

Levenmouth Area Committee

Committee Room 2, 5th Floor, Fife House, North Street,
Glenrothes



Wednesday, 22 November, 2023 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of Levenmouth Area Committee of 4 October 2023 3 – 5
4. **PROPOSED RAISED TABLES - PROMENADE, LEVEN** – Report by the Head of Roads & Transportation Services 6 – 8
5. **COMPLAINTS UPDATE REPORT** – Report by the Executive Director of Communities 9 – 20
6. **BEREAVEMENT SERVICES CEMETERY STRATEGY** – Report by the Head of Property Services 21 – 38
7. **SUPPORTING THE LEVENMOUTH LOCAL PLAN – NEXT PHASE PLAY AREA IMPROVEMENTS.** – Report by the Head of Communities and Neighbourhoods 39 – 47
8. **SUPPORTING THE LEVENMOUTH LOCAL PLAN – PROMENADE MAINTENANCE PROPOSALS.** – Report by the Head of Communities and Neighbourhoods 48 – 51
9. **SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – FIFE HERITAGE RAILWAY – FUNDING SUPPORT** – Report by the Head of Communities and Neighbourhoods 52 – 55
10. **WARM AND WELCOMING SPACES - ADDITIONAL FUNDING REPORT** – Report by the Head of Communities and Neighbourhoods 56 – 60
11. **LEVEN LINKS BRIDGE PROJECT - CRF FUNDING REQUEST** – Report by the Head of Communities and Neighbourhoods 61 – 74
12. **PROPERTY TRANSACTIONS** – Report by the Head of Property Services 75 – 76
13. **LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME -** Report by the Executive Director of Finance and Corporate Services 77 – 81

Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services

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15 November, 2023

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BLENDED MEETING NOTICE

This is a formal meeting of the Committee and the required standards of behaviour and discussion are the same as in a face to face meeting. Unless otherwise agreed, Standing Orders will apply to the proceedings and the terms of the Councillors' Code of Conduct will apply in the normal way

For those members who have joined the meeting remotely, if they need to leave the meeting for any reason, they should use the Meeting Chat to advise of this. If a member loses their connection during the meeting, they should make every effort to rejoin the meeting but, if this is not possible, the Committee Officer will note their absence for the remainder of the meeting. If a member must leave the meeting due to a declaration of interest, they should remain out of the meeting until invited back in by the Committee Officer.

If a member wishes to ask a question, speak on any item or move a motion or amendment, they should indicate this by raising their hand at the appropriate time and will then be invited to speak. Those joining remotely should use the "Raise hand" function in Teams.

All decisions taken during this meeting, will be done so by means of a Roll Call vote.

Where items are for noting or where there has been no dissent or contrary view expressed during any debate, either verbally or by the member indicating they wish to speak, the Convener will assume the matter has been agreed.

There will be a short break in proceedings after approximately 90 minutes.

Members joining remotely are reminded to have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

4 October, 2023

9.35 am – 10.40 am

PRESENT: Councillors Colin Davidson (Convener) Tom Adams, David Alexander, Ken Caldwell, Eugene Clarke, John O'Brien and Alistair Suttie.

ATTENDING: David Paterson, Community Manager (Levenmouth Area), Barry Clark Community Education Worker (Levenmouth) and Jen Watt, Local Development Officer, Community Development Team (Levenmouth), Communities and Neighbourhoods Service; Margaret Collins, Team Manager, Criminal Justice Service; and Kerry Elliott, and Michelle Hyslop, Committee Officers, Committee Services, Legal and Democratic Services.

ALSO ATTENDING: David Paton, Project Manager, Kingdom Off Road Motorcycle Club.

90. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

91. MINUTE

The committee considered the minute of the Levenmouth Area Committee of 30 August 2023.

Decision

The committee agreed to approve the minute.

92. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – JUSTICE SOCIAL WORK (JSW) WELFARE SUPPORT WORKER

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to fund £75,000 to employ a specialist welfare support worker within the Levenmouth Justice Social Work (JSW) Team as a test of change proposal, to be funded from the Local Community Planning Budget (LCPB) Anti-Poverty fund.

Decision

The committee: -

- (1) agreed to fund the specialist welfare support worker position from the LCPB Anti-poverty fund for a two-year period;
- (2) noted that the funding would be split accordingly over the financial years - 2023/24 - £15,625, 2024/25 - £37,000 and 2025/26 - £21,875; and

2023 LAC 37

- (3) requested a report be brought back to committee in May 2024 to provide members with an update on the progress of the specialist welfare support worker position.

93. **SUPPORTING THE LEVENMOUTH LOCAL PLAN – THROUGH THE GEARS - LCPB FUNDING REQUEST**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £13,715 from the Local Community Planning Budget (LCPB) Anti-poverty fund to support the Through the Gears project in the Levenmouth Area.

Decision

The committee: -

- (1) agreed to contribute £13,715 from the LCPB Anti-poverty budget to fund the Through the Gears Anti-Social Behaviour (ASB) project approach;
- (2) noted that the project would be supported by the Improving Levenmouth Together Partnership and the provision would be provided by the Kingdom off Road Motorcycle Club (KORMC) and the Community Learning and Development team; and
- (3) requested that a video presentation on the programme be brought back to committee in May 2024.

94. **SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – STAY ACTIVE PROGRAMME – LOCAL COMMUNITY PLANNING BUDGET ANTI-POVERTY**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £19,954.40 from the Levenmouth Local Community Planning (LCPB) Anti-poverty fund to support the proposal for a Stay Active programme in the Levenmouth Area.

Decision

The committee agreed to contribute £19,954.40 from the Levenmouth LCPB Anti-poverty fund to support the Stay Active programme in the Levenmouth Area.

95. **PROPERTY TRANSACTIONS**

The committee considered a report by the Head of Property Services advising members of action taken using the List of Officer Powers in relation to property transactions.

Decision

The committee noted the content of the report.

96. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director (Finance and Corporate Services) relating to the future workplan for the Levenmouth Area Committee.

Decision

The committee noted the content of the Levenmouth Area Committee Forward Work Programme.

22nd November 2023

Agenda Item No. 4

Proposed Raised Tables - Promenade, Leven

Report by: John Mitchell, Head of Roads and Transportation Services

Wards Affected: Ward 21 – Leven, Kennoway and Largo

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider a proposal to introduce continuous footways in the form of raised tables along the Promenade, Leven.

Recommendation(s)

It is recommended, in the interests of accessibility and road safety, that Committee:

1. agrees to the promotion of a Road Hump Order (RHO) to introduce raised tables as detailed in drawing no. TRO23/49(f) with all ancillary procedures; and
2. authorises officers to confirm the Road Hump Order and for the raised tables to be constructed within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this RHO will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets.

Delivery of the new infrastructure will be carried out through the Levenmouth Connectivity Project.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

The general duties section of the impact assessment and the summary form have been completed. No negative impacts have been identified.

Consultation

The local Ward Councillors, Levenmouth Community Council and Police Scotland are aware of the project.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the RHO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed RHO will be made available on Fife.gov.uk.

1.0 Background

- 1.1 The Levenmouth Connectivity Project looks to transform walking, wheeling and cycling in the Levenmouth area through the creation of a safe and attractive active travel network that is accessible to all.
- 1.2 The Project is being funded by Sustrans Scotland and Transport Scotland through the Scottish Government's 'Places for Everyone' programme.

2.0 Issues and Options

- 2.1 As part of the Levenmouth Connectivity Project, a network of routes to be upgraded has been identified. These are routes with the potential to deliver the greatest benefit for communities.
- 2.2 The Leven Promenade was selected for the creation of a cycle track with continuous footways. These are extensions of pedestrian and cycle lanes across side junctions and accesses in order to provide an uninterrupted route for pedestrians and cyclists.
- 2.3 Raised tables are required to provide these continuous footways. These are proposed at the entrance to the new Levenmouth Rail Link & Sports Centre Car Park and both accesses to the existing Promenade Car Park.
- 2.4 Continuous footways on raised tables improve road safety by reducing vehicle approach and turning speeds as well as giving clear priority to pedestrians and cyclists at road crossing points.

3.0 Conclusions

- 3.1 In the interests of road safety and accessibility, it is recommended that this Road Hump Order be promoted as shown on drawing number TRO23/49(f).

List of Appendices

1. Drawing No. TRO23/49(f)

Background Papers

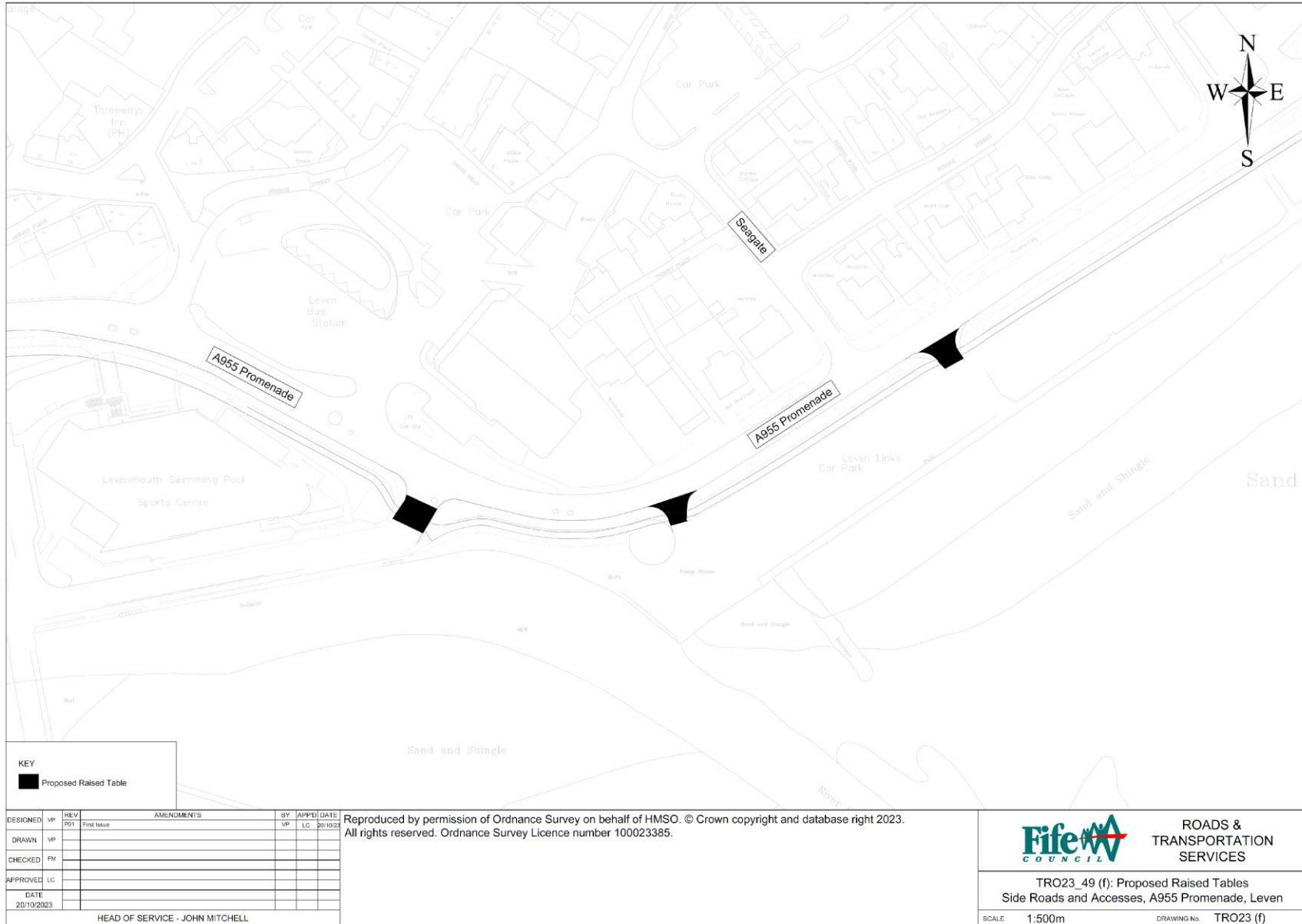
1. None

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Appendix 1



KEY

■ Proposed Raised Table

DESIGNED	VP	REV	AMENDMENTS	BY	APP'D	DATE
	VP	R01	First Issue	VP	LC	20/10/23
DRAWN	VP					
CHECKED	FM					
APPROVED	LC					
DATE						
20/10/2023						
HEAD OF SERVICE - JOHN MITCHELL						

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Fife COUNCIL ROADS & TRANSPORTATION SERVICES

TRO23_49 (f): Proposed Raised Tables Side Roads and Accesses, A955 Promenade, Leven

SCALE 1:500m DRAWING No. TRO23 (f)

22 November 2023
Agenda Item No: 5

Complaints Update

Report by: Mike Enston Executive Director - Communities

Wards Affected: All Levenmouth Wards

Purpose

To provide an overview of complaints received relating to the Levenmouth area for the year from 1 April 2022 to 31 March 2023.

Recommendation(s)

The Committee is asked to consider the report on complaints received noting the complaints responded to in target timescales and the proportionality of Service complaints.

Resource Implications

There are no direct resource implications arising from this report.

Legal & Risk Implications

There are no direct legal and risk implications arising from this report.

Impact Assessment

An EqlA has not been completed and is not necessary for the following reasons:
It is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

No public consultation has been carried out in relation to this report however there is on-going consultation with key staff in Council services on complaint handling performance.

1.0 Background & Explanatory Notes

- 1.1 Reports on customer complaints to the Council are presented twice a year to Standards and Audit Committee. In November 2013, that Committee agreed to refer the report to Area Committees for consideration, with the addition of area-based complaints information.
- 1.2 This is now the tenth annual report to area Committees, this report covering complaints relevant to the Levenmouth Committee area.
- 1.3 Any feedback on local issues gathered from the individual area Committees will be taken into account when finalising future Standards & Audit Committee reports.
- 1.4 Scottish Councils must follow the model complaint handling procedure developed by the Scottish Public Services Ombudsman (SPSO). The model was designed to provide a simpler, more consistent process for customers to follow and encourages local authorities to make best use of lessons learned from complaints. A revised version of the procedure with minor changes was launched in April 2021
- 1.5 The analysis by area in this report is based upon the address of the complainant rather than the geographic location of the complaint itself. It should be noted that this may occasionally give odd results, e.g., complaints concerning beaches in Dunfermline.
- 1.6 The Council responds to over 7 million contacts from customers across Fife every year. Results from historic satisfaction surveys, customers are generally satisfied with the services the Council provides. Where customers do have cause to complain about services received, we aim to resolve these quickly and to learn from feedback to improve future services.

2.0 Area Complaints

Volume & responsiveness – Levenmouth Area

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	273	232	85% (81 in 21/22)
Stage 1 (5 days)	237	199	84% (80 in 21/22)
Stage 2 (20 days)	36	33	92% (85 in 21/22)

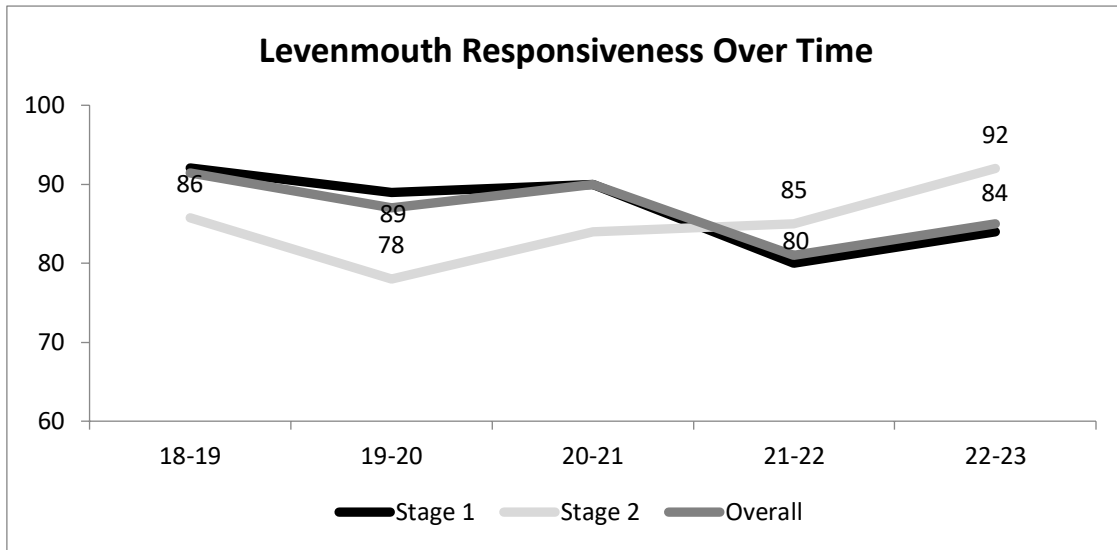
- 273 complaints were received relating to the Levenmouth area in 22/23 of which all were closed.
- In line with SPSO guidance we aim to deal with simple complaints immediately if possible but at least within 5 working days. More complex complaints should be dealt with in 20 working days, with regular updates if investigations will take longer than this.
- Responsiveness has improved on all areas when compared against last year. The average time to close all complaints is the same as last year at 5.2 working days better than the Council average of 6.2 See 2.4 for performance accounting for agreed extensions.

