handicraft workshops to help people self-repair - Training and learning i.e. literacy, numeracy, household maintenance - Employability support i.e. CV writing and interview skills - Hosting job fairs
Places: Working in partnership and with communities we will create sustainable and thriving places where people have a sense of connection and have control over decisions	- We will work in partnership to improve environmental sustainability for Clackmannanshire, reducing carbon emissions and mitigating the impacts of climate change as well as increasing awareness of the challenges - We will work in partnership to create sustainable places which support improved wellbeing and help reduce inequality - We will work in partnership to create local sustainability, maximising our natural capital and assets in Clackmannanshire to improve wellbeing	- Energy efficiency measures for the buildings - EV charging points - Use local contractors employing local people - Work with local colleges by offering training opportunities - Work with the Community Council to ensure fundraising remains in the community - Guided Heritage Cycling Tours exploring the natural landscape and the history of the area, taking advantage of the transport links

Clackmannan Development Trust has been engaging in the development of the local Action Plan and Local Place Plan, with the Town Hall included as one of the Historic Monuments of Clackmannan and seen as a meeting place providing opportunities for the community to engage in a range of activities.

The Community Action Plan (CAP) for Clackmannan, Kennet and Forestmill for 2024 – 2029 has identified some emerging themes including community involvement, activities, and events; community services, facilities, and amenities; local heritage and town environment and appearance. Having the Town Hall as a base would allow CDT to work in partnership to make progress on the plan with outside agencies and local people and groups.

We plan to bring about long term, sustainable, community, social, economic and environmental benefits to the Clackmannan, Kennet, Kennetpans and Forestmill communities through the asset transfer of the Town Hall and adjoining library. As a community led and community driven charity, we ensure that we are guided and steered by our core values to be community focused, inclusive, responsible, sustainable and accountable.

National Alignment:

As well as complementing the Clackmannanshire Wellbeing Economy Local Outcomes Improvement Plan 2024-2034 (LOIP) our current and planned activities help contribute to the National Performance Framework and the 11 National Outcomes, with an emphasis on:

Children and Young people: *We grow up loved, safe and respected so that we realise our full potential*

- CDT provides activity to engage children and young people including Fayres, youth groups, play groups
- Promote positive relationships through intergenerational activities

Communities: *We live in communities that are inclusive, empowered, resilient and safe*

- CDT embrace community ownership and engage the local community in decision making and helping shape and inform what we do
- CDT helps tackle loneliness and social isolation by providing a community space and promoting community connectedness
- Facilitate Community Consultations and engage in Local Action Plan process

Culture: *We are creative and our vibrant and diverse cultures are expressed and enjoyed widely*

- CDT: promote and host cultural events and activities
- Promoting the history of the Town and surrounding areas
- Taking part in Clackmannan Heritage Group

Education: *We are well educated, skilled and able to contribute to Society*

- CDT plan to offer preschool and after school care, as well as learning and skills opportunities
- Engagement with local schools

Environment: *We value, enjoy, protect and enhance our environment*

- CDT facilitate a Community Garden (Butterfly Garden) and participatory environmental education projects
- The Town Hall development will maximise the use of energy efficient resources through engagement with CARES and Business Energy Scotland
- Regenerating the surrounding physical areas and creating a vibrant and active locale

Health: *We are healthy and active*

- CDT promote active travel including cycling
- Support and promote positive mental wellbeing and healthy lifestyles through fitness classes
- Exploring E Bike Charge Points
- Heritage and seasonal nature walks, including free maps of the area

Poverty: *We tackle poverty by sharing opportunities, wealth and power more equally*

- CDT facilitate support organisations such as Citizens Advice
- Provide and encourage volunteering opportunities and participation
- Provide a “Warm Space”
- Facilitate a Community Larder

Community and Social Benefit

The community and social benefit provided through our current and planned activities are far reaching given that we will run programmes through the Community Development Trust as well as hosting groups, organisations and external agencies in the Town Hall. Our community benefit includes:

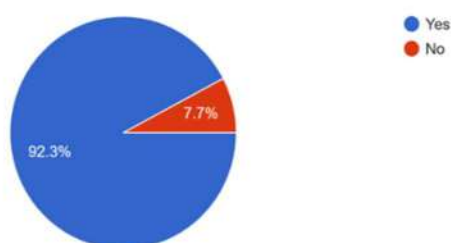
- Preserving and promoting local heritage, history and culture
- Providing volunteer hours
- Building people confidence and esteem through participatory projects
- Improved health
- Improved wellbeing
- Reduced isolation and loneliness
- Increased community connectedness
- Awareness of local resources and amenities
- Increased participation rates in decision making
- Bringing together partners and community to encourage behavioural change i.e. environment, health, lifestyle
- Encouraging visitors and tourist to the local area and increasing economic benefit and benefiting local employment

Community Consultation And Engagement

To ensure that the community were fully involved in the process and were engaged in helping shape and inform the future of the Town Hall and adjoining library a number of consultation exercises were undertaken (Full Results see Appendix).

A Survey was distributed to all Clackmannan Development Trust members and key stakeholders including Clackmannan Town Hall Trust and the Community Council. To ensure we extended the reach, we created posters with QR codes and distributed paper copies where required. We had 194 responses with 92.3% supporting idea of transferring the Town Hall and adjoining library to Clackmannan Development Trust. 95% of respondents resided within the Clackmannan Development Trust catchment area, with 5% representing local business, with a wide range of ages with 43% 41 - 60 years old and 41.1% over 60.

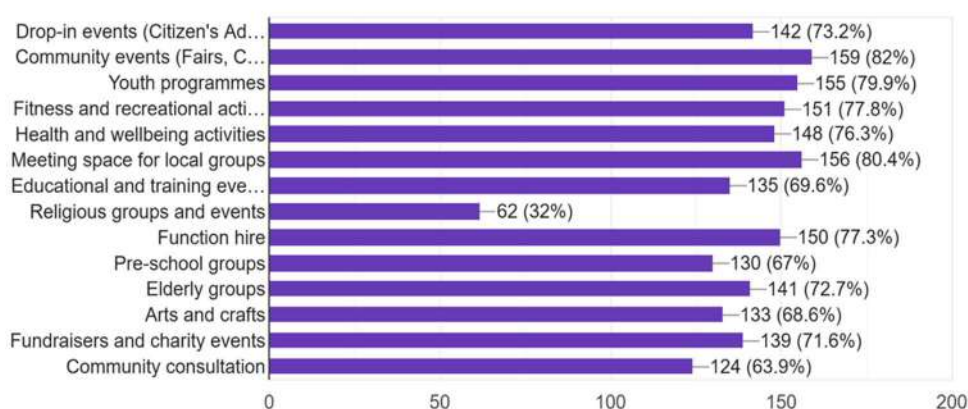
Do you support the Community Asset Transfer of Clackmannan Town Hall and former Library?
194 responses



When asked what activities or services they would like to see, the highest scoring were Community Events at 82% and Meeting Space for Local Groups at 80.4%. There was also a high number of responses for Youth Programmes with 79.9%, Fitness and Recreation at 77.8% and Function Hire at 77.3%. The activity with least responses was religious groups and events at 32%.

All Results:

What activities or services would you like to see offered at the Town Hall? (select all that may apply)
194 responses



Monitoring and Impact Measurement

We recognise the important role that measuring, evaluating and disseminating the impact that our activities have and the positive difference they can make to people and communities. We are also aware of the breadth and depth of the impact our activities can have in terms of including social, economic, health, wellbeing, education and environmental impact. As part of the process we will create milestones, targets, outcomes, and outputs and use these to track and measure our progress.

In order to help us monitor and measure we will adopt a range of tools, resources and approaches including:

- Measuring Town Hall footfall
- Measure community participation rates on our social media
- Number and variety of groups and organisations using the Town Hall
- Number of events we facilitate
- Number of volunteers
- Memberships
- Responses to community engagement exercises
- User Profiles to help identify gaps
- Annual Impact Report

We will benchmark impact and gather information and data through a range of tools including:

- User surveys
- Newsletters
- Social Media
- Feedback forms
- Focus Groups
- Consultations
- Co-Design Group Feedback
- *You Said We Did* Boards
- Visual Journeys to highlight success and milestones
- Longitudinal studies and Case Studies
- Social Audit to help measure, understand, report and improve our social and ethical performance, and narrow gaps between our vision, goals and reality, and between efficiency and effectiveness
- Visual Imagery to document progress
- Funder Feedback and Reporting

Marketing

Although the Town Hall is already recognised as a community space by Clackmannan and surrounding communities, and has regular customers, we are still aware of the need to further raise the profile of the facilities we currently offer and the progress we are making to community ownership. Key aims of our marketing plan are to:

- raise awareness of the services and support available at The Town Hall
- raise awareness of our proposed plans and activities
- fully engage the community in the community asset transfer process and what it means for Clackmannan and surrounding communities
- promote and increase the use of our current and proposed income-generating services i.e. room hire, events

To help extend our reach to our local communities and wide range of stakeholders we employ a range of strategies, tools, resources and approaches. Our marketing and profile-raising strategy is designed to operate at two level, one which is designed to engage at the local level, keeping local communities and stakeholders informed of progress and developments, and ensure that we retain the current customer base; and another for the wider audience who we want to inform of our longer term aims and objectives and potential customers, strategic stakeholders or potential partners.

Local Audience: (Clackmannanshire Council, communities, business, groups, associations)

- Community hub website will provide updates on progress, advertise current events, opportunities to book the Town Hall and how to access local support and assistance
- Facebook Page promoting activity and encourage participation and bookings
- Community Notice board on our website, on Clackmannan Main Street, Kennet and Forestmill and in the Town Hall
- Community Newsletter delivered by volunteers to Clackmannan and surrounding communities - twice per year
- Planned press publication in Alloa Advertiser
- Town Hall Open Days twice per year
- Presentations to local Schools
- Community Consultation
- Community Meetings
- Mailshots (email and door to door)

Wider Audience: Scottish Government, Funders, Delivery Partners

- LinkedIn, Bluesky, Twitter presence to share the progress and how the Town Hall will help deliver on national strategies and the wider impact and community benefit it has
- Engagement and participation in networks and groups i.e. Third Sector Interface, Local Employability Partnership
- Engage elected members and share the positive impact we have on local communities
- Invite funders, partners and potential stakeholders to visit the Town Hall and show what their current support provides as well as what others may want to fund or support
- Open Days and Partner Events

We have a positive working relationship with local Elected Members as well as community groups who have been very supportive of our activity and with securing the Town Hall as a community asset.

As part of the Asset Transfer process and our ongoing planning we are exploring activities that will help extend our visibility and presence as well as provide for future growth including:

- Updating website with links to facilities and booking systems
- Maintaining a database of businesses, stakeholders, partners, funders, local groups and organisations
- Liaison with Clackmannanshire Council to ensure that communications are updated, and signposting is appropriate
- Analysing Social Media activity to ensure that engagement takes place locally and nationally and any issues or concerns are followed up
- Regular “What’s On” web pages, newsletters are posted, made available in Town Hall or distributed

Funding And Finance

Our funding and sustainability strategy is designed to ensure that Clackmannan Development Trust is not only sustainable but that it has the capacity and investment to manage the Town Hall and grow and extend its provision across Clackmannan, Kennet, Kennetpans and Forestmill. Our funding and sustainability strategy not only aligns with our vision and mission but is shaped and formed by our core values and our aim to provide a safe place and safe space for our community.

When creating the funding and sustainability strategy, we recognised that having a sound financial foundation as well as one that is resilient and diverse enough that it can absorb and flex with a shifting landscape and often changing priorities, as well as emerging needs and demand, was key to the sustainability of the Town Hall. While it reflects a desire to grow our community driven services, it also recognises where we need to diversify funding streams, generate income, and minimise risk while being accountable and transparent and showing leadership and commitment to the stewarding of funding, investments and a community asset. The funding and sustainability strategy identifies costs associated with the strategic and operational activities of the Town Hall as well as capital and associated costs.

Capital

We have taken cognisance of the Quantity Surveyor's estimate for the previous Hub proposal in 2020 and made adjustments for a reduced volume of work and inflation. **For our Phase 1 capital costs we anticipate that £75,000 of the £95,380 required including VAT will come from a £93,000 capital budget for the CAP held by Clackmannanshire Council.** We received £15,000 from the Scottish Land Fund for market valuation and condition reports plus feasibility studies. We are in the process of requesting an additional grant from the Scottish Land Fund for Health and Safety Works, professional fees including Conveyancing Solicitor, Quantity Surveyor and a Project Manager. For our Phase 2 alterations we will be seeking grants from funders, trusts and foundations for specific pieces of work to improve the energy efficiency of the buildings.

Revenue

We have modelled our revenue costs on a blend of actual and anticipated costs, factoring in inflation and general increases i.e. utilities. We will continue to attract funding from established room lets and venue hire fees and have phased in increased room and venue hire fees beyond Financial Year 1. In addition we will be attracting existing activities that currently operate via the Bruce Lounge as well as those that require travel to access i.e. in Alloa. We will be actively marketing the Town Hall as a resource to not only hire as a venue for weddings and other celebrations, but also to visit as part of our active travel and tourism model i.e. cyclists and walkers which will further generate income as well as increase our profile.

Our Development Officer will be leading on long term activities designed to attract funding for our Phase 2 alterations and ongoing revenue costs including staff resourcing through fundraising drives, grant funders, trusts and foundations.

We used the following key themes to help shape, our mission-led funding and sustainability strategy:

- **Alignment with Mission, Vision, and Values:**
 - ensure there is no drift in core values
- **Diversification of Funding Streams and Methods:**
 - need to diversify funding sources and reduce reliance on single income sources
 - explore new income generating opportunities
- **Core Costs Models:**
 - income raised will need to cover core revenue costs and build that into budget process
- **Community Engagement:**
 - where possible engage the Clackmannan, Kennetpans and Forestmill community in income generating activities: *buy in* and demonstrate community benefit
- **Quality:**
 - ensure that income streams are used to deliver a high-quality service
- **Economic Empowerment:**
 - create and develop fundraising models that empowers the local communities
- **Project Integration:**
 - ensure projects are not isolated and manage the interconnectedness of core costs
- **Risk Management:**
 - dependency on single funding sources
 - economic shifts
 - grant funding uncertainty
 - compliance and regulatory changes
 - financial governance and ethical approaches
- **Mitigating Risk:**
 - diverse funding
 - manage reserves
 - strategic approach to income generation/funding and tendering - no drift
 - monitoring and evaluation - a compass to measure our work
 - collaboration and partnerships
- **Contingency Planning:**
 - plan scenarios and *What If* moments
 - emergency funding planning i.e., fundraisers

Financial modelling has considered current costs, proposed costs, current activities that generate income and proposed activities. In addition, there has been an exercise undertaken to scope out potential grant funding opportunities.

While we recognise the need for greater financial investment, we have been proactive in applying and have already successfully secured funding:

Source of Funding	Amount Requested	Amount Secured	Date Secured
Scottish Land Fund	£15,000	£15,000	24/03/2025
Scottish Land Fund	£117,750	TBC	TBC
Clackmannanshire Council	£93,000	£93,000	
Robertson Trust	£20,000 for 3 years	TBC	TBC
National Lottery Community Spaces	£25,000 for 2 years	TBC	TBC
Future funding sources			
Architectural Heritage Fund (RIBA stages 3 & 4)	£40,00 max, £12,00 average guidance figures		
Garfield Western Regular grant	£30,000 max grant		
Garfield Western Major Grant	Capital cost project over £1m		
Forth Valley & Lomond CLLD Fund. On list to apply April 2026	£5,000 to £30,000 capital projects or £5,000 revenue projects		
Total Secured		£108,000	

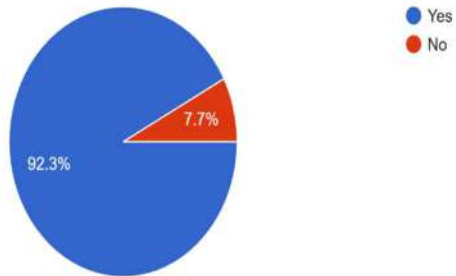
Appendix

1. Community Consultation
2. CDT Board Profiles
3. Value of current CDT volunteering time
4. PESTLE analysis
5. Policy and Procedure Register
6. Financial model
7. Letters of Support
8. Market Valuation
9. Condition Survey
10. Feasibility Study

Appendix 1 Community Consultation

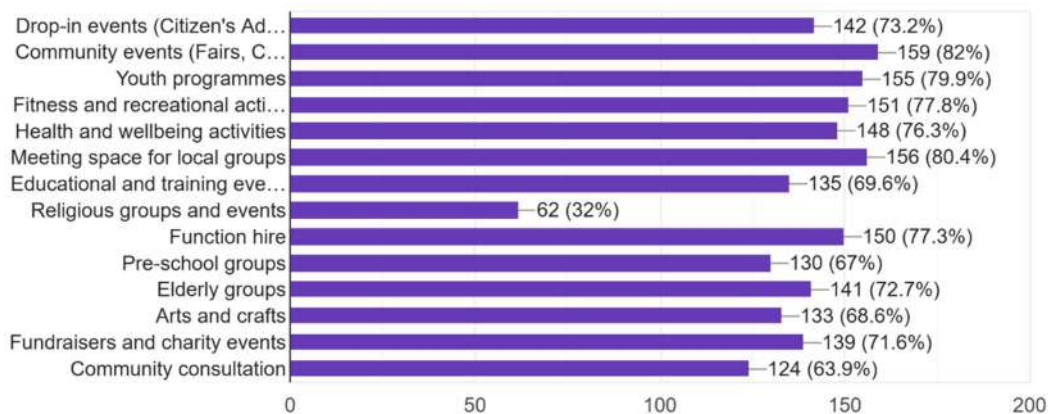
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194 responses



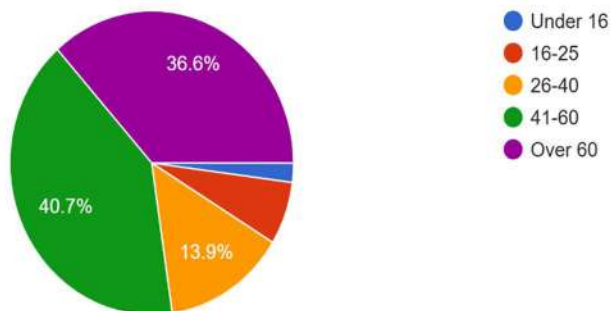
What activities or services would you like to see offered at the Town Hall? (select all that may apply)

194 responses



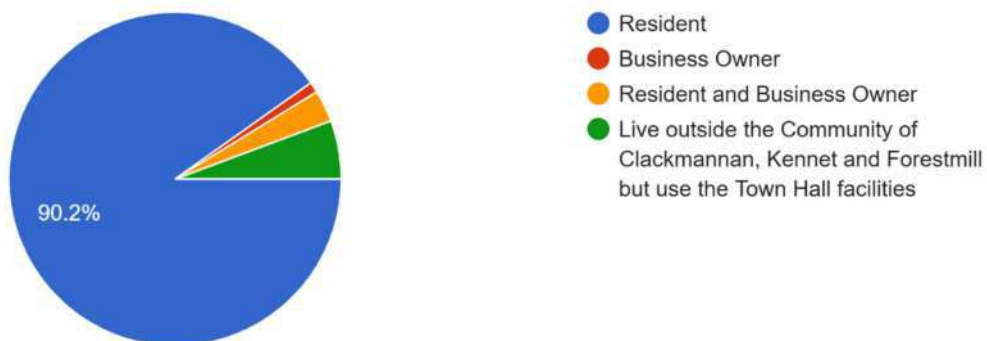
What is your age range?

194 responses



What is your connection to the Clackmannan Kennet and Forestmill Community?

194 responses



Appendix 2 CDT Board Profiles amended 1 October 2025

First name	Surname	Office bearer	Skills/Relevant Experience
Jenni	Bone	Vice Chair	I have experience in catering, hospitality and event management. Also administration and project management and I was self-employed for 12 years. I have worked with volunteers for many years and most of my working life I have managed and trained staff.
Peter	Goodsir		Production, maintenance engineering, managing staff, working with volunteers. Self-employed 25 years. Events management.
Laura	Johnstone	Chair	I am the manager of a charity supporting refugees and asylum seekers with management of staff and finances as well as managing and supporting volunteers, community engagement, training, governance and fundraising. I have previously worked within widening access organisations supporting people from disadvantaged backgrounds to access Higher Education including through large scale events management. Also have experience in social enterprise, public speaking and have a law degree.
Bobby	Rennie		I have been an active community volunteer throughout my life delivering art workshops, organising exhibitions, community public art and tutoring. I spent 49 years working in fashion and I am a professional artist, giving me the skills to share creativity with others, in recognition of the ways that creativity benefits wellbeing. I am involved in the CDT to be active in supporting my local area.
Ian	Russell		I am a retired self-employed engineer with experience of building houses and a keen interest in history. Currently working on the development of a high efficiency Hydrogen engine.
Margaret	Schofield	Secretary	Retired Architect and access auditor. Architectural work from design brief preparation, feasibility studies, community engagement, to supervision on site. Construction Health & Safety
Derk	Yule	Treasurer	Qualified Accountant with a career in public finance. Currently a member of the Accounts Commission. Held senior posts in a range of local authorities, latterly as Director of Corporate Resources and Deputy Chief Executive. I have undertaken a range of voluntary work, individually and with others, predominantly in the area of finance.

Appendix 3 Value of current CDT volunteering time

Activity	Hours	Days	Weeks	per month	pa	Rate p h	Total
Warm Space	6			24	288	£12.21	£3,516.48
Warm Space	6			24	288	£12.21	£3,516.48
Warm Space	3			12	144	£12.21	£1,758.24
Warm Space	3			12	144	£12.21	£1,758.24
Warm Space	6			24	288	£12.21	£3,516.48
Warm Space	3			12	144	£12.21	£1,758.24
Art class & Primary School	3		40		120	£40.00	£4,800.00
Facilitating Group meetings				10	120	£12.21	£1,465.20
Events planning				5	60	£40.00	2,400.00
Events planning				5	60	£40.00	£2,400.00
Events planning				5	60	£12.21	£732.60
Easter event	3	1			3	£40.00	£120.00
Easter event	9	1			9	£12.21	£109.89
Halloween event	6	2			12	£40.00	£480.00
Halloween event	6	2			12	£12.21	£146.52
Light up Clackmannan	4	1			4	£40.00	£160.00
Light up Clackmannan	4	2			8	£12.21	£97.68
Putting up street decorations	3	2			6	£40.00	£240.00
Bike repairs				30	360	£12.21	£4,395.60
Bikeability support				40	480	£12.21	£5,860.80
Cycle ride support				6	72	£12.21	£879.12
Bumps and All (check)	4		40		160	£12.21	£1,953.60
Litter picks 3hrs x6 x 3 pa	18				54	£12.21	£ 659.34
Sweeten your day 2 hr x 4 x 8 in term time	8				64	£12.21	£781.44
Community Newsletter delivery 2 pa	3				192	£12.21	£2,344.32
Community Garden 35 w/a	6				210	£12.21	£2,564.10
Community Garden 35 w/a	3				105	£12.21	£1,282.05
TOTAL							£54,824.62

National Living Wage £12.21 per hour. Day rate= £92 p/day

Board member rate £40 per hour= £300 p/day

Appendix 4 PESTLE analysis

	External factors to consider	Factors affected within our charities	Importance to organisation
POLITICAL	Government policy Regulations	Support for community projects Regulations regarding childcare and vulnerable groups	High High
ECONOMIC	Inflation Interest rates Cost of living Labour costs Consumer spending habits	Rising costs of utilities and goods Interest rates if loans required Wage rises Effect on peoples' disposable income	Medium Medium Medium High
SOCIAL	Consumer trends/tastes Consumer buying habits Lifestyle factors Career attitudes Work-life balance Population demographics Willingness to work in certain labour markets	Activities offered to suit participants Cost of activities to be affordable Keep up with trends Work opportunities Offer activities throughout day and evening. Activities to suit all ages. Offer training	Medium High Medium Medium Medium Medium
TECHNOLOGY	Social networking Artificial Intelligence Security Cost of keeping up with technology/advances	Community involvement Access to internet with support and training Security of building Use of technology for on-line bookings and recording data.	Medium Medium Medium Medium
LEGAL	Employment law Health and safety regulations	Staffing issues Staff, volunteers and users	Medium High
ENVIRONMENTAL	Sustainable resources CSR (Corporate Social Responsibility) Ethical sourcing Future pandemics	Community attitude Community confidence Community support	Medium Medium Medium

Appendix 5 Policies and Procedures

Complaints Policy
Data Protection Policy
Disciplinary Policy
Dismissal Policy
Equal Opportunities statement
Equality Diversity Monitoring form
Financial Management Policy
Grievance Policy
Health and Safety Policy
Lone Working Policy
Mental Health Policy
Privacy Notice
Record Retention Policy
Register of Interests Policy
Reserves Policy
Risk Policy
Risk Assessment Form
Safeguarding Policy
Staff Handbook

YEAR 1	Notes	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total		
REVENUE INCOME																
Grants / Awards																
Big Lottery	Last tranche of 3 year grant								£ 52,400.00					£ 52,400.00		
Scottish Land Fund	TBC for H&S repairs re CAT	£ 24,514.00												£ 24,514.00		
Robertson Trust	TBC	£ 20,000.00												£ 20,000.00		
Clackmannanshire Council	Capital grant	£ 93,000.00												£ 93,000.00		
Communities and Place Challenge	Decision mid Oct 2025		£ 50,000.00											£ 50,000.00		
Architectural Heritage Fund	TBC for project development													£ -		
Forth Valley & Lomond CLLD fund	Applications open April 2026						£ 5,000.00							£ 5,000.00		
CARES	TBC for energy efficiency measure													£ -		
National Lottery Community Spaces	TBC £25,000 for 2 years					£ 25,000.00								£ 25,000.00		
Garfield Western Regular Grant	TBC £30,000 max													£ -		
Awards for All	TBC for Active Travel	£ 20,000.00												£ 20,000.00		
Fundraising	Average	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 2,400.00		
Bible Class	Average	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 880.00		
Blondie Fizz	Average	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 240.00		
Coalsnaughton Burns Club		£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00		
Community Council	Average	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 240.00		
Dancers	Average	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 215.00	£ 2,580.00		
Karate	Average	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 960.00		
Kyle Blain	Average	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 840.00		
Line Dancing	Average	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 2,640.00		
Neilla	Average	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 180.00	£ 2,160.00		
Nicola Blain	Average	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 285.00	£ 3,420.00		
Snooker	Average	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 3,000.00		
Spotlight	Average	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 3,120.00		
Yoga	Average	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 70.00	£ 840.00		
Zumba	Average	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 480.00		
Private Lets	Average	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 1,620.00		
Additional Hall Lets	Incl weddings	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 2,000.00	£ 600.00	£ 600.00	£ 600.00	£ 2,000.00	£ 600.00	£ 600.00	£ 600.00	£ 10,000.00		
Events		£ -	£ 200.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 100.00	£ 1,100.00		
Donations		£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 3,000.00		
Bikes		£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 1,800.00		
Clackmannan Lottery		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 1,200.00		
Bank Interest		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 1,000.00		
Sponsorship		£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 1,000.00		
Total		£ 23,585.00	£ 3,585.00	£ 3,485.00	£ 3,485.00	£ 4,885.00	£ 3,525.00	£ 3,425.00	£ 3,585.00	£ 4,785.00	£ 3,585.00	£ 3,385.00	£ 3,405.00	£ 334,634.00		

YEAR 1	Notes	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total		
REVENUE EXPENDITURE																
Phase 1 alterations to Library/CAP	Year 1 only		£ 19,000.00	£ 19,000.00	£ 19,000.00	£ 19,000.00	£ 19,000.00	£ 19,000.00						£ 95,000.00		
Development Officer		£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 23,400.00		
Media and Communications Officer		£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 17,100.00		
Active Travel Officer		£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 1,327.50	£ 15,930.00		
Project Manager	One year only	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 1,658.00	£ 19,896.00		
Cleaner	Average and rounded up	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 433.00	£ 5,200.00		
Hall Keeper	Average	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 10,800.00		
Recruitment Costs - staff, volunteers, trustees		£ -	£ -	£ 50.00	£ -	£ -	£ 50.00	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ 150.00		
PVG Costs		£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 5.80	£ 69.60		
Volunteer Expenses		£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 120.00		
Community Engagement i.e. Events, Campaigns, Consultations)	Safeguarding, H&S, Mental Health	£ -	£ -	£ 100.00	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ 300.00		
Training (Staff, Volunteers, Trustees)		£ -	£ -	£ -	£ 150.00	£ -	£ -	£ 150.00	£ -	£ 150.00	£ -	£ -	£ -	£ 450.00		
Gas		£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 209.00	£ 2,508.00		
Electricity		£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 173.00	£ 2,076.00		
Broadband		£ -	£ -	£ -	£ -	£ -	£ -	£ 75.00	£ -	£ -	£ -	£ -	£ -	£ 75.00		
Phone		£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ 500.00		
Print / Stationery		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 1,200.00		
Insurance	Cyber Essentials, systems for storing data	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,014.00	£ -	£ -	£ -	£ -	£ -	£ 1,014.00		
Data Protection		£ -	£ 40.00	£ -	£ 40.00	£ -	£ 40.00	£ 40.00	£ 40.00	£ -	£ 40.00	£ -	£ -	£ 240.00		
Companies House	Annual fee	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 34.00	£ -	£ 34.00		
Professional / Legal	Conveyancing fee + end of financial year	-	£ 5,000.00	£ -	£ -	£ -	£ -	£ -	£ 635.00	£ -	£ -	£ -	£ -	£ 5,635.00		
Accountancy		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 140.00	£ -	£ -	£ 140.00		
Licenses (alcohol, foods etc)		£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00		
ICT Hardware		£ -	£ -	£ 150.00	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -	£ -	£ -	£ 300.00		
ICT Software (including room booking or venue hire Platforms etc.		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Web, Social Media and Marketing (campaigns, newsletter)	Average	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 6,174.00		
Maintenance/Repairs (including programmed and response		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Health and Safety		£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ 200.00		
Cleaning Costs		£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 3,996.00		
Security / CCTV (including service contracts)		£ -	£ -	£ -	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -	£ -	£ -	£ 150.00		
Legionella Testing	Annual fee						£ 200.00							£ 200.00		
Bin Collection	Quarterly	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ 1,169.00		
Commercial Waste	Quarterly	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 331.20		
Pest Control - Bio Kleen		£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 331.20		
Building Insurance	From Council's costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,820.00	£ -	£ -	£ 4,820.00		
Governance / Trustees	Mid point in Year	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,012.00	£ -	£ -	£ -	£ -	£ -	£ 1,012.00		
Boiler Servicing - Annually	Not Applicable (Phase 1)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Exterior / Surrounds (i.e. planters, car parking, fencing)		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Music Licence / Rights		£ -	£ -	£ -	£ -	£ -	£ -	£ 81.00	£ -	£ -	£ -	£ -	£ -	£ 81.00		
Contingency		£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 920.00	£ 11,040.00		
Total		£ 10,124.40	£ 33,998.80	£ 29,751.05	£ 29,314.40	£ 28,958.80	£ 29,641.05	£ 14,131.40	£ 9,998.80	£ 10,451.05	£ 15,224.40	£ 9,992.80	£ 10,255.05	£ 231,842.00		
	1st Year P&L															
	Revenue	£ 334,634.00														
	Expenditure	£ 231,842.00														
	Profit/Loss	£ 102,792.00														

YEAR 2	Notes	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
REVENUE INCOME														
Grants / Awards														
Robertson Trust	TBC	20000.00												£ 20,000.00
Architectural Heritage Fund	TBC for Town Hall upgrades	5000.00												£ 5,000.00
Forth Valley & Lomond CLLD	TBC Apply April 2026	5000.00												£ 5,000.00
CARES	TBC energy efficiency	5000.00												£ 5,000.00
National Lottery Community Spaces	TBC £25,000 for 2 years							25000.00						£ 25,000.00
Garfield Western Regular Grant	TBC £30,000 max	30000.00												£ 30,000.00
														£ -
Fundraising	Average	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	£ 2,400.00
Bible Class	Average	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	0.00	£ 935.00
Blondie Fizz	Average	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	£ 300.00
Coalsnaughton Burns Club		200.00												£ 200.00
Community Council	Average	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	£ 240.00
Dancers	Average	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	£ 2,640.00
Karate	Average	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	£ 1,020.00
Kyle Blain	Average	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	£ 900.00
Line Dancing	Average	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	£ 2,760.00
Neilla	Average	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	£ 2,280.00
Nicola Blain	Average	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	£ 3,420.00
Snooker	Average	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	£ 3,300.00
Spotlight	Average	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	£ 3,300.00
Yoga	Average	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	£ 900.00
Zumba	Average	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	£ 600.00
Private Lets	Average	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	£ 1,800.00
Additional Hall Lets	Incl weddings/celebrations	750.00	750.00	750.00	2000.00	2000.00	750.00	2000.00	2000.00	750.00	750.00	750.00	900.00	£ 14,150.00
Events		0.00	220.00	110.00	110.00	110.00	110.00	0.00	220.00	0.00	220.00	0	110.00	£ 1,210.00
Donations		250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	£ 3,000.00
Bikes		150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	£ 1,800.00
Clackmannan Lottery		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	£ 1,200.00
Bank Interest		60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	£ 720.00
Sponsorship		60.00	60.00	60.00	60.00	60.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	£ 1,000.00
Total														£ 140,075.00

