

Wednesday, 15 May, 2024 - 9.30 a.m.

AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** - Minute of special meeting of Levenmouth Area Committee of 23 April 2024. 4 - 5
4. **THROUGH THE GEARS - UPDATE ON PROJECT AND VIDEO PRESENTATION** – Report by the Head of Communities and Corporate Development
5. **DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE - ANNUAL REVIEW 2023-24** – Report by the Head of Environment & Building Services 6 - 9
6. **ON FIFE LEVENMOUTH ACTIVITY UPDATE** –Report by the Director of Creative Development and Delivery 10 - 16
7. **LEVENMOUTH AREA COMMUNITY LEARNING AND DEVELOPMENT ACTION PLAN TO MARCH 2024** – Report by the Head of Communities and Neighbourhoods Service 17 - 24
8. **LEVENMOUTH RECONNECTED PROGRAMME - PURCHASE OF ACCOMMODATION UNITS KIRKLAND YARD LEVEN** – Report by the Head of Communities and Neighbourhoods Service 25 - 87
9. **SUPPORTING THE LEVENMOUTH PLAN – NATIONAL LOTTERY HERITAGE FUNDING (NLHF) MATCH FUNDING – GREEN SKILLS** – Report by the Head of Communities and Neighbourhoods Service 88 - 91
10. **SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – HOLIDAY ACTIVITIES FUNDING - ANTI-POVERTY** – Report by the Head of Communities and Neighbourhoods Service 92 - 95
11. **COZY KINGDOM - LEVENMOUTH FUEL POVERTY APPROACH 2024/25 PROVISION** – Report by the Head of Communities and Neighbourhoods Service 96 - 111
12. **SUPPORTING THE LEVENMOUTH LOCAL PLAN - CONFIRMATION OF COMMUNITY RECOVERY FUND (CRF) FUNDING COMBINED REPORT** – Report by the Head of Communities and Neighbourhoods Service 112 - 137
13. **LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME** – Report by the Executive Director, Finance and Corporate Services 138 - 143

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.

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8 May, 2024

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BLENDED MEETING NOTICE

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

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

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

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

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

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

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

**THE FIFE COUNCIL – SPECIAL MEETING OF LEVENMOUTH AREA COMMITTEE –
REMOTE MEETING**

23 April, 2024

11.30 am – 12.00 noon

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

ATTENDING: Derek Beveridge, Lead Consultant, Bus Networks and Stations, Phil Clarke, Lead Consultant, Levenmouth Reconnect Programme, Tony McRae, Service Manager, Passenger Transport Service, Roads and Transportation Services; David Paterson, Community Manager (Levenmouth Area), Communities and Neighbourhoods Service; Craig Smith, Communications Advisor, Communities and Engagement Service; Kerry Elliott and Michelle Hyslop, Committee Officers, Legal and Democratic Services.

132. DECLARATIONS OF INTEREST

Decision

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

133. MINUTE

The committee considered the minute of the Levenmouth Area Committee of 20 March 2024.

Decision

The committee agreed to approve the minute.

134. LEVENMOUTH RECONNECTED PROGRAMME - BUS SERVICE IMPROVEMENTS

The committee considered a report by the Head of Roads and Transportation Services seeking approval of a grant of up to £1,747,046 from the Levenmouth Reconnected Programme Large Grant Fund, to fund the delivery of new bus services in Levenmouth.

Decision

The committee approved a total grant of up to £1,747,046 from the Levenmouth Reconnected Programme Large Grant Fund to deliver new bus services detailed within Option 1a of the report and shown in para 2.6 and Appendix 1.

135. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services, relating to the future work programme of the Levenmouth Area Committee.

Decision

The committee:-

- (1) noted the content of the Levenmouth Area Committee forward work programme; and
- (2) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the Committee.

15 May 2024

Agenda Item No.5

Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review 2023-24

Report by: John Rodigan, Head of Service (Environment and Building Services)

Wards Affected: 21 and 22

Purpose

The purpose of this report is to inform committee of the performance of the Grounds Maintenance and Domestic Waste and Street Cleansing Services in 2023-24

Recommendation(s)

It is recommended that committee consider:-

- (1) the continuing improved performance in grounds maintenance, domestic waste collection and street cleansing services in 2023; and
- (2) the plans to deliver local priorities and help communities shape their environment.

Resource Implications

There are no additional resource implications arising from this report.

Legal & Risk Implications

The Environmental Protection Act 1990 imposes a duty on Fife Council to keep public roads and relevant land clear of litter and refuse so far as is practicable.

There are no new legal & risk implications arising from this report.

Impact Assessment

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

Consultation

No consultations are required in connection with this report.

1.0 Domestic Waste and Street Cleansing Performance

Domestic Waste

- 1.1 Consistent levels of service provision remained a challenge for domestic waste collection in 2023-24. Despite coming out of Covid, staff absence remained high, and a shortage of qualified HGV drivers caused disruption to the service in some areas.
- 1.2 Supply chain issues that previously affected sourcing specialist spare parts have eased allowing vehicle repair times to improve.
- 1.3 The procurement and deployment of new vehicles as part of the fleet replacement programme will hopefully continue to improve serviceability and reliability of the fleet.
- 1.4 The new free bulky uplift service has been in place since April 2023. There has been a fourfold increase in demand since this service was introduced.

Street Cleansing

- 1.5 The street cleansing division are slowly recovering the legacy backlog of weeds on streets. Teams are reacting to Ward priorities and although resource limitations prevent the delivery of a consistent standard across all areas, there is evidence of improvement in many localities.
- 1.6 Street Cleansing working with Business Technology solutions have introduced a new digital asset management system. This will enable accurate data recording and more efficient work scheduling along with performance management.
- 1.7 The Environmental Training Academy continues to train young people for jobs in street cleansing and this is now an important recruitment avenue for the Service and is resulting in permanent jobs for the long term unemployed.
- 1.8 The dedicated verge cleaning teams created in 2021 are making a material difference to the environment. Their work is highly visible, and feedback has been very positive. Roadside verges and reservations that have never been cleaned, are now on routine schedules, and will be regularly attended.
- 1.9 Likewise the teams dedicated to the removal of fly tipping have been making a strong impact, ensuring that reported rubbish is lifted at the very earliest to avoid blighting the environment.
- 1.10 Additional resources continue to be deployed to tourist hotspots to mitigate visitor impacts over the summer months and this includes weekend working as required.

2.0 Domestic Waste and Street Cleansing - Future Developments

- 2.1 The single shift managing change project is ongoing for Domestic Waste and a complete route redesign is underway, as is the procurement exercise for 13 new refuse collection vehicles. The new working pattern is programmed to start in October 2024.
- 2.2 The creation of dedicated teams working in partnership with the Housing Service to address priority areas in Council housing estates, has been a success. This model will be extended in 2023/24.

- 2.3 Street cleansing specifications and schedules will be shared and discussed with Area Committees as part of the Council's decentralisation agenda. Area Committee's will be able to influence works in their communities, recognising the impacts and opportunity cost of resource deployment choices.

3.0 Grounds Maintenance Performance

- 3.1 The core Service Level Agreement specification is being met in most areas, although the challenge of inclement weather over the late summer months disrupted the grass cutting and weed management operations. Limitations in the supply chain for machinery spare parts has at times restricted the deployment of specialist machinery and limited performance.
- 3.2 Local teams continue to provide positive support to Elected Members through reactive and ad-hoc work requests enabling delivery of local priorities.
- 3.3 Letham Glen Centenary celebration in 2025 has focused attention on the condition of the park as a popular local attraction. A programme of improvement works has been developed with stakeholders to ensure the park is presented in an attractive condition.
- 3.4 Building on the success of the Housing Estate Improvement work in 22-23, the Grounds Maintenance Service in partnership with the Housing Service we have resourced a dedicated team delivering a programme of environmental improvement works on Housing owned land.
- 3.5 The employment and retention of seasonal staff remains a challenge during the peak period of Grounds Maintenance activities. The Service continues to work with partner agencies such as Rural Skills Scotland and Fife Council's Employability Team to provide work placement opportunities for short term and longer term unemployed.
- 3.6 There is an aspiration to minimise the use of herbicides as part of any integrated weed management approach. The reduction in herbicide application and improved growing conditions for weeds will remain a perennial management challenge. The Service continues to monitor the development of new alternatives to replace the more traditional control measures employed. Dialogue with communities will assist in delivering local plans that consider an appropriate range of weed management criteria and a level of vegetation acceptable within a geographical space.

4.0 Grounds Maintenance - Future Developments

- 4.1 The Service is committed to the implementation of a formal process of recording grounds maintenance activity standards in partnership with the Association of Public Service Excellence (APSE). The Land Audit Management System (LAMS) will assist in monitoring and benchmarking service performance both at a local level and across external organisations.
- 4.2 A review of the Services' back-office management systems concludes that the current approach is fragmented and does not facilitate the Services move to a digital platform. Investment in a single host system will provide efficiencies through the digital scheduling of work activity and data capture.

- 4.3 A decision to bring forward £350,000 Capital investment in the GMS fleet of grass cutting equipment shall provide greater business continuity and increased performance outputs.
- 4.4 Grounds maintenance specifications and schedules will be shared and discussed with Area Committees as part of the Council's decentralisation agenda. Area Committee's will be able to influence works in their communities, recognising the impacts and opportunity cost of resource deployment choices.
- 4.5 A new 'place making' approach to the management of greenspace is being developed. The Council recognises that officers responsible for greenspace design decisions across the Council should be working much more closely with the Grounds Maintenance Service and a new operating model is being explored.

5.0 Conclusions

- 5.1 Service operating models continue to evolve in both Grounds Maintenance and Domestic Waste and Street Cleansing functions. The aim is to ensure the most effective use of resources to maintain consistent levels of service and address area priorities on a ward-by-ward basis.
- 5.2. Future developments such as digital system implementations and organisational redesign are all part of the modernisation process. Smarter, more joined up and efficient ways of working, with the latest technological support will give these services the best chance of improving local environments with limited resource envelopes.

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15 May 2024

Agenda Item No. 6

OnFife Update

Report by: Michelle Sweeney, Director of Creative Development and Delivery

Wards Affected: Wards 21& 22

Purpose

The purpose of this report is to provide an update to the Levenmouth 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)

It is recommended that the Wards 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 North East Fife, expand the return on investment of the public pound and contribute to the Community Wellbeing agenda.

Resource Implications

There are no resource implications.

Legal & Risk Implications

There are no Legal & Risk implications.

Impact Assessment

There are no legal or risk implications.

Consultation

N/A

1.0 Background

- 1.1 Fife Cultural Trust (the Company), established by Fife Council on 1st 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 Our aim is to assist in the provision of cultural facilities and activities with the object of improving quality of life via the provision of accessible and affordable opportunities for all members of the public in Fife, allowing them to participate in cultural activities and access the cultural facilities.

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, the impact of Brexit on the supply chain for major capital investment projects such as the Adam Smith Theatre refurbishment, the war in Ukraine and the associated energy and cost of living crisis.
- 1.5 In terms of customer engagement, our primary focus is retaining existing customers and increasing their frequency of attendance at 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**.

Our Service Offer

- 1.6 Our Creative Services consist of the following four highly collaborative teams: Creative Development; Customer Engagement; Community Events & Programme; Cultural Heritage & Wellbeing, who 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, events and project management and volunteer co-ordination. Additionally, we are well versed in brand development and awareness and the importance of public relations (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.

