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**Report to Council**

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**Date: 23rd September 2010**

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**Subject: Property Asset Management Plan 2010 to 2015**

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**Report by: Head of Facilities Management**

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**1.0 Purpose**

- 1.1. This report introduces a 2010 to 2015 Property Asset Management Plan to replace the existing 2005 to 2010 plan.
- 1.2. The proposals are in the main derived from the current Council Plan and Single Outcome Agreement but also from the annual updates of the existing 2005 -10 Strategic Property Plan.
- 1.3. They accord with the Town Centre Strategy approved by the Council in 2006 and the Office & Service Points Asset Management Plan approved in 2008. In addition the proposals take account, of the latest work that has been done in the 3-12 Education Group, Leisure Group and the Delivery Teams plus the related Council papers approved in Dec 2009. Financially the proposals are also referenced to the 5 year capital programme approved in Feb 2010.
- 1.3 The Plan is presented at a time of anticipated significant change in Clackmannanshire Council - both management structures and financial constraints. As such this plan is presented as a "direction of travel" based upon clear underlying objectives. Many of these objectives should have been presented before or are incorporated within best value relating to asset management - property should be efficient and effective. Equally the long lead time for construction projects must be a consideration to deliver tangible results within the period of the asset management plan.

**2.0 Recommendations**

- 2.1. It is recommended that the Council approve the Property Asset Management Plan 2010 to 2015.

**3.0 Considerations**

- 3.1 There has been a considerable body of work undertaken to develop a new strategy for the Council's property assets in support of the core Council services.

### 3.2 Objectives

The objectives of the portfolio should be:

- All council buildings are "fit for purpose" in terms of condition, suitability and sufficiency.
- Buildings accommodate and provide a range of services, activities and facilities that make a difference to people's health and well being, to sustaining economic growth and to the strength and vibrancy of communities.
- A sustainable estate which is environmentally and energy efficient and contributes directly to delivering year on year reductions in greenhouse gas emissions through its design, construction and operation.
- An estate which is efficiently run and maximises value for money.
- An estate which is flexible and responsive, both to changes in demand and user requirements and wishes, and where the beneficial impact of change is maximised through consultation and engagement with users and stakeholders.

The objectives should and will inform decisions regarding the strategic planning of the future estate.

### 3.4 Assessment Criteria

The current estate is analysed in the plan as follows in accordance with these following nationally agreed criteria:

- annual expenditure
- stock condition
- sustainability
- suitability

### 3.5 Current Position

The Council has made a major start towards achieving these standards with the development of the 3 new secondary schools which represent 30% of the portfolio in floor area terms and this has recently replaced significant elements of our existing building stock. The main focus for the 2010-2015 plan should be the next steps that were identified in the 2005-2010 plan; namely:

- the 3-12 School Estate
- Community use Buildings / leisure facility strategy
- Council Office estate.

### 3.6 Consultation & Timetable

Consultation on the plan should be first at service level through the service / estate strategies. This has been undertaken by the Building Users Group. Implementation of strategies and planned projects must now pay due regard to statutory and community consultation in the "area based" approach proposed in the plan.

### 3.7 Detailed Proposals

At the risk of creating a plan that is both prescriptive and inflexible that cannot accommodate change in the Councils requirements over the period of the plan it is proposed that this plan is approved as a guiding direction of travel and principles rather than a project by project approval (for those that are not previously approved in the 2010/11 to 2014/15 General Services Capital Programme). Recognising this the plan promotes a number of outline projects which it is proposed should come in detail before Council before moving to full implementation. The current agenda contains an example of two of these projects, Alloa Office Rationalisation and Spiers Centre / Drysdale Street, Alloa.

## 4.0 Sustainability Implications

- 4.1. Progress on the strategic direction for the PAMP has the capacity to enhance the quality of life in Clackmannanshire and to contribute to a number of key sustainability objectives relating to carbon reduction. Where property is declared surplus the Council should act to avoid dereliction and waste, particularly where this may involve the re-use of building materials or wider use of the facility for community benefit by third party community partners.
- 4.2. An overall plan is necessary for meaningful formal discussion and dialogue with community partners on overall public sector estate strategies where much opportunity is seen in co-locations between the NHS, police and others. Currently Facilities Management are part of embryonic community partner Property Working Groups such as the East Central HUBCO initiative and the Forth Valley Public Sector Property Group.
- 4.3. A best value & sustainability checklist has been completed.

## 5.0 Resource Implications

### 5.1. Financial Details

- 5.2. The full financial implications of the recommendations are not set out in the report attached. This report seeks approval on the direction of asset management strategy prior to significant officer resources being spent on appraising alternative asset solutions. Full financial details will be brought forward on a project by project basis but reference to the approved current capital plan 2010/11 to 2014/15 is made where appropriate. Yes

### 5.3. Staffing

This plan proposes no direct staffing implications but an assessment of the resource required to analyse and present the property options is being prepared by Facilities Management and will be presented as part of the Services to Communities restructuring and will be presented as part of the 2011/12 budget process.

### 6.0 Exempt Reports

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

### 7.0 Declarations

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

(1) **Our Priorities 2008 - 2011** (Please tick )

The area has a positive image and attracts people and businesses	<input checked="" type="checkbox"/>
Our communities are more cohesive and inclusive	<input checked="" type="checkbox"/>
People are better skilled, trained and ready for learning and employment	<input type="checkbox"/>
Our communities are safer	<input type="checkbox"/>
Vulnerable people and families are supported	<input type="checkbox"/>
Substance misuse and its effects are reduced	<input type="checkbox"/>
Health is improving and health inequalities are reducing	<input checked="" type="checkbox"/>
The environment is protected and enhanced for all	<input checked="" type="checkbox"/>
The Council is effective, efficient and recognised for excellence	<input checked="" type="checkbox"/>

(2) **Council Policies** (Please detail)

Strategic Asset Management Plan 05-10, Office and Service Point Strategy 2008, Town Centre Strategy 2006, Leisure Strategy 2007 & 2009

Strategic Property Plan for Asset Management 2006

Strategic School Structure Plan 2003, updated 2008

### 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  No

## 9.0 Legality

- 9.1 In adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

## 10.0 Appendices

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

Appendix 1 - Property Asset Management Plan 2010 To 2015

## 11.0 Background Papers

Independent Commission Review on Education Provision (3-12) (The 3-12 Review) - Council Sept 07

Leisure Strategy : Facility Development Plan - Council 17th Dec 09

Asset Management Plan for Offices and Service Points - Council 24th April 08

Best Value & Sustainability Checklist

- 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



Strategic Property Asset Management Plan 2005 to 2010

School Estates Management Plan 2003 - 2008 and the subsequent updates in 05, 06 and 08.

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### Approved by

NAME	DESIGNATION	SIGNATURE
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# APPENDIX 1

## Clackmannanshire Council



## Property Asset Management Plan 2010 to 2015

Facilities Management Service  
September 2010

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# Section 1 - Executive Summary

## 1.1 Strategy

- 1.1.1 Efficient management of our assets is critical to service delivery in Clackmannanshire and this has never been more so than in the face of the current financial climate where we must improve the performance of our investment in physical assets over their available life.
- 1.1.2 Asset management is one of the Scottish Government's "Efficient Management" initiatives and the Property Asset Management Plan 2010 to 2015 (PAMP) will be one of a suite of strategic documents that BV2 will be seeking to ensure has been implemented.
- 1.1.3 The PAMP should also form a link to other Property Asset Strategies with our Alliance partners in Clackmannanshire through co-ordination with the Forth Valley Public Sector Property Group (FVPSPG).
- 1.1.4 The PAMP is a replacement for the existing Property Asset Management Plan 2005 to 2010 and is one of a suite of strategic documents that are linked to form the Corporate Asset Management Plan (CAMP). The other elements cover, Roads/Infrastructure, Fleet, Open Space, ICT and Housing.
- 1.1.5 The PAMP relates to the 112 operational properties held by the Council to deliver services but also details 61 other properties that are rented to third parties.
- 1.1.6 In section 3 of the PAMP this strategic context is translated into 4 Aspirational Objectives:-
- **Fit for Purpose** - All council buildings are "fit for purpose" in terms of condition, suitability and sufficiency and accommodate a range of services, activities and facilities that make a difference to people's health and well being, to sustaining economic growth and to the strengthen the vibrancy of communities.
  - **Use** - Ensure that the use of property assets is treated as a corporate resource, that the need to hold property is regularly challenged and performance of the property portfolio is monitored and reported with an objective of reducing office space by 15% over the period of the plan.
  - **Sustainable** - A sustainable building estate which are efficiently run, maximises value for money, is environmentally and energy efficient and contributes directly to delivering year on year reductions in greenhouse gas emissions through its design, construction and operation.
  - **Engagement** - All resources are employed flexibly and responsively, to meet both changes in demand and user requirements, and where the beneficial impact of change is maximised through consultation and engagement with users and stakeholders.

## 1.2 Where Are We Now?

- 1.2.1 The PAMP highlights in section 4 how the current property portfolio is performing measured against 5 Assessment Criteria agreed across Scotland by the Federation of Property Societies (FPS) and the Chartered Institute of Public Finance & Accounting (CIPFA):-
- **Spend/Efficiency** - Property related expenditure was £19M in 2008/9.
  - **Stock Condition** - 77% of the Buildings are in B+ condition but there is a £32 million backlog of maintenance over the next 5 years.
  - **Sustainability** - Average Total CO<sub>2</sub> Emissions for 2008/09 were 76kg/sq.m.
  - **Suitability** - 81% of the Buildings are considered to be B+ in suitability terms.

1.2.2 The PAMP goes on to draw some conclusions from the data:-

- The Council has made a major start towards achieving the standards set out in this section as a result of the work that has taken place under the 2005 to 2010 PAMP.
- Direct comparisons are not possible for all of the criteria since only condition data was being collected in 2005. This has however improved from 68% in B+ condition to 77% in 2010 while the total numbers of buildings held by the Council has fallen by 13 with a further 5 currently being sold or demolished.
- Perhaps more significantly the development of the 3 new secondary schools, which represent 31% of our portfolio in floor area terms, are in A/A Condition/Suitability and are designed to replace significant elements of our existing building stock.
- The focus for the 2010-2015 plan should be the next steps that were identified in the 2005-2010 plan; namely the 3-12 School Estate, Community use Buildings and Council Offices/Service Points plus a community by community review with other community partners / public sector asset owners.

### 1.3 Where Do We Want To Be?

1.3.1 The PAMP then goes on to consider in section 5 the service aspirations that have been developed through the working groups set up as a result of the 2005/10 plan and subsequent Council decisions.

1.3.2 **3-12 School Estate** - The service aspirations are outlined in the Independent Commission Review on Education Provision (3-12) (The 3-12 Review) - Council Sept 07 and the supporting papers to the Council 3-12 Review Working Group of 30th April 2009. The main issues are :-

- Bring the condition of all schools in the 3-12 estate to condition B+ and to maintain this standard.
- Address issues of sufficiency as they arise.
- Increase the number of 3-12 campus arrangements.

1.3.3 **Community Use Buildings** - The proposals in this area focused on improving a smaller number of buildings to a higher standard than is currently possible and an active approach to seeking community partners to support the remainder.

1.3.4 **Offices & Service Points** - The proposes in this area categorises three types of communities in Clackmannanshire:-

- **Alloa** - Where a full range of services should be provided in a rationalised range of buildings.
- **Large Settlements** - Where "a basic community entitlement" would be provided. So far as possible services would be co-located with the aim of concentrate Council activity in a single building.
- **Small Settlements** - Where alternative service arrangements would be considered.

1.3.5 **Community Partners / Public Sector Partners** - not duplicating asset provision and making best use of each others facilities.

### 1.4 How Do We Plan To Get There?

1.4.1 Section 6 of the report provides some outline proposals as to how the aspirations could be met while also addressing the property related assessment criteria.

1.4.2 The proposals are initial suggestions from a solely Council perspective for further

development based on outline option appraisal. Any major proposals will result in specific reports to Council supported by a more detailed life cycle option appraisal. Details are shown in **Appendices 3 & 4** and are categorised on the basis of their geographical community location.