YEAR 2	Notes	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
REVENUE EXPENDITURE														
Manager								£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 12,255.00
Development Officer		£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50					£ 16,340.00
Media and Comms Officer		£ 1,496.50	£ 1,496.50	£ 1,496.50	£ 1,496.50	£ 1,496.50	£ 1,496.50	£ 1,496.50	£ 1,496.50					£ 11,972.00
Active Travel Officer		£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 16,730.40
Cleaner		£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 5,460.00
Hall Keeper		£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 11,340.00
Recruitment Costs		£ -	£ -	£ 50.00	£ -	£ -	£ 50.00	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ 150.00
PVG Costs		£ -	£ -	£ -	£ -	£ -	£ 70.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 70.00
Volunteer Expenses		£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 120.00
Community Engagement		£ -	£ -	£ 100.00	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ 300.00
Training		£ -	£ -	£ -	£ 150.00	£ -	£ -	£ 150.00	£ -	£ 150.00	£ -	£ -	£ -	£ 450.00
Gas		£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 2,640.00
Electricity		£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 2,280.00
Phone		£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ 500.00
Print / Stationery	Average	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 1,200.00
Insurance	Cyber essentials	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,100.00	£ -	£ -	£ -	£ -	£ -	£ 1,100.00
Data Protection		£ -	£ 40.00	£ -	£ 40.00	£ -	£ 40.00	£ 40.00	£ 40.00	£ -	£ 40.00	£ -	£ -	£ 240.00
Companies House		£ -	£ -	£ -	£ -	£ -	£ -	£ 15.00	£ -	£ -	£ -	£ -	£ -	£ 15.00
Accountancy/legal		£ -	£ -	£ -	£ -	£ -	£ -	£ 650.00	£ -	£ -	£ -	£ -	£ -	£ 650.00
Licenses (alcohol, foods etc)		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 140.00	£ -	£ -	£ 140.00
ICT Hardware		£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00
ICT Software		£ -	£ -	£ 150.00	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -	£ -	£ -	£ 300.00
Web, Social Media and Marketing		£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 514.50	£ 6,174.00
TH alterations/energy efficiency							£ 10,000.00							£ 10,000.00
Maintenance/Repairs	Average	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 6,240.00
Health and Safety		£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ 200.00
Cleaning Costs	Average	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 3,996.00
Security / CCTV		£ -	£ -	£ -	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -	£ -	£ -	£ 150.00
Legionella Testing		£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ 200.00
Bin Collection	Average	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 1,500.00
Commercial Waste	Quarterly	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ 1,169.00
Pest Control - Bio Kleen	Quarterly	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 331.20
Building Insurance		£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ -	£ -	£ -	£ -	£ 5,000.00
Governance / Trustees		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00	£ -	£ -	£ 50.00
Boiler Servicing		£ -	£ -	£ -	£ -	£ -	£ -	£ 1,012.00	£ -	£ -	£ -	£ -	£ -	£ 1,012.00
Exterior / Surrounds		£ -	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00
Music Licence / Rights		£ -	£ -	£ -	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -	£ -	£ -	£ 150.00
Contingency		£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 480.00	£ 5,760.00
Ebikes / Charging Hubs		£ -	£ -	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00
Total		£ 8,908.50	£ 8,915.70	£ 9,617.95	£ 9,598.50	£ 8,825.70	£ 19,377.95	£ 20,268.00	£ 10,908.20	£ 7,821.45	£ 7,742.00	£ 7,329.20	£ 7,621.45	£ 126,934.60

P&L Y2	
Revenue	£ 140,075.00
Expenditure	£ 126,934.60
Profit/Loss Y2	£ 13,140.40
Profit brought forward	£ 102,792.00
Total Retained profit	£ 115,932.40

YEAR 3	Notes	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
REVENUE INCOME														
Grants / Awards														
Robertson Trust	TBC	£ 20,000.00												£ 20,000.00
Forth Valley & Lomond CLLD	TBC Revenue for salary	£ 5,000.00												£ 5,000.00
National Lottery Community Spaces														£ -
Garfield Western Regular Grant														£ -
Fundraising	Average	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 3,000.00
Bible Class	Average	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 85.00	£ -	£ 985.00
Blondie Fizz	Average	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 1,080.00
Coalsnaughton Burns Club		£ 200.00												£ 200.00
Community Council	Average	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 240.00
Dancers	Average	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 2,880.00
Karate	Average	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 1,080.00
Kyle Blain	Average	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 80.00	£ 960.00
Line Dancing	Average	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 2,880.00
Neilla	Average	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 2,400.00
Nicola Blain	Average	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 290.00	£ 3,480.00
Snooker	Average	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 3,360.00
Spotlight	Average	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 280.00	£ 3,360.00
Yoga	Average	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 660.00
Zumba	Average	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 55.00	£ 660.00
Private Lets	Average	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 2,100.00
Additional Hall Lets	Incl weddings/celebrations	£ 900.00	£ 2,000.00	£ 900.00	£ 2,000.00	£ 900.00	£ 2,000.00	£ 900.00	£ 2,000.00	£ 900.00	£ 2,000.00	£ 900.00	£ 2,000.00	£ 17,400.00
Events	Average	£ -	£ 220.00	£ 110.00	£ 110.00	£ 110.00	£ 110.00	£ -	£ 220.00	£ -	£ 220.00	£ -	£ 110.00	£ 1,210.00
Donations		£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 3,000.00
Bikes		£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 1,800.00
Clackmannan Lottery		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 1,200.00
Bank Interest		£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 720.00
Sponsorship		£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 1,000.00
Total														£ 80,655.00

YEAR 3	Notes	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
REVENUE EXPENDITURE														
Manager		£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 2,042.50	£ 24,510.00
Active Travel Officer		£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 1,394.20	£ 16,730.40
Cleaner		£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 455.00	£ 5,460.00
Hall Keeper		£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 945.00	£ 11,340.00
Recruitment Costs		£ -	£ -	£ 50.00	£ -	£ -	£ 50.00	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ 150.00
PVG Costs		£ -	£ -	£ -	£ -	£ -	£ 70.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 70.00
Volunteer Expenses		£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 120.00
Community Engagement		£ -	£ -	£ 100.00	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ 300.00
Training		£ -	£ -	£ -	£ 150.00	£ -	£ -	£ 150.00	£ -	£ 150.00	£ -	£ -	£ -	£ 450.00
Gas		£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 220.00	£ 2,640.00
Electricity		£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 190.00	£ 2,280.00
Phone		£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ 500.00
Print / Stationery		£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 2,400.00
Insurance	Cyber essentials	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,200.00	£ -	£ -	£ -	£ -	£ -	£ 1,200.00
Data Protection		£ -	£ 40.00	£ -	£ 40.00	£ -	£ 40.00	£ 40.00	£ 40.00	£ -	£ 40.00	£ -	£ -	£ 240.00
Companies House		£ -	£ -	£ -	£ -	£ -	£ -	£ 15.00	£ -	£ -	£ -	£ -	£ -	£ 15.00
Professional / Legal			£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Accountancy		£ -	£ -	£ -	£ -	£ -	£ -	£ 650.00	£ -	£ -	£ -	£ -	£ -	£ 650.00
Licenses (alcohol, foods etc)		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 140.00	£ -	£ -	£ 140.00
ICT Hardware		£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00
ICT Software		£ -	£ -	£ 150.00	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -	£ -	£ -	£ 300.00
Web, Social Media and Marketing		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Maintenance/Repairs		£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 520.00	£ 6,240.00
Health and Safety	Average	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Cleaning Costs	TBC	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 333.00	£ 3,996.00
Security / CCTV	Average	£ -	£ -	£ -	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -	£ -	£ -	£ 150.00
Legionella Testing		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bin Collection	TBC	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 1,500.00
Commercial Waste	Average	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ -	£ -	£ 292.25	£ 1,169.00
Pest Control - Bio Kleen	Quarterly	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 82.80	£ -	£ -	£ 331.20
Building Insurance		£ -	£ -	£ -	£ -	£ -	£ -	£ 5,200.00	£ -	£ -	£ -	£ -	£ -	£ 5,200.00
Governance / Trustees		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00	£ -	£ -	£ 50.00
Boiler Servicing		£ -	£ -	£ -	£ -	£ -	£ -	£ 1,012.00	£ -	£ -	£ -	£ -	£ -	£ 1,012.00
Exterior / Surrounds		£ -	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00
Music Licence / Rights		£ -	£ -	£ -	£ -	£ -	£ -	£ 81.00	£ -	£ -	£ -	£ -	£ -	£ 81.00
Contingency		£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 437.50	£ 5,250.00
Ebikes / Charging Hubs		£ -	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00
Total		£ 6,955.00	£ 6,962.20	£ 7,664.45	£ 7,195.00	£ 6,872.20	£ 7,424.45	£ 16,103.00	£ 6,912.20	£ 7,364.45	£ 7,285.00	£ 6,872.20	£ 7,164.45	£ 94,774.60

P&L Y3

Revenue	£ 80,655.00
Expenditure	£ 94,774.60
Profit/Loss Y2	-£ 14,119.60
Profit brought forward	£ 115,932.40
Total Retained profit	£ 101,812.80

APPENDIX 6 FINANCIAL MODEL amended 2nd October 2025					
Phase 1 Activity Budget costs	Description	Cost	Subtotal	Total	Notes
Downtakings	Remove counter, raised floor and services in desk area. Remove sink in office.	3,000			
Subtotal			3,000		
Builderwork	Seal 1 doorway to office				
	Form snack bar/store with lockable door and hatch. Fit sink in store	7,000			
Subtotal			7,000		
Fittings, fixtures and furniture	Cupboards, shelves and counter in snack bar/store	8,000			
	Reception desk	3,000			
	Tables, chairs and comfortable seating area	2,000			
	Shelving and store cpds. Computer desks and chairs	5,000			
Subtotal			18,000		
Finishes	Walls including tiling, mastic to windows	7,000			
	Floors	6,000			
	Ceiling Tiles	3,000			
	Decoration	4,000			
Subtotal			20,000		
Services	Sanitary	1,000			
	Water	1,000			
	Heating and Ventilation	7,000			
	Electrical (incl. Lighting)	5,000			
	BWIC with services	1,000			
	Library Boiler Replacement	1978			
	Fire Alarm Whole building	14500			
	Library Switchgear	3950			
Subtotal			35,428		
Externals	Ramp and Step	1,000			
	Paint Railings	1,000			
	Repair External Walls	1,000			
Subtotal			3,000		
Construction total				86,428	
Contingencies		8,000			
Inflation	Since Initial Hub Costs	7,000			
Subtotal			15,000		
				101,428	
VAT	20%		20,285		
TOTAL COST				121,713	
Income	Description	Value			Notes
Scottish Land Fund	Library Boiler Replacement	2374			SLF award of full cost TBC
	Fire Alarm Whole building	17400			SLF award of full cost TBC
	Library Switchgear	4740			SLF award of full cost TBC
Subtotal			24,514		
Clackmannanshire Council	Upgrade / Library Works: Phase 1	93,000			
Subtotal			93,000		
TOTAL FUNDING				117,514	



The Scottish Parliament
Pàrlamaid na h-Alba

Margaret Schofield
Secretary
Clackmannan Development Trust

Clackmannan

Date : 13 May 2025
Our Ref: KB4254



Keith Brown MSP

Dear Margaret,

Re: Community Asset Transfer Clackmannan Town Hall

Thank you for contacting me regarding the proposed community asset transfer of Clackmannan town hall and former library by Clackmannan Development Trust.

I was interested to read of your proposals and joint work with Clackmannan Town Hall Trust and would be very interested to hear more about the proposals. If you think this may be helpful, I would welcome the opportunity to meet and discuss your plans further. If you would please contact my Office Manager, Ellen, on ellen.forson@parliament.scot she can help arrange a mutually convenient time.

Once again, I thank you for your email and look forward to meeting with you soon.

Yours sincerely



Keith Brown MSP
Clackmannanshire and Dunblane



Constituency Office: Keith Brown MSP, The eCentre, Cooperage Way, Alloa, FK10 3LP
Telephone: 01259 219333
Email: keith.brown.msp@parliament.scot

REPORT AND VALUATION

CLACKMANNAN TOWN HALL

AND LIBRARY,
64 MAIN STREET,
CLACKMANNAN
FK10 4JA



ON BEHALF OF: CLACKMANNAN DEVELOPMENT
TRUST

VALUATION DATE: 2nd JUNE 2025

REPORT DATE: 2nd JUNE 2025

Ryden



**CLACKMANNAN TOWN HALL AND
LIBRARY,
64 MAIN STREET,
CLACKMANNAN
FK10 4JA**

EXECUTIVE SUMMARY

LOCATION & SITUATION

Clackmannann is located in the Central Belt of Scotland being approximately 13.5 miles west of Dunfermline, 12 miles north of Grangemouth, 10 miles east of Stirling and 2.5 miles east of Alloa. It is situated within the Devon Valley, bordered by the Ochil Hills to the north and the Firth of Forth to the south. The village is known for Clackmannann Tower, a five-storey tower house built on King's Seat Hill, which offers scenic views of the surrounding area. The population of Clackmannanshire was estimated at 51,940 people in mid-2023. The town itself has a population of approximately 3,260 people.

DESCRIPTION

Clackmannann Town Hall and Library is an historic building which was developed in various phases. It includes a main hall designed by Adam Frame in 1888 and a red sandstone, Art Nouveau, façade designed by Ebenezer Simpson and gifted by John Thomson Paton in 1903. The property includes two main halls, a library, reading room, billiards room, and a variety of other rooms.

FLOOR AREAS

We estimate that the subjects extend to the following Net Internal Areas (NIA):

Description	NIA (Sq m)	NIA (Sq ft)
Ground Floor:	557.24	5,998
Mezzanine:	160.67	1,729
Top Floor:	53.10	572
Total NIA:	771.01	8,299

TENURE

Outright ownership (Scottish equivalent of Freehold)

TENANCIES

We are advised the subjects are leased to The Clackmannan Town Hall Trust at a rent of £1 per annum. The initial term was a twenty-five-year lease that expires in January 2031. The property has approximately eight car parking spaces provided within the demise.

VALUATION DATE

2nd June 2025

VALUATION

We would summarise our opinion of value as follows:

Market Value (Vacant Possession)

Ryden are of the opinion that the Market Value of the outright ownership interest in the subject property comprising the Clackmannan Town Hall and Library, 64 Main Street, Clackmannan FK10 4JA subject to the existing tenancy to The Clackmannan Town Hall Trust as at the valuation of 2nd June 2025 can be fairly stated at a sum in the order of:

£80,000

(Eighty Thousand Pounds)

This Executive Summary should be read strictly in conjunction with the Valuation` Report of which it forms part.

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1.0 INTRODUCTION

1.1 INSTRUCTION

- 1.1.1 A copy of the agreed Terms of Engagement letter is attached at **Appendix 4.0**. As outlined in said attachment, Ryden have been instructed to provide our opinion of value on the following basis:
- The Market Value of the outright ownership interest in the Clackmannan Town Hall and Library, 64 Main Street, Clackmannan FK10 4JA assuming it to be available with the benefit of the present occupational lease arrangement in favour of Clackmannan Town Hall Trust, albeit we recognise there is no lease over the library or CAP areas. We are informed that Clackmannan Development Trust would seek to dissolve in due course as their sole purpose is to keep the building open. If successfully acquired by Clackmannan Development Trust, then they would seek to step in and organise room hire, etc.
- 1.1.2 To avoid duplication, we refer to the remaining provisions set out in said agreed Terms of Engagement.
- 1.1.3 The valuation has been carried out on a comparable method of valuation.
- 1.1.4 The subject to be valued is a Town Hall and Library arranged over several levels within a building which has been extended over time at 64 Main Street, Clackmannan FK10 4JA. The demise includes approximately eight car spaces within a mono-block area accessed from Castle Street along with a community garden. Unless valuing an interest in the property as part of an operational entity, it is usual to exclude trade fixtures, machinery, furnishings and other equipment from the valuation. Unless directly instructed otherwise we have excluded these items from our opinion of value. We have also disregarded any tenant's improvements in the calculation of our valuation unless appropriate to include these. For the avoidance of doubt our valuation also excludes major items of plant and machinery.
- 1.1.5 This report cannot be relied upon for loan security purposes.
- 1.1.6 We have highlighted the extent of our liability within the terms and conditions at Appendix 3.0.
- 1.1.7 The subjects comprise Town Hall and library accommodation arranged over three levels within a building which has a red sandstone, Art Nouveau, façade finish externally and which is surmounted by pitched and slated roofs. The property has been extended over time. For the avoidance of any doubt, in accordance with client instructions, we have referred to the subjects herein as "Clackmannan Town Hall and Library, 64 Main Street, Clackmannan FK10 4JA".

1.2 INSPECTION

- 1.2.1 The subjects were inspected on Tuesday 29th April 2025 by our Partner Brian Allen BLE (Hons) DMS FRICS ACI Arb and James Gordon. This report was subsequently prepared by James Gordon and checked by Brian Allen.
- 1.2.2 The valuation was discussed and agreed with our Office Agency Partner, Peter l'Anson MRICS who specialises in the transactional market for business space across Central Scotland.
- 1.2.3 We would confirm that they are experienced in valuing properties of this nature and have the appropriate knowledge to carry out this valuation. We would further confirm that Brian Allen is an RICS Registered Valuer with Ryden LLP having sponsored him to join the RICS Valuer Registration scheme. All valuations are discussed between the valuer preparing the advice together with members of our transactional teams involved within the geographic and sectoral market in which the asset exists. The figures contained within this document were agreed at Partner level prior to reporting.

1.3 PURPOSE OF VALUATION AND VALUATION DATE

- 1.3.1 We refer to the agreed Terms of Engagement attached at Appendix 4.0. Ryden have been instructed to provide our opinion of the Market Value of the outright ownership interest in the property assuming it to be available with the benefit of the present occupational lease arrangement in favour of Clackmannan Town Hall Trust. For clarification, we recognise there is no lease over the library or CAP areas.

1.4 VALUATION DATE

- 1.4.1 2nd June 2025

1.5 BASIS OF VALUE

- 1.5.1 For the avoidance of doubt, our Valuation is subject to the following Basis of Value: -

Market Value (MV)

The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

- 1.5.2 For the avoidance of doubt, this is the appropriate definition as contained in the RICS Global Valuation Practice Statement (VPS) 2 of the RICS Valuation – Global Standards (the Red Book), the latest edition of which became effective from 31 January 2025. Accordingly, the interpretive commentary related to Market Value has been applied to our opinion of value.

1.6 QUALIFICATIONS

- 1.6.1 We confirm that this report and valuation has been undertaken by valuers with the knowledge, skills and understanding to undertake the valuation competently.

2.0 PROPERTY CONSIDERATIONS

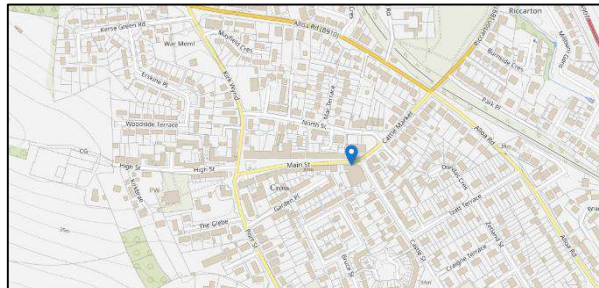
2.1 LOCATION

Location – Edinburgh

- 2.1.1 Clackmannann is a small town in central Scotland, situated within the Clackmannanshire Council Area. The settlement lies approximately: 36 miles north-west of Edinburgh; 13.5 miles west of Dunfermline; 12 miles north of Grangemouth; 10 miles east of Stirling and; 2.5 miles east of Alloa. It affords convenient access to the wider Scottish motorway network via the A907 and nearby M9 motorway and by being 5.75 miles north of the Kincardine Bridge.
- 2.1.2 The town enjoys a semi-rural setting situated within the Devon Valley, bordered by the Ochil Hills to the north and the Firth of Forth to the south. The location benefits from close proximity to major transport links including regular rail services available from nearby Alloa Station which offers connections to Stirling, Glasgow, and Edinburgh. Edinburgh International Airport is located around 27 miles to the south-east, providing both domestic and international flight services.
- 2.1.3 According to the 2023 mid-year population estimates from the National Records of Scotland, Clackmannanshire had a population of approximately 51,940 people. Clackmannann itself is a small part of this total with the local population having been estimated at 3,260 people. Population growth across Clackmannanshire is expected to remain steady over the coming years, reflecting wider regional trends for modest growth. The area's strategic location and accessibility continue to support its appeal for both residential and business use.
- 2.1.4 Clackmannann itself is a small town with a limited local economy, but it sits within Clackmannanshire where the main business sectors include:
- Public Sector: Health, education, and public administration are significant local employers.
 - Retail and Services: Small businesses, shops, and personal services support the local population.
 - Construction and Trades: A strong presence due to local development, maintenance, and infrastructure projects.
 - Manufacturing and Industry: Historically important, particularly in nearby Alloa and the surrounding areas including food and drink production, textiles, and light manufacturing.
 - Tourism and Heritage: Modest but growing and focused on historical sites like Clackmannann Tower alongside outdoor activities in the surrounding countryside.

Location – Subject Property

- 2.1.5 The location of the subject property is identified on the plans below:



- 2.1.6 Clackmannann Town Hall and Library is located on Main Street in the heart of the town centre. The surrounding area is mixed use in nature comprising a combination of small local shops, community amenities and traditional stone-built dwellings. Nearby landmarks include the historic Clackmannann Tower, a prominent medieval structure located a short walk to the south-east, which adds historic character to the area.
- 2.1.7 Main Street itself is the town's main thoroughfare and includes a Co-Op convenience store, a pharmacy and a post office. The local primary school is located within easy walking distance.
- 2.1.8 More specifically, the subjects lie on the southern side of Main Street at its easternmost end at the junction with Cattle Market and Castle Street.

2.2 DESCRIPTION

- 2.2.1 Clackmannann Town Hall and Library is an attractive building situated at the eastern end of the town's traditional Main Street. It was developed in four phases with the original main hall dating from 1888. It incorporates a red sandstone, Art Nouveau, façade with the original library, reading room, billiards room and recreational rooms all completed in 1903. A western extension was then progressed in 1927 to provide a further billiards hall and retiring room. A fourth and final phase was subsequently completed in 1933. This consists of the north-eastern extension which provided a new library and community facilities with the subjects refurbished at that juncture.
- 2.2.2 Internally, the accommodation is arranged over three levels and offers: two halls – one of which has a stage; a public library; meeting rooms; a billiards room; ancillary storage accommodation and WC provision. It is finished predominantly with wooden flooring throughout key areas, complemented by resin surfaces in the circulation areas and proprietary carpeting in various rooms. The premises benefit from good levels of natural daylight, supplemented by artificial lighting provided through fluorescent strip lights and modern LED fittings.
- 2.2.3 The library area which represents the westernmost extension appears to have been unutilised for a significant period of time. Our investigations suggest that this ceased operating in August 2019 as part of Clackmannanshire Council's closure of several library facilities in the Council Area resulting in provision in ongoing facilities at the Alloa Speirs Centre, Alva Community Access Point and Tullibody Library.



Further photographs are attached at **Appendix 1.0**.

2.4 FLOOR AREAS

2.4.1 Ryden have undertaken a full measured inspection in accordance with the RICS Code of Measuring Practice (6th Edition). Non-domestic buildings are analysed in the market based on a common measurement standard to allow for comparison between different buildings in the same category, with retail premises measured based on a Net Internal Area (NIA).

2.4.2 We estimate that the building extends to the following approximate Net Internal Area (NIA):

Description	NIA (Sq m)	NIA (Sq ft)
Ground Floor:	557.24	5,998
Mezzanine:	160.67	1,729
Top Floor:	53.10	572
Total NIA:	771.01	8,299

2.4.3 The demise includes approximately eight car parking spaces on a mono-block surfaced area of ground to the rear of the building and which is accessed from Castle Street.

2.4.4 Furthermore, there is community garden which is positioned to the east of the property and accessed via a gate from the car park.

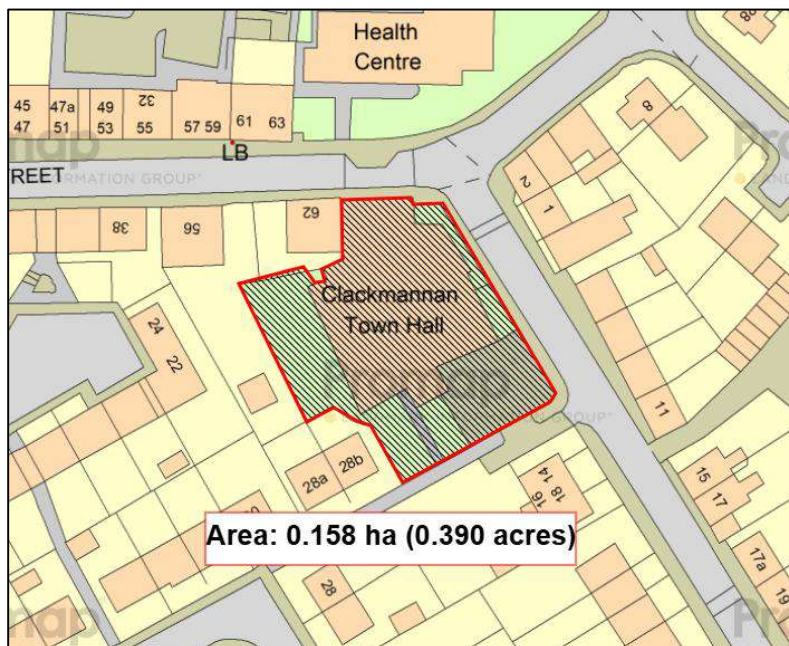
2.5 SITE AREA

2.5.1 We have investigated the Title by reference to the ScotLis system and include the Title image below:



2.5.2 The demise of the subject property as we understand it is bounded in red in the image above.

2.5.3 We have plotted our understanding of the boundaries on the Ordnance Survey Promap system and estimate the demise to extend to circa. 0.158 hectares (0.390 acres) or thereby. This is illustrated over the page.



2.5.4 The above areas should be regarded as approximate only.

2.6 SERVICES

2.6.1 We understand the premises to be served by mains electricity, gas and water with drainage assumed to be to the main sewer.

2.6.2 None of the services have been tested by us.

2.7 CONDITION

2.7.1 We refer to the terms and conditions as outlined in Appendix 3.0.

2.7.2 From our most recent inspection for valuation purposes on 29th April 2025, the majority of the subject appeared to have been maintained to a reasonable condition commensurate with their age, nature and use and we have assumed that no deleterious materials have been utilised.

2.7.3 Clackmannanshire Council have undertaken significant remedial works in recent years. This includes attending to the external stonework and roof with the sum invested reputed to have been in the order of £1.2M in 2022.

2.7.4 We would confirm that our valuation has been carried out on the basis that the subjects are in a reasonable state of repair at the current time.

2.7.5 As you are aware, Ryden's Building Consulting Group have been instructed to prepare a Building Condition Report under separate cover. We would also direct your attention to that document.

2.8 ENVIRONMENTAL & FLOODING INVESTIGATIONS

2.8.1 We refer to the terms and conditions as outlined in Appendix 3.0.

2.8.2 We have checked the publicly accessible Scottish EPC Register based on a postcode/address search for FK10 4JA. We could not identify an EPC which matches the address of the subjects via that search at the time of writing.

2.8.3 An EPC is a legal requirement when a building is marketed for sale or lease. Should the client ultimately decide to acquire the subjects then they, or their advisers, will need to satisfy themselves that any existing EPC's are sufficient and compliant and/or request that the vendor commissions the preparation of a new EPC if a valid pre-existing EPC has not been prepared. Any newly commissioned EPC will capture the circumstances of the building as at the date the inspection for the EPC takes place.

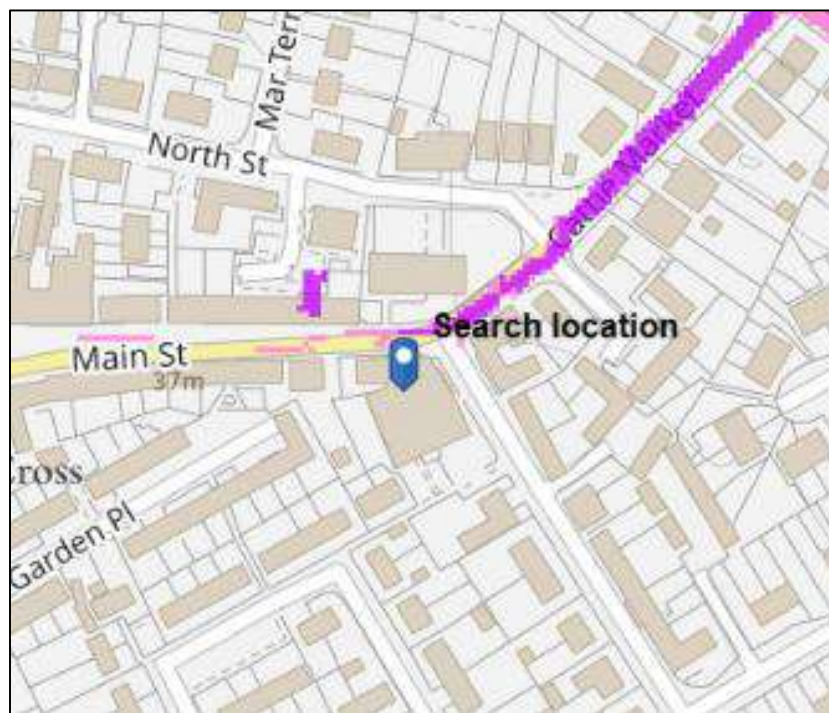
Flooding

2.8.4 We have undertaken a postcode search on SEPA's 'flood hazard and flood risk information' service which allows individual property addresses to be searched. The parameters of said service is that it considers a circular area of 50 metres radius around the address and, based on that, it returns general flood risk information based on three categories of flooding, namely flooding caused by: coastal waters; rivers/watercourses and; surface water – each of which are categorised within three defined risk brackets of: low; medium and; high.

2.8.5 The specific address of the subject property itself was identified based on a postcode search and the resulting flood risk information report for it suggests the following:

- Surface water (purple colour) – there is an area to the front of the building identified as being at “medium risk”
- Rivers / watercourses (blue colour) – “no specific risk”
- Coastal (green colour) – “no specific risk”

2.8.6 We have included a screenshot of the underlying SEPA map below for reference:



- 2.8.7 The SEPA Flood Map is intended to be indicative only. It is a useful tool to initially establish whether a site might be at risk of flooding. It is, however, designed to be used as a strategic tool to give an indication of whether a general area may be affected by flooding. It is not designed to determine if individual properties or a specific location are at risk. We have assumed that adequate insurance is available, and will continue to be available, at commercial terms to protect the owner and occupier of the premises against any potential risk of flood damage.

Radon

- 2.8.8 In addition, we have carried out investigations into unsafe levels of naturally occurring gases such as radon, on the Radon Map of Scotland which splits the country into 1 km grid squares. We note that the subject property lies within a grid square where all parts are in the lowest band of radon potential with less than 1% of homes above the Action Level.

Invasive Species

- 2.8.9 At the date of inspection, we were not aware of any invasive species such as Japanese Knotweed, hogweed or buddleia or similar species.

2.9 NON-DOMESTIC RATING

- 2.9.1 We have investigated the Scottish Assessors' Association webpage at www.saa.gov.uk and note that the subjects have been entered in the Valuation Roll as follows:

Description	Property Address	Proprietor	Occupier	Rateable Value (1 April 2023)
Town Hall/ Library	64 Main Street, Clackmannann, FK10 4JA	Clackmannanshire Council (DEV & ENVIRO SRVS)	Clackmannann Town Hall Trust	£42,000

Uniform Business Rate (Rates Poundage)

- 2.9.2 Non Domestic Rates are payable by the occupier of commercial properties. The annual tax amount is calculated by multiplying the Rateable Value by the Rates Poundage (which is reviewed and amended annually).
- 2.9.3 There are three tiers of rates poundage, set by the Scottish Government, which are based on the level of Rateable Value. The table below sets out the rates poundages for the financial year (2025/26):

	Criteria	Current Poundage Rates 2024/25 (1 April 2024 to 31 March 2025)
Basic Property Rate	RV's of £51,001 or less	49.8p
Intermediate Property Rate	RV's between £51,001 and £100,000	55.4p
Higher Property Rate	RV's above £100,001	56.8p

- 2.9.4 The occupier of the subject property will be liable to pay rates based on the above banded approach depending on the Rateable Value.

Water and Sewerage Charges

- 2.9.5 The non-household water and sewerage industry in Scotland operates as a competitive market whereby the network is owned and operated by Scottish Water, who act as the wholesale supplier. As such, the occupier of the subject property will pay water and sewerage/drainage charges separately via an account with either Business Stream (Scottish Water's separate non-domestic retail business) or one of the various other Licenced Providers in the market.

2.10 PLANNING

- 2.10.1 The subjects are covered by the Clackmannanshire Local Development Plan which was adopted on 19th August 2015. In reviewing the Local Development Plan, the Council is required to take into account National Planning Framework 4 (NPF4), which is the Scottish Government's strategy for Scotland's long term spatial development and includes national planning policies. They are also bound to consider any Regional Spatial Strategy (RSS) for the area and any Local Place Plans (LPP) which may have been prepared.
- 2.10.2 Clackmannanshire Council prepared the Clackmannanshire Development Plan Scheme in October 2023. The Local Development Plan Review is to be completed within five years of the Scottish Government's Local Development Plan Guidance being published i.e. by May 2028.
- 2.10.3 By reference to the Forth 2 Map of the adopted Local Development Plan, it appears that the subjects are within a Town Centre designation and adjoin a site which has been a housing allocation (H27).
- 2.10.4 From investigating the Historic Environment Scotland website, the subjects appear to be within a Conservation Area but not to be Listed.
- 2.10.5 Having investigated the planning portal of Clackmannanshire Council, there do not appear to have been any recent applications in respect of the subjects. The most recent applications we can identify are summarised as follows:
- Installation of mobile CCTV Camera – Ref. No: 97/00182/FULL | Received: Wed 10 Dec 1997 | Validated: Thu 11 Dec 1997 | Status: Decided.
 - Extension to Town Hall To Form Community Information Point – Demolition of Existing Boundary Walls - Ref. No: 92/00210/PD | Received: Wed 12 Aug 1992 | Validated: Wed 12 Aug 1992 | Status: Decided.
 - Alteration and Extension to Town Hall To Form Community Information Point - Ref. No: 92/00209/PD | Received: Wed 12 Aug 1992 | Validated: Wed 12 Aug 1992 | Status: Decided.
- 2.10.6 We have assumed that the subjects have planning permission for their present use and that all associated regulations and consents have been complied with.
- 2.10.7 We are unaware of any planning or highways proposals that would have a detrimental impact upon the value of the premises.

2.11 TENURE – OUTRIGHT OWNERSHIP

- 2.11.1 We have not inspected the Title Deeds and for the purpose of our Valuation, have relied on the information provided. In the absence of information to the contrary, we have assumed that the title is not encumbered by any onerous restrictions, unusual covenants or other burdens.

2.12 TENANCY DETAILS AND TENANT COVENANT

- 2.12.1 We have been provided with a copy of the lease between Clackmannanshire Council as Landlords and Clackmannann Town Hall Trust as Tenants. The arrangement is for a 25-year lease duration from 1st February 2006 until 31st January 2031. The lease provides for tenant-only break options every five years, subject to six months' prior written notice.
- 2.12.2 The Tenant accepted the property as being in good and tenable condition and repair. They are bound to maintain and repair the interior and exterior of the premises in a good and satisfactory condition. The Landlord, however, retains an obligation to carry out such repairs as considered in their opinion as reasonably necessary to maintain the external fabric in a wind and watertight condition. This excludes external walls, gutters and down-pipes together with the roof and all elements thereof comprising the slates, flashings, valleys and roof lights. The Landlord also retains responsibility for the internal maintenance of certain parts of the building as illustrated on a colour-coded drawing appended to the lease document. Unfortunately, however, the copy of the lease document within our possession is black and white.
- 2.12.3 The premises are not to be used otherwise than as for the sporting and recreational and leisure facilities or in connection with the pursuit or enjoyment of cultural or social activities or for such other purpose or purposes as may be approved in writing by the Landlord, such approval not to be unreasonably withheld but subject to the whole other obligations of the Tenant under and in terms of the lease.
- 2.12.4 The Tenants are responsible for their own insurance and for paying business rates. The tenants are responsible for paying 50% of the utility consumption within the premise, which includes, (electricity, gas & water).
- 2.12.5 The annual rent in place is £1 per annum exclusive.