Volume & responsiveness - Fife Council overall

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	2,970	2,497	84% (82) in 21-22
Stage 1 (5 days)	2,521 (85%)	2,157	86% (83 in 21-22)

Stage 2 (20 days)	449 (15%)	340	76% (76 in 21-22)
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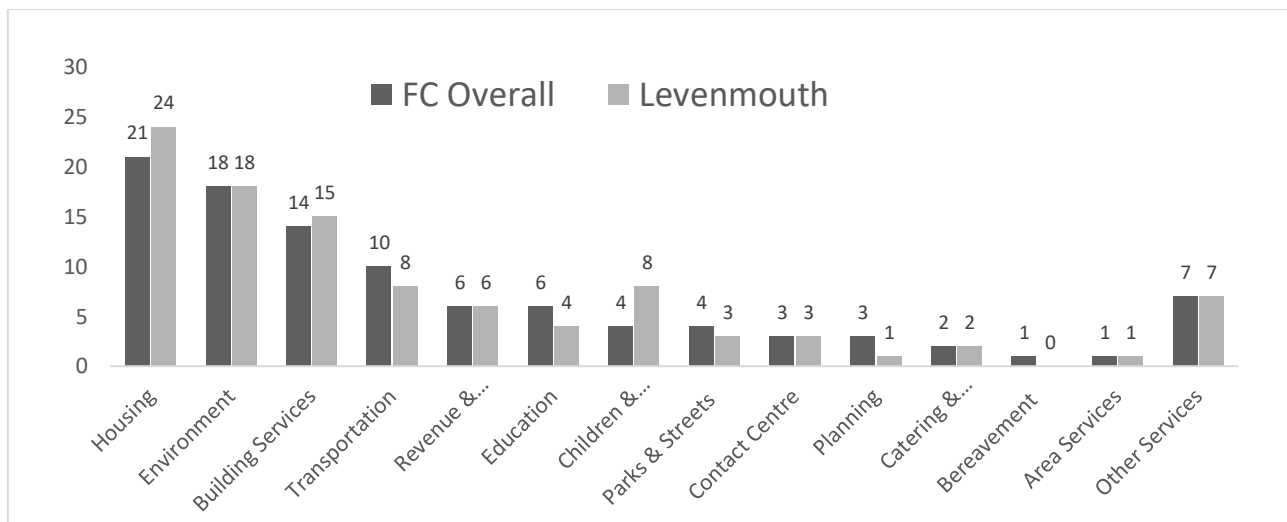
2.1 Generally there has been improvement over time with the responsiveness to stage 2 cases however this period, like Fife Council overall sees a decline in stage 1 and overall complaints completed in timescale.



2.2 The contact channel used for complaints can be seen in the following graph. There has been an increase in the use of the web this year where this channel had 61% of complaints in 21/22

Receipt Channel	Levenmouth Area	FC Overall
Web	71%	71%
Email	11%	16%
Contact Centre	8%	5%
F2F	7%	1%
Tel	1%	4%
Letter	1%	2%
Other (Paper forms & Texts)	0%	1%

Reason for complaint (upheld and not upheld)



2.3 Differences of note include that there are proportionally more complaints concerning Housing. The largest category for these complaints was the failure to respond to a previous complaint / request for service / enquiry / reported fault. Additionally, Children & Families had proportionally more complaints with the largest category of Inappropriate staff attitude / behaviour however only 1 from 4 of these complaints was upheld and not in full.

2.4 The following table shows complaint responsiveness by Services. Ordered by % all in timescale worst to best. Please note that from the 41 cases that ran over timescale 54% of those cases (22 from 41) had extensions agreed with customers. This means that overall, 93% of all cases were completed in agreed rather than the procedural target timescale (extensions are a valid application of the complaints procedure).

	Vol Stage 1	% Stage 1 In Time	Vol Stage 2	% Stage 2 In Time	Vol	% All in Time
CLD	1	0%	0	100%	1	0%
Legal	2	0%	1	100%	3	33%
Catering	2	50%	0	100%	2	50%
Children Family	12	67%	2	50%	14	64%
Roads	23	70%	1	100%	24	71%
Education	3	100%	3	67%	6	83%
Housing	80	80%	16	100%	96	83%
Grounds	8	88%	0	100%	8	88%
Building	39	90%	4	100%	43	91%
Sustainability	11	100%	3	67%	14	93%
Domestic Waste	33	94%	3	100%	36	94%
Area Services	1	100%	0	100%	1	100%
Audit & Risk	2	100%	1	100%	3	100%
Bereavement	2	100%	0	100%	2	100%
Contact Centre	5	100%	0	100%	5	100%
Democratic	0	100%	1	100%	1	100%
Financial	1	100%	0	100%	1	100%
Wellbeing	1	100%	0	100%	1	100%
Planning	2	100%	0	100%	2	100%
Property	1	100%	0	100%	1	100%
Protective	0	100%	1	100%	1	100%

Ben C/Tax	6	100%	0	100%	6	100%
Welfare Fund	2	100%	0	100%	2	100%
Grand Total	237	84%	36	92%	273	85%

2.5 The following table provides the volumes over the last five years for Services typically in receipt of most complaints.

Service	2018/19	2019/20	2020/21	2021/22	2022/23
Bereavement Services	1	0	1	2	2
Building Services	35	28	30	28	43
Catering Cleaning & Facilities	1	4	0	4	2
Contact Centre	15	6	2	2	5
Children & Families	12	15	16	9	14
Education	8	7	8	4	6
Domestic Waste	49	35	80	29	36
Housing	37	46	43	39	96
Grounds Maintenance	8	6	7	4	8
Planning	1	1	2	3	2
Protective Services	3	1	1	3	1
Benefits & C/Tax	14	13	21	11	0
Roads & Transportation	11	15	17	10	24
Sustainability	1	0	8	6	14

- 2.6 There have been notable increases in four Services including Housing, Building Services, Roads & Transportation & Sustainability (recycling centres).
- 2.7 Housing complaint categories contributing to the rise included issues pertaining to staff responsiveness and responses provided (63% were fully or partially upheld) and quality of housing and repair standards / workmanship (63% were fully or partially upheld).
- 2.8 Building Services complaint categories contributing to the rise included failures to fix first time or within timescales (71% were fully or partially upheld) and unsatisfactory responses to customers (29% upheld).
- 2.9 Roads & Transportation complaint categories contributing to the rise included issues with the Blue Badge application process (50% upheld), dissatisfaction with localised flooding (33% upheld) and issues with street light repairs (none upheld).
- 2.10 Recycling centre complaint category that contributed to the rise reflected the vehicle entry type policy. Given this is a Council policy these complaints would not be upheld.

2.11 Additionally missed bins run parallel to the complaint procedure however are logged differently to allow corrective action where necessary and appropriate (not all reports are a Council fault e.g., where a customer fails to present their bin kerbside. Note from the following table that missed bins are an improving picture.

Type	2019/20	2020/21	2021/22	2022/23
Missed bin	933	1036	871	669

2.12 The following table provides summarised examples of actual complaints made that reference the Services in receipt of the largest volumes and the main category of complaint received:

Service Area	Category	Complaint (summarised / redacted)
Housing Services	Failure to respond to previous request for service / enquiry / reported fault	<p>RE: Damp Issue</p> <p>Phone back in <i>date</i> about this, had roofers out but said the wall in the attic and the chimney needs to be taken out. Keep calling in and the story changes with the case being closed and then open. Has been chasing this up since <i>date</i>. Has dampness in the room (the caller) I sleep in. No time frame given just visited in <i>date</i> & has heard nothing back. Is phoning in nearly every day but has got nowhere. Has ask to speak with the housing officer but nothing. Phone councillor regarding this and is waiting to hear back.</p> <p>Outcome: <i>Complaint upheld.</i></p> <p><i>Called tenant and advised that the lines have been raised to remove the chimney and repair the rhones. Staff member to be re-trained.</i></p>
Building Services	Standard of workmanship - damage	<p>I had 2 men from Fife Council in my house servicing my boiler this morning. 1 of them had stood in dog droppings and brought it into my house which was smeared into my stair carpet, my door mat and upstairs hallway. He cleaned it, I made sure of it, but he then informed me that he is supposed to wear over shoes but "didn't have any" which I think is unacceptable. He should of checked to see if he had any over shoes in the van before entering my property. I am absolutely outraged by this. My carpets are now still stained and now I have to get a carpet stain removal to see if it will come out. I also have pictures of the mess and I ask politely to have my carpet cleaned please as this is now taking time out of my day to fix this matter. And in future to make sure your workers are stocked</p>

Service Area	Category	Complaint (summarised / redacted)
		<p>up on over shoes for the future before another tenant files the same complaint.</p> <p>Outcome: <i>Complaint upheld.</i></p> <p><i>Phoned and apologised to the tenant and had also phoned the engineer involved and he was also very apologetic and had cleaned the marked area. Contacted the HMO for the area and HMO is going to drop off a 3rd party claim form. The tenant was happy to close off the complaint after the explanation. We will raise the matter with the engineers at the next Toolbox Talk to check their feet and carry shoe coverings in their van.</i></p>
Domestic Waste	Dissatisfaction with Take Out & Return TOR service	<p>I am on the take out and return bin collection as both myself and my partner are disabled (my partner is severely ill in hospital) numerous times I have to call the day after my bin is meant to be taken out and returned as it has not been collected. When they do take it out they sometimes don't return it but leave it a street away. Last week for example. This week again they did not take my bin out. I then have to wait 5 additional days all the time. I have reported this problem again and again and I was told it had been escalated and it would be monitored so if this is the service while it's being monitored what chance do I have. This is giving me unbelievable stress when I have enough stress in my life with the worry of my husband's illness.</p> <p>Outcome: <i>Complaint upheld.</i></p> <p><i>Customer is on close monitoring and is on the take out and return service, crews have not been carrying out the service efficiently but have now been spoken to and sent back to do the bin this morning, customer emailed an apology.</i></p>

3.0 Learning from Complaints

- 3.1 One key element of handling complaints is using customer feedback to rectify or improve upon the service provided. It has previously been reported that the improvements introduced allowed for more and better corrective actions to be captured.
- 3.2 Every upheld or partially upheld complaint presents an opportunity for the Council to address the failings identified and this is also a requirement of the procedure. Previous complaint update reports to this Committee have described gaps in the volume and quality of corrective actions however there were fewer occasions this period where no statements were recorded.

- 3.3 A few instances remain where corrective action statements refer simply to the outcome of the complaint rather than specific actions that would potentially prevent future reoccurrence. However, these are far fewer than in previous years.
- 3.4 There are good examples when the Council gets listens to customer feedback and makes improvements to future service provision. Where complaints were about the actions of employees (behaviour, poor driving, wrong information provided, process / procedure not followed etc.) the complaint has been addressed directly with employees, so they are aware of the impact on their customers.
- 3.5 One of the reasons for creating the new Communities Directorate was to increase customer responsiveness and this included setting up the Escalation and Resolution team.
- 3.6 To date the team have focussed upon key aims, including:
- Improving upon current responsiveness rates, such as targeting poorer performing Services (more effective queue management and professional administrative support).
 - Improving the standard of customer communication, by increasing the volume of qualitative checks and supporting Services by peer review of resolution letters / emails.
- 3.7 The approach to consider the quality of complaint handling includes surveying complaints that the organisation did not uphold. This presents a challenge as it is accepted that it may be difficult for complainants to separate out any redeeming features in how this was handled given when the Council did not uphold their substantive matter. see section 4 Complaint Satisfaction.
- 3.8 The following tables provide the details of complaint decisions in the Levenmouth area compared with the Fife Council overall results.

Levenmouth	Not Upheld	Partially Upheld	Resolved	Upheld
Overall	42%	17%	7%	34%
Stage 1	41%	16%	8%	35%
Stage 2	50%	22%	0%	28%

Comparison to the Fife Council overall results.

FC Overall	Not Upheld	Partially Upheld	Resolved	Upheld
Overall	43%	17%	3%	36%
Stage 1	42%	16%	4%	38%
Stage 2	52%	28%	0%	20%

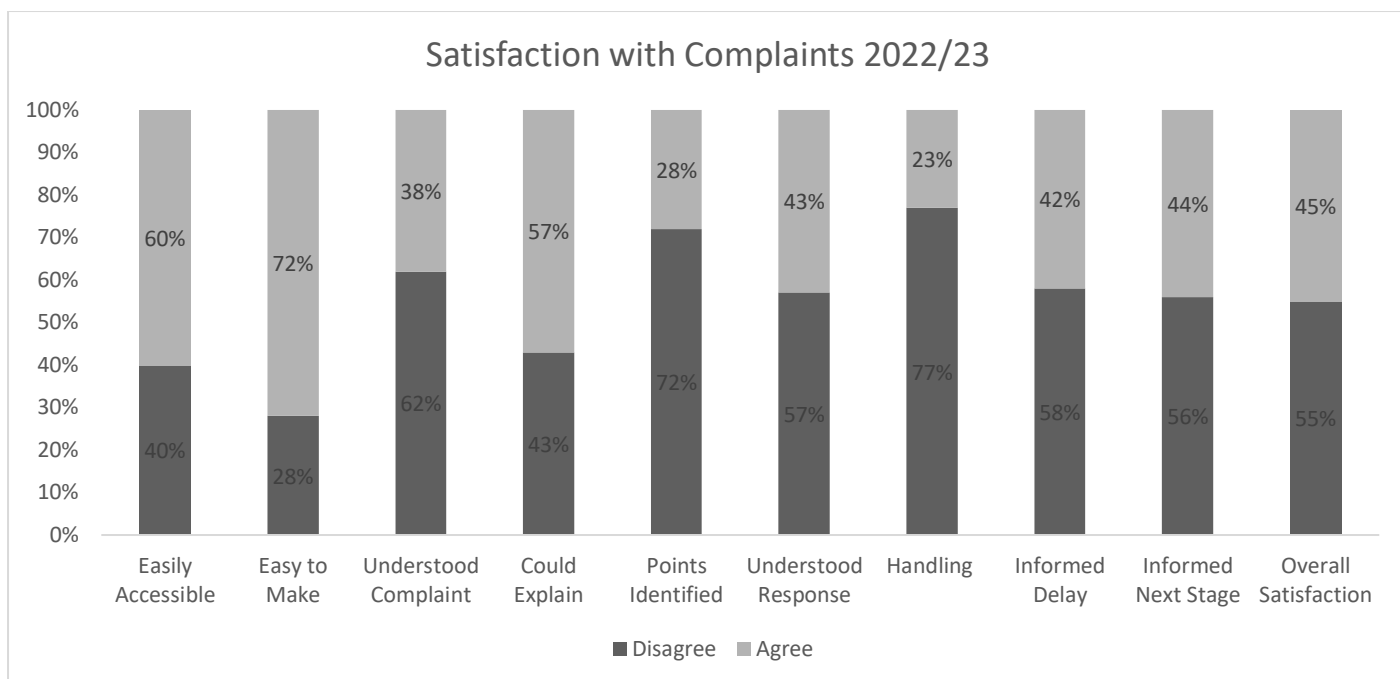
4.0 Complaint Satisfaction

- 4.1 In historic reports to this Committee the data used to provide satisfaction with complaint handling amongst more general satisfaction was obtained from a generic transactional survey of four questions emailed out on a four-weekly basis. Following changes to both

the Council's website and the customer management system this transactional survey became obsolete.