## **1.5 Investment & Funding**

- 1.5.1 Having established property objectives, how the portfolio is currently performing, what we want our properties to achieve and at least an outline of how this can be achieved it is necessary to focus on the resources required to achieve this. This will depend on the...
- 1.5.2 The major resource constraint particularly in the current financial circumstances will be the ability to secure the necessary investment with a £32 million building maintenance..

## **1.6 Review**

- 1.6.1 How the Council proposes to monitor progress towards the achievement of the objectives is outlined in section 8 of the PAMP.
- 1.6.2 This details the links to the existing Council monitoring systems but also highlights the need for a Building User Group chaired by the Head of FM Services and consisting of officers charged with delivery of the PAMP objectives.
- 1.6.3 It also suggests that an annual progress update for the Scrutiny Committee would be appropriate around June of each year and that all option appraisals over £250k would be reported to Council for approval.

## **1.7 Conclusions**

- 1.7.1 Since the original PAMP was approved in 2005 Clackmannanshire has made significant progress towards a more sustainable property portfolio and has made significant improvements particularly with the development of the 3 new secondary schools.
- 1.7.2 There is however a significant amount still to be achieved and the PAMP identifies the need to further rationalise our building stock to not only help to address the backlog of maintenance but also to improve the sustainability performance and carbon footprint.
- 1.7.3 The Council has much to gain from the implementation of the Asset Management Planning processes and this will translate into better quality services in Clackmannanshire. To achieve these objectives we must recognise that they cannot be gained without the allocation of scarce resources, the need for hard choices and the creation of an environment that treats the Council's property corporately. A major step in this process has been the creation of the Facilities Management Service in April 2010 which for the first time is able to present a single co-ordinated property perspective.

## Section 2 - Introduction

### **2.1 The Strategy**

- 2.1.1 Efficient management of the assets is critical to the delivery and performance of public services. In the current financial climate we must improve the performance of our investment in physical assets over their available life.
- 2.1.2 Asset management was identified by the Scottish Government's "Efficient Management" agenda as one of the main strands where Councils could improve performance and it should result in the best achievable performance from the present and future investment.
- 2.1.3 Property has the potential to play a major role in facilitating change and performance improvement in the public sector as well as enhancing service user's experience.
- 2.1.4 The Property Asset Management Plan 2010 to 2015 (PAMP) is one of a suite of strategic documents that BV2 will be seeking and is a key delivery plan to be actioned by 2011 in the Corporate Plan.

### **2.2 Overview of Property Asset Management in Clackmannanshire**

- 2.2.1 The Property Asset Management Plan 2010 to 2015 (PAMP) is a replacement for the existing Property Asset Management Plan 2005 to 2010 and is one of a suite of strategic documents that are linked to form the Corporate Asset Management Plan (CAMP). The other elements cover, Roads/Infrastructure, Fleet, Open Space, ICT and Housing.
- 2.2.2 The major improvements to the property portfolio since 2005 are:-
- The entire secondary school estate has been replaced with 3 new schools constructed through the PPP programme which accounts for 31% of the total floor area of the operational buildings.
  - The number of properties in B+ condition has improved by 9%.
  - Total numbers of building have reduced from 125 to 112 with 5 further disposals currently in the pipeline.
  - £8 million of income has been generated from property sales to support improvement work in the remainder of the portfolio.
  - Rationalisation of Council Property assets has allowed the Sheriff Court to expand and avoid having to relocate to Stirling.
  - Forth Valley College have been accommodated on a town centre site to support the Alloa town centre strategy.
  - Some elements of social services functions have been co-located with health services in the new Alloa day hospital which has released space in Lime Tree House to facilitate rationalisation of a number of other properties.
- 2.2.3 The PAMP relates to the Council's 112 operational properties, that is buildings used to deliver a service to the public (e.g. schools) or buildings that supports service delivery in some way (e.g. offices). These are predominately owned by the Council but some are rented from third parties.
- 2.2.4 The current financial statistics relating to the operational property assets are:-
- A current insurance value of £193 million.

- Property related expenditure accounts for £19 million (16%) of the Council's annual revenue budget.
  - The expenditure on repair & maintenance in 2009/10 was £1.2 million.
  - The current portfolio requires a further £32 million to address backlog maintenance over the next 5 years.
- 2.2.5 In the face of tight local government financial settlements and an uncertain financial climate for the period of the PAMP it anticipates the need for clear decisions on the rationalisation of property. In isolation of other public sector partners this recommends a close review. This is **only** a direction of travel statement at this stage pending detailed options appraisal and community consultation work.
- 2.6 The indicative proposals are intended to represent a starting point for developing the strategy into some affordable practical options to inform detailed development over the five year life of the PAMP.
- 2.2.7 The proposals have been developed against a background of what might be reasonably affordable and are derived on the basis of a set of criteria that balances both property management and service requirements. The buildings require a long term view and failure to act will result in partial or total closure of buildings on an ad hoc basis as components fail.
- 2.2.8 This long term view is intended to both support the Council's strategic thinking processes and to inform other strategic partners in the Forth Valley area of Clackmannanshire's property intentions to facilitate the development of joint working opportunities where opportunities for joint working are evolving.
- 2.2.9 The PAMP will be reviewed and updated annually with key processes linked to the budget cycle and the "Growing in Excellence" programme.
- 2.2.10 The Plan also covers 61 non operational property assets, that is buildings which the Council owns and rents to third parties (e.g. shop units). There are no specific proposals relating to these properties in the PAMP and no change in the current Council policy of providing a limited number of units at very low rents to support areas of multiple deprivation or for struggling or starter businesses is proposed. A list of the non operational properties is included for information at [Appendix 1](#) and the lease termination dates will be monitored to ensure that opportunities to support the PAMP objectives are considered.

### **2.3 Links to Corporate Planning in Clackmannanshire**

- 2.3.1 The Council's mission, aims & priority outcomes are detail in the Corporate Plan 2008-2011 and are linked to the Single Outcome Agreement with Scottish Government. The PAMP has an important role to play in delivering the following corporate priority outcomes:-
- The area has a positive image and attracts people and businesses.
  - People are better skilled, trained & ready for learning & work.
  - Our Communities are safer.
  - Vulnerable people and families are supported.
  - Health is improving and health inequalities are reducing.
  - The environment is protected and enhanced for all.
  - The Council is effective, efficient & recognised for excellence.
- 2.3.2 Listed below are the various strategic Council documents that have contributed to the development of the PAMP.
- **Community Plan** - Strategic vision, aims, outcomes & partner commitments.

- **Single Outcome Agreement** - Links to national performance framework; outcome indicators and targets, strategic plan for partnership.
- **Clackmannanshire Council Corporate Plan** - Service Plan Facilities Management, Strategic Overview & Business Plan.
- **Operational Plan** - Service/Business Development Plans
- **Themed Plans** - Annual Report & Business Plan, Local Authority Carbon Management Plan, Asset Management Plan, Property Asset Management Plan, School Estates Management Plan, Scottish Governments Nutrition (Scotland) Regulation 2008, Waste Management Plan, Cemeteries Strategy & Open Space Strategy.
- **Property Plans** - Strategic Asset Management Plan 2005 to 2010
- **Specific Council Property Reports** - Independent Commission Review on Education Provision (3-12) (The 3-12 Review) - Council Sept 07, Leisure Strategy: Facility Development Plan - Council 17th Dec 09, Asset Management Plan for Offices and Service Points - Council 24th April 08, Town Centre Strategy - Council in 2006.
- **Financial Plans** - Annual revenue budgets and the 5 year capital programme approved in Feb 2010.

## Section 3 - Asset Management Objectives

### 3.1 Background

3.1.1 The Facilities Management (FM) Service within Services for Communities is tasked with ownership, direction and implementation of the Property Asset Management Plan on behalf of Clackmannanshire Council.

3.1.2 The FM Services has been created to improve the way in which the Council utilises its resources for the benefit of service delivery and as such plays a critical part in the development of the Council's Corporate & Property Asset Management Plans.

### 3.2 Asset Management Plan Objectives

3.2.1 The plan has the following objectives:

- **Fit for Purpose** - All council buildings are "fit for purpose" in terms of condition, suitability and sufficiency and accommodate a range of services, activities and facilities that make a difference to people's health and well being, to sustaining economic growth and to the strengthen the vibrancy of communities.
- **Use** - Ensure that the use of property assets is treated as a corporate resource, that the need to hold property is regularly challenged and performance of the property portfolio is monitored and reported with an objective of reducing space occupied by Council activities by 15% over the period of the plan.
- **Sustainable** - A sustainable building estate which are efficiently run, maximises value for money, is environmentally and energy efficient and contributes directly to delivering year on year reductions in greenhouse gas emissions through its design, construction and operation.
- **Engagement** - All resources are employed flexibly and responsively, to meet both changes in demand and user requirements, and where the beneficial impact of change is maximised through consultation and engagement with users and stakeholders.

## Section 4 - Current Portfolio Performance

### 4.1 Assessment Criteria

4.1.1 In order to provide an objective assessment of the performance of each building in the property portfolio there must be agreed measurement criteria. These have been developed over a number of years by the Royal Institution of Chartered Surveyors (RICS), the Federation of Property Societies (FPS), the Chartered Institute of Public Finance & Accounting (CIPFA) and the Scottish Government School Estates Core Facts. These are now generally accepted across Scotland as the standard measures that should be adopted and are referred to as "Audit Scotland/FPS Scotland Performance Indicators".

4.1.2 **Spend** - What does it cost to operate the building at present? This is measured as a cost per sq. m.

4.1.3 **Stock Condition** - What is the current condition of the building and what are the costs of dealing with any backlog and future maintenance? This is expressed as a rating as follows:-

- **A - Good** - Performing well & operating efficiently.
- **B - Satisfactory** - Performing adequately but showing minor deterioration.
- **C - Poor** - Showing major defects and/or not operating adequately.
- **D - Bad** - Life expired and/or serious risk of imminent failure.

The objective is to maintain the buildings in B or better condition and backlog and future maintenance expenditure is assessed on achieving this standard.

4.1.4 **Sustainability** - How sustainable is the building? This covers a range of measures relating to energy use, waste costs and CO2 emissions. For the purposes of assessment however the buildings CO2 emissions/sq. m. are used to assess performance.

4.1.5 **Suitability** - How suitable is the building for its current use? This is measured by surveying building users and is expressed as a rating:-

- **A - Good** - Performing well and operating efficiently. The buildings and grounds support the delivery of service.
- **B - Satisfactory** - Performing well but with minor problems. The buildings and grounds generally support the delivery of service.
- **C - Poor** - Showing major problems and/or not operating optimally. The buildings and grounds impede the delivery of services that are needed.
- **D - Bad** - Does not support the delivery of services. The buildings seriously impede the delivery of services that are needed.

The objective is to ensure that the buildings are optimised to achieve B or better suitability.

4.1.6 **Sufficiency** - Is the building the correct size for the number of users? This is expressed as average floor space per user. (e.g. pupils, staff, visitors etc) Comparisons between different types of building are not possible since users are different but comparison against published national standards can be made. For example office space requirements are defined in the Workplace Health & Safety Guidelines 1992.

### 4.2 Performance Standards

The objective of the PAMP is to achieve the objectives measured as follows:

- **Efficient** - Costing 10% less than currently expended (£19M in 2008/09)
- **Condition** - In category "B" or better and/or with backlog maintenance of less than £104.25/sq.m. (GIA) over the next 5 years. (A 60% reduction - currently £245.88/sq.m.)

- **Sustainable** - reducing CO2/sq.m. by 15% over the period of the plan.
- **Suitability** - In category "B" or better.
- **Sufficiency** - Are fully occupied. This is defined as:-

**Offices** - improvement in current densities

**Schools** - greater than 60% rating per SEMP guidelines.

**Community Buildings** - improvement in user numbers and utilisation

This will not always be possible but is the standard against which performance of the building portfolio should be measured.

