

## City of Dunfermline Area Committee

Blended Meeting – 2<sup>nd</sup> Floor Meeting Room, Regency House,  
Halbeath



Tuesday, 12 December, 2023 - 9.30 a.m.

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### 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 in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** - Minute of meeting of City of Dunfermline Area Committee of 24 October 2023 4 - 7
4. **TOUCH REGENERATION HOUSING PROPOSALS** - Report by the Head of Housing Services 8 - 42
5. **ONFIFE UPDATE** – Report by the Chief Executive Fife Cultural Trust 43 - 51
6. **CEMETERY STRATEGY FOR DUNFERMLINE** – Report by the Head of Property Services 52 - 70
7. **LCP BUDGET REQUEST: COMMUNITY RECOVERY FUND (CRF) BUDGET REQUEST ECOLOGICAL APPRAISAL OF TOWNHILL LOCH** – Report by the Head of Communities and Neighbourhood Services 71 - 73
8. **CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME** – Report by the Head of Legal and Democratic Services 74 - 77

**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

Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

5 December, 2023

If telephoning, please ask for:  
Emma Whyte, Committee Officer, Fife House 06 ( Main Building )  
Telephone: 03451 555555, ext. 442303; email: Emma.Whyte@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on [www.fife.gov.uk/committees](http://www.fife.gov.uk/committees)

## **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.

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### THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – BLENDED MEETING

Large Meeting Room, Regency House, Crossgates Road, Halbeath

24 October 2023

9.30 am – 11.00 am

**PRESENT:** Councillors James Calder (Convener), Naz Anis-Miah, Auxi Barrera, Aude Boubaker-Calder, Derek Glen, Jean Hall-Muir, Cara Hilton and Gordon Pryde.

**ATTENDING:** Vicki Connor, Lead Consultant – Roads, Lighting and Asset Management, Allan MacLean, Lead Consultant – Sustainable Traffic and Travel, Lesley Craig, Lead Consultant – Traffic Management, Roads and Transportation Services; Lisa Mccann, Service Manager - Food and Workplace Safety, Lorna Starkey, Lead Officer (Food and Workplace Safety), Protective Services; Shirley Melville, Area Community Development Team Manager (Dunfermline); Karen Hunter, Community Education Worker, Communities and Neighbourhoods Services and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Jim Leishman.

The Convener advised of an urgent motion which they had agreed to take as business which was relevant competent and urgent, due to the timing of the next full Fife Council meeting and moved its consideration, in terms of the relevant Standing Order, to allow the Committee to determine an award of Freedom of the City of Dunfermline, subject to ratification by two thirds of Fife Council. The committee unanimously agreed to accept the urgent motion. The motion was considered after item 11 on the agenda (Para 97).

#### **88. DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of standing order no. 22.

#### **89. MINUTE**

The committee considered the minute of the meeting of the City of Dunfermline Area Committee of 15 August 2023.

##### **Decision**

The committee agreed to approve the minute.

#### **90. AREA ROADS PROGRAMME 2022/23**

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2022-23 Area Roads Programme (ARP).

##### **Decision**

The committee noted the contents of the report and appendices.

**91. OBJECTIONS TO PROPOSED MANDATORY CYCLE LANE - B916 ABERDOUR ROAD, DUNFERMLINE**

The committee considered a report by the Head of Roads and Transportation Services to consider objections to the proposed mandatory cycle lane on the B916 Aberdour Road, Dunfermline.

**Decision**

The committee agreed to defer consideration of the report to allow for further community consultation and for officers to provide the committee with a range of options to be submitted to the City of Dunfermline Area Committee in April 2024.

**92. OBJECTION TO PROPOSED 30MPH SPEED LIMIT – B912 WHITEFIELD ROAD, DUNFERMLINE**

The committee considered a report by the Head of Roads and Transportation Services to consider an objection to the proposed 30mph speed limit on the B912 Whitefield Road, Dunfermline.

**Decision**

The committee agreed to set aside the objections to the proposed Traffic Regulation Order (TRO) introducing the 30mph speed limit shown in drawing no. TRO 23\_28P attached to the report, to allow the Order to be made and the restrictions put in place.

**93. FOOD LAW ACTIVITIES IN DUNFERMLINE**

The committee considered a report by the Head of Protective Services providing information on the food law activities undertaken by the Environmental Health (Food & Workplace Safety) Team in the City of Dunfermline area and resourcing issues impacting on the service.

**Decision**

The committee considered and noted the report.

**94. CITY OF DUNFERMLINE LOCAL COMMUNITY PLAN 2023 - 2024**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of proposals for the City of Dunfermline Area Local Plan 2023 - 2024 and subsequently for the period 2024 - 2027.

**Decision**

The committee:-

- (1) considered and noted the progress made on developing a framework for the plan;
- (2) agreed the priority areas for the plan;
- (3) agreed to develop a steering group to progress the plan; and

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(4) agreed to rename the plan to the "City Plan".

### 95. LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE EVENING PANTRY

The committee considered a report by the Head of Communities and Neighbourhoods Services for a contribution of £10,700 from the Local Community Planning Budget anti-poverty fund, to develop the Touch Evening Pantry Project which would be delivered from Touch Community Centre.

#### **Decision**

The committee agreed a contribution of £10,700 from the Local Community Planning Budget anti-poverty fund to develop the Touch Pantry Project.

### 96. CITY OF DUNFERMLINE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of the committee.

#### **Decision**

The Committee:-

- (1) reviewed and noted the City of Dunfermline Area Committee Forward Work Programme 2023/24;
- (2) agreed that the following reports be added to the committee forward work programme:-
  - Update on maintenance of trees in Dunfermline.
  - Impact of the relocation of Woodmill and St Columbas High Schools on the local economy.
  - School support for cost of living impact on families.
  - Update on the current flooding/burns issues in the Dunfermline area.

### 97. URGENT MOTION

In terms of Standing Order 42.2, the following notice of motion was submitted:-

Councillor Glen, seconded by Councillor Calder, moved as follows:-

“The Committee agrees that Dunfermline’s much-loved peacocks have symbolic importance to our community and wish to recognise and welcome their continued presence in and around the city.

The Committee notes that at its meeting on 11<sup>th</sup> May 2023, Fife Council agreed that Committee Powers be amended to delegate authority to the City of Dunfermline Area Committee to determine the award of Freedom of the City of Dunfermline subject to ratification by two thirds of Fife Council.

The Committee agrees to award the Freedom of the City of Dunfermline to the peacocks, and further agrees (subject to the award’s ratification by Fife Council) to arrange a presentation ceremony to mark the award.”

**Decision**

The committee agreed the motion unanimously.

12 December 2023

Agenda Item No. 4

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## Touch Housing Regeneration Proposals

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Report by: John Mills, Head of Housing Services

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Wards Affected: 3 – Dunfermline Central

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### Purpose

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The purpose of this report is to present a proposal to begin Phase 1 of a 10-year Masterplan to demolish the properties at 22-152 Law Road (evens only) and 2-24 & 70-100 Henryson Road (evens only) and to build new affordable housing as part of the Council's Phase 4 Affordable Housing Programme 2024-29.

### Recommendation(s)

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Members are asked to:

1. Approve option to demolish 22-152 Law Road (evens only) and 2-24 & 70-100 Henryson Road (evens only) as phase one of a wider 10-year regeneration plan.
2. Agree to transfer remaining tenants of aforementioned properties to alternative suitable accommodation and to purchase 18 privately owned properties.
3. Agree to pay qualifying tenants and residents home loss and disturbance compensation payments in line with existing Council policy.
4. Agree to suspend allocations of aforementioned properties and remove all empty properties from active management and zero the rent due on the properties.
5. Agree to the redevelopment of the cleared sites as new affordable housing.

### Resource Implications

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The expenditure for Phase 1 will be met within agreed HRA local and capital budgets. Future Phases will be financially appraised, and Cabinet Committee approval will be sought for the additional capital and revenue expenditures involved over the 10-year period.

### Legal & Risk Implications

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

### Impact Assessment

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

A Fife Environmental Assessment Tool has been completed and can be found at Appendix one.



**Consultation**

Ward members and all existing tenants and residents have been informed and consulted on the proposals. The majority of the responses have been positive and welcoming of demolition and redevelopment of the area.

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## 1.0 Background Housing Regeneration

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- 1.1 It has been accepted for several years that improvement works are required to flatted properties across the Touch estate. It was possible to carry out extensive external wall insulation works to 11 blocks at Abel Place that attracted Scottish government funding in 2017, however other blocks were of a different construction type that made this unsuitable.
- 1.2 A report was previously brought to Area Committee in January 2018 where it was agreed that work to improve 2 pilot blocks at Gilfillan Road would be rolled out across the estate, alongside some other minor projects to regenerate the area, such as demolition of some lockups and replacement of bin store doors. This work was completed in 2019 but has not had the desired impact leading to a reassessment of this housing improvement strategy.
- 1.3 A report was submitted to the Head of Housing Services in November 2022 when it was agreed, in principle, that the proposal to demolish the blocks should be taken forward with Tenants, local Members and to Area Committee.
- 1.4 This report set out a 10-year plan for the wider housing-led regeneration of Touch. Phase one will focus on the flatted properties at Law Road and Henryson Road. Phase two will focus on Pierson & Gilfillan Road. This report seeks approval for phase one with a separate report for phase two planned for quarter four of 2026/27. A ten-year timeline can be found in appendix two.
- 1.5 The current configuration of the proposed blocks for demolition includes 94 properties within 11 blocks; these are mainly constituted of blocks of 8,12 or 13 two-bedroom flats, and there are also 2 blocks of one-bedroom four-in-block flats included. All blocks have communal stairwells accessing individual properties.
- 1.6 Of the 94 properties, 18 are currently privately owned, 8 are being used as temporary accommodation, 66 are occupied by Fife Council tenants and 2 Fife Council properties are empty.
- 1.7 Progress was hampered by Covid, and the working group considering options was not reconvened until 2021, with updated designs and feasibility costs commissioned from Building and Property Services. By that time the Place Leadership group, chaired by the Communities Manager was considering complex issues across the estate, so a decision was taken to work on the two projects in parallel, ensuring joint objectives could be met.
- 1.8 Following estate-wide community engagement events in October 2021 and ongoing work with groups such as the Community Council and Community Garden over the past 2 years, more specific community engagement was held in July and August 2023. Tenants and owners from Law and Henryson Road were invited to discuss proposals and in total we received 43 responses, most of which were in favour of the proposals. Sessions were also held for those in the wider community to comment and we have received 15 responses. Further detail is contained in Appendix three.

## 2.0 Background Community Regeneration

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- 2.1 Officers from the Housing Regeneration Team are using a “People and Place Approach”. Officers held several consultation events in 2021. The Local Housing Action Plan and the Local Community Action Plan have been amalgamated as a Community-Led Action Plan for Touch. This is the first time that this has been undertaken in Fife. This has allowed for more effective partnerships at a local level while enabling local priorities to be incorporated into service priorities. This Plan summarises the outcomes of the consultation events. The contents of the plan are being used as a tool to drive, discuss, coordinate, and implement change in Touch. See Appendix four.
- 2.2 In the last 2 years Officers from the Housing Regeneration Team have held several community events. The first was the 2021 consultations. Resulting from the consultations 6 drop-in events were held for the residents of Touch to talk over any issues they had with housing, anti-social behaviour etc with officers from the Housing Regeneration Team, Local Area Housing Team, Community Development Team, Safer Communities Team, Community Manager, Elected Members and the Police. We held a Touch wide Drop-in, in March 2023 with a particular focus on the Cost-of-Living Crisis. Most recently we have held 6 engagement sessions with all affected residents and owners of Law Road and Henryson Road and 2 engagement sessions with the wider Touch community.
- 2.3 Touch Community Forum was created from the 2021 consultations. The Touch Forum is held every 6-8 weeks and is facilitated by an officer from the Housing Regeneration Team. The current membership consists of Elected Members, several local community groups, officers from the Community Development Team and Safer Communities Team and members from Touch and Garvock Community Council.
- 2.4 Members of Touch Community Forum work together to achieve the priorities from the Local Community Action Plan. They also deliver community events in Touch during the holidays.
- 2.5 The Forum have been instrumental in supporting the community engagement sessions which have been held in Touch regarding the current housing proposals. Several members have attended these sessions and supported community members to come along and discuss any concerns they may have had. All members received a copy of the fact sheets that were handed out to the residents of Law Road and Henryson Road so that they could inform residents that may not have fully understood what was happening. See feedback from Forum members in Appendix five.
- 2.6 Officers from the Housing Regeneration Team have been creating and delivering a newsletter to every household in Touch every quarter. This newsletter includes any housing updates as well as community updates from council officers and local community groups. Please see an example in Appendix six.

