



CALLANDER COMMUNITY DEVELOPMENT TRUST

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Tender for Undertaking the Redevelopment of Station Road Car Park (RIBA Stage 2 and 3)

Background

Callander Community Development Trust (CCDT) was established by Callander Community Council in 2003. CCDT is a registered charity (no. SC034462) and a company limited by guarantee (no. SC249970). Our detailed objects are to undertake activities that will benefit the residents of Callander Community Council's catchment area. There are currently 10 trustees/directors on the board of CCDT, all of whom are unpaid volunteers. Membership of CCDT is open to any resident of our operating area and is free.

This project proposes key design and planning work to improve the arrival experience at the Station Road car park, Callander, FK17 8AR. The car park is a primary visitor gateway to not only Callander but the wider Loch Lomond and Trossachs National Park.

Loch Lomond & Trossachs National Park Authority's Strategic Tourism Infrastructure Development Framework (August 2024 - <https://www.lochlomond-trossachs.org/wp-content/uploads/2024/08/Callander-STID-Aug24.pdf>) positioned Callander as a primary hub for exploring the National Park, combining strong existing infrastructure with the capacity to accommodate visitors. Station Road Car Park, specifically, was identified as an underused asset ideal for redevelopment into a sustainable travel hub, integrating active travel routes, bus infrastructure, visitor orientation, motorhome facilities and a redefined parking hierarchy to reduce pressure at local hotspots and encourage modal shift.

The current Station Road car park has 194 car parking spaces, 6 bus bays and 7 DPPS, 4 EV charging points. There is also a toilet block with male, female and disabled which is housed in a two-storey building with a commercial premises (laundrette) on the ground floor and toilets on the first floor. An active travel path runs along the south side of the site. There is visitor information panels and some wayfinding signage.

This project builds on outcomes from the Green Adventure Gateway (GAG) project (<https://padlet.com/callanderconnect/local-place-plan-project-updates-hiavqfp14zltxkrk>). This was a community-led project which ran from August 2024-January 2025, which explored future options for developing both the Meadows and Station Road sides in Callander, enhancing its amenity in terms of four key themes: visitors, water, biodiversity and active travel. There was input from the community via four engagement events, plus multiple teams within Stirling Council, the Loch Lomond



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and the Trossachs National Park Authority, BEAR Scotland, Forth Rivers Trust, Callander Flood Group and was led by CCDT and Callander Community Council.

This project will correlate with the Green Adventure Gateway's specific recommendations for Station Road by aiming to focus on maximising the efficiency and layout of the car park to maximise number of parking spaces, improving the site including creation of a sustainable transport and mobility hub in line with Stirling Council's Sustainable Mobility Strategy, providing facilities for motorhome users, improve accessibility of visitor facilities as a primary hub, upgrading facilities including a Changing Places toilet, showers, chemical waste disposal, bike storage, repair stations and lockers, strengthening pedestrian connectivity to Main Street, aiding traffic flow and improving the overall appearance of the car park. Additionally, there is a desire to offer visitor information including connections to existing public transport hubs (Stirling and Dunblane), and support active travel with bike repair and washing facilities.

To help inform sustainable design options and provide vital information to support future planning applications, there is a need to carry out survey work to establish what services are available at the site and the capacity of this. The overall aim is to produce a RIBA Stage 2 design, including an options appraisal and costed phasing plan that sets the project on a path to future implementation.

The car park and associated toilet block is owned by Stirling Council.

Purpose of the contract

The aim is to appoint a multi-disciplinary design team capable of full scope of design services to design and submit a planning application for the Station Road project. The first step will be a RIBA Stage 2 design report which will assist the steering group in moving the project forward by testing the technical feasibility of the GAG vision by undertaking site investigation and other surveys, reviewing options and then establishing a phasing plan that will allow the project to be delivered as and when funding becomes available.

The second part of the project will be subject to future years funding and will include RIBA Stage 3 design outputs and a planning application. The project will be delivered under the leadership of CCDT, in partnership with Stirling Council and the Loch Lomond and the Trossachs National Park Authority.