2.0 Achievement and Performance

- 2.1 Our services are designed to support 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.
- 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 increased collaboration of service delivery to achieve a greater return on investment of the public pound.
- 2.3 **Within the Levenmouth area, we have four libraries including Buckhaven, Kennoway and Fife Council's Methil and Leven libraries.** These spaces offer safe, warm places in which to access books and computers along with a range of activities from reading groups and the ever popular Bookbugs. We manage **Methil Heritage Centre and Buckhaven Museum.**

Our **Young People and Families Team** have delivered a range of services across libraries including Bookbug sessions and events for Bookbug week attracting 77 people; Lego Club activities attracting 33 and craft activities with 10 participants.

Thriving Places

- 2.4 Despite continuing challenging conditions as we emerged from the pandemic, our teams achieved tremendous results during 2022/23, contributing to the quality of life of those living, working and visiting Fife through imaginative creative support, events and online digital activities. Successes included exhibitions, dementia-friendly projects, the reopening of Adam Smith Theatre, the welcome return of panto and summer holiday provision.
- 2.5 Open throughout the week, our libraries offer popular spaces which are used by young and old to borrow books, join a reading group or just have a quiet space to read the newspapers and access the computers.

- 2.6 We are working towards reopening of Methil Heritage Centre in 2024 as part of our Relevance Levenmouth engagement project, funded by Levenmouth Area Committee.
- 2.7 The Community Learning & Development team in Levenmouth have borrowed our community cinema equipment in order to host film screenings for local people at Buckhaven Community Centre.

Opportunities for All

- 2.8 Leven, Buckhaven and Kennoway Libraries are part of Fife Council's **Warm Spaces** initiative offering free hot drinks, board games, jigsaw puzzles to welcome everyone but in particular those facing challenges from the cost of living crisis.
- 2.9 Our staff do an amazing job promoting the annual **Summer Reading Challenge**. This is a national initiative encouraging children to borrow library books and read throughout the school summer holidays and our libraries have been running craft activities to encourage further engagement. We welcomed 31 people to Cool Creatures at Buckhaven Library; these family handling events (also at Kennoway Library) introduce people to all types of creatures, from snakes to meerkats. Cool Creatures will be back at both libraries at the end of November 2023.
- 2.10 In March 2023 we launched our new **Library Management System (Spydus)** improving public access to our library services and resources and offering greater choice. We have now switched from Libby to PressReader for our magazine and newspaper provision. It's something many of our customers have asked for and we are pleased to be able to provide this new free service to library members across Fife giving **digital access to an extensive range of more than 7,000 newspapers and magazines** from more than 100 countries in 60+ languages.
- 2.11 **Leven Library** is one of three libraries where OnFife provide a **Macmillan Cancer Information** point. Staffed by volunteers, supported by a Macmillan Volunteer Coordinator and Project Officer, the Information Point provides friendly, confidential advice, a place to chat or to pick up leaflets and information about managing diagnosis and cancer-related treatments.

Community Led Services

- 2.12 With funding from Levenmouth Area Committee Community Recovery Fund, we have started our **Relevance Levenmouth** project. The proposal will deliver benefits in response to consultation work OnFife has undertaken with the CORRA Foundation and local communities across Levenmouth. The conclusion from the CORRA-led consultation in the area was that those present would welcome continued working with OnFife and other agencies to build opportunities, pilot activities and events that improve the life chances and choices of children, young people and older vulnerable adults in Levenmouth.

- 2.13 In September we appointed Rachel-Jane Morrison to the fixed term post of **Community Engagement Coordinator for Relevance Levenmouth**. Rachel-Jane has extensive experience of living and working in Levenmouth, has worked with CORRA and currently works with the Buckhind Players youth theatre group. Rachel-Jane is putting her local knowledge and work experience to good use and has begun development of a Service Delivery Map for the area, identifying existing partnerships, projects and services from which resources can be better aligned and collaboration strengthened.
- Elected members have received a Briefing report updating them on plans for reopening Methil Heritage Centre. We appointed a part-time (22 hours) fixed term Museum Assistant (from within our establishment) also in September. Unfortunately that person has secured a full-time position elsewhere and has tendered their resignation. We are starting immediately on a recruitment process to fill this post which is key to enabling us to reopen to the public, but the timescale of recruitment will mean we are unable to appoint someone before the end of 2023. This is disappointing news and a real set back given all of the work involved in getting to this point. While we will not be able to re-open this year as intended, we will be able to accommodate meetings from the **Friends of Methil Heritage** and other interested parties and will be working onsite to reschedule further engagement work from the new year.
- 2.14 At the end of September, we **hosted the LLTA** (Levenmouth Local Tourism Association) at Methil Heritage Centre for an open evening consultation on their heritage trails and other projects in Levenmouth including The Leven: River Park project with the team from Ice Cream Architecture.
- 2.15 OnFife has joined the **Levenmouth Heritage Partnership** and our staff have been contributing to ideas for the range of heritage trails being developed by local communities, led by the Project Manager LLTA. Our Community Engagement Coordinator is working with the Project Manager on the next phase of scripting and recording the audio element of these trails.
- 2.16 With funding from Creative Scotland, OnFife are participating in an international Change Network led by the US-based organisation Of/By/For All. This will equip up to 10 members of staff and Board members with skills to better engage with local communities, to understand their needs and work with them to shape service development and delivery in their areas including Levenmouth, Kirkcaldy and Lochgelly. Our Relevant: Levenmouth project and staff are part of this programme. The principles of the Of/By/For All approach will enable us to extend this method of engagement across Fife.
- 2.17 During the year, we refreshed our Library Strategy to ensure alignment with our Bring People Back Strategy. Its vision remains **Libraries are Good for Life**, reflecting the intrinsic connection between library services and community wellbeing.

Inclusive Growth & Jobs

- 2.18 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**. We recruited three

posts to work on relevance-based community work in Levenmouth: two Community Engagement Coordinator posts (one funded by Creative Scotland, the other funded by Levenmouth Area Community CRF) and a Museum Assistant based at Methil Heritage Centre.

- 2.19 We recruited volunteers to assist with delivering our Warm Spaces offer at St Andrews Library and will be developing volunteer opportunities to deliver our Macmillan Cancer Information mini-pop ups and our Relevance Levenmouth project.
- 2.20 Our Macmillan Project Officer and Project Coordinator recruited a team of volunteers to support our Macmillan Cancer Information and Support Centres at three OnFife Libraries including Leven; pop-up Information Points at Victoria Hospital (Kirkcaldy) and Queen Margaret Hospital (Dunfermline) and mini-pop ups to be established including Cupar, St Andrews, St Monans and Ladybank.
- 2.21 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. As such, we commissioned an external sponsorship agency to audit our assets and help create a framework for attracting sponsorship for our events and activities. In time, we will be looking for opportunities to engage with sponsors to support events and performances as well as smaller events within our library spaces.

3.0 Future Challenges & Plans

- 3.1 The year ahead continues to be extremely challenging for the cultural sector as a whole, with no end in sight for the ongoing war in Ukraine, the related fuel and cost of living crisis and the additional impact of Brexit in the UK. Local authority budgets have been challenging and the sector has waved goodbye to many longstanding cultural venues, while several library closures have been announced across Scotland. These are trends that are likely to continue and we are working hard to sustain our services, ensuring alignment with the Plan for Fife and driving a shared approach to joined-up cultural service delivery across Fife's public sector.
- 3.2 The pandemic has had a monumental impact on the mental wellbeing of the population and, 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, we will develop and deliver our new approach for wellbeing. This is designed to work closely with Fife's local area teams, NHS Fife and Fife Health & Social Care. As budgets for 2024/25 are clarified, we will undertake a wider review of Service provision, utilising a raft of data inclusive of feedback, footfall, intelligence from our new Library Management System, PatronBase, which is the ticketing software platform we use to manage and run events and our Relevance Work in communities.

- 3.3 Ever mindful of the diminishing public purse, we are developing a new approach to sponsorship which will see us diversify our income stream by making the most of our assets.
- 3.4 We will actively recruit and appoint a Museum Assistant with the aim to reopen Methil Heritage Centre thereafter.
- 3.5 We will continue our Relevance: Levenmouth work, mapping local services, establishing new partnerships and contacts and pilot testing community-led services across Levenmouth. This will include activities at our existing locations: Methil Heritage Centre, Buckhaven Library & Museum and Kennoway Library.
- 3.6 We will have identified communities of interest we will work with through the Of/By/For All Change Network and will start to practice using some of the tools available through this programme to change how we engage with communities in Levenmouth, Lochgelly and Kirkcaldy.
- 3.7 We will build on our 2022 work with Leven Programme and Levenmouth Academy exploring opportunities to further the previous work done as part of the Creative Carbon Scotland funded Climate Beacon for Fife.
- 3.8 We will review our Macmillan Cancer Information Point service across Fife to ensure people are receiving the best possible support and information service.
- 3.9 We will have the results of OnFife's first Customer Satisfaction Survey from across our venues and service areas together with feedback from the Scottish Library & Information Council (SLIC) National Public Library Survey that will give us information about how customers use and regard our library services.

4.0 Conclusions

- 4.1 This report sets out an overview of the OnFife services and activities in 2022/23 in the Levenmouth 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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15 May 2024

Agenda Item No. 7

Levenmouth Area Community Learning and Development Action Plan to March 2024.

Report by: Paul Vaughan Head of Communities and Neighbourhoods

Wards Affected: 21 & 22

Purpose

This report is to update on the outcome of the Levenmouth Area Community Learning and Development Action Plan 2021-2024. The report provides RAG (Red/Amber/Green) status indicators for area actions linked to the Fife Community Plan Themes – Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services. The Fife Community Learning & Development Plan and associated 7 Area Community Learning and Development Plans were subject to a HMI progress visit December 2024.

Recommendation(s)

Members are asked to:

- (1) note local area progress on delivering effective community learning and development outcomes for the Levenmouth community;
- (2) Note the active integration of wide range of welfare support embedded within the actions undertaken; and
- (3) Note that the requirement to publish a Fife Community Learning and Development Plan for the next 3 years (2024-2027) by September 2024.

Resource Implications

None

Legal & Risk Implications

There are no specific legal or risk implications for Fife Council inherent in this report. All work will be risk assessed within standard operating guidelines.

Impact Assessment

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

Consultation

The Levenmouth Area Community Learning and Development Action Plan operates within a framework of partnership and collaboration. Partners at local and Fife-wide level contribute to the ambitions, outcomes and local actions. Whilst the impact of Covid disrupted the level and depth of consultation during 2021/2, the future plan and subsequent actions plans will have an expected increase in the level of local engagement and organisational input.

1.0 Background

- 1.1 There is a requirement for the outcomes of the Levenmouth Area CLD Action Plan to be brought to the Area Committee.
- 1.2 This requirement sits alongside the requirement for the Fife CLD Plan outcomes to be reported to the Communities & Wellbeing Partnership for scrutiny. This was last undertaken in March 2024.
- 1.3 The Fife CLD Plan and area action plans were part of a national progress regime undertaken by HMI to gather insight on the progress being made across Scotland by CLP Partnerships in delivering their statutory obligations.
- 1.4 The Fife visit took place during December 2023.

The published report can be found here:

[Fife Council Community Learning and Development Progress Visit Report 13/02/24 \(education.gov.scot\)](https://www.education.gov.scot/Information/Community-Learning-and-Development/CLD-Plans/CLD-Plans-Progress-Reports/CLD-Plans-Progress-Visit-Report-13-02-24)

- 1.5 A national review of CLD is being undertaken and the findings will influence and impact on the future scope and potential refresh of statutory guidance as a result. The timescale for this is 2025.