- 4.2 The complaints procedure requires that complainants are surveyed so the previous generic survey was replaced in January 2022 with a bespoke version that covers standard questions as agreed from the Local Authority Complaint Handlers Network. These questions will ultimately allow benchmarking amongst network members.
- 4.3 The replacement complaint satisfaction survey methodology has us ask customers how much they agree or disagree with the following statements generally 4 weeks after their complaint has closed.
- Information about the complaint procedure was easily accessible.
 - I found it easy to make my complaint.
 - I was happy that the person considering the matter fully understood my complaint.
 - I was given the opportunity to fully explain my complaint.
 - The points of my complaint were identified and responded to.
 - The response to my complaint was easy to understand.
 - Overall, I was satisfied with the handling of my complaint.
 - I was told if the response was going to take longer than the set timescales (five working days at stage 1 and 20 working days at stage 2).
 - I was clearly told what the next stage of the complaints process was for me.
- 4.4 This replacement survey now requires a manual issue of these questions by email however has added benefit over the previous generic transaction survey as the text from a complainant's actual complaint is given as a reminder to make the survey more focussed.
- 4.5 There were 51 replies from complainants claiming residency in the Levenmouth Committee area. Comments included:
- The person who read the complaint fully understood what the complaint was about.
 - The complaints procedure was fine, was clearly explained to me timescale and written in a letter exactly what would happen.
 - The council is a sham and has some stupid regulations that penalise individuals.
 - Was given a 'computer says no' response and my points about my vehicle being unfairly banned from entering a council waste disposal site were ignored.

Overall satisfaction was 45% however has declined from last year's figure of 54%. The result is below the council average of 50%. Satisfaction with each question is as shown on the following graph.



4.6 It would appear from the graph that improvement is required in identifying the points in a complaint and responding appropriately to each which may ultimately impact the dissatisfaction with the overall handling of cases.

5.0 Scottish Public Services Ombudsman Cases

5.1 The SPSO are the last part of the procedure for all Council complaints and therefore all stage 2 resolution letters must offer formal recourse to this organisation.

5.2 In 2022/23 there were 6 cases for the Levenmouth Committee area that reached this final stage of the procedure.

5.3 The following table provides a list of Services and outcomes following the SPSO's consideration of the complaints. Not taken forward for investigation by the SPSO refers to where the SPSO consider the matter outside of their jurisdiction, the SPSO are satisfied that the Council have done all they can with the matter raised, or that the SPSO are unlikely to achieve the desired outcome of the complainant.

Service	Complaint Summary	SPSO Decision
Children & Families	Fostering	Not taken forward for investigation
Sustainability	Recycling centre policy	Not taken forward for investigation
Audit & Risk	Compensation claim	Not taken forward for investigation
Transportation	Speed bump installation	Not taken forward for investigation
Education	Bullying	Not taken forward for investigation
Transportation	Speed bump installation	Not taken forward for investigation

6.0 Compliments

6.1 Improved database access now allows reporting of compliments by area Committee level. Again, this analysis is based upon the address of the complainant rather than

the geographic location of the Service being complimented. From the examples obtained it doesn't appear that this distinction matters.

- 6.2 The following table provides some details of the 14 compliments received from customers where we could identify a postcode in the Levenmouth area. The table provides the Service areas complimented and some typical examples of the type of compliments received.

Service	Vol	Example
Building Services	8	Tenant is extremely happy with the gas service provided by the gas engineer (Sam Herd) at her sons house and hers. The engineer was courteous and took the time to explain things to herself and her disabled son who is at 74 Watt Crescent. She would like to pass on her thanks for the work the engineer did and said nothing was too much trouble for the engineer.
Customer Service Centre	2	Again, thanks for everything Jean, the service was great and everyone commented on how good and personal it was so good that we thank you.
Domestic Waste	1	A big thank you to the refuse team who helped her as she has just moved in, they did the service proud
Housing Services	3	I just wanted to write to you to thank you. Suzanne and Kyle have been outstanding. I don't think there's been a day in the last two weeks that there hasn't been a repair man in. And they have all been amazing. It's only fair that I bump my gums about the good stuff as well as the bad

7.0 Conclusions

- 7.1 Responsiveness (complaints in target timescales) has shown improvement over last year and is generally better than the Fife Council average. The average working days to respond to all complaints remained the same as last year and was again better than the Council average. These figures are important as we consider responsiveness as a key driver of customer satisfaction.
- 7.2 The issues customers complained about within the Levenmouth area are broadly similar to those made across Fife as a whole, however, there were proportionally more complaints for Housing and Children & Families. The largest categories for these complaints were a failure to respond to a previous request for service / enquiry / reported fault for Housing and inappropriate staff attitude / behaviour for Children & Families (only 1 from 4 of these complaints was upheld and not in full).
- 7.3 Services will be better able to identify trend information from a geographic perspective and act accordingly with any identified issues or matters arising into 2024 with improvements pending to data presentation through the Microsoft Power BI software. Management teams will be able to ad hoc look over complaint data pertinent to their areas and filter on data of their choosing such as category of complaint. The newly refreshed Customer Charter and subsequent marketing on the intranet should also support a refreshed approach to customer service. Learning from customer the customer satisfaction survey will also shortly be shared with Service management teams.

List of Appendices

None

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

1. SPSO revised model complaint handling procedure – [LAMCHPPart3.pdf \(spsso.org.uk\)](#)

Report Contacts

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22 November, 2023

Agenda Item No. 6

Bereavement Services Cemetery Strategy

Report by: Alan Paul, Head of Property Services

Wards Affected: Wards 21 & 22.

Purpose

Fife Council has a legal responsibility to provide and regulate cemeteries and make appropriate provision for the care and disposal of the dead. The importance of cemeteries is acknowledged in the current Programme for Administration which notes the importance of making “sure our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation.”

This report informs members of the outcome of the consultation which took place and strategy to be implemented moving forward.

Recommendation(s)

Levenmouth Area Committee is asked to:

- (1) Note the key points from the consultation exercise.
- (2) Support the actions moving forward in the Cemetery Strategy 2023 – 2028 (Appendix 1).

Resource Implications

Capital funding for cemetery development has been made available over the 10-year period from 2023/24. Additionally, funding has been set aside to continue to address the failing infrastructure in many of the older burial grounds in the Council’s care.

Moving forward a sustainable funding policy is required to cover the increased revenue cost from additional sites while continuing to enhance and maintain the assets and resources already under Council management.

Legal & Risk Implications

Failure to address the reducing capacity available will result in no new burial provision. There is a legal requirement for the Council to provide burial.

Impact Assessment

An EqIA will be carried out as part of the development of any future cemetery.

An online consultation took place over January / February 2023 where local community groups, members of the wider public and elected members were invited to respond to the various points put forward.

The consultation received 3,147 views which converted to 228 responses (25% of the deep reads).

Almost 90% responded as individuals, showing a keen interest from residents of Fife to be involved in the consultation.

Greatest interest came from the Northeast Fife area with 30% of respondents representing this area, closely followed by Dunfermline with 20%.

1.0 Background

- 1.1 Bereavement Services has identified which cemeteries are nearing capacity using statistical information. We need to ensure that our cemetery provision continues to evolve and meet the changing social and demographic needs of Fife.
- 1.2 There are currently 10 cemeteries identified as immediate priority where capacity available is less than 10 years. A further 7 cemeteries have less than 20 years capacity available. These include a range of town and more rural cemeteries of varying sizes.
- 1.3 There is growing interest in relation to 'green' burial which was reinforced by feedback received through the consultation. 'Green' burial is where the interment of the deceased is marked with a tree and/or wildflower planting as opposed to a traditional headstone. In time the site may become a woodland or meadow, enhancing local ecology.
- 1.4 Burial and cremation are currently the main methods of dealing with deceased. Cremation being the more popular option (national statistic shows 78% of population use cremation). Alternative methods of burial include green burial and variations on this theme. Water cremation (Alkaline Hydrolysis or resomation) is a new technology being developed as an alternative to cremation. This process uses water and potassium hydroxide to dissolve the body's organic substances. Cremation ashes are available at the end of the process. It is a much slower process than cremation and there is still some controversy on how the liquid from the process, which contains no DNA or RNA should be disposed of.
- 1.5 The consultation provided background information and asked participants to comment on 5 options:
 - Do nothing.
 - Reimagine current provision.
 - Extend current provision.
 - One site replaces several closed sites.
 - One site for whole of Fife.
- 1.6 Additionally, participants were asked to give consideration on what a sustainable funding model might look like.
- 1.7 Feedback focused strongly on options 3 and 4, with other suggestions for inclusion in provision being put forward such as more options for dispersal or burial of cremated remains in designated areas not necessarily within a cemetery environment. It was also clear that decision making around provision should be on an area-by-area basis.

2.0 Issues and Options

- 2.1 The key points that emerged from the consultation are:
- Discontinue the presale of lairs to preserve capacity.
 - Reclaim lairs that have been sold over 50 years ago and never used for interment, providing no successors area available to claim Right of Burial.
 - Strong interest in the development of provision of 'Green' burial.
 - Improve the provision of dedicated areas for either burial or dispersal of cremated remains within new cemetery developments. There was also interest raised in areas for dispersal of ashes being provided within communities but out with existing or new cemeteries. Commemorative options where no burial has taken place was also raised as a consideration.
 - Encourage and support development of community or 'friend' group involvement.
 - Enhance biodiversity.
- 2.2 Investment is available to allow discussion on the priority areas needing addressed. Through consultation and required investigation, options exist to develop new sites where suitable ground can be identified or in some instances to add capacity within existing boundaries. Additionally, sustainable funding requires to be developed to continue ongoing maintenance of grounds and infrastructure.
- 2.3 The Council will also continue to support the work of others that complements council provision.
- 2.4 Further collaboration is planned to improve and enhance community involvement and develop better interpretation and connections of the history attached to many of Fife's burial grounds.

3.0 Conclusions

- 3.1 How these key points will be achieved are detailed in the action plan within the Cemetery Strategy 2023-28. This includes further implementation of good management of lairs such as ceasing presales and reclaiming of lairs sold and not used, and Area by area consultation with communities and elected members to address capacity issues in their areas.
- 3.2 Bereavement Services will continue to strive to improve the efficiency of how it carries out its working practices while aiming to achieve environmental standard ISO 14001 through reducing carbon emissions, increasing biodiversity and development of green projects.

List of Appendices

1. Cemetery Strategy 2023 – 2028
2. Consultation Summary

Report Contact

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Cemeteries Strategy



2023 - 2028

Cemeteries Strategy 2023-28

Foreword

I am pleased to introduce Fife Council's cemetery strategy for the period 2023 to 2028. This sets out the principles that will help us make decisions as we continue to invest and reshape our cemetery estate to meet the needs of the people of Fife.

We recognise the importance of our cemeteries to our communities. They provide spaces that support contemplation, remembrance, reflection and mourning in a peaceful and tranquil setting. They are deeply rooted in the local community, linking past and present and providing a tangible sense of **place**.

In recognising these needs, the fundamental principles of our strategy are to improve the **fitness for purpose of our cemeteries** (by addressing suitability, capacity and condition), **improve effectiveness of our activities** (achieving better outcomes); and **improving leverage** through contributing to place, local wellbeing and broader change agendas, to include our contribution towards meeting our Net Zero obligations. Our strategy supports and aligns with the Recovery and Renewal Plan4Fife: all with the aim of ensuring our ***cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation in the years to come.***

Alan Paul
Head of Property Services

Introduction

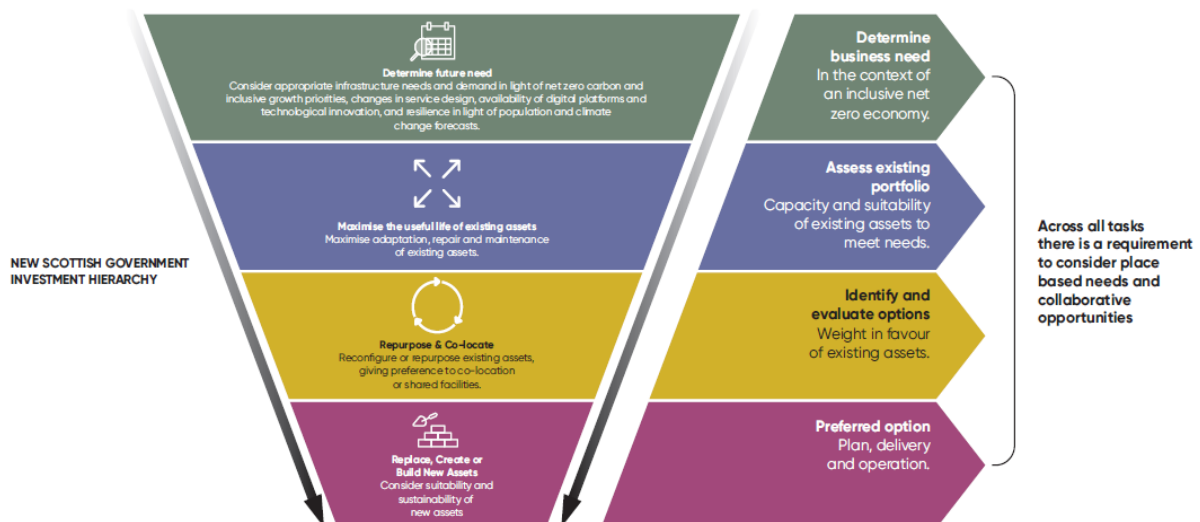
It is important that our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation in the years to come. The purpose of this strategy is to ensure that remains the case and that we maintain the strong bonds between our communities and their local cemeteries, whilst also making future provision as sustainable as possible. We also need to ensure that our cemetery provision continues to evolve to meet the changing social and demographic needs and expectations of Fife and Fifiers, whilst also contributing to the achievement of broader change agendas, such as the drive to meet our Net Zero obligations. It is also important to recognise that cemeteries contribute to our sense of place, as they connect us to our past and the history of our communities, and have the potential to improve local wellbeing, for example by improving biodiversity.

Our approach

Our strategy includes guiding principles to act as a framework for decision-making which mirrors the four stages of the Scottish Government guidance:

- Determining future need,
- Assessing scope of existing assets to meet the need,
- Evaluating options and
- Delivery of the preferred option.

The hierarchy is illustrated below.



Our strategic approach to investing in our cemeteries builds on our extensive experience. We have invested in improving the condition and suitability of our cemeteries and will continue to do so. However, we still have a large and aging cemetery estate and in some locations we either have limited future capacity or indeed no capacity for new burials. Approximately half of our 115 cemeteries no longer take interments but still require to be maintained.

Whilst the demand for cremation has and continues to increase (and now accounts for around 70% of deaths in Fife), the demand for lairs in our cemeteries has remained broadly constant over recent years and we now need to replenish cemetery capacity in Fife to ensure we can meet future demand, whilst also making our current and any future provision as sustainable as possible.

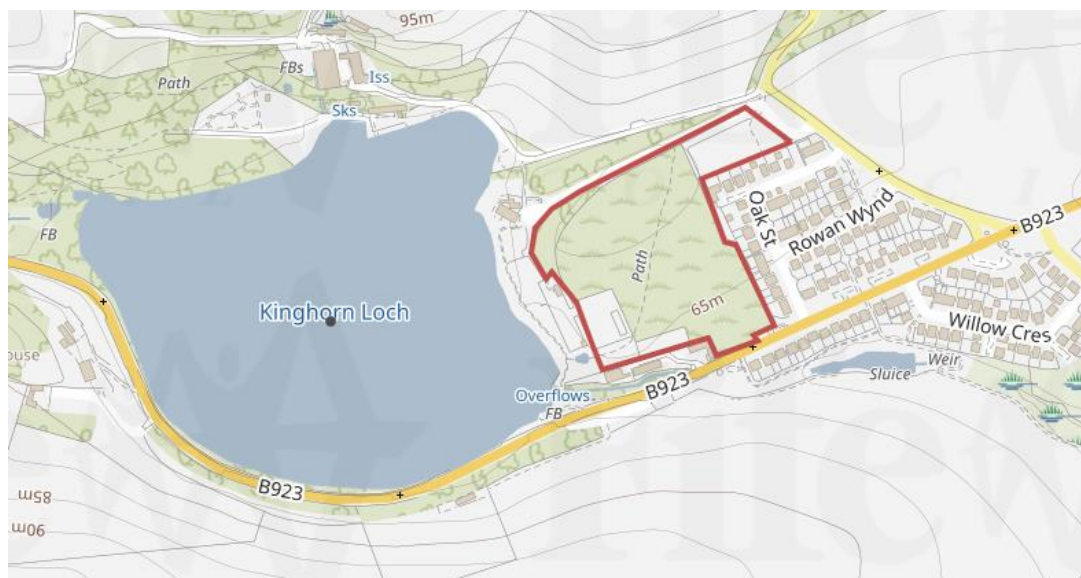
The fundamental principles of our strategy are to improve the **fitness for purpose of our cemeteries** (by addressing suitability, capacity and condition), **improve effectiveness of our activities** (achieving better outcomes); and **improving leverage** through contributing to local wellbeing and broader change agendas.