The following outputs are planned:

1. Phasing Plan & Design Scope



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Led by a multidisciplinary design team (architect, landscape architect, quantity surveyor, structural and civil engineer, mechanical and electrical engineer, principal designer and transport consultant), a phased development strategy will be created that includes:

- The RIBA Stage 2 design for the toilet block should explore options to address accessibility, sustainability and ongoing maintenance and revenue costs whilst also maximising the efficiency of toilet provision on the site. Options suggested during the Vision included; provision of shower facilities and a changing places toilet. Assessment should be undertaken including the cost benefit of refurbishment vs new build. Note: a laundrette operates in the lower section of the building and this would need to be factored into the review.
- Technical review of provision for coaches / HGV's large vehicles parking in Station Road.
- Slowing of traffic, improved accessibility and connections to the Main Street at the entrance into the Station Road car park.
- Enhanced bus stop in Station Road car park with area for information to be displayed and improved shelter.
- Provision of a community growing space at the western end of the site
- The development of an appropriate drainage strategy considering the serious flood risk in Callander and balance seasonal visitor pressure on car park use. This should review options including SuDs, rain gardens and permeable surfaces.
- The creation of a motorhome area, which may include chemical waste disposal, grey and black water disposal and a water tap. This should include the ability to charge for accessing these facilities.
- Improved car park and internal road layout, designed for accessibility, connectivity with the town, coach access, active travel users, cars and motorhomes, including better integration of the lower car park which is currently underutilised.
- Consideration of improved streetscape and pedestrian environment to improve connectivity to the town and slow down vehicle traffic.
- Woodland area enhancements to improve biodiversity, natural screening and passive recreation opportunities.
- Cycle infrastructure to support a Mobility Hub, including a secure bike repair station, signage and connections to NCN7.
- Wayfinding and signage improvements within Station Road car park, connecting visitors to Main Street and nearby walking trails.
- Installation of additional EV Charging Points.
- Retention of current level of parking provision as far as possible.
- Visitor experience enhancements, such as improved arrival space, landscape treatment and interpretive elements.

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Each phase should be costed, allowing funders and stakeholders to understand budget implications and plan for incremental delivery moving forward.

Consideration of energy and water efficiency should also be prioritised, alongside use of sustainable materials in the designs, with the aim of reducing the environmental impact.

2. Stakeholder Coordination

Expectation that the project team maintain ongoing communication with all key partners via monthly meetings, held online or in-person. This will include the Steering Group made up of Stirling Council officers, Loch Lomond and the Trossachs National Park staff, CCDT representatives, the design consultants, and transport advisors. These meetings will be used to track progress, review technical outputs, and ensure alignment with National Park strategy and active travel plans.

This structured approach to design, budgeting, and stakeholder engagement ensures the project is shovel-ready for future capital investment, such as the Rural Tourism Infrastructure Fund, and fully aligned with both community needs and regional tourism strategies.

Instead, the focus is on laying the groundwork for a smooth implementation process, backed by technical and financial readiness.

Due to the car park and toilet block being owned by Stirling Council there will be a requirement to engage with all relevant departments of the Council.

Additional Relevant Information to the Commission

This brief will go out for open tender, and the successful bidder's response will form part of our application to the Place Programme Fund for a grant to pay for the commission. This fund requires final grant claim for outputs to be submitted by Friday the 13th March. This means that consultants outputs will have to be submitted and paid for (with evidence of funds having left bank) to allow CCDT to meet this date.

Once the work described in this brief has been completed and the report has been delivered, we will use its findings to inform our decision on the next stage of the works.

There is an intention for a future funding application to the Rural Tourism Infrastructure Fund (RTIF), as such design should be compliant with RTIF funding guidelines and criteria.



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Key Skills

The consultant will be required to demonstrate skills and experience in the following:

- The economics of managing and operating the type of project described in this brief;
- Working with community organisations and local authorities involved in development of the types of project covered by this brief;
- The economy, culture and heritage of the local area;
- Preparing design proposals to be used in support of funding applications.
- Landscape design and construction of similar landscape and architecture projects.
- The appointed consultant will comply with all aspects of the CDM Regulations 2015 in relation to Principal Designer/Designer roles.

We may also request that consultants provide contact details for two previous clients, ideally for similar projects, who can be approached for references.

Management and outputs of the contract.