2.0 Levenmouth CLD Action Plan

- 2.1 The Levenmouth CLD Action Plan was published October 2021.
- 2.2 The published plan can be found using this link:
[Local-CLD-Plan-Levenmouth-Sept-23.pdf \(fife.gov.uk\)](https://www.fife.gov.uk/Information/Community-Learning-and-Development/CLD-Plans/CLD-Plans-Action-Plans/CLD-Plans-Action-Plan-2021-23)

3.0 RAG Status of CLD Action Plan

- 3.1 The Levenmouth Area CLD Plan is monitored using a RAG (Red, Amber, Green) status. In addition, actions which have changed or have had no progress are also noted and the potential impact assessed.
- 3.2 The RAG status is important as it provides an indication of how our work is progressing, contributing to our ambitions, and impacting on the life chances of those affected by long term poverty.
- 3.3 CLD staff update their RAG assessment quarterly based on their workplan which follows the Fife CLP themes.
- 3.4 The RAG status helps us determine along with our evaluations, data reviews if we are making progress in the direction and pace required.
- 3.5 Green status actions are those which are achieving as we planned, no resource issues and where progress is being made to reach those who would benefit most.
- 3.6 Green Status projects and Actions for the area at March 2024 are summarised below:

Opportunities for All	84 separate projects which are either completed or active.
Thriving Places	20 separate projects which are either completed or active.
Inclusive Growth & Jobs	10 separate projects which are either completed or active.
Community Led Services	5 separate projects which are either completed or active.

There are **119** green projects which are either completed or currently active across the 4 community planning themes and have been assessed as making a positive impact.

- 3.7 Amber Status projects and Actions for the area at March 2024 are summarised below:

Opportunities for All	62 separate projects which are active and where progress is being made but careful consideration is being taken to how we might increase the impact, sustain delivery.
Thriving Places	6 separate projects which are active and where progress is being made but careful consideration is being taken to how we might increase the impact, sustain delivery.
Inclusive Growth & Jobs	5 separate projects which are active and where progress is being made but careful consideration is

being taken to how we might increase the impact, sustain delivery.

Community Led Services

7 separate projects which are active and where progress is being made but careful consideration is being taken to how we might increase the impact, sustain delivery.

- 3.8 There are **80** amber projects which are currently active across the 4 community planning themes and have been assessed as making a positive impact but require careful consideration to how we might increase the impact, sustain delivery.
- 3.9 Green an Amber status CLD delivery (**199 separate actions**) we have assessed as contributing to our shared achievements and impacting positively on community wealth making and reducing the impact of poverty and underpinning our regeneration efforts.
- 3.10 We also recognise that there are circumstances when our plans don't go in the direction anticipated or there are barriers which have impacted significantly, resources, staffing, competing priorities can all have an impact. When this happens, we assess the impact as Red, and note the disruption and see what can be done to move its status from red to amber or better. We also recognise that a consistently red action may better be removed, or its need re-assessed to determine whether its affective and efficient to continue.

3.11 Red Status projects and Actions for the area at March 2024 are summarised below:

Opportunities for All

11 separate projects or actions which are considered as having significant barriers requiring targeted action or further evaluation.

Thriving Places

5 separate projects or actions which are considered as having significant barriers requiring targeted action or further evaluation.

Inclusive Growth & Jobs

3 separate projects or actions which are considered as having significant barriers requiring targeted action or further evaluation.

Community Led Services

5 separate projects or actions which are considered as having significant barriers requiring targeted action or further evaluation.

- 3.12 There are **24** projects considered separate projects or actions across the 4 community planning themes which are considered as having significant barriers requiring targeted action or further evaluation.
- 3.13 Overall, there are **199** positive actions and projects which are contributing to improving life chances and shaping our ambition to reduce poverty, deliver regeneration and raise opportunities for those who would benefit most.

4.0 Examples

- 4.1 Provided below are a few examples of the work undertaken during the timescale of the plan. The purpose being to show the how CLD work can support engagement, intervention and have an impact. Whilst the examples detail individual work, it is important to recognise that the interconnections and cumulative effect contributes to increasing capacity, resilience and learning at individual and organisation level.
- 4.2 **Volunteering** – The CLD team and partners support volunteering. This activity provides direct opportunities for individuals to gain experience, share skills and contribute to their local community. Within our CLD section there are currently 35 volunteers contributing to service delivery across the Levenmouth area. Volunteers have an agreed voluntary plan, regular support and contributed to 5,000 hours of time. A volunteer celebration event is scheduled for February each year where contributions are recognised. The volunteering programme which is implemented has the CLD Standards Council approval and has been awarded Investing in Volunteering certification.
- 4.3 Volunteering also is supported through Fife Voluntary Action, Corra Foundation and through the many small to medium organisations who contribute to community life in Levenmouth. Individuals are active in many ways and are managing, delivering, and creating opportunities for learning and physical activity often informally but also through recognised programmes.
- 4.4 Our direct experience and feedback form those involved tells us that volunteers are enjoying their experience, it provides a structure opportunity to contribute to their community and for a small but significant number it provides work experience, reduces isolation contributes to well-being in a variety of ways.
- 4.5 Projects currently supported are Community Cinema, Peoples Pantry; Cook & Share, Pump Track, STEM activity, Cooking for Life.
- 4.6 Our next phase of supporting volunteering will be to increase the opportunities for young people aged 14yrs and over.
- 4.7 **Pump Track, Kennoway** – the Pump Track has been established at Sandybrae Centre, Kennoway. It provides an outdoor track for cycle skills, competition, and fun. The track has hosted local and national events and is an example how local funding and external funding can create a local facility meeting local need whilst creating a destination opportunity for visitors from surround areas and from across Scotland
- 4.8 The track is supported by volunteers, delivering skills activities and training, such as bike maintenance, bike handling skills and teamwork.
- 4.9 A local sub-committee has been formed and are active in managing and creating opportunities at the track. This includes funding, general upkeep and liaising to bring events to the rack to promote the sport and raise the profile of the area.
- 4.10 Bikes are available at the park for use, there are adaptive bikes for those with disability, and younger children can be found using scooters and trikes.

- 4.11 The track has brought a positive contribution to the physical and social fabric of the village. Children and young people are active, aspirations and opportunities have been opened through competitions and events.
- 4.12 The next phase will be to promote cycling widely and support the development and use of active travel through cycling for all ages and stages.
- 4.13 **Science Technology Engineering & Maths (STEM)** – the delivery of learning through STEM activity has been growing throughout the duration of the CLD plan. From individual Goblin Car building on an ad hoc basis to a structured programme based at Methil Centre, having created a STEM learning suite in the basement of the centre.
- 4.14 A structured learning programme is delivered for children at primary school age, promoting STEM and actively raising the interest, awareness and understanding of how science, technology and engineering are present in the local community and how they could get involved in the future.
- 4.15 Through the programme we can support primary school learning and for the first time Aberhill Primary have been able to facilitate children taking part. This is a positive intervention and the benefits for those children taking part should be equally beneficial.
- 4.16 The programme in its current form supports primary school STEM activity. The ambition is to extend the programme to involve secondary school aged pupils, thus also providing a continued learning journey through the transition from primary to secondary. This would require investment in equipment.
- 4.17 Our next phase is to consolidate STEM through our youth work offer to schools and explore how family learning might be included in the future.
- 4.18 The programme is delivered through direct staffing and volunteering, and there is interest from Harland & Wolfe in the supporting the programme, apprentices have previously been involved in peer learning with participants on the Goblin projects.
- 4.19 **Community Cinema** – a community cinema group has been established and have piloted several cinema events, including supporting an outdoor cinema event at Savoy Park, summer 2023. The films are shown at Buckhaven Community Centre and the development is supported by the Centre's management committee and centre staff.
- 4.20 Volunteers have hosted, promoted, and managed their cinema events to provide opportunities for all ages to take part. The support from the community has been significant with most seats being booked in advance.
- 4.21 The development has shown how local people can create sustainable activity, engaging and involving the local community, and provide a low-cost experience for families on their door-step.
- 4.22 The next phase for the group is to purchase their own equipment and continue to offer events locally. There may be opportunity to visit other areas in the Levenmouth area through collaboration and networking with interested parties.

- 4.23 **Unexpected Garden, Leven Centre** – the garden was established to demonstrate how public space can be transformed into a growing space. The physical creation was completed through an external project and is now part of the “foot-print” for the Leven Centre.
- 4.24 The garden provides an opportunity to experience growing from seed to plate, encourages wider appreciation of environmental concerns and offers a safe space to meet and build friendships and network. A small work area has been established and there is an integral “performance stage” built into the design for small scale activity.
- 4.24 There are open links with the neighbouring primary school, volunteering opportunities and collaboration with other food projects within the Centre Leven, such as the Peoples Pantry and Hame from Hame.
- 4.25 The next phase is to continue to explore how other programme ideas can be integrated and how all age learning can be promoted. The area was used as an winter festival area during 2023, this could be explored further. Opportunities to replicate at other public spaces could be considered now that a positive model has been created to showcase the potential.
- 4.26 **Lifeskills – Cooking4Life, One Pot Cooking** – learning to cook is something we have been supporting throughout the CLD plan duration. We aim to increase awareness, skills and reduce the reliance of pre-packed food.
- 4.27 Cooking for life is a children’s programme where cooking skills are taught over a 10 week programme, culminating in a shared meal with invited family at the end of the block. The programme is based at Buckhaven Centre and makes use of the community kitchen.
- 4.28 An evaluation was completed recently for the programme and feedback has shown young people do retain and use the skills learned. That young people are better prepared to “fend for themselves” when situation arises.
- 4.29 Accessing the CTH community kitchen in Leven we have delivered two One Pot Cooking skills courses for adults. These have been well received and participants have found the peer support, skills gained and awareness of what can be created at home extremely useful.
- 4.30 Cooking for Life and the One Pot Cooking will continue to feature in our learning offer for children and adults. The purpose being not to provide food directly but to increase the ability for self-reliance and enjoyment.
- 4.31 Next phase will be to continue to collaborate with CTH community kitchen to set a programme of learning supported by CLD in place.
- 4.32 **Youth Work – schools offer** – CLD offer a range of school collaborations at primary and secondary levels. The use of the outdoor learning locally and at Lochore meadows feature highly in the delivery of work. Our programme of Natural Connections works effectively and provides a framework to deliver learning outdoors.
- 4.33 The referrals and participants involved in the programmes are those who benefit from additional out of class support. This could be behavioural, confidence or those who benefit from extra support during primary/secondary school transition.

- 4.34 The CLD team are actively supporting attendance initiatives and there are small scale projects which are contributing to building how attendance at school can be supported for those at risk of disengaging further.
- 4.35 The next phase of this work will be to review and identify how transitions can be supported more effectively. Opportunities to explore youth literacies would be welcome and how this might be offered in a community setting.

5.0 Conclusions

- 5.1 Positive progress is being made to deliver CLD outcomes for the communities in Levenmouth. Delivery is a blend of direct core service delivery of youth work, adult learning, and capacity building alongside valuable partnerships with community organisations, agencies, and other Council Services.
- 5.2 The future action plan will develop a greater emphasis on “smarter” outcomes and actions and increasing consultation, engagement proportionally to meet the needs of those who would benefit most.
- 5.3 The reporting requirements will be clearer and consistent for all the areas in Fife. This will include how data is used effectively to report progress, comparison, and support learning across all partners. The development and use of Cognisoft to collect and report progress at area level will be further enhanced and implemented.