## 3.0 Issues & Options

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- 3.1 Over the last 20 years, some areas within Touch housing estate have become known for high incidences of anti-social behaviour, drug use and social issues. This has been particularly true for the flats at Law Road, Henryson Road, Gilfillan Road and Peirson Road where there is a high density of flatted accommodation and a mixture of tenures, including temporary accommodation and private lets. A review of the Community Action Plan in 2021 flagged up concerns around community safety, poor housing conditions and vandalism.
- 3.2 Costs for the work undertaken at the 2 pilot blocks at Gilfillan Road were £430,000; around £20,000 per property. This included replacement of external and internal screens, concrete repairs, new security doors and door entry systems, decoration of stairwells and replacement of front doors to flats. Whilst work was possible in these blocks as all 21 properties were Council-owned, the aim was to use these blocks as an example of how they could be improved with some investment and showcase this to owners in other blocks. A subsequent survey of tenants living in these blocks did not show high satisfaction with these works.
- 3.3 Costs received in 2022 for works similar to those carried out in the Gilfillan Road block show a significant increase; in some cases the cost to owners would be £43,000 per property (Appendix seven). The majority of the work is classed as “Improvements”, therefore, 100% of the owners would have to contribute their share in order for work to progress. We anticipate that this is unlikely when the properties are each worth approximately £70,000. These “improvement” works include installation of security doors and external screening; both essential to protect the stairwell from the weather, and without including these in a works package, any other work to the stairwell would be easily damaged in a short period of time.
- 3.4 The Council is committed to meeting the Scottish Housing Quality and Energy Efficiency Standards and on this basis, the blocks will require considerable work to make them fit for habitation over the next 30 years. Costs related to retrofitting energy efficient heating systems are not included in the current appraisal and would add a significant amount to the total cost.
- 3.5 The Housing Service and the framework developer would intend to work with the community in Touch on the design and layout of the replacement scheme. It is hoped the new housing mix would allow for family homes of all sizes in line with the Housing Demand Needs Assessment for the area. Given the limitations of the site, it is unlikely that there will be a commitment to building specific needs properties, but there are several other sites planned for the east Dunfermline area which would provide for this type of housing. New homes would also be expected to deliver net zero heating systems, electric vehicle charging points and sufficient parking in line with planning guidelines.
- 3.6 Rehousing of existing tenants and residents is anticipated to take approximately 3 years, with the majority of applicants expressing a wish to remain in the Dunfermline area. Turnover in the area is generally low, and there are a number of competing pressures on social housing. It is hoped that by coinciding this project with a number of new build developments in the wider Dunfermline area and by utilising the transfer-led policy to create chains of lets, that we will be able to accommodate all applicants within the timescale.

- 3.7 It is estimated that the cost of demolition for flats and lock-up garages at Law and Henryson Road would be approximately £500,000. It is anticipated that this work would commence in autumn 2027 but this would be dependent on all occupants having been accommodated elsewhere. Redevelopment works would be expected to follow as soon as the site is cleared.
- 3.8 A second phase of demolition and redevelopment is likely to be brought forward once the first phase is well underway. This would include 8 blocks of flats at Gilfillan and Peirson Road; these 74 properties have similar issues as the flats at Law and Henryson Road but are currently in slightly better condition. A further Area Committee report would be submitted with these proposals following a review of property condition and finances, and additional community engagement, over the next 3 years. Funding approval for Phase 2 would require cabinet Committee support through the HRA Capital Plan.
- 3.9 Existing Fife Council tenants would be awarded a Disturbance Allowance of £1000 and Home Loss Payment of £1500 (liable to deductions for arrears) when they are rehoused. We would also provide bespoke housing advice and take a sympathetic approach to rehousing private tenants who would be displaced when we buy back privately owned properties to avoid homelessness. Resident owners would be entitled to rehousing in addition to a financial compensation package when we buy back their property. Private Landlords will also be offered a financial package, please see appendix eight for full details.

## 4.0 Conclusions

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- 4.1 Carrying out refurbishment works at flats at Law and Henryson Road will not provide the wholesale change that is required in the Touch estate, especially given the number of blocks where work cannot be achieved without the cooperation of owners. This first phase of demolition and redevelopment will provide an opportunity to reshape the estate from its very centre and design a better place to live for future tenants.
- 4.2 Whilst demolishing the 94 units will impact on housing supply in the area in the short term, the replacement units will provide a more suitable, desirable and energy-efficient product fit for the longer-term needs of the community.

**John Mills**  
**Head of Housing Services**

### List of Appendices

1. Fife Environmental Assessment Tool
2. Ten Year Timeline
3. Consultation Feedback
4. Touch Community Action Plan
5. Forum Members Feedback
6. Newsletter
7. Financial Appraisal
8. Compensation Information

## 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 Contacts

|                    |  |
|--------------------|--|
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# Fife Environmental Assessment Tool (FEAT)

Please complete the worksheet below

|                                   |                                       |  |                                      |
|-----------------------------------|---------------------------------------|--|--------------------------------------|
| <b>Project name:</b>              | Touch Regeneration - Phase One        | <b>Committee report title :</b>  | Touch Housing Regeneration Proposals |
| <b>Committee name &amp; date:</b> | City of Dunfermline 24th October 2023 | <b>Have the proposals been subject to any other formal environmental assessment?</b> | N/A                                  |
| <b>Completed by:</b>              | Lynnie Johnston                       | <b>Completed on:</b>   | 26th September 2023                  |

**Instructions:** Officers submitting a paper to Committee should complete this assessment tool to screen the proposals for environmental risks, and submit a completed copy of worksheet 1 to democratic services along with your Committee paper. **Please complete all of the white cells on the first sheet of the workbook and answer all 10 questions.** It should take less than half an hour to complete even for the most complex of projects, and less than 10 minutes for more straightforward policies and projects. Please do not edit the data validation fields on worksheet 2.

**Sign off:** Report authors and service managers should sign off the assessment on worksheet 1. Committee conveners / clerks should also sign off the assessment to show that it has been taken into account during the decision making process.

**Help:** Please refer to the guidance notes and links (columns, H, I and J of this sheet) if you are unsure how to answer. This sheet also details contacts who can help you to answer questions if you are unsure. If you require additional guidance or support please contact the Climate Change and Zero Waste team in Planning Service and they will help you to complete the assessment.

| A W d fe and b od vers ty   | Answer                      | Comments   |
|---|-----------------------------|--|
| <b>Fife Council's commitment to protecting and enhancing Fife's natural heritage</b>  | Please select an option     | Please clarify your response   |
| 1 What impact will the proposals have on wildlife (including protected sites and species)?  | No impacts / not applicable | Demolition and subsequent redevelopment if the site will be subject to ecology surveys prior to start of works. Its is not anticipated there will be wholesale change to wildlife habitat. |
| <b>B mpacts on peop e</b>   | <b>Answer</b>               | <b>Comments</b>  |
| <b>Fife Council's commitment to protecting and enhancing the wellbeing of our people</b>  | Please select an option     | Please clarify your response   |
| 2 What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke) | Negative / harmful impact   | Increase in traffic/dust/noise/vibration during demolition programme and subsequent redevelopment.   |
| 3 What impact will the proposals have on human health or wellbeing?   | Beneficial impact           | If decision taken to build EESH2 compliant homes on site, there will be reduction in fuel poverty & a lower carbon footprint for the area.   |
| <b>C Po ution</b>   | <b>Answer</b>               | <b>Comments</b>  |
| <b>Fife Council's commitment to protecting and improving air, water and soil quality</b>  | Please select an option     | Please clarify your response   |
| 4 What impact will the proposals have on pollution (including pollution to air, water or soil)?   | No impacts / not applicable | Short term increase in dust etc during works but no long term effects.   |
| <b>D C mate change</b>  | <b>Answer</b>               | <b>Comments</b>  |
| <b>Fife Council's commitment to cutting carbon emissions and making Fife more resilient</b>   | Please select an option     | Please clarify your response   |
| 5 What impact will the proposals have on greenhouse gas emissions?  | Beneficial impact           | If decision approved, the building of EESH2 compliant homes on site reduction in fuel poverty & carbon footprint.  |
| 6 What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?              | No impacts / not applicable | No significant change to the topography of the site during demolitions. Any replacement housing would be scrutinised under applicable planning guidelines.                                 |
| 7 What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?                              | No impacts / not applicable | No significant change to the topography of the site during demolitions. Any replacement housing would be scrutinised under applicable planning guidelines.                                 |
| <b>E Resources and waste</b>  | <b>Answer</b>               | <b>Comments</b>  |
| <b>Fife Council's commitment to using resources efficiently and minimising waste</b>  | Please select an option     | Please clarify your response   |
| 8 What impact will the proposals have on how much waste is generated or how waste is managed?   | Negative / harmful impact   | Marginal - waste product from demolition to be recycled as per FC policy. New builds would maximise construction technology to minimise waste produced on site.                            |
| 9 What impact will the proposals have on energy use and the consumption of material resources?  | Beneficial impact           | If decision approved, the building of EESH2 compliant homes on site reduction in fuel poverty & carbon footprint.  |
| <b>F Cu tura her tage</b>   | <b>Answer</b>               | <b>Comments</b>  |
| <b>Fife Council's commitment to protecting Fife's cultural heritage</b>   | Please select an option     | Please clarify your response   |
| 10 What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?                | No impacts / not applicable | Residential area with no designated heritage/archaeology sites   |

| FEAT Score Summary                                 |           |  |
|--|-----------|--|
| The cells below complete automatically do not edit |           |  |
| Good practice (green)                              | 3         | More than 3 green answers indicates that the environmental impacts of proposals have been well managed, that the project is appropriately sited and that opportunities to enhance the environment have been taken. It is recommended that (subject to other discussions) the policy change should be considered favourably.  |
| Data gaps or mixed impacts (orange)                | 0         | More than 3 orange answers indicates either that the proposals will have mixed impacts, or that the environmental impacts from the proposals are not well understood. Liabilities could arise as a result. Consistently selecting the 'don't know' option could also indicate that the assessment has not been completed with sufficient care and attention. If there are more than 3 'don't know' responses, it is recommended that the assessment is repeated with support from the Climate Change and Zero Waste team or the relevant topic help contacts listed in the guidance column, so that data gaps can be filled. It is recommended, subject to other discussions within the Committee, that the proposals are not approved until environmental impacts are better understood.  |
| Environmental red flags (red)                      | 2         | More than 2 red answers indicates that the project could unintentionally cause wide-ranging damage to the environment and / or that negative impacts are not being appropriately mitigated, or that a policy is not in keeping with the local environment. It is recommended that the proposals are revised with guidance from the appropriate Fife Council environmental experts (i.e. Climate Change and Zero Waste team, Floods team, Biodiversity team, Environmental Services etc) so that environmental liabilities and risks can be minimised. It is recommended, subject to other discussions within the Committee, that the proposals are not approved until environmental liabilities are minimised as far as reasonably practicable. Where a policy affects an area with heritage value or at risk of flooding, some red flags are inevitable but providing that these are explained satisfactorily in the comments section of the assessment this is acceptable. |
| No impacts identified (grey)                       | 5         | More than 3 grey answers indicates either that the policy change has very few environmental impacts or that the assessment has not been completed properly. This may be because the policy is well designed, or does not interact with the wider environment. However it is recommended that if Committee is concerned that environmental impacts have been overlooked, that the assessment is repeated with support from the Climate Change and Zero Waste team so that a more comprehensive understanding of environmental impacts can be provided for decision making.  |
| <b>SCORE TOTAL</b>                                 | <b>10</b> | <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: black; margin-right: 5px;"></div> <div> <p>If the score total cell (cell D39) turns red this indicates that the assessment has not been fully completed. Please recheck the assessment and make sure you have selected an answer for all 10 questions.</p> </div> </div>  |

Now please sign-off the assessment

| FEAT Assessment Sign-off |      |      |
|--------------------------|------|------|
| Sign off                 | Name | Date |
| Project manager          |      |      |
| Service manager          |      |      |
| Committee clerk          |      |      |

## Appendix 1 - Fife Environmental Impact Assessment

|                                   |  |  |                                      |
|-----------------------------------|--|--|--------------------------------------|
| <b>Project name:</b>              | Touch Regeneration - Phase One           | <b>Committee report title:</b>   | Touch Housing Regeneration Proposals |
| <b>Committee name &amp; date:</b> | City of Dunfermline<br>24th October 2023 | <b>Have the proposals been subject to any other formal environmental assessment?</b> | N/A                                  |
| <b>Completed by:</b>              | Lynne Johnston                           | <b>Completed on:</b>   | 26th September 2023                  |

| <b>A. Wildlife and biodiversity</b>   |   | <b>Answer</b>                      | <b>Comments</b>   |
|---|---|------------------------------------|---|
| <b>Fife Council is committed to protecting and enhancing Fife's natural heritage.</b>     |   |                                    |   |
| 1   | What impact will the proposals have on wildlife (including protected sites and species)?  | <b>No impacts / not applicable</b> | <b>Demolition and subsequent redevelopment if the site will be subject to ecology surveys prior to start of works. Its is not anticipated there will be wholesale change to wildlife habitat.</b> |
| <b>B. Impacts on people</b>   |   | <b>Answer</b>                      | <b>Comments</b>   |
| <b>Fife Council is committed to protecting and enhancing the wellbeing of our people.</b> |   |                                    |   |
| 2   | What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke) | <b>Negative / harmful impact</b>   | <b>Increase in traffic/dust/noise/vibration during demolition programme and subsequent redevelopment.</b>   |
| 3   | What impact will the proposals have on human health or wellbeing?   | <b>Beneficial impact</b>           | <b>If decision taken to build EESH2 compliant homes on site, there will be reduction in fuel poverty &amp; a lower carbon footprint for the area.</b>   |
| <b>C. Pollution</b>   |   | <b>Answer</b>                      | <b>Comments</b>   |
| <b>Fife Council is committed to protecting and improving air, water and soil quality.</b> |   |                                    |   |
| 4   | What impact will the proposals have on pollution (including pollution to air, water or soil)?   | <b>No impacts / not applicable</b> | <b>Short term increase in dust etc during works but no long term effects.</b>   |