We will do that through:

- **Improving Stewardship of our Cemeteries**
- **Alignment with the Plan for Fife** to ensure we make best use of resources to meet the needs of our customers and local communities and to link with work being led by local partners.

CASE STUDY

In 2015, the Kinghorn Community Land Association (KCLA) were successful in purchasing 3.5 hectares of land adjacent to Kinghorn Loch with a vision to develop an eco-cemetery, green corridor and growing space. The long-term operation of the eco cemetery is seen as providing a place of rest for people of Kinghorn and beyond who embrace the idea of natural burial and the contribution to biodiversity.



The KCLA propose to operate the eco cemetery with support from Fife Council for record keeping and operational gravedigging assistance. A close working relationship with The Ecology Centre has also been established.

The proposed plan will include areas for green burial, a celebration platform for services and reflection, a traditional long barrow style columbarium for the storage

of cremated remains, network of grass paths through the site linking areas of the site and beyond.



Proposed Site Plan

Current Situation

Fife has 115 burial grounds and a plan showing their location is to be found at [Fife Cemeteries Locations](#)

Condition

We have a duty of care to ensure that our cemeteries are safe for our community and for our workforce. To ensure this, we have a cyclical programme of safety inspections. We have also instigated a rolling programme of headstone inspections for which we have dedicated teams. In recent years we have invested approx £3m in repairing cemetery walls and other cemetery infrastructure which has included reconstructing walls such as Abbotshall Kirk, Kirkcaldy.



Cemetery Capacity

There are 61 sites within Fife that are 'active', meaning there are still regular burials. Of these 61, only 51 have lairs available to purchase and 10 have no additional capacity. 'Exclusive Rights for Burial' for lairs (burial plots) are purchased for a specified term. When all Rights of Burial have been purchased in a cemetery, there is no additional capacity left. Burials may continue for many years after that, where a lair is reopened to allow other family members to be buried in the same plot.

Within the next 20 years, 16 cemeteries are nearing capacity, 11 cemeteries have less than 10 years, 7 cemeteries have less than 5 years. Seven cemeteries are nearing capacity within next 30 years and 28 cemeteries have more than 40 years capacity. Most of these serve smaller communities.

These projections relate to individual cemeteries, meaning that as a cemetery reaches capacity, the demand for lairs in nearby cemeteries is likely to increase. As a consequence, the number of lairs available in these cemeteries will reduce.

Inactive Cemeteries

An additional 54 cemeteries are maintained only. These cemeteries are historical or full, and no longer used for burials. These burial grounds are still maintained to the same standard as active cemeteries. Currently, funding for the maintenance of these cemeteries comes from burial fees. However, maintenance costs have risen over recent years and will continue to rise in line with inflation and as additional cemeteries are added to the inactive list.

CASE STUDY

At Kirkton Cemetery, Burntisland we worked with a range of local partners to restore the ruins of this scheduled monument and surrounding churchyard to prevent further deterioration of the monument and to develop and encourage further the use of the site in local heritage trails and for educational use. This is supported with interpretation and informational boards on site along with leaflets and booklets for distribution within local outlets and online.



Before



After

A similar community heritage project is being established for Dunfermline Abbey grounds to focus on community engagement and involvement to enhance interpretation and management of the Abbey grounds.

Consultation

In response to the various challenges around cemetery capacity, place, social and demographic changes, resources, Net Zero obligations and above all, the need to ensure cemetery provision meets the needs of Fife; an online consultation exercise was carried out in early 2023. With an initial focus on community groups, the consultation was widened to the public to allow individuals to respond.

The key points that emerged from the consultation are:

- Discontinue the presale of lairs in cemeteries to preserve capacity,
- Reclaim lairs that have been sold but never used for interment where there are no successors available to claim right of burial,
- The inclusion of dedicated areas for cremated remains within any new cemetery design,
- Research the possibility of the development of ash scattering areas throughout Fife, outwith existing or new cemeteries,
- A strong interest in the development of the provision for green burials,
- To encourage and support development of community or 'friend' group involvement,
- The need to increase awareness of direct cremation provision,
- Decision making to be based on the needs of specific areas, and not across Fife as a whole,
- Enhance biodiversity,
- Consider options for commemoration where burial is not involved.

Where are we going?

Our vision is that:

Our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation in the years to come.

We will deliver this through:

1. Ensuring our cemetery estate is in good condition, fit for purpose and is sustainable.
2. Investing in additional cemetery capacity to meet future needs and support the work of others that complements council provision – for example the green burial provision that is being developed by KCLA at Kinghorn.
3. Collaborating with partners and local communities to leverage the wider benefits of our cemeteries – to enhance place and improve local wellbeing, to support biodiversity and to improve our understanding and connection to Fife's rich history.
4. Investing in our skilled and dedicated workforce to ensure we make the best of our available resources.

What we will deliver

Key activities are given in the action plan below.

Ref	Description	Action	Timescale	Resources
CP1	Ease pressures on immediate priority cemeteries (less than 10 years capacity)	Cease presale of lairs where no interment is to be scheduled	Immediate	Bereavement Services staff
CP2	Ease pressures on medium term priority cemeteries	Plan for continued provision by identifying new sites or alternative provision	Ongoing work to identify suitable sites	Bereavement Services staff
CP3	Ease pressures on immediate and medium-term priority cemeteries	Reclaim previously sold unused lairs where no successors	Ongoing	Bereavement and Legal Services staff
CP4	Capacity Consultations	Consult local members and communities where capacity is limited	2023 to 2024	Bereavement Services staff
CP5	Improve/enhance existing cemetery provision	What is action	2033	Capital funding allocated
CP6	New Cemetery Provision	Develop new cemeteries at	Develop business case including brief and client requirements, design, development and procurement strategy, options for location. 2023-2027	Capital funding allocated. Bereavement Services Staff, Property Services, Specialist Consultants, Contractors
CP7	Improve effectiveness	Assess maintenance regime and improve working practices	Ongoing	Bereavement Services staff
CP8	Reduce carbon emissions and enhance biodiversity	Develop green burial projects, including specific options. Implementation of ISO 14001:2015	Work toward attainment of ISO 14001:2015 in 2024 and ongoing environmental improvement thereafter.	Bereavement Services staff, Climate Change & Zero Waste Team

CP9	Cremated Remains Remembrance Areas	Research development of ash scattering areas throughout Fife	Ongoing – introduce areas as suitable locations found	Bereavement Services staff
CP10	Community Group Involvement	Foster community and 'friend' group involvement	Ongoing	Bereavement Services staff

Future Provision of Cemeteries in Fife Consultation February 2023

Summary

The consultation received 3,147 views, (1,419 glanced, 829 quick reads, 899 deep reads). This converted to 228 responses (25% of the deep reads)

Almost 90% responded as individuals, showing a keen interest from residents of Fife to be involved in the consultation.

Greatest interest came from the Northeast Fife area with 30% of respondents representing this area, closely followed by Dunfermline with 20%.

What decisions need to be made?

92% stated that do nothing was not an option that Fife should consider.

Can we reimagine provision?

51% agreed with stopping the pre-sale of lairs across all Fife cemeteries to safeguard lair capacity for the future, 35% did not agree and 14% didn't know.

71% agree that the exclusive right of burial for unused lairs should be retrieved/renewed on expiry of the lease, (36% Yes for all cemeteries, 35% yes where financially viable), 27% did not agree.

88% agree that there should be more options for dispersal or burial of cremated remains (68% thought that there should be more designated areas and options around Fife where cremated remains can be dispersed, 39.9% would like to see more casket lair options for burial of cremated remains, and 38.6% would like to see more above ground storage options). 12% thought that there are enough options.

70% did not agree the reuse of lairs should be considered.

Some other options put forward were: green cemeteries returning to public use areas; land is left/reclaimed from developers for possible future use; different sized lairs for burial and cremation; after a period of years remains would be moved to a communal burial plot; offer an incentive to buy back lairs; make it easier for people to donate their bodies to medical research and training; increase awareness of direct cremations; education/awareness of options; set aside funding for its own department and to support and encourage Community Groups to participate in meeting the long term needs of the communities

Decision Making

With 79.8% decision making needs to be made area by area, (17.1% thought one site replaces many could work and 3.1% thought one site for the whole Fife area could work).

Sustainable

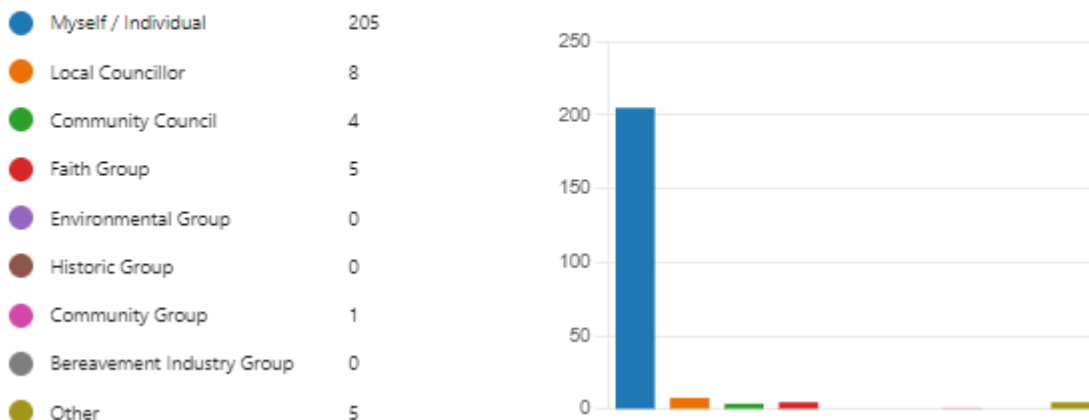
61.8% Welcome network of local constituted community groups to work support the conservation of historic sites.

60.5% Where possible encourage wildflower growth in retired cemeteries and churchyards. More environmentally friendly and less operation costs

Some other options put forward were: communal marker stone; families to maintain lairs; put prices up - a scarce resource has to cost more; shorter term right of burial options, un-constituted groups working with Community Associations; charge extra for anyone who is not a Fife resident; using full lairs for ashes is not making best use of the resources; cemeteries that are inactive can have their maintenance reduced by extending their grass cutting intervals by a few weeks that leaves extra availability for active cemeteries to have their grass maintained more regularly; increase the price for the pre-sale substantially

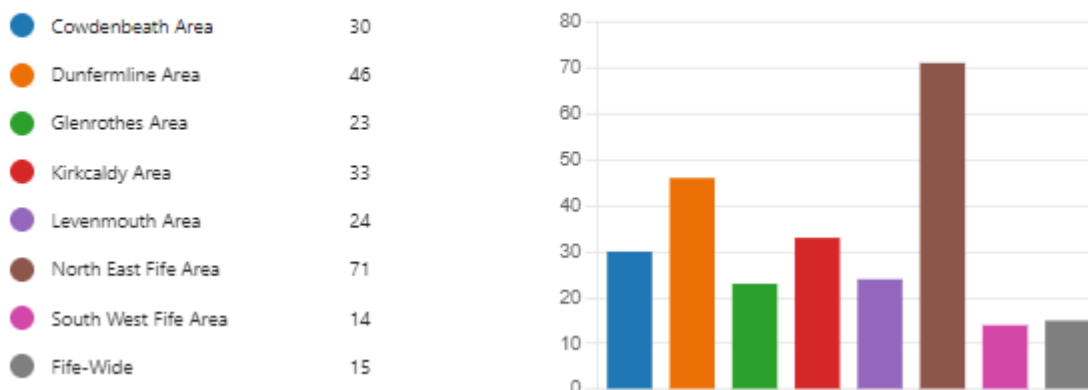
Consultation Results

What group are you representing?



89.9% Individuals. Other = 2 individual, 1 Family and 2 Funeral Director

What area(s) of Fife do you or your group/organisation represent?

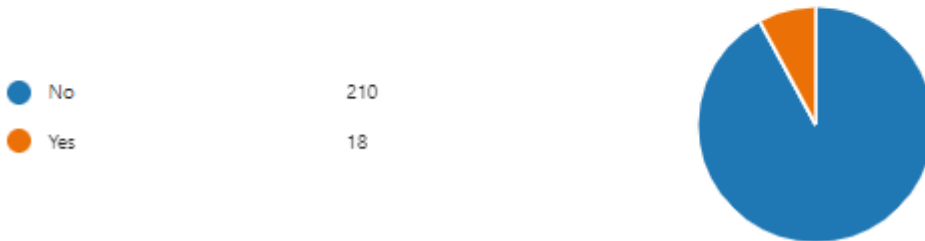


Greatest interest in the survey related to North East Fife, followed by, Dunfermline, Kirkcaldy, Cowdenbeath, Levenmouth, Glenrothes, South West Fife

Do Nothing

If we do nothing, year on year there would be less choice of where to be buried, until there are no lairs left. At that point burial would no longer be a choice.

Is do nothing an option that Fife should consider?

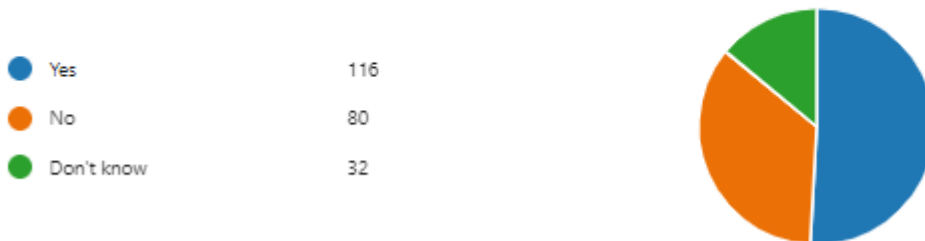


92% No, 8% Yes

Why do you think we should do nothing?

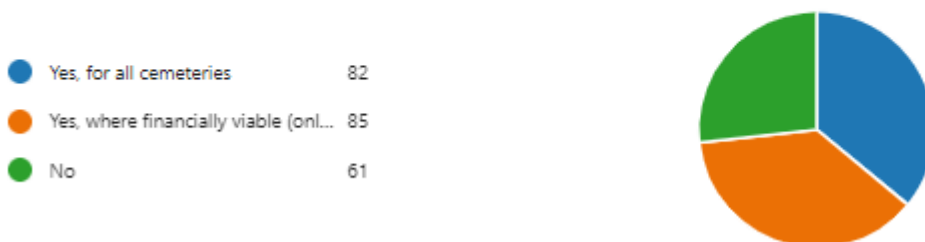
There was a mixed response to this question, from those who believe burial is a thing of the past to those concerned about the proposal of reuse of graves therefore continued burial provision was important to them. For clarification however, at this stage, Fife Council is only proposing to claim back lairs sold over 50 years and would only claim these back where no lair holders/successors established their wish to retain their entitlement.

I agree with stopping the pre-sale of lairs across all Fife cemeteries to safeguard lair capacity for the future



51% Yes, 35% No, 14% Don't Know

I agree that the exclusive right of burial for all unused lairs should be retrieved/renewed on expiry of the lease



36% Yes for all cemeteries, 35% yes where financially viable, 27% No

I agree that there should be more options for dispersal or burial of cremated remains

- Yes, more above ground storag... 88
- Yes, more casket lair options for ... 91
- Yes, there should be more desig... 155
- No, there are enough options 28



More than one option could be selected.

38.6% Yes, more above ground storage options, such as Columbaria

39.9% Yes, more casket lair options for burial of cremated remains

68% Yes, there should be more designated areas and options around Fife where cremated remains can be dispersed

12% No, there are enough options

Should it become lawful in Scotland, I agree reuse of lairs should be considered

- Yes 68
- No 160



30% Yes, 70% No

Do you have any other ideas for reimagining current provision?