3.0 MARKET COMMENTARY AND VALUATION CONSIDERATIONS

3.1 ECONOMIC OVERVIEW

- 3.1.1 Scotland has been hard hit by rising inflation, tight monetary policy and subdued economic performance. While inflation has fallen significantly, it has done so at a gradual pace. In March 2024, the rate of inflation reduced from 4.0% to 3.4% which was the lowest level since September 2021. It reduced further in April 2024 to 3.2% and then fell to the Government's long-term target level of 2.0% in May 2024. It rose to 2.20% in July 2024 and remained at that level in August before unexpectedly falling to 1.7% in September 2024. It has remained above the long-term target rate ever since, having risen to 2.3% in October, 2.6% in November, and dropping marginally to 2.5% in December 2024. In January 2025, inflation increased to 3.0% before dropping slightly to 2.80% in February 2025, reducing further to 2.60% in March before rising to 3.50% in April. This is the latest available figure at the date of reporting.
- 3.1.2 In considering data summarised by Scottish Enterprise for 2024, global business activity growth slowed to an eight-month low in September. Among major economies, the US, UK, and Japan showed the strongest growth, while business activity in the Eurozone contracted. In Scotland, the economy grew by 0.4% during the third quarter of 2024, marking the third consecutive quarter of growth. The expansion was driven by the service sector (0.5% growth) and construction (0.7%), while the production sector's output remained unchanged. Despite this growth, there were indications of a slowdown, with provisional data suggesting a 0.5% contraction in November 2024, primarily in the Professional, Scientific, and Technical Services sectors and Manufacturing. The UK economy, initially estimated to have grown by 0.1% in Q3 2024, was later revised to no growth, reflecting the impact of high interest rates and uncertainty following the first budget of the newly elected government. Real GDP was estimated to have grown by 0.2% in the three months to January 2025, compared with the three months to October 2024, mainly because of growth in the services sector.
- 3.1.3 The seasonally adjusted RBS Purchasing Managers' Index is a measure of combined manufacturing and service sector output. It is worth noting that the PMI of 47.8 posted in August 2022 was down from 50.2 in July and was below the neutral 50.0 threshold for the first time since February 2021. The RBS PMI indicated a reduction in private sector activity in Scotland at 47.1 in November 2023. The situation appears to have improved with the index rising to 49.4 in December 2023 and then to 51.7 in January 2024, 52.1 in February, 53.6 in March, 53.8 in April 2024, 55.2 in May before reducing to a 5-month low of 51.9 in June 2024. The figure then improved to 52.7 in July and remained at this level in August before falling to 51.2 in September 2024 and remaining largely unchanged at 51.3 in October 2024 before adjusting to 51.1 in November 2024. A sharp decline occurred in December 2024 with the figure falling meaningfully below the 50.0 neutral position to a revised level of 46.9. This was noted to be the most significant drop in activity since October 2023. The figure improved to 49.6 in January 2025 and then signalled a small decline in February to 49.0 before dropping to 45.9 in March and then increasing to 47.4 in April 2025. This represented the fifth consecutive month where the Index has been below the neutral 50.0 mark.
- 3.1.4 During the third quarter of 2024 Scotland's economy grew by 0.4%. Output grew by 0.5% in the dominant services sector and also in construction sector (0.7%), however, the output in the production sector remained unchanged. This

third successive quarter of economic growth meant that compared with the same quarter of 2023 Scotland's GDP has grown by 1.2%. For the UK as a whole 0.9% growth was recorded over the same period.

- 3.1.5 In December 2024 Fraser of Allander Institute forecast economic growth of 0.9% for 2024, 1.1% for 2025 and 1.2% for 2026. The Scottish Fiscal Commission anticipates slightly higher growth, forecasting 1.2% for 2024/25, 1.6% for 2025/26 and 1.5% for 2026/27. Forecasts will be monitored in light of US-led tariffs and the threat of a trade war which has emerged shortly after the inauguration of the new President of the United States on 20th January 2025.

3.2 COMMERCIAL PROPERTY MARKET OVERVIEW

- 3.2.1 The commercial property market is diverse, encompassing a variety of sub-sectors including industrial, office, and retail properties, as well as further classifications such as hotel/licensed trade, purpose-built student accommodation, private rented sector residential stock, and the wider development market.
- 3.2.2 Each of these sub-sectors performs differently depending on the stage of the market cycle. Properties within each classification can vary significantly based on factors such as location, specification, size, rental income streams, and their future prospects.
- 3.2.3 In recent years, the commercial property market has been impacted by several external factors. Economic uncertainty, rising interest rates and inflation have had a direct influence on investment decisions and property values. The shift to hybrid working models has led to fluctuating demand for office space, while changing consumer habits and the growth of e-commerce have reshaped the retail and logistics sectors. Additionally, sustainability and regulatory pressures have increased the emphasis on energy efficiency and ESG (Environmental, Social, and Governance) compliance in commercial property assets.
- 3.2.4 Encouragingly, an upturn in capital markets activity in Scotland was recorded during 2024 in comparison to 2023. The decision of The Bank of England to cut rates in July 2024 for the first time in over four years was long awaited and welcomed by investors who had been looking for a signal that market conditions were starting to ease. Whilst there was no immediate sea change in investor sentiment, the second cut in October did help to add to the pool of active buyers. By the year end, investment in commercial property in Scotland had reached £1.8 billion.
- 3.2.5 The renewed investor confidence and demand was largely focused towards the industrial, hotels, living and retail warehouse sectors, where market fundamentals of demand and supply are strongest. Unsurprisingly, the appetite for office opportunities continued to lag some way behind due to the risks associated with high capex and the continuation of hybrid working practices.
- 3.2.6 Clackmannanshire is Scotland's smallest historic county by area but benefits from a strategic position between the larger centres of Stirling, Falkirk, and Perth. The commercial property market here is relatively small and predominantly localised being characterised by a focus on industrial, small-scale office, retail, and community assets.

- 3.2.7 Industrial properties form a key part of the local market, driven by Clackmannanshire's good transport links, including proximity to the M9 and M876 motorways together with rail connections. There remains a steady demand for small to medium-sized industrial units, particularly from local businesses and service industries.
- 3.2.8 Retail activity is primarily concentrated within town centres such as Alloa, which has undergone regeneration initiatives aimed at improving the shopping environment and public realm. In a similar manner to many regional towns, the sector has faced challenges due to shifting consumer habits, competition from larger centres and the rise of e-commerce.
- 3.2.9 The office sector in Clackmannanshire is finite and mostly caters for small and medium-sized enterprises (SMEs) and public sector occupiers. Demand remains relatively stable for well-located, cost-effective, accommodation, although larger occupiers tend to gravitate towards nearby Stirling.
- 3.2.10 Development activity in the area has been modest, largely focusing on small residential schemes and community projects. Sustainability considerations and improving the quality of stock are growing priorities, particularly in town centre and public sector-led developments.

3.3 VALUATION CONSIDERATIONS

- 3.3.1 We would summarise the main headlines in the following SWOT analysis:

<u>Strengths</u> • Significantly sized building of architectural interest within Clackmannann town centre. • Property which has offered services to the local community. • Clackmannanshire Council have undertaken significant remedial works in recent years. This includes attending to the external stonework and roof with the sum invested reputed to have been in the order of £1.2M in 2022.	<u>Weaknesses</u> • This is a very large building in relation to the size of town. • There will be very limited purchaser demand if it were ever returned to the market For Sale with vacant possession. • Often buildings are appraised having regard to their present use, but also by considering the prospects for alternative use. It is very difficult to envisage a commercial change of use given the internal configuration of the property and its location within such a small Scottish settlement.
<u>Opportunities</u> • Like many Local Authority Areas across Scotland, budget constraints are impacting the range of services that Councils can continue to deliver and are resulting in certain properties being identified as Assets Held For Sale or those that can be disposed of via the Community Empowerment (Scotland) Act 2015. This offers an opportunity for such facilities to be preserved with responsibility for service delivery transferred to the private sector, often via community groups or Scottish Charitable Incorporated Organisations. • A purchase would remove the costs of service delivery	<u>Threats</u> • The inflationary environment and cost of living crisis which have been resulting in higher (but potentially now stabilised and reducing) interest rates and the ongoing impact upon consumer and business confidence across the economy. • Limits of affordability for a community group of charity seeking to acquire a property such as this. • Geo-political uncertainty with various conflict zones. • Wider economic uncertainty in light to US-led tariffs and retaliatory tariffs being put in place by other nations amidst

and building upkeep from the present owner, Clackmannanshire Council. This would assist with their budgeting exercises. • A purchase by Clackmannann Development Trust would transfer control of the building to them. • This could enable the existing lease to the Clackmannann Town Hall Trust to be dissolved and for the Clackmannann Development Trust to take over the day to day operation of the facility. • This would ensure continued local service provision to local residents and the wider community.	emerging concerns of a global trade war. • These risk factors could potentially affect pricing for the property in terms of both rents and the capital values
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- 3.3.2 Pricing for individual opportunities ought to reflect the balance of demand in the face of the supply and competing/alternative investment options in the sub-market at the time. Market participants and valuers ultimately utilise the transactional data and pricing signals to appraise and value individual properties. These factors and the associated methodologies are considered in the remainder of this Report.

4.0 COMPARABLE EVIDENCE

4.1 COMPARABLE RENTAL EVIDENCE

- 4.1.1 The rent passing at the subjects at the date of valuation is £1 per annum exclusive. The lease arrangement has a natural expiry date of 31st January 2031, albeit the five-yearly Tenant Only Break Options mean that it could next be terminated with effect from 1st February 2026, provided that six months' prior written notice is given i.e. by 30th August 2025. The decision as to whether or not to exercise the break rests solely with the Tenant and the Landlord has no such power.
- 4.1.2 As such, the property does not offer any meaningful term-certain unexpired rental income to the present Landlord or to a new Landlord if the property was sold with the existing lease in place.
- 4.1.3 In fact, if a hypothetical purchaser were to acquire the property subject to the lease, they would be unable to use the property themselves as an occupational right is granted in favour of the Clackmannann Town Hall Trust. The only return a purchaser would receive would be £1 per annum until the lease is terminated.
- 4.1.4 With traditional property investments, a purchaser is attracted by the opportunity to collect a rental income stream from a Tenant who is of sound financial standing and demonstrably capable of meeting their obligations in line with the terms of the lease. An investor will appreciate the opportunity to try to maximise the level of annual rent they collect through instigating rent reviews in line with the lease provisions and to enact other asset management initiatives in order to protect or enhance the capital value of the property. Beyond natural lease expiry, they will recognise the opportunity to re-let the accommodation or to explore a future sale with the benefit of vacant possession or to consider alternative use angles or conversion or redevelopment prospects.
- 4.1.5 The situation at the Clackmannann Town Hall and Library differs from the situation explained in the previous paragraph. The property was leased by Clackmannanshire Council to Clackmannann Town Hall Trust back in February 2006. The arrangement essentially ensured the ongoing operation of the facility for the local community whilst removing the day to day running costs from the Council, albeit they are still the property owner.
- 4.1.6 It is very difficult to envisage a hypothetical tenant expressing interest in the subjects. They are of a type, size and configuration where their most obvious use is the one to which they are presently being put. There is no obvious alternative use which would generate tenant or purchaser demand.
- 4.1.7 We recognise that our valuation is being provided in order to assist Clackmannann Development Trust with decision making in respect of a proposed Community Purchase of the Clackmannann Town Hall and Library. Furthermore, we understand that the Clackmannann Development Trust would seek to dissolve the current arrangement and thus do away with the lease in due course. If successfully acquired by Clackmannann Development Trust, then they would seek to step in and organise room hire, etc.
- 4.1.8 Our instruction, therefore, has been to provide our opinion of the capital value or Market Value of the outright ownership interest. If Clackmannann Development Trust were to acquire the premises, then they would do so "as is". As such, that would mean purchasing the property with the present lease in place. It is that scenario we have been instructed to consider and to report upon. In order to do so, we have considered transactional evidence involving sales of properties offering some similar characteristics to the subjects.

4.2 COMPARABLE SALES EVIDENCE

4.2.1 We would summarise what we consider to be the most relevant comparable transactional evidence as follows:

Address	Date	Price	Floor Area	Comments
Callendar Gate, Callendar Business Park, Falkirk	September 2024	£840,000 (£25.05 psf)	NIA - 33,534 sq ft	This was a detached, three-storey, office which had previously been occupied by the Department of Work and Pensions. It was brought to the market back in August 2022 on a To Let/May Sell basis with entry available from March 2023 when the lease reached expiry. It was subsequently listed for sale with vacant possession via auction in May 2024, but failed to sell. It is understood that it was subsequently acquired by Hannigan Hotels in September 2024 with the intention of converting it to a hotel. This is not particularly comparable, but illustrates capital rates psf for large buildings in more established Central Belt locations.
Former Trindleyknowe Day Centre, 63/3 Bathgate Road, Blackburn	September 2024	£110,000 (£69.80 psf)	GIA -1,576 sq ft	Former day centre building which dates from the 1950's. It was single storey and surmounted by two mono pitched roofs. Internally, it was configured to provide classroom-like areas together with office rooms, storage areas, kitchen and toilets. It was owned by West Lothian Council and had latterly been leased out to Blackburn Family Centre Ltd for use as a day centre. That entity entered Administration in July 2023 and the lease was terminated. The Council had no operational need for the building and it was declared surplus in October 2023. It was brought to the market on a For Sale / May Let basis in May 2024. A closing date was set on 20 June 2024 and a number of offers were received. The successful bidder was Mr Abdul Manan at £110,000. He intended to convert the building into a convenience store with Post Office counter. The sale was approved on that basis at a Council meeting on 3 September 2024.

				Unlike the subjects, this offered a change of use angle which would have resulted in a higher capital rate psf than appropriate for the Clackmannan Town Hall and Library. It would usually be the case that a lower capital rate psf would be associated with a larger property such as the Clackmannan Town Hall and Library. Both of these factors would lead us to the view that the subjects would achieve a lower rate psf than secured at the sale of Trindleyknowe Day Centre.
Allan Park Church, 22 Dumbarton Road, Stirling	July 2024	£310,000 (£49.08 psf)	6,318 sq ft Lower Hall – 2,206 sq ft Main Hall – 2,625 sq ft Balcony – 1,485 sq ft	Category B Listed church and hall which dates from the 1860's. It was listed for sale through a marketing agent with the quoting price reduced to £450,000 in December 2023. The eventual sale was at a price significantly below the guide pricing. We would expect the Clackmannan Town Hall and Library to achieve a lower capital rate psf as they are larger and in a much smaller settlement than Stirling.
Former United Free Church, 4 Kirkholm Avenue, Ayr	June 2024	£200,000 (£49.68 psf)	4,026 sq ft Church – 2,200 sq ft Hall – 1,826 sq ft	Two detached, but adjacent buildings on a site of circa. 0.21 acres. The church was of brick construction with the walls being externally harled and the accommodation surmounted by a pitched felt tile roof. The building was approximately 85 years old. The separate hall lay adjacent to the west of the church. It dates from the early 1980's. The buildings were listed for sale at auction on 20 June 2024 at a guide price of £88,000. They were sold for £200,000 with the sale concluding on 1 August 2024. In comparison, the subjects at Clackmannan Town Hall and Library are almost twice the size and situated in a far smaller centre of population. A such. We would expect them to be capable of achieving a much lower capital rate psf.

Former United Free Church, 76 Drysdale Street, Alloa	June 2024	£82,500 (£9.81 psf)	GIA - 8,412 sq ft	Former United Free Church Building which dates from 1850 and which is Category C Listed. It includes a rear extension/former church hall at the rear. This is a very useful barometer as it is a building of similar size to the Clackmannann Town Hall and Library and located in one of the closest nearby settlements, albeit a larger centre of population.
The Falkirk Hub 45 Vicar Street, Falkirk	April 2024	£2,057,500 (£83.26 psf)	24,712 sq ft	This was the former General Post Office within Falkirk and is a four storey building which provided a variety of co-working spaces, rentable offices along with a café and fitness centre with the building having been modernised in 2013. It was previously sold by Bellair (Scotland) Limited in October 2020 to Tartan Commercial Limited for £1,925,000 which reflected a capital rate of £77.90 psf at the time. The asset was returned to the market for sale in September 2023 at offers over £2,250,000. It was fully let to a range of over 40 licensees with a projected Net Operating Income of £220,000 for the 2023 year. On that basis, the quoted price would have reflected a net initial yield of 9.20%. The NIA is 24,712 sq ft which would suggest a quoted capital rate of £90.03 psf. From our enquiries, we note that this was acquired by Ceteris in March 2024 for £2,057,500. This suggests the sale reflected an overall capital rate of circa. £83.26 psf and a yield of approximately 10.06% based on the stated net operating income of £220,000 per annum. This was, however, a building which had been upgraded and which generated an income stream with risk diversified across over 40 occupiers. It is not particularly comparable to the subjects.
Former St Andrew's Erskine Church, 4 Pilmuir Street, Dunfermline	March 2024	£112,000 (£13.09 psf)	GIA - 8,555 sq ft	This is a reasonably large, Category B Listed, former church which dates from 1798-1800 with later alterations and additions. It remained in ecclesiastical use by the Church of Scotland until 1998. It subsequently changed hands on several occasions.

				It was listed for sale at auction on 22 February 2024. The guide price was £230,000. The auction brochure lists the GIA as 8,555 sq ft. It failed to sell but it is understood that bidding reached £247,000 which suggests the reserve price was higher than that at the time. It was re-listed for sale at another auction on 21 March 2024 at a guide price of £99,000. It was sold at that auction for £112,000. This suggests that the original reserve price was not met, nor was previous levels of interest or bidding. This, however, is a useful comparable due to the nature and size of the building. It is in a more established location with a larger catchment population.
Former Social Club, 1 Church Street, Alloa	March 2024	£95,000 (£21.73 psf)	4,372 sq ft GF- 3,738 sq ft 1F – 634 sq ft	Former social club within a Category B Listed building of sandstone construction under a double pitched roof. It is situated on the east side of Church Street, close to the north of the T-junction with Bedford Place. There is parking to side (south). It was configured to provide an entrance hall, lounge bars, restaurant area and snooker room with self-contained kitchen and cellar area to the rear. There was storage accommodation on first floor. It was listed for sale in September 2023 on behalf of Weir (Alloa) Social & Recreation Club at £125,000. It was sold in March 2024 for £95,000. The purchaser was Bromley Capital Ltd. This is useful due to the nature of accommodation and nearby location. It is only half the size of the subjects and will have been more readily adaptable, thus resulting in a higher capital rate psf than we consider achievable for the subjects.

Pathhead Baptist Church, 8 Anderson Street, Kirkcaldy	November 2023	£72,000 (£16.22 psf)	GIA - 4,439 sq ft	Category C Listed church dating from 1908 with attached church hall / former church which dates from 1900. This was listed for sale in July 2023 at offers over £75,000. This is another useful indicator of capital pricing, albeit for a property circa. Half the size of the subjects and within a larger centre of population than Clackmannann.
St. Crispin's House, Falkirk	October 2023	£310,000 (£44.73 psf)	6,930 sq ft.	Detached, two storey, office building located adjacent to a public car park in Falkirk town centre. The demise included a small commercial unit at the rear which had its own independent entrance. It had historically been let separately as a hair salon. The property benefitted from 10 designated parking spaces.
Former Wishart Church, 61 King Street, Dundee	September 2023	£70,000 (£13.72 psf)	GIA - 5,102 sq ft	Category B Listed former church which dates from 1899-1901. The property was let to Dundee Mixed Martial Arts Use and Community Sports Association. The lease was extended for 5 years from 31 January 2019 to 30 January 2024 on a stepped rent at £12,600 pa in Year 1 then £15k pa in Year 2 then £18k pa in Year 3. There were open market review after 3 years on Internal Repairing and Insuring terms. The building was listed for sale, with the lease in place, in September 2020 at a quoting price of £180,000 (£35.28 psf). It failed to sell and was listed for sale at auction on 18 May 2023 but, again, failed to sell. It sold post auction for £70,000. The sale concluded on 5 September 2023. This is another useful bench-mark, albeit the subjects would likely command a lower capital rate psf due to their larger size and less established location outwith one of Scotland's larger cities.
3 Whitehouse Road, Springkerse	September 2023	£400,000 (£32.02 psf)	12,493 sq ft	Former Flex-Space office which consisted of two detached buildings situated on the north-west side of the crossroads junction of

Industrial Estate, Stirling			comprising 5,498 sq ft in Block 1 and 6,995 sq ft in Block 2.	Whitehouse Road and Springkerse Road. Internally, this was arranged for use as a serviced office facility comprising 37 individual suites which had traded as "Flex Space". The total NIA was 12,493 sq ft which comprised 5,498 sq ft in Block 1 and 6,995 sq ft in Block 2. It had been marketed at offers over £545,000, however, the price paid by the Mulraney Group was £400,000 which breaks back to £32.02 psf capital. It has continued to operate as re-branded serviced office space. This will have been capable of commanding a higher capital rate psf than the subjects as it offered a clear continued commercial use and was in a firmly established location in a much larger centre of population.
Antonine House at Callendar Business Park, Falkirk	July 2023	£1,350,000 (£36.03 psf)	37,464 sq ft	Antonine House at Callendar Business Park, Falkirk transacted in July 2023. The larger Callendar Business Park of which those subjects form part was developed in the 1990's and provides over 300,000 sq ft of office accommodation over various buildings. Antonine House lies at the west edge of the Park and is a detached, three storey, building which is configured in a H-shape. It was brought to the market in February 2023 on a To Let/May Sell basis. The total NIA adopted by the marketing agent was 37,464 sq ft. It was acquired with vacant possession by Engenda for owner occupation to facilitate a relocation from their previous offices at St Crispin's House, Falkirk. It is not particularly relevant other than in illustrating capital rates psf for large accommodation in more established Central Belt locations.
11 Ainslie Street, West Pitkerro Industrial Estate, Dundee	June 2023	£390,000 (£58.91 psf)	6,620 sq ft	This was an L-shaped office which was configured internally to provide cellular office rooms on either side of a central corridor. It was single storey in the main but included a boardroom at first floor at the front and also offered a reasonable supply of parking. This is situated within an established industrial estate in

				one of Scotland's principal cities. It is a different proposition to the subjects under consideration and will have appealed to a different target market and thus, achieved a higher capital rate psf than would be appropriate for Clackmannann Town Hall and Library.
19/19B Wellside Place, Falkirk	April 2023	£360,000 (£95.16 psf)	3,783 sq ft	This comprised an investment consisting of two traditional, sandstone, tenement buildings which were multi-let to: Kerr Stirling LLP; Donohgue & Co Ltd and; Active Healthcare Services Ltd. The Weighted Average Unexpired Lease Term was 6 years and 2 months. The quoted price of £360,000 reflected a Net Initial Yield of 9.0% and cross-checked at a capital rate of £95.16 psf which includes the benefit of the unexpired income. This represents a traditional commercial property investment generating an income stream where risk is diversified across the various tenants and where the value is underpinned by the vacant possession value, It will, therefore, have been capable of generating a far higher capital rate psf than Clackmannann Town Hall and Library.
8 Grant Road, Arbroath	November 2022	£475,000 (£30.44 psf)	15,607 sq ft GF - 7,857 sq ft 1F - 7,750 sq ft	This was a former Government building with parking to the rear and comprised a detached, two storey, office situated in the centre of Arbroath. It was listed for sale on an offers invited basis, with the ground floor being let to Angus Carers Association and the first floor being let on two separate very short dated leases. The marketing agent's brochure stated that they were unable to obtain full measurements due to the lockdown that was in force when brought to the market. The Assessor has adopted a NIA of 7,857 sq ft on the ground floor and a further 7,750 sq ft in respect of the first floor i.e. a total NIA of 15,607 sq ft for non-domestic rates purposes. Adopting this area would suggest that the price achieved of £475,000 reflects a capital rate £30.44 psf for a larger building in a less attractive location and

				which has more of a brutalist architectural design. This is interesting to a point in illustrating capital rates psf for relatively large public-sector type accommodation in provincial Scottish towns. It will have been more adaptable than the Clackmannann Town Hall and Library and it also offered a rental income stream. As such, we would not expect the subjects to be capable of achieving as high a capital rate psf.
Penicuik South Church, Peebles Road, Penicuik	July 2022	£227,000 (£67.17 psf)	GIA - 3,380 sq ft	Category A Listed church which dates from 1863 and is of a Gothic style. It was listed for sale by the Church of Scotland. This is a relatively attractive church building and commanded a strong price.
Hareleeshill Gospel Hall, Howard Street, Larkhall	July 2022	£108,000 (£48.24 psf)	NIA - 2,239 sq ft	This is a detached, single storey, hall. It was listed for sale in April 2022 at offers over £95,000. The price achieved was above the guide price. This was about a quarter of the size of the Clackmannann Town Hall and Library and, as such, the subjects would command a much lower capital rate psf.
St John's Church, 20 Glasgow Road, Camelon, Falkirk	June 2022	£30,000 (£9.57 psf)	GIA – 3,136 sq ft	This was a Category C Listed church which dated from 1840. It was a detached building which formed part of a larger rectangular site which included a grave yard. It was listed for sale by the Church of Scotland. The brochure states that the sale would have included the footprint of the building only, with the surrounding graveyard retained by the Council. The building was in poor condition. This is useful as a comparable, albeit the subjects are in much better condition due to the level of capex expended+ by Clackmannanshire council in 2022. That said, a law of diminishing returns will apply with the subjects being almost three times as large as St John's church.

14 New Row, Perth	February 2022	£160,000 (£21.79 psf)	GIA – 7,342 sq ft	This was a converted church extending to approximately 7,342 sq ft. It was quite unusual and may, therefore, have appealed to a smaller potential pool of purchasers. This is a helpful indicator given that it was an adapted property of similar size to the Clackmannann Town Hall and Library. It will, however, have been capable of demanding a stronger capital rate psf than the subjects by virtue of being located in Perth.
13 Wilson Avenue, Kirkcaldy	January 2022	£360,000 (£29.75 psf)	GIA - 12,100 sq ft GF – 9,676 sq ft 1F – 2,424 sq ft	This was an extensive building situated on the north side of Wilson Avenue in between its junctions with Wilson Avenue and Dunnikier Road. It was surmounted by pitched tile roof structures and was primarily single storey in nature, but the front part is two storey. It also incorporates single storey, flat roofed, extensions. It is contained on a circa. 1.20 acre site which includes a car park and garden grounds. It was listed for sale in September 2021 in its existing configuration as offices / day centre and was previously occupied by "Seescape". The marketing agent adopted a GIA of 12,100 sq ft. It was sold in January 2022 for £360k. The purchaser was Sense Scotland. It will have been far more adaptable for continued use or change of use than Clackmannann Town Hall and Library and, hence, will have been able to command a higher rate psf capital than the subjects under consideration.
1-5 High Street and Tay Street, Perth	2022	£1.	c. 15,000 sq ft	The Municipal Buildings at 1-5 High Street and Tay Street, Perth had been owner-occupied by Perth and Kinross Council but had been deemed surplus to requirements. They extended to circa. 15,000 sq ft in size and were to be redeveloped by Henley Homes Group into a boutique hotel. Whilst we are unaware of the specifics of that arrangement, we understand that they had been selected as preferred bidders and the project

				was to be carried out under a development lease framework at a nominal sum incorporating an option to purchase – with the conversion works funded at least in part by heritage funding / grant money. Henley Homes collapsed due to a large debt burden. Rogue City, who were part of Henley Homes, also went into administration. Lock Terrace Limited are understood to have now lodged a planning application to convert the property into a 74 bed hotel. It is interesting that even a city centre municipal building in Perth only attracted interest in exchange for a structure involving a transfer at a nominal sum of £1.
Kelso Baptist Church, Bowmont Street, Kelso	June 2021	£70,000 (£23.58 psf)	2,968 sq ft	This was a detached period church building of red sandstone construction which was not a Listed Building. It was placed on the market for sale in September 2019 at £100,000. It failed to sell and was listed at an auction on 26 May 2021 at a guide price of £69,000. It was sold prior to that auction for £70,000 with the sale concluding in June 2021.

5.0 METHODOLOGY

5.1 CONCLUDING COMMENTS

- 5.1.1 In drawing our thoughts to a conclusion, we have considered the manner in which prospective purchasers and the market at large would appraise the subject property as at the valuation date.
- 5.1.2 We have taken into account the property-specific factors and adopted a first-principles approach based on various transactional benchmarks while applying our valuer judgment and our knowledge, understanding, and experience of the commercial property market.
- 5.1.3 We have paid cognisance to the transactional sales evidence referenced within this report and valuation. Due to the lack of term-certain rental income, we consider that pricing would be underpinned by the asset's underlying vacant possession value. The existing lease prohibits full vacant possession being achieved until natural lease expiry or until the next break option in February 2026, provided that a Notice to Quit is served timeously. The break option is, however, a Tenant only one and, as such, the Landlord cannot instigate it to obtain vacant possession. As such, a Landlord only has the right to receive £1 per annum and retains a degree of repairing responsibility and other obligations within the lease. We appreciate, however, that Clackmannanshire Council have committed significant capital expenditure to remedial works in the past three years.
- 5.1.4 That said, it is very difficult to envisage a pool of potential purchasers. The configuration of the property means that there is not an obvious change of use or conversion angle. The most likely outcome would be for a community group to recognise the worth of the property to the local community in terms of offering accommodation for leisure, recreational and social functions. This is likely to be delivered via room hire with the possibility of offering some occupational rights to certain rooms to local tenants.
- 5.1.5 As such, the most obvious means of a disposal would be by a Community Asset Transfer. We understand this is exactly what is being considered. Such a route would remove the running costs and upkeep from the future budgets of the present owner, Clackmannanshire Council. It may also yield the opportunity for them to receive a capital receipt through a sale.
- 5.1.6 We recognise that Clackmannann Development Trust are considering a possible purchase. If so, they would acquire the asset "as is" i.e. with the present lease in place. We appreciate, however, that they may subsequently dissolve the arrangement with Clackmannann Town Hall Trust and step into a role of running the building going forwards.
- 5.1.7 We appreciate that many community groups and charities have finite access to funding to acquire opportunities such as this. Their existence, however, can potentially retain the operational use of properties in local areas.
- 5.1.8 Pricing will be down to negotiation but, well advised parties will seek an independent opinion of Market Value from a reputable firm of Chartered Surveyors or Property Consultants with the necessary experience and expertise to offer an independent and objective opinion of value. Such advice will be derived from analysis of transactional market activity including buildings sharing some similar characteristics and likely including some which have transacted through similar means.

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- 5.1.9 With all of that in mind, we have analysed comparable sales evidence emanating from: former church buildings and halls which may offer similar prospects for community use; assets disposed of by means of the Community Empowerment (Scotland) Act 2015; medium to larger sized offices including assets which have become surplus to local authority use and; a variety of other premises offering some similar characteristics which have sold with the benefit of full vacant possession.
- 5.1.10 Having analysed the most relevant evidence, we consider the most compelling evidence to emanate from: St John's Church, Camelon at £9.57 psf; the former Wishart Church in Dundee at £13.72 psf; the former St Andrew's Erskine Church in Dunfermline at £13.09 psf and; the former United Reformed Church in Alloa at £9.81 psf. Accordingly, this would suggest a range of capital rates between £9.57 psf and £13.72 psf.
- 5.1.11 Having considered the size, configuration and location of the Clackmannan Town Hall and Library, we would expect parties to recognise the lack of competitive purchase interest and, therefore, not to feel the need to sharpen their pencil particularly when bidding. Having stood back and considered matters in the round, we are of the opinion that pricing reflecting a capital rate in the order of £10.00 psf would not be unreasonable at the date of valuation.
- 5.1.12 Applying this to our measured area of 8,299 sq ft would suggest pricing in the order of £82,990 which we have rounded to £80,000.

6.0 VALUATION

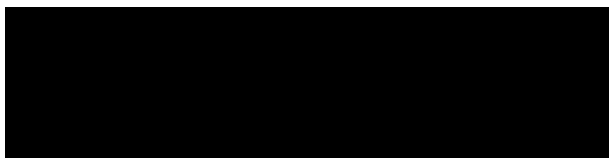
6.1.1 In conclusion, Ryden's valuation is as follows:

Market Value (Vacant Possession)

Ryden are of the opinion that the Market Value of the outright ownership interest in the subject property representing the Clackmannan Town Hall and Library at 64 Main St, Clackmannan FK10 4JA subject to the existing tenancy to Clackmannan Town Hall Trust as at the valuation of 2nd June 2025 can be fairly stated at a sum in the order of:

£80,000
(Eighty Thousand Pounds)

We trust this is sufficient for your current purposes, however, should you require any further assistance or clarification please do not hesitate to contact us.