The appointed consultant will act as the lead professional and may engage additional consultants or specialists as needed to fulfil the project brief. Please give details of the type of work to be carried out by additional consultants or specialists and when during the process they will be needed.

The successful applicant will report to the Steering Group throughout the contract on a regular basis to be agreed with the Team. Reporting can take the form of bullet points relating to progress achieved, however any slippage to planned timescales must be highlighted with corrective action outlined.

Outputs required are:

RIBA Stage 2

RIBA Stage 2 design report including any options identified for the Station Road site including an outline maintenance strategy that includes assessment and measures to best manage the maintenance obligations for both car park and toilet operation.



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- Costs of the works for each design option,
- Provision of all drawings in CAD format
- Any surveys that are commissioned by the consultant as well as any technical reports.

RIBA Stage 3

Outputs as follows:

- community and public consultation to develop and finalise the design (2 events).
- progress the design proposals to concept and developed design.
- Indicative cost plans at each relevant RIBA stage including any necessary options.
- Liaise with statutory authorities to develop the design ahead of any planning application
- Produce design information and appropriate reports to satisfy a planning application
- Submission of planning applications including management of the planning application and liaison with planning officer to satisfy any planning comments and to secure planning approvals.

The commission will be managed by Paul Prescott on behalf of the CCDT Board, and all outputs outlined above should be submitted to development@callandercdt.org.uk and secretary@callandercdt.org.uk, as follows:

- Two hard copies of the draft and final designs will be required, as well as in electronic format.
- A presentation of the work to the Steering Group.
- A summary of the RIBA Stage 2 Report.

The information gathered during the commission, including draft and final reports, shall remain the sole property of Callander Community Development Trust.

Remuneration and conditions

- The work is offered as a fixed-term contract, dependent on our securing funding to carry out the work;
- The successful candidate will be a company or self-employed and responsible for their own tax and personal and Professional Indemnity Insurance of £2million

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- Payments will be made on acceptance of the final report and receipt of the final invoice;
- The tender process is to identify a consultant who can complete both RIBA Stage 2 and 3. For the avoidance of doubt the appointment will be staged as initially only RIBA Stage 2 is funded. The CCDT have no obligation to appoint for future phases and will only proceed to RIBA Stage 3 if and when such time as funding is confirmed

Procedures for tendering

The response to this brief must be submitted by 5 pm, 16th December 2025 to the nominated contact person – Paul Prescott, email – development@callandercdt.org.uk and secretary@callandercdt.org.uk

Submissions should include:

- Name, contact details and background of the lead consultant;
- A description of the methodology to be used to undertake the commission;
- A breakdown of costs for conducting this study, including number of days allocated per task, all fees, expenses, charges, meetings, presentations and interviews, including VAT;
- The proposed fee should be presented as a lump sum, inclusive of all expenses and VAT.

If services from other professionals are anticipated, their fees should be included – whether provided by separate practices or individuals.

- A timetable showing the various milestones including the anticipated dates of submission of draft and final reports;
- Stage payments associated with successful delivery of timetabled tasks;
- Examples of similar tasks/studies undertaken recently;
- The skills and knowledge of the members of the team;
- Two names of contacts from two separate organisations for whom similar studies have

been undertaken, one to be within the past year.

If you wish to discuss this opportunity before tendering please contact development@callandercdt.org.uk and secretary@callandercdt.org.uk

Submissions will be evaluated on a quality/price basis (70:30) and will include the following:



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- I. Understanding of the brief;
- II. Methodology and approach;
- III. Skills and experience of the team;
- IV. Provision of previous relevant experience – up to 5 projects completed in last 5 years.
- V. Potential start date;
- VI. Price

Timeline

The anticipated timetable for the study is:

- Distribute brief to consultants 25th November 2025
- Final date for tender submissions 16th December 2025
- Application to Place Programme Fund 20th December 2025
- Decision by Place Programme Fund Early January 2026
- Appointment of consultant Early January 2026
- Inception meeting Early January 2026
- Submission of draft final report 4th March 2026
- Presentation CCDT Board 9th March 2026
- Submission of final report and invoice 13th March 2026

Details of actual timescales will be agreed with the selected Consultant before the Contract is issued.