#### 4.3 **Measuring Performance**

- 4.3.1 **Efficient** - Until recently it has not been possible to accurately collect running cost data as the budgets were split between services who did not always record expenditure in a consistent manner. The FM service has now had all of the budgets transferred and has with the assistance of Financial Services is agreeing a budget structure to capture all building operated costs on an individual building basis.
- 4.3.2 **Condition** - This is collected in accordance with the guidelines provided by the FPS and uses the approach outlined in the School Estates Guidance published by Scottish Government. The properties are resurveyed on a two year cycle which was last undertaken in June 2009. Backlog maintenance is assessed and costs updated on the basis of the survey results.
- 4.3.3 **Sustainability** - Sustainability and carbon reduction will be measured in accordance with the Local Authority Carbon Management Plan approved by Council in June 2008. The plan covers the emissions created through the authorities use of Water, Gas and Electricity and is currently in the third year of operation. It will be reviewed to meet the five year term of Property Asset Management Plan.
- 4.3.4 **Suitability** - This is assessed by asking the building users to complete a questionnaire based on the model developed by Scottish Government for the school estate. The questions have been slightly modified to suit buildings other than schools but in all other respects the process is similar. All building users attended a training course before completing the questionnaire and the results are then compared by the FM service to ensure consistency. The exercise was carried out for the first time in June 2009 and it would be the intention to repeat the exercise to coincide with condition updates on a two year cycle.
- 4.3.5 **Sufficiency** - For offices this is based on Workplace Health & Safety Guidelines 1992 and is reviewed as part of the biannual survey. While schools capacity is expressed as a % occupancy calculated in accordance with Scottish Government guidance. For public buildings such as libraries, swimming pools and community access points user numbers are recorded but there is no set standard against which this is judged due to the disparate nature of some of the buildings users.

#### 4.4 **Reporting Performance**

- 4.4.1 As described earlier in the report the FM Service is in it's embryonic stages. One role of the service will be to ensure that regular reporting of the property portfolio assessment criteria takes place with an annual report to the Council's Scrutiny Committee. This will include details of progress with option appraisals, disposals and any proposed changes to retention strategies due to changes in circumstances. The reporting cycle will be timed to facilitate any changes to the 5 year capital programme that may be necessary as a result.
- 4.4.2 Currently there is no regular forum for the reporting of property performance to Councillors with the data being circulated through working groups and/or Council meetings as required for specific projects. Summary data on the performance of the whole asset portfolio is viewed by the Corporate Management Team (CMT) on an annual basis as part of the business planning process. This includes details of any changes as a result of the biennial survey.

Annual progress reports are prepared for Audit Scotland and the Scottish Government Education Department (Core Facts).

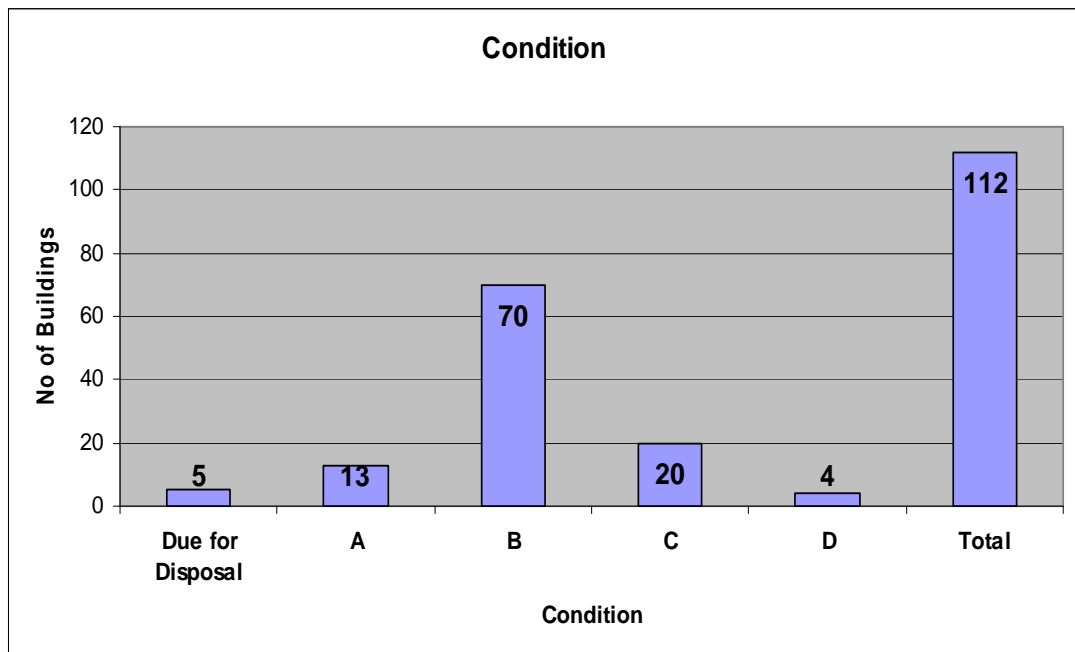
#### **4.5 Consultation Processes**

- 4.5.1 The 2005 to 2010 PAMP resulted in the establishment of 3 working groups to take forward the development of the various types of property assets. These were for the 3-12 School Estate, Community Use Buildings and Offices/Service Points.
- 4.5.2 In each case the groups discussed at some length the issues and produced various reports that focused on service delivery and how this could be improved by better use of the property portfolio.
- 4.5.3 **3-12 School Estate** - Any school failing to meet the assessment criteria in 3.4 will be the subject of consultation with the education service and then if required fuller consultation with all relevant parties under the Schools (Consultation) (Scotland) Act 2010 statutory guidance during the course of 2010. The outcome of such discussions would be reported to Council for decision.
- 4.5.4 The 3-12 Review clearly makes a case for integrated nursery provision. Any proposals to add Nursery classes to existing Primary schools would also require formal consultation and a Council report.
- 4.5.5 Proposals relating to the improvement of existing schools would be taken forward on an individual basis with each school. Details of the works programme are attached to the 5 year capital programme and progress would be reported and updated annually.
- 4.5.6 The School Estate Management Plan (SEMP) which is a sub-set of the PAMP will be updated for 2010 - 2020 and has to be submitted to the Scottish Government by June 2010 together with the core facts performance information.
- 4.5.7 **Community Use Buildings** - The objective in this area was approved by Council on 17th Dec 2009 and is to undertake a transfer of some buildings to Community Groups. Currently the DTA (Development Trusts Association Scotland) with funding from Scottish Government are seeking demonstration projects to assess such transfer ideas and this is something that requires to be seriously pursued.
- 4.5.8 The programme would be expanded to cover all other community assets over the life of the PAMP as trust groups express an interest. Given the nature of community involvement any timetable can only be indicative and will need to be flexible to cope with the differing levels of local commitment. If agreement is reached further reports will come before Council should a transfer proposal emerge.
- 4.5.9 The Forth Valley Public Sector Property Group is a public sector group of three councils, NHS estates and fire police and ambulance representatives. All are tasked with reducing property costs and currently the group is at the initial stages of identifying opportunities for rationalising the public sector estate by joint working. Good opportunities are seen in this area.
- 4.5.10 **Council Offices/Service Points** - The proposals in this area were detailed in the report to Council of 24th April 2008 " Asset Management Plan for Offices and Service Points". This reviewed the buildings and in each case classified them as "retain" "disposal" or "decision required".
- 4.5.11 Where the proposal required a decision this was to be taken forward as an option appraisal and would involve a public consultation exercise where appropriate.
- 4.5.12 Further development of the programme will follow a similar pattern and be taken forward by a newly formed building user group (BUG) chaired by the Head of Facilities Management and composed of representatives from the main buildings and service functions.
- 4.5.13 The group will develop any major proposals as option appraisals for public consultation and Council approval.

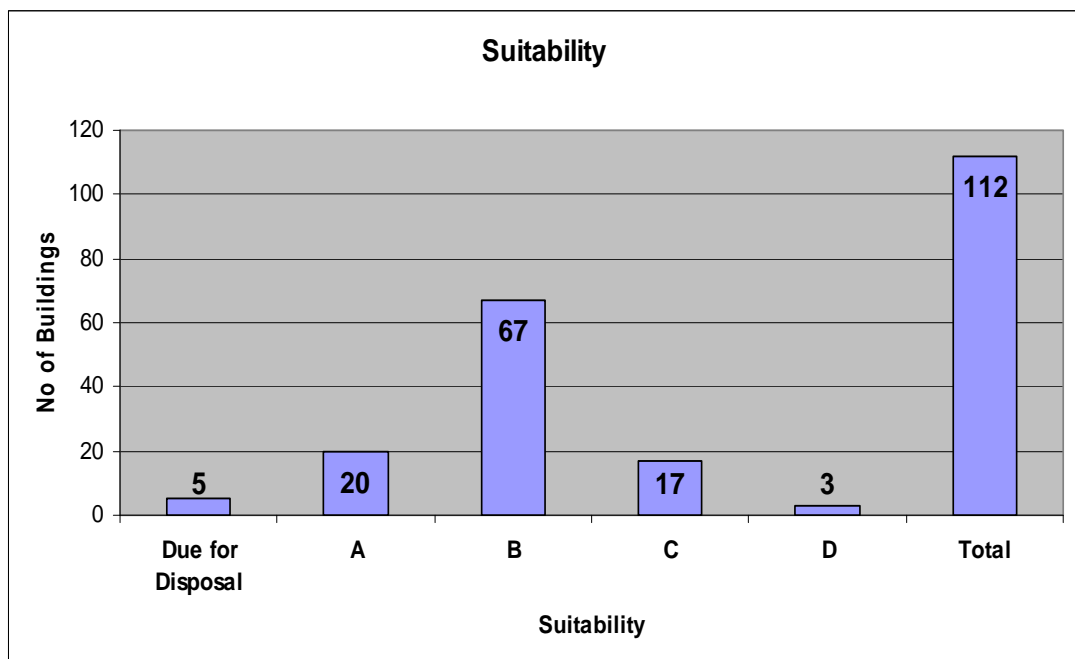
#### 4.6 Portfolio Performance

4.6.1 Details of the performance of the 5 assessment criteria for the existing property portfolio are shown in [Appendix 3](#). The following provides a short overview of each.

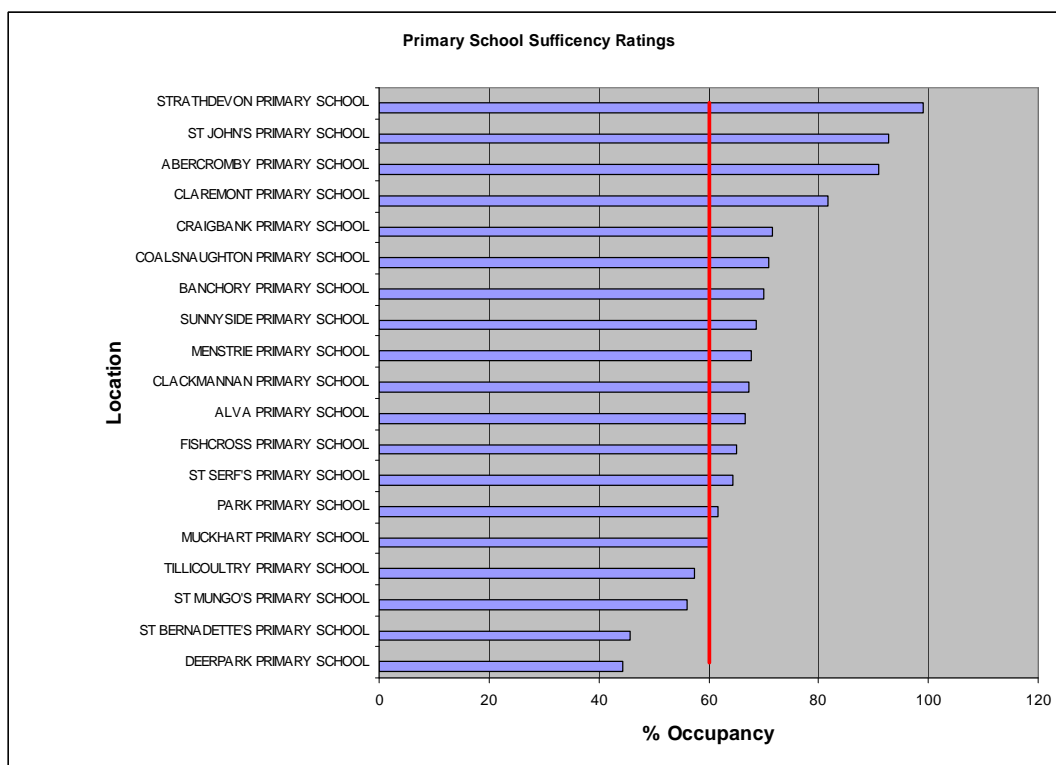
- The average running costs per sq. m. for 2008/09 (the last full year that figures are available) was £61.48.
- Average Total CO<sub>2</sub> Emissions for 2008/09 were 76kg/sq.m.
- 77% of the Buildings are in B+ condition.