6.0 Links

A link to the Fife CLD Plan can be found here: [Community Learning and Development Plan 2021-24 \(Sept 21\)](#)

Update in December 2022 a summary of general progress and includes the seven area action plans. [Community Learning and Development Plan 2021-24 \(updated Dec 22\)](#)

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15 May 2024

Agenda Item No. 8

Levenmouth Reconnected Programme - Purchase of Accommodation Units Kirkland Yard Leven

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

Wards Affected: 21 & 22

Purpose

The purpose of this report is to seek agreement from the Levenmouth Area Committee to approve a contribution from the Levenmouth Reconnected Programme towards the purchase of the Network Rail accommodation units at Kirkland Yard Leven, via an accelerated grant award. The amount of contribution requested is £30,000.

Recommendation(s)

The Committee is asked to agree:

- A contribution of £30,000 towards the total purchase cost of £89,500 for the accommodation units at Kirkland Yard Leven, via an accelerated grant approval from the Levenmouth Reconnected Programme.

Resource Implications

The overall cost of purchasing the accommodation units and associated infrastructure is £89,500. £59,500 will come from the Levenmouth Community Recovery Fund (CRF) (this funding was agreed at the January 2024 LAC meeting) and the remaining £30,000 is sought from the Levenmouth Reconnected Programme Grant.

Additional funding of £9500 was subsequently agreed with members after the committee decision in January when the seller of the compound advised that two key assets, a separate security cabin and a communications board, could not be rolled into the originally agreed £80,000 cost, due to separate ownership arrangements for these items becoming apparent after the fact.

It was noted at the committee meeting that a separate application would be made to the Levenmouth Reconnected Programme (LRP), for a contribution of £30,000 towards the overall cost, however members were being asked to sanction the full asking price at the January committee to allow time limited negotiations to proceed immediately.

A proposal was subsequently brought to the LRP Oversight Group to contribute £30,000 to the purchase via an accelerated grant, and it is their decision to support the release of these funds that the committee is being asked to sanction today.

Legal & Risk Implications

Planning – Members should note that planning approval would be required to secure the long-term future of the accommodation units on the Kirkland Yard site. Clearly this is a risk element to the proposal, as it would not be possible to secure planning approval within the timescale available for a decision to purchase to be made.

Revenue Implications – The report will advise on several potential mitigations that FHR will be able to use to offset ongoing revenue costs for the asset. However, it can be advised that there are no revenue implications for Fife Council, because the facility will be owned, maintained and managed by FHR.

Subsidy Control Act Implications – it can be confirmed that while the provision of funding to FHR would constitute a subsidy under the current act, on the basis that it is funding that will be provided to an organisation that would be involved in a degree of economic activity, this offer does not contravene the act. The approach has been assessed as appropriate to allow the delivery of a local public policy objective. Also, this funding offer and other support provided to FHR in the last 3 years would not exceed the de minimis threshold noted in the act.

Sustainability of Approach – FHR has a long record of local activity and service delivery since the early 1990's and has shown itself more than capable of sourcing funding and maintaining a strong volunteers base. There is confidence that this experience will provide a robust framework for FHR to take on and develop the new facility.

To ensure that the aims and objectives of providing a community hub facility are maintained for the long term, the offer letter for this funding will be drafted through our legal services team with appropriate clawback terms.

Impact Assessment

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

The proposal does however seek to provide the means to improve the accessibility and convenience of all users, regardless of ability, wishing to use the river area for exercise and enjoyment.

Consultation

This proposal is bound up with the consultative approaches for the River Leven Programme and River Parks Project, Tourism Action Plan for Levenmouth, Active Travel consultation, including the [Behaviour Change](#) work supported by Sustrans, and the current business planning arrangements relevant to Fife Heritage Railway.

Fife Council Financial Services, Legal Services and the Communications team have been consulted in preparing this report.

1.0 Background

- 1.1 At the January Meeting of the Levenmouth Area Committee, it was agreed to fund up to £80,000 to purchase the accommodation units and compound area, that had been used by Network Rail to house its own staff and those of numerous sub-contractors involved in the construction of the Levenmouth Rail Link. (2024 LAC 44 Para 114 refers).
- 1.2 The subjects comprise a yard compound and modular offices. The compound is accessed by a surfaced road which was relayed to a high standard at the time the units were put in place. The yard is protected by a security fence, and the compound area is partially surfaced with tarmac to provide parking for around 50 cars.
- 1.3 The property provides the following approximate floor areas:
489.98 SQM equivalent to 4274 SQFT
- 1.4 The site is not currently connected to the mains electricity grid, however there are arrangements in place for this connection to be carried out. Estimated costs for this work have been sought and we understand that the cost provided to our colleagues in Network Rail are in the region of £5000. Current power supply is drawn from onsite generators.
- 1.5 The units discharge sewage and wastewater to a large septic tank unit, which will require a maintenance regime in terms of emptying, depending on usage.
- 1.6 The units are of steel construction and have double glazed apertures that can be fully enclosed with steel shutters. The units are fully insulated – however there may be opportunities to look at further energy saving approaches in terms of external cladding which would have both economic and aesthetic benefits.
- 1.7 The accommodation is split into a large open plan office space alongside 5 meeting rooms of assorted sizes, toilet facilities and a fully functional kitchen area.
- 1.8 The units sit low in the landscape of Kirkland Yard close to the Mountfleurie area and adjacent to the Fife Heritage Railway compound. The accommodation units being discussed in this report are placed on land wholly owned by FHR.
- 1.9 Members will be aware from various briefings and an overview of the FHR project proposal plan 2021 –2025 (initially distributed to members for overview in 2021) of the desire by the FHR team to expand its offer as a tourist attraction.
- 1.10 One of the key project ambitions was the construction of an exhibition space – which at the time of initial planning – pre pandemic – was hoped to be completed by 2025. Discussion with FHR representatives confirms that the compound and accommodation units provide the space requirements to satisfy this key ambition and more. As a consequence the opportunity to purchase these units would accelerate the progress noted in the FHR proposal plan, despite the delays caused by the pandemic.
- 1.11 Members will also be aware that there has been significant consultation locally to look at the installation of community infrastructure that can support the use of the River Leven path network being delivered by the [Connectivity Project](#) , specifically for the off-road network of the river park routes.

- 1.12 A recent consultant's report on the value of a hub environment in support of the River Leven programme noted that “Community engagement, empowerment and sustainability is key to both the Leven Programme and River Parks project. As part of the development of the Masterplan, it was identified that the creation of a Community Hub structure is required, forming a core feature of the Masterplan, and acting as a focus for Leven and the surrounding communities, as well as a key attractant within the new River Park. The new community hub will be a ‘beacon’ for the Levenmouth community set within the new River Park.’ (Arc Architects report 2023) ^[OBJ]
- 1.13 The River Leven catchment runs largely through the Mid-Fife area. Historically, the catchment sustained several hundred mills and factories and was home to a proud population of miners and workers in manufacturing industries; it was the engine of Mid-Fife, with towns growing around and along it. In general, newer developments close to the river have been built in a way that does not readily connect with the river, and do not view it as an asset. Given the benefits the river area could bring to the approaches that seek to tackle ill health in Fife, this is clearly a missed opportunity.
- 1.14 The vision of the Leven Programme seeks to address a host of local environmental, economic, and social issues. Activities include creating a network of paths and sustainable travel routes, attracting, and supporting business and industry, being a dynamic hub for social enterprise, youth and education and making productive use of vacant and derelict land. The Leven Programme brings a large and mature partnership network of agencies, all of whom could utilise the hub facility to progress their work in the area. A link to the Sustainable Growth agreement that helps frame the partnership can be found [here](#).
- 1.15 It should be noted that a valuation has been carried out by Fife Council. The valuation put a commercial value on the units at £60,000. The valuer conceded that it was a difficult facility to value given the lack of comparative options on the market. The value also factored in the need to consider the need to purchase or secure lease of the land on which the units sit. The current arrangements as noted with FHR would preclude that requirement.
- 1.16 The current owners of the accommodation have suggested the price of £80,000 is the minimum they could accept given the original investment into the site which we understand to be more than £500,000.

2.0 Issues and Options

- 2.1 As noted the purchase of these units would have significant benefits for two of the key projects currently underway in the Levenmouth area at this time
- 2.2 The Fife Heritage Railway expansion proposal has a vision statement which notes that FHR aim to ‘create a top tourist destination that will look after the future of our locomotives, rolling stock and other artefacts which are of local and regional historic value.
- 2.3 The proposal also has a range of economic aims noted as
- To employ people from the local area – create jobs
 - To be financially sustainable

- To feed profits back into the business so we can continually improve the site
- Increase level of visitors to the area of Levenmouth
- Work with local partners & Visit Scotland to enhance tourism offer in area
- Build new exhibition centre to provide stability to the site
- To create apprenticeships so that skills can be passed down
- To become a household name in the region via use of social media & other marketing tools.

2.4 Alongside these economic improvements several social gains have been identified which it is felt could be significantly supported through this purchase.

- To create a space that fellow enthusiasts and visitors can enjoy alike
- Get young people interested in local history & their heritage
- Volunteer upskilling
- Combat social isolation in Levenmouth
- Preserve local and regional heritage
- Pass on specialist skills

2.5 In terms of the Leven Programme the hub's purpose would be as a vehicle for the community to benefit from the diverse opportunities for a thriving future presented by the River Park project. It would become a physical gateway for the community and visitors to engage with the park, its cultural and natural heritage.

2.6 The Hub vision is a flexible cluster including a café, meeting spaces, information, training, toilets, and other facilities. During initial discussions with local people on the idea of a hub building, a modular, net zero carbon design, utilising local circular economy strategies was proposed at an early stage of the consultation to the Leven Programme team, this aspiration can be fully realised by this opportunity to reuse the Network Rail units.

2.7 Like the FHR priorities noted above the Leven Programme's wider aims for the river park area can be directly supported through the proposed purchase, these are noted below:

- Increased numbers of people coming to the project area from near and far.
- Encourage use of space by the river and local neighbourhoods.
- Encourage a sense of local pride and ownership.
- Provide learning opportunities.
- Increased youth engagement.
- Increased activities and facilities.

- Increased standards of accessibility.
 - Encourage increased levels of volunteering.
 - Increased levels of community-based business opportunities.
- 2.8 The units could also directly support other streams of work within the Leven programme notably the Levenmouth Heritage Framework, the Behaviour Change Community Action Plan, and the Green Health Partnerships core aims.
- 2.9 Alongside the support for these key projects we also envisage that the hub could become a home for a wide range of services in the area.
- 2.10 Interest in taking space within the facility has already been secured from the likes of FCCT and the Police and potentially Green Action Trust. It is understood that agencies would be willing to pay for the flexible use of the space within the facility. These types of arrangements would underpin the longer-term sustainability of the asset alongside income generation from ad hoc use and hire by other organisations, schools etc. Alongside this hire income, we envisage a level of income through a café operation.
- 2.11 FHR already have considerable experience in running a café from their current premises, a site which also houses a warm space offer as part of the Levenmouth anti-poverty approach – it is expected this key service offer would also revert to the new hub facility.
- 2.12 As noted previously there is also a clear opportunity for training and skills development approaches that could be fulfilled at this site, and again there would be a desire to see these contributing to the coffers to ensure ongoing running costs can be met.
- 2.13 To make these service opportunities viable it is expected that FHR will seek to employ a staff member to manage the facility. FHR are currently engaged with Fife Voluntary Action, who have agreed to work with FHR to build a strong business plan.
- 2.14 The Levenmouth Reconnected Oversight Group approved a contribution of £30,000 from the Levenmouth Reconnected Large Grant Programme via an accelerated grant award. The governance for the LRP requires Levenmouth Area Committee to approve this decision.