This question generated the most feedback. There was strong support for green or eco burial and for ensuring that sufficient provision is available for the interment or scattering of cremated remains. Additionally, suggestions for general areas within communities, not within a cemetery, for the scattering of ashes or remembrance purposes was put forward. A preference for existing cemeteries to be extended was suggested however this is only possible where suitable ground is available adjacent to an existing site.

How do you think decisions should be made?



- 79.8% Area by area - extend or replace sites most at risk
- 17.1% One site replaces many - better economy of scale and wider service to communities
- 3.1 % One site for the whole Fife Area

Which options would you consider helpful to support a future sustainable funding and operational model



More than one option could be selected.

61.8% Welcome network of local constituted community groups to work support the conservation of historic sites

60.5% Where possible encourage wildflower growth in retired cemeteries and churchyards. More environmentally friendly and less operation costs

Other

Working more with local communities and heritage groups was welcomed. Suggestions also included using community payback. Properly managed wildflower meadows that remain under Council maintenance was welcomed.

Do you have any further feedback, ideas or concerns you would like to share with us?

Many comments stress the importance of burial being available and where possible that it should be in local communities. The standard of maintenance was also raised as important to respondents.

22 November 2023
Agenda Item No. 7

Supporting the Levenmouth Local Plan – Next Phase Play Area Improvements.

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 21 & 22

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution of £90,000 (£30,000 each) to the noted three next phases of play area improvement sites in Levenmouth, specifically at Lilac Bank, Greig Park Windygates and Christie Park. This funding will be drawn from the Community Renewal Fund (CRF).

Recommendation(s)

The Committee -

- is asked to agree £30,000 funding to both the Lilac Bank and Greig Park play area proposals from the Community Renewal Fund (CRF)
- Note that both the Lilac Bank and Greig Park designs have been consulted on and are available as attachments to this report.
- Note the balance of funding for both projects will be supported from Scottish Government funding, and in the case of Lilac Bank a separate application for funding from Fife Environment Trust.
- Additionally, the Committee is asked to agree in principle a £30,000 contribution to the improvement proposal at Christie Park.
- Note that a further report will come to the Area Committee, at a later date, with design proposals for Christie Park.

Resource Implications

The agreement to these proposals would reduce the balance of the Community Renewal Fund by £90,000. These proposals have already been factored into discussions at the members workshops on CRF allocation and are already shown as potential projects within the CRF financial schedule. These schedules have been provided to members at the most recent ward meetings in October 2023.

Legal & Risk Implications

There are no legal implications inherent in this report. Any work that is subsequently supported by this funding request will be procured through FC (Fife Council) standard procurement processes, with any contractor (external or internal) governed by current regulations in terms of CDM, and with adequate liability insurance in place.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices.

This project does however directly improve play area provision in several sites in Levenmouth, as part of a wider programme of play-based investment in the Levenmouth area.

Consultation

The programme of improvement in play areas and greenspace has been a key priority within several iterations of the Levenmouth Local Plan. Where possible each proposed improvement is supported by a local representative group of residents who input into the equipment and general design of the play area within a defined footprint.

As noted, members have been consulted on the play area improvement approach and have been supportive of this long-term programme.

1.0 Background

- 1.1 The criteria for spend from the LCPB (Local Community Planning Budget) or Community Renewal fund (CRF) requires authorisation from the Area Committee before amounts of over £5000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for funding from the CRF for £90,000. This equates to £30,000 for each play area noted.
- 1.3 In the case of Greig Park and Lilac Bank both play areas are earmarked for support funding from the 4th tranche of the Scottish Government funding for improvement in play areas. Both these sites also benefitted from initial funding from the Improving Health Through Leisure and Sport fund, which is contained in the 2017-2027 Fife Council capital plan.
- 1.4 The Christie Park funding package still needs to be fully worked up, but may also benefit from Scottish Government funding, albeit in this case from the 5th tranche of this fund. However, if there are alternative funding approaches in the interim, we will explore these fully to achieve the objective. Agreement to this level of CRF funding for the project will however embed it firmly into the programme and may act as leverage for pulling in other funding sources.

- 1.5 Members have seen the designs for both Lilac bank and Greig Park previously and these are appended as documents to this report.
- 1.6 Lilac Bank has a representative local group in place, and they have directly contributed to the design of the proposal. In the case of Greig Park there is no representative group in place – however through discussion, digital consultation, and feedback from members as part of their constituency work, there is broad support for the outline proposal.
- 1.7 The potential to move the current footprint of the Greig Park play area will be explored – however we are also factoring in costs for a link pathway from Johnston Terrace to improve accessibility as part of the improvement programme.

2.0 Issues and Options

- 2.1 As noted details of the proposals for these sites are shown as appendices. These documents give a clear overview of the design and construction requirements for each site.
- 2.2 The proposals will continue the investment programme in play spaces within the Levenmouth area which members have been supportive of since the initial capital funding became available in 2017.
- 2.3 Members will be aware that in progressing this investment programme we have also looked at the rationalisation of play areas, as per the Play Park strategy document which is a supporting background document for this report.
- 2.4 This approach assists the area in controlling its ongoing revenue obligations in terms of play area maintenance.

3.0 Conclusion

- 3.1 The application fits well with the agreed priorities contained within the Levenmouth Local Plan, specifically around the Thriving Places theme, but also around several health indicators within the Opportunities for All theme.

List of Appendices

Appendix 1 – Lilac Bank Design

Appendix 2 – Lilac Bank Design Rationale

Appendix 3 – Greig Park Design

Background Papers

1. Fife Council Play Spaces Strategy - https://www.fife.gov.uk/_data/assets/pdf_file/0020/161723/Play-Spaces-Strategy-draft.pdf
2. Play Spaces in the Levenmouth Area Strategy Map - https://www.fife.gov.uk/_data/assets/pdf_file/0030/158565/Play-Spaces-Strategy-proposal-maps-Levenmouth.pdf
3. [Levenmouth Improvement Actions](#)

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Lilac Bank Play Area, Methil

Fife Council

Double Tower Unit with net Bridge & 2no. Slides

Flat, Cradle & Basket Swings

Play Panels



Wheelchair Roundabout

Home Seesaw Inclusive

Ladybird Springer



Lilac Bank Play Area, Methil



Our design for West Park Avenue provides a play area suitable for children from toddlers to age 10 plus. Included are key play activities that children love - climbing, swinging, sliding, bouncing, rotating, challenge, creative, imaginative, co-operative, sensory and solitary play.

The range of equipment provides play opportunities to challenge and hold the children's interest and keep them coming back, while the wetpour safer surfacing provides an accessible surface, enabling access through the site and in and around the equipment.

The equipment and design meet all current and any anticipated future EN guidelines and regulations for play, access and health and safety. We have followed your consultation results and provided all works, safer surfacing and equipment asked for – equipment is metal, galvanised to resist rusting; surface is wetpour 50/50 colour with MOT Type 1 base. Old areas of un-used wetpour (where the tree roots have grown through) will be returned to grass. All other areas of grass will be untouched.

Equipment identified in community consultation and included in design:

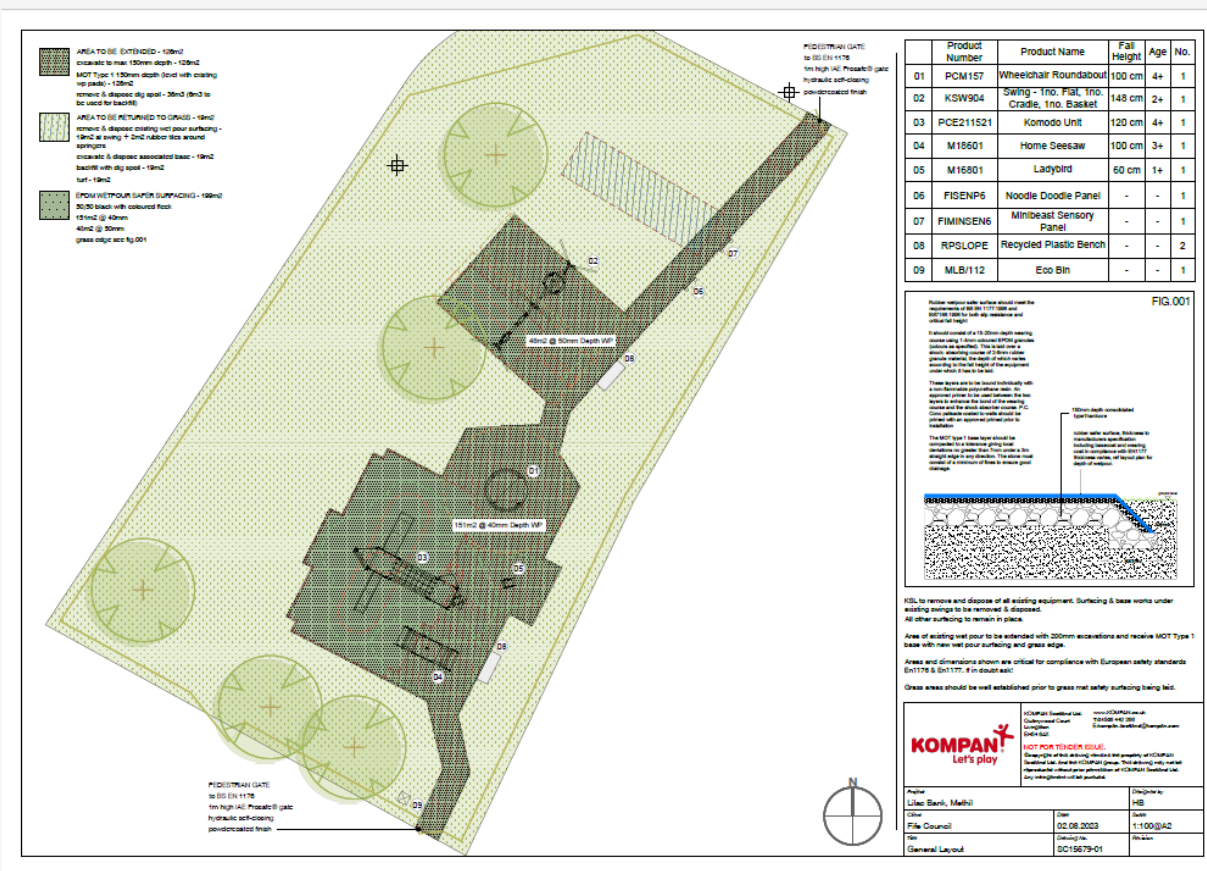
- Wheelchair Accessible Roundabout
- Basket and Cradle seat swings
- Double Tower Unit with Net Bridge and 2 x Slides
- Inclusive Home Seesaw
- Ladybird Springer

- 2 x Tactile Play Panels
- 2 x Recycled Plastic Benches
- 1 x Bin

Inclusive

Designed in accordance with KOMPAN design principles, we have created an equipped play space for the age range identified. In addition to being a stimulating fun and social space, our play area is inclusive and includes a wheelchair accessible roundabout. We have taken particular care to make it exciting for the specified age group, with play experiences for children with additional support needs, not just those in wheelchairs.

- Many inclusive items - Wheelchair Roundabout, Basket Swing, Multiuser Home Seesaw with central platform, tactile and sensory Play Panels, Toddler Unit with inclined access, and supportive Ladybird Springer
- Also Included are key play activities that children love - climbing, swinging, sliding, bouncing, rotating, challenge, creative, imaginative, co-operative, sensory and solitary play.
- The continuation of one surface from the entrance gate, through the site, into and around the play equipment and then through the second gate opening, ensures that those with mobility issues have a safe and level surface to navigate.



DURABILITY – Design

Our design for Lilac Bank provides a new and exciting play space, which means there will be a high volume of users all year long for the expected lifespan of the project. Unfortunately, in this day and age there is also the possibility of anti-social behaviour and vandalism.

To minimise this, we have designed the play area with the following in mind.

- Transparency across the space, creating an 'open' feel and the ability to see the full site from various vantage points.
- No enclosed 'hiding places' or covered spaces to aid in the reduction of anti-social behaviour.
- Hard-wearing surface areas of wetpour and minimal / no graphics
- Steel manufacture equipment including all slides, covered with 'best in class' warranties.
- Minimal maintenance and ease of maintenance equipment and design supported by KOMPAN SPARES MASTER tool that is unique to the industry.

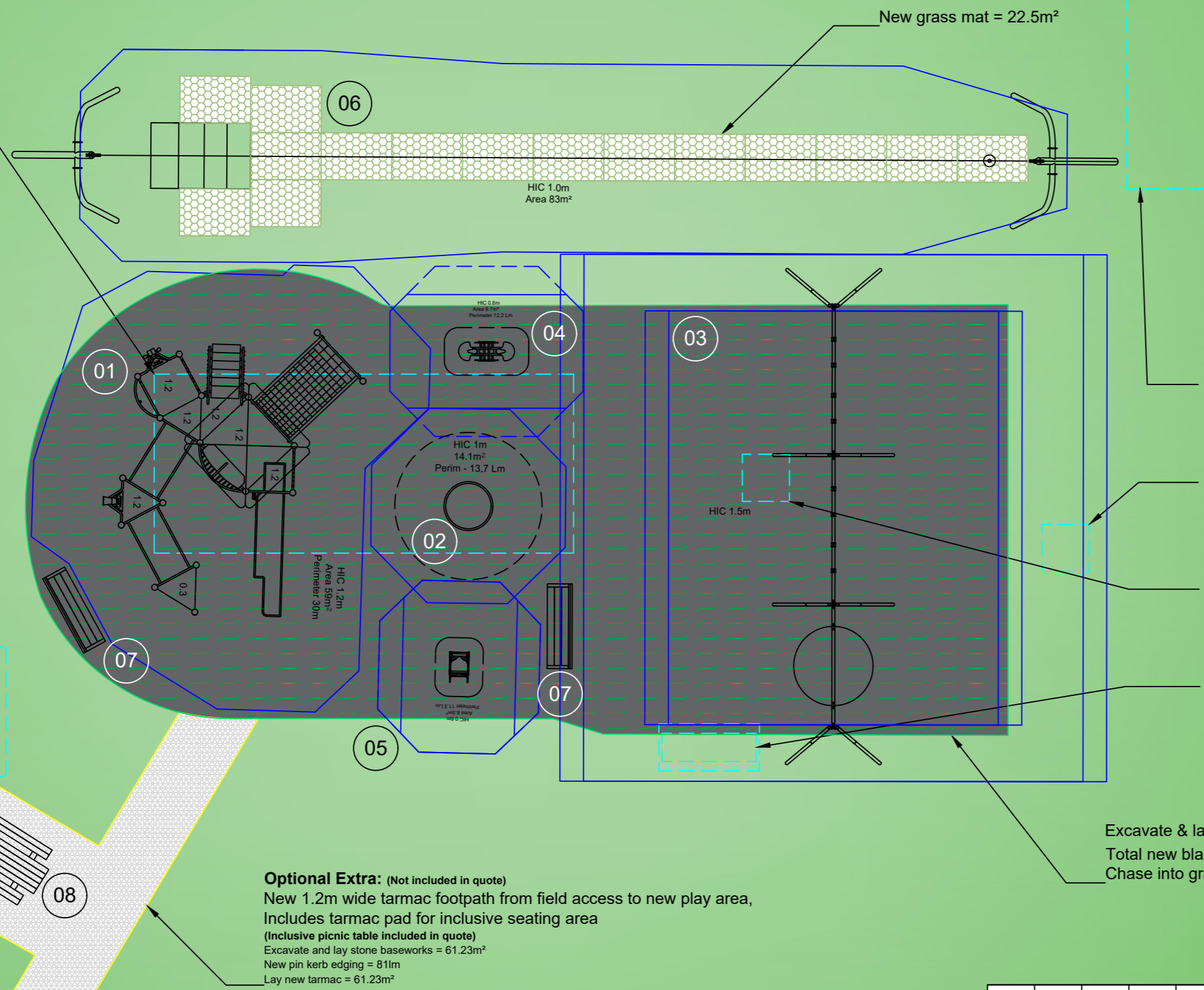




Remove existing free standing slide = 6 legs
Reinstate holes
Remove existing wetpour = 33.82m²
Remove existing baseworks = 33.82m²