- 81% of the Buildings are considered to be B+ in suitability terms.



- The average primary school occupancy is 69% while the performance standard is 60%. No figures are maintained for Nurseries due to the variety of use patterns.



#### 4.7 **Summary of Current Portfolio Performance**

- 4.7.1 The Council has made a major start towards achieving the standards set out in this section as a result of the work that has taken place under the 2005 to 2010 PAMP.
- 4.7.2 Direct comparisons are not possible for all of the criteria since only condition data was being collected in 2005. This has however improved from 68% in B+ condition to 77% in 2010 while the total numbers of buildings held by the Council has fallen by 13 with a further 5 currently being sold or demolished.
- 4.7.3 Perhaps more significantly the development of the 3 new secondary schools, which represent 31% of our portfolio in floor area terms, are in A/A Condition/Suitability and are designed to replace significant elements of our existing building stock.
- 4.7.2 The main focus for the 2010-2015 plan should be the next steps that were identified in the 2005-2010 plan; namely the 3-12 School Estate, Community use Buildings and Council Offices/Service Points. The additional and real opportunity of sharing accommodation with our public sector community partners is seen as a major new initiative.

## Section 5 - Future Service Delivery

### 5.1 Working Group Reports

5.1.1 The aspirations for the 3 service areas are outlined in the following reports:-

- School Estates Management Plan 2003 to 2008 (SEMP) - Council Dec 2003, Independent Commission Review on Education Provision (3-12) (The 3-12 Review) - Council Sept 07 and the supporting papers to the Council 3-12 Review Working Group of 30th April 2009 on the School Estates Strategy & Management Plan.
- Leisure Strategy : Facility Development Plan - Council 17th Dec 09
- Asset Management Plan: Offices & Service Points - Council 24th April 08

These reports deal in detail with the context within which each service area has to deliver, outline the aspirations of services and translate this into the impact this will have on property. A brief summary of the main points follows.

### 5.2 3-12 School Estate

5.2.1 The major aims of the SEMP are to:

- Bring the condition of all schools in the 3-12 estate to condition B+ and to maintain this standard.
- Address issues of sufficiency as they arise.
- Increase the number of 3-12 campus arrangements.
- Improve the suitability of external learning, teaching and social spaces.
- Improve dining facilities in those schools with the smallest dining spaces.

5.2.2 The major change in this area from the position in 2005 is that it now seems likely given current population projections that the schools will generally be faced with a stable or expanding role which will produce limited opportunities to rationalise school buildings or use them for alternative purposes.

### 5.3 Community Use Buildings

5.3.1 The Facility Development Plan concludes that, "a mixed market approach to provision is likely to be the best means by which a broad range of facilities can be sustained in the longer term". This recognises the non statutory nature of the services being delivered and the Council's financial ability to continue to maintain the status quo.

5.3.2 As a result the proposals in this area focused on improving a smaller number of buildings to a higher standard than is currently possible and disposal of the remainder to community trusts or the open market.

### 5.4 Offices & Service Points

5.4.1 The proposes in this area drew on the work of the Town Centre Strategy 2006 and the Offices & Service Point report of 2008. These concluded that the communities in Clackmannanshire fell into three categories:-

- **Alloa** – Where a full range of services should be provided in a rationalised range of buildings.

- **Large Settlements** – These were agreed as Alva, Clackmannan, Dollar, Menstrie, Sauchie, Tillicoultry and Tullibody where "a basic community entitlement" would be provided. This was defined as, an outlet for transactions, a facility for resolving enquiries and arranging appointments, accommodation for community meetings and some level of library provision. So far as possible services would be co-located with the aim of concentrate Council activity in a single building with disposal of the remainder.
- **Small Settlements** – Communities with fewer than 1000 inhabitants not included above where alternative service arrangements would be considered.

5.4.2 The most significant change since these proposals were developed has been the increased necessity to demonstrate efficiency in back office services in the face of tight local government financial settlements. As a result further rationalisation of the 3 main office buildings is proposed to release funding to protect front line community used services.

#### 5.5 **Forth Valley Public Sector Property Strategy**

As alluded to earlier there are opportunities with wider and closer working with community partners, especially the NHS. As a result, notwithstanding the above this strategy to link our strategies with our partners to drive efficiencies and in many cases obvious service synergies is a key part of the PAMP for the next 5 years.

## Section 6 - Indicative Proposals

### 6.1 Translating Service Aspirations into Specific Property Proposals

- 6.1.1 Although the 3 working groups identified their aspirations for the services this is not translated into detailed property proposals based on the assessment criteria discussed in section 4.
- 6.1.2 This has therefore been developed in summary in this section of this report with [Appendix 3](#) providing an overview of the recommendations and assessment criteria while [Appendix 3](#) provides a more detailed set of proposals for each building.
- 6.1.3 It should be remembered that these are initial suggestions for further development and that any major proposals will result in specific reports to Council.

### 6.2 3-12 School Estate

- 6.2.1 There are currently 5 primary schools with a sufficiency rating less than 60% these are:-

- Deer Park
- St. Bernadette's
- St. Mungo's
- Tillicoultry
- Park

In addition Alva Primary School is rated at 61%. Consideration needs to be given to how their operational costs can be reduced.

- 6.2.2 The two R.C. Primary schools currently have low sufficiency ratings. This should be reviewed.
- 6.2.3 As a result of the significant investment programme developed from the School Estates Management Plan 2003 to 2008 (SEMP) the 3-12 estate now has only 3 schools in C or poorer condition but one of these St. John's Primary is D and has major condition issues. In addition, although Clackmannan Primary is currently in B condition this will not be maintained for the duration of the plan. There are also 3 schools with C or poorer suitability ratings and 1 (Craigbank) where suitability & sufficiency are likely to be adversely affected as a result of a major new house building programme in the area over the period of the plan. The main condition/suitability related challenges are:-
- The need to replace St. Johns/Claremont was the subject of a report to the 17th Dec Council meeting. ( £11.0million) - this has been the subject of a £4.4m SFT award in June 2010.
  - A major programme of works for external fabric repair at Clackmannan. (£2.0million)
  - The need to remodel Craigbank to accommodate new housing development in the area. (£4.0million + Developers contribution £2.0million or more dependent on development proposals)
- 6.2.4 St. Johns/Claremont is included in the capital programme for a 12/13 site start while both Clackmannan and Craigbank are proposed for 14/15 as the first year of a further 5 and 3 year phased programme of works respectively. It will be critical to develop a clear proposal for Craigbank in the PAMP if any contribution from the new house developer is to be secured.
- 6.2.5 In addition it will be important to maintain the standards in the remainder of the buildings by continuing the programme of capital works identified in the 2005-2010 plan. The main elements are; tackling nursery class expansion for each associated primary, increasing health & safety requirements, toilet provision, energy efficiency, classroom environment and a range of smaller specific issues.
- 6.2.6 This will be funded from a £750,000 annual capital allocation over the next 5 years which will

ensure all schools meet B/B ratings and that no further deterioration of the schools takes place. This will then see the Council achieve one of the major objectives set out in the original 2003 SEMP.

### **6.3 Community Use Buildings**

6.3.1 The following buildings were identified as core facilities where the Council will be likely to have a long-term commitment:-

- Alloa Academy Campus
- Alva Academy Campus
- Lornshill Academy Campus
- Alloa Town Hall and
- Cochrane Hall, Alva

6.3.2 The 3 academy buildings were new in 2009 and have been designed to provide a range of community facilities. A programme of work of £750,000 over the next 5 years will prevent deterioration of Alloa Town Hall and a contract to refurbish the Cochrane Hall for £500,000 has recently been tendered with work due to complete in the Spring of 2011.

6.3.3 A further group of buildings were identified where the Council's role could be as partner and enabler rather than simply owner and provider:-

- Leisure Bowl, Alloa
- Alva Community Facility
- Community/Ski Centres, Tillicoultry
- Any new Leisure Centre, Forrestmill
- All other Community Halls and Leisure Centres

6.3.4 Proposals for these buildings could be developed as trust arrangements described earlier. Initially this would be done by Services to Communities seeking to encourage and engage with local community groups or development trusts. The Civic Centre, Dollar and the Dumyat Centre, Menstrie have been identified as potential projects on the basis that active community groups already exist. Initial contact with these groups has been made following the Council decision in Dec 2009.

### **6.4 Council Offices and Service Points**

6.4.1 **Alloa** - Since the report to Council in April 2008 further work has been done to address the target to reduce office space used by the Council for back office functions by 15%. This has resulted in some progress with the closure of Marcell House, 14 Bank Street(District Court) and the disposal of the A.L.L.O.A. Centre. One unit at Castle Street has been returned for rental as a result of stores rationalisation and Business Support are actively pursuing further reductions. The Spiers Centre refurbishment will allow the central library service to transfer and this will release the Drysdale St. premises for sale. The Council has agreed to continue to rent Candleriggs/Mill St shop units until 2014 but Miller Court & Carsebridge rentals are currently under review.

6.4.2 **Kilncraigs** - One major change proposed to the council offices strategy is the potential to develop Kilncraigs as a single headquarters to replace the 3 buildings currently used. This could offer significant revenue savings to the Council in its back office costs and if undertake in the next 24 months may be eligible for tax benefits that could reduce capital costs by 40%.

6.4.3 **Alva** - A single Alva Community Facility based around a redevelopment of the existing swimming pool building to provide a new all-purpose facility in Alva containing:- pool, gymnasium, community rooms, public toilets, library, pay and enquiry facilities, external changing for the adjoining pitches was included in the capital programme for 10/11.

6.4.4 **Clackmannan** - Services are located in the Town Hall and no change is proposed. The building is shared with an active community trust which represents a model for other areas.

- 6.4.5 **Dollar** - The Civic Centre as it currently stands is adequate for the purpose. A community trust may be an option and some review of the library service is required.
- 6.4.6 **Menstrie** - The Dumyat Centre is adequate for the purpose. Some improvement of the internal space to provide better community room facilities has recently been completed. Again, there may be scope to pass the Centre to a community trust.
- 6.4.7 **Sauchie** - The existing C.A.P. facilities would remain but the offices previously used by Housing could be converted to replace rented shop units at 77 & 85 Main St. It may also be possible to include community rooms.
- 6.4.8 **Tillicoultry** - The most obvious property option is to utilise space in the primary school to provide the community facilities. A review of options available for community facilities needs to be prepared to present to the community for consultation.
- 6.4.9 **Tullibody** - Services should be concentrated at the Civic Centre and the potential for a community trust explored.
- 6.4.10 **Forrestmill** - Not included in the 2008 proposals was Forrestmill which has recently been granted planning permission for the development of 1250 houses over 12 years. This will result in a settlement similar in size to Dollar and may therefore develop into a "large settlement" during the 5 year period of the plan. The capital costs of any school/community facilities would be secured through a section 75 agreement with the developer while long term running costs would have to be met from the increased Council Tax base.
- 6.4.11 **Small Settlements** – Communities with fewer than 1000 inhabitants not included above where alternative service arrangements would be considered.

## **6.5 Summary of Indicative Proposals worthy of further review**

- 6.5.1 **Appendix 3** to the PAMP lists all of the Councils buildings and goes on to leave a gap to identify them under the status heads of "retained" or "disposed" based on the assessment criteria detailed earlier in the report which are also listed.
- 6.5.2 Currently what is missing from this analysis is the real opportunity afforded by working on a "community based" asset management plan with our public sector partners which is at an embryonic stage.
- 6.5.3 The next step in the process will be to develop a programme for option appraisal work on the properties in communities and bring this forward during the life of the 2010 to 2015 PAMP. In addition a Risk Management Register will be completed to assist in the prioritisation of the appraisals.
- 6.5.4 The paper also identifies a number of buildings that have already been declared surplus "DS" to requirements or are affected by the current year budget "BP". Buildings shown for disposal that are not marked "DS" will be the subject of a report to Council for disposal approval.
- 6.5.5 Buildings shown "RR" are currently used by the Council but could be released for rental to external users at some future date as a result of rationalisation of Council operations.
- 6.5.6 Buildings marked "R" are currently rented by the Council from external providers and the leases could be terminated at some future date as a result of rationalisation of Council operations.