3.0 Conclusions

- 3.1 While it is accepted there is a degree of risk around this purchase proposal it is suggested by officers that the gains for a range of projects in the Levenmouth area are potentially significant.
- 3.2 The dovetailing of the ambitions and key objectives of both the FHR development project and the River Leven Programme work shows the benefits that accrue from the strong partnership approach in the Levenmouth area.
- 3.3 The proposal supports all the key themes within the Local Plan for Levenmouth found within the Vision for Levenmouth 2023-2030 document specifically under the Opportunities for All, Thriving Places, Inclusive Jobs and Growth and Community Led Services headings. The project also contributes to the overarching approach around community wealth building through place and opportunities for local people.

- 3.4 It should also be noted that the future development of the site could be supported by an injection of funding from the NLHF, as the hub concept is a feature in the soon to be submitted funding request led by Green Action Trust.

List of Appendices

1. Behaviour Change Community Action Plan 2020
2. [FHR Business Plan \(Short\)](#)

Background Papers

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

- Summary Valuation Report – Shepherd Commercial 23rd November 2023
- The Leven Programme Masterplan- IGLU Studios
- Levenmouth Tomorrow – A Vision for Levenmouth 2023-2030
- Levenmouth Area Committee Papers – [Meeting of 5th April 2023](#) - Para 2.4 page 168

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The Leven Connectivity Project

Behaviour Change Community Action Plan

A proposal for actions that encourage more people to walk, wheel and cycle



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Executive summary

This Behaviour Change Community Action Plan proposes actions that encourage more people to walk, wheel and cycle. The actions will complement the proposed active travel network in the Levenmouth area which is being developed through the Leven Connectivity Project.

The Behaviour Change Community Action Plan was developed as a co-production with the local community, facilitated by the Sustrans Communities Team.

This Action Plan follows on from earlier work that identified the barriers people faced in the Levenmouth area which discouraged them from walking wheeling or cycling. ([Behaviour Change Report, July 2020](#))¹. The Action Plan is the result of work by the local community to identify the best actions to remove these barriers.

The Leven Connectivity Project recognises the importance of a mixture of both improving physical infrastructure and of developing community led solutions. As Fell and Kivinen said in 2016: “The most effective approach to increasing walking, cycling and wheeling is to implement a complementary package of measures – that is, a mix of hard and soft interventions.”²

How the local community and Sustrans worked together

The Sustrans Communities Team dedicated time to bringing community groups and organisations together for discussion. They listened to people and groups who identified shared priorities for local action that will encourage people to walk, wheel and cycle.

The Communities Team was led by an asset-based approach which recognises the knowledge, skills and insight that local organisations and individuals bring. Sustrans asked:

1. What the community’s assets are (e.g. connections, knowledge, and aspirations).
2. What the best ways are to address barriers to walking, wheeling and cycling in the Levenmouth communities.

A steering group with local community organisations and stakeholders was formed and the Sustrans Communities Team acted as secretariat for the group.

¹ www.theleven.org/media/1077/behaviour_change_report_2020.pdf

² http://data.parliament.uk/DepositedPapers/Files/DEP2017-0352/2_-_Cycling__Walking_REA_-_final_report.pdf

Impact of COVID-19

Because of the restrictions imposed by COVID-19, the Communities Team needed to use alternative tools to collaborate with the community. Face-to-face meetings stopped and were replaced by digital engagement. This was a learning experience for both the community groups and the Sustrans Communities Team. It is recognised that there were limitations with regards to inclusion during this phase. For example, no face-to-face community outreach events in public spaces were held due to government restrictions.

Making engagement as accessible as possible

As part of the engagement, the Communities Team took the following steps:

- The facilitation techniques used for the steering group used were chosen based on how they could best support people.
- Virtual facilitation best practice was applied which led to engaging, dynamic and energising conversations for the group.
- Pre-session conversations were held to facilitate participation as much as possible (e.g. knowing what devices people used helped shape the facilitation planning).
- Documents were also made available in easy read as far as was practical.
- Material was created for young people listening activities.
- Conference call set up was used to connect where access to digital technology and internet was restricted.

Demographics represented

The Communities Team widened community participation by seeking out voices that are seldom heard. This included people of different ages (young people and older people), people living with a disability (learning disability, dementia), and varying degrees of digital connectivity. In addition, the Fife Centre for Equalities, who is recognised as a centre of excellence for championing equality, diversity and social justice, participated throughout.

Actions identified

1. Create an umbrella group with community representation at its core and fostering partnership working.
2. Develop and expand existing outdoor spaces (e.g. beach, parks) to create zones for a variety of uses and opportunities.
3. Promote and expand existing path network, make it accessible and clear.

4. Create a community hub, an indoor space with a café and toilet facilities that is multifunctional and inter-generational (e.g. provides bikes etc.).
5. Develop a community 'code of conduct' (How will we use cycle ways, walkways and spaces).
6. Create a coordinated programme of maintenance and ensure young people are included or lead.
7. Create a community-wide communications campaign (around themes of litter, active travel, getting involved).
8. Create and promote an accessible and inclusive programme of leisure events and activities that allow people to connect with their area and the river area (e.g. walking/running/cycling groups, events). Ensure young people are included or lead.
9. Enhance existing initiatives by the police and wider community that increase personal safety.
10. Improve systems for dealing with waste, reporting fly-tying and create new opportunities to reduce waste.
11. Activities for young people including cycling and motorbikes.
12. Explore (social) history, heritage and nature and develop interpretation boards/murals and trails.
13. Identify locations for benches and build benches.
14. Enhance opportunities for people to enjoy, learn about nature, wildlife, food growing and foraging.
15. Multimodal: link up areas around the River Leven.
16. Develop tours / lead rides / walks for locals and visitors.
17. Create a programme of place making / art making.
18. Make bicycles available for affordable prices (hire, buy).
19. Develop downhill / trials / MTB / skating / wheeling area.

Moving forward

Steering group continuation The Connectivity Project has agreed for the Coalfield Regeneration Trust (CRT) will provide secretariat to the steering group. They will support the steering group and other local organisations to make the community's aspirations a reality.

Recommendations for the steering group

- Partnership creation - explore possible partnerships for delivery routes, possible synergy and collaboration opportunities.
- Delivery planning – move to development phase and identify actions to be taken forward first potentially via 'action subgroups'.

Community engagement

Due to the limitations of wider public engagement, we recommend engaging the public with the action plan and general Leven Connectivity Project progress as much as practical (within COVID-19 restrictions) over the summer 2021.

Resourcing the actions

Actions that require funding will need relevant funding sources to be identified. The Leven Programme funding development group will support this work. The Coalfield Regeneration Trust will also offer advice and support.

Considerations the Steering Group want at the heart of any further work

As well as developing outcomes and actions, the Steering Group emphasised the importance of the following four considerations. These need to be considered as part of the implementation of this Behaviour Change Community Action Plan. The four considerations are:

- **Local first:** Wherever possible, the project should use local resources and businesses rather than bringing in outside organisations.
- **Involving and including young people:** Involvement will lead to positive experiences and a greater sense of pride, belonging and ownership.
- **Using what is already available:** Activities take place while planning for delivery is happening. Taking a meanwhile approach.³
- **Develop community:** The delivery of the action plan should be by the community and for the community. The spirit of community needs to be fostered through the way actions are delivered.

³ <https://townsfund.org.uk/blog-collection/meanwhile-use>

Introduction

This community action plan is part of the Connectivity Project, which aims to create an award-winning network of paths and cycle ways along a 5km stretch of the River Leven, as well as creating a further 16km long network of paths which will weave through the local communities of Buckhaven, Methil, Methilhill, Leven and Windygates. The action plan contains specific actions, generated by the community, that will encourage and enable more people to walk wheel and cycle.

The Connectivity Project is part of [The Leven Programme](#)⁴, a regeneration initiative led by SEPA with the environment and people at its heart. The Leven Programme involves many key government agencies, non-government organisations, private sector and local communities working closely together to help deliver environmental improvements in and around the River Leven in Fife, whilst maximising the social and economic opportunities that these improvements can bring.

In addition to creating a series of paths that will connect isolated communities to and along the river, the project aims to deliver environmental river improvements and unlock opportunities to bring some areas of vacant and derelict land into productive use. It is hoped that by working with communities to capitalise on these opportunities, the region will be opened up to new economic, health and well-being opportunities.



This project receives funding from Places for Everyone, which Sustrans manage on behalf of Transport Scotland. The funding provides money to design and construct paths that will help people to walk, wheel and cycle around their local area for everyday journeys (e.g. going to work, school, shopping). Part of the funding is used to understand what needs to change to get more people to use the paths and other infrastructure that is built.

The Communities Team at Sustrans have been working in collaboration with the local community. Firstly, to identify barriers to walking and wheeling and cycling. Secondly, to identify what would address these barriers and therefore encourage travelling by foot, scooter, wheelchair and bike.

Activities that encourage and enable people to walk, wheel and cycle in the project area (behaviour change interventions) are seen as crucial for the success of the Leven Connectivity Project.

⁴ www.theleven.org

This report is an action plan created with representatives from the local community based organisations and facilitated by the Communities Team at Sustrans. This report will cover:

- the background and context to the creation of the action plan;
- an explanation of the process used to arrive at the actions that have been identified;
- a list of the actions that were identified as being necessary to encourage more people to walk, wheel and cycle around the project area, including a range of cost estimates for each action.

The identified actions all align with The Leven Programme's themes. A table in the appendix shows how each action intersects with these themes of Nature Rich, Health and Well-being, Heritage, Water Innovation, Resilient Communities, Productive People and Place, Climate Action, and Connectivity.

Background

The Levenmouth area experiences significant economic challenges that impact on people and the community in a variety of ways including employment. These challenges lead to people trying to survive on low incomes compared to the rest of Scotland. Many people do not have access to a car and work within a few miles of where they live. More details about the area can be found in the [Behaviour Change Report 2020](#)⁵ which was produced by the Sustrans Communities team.

The community action plan below builds on the Behaviour Change Report 2020. This report identified a number of barriers that discourage people from walking, wheeling and cycling around their local area. The Sustrans Communities Team identified these barriers through face-to-face meetings, online conversations and online surveys. They engaged with 15 local community-based groups and over 650 individuals to do this. The barriers were grouped under four main themes, which are briefly explained in the following paragraphs.

Enabling people to enjoy the area

People told us that they wanted to enjoy the area, particularly around the River Leven. They wanted to see more options for things to do in the area such as fishing, picnicking and accessing nature. By helping more people to use and enjoy the area, the local community will have a greater sense of ownership. This will help when it comes to both maintaining the area and building up a sense of community.

⁵ www.theleven.org/media/1077/behaviour_change_report_2020.pdf

Helping people move through the area

People said they wanted the area to be easier to move through. They suggested improvements which included:

- lighting to make paths usable during hours of darkness;
- signage to help people navigate through the area;
- improved surfaces to minimise slips and trips. These improvements will be addressed through the design and specification of the paths rather than requiring specific community actions.

Looking after the area

There was recognition that the project area could quickly fall back into disrepair unless there is a plan in place to maintain and look after the area. To avoid this problem, a maintenance plan is needed to outline how to care for the area and keep it in good order.

Addressing anti-social behaviour

People regularly voiced concerns about antisocial behaviour, giving it as a main reason why some people do not use the area around the River Leven. These perceptions of antisocial behaviour were mainly about the behaviour of young people or fears about how young people might be behaving.