Brian I Allen BLE (Hons) DMS FRICS ACI Arb

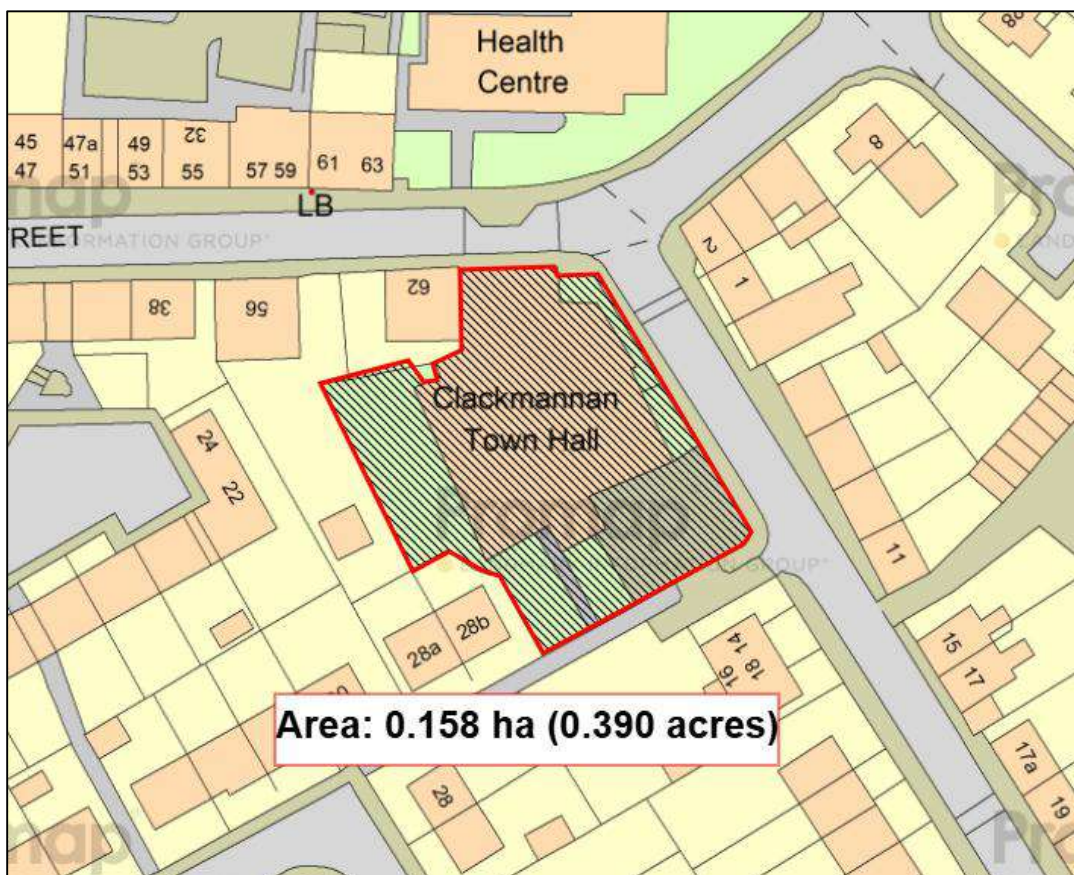
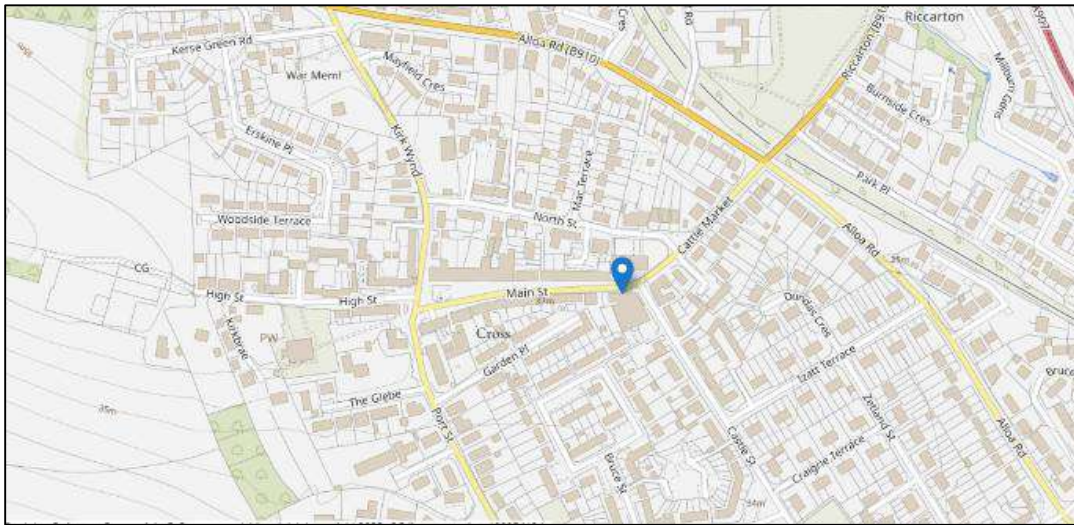
RICS Registered Valuer

For and on Behalf of Ryden LLP

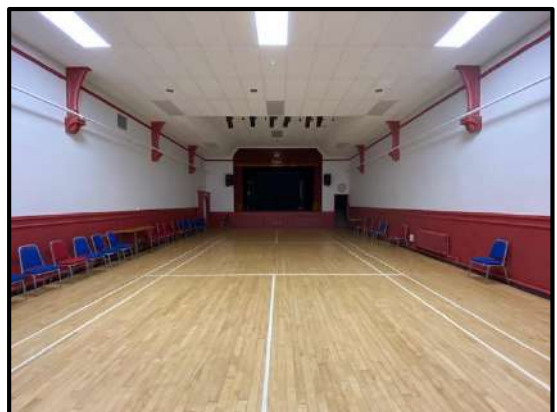
2nd June 2025

Ryden

APPENDIX 1.0
LOCATION PLANS



APPENDIX 2.0
PHOTOGRAPHS



APPENDIX 3.0
TERMS OF ENGAGEMENT

Terms of Engagement for Valuation Services

1 INTERPRETATION

i) In these Terms:

"Agreement" means the agreement between the Client and RYDEN for carrying out the Service, incorporating the Terms and the Engagement Letter.

"Client" means the person to whom RYDEN is to provide services in accordance with the Terms and includes the person to whom the Engagement Letter is addressed.

"Data Protection Laws" all applicable data protection and privacy legislation in force from time to time in the UK including without limitation the Data Protection Act 2018 (and regulations made thereunder) ("DPA 2018"); the UK GDPR (as defined in section 3(10) and as supplemented by section 205(4) of the DPA 2018); the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended.

"Partner" means any person whose title includes the word 'Partner' whether or not a statutory Partner.

"Engagement Letter" means the letter or proposal document sent out by RYDEN to the Client setting out the basis on which it will carry out the Service.

"Expert Witness Terms" means the terms and conditions which, in addition to the Terms of Engagement letter, govern the provision of the Expert Witness Services (as defined within the Expert Witness Terms of Engagement).

"Fee" means the fee for the Service as set out in the Engagement Letter or as otherwise agreed in writing between RYDEN and the Client, plus any expenses or other amounts properly due under this Agreement;

"RYDEN" means Ryden LLP whose registered office is at Conference Square, 7 Exchange Crescent, Edinburgh EH3 8AN and any company which is the same group of companies as that company.

"RYDEN Report" means the written advice and report(s) provided to the Client by RYDEN under this Agreement.

"Property" means the property identified in the Engagement Letter and any agreed variation to the Engagement Letter.

"RICS" means the Royal Institution of Chartered Surveyors.

"Service" means the service to be performed or procured by RYDEN under the Agreement including, where applicable, any Expert Witness Services (as defined in the Expert Witness Terms).

"Terms" means the terms and conditions set out in this document and includes the Expert Witness Terms and any other terms and conditions set out in the Engagement Letter or any other letter or document from RYDEN accompanying, supplementing or varying the Terms.

"Valuation Standards" means the RICS Valuation Guidance Standards as set out within the RICS Red Book – Global

ii) In these Terms:

- (a) A reference to "writing" includes electronic mail.
- (b) A reference to any provision of a statute or regulation shall be construed as a reference to that provision as it is in force at the relevant time taking account of any amendment, re-enactment, extension or repeal.
- (c) Except where the context otherwise requires, words denoting the singular include the plural and vice versa, words denoting any gender include all genders and any reference to a "person" includes an individual, firm, corporation and/or other legal entity.
- (d) References to a numbered Condition are to that condition in these Terms.
- (e) The headings are for convenience only and shall not affect the interpretation of these Terms.

2 GENERAL

- i) The Agreement shall be made when the Client receives a copy of the Terms or gives instructions to RYDEN, whichever shall be the later, and shall be subject to the Terms, which shall also apply to all or any part of the Service carried out prior to such date.
- ii) RYDEN shall perform all Services on the basis of the Agreement only, which shall apply to the exclusion of any other terms and conditions which the Client may seek to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.
- iii) No variation of:

(a) the Terms shall be binding unless previously agreed in writing by a statutory Partner of RYDEN (as identified on Companies House from time to time);

(b) the Engagement Letter shall be binding unless previously agreed in writing by a Partner of RYDEN,

and in entering into the Agreement the Client acknowledges that it has not relied on any statement, promise or representation which has not been confirmed in writing by a Partner of RYDEN.

- iv) In the event of any ambiguity or conflict between any of the documents comprising the Agreement, the Engagement Letter shall take precedence over any of the other Terms.
- v) RYDEN's duties under the Agreement shall be limited to those set out in the Terms.
- vi) RYDEN shall be entitled to accept and act on any instruction given to RYDEN by any person who is an employee of, or advisor, to the Client.
- vii) If any provision of the Terms shall become or be declared illegal, invalid or unenforceable for any reason such provision shall be divisible, and shall be deemed to be deleted, from the Terms.
- viii) Nothing in this Condition 2 shall exclude or limit RYDEN's liability for fraud or fraudulent misrepresentation.
- ix) The Client shall provide its authority, instructions or information required to RYDEN promptly.
- x) It is a Condition of the Client's agreement with RYDEN that (save where RYDEN instructs independent experts, consultants or other

third parties on the Client's behalf) the duties and responsibilities owed to the Client are solely and exclusively those of RYDEN and that no employee of RYDEN shall owe the Client any personal duty of care or be liable to the Client for any loss or damage howsoever arising as a consequence of the acts or omissions of such employee (including negligent acts or omissions) save and to the extent that such loss or damage is caused by the fraud, dishonesty, willful misconduct or unauthorised conduct on the part of such employee.

3 SERVICE

RYDEN shall seek to provide a service such as would be expected of a national firm of consultant surveyors in a proper professional manner and shall perform the Service with all reasonable care and skill.

The Service shall, however, be provided on the basis that:

- i) RYDEN reserves the right to carry out instructions in accordance with such procedures, principles or methodologies as RYDEN deems to be appropriate. Where appropriate, RYDEN shall comply with the relevant Practice Statements and Guidance Notes published by the RICS and measurements shall be undertaken in accordance with the relevant Code of Measuring Practice published by the RICS.
- ii) estimates of times for performance of all or any part of the Service have been made upon the basis of information available to RYDEN at the time and are approximate only so that RYDEN shall not be bound by any such estimate.
- iii) RYDEN may, if it considers it appropriate, secure performance of any or all Services by instructing one or more other persons (whether as sub-contractor or in any other capacity) upon such terms as RYDEN considers appropriate. In circumstances where RYDEN secures the performance of another person, no additional fee shall be payable by the Client in the absence of prior agreement to such additional fee but the Client shall be liable to pay all Fees as if all Services had been performed by RYDEN.
- iv) The Client shall provide RYDEN (or ensure that RYDEN is provided) with details of any other consultants or contractors appointed or to be appointed by the Client relevant to the Service.
- v) If RYDEN are instructed to act as an "independent valuer" then the meaning and understanding of the term independent valuer shall be that RYDEN will exercise independence, integrity and objectivity when undertaking the Service in accordance with the Valuation Standards but RYDEN shall not (unless otherwise agreed in writing with the Client prior to the relevant instruction) be under any obligation (express or implied) to conform to any statutory or regulatory description or requirements associated with use of the term independent valuer (other than to the extent that such requirements cannot lawfully be excluded by agreement of the parties), or the Client's own definition or understanding of the term independent valuer
- vi) RYDEN shall not be liable to the Client for the non-performance or delay in the performance of any of its obligations hereunder due to events or circumstances outside its reasonable control. Upon the occurrence of such an event, RYDEN shall immediately notify the Client with as much detail as possible and keep it updated of continuing developments. Once the event is removed or ended RYDEN shall perform its obligations unless this Agreement has been terminated in accordance with Condition 11(ii).

4 THE PROPERTY

i) Information

The Client warrants, represents and undertakes to RYDEN that (save as specifically notified to RYDEN by the Client in writing):

- (a) RYDEN shall be entitled to rely upon information and documents provided by or on behalf of the Client including those relating to matters such as Health & Safety, the Asbestos Register, energy performance and details of tenure, tenancies, use, contamination, building costs, costs of development, town planning consents and building regulation consents, historic or projected future trading accounts and the like as being, to the best of the Client's knowledge, information and belief, accurate and not misleading (either on their face or by inference or omission) and the Client shall advise RYDEN and shall instruct any advisor to inform RYDEN in the event that the Client and/or any advisor receives notice or becomes in any other way aware that any information given to RYDEN is or may be misleading or inaccurate.
- (b) It shall provide legible true copies of any relevant documents reasonably required by RYDEN.
- (c) It shall make arrangements for the inspection of or attendance at the Property by RYDEN on reasonable notice in order to carry out the Service.
- (d) If the Client instructs RYDEN to re-value the Property without inspection RYDEN will assume that no material changes to the physical attributes of the Property and the area in which it is situated have occurred and the Client has provided information of changes in rental income from investment properties and any other material changes to the non-physical attributes of each property such as lease terms, planning consents, statutory notices etc.
- (e) if the Client instructs RYDEN to undertake a critical review of a valuation prepared by another valuer and if RYDEN agrees in writing to do so then the Client shall undertake to provide RYDEN with full details of the first valuer's instructions so that RYDEN is in possession of all of the facts and information including the terms of instruction, circumstances and reasons for the first instruction so that RYDEN are able to undertake a critical review and the Client shall not publicise, discuss with third parties or refer to any critical review carried out by RYDEN in any documents or circular or otherwise without the express authority from RYDEN in writing.

ii) Assumptions

Except where disclosed to RYDEN in writing, RYDEN shall be entitled to assume the following as appropriate:

- (a) Opinions of value shall be provided on the basis of "Market Value" or "Market Rent" as defined in the Practice Statements and Guidance Notes published by the RICS and in accordance with the Valuation Standards unless otherwise agreed in writing between RYDEN and the Client and, unless specifically notified by the Client to RYDEN and agreed in writing by RYDEN, RYDEN shall not be under any obligation to identify or take into account any marketing constraint such as if the Property cannot be freely or adequately exposed to the market or if the Property is subject to an inherent defect or constraint whether or not such circumstance or constraint is actual, anticipated or hypothetical and RYDEN shall not be required to take into account any time limit for disposal without adequate explanation from the client of the reasons for such a constraint.
- (b) There are no tenant's improvements which would materially affect RYDEN's opinion of the value of the Property unless otherwise advised. RYDEN shall not take account of any item in the nature of the tenant's fixtures and fittings, improvements, plant equipment, and machinery and RYDEN may (without any obligation to do so) make any reasonable assumptions to identify if any fixtures and fittings are part of the Property and which would pass, with the Property, on reversion, back to the landlord or on any sale and that all such tenant's improvements or fixtures and fittings have all necessary consents and are not subject to any onerous conditions.
- (c) There are no real burdens or encumbrances or unduly onerous or unusual servitudes, covenants, restrictions, outgoing or conditions attaching to the Property or unusual terms in any relevant documentation or notices or procedures (including compulsory purchase orders) served, issued or threatened or any other matters whatsoever full information about which have not been supplied and brought to RYDEN's attention in writing and which would materially affect RYDEN's opinion of the value of the Property and that the Property has good marketable title.
- (d) The Property has the benefit of all necessary full planning consent or established use rights and building regulations approval and all or any work has been carried out fully in compliance with those consents.

- (e) No dangerous or harmful materials or techniques have been used in the construction of the Property or its subsequent alteration, extension or refurbishment and the Property is not contaminated or potentially contaminated or subject to environmental hazards and, unless specifically instructed, RYDEN shall not undertake any investigation into the past or present uses of either the Property or any adjoining or nearby land, to establish whether there is any potential for contamination from these uses and shall assume that none exists.
- (f) RYDEN may rely on all data provided to it, or stated on any publicly available websites, in respect of any EPC affecting the property. RYDEN shall be under no obligation to establish if any EPC is accurate or current. In the event that no EPC is available RYDEN shall assume that the Property meets the minimum requirements of the legislation and that there will be no adverse impact on value and marketability.
- (g) The Property (including, without limitation, all means of access and egress, which shall be assumed to be freely available, to and from the same and all plant and/or machinery or substances located in or at the Property and provided for the use of any person) has been properly maintained and is in good repair and condition and that any obligation concerning repair, maintenance, decoration or reinstatement have been complied with in accordance with all and any necessary statutory or other regulations and requirements and, without prejudice to the generality of the foregoing, is safe and without risks to health. RYDEN may at its discretion reflect any readily apparent defects or items of disrepair noted during its inspection in valuations but the Client shall not rely on this to assume either that the Property is free from defect or that RYDEN have in any way quantified the extent of any repair.
- (h) The Property complies with all relevant statutory requirements including building safety and fire regulations.
- (i) RYDEN's Report shall reflect the state reached in construction and the company's costs at the date of valuation, having regard to the obligations of parties involved in the development only to the extent that any costs or estimates which have been prepared by the Client's professional advisors are made available to RYDEN and RYDEN shall not be liable for any error or inaccuracy arising directly or indirectly from such information and shall not be under any duty to advise concerning the accuracy or relevance of such information;
 - (1) Except where specifically stated otherwise, RYDEN shall assume that the Property is subject to normal outgoings and that tenants are responsible for repairs, the cost of insurance and payment of rates and other usual outgoings, either directly or by means of service charge provisions.
 - (2) Unless specifically requested, RYDEN shall not make enquiries as to the financial standing of actual or prospective tenants although RYDEN shall reflect the general market's perception of a tenant's status in its valuation. RYDEN shall assume, unless advised otherwise, that tenants are capable of meeting their financial obligations under the lease terms and that there are no arrears of rent, service charge or other relevant payments or undisclosed breaches of covenants.
 - (3) In the valuation of portfolios RYDEN shall value each Property separately and not as part of the portfolio. Accordingly, RYDEN shall make no allowance, either positive or negative, in the aggregate value reported to reflect the possibility of the whole of the portfolio being put on the market at any one time.
 - (4) RYDEN shall be entitled to make such special assumptions ("Special Assumptions") as are necessary to provide the Client with the opinions of value requested by the Client. Any Special Assumptions made shall be agreed with the Client and set out in the Engagement Letter and shall be stated in RYDEN's Report.

iii) Limitations

Unless otherwise stated in the Engagement Letter:

- (a) RYDEN shall not be responsible for making any local search or other enquiries of local or any other authorities, including Registers of Scotland, including town planning enquiries or investigation of title regarding the Property, which shall be the Client's sole responsibility, and RYDEN may rely on any such information provided by the Client or the Client's advisors without further enquiry. If RYDEN shall make oral or other enquiries regarding the Property to third parties, the results of such enquiries shall not be relied on by the Client.
- (b) Subject to agreement of the terms of any subsequent instruction, RYDEN shall not be responsible for making any structural or site survey or audit of the Property such as may be required under applicable law, including without limitation the Equality Act 2010 or Control of Asbestos Regulations 2012 or for testing any services to or on the Property, including the availability of broadband or other communications or information technology infrastructures.
- (c) Any advice, approval or representation made by RYDEN or any person on behalf of RYDEN regarding the legal meaning or effect of any lease or contract shall not be relied on by the Client and such advice shall be limited to matters upon which it is suitable for a Chartered Surveyor to advise and shall not constitute advice regarding legal interpretation or drafting issues. Unless otherwise agreed in writing between the Client and RYDEN, RYDEN shall not be obliged to advise upon the interpretation or drafting of any draft agreements, leases or other legal or technical documents.
- (d) RYDEN shall not be responsible for advising in respect of, or effecting the service of, any notice required to be given under statute or under the provisions of any contract or lease or otherwise and shall not be liable for advice, interpretation or compliance with any time periods or other provisions under statute, regulation (including any applicable court rules in force for the time being) or provided for in any contract or lease including any notice of appeal or for making payments or carrying out any other actions in accordance with such time periods.
- (e) There are no facts known to the Client which ought to be brought to the attention of RYDEN to enable it to ensure that access to the Property by any person is safe and without risks to health;
- (f) RYDEN shall exclude and shall not be required to take into account any work in progress stock in trade and shall not be required to take into account or be responsible for the interpretation of accounts, turnover figures or other financial or information relating to trade.
- (g) No allowance shall be made for any liability for payment of Corporation Tax, Capital Gains Tax, Land & Buildings Transaction Tax or any other property related tax whether existing or which may arise on development or disposal, deemed or otherwise. Any prices and/or rentals stated shall be deemed to be exclusive of Value Added Tax.
- (h) RYDEN shall not be under any duty to carry out conflict checks in relation to any third party (such as related companies) other than the Client or any other relevant party notified in writing by the Client to RYDEN.
- (i) Valuations shall not reflect any element of marriage value or special purchaser value which could possibly be realised by a merger of interests or by sale to an owner or occupier of an adjoining property, other than in so far as this would be reflected in offers made in the open market by prospective purchasers other than the purchaser with a special interest unless RYDEN shall make a Special Assumption in this regard.
- (j) All valuations are given without adjustment for capital based government grants received, or potentially receivable, at the date of valuation or at some future date.
- (k) RYDEN's valuations shall be reported in pounds GBP. Overseas properties shall be reported in the appropriate local currency and represent RYDEN's opinion of the realisable value in the country of origin computed in accordance with local practice, with no allowance made for the transfer of funds in the UK.
- (l) Unless the Client shall specifically commission a formal survey with relevant obligations and RYDEN accept such instruction on terms to be agreed, RYDEN shall not be under any obligation to take into account any aspect arising from the condition of the Property including any benefit or liability in

respect of dilapidations and no advice or representation concerning the condition of the Property shall be relied on by the Client or any third party.

- (m) Unless the Client shall specifically commission a formal management arrangement with relevant obligations and RYDEN accept such instruction on terms to be agreed, the Client shall remain responsible for the insurance of the Property and for notifying its insurers should the Property become vacant. RYDEN shall not be responsible for the management, security or deterioration of the Property or for any other like matter or loss however caused. If the keys for the Property are held by RYDEN then the Client shall be deemed to have given authority to RYDEN to supply keys to any persons who wish to inspect the Property or carry out works or inspections at the Property and RYDEN shall accept no responsibility for the action of such persons. The Client shall effect and maintain full insurance cover against any claim that may be made by RYDEN or any representative or employee of RYDEN or by any third party in respect of any loss, damage or injury however caused arising directly or indirectly under or in respect of the Agreement.
- (n) whilst RYDEN shall endeavour to treat all information which is relevant to the Client's instruction as confidential, RYDEN may at its sole discretion provide any information to other professionals or third parties as is usual practice and, in any event, RYDEN may be required to provide such information to a court or tribunal or to the other party in any proceedings.
- (o) RYDEN shall not be under any obligation to arrange for any investigations to be carried out to determine whether or not any deleterious or hazardous materials have been used in construction of the buildings or have since been incorporated and RYDEN shall not therefore, be in a position to report that the Property is free from risk in this respect. Unless RYDEN are advised by the Client in writing, and subject to RYDEN's sole discretion, RYDEN's valuations shall be made on the assumption that such investigations would not disclose the presence of any such materials to any significant extent but this shall not be relied on by the Client as any indication that the Property is free from risk.
- (p) RYDEN shall not be under any obligation to carry out or commission a site investigation or geographical or geophysical survey in order to determine the suitability of ground conditions and services, nor shall RYDEN undertake archaeological, ecological or environmental surveys. Unless otherwise advised RYDEN assume, but can give no assurances, that the ground has sufficient load bearing strength for the existing structures or any structures proposed or considered. Where development is contemplated, RYDEN assume that no extraordinary expenses or delays will be incurred during the construction period, due to any adverse ground conditions or archaeological matters.

5 TERMS OF PAYMENT

- i) Unless otherwise stated in the Engagement Letter the Client shall be liable to pay RYDEN its Fee at intervals to be determined by RYDEN or on completion of the Service at RYDEN's discretion. Payments are due on issue of the invoice and the final dates for payment by the Client shall be the date of issue of the invoice.
- ii) RYDEN shall be entitled to submit accounts for the expenses element of the Fees at the time when incurred or ordered by RYDEN and such accounts shall be payable by the Client whether or not the Client withdraws its instructions. Accounts for expenses are due for settlement on presentation. Alternatively, RYDEN may arrange for the suppliers to invoice the Client directly for services supplied.
- iii) VAT will be payable where applicable at the prevailing rate on all Fees.
- iv) RYDEN reserves the right to charge the Client interest (both before and after any judgement) on any unpaid invoice at the rate of 3% per annum above the base lending rate of the Bank of Scotland calculated on a daily basis from the date of its invoice up to and including the date of settlement in full.
- v) If any sum due to RYDEN from the Client remains unpaid for more than 30 days after the date of the invoice RYDEN shall be entitled to suspend all further work for the Client until the outstanding sum is paid to RYDEN in full. In these circumstances RYDEN shall not be liable for any delays, losses or expenses resulting from such suspension.
- vi) The Client shall not withhold any payment after the final date for payment of any sum due under this agreement unless notice is provided to RYDEN in writing by the Client not less than seven days before the final date specifying the amounts to be withheld and the reasonable grounds for withholding payment or if there is more than one ground, each ground and the amount attributable to it.
- vii) Unless otherwise stated in the Engagement Letter and subject to Condition 5vi), all amounts due under this Agreement by the Client shall be made without set-off, deduction, withholding or counterclaim (other than any deduction or withholding of tax as required by law).
- viii) Where there are two or more clients in the case of a joint or multiple instruction by multiple parties invoices for an appropriate share of any Fees as determined in RYDEN's sole discretion shall be issued to all or any client simultaneously or otherwise and each client shall be jointly and severally liable for the full amount of RYDEN's Fees in the event that payment is not received from one or more clients.
- ix) The Client may, with the prior written consent of RYDEN, appoint a third party nominee to satisfy the Client's obligations under this Condition 5 (an "Appointed Payor"). Appointment of an Appointed Payor shall not discharge any obligation of the Client's under this Agreement, provided that payment by the Appointed Payor of any sums owed by the Client to RYDEN in accordance with this Condition shall be good and valid discharge of the Client's obligations to pay such sums.

6 FEES AND EXPENSES

- i) RYDEN shall charge the Fees. In the event of a change in the scope of the Service or RYDEN being required to carry out additional Services, RYDEN reserves the right to charge an additional Fee.
- ii) The Client shall also be responsible expenses and in respect of the Property which may include without limitation photography, mailing, administration, Anti-Money Laundering checks, travel, mileage, messenger delivery and copying of documents and plans. Expenses shall be passed on to the Client at gross cost unless otherwise stated. RYDEN shall be entitled to retain any discounts or commissions which are available or paid to RYDEN in order to offset administrative expenses. A copy of RYDEN's rates where applicable shall be made available upon request such rates being subject to amendment from time to time by RYDEN on written notice.
- iii) If, in connection with the service, the resolution of a dispute with a third party is referred to an adjudicator, arbitrator, expert, mediator, court or tribunal, all costs in connection with such referral shall be the sole liability of the Client and shall either be paid directly by the Client or be recharged to the Client as a expenses and the Client shall indemnify RYDEN in respect of any liability or loss in such matters.
- iv) Unless specifically provided for in the Terms or accompanying letter or as otherwise agreed in writing between RYDEN and the Client the Fees do not include remuneration for acting as an expert witness for which service a separate fee shall be required and the Expert Witness Terms shall apply.

7 INTELLECTUAL PROPERTY

- i) Ownership of all rights in any information, documents or other material provided by the Client to RYDEN in relation to the Property or Services shall remain the property of the Client ("Client Material") and the Client hereby grants RYDEN a perpetual, worldwide, irrevocable, royalty free licence to use, copy, adapt and modify such Client Material for the purposes of performing the Services and for the purposes of advertising or promoting RYDEN and its business.
- ii) Ownership of all rights in materials, know-how, developments, reports, forecasts, drawings, accounts and other documents created and/or originated by RYDEN, its employees or agents in relation to or arising out of the Service shall belong to RYDEN.

- iii) RYDEN shall grant the Client a royalty free licence to use the RYDEN Report. The Client may not use the whole, or any part of the RYDEN Report, or any reference to it in any published document, circular or statement, without RYDEN's written approval of the form and context in which it shall appear. Such approval is required whether or not RYDEN is referred to by name and whether or not the reports are combined with others.
- iv) If at any time the Client is in default of payment of Fees, RYDEN may suspend the Client's licence to the RYDEN Report. At RYDEN's discretion, the licence may be resumed on receipt of all outstanding amounts.

8 INDEMNITY

The Client shall indemnify and keep indemnified RYDEN from and against all and any liability, losses, damages, penalties, fines, costs and expenses (including legal costs and expenses) suffered or incurred by RYDEN arising out of or by virtue of:

- i) The breach by the Client of any of its obligations under the Terms;
- ii) The Client's instructions to RYDEN other than any losses, damages, costs and expenses arising by virtue of the negligence or willful default of RYDEN or its employees or agents; or
- iii) Any allegation that the Property (including without limitation the means of access to or egress from the same or any plant or substances in such premises provided for the use of any person) were not safe or posed a risk to health except where RYDEN had been notified in writing of all facts necessary to bring to the attention of RYDEN such facts.

9 LIMITATION AND LIABILITY

- i) Nothing in this Agreement shall limit RYDEN's liability for death and/or personal injury caused by the negligence RYDEN or its employees, fraud or fraudulent misrepresentation, or any other liability to the extent that such liability cannot be limited in accordance with applicable law.
- ii) **Subject to Condition 9i) above, in respect of this Agreement, the aggregate liability of RYDEN to the Client whether arising from negligence, delict, breach of contract, breach of statutory duty or howsoever otherwise arising shall be limited to five million pounds sterling (£5,000,000.00).**
- iii) Subject to Condition 9i) above, RYDEN shall not be liable for any claim to the extent that such claim is or can be characterised as a claim for (or arising from):
 - (a) Loss of revenue or profits;
 - (b) Loss of business opportunity or loss of contracts;
 - (c) Loss of goodwill or injury to reputation; or
 - (d) Anticipated savings,
 (in each case whether arising directly or indirectly from any breach of this Agreement by RYDEN); or
 - (e) for any indirect, consequential or special loss or damage.
- iv) The RYDEN Report is provided solely for the purpose of the Service and to the Client. Should the Client disclose any part of RYDEN's advice, including any part of any document to any third party (including any valuation), the Client shall notify such third party in advance of the disclosure and in writing that RYDEN does not owe a duty of care to such third party. The Client shall indemnify RYDEN and hold RYDEN harmless against all liabilities, costs, expenses, damages and losses suffered or incurred by RYDEN arising out of or in connection with such disclosure by the Client.
- v) In the event of a proposal to place any loan secured over the Property in a syndicate, the Client must i) notify RYDEN of such proposal, ii) disclose the identity of the parties participating in the syndicate to RYDEN, and ii) obtain RYDEN's written consent (which may be subject to the inclusion of additional terms) for such parties to rely on any of RYDEN's valuations, reports and any other advice or information resulting from the Client's instruction.
- vi) All risks and/or liabilities in relation to toxic mould, deleterious materials, contamination, radon gas, HAC or calcium chloride shall remain with the Client and the Client shall take such steps as it deems necessary to insure against or otherwise address such risks and liabilities.
- vii) RYDEN is not qualified to and will not provide any advice or services in connection with asbestos. The Client acknowledges that all risks relating to asbestos howsoever arising remain with the Client who shall take such steps as it deems necessary to address such risks. If appropriate the Client will arrange for the appointment by the Client of specialist asbestos consultants.
- viii) In the event of the Client engaging RYDEN together with other advisers, service providers and/or suppliers engaged by the Client or any other third party in relation to the Property, RYDEN's liability shall, in addition to the limitations contained in this Condition 9 and subject always to Condition 9i), be limited to that proportion of any loss or damage suffered by the Client as it would be just and equitable for RYDEN to bear having regard to RYDEN's responsibility for it and on the basis that all other advisers, service providers and/or suppliers shall be deemed to have paid such proportion of the relevant loss or damage suffered by the Client which is just and equitable for them to have paid having regard to the extent of their respective responsibilities.
- ix) RYDEN will not advise on capital allowances in performance of the Services and will not be liable for any liability, losses, damages, penalties, fines, costs and expenses suffered or incurred by the Client or any other third party in respect of capital allowances. Insofar as RYDEN are liable for any capital allowances incurred as a result of the performance of the Services the indemnity set out in Condition 8 shall apply.

10 REINSTATEMENT COST ESTIMATES

In the event that the Client requires an estimate of the cost of reinstating any building or structure ("Reinstatement Cost"), for insurance purposes the following terms shall apply:

- i) The Reinstatement Cost assessment is an estimate provided on an informal basis only and should not be relied upon for the purposes of placing insurance cover on the property. Should a Reinstatement Cost assessment be required to enable an insurance policy to be placed, RYDEN Building Consultancy Division must be separately instructed to undertake such an assessment.
- ii) The Reinstatement Cost assessed for insurance purposes shall be a "Day One" valuation and shall not include an allowance for inflation and or design/procurement periods etc.
- iii) RYDEN shall assume that the policy is on an indemnity basis with a fully operative reinstatement clause, no special conditions, an instantaneous

basis of value and shall have no regard to any variation in building costs subsequent to the date of RYDEN's informal assessment. RYDEN's assessment will be based on the assumption that the reconstruction of any premises, to provide similar or new accommodation, will be permitted by the appropriate authorities with no undue restrictions.

- iv) RYDEN will exclude tenant fit-out and or fixtures and fittings, Value Added Tax, loss of rent, extra costs of working or other consequential losses, local authority requirements and party wall works. Further, RYDEN's assessment shall exclude any land remediation and special contaminated waste costs. However, the figure will be inclusive of professional fees, demolition and site clearance.
- v) RYDEN shall assume that VAT is chargeable on professional fees and building works to new and existing premises.
- vi) RYDEN will not carry out a structural survey and RYDEN's assessment will be prepared on the assumption that ground conditions will not give rise to the need for any specialist or unduly expensive constructional techniques (specialist foundations etc.) unless RYDEN is otherwise advised by the Client. In addition, the removal of hazardous materials, if any, shall be excluded from the informal assessment.

11 TERMINATION OF INSTRUCTIONS

- i) The instruction from the Client to RYDEN may be terminated by the Client by giving not less than 30 days' notice to RYDEN in writing to RYDEN whereupon RYDEN shall be entitled to charge (at RYDEN's option):
 - (a) A fair and reasonable proportion of the full Fee which would have been payable if the work had been carried through to a conclusion and as if RYDEN had become entitled to payment in accordance with conditions 5 and 6 above, or
 - (b) A reasonable sum for all the work undertaken up to and including the date of termination based on quantum meruit; or
 - (c) The Fees as RYDEN are entitled to under Conditions 5 and 6 together to include in each case any expenses already incurred (each a "Contracted Fee").
- ii) The instruction from the Client to RYDEN may be terminated by RYDEN on the following terms by giving not less than 30 days' notice in writing:
 - (a) If, as a result of circumstances outside the reasonable control of either party, it becomes unfeasible to perform the Services within a reasonable period. In these circumstances the Client shall pay to RYDEN all Fees by way of the Contracted Fee, or a fee for all work which has been done up to and including the date of termination on a quantum meruit basis where early termination of this Agreement deprives RYDEN of entitlement (or the opportunity to become entitled) to a Contracted Fee; or
 - (b) If the Client has made it impossible to complete the instruction within a reasonable period or has not made payment by the due date of any sum payable by the Client to RYDEN. In these circumstances the Client shall pay to RYDEN the full Fee which would have been charged as if the work had been carried through to a conclusion (plus any expenses already incurred).
- iii) Any outstanding Fees due to RYDEN shall be paid in full by the Client on or before the expiry of the notice period for termination of instructions. For the avoidance of doubt in the event of termination of instructions, whether by RYDEN or by the Client, RYDEN shall not be liable to repay the Client any Fees previously paid by the Client to RYDEN.
- iv) Where any Fees are to be charged on a quantum meruit basis such Fees shall be calculated by reference to RYDEN's hourly charges from time to time, details of which are available from RYDEN on request.
- v) Notwithstanding the provisions of Conditions 11 i) and ii) above RYDEN shall be entitled to terminate an instruction from a client without notice if required to do so for statutory or regulatory reasons.