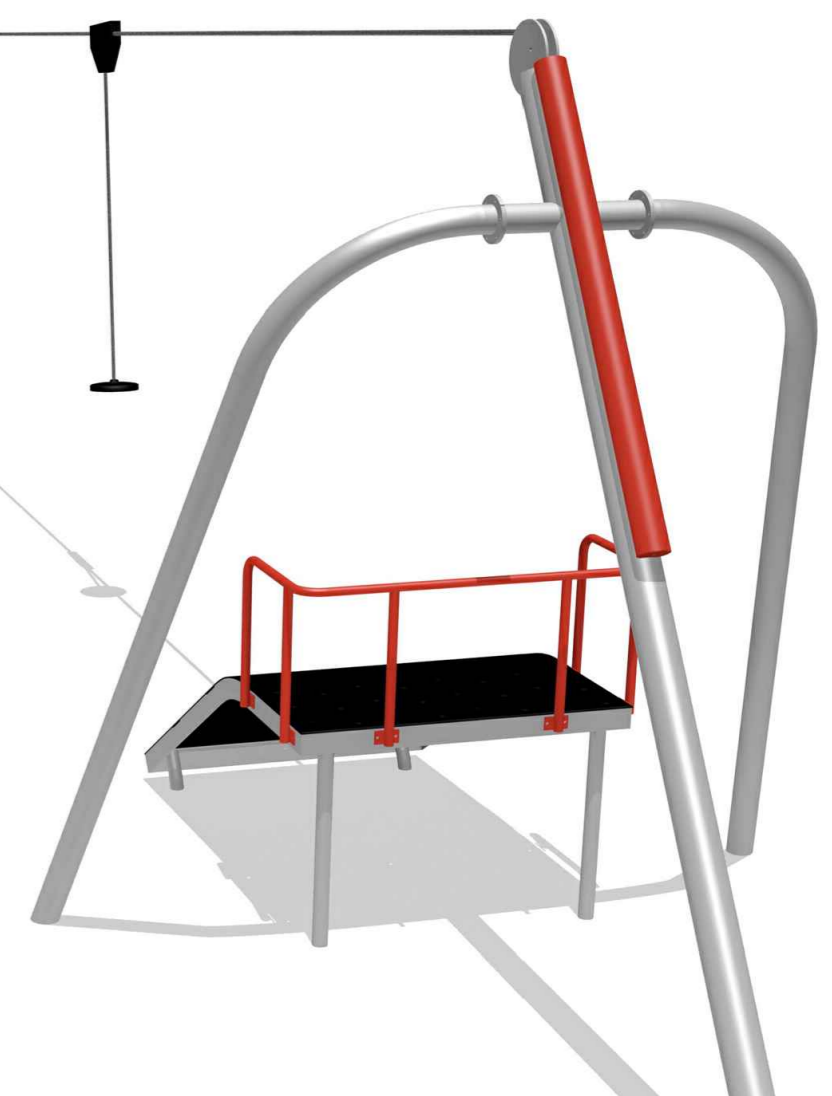
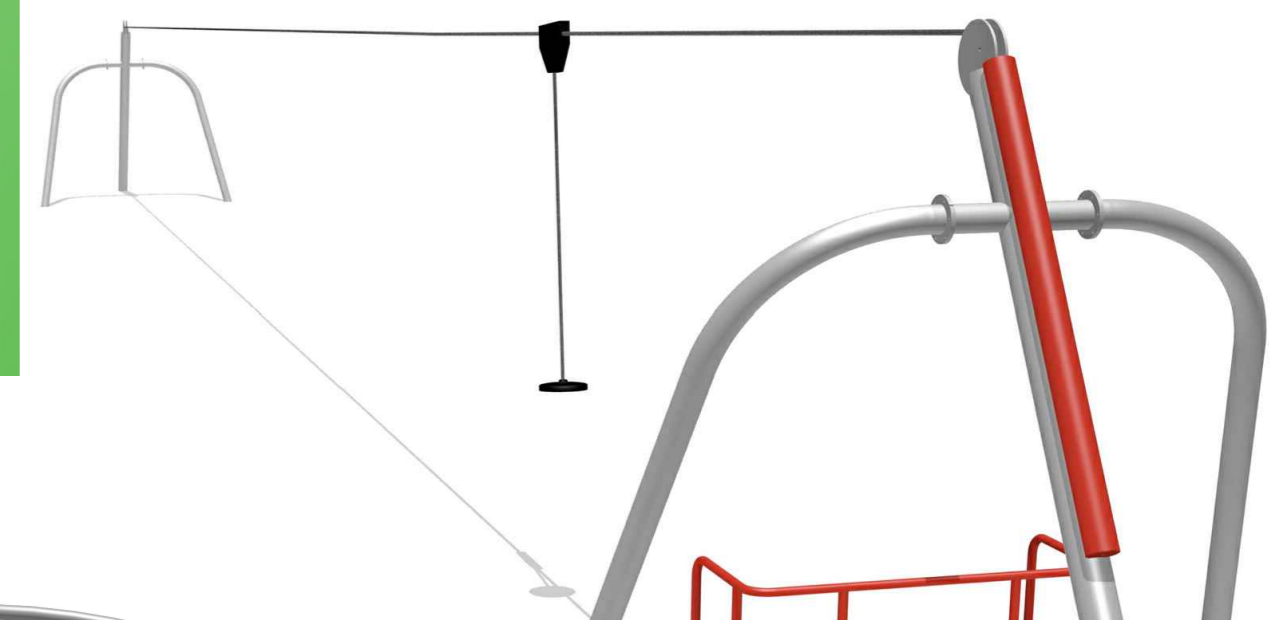
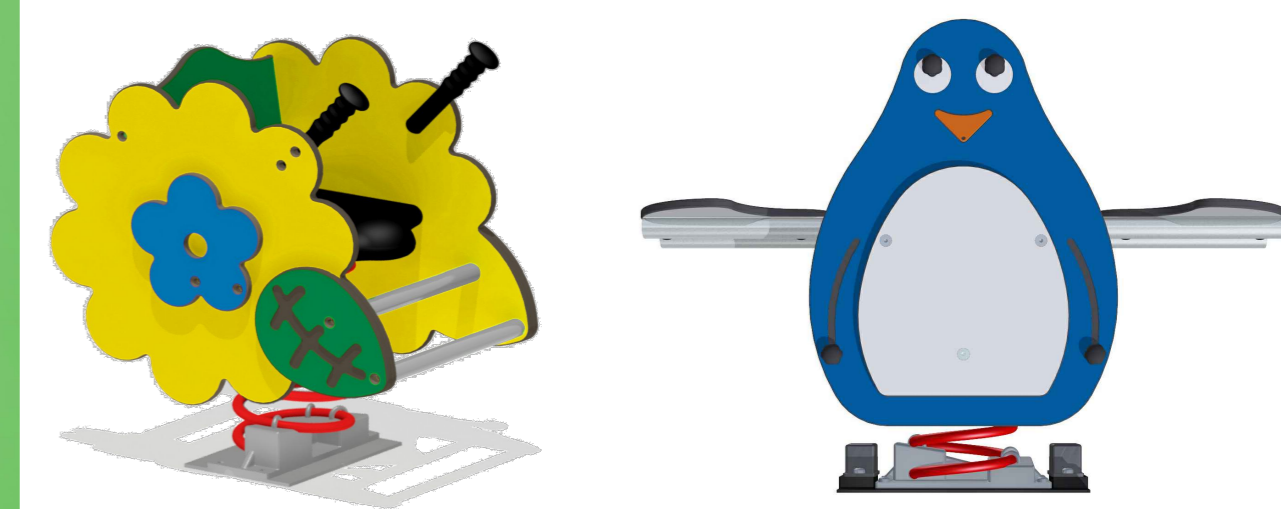
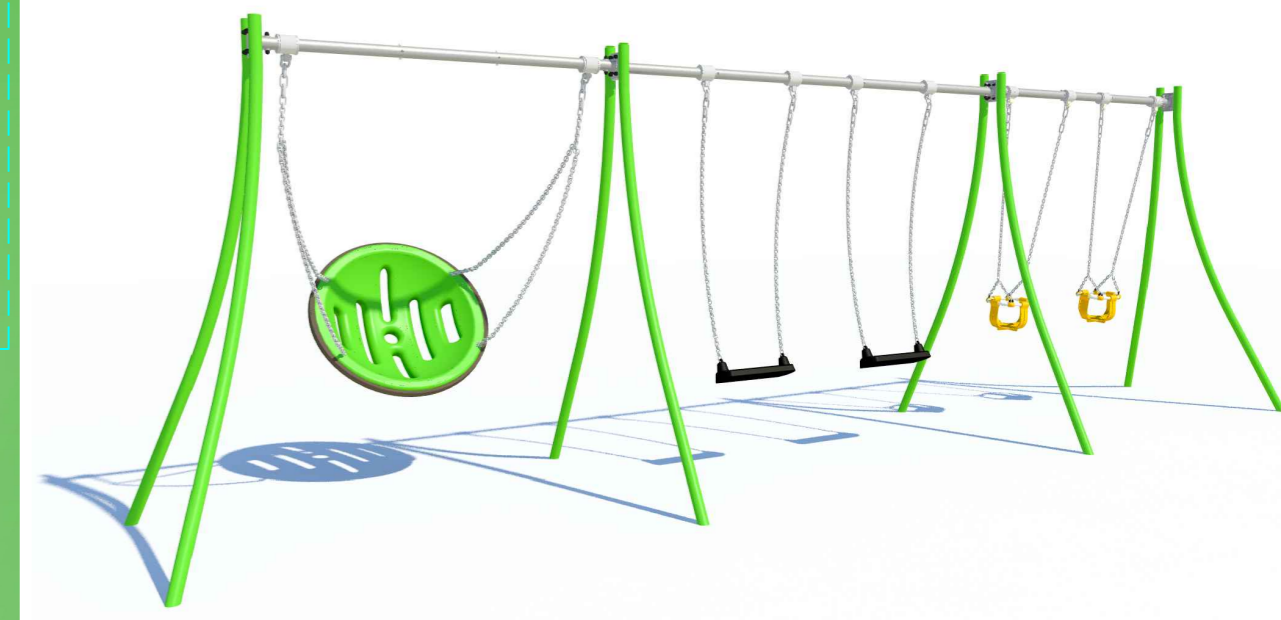
Remove existing seesaw = 2 legs
Reinstate holes
Remove existing wetpour tiles = 18m²
Remove existing concrete pad = 18m²
Reinstate area to soil & seed = 18m²

Existing multi-play removed by client
Remove existing wetpour = 40.76m²
Remove existing baseworks = 40.76m²
Reinstate area to soil & seed = 40.76m²



Optional Extra: (Not included in quote)
New 1.2m wide tarmac footpath from field access to new play area,
Includes tarmac pad for inclusive seating area
(Inclusive picnic table included in quote)
Excavate and lay stone baseworks = 61.23m²
New pin kerb edging = 81m
Lay new tarmac = 61.23m²

Excavate & lay stone baseworks = 182.5m²
Total new black/green wetpor fleck (-
Chase into grass = 551m



22 November 2023
Agenda Item No. 8

Supporting the Levenmouth Local Plan – Promenade Maintenance Proposals.

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 21

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution of up to £48,500 from a combination of the ward 21 Local Community Planning Budget (LCPB) the Community Renewal Fund (CRF) and potentially the Leven Common Good, for a range of maintenance items at Leven Promenade.

Recommendation(s)

The Committee is asked to -

- Agree a contribution of up to £48,500 from a combination of ward 21 LCPB and the CRF budgets. It is also proposed that a suitable contribution from the Common Good fund should be sought.
- Note that if supported a separate report and application to the Common Good will be brought to the Area Committee for consideration.
- Note that while some of the work proposed could take place in the current financial year, there may be circumstances which preclude this, the report will suggest a probable phasing for these proposals over 23/24 and 24/25.
- Note that the work is proposed to be carried out by Fife Coast and Countryside Trust (FCCT) with support from Grounds Maintenance service as required.

Resource Implications

The proposal in front of members today will reduce the total available budget in the LCPB and CRF by up to £48,500, pending a separate agreement on a contribution from the Leven Common Good. Further updates on the detailed alignment to each budget will be covered at subsequent ward meetings as and when each workstream has a start date agreed.

There is sufficient funding available to meet the noted proposals in the current financial year and members can refer to the latest finance schedules made available at the most recent ward meetings in October for full details of current spend and unallocated budget.

Legal & Risk Implications

There are no legal implications inherent in this report. Any work undertaken through the support of funding will be managed by FCCT and will be undertaken in accordance with all health and safety requirements in force.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

Members will be aware that there have been a range of consultations relating to the Promenade redevelopment, and there is a current master planning design process in place which will look at a longer-term design for this space.

In the interim these proposals are looking to address concerns raised at a number of these consultations around the standard of the current maintenance regime in and around the Promenade.

Should support be given to progress a Leven Common Good funding application, a separate consultation will be carried out, this will include reference to the Leven Community Council who are a key consultee.

1.0 Background

- 1.1 The criteria for spend from the LCPB requires authorisation from the Area committee before amounts of over £5000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for funding from the LCPB or CRF up to £48,500 to cover a range of maintenance interventions.
- 1.3 Members are also being asked to give a view as to whether they feel it is appropriate to make a separate application to the Leven Common Good Fund.
- 1.4 It is proposed that the work will be carried out by maintenance teams from Fife Coast and Countryside Trust, who have a partial responsibility for the promenade area along with FC (Fife Council) Grounds Maintenance.
- 1.5 The list of interventions is shown in section 2.0 below, costs have been attributed to this work and a phasing date applied.
- 1.6 Some of the interventions will be compromised by the recent collapse of the sea wall, others will be held to ascertain if the current master planning process for the wider promenade area will duplicate any activity.

2.0 Issues and Options

- 2.1 **Access to Recreational grass areas** - The recreational grass area from the skateboard park to the caravan park has 7 ramped / step entry points to help facilitate access on to the grass. It is proposed to better define the access points, repair the ramps, railings and other fixtures and fittings.

This will make access far safer and easier for pedestrians and will make the management of traffic in the area far safer. Cost **£7000** – Proposed to be carried out in 23/24



- 2.2 **Picnic Benches Recreational Grass Area:** The introduction of accessible picnic benches that can accommodate wheelchairs and installed BBQ bench protectors. It is suggested that they are directly in line with the access points and will have paved access. Cost **£14,000** – Proposed to be held until 24/25.
- 2.3 **Grassland Management Recreational Grass Area** - The eradication of all non-native flora from the dunes and to give up approximately 1,000.55 m² of recreational grass to allow the dunes to accrete inland. In time this will strengthen the coastal protection (soft engineering) and have improved conservation & biodiversity outcomes. There will also be less resource needed to cut the recreational grass. Signage will also be put in place that explains what is being done to support the development of the dune's and how this work will contribute to the climate challenge, and promote conservation etc.
- Note: unlike the current grassland management scheme there will be no requirement to harvest the vegetation. Cost **£7500** - Proposed to be carried out in 23/24.
- 2.4 **Access Points Recreational Grass Area to the Beach:** Install access points onto the beach that nudge public access in a manner that has minimum impact on the dunes. Cost **£5000**- Proposed to be carried out in 23/24
- 2.5 **Recreational Grassland Retaining Wall:** Inspect and repair all the retaining small brick wall from the skateboard park to the end of the promenade. Cost **£10,000** – Proposed to be carried out in 24/25.



- 2.6 **Brick Work Flower Beds:** Clad all brick work Flower beds with decking as structurally we are unable to remove most of the flower beds due to their incorporation into the sea wall. If the work goes ahead, we will look to plant the flower beds with coastal grasses that can be used for dune transplanting as and when required. As above we would install signage that explains what the beds are being used for and how they help to support the declared climate emergency. **Cost £5000-** On hold until a review of the proposals to reconstruct the sea wall have been undertaken.

3.0 Conclusion

- 3.1 The application fits well with the agreed priorities contained within the Levenmouth Local Plan, specifically around the Thriving Places theme.
- 3.2 It is important to note that most of these maintenance proposals will take place on the area of the Promenade not currently within the scope of the current master planning exercise.