Leading on from the Behaviour Change Report 2020, this community action plan will outline how the community wish to tackle these barriers. It will list the actions that local community representatives have identified in response to the question “How will these barriers be addressed?”

Methodology - How the action plan was developed

The Community Action Plan was developed in the spirit of co-production with the local community. The Sustrans Communities Team used an asset-based approach which recognises the knowledge, skills and insight that local organisations and individuals bring, and support them in developing their strengths. Sustrans asked what the community's assets are (e.g. connections, knowledge, and aspirations) and what the best ways are to address barriers to walking, wheeling and cycling in the Levenmouth communities.

The Sustrans Communities Team dedicated their time to:

- providing a space for discussion;

- listening to people;
- bringing community-based organisations together for conversations;
- identifying priorities for local action that encourage people to walk, wheel and cycle.

The Sustrans Communities Team tried to ensure that engagement with the community was done in an inclusive way (which had limitations due to COVID-19, see section 'Impact of COVID-19, page 15). To this end, the team widened community participation by seeking out voices that are seldom heard. This resulted in actions identification being both locally led and representing a wide range of people. This included people of different ages (young people and older people), people living with a disability (learning disability, dementia), and varying degrees of digital connectivity. In addition, the Fife Centre for Equalities, who is recognised as a centre of excellence for championing equality, diversity and social justice, participated throughout.

How we did that:

- Form a steering group of local community-based organisations to work with.
- Summarise and sense check information gathered with community steering group and community.
- Ask for ideas on actions to address identified barriers.
- Filter actions down and prioritise.
- Develop a community action plan (outcomes, actions, additional considerations).

As part of this, we acted as a secretariat to the steering group and facilitated the steering group sessions.

Local plans and community action plans

The local context was looked at and guided our understanding of what is happening locally. These plans provided invaluable insights and were considered through the process.

The work feeds on local level improvement plans and community actions plans:

- [Plan 4 Levenmouth Area. Local Community Plan 2019-2022](#)⁶
- [Buckhaven Links! Community Action Plan 2018-2023](#)⁷
- [East Wemyss and Mcduff Community Action Plan 2019-2024](#)⁸
- [Kennoway Community Action Plan 2018-2023](#)⁹
- [Methil and Methilhill Community Action Plan 2016-2021](#)¹⁰



A table in the appendix shows where each action from this action plan intersects with the above listed local plans.

National policy context

We looked at relevant policy documents. This work feeds into national policy on several levels.

At a national level, this action plan delivers on objectives contained within the following policies:

- National Transport Strategy
- Active Travel Framework
- National Walking Strategy

It also delivers on the National Performance Framework, specifically:

- We are healthy and active.
- We live in communities that are inclusive, empowered, resilient and safe.
- We value, enjoy, protect and enhance our environment.

⁶ www.fife.gov.uk/__data/assets/pdf_file/0033/192957/Levenmouth-Area-Local-Community-Plan.pdf

⁷ www.pas.org.uk/wp-content/uploads/2019/09/Buckhaven-Community-Action-Plan.pdf

⁸ www.coalfields-regen.org.uk/wp-content/uploads/2019/10/East-Wemyss-and-Macduff-Community-Action-Plan-2019-to-2024.pdf

⁹ www.coalfields-regen.org.uk/wp-content/uploads/2019/10/Kennoway-Community-Action-Plan-2018-2023.pdf

¹⁰ www.coalfields-regen.org.uk/wp-content/uploads/2019/10/Methil-Methilhill-Community-Action-Plan-Action-Plan-2016-2021.pdf

Process – how we did it

The Sustrans Communities Team held two engagement phases. In the first phase from October 2019 to May 2020, we focused on listening to the community, listening to what gets in the way of walking, wheeling and cycling in the project area. What we heard was shared in the Behaviour Change Report (July 2020).

There was a pause in engagement with the local community over the summer of 2020 because of uncertainties around COVID-19. However, work resumed in the autumn, building on the July report.

In the second phase from October 2020 to April 2021, the Sustrans Communities Team focused on hearing what needs to happen to encourage more people to walk, wheel and cycle. The aim of this phase was to develop a Community Action Plan that will encourage people to travel actively in the area of the Connectivity Project. Further detail on phase 2 is provided below.

Behaviour change engagement: phases

Engagement phase 1	COVID-19- pause	Engagement phase 2
When: October 2019- May 2020	May - October 2020	When: October 2020 – April 2021
We asked: What gets in the way to walking, wheeling, and cycling?		We asked: How do we overcome the barriers that were identified in engagement phase 1?
Result: Understanding what the barriers to walking, wheeling, cycling are locally		Result: Understanding what activities could address the identified barriers and encourage more people travelling actively
Output: Behaviour Change Report (July 2020) ¹¹		Output: Behaviour Change Community Action Plan (see p.28)

¹¹ www.theleaven.org/media/1077/behaviour_change_report_2020.pdf

It was essential to involve local people and community-based organisations in the creation of this action plan. We did this over the seven-month period (Phase 2: October 2020–Apr 2021) by:

- bringing people together and holding space for a community steering group;
- holding additional focused conversations with community-based groups and organisations who were not able to participate in the steering group (e.g. those who did not have access to internet or required smaller group sizes to be comfortable);
- having one-to-one stakeholder conversations to gain further insights to feed into the action plan.

The table below provides a high-level overview of the engagement phase from October 2020-April 2021.

Behaviour Change Report (July 2020) distribution and awareness raising of next engagement phase (October 2020 – January 2021)

We shared the Behaviour Change Report through email, the [Leven Programme's website](#)¹² and via [social media](#). In addition, we also made a [short video](#)¹³ which was shared via a variety of social media channels outlining the Behaviour Change Report and the next steps.

We connected with the people and organisations we had listened to previously. We were also introduced to new community-based stakeholders and identified who would be interested in actively participating in the next phase.

Behaviour change community steering group formation (Jan – Apr 2021)

The steering group met seven times online for collaborative sessions. Six sessions focused on the action plan and one considered some initial small expenditure to support the action plan.

These sessions consisted of:

- Reviewing the Behaviour Change Report (July 2020), sharing reflections in particular with regards to barrier themes (what is stopping people from walking, wheeling or cycling).

¹² www.theleven.org

¹³ www.facebook.com/TheLevenProgramme/posts/261005058701593

- Identifying what success would look like in the future for them in relation to encouraging active travel within the Connectivity Project area.
- Collaborating and brainstorming ideas to identify actions that could address identified barriers.
- Agreeing actions to be included in the Community Action Plan.

Focused group conversations and one-to-one conversations (January 2021– April 2021)




Further conversations added to the Community Action Plan and generated invaluable insights. These involved:

- Focused group conversations - online and over the phone.
- One-to-one conversations with community stakeholders - online and on phone calls.

Production of Behaviour Change Community Action Plan – bringing it all together (April-May 2021)

- Insights were brought together.
- Creation of an Action Plan based on agreed actions.
- Writing of report.

The steering group met for 6 core sessions to identify actions together.

Session 1: 14 January 2021 Kick-off session A session to start the process.	Session 2: 21 January 2021 Barrier theme: Things to do around the area Collaborate - brainstorm and create solutions. What actions can we envision forming part of the action plan?	Session 3: 4 February 2021 Barrier theme: Dealing with anti-social behaviour Collaborate - brainstorm and create solutions. What actions can we envision forming part of the action plan?	Session 4: 11 February 2021 Barrier theme: Looking after the area Collaborate - brainstorm and create solutions. What actions can we envision forming part of the action plan?	Session 5: 4 March 2021 Bringing it all together A feedback session to collectively review and feedback and what had been discussed in previous sessions.
			3 weeks to summarise	3 weeks to summarise
Session 6: 25 March 2021 Bringing it all together (cont) A feedback session to collectively review and feedback and what had been discussed in previous sessions.	April-May 2021  Report writing Based on what emerged from the seven sessions and conversations throughout, a report was produced.	June 2021  Report finalised Copy of report shared with stakeholders.	June 2021 Steering Group continuation  Beginning of the journey to implement the ideas raised.	Ongoing Implementation  The implementation of the ideas raised.

Impact of COVID-19

As a result of the COVID-19 pandemic, the process of bringing the Community Action Plan together was disrupted. Subsequently, the Sustrans Communities Team needed to use alternative tools to collaborate with community stakeholders than before the pandemic.

This changed from face-to-face meetings to mainly digital engagement. This was a learning experience for both the community groups and the Sustrans Communities team.

Together with the Leven Connectivity Project team, the Sustrans team recognises that there were limitations with regards to inclusion during this phase. For example, no face-to-face community outreach events in public spaces were held due to government restrictions. To this end, we have made some recommendations for the next phase of the project in the “Making it happen” section of this report. In the next section we detail who we listened to and how we approached the different groups in order to overcome barriers to inclusion.

Who is involved?

The Connectivity Project's Behaviour Change Community Action Plan has been led by the steering group, bringing together a range of community-based organisations across the Levenmouth area. The group represented a variety of perspectives on what would ultimately encourage active travel in their local area as part of the Connectivity Project.

These representatives have been actively involved in sharing community views. The steering group meetings were held over Zoom (a free phone option was made available to allow those without digital connectivity to participate). The facilitation of these conversations was approached with care and kindness.

Steering group participants

Steering group participants		
Organisation/group (in alphabetical order)	Who	What
Buckhaven & Dunbeath Community Council	Shelle Ratcliff	Voluntary organisation set up by statute by the Local Authority and run by local residents to act on behalf of its area.

<p>CLEAR Buckhaven & Methil/ Levenmouth Rail Campaign (LMRC)</p>	<p>Allen Armstrong</p>	<p>Community-led Environmental Action for Regeneration. We want to make our local community a more prosperous, healthier and attractive place to live and work.</p>
<p>Fife Council, Community Education</p>	<p>Barry Clark</p>	<p>Community education for children and young people in Levenmouth.</p>
<p>Fife Council, Cycling Development</p>	<p>Kirsteen Durkin, Tea Jensen</p>	<p>Work with clubs, groups and communities to develop initiatives to encourage more cycling in Fife.</p>
<p>Fife Council, Levenmouth Area, Communities and Neighbourhoods</p>	<p>David Paterson</p>	<p>Focus on community development and engagement, voluntary sector support, community planning, performance management and improvement, local co-ordination and policy, plus project support for key strategies including anti-poverty, health and wellbeing, safer communities and community learning.</p>
<p>Community Trade Hub</p>	<p>Kenny McAllister</p>	<p>The core aims of the hub is to reduce barriers to employment and provide equal opportunities to all with easy access to practical training and employability support.</p>
<p>Corra Foundation – Buckhaven and Methil</p>	<p>Gordon McLean, Marion Thomson</p>	<p>Working alongside communities, supporting local people to connect, collaborate on ideas, and take</p>

		action to create positive change.
Cycling UK Scotland	Ralph Jessop	Work across a range of different projects in Fife offering local groups support, training and guidance to run their cycling groups and activities to the benefit of their local community.
Dementia Friendly Fife (Health and Social Care Partnership)	Ruth McCabe	Raise awareness of dementia and reduce the stigma that surrounds the condition. Make Fife a place where people with dementia are understood, respected and supported.
Fife Centre for Equalities (FCE)	Pat Greenhough	Develop a harmonised approach to build a collective voice to champion equality, diversity, inclusion and social justice.
Fife Coast and Countryside Trust (FCCT)	Deidre Munro (James Dawson)	Committed to ensuring that everyone has the opportunity to experience Fife's great outdoors.
Fife Employment Access Trust/ Silverburn Park	Brian Robertson	FEAT: To enable and support individuals to reach their full positive mental wellbeing in a culture where there is no stigma. Silverburn: Develop Silverburn as a place of quiet enjoyment, supporting the health and well-being of the community, and respecting the habitat and biodiversity of the environment.