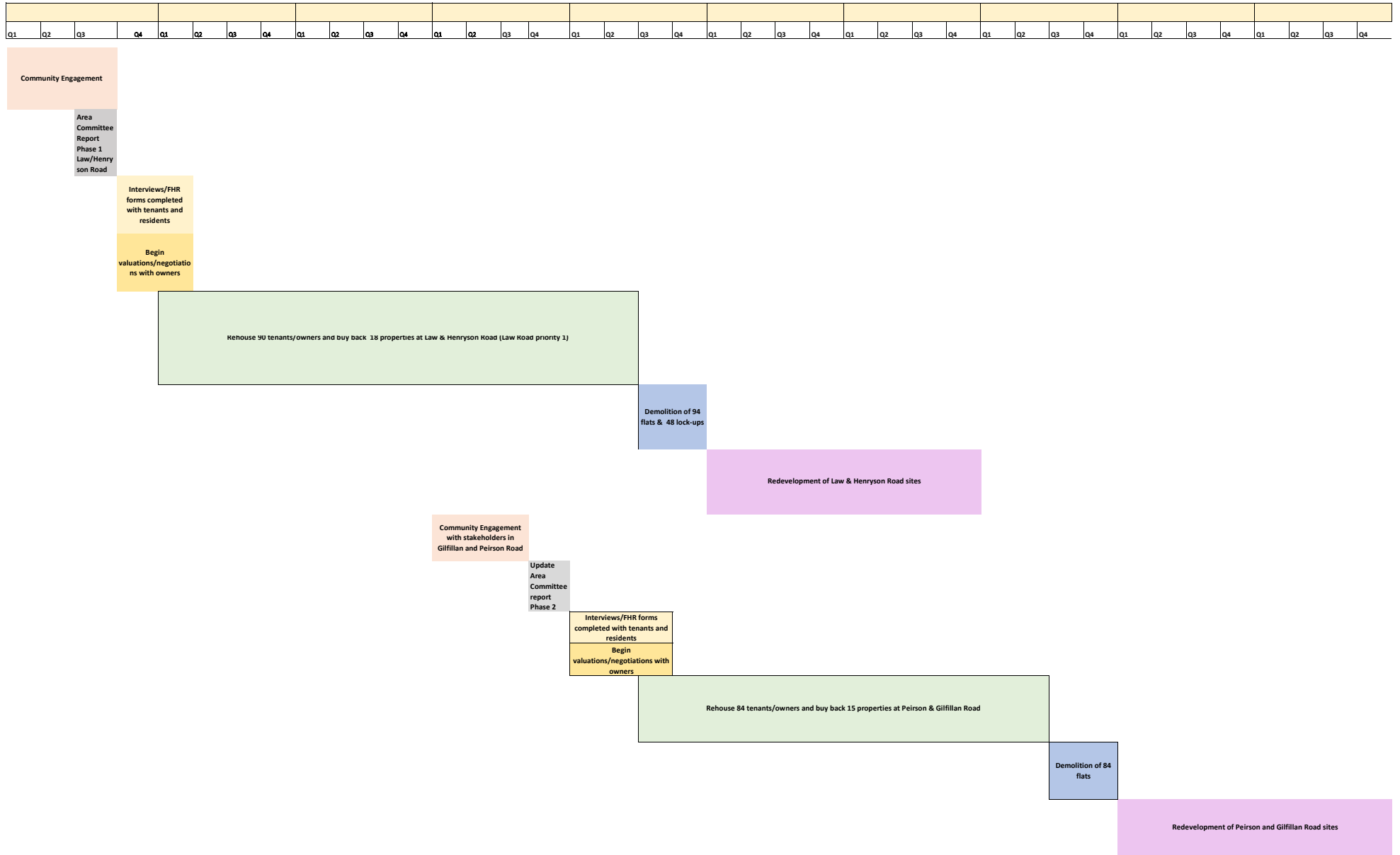


| <b>D. Climate change</b>   |  | <b>Answer</b>                       | <b>Comments</b>  |
|--|--|-------------------------------------|--|
| <b>Fife Council is committed to cutting carbon emissions and making</b>    |  | <b>Fife more resilient.</b>         |  |
| 5  | What impact will the proposals have on greenhouse gas emissions?   | <b>Beneficial impact</b>            | <b>If decision approved,the building of EESH2 compliant homes on site reduction in fuel poverty &amp; carbon footprint.</b>  |
| 6  | What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips? | <b>No impacts / not applicable</b>  | <b>No significant change to the topography of the site during demolitions. Any replacement housing would be scrutinised under applicable planning guidelines.</b>      |
| 7  | What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?                 | <b>No impacts / not applicable</b>  | <b>No significant change to the topography of the site during demolitions. Any replacement housing would be scrutinised under applicable planning guidelines.</b>      |
| <b>E. Resources and waste</b>  |  | <b>Answer</b>                       | <b>Comments</b>  |
| <b>Fife Council is committed to using resources efficiently and minimi</b> |  | <b>Please clarify your response</b> |  |
| 8  | What impact will the proposals have on how much waste is generated or how waste is managed?  | <b>Negative / harmful impact</b>    | <b>Marginal - waste product from demolition to be recycled as per FC policy. New builds would maximise construction technology to minimise waste produced on site.</b> |
| 9  | What impact will the proposals have on energy use and the consumption of material resources?   | <b>Beneficial impact</b>            | <b>If decision approved,the building of EESH2 compliant homes on site reduction in fuel poverty &amp; carbon footprint.</b>  |
| <b>F. Cultural heritage</b>  |  | <b>Answer</b>                       | <b>Comments</b>  |
| <b>Fife Council is committed to protecting</b>                             |  | <b>Please select an option:</b>     | <b>Please clarify your response</b>  |
| 10   | What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?    | <b>No impacts / not applicable</b>  | <b>Residential area with no designated heritage/acchaeology sites</b>  |

|                                   |          |
|-----------------------------------|----------|
| <b>Good practice</b>              | <b>3</b> |
| <b>Data gaps or mixed impacts</b> | <b>0</b> |
| <b>Environmental red flags</b>    | <b>2</b> |

|                       |   |
|-----------------------|---|
| No impacts identified | 5 |
|-----------------------|---|

Appendix 2 - TIMELINE FOR TOUCH REGENERATION PROPOSALS



### APPENDIX 3 - COMMUNITY ENGAGEMENT FEEDBACK

Letters and factsheets were distributed to all Fife Council tenants and private owners at affected blocks in Law and Henryson Road, notifying them of proposals and inviting feedback. Engagement sessions were held 3<sup>rd</sup>, 4<sup>th</sup>, 12 and 13<sup>th</sup> July at the local church and community centre, as well as communications by email, phone, Facebook and in person visits.

The following is a summary of the feedback received;

|              | LAW ROAD  | HENRYSON ROAD |           |
|--------------|-----------|---------------|-----------|
| FACE TO FACE | 22        | 4             |           |
| PHONE        | 4         | 5             |           |
| EMAIL        | 6         | 2             |           |
| <b>TOTAL</b> | <b>32</b> | <b>11</b>     | <b>43</b> |

**\*\* current no of FC tenants 66, owners 18= 51% response rate\*\***

Of these responses, we would describe the responses as follows;

|                    | NO OF RESPONSES |
|--------------------|-----------------|
| <b>POSITIVE</b>    | 25              |
| <b>NEGATIVE</b>    | 5               |
| <b>INDIFFERENT</b> | 13              |

|                     |  |
|---------------------|--|
| FC tenant           | Feels the Council has under invested in and neglected the flats but understands why these proposals are necessary.   |
| FC tenant           | Delighted to hear about proposals- flats are a mess, water coming in roof, communal areas a disgrace and anti-social behaviour is rife.  |
| Resident Owner      | Slightly shocked- likes living in her flat, it's at the quieter end of the street, but understands why the Council are taking this action.   |
| Resident Owner      | Very unhappy as just installed new heating. Likes the block and neighbours but dislikes the condition of the block.  |
| Fife Council tenant | Happy to move out of Touch, keeps curtains shut and living in the flat has affected mental health.   |
| FC tenant           | Happy with news, has been wanting to move for some time due to neighbour issues past and present. Close in poor condition, no-one takes their turn to clean. Definitely thinks this is a good thing. |
| FC tenant           | Happy with proposals as hates living in the flats- feels the flats are run down and repair work not done to a high standard.   |
| FC tenant           | Had a difficult time in the flats due to neighbours- a fire in the stairwell last year saw his elderly mother trapped, and now involved in a court case. Has witnessed many anti-social              |

|                |   |
|----------------|---|
|                | activities including parties, barking dogs, stabbings. Keen to move somewhere quieter and more suitable.  |
| FC tenant      | Having lots of problems with neighbours and mental health has suffered as a result. Likes the area as has received a lot of support in Touch, but not his current home.   |
| Resident owner | Very unhappy and does not wish to move. Feels their property does not have same issues as other flats.  |
| FC tenant      | Does not feel safe walking around the area and condition of flat is poor with numerous repair issues.   |
| Resident Owner | Best news ever! Suffered from harassment and has affected mental health.  |
| FC tenant      | Glad to hear about proposals as been there 20 years and is struggling with living in too floor flat due to health. Cannot relax, worried about car being vandalised on the street. Police in street all the time due to youth issues. |
| Resident owner | Very unhappy and feels the Council has not done homework on other options for these flats. Does not think enough information has been provided and concerned they will not be given a fair value for their property.                  |
| FC tenant      | Generally positive about the proposals as was looking to move out of the area anyway due to bullying of child, no security doors and medical needs making property unsuitable. Likes flat as has lots of storage and is spacious.     |
| Resident Owner | Only moved in last year and concerned this will disadvantage them financially. Like the block and the outlook over the community garden.  |

Notice of the proposals was featured in the regular community newsletter and events were held on 2<sup>nd</sup> and 8<sup>th</sup> August for the wider community to feed back their views on the proposals. In total there were 15 responses via phone, email, Facebook and in person events.

These are some examples of typical feedback;

|                                  |  |
|----------------------------------|--|
|                                  |  |
| Resident of Whyte Walk           | Concerns over parking at Peirson Road and loss of lock-ups   |
| Resident of Whyte Walk           | Concerns about losing parking around Whyte Walk and Cochrane Walk as there is very limited parking now.  |
| Resident of Law Road (not flats) | Concerned about loss of parking and disruption when demolition taking place ie noise/dust/road closures. Would like to be involved in the consultation around the redevelopment plans. |

|                            |   |
|----------------------------|---|
| Resident of Mercer Place   | Angry that we are not prioritising flats at Mercer Place  |
| Resident of Cochrane Walk  | Concerned about parking, as limited currently. Would like to see electric charging points.                            |
| Lock up tenant             | Concerned to lose lock up at Law Road as uses for storage   |
| Resident of Cochrane Walk  | Concerned about losing parking and lock up, used for storage, keen to be involved in feedback on redevelopment plans. |
| Resident of Gilfillan Road | Interested in hearing more about possible second phase of demolitions at Gilfillan Road.                              |
|                            |   |

## Appendix 4 - Touch Community Consultation Feedback

### THEME: COMMUNITY INVOLVEMENT/FACILITIES & RECREATION

| Likes   | Dislikes   |
|---|--|
| <ul style="list-style-type: none"> <li>• Have good neighbours/nice people</li> <li>• Enjoy coming to the church</li> <li>• Good sense of community</li> <li>• The Christmas events at the church</li> <li>• Most people get on that live here</li> <li>• Love the community garden</li> <li>• Friendly place</li> <li>• People help each other</li> <li>• Playpark</li> <li>• Community pantry</li> <li>• Classes at the church</li> <li>• Block of flats and neighbours</li> <li>• Church garden very pretty</li> <li>• How much church has done for local community</li> <li>• Scouts helping in the community</li> <li>• Community Centre</li> </ul> | <ul style="list-style-type: none"> <li>• Feel unsafe in own home/keep doors locked</li> <li>• Not a lot on for elderly – feel isolated</li> <li>• Community centre still not open</li> <li>• Nothing to do for teenagers</li> <li>• Some vandalism at playpark</li> <li>• Feel unsafe down at Burn area</li> <li>• Feel unsafe in poorly lit areas</li> <li>• Touch has become a corridor for dog walkers</li> <li>• Not enough clubs</li> <li>• Too long to repair broken equipment at park</li> <li>• Do not feel safe walking dog at night in Law Road</li> </ul> |