12 REGULATION AND COMPLAINTS

- i) RYDEN is regulated by RICS for the provision of surveying services. This means we agree to uphold the RICS Rules of Conduct for Firms and all other applicable mandatory professional practice requirements of RICS, which can be found at www.rics.org. As an RICS regulated firm we have committed to cooperating with RICS in ensuring compliance with its standards. The firm's nominated RICS Responsible Principal is Massimo Marcovecchio, Chief Operating Officer, 55 Wells Street, London, W1T 3PT or email mmarcovecchio@Ryden.co.uk
- ii) RYDEN aims to carry out any instructions received from the Client in an efficient and professional manner. RYDEN, therefore, hopes that the Client will not find cause for complaint but recognises that in an isolated circumstance there may be complaints. These should be addressed initially to the Head of the RYDEN office dealing with the instruction.
- iii) RYDEN adopts the complaints handling procedures that are required by the RICS, a copy of our Complaints Handling Procedure may be obtained from our National Head of Standards and Practice, 55 Wells Street, London, W1T 3PT or email NHSP@Ryden.co.uk.

13 ASSIGNATION

- i) RYDEN may assign the Agreement without the consent of the Client.
- ii) The Client shall not be entitled to assign this Agreement without the prior written consent of RYDEN.

14 DATA PROTECTION

- i) We collect and process your personal information. All information will be processed in accordance with the applicable Data Protection Laws.
- ii) Full details of how we process your information can be found on our website <http://www.Ryden.co.uk/privacy-policy>. Printed copies of our privacy notice are available on request.
- iii) You may change your communication preferences or withdraw from any further communications from us by contacting us at privacy@Ryden.co.uk
- iv) Where we receive personal data from any prospective purchaser or tenant of the Property, we shall only use that data for the purposes of your instructions and shall comply with Data Protection Laws. The Client warrants that where it or its appointed third parties or advisors provide such data to RYDEN, it has or shall procure that all necessary notices and consents are in place to enable the lawful transfer to RYDEN in accordance with Data Protection Laws.

15 MONEY LAUNDERING REGULATIONS

i) Money laundering reporting

- (a) Much of RYDEN's work falls into the regulated sector under the Proceeds of Crime Act and Sanctions and Anti-Money Laundering Act 2018 and, as such, we are required to report all knowledge or suspicion (or reasonable grounds for knowledge or suspicion) that a criminal offence giving rise to any direct or

indirect benefit from criminal conduct has been committed. Failure to report such knowledge or suspicion would be a criminal offence. This duty to report exists regardless of whether the suspected offence has been, or is about to be, committed by a client or by a third party.

- (b) If as part of our normal work RYDEN obtain knowledge or suspicion (or reasonable grounds for knowledge or suspicion) that such offences have been committed we are required to make a report to the National Crime Agency or OFSI. It is not our practice to discuss the existence or otherwise of any reports with you or with anyone else, because of the restrictions imposed on us by the tipping off provisions of the anti-money laundering legislation.
- (c) RYDEN shall not be liable for any liabilities of the Client or third parties arising out of its regulatory obligations to report.

16 ETHICS

i) Each party shall:

- (a) Comply with all applicable law relating to anti-bribery, anti-facilitation of tax evasion and anti-slavery including without limitation the Bribery Act 2010, the Criminal Finances Act 2017 and the Modern Slavery Act 2015 ("Relevant Requirements");
- (b) Have and maintain in place throughout the term of this Agreement its own policies and procedures, including without limitation adequate procedures under the Bribery Act 2010 and reasonable prevention procedures under the Criminal Finances Act 2017 to ensure compliance with the Relevant Requirements, and enforce them where appropriate; and
- (c) Promptly report to the other party any: (i) breach, or potential breach, of the Relevant Requirements (ii) actual or suspected slavery or human trafficking in a supply chain which has any connection with this Agreement, or (iii) request or demand for any undue or suspicious financial or other advantage of any kind received by it in connection with the performance of its obligations under this Agreement, or (ii) request or demand from a third party to facilitate the evasion of tax within the meaning of Part 3 of the Criminal Finance Act 2017 in connection with the performance of the complying Party's obligations under this Agreement.

17 GOVERNING LAW AND JURISDICTION

The Terms, and the Agreement of which they form part, shall be governed by and construed in all respects in accordance with Scots Law and the parties irrevocably and unconditionally submit to the exclusive jurisdiction of the Scottish Courts in relation to any dispute or proceedings arising out of, or in connection with, the Terms or any such Agreement but without prejudice to RYDEN's right to take proceedings in any other jurisdiction in order to enforce payment of any sums owed to RYDEN.

March 2025

APPENDIX 4.0
SCOPE OF INSTRUCTION

**Private & Confidential**

Margaret Schofield,
Clackmannan Development Trust,
1 Main Street,
Clackmannan,
Clackmannanshire
FK10 4JA

Sent in PDF format via email:
[REDACTED]

Our Ref: BIA
Email: brian.allen@ryden.co.uk
DDI: [REDACTED]

25 April 2025

Dear Margaret,

Terms of Engagement (Scope of Work)

Client: Clackmannan Development Trust
Instruction: Valuation Advice
Asset: Clackmannan Town Hall and Library, 64 Main Street, Clackmannan, Clackmannanshire
FK10 4JA

We refer to our initial telephone conversation and subsequent email correspondence and, in particular, your email of 2nd April 2025 confirming that you had received funding from the Scottish Land Fund which enabled you to instructing Ryden to value the above property. We would like to thank you for this instruction and would outline our understanding of this to be as follows:

-

1.	Background, Client and Purpose:	We understand that the valuation is required to assist you in decision making in respect of a proposed Community Purchase of the Clackmannan Town Hall and Library, 64 Main Street, Clackmannan which we understand to presently be owned by the Council. Ryden have been instructed to provide our opinion of the Market Value of the outright ownership interest in the property assuming it to be available with the benefit of the present occupational lease arrangement in favour of Clackmannan Town Hall Trust, albeit we recognise there is no lease over the library or CAP areas.
----	--	--

		We are informed that Clackmannan Development Trust would seek to dissolve in due course as their sole purpose is to keep the building open. If successfully acquired by Clackmannan Development Trust, then they would seek to step in and organise room hire, etc. As per instructions, the named client for the instruction is Clackmannan Development Trust, 1 Main Street, Clackmannan, Clackmannanshire FK10 4JA.													
2.	Subject Assets	The subject asset is as follows: <table><tr><th>Address</th><th>Asset Type</th><th>Basis of Occupation</th><th colspan="2">Basis of Value</th></tr><tr><td>64 Main Street, Clackmannan, Clackmannanshire FK10 4JA</td><td>Town Hall and Library</td><td>Lease in favour of Clackmannan Town Hall Trust over the hall itself but not over the library/CAP areas.</td><td colspan="2">Market Value with the benefit of the present lease arrangement.</td></tr></table>				Address	Asset Type	Basis of Occupation	Basis of Value		64 Main Street, Clackmannan, Clackmannanshire FK10 4JA	Town Hall and Library	Lease in favour of Clackmannan Town Hall Trust over the hall itself but not over the library/CAP areas.	Market Value with the benefit of the present lease arrangement.	
Address	Asset Type	Basis of Occupation	Basis of Value												
64 Main Street, Clackmannan, Clackmannanshire FK10 4JA	Town Hall and Library	Lease in favour of Clackmannan Town Hall Trust over the hall itself but not over the library/CAP areas.	Market Value with the benefit of the present lease arrangement.												
3.	Assumptions and Special Assumptions:	As outlined above, Ryden have been instructed to provide our opinion of Market Value of the outright ownership interest in respect of the property subject to the present lease arrangement.													
4.	Prior Involvement:	Ryden have not had a previous involvement with the subject property nor with the client. For the avoidance of doubt, Ryden do not consider we have a conflict of interest in this instance. We have the competence to progress this instruction and act with independence and objectivity of mind in formulating our opinions on value.													
5.	Identification and status of the responsible valuer:	This valuation will be undertaken by our Partner, Brian I Allen BLE (Hons) DMS FRICS ACI Arb who is suitably qualified and experienced to undertake this instruction on your behalf with assistance from our Associate Mark Thom MA (Hons) MRICS and Surveyor James Gordon. All Valuations will be undertaken by individuals who are RICS Registered Valuers with Ryden LLP having sponsored them to join the RICS Valuer Registration scheme. All figures will be discussed between the valuer and colleagues within our transactional business of the particular local and sectoral market in which the asset under consideration competes. All Valuations will be discussed and agreed internally at Partner level prior to being released. The valuer will act as an External Valuer.													
6.	Currency:	All opinions of value will be reported in Pounds Sterling (£).													
7.	RICS Valuation Standards:	<u>Red Book – Global Edition</u> Our Valuation will be undertaken in accordance with the RICS Valuation – Global Standards (The Red Book). The latest edition took effect on 31 January 2025. The report will also be fully compliant with the International Valuation Standards (IVS) issued by the International Valuation Standards Council (IVSC). <u>Red Book – UK Supplement</u> The aforementioned ‘Global Standards’, in the case of valuations in the UK, are subject to supporting guidance which covers valuations subject to UK jurisdiction. This document is known as the ‘RICS Valuation – Global Standards: UK National Supplement (2023 Edition, issued in October 2023, effective													

		from 1 May 2024). This publication was reissued in January 2025 to align references to the updated Red Book Global Standards.
8.	Basis of Value:	Market Value (MV) The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. The definition of Market Value will be used. For the avoidance of doubt, this is the appropriate definition as contained in VPS 2 (being the second 'Valuation Practice Statement') of the Red Book, the latest edition of which is effective from 31 January 2025.
9.	Valuation Date:	The valuation date will be the date of our Report and Valuation.
10.	Nature and extent of the valuers work / investigations:	Ryden will investigate a number of factors and our valuation will reflect these factors where there is evidence that they affect value. With regard to the extent of investigations, in order to provide a valuation report within a reasonable timeframe and at an economic cost, the following limitations in the scope of inspections and due diligence in enquiries are agreed, together with the necessary assumptions which will be adopted to cover uncertainties: Title: We will not inspect the Title Deeds and for the purpose of our Valuation we will rely on the information provided. Unless advised otherwise, or in the absence of information to the contrary, we will assume that the title is not encumbered by any onerous restrictions, unusual covenants or other burdens which might adversely affect value. Condition: Ryden will undertake a brief examination of the land and buildings internally and externally. The purpose of the examination will be to establish the apparent condition of the building and to note its construction, accommodation and services. Unless we find otherwise, we will assume that the property is in generally satisfactory repair and condition consistent with its age and nature. Ryden will not carry out a building survey for the purposes of the valuation, nor will we inspect those parts of the property which are covered, unexposed or inaccessible and such parts will be assumed to be in good repair and condition. We cannot express an opinion about or advise upon the condition of uninspected parts and our advice should not be taken as making any implied representation or statement about such parts. Ryden's Building Consultancy Department have been instructed to undertake a condition survey and they will report under separate cover. Services: None of the building services will be tested by Ryden. Planning: We will review, where applicable, the Local Authority planning portal to establish any planning applications that have been granted or refused in the past for the property. We will establish the land use zoning for the site and establish whether it is Listed or lies in a Conservation Area. Our findings will

		be included in the report and reflected in the valuation. Building Regulations: We will not make enquiries and, unless advised otherwise, we will assume that the building complies with building regulation requirements. Environmental Matters: We will undertake a series of desk based enquiries for the purposes of our valuation. This will include reviewing the SEPA flood map and the UK Radon map. We will not arrange for a mining report to be obtained. We will assume (unless advised otherwise) that, as all mining activity is now historic all subsidence has now completed and that the property is not affected by any issues resulting from historic mining. We will note the EPC rating of the building if one exists and is provided or is available for download on the Scottish EPC Register. Ryden can obtain an Environmental Certificate from Enviroscreen, a unique service delivered online through Promap which can identify potentially contaminative sites, within 100 metres of the site boundary, to ensure this Certificate supports the property valuation. This would be under separate cover. Unless valuing an interest in the property as part of an operational entity, it is usual to exclude trade fixtures, machinery, furnishings and other equipment from the valuation. Unless directly instructed otherwise we will exclude these items from our opinion of value. We will also disregard any tenant's improvements in the calculation of our valuation unless appropriate to include these. For the avoidance of doubt our valuation will also exclude major items of plant and machinery.
11.	Floor Areas and Inspections:	Ryden will conduct a measured survey in line with the RICS Code of Measuring Practice at the time of inspection.
12.	Tenure:	We understand the interest to be valued to be the outright ownership interest.
13.	Tenancy Details:	We understand that if the property is acquired in due course, then this will be on the basis that it would be subject to the present lease arrangement in favour of Clackmannan Town Hall Trust, albeit we recognise there is no lease over the library or CAP areas. We are informed that Clackmannan Development Trust would seek to dissolve in due course as their sole purpose is to keep the building open. If successfully acquired by Clackmannan Development Trust, then they would seek to step in and organise room hire, etc.
14.	Nature and source of information:	In arriving at our opinion of value, we generally receive information from the client, our advisers, public and subscription websites, other surveying practices and marketing agents, other valuers and from our own records. Unless otherwise stated, we will rely on information provided to us by the client and all the information given concerning details of tenure, tenancies, planning consents, planning proposals, contravention of any statutory requirements, floor plans, building and site areas, and accuracy of tenancy details (if applicable). We will apply professional scepticism and will check the information where reasonably possible. In the absence of evidence to the contrary, we will assume that information used in the valuation is correct. When appraising commercial property subject to existing tenancies and where the resultant cash flow will contribute meaningfully to the valuation figure, Ryden will investigate the financial standing of the

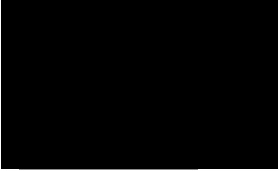
		tenants by instigating a Creditsafe report or similar. It will, however, remain the client's responsibility to satisfy themselves in terms of the financial strength of any covenants to ensure that they are comfortable that they will be capable of meeting their rental and lease obligations going forward.
15.	Restrictions on use, distribution and publication:	Our Valuation is provided for the specified client's benefit alone and solely for the purpose of the instruction to which it relates. This report is not to be relied upon, distributed to or communicated with any third party without the express written consent of the valuer, which consent, if any, will be at the valuer's sole discretion. The Report and Valuation cannot be relied upon for loan security purposes.
16.	Third party liability:	We will not accept any third party liability for the valuation and no party should rely upon the valuation figure or report without the express written consent of the valuer, which consent, if any, will be at the valuer's sole discretion.
17.	Format of the report:	We will provide our advice within our standard Report and Valuation template which is compliant with the RICS Valuation – Global Standards. The report will be sent to the client by email in PDF format.
18.	Fee:	For the avoidance of any doubt, we had proposed a fee of £2,750 in respect of the provision of an opinion of Market Value and a further fee of £3,250 in order for our Building Consultancy Group to undertake a Condition Report. The global fee would have been £6,000, however, we offered to undertake the combined instructions for a modified fee of £5,000 inclusive of all reasonable disbursements but exclusive of VAT. You confirmed this to be acceptable within your email of 2nd April 2025. The terms of engagement in relation to the Condition Report will be issued under separate cover. We have been advised that Ryden's invoice should be made out to, and will be payable directly by, the named client (as outlined above). Ryden will invoice the Client for fees as soon as the Client's liability arises. VAT will be payable when applicable at the prevailing rate on all fees. In the event that fees remain outstanding for a period in excess of 30 days then Ryden may charge an amount calculated at the rate of 8 per cent per year over the base lending rate of the Royal Bank of Scotland plc for the time being from the date upon which fees become due for payment until paid. If we need to carry out any additional work after the report is issued, including meetings and court appearances providing expert witness testimony, then we would reserve the right to charge an hourly rate of £300 for a Partner, £225 for an Associate and £150 for a Surveyor.
19.	Complaints:	Ryden operate a Complaints Handling Procedure in accordance with RICS guidelines which complies with ISO 9001:2015. A copy of our Policy can be made available upon request.
20.	RICS Monitoring:	Ryden are an RICS Regulated firm. The firm and valuer are registered with RICS Valuer Registration. Please note that our files may be subject to monitoring under the institution's conduct and disciplinary regulations to check compliance with the standards.

21.	Limitations on Liability:	Ryden LLP are the entity entering into this contract to provide valuation advice. Accordingly, we expressly prevent any of the firm's individual Partners or Employees being named as a defendant in any claim brought relating to the valuation. If you suffer loss as a result of any breach of contract or negligence, our liability shall be limited to a just and equitable proportion of your loss having regard to the extent of responsibility of any other party. Our liability shall not increase by reason of a shortfall in recovery from any other party, whether that shortfall arises from an agreement between you and them, your difficulty in enforcement, or any other cause. The Royal Institution of Chartered Surveyors recommends the use of liability caps to members as a way in which to manage risk in valuation work. Our aggregate liability arising out of, or in connection with this valuation, whether arising from negligence, breach of contract, or any other course whatsoever, shall in no event exceed the levels stated in the table below. This clause shall not exclude or limit our liability for actual fraud, and shall not limit our liability for death or personal injury caused by our negligence. Unless we have a service agreement with you, Ryden would seek to progress on the basis of a liability cap set at a level which is proportionate to the risks and rewards for both parties entailed in the instruction. The liability cap will be as follows: - <table><tr><th>Market Value of Property as Existing</th><th>Liability Capped at:</th></tr><tr><td>£250,000 and below</td><td>£100,000</td></tr><tr><td>£250,001 to £500,000</td><td>£200,000</td></tr><tr><td>£500,001 to £1,000,000</td><td>£400,000</td></tr><tr><td>£1,000,001 or above</td><td>50% of contributory loss</td></tr></table> Our contract with you for the provision of this valuation is subject to Scots Law. Any dispute in relation to this contract, or any aspect of the valuation, shall be subject to the exclusive jurisdiction of the Courts of Scotland and shall be determined by the application of Scots Law, regardless of who initiates proceedings in relation to the valuation. Ryden have sufficient Professional Indemnity Insurance on a per claim basis to undertake this instruction.	Market Value of Property as Existing	Liability Capped at:	£250,000 and below	£100,000	£250,001 to £500,000	£200,000	£500,001 to £1,000,000	£400,000	£1,000,001 or above	50% of contributory loss
Market Value of Property as Existing	Liability Capped at:											
£250,000 and below	£100,000											
£250,001 to £500,000	£200,000											
£500,001 to £1,000,000	£400,000											
£1,000,001 or above	50% of contributory loss											
22.	Consideration of any significant environmental, social and governance (ESG) factors:	Our valuations will consider the potential impact of significant ESG factors on value, to the extent that such factors are reasonably identifiable and quantifiable. We will incorporate ESG considerations into our investigations. They may include resources such as ESG performance data, ESG risk assessment and any relevant cost information that may be required from the client and/or additional experts who may have been commissioned. We would clarify that the valuation will not constitute an ESG risk assessment or ESG rating.										

We trust this provides a fair understanding of this instruction and we will progress on this basis unless advised otherwise by return.

Yours faithfully

RYDEN LLP



EINBURGH

7 Exchange Crescent
Conference Square
EH3 8AN
0131 225 6612

GLASGOW

The Onyx,
215 Bothwell Street
G2 7EZ
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ABERDEEN

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01224 588866

LEEDS

36 Park Row,
LS1 5JL
0113 243 6777

LONDON

Suite 410 Linen Hall
162-168 Regent Street
W1B 5TF
020 7436 1212

MANCHESTER

Bloc 17
Marble Street
M2 3AW
0161 249 9778



CONDITION SURVEY REPORT

**CLACKMANNAN
DEVELOPMENT TRUST,
CLACKMANNAN TOWN
HALL AND LIBRARY,
64 MAIN STREET,
CLACKMANNAN,
FK10 4JA**

Ryden LLP
7 Exchange Crescent, Conference Square, Edinburgh, EH3 8AN
T: 0131 225 6612
Ref: CB/RP/E3769

Ryden

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02	PROPERTY DESCRIPTION
03	OWNERSHIP/PURCHASE
04	BUILDING FABRIC AND SERVICES CONDITION
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CONDITION SURVEY REPORT

IN RESPECT OF

**CLACKMANNAN TOWN HALL AND LIBRARY,
64 MAIN STREET,
CLACKMANNAN,
FK10 4JA**

ON BEHALF OF

CLACKMANNAN DEVELOPMENT TRUST



ISSUE / REV:	1	DATE OF INSPECTION:	16 th May 2025
DATE OF ISSUE:	9 th June 2025	STATUS:	Final
	NAME / POSITION OF SURVEYOR:	SIGNATURE:	
REPORT PREPARED BY:	Robert Pearson MRICS Associate		
REPORT CHECKED BY:	James Traynor MRICS Surveyor		

01 INTRODUCTION

- 1.1 Ryden LLP were instructed by Margaret Schofield of Clackmannan Development Trust on the 24th April 2025 to undertake an inspection of the building fabric and services to Clackmannan Town Hall and Library and report on the construction, condition, repair and refurbishment requirements.
- 1.2 Our survey was carried out on 16th May 2025 by Robert Pearson MRICS during good and settled weather conditions consisting of bright sunshine, blue skies with no cloud cover, negligible wind and temperatures of around 15°C in the early morning rising to approximately 23°C by the afternoon.
- 1.3 Our inspection and this subsequent report is subject to the Scope of Survey and standard limitations, terms and conditions found in **Appendix A** of this report. Note that all inspections were carried out from ground level or the flat roof sections and no access was gained to voids, enclosed parts of the structure and several locked rooms within the building.
- 1.4 For the purposes of orientation the front elevation has been taken as the Town Hall elevation sited on Main Street, which faces approximately north.
- 1.5 For ease of reference, a selection of photographs taken during our inspections have been tagged alongside the various elements commented upon within the report in order to assist with explanation of defects found.

02 PROPERTY DESCRIPTION

- 2.1 We understand that Clackmannan Town Hall was built in four phases. The first Main Hall section was designed by the Alloa Architect Adam Frame and built in 1888. The north section including the red sandstone façade on Main Street was designed by Ebenezer Simpson and built in 1903. The west extension was funded by the local Miners Welfare Fund and constructed in 1927. A Library extension was added to the east side of the building in 1993 by Clackmannan District Council. The building does not appear to be listed but does sit within the Clackmannan Conservation Area.
- 2.2 The building is predominately single storey with a first floor to the front north section of the building. The various sections/extensions of the building are constructed with different methods and materials. The earlier sections comprise, predominately traditional construction methods and materials and the Library extension more modern construction methods and materials. The building appears to have had a number of comprehensive refurbishments during its life, including recently to the external fabric in 2022/23.
- 2.3 The original Town Hall section is of traditional mass masonry wall construction faced with blonde sandstone and coursed rubble stone. The timber roof construction with decorative truss sections is pitched and covered with natural slate. Flashings are predominately sheet lead and there is modern metal frame double glazed rooflights installed to both slopes. The south section/extension is of traditional mass masonry wall construction faced with blonde sandstone tooled ashlar or coursed rubble stone. The timber pitched and hipped roof construction is covered with natural slate with zinc hip/ridge cappings and sheet lead flashings. Surface water drainage goods are cast iron half round eave gutters and downpipes. There are two gable, six vent traditional natural stone built chimneys faced with red ashlar sandstone, carved cope and cornice courses and clay chimney pots with clay vents to the north section of the Town Hall. There are three wall head single vent traditional natural stone built chimneys faced with blond tooled ashlar sandstone, carved cope and clay chimney pots with clay vents, one to the south gable of the Town Hall centre section and two to the South Extension. Floors are predominately suspended timber. Windows are timber, single glazed

sash and case with multi - pane top and bottom sashes. Doors are relatively modern flush panel solid core timber doors. A previous door opening has been infilled with what appears to be reconstituted stone blocks.

- 2.4 The first extension and north part of the building is of traditional mass masonry natural stone construction. The front elevation is faced with red ashlar sandstone with various decorative stone features such as pediments, finials, carved panels, projecting courses and carved gargoyles. The masonry gable elevations are coated with a smooth harl/render. The rear elevations are assumed to be predominately sandstone rubble walling with a glazed tile finish and exposed polished ashlar red sandstone lintels, window cills, mullions and quoin stones. The timber pitched roof construction is covered with natural slate with clay ridge tiles and predominately sheet lead flashings. Surface water drainage goods are cast iron half round or ogee moulded eave gutters and downpipes, fixed externally to the first floor and routed internally at the ground floor. Floors are predominately of solid construction. The entrance is via large double solid timber doors, which appear to be original. Windows are timber, single glazed sash and case predominately with multi pane top sashes and single pane bottom sashes.
- 2.5 The west extension is of more modern construction. Walls appear to be cavity masonry, assumed to be predominately brick and finished with a dry dash harling/roughcast to ground level. Window lintels, jambs, window cills and ring beam to the head of the wall and roof junction are concrete and exposed. The timber pitched and hipped roof construction is covered with natural slate with zinc hip/ridge cappings and sheet lead flashings. There is modern metal frame double glazed rooflights installed to the east and west slopes. The roof is linked to the adjacent original Town Hall building roof with a timber stepped gutter with sheet lead covering. Surface water drainage goods are cast iron half round eave gutters and downpipes. Floors appear to be of solid construction. Windows are powder coated metal frame double glazed units with side hung openable and fixed sections.
- 2.6 The more modern Library (east) extension wall construction appears to be cavity masonry, assumed to be predominately concrete blockwork with the external leaf built in red reconstituted stone blockwork where exposed to the entrance and first floor and wet dash harling/roughcast panels to predominately ground floor sections with a bell cast bead and smooth rendered base section. The roof is in two sections comprising an outer timber pitched part covered with natural slate, clay ridge tiles and lead flashings and interlinking flat roof sections, which are covered with single ply membrane. Two of these sections have modern metal frame double glazed cupola's fitted.
- 2.7 Internally there are a range of materials, linings, styles and finishes, which include lath and plaster, plasterboard, both with a paint finish timber panelled wall linings predominately with a paint finish and isolated areas of wallpaper and exposed grid mineral fibre suspended ceilings. The Library has sections of painted fair faced blockwork walls and there are original tiles on the walls of the stairwell. Toilets have tiled and in some instances laminate panelling fitted to walls. The stairs are of an early concrete construction and is fitted with cast iron balusters and hardwood handrail. Floor coverings include terrazzo, timber sports and parquet, carpet, sheet vinyl and tile. Joinery elements are predominately painted and include moulded door facings, skirtings, window panelling, picture and dado rails. There is a mixture of door styles including original timber and glazed panelled doors, timber frame glazed doors, timber flush panel solid core doors. There are a number of different fixtures and installations including a stage in the Main Hall with specialist lighting, PA system, curtains and the like.
- 2.8 The building is fitted with a three basic kitchens or tea preps with varying stainless steel catering style or domestic style laminate/melamine kitchen worktops, cabinets, cupboards, sinks and associated appliances. There are a variety of toilet facilities within the building including male facilities in the west extension, male, female and accessible facilities in the south extension, an accessible toilet in the Main Hall/Library link corridor, decommissioned toilet facilities within the west room on the first floor and male and female facilities in the Library. Sanitaryware varies in terms of age, style and material depending on the area of the building it is installed.
- 2.9 The building is supplied with mains gas, water and electricity supplies and appears to be connected to the

main drainage and sewer system. We were not able to access the electrical cupboard for the buildings main supply and distribution equipment. There are a number of sub distribution boards located within the building including a larger sub board and sub meter for the Library extension. Lighting is a mix of styles and types predominately fluorescent. There are a number of maintained light fittings and standalone bulkhead or blade fittings providing emergency lighting installed in the building. Small power consists of predominately recessed or surface mounted wall sockets with a number of fused spurs and higher voltage switches for specific equipment. There is a small scale data installation within the Library extension. The building is fitted with a basic fire detection and alarm system consisting of break glasses, alarm sounders and alarm panel, located next to the main entrance. There is a basic intruder alarm consisting of control panel and PIR detectors installed within sections of the building and an isolated number of CCTV cameras to public areas. Heating is provided via two Alpha Pro Tec 50 system gas boilers located within a floor void boiler room. The boilers serve cast iron column radiators. Domestic hot water for toilets, kitchen and associated sinks is provided via various electric water heaters. Ventilation is predominately natural by opening windows with individual mechanical extract fans installed to the various toilets and mechanical ventilation provided to the Library.

- 2.10 The building stands in its own grounds, although the front section is connected to a residential house to the west side. The grounds include concrete steps and mono bloc ramp to access the Library, stone boundary wall and planters to the east side, stone walls and metal railings to the south and car park boundaries, mono bloc surfaced car park to the southeast corner, rear concrete steps and metal ramp, various paths of different surfaces and garden areas including beds, grass and trees.

03 OWNERSHIP / PURCHASE

We understand that the building is currently owned by Clackmannanshire Council and that Clackmannan Development Trust are considering purchasing the property. This will involve taking on the ownership, title, repair and maintenance requirements for the building.

04 BUILDING FABRIC AND SERVICES CONDITION

4.1 STRUCTURAL ELEMENTS

The foundations are concealed underground and no excavations were carried out to inspect their type or condition. No observations on the visible fabric of the superstructure above ground suggested that there has been any significant structural movement of the foundations.

Limited sections of the original Town Hall / centre section of the building timber roof truss structure were visible and able to be inspected. Carved truss sections at the roof/wall junction are visible within the Main Hall and there was a limited view of truss sections through the east facing roof slope rooflights. Timber sections within the roof void appear slightly aged, stained with minor splits to the timber, however considered to be in a functional condition. Exposed sections within the Hall appear in good condition and in good decorative order.

- Based on our limited inspection the timber roof structure of the building appears to be functional and no adverse issues or defects were noted.



4.2 ROOFS

The building has a number of interconnected roof sections relating to the various sections and their date of origin. These consist of the following:

- Town Hall (Front (North) Section) - The front town hall section has a timber truss, pitched natural slate covered roof with clay ridge tiles and sheet lead flashings. The front slope includes three feature pediment abutment roof sections.
- Town Hall Link Section - The front town hall and centre south town hall sections are linked with a flat roof with a modern single ply membrane and powder coated metal frame double glazed cupola. This section has a lower and upper level accessed via a fixed galvanised steel ladder.
- Town Hall (Centre (South) Section) - The original centre south (main hall) section has a timber truss, pitched natural slate covered roof with sheet lead ridge, flashings and powder coated metal double glazed rooflights.
- South Extension - The south extension has a timber truss, pitched and hipped natural slate covered roof with zinc ridge and hip flashings and sheet lead ridge, flashings.
- Town Hall (West Extension) - The west extension section has a timber truss, pitched and hipped natural slate covered roof with zinc ridge, hip flashings and sheet lead ridge, flashings and powder coated metal double glazed rooflights. This includes a similar hipped abutment roof over the toilet to the north end of the roof.
- Town Hall Centre and West Sections Link - The centre south and west extension are linked with a

timber stepped gutter with sheet lead covering.

- Library (East) - The east library section has an outer (east) timber truss, pitched with pitched dormers natural slate covered roof with clay ridge tiles and sheet lead flashings linked to the centre south section of the building by a flat roof with a modern single ply membrane. The front slope includes a number of feature pediment abutment roof sections.

There is evidence of extensive refurbishment and replacement of slate and sheet lead roof coverings and flashings, which we understand were carried out within the past couple of years.

4.2.1 Pitched Slate Roofs

A number of slopes including the north slope of the Town Hall front (north) section and the east slope of the Town Hall centre (south) section appear to have been stripped and re-slatted using original or assumed to be second hand Scots slate, which are laid in random and diminishing courses. From our limited inspection there is evidence that a modern breathable membrane has been installed under the slates and above the timber sarking boards.

Slating appears to be in good condition, with only isolated defective, damaged or missing slates. Regular (annual) roof inspections allowing for minor repairs are recommended to maintain the slating in good condition.



A number of slopes including the south slope of the Town Hall front (north) section, the west slope of the Town Hall centre (south) section and the east slope of the Town Hall west extension have been stripped and re-slatted using a standard Spanish style of slate. From our limited inspection there is evidence that a modern breathable membrane has been installed under the slates and above the timber sarking boards

Slating appears to be in good condition, with only isolated defective, damaged or missing slates, although there is evidence that repairs have been carried out using adhesive to hold slates in place, which is not considered to be good practice or a long term repair method. Regular (annual) roof inspections allowing for minor repairs are recommended to maintain the slating in good condition.



A number of slopes including the majority of the Town Hall west extension, the Town Hall centre section south extension and the Library slopes are slated in what appears to be original Scots slate, which are laid in random and diminishing courses. These slopes do not appear to have been stripped and re-slatted but overhauled as part of the wider fabric refurbishment. Some repairs have been carried out with non-matching slate, which appears to be of Spanish origin. From limited investigation and the presence of plastic slate vents to the inner slopes of the Library extension it appears that a felt such as type 1 roofing felt has been installed. We were not able to closely inspect the west extension roof slopes but based on the age of this section of the building suspect that a type 1 roofing felt is likely to be installed.

Slating appears to be in a reasonable and serviceable condition, although a number of damaged, defective or missing slates, particularly to the inner slopes of the Library section of the building. Based on the general condition we consider that periodic maintenance requirements are likely to be more extensive and more frequent to these slated slopes. Regular (annual) roof inspections allowing for minor repairs are recommended to maintain the slating and we recommend allowing for more comprehensive phased re-slating works in the medium to longer term.



4.2.2 Clay Ridge Tiles

Clay ridge tiles are fitted to the Town Hall front (north) section and the east Library extension.

Ridge tiles to the Town Hall front (north) section appear to be relatively new dating from the recent external fabric refurbishment, with tiles and lime mortar in good condition and maintenance requirements considered to be negligible in the medium term.

Ridge tiles to the west Library extension appear to be original with extensive lichen and algae growth and failed and missing sections of mortar. Repairs, rebidding and repointing is recommended in the short to medium term to prevent further deterioration and potential water ingress issues developing.



4.2.3 Zinc Ridge and Hip Flashings

Zinc ridge and hip flashings are fitted to the Town Hall centre south extension and the Town Hall west extension roofs. Flashings are slightly aged but considered to be in good serviceable condition with minimal maintenance requirements anticipated in the medium term.



4.2.4 Lead Flashings

Flashings to all pitched roof sections are predominately formed in sheet lead and include watergates, valleys, cover, apron and associated typical types of flashing. Where roof sections have been striped and re-slatted, lead flashings have been replaced and appear to be in good condition with negligible maintenance anticipated in the medium to longer term. The one exception is a section of ridge flashing to the north end of the Town Hall centre roof, which is detached most likely as a result of wind damage and is lying on the flat roof below. Immediate repair of this missing section of flashing is recommended.