Fife Voluntary Action (FVA)	Eloise Wilson (Jo Clark)	Supporting, developing and representing community groups, voluntary organisations, social enterprises and volunteering.
Greener Kirkcaldy	Susan Jaynes	Working locally to combat the climate emergency, tackle fuel poverty and food insecurity, and bring people together.
Kingdome Off-Road Fife Motorcycle Club	David Paton	Make our safer communities by providing a controlled area for children, young people and adults to enjoy off-road motorcycling. By doing this we will reduce anti-social and illegal use of off-road motorcycles. We also provide social awareness and re-education programmes.
Largo Area Community Council	Matt Allan (Peter Aitken)	Voluntary organisation set up by statute by the Local Authority and run by local residents to act on behalf of its area.
Levenmouth Academy	Harry Brown	Secondary school with the motto, "Learning to Achieve your Personal Best". Active eco committee.
People First	Tracy Scott (Katie Cook)	The National Disabled People's Organisation of adults with a Learning Disability in Scotland run by our members for our members.

Police Scotland – Levenmouth Community Policing Team	Paul Gillespie, Craig Fyall	Community Police. Focus on anti-social behaviour prevention and enforcement. Working in and with our communities to identify and solve problems.
Windygates Community Council	Rodger McMullan	Voluntary organisation set up by statute by the Local Authority and run by local residents to act on behalf of its area.

Other groups and individuals

Listening to additional, smaller groups allowed for detailed conversations and provided valuable insights to emerge. It also allowed a more tailored approach to the group conversations depending on the needs of who we spoke to. For example, a series of conversations with the STAND (Striving Towards a New Day), a group of people living with younger onset dementia, was always supported by easy read summary documents.

We connected with The Circle Methil through a series of conference calls which were led by a trusted person they already knew (Marion Thompson, Corra Foundation). We also joined groups via their favoured online platforms where they felt comfortable. For example, the Equality Collective meet via Facebook Rooms, hosted by a member of the Fife Centre for Equalities.

Additional groups and people we listened to	
Organisation/group (in alphabetical order)	Who
BRAG enterprises (Benarty Regeneration Action Group)	Brian Robertson-Fern
Equality Collective	Facilitated by Pat Greenhough (FCE)
Kennoway Community Shed	Bob McPhail

Kennoway pump track	Gavin Harrower
Leven and District Dog Training Club	Sam Perkins
Leven Angling Club	Stewart Grieve, Brian Mcglashan
Methilhill Community Children's Initiative	Carol Barnes
The Circle Methil	Yvonne Tolley, Mary Forrester, Margaret Pigdon, Elizabeth Christie, Michaela Simpson Facilitated by Marion (Corra Foundation)
The Stand (Striving Towards A New Day)	Facilitated by Ruth (Dementia Friendly Fife)

Young people

The steering group and other stakeholders made it clear that young people need to be involved in the Community Action Plan. Young people participation is seen as integral and their opinions valuable. Through the engagement phase from December to April 2021, limited insights were gained due to COVID restrictions making connecting with young people more difficult. We listened to Police Scotland Youth Volunteers. The Levenmouth Community Development Worker Barry Clark listened to different groups of young people. At time of writing Harry Brown (teacher) is preparing to listen to pupils at Levenmouth Academy and feedback their thoughts on what would encourage them to walk, wheel and cycle.

Young people need to be involved throughout the journey and be encouraged to lead activities for themselves, by themselves, with adults aligning with them.

Young people	
Organisation/group	Who
Police Scotland Youth Volunteers	Facilitated by PC Emma Fisher (Police Scotland)

Anti-social Behaviour group, Education Recovery Fund group, Natural Connections group and LGBTQ+ young people	Groups were listened to by Barry Clark (Community Education – Fife Council)
Levenmouth Academy	Facilitated by Harry Brown (Teacher)

How we helped people to get involved

Steering group sessions on zoom

The facilitation techniques used were chosen based on how they could best support people. Thought has gone into making the 2-hour conversations engaging, dynamic and energising for the group. We did regular small group conversations (using breakout rooms), consistent use of the chat function, and learning online tools together (e.g. online whiteboard and sticky note function). The group felt comfortable and able to share their thoughts effectively with each other. We also openly checked in with the group asking for feedback on how they felt the Sustrans Communities Team were doing with regards to holding space for them online.

Pre-session conversations were held to facilitate participation as much as possible (e.g. knowing what devices people used to get online helped shape the facilitation planning). This allowed for the session designs to fit the needs of the group.

People could contribute to documents after sessions at their own time (using online documents). We also ensured that sessions built in time for people to familiarise themselves with information rather than expecting people to be able to do this before each session.

Documents containing information were sent to participants with a learning disability prior to the sessions. Documents were also made available in Easy Read as far as was practical. For example, for the STAND (Striving Towards a New Day) Easy Read summaries were emailed to the group beforehand which allowed them to familiarise themselves with the content before a meeting.

Material was created for young people listening activities that were used by Barry Clark (Community Education Worker). These were simple, plain English documents with pictures and questions and prompts.

Encourage a sense of local pride and ownership - We will change the perception of our area (to us and others)

- For people to live in a place they can wake up and be proud of.
- Increased sense of ownership and pride by all.

Provide learning opportunities – A space for people to learn from and engage with nature, wildlife, social history

- For people to have quality outdoor learning activities on their doorstep, and to know it.
- Having local community groups use the area as a training area.
- People will choose to go to the Leven to teach their children about nature and show them the wildlife.

Increased youth engagement - Young people participate and trust that the project will be positive for them

- For young people to have real pride in the area.
- Up and coming youth will be targeted and involved in the process and development of the project.

Increased feeling of safety with measurable reductions in anti-social behaviour - A sociable, friendly, well-lit environment

- A safe, friendly place with sound security measures to allow people to feel safe.
- A well-lit area with spaces for activities that can take place at any time of day.

Increased activities and facilities - Affordable, inclusive and accessible to everyone

- Affordable activities (including water-based activities) across the whole area, not just the river Leven.
- A range of accessible activities that accommodates the community as a whole, including different user groups (older, younger, protected groups), particularly those who wouldn't access main-stream activities.
- Cycle/wheeling friendly - all wheels not just normal bicycles.
- Areas of recreation (Walks, Orchards, Wildlife, Fishing).



Increased standards of accessibility - Everyone can move around the area, whatever their characteristics

- Accessible pathways/signs throughout the Connectivity Projects active travel network (e.g. dementia friendly colours, signs).
- Accessible areas which are wheelchair friendly and suited to a variety of needs.

Increased tidiness of our spaces and neighbourhoods - A tidy and well-maintained place

- Place feels cared for (Clean pathways, peace, tranquil, well maintained).
- Reduced litter and fly tipping.
- Community led maintenance and upkeep.

Encourage increased levels of volunteering

- Creation of volunteering opportunities.
- Increase the number of projects being developed where volunteers can contribute. This in turn will provide skills, routes to employment and support well-being.

Increased levels of community-based business opportunities

- Local businesses, social enterprises and organisations are included in opportunities from the start (social benefits will be returned into the community).
- Early conversations allow to build capacity for organisations to deliver for the Leven as much as practical.

Develop linkages with local schools - Our schools are involved in action planning and delivery

- Curriculum for Excellence opportunities will be spotted
- Schools adopt areas along the active travel path network throughout the neighbourhoods and the river area

We anticipate that the above outcomes will be used to measure success for the actions identified in this action plan. Measuring for example the increase of activity or the decrease of anti-social behaviour by benchmarking it against current levels and identifying where the community would like to be short, medium and long-term.

Fundamental considerations

As well as developing outcomes and actions, the Steering Group emphasised the importance of the following four considerations. These need to be considered as part of the implementation of this Behaviour Change Community Action Plan. The four considerations are:

Local first: The Steering Group strongly believe that, wherever possible, the project should use local resources and businesses rather than bringing in outside organisations. This will have the benefits of increasing a sense of ownership within the local community and supporting the local economy.

Involving and including young people: Young people are very important to the success of the project. It is hoped that involving younger people, through positive experiences in the project area, will lead to a greater sense of pride, belonging and ownership.

Using what is already available: The Steering Group are very keen to ensure that activities take place while planning for delivery is happening. Taking a meanwhile approach¹⁴ involves starting with small deliverables, learning over time and creating tasters through small scale activities.

- For example, there is a long-term goal to create a series of gardens along the river as part of the River Park, however there are immediate opportunities that could help make the current area more attractive for walking. These could

¹⁴ <https://townsfund.org.uk/blog-collection/meanwhile-use>

include bringing in benches and/or temporary shelters for people to use when enjoying the area in the meantime.

Develop community: The delivery of the action plan should be by the community and for the community. There is a strong desire for community cohesion to be fostered, which in turn will encourage walking, wheeling and cycling activity.

Within the Connectivity Project, the area of the River Leven is seen as a location where the surrounding communities come together. The spirit of community needs to be fostered through the way actions are delivered.

- For example, this could be through community led activities such as: events, walks, led cycle rides, art or heritage conversations.

Action plan

This plan is a starting point and provides direction for action.

The following action plan is designed to reflect the communities' priorities. It includes actions to help them achieve the success they want to see. Actions have been identified by the steering group, focus groups and through stakeholder conversations.

The below actions have been identified in response to the barriers to travelling actively (see above section 'Background', p. 8). The actions are seen as ways to reduce and overcome barriers to walking, wheeling and cycling in the Levenmouth area.

The steering group have ranked actions where the first five actions are seen as priority actions. While some actions have a lesser priority, this does not mean that they are not important or needed. These priorities are highly likely to shift and change depending on opportunities that arise such as funding, groups contributing and partnerships forming.

The steering group have identified local stakeholders to assist with the action implementation. This is a starting point for conversation. We encourage others to come forward where they support any action stated within the plan (see section 'For more info or to get involved', p.41). To realise the actions below, there is a need to identify who else can be involved in building networks and partnerships across the community and its organisations.

The Leven Programme partners (listed below) should be involved throughout the implementation of the plan as well as other established participants such as Police Scotland.

The Leven Programme partners include:

Leven Programme partners
Organisation/group (in alphabetical order)
Diageo
Fife Coast and Countryside Trust
Fife College
Fife Council
Forth Rivers Trust
Green Action Trust
Historic Environment Scotland
Keep Scotland Beautiful
NatureScot
Network Rail
Scottish Enterprise
Scottish Environment Protection Agency
Scottish Water
Sustrans
The Coal Authority
Zero Waste Scotland

There are other bodies that should also be considered such as connecting with the Fife Tourism Board.

This plan will require updating as more stakeholders get involved and commit to supporting its implementation.

The action plan is a working document that should be reviewed as the implementation progresses.