## **6.6 Detailed Proposals (Appendix 3)**

- 6.6.1 **Appendix 3** of the PAMP provides a more detailed set of proposals for each building and is categorised on the basis of their geographical location. It should be remembered that these are initial suggestions for further development and that any major proposals will result in specific reports to Council.

## Section 7 - Investment Need and Funding

### 7.1 Identification of Investment Need

7.1.1 The detailed proposals shown in [Appendix 3](#) require a significant level of investment and the Council will have to adopt a structured, challenging and transparent approach to decision making with regard to both property investment and disinvestment. A key feature of this will be a robust option appraisal process that compares the various factors outlined in this report namely:-

- Corporate and service objectives
- Property assessment criteria
- Investment requirements on a whole life basis
- Financial strategy

7.1.2 Investment need is categorised under three headings; Baseline Statutory, Baseline Backlog/Life Cycle and Developmental.

### 7.2 Baseline Statutory Investment

7.2.1 This is the investment required to meet the Council's statutory obligations and responsive repairs.

7.2.2 The currently budget for this has been drawn together for the first time under one heading for the 2010/11 financial year and is £1,200,000.

7.2.3 Two major factors will impact on this budget over the period of the plan. Firstly, increasing complexity of statutory legislation requiring increased levels of spending. Secondly, a reduction in the number of buildings and improvement in condition as the PAMP is implemented will allow us to move to more pre-planned rather than reactive maintenance and reduce the budget required.

### 7.3 Baseline Backlog/Life Cycle

7.3.1 This is investment to address any current backlog maintenance and bring all assets up to B+ condition. Once the backlog has been addressed there will be an ongoing need for investment to maintain the standard.

7.3.2 The current estimated backlog is just over £32 million. This figure is arrived at by estimating the remaining life expectancy of the various elements of each building based on the life cycle of that element and the cost of replacing that element. This can not be an exact measurement given that many of the elements have been asked to perform far beyond their design life. The figure is however intended to be indicative of the overall scale of the maintenance problem.

7.3.3 Another measure of the backlog position is the ratio between reactive and pre-planned maintenance. High levels of reactive maintenance indicate that elements are failing on a regular basis in an unpredicted way. Good practice suggests a 60/40 ratio of planned to reactive. The current balance in Clackmannanshire is 34/66 based on the 09/10 expenditure.

7.3.4 Effort should be made to address this imbalance to at least 50/50 over the period of the plan as this will result in more efficient use of resources and improve the users experience due to better forward planning and fewer breakdowns.

### 7.5 Funding

7.5.1 Revenue funding for property investment is allocated through the annual revenue budget

process and is subject to the monthly monitoring and reporting processes. The PAMP proposes to supplement these funds by transferring expenditure from rents to external landlords as the buildings are vacated.

- 7.5.2 Capital funding is generally allocated towards developmental investment through the 5 year capital programme either from borrowing, through a spend to save initiative, specific grants or receipts from sales of land/buildings.
- 7.5.3 Detailed Implementation plans for each building will be brought forward with funding details after approval of the indicative proposals and 'next steps' included in this report.

## Section 8 - Reviewing the Plan

### 8.1 Current Review Arrangements

- 8.1.1 The 5 year capital programme will likely be reviewed in light of the evolving financial position. The PAMP will equally be developed in further detail and be regularly reported to Council if this direction of travel is approved and the capital programme will reflect these changes.

### 8.2 FM Services Review Arrangements

- 8.2.1 FM Services will also prepare an annual report on progress with the PAMP towards achievement of the objectives. This will typically be to the Scrutiny Committee in June detailing performance for the previous financial year.

## Section 9 - Next Steps

### 9.1 Current position

- 9.1.1 This plan is a statement of the current portfolio performance and proposes a direction of travel for each facility. The Council will have to adopt a structured, challenging and transparent approach to formal decision making with regard to the portfolio. The presentation here is on a service wide basis but it is proposed that each facility (and those proposed) be considered as part of a "community asset plan" with the eight distinct communities in Clackmannanshire.
- 9.1.2 **Step 1** - Confirm that the direction of main 3-12 strategies, community buildings and office and service point strategies are unchanged.
- 9.1.3 **Step 2** - Confirm strategies on following key major potential developments in capital plan or new opportunities:
- Alloa Council Office rationalisation at Kincaigs
  - Spiers Centre redevelopment
- 9.1.4 **Step 3** - Overlay public sector partner's accommodation portfolio with Clackmannanshire Council's.
- 9.1.5 **Step 4** - Consider implications of 2008 - 2025 Structure Plan
- 9.1.6 **Step 5** - Review community by community public sector assets:
- Alloa
  - Sauchie
  - Tullibody/Cambus
  - Menstrie
  - Alva
  - Tillicoultry/Devonside/Coalsnaughton
  - Dollar
  - Clackmannan
- 9.1.7 **Step 6** - Develop community by community asset management plan integrating other public sector service delivery organisations sharing premises and costs.
- 9.1.8 **Step 7** - Propose 5 year asset strategy alongside public sector partners strategy to Council.

## Appendix 1 - Non Operational Property Portfolio

File Ref	Address	Type	Settlement	Comments/Tenant	Lease Start	Lease Expiry
ALL006	10 Bank Street	OFF	ALLOA	Ground floor office. Let to Unison. No formal lease in place.	26/02/2004	25/02/2010 tacit
ALL007	Ground Floor Office 14 Bank Street	OFF	ALLOA	Ground floor office, let to Volunteer Centre Clackmannanshire.	01/01/2010	31/12/2010
ALL024	Unit 1 Block A Castle Street	WORKSH	ALLOA	Industrial unit. Let to Service to People	16/11/2009	15/11/2012
ALL025	Unit 2 Block A Castle Street	WORKSH	ALLOA	Industrial unit. Let to Inverrallan Ltd.	15/02/2007	14/11/2010
ALL026	Unit 3 Block A Castle Street	WORKSH	ALLOA	Industrial unit. Let to Cadmeleon Technical Services Ltd.	28/04/2008	27/04/2010 tacit
ALL027	Unit 4 Block A Castle Street	WORKSH	ALLOA	Industrial unit. Let to Bruce Greary t/a Clackmannanshire Cleaning Services.	01/04/2007	31/03/2010 tacit
ALL028	Unit 5 Block A Castle Street	WORKSH	ALLOA	Industrial unit. Let to David Lindsay t/a Riverbank Laundry.	15/11/1992	monthly
ALL029	Unit 6 Block A Castle Street	WORKSH	ALLOA	Industrial unit. Let to Kate Patience t/a Culture and Community Services.	24/07/2006	23/07/2010 tacit
ALL030	Unit 7 Block A Castle Street	WORKSH	ALLOA	Industrial unit. Let to David Cramb t/s Premier Frames.	18/01/2009	17/01/2013
ALL031	Unit 1 Block D Castle Street	WORKSH	ALLOA	Industrial unit. Let to Imagine Alloa	30/10/2009	26/04/2010
ALL032	Unit 2 Block D Castle Street	STORE	ALLOA	Industrial unit. Let to Gerry Kerr t/a G&M Welding Supplies.	01/06/1995	monthly
ALL033	Unit 3 Block D Castle Street	STORE	ALLOA	Industrial unit. Let to George McKinsley t/a Industrial and Home Blind Cleaning.	26/06/1998	monthly
ALL034	Unit 4 Block D Castle Street	WORKSH	ALLOA	Industrial unit. Let to Fallin Community Enterprises	01/08/2008	31/05/2012
ALL035	Unit 5 Block D Castle Street	WORKSH	ALLOA	Industrial unit. Let to Fallin Community Enterprises	01/06/2009	31/05/2012
ALL036	Unit 6 Block D Castle Street	WORKSH	ALLOA	Industrial unit. Let to Kee Logic.	01/09/2006	31/08/2010
ALL037	Unit 7 Block D Castle Street	WORKSH	ALLOA	Industrial unit. Let to James McAllister.	14/09/1994	monthly
ALL063	Unit 3 Townhead Institute Drysdale St	SHOP	ALLOA	Shop unit. Let to Linda Hunter	12/08/2005	11/08/2010
ALL082	32 Harris Court	SHOP	ALLOA	Shop unit. Let to Ikram Saleem.	20/04/2006	20/04/2011
ALL091	The Lodge Mar Place	DAYCAR	ALLOA	Office unit. Let to Homestart Clackmannanshire	01/11/2009	31/10/2010
ALL099	15A Mar Street	STORE	ALLOA	Industrial unit. Let to ACE.	16/11/2009	30/04/2010
ALL101	17 Mar Street	OFF	ALLOA	Office. Let to Dept. Pensions and Work.	01/09/1991	31/08/2012
ALL102	Glebe Hall Borough Mews	COMNTY	ALLOA	Office. Criminal Justice	tbc	tbc
ALL103	Crossroads 19 Mar Street	OFF	ALLOA	3 Ground Floor offices. Let to Crossroads.	01/07/2009	30/06/2012
ALL105	Open Secret 19 Mar Street	OFF	ALLOA	First floor office. Let to Open Secret.	01/04/2001	01/04/2010
ALL115	The Lodge Parkway	OFF	ALLOA	Office. Let to Clackmannan Womens Aid.	20/02/1995	20/02/2016
ALL120	12 Shillinghill	SHOP	ALLOA	Shop unit. Let to Maggie Cruise	01/12/2009	30/11/2012
ALL121	13 Shillinghill	SHOP	ALLOA	Shop unit. Let to Impact Associated Services Ltd.	05/05/2008	04/05/2011
ALL185	114 Greenfield	HOST	ALLOA	Let to Crossreach. Hostel, let via housing.	02/11/1992	01/11/2010 tacit
ALL187	12 Hervey Street	CRHOME	ALLOA	4 bed Care Home. Let to Scottish Society for Autism.	01/08/1999	30/07/2010 tacit
ALL188	16 Mull Court Bristol Street	MEET	ALLOA	Meeting Rooms. Let via housing	n/a	
ALV224	The Mill Trail Visitor Centre	VISIT	ALVA	Visitor Centre. Let to Peter Keers	26/10/2009	25/10/2012
ALV224	Coffee Shop The Mill Trail Visitor Centre	SHOP	ALVA	Elise Levey & Lynn Blyth	25/01/2010	24/01/2013
ALV224	Glentana Woollen Mill	SHOP	ALVA	Shop unit. Let to Ivor Lipsey.	01/11/2008	31/05/2010
ALV232	33 Queen Street	STORE	ALVA	Housing. Office, let via housing to Scouts	n/a	
CLA258	64 Main Street Clackmannan	HALL	CLACK	Town Hall. Let to Clackmannan Town Hall Trust	01/02/2006	31/01/2031