Where roof sections have been overhauled lead flashings are aged/dated with a degree of deterioration, however are predominately considered to be in a reasonable and functional condition. For the most part we anticipate that these lead sections will continue to perform, although isolated failures requiring repair or replacement may occur within the medium term. Replacement of lead flashings where aged and deteriorated is recommended in conjunction with any future roof covering replacement works.



4.2.5 Lead Valley Gutter

The lead lined stepped gutter between the Town Hall centre and west section appears to have been replaced as part of the recent external fabric refurbishment works. The installation appears to be compliant with current good practice and in good condition with negligible maintenance other than periodic removal of debris anticipated in the medium to longer term.



4.2.6 Flat Single Ply Covered Roofs

There are three sections of flat roof; between the front and centre sections of the Town Hall, a higher level section above this and a large area between the Library and centre section of the Town Hall. The original covering has been removed and replaced with a modern single ply membrane, which we anticipate as part of the recent external fabric refurbishment. This appears to be in good and serviceable condition, subject to clearing of debris, silt and bird guano particularly to gutter sections, outlets and the section between the north and centre Town Hall parts of the building.

We anticipate that a manufacturers material and contractor workmanship warranty will be available for this product, which should remain valid for a reasonable number of years and recommend that this is obtained and transferred to the Development Trust in relation to an acquisition of the building.



4.2.7 Rooflights and Cupolas

There are a number of powder coated metal frame double glazed cupolas and rooflights fitted to the low and high level flat roofs between the Town Hall north and centre sections (two cupolas) and Town Hall centre and west sections (rooflights). These appear to have been installed as part of the recent external fabric refurbishment and appear in good and serviceable condition with limited maintenance requirements anticipated in the medium term.



4.2.8 Roof Fixtures – Roof Ventilators

There are what appears to be former roof void decorative ventilation cowls, one fitted to the Town Hall north roof and three fitted to the Town Hall centre roof ridges. The north roof installation is particularly decorative. All are clad in sheet lead and appear to have been re-clad as part of the recent external fabric refurbishment works. All appear in good and serviceable condition with limited maintenance requirements anticipated in the medium to longer term.



4.2.9 Roof Fixtures – Roof Safety Systems

There is a fixed metal ladder and protective railings fitted to the elevation to access the high level flat roof between the Town Hall north and centre sections. This appears in good serviceable condition. Other than annual inspection and testing negligible maintenance is anticipated in the medium term.

There is a fixed roof safety line on the high level flat roof between the Town Hall north and centre sections. This appears to have been installed as part of the recent external fabric refurbishment works in April 2023. The safety line does not appear to have been tested since installation. This is overdue by over a year as it should be tested annually. We recommend the safety line is tested as a priority, subject to testing, visually it appears in serviceable condition.



4.3 CHIMNEYS

There are two gable six vent traditional natural stone built chimneys faced with red ashlar sandstone, carved cope and cornice courses and clay chimney pots with clay vents to the north section of the Town Hall. The chimney masonry appears to have been overhauled and repointed as part of the recent external fabric refurbishment and whilst the stone appears weathered with some staining, overall it is considered to be in good condition in relation to the age of the building and stone. Repair and maintenance requirements are considered to be limited within the medium term.



There are three wall head single vent traditional natural stone built chimneys faced with blond tooled ashlar sandstone, carved cope and clay chimney pots with clay vents, one to the south gable of the Town Hall centre section and two to the South Extension. The chimney masonry appears to have been overhauled and repointed as part of the recent external fabric refurbishment and whilst the stone appears weathered with a degree of fairly heavy erosion to some stones overall it is considered to be in a serviceable condition in relation to the age of the building and stone. Repair and maintenance requirements are considered to be limited within the medium term.



4.4 SURFACE WATER DRAINAGE GOODS

Cast iron half round eave gutters and circular down pipes are fitted to the base of roof slopes to the Town Hall north roof rear slope, Library north and east facing slopes, Town Hall south and west extensions. The Town Hall front elevation is fitted with cast iron ogee style wall head gutters with part external at first floor level and internal at ground floor level cast iron downpipes.

4.4.1 Eave Gutters

Cast iron half round eave gutters, are aged, but generally appear to be in fair to good, serviceable condition, with no evidence of current leaks, damage or blockages. There is a degree of debris within some sections and minor corrosion staining to internal faces, which are not decorated/protected. Standard routine maintenance is recommended, comprising of the following:

- Annual clearing of gutters.
- Periodic (3 to 5 year) checks of gutters, brackets and joints in conjunction with decoration.



4.4.2 Downpipes

Cast iron downpipe and branch pipework are aged, but generally appear to be in fair to good, serviceable condition, with no evidence of current leaks, damage or blockages. Standard routine maintenance is recommend comprising of the following:

- Periodic (3 to 5 year) checks of downpipes, brackets and joints in conjunction with decoration.



4.5 WALLS

4.5.1 Town Hall North Section Elevations

The building has a number of different wall construction types and material finishes. These consist of the following:

- Front (North) Elevation – Traditional mass masonry natural stone construction faced with red ashlar sandstone with various decorative stone features such as pediments, finials, carved panels, projecting courses and carved gargoyles. The masonry elements appear to have been overhauled and repointed as part of the recent external fabric refurbishment and whilst the stone appears weathered with some staining, minor chipping and erosion particularly to projecting courses and ornamental stonework, overall the masonry is considered to be in a relatively good condition in relation to the age of the building and stone. Two sphere finials to the pediments are missing. Repair and maintenance requirements are considered to be limited within the medium term. Staining to this elevation could be removed by the use of a heritage approved steam cleaning system.



- Gable Elevations – The mass masonry, which is likely to be random rubble sandstone has been finished with a harl or render system with a painted finish. The harling is slightly discoloured, stained with water run off and has an uneven appearance due to the stone substrate. Overall it is considered to be in a relatively good and functional condition with limited maintenance other than redecoration anticipated in the medium term.



- Rear (South) Elevation – The rear elevations are of mass masonry construction assumed to be predominately sandstone rubble walling with a glazed tile finish and exposed polished ashlar red sandstone lintels, window cills, mullions and quoin stones. Tiles and visible stones appear discoloured, weathered, stained with minor deterioration and erosion. Overall these elements are considered to be in a relatively good and functional condition with limited maintenance other than redecoration anticipated in the medium term.



4.5.2 Town Hall Centre Section Elevations

- Gable Elevations - Traditional mass masonry natural stone construction faced with coursed random rubble blonde sandstone. The masonry elements appear to have been overhauled and repointed as part of the recent external fabric refurbishment and whilst the stone appears slightly weathered with minor erosion overall the masonry and pointing is considered to be in good condition in relation to the age of the building and stone. Repair and maintenance requirements are considered to be limited within the medium term.



4.5.3 South Extension Elevations

- Traditional mass masonry natural stone construction faced with tooled ashlar blonde sandstone to the east elevation and to window and corner feature stones to all elevations with coursed random rubble blonde sandstone to the south and west elevations. A former door opening has been infilled with what appears to be reconstituted stone blocks. The masonry elements appear to have been overhauled and repointed as part of the recent external fabric refurbishment and whilst the stone appears slightly weathered with minor erosion overall the masonry and pointing is considered to be in good condition in relation to the age of the building and stone. Repair and maintenance requirements are considered to be limited within the medium term.



4.5.4 Library Extension Elevations

- The Library is a later extension of more modern construction. Walls appear to be cavity masonry, assumed to be predominately concrete blockwork with the external leaf part red reconstituted stone blockwork to the entrance and first floor and wet dash harling/roughcast panels to predominately ground floor sections with a bell cast bead and smooth rendered base section.
- Reconstituted stone blockwork is heavily weathered, stained with water runoff and algae and showing signs of minor deterioration and erosion. Surfaces would benefit from steam cleaning in the short

term and may require a degree of repair, patching or replacement in the medium term.



- Harling is slightly weathered and stained with isolated areas of minor graffiti and areas of minor cracking. The harling currently appears well bonded and only small areas appear to be cracked or boss (hollow sounding). In our opinion the harling will continue to perform into the medium term when more extensive deterioration is likely to occur and replacement required within the medium to longer term.



4.5.5 West Extension Elevations

- This is also a later extension of more modern construction. Walls appear to be cavity masonry, assumed to be predominately brick and finished with a dry dash harling/roughcast to ground level. Window lintels, jambs, window cills and ring beam to the head of the wall and roof junction are concrete and exposed.
- Harling is slightly discoloured, weathered with a loss of stones to some sections and past patch repairs visible. The harling currently appears well bonded and only small areas appear to be cracked or boss (hollow sounding). In our opinion the harling will continue to perform into the medium term when more extensive deterioration is likely to occur and replacement required within the medium to longer term.



- Concrete sections are slightly discoloured with isolated chips and minor damage. There are a number of cracks to the ring beam generally with corresponding cracking to the harling below. Further investigation and repairs are recommended in the short term.



4.5 EXTERNAL DOORS

There are a number of external doors including:

- Ornate hardwood solid double doors with a paint finish at the main entrance to the Town Hall front elevation.
- Powder coated, double glazed metal frame double doors to the main Library entrance.
- Timber flush panel ancillary rear doors with a paint finish.

The main entrance doors are in good operable condition in relation to their age and currently the paint finish is in good condition. The Library entrance doors are aged, the coating is stained and soiled and the doors were stiff to operate. Whilst double glazed the age of the doors will impact on the thermal efficiency, which is likely to be significantly below current standards. Ancillary doors are generally in a functional condition with decoration aged and poor.

Periodic check, overhaul and lubrication of mechanisms and decoration of timber doors is recommended, with overhaul and decoration of the Library and ancillary doors required in the short term. Replacement of the Library doors would improve their thermal and general performance and we recommend that this is considered within the medium term.



4.6 WINDOWS AND GLAZING

4.6.1 Timber Sash and Case Windows

Windows to the Town Hall north section are predominately timber, single glazed sash and case windows, multi paned / astragals to top sashes and single pane to bottom sashes. There are similar although slightly plainer windows to the South Extension. Windows appear to have been overhauled and repaired as part of the recent external fabric refurbishment including replacement of sash cords, ironmongery, decoration and perimeter linseed mastic. Where tested bottom sashes were found to open and operate well, top sashes were predominately seized or paint bound. A number of window sashes have been screw fixed closed. The type of window and single glazing in particular will impact on the thermal efficiency, which is likely to be significantly below current standards. Ground floor windows to the front elevation rooms have been fitted with internal secondary glazing.

Other than cleaning, periodic decoration and minor maintenance we do not anticipate a significant repair requirement within the medium to long term.



4.6.2 Powder Coated Metal Frame Double Glazed Windows

Windows to the Library and Town Hall west extensions are predominately powder coated, double glazed metal casement windows either side hung openable sections or fixed pane. Windows are aged, the coating is stained and soiled, where tested windows were stiff to operate, although openable casements generally did open, window checks have dust and dirt accumulations, there are a number of failed double glazed units and perimeter mastic is aged. Whilst double glazed, the age of the windows will impact on the thermal efficiency, which is likely to be significantly below current standards.

The windows would benefit from a general overhaul including cleaning of checks, easing and lubrication of opening mechanisms and hinges, replacement of failed double glazed units and replacement of perimeter mastic in the short term.

Replacement of the windows would improve their thermal and general performance and we recommend that this is considered within the medium term.



4.7 EXTERNAL AREAS

4.7.1 Library Steps, Ramp and East Retaining/Boundary Wall

The front entrance of the Library is accessed via concrete steps, mono bloc surfaced ramp with reconstituted stone retaining walls fitted with metal railings to the copes. These elements are in a deteriorated condition and require general repairs and maintenance including removal of vegetation, algae staining etc, repointing and repairs to masonry elements particularly cope stones and redecoration of railings and handrails.



4.7.2 Rear/South Car Park and Boundary Walls

- The car park has a mono bloc surface with perimeter concrete kerbs, drainage gullies and a sandstone boundary wall fitted with reconstituted stone copes. These elements are aged and weathered but generally in a relatively good serviceable condition subject to general repairs and maintenance including repointing and repairs to masonry walls particularly cope stones, fixing of the gate post cope stone, which is loose and detached and periodic clearing, jetting of drainage gullies.



- There are concrete steps with a painted metal handrail to access the rear exit route from the Library extension. The steps are in a serviceable condition subject to periodic decoration of the metal handrail.



4.7.3 Gas Meter Compound

The gas meter and governor compound is located to the rear of the building at the edge of the car park. The small compound is formed with a sandstone boundary wall fitted with reconstituted stone copes and galvanised steel palisade fence fitted to the cope and full height gate. These elements are in a serviceable condition, although would benefit from minor repairs including repointing and stone repair to masonry wall and copes. The corner post to the left of the gate is damaged and requires re-fixing to the cope. We did not gain access to the compound or the plastic gas meter box, which externally appears to be in serviceable condition.



4.7.4 South Garden Area

The south garden area has a variety of elements including tarmacadam and concrete slab paths, metal access ramp with handrail, brick retaining wall and concrete steps to access the floor void boiler plant room, metal railings to boiler steps and south boundary, brick dwarf wall with metal post and chain link boundary fence. There are also areas of grass and a number of mature trees within this part of the property.

Elements are aged, requiring minor repair and maintenance such as rebuilding of damaged section of brick wall, replacement of cracked paving slabs, removal of corrosion and decoration of metal railings, ramp and handrails but are all generally in a serviceable condition. Planted areas appear to be maintained and in good condition.



4.7.5 West Garden Area

The garden area to the west appears well maintained and utilised with many different plants, beds, paths and sections. The timber slatted boundary fence appears to be in a functional condition with limited deterioration. This fence may be in common ownership with the neighbouring properties.

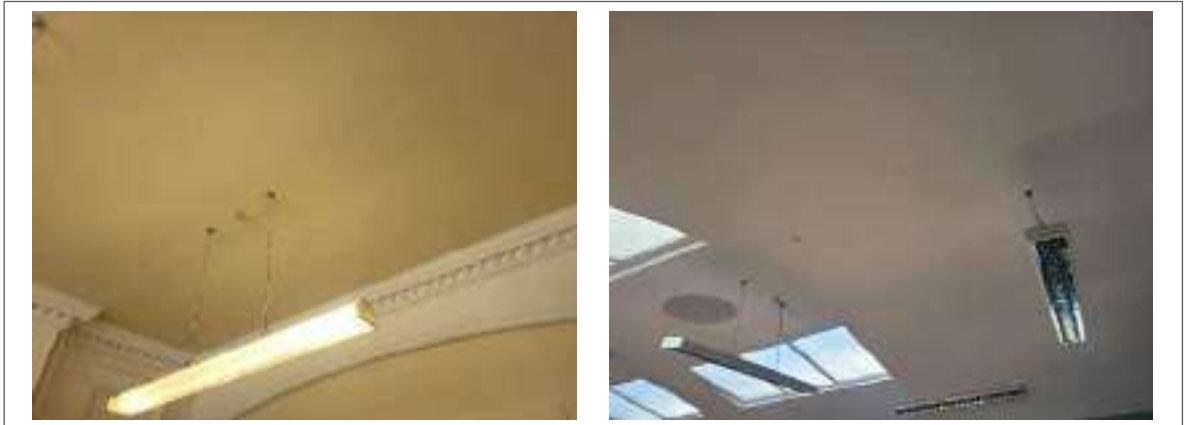


4.8 INTERNAL AREAS

4.8.1 Ceilings – Lathe and Plaster

Ceilings are predominately original lathe and plaster linings with isolated sections of plasterboard. Plaster is aged with evidence of unevenness, minor cracking and crazing. There are isolated areas of previous water ingress, predominately in the west extension. Overall ceiling linings are considered to be in a

relatively good and functional condition, however allowance for repairing current defective sections localised areas of repair and stabilisation periodically is recommended within the medium term. Decoration is generally considered in fair condition and will be required periodically to maintain ceilings in a good condition.



- Example of unevenness and crazing to lathe and plaster ceiling in Rooms 1 and 2.



- Example of unevenness and crazing to lathe and plaster ceiling in Rooms 5 and historic water ingress damage to Toilet 1.

4.8.2 Ceilings – Suspended

Exposed metal grid suspended ceilings with mineral fibre tiles have been installed in the Main Hall, throughout the Library extension and within the front west room on the first floor. Ceilings are aged, components heavily discoloured, tile corners upturned and the Library has numerous replacement mismatching tiles in addition to a number of missing tiles. Suspended ceilings are considered to be serviceable but would benefit from cleaning of the grid and replacement of ceiling tiles in the short term. The ceiling in the Main Hall is in a better condition than the other two areas and repair works at this time are considered to be limited.



- Example of suspended ceilings in the Main Hall and First Floor Front West Room.



- Example of suspended ceilings in the Library.

4.8.3 Plaster Cornices

Plaster cornices, predominately ornate are fitted to the majority of rooms within the north section of the Town Hall. Plaster is aged with evidence of minor cracking and crazing. Overall cornices are considered to be in a relatively good and functional condition and no sections were noted as appearing to be unstable and requiring repair. Decoration is generally considered in fair condition and will be required periodically to maintain cornices in a good condition.



- Example of cornices to Room 1 and the first floor stairwell.

4.8.4 Walls – Plaster/Lathe and Plaster

Walls to the Town Hall sections, south and west extensions are lined with a combination of plastered masonry, lathe and plaster or plasterboard and generally have a paint finish, although isolated rooms are lined with wallpaper. Wallpaper is dated, scuffed and discoloured. Decoration is in a mixed condition with principal rooms and areas generally considered in fair condition. Decoration will be required periodically to maintain walls in a good condition.



- Examples of wall linings and finishes in the Main Hall and Room 2.



- Examples of wall linings and finishes in the First Floor Rooms.

4.8.5 Walls – Timber Panelling

Walls to the halls and front rooms in the Town Hall north section are lined with timber dado panelling, which has a paint finish. Timber panelling is in a relatively good condition in relation to age, marked in areas with relatively inconsequential chips, scratches and the like. Decoration is predominately in a good condition and will be required periodically to maintain the timber panelling in a good condition.



- Examples of timber panelling to the Main Hall and Room 4.

4.8.6 Walls – Tiling and Laminate Panelling

The main entrance hall and stairwell walls are lined with what appears to be original decorative tiling. The tiling is in a relatively good condition in relation to age, with only minor and relatively inconsequential chips and damage. Given the historic and heritage nature of the tiles, minor damage is considered to be inconsequential and they should continue to perform well in the medium to longer term.

Ceramic tiling is installed to wall surfaces in Toilet 1 and Library Toilets. Tiling is aged with evidence of damage, cracking and missing sections. Whilst currently serviceable allowance for replacement of these tiled surfaces is recommended in the medium term.

Laminate wall panelling is installed to sections of the Library Toilets. This appears to be in good, serviceable condition.



- Examples of tiled wall linings to the Entrance Corridor/Stairwell and Library Toilets.



- Examples of damaged tiled wall linings to the Library Toilets and Toilet 1.

4.8.7 Walls – Library Blockwork and Plasterboard

Walls to the Library extension are a combination of sections lined with plasterboard and exposed fair faced concrete blockwork, with all surfaces painted. Wall linings and finishes are predominately in a fair to good, serviceable condition with minimal repair requirements. Decoration is aged and soiled and would benefit from redecoration in the short term.



4.8.8 Flooring - Timber

A sprung timber sports floor has been installed in the Main Hall and timber parquet flooring in the West Extension rooms. Both are in good, serviceable condition with no repair or maintenance requirements anticipated in the medium term.



- Examples of timber floors in the Main Hall and Room 4.

4.8.9 Flooring – Terrazzo

A terrazzo style floor finish has been installed in the Entrance Corridor, Stairwell including stairs, West Extension Corridor and Toilet 1. The terrazzo is aged, worn, discoloured with cracked sections but currently considered serviceable. The functionality of the floor surface is likely to continue for a considerable time and replacement or covering is likely to be more of an aesthetic consideration in our opinion.



- Examples of terrazzo style flooring in the Main Entrance Corridor and West Extension Corridor.

4.8.10 Flooring – Carpet

There are limited areas of broadloom carpet within the building including in Room 1 and the Library. Carpeting is aged, worn, discoloured with isolated defects and damage beginning to appear. Whilst considered currently serviceable allowance for replacement of carpets is recommended over the next five years.



- Examples of carpet floor coverings in Room 1 and the Library.

4.8.11 Flooring – Vinyl Flooring

There are various sheet vinyl floor coverings to ancillary areas such as the Library Corridor, South Extension Corridors and Toilets, Room 2 and much of the First Floor. Vinyl is aged, worn, discoloured with isolated defects beginning to appear such as welded joints failing, minor unevenness and damage. Allowance for phased vinyl replacement is recommended over the next five years.



- Examples of sheet vinyl flooring to the Library Corridor and First Floor Store.

4.8.12 Flooring – Quarry Tiles

Quarry tiles are installed in the Library Toilets. These are in good and functional condition with limited maintenance other than cleaning anticipated in the medium to longer term.



4.8.13 Joinery Elements

Joinery elements include moulded and plain timber skirtings, facings, window cills, window panelling, wall and ceiling panelling, picture rails, dado rails and the like with a paint finish. Joinery elements are predominately in a good condition in relation to their age subject to minor damage and marking of paint finishes. Periodic decoration will be required to maintain in a good condition.



- Examples of timber panelling to entrance foyer and ornate door facings in the Town Hall main corridor.



- Examples of window, wall panelling and dado rails in Room 2.



- Examples of picture rails, dado rails, wall panelling and door facings to Room 2 and Room 4.

4.8.14 Internal Doors

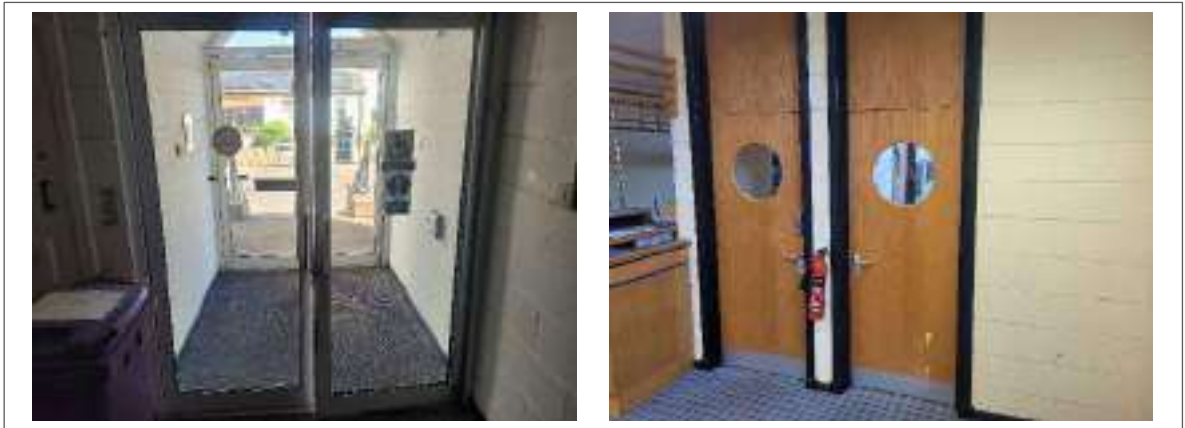
There are a variety of internal door styles, types and ages from what appears to be original hardwood timber and glass panelled doors and more modern timber frame, solid or hollow core doors some with glazed panels, some with a veneer finish some with a paint finish. In our opinion the doors in their current form do not achieve compliance with current fire door standards and with the original timber panelled doors it would be difficult to achieve this without significantly altering the aesthetic of the doors. Otherwise doors are generally in a good and serviceable condition subject to periodic checks, overhaul and decoration.



- Examples of original timber panelled doors to Room 2 and the Main Hall.



- Examples of timber glazed doors to the Town Hall Main Corridor and Room 2.



- Examples of modern metal frame glazed and solid core timber veneered doors in the Library.

4.8.15 Fixtures and Fittings - Kitchens

There are three basic kitchen/tea prep facilities within the building located in Room 2, Room 4 and the Library. There are a variety of stainless steel units and appliances in Room 2 and relatively standard kitchen style laminate and melamine cabinets, cupboards, worktops and stainless steel sink in Room 4 and the Library Tea Prep. These appear dated and aged but generally in a serviceable condition. Replacement of installations or individual items will be required in the medium term as these installations continue to age and wear out.



- Kitchen installations in Room 2 and Room 4.

4.8.16 Fixtures and Fittings - Toilets

There are a variety of toilet facilities within the building including male facilities in the west extension, male, female and accessible facilities in the south extension, an accessible toilet in the Main Hall/Library link corridor (no access was available to this toilet), decommissioned toilet facilities within the west room on the first floor and male and female facilities in the Library.

Toilet facilities are generally aged and dated, although other than the first floor facilities operational. The majority of the toilet facilities would benefit from comprehensive refurbishment including replacement of sanitaryware.

The Library Toilets are in a fair to good, serviceable condition and in our opinion only require routine maintenance and repair.



- West Extension Male Toilet.



- South Extension Toilet and decommissioned toilets on the first floor.



- Library Toilets.

4.8.17 Fixtures and Fittings - Fireplaces

There are a number of original fireplace surrounds/mantles in Room 1 and the First Floor Snooker Room. Fire places have been removed and the opening boarded over. The fireplace surrounds are aged with minor marks and chips but otherwise in good condition with limited maintenance requirements other than periodic decoration. Installation of vents to the boarded over fireplaces is recommended to allow ventilation of the flues to assist in preventing moisture and salt build up issues within these.



- Blanked fireplaces in Room 1 and the First Floor Snooker Room.

4.8.18 Fixtures and Fittings - Stage

The Main Hall is fitted with a raised timber stage including full height curtains, stage sound and lighting installations. This installation is worn with minor damage but appears operational and in a reasonable and serviceable condition.



4.8.19 Fixtures and Fittings - Stairwell

The Stairwell has a cast iron balustrade and hardwood handrail. There is also an internal timber Oriel style window within the Stairwell. Both are aged with minor chips and scores but in considered to be in good, serviceable condition in relation to their age. We do not anticipate any maintenance requirement other than periodic decoration in the medium to longer term.



4.8.20 Fixtures and Fittings - Library

The Library is fitted with an electric operated mesh roller shutter and laminate desk/counter with storage units and chrome poles. Both installations are slightly aged but considered to be in a serviceable condition.



4.9.1 SERVICES

4.9.2 Electrical Supply and Distribution

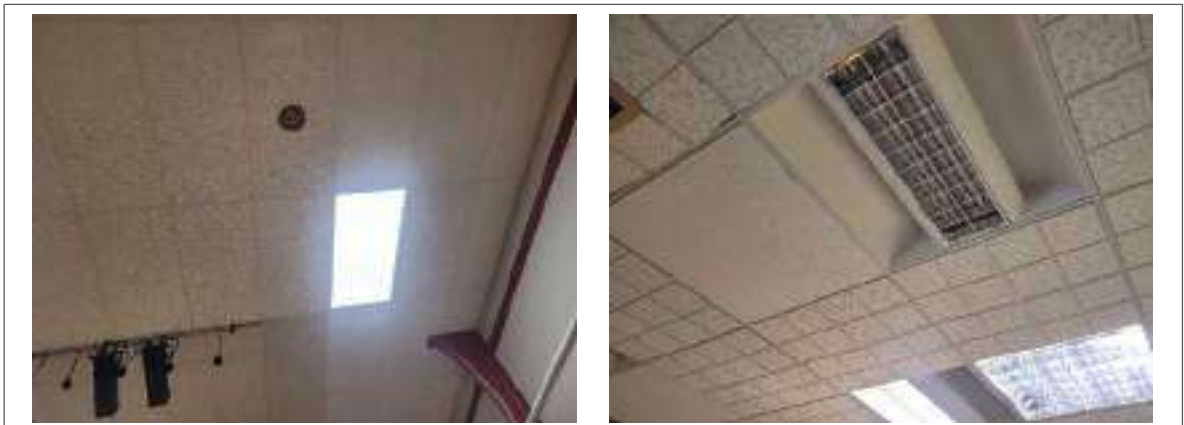
We were unable to access the main electrical incoming supply, switch gear, meter and distribution equipment into the building. Within the Library accommodation there is an Electrical Cupboard, which contains a sub supply cable, sub meter and distribution board for the Library extension. Visually this equipment is dated and aged and in our opinion will be reaching the end of its serviceable life span. No information was provided in relation to electrical testing or reports. We recommend that the current EICR test certification is requested, reviewed and allowance made in relation to any recommendations and time frame for re-inspection.

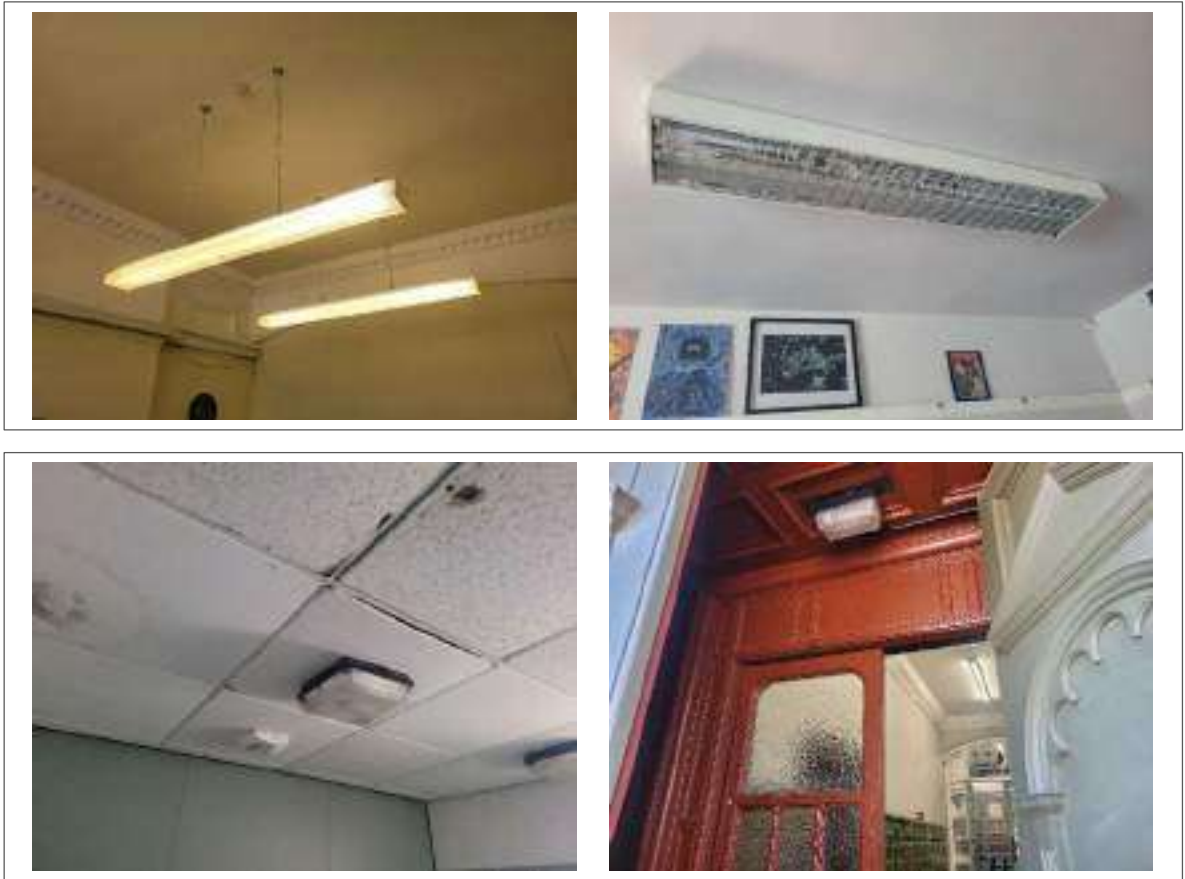


4.9.3 Lighting

There are a number of different fluorescent light fitting types within the building including modular (recessed and surface fixed), strip and bulkhead and additional spotlights within the Library. Lighting is aged, with some fittings not operational which is assumed to be due to faulty lamps, starters or the like. Availability of spare parts may be an issue with many of these fittings resulting in maintenance difficulties. Fitting types are not considered to be energy efficient in relation to current standards. In our opinion the majority of fittings are reaching the end of their serviceable life and would benefit from replacement (potentially phased) in the short to medium term.

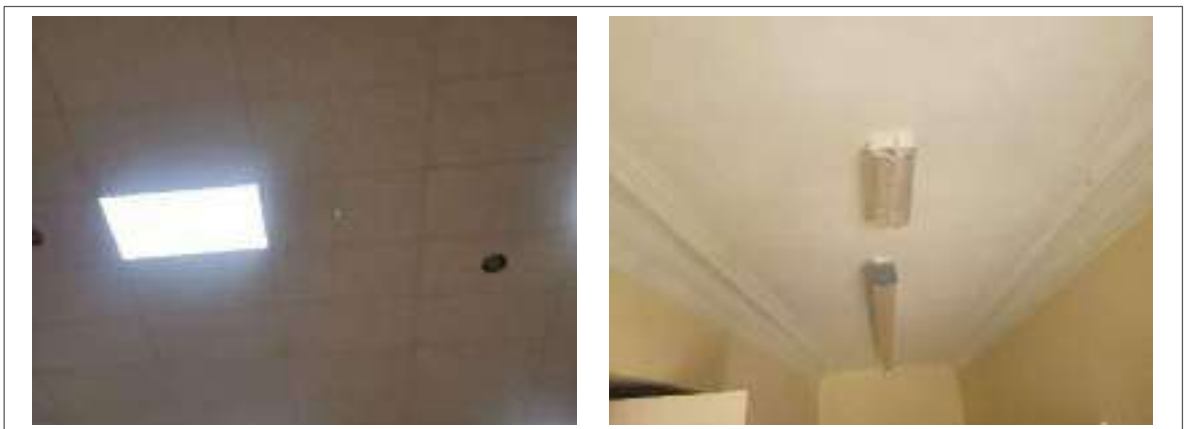
The specialist stage spotlights have not been included in our assessment and we assume that these are fully operational and maintained via a specialist company. We recommend that the maintenance regime is established from the vendor.





4.9.4 Emergency Lighting

There are a variety of fluorescent light fittings with emergency battery packs and standalone bulkhead or blade emergency light fittings. As with the standard lighting, fittings are aged and availability of spare parts may be an issue with many of these fittings resulting in maintenance difficulties. Fitting types are not considered to be energy efficient in relation to current standards. In our opinion the majority of fittings are reaching the end of their serviceable life and would benefit from replacement in conjunction with replacement of the standard fittings in the short to medium term. No information was provided in relation to emergency lighting testing or reports. We recommend that the current Emergency Lighting test certification is requested, reviewed and allowance made in relation to any recommendations and subsequent testing regime.





4.9.5 Small Power

Small power installations comprise predominately standard 13amp sockets, which are recessed or surface mounted depending on the location. There are a number of fused spurs and high voltage switches in relation to the Kitchen equipment and appliances. Visually these electrical installations appear aged and in our opinion will be reaching the end of their serviceable life span. No information was provided in relation to electrical testing or reports. We recommend that the current EICR test certification is requested, reviewed and allowance made in relation to any recommendations and time frame for re-inspection.