## THEME: ENVIRONMENT

| Likes  | Dislikes   |
|--|--|
| <ul style="list-style-type: none"><li>• Linburn Burn restoration</li><li>• Improvements made to dog fouling</li><li>• The condition of verges and pavements have improved</li><li>• Community garden</li></ul> | <ul style="list-style-type: none"><li>• Dog fouling</li><li>• Fly tipping – left too long</li><li>• Discarded syringes and gas cannisters lying around</li><li>• Drug use</li><li>• Lack of dog fouling bins</li><li>• Loss of popular greenspace due to new education campus</li><li>• The bins outside the flats</li><li>• Strong smell of drug use in some flats</li><li>• Area around shops needs an upgrade</li><li>• Paving covered in weeds</li><li>• Untidy greenspaces across Touch</li><li>• Street lighting not as bright as it used to be</li><li>• Antisocial behaviour from large group of young people</li><li>• Littering</li><li>• Noise disturbance – from neighbours</li><li>• Nothing nice to look at on the estate</li><li>• Overgrown vegetation</li><li>• Access paths not being cleared of weeds and causing slip hazard</li><li>• Rats and mice around flats</li><li>• Touch is a dumping ground</li><li>• Noisy at night with cars</li><li>• Bulk rubbish uplift too expensive</li></ul> |

## THEME: HOUSING & LOCAL SERVICES

| Likes  | Dislikes  |
|--|---|
| <ul style="list-style-type: none"> <li>• Good bus service</li> <li>• Amenities are good</li> <li>• Close proximity to town</li> <li>• Fife Council refuse workers are outstanding</li> <li>• Fife Councils general cleaner does an excellent job</li> <li>• Easy access to shops and good variety</li> </ul> | <ul style="list-style-type: none"> <li>• Canopy above main entrance to flats not fitted flush – people get wet</li> <li>• Too many but to lets in the area which can be poorly maintained</li> <li>• Flats need updated</li> <li>• Large amount of people with mental health/social issues all housed in the same area</li> <li>• Bad soundproofing in council properties</li> <li>• Not enough bungalow style housing</li> <li>• Flat and housing conditions poor – water damage, severe dampness – Abel Place</li> <li>• Abel Place was due for demolition in 2011 – what happened</li> <li>• Too many scatter flats</li> <li>• Flats – plaster compromised, internal stairwells in poor condition, vandalism</li> <li>• Police in Law Road daily due to ASB</li> <li>• Car tyres getting slashed in Henryson Road</li> <li>• Severe ASB in some flats in Law Road – 1 resident has had child access reduced because of this</li> <li>• People hanging about flats and chapping people's doors</li> <li>• Difficult to contact Fife Council – not everyone can do/access online</li> <li>• No security doors at some flats</li> <li>• Washing being stolen from outside communal areas</li> </ul> |

- General consensus – flats need major repairs/internal works

**THEME: COMMUNITY INVOLVEMENT/FACILITIES & RECREATION**

| Quick Wins – In the next 12 months  | Bigger Challenges – In the next 2-5 years   | In an ideal world – In the next 5-10 years   |
|---|---|--|
| <ul style="list-style-type: none"> <li>• More meetings like the one today</li> <li>• Street art</li> <li>• Art club</li> <li>• Residents taking responsibility for small mini gardens and weed clearing on greenspace</li> <li>• Something developed for young people – like the Tower House – music etc</li> <li>• More groups at the community centre and church</li> <li>• Suggestions box at the community garden</li> <li>• Outdoor events at the community gardens</li> <li>• Community events on the estate – bouncy castle etc</li> <li>• Open community centre for activities/classes for all</li> <li>• More publicity for what is happening on estate – newsletters, flyers and a community noticeboard</li> </ul> | <ul style="list-style-type: none"> <li>• Community gala</li> <li>• Fun run brought back</li> <li>• Intergenerational support – skills exchange – knitting, cooking, growing</li> <li>• Diversion activities for children and young people</li> <li>• Start a neighbourhood watch</li> <li>• Residents take turns at cleaning stairwells and drying areas</li> <li>• Get young people involved in community initiatives to create ownership</li> </ul> | <ul style="list-style-type: none"> <li>• Free education for all offering people an understanding the changes in community</li> </ul> |



**THEME: ENVIRONMENT**

| Quick Wins – In the next 12 months   | Bigger Challenges – In the next 2-5 years   | In an ideal world – In the next 5-10 years |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Recycling resources at flats</li> <li>• More trees</li> <li>• More done to attract wildlife</li> <li>• More benches, picnic tables, planters and flowers</li> <li>• Pocket parks/messy play</li> <li>• More dog fouling bins</li> <li>• Programme for weeding verges, pavements and streets</li> <li>• Patio areas at flats – flowerbeds, planters and benches</li> <li>• Community litter picks</li> <li>• Free bulk item uplift for a month</li> <li>• More bins for residents</li> <li>• Wages for community garden workers</li> <li>• Litter bins</li> <li>• A litter bin at the shops</li> <li>• Fife Council to resume grass and edge cutting</li> <li>• Remove seagull's nests from flats</li> <li>• Clean up the area</li> <li>• Make a skip available from time to time</li> </ul> | <ul style="list-style-type: none"> <li>• Playpark at Law Road</li> <li>• Create interesting walks around estate – mounds, slides and corridors</li> </ul> |  |

**THEME: HOUSING AND LOCAL SERVICES**

| Quick Wins – In the next 12 months   | Bigger Challenges – In the next 2-5 years   | In an ideal world – In the next 5-10 years   |
|--|---|--|
| <ul style="list-style-type: none"> <li>• More community safety patrols</li> <li>• Can anyone help with the strong smell of drugs in some flats?</li> <li>• Paint stairwells in flats</li> <li>• Fix broken windows in stairwells – Abel Place</li> <li>• Monthly surgery with Housing officers, Police Officers and Safer Communities Officers</li> <li>• CCTV</li> <li>• More police presence in the area</li> <li>• Drop kerbs to have more accessible routes for mobility scooters etc</li> <li>• Tackle on-going ASB at playpark area</li> <li>• Cleaner and tidier communal areas in flats</li> </ul> | <ul style="list-style-type: none"> <li>• Flats demolished/bulldozed</li> <li>• Reduce the number of flats in the area</li> <li>• Fully refurbish flats</li> <li>• Security doors on all flats</li> <li>• External building improvements</li> <li>• Warden scheme</li> <li>• Improve lighting on the estate</li> <li>• Improve drying greens and storage areas in flats – presently too open allowing elements to get into flats</li> <li>• Speed bumps</li> <li>• Stairs outside Touch Primary School needs pavements lowered from Law Road to the garages at the back</li> <li>• More variety of shops – fresh produce/chip shop</li> <li>• Get rid of lock-ups – make more parking</li> <li>• Community Police walk around estate more</li> </ul> | <ul style="list-style-type: none"> <li>• All housing issues solved</li> <li>• Buy back all ex-council properties</li> <li>• Upgrade kitchens and bathrooms and windows in all Fife Council tenancies in Touch</li> </ul> |





## **APPENDIX 5: TOUCH COMMUNITY FORUM MEMBER FEEDBACK**

### **Touch & Garvock Community Council- Peter Reid (Acting Chair)**

As a longstanding member and now chair of the Touch and Garvock Community Council, I would like to strongly commend the work undertaken via the Touch Forum. Lisa and Deborah took on the challenge of bringing together local community groups under the shadow of lingering Covid restrictions, while people were still very wary of meeting in person. They have been instrumental in bringing together the local community groups and activists, and we are all now working together and supporting each other, in a way that I have not seen before. This allows each group to play to its strengths and for us to pool our expertise and resources. I am confident that without the connections and positive profile that the community council has developed as a member of the Touch Forum we would have really struggled to continue past the recent Community Council elections.

The wider feedback that I hear now is that the local area is well regarded as a really positive and proactive community that is working hard to make itself more welcoming and supportive.

The community regeneration proposals that are being submitted to Area Committee are the product of a thorough and effective process of community engagement and capacity building, that has taken place over many years. There is now a good relationship of trust and understanding, and I have been happy to support their work and attend various recent community engagement events. This whole process, is one of learning , and through patient and supportive engagement, I am confident that a far more thorough understanding of the particular needs and preferences of local residents has been obtained. I am keen to see this process of effective engagement and working with the local community continue, taking a people centred approach where the particular needs of individuals and the wider community are put in focus, with appropriate solutions being developed.

### **Touch Trust – Ally Greenshields**

- First experience in a regeneration process. Fantastic having the officers regularly in Touch, communication has been consistent, and information has been well circulated to both us, and the residents affected.
- Lost count of the amount of times over the years a forum has been suggested - so good to see this finally come to fruition. Especially happy that it's being chaired/led by community regen. Shows commitment to the area and support to the work being undertaken.
- I certainly feel more comfortable discussing the plans for the area with anyone affected. If questions are beyond my understanding, team is easy to reach out to, and receptive to helping on an individual basis.
- It has certainly opened my eyes to what effective and collaborative working is supposed to look like. There is still a feeling that the council tend to parachute in and out the area, this is the presence and prolonged engagement that has been needed in the area.
- Funding has made a huge difference - helping with smaller projects and group costs, and allowing us to put on two large community fun days.

### **Community Education – Karen Hunter**

- Reflecting on the past few years working within the Touch area, I feel that communication, networking and working together amongst the community groups and members of the public has greatly improved. The groups have a sound process now for meeting with each other, have build up good relationships and are working very well in partnerships, sharing resources and contributing to each other's programmes and projects.
- Officers are more aware of the needs and aspirations of the Touch community and are able to better communicate with each other and work together on shared outcomes. The Touch Forum provides a great opportunity for officers and community to come together to jointly agree on priorities and shape developments.
- Communication streams have improved using a range of different methods such as the Newsletter, Forum Meetings, holiday programme events and the 'Know Your Touch Event' which brought a range of services together.

#### Regeneration

- Involvement in all of the above has provided knowledge and understanding of the Touch Regeneration proposals, this has definitely made me feel more confident when speaking about the proposals to community members, groups or other council officers.

- 

#### Funding

- The funding has provided good opportunity to support small to medium projects within Touch, especially groups who may not have a Constitution in place, and who struggle to attract other external funding.
- The different groups have been able to utilise the funding for their own projects, but also as part of a bigger 'Forum' who are now working together on common goals and shared resources.
- Groups also have the opportunity to use this funding as match funding, bringing in even more funds/resource to Touch area.
- So far, the funding has sourced a wide and varied stream of activity, equipment and events in a simple and accessible process for the different community organisations.

Let's talk  
about

# TOUCH

Making a difference  
in the Touch area  
Summer 2023

Touch Housing Regeneration Proposals – see page 3

## Summer Fun

- **Adult Learning Taster Sessions**

Tuesday 11th July

and Thursday 13th July

Touch Community Centre

10am - 2.30pm

Range of fun activities

- **Touch Community Fun Day**

Monday 17th July, 11am to 2pm

St Margaret's Church, Touch

Bouncy Castle, Face Painting, Balloon Modelling, Football Cage, Fun Run, Crafts, activities and refreshments.



Running weekdays  
throughout the  
summer holidays  
from 11.45am - 1pm

All welcome!

### Touch Community Centre

- Week beginning 3rd July  
Pack Lunches
- Week beginning 10th July  
Pack Lunches

### Vine Church

- Week beginning 17th July  
Hot meals & pack lunches
- Week beginning 24th July  
Hot meals & pack lunches

### Touch Community Centre

- Week beginning 31st July  
Hot & cold take away
- Week beginning  
7th August  
Hot & cold take away

For more information visit  
[www.fife.gov.uk/cafeinc](http://www.fife.gov.uk/cafeinc)

## Touch Community Forum

The Touch Community Forum meet every 6-8 weeks, the Forum has members from the Food Pantry, Community Garden, Church Garden, Touch Trust, Touch Toddlers, Feel Good Friday, Fife Coast and Countryside, Community Council, Fife Councils Community Development Team and the Lead Officer's for Community and Housing Regeneration, Safer Communities Team and local Elected Members.

This group work together in delivering the various initiatives that were suggested at previous consultations. £10,000 was awarded last year from Dunfermline Area Committee and so far has been used to support both Community Gardens, events at St Margarets Church, Easter and Summer events last year and the summer event this year, money towards a defibrillator, publicity material for the pantry and Feel-Good Friday Group

If you would like to be involved in the forum, please get in touch with Lisa on 07872 423836 or email

[arearegenerationteam@fife.gov.uk](mailto:arearegenerationteam@fife.gov.uk).

## Digital Skills Classes

Get support with using your Universal Credit account and increase your confidence by learning how to use a computer, emails, uploading CV's and completing online application forms.

- **Every Wednesday 1pm – 3pm**  
**St Margaret's Parish Church**  
Abel Place, Touch, KY11 4JJ
- **Every Wednesday 3.30pm – 5.30pm**  
**Dell Farquharson Community Centre**  
7 Nethertown Broad Street, Dunfermline,  
KY12 7DS

### Welcome to drop in!

Call or email Julie Clough on 07713 475477  
[cld.dunfermline@fife.gov.uk](mailto:cld.dunfermline@fife.gov.uk) for further details.



Individual  
Learning



money  
saving  
websites



## Safer Communities

The quickest way to report to the Safer Communities Team for; abandoned vehicles, illegal dumping, pest control or antisocial behaviour (e.g., neighbour issues, dog fouling or littering) is online via

[www.fife.gov.uk/antisocialbehaviour](http://www.fife.gov.uk/antisocialbehaviour)

Tenants and residents should report noise nuisance, threatening or intimidating behaviour or verbal abuse to Police Scotland via 101 at the time of the event so that hopefully the Police or Safer Communities Team (noise nuisance) can attend and investigate at that time.