File Ref	Address	Type	Settlement	Comments/Tenant	Lease Start	Lease Expiry
CLA268	23 Alloa Road Clackmannan	HOST	CLACK	Let to Crossreach.	16/03/1992	15/03/2010 tacit
CLA269	13 North Street Clackmannan	CRHOME	CLACK	4 bed Care Home. Let to Scottish Society for Autism.	15/01/1991	14/01/2010 tacit
DOL386	Store Lower Mains Road Dollar	STORE	DOLLR	Store. Let to Robert Herd.	01/04/2009	31/03/2019
MEN456	Menstrie Castle	MUSEUM	MENSTR	Visitor Centre. Let to National Trust for Scotland	n/a	
SAU504	6 Beechwood Sauchie	SHOP	SAUC	Hairdressers. Let to Amanda Kiff.	15/05/2009	14/05/2010
SAU519	32 Main Street Sauchie	CAFE	SAUC	Shop unit. Let to Elizabeth Hall.	01/5/2003	30/04/2010 tacit
SAU523	58 Main Street Sauchie	SHOP	SAUC	Charity Shop. Let to The Parents and Friends of Clackmannanshire.	12/12/2003	11/12/2009 tacit
SAU524	60 Main Street Sauchie	SALON	SAUC	Hairdressers. Let to R Graham.	11/11/1980	10/11/2009 tacit
SAU526	63 Main Street Sauchie	SHOP	SAUC	Shop unit. Let to Wilma Ferguson.	15/05/1981	14/05/2010 tacit
SAU527	65 Main Street Sauchie	SHOP	SAUC	Beauty Salon. Let to Simone Schriber	31/10/2005	30/10/2009 tacit
SAU528	67 Main Street Sauchie	SHOP	SAUC	Hot Food Take Away. Let to Mei Sang Ho.	15/05/1981	14/05/2016
SAU532	83 Main Street Sauchie	OFF	SAUC	Office. Let to Central Scotland Police.	08/07/2003	07/07/2010 tacit
SAU549	77 Lochbrae Sauchie	HOST	SAUC	Let to Crossreach. Hostel.	23/03/1992	22/03/2010
TIL612	Centenary Hall Tillicoultry	HALL	TILLIC	Hall. Let to Tillicoultry Centenary Hall Company Ltd.	01/10/1997	13/09/2018
TIL625	68 Moss Road Tillicoultry	HALL	TILLIC	Hall. Let to Devonvale Hall Company Ltd	01/10/2005	30/09/2030
TIL634	83 - 85 Upper Mill Street Tillicoultry	HOST	TILLIC	Sheltered Accommodation. Let to Womens Aid.	11/11/1976	15/05/2010 tacit
TIL639	14 Colliers Court Tillicoultry	CRHOME	TILLIC	4 bed Care Home. Let to Scottish Society for Autism.	17/12/1999	16/12/2009 tacit
TUL709	Ditch Farm Tullibody	FARM	TULLIB	Farm. House let to Mr and Mrs Stephen. Land let to Northern Hydro Seeding.	28/08/2008	28/11/2011
TUL728	Tullibody Family Centre	FAMILY	ALLOA	Family Centre. Leased to Trustees of National Childrens Home and Orphanage	05/12/2001	31/03/2010 tacit
ALL178	Kilncraigs - Grd - Unit 4/5/6	OFF	ALLOA	CCTV	31/05/2004	11/05/2014
ALL178	Kilncraigs - Grd - Unit 2	OFF	ALLOA	Candies Cuisine	05/10/2004	Monthly
ALL178	Kilncraigs - 1st - Unit 2	OFF	ALLOA	Clackmannanshire Business	01/07/2006	Monthly
ALL178	Kilncraigs - 1st - Unit 4	OFF	ALLOA	Clackmannanshire Business	01/07/2006	Monthly
ALL178	Kilncraigs - 2nd - Unit 16	OFF	ALLOA	Intelligent Office	17/04/2009	16/04/2012
ALL178	Kilncraigs - 2nd - Unit 10	OFF	ALLOA	Lawscript	01/08/2006	Monthly
ALL178	Kilncraigs - 2nd - Unit 11	OFF	ALLOA	Lawscript	01/08/2006	Monthly

## Appendix 3 -Summary Of Direction of Travel

NAME	REMARKS	2008 - 2009 RUNNING COSTS (Total cost /Sq. m.)	2009 CONDITION RATING	2009 SUSTAINABILITY (Total CO <sub>2</sub> Emissions kg)	2009 SUITABILITY RATING	SUFFICIENCY (Offices m <sup>2</sup> /person) ( Schools % occupancy) (Other Buildings N/A)
<b>ALLOA</b>						
<b>OFFICES &amp; SERVICE POINTS</b>						
GREENFIELD HOUSE		£95.41	B	143	C	6.47
LIMETREE HOUSE		£51.77	A	49	A	6.16
KILNCRAIGS (1904 BUILDING)		£54.08	B	75	C	6.99
KILNCRAIGS (1936 BUILDING)		£0.00	D	0	C	N/A
PATON'S SCHOOL		£0.00	D	0	D	N/A
14 BANK STREET (IT TRAINING ROOM) FORMER DISTRICT COLLEGE	DS	£127.76	B	269	C	N/A
19 MAR ST, GLEBE HALL (CRIM JUSTICE)		£85.14	B	178	B	N/A
15 MAR ST (PSYCHOLOGICAL SERVICES)		£28.06	C	56	B	8.53
ALLOA LIBRARY, DRYSDALE ST		£71.02	C	73	C	7.7
26-28 DRYSDALE ST, SHOP & 1ST F OFFICE		£25.57	C	55	B	7.7
MARSHILL HOUSE, (REGISTRAR)		£211.76	B	293	C	N/A
MARCELLE HOUSE, 6 MARSHILL	DS	£81.64	C	73	C	N/A
8 BANK STREET (REVENUE SERVICES)	DS	£122.66	B	59	A	7.95
1 - 3 CANDLERIGGS (CLACKS WORKS)	R	£26.44	A	0	A	9.31
2-4 MILL ST (ADULT SERVICES TRAINING BASE)	R	£98.71	A	0	A	15.12
AMENITY BLOCK		£95.42	B	0	B	N/A
FORTHBANK DEPOT		£31.21	C	52	C	N/A
FORTHBANK CIVIC AMENITY SITE			A	0	B	
KELLIEBANK DEPOT		£24.65	B	61	A	8.96

NAME	REMARKS	2008 - 2009 RUNNING COSTS (Total cost /Sq. m.)	2009 CONDITION RATING	2009 SUSTAINABILITY (Total CO <sub>2</sub> Emissions kg)	2009 SUITABILITY RATING	SUFFICIENCY (Offices m <sup>2</sup> /person) ( Schools % occupancy) (Other Buildings N/A)
1 MILLAR COURT (TRAINING UNIT)	R	£130.62	B	0	B	7.5
7/8 MILLAR COURT (WHINS SOCIAL WORK OFFICE)	R	£109.51	B	33	A	6.01
CARSEBRIDGE COURT (INTEGRATED MENTAL HEALTH)	R	£98.17	A	30	B	6.01
WHINS RESOURCE CENTRE (SS DAY CARE)		£38.14	B	71	B	N/A
LUDGATE HOUSE (RESOURCE CENTRE)		£30.58	B	75	A	N/A
ALLOA FAMILY CENTRE		£74.64	B	75	B	N/A
UNIT 7 BRUCE ST (MEALS ON WHEELS STORE)	R & BP	£140.81	B	0	B	N/A
GLASSHOUSE LOAN (MUSIC PROJECT)	R & BP	£43.91	C	0	C	N/A
16 MAR STREET STORE	RR	£46.37	C	0	C	N/A
CASTLE ST STORE (UNIT A6)	RR	£34.35	C	0	B	N/A
CASTLE ST STORE (UNIT D5)		£17.35	C	0.7	B	N/A
CASTLE ST STORE (UNIT A4)		£31.53	C	0	B	N/A
CASTLE ST STORE (UNIT D8)		£31.53	C	0	B	N/A
WARD STREET EQUIPMENT SERVICE		£61.15	B	0	B	N/A
WARD STREET EQUIPMENT SERVICE		£164.97	B	0	B	N/A
PATON'S LODGE		£28.22	B	0	B	N/A
5 BRUCE ST STORE	R	£36.83	B	0	B	
SHILLINGHILL PUBLIC TOILETS	BP	£73.47	B	95	A	N/A
SUNNYSIDE CEMETERY (HOUSE)		£70.25	B	87	B	
<b>EDUCATION</b>						
OLD ALLOA ACADEMY SITE	DS	£19.55				
OLD LORNSHILL ACAD SITE		£10.65				
ALLOA ACADEMY			A	N/A	A	N/A
LORNSHILL ACADEMY			A	N/A	A	N/A
ST JOHN'S PRIMARY SCHOOL		£85.65	D	94	D	92.67

NAME	REMARKS	2008 - 2009 RUNNING COSTS (Total cost /Sq. m.)	2009 CONDITION RATING	2009 SUSTAINABILITY (Total CO <sub>2</sub> Emissions kg)	2009 SUITABILITY RATING	SUFFICIENCY (Offices m <sup>2</sup> /person) ( Schools % occupancy) (Other Buildings N/A)
CLAREMONT PRIMARY SCHOOL		£57.89	B	49	B	81.67
SUNNYSIDE PRIMARY SCHOOL		£107.85	B	91	B	68.63
PARK PRIMARY SCHOOL		£50.85	B	55	B	61.67
ST MUNGO'S PRIMARY SCHOOL		£61.97	B	33	B	56.00
SECONDARY SCHOOLS' SUPPORT SERVICE		£49.02	C	111	B	N/A
TOWER NURSERY		£82.21	B	46	A	TBC
ABC NURSERY		£61.95	B	60	B	TBC
PARK SCHOOL HOUSE		N/A	B	0	B	N/A
<b>LEISURE / COMMUNITY</b>						
ALLOA TOWN HALL		£45.16	C	68	C	N/A
SPEIRS CENTRE		£38.13	C	72	B	N/A
ALLOA LEISURE BOWL		£21.37	B	0	B	N/A
BOWMAR CENTRE		£27.97	C	44	B	N/A
WEST END PARK PAVILION		£44.98	B	80	B	N/A

NAME	REMARKS	2008 - 2009 TOTAL RUNNING COSTS	2009 CONDITION RATING	2009 SUSTAINABILITY Total CO2 Emissions (kg)	2009 SUITABILITY RATING	SUFFICIENCY Offices (Yellow m2/person) Schools (Green % occupancy)
<b>ALVA</b>						
OLD ALVA ACADEMY	DS	£22.59				
ALVA ACADEMY		N/A	A	N/A	A	N/A
ALVA PRIMARY SCHOOL		£56.31	B	45	C	66.67
ALVA (JOHNSTONE CENTRE)		£61.05	B	227	B	N/A
ALVA CAP / LIBRARY	DS	£47.21	B	64	B	6.95
DALMORE COMMUNITY CENTRE	DS	£50.02	C	68	B	N/A
COUNCIL STORE	DS	£9.77	C	0	C	N/A
COCHRANE PARK PAVILION	DS	£14.37	B	26	B	N/A
COCHRANE HALL		£30.88	B	49	C	N/A
WESTHAUGH TRAVELLERS' SITE		£16.54	B	0	D	N/A
ALVA CEMETERY (HOUSE)		£13.75	B	3	B	
<b>CLACKMANNAN</b>						
CLACKMANNAN PRIMARY SCHOOL		£48.45	B	40	B	67.38
CHANGING PAVILION		£11.83	C	23	C	N/A
CLACKMANNAN TOWN HALL & CAP		£21.95	B	59	B	3.72
<b>COALSNAUGHTON</b>						
COALSNAUGHTON PRIMARY SCHOOL		£49.68	B	60	B	71.00
WARDLAW STREET PARK PAVILION		£24.06	D	72	C	N/A
<b>DOLLAR</b>						
STRATHDEVON PRIMARY SCHOOL		£56.77	A	48	B	99.05
DOLLAR CIVIC CENTRE		£56.36	B	23	B	N/A
DOLLAR PUBLIC TOILETS		£453.14	A	150	A	N/A
DOLLAR CEMETERY (HOUSE)		£12.84	B	0	B	N/A
<b>FISHCROSS</b>						

NAME	REMARKS	2008 - 2009 TOTAL RUNNING COSTS	2009 CONDITION RATING	2009 SUSTAINABILITY Total CO2 Emissions (kg)	2009 SUITABILITY RATING	SUFFICIENCY Offices (Yellow m2/person) Schools (Green % occupancy)
FISHCROSS PRIMARY SCHOOL		£52.94	B	64	C	65.00
DEVON EQUESTRIAN CENTRE	DS					N/A
BEAM ENGINE HOUSE	DS					N/A
<b>MENSTRIE</b>						
MENSTRIE PRIMARY SCHOOL		£52.78	B	39	B	67.78
DUMYAT CENTRE		£53.48	B	53	B	3.63
MENSTRIE HOUSE		£51.57	B	150	A	N/A
GLENOCHIL NURSERY		£10.96	B	72	B	N/A
<b>MUCKHART</b>						
MUCKHART PRIMARY SCHOOL		£99.99	B	77	B	60.00
<b>SAUCHIE</b>						
CRAIGBANK PRIMARY SCHOOL		£39.48	B	13	B	71.50
DEERPARK PRIMARY SCHOOL		£53.75	B	62	A	44.33
FAIRFIELD SPECIAL SCHOOL (OFFICE)	DS	£34.06	B	64	B	4.27
SAUCHIE NURSERY		£52.89	C	71	A	TBC
FAIRFIELD PARK PAVILION		£30.05	B	9	B	N/A
SAUCHIE CAP & LIBRARY		£186.83	B	246	A	5.53
77 MAIN ST (HOUSING AMENITY TEAM)	BP	£34.35	B	0	B	N/A
85 MAIN ST (CENTRAL SCOTLAND POLICE)	BP	£19.08	B	0	B	N/A
SAUCHIE HALL		£51.70	B	81	B	N/A
CLASS CUISINE		£71.53	A	286	B	N/A
GARTMORN DAM VISITOR CENTRE		£57.38	A	88	A	N/A