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22 November 2023

Agenda Item No. 9

Supporting the Levenmouth Local Community Plan – Fife Heritage Railway – CRF Funding Support

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Wards 21 & 22

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Renewal Fund (CRF) of £27,446.

Recommendation(s)

The Committee is asked to:

- agree a contribution of £27,446 towards the cost of providing a canopy unit as part of the larger improvement work at the Fife Heritage Railway (FHR).
- Note this request is a second phase of the Restoration Learning Centre which was supported at the 9th November 2022 Levenmouth Area Committee.

Resource Implications

Approval of this funding will reduce the CRF in total by £27,446.

Members will note from their previous financial schedule discussions at the most recent ward meetings in October, that there is sufficient funding available to meet this commitment

Legal & Risk Implications

There are no legal implications inherent in this report. All work carried out on agreement of this funding will be managed by the FHR team and will be covered by their own liability insurance cover.

The ongoing maintenance requirements for this asset will remain with FHR and there will be no ongoing revenue implications for Fife Council.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

This approach stems from close working relationships with the members of Fife Heritage Railway and builds on the recent project plan. This is available as a supporting document to this report.

The proposal aligns well with the recent Tourism Audit for Levenmouth, which highlights the importance of gearing up our current tourism assets to better meet the needs of visitors. This document is also available as a supporting document to this report.

Members considered a phase 1 request from the Fife Heritage railway for support for container units which are integral to the learning centre approach on 9th November 2022, and agreed to fund up to £10,000 to support this initiative.

These units are now in situ at Fife Heritage Railway. Discussions with the team at the FHR have agreed that a visit by members to the site to see current progress would be useful at some point.

1.0 Background

- 1.1 The criteria for spend from the LCPB (Local Community Planning Budget) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from this Area Committee for a contribution from the CRF budget.
- 1.3 This request is for a £27,446 contribution in total from the CRF funding allocated to the Levenmouth area as a contribution towards a large-scale improvement project at the Fife Heritage Railway.
- 1.4 Funding if agreed will contribute to the final phase of a Restoration Learning Centre, aimed at passing on maintenance skills. This will support the ongoing development of the wider site, which aims to become a key tourism asset for the area. Not only will the FHR site aim support the promotion of engineering skills through the maintenance of rolling stock, it also aspires to be a diverse community hub, as well as providing interpretation and information and café services to visitors to the area.
- 1.5 The formation of what will become a range of learning environments at the FHR yard will also be used to impart skills and knowledge to the growing volunteer cohort. While much of this will be related to the rolling stock restoration projects, there will also be opportunity to impart other skills which will contribute both to the running of the FHR as a tourism asset and add to volunteer's CVs should they be seeking employment.

- 1.6 Recent promotion of opportunities available at FHR has seen the addition of new members and volunteers in their early 20's, this is an important development in terms of ensuring the longer-term viability of this key facility in Levenmouth.
- 1.7 FHR has also opened its doors to placements for work experience through Education Service, specifically with the Pupil Support Service. This is one of the opportunities we would like to see further developed – the learning centre environment would support that aim.

2.0 Issues and Options

- 2.1 The new learning centre will be made up of the following sites
- Woodwork workshop.
 - Metalworking workshop and dirty preparation area.
 - Storage for parts awaiting restoration or refitting.
 - Clean space for painting, varnishing, upholstery, and finishing.
- 2.2 As noted the large container units that will facilitate these learning spaces and previously supported by the Committee, are now in situ – these units are fully insulated and have electrical connection infrastructure already installed.
- 2.3 The completion of this phased project requires the installation of the canopy unit which will give a large unobstructed space for housing rolling stock that requires renovation or maintenance.
- 2.4 The work that must now be carried out is as follows:
- Installation of ballasting up to rail height to provide a safe working surface within and out with the canopy unit.
 - The installation of an electrical supply to the units.
 - The supply and delivery of the canopy unit, and its installation using a scissor lift (hired in)
 - Waterproofing of all container unit roofs
 - External painting of all units
- 2.5 All work is being carried out by FHR volunteers and will be managed by experienced FHR members supported, as required, by experts from the relevant material and equipment suppliers.
- 2.6 Picture 1 below gives a representative view of what the unit will look like once constructed, along with a scissor lift unit it is worth pointing out that the picture shows a unit which is a quarter of the size that will be built at the FHR yard.

Picture 1 – example of the canopy repair unit



Picture 1 – Representative picture of canopy unit

3.0 Conclusion

- 3.1 This project will make an impact in terms of improving the use of the FHR yard, as a centre for repairing rolling stock, as a learning centre and as a better equipped facility for receiving visitors.
- 3.2 This project meets several of the underpinning aims of the current approved Levenmouth Local Community Plan, notably around the themes of Thriving Places, Inclusive Growth and Jobs, as well as Community Led Services.

List of Appendices

None

Background Papers

1. [FHR Project Plan](#)
2. [Levenmouth Tourism Audit and Action Plan](#)
3. Agenda and Papers Levenmouth Area Committee –9th November 2022 pages 103-106 - https://www.fife.gov.uk/_data/assets/pdf_file/0025/419407/Agenda-and-Papers-for-Meeting-of-Levenmouth-Area-Committee-of-9-November-2022.pdf

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22 November 2023
Agenda Item No. 10

Supporting the Levenmouth Local Plan – Warm and Welcoming Spaces Additional Funding

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 21 & 22

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution of £40,898 from the Local Community Planning Budget (LCPB) Anti-Poverty Fund for Levenmouth, towards additional funding requirements for the Warm and Welcoming Spaces programme in Levenmouth.

Recommendation(s)

The Committee is asked to. -

- Agree a contribution of £40,898 from the LCPB (Local Community Planning Budget) Anti-Poverty budget to fund the additional costs for the Warm and Welcoming Spaces programme in Levenmouth .
- Note the extent of the provision of Warm and Welcoming Spaces in the Levenmouth area.

Resource Implications

The proposal in front of members today will reduce the total available budget in the LCPB anti-poverty budget by £40,898.

Legal & Risk Implications

There are no legal implications inherent in this report. Providers will be supported to ensure standards required in terms of food provision are adhered to, and where required, items of equipment will be supplied to ensure safe storage of food at required temperatures can be achieved.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices.

This project does however directly target vulnerable groups in the area, and we will seek to evaluate the benefits accrued for individuals and families, and by extension the wider community.

Consultation

Members will recall that the process and the additional funding needs were the subject of a member's workshop session on Anti-Poverty approaches in the Levenmouth Area on 27th October 2023.

At that session members advised that they were comfortable with the level of provision being proposed and the estimated additional funding requirements requested.

1.0 Background

- 1.1 The criteria for spend from the LCPB requires authorisation from the Area Committee before amounts of over £5000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for funding from the LCPB Anti-poverty fund for £40,898.
- 1.3 This funding will sit alongside central funds of £47,000 allocated by the Council to each individual area, towards Warm and Welcoming Space provision.
- 1.4 The process for receiving application came through a digital interface supported by our colleagues in FVA. In total the area received 23 separate applications from organisations and services with a value of request of £94,728.
- 1.5 The applications were then moderated by a local officer panel, where applications were either agreed, refused, or held pending further information. This was based on the alignment of the proposal in relation to the criteria, and the ability of the proposing body to put in place a sustainable local service. Members will recall the discussion at the workshop of 27.10.23 where a full overview of the reasons for refusal were provided.
- 1.6 As a result of this moderation approach it was noted that a potential top up of £40,898 could be required to fund all applications received that were deemed as supported or requiring some information to make them supportable.
- 1.7 A total of £12,082 has been requested from projects where we require to make further investigations to ensure the groups have the governance frameworks in place to provide this type of service to the community.

2.0 Issues and Options

- 2.1 Warm and Welcoming Spaces are a development of the Warm Spaces approach that Fife has supported in previous years.
- 2.2 The concept is to build on the basic food support approach that we had to adhere to during the pandemic, into a more social offer with activities that can be provided which would interest all ages.
- 2.3 The types of projects that would be prioritised within this new model would be as follows
- Applications which support food projects showing sustainable ways of delivering activities will be favoured (such as pay what you feel cafes)
 - Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities.
 - Those which offer a different provision within the local community
 - Partnership projects that involve organisations working together and/or with local communities.
- 2.4 Items that could be funded were advised to groups as follows:
- Food costs: to help meet the costs of purchasing essential food supplies for distribution to service users.
 - Equipment costs: to replace inefficient/ageing equipment, to purchase new storage/display equipment.
 - Activity costs: to cover activities which may improve mental health and social isolation.
 - Travel costs: to help bring housebound people into the warm spaces who would not otherwise have attended due to physical or mental health issues.
 - Running costs: to help with general running costs, e.g., costs associated with buildings/venues, fuel costs for food collection and distribution.
 - Volunteer costs: to enhance volunteer training and development opportunities.
- 2.5 Organisations were also advised that we could not fund the following:
- Individuals.
 - Gaps in budget because of a savings decision made by Fife Council or other Community Planning Partner.
 - Projects where financial gain goes to individuals.
 - Projects that do not meet at least one of our local outcomes.
 - Projects which duplicate others in the same community at the same day/time
- 2.6 Officers are happy that the level of provision in the area offers a wide range of choices for local people to use as required. It is noted that there is no provision in the Largo area, however conversations will be ongoing should the local community wish to bring forward an initiative

3.0 Conclusion

- 3.1 The application fits well with the agreed priorities contained within the Levenmouth Local Plan, specifically around the Opportunities for All, and Community Led Services.
- 3.2 Officers will continue to monitor the take-up of the WWS (Warm and Welcoming Spaces) provision throughout the area and will work with providers to adapt service levels depending on demand and need.

List of Appendices

Appendix 1 – List of Agreed and Under Review Projects

Background Papers

Plan 4 Fife Update - <https://our.fife.scot/plan4fife/plan-for-fife-2021-24>

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Appendix 1 – Agreed and Under Review Projects

- Police Scotland Youth Volunteers – Christmas Provision - £710 Agreed by Officer Panel
- Police Scotland Youth Volunteers – Forget Me Not - £1160 Agreed by Officer Panel
- Fife Council/Management Committee – Sandybrae Activities for Women - £2000 Agreed by Officer Panel
- Fife Heritage Railway – Kirkland Winter Warm Space - £4200 - On Hold – Visit to be arranged
- Buckhaven Management Committee – Cook Share and Socialise -£4800 - Agreed by Officer Panel
- Arden House Projects – Arden House Warm Welcome - £4950- On Hold Visit to be arranged
- East Fife Community Football Club – Safe Space - £4999- Agreed by Officer panel
- Leven Bowling Club –Together for a Blether - £2000- Agreed by Officer Panel
- Windygates Bowling Club – Windygates Winter Warmer Club - £2300 - Agreed by Officer panel
- Coaltown of Wemyss Community Council – Wemyss Warm Welcome Inn - £2300 - Agreed by Officer panel
- St Kenneth's Parish Church – Open Door Meals - £3450 - Agreed by Officer panel
- CLEAR – Buckhaven Indoor Warm Winter Sessions -£4780 - Agreed by Officer panel
- BRAG Enterprises Ltd – Well Meet Again - £4989 - Agreed by Officer panel
- The Rotary Club of Buckhaven and Methil –Thursday Club - £4999 - Agreed by Officer panel
- Kennoway Community Shed – Happy Faces Cozy Spaces - £5330 - Agreed by Officer panel
- East Wemyss – Community Access for Everyone - £5407 - On Hold - Visit to be arranged
- Buckhaven Baptist Church – Cosy café - £4475 - On Hold Further information required
- Home Start Levenmouth – Home Start Welcome Hub - £4800 - Agreed by Officer panel
- Leven Centre Management Committee- The Peoples Pantry - £4900 - Agreed by Officer panel
- MCCI (Methilhill Community Childrens Initiative) – MCCI Community Café - £4999 - Agreed by Officer panel
- Windygates Community Council - £10350 - The Meeting Place and meal provision to other WWS – agreed by Officer panel

22 November 2023
Agenda Item No. 11

Supporting the Levenmouth Local Plan – Leven Links Bridge Proposals.

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 21

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution of up to £50,000 from the Community Renewal Fund (CRF) to renew 2 new bridge assets at Leven Links and refurbish one other.

Recommendation(s)

The Committee is asked to -

- Agree a contribution of up to £50,000 from CRF budgets towards this proposal.
- Note that a match funding application is currently being considered by Fife Environment Trust (FET) for £30,000.
- Note that based on the current proposal there will be an estimated balance of funding that will be met by Leven Links Joint Committee of £20,200.

Resource Implications

The proposal in front of members today will reduce the total available budget in the CRF by £50,000, pending a separate agreement on a contribution from FET.

There is sufficient funding available to meet the noted proposals in the current financial year and members can refer to the latest finance schedules made available at the most recent ward meetings in October for full details of current spend commitment and the balance of unallocated budget.

Legal & Risk Implications

There are no legal implications inherent in this report. Any work stemming from the agreement to fund this proposal would be undertaken and led by the Leven Links Joint committee, and their preferred contractors would be responsible for managing any on site risks.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

Members will be aware that there have been a range of consultations relating to the wider development of the Promenade area in Leven.

Estates Service have been consulted on the proposal and we are still awaiting a full overview on the detail of permissions that would be required to carry out this work. No work would therefore be sanctioned on the bridge assets until that issue is resolved. However, it is felt prudent to look to secure in principle funding at this stage to allow the project proposal to move forward with a degree of surety.

1.0 Background

- 1.1 The criteria for spend from the LCPB (Local Community Planning Budget) and CRF requires authorisation from the Area Committee before amounts of over £5000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for funding from the CRF up to £50,000 to cover the construction of two new replacement bridge units and the refurbishment of one other, pending full permissions being in place.
- 1.3 This proposal supports a range of improvement project proposals in the Promenade area linked to the new rail line investment.
- 1.4 The bridges will be referred to in this report as the Leven Thistle Clubhouse Bridge, the Fife Coastal Path Bridge, and the 18th Hole Bridge. (See representative map showing approximate locations in Appendix 1)
- 1.5 The work will take place on land held on the common good account but leased to Leven Links.
- 1.6 The new bridge units will facilitate higher footfall levels in the area as Levenmouth experiences a boost in visitor numbers from the reintroduction of the rail link. After inspection it is agreed that the current structures have some limitations in terms of handling more intensive use, and it is timeous to look at the longer-term sustainability of these assets. The 18th Hole Bridge replacement unit will also be specified to ensure it is robust enough to take the weight of greenkeeping machinery required to maintain the course.
- 1.7 The Leven Thistle Clubhouse Bridge is to be upgraded in appearance from the current bare brickwork to blend in with finishes on the adjacent Leven Thistle Golf Clubhouse.
- 1.8 The Fife Coastal Path footbridge is to be replaced with a 2m wide deck to accommodate higher footfall. As noted further on in this report, it will also play a role in helping to reroute the current coastal path in this area onto a more accessible route.

2.0 Issues and Options

- 2.1 **Leven Thistle Clubhouse Bridge** – This is a single span arch bridge constructed entirely of common brick, the bridge is in reasonable order in terms of structural stability but could be aesthetically improved.
- 2.2 It is proposed to upgrade the appearance of this bridge by roughcasting the internal and external surfaces of the spandrel walls and end pilasters to match the upper roughcast wall finish on the immediately adjacent Leven Thistle Golf Clubhouse. The total cost for this aspect of the proposal is estimated at £9,174.00.
- 2.3 **Fife Coastal Path Bridge:** This is a single span flat bridge comprising of steel longitudinal beams with a timber deck and vertical timber parapets and railings. The bridge steelwork is heavily corroded, and the timber bridge parapets are nearing the end of their useful life.
- 2.4 It is felt that a replacement of this asset provides the opportunity to look at a wider deck to better accommodate higher footfall numbers at this site to future proof this investment.
- 2.5 It is proposed to replace this bridge in its entirety on new concrete abutments and widen the deck to 2 metres to accommodate higher footfall traffic. The total cost for this aspect of the proposal is estimated at £32,068.00.
- 2.6 **18th Hole Bridge** – This is a single span flat bridge comprising of steel beams with a timber deck and without parapets. The bridge steelwork is heavily corroded. This bridge is key to allowing the movement of greenkeeping vehicles for maintenance purposes across all parts of the course.
- 2.7 It is proposed to replace this bridge in its entirety on new concrete abutments. Parapets will be added, and to ensure safe clearance for greenkeeping vehicles, the desk will be widened to 2.6 metres. The total cost for this aspect of the proposal is estimated at £13,163.00.
- 2.8 Statutory and Design fees for the bridges element of the project are estimated at £8,000.
- 2.9 Other aspects of the work proposed at this site include the improvement of the external area around the Leven Links professionals' shop and the first tee area as an improvement to the initial gateway at the course. The total cost for this aspect of the proposal is estimated at £10,000.
- 2.10 It is also proposed to improve the grassed areas between the three bridges including the provision of seating elements. The total cost for this aspect of the proposal is estimated at £10,000.