## Community Garden

The new container has arrived for the garden. This will be used for group work, gardening sessions and for other local groups to use. The works on the garden are continuing and will hopefully be finished soon. We are getting new planters made up for vegetable growing, so any residents, local groups or a group of friends, who would like to grow their own veg, please get in touch with us at the garden on a Friday or Saturday morning 10-12 or by email on [touchcommunitygarden@gmail.com](mailto:touchcommunitygarden@gmail.com).

We would welcome new Board Members and volunteers. No experience of gardening is needed, and no equipment is needed, just a willingness to lend a hand and help in the community, either with gardening, helping to organise any events at the garden or even helping behind the scenes with ideas.

A community group called **Feel Good Friday** is held at St Margaret's Community Church, Touch.

**Feel  
good  
Friday**

The group meets every Friday, 12pm-3pm and is open to anyone who needs support or friendship. The group helps bring people together in a fun and structured way, through crafts, workshops and talks.

## Touch and Garvock Community Council need you!

The community council helps support the local community and organisations, for example a recent large grant for a defibrillator at St Margaret's Church. But to carry on we really need new members. We keep meetings short, useful and friendly. Get in touch or just come along to a meeting.

Contact [touch.garvock.chair@googlemail.com](mailto:touch.garvock.chair@googlemail.com) or [touch.and.garvock@googlemail.com](mailto:touch.and.garvock@googlemail.com)

# Touch Housing Regeneration Proposals

Tenants and residents of flats at Law and Henryson Road have recently received notice of proposals for demolition and redevelopment of their properties. Fife Council Housing Service will be holding a number of community engagement sessions in July for residents directly affected by the proposals and will also hold sessions for the wider community to give their views about the plans. Feedback from these sessions will be included in a report to the City of Dunfermline Area Committee later in the year. Only when approved by elected members would these proposals go ahead.

The Housing Service have considered various options for these blocks over the last 5 years, based on the high cost of repair and maintenance requirements, and the amount of work required to make these properties habitable in the long term. These proposals are a reflection of condition surveys and of previous engagement with those who live in the properties and the wider area.

Due to the number of people and properties involved, we have split the project into 2 phases and expect the whole programme to take up to 10 years to complete.

The proposals are as follows;

## **Phase 1: 22-152 (evens) Law Road and 2-24, 70-100 (evens) Henryson Road**

- Rehouse all Fife Council tenants
- Buy back privately owned properties at market value
- These properties will then be demolished along with 48 Fife Council lock-up garages.
- The cleared site redeveloped by Fife Council, building new homes in their place
- New build site to be developed in conjunction with the Touch community

## **Phase 2: 1-109 (odds) Gilfillan Road and 1-48 (evens) Peirson Road**

- Redevelopment of properties in these streets will be considered within the next 5 years depending on budget and housing need.

Tenants and owners directly affected will have received information relating to rehousing options and compensation packages and should contact [Arearegenerationteam@fife.gov.uk](mailto:Arearegenerationteam@fife.gov.uk) if they want to discuss further or ask any questions.



Sessions for the wider community to give feedback on the proposals will be held;

- **Wednesday 2nd August**

4.30-6.30pm at St Margarets Church Hall

- **Tuesday 8th August**

4.30-6.30pm at Touch Community Centre

However, if you are not able to attend or would like to discuss on an individual basis, please call Deborah Stevens (Lead Officer) on 07525 392720

# Touch Trust

All activities run from St Margarets Church in Touch

## Touch Top Up

What was the 'Food Table', has now been up updated and upgraded, pop in and grab a wee top up for your Kitchen Cupboards.

## Home Hub

The Community Hub will be open every Tuesday from 12pm-6pm, where people can pop in at their leisure for food and a chat. Lunch and dinner are available as well as takeaway. There is a pool table, Xbox, Computers, Crafts and Games. Pop down and see us for some fun, food and friendship.

## Helping Hand

If you need a wee hand with shopping, utilities, getting out and socialising or a 1-2-1 chat, drop in, call on 07392684876 or email [agreenshields@touchtrust.org](mailto:agreenshields@touchtrust.org)

## Family Night

The family night runs every Monday evening from 5pm – 7pm, come along and join in the fun with games for all and a homemade hot meal

If you want to know more about what's going at the church, or would some info about support available please get in contact on 07392684876 or email [agreenshields@touchtrust.org](mailto:agreenshields@touchtrust.org)



## Food for Your Future Community Pantry

**Touch Community Centre  
30 Mercer Place, Dunfermline**

### Free Pantry Bags

- Storecupboard essentials
- Chilled/frozen food
- Fruit & vegetables
- Bakery products
- Sanitary products

**Register by calling 07730 809375 on a Wednesday between 10am-1pm for a Thursday collection.**

**The pantry will be closed on the 13th & 20th July.**



## Help with the cost-of-living

With all households in the country facing the cost of living and climate crisis, we want the residents of Touch to know that there is support out there for everyone.

To get help with the Cost of Living, useful information, advice, help with benefits, energy bills and food go to

**[our.fife.scot/gethelp](http://our.fife.scot/gethelp)**

Unable to access information online or need more assistance, call our **Community Support Line 0800 952 0330 (Mon-Fri, 9am-5pm)**



If you want any more information on community initiatives or what is in this newsletter, then please get in touch with Lisa on 07872 423836 or email [arearegenerationteam@fife.gov.uk](mailto:arearegenerationteam@fife.gov.uk)

## APPENDIX 7: FINANCIAL APPRAISAL

Based on 2022 costs for Gilfillan Road flats

|                                     | Block of 13 without Security door |           | Block of 13 with security door |           | Block of 12 without security door |           | Block of 8 without security door |           | Block of 8 with security door |           |
|-------------------------------------|-----------------------------------|-----------|--------------------------------|-----------|-----------------------------------|-----------|----------------------------------|-----------|-------------------------------|-----------|
|                                     | PER BLOCK                         | PER FLAT  | PER BLOCK                      | PER FLAT  | PER BLOCK                         | PER FLAT  | PER BLOCK                        | PER FLAT  | PER BLOCK                     | PER FLAT  |
|                                     |                                   |           |                                |           |                                   |           |                                  |           |                               |           |
| SECURITY SYSTEM                     | 9,360.00                          | 720.00    |                                |           | 9,360.00                          | 780.00    | 9,360.00                         | 1,170.00  |                               |           |
| NEW SECURITY DOORS/BIN STORES       | 12,536.11                         | 964.32    | 12,536.11                      | 964.32    | 11,881.49                         | 990.12    | 9,192.23                         | 1,149.03  | 9,192.26                      | 1,149.03  |
| CURTAIN WALLING/<br>CANOPIES        | 137,560.16                        | 10,581.55 | 137,560.16                     | 10,581.55 | 137,560.16                        | 11,463.35 | 132,694.83                       | 16,586.85 | 132,694.83                    | 16,586.85 |
| INTERNAL DRYING AREAS               | 29,038.17                         | 2,233.71  | 29,038.17                      | 2,333.71  | 29,038.17                         | 2,419.85  | 22,517.45                        | 2,814.68  | 22,517.45                     | 2,814.68  |
| GROUNDWORKS<br>INC CONCRETE REPAIRS | 22,718.54                         | 1,747.58  | 22,718.49                      | 1,747.58  | 22,718.49                         | 1,893.21  | 22,554.97                        | 2,819.37  | 22,554.97                     | 2,819.37  |
| NEW INTERNAL FRONT DOORS            | 26,110.00                         | 2,008.46  | 26,110.00                      | 2,008.46  | 26,110.00                         | 2,175.83  | 14,920.00                        | 1,865.00  | 14,920.00                     | 1,865.00  |
| INTERNAL/<br>EXTERNAL LIGHTS        | 5,995.00                          | 461.15    | 5,995.00                       | 461.15    | 5,995.00                          | 499.58    | 5,995.00                         | 749.38    | 5,995.00                      | 749.38    |
| SCAFFOLD                            | 4,220.00                          | 324.62    | 4,220.00                       | 324.62    | 4,220.00                          | 351.66    | 3,930.00                         | 491.25    | 3,930.00                      | 491.25    |
| STAIRWELL DÉCOR                     | 15,000.00                         | 1,153.85  | 15,000.00                      | 1,153.85  | 15,000.00                         | 1250      | 11,000.00                        | 1,375.00  | 11,000.00                     | 1,375.00  |

|   |                   |                  |                   |                  |                   |                  |            |           |            |           |
|---|-------------------|------------------|-------------------|------------------|-------------------|------------------|------------|-----------|------------|-----------|
| DEMOLISH BIN CHUTES                     | 5,250.00          | 403.85           | 5,250.00          | 403.85           | 5,250.00          | 437.50           | 5,250.00   | 656.25    | 5,250.00   | 656.25    |
| ENGINEERS REPAIRS- WALL TIES/BIN CHUTES | 10,000.00         | 769.23           | 10,000.00         | 769.23           | 10,000.00         | 833.33           | 10,000.00  | 1,250.00  | 10,000.00  | 1,250.00  |
| ROOF RENEWAL (estimated)                | 60,000.00         | 4,615.38         | 60,000.00         | 4,615.38         | 60,000.00         | 5,000.00         | 40,000.00  | 5,000.00  | 40,000.00  | 5,000.00  |
| <b>SUB TOTAL</b>                        | <b>337,787.98</b> | <b>25,983.70</b> | <b>328,427.93</b> | <b>25,363.70</b> | <b>337,133.31</b> | <b>28,094.43</b> | 287,414.48 | 35,926.81 | 278,054.51 | 34,756.81 |
| 10% UPLIFT FOR MATERIAL INCREASES       | 33,778.79         | 2,598.37         | 37,572.79         | 2,536.37         | 33,713.33         | 2,809.44         | 28,741.45  | 3,592.68  | 27,805.45  | 3,475.68  |
| <b>SUB TOTAL (2)</b>                    | <b>371,566.77</b> | <b>28,582.07</b> | <b>366,000.72</b> | <b>27,900.07</b> | <b>370,846.64</b> | <b>30,903.87</b> | 316,155.93 | 39,519.49 | 305,859.96 | 38,232.49 |
| PROPERTY SERVICES FEES 13%              | 48,303.68         | 3,715.67         | 53,729.09         | 3,627.01         | 48,210.00         | 4,017.50         | 41,100.27  | 5,137.53  | 39,761.79  | 4,970.22  |
| <b>TOTAL</b>                            | <b>419,870.45</b> | <b>32,297.74</b> | <b>419,729.81</b> | <b>31,527.08</b> | <b>419,056.64</b> | <b>34,921.37</b> | 357,256.20 | 44,657.02 | 345,621.75 | 43,202.71 |

|              |
|--------------|
| REPAIRS      |
| IMPROVEMENTS |



**EXTRAPOLATED COSTS FOR BLOCKS AT LAW/HENRYSON ROAD**

| BLOCK                | FC | PRIVATE | COST PER UNIT | COST TO FC FOR ALL WORKS | COST TO OWNERS | TOTAL COSTS         |
|----------------------|----|---------|---------------|--------------------------|----------------|---------------------|
| <b>LAW ROAD</b>      |    |         |               |                          |                |                     |
| 22-36                | 5  | 3       | 44,657.02     | 223,285.13               | 133,971.06     | 357,256.20          |
| 38-52                | 8  | 0       | 43,202.71     | 345,621.75               | 0.00           | 345,621.75          |
| 54-68                | 8  | 0       | 43,202.71     | 345,621.75               | 0.00           | 345,621.75          |
| 70-84                | 7  | 1       | 43,202.71     | 302,418.97               | 43,202.71      | 345,621.68          |
| 102-126              | 12 | 1       | 32,297.74     | 388,313.28               | 32,297.74      | 419,870.45          |
| 128-152              | 9  | 4       | 32,297.74     | 290,679.66               | 129,190.96     | 419,870.62          |
|                      |    |         |               |                          |                |                     |
| <b>HENRYSON ROAD</b> |    |         |               |                          |                |                     |
| 02-24                | 7  | 5       | 34,921.37     | 244,449.59               | 174,606.85     | 419,056.64          |
| 70-84                | 6  | 2       | 44,657.02     | 267,942.12               | 89,314.04      | 357,256.16          |
| 86-100               | 7  | 1       | 44,657.02     | 312,599.14               | 44,657.02      | 357,256.16          |
| TOTAL                |    |         |               |                          |                | <b>3,367,431.41</b> |
|                      |    |         |               |                          |                |                     |

## Appendix 8

### Resident Owners

|   |   |
|---|---|
| OFFER OF HOUSING BASED ON HOUSEHOLD NEEDS.  |   |
| MARKET VALUE OF PROPERTY<br>(BASED ON INDEPENDENT<br>VALUATION)   |   |
| DISTURBANCE ALLOWANCE<br>~ costs of disposal<br>~ costs of purchasing new property (if<br>not accepting offer of housing from Fife<br>Council)<br>~ costs to "adapt" curtains, carpets, etc | Claim to be made by owner based on<br>itemised evidence |
| HOME LOSS PAYMENT   | 10% OF MARKET VALUE                                     |
| REASONABLE LEGAL/CONVEYANCING COSTS   |   |

### Private Landlords

|   |  |
|---|--|
| MARKET VALUE OF PROPERTY<br>(BASED ON INDEPENDENT<br>VALUATION)   |  |
| DISTURBANCE ALLOWANCE<br>~ costs of disposal<br>~ costs of purchasing new property<br>~ costs to "adapt" curtains, carpets, etc | Claim to be made by landlord based on<br>itemised evidence |
| REASONABLE LEGAL/CONVEYANCING COSTS   |  |

### Private tenants

|   |      |
|---|------|
| OFFER OF REHOUSING BASED ON HOUSEHOLD NEEDS- EVALUATED AT<br>HOUSING OPTIONS INTERVIEW/FHR PROCESS. ANYONE WITH<br>VULNERABILITIES/MEDICAL NEEDS ETC WILL BE PRIORITISED. |      |
| DISTURBANCE ALLOWANCE   | £500 |

Based on "Compulsory Purchase in Scotland Guidance for Acquiring Authorities"  
[Supporting documents - Compulsory purchase in Scotland: guide for property  
owners and occupiers - gov.scot \(www.gov.scot\)](http://www.gov.scot)

12 December 2023

Agenda Item No.5

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## OnFife Update

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**Report by:** Michelle Sweeney, Director of Creative Development

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**Wards Affected:** Ward Nos 2, 3 & 4

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### **Purpose**

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The purpose of this report is to provide an update to the Dunfermline Area Committee on OnFife's service offer in the area, reviewing activity in the past six months and outlining plans in the coming year.