NAME	REMARKS	2008 - 2009 TOTAL RUNNING COSTS	2009 CONDITION RATING	2009 SUSTAINABILITY Total CO2 Emissions (kg)	2009 SUITABILITY RATING	SUFFICIENCY Offices (Yellow m2/person) Schools (Green % occupancy)
<b>TILlicOULTRY</b>						
TILlicOULTRY PRIMARY SCHOOL		£36.59	B	26	B	57.50
HILLFOOTS FAMILY CENTRE		£67.65	A	83	B	N/A
TILlicOULTRY LIBRARY		£11.22	B	39	B	2.94
TILlicOULTRY COMMUNITY CENTRE		£29.38	C	60	B	8.68
FIR PARK SKI CENTRE		£354.20	B	232	B	N/A
TILlicOULTRY PUBLIC TOILETS	BP	£60.46	B	51	A	N/A
TILlicOULTRY CEMETERY (HOUSE)		£67.35	B	11	B	N/A
<b>TULLIBODY</b>						
ST SERF'S PRIMARY SCHOOL		£56.72	B	39	B	64.40
ABERCROMBY PRIMARY SCHOOL		£38.70	B	34	B	90.95
BANCHORY PRIMARY SCHOOL		£57.09	B	38	B	70.00
LADYWELL NURSERY SCHOOL		£63.57	B	45	B	TBC
ABERCROMBY NURSERY SCHOOL		£11.62	B	0	B	TBC
ST BERNADETTE'S PRIMARY SCHOOL		£47.32	B	43	B	45.71
TULLIBODY FAMILY CENTRE		£31.94	B	0	B	
TULLIBODY CIVIC CENTRE		£56.78	B	61	B	3.66
TULLIBODY RENT OFFICE	RR	£140.65	B	95	B	8.28
TULLIBODY PUBLIC TOILETS	BP	£54.44	B	62	A	
<b>TOTAL FOR ALL BUILDINGS</b>						

<b>LEGEND</b>
RR Released for Rent to External User
R Currently Rented by the Council from an External Provider
DS Declared Surplus
BP Budget Proposal

## Appendix 4 - Indicative Direction of Travel - Details

### ALLOA

#### Greenfield & Lime Tree House

These are the Council's main offices and should be retained in the short term. Use should be maximised by monitoring numbers, space standards and encouraging forms of electronic working to reduce the demand for desk spaces. The current condition ratings, for both buildings are good but maintaining these standards is both disruptive to service and costly, particularly in Greenfield which also has suitability, sustainability and running cost issues. Lime Tree House is already 15 years into its 25 year design life. While this can be extended to an estimated 40 years if required it will become increasingly expensive to achieve.

#### Kilncraigs Campus

**1904 Building** – The Council currently occupy about 80% of the available floor space with the remainder being rented as business space. Currently about 450sq.m. are empty.

**1936 Building** – The external fabric repairs are complete and the Council now owns an asset that has and should continue to appreciate in value as business investment in the town centre grows. The building is capable of supporting approximately 400 staff on 6 floors.

**Paton's School, Greenside Street** - This is an empty shell which may be suitable for offices, meeting rooms, display space, a hotel or for housing. Given its proximity to the Kilncraigs building, decisions on its future should not be considered in isolation. There are some potential limitations due to previous grant conditions and a claw back provision of 50% if the building is sold for a profit.

#### Kilncraigs Campus Summary

The FM Service recommends that continuing with the existing 3 building model is likely to become financially unsupportable over the 5 year period of the plan and that a more cost effective alternative has to be developed. The long term proposal outlined in this report is therefore to further investigate the potential to co-locate all of the Council main office operations in one location at the Kilncraigs Campus by redeveloping the 1936 Kilncraigs building.

#### 14 Bank Street

Declared surplus. Once IT training suit closed, vacated & offered for sale.

#### 19 Mar Street, Glebe Hall

Currently being used. by Criminal Justice IT functions now located in Kilncraigs.

#### 15 Mar Street

This is an A listed Building of particular architectural merit, however the building does not satisfy suitability or sufficiency criteria. Psychological Services currently use one floor of this building. The top floor is vacant though occasionally used as a meeting place. Major DDA works are required to continue to use this building for front line service delivery and the top floor would be more usefully used as storage. A feasibility study for alternative uses is required..

#### Drysdale Street Library

This building is currently in poor condition and could be released if surplus to requirements if the library service is relocated to a refurbished Speirs Centre.

#### 26-28 Drysdale Street

This is a shop unit adjacent to the current library.

## **Marshall Site**

### **Marcelle House**

This building is in reasonable condition and houses the Registrar functions and the Children's Panel. The Registrar could be located in the Town Hall or the Speirs Centre while the Children's Panel require only about 100sq. m. and could be located in the Kilncraigs complex when completed. This would release the building for sale separately or as part of a redevelopment of the whole site.

### **6 Marshall House**

This building is now closed for Council use. The building is unsuitable for use and is in a very poor condition. This leaves the building empty and for sale separately or as part of a redevelopment of the whole site. Leisure Services have temporarily moved to Sauchie CAP and have now relocated to Kilncraigs as part of the FM changes. Sports Development have moved to Lime Tree House as direct request from the Education Service. Appropriate storage facilities and out of office hours use need to be taken into consideration prior to finding a permanent location for Sports Development.

### **Marshall Summary**

All of the Marshall buildings could form part of a joint redevelopment including the NHS day care centre site for offices/houses/hotel and improved parking for the Town Hall.

## **8 Bank Street**

This is currently a subject of the Speirs Centre development considerations.

### **1-3 Candleriggs and 2-4 Mill Street**

These offices are rented from Lidl and occupied by Clacks Works and part of the Adult Day Care Service that are currently relocating from the A.L.L.O.A. Centre. The leases have been renegotiated to reduce costs and now have shorter expiry dates of Dec 2011 and Aug 2014 respectively. Plans to relocate the services to other Council properties should be developed prior to the renewal dates.

## **Forthbank Depot/Amenity Site Bowhouse Road**

This is the Council's amenity site which has only recently been improved. Proposals are in hand to extend the recycling capacity with a covered facility. The area also houses the Council's salt store and materials yard for Roads Contracts operations. There are no plans to make any changes beyond improvements and rationalisation of the portacabin type amenity facilities for the workforce who operate from the site.

## **Kelliebank**

This is the Council's main Direct Works Depot. There are no proposals to make any changes at present. The amenity block which is a 25 year old temporary structure will increasing repairs over the next 5 years and will require improvement or replacement soon thereafter.

### **1 & 7/8 Miller Court**

These are modern rented offices which deliver training and Social Services functions. New locations for the residual services should be explored as any surplus Council property becomes available.

### **Carsebridge Court**

This building is a modern rented office with some adapted domestic Kitchen facilities and is used as a drop in/training unit for Integrated Mental Health by Social Services. There are no current proposals for change. The Council should however keep the lease review dates in mind and seek to relocate the functions into any suitable vacant space at that time.

## **Whins Road Day Care Centre**

This is Social Services Day Care unit. There are no proposals to make any changes at present.

### **Ludgate House**

This is a residential care home. There are no proposals to make any changes at present. Part of the upper floor is used as offices for Social Services staff.

### **Alloa Family Centre**

This is well used Social Services family unit and is in good condition. There are no proposals to make any changes at present.

### **Unit 7 Bruce Street**

This is the meals on wheels store and reorganisation of the service would release this rented building.

### **Glasshouse Loan**

Closure of the building was approved in the 10/11 budget.

### **Storage**

Under this heading there are a number of buildings scattered across Alloa. In the longer term, a proposal to convert paper storage to electronic storage would probably release 16 Mar Street, Paton's Lodge and two of the Castle Street units. The remainder need to be reviewed to see whether the value of the goods stored is worth the reduction in rentals that could be achieved. In addition a number of other buildings have significant areas given over to storage. These also need to be addressed as part of a single strategy.

### **Sunnyside Cemetery Lodge**

There are no proposals for change.

### **Alloa & Lornhill Academies**

As a result of the replacement of both of these secondary schools, there should be no requirement for any extensive work in the next 30 years. Both the existing Academies are currently being demolished. The Alloa Academy site is being sold while Lornhill is part of the site redevelopment.

### **St Johns Primary School & Claremont Primary School**

The main concern with the primary estate is St. John's Primary School which is currently classified in D condition. Claremont is classified B. The 3-12 group have recommended the replacement of this school and Claremont on a new site at Redwell Park at a cost of some £11m. It is anticipated that associated land sales would generate in the order of £2.9m, and Scottish Government through the Scottish Futures Trust (SFT) have indicated that a further £4.4m would be available to support a joint replacement. The balance is included in the 2010 to 2015 capital programme. The proposal will be the subject of a consultation exercise.

### **Sunnyside Primary School & Park Primary School**

Sunnyside Primary and Park Primary are already in B condition and require no major work at the moment. Park Primary school is currently unable to offer nursery education. The costs to satisfy suitability criteria to introduce a nursery is £180k and this cost is not included in current capital budgets given its proximity to Tower Nursery.

### **St. Mungo's Primary School**

The school is currently not fully utilised and does not satisfy sufficiency criteria despite being the subject of a number of placing requests predominately from Park Primary. The school is in B condition.

### **The Secondary Schools Support Unit (Behaviour Support)**

This is a listed building and currently in C condition it will require major investment in the medium term. The building does not satisfy suitability or sufficiency criteria. It should therefore be sold and the service, together with the primary elements currently located at Park Primary transferred to another location after further consultation with the educational service. The net value of the sale would need to be allocated to the relocation costs. The costs & funding have not therefore been included in the capital programme.

### **Tower Nursery**

Consultation on the proposal to combine the management arrangements and relocate nursery pupils to a nursery class within Park Primary is currently ongoing. A change in management arrangements will enable the School Estate Strategy vision to be implemented. 'All Education services for 3-12 year olds should be delivered on a single campus'

### **ABC Nursery**

ABC Nursery would continue in its present form.

### **Alloa Town Hall**

As the premier Town Hall in Clackmannanshire, this should be the subject of a major re-development as part of an integrated strategy. It is currently in C condition and requires a minimum of £750,000 of repairs to the roof and external fabric within the next four years. This is included in the 2010-2015 capital programme.

At the present time the Council is not in a financial position to undertake a major redevelopment costing in excess of £10million and should therefore consider upgrading of the hall as it stands, costing in the order of £2million. This will give the hall a further 10 year life at a total cost of £2.75million while consideration of a more fundamental refurbishment takes place. There is no allowance at present for this work in the capital programme. If the long term plans are developed as part of any upgrading project then there is likely to be less abortive work. Any proposals for the hall should be developed in conjunction with the Spiers Centre to avoid duplication of functions.

### **Spiers Centre**

The current condition is rated as C and a minimum of £250,000 of work is required to the roof immediately. The proposal outlined here is in line with the current thinking of the working group and suggests that it should form the new location for the Alloa Library and also a range of other community focussed services, such as CAP's facilities, meeting rooms, display space and conference facilities. The total cost of this work may be in the order of £2.9million. This sum is included in the capital programme and the proposals are currently being developed.

### **Alloa Leisure Bowl**

This has just been tendered on a 5 year contract and can therefore reasonably be expected to continue to perform for the life of this plan. The building is currently in B condition but is generally considered to be below standard for suitability.