4.9.6 Data Installations

This are limited predominately to the Library. Visually these appear aged and may have been decommissioned.



4.9.7 Fire Detection and Alarm System

There is a basic fire detection and alarm system with a fire alarm panel located within the Library entrance area, with a number of sounders and break glass points. Visually the fire alarm installation appears to be in serviceable condition. It will require annual testing, maintenance and an element of component replacement to maintain in a good operational condition. No information was provided in relation to testing or reports. We recommend that the current test certification is requested, reviewed and allowance made in relation to any recommendations and time frame for re-inspection.



4.9.8 Intruder Alarm and CCTV Systems

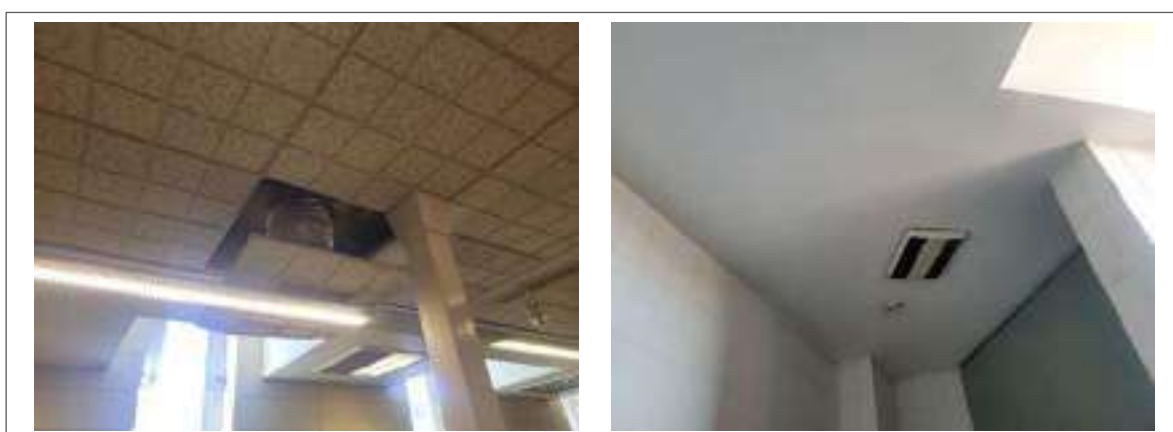
There is a basic intruder alarm system with control panels located within Room 2 and the Library vestibule and PIR detectors in various locations within the building. There is also a limited CCTV camera installation within some of the main public areas such as the Library and Halls. Visually these installations appear

aged but they are assumed to be in a serviceable condition. It should be checked and tested annually and will require an element of component replacement to maintain in a good operational condition.



4.9.9 Mechanical Ventilation

The building is ventilated predominately naturally via openable windows. Mechanical extract ventilation is installed in the majority of the Toilets and a basic ducted system within the main Library area. Visually these appear aged and reaching the end of their serviceable life. Allowance for replacement either fully or has individual fans fail is recommended.





4.9.10 Gas Supply

The incoming Gas Supply is located within a metal gas box and small walled compound adjacent to the south car park. No access was provided to inspect the gas supply governor or meter, although where visible gas pipework appears to be in a serviceable condition.



4.9.11 Heating

There are two gas Alpha Pro Tec 50 systems boilers. Visually these appear aged and we anticipate are reaching the end of their functional lifespan. No information was provided in relation to testing or reports. We recommend that the current test certification is requested, reviewed and allowance made in relation to any recommendations and time frame for re-inspection.

Heating provision throughout the majority of the building is via relatively dated cast iron column style radiators, with sections of pipework exposed and surface fixed. Visually although an aged system these appear in a serviceable condition, although we recommend that a heating engineer inspects and reports on the gas and heating installations in terms of current condition, any repair requirements and anticipated remaining life span.



4.9.12 Domestic Hot Water

Hot water is supplied via a variety of dedicated electric water heaters including a small calorifier tank for the Room 2 Kitchen, wall mounted or individual sink water heaters in the toilets. Visually these units appear relatively modern and in a serviceable condition. We recommend allowing for replacement of individual units as these fail.



4.9.13 Water Supply

The water supply entry point and any metering was not established and we are unaware if this is metered. A small plastic water tank was identified with one of the First Floor Store Rooms, although this would not be sufficient to provide adequate cold water to the building and it was not determined if this is in use. It was also not determined if there is an additional larger tank or whether water is supplied direct from the mains. If there is stored water, annual testing will be required to ensure the water source remains safe to use.



05 CONCLUSIONS AND RECOMMENDATIONS

Overall the building and components is considered to be in a relatively good and serviceable condition. Some elements are beginning to deteriorate and would benefit from repair, refurbishment or replacement. The most significant areas of repair and general items of routine maintenance are as follows:

5.1 Roof

- Check and repair of defective slates to all roof slopes, annually.
- Allowance for re-slating of overhauled Scots slated roof slopes in the medium term.
- Library Pitched Roof – Re-bed and point ridge tiles in the short to medium term.
- Centre Town Hall Lead Ridge Capping – Replace missing section – Urgent.
- Flat Roof and Gutter Areas – Check and clear of debris and the like annually.
- Roof Safety Line and Access Ladder – Inspect and test to verify compliant and safe to use – Required annually currently outstanding and therefore Urgent.
- Gutters and Downpipes – Check and clear of debris etc annually.
- Gutters and Downpipes – Decorate every 3 to 5 years.

5.2 Elevations

- Front Elevation – Steam (Doff) clean of stonework to remove staining and algae.
- Town Hall Front Section Gables – Decoration of render every 5 years.
- Library Elevations – Steam (Doff) clean of masonry to remove staining and algae. Subsequent minor repairs of blockwork and harling.
- West Extension – Cracking to concrete ring beam and harling – Investigate and repair in the short term.

5.3 Doors and Windows

- Doors (Timber) – Check, overhaul and decorate every 3 to 5 years.
- Doors (Library) – Check and overhaul in the short term. Consider replacement to improve thermal efficiency.
- Windows (Timber) – Check, overhaul and decorate every 3 to 5 years.
- Windows (Library and West Elevation) – Check and overhaul in the short term. Consider replacement to improve thermal efficiency

5.4 External Areas

- East Boundary, Steps, Ramp and Planter Walls – Re-bed and point walls particularly copes in the short term.
- East Boundary, Steps, Ramp and Planter Wall Railings – Decorate in the short term and periodically every 3 to 5 years.
- South Car Park and Garden Boundary Walls – Re-bed and point walls particularly copes and gate

post cope (Urgent) in the short term.

- South Car Park and Garden Railings, Metal Ramp, Handrails etc – Decorate every 3 to 5 years.
- Boiler Steps Brick Wall – Repair damaged section of wall in the short term.
- Gas Meter Compound – Re-bed and point walls and copes and repair damaged section of palisade fence/rail.

5.4 Internal Fabric Works

- Plaster Ceiling and Walls – Isolated plaster repair works in short term and allowance for periodic repairs.
- Plaster Ceiling and Walls, Joinery Elements – Decorate periodically, allow every 5 years.
- Carpet Floor Covering Replacement – Short to medium term.
- Vinyl Floor Covering Replacement – Short to medium term.
- Terrazzo Floor Finish – Allowance for repairs or covering within the medium term.
- Internal Doors – Overhaul and repair, allow every 3 years.
- Toilet Refurbishment (Toilet 1 and South Toilets) – Short to medium term.
- Fireplaces/Chimney Flues – Vent.

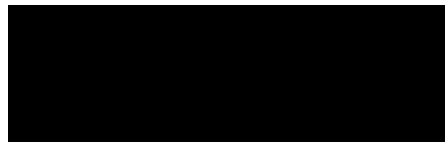
5.5 Services

- Electrical Testing – Every 5 years.
- Emergency Lighting – Annual testing.
- Fire Alarm – Annual testing.
- Gas Safety Test and Boiler Maintenance – Annual testing
- Stored Water Legionella Testing – Annual testing (if relevant).
- Lighting and Emergency Lighting – Phased upgrade to LED – Medium term.
- Mechanical Ventilation – Fan Replacement – Short to medium term.
- Heating (Boilers) Replacement – Medium term.

We trust that our report is suitable for your current purposes, however, should you require any further assistance or clarification, please do not hesitate to contact us.

Prepared by:

Rob Pearson
Associate



**SCOPE OF
SURVEY &
LIMITATIONS**



SCOPE OF SURVEY AND LIMITATIONS

- 1.1 The objective of our inspection is to provide a report to ascertain the general condition and state of repair of the premises with respect to the proposed acquisition of the property and to advise you of the main items of disrepair and any potential shortcomings. Accordingly, this report should not be considered as an itemised list of all the defects affecting the property, some of which are considered minor.
- 1.2 The suitability of the Property for any use is outside the scope of our Appointment. The Client must therefore ascertain via their legal advisors that all intended processes, trade, activities or other uses of the Property are possible and permitted. Alternatively, your legal advisors should obtain confirmation all current planning and other permissions, approvals and consents for the property.
- 1.3 Your legal advisors will also be deemed responsible for ascertaining whether all required planning and other permissions, approvals and consents have been obtained for the construction and current use of the Property and whether the Property and/or its use complies with statutes and local bye-laws. This will require, without limitation that your legal advisors investigate that the Property is not subject to any outstanding enforcement orders or other such notices or proposals.
- 1.4 It is assumed that the general arrangements of the property are already known to the Client and that details of room dimensions, areas, etc. are available. As such, we have made no allowance for completing a measured survey of the premises as part of our scope unless otherwise agreed.
- 1.5 Your legal advisors will be responsible for determining whether any dispute or claim with neighbours or neighbouring property exists. If specifically requested to do so in writing by your legal advisors, we can investigate any visible evidence in relation to the existence of any encroachments or easements, or adjoining owner's works, during the course of our inspection if the affected areas are accessible within the demise of the Property.
- 1.6 Our inspection will be purely visual and of a non-disruptive nature, from only safely accessible parts of the building and without any destructive or exploratory investigations being completed. Consequently, we have not inspected woodwork or other parts of the structure which are covered, unexposed or otherwise inaccessible. We are therefore unable to report if any such part of the property remains free from defect. Accessible voids within the property, e.g. suspended ceiling and floor voids, riser ducts etc, can only be inspected at random and where safe/practical without unduly disturbing occupants.
- 1.7 No tests will be undertaken to ascertain the presence or otherwise of materials which may be considered deleterious. We will therefore be unable to confirm whether high alumina cement, calcium chloride, deleterious concrete additives or any other deleterious materials or construction practices have been used.
- 1.8 No tests will be carried out in order to ascertain whether asbestos in any form exists within the building. The survey will not constitute an Asbestos Audit in accordance with the requirements of the Control of Asbestos at Work Regulations; the existing owner/ occupier is responsible for undertaken such an Audit, as the Act requires all commercial properties to be inspected and a Register maintained.
- 1.9 Where it is claimed that asbestos has been removed, we will not be able to confirm this has been carried out entirely satisfactorily from a purely visual inspection, particularly to concealed and inaccessible areas. You may be able to derive comfort from any air test certificates and documentation in this regard, which the Vendor is able to produce.
- 1.10 We have not carried out an analysis of the building structure and consequently we are unable to confirm the structural stability of the property or the load bearing capabilities of the frame or floors.
- 1.11 No tests have been undertaken in respect of service installations including electrical distribution systems, mechanical ventilation or air conditioning, plumbing and drainage systems, fire alarm and heating installations. No assurance can be given that these are free from operational defect. Only the visual condition and state of repair of visible and accessible parts of each system will be assessed and recommendations will be made for detailed examination, testing or re-commissioning, at extra cost, where needed to determine operational condition.
- 1.12 We have not carried out any tests to confirm whether cladding panels (where they exist) are of "composite" or "built up" construction, nor have we seen any evidence to state that where they exist, they are Loss Prevention Certification Board ('LPCB') approved. You should seek clarification from your Insurer regarding any implications of the existence of Composite panels within the construction.

SCOPE OF SURVEY AND LIMITATIONS

- 1.13 We have not carried out an assessment of the Energy Performance of the building nor will we provide an Energy Performance Certificate or Action Plan in relation to potential improvements to the property from an energy performance perspective.
- 1.14 We are not permitted by our Professional Indemnity Insurers to report on matters relating to potential contamination of the site and we will not provide advice in relation to ground conditions or environmental matters, specifically mining or tunnelling operations, flooding, noise, radon or any pollutants/contaminants. Your legal advisors will be responsible for determining through pre-contract enquiries whether any of these issues are likely to be a consideration and if you require definitive advice in respect of such matters, you should commission a separate specialist report.
- 1.15 Japanese Knotweed - Our report has been prepared on the assumption that the subjects are not adversely affected by Japanese Knotweed. Therefore, unless otherwise stated, for the purposes of this report, we have assumed that there is no Japanese Knotweed within the boundaries of the property, or within neighbouring properties or ground. The identification of Japanese Knotweed should be investigated by a recognised Specialist and must be removed/treated by persons with appropriate skills and knowledge. In the course of our survey, if we believe we have identified any Japanese Knotweed, we will recommend that this is the subject of further investigation by appropriate parties to confirm its presence or otherwise.
- 1.16 Any comments within the report regarding the compliance of the Property with current legislation and statutory requirements, is to be taken as a guide. Where we have suggested there may be contraventions, the comments of the appropriate authority should be sought to assess the scope of remedial work or corrective measures needed to meet current requirements.
- 1.17 The Equality Act 2010 consolidates previous discrimination legislation, including the Disability Discrimination Act 1995. The Equality Act states that reasonable steps be taken to avoid a disabled person being put at a substantial disadvantage due to a provision or practice of a service provider, or a physical feature of the premises. This Act places an onus on all service providers, employers, owners and tenants to ensure that they are complying with the Act. Where appropriate, our report will only comment on the practical and access issues for Disabled persons. For the avoidance of doubt, we will not carry out a detailed assessment of the property.
- 1.18 Any indication of cost in respect of any of the advice or items contained within this report is approximate for budget purposes only. It is given as an opinion without detailed measurement. The Client must test any such costs given by specifying the work in detail and obtaining competitive tenders from appropriate contractors and an exercise of this nature is outside the scope of this Appointment.
- 1.19 Our ability to inspect the property may be limited by the COVID-19, or subsequent, pandemic and any government restrictions which prevail at the time of inspection. Our report will identify any areas where we have been unable to access due to specific site restrictions or our inability to inspect safely in accordance with our risk assessment and inspection procedures.
- 1.20 The report will be submitted in confidence for the sole use of the client. Whilst the report may be disclosed to your professional consultants, in relation to latent defects identified, it should not be disclosed nor copied to any third party to whom no responsibility is accepted, in respect of the whole or any part of the content. Our report shall not be referred to in any other document, circular or statement without our prior written consent as to the form and context in which it may appear.
- 1.21 We shall not be liable for any claim, circumstance, loss, liability, cost, expense or defence costs, or part thereof, arising in respect of or in any way related to or in connection with the fire safety of any building.
- 1.22 We have not conducted a Fire Safety Risk assessment nor are we qualified to provide definitive advice on any fire engineering or fire safety requirements in relation to the property or properties inspected. We shall not be liable for any Claim or loss arising directly out of the combustibility or fire safety defects of any external cladding systems; glazing, doors, external wall system and / or internal wall system (including insulation and fire breaks) of any building or structure which do not comply, or are alleged not to comply, with The Building Regulations for England & Wales 2010, Building (Scotland) Regulations 2004 or The Building Regulations (Northern Ireland) 2012 or any re-enactment thereof.

APPENDIX

PLAN/ELEVATION DRAWINGS

B



Clackmannann Town Hall

Incorporating Cap and Library

REVISIONS.			
SUFF	DATE	BY	CONTENTS
NOTES			
SPECIAL NOTES			
No dimensions to be scaled from this drawing			
It is the contractor's responsibility to report any discrepancies on this drawing or divergences between the drawings in writing to the supervising officer and to seek confirmation prior to proceeding.			
The contractor must check all dimensions on site, prior to ordering material or commencing work.			
This drawing to be read in conjunction with consultants, sub contractors and suppliers' drawings			
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 CLACKMANNANSHIRE COUNCIL PROPERTY SERVICES Development & Environmental Services Lime Tree House Alloa, FK10 1EX Tel 01259 450000			
PROJECT Clackmannann Town Hall			
DRAWING Plan as Existing			
scale	NTS	drawn	Emek
checked	date	22/4/05	
DRG NO.	REV	JOB NO.	
2.01		XXXX	

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0113 243 6777

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MANCHESTER

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Ryden



Feasibility Study

Clackmannan Town Hall and CAP / Library buildings

Client: The Clackmannan Development Trust (CDT)

Prepared by: AGL Architect Ltd. August 2025



Contents

Introduction	03	Site Analysis & Context	04	Existing Building	06
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Existing Elevations	12	Spatial Configuration and Observations	14	Feasibility Considerations	15
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Introduction

A Feasibility Study is the process of obtaining all the relevant information needed to determine whether or not a particular project / development will work for our clients. The study is not a way for proving the project will succeed but it will explore various options available to the client and determine the best course of action for the site in question.

AGL Architect Ltd have been approached by The Clackmannan Development Trust (CDT) to prepare a Feasibility Study for the modernisation of the Clackmannan Town Hall and CAP / Library buildings in Clackmannan. The original building was built in 1888.

Clackmannan Development Trust is making an application for the transfer from Clackmannanshire Council to community ownership of the Town Hall and the attached former CAP/library. The CDT is working in conjunction with the Clackmannan Town Hall Trust who have kept the Town Hall open since the Council proposed closing it in 2004.

A recent survey of the residents of Clackmannan showed a large majority in favour of the proposal and also indicated the type of activities they would like to see in the Town Hall. These range from drop in events to Charity / fundraising events.

The main hall with its numerous extensions over the years can accommodate various events open to the public however the current layout plan is sporadic in nature and not all areas are used to their potential. It is becoming evident that without the proposed modernisation, the building will not maximise its return in income nor function to its highest potential.

The Clackmannan Town Hall, while currently fragmented in layout and accommodation, holds significant potential for adaptive reuse. A detailed feasibility study should consider how to rationalise the internal configuration, improve accessibility,

and modernise infrastructure, all while respecting the building's historic character. A successful feasibility proposal will involve:

- Careful mapping and assessment of each extension's structural and service condition.
- Identifying key spaces worth preserving (historically or architecturally).
- Rationalising circulation routes for accessibility and compliance.
- Potential removal of non-contributing extensions to restore spatial clarity and daylight access.

it is important that the following Feasibility Study identifies potential costs and solutions as to whether the reuse of the building with or without an extension is viable.



Site Analysis & Context

Site Location

- **Main Focus:** Town Hall
- **Boundaries:**
 - North: Main Street
 - East: Castle Street
 - Northeast: Cattle Market

Orientation

- South-facing areas (bottom of the site) receive the most sunlight — ideal for entrances, windows, or public space.

Primary Vistas / Views

1. North East View: Towards corner of Main Street / Castle Street (urban activity and pedestrian traffic)
2. South East View: Along Castle Street (residential and commercial area)
3. South & West Views: Less defined; backs onto other buildings
4. Orange hatch indicates visually prominent facades of building
5. Orange dash lines indicate extent of vista into site

Primary Entrance

- Main Entrance Location: Along Main Street facing the public road.

Secondary Access: From Car Park into rear of building for accessibility

Pedestrian Access

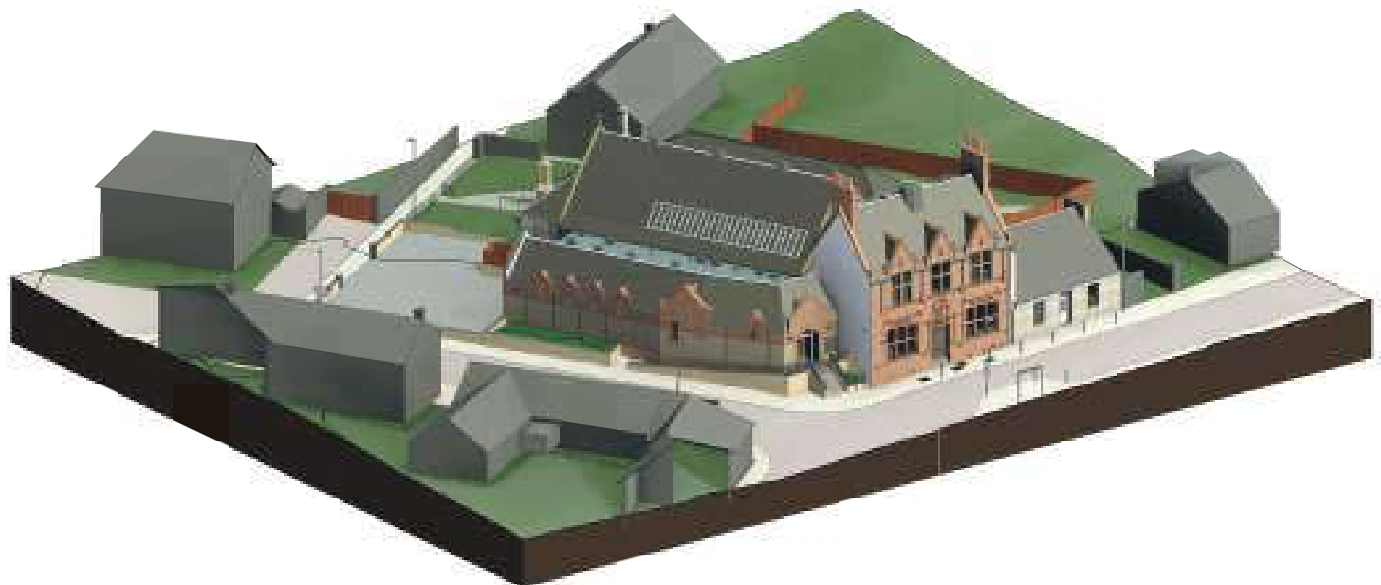
- From Main Street and Castle Street — likely the most used pedestrian routes
- Good Visibility: From Cattle Market and Castle Street junction, offering strong visual connection

Vehicular Access

- From Castle Street or Main Street. Car park accessed via Castle Street
- Cattle Market might serve as a service road or secondary access

Key Considerations

- Natural Light: Focus openings or glass facades on the south and east sides
- Noise Source: Likely higher from Main Street — plan quieter zones further from it
- Urban Fabric: Densely built-up to the north and east; more open to the south



Site Analysis & Context

The context of the site is explored by the utilising Site Analysis. This enables the understanding of the various elements within and beyond the site boundary and is carried out by a physical appraisal of the site.

The following site appraisals have been carried out:

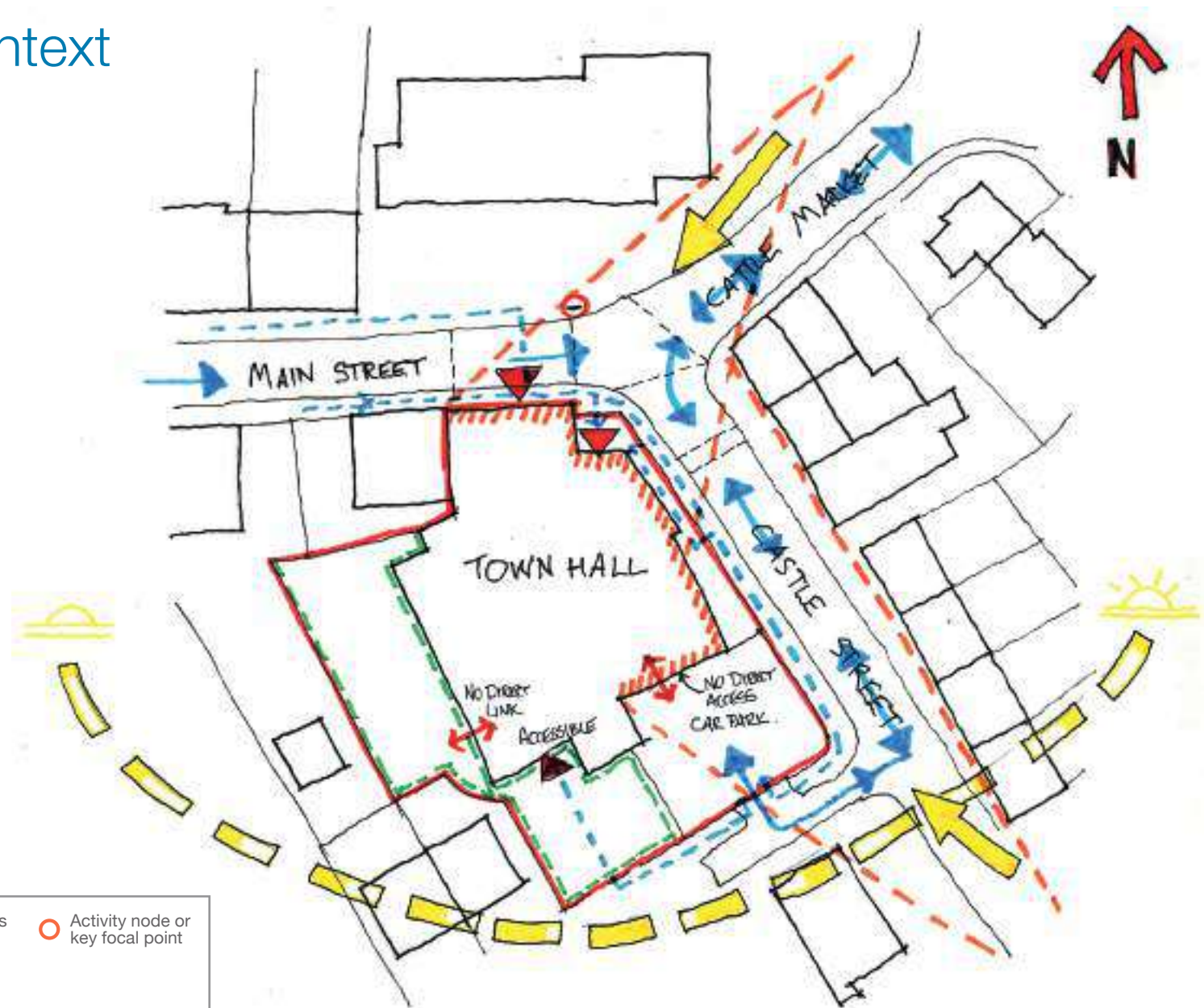
Site Analysis: Analysis of the development site on an immediate level which includes exploration of Microclimate, Focal Points, Views to and from the site and the topography of the site. The site analysis helps determine location of areas suitable for development to allow the buildings to sit comfortably within the existing site boundary.

Site / Building Appraisal: analysis and record drawings of the existing building including a condition report by a surveyor.

Public Utilities: The building is currently served by mains electricity, water, drainage and telecoms. The building is also served by a gas fired heating system.

LEGEND

	Primary entrances		Prominent Facades		Activity node or key focal point
	Primary vistas		Site Boundary		
	Roads and pedestrian paths		Garden / Greenspace		



Existing Building

Clackmannan Town Hall is a multi-storey historic structure with civic significance. During the mid 1800's the lack of public hall facilities in Clackmannan prompted the formation of the Clackmannan Public Hall Co Ltd. The main shareholders of which were Lord Zetland, John Thomson Paton and a Mr Mitchell. Lord and Lady Balfour of Burleigh also maintained a close interest in matters.

1887 - The land was bought from Lord Balfour of Burleigh.

Alloa Architect Adam Frame of T. Frame and Sons were commissioned to design the initial hall. All the builders are believed to have been local men.

1888 - Town Hall is completed.

The layout across all three floors reveals a mix of retained heritage elements and compartmentalised spaces which reflect changes over time. The building is structurally intact, but its internal organisation presents challenges and opportunities for adaptive reuse due to it exhibiting a sporadic spatial organisation, a result of piecemeal adaptations and extensions over time. This impacts both functional flow and service distribution, making it a key focus of this feasibility review.

The building is located on a prominent corner between Main Street and Castle Street, Clackmannan.

The Town Hall today actually consists of 4 stages of construction.

Stage 1 – 1888

(Bounded by Orange Line)

Main Hall and Recreation Room

The Company commissioned Alloa architects T. Frame and sons to design the Hall and construction began by local building firms in 1887 on a large site in the Main Street acquired from Lord Balfour.

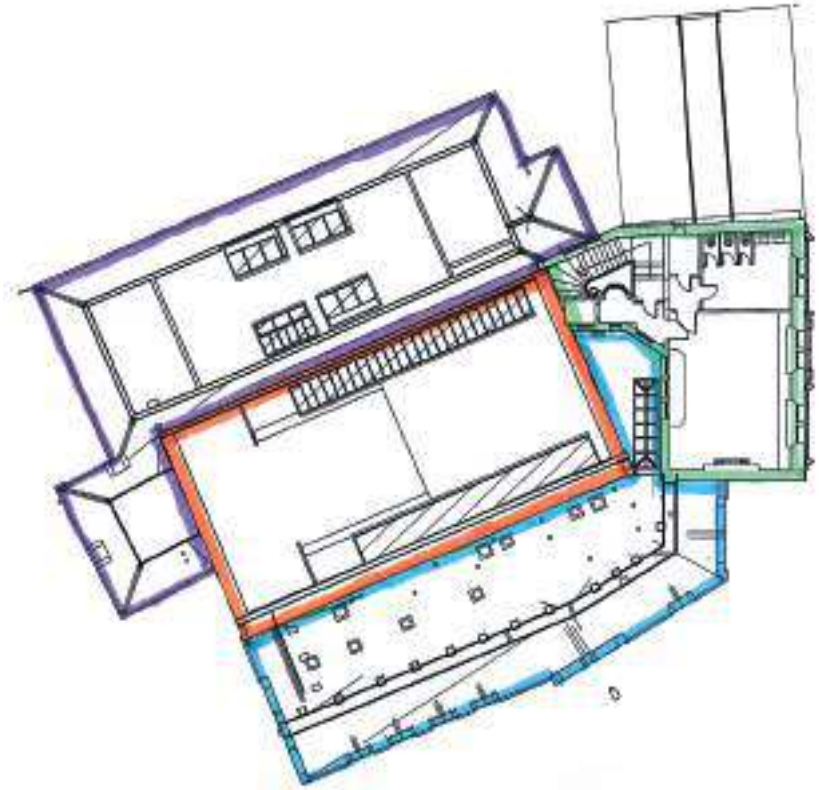
Stage 2 – 1903

(Bounded by Green Line)

2 Storey Red Sandstone Frontage

This phase of construction was funded by John Thomson Paton and comprised of a library and reading room on the ground floor and a billiard room and recreation room on the first floor. Additional funding was received from the entrepreneur Andrew Carnegie with an endowment fund also received from Mr Paton.

Mr Paton gifted the buildings in trust to the Parish Council of the Parish of Clackmannan for the benefit of the town of Clackmannan.



Stage 3 – 1927

(Bounded by Purple Line)

Billiard Hall with Retiring Room and lavatory

This extension to the western elevation of the Main Hall was funded by the local Miners Welfare Fund. It was fully fitted out with 3 billiard tables and accessories.

Stage 4 – 1993

(Bounded by Blue Line)

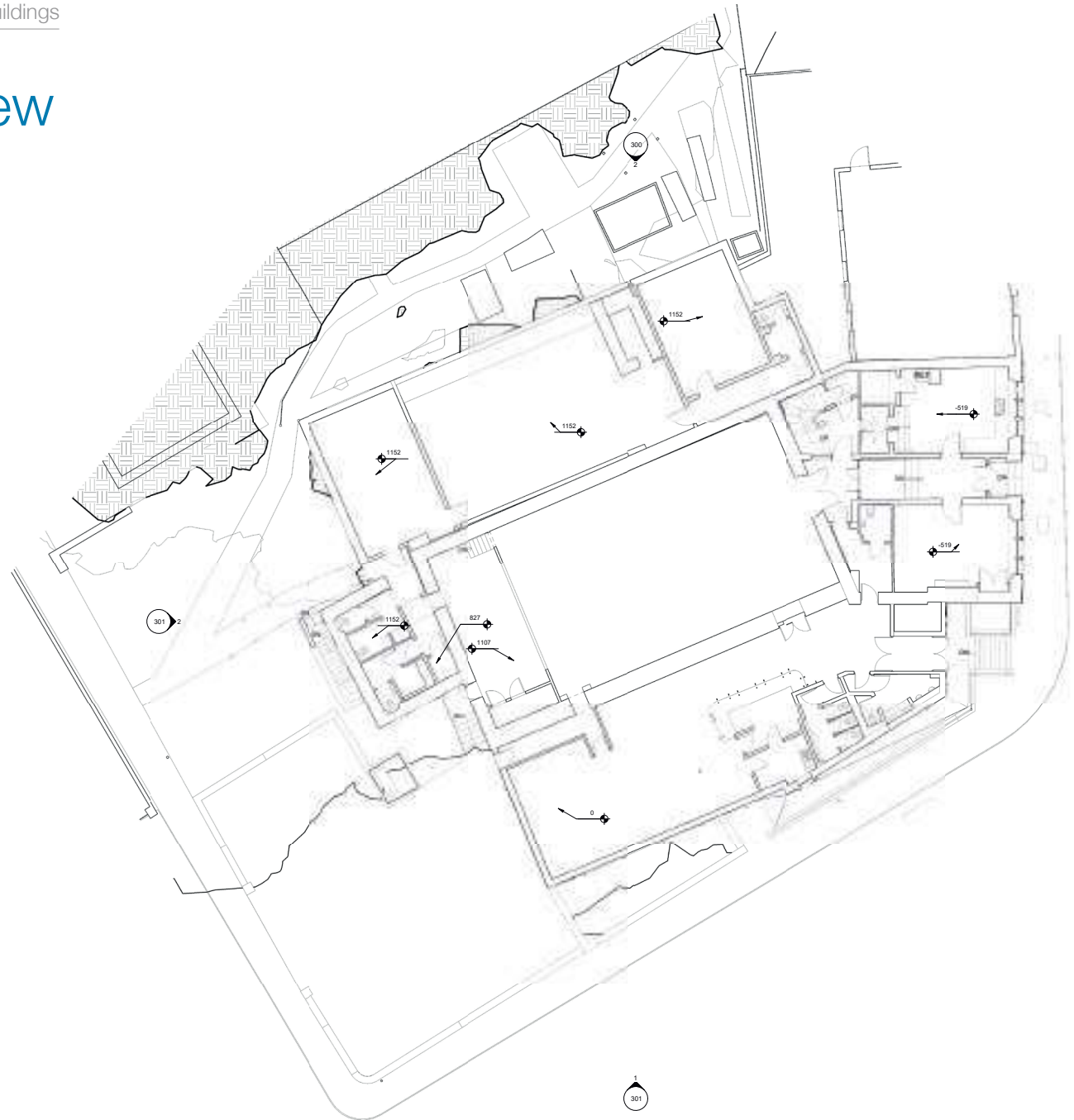
New Library and Community Access Point

This extension to the northern elevation of the Main Hall was constructed by Clackmannan District Council and opened by local J.P. Thomas Adams.