### **Recommendation(s)**

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It is recommended that the committee review the information and explore how OnFife can better engage with and support the ongoing work within the area, ensuring a joined-up approach to service delivery which will enhance the offer to communities in Dunfermline, expand the return on investment of the public pound and contribute to the Community Wellbeing agenda.

### **Resource Implications**

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There are no specific resource implications.

### **Legal & Risk Implications**

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There are no legal and risk implications.

### **Impact Assessment**

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An equality (EqIA) Impact Assessment is not required as this is an update report on the performance of OnFife.

### **Consultation**

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## **1.0 Background**

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- 1.1 Fife Cultural Trust (the Company), established by Fife Council on 1 October 2012, delivers Libraries, Arts, Museums, Galleries, Archives, Theatres and Creative Development Services on behalf of Fife Council with a view to enriching lives in Fife and ensuring the long-term sustainability of these services.

- 1.2 A company limited by guarantee, Fife Cultural Trust's principal activity is the provision of cultural services for Fife. It is responsible for community development in the creative and cultural fields and for operating and delivering the following facilities and services:
- Libraries; inclusive of mobile libraries and a home delivery service
  - Maintenance and development of library services within Fife Council's four integrated customer service facilities
  - Museums, galleries, archives and local studies, heritage sites, and a mobile museum
  - Stewardship and care for the objects and archives in Fife Council's collections
  - Theatres and community venues
  - A Creative Development team to drive innovation, cultural collaboration, volunteering, sponsorship and funding
  - Marketing & Customer Engagement to best profile and promote these services while driving sales and analysing customer data
- 1.3 As such we aim to assist in the provision of cultural facilities and activities with the object of improving the quality of life in our communities via the provision of accessible and affordable opportunities for all.

#### **Emerging from the pandemic**

- 1.4 Throughout the pandemic, we consistently adapted and developed new ways of working to continue supporting communities and engaging with audiences. With the support of Fife Council and a number of other funding awards, we weathered the worst of the Covid storm but, as with the cultural sector as a whole, we face continued challenges arising from the impact of the pandemic, such as changes in customer habits and the cost-of-living crises.
- 1.5 Support from Fife Council, elected members, and the Trade Unions throughout Covid-19 has been consistently strong and very much valued, with monthly meetings in place to review financial challenges and inform strategic planning.
- 1.6 In terms of customer engagement, our primary focus is around retaining existing customers, and increasing their frequency of attending cultural activities and events. In 2022, we developed a two-year **Recovery and Renewal Strategy** to give us a clear focus on recovering from the pandemic and rebuilding to thrive in the longer term. The overriding purpose of this strategy is **Bringing People Back** and working to create **long-term sustainability**. Within this sit our four key priority areas that are our drivers as we move forward. These are:



### **People**

We're working hard to better support our teams. That means restructuring as well as investing in recruitment and training. We're set on having the right people with the right skills in the right places.



### **Services**

We're reviewing what we do for the people of Fife. That means making sure we're offering what's really needed and wanted in our communities – in the right places, and in the right way.



### **Finances**

We're rethinking the way we work financially. That means clearer budgets and priorities, working within our means, and getting our pricing right so we're fit for Fife – today and tomorrow.



### **Processes**

We're investing in our systems and the thinking behind them. That means updating how we operate and making sure people have the tools and support they need to thrive.

## **Our Service Offer**

- 1.7 Our Creative Services consist of the following four highly collaborative teams:

### **Cultural Heritage & Wellbeing**

- 1.8 Managing service delivery of our Museums, Galleries, Archives, Local Studies and Adult Libraries, this service also leads on the co-ordination of our Wellbeing approach across the organisation as well as delivering a range of public-facing events and activities, inclusive of a dynamic exhibition programme which is aimed at building audiences and driving footfall to our venues.

### **Community Events & Programming**

1. A key driver of revenue, our Theatre Programme provides a high-quality, engaging, creative, and commercially sound range of performances and shows, both professional and amateur. The team also leads on the co-ordination of our Young People, Learning and Families services offer inclusive of our Children's Library service.

### **Creative Development**

- 1.10 The creative engine at the core of our service offer, driving creativity and collaboration within our own services, supporting Fife's creative industries and developing services that are of, by and for our communities. This team is responsible for the co-ordination of digital approaches to creative engagement, developing sponsorship, sourcing external funding, leading on volunteering and coordinating Equality, Diversity and Inclusivity across the organisation.

### **Customer Engagement**

- 1.11 Putting the customer at the heart of our mission, planning, activity, delivery and communications ensures we produce relevant and impactful cultural experiences for

Fife's communities and achieve our commercial ambitions. The team's current focus on ensuring we are much more data-led is designed to deliver a better understanding of our customers' behaviours and needs, building lasting relationships, customer loyalty and repeat visits.

1.12 Between them, these teams come with a combined skillset that is of direct benefit to organisations working within communities inclusive of creative approaches to community engagement and wellbeing, Creative Facilitation, Funding, Creative approaches to Dementia support, informal approaches to literacy work across schools, children and families, events and project management, volunteer co-ordination, cultural heritage & tourism, and knowledge and understanding of the Creative Industries. Additionally we are well versed in brand development and awareness and the importance of PR, personality and tone of voice in the development of stories which are accessible to communities and which are core to great PR and Communications.

1.13 Within the Dunfermline area we run the following venues:-

- Dunfermline Carnegie Library & Galleries
- Duloch Library
- Carnegie Hall

## 2.0 Achievement & Performance

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2.0.1 Our services are designed to support all in Fife's communities and as such sit and report within the wider strategic framework of The Plan for Fife, supporting it and reporting on performance against its key priority areas of Thriving Places, Community-led Services, Inclusive Growth and Jobs and Opportunities for All

2.2 Delivering within the fabric of Fife's seven areas, we are well networked with Community Managers and wider service provision and are actively working to ensure greater collaboration of service delivery to achieve a greater return on investment of the public pound.

### Thriving Places

2.3 Despite the continuing post Covid challenging conditions, we have delivered well during 2023, contributing to the quality of life of those living, working and visiting Fife through imaginative creative support, events and online digital activities. Successes include exhibitions, dementia-friendly projects and the welcome return of Panto.

2.4 **Dunfermline Carnegie Library & Galleries (DCLG)** is one of our flagship venues and a Visit Scotland 5-star attraction. The runaway hit of the year has been **Heroes of the Viking World** exhibition, which ran from 1 July to 19 November and attracted over **21,000 visitors**. It provided a family-friendly interactive experience over the summer holidays and through the October half-term with the focus on the real-life hero 'celebrities' of the Viking world. We ran three free drop-in *Viking Wednesday's* events, attended by 177 children and 123 adults, in July and August which were aimed at all ages with costumed re-enactors talking about and demonstrating costume, weapons and accessories. We offered free online digital school workshops about the Vikings to all Fife primary schools – 18 schools took part and we reached 629 children. Free in-person school workshops were held for schools in Dunfermline and West Fife with eight schools taking 274 children over six days of workshops. For adults, a talk was hosted by Dr Alan Macniven from the School of Scandinavian Studies at the University of Edinburgh with 35 attendees and very positive feedback. There were also Viking Lego Challenges, two Viking-themed art workshops and on the final weekend we hosted Clydebuilt Puppet Theatre's show **Myths of the Vikings** performance attracting almost 90 participants.

- 2.5 Our **Community Gallery** at DCLG continues to showcase thought-provoking work, often with local connections. Shows held in the last six months have included:
- **Bodyworks**, an innovative exhibition exploring the feelings women have about the marks on their bodies
  - **Kingdom Come 1977-1979**, which displayed pages of the Dunfermline-based 1970s punk fanzine Kingdom Come to coincide with Outwith Festival and was a vibrant reflection of this exciting time in our local cultural history
  - **What Were You Wearing?**, which displayed types of clothing that were worn by survivors when they were sexually assaulted or abused
  - **OUTSIDE-INSIDE**, an exhibition of work by local collective Falling UP, who support mental health and community through creative projects
  - **Jim Crawford: Dunfermline's Forgotten Racing Hero** which was also accompanied by a talk.
- 2.6 As a lead partner in the **Dunfermline Wellbeing Through Heritage** partnership project we continue to run a series of art workshops and events to promote wellbeing. We are supporting Fife Young Carers who have been working with artist Carolyn Higgins to create and apply designs to a fiberglass cow that will be on display in DCLG. The group have enjoyed the project so much, they are continuing to work with the artist using their own budget to extend the range of activities they can do together.
- 2.7 We participated in the second Flourish Dunfermline partnership event which was held in Pittencrieff Park, with OnFife staff presenting a case study of our "messy play" adult and toddler art and behavioral research project from 2022 which was led by the University of Dundee and Art at the Start. The project demonstrated the positive impact on improving parent/carer and toddler relationships, interaction and learning.
- 2.8 In October DCLG hosted the Board of Trustees, the Executive and Senior Management team from Historic Environment Scotland (HES) on their first visit to Fife which allowed the Trustees and staff to meet with people who have a role or an interest in the historic environment, broadening their understanding of the region and scoping ideas for future work
- 2.9 Duloch Library**
- 2.10 Across our libraries, we offer safe, warm spaces in which to access books and computers along with a range of activities from reading groups to Bookbugs.
- 2.11 Our WalkOn activities continue at Duloch Library as part of the Wellbeing Through Heritage project, with people enjoying a guided, facilitated walk and then relaxing with fellow walkers over a chat about books. Reading Groups are also underway with Adults, Adults & Bairns and a Crime Reading Group all meeting regularly.
- 2.12 In September we ran a free Primary School (age 3-7 years) event – Scots Songs for Bairns with a total of 41 children and 13 adults enjoying the event.
- 2.13 In November we launched the first in a series of 'Duloch Lectures', with Local Studies Supervisor Sharron McColl speaking on Who Andrew Carnegie was, to a sell-out audience. There will be a further three lectures between December 2023 and March 2024.
- 2.14 St Margaret's Cave**
- 2.15 Following light-touch housekeeping and electrical repair work, we reopened St Margaret's Cave over three weekends in September, attracting over 500 visitors. In November a delegation of 30 pilgrims led by Fr. János Csicsó, Hungarian Chaplain UK,

visited St Margaret's Cave to mark the 930<sup>th</sup> anniversary of the death of Saint Margaret of Scotland, who was also Queen of Scotland and Princess of Hungary.

## 2.16 Carnegie Hall

2.17 The return of programming to OnFife theatres has taken a huge step forward, meeting and often exceeding audience targets with sold-out shows. However, the impact of the pandemic continues, with sector-wide challenges including changes in customer behaviour and staffing, particularly for experienced technical crew. OnFife re-established its Theatre Programme with the support of a robust framework, designed to enhance deals, optimise revenue, develop customer loyalty, deliver on target and ensure a joined up retail and catering offer.

2.18 In the past 6 months Carnegie Hall has seen our audiences enjoy a variety of shows from Scottish comedian **Bruce Fummey** to the cast of **Still Game** who shared their back stage stories and had the audience in fits of laughter. We had music for lovers of **Pink Floyd** and **The Eagles** and of course we can't forget to mention a sold out show from Wet Wet Wet's **Marti Pellow** which was a close up and personal evening of talk and songs which delighted fans of all ages. By the end of December we will have hosted 15 professional shows with trends to date indicating an average 122% against income target and sales.

2.19 Our amateur companies also pulled out all the stops bringing dance, drama and music alive. **Limelight Productions presented The Phantom of the Opera** with a run of 6 sold out shows and standing ovations every night - there wasn't a ticket to be found. These shows and performances from our amateur groups bring a depth to the programme that greatly complements our professional offer.

2.20 With Christmas just around the corner we will be welcoming **Kelty Musical with 'Chitty Chitty Bang Bang**. There will also be a range of festive family films for a fiver to get you in the mood for Christmas. And if Christmas isn't your thing then the RSNO will be bringing their brand of classical music to welcome in the new year.