- 2.11 The project manager has also factored in a contingency element to the project of £10,000, which is reasonable given the nature of the proposal and the ongoing volatility of material costs.
- 2.12 The total cost of the project based on current estimates is therefore £92,045.00.
- 2.13 There is a level of additionality from the structural work proposed in this project and that is to assist in the potential rerouting of the Fife Coastal Path (FCP) in this area, as noted in para 1.8 above.
- 2.14 Since its formal inception the Fife Coastal Path (FCP) has followed the route between Leven Beach Holiday Park and Leven Links Golf Course (core path [P281/02](#)) however the path forms part of the dunes system and as its undulating it makes access a challenge for anyone who does not have full mobility.
- 2.15 In recent years the path has experienced greater footfall and studies show annually 36,000 walk the coastal path end to end with 3.36 million walking key parts of the route ([Fife Coast Usage & Impact Study 2015](#)). This phase of the path has become a pinch point with an ever-increasing risk of user conflict between walkers and golf course users increasing the likelihood of accidents.
- 2.16 The dunes are the only form of coastal protection, and Fife Coast & Countryside Trust propose to reroute the coastal path via Carberry Road and Links Street (Leven) then between the three golf courses (core paths [P809/04](#) & [P287/01](#)) and bowling club. The proposals will help reduce the associated risks from greater footfall once the Leven rail link is opened. The path surface would facilitate wheelers and those with limited mobility making it far more accessible for all.
- 2.17 The new proposed route will enter through Silverburn Park, driving footfall towards the park directly as a key stopping point for path walkers. The economic benefits for Silverburn and the positive service user experience cannot be underestimated in this scenario.
- 2.18 FCCT recognise the proposed replacement bridges and upgrading works for Leven Links would help achieve this objective and provide a more rounded visitor experience for walkers and cyclists who might normally bypass this part of the town.
- 2.19 Leven Links have been collaborating closely with neighbours and partners and FCCT (Fife Coast and Countryside Trust) in improving the travel network from The Promenade up to Silverburn and the Town Centre. The bridges they are looking to improve, or upgrade are not only used by golfers but cross to one of the busiest public footpaths in Leven used by the local community. The new Railway Station will mean more people connecting with the Coastal Path and Silverburn from the Promenade and Golf Course area. Increased usage heightens the need for these bridges to be improved both for safety and aesthetic reasons.

3.0 Conclusion

- 3.1 The application fits well with the agreed priorities contained within the Levenmouth Local Plan, specifically around the Thriving Places theme.
- 3.2 It is important to note that these proposals will take place on an area of the Promenade not currently within the scope of the current master planning exercise.

List of Appendices

- Sample Pictures of current condition of bridges and future proposals.

Report Contact

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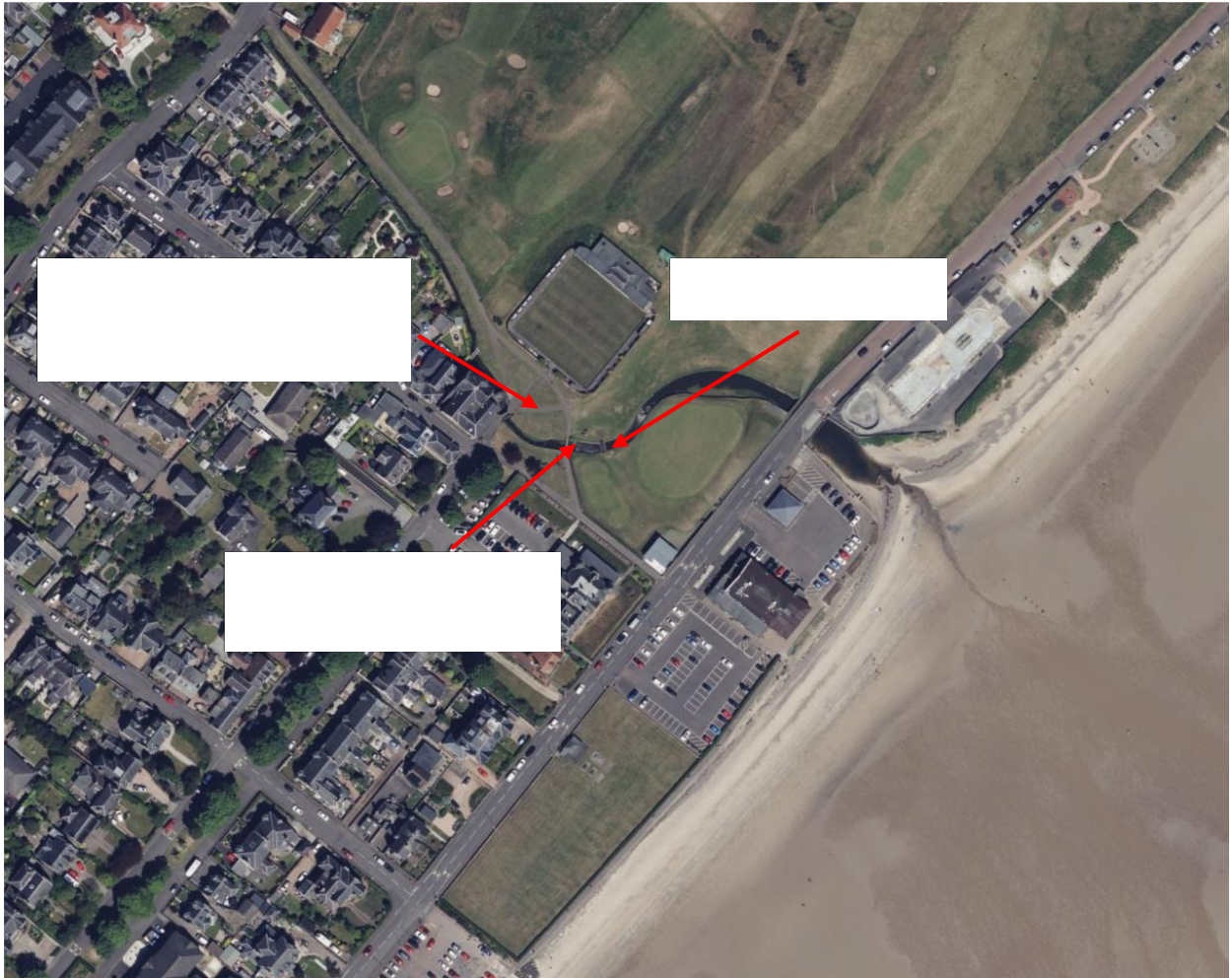


Figure 1: Bridges' Location Map

Appendix 1

Appendix 1



Figure 2: View over Thistle Clubhouse Bridge towards Clubhouse



Figure 3: Leven Thistle Clubhouse Bridge with exposed common brickwork



Figure 4: Existing abutment



Figure 5: Elevation of existing bridge



Figure 6:Underside of existing deck and abutment



Figure 7: Existing abutment



Figure 8: Elevation of existing bridge

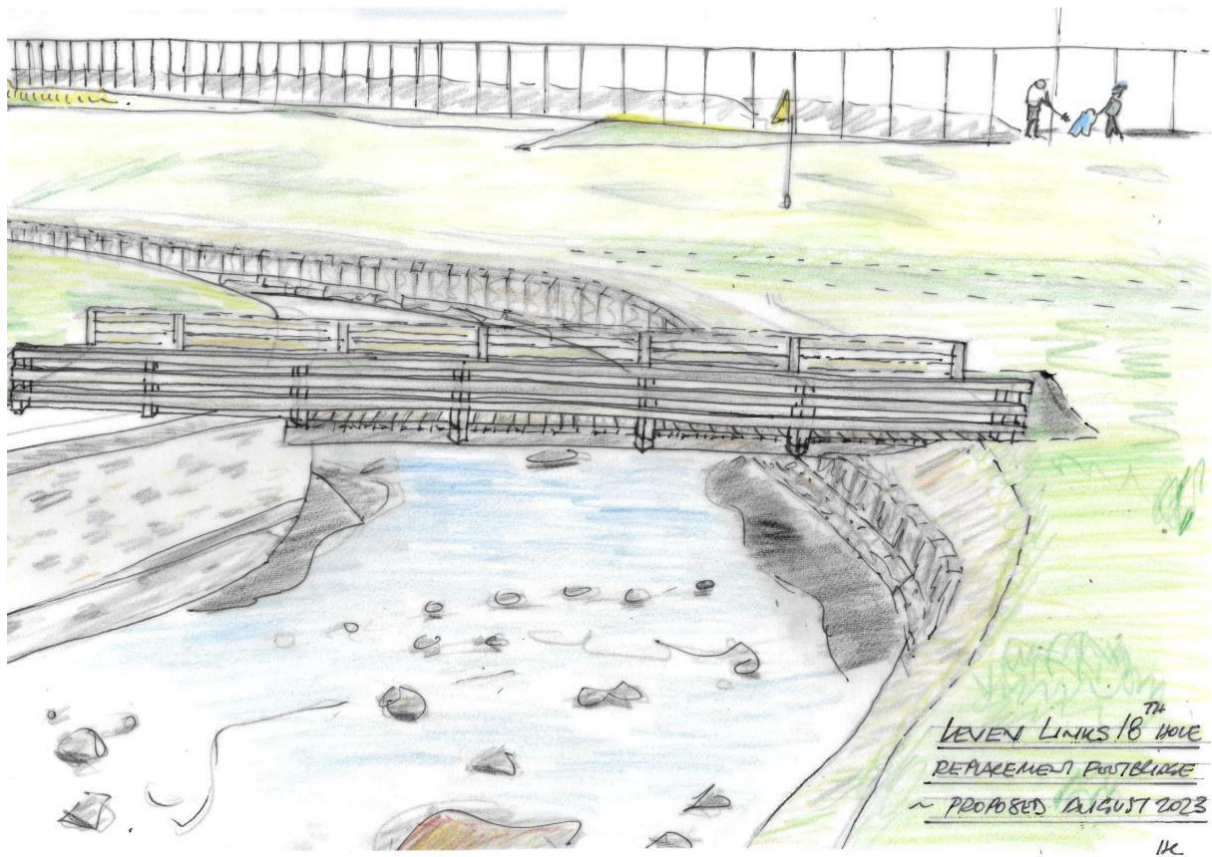


Figure 9: Impression of proposed replacement 18th Hole Bridge

22 November 2023

Agenda Item No. 12

PROPERTY TRANSACTIONS

Report by: Alan Paul, Head of Property Services

Wards Affected: 21 and 22

Purpose

The purpose of this report is to advise Members of action taken using the List of Officer Powers in relation to property transactions.

Recommendation(s)

The Committee is asked to note the contents of this report.

Resource Implications

There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

Legal & Risk Implications

There are no legal or risk implications arising from these transactions.

Impact Assessment

An EqIA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

Consultation

All consultations have been carried out in relation to this report.

1.0 Background

- 1.1** In dealing with the day to day business of the Council there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to officials.

2.0 Transactions

2.1 Acquisitions

2.1.1 59 Bayview Crescent, Methil

Date of Acquisition: 6 October 2023

Price: £73,000

Seller: Janet Waddell Muir and Gail Louise Arthur

3.0 Conclusions

- 3.1** These transactions are reported back in accordance with the List of Officers Powers.

List of Appendices

1. N/A

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

N/A

Report Contact

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22 November 2023

Agenda Item No. 13

Levenmouth Area Committee Workplan

Report by: Eileen Rowand, Executive Director, Finance & Corporate Services

Wards Affected: 21 and 22

Purpose

This report supports the Committee's consideration of the workplan for future meetings of the Committee.

Recommendation(s)

It is recommended that the Committee review the workplan and that members come forward with suggestions for specific areas they would like to see covered in any of the reports.

Resource Implications

Committee should consider the resource implication for Council staff of any request for future reports.

Legal & Risk Implications

Committee should consider seeking inclusion of future items on the workplan by prioritising those which have the biggest impact and those which seek to deal with the highest level of risk.

Impact Assessment

None required for this paper.

Consultation

The purpose of the paper is to support the Committee's discussion and therefore no consultation is necessary.

1.0 Background

- 1.1 Each Area Committee operates a workplan which contains items which fall under three broad headings: items for decision, supporting the Local Community Plan and Scrutiny/Monitoring. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

2.0 Conclusions

- 2.1 The current workplan is included as Appendix one and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

None

Report Contact

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Levenmouth Area Committee of 24 January 2024			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan Update 2023	Housing Services	Peter Nicol	
Local Area Profiles	Business and Employability Service	Gordon Mole	
OnFife Update Report	Communities and Neighbourhoods Service	David Paterson, Christine McLean	
TRO - Proposed 20mph Methilhaven Road, Methil	Roads & Transportation	Lesley Craig, Eva Martinez	
West Wemyss - Sustainable Energy Project - Consultants Costs	Communities and Neighbourhoods Service	David Paterson	
'Christie Park- Play Area Improvement, CRF Funding Request'	Communities and Neighbourhoods Service	David Paterson	
Police Funding Request - Anti Poverty	Communities and Neighbourhoods Service	David Paterson	
Common Good Annual Report	Communities and Neighbourhoods Service	Eleanor Hodgson, David Paterson	
Green Health Partnership - Ratification of Funding (65K)	Communities and Neighbourhoods Service	David Paterson	

Levenmouth Area Committee of 20 March 2024			
Title	Service(s)	Contact(s)	Comments
Pupil Equity Fund	Education and Children's Services	Zoe Thomson	
2024-25 Area Roads Programme	Roads & Transportation	Lesley Craig, Paul Hocking	
Local Area Economic Profiles	Business and Employability	Peter Corbett	

Levenmouth Area Committee of 20 March 2024			
Title	Service(s)	Contact(s)	Comments
Health & Social Care Locality Report - 6 monthly updates			
Common Good Fund (Standing Item)			
Levenmouth Local Community Plan - Progress Report 2023/24		David Paterson	.

Levenmouth Area Committee of 15 May 2024			
Title	Service(s)	Contact(s)	Comments
Grounds Maintenance Service Domestic Waste and Street Cleansing Service Annual Review	Environment & Building Operations (AT&E)	Scott Clelland, Alexander Anderson-Es	
School Attainment and Achievement Report	Education and Children's Services	Shelagh McLean	
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Liz Watson-SC	
Operational and Community Briefing on Policing Activities within Levenmouth	Police Scotland		
Area Housing Plan Update 2024	Housing Services	Peter Nicol	
Health & Social Care Locality Report - 6 monthly update	Health and Social Care	Jacque Stringer-fc	
Common Goods Fund (Standing Item)	Communities	David Paterson	
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service		

Levenmouth Area Committee of 15 May 2024			
Title	Service(s)	Contact(s)	Comments
Progress Update Report – Justice Social Work (JSW) Welfare Support Worker	Communities and Neighbourhoods Service	David Paterson	
Through the Gears - Update on project & Video Presentation	Communities and Neighbourhoods Service	David Paterson, Barry Clark	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Sport Scotland Targeted Approach- Levenmouth- Anti Poverty Funding to Remove Barriers to Individual Access	Communities and Neighbourhoods Service	David Paterson	
Community Renewal Project Proposals - Update and Current Spend Profile	Communities and Neighbourhoods Service	David Paterson	
Water supply for Buckhaven Growing Space; plus offgrid ideas	Communities and Neighbourhoods Service	David Paterson	
Common Goods Fund (Standing Item)	Communities	David Paterson	
the establishment of and funding for a Petanque club at Scoonie Bowling Green	Communities and Neighbourhoods Service	David Paterson	
preparations for Letham Glen Centenary (2025).	Communities and Neighbourhoods Service	David Paterson	
Complaints Update Report		David Thomson-CRM, Diarmuid Cotter	
Area Roads Programme - Final Report for 2023/24	Roads & Transportation	Paul Hocking	