Accommodation Overview

Ground Floor

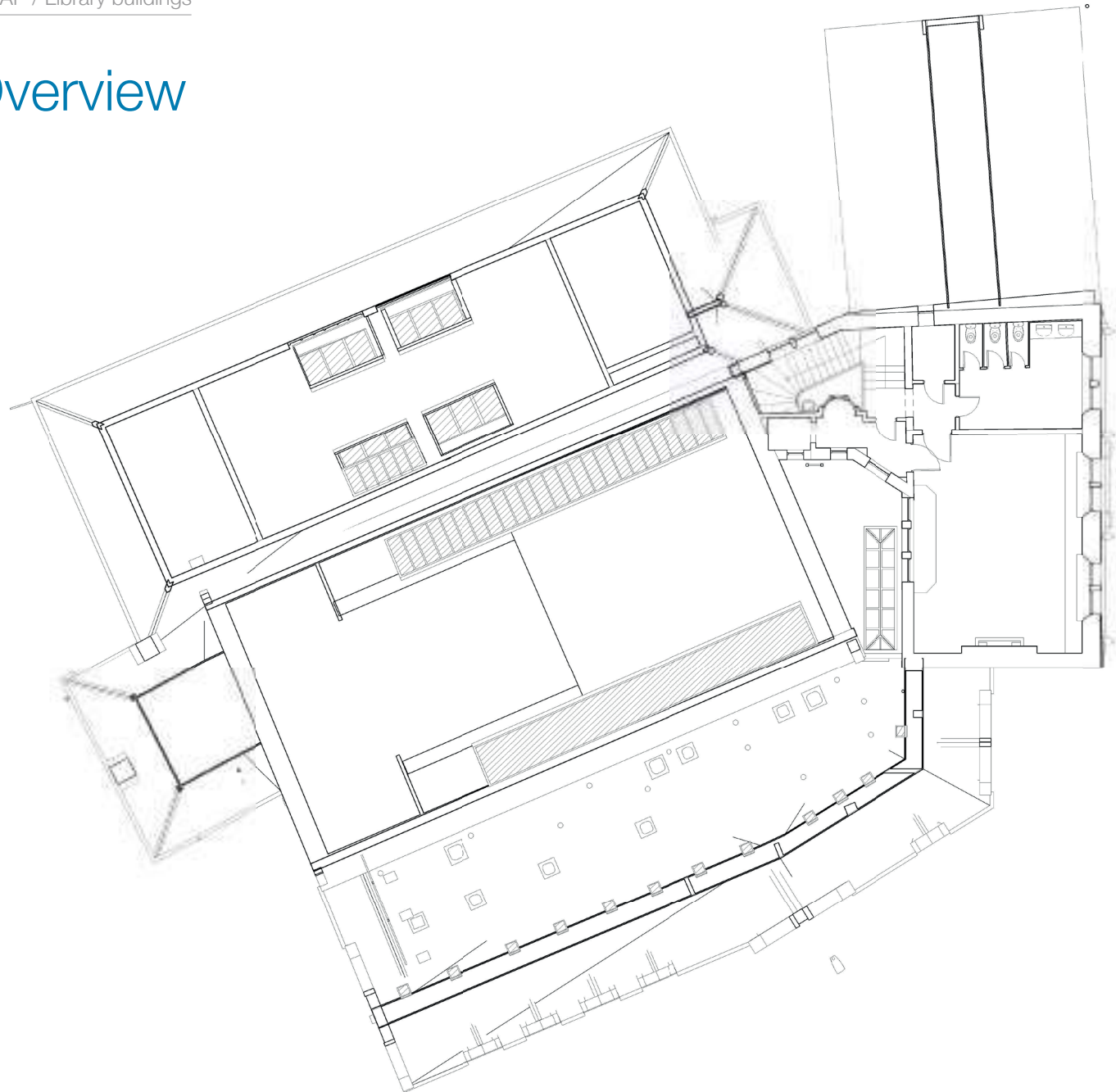
- Comprises a series of rooms of varying sizes arranged around a central corridor.
- Includes a main entrance, lobby space, and several service or office-type rooms within the CAP extension.
- Includes WC facilities and a staircase to upper levels.
- Potential for public-facing functions due to street access and relatively open circulation.
- Core historic section forms the main mass of the ground floor.
- A rear single-storey extension is evident—likely a later addition—containing smaller subdivided spaces and rear access. This area may have served as ancillary offices, storage, or service accommodation.
- Side wing extensions, to the north and south of the main hall, introduces further rooms misaligned with the primary axial circulation.
- Entrances appear limited to the front and rear, with the rear being less formal and more service-oriented.



Accommodation Overview

First Floor

- Accessed via internal stairs.
- Contains a mixture of medium to large rooms, including a possible hall or meeting space.
- Room layout suggests secondary or more private uses (offices or small group activities).
- Circulation space is limited, with staircases providing vertical movement but offers no clear circulation loop, causing spatial dead ends
- Smaller in scale, typically with attic-type characteristics.
- Contains several small rooms and appears the least accessible.
- Potentially used for storage or minor auxiliary functions.
- Limited head height and stair access may restrict use.



Existing Connections

Summary of Ground Floor Plan (Existing Layout)

The provided plan shows the existing ground floor layout of the Town Hall complex, with a focus on current access routes, internal circulation, and the relationship between various building wings and transitional areas.

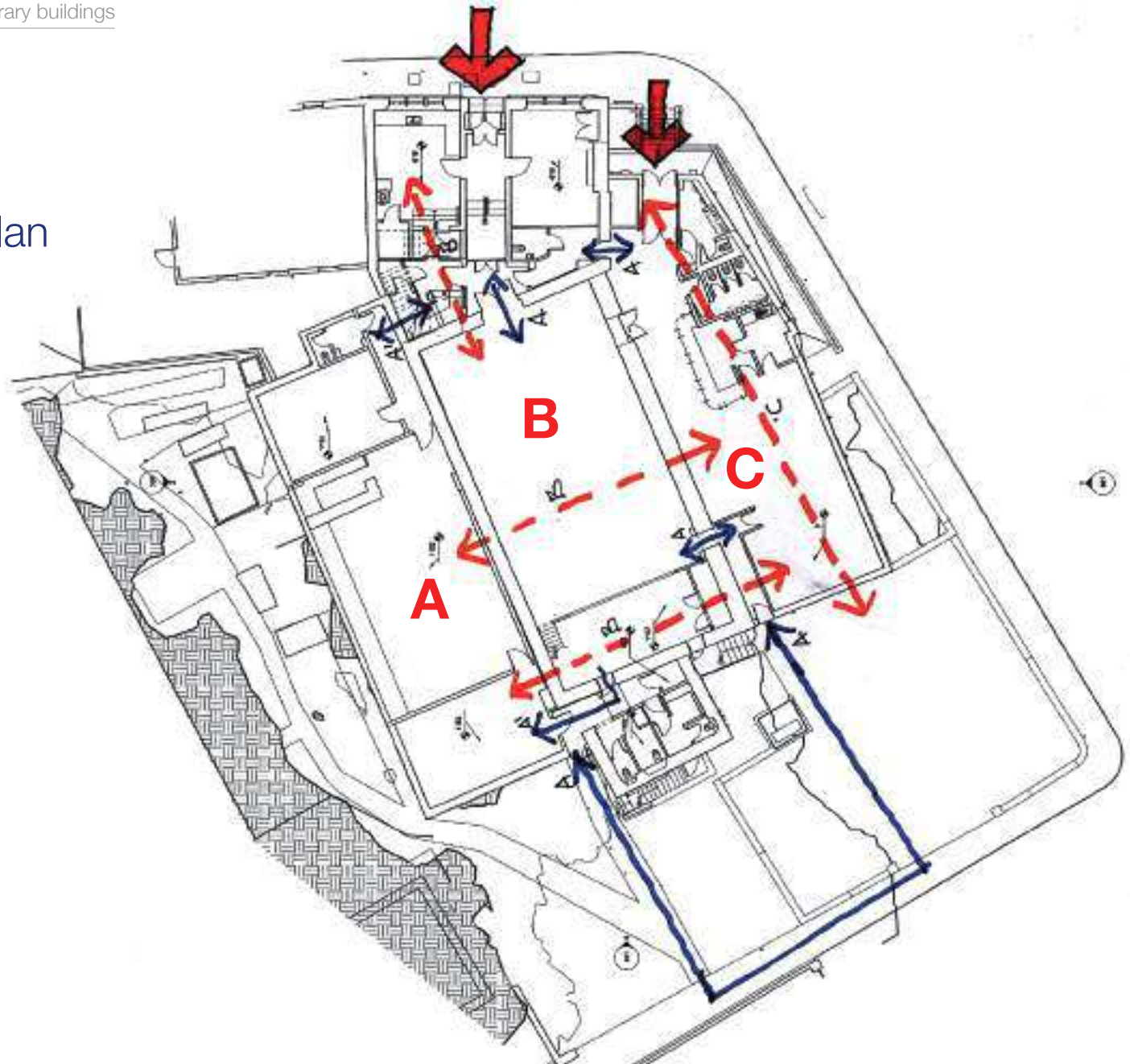
Observations on Internal Transitions and Links

a. Disjointed Connectivity

- Movement between building wings (A, B, and C) is not continuous or intuitive.
- Users must often pass through back-of-house corridors, narrow links, or spaces that lack a clear hierarchy or purpose as circulation zones.

b. Sporadic Transitional Spaces

- There is a lack of a centralized linking zone; instead, connections occur in a piecemeal fashion.
- Hallways, stairwells, and small vestibules are used inconsistently as connections, making navigation confusing and inefficient.
- Some links pass through functionally unrelated rooms, which can interrupt events or operations.



Existing Connections

Key Features of the Plan:

Access Points (External)

- Two main public entrances (highlighted with large red arrows) located on the eastern elevation, connecting to Castle Street and adjacent public realm.
- These entrances open into a fragmented internal layout, lacking clear wayfinding or connectivity between key spaces.

Circulation and Access Between Wings

- Red dashed arrows represent primary movement paths, showing how people navigate between major internal zones (e.g. halls and function spaces).
- Blue solid arrows indicate secondary or indirect movement, often through corridors, service areas, or minor transitional spaces.

Summary of Issues with Existing Access

- No central front-of-house space or lobby to organize movement.
- Access between wings is indirect, creating inefficiencies and accessibility concerns.
- The circulation strategy is fragmented, reducing the usability and flow between spaces.
- This layout does not support intuitive wayfinding or good spatial legibility for visitors.

Conclusion

The existing plan highlights a complex and fragmented circulation system. There is a strong need for a centralized, coherent transitional space (as suggested in the previous plan with the yellow hatched zone) to improve internal connectivity, accessibility, and user experience within the Town Hall building.



Proposed Connections

The attached hand-drawn site plan outlines the layout and access strategy for the Town Hall and its surrounding site, bounded by Main Street, Cattle Market, and Castle Street.

Site Boundaries and Access Points

- The site boundary is marked in red.
- There are three main entrances:
 1. Street Entrance (North side) from Main Street.
 2. West Entrance (Southwest side).
 3. Car Park Entrance (Southeast corner), connected to Castle Street and directly adjacent to a car park area.

Proposed Access Arrangements

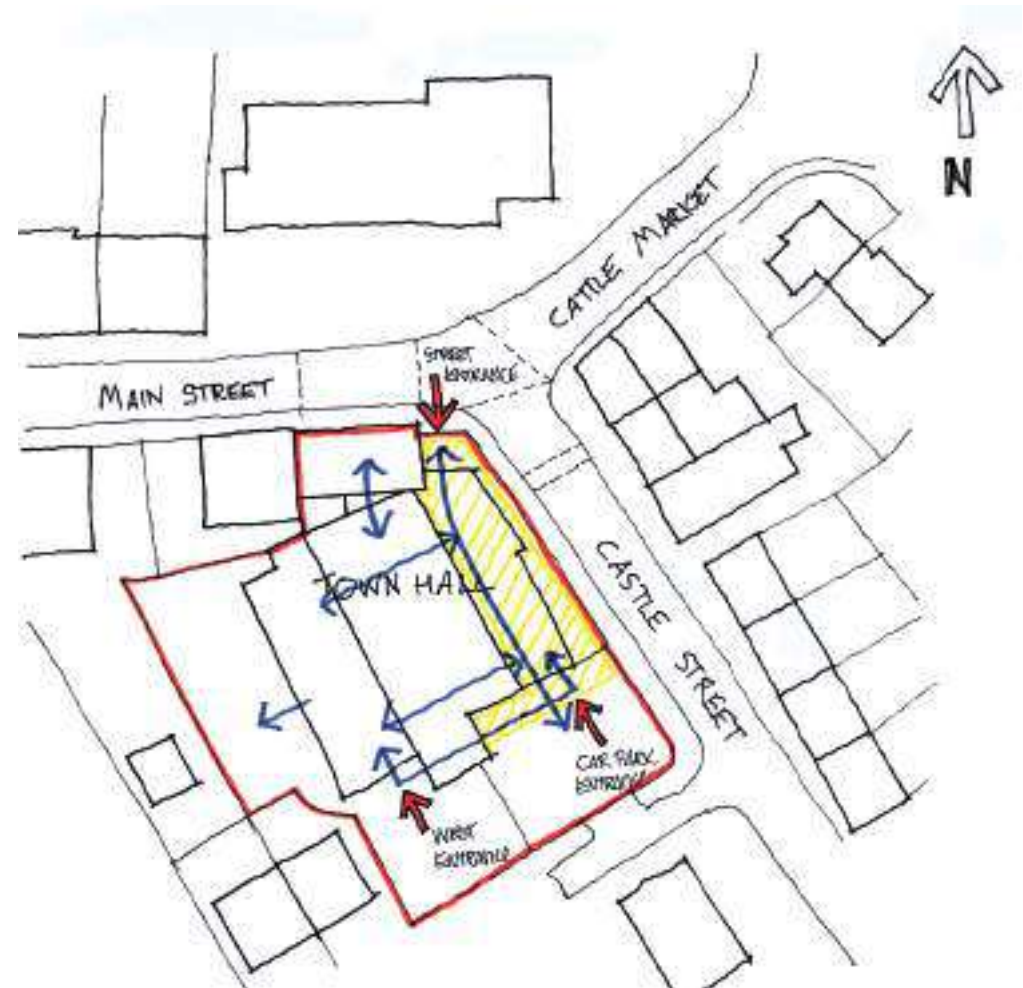
- Red arrows indicate external entrances, while blue arrows indicate internal movement flow within the building.
- The plan proposes improved internal connectivity to ensure direct access between different spaces, reducing reliance on indirect circulation routes.
- Internal arrows suggest movement between building wings is now more efficient and centralized.

New Links Between Building Wings / Spaces

- The yellow hatched area serves as a “front of house” zone, creating a central link connecting various parts of the building.
- This area provides:
 - A main circulation spine.
 - A gathering or reception zone.
 - Enhanced visibility and orientation within the Town Hall.
- This front link ensures direct connection between rooms and functions, addressing any previous layout inefficiencies.

Connection with Car Park

- The car park entrance directly connects to the yellow hatched central link, offering seamless access from the car park to all internal spaces.
- This improves public accessibility and supports universal access from the most used entry point.



Conclusion

The proposal strengthens spatial efficiency by:

- Establishing a clear and direct internal movement route.
- Centralizing circulation via the front of house (yellow hatched) zone.
- Integrating access from key external points, particularly the car park, for improved user flow and building functionality.

Existing Elevations

1 East 1:100

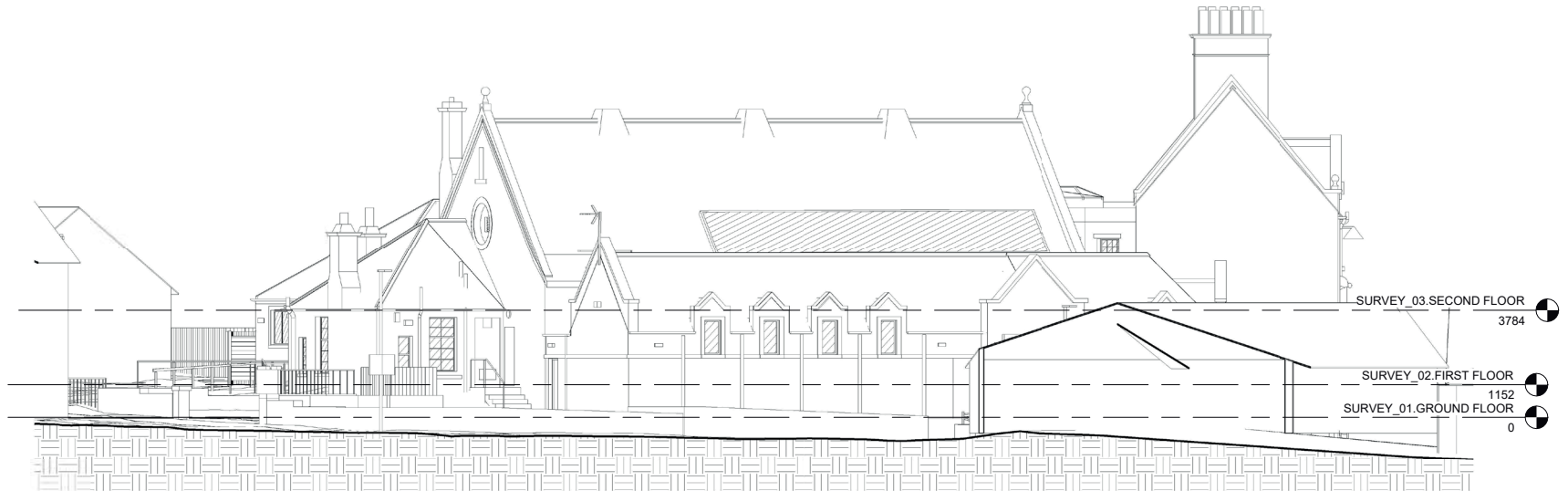


2 North 1:100



Existing Elevations

1 South 1:100



2 West 1:100



Spatial Configuration and Observations

Sporadic Nature of the Layout

- Irregular Room Sizes and Shapes: The plans show inconsistent room proportions and alignments, likely a result of incremental internal alterations.
- Disconnected Vertical Circulation: The stairs do not centrally connect all parts efficiently, causing fragmented access to each floor.
- Lack of Cohesive Zoning: No clear demarcation between public and private or front-of-house and back-of-house functions; usage appears improvised.
- Varying Ceiling Heights and Natural Light: Particularly on the upper levels, spaces appear constrained in volume and light access, limiting functionality.
- Fragmented Circulation: Access to and through extensions is disjointed; the extensions were likely retrofitted to suit evolving needs rather than long-term planning.
- Sporadic Room Functions: Multiple small rooms in added wings create inefficiency and a lack of clarity in zoning.
- Non-uniform Floor Heights: Extensions may not align precisely with the core floor levels, further complicating circulation and access.
- Limited Natural Light: Extensions often occupy light-facing elevations and restrict light to internal rooms.



Feasibility Considerations

- **Adaptability:** While spatial irregularity poses challenges, it also provides flexibility for creative reconfiguration. Ground floor spaces have good reuse potential due to street-level access and generous proportions.
- **Accessibility:** Significant upgrades needed to improve vertical circulation (e.g., DDA-compliant lift, enhanced stairs).
- **Fire/Egress Compliance:** The existing plan may not support modern fire escape and safety requirements without major reworking.
- **Building Services:** Modernisation of HVAC, electrics, and plumbing will be essential, particularly for upper levels.



Summary of Constraints and Opportunities

Constraints

- Sporadic, non-uniform internal layout
- Poor vertical and horizontal circulation
- Limited natural light to upper floors
- Outdated services and finishes
- Access and fire compliance issues

Opportunities

- Flexibility to redefine internal zones
- Potential for modern access solutions (lift, re-zoning)
- Lower floors well suited for community/public use
- Full refurbishment can align with contemporary needs
- Strategic redesign to improve safety and accessibility

These extensions lack architectural consistency and do not conform to a unified circulation pattern, contributing to the disjointed feel of the internal layout.

The various extensions added over the building's life have contributed significantly to its sporadic spatial layout and present notable challenges for reuse. However, these extensions also offer a degree of flexibility—they can either be removed, reconfigured, or repurposed as part of a strategic redevelopment plan.



Design Options Summary

Diagrammatic Summary Page: Design Options Overview

Category	Option A: Retain & Reuse	Option B: Modern Extension
Overall Strategy	Reuse existing footprint	New 2-storey extension
Architectural Impact	Minimal external change	Contemporary civic presence
Community Spaces	Halls, childcare, pods	Café, halls, modern offices
Connectivity	Platform lift reorganisation	Central circulation spine
Accessibility	Improved with lift	Fully accessible throughout
Entrance Strategy	Use existing entrances	Dual-aspect focal entrance
Library Wing	Retained & adapted	Demolished & replaced
Visual Identity	Subtle heritage approach	Bold and civic expression
Environmental	Low-impact upgrades	Potential for high-efficiency design
Revenue Potential	Basic room hire	Café + rentable space
Construction Impact	Low to moderate	Moderate to high
Planning Risk	Low	Medium to high



Comparative Evaluation: Option A vs Option B

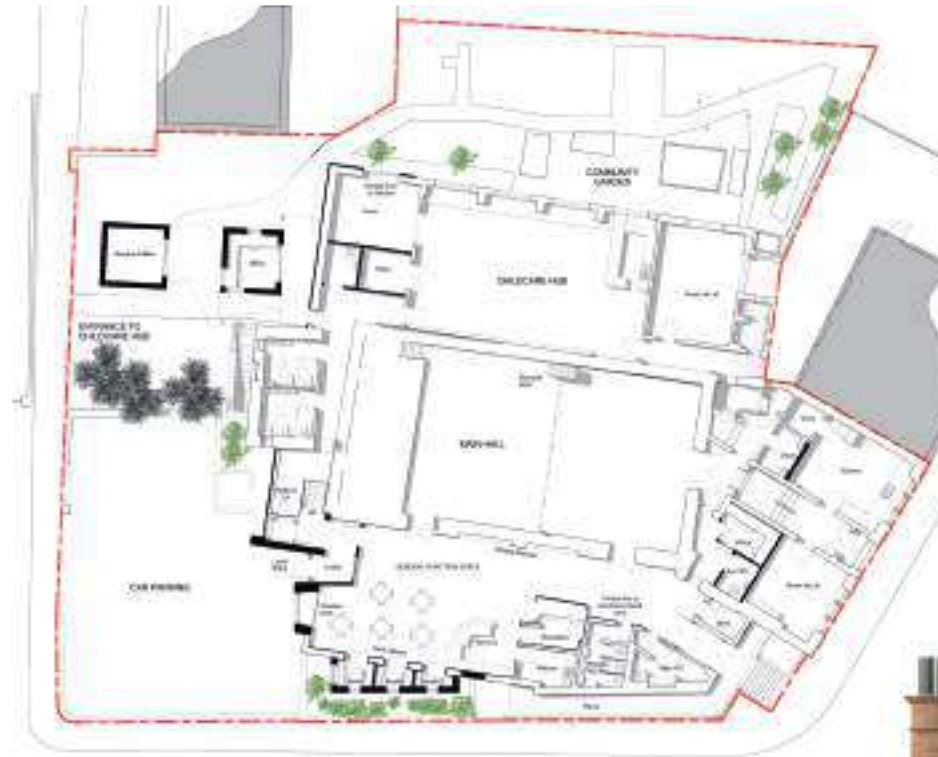
Option A - Conservative Retention

Strengths:

- Cost-effective and heritage-sensitive.
- Maintains building character.
- Suitable for phased, budget-limited approaches.

Weaknesses:

- Limited spatial transformation.
- Partial accessibility only.
- Less visible community hub identity.



Comparative Evaluation: Option A vs Option B

Option B - Contemporary Reimagination

Strengths:

- Creates a new civic focal point.
- Fully accessible design with central spine.
- High potential for community activation and revenue.

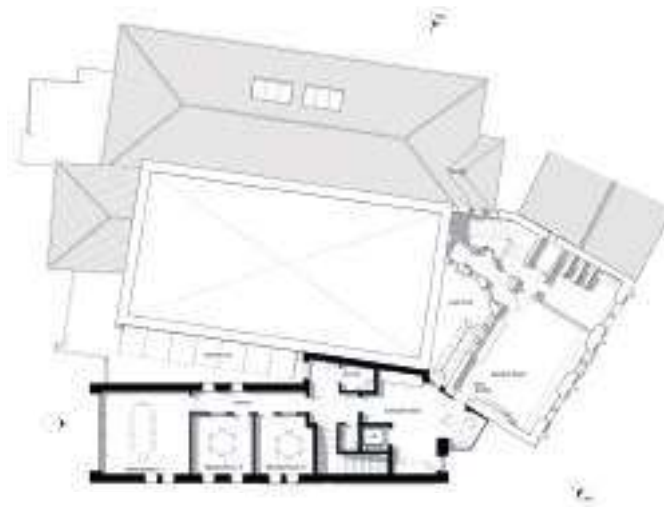
Weaknesses:

- Higher cost and complexity.
- Involves demolition and planning challenges.

Recommendation:

Choose Option A for cost-focused, light-touch improvements.

Choose Option B for long-term, transformative community benefit.



Option B Phasing Overview

The development could be executed in three distinct phases, as illustrated in the attached sketch. The phasing strategy ensures minimal disruption, efficient use of resources, and logical progression of construction activities.

Phase 1 (Red dashed Line)

Scope Includes:

- Lettable Units
- Associated WCs
- Store areas
- Kitchen
- Ancillary spaces supporting these functions
- Community Garden

Objective:

To establish the commercial units and associated support services to start generating activity and revenue early in the project. This phase also includes the community garden, which encourages community engagement from the outset.

Phase 2 (Green dashed Line)

Scope Includes:

- Childcare Hub
- Office and Store
- Sliding Door to Garden

Objective:

To deliver the childcare facility as a standalone unit once the lettable units are complete. Access to the garden and supportive office/storage spaces ensures a fully functional and operational hub for early education.

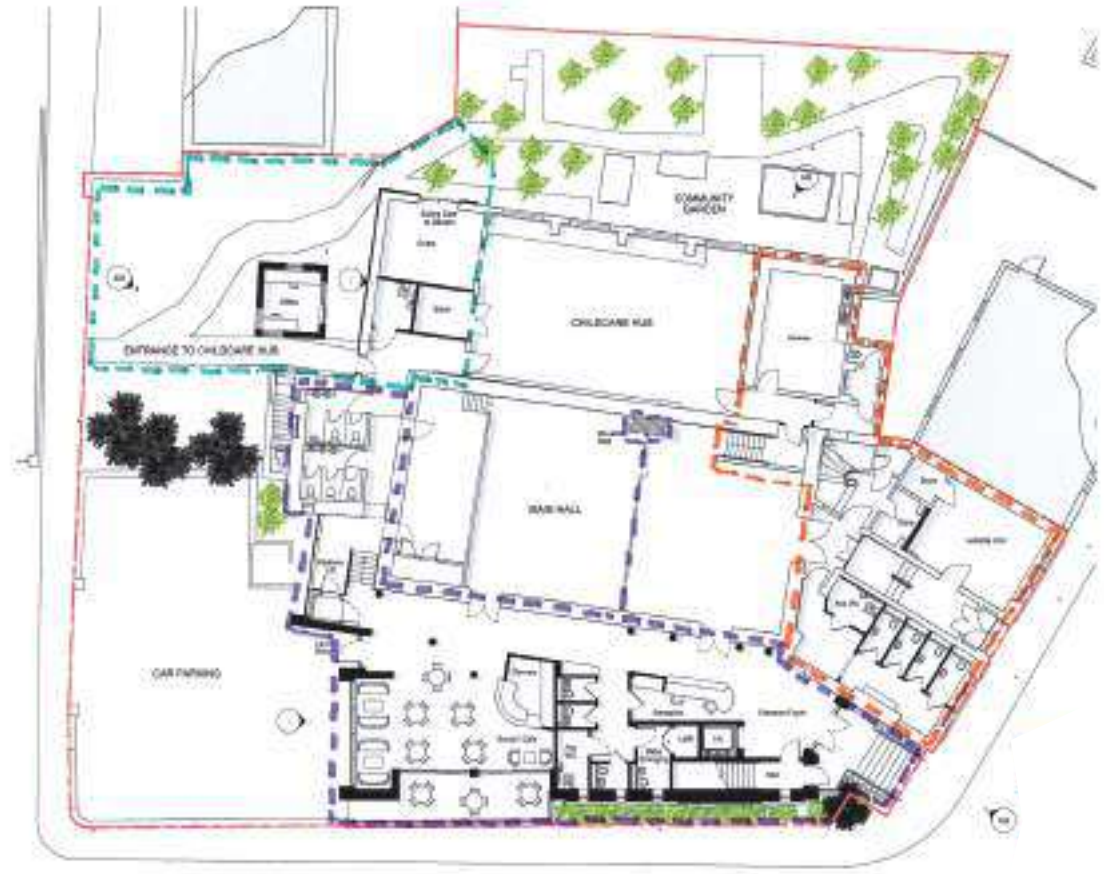
Phase 3 (Purple dashed Line)

Scope Includes:

- Main Hall
- Performance Link
- Entrance Foyer
- Social / Café Space
- Reception and Associated Services
- Sanitary Facilities

Objective:

To complete the central community functions, including the multi-use hall and social areas. This phase ties all elements of the building together, creating a welcoming and cohesive environment for community use.



Key Considerations:

- **Access and Circulation:** Each phase allows for safe and secure access during construction of subsequent phases.
- **Services Coordination:** MEP services should be planned holistically, with capped connections in earlier phases for smooth extension.
- **Compliance:** Ensure each phase can meet minimum statutory requirements for occupancy and use.

Consultants / Design Team Structure

To assist with the successful delivery of the project the client will require to appoint the following consultants for the project:

- Architect
- Principle Designer
- Quantity Surveyor
- Structural Engineer
- Energy Consultant
- M& E Consultant
- Principle Contractor

As part of the Planning process, the following consultants may also need to be appointed:

- Landscape Architect



Conclusion & Recommendations

This Feasibility Study has provided a thorough examination of the potential for redeveloping and modernising Clackmannan Town Hall, a historically significant civic building located at the heart of Clackmannan. Commissioned by the Clackmannan Development Trust (CDT) in collaboration with the Clackmannan Town Hall Trust, the study responds to the community's ambition to secure the building's long-term future through a transfer of ownership and strategic reinvestment.

Summary of Context and Condition

The Town Hall has evolved through four distinct phases of development since its original construction in 1888. These additions, while reflective of the building's changing role over time, have resulted in a highly fragmented internal layout, with poor spatial legibility, limited accessibility, and outdated services. Structural surveys confirm that the building fabric is generally sound, but functional obsolescence—particularly in circulation, vertical access, and service infrastructure—presents clear challenges for continued use without significant intervention.

Site analysis revealed strong opportunities: the building occupies a prominent location with good pedestrian visibility, access from multiple roads, and proximity to local amenities. However, the sporadic layout and inconsistent floor levels hinder full public use and limit the flexibility of the building. Despite these challenges, the building offers notable opportunities for revitalisation through thoughtful redesign, adaptive reuse, and strategic intervention.

Summary of Community Needs and Strategic Goals

Community engagement, including recent survey results, has demonstrated strong public support for the retention and revitalisation of the Town Hall. There is demand for a multi-purpose, inclusive space that can support:

- Community gatherings and social events
- Charitable and fundraising activities
- Childcare provision and parent-child groups
- Office and lettable space for social enterprise
- Cultural programming and civic events
- A café or hospitality offering that activates the site and enhances public use

To meet these aspirations, the building must be upgraded to provide better accessibility, clearer circulation, adaptable space, and improved facilities—all while preserving its historic character.



Design Option Evaluation

The study presents two distinct redevelopment strategies:

Option A: Retention and Adaptive Reuse

This option proposes a conservative approach, retaining the existing building footprint and introducing minimal extensions. Internal reconfiguration and the introduction of a platform lift would enhance accessibility and spatial organisation without significant demolition.

Advantages:

- Lower capital costs and minimal disruption
- Retains the building's existing character and all historical elements
- Environmentally sustainable through preservation of embodied carbon
- Ideal for incremental or phased delivery
- Challenges:
- Limited impact on accessibility and spatial legibility
- Retains inefficiencies in layout and circulation
- Lower long-term income-generating potential
- Modest architectural transformation and civic presence

Option B: Contemporary Extension and Enhanced Connectivity

This strategy proposes demolishing the later library extension and constructing a new, two-storey glazed addition. This modern intervention introduces a central entrance, café, lift, and flexible spaces, drastically improving connectivity, access, and visibility.

Advantages:

- Fully accessible, step-free environment throughout
- New focal point and clear civic identity for the building
- Improved income potential through café, lettable offices, and event space
- Future-proofed for a wider range of community and enterprise uses
- Challenges:
- Higher capital expenditure and more complex planning route
- Demolition of a more recent part of the existing fabric
- Greater technical coordination needed for integration of old and new

Strategic and Financial Considerations

While Option B represents a higher financial investment, it also brings significant long-term value in terms of community benefit, operational functionality, and revenue generation. Option A, while more affordable and quicker to implement, may result in a less impactful transformation and potentially limit the future adaptability of the building.

Given the national emphasis on community-led regeneration, place-making, and levelling-up initiatives, there may be funding streams available to support a transformational project like Option B. Further detailed cost planning and funding strategy development will be necessary to support any application for capital grants or public-private partnerships.

Recommendation

Having assessed the building's condition, spatial challenges, community priorities, and the comparative merits of the two proposed design options, the feasibility study concludes that:

- Option B best supports the long-term vision for Clackmannan Town Hall as a modern, inclusive, and multifunctional civic asset.
- It provides a sustainable framework for community ownership, use, and income generation.
- It positions the Town Hall as a landmark facility for Clackmannan, capable of adapting to evolving community needs.

Should budgetary or planning constraints arise, a phased approach incorporating early-stage upgrades under Option A could provide a pragmatic starting point—allowing for later progression toward the full transformation envisioned in Option B.

Next Steps

To move forward, the following steps are recommended:

1. Stakeholder Consultation: Continue dialogue with community groups, planning officers, and heritage consultants to refine proposals.
2. Cost Plan Development: Commission a detailed cost estimate for both options, including phased delivery for Option B.
3. Funding Strategy: Identify and apply for regeneration, heritage, and community capital funding streams.
4. Design Development: Progress to RIBA Stage 2 (Concept Design) based on the preferred option.
5. Planning and Approvals: Engage with Clackmannanshire Council to discuss planning strategy and conservation requirements.
6. Governance and Delivery Model: Clarify ownership, maintenance responsibilities, and future management of the redeveloped facility.



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