## 2.21 Opportunities For All

2.22 Our services that help provide opportunities for all Fifers include highly successful book events for schools, support for people living with dementia and their carers, information for people with cancer and promoting Equality, Diversity and Inclusivity and a new musical instrument library.

2.23 Our libraries took part in the national annual Summer Reading Challenge (SRC) with a total of 3212 sign ups across Fife. In Dunfermline area, 736 children signed up, representing 23% of all participants in Fife's SRC which is a tremendous achievement. As part of the promotion for SRC, our Young People and Families team visited 7 schools and supported others with promotional materials for their pupils and families, including working with Commercial Holiday Club. This work led to engagement with over 1,025 primary school children. 71% of the children went on to take part in the reading challenge. A total of 292 completed the 6 book challenge. Pittencrieff Primary were the lucky winners of the SRC author visit and Mike Nicholson went along to speak to 198 pupils about his book the Museum Mystery Squad.

2.24 Our Dunfermline area libraries have been running free events and activities which are often a 'sell out' and are a great promotional tool for us, increasing family awareness of our services and footfall to branches.

Our Young People's team have offered events such as **Springtastic Crafts** at DCLG saw 10 children and 8 adults enjoy the activities. May saw us in action celebrating



**Bookbug Week** in libraries and schools with a total of 61 sessions entertaining 689 children and 488 adults. These numbers include 3 Bookbug sessions and 2 Science & Movement sessions with the Mini Professors where 45 children and 45 adults participated. It was a busy **Book Week Scotland** this year with author Alan Windrum involved in a partnership event with us and Carnegie Birthplace Museum. 60 children and 6 adults from Commercial Primary School attended. The author of McShoggle & the Woogles visited DCLG with 60 P3 & 4's from Commercial Primary School enjoying the adventures of these new characters. There were also two online author events with over 3,000 primary aged children enjoying the authors storytelling and getting to hear answers to their questions.

2.25 For our annual Book Week Scotland programme this year for the first time we piloted an Adult Reading Challenge, inspired by the success of our Summer Reading Challenge for children. Adults were encouraged to 'be adventurous' and try books, authors and topics they would not normally read throughout November. A hamper of goodies was available as a Prize Draw for those who took part. Book Week Scotland is an annual celebration of books and reading that takes place across the country organised by The Scottish Book Trust and is supported by Creative Scotland and SLIC. From 13 to 17 November, we had daily evening online readings by members of staff and facilitated chat using a closed Facebook group, Taste of Adventure with 40 members.

2.26 We facilitated and supported a number of events and activities across Dunfermline as part of Outwith Festival. We hosted eleven events at Dunfermline Carnegie Library & Galleries including the Kingdom Come exhibition in the Community Gallery, an interview with Gordon Brown and a makeup masterclass with BBC Glow Ups Yong-Chin. Carnegie Hall held two film screenings and a performance by Inspire Drama Group and loaned our community cinema equipment to enable two children's film screenings at Carnegie Birthplace Museum.

### **2.27 Community Led Services**

2.28 Our work in providing services led by the needs of our communities included tackling social isolation, extending help to refugees, community engagement, supporting Fifers through the cost-of-living crisis, collecting memories of the pandemic for an archive project and making connections with people living with dementia.

2.29 In Dunfermline we have been working with 8 young people, recruited and supported by Police Scotland, Young Volunteers and Youth Space to develop a project (Sugarcoat) that will be unveiled in 2024 at Dunfermline Carnegie Library & Galleries. The young people are choosing the themes and medium of interpretation for their project as part of our Wellbeing programme.

## **3.0 Inclusive Growth & Jobs**

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3.1 **As an organisation we look to both support the growth and career development of our own people and provide services that will help with job opportunities and contribute to Fife's creative economy.**

3.2 In September OnFife appointed two Community Engagement Coordinators to deliver our Relevance project across Kirkcaldy, Levenmouth and Lochgelly. Around 15 OnFife staff and Board members are taking part in a 12-month Change Programme delivered by the Of/By/For All organisation to equip them with the skills to take a relevance-based approach to working with our communities across Fife.

- 3.3 Our Macmillan Project Officer and Project Co-ordinator recruited a team of volunteers to support our Macmillan Cancer Information and Support Centres at three OnFife Libraries with pop-up Information points, inclusive of one at Queen Margaret Hospital, Dunfermline.
- 3.4 Mindful of the ongoing financial challenges, funding secured from Creative Scotland's Recovery Fund for Cultural Organisations is allowing us to explore ways of diversifying income. We commissioned an external sponsorship agency to audit our assets and help create a framework for attracting sponsorship for our events and activities. We are currently looking for opportunities to engage with sponsors to support events and performances as well as smaller events within our library space.

## **4.0 Future Challenges and Plans**

- 4.1 As with most cultural organisations, OnFife is experiencing a range of post pandemic financial pressures, alongside managing the increasing costs of delivering services with the decreasing amounts of public funding available. Whilst it continues to generate additional income where possible through Theatre Programming and the ancillary services of the Trading subsidiary, this is more challenging than the pre pandemic period given rising costs and changing customer behaviour, and will not bridge any financial gap given the majority of services are free of charge at the point of delivery. Fife Council has been very supportive during covid and beyond, in providing a letter of comfort which ensures going concern status for the organisation, allowing the Board to operate with a deficit budget, and to work with Fife Council to work towards financial sustainability.
- 4.2 In the meantime, OnFife continues to work with Fife Council to address the challenges public sector delivery is facing in delivering services which genuinely meet the needs of communities. Its venues, particularly libraries, offer a significant opportunity for joint working with Fife Council and other partners to deliver on the service reform outcomes of a 'no wrong door' approach to services maximising co-location, co-production, and integrated service delivery opportunities, and a significant opportunity to improve community engagement and place-based working, and support greater digital inclusion and connectivity.
- 4.3 Its venues, particularly the provision of services that are relevant to our communities and which are reflective of their voices has never been greater and OnFife is committed to continuing this approach to service provision - '*nothing about us without us*' as informed by its three pilot Community Engagement areas of Lochgelly, Kirkcaldy and Levenmouth, with a similar approach underpinning the emerging vision for Dunfermline City. Staff are undergoing Of/By/ForAll Community Engagement training and it is planned to extend this approach to wider community engagement across Fife following evaluation of the pilots.
- 4.4 By 2024-25, OnFife hopes to be able to focus on increasing the group size of customers attending our theatres, while planning for a loyalty/membership scheme designed to grow and maintain customers. We endeavour to work with the best in the entertainment industry to programme an offer that is both appealing and relevant to the people of Fife, bringing a range of entertainment which appeals to all. It will also continue to strengthen its relationships with local amateur societies who bring depth to the programme and showcase local talent. We remain committed to exploring ways which widen accessibility for performances, including captioned films and British Sign Language interpretation of some shows. Likewise, we continue to develop partnerships with companies producing new work by offering space and piloting shows that allow it to offer work that, whilst not financially viable, benefits niche audiences such as early years theatre provision.
- 4.5 Our work with data collection analysis continues with visitors to museums as we endeavour to keep them abreast of upcoming exhibitions. Likewise, we are working on a

campaign designed to repackage our library offer and to entice non-users to engage with the wide range of services available.

- 4.6 We are hopeful of securing further funding from Fife Council to allow us to continue Warm Spaces in South and West Fife and looking ahead, we are planning a raft of other activities inclusive of Bookbug and Kids' Lego Dens, Christmas Crafts, an illustrated historical talk, more WalkOn sessions and a Dementia Garden Group meeting weekly over the winter months.
- 4.7 The pandemic has had a monumental impact on people's mental wellbeing. Given the correlation between culture and its positive impact on wellbeing, and in line with Fife Council's commitment to improving mental health and wellbeing across Fife, OnFife will develop and deliver its new approach to wellbeing. This is designed to build on the success and learning from the Dunfermline Wellbeing Through Heritage project while working closely with Fife's local area teams, NHS Fife and Fife Health & Social Care.
- 4.8 Thanks to funding from Film Hub Scotland, we'll be screening The Red Shoes at Carnegie Hall as part of the BFI's nationwide Powell & Pressburger session. The funding will help with marketing the screening as well as with the creation of print and digital assets celebrating our local hero and star of the film, Moira Shearer.
- 4.9 In September 2024 we will conclude our NLHF-funded partnership project, Dunfermline Wellbeing Through Heritage and will begin the roll out of our Wellbeing Approach using the 5 Pillars of Wellbeing to measure the impact of our services on health and wellbeing in Dunfermline and across Fife.
- 4.10 Following Heroes of the Viking Age, we will bring our own inhouse art exhibition Brushstrokes to DCLG from December 2023 through to May 2024, featuring artwork from the collections some of which have been selected by our staff who will also write labels for each selected work. Brushstrokes has already proved successful at Kirkcaldy Galleries and St Andrews Museum and will be adapted again for Dunfermline.
- 4.11 Finally, ever mindful of the diminishing public purse, OnFife is exploring its commercial scope within its Theatre Programme, Meetings, Incentives, Conferences and Events (MICE) sector offer and via the development of a new approach to sponsorship which will see it diversify its income stream by making the most of its assets.

## **6.0 Conclusions**

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- 6.1 This report sets out an overview of the OnFife services and activities in the Dunfermline Area and those who have benefitted. OnFife will continue to provide inclusive and welcoming cultural services, activities and events that excite, inspire and improve the lives of those who participate and Fife's communities more generally. We want to ensure that what we deliver is relevant and to do this we are looking to better engage and support the ongoing work within the area.

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12 December 2023

Agenda Item No. 6

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## Bereavement Services Cemetery Strategy

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**Report by:** Alan Paul, Head of Property Services

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**Wards Affected:** Wards 2, 3 & 4.

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### Purpose

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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)

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City of Dunfermline 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

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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

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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

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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 North East Fife area with 30% of respondents representing this area, closely followed by Dunfermline with 20%.

## 1.0 Background

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- 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 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.
- 1.5 Additionally, participants were asked to give consideration on what a sustainable funding model might look like.
- 1.6 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.
- 1.7 Requirements of ethnic minorities have also been identified and consultation is taking place with those groups, in particular the growing Muslim community, to ensure their needs are accounted for.
- 1.8 In 2018, Bereavement Services highlighted the need to review the condition of headstones in Fife cemeteries. To support this work the Service established best practice inspection and make safe processes. To date over 35k headstones have been inspected with 22 cemeteries completed including Dunfermline Cemetery and Abbey within this Committee area.

- 1.9 There are 3 teams currently working throughout Fife, with additional staff being trained to support make safe work within cemeteries where unstable memorials are identified by the cemetery operatives during routine maintenance. Once all cemeteries have been inspected a rolling programme of inspections will remain in place to ensure the safety of each burial ground.

## 2.0 Issues and Options

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- 2.1 The key points that emerged from the consultation are:
- Discontinue the presale of lairs to preserve capacity. This significantly safeguards capacity however a provision would be in place to accommodate requests in exceptional circumstances.
  - 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 Dunfermline Cemetery is landlocked with no option of further expansion. Presales have already been stopped to prolong the capacity of the cemetery which is now touching 20 years. A new cemetery site will need to be identified and safeguarded within future Local Development Plans.
- 2.4 The Council will also continue to support the work of others that complements council provision.
- 2.5 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

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- 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**

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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

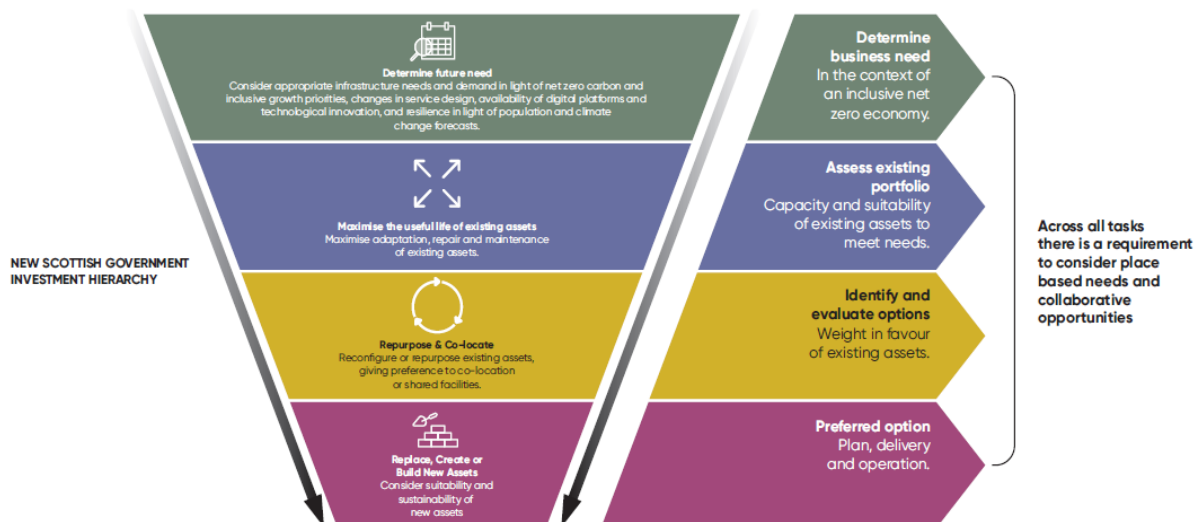
It is important that our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation in the years to come. The purpose of this strategy is to ensure that remains the case and that we maintain the strong bonds between our communities and their local cemeteries, 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.