### **Bowmar Centre**

This building is well used by the local community but it is currently in C condition. There is no allocation in the 2010/11 to 2014/15 General Services Capital Plan to invest in the property.

### **West End Park Pavilion**

These are in B condition. Replacement of the toilets with an automatic facility may be a future option.

## **ALVA**

### **Alva Academy**

This is now the new secondary school and no extensive work will be required for the next 30 years. Full use should be made of the community facilities. The existing Academy is currently being demolished with the exception of the pool and games hall.

### **Alva Primary**

This is currently in B condition and provides a sufficiency of accommodation. There are however issues with the toilets, dining facilities and external works.

### **Alva Community Facility**

This is the subject of a significant redevelopment now that the existing school has been vacated and involves the upgrading of the existing swimming pool building to provide a new all-purpose facility in Alva containing:- pool, community rooms, public toilets, library, pay and enquiry facilities, external changing for the adjoining pitches. Council funding of £2.65m to support this £4.0m project is already included in the capital programme for 2010-15. The library, CAP & ex housing office at 153 West Stirling Street would close with the Culture & Community Services staff currently located on the first floor transferring to Alloa. Given the significant investment in community facilities represented by the new Secondary School in Alva it will be important to ensure that provision is not duplicated and that what is provided is complementary.

### **Dalmore Centre**

The Dalmore Centre is closed and an alternative use is being considered.

### **Cochrane Hall**

This is the main hall in the Hillfoots area and is currently subject of a major £0.5m refurbishment exercise. This will ensure that the building remains in B condition and B suitability.

### **Westhaugh Travellers Site**

No change proposed.

### **Alva Cemetery Lodge**

There are no proposals for change.

## **CLACKMANNAN**

### **Clackmannan Primary**

This building is currently in B condition but requires an estimated £2 million worth of work to improve access and thermal efficiency. The work could be phased and spread over a number of years. There are no proposals to rationalise the school and it currently has sufficient capacity.

### **King George V Park Pavilion**

This is in C condition and requires to be upgraded. If the Council wish to provide changing facilities at the park then there are two options to be investigated; firstly a complete refurbishment or secondly demolition and full use of a new modern Portacabin. There is no allowance in the current capital programme.

### **Clackmannan Town Hall**

No proposals to change the current arrangements with the CAP and Community Trust.

## **COALSNAUGHTON**

### **Primary School**

This is currently in B condition and there are no suitability or sufficiency issues. These may develop during the life of the plan if major development in the area goes ahead and the plan should therefore reflect the need for developer contributions to upgrade school facilities or to provide a new school depending on the size of the development.

### **Wardlaw Street Pavilion**

This is in D condition and requires major upgrading if the Council wishes to continue to provide changing facilities adjacent to the park. If the Council wish to provide changing facilities at the park then there are two options to be investigated; firstly a complete refurbishment or secondly demolition and full use of a new modern Portacabin.

## **DOLLAR**

### **Strathdevon Primary School**

This is currently in A condition and has no suitability concerns. There is limited extension space and currently the school has only space to accommodate thirteen additional pupils.

### **Dollar Civic Centre**

This building is currently in B condition but is not heavily used by the whole community. The encouragement of a Community Trust in the area would allow the Council to limit its involvement and could perhaps encourage greater use of the building. Its multi-functional design is not, however, conducive to a variety of uses.

### **Dollar Cemetery Lodge**

There are no proposals for change.

## **FISHCROSS**

### **Primary School**

This is in B condition and has no suitability or sufficiency issues. It does however require additional nursery provision.

### **Devon Equestrian Centre**

This property has now been sold. Missives are currently being concluded.

### **Beam Engine House**

This property has now been sold. Missives are currently being concluded.

## **MENSTRIE**

### **Primary School**

This is currently in A condition and has no suitability or sufficiency issues.

### **Dumyat Centre**

Work has started to enhance the facilities. This Centre is recommended for incorporation in the DTA scheme, enabling greater participation with the Community.

### **Menstrie House**

This is currently in B condition following a major refurbishment.

### **Glenochil Nursery**

This is the subject of ongoing review.

### **MUCKHART**

#### **Primary School**

This is a small school which could be amalgamated with Strathdevon if it was extended. It is, however, in B condition with no suitability or sufficiency issues. There are no current proposals for change.

### **SAUCHIE**

#### **Craigbank Primary School**

This is currently in B condition but there may be a number of sufficiency issues that develop in the future as a result of the house building proposed in the area. The current site is unsuitable for any major expansion and no other alternative locations are available in the area. The Council is therefore faced with having to redevelop on an existing tight site and this will inevitably produce suitability issues. These points should be borne in mind when seeking planning gain from developers. It also requires the addition of nursery provision.

#### **Deerpark Primary School/Lochies Special School**

This has been the subject of a major refurbishment in recent years and adjoins the Lochies Special School. They are both in B condition and have no suitability issues. It does however have a low sufficiency rating. The school does not have a nursery provision.

#### **Fairfield Special School**

This is currently occupied by the Primary Schools outreach staff from Education. They are currently being relocated, the building closed and sold.

#### **Sauchie Nursery**

This building is in poor condition, having a C rating. It does not conform with the combined 3-12 proposals being delivered in the rest of the Council area. It should therefore be demolished if new nursery provision has been provided in Deerpark, Craigbank and Fishcross Primaries which it currently serves.

#### **Fairfield Pavilion**

This is in B condition and there is no alternative to maintaining it if changing facilities adjacent to the park are to be provided.

#### **Sauchie CAP and Library**

This is in B condition and occupies a prominent site in the Main Street where it is well used by the local community. The Facilities Management Team of Leisure Services have recently vacated the back offices, which could be converted to provide improved community access and meeting rooms when these staff move to Kilncraigs. This would allow for the rationalisation of small offices at 77 and 85 Main Street thus allowing these to be rented.

#### **Sauchie Hall**

This is the third of the main halls that the Council should retain and maintain in good condition. It is currently in B condition but would benefit from some significant work to improve suitability for users. A very active local group have developed the old toilets for community use and any proposals should involve consulting them. In the long term the obvious place to locate community activity would be Sauchie Hall.

### **Cook Freeze Unit**

This is a modern well equipped unit and there are no proposals for change.

### **Gartmorn Dam Visitors Centre**

This is in A condition and there are no proposals for alternative use.

## **TILlicOUNTRY**

### **Primary School**

This is in B condition and requires no further work. It has a B suitability rating. The current sufficiency rating is below 60% which would allow the building to be adapted for other uses. Further consultation with Education services and the community is required.

### **Family Centre**

This is in A condition and there are no proposals for change.

### **Library 99 High Street**

This building is inadequate for the provision of modern services which should be transferred to an new community centre facility. The building should be closed and sold.

### **Community Centre**

This is the subject of a major review in line with the proposals outlined in the Office and Service Point strategy. Any new facility should provide all of the community's facilities in one building. Discussion should take place with the other public agencies in the settlement.

### **Fir Park Ski Centre**

This is currently in B condition but will require significant sums of money in the event of a major equipment failure.

### **Tillicoultry Cemetery Lodge**

There are no proposals for change.

## **TULLIBODY**

### **St. Serf's Primary School**

This is in B condition and there are no proposals for any change.

### **Abercromby Primary School**

This is in B condition and there are no proposals for any change.

### **Banchory Primary School**

This is in B condition and there are no proposals for any change.

### **Ladywell Nursery**

This is in B condition and there are no proposals for any change. A change in management arrangements will enable the School Estate Strategy vision to be implemented by combining with St. Serf's Primary as part of the 3-12 proposals. Consultation with the service is therefore required.

### **Abercromby Nursery**

This is in B condition and there are no proposals for any change.

**St. Bernadette's Primary**

This is currently in B condition and has a low sufficiency rating.

**Tullibody Family Centre**

This relatively new building is in B condition and there are no proposals for any change.

**Tullibody Civic Centre**

This building again is currently in B condition but should be developed to provide a full range of CAP services for the area. It is also intended to liaise with the NHS regarding collocation of facilities. There is also potential to encourage setting up a local trust for the building given recent community enthusiasm.

**Tron Court Rent Office**

This could be transferred to the Civic centre and the shop released for rent.

# Appendix 4 - Investment Need & Funding

## APPENDIX 4a Capital Programme Property Bids & Existing Reprofiled Spend 10 to 15 Extract from 11th Feb 2010 General Services Capital Programme

	10/11	11/12	12/13	13/14	14/15	TOTAL	Remarks
<b>Existing Projects (with revised spending profile)</b>							
3-12 School Development (Primary & Nursery)	750,000	750,000	750,000	750,000	750,000	3,750,000	
Development of Community Facilities in Alva	850,000	1,750,000	53,000			2,653,000	Total revised project estimated at £4.3million. Grant support (£600k), sale funding (£200k), ERDF bid (£400k) and revenue support from rationalisation savings (£450k) required for balance. (Currently ERDF & revenue savings uncertain)
Cochrane Hall, Alva Refurbishment & Upgrading	400,000	44,000				444,000	
Forthbank Waste Recycling Project & Accommodation Rationalisation	409,000					409,000	
Alloa Town Centre Regeneration: Speirs Centre	1,732,000	1,185,000			-	2,917,000	
DDA – S2C Properties		10,000			-	10,000	
<b>New Projects</b>							
St Johns/Claremount		600,000	7,150,000	3,000,000	250,000	11,000,000	SFT grant £4.4m + Claremount site sale £2.9m
Less income			-4,600,000	-1,000,000		-5,600,000	
Clackmannann Primary School Cladding					400,000	400,000	Project added since 18/12/09 meeting. First Phase of a £2m programme over 5 years.
Craigbank Primary Redevelopment					500,000	500,000	Project added since 18/12/09 meeting. First Phase of a £4m programme over 3 years. This may be supported by planning gain funding.
Town Hall	200,000	200,000	200,000	150,000		750,000	Phase Improvement programme only
Semi Secure Childrens Unit Conversion					100,000	100,000	No detail as yet
Public Convenience Replacement	165,000					165,000	Spend to save over 1.5 years
Voltage Optimisation			65,000	65,000	65,000	195,000	Spend to save over 7 to 10 years
Asbestos Removal	25,000	25,000	25,000	25,000	25,000	125,000	Results of resurvey work dependent
	<b>4,531,000</b>	<b>4,564,000</b>	<b>3,643,000</b>	<b>2,990,000</b>	<b>2,090,000</b>	<b>17,818,000</b>	

**APPENDIX 4b - Additional Possible Funding Sources**

**Currently Approved Sales**

Sauchie Scout Hall  
Ditch Farm - Land  
Ditch Farm – Farm House  
Alexandra St. Devonside  
Coalsnaughton Land & Park  
Coalsnaughton Land & Park Additional Area  
Cochrane Park Pavilion  
Alva Cap / Library  
14 Bank Street (lt Training Room) Former District Court)  
Alloa Library, Drysdale St  
26-28 Drysdale St, Shop & 1st F Office  
Marcelle House  
6 Marshill  
16 Mar Street Store  
Shillinghill Public Toilets  
Tillicoultry Public Toilets  
Tullibody Public Toilets  
Dalmore Community Centre  
Council Store Alva  
Devon Equestrian Centre  
Beam Engine House  
Fairfield Special School (Office)  
Old Alva School Site  
Old Alloa School Site

**Potential Surplus Property Generated by Full Adoption of PAMP**

Claremont/St Johns  
Greenfield  
LTH

**Property Rented by the Council**

1 - 3 Candleriggs (Clacks Works)  
2-4 Mill St (Adult Services Training Base)  
1 Millar Court (Training Unit)  
7/8 Millar Court (Whins Social Work Office)  
Carsebridge Court (Integrated Mental Health)  
Unit 7 Bruce St (Meals On Wheels Store)  
Ward Street Equipment Service  
Ward Street Equipment Service  
5 Bruce St Store  
77 Main St (Housing Amenity Team)  
85 Main St (Central Scotland Police)

**Property Currently Used by Council Services that Could be Released for Rent to Others**

Castle St Store (Unit A6)  
Castle St Store (Unit D5)  
Castle St Store (Unit A4)  
Castle St Store (Unit D8)  
Tullibody Rent Office



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