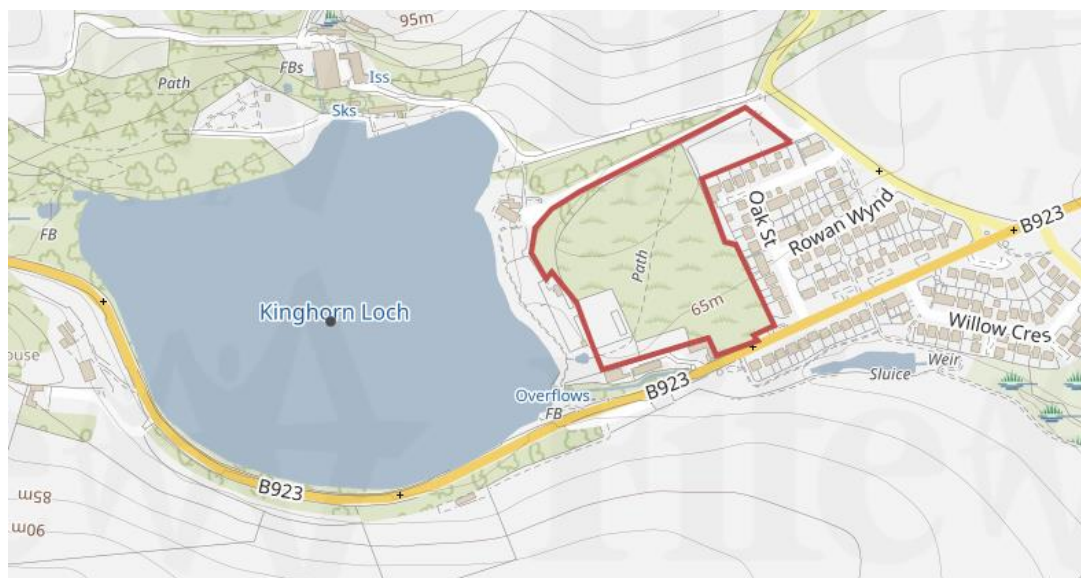
The fundamental principles of our strategy are to improve the **fitness for purpose of our cemeteries** (by addressing suitability, capacity and condition), **improve effectiveness of our activities** (achieving better outcomes); and **improving leverage** through contributing to local wellbeing and 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                                   | Improve boundary wall condition and infrastructure  | 2033   | Capital funding allocated   |
| CP6 | New Cemetery Provision  | Develop new cemeteries where prioritised needs identified                                   | 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 North East 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

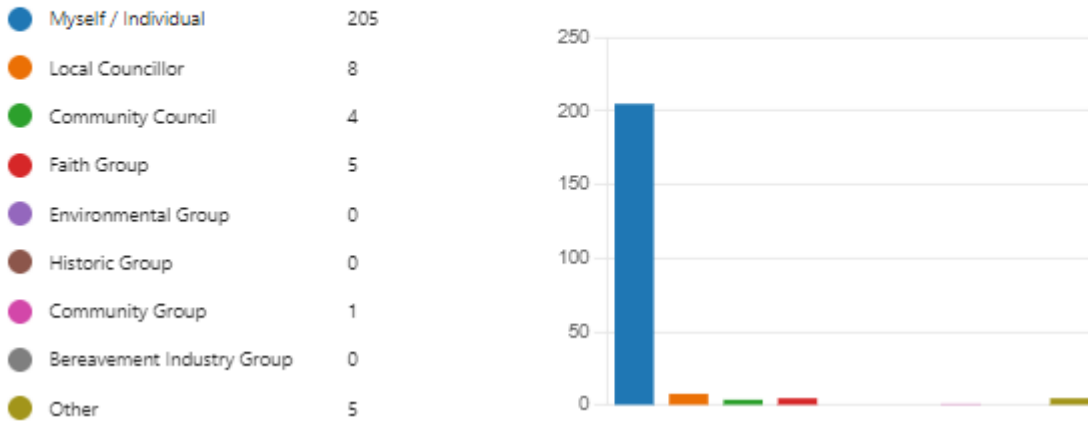
61.8% Welcome network of local constituted community groups to work support the conservation of historic sites.

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

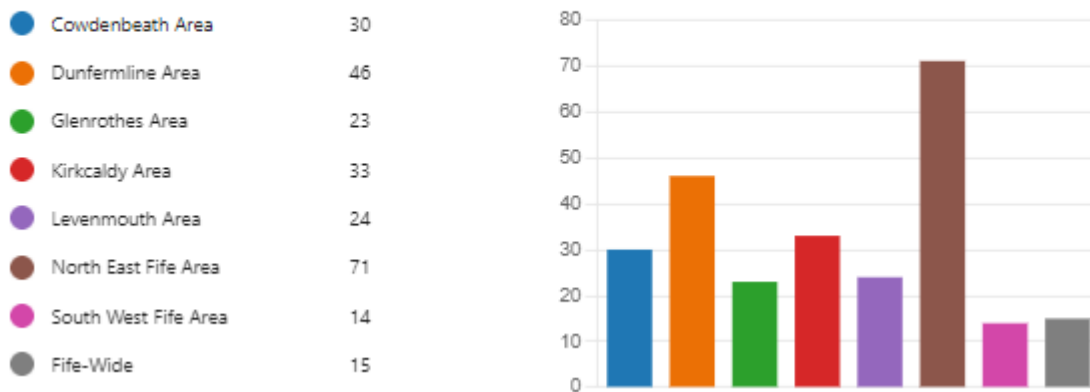
**Consultation Results**

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?

|       |     |
|-------|-----|
| ● No  | 210 |
| ● Yes | 18  |



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

|              |     |
|--------------|-----|
| ● Yes        | 116 |
| ● No         | 80  |
| ● Don't know | 32  |



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

|   |    |
|---|----|
| ● Yes, for all cemeteries               | 82 |
| ● Yes, where financially viable (onl... | 85 |
| ● No                                    | 61 |



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.

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# **LCP Budget Request: Community Recovery Fund (CRF) Budget Request Ecological Appraisal of Townhill Loch**

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods Service

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Wards Affected: Wards 2,3 & 4

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## **Purpose**

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To seek agreement from the Area Committee for a contribution from the Local Community Planning Area Budget and the Community recovery Fund to contribute to the funding of a preliminary ecological appraisal (PEA), bird breeding and wintering bird survey at Townhill Loch.

## **Recommendation**

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The Committee is asked to consider and agree to an allocation of £17,622,48 for this request. £7622.48 will come from the area held portion of the LCP budget fund and £10,000 will come from the Community Recovery Fund. The project fits within the Local Community Planning priorities, specifically – making Dunfermline a better place to live, work and visit.

## **Resource Implications**

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There will be sufficient funding available in the Local Community Planning Area Budget (within the Area held budget) for the financial year 2023/24 and the Community Recovery Fund 2023/25

## **Legal & Risk Implications**

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There are no legal or risk implications arising from this report.

## **Impact Assessment**

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An EqIA is not required because the report does not propose a change or revision to existing policies and practices, for example, annual reports or monitoring reports.

## **Consultation**

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There has been local consultation with council services, elected members and relevant community organisations and businesses in relation to the project, including Townhill Community Council and Waterski & Wakeboard Scotland.

## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Area Budget requires authorisation from the Area Committee before amounts of over £5,000 can be committed.
- 1.2 This is a budget request for £17,622.48 plus for this financial year to contribute to the appraisal which will be delivered by RSK Biocensus with support by Fife Council Estates Service and Communities Directorate. Outcome of the appraisal will determine and offer recommendations for development.
- 1.3 It is recommended that the request of £7,622.48 be deducted from the Dunfermline area wide held portion of the LCP Budget as the longer-term impact has a Dunfermline wide benefit.
- 1.4 In addition, it is recommended that £10,000 be deducted from the Community Recovery Funding, to support the full cost of this project.

## 2.0 Project Information

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- 2.1 Townhill Loch is a well-used and respected asset to Dunfermline, hosting a variety of sporting activities and wildlife. Over an extended period, activity in and around the loch has evolved and expanded, meaning the Loch and surrounding areas are being used in different ways. A PEA is required to better understand:
  - \* Impact of activities on biodiversity
  - \* Determine suitable habitat for breeding and wintering birds, as well as any other protected species
  - \* The suitability for the loch to support fish, amphibians, and reptiles
- 2.2 The PEA will allow for a background data search (which includes a search for existing ecological information), a habitat survey and a search for signs of protected or notable species. The results of these, along with an assessment of the site's ecological value will be compiled into a single report. A wintering bird survey as well as a breeding bird survey will also help to ascertain which areas specifically birds are using.
- 2.3 The costs for the delivery of this project are as follows:

|  |            |
|--|------------|
| Preliminary ecological appraisal         | £3,886.24  |
| Indicative price breeding birds surveys  | £6,868.12  |
| Indicative price wintering birds surveys | £6,868.12  |
| Total                                    | £17,622.48 |

## 3.0 Conclusion

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- 3.1 The application meets the criteria for LCP funding. A copy of the original LCP budget application can be made available on request.



**Report Contact(s)**

Shirley Melville

Community Manager, City of Dunfermline

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## City of Dunfermline Area Committee Work Programme

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**Report by:** Eileen Rowand, Executive Director (Finance and Corporate Services)

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**Wards Affected:** All

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### Purpose

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

### Recommendation(s)

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

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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None required for this paper.

### Consultation

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

## **1.0 Background**

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- 1.1 Each Area Committee operates a work programme 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 work programme 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**

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- 2.1 The current work programme is included as Appendix 1 and should be reviewed by the Committee to help inform scrutiny activity.

### **List of Appendices**

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1. City of Dunfermline Area Committee Forward Work Programme

### **Report Contact**

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Committee Services Manager  
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Email- [helena.couperwhite@fife.gov.uk](mailto:helena.couperwhite@fife.gov.uk)

| <b>City of Dunfermline Area Committee of 6 February 2024</b>         |                   |                                   |                 |
|--|-------------------|-----------------------------------|-----------------|
| <b>Title</b>   | <b>Service(s)</b> | <b>Contact(s)</b>                 | <b>Comments</b> |
| Settlement Trust Annual Update 2021/22                               |                   | Shirley Melville                  |                 |
| Area Capital Update Report 2022/23                                   |                   | Shirley Melville                  |                 |
| Common Good Annual Report 2022/23                                    |                   | Shirley Melville, Eleanor Hodgson |                 |
| Settlement Trust Annual Update 2022/23                               |                   | Shirley Melville                  |                 |
| Criminal Justice Community Payback Annual Performance Report 2022/23 |                   | Joan Gallo                        |                 |
| Area Roads Programme 2024/25   |                   | Paul Hocking                      |                 |
| Local Economic Profile 2022  |                   | Peter Corbett                     |                 |
| Health and Social Care Locality Planning 6 Monthly Update            |                   | Jacque Stringer-fc                |                 |
| Devolved Parking Budget Update                                       |                   | Shirley Melville                  |                 |

| <b>City of Dunfermline Area Committee of 23 April 2024</b>                    |                   |                              |  |
|---|-------------------|------------------------------|--|
| <b>Title</b>  | <b>Service(s)</b> | <b>Contact(s)</b>            | <b>Comments</b>  |
| Dunfermline City Centre Update  |                   | Shirley Melville, Sunil Varu |  |
| Health and Social Care Dunfermline Locality Planning Update                   |                   | Jacque Stringer-fc           |  |
| OBJECTIONS TO PROPOSED MANDATORY CYCLE LANE - B916 ABERDOUR ROAD, DUNFERMLINE |                   | Allan Maclean                | Defer consideration from 24/10/23 allow for further community consultation and for officers to provide the committee with a range of options |
| Community Development Work  |                   | Shirley Melville             |  |

| <b>City of Dunfermline Area Committee of 18 June 2024</b>          |                   |                   |                 |
|--|-------------------|-------------------|-----------------|
| <b>Title</b>   | <b>Service(s)</b> | <b>Contact(s)</b> | <b>Comments</b> |
| Safer Communities Annual Performance Report 2023/24                |                   | Liz Watson-SC     |                 |
| Police Scotland Annual Performance Report 2023/24                  |                   |                   |                 |
| Scottish Fire and Rescue Service Annual Performance Report 2023/24 |                   |                   |                 |
| School Attainment and Achievement 2023/24                          |                   | Deborah Davidson  |                 |

| <b>Unallocated</b>   |                   |                         |                 |
|--|-------------------|-------------------------|-----------------|
| <b>Title</b>   | <b>Service(s)</b> | <b>Contact(s)</b>       | <b>Comments</b> |
| Playspace Categorisation Update  |                   | Kevin Okane             |                 |
| Update of Maintenance of Trees in Dunfermline                                      |                   | Sara Wilson             |                 |
| Update on Flood Issues in Dunfermline  |                   | Rick Haynes             |                 |
| Relocation of Woodmill and St Columbas High Schools - Impact on the local economy. |                   | Gordon Mole             |                 |
| School support for cost of living impact on families                               |                   | Zoe Thomson, Sarah Else |                 |