Prioritised actions	Possible costs	Likely timescales (short/medium/long)
<p>1. Create an umbrella group – with community representation at its core and fostering partnership working.</p>	<p>£0-£5,000</p> <p>Costs of providing a secretariat and places to meet.</p>	<p>Short</p>
<p>Organisations who would like to continue the conversation or become involved: Fife Voluntary Action, Corra Foundation, Community Trade Hub, Circle Methil, CLEAR/LMRC, Fife Coast & Countryside Trust, Dementia Friendly Fife, Kingdom Off Road, Levenmouth Academy, Cycling UK</p> <p>Other organisations that might like to be involved: STAND, Fife Council CLD</p>		
<p>2. Develop and expand existing outdoor spaces (e.g. beach, parks) / zones for a variety of uses and opportunities.</p>	<p>£10,000 - £100,000</p> <p>Costs of people spending time to identify opportunities and invest in suitable interventions.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Kennoway Pump Track / Fife Mountain Bike Community, Community Trade Hub, Corra Foundation, CLEAR, Kingdom Off Road, Levenmouth Academy</p>		

<p>Other organisations that might like to be involved: Leven and District Dog Training Club</p>		
<p>3. Promote and expand existing path network – make it accessible and clear</p>	<p>£10,000 - £100,000</p> <p>Lower end of this range. Costs of both promotion and installing appropriate signage.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Greener Kirkcaldy, Kennoway Pump Track/ Fife Mountain Bike Community, Fife Voluntary Action, CLEAR/LMRC, Kingdom Off Road, Community Trade Hub, Corra Foundation, Circle Methil, FCCT. Cycling UK</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		
<p>4. Create a community hub - indoor space with a café and toilet facilities – that is multifunctional and intergenerational (provides bikes etc.)</p>	<p>Over £100K</p> <p>Cost of designing and building a community hub.</p>	<p>Long</p>
<p>Organisations who would like to continue the conversation or become involved: Fife Voluntary Action, Corra Foundation, Community Trade Hub, Dementia Friendly Fife, Kingdom Off Road, FCCT, Levenmouth Academy, Circle Methil</p>		

<p>Other organisations that might like to be involved: STAND</p>		
<p>5. Develop a community 'code of conduct' (How will we use cycle ways, walkways and spaces. Interaction with each other).</p>	<p>£0-£5,000</p> <p>Costs of the umbrella group and then the ongoing cost of promoting the code of conduct (signs, leaflets, social media)</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Silverburn Park, Corra Foundation, FCCT, Circle Methil</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		
<p>6. Create a co-ordinated programme of maintenance – ensure young people are included/lead.</p>	<p>£10,000 - £100,000</p> <p>Costs of people leading this programme and materials needed to provide a maintenance programme.</p>	<p>Medium/long</p>
<p>Organisations who would like to continue the conversation or become involved: Community Trade Hub, Kingdom Off Road</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		

<p>7. Create a community-wide communications campaign (e.g. around themes of litter, active travel, getting involved).</p>	<p>£5,000 to £10,000</p> <p>Costs of employing people to create campaign and then deliver it.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Corra Foundation, FCCT, Fife Voluntary Action</p> <p>Other organisations that might like to be involved: Fife Council - CLD</p>		
<p>8. Create and promote an accessible and inclusive programme of leisure events/ activities that allow people to connect with their area and the river area (e.g. walking/running/cycling groups, events) – ensure young people are included/lead.</p>	<p>£10,000 - £100,000</p> <p>Costs of people leading this programme and the costs of either running 'home grown' events or bringing events into the area.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Community Trade Hub, Corra Foundation, Kingdom Off Road, Levenmouth Academy, Circle Methil, Greener Kirkcaldy, CLEAR, Kingdom Off Road. Cycling UK</p> <p>Other organisations that might like to be involved: Schools, Bats Wood, Fife Council - CLD</p>		

<p>9. Enhance existing initiatives by the police and wider community that increase personal safety</p>	<p>£0-£5,000</p> <p>Potentially some costs in supporting the Police (amounts unknown).</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Corra Foundation</p> <p>Other organisations that might like to be involved: Police</p>		
<p>10. Improve systems for dealing with waste, reporting fly-tying and create new opportunities</p>	<p>£0-£5,000</p> <p>Costs probably limited to those for a working group to review systems and suggest improvements.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: CLEAR, FCCT</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		

<p>11. Activities for young people –including cycling and motorbikes</p>	<p>£5,000 - £10,000</p> <p>Costs of people leading this programme along with some activity costs.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Community Trade Hub, Kingdom Off Road, Levenmouth Academy</p> <p>Other organisations that might like to be involved: Fife Council – CLD, Bat's Wood</p>		
<p>12. Explore (social) history, heritage and nature and develop interpretation boards/murals and trails</p>	<p>£0 - £5,000</p> <p>Costs of making and installing boards. (Assumes that exploration of history would be done as an activity by a local group).</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: CLEAR, Corra Foundation, FCCT</p> <p>Other organisations that might like to be involved: Methil History Group, Workers' Educational Association</p>		

<p>13. Identify locations for benches and build benches</p>	<p>£5,000 - £10,000</p> <p>Costs of materials, building and then locating them in identified locations</p>	<p>Short</p>
<p>Organisations who would like to continue the conversation or become involved: CLEAR, Community Trade Hub, Circle Methil</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		
<p>14. Enhance opportunities for people to enjoy, learn about nature, wildlife, food growing and foraging</p>	<p>£0 - £5,000</p> <p>Costs of sessional workers to deliver nature-based experiences</p>	<p>Short</p>
<p>Organisations who would like to continue the conversation or become involved: CLEAR, Community Trade Hub, FCCT, Levenmouth Academy, Circle Methil</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		

<p>15. Multimodal – link up areas around the Leven (consider how bus, rail and active travel interact)</p>	<p>£10,000 - £100,000</p> <p>Costs could vary significantly. Might include installing secure cycle parking at stations, tool stations, promotion of current opportunities, incorporation of cycle hire with public transport</p>	<p>Medium/long</p>
<p>Organisations who would like to continue the conversation or become involved: Silverburn Park, Community Trade Hub, FCCT, LMRC/CLEAR, Fife Voluntary Action, Greener Kirkcaldy, Cycling UK</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		
<p>16. Develop tours, lead rides/walks for locals and visitors</p>	<p>£5,000 - £10,000</p> <p>Costs for sessional workers and associated marketing and publicity.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: Greener Kirkcaldy, FCCT</p> <p>Other organisations that might like to be involved: Workers' Educational Association, Methil History Group</p>		

<p>17. Create a programme of place making/art making.</p>	<p>£5,000 - £10,000 Costs might typically be for supporting the creation of art works. This could be appointing an artist to work with local community groups to create a piece of public art.</p>	<p>Medium</p>
<p>Organisations who would like to continue the conversation or become involved: CLEAR, Circle Methil</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		
<p>18. Make bicycles available for affordable prices (hire, buy).</p>	<p>£5,000 - £10,000 Costs of purchase of some cycles.</p>	<p>Short</p>
<p>Organisations who would like to continue the conversation or become involved: Greener Kirkcaldy, CLEAR, Cycling UK</p> <p>Other organisations that might like to be involved: To be confirmed - We encourage others to come forward where they support any action stated within the plan</p>		

<p>19. Develop downhill / trials /MTB / skating / wheeling area</p>	<p>Over £100,000</p> <p>Costs of developing a wheeling park or trials area likely to exceed £100,000 including design and build.</p>	<p>Long</p>
<p>Organisations who would like to continue the conversation or become involved: Kingdom Off Road</p> <p>Other organisations that might like to be involved: Kennoway Pump Truck project</p>		

*'Physical safety measures' (e.g. CCTV) was removed from the actions list due to this specific action not falling within any of the remit of the community organisation's remit. However, this is still noted as an action the community would like to see being taken forward.

Young people insights

We asked young people what would help encourage them to walk, wheel or cycle in the area of the Connectivity Project. We found there is overlap with what we have been told by adults. Further in-depth exploration of what young people would like to see as actions would be beneficial as young people engagement was limited. This could lead to a young people focussed action list.

While the below isn't a comprehensive action list it provides valuable insights and a starting point for exploring potential activities with young people.

- Increasing personal safety (Make it safer for us, more lighting to feel safe, it should look more friendly).
- A space to motorbike (motorcycle track, indoor motorcycle).
- Provide (more) toilets (down by the dam where we play and spend time all day).
- Outdoor play and spaces (adventure park, assault courses, obstacles), new parks – new, exciting equipment.
- Socialising spaces for us (Somewhere to meet friends, sit away from residential areas, build safe fire pits).
- Activities that include cycling (going to a destination, event, cycle rides accompanied by adults to keep an eye on the group, cycling events or competitions (e.g. race), do something at the gala day).
- Create volunteer options for young people - in relation to cycling and general.
- Make information about cycling easily available (at a space where young people go and have a person to talk to there. It helps to find out from someone else directly).
- Learn how to maintain bikes (Getting the equipment to fix bikes, bike surgeries- to bring in the bike, training to fix bikes or to mark bikes).
- Dedicated infrastructure for active travel (cycle paths/walking, wider paths to share, More cycle paths).
 - This is specifically looked at by the Connectivity Project as part of the infrastructure design for the active travel network.

Further action exploration and delivery should be approached in collaboration with young people and professionals who have trusted relationships with young people.

Monitoring and evaluation

It will be important to collect and record information about what is being done consistently (monitoring). In addition, it should be thought about how the collected information will be used to get a clear picture of the how the action delivery is going (evaluation). The progress on action delivery should be monitored consistently and should be evaluated against identified outcomes (see 'What does success look like?') The Connectivity Project's established Monitoring and Evaluation Framework will also inform this process.

The Connectivity Project's logic model should also be reviewed for reference by those looking after the reporting for monitoring and evaluation for action implementation. This model shows the steps to be taken to reach goals. The Monitoring and evaluation activity would be a joint responsibility shared between funders, the secretariat and the steering group.

Delivery - Making the actions happen

Now that there is an action plan, the next step is implementation of the plan. Given the scale of ambition, it is expected that fully implementing these actions will take several years. The first step has already taken place, which was to continue the steering group.

Steering group continuation

At the time of writing (May 2021) the Connectivity Project has agreed for the Coalfield Regeneration Trust (CRT) to provide secretariat to the steering group. They will support the steering group and other local organisations to make the community's aspirations a reality. CRT have experience in development and capacity building support to assist small organisations to take forward their ideas.

The steering group has also been invited by the Connectivity Project to contribute more widely to the project. In particular, the Steering Group have been invited to contribute to conversations around the design of infrastructure.

Recommendations for the steering group

As well as this initial step of continuing the steering group, here are recommendations from the Communities Team of work for this steering group to support, which will underpin the delivery of actions. These are outlined in the following paragraphs.

Partnership creation

Local community-based organisations (likely through the steering group), the Leven Programme partners, and Fife Council will be able to explore possible partnerships

for delivery routes. In line with the Leven Programme's Partnership Agreement the actions will be reviewed for synergy and collaboration opportunities.

Delivery planning (development phase)

There are some important initial tasks that can be taken forward:

- Set out an agreed list of specific tasks/ deliverables and projects that will be taken forward initially by the group.
- Create a record of which community-based organisation/individual is taking the lead and who they will be working with.
- Identify a target date for completion, a clear understanding of the outcome and how it will be measured (referring to 'What does success look like?' section).
- Connect with local Community Action Plan steering groups –where in place - (Buckhaven, East Wemyss and Macduff, Kennoway, Methil and Mehtilhill) and explore synergy possibilities.

As a practical way of taking things forward the Steering Group might consider setting up small 'Action Subgroups' that focus on themed tasks and projects. These could include community activities and events, history and heritage, outdoor spaces and maintenance.

Community engagement

Due to the limitations of wider public engagement, we recommend engaging the public with the action plan and general Leven Connectivity Project progress as much as practical (within COVID-19 restrictions) over the summer 2021.

Suggestions by the community have included the creation of pop-up boards which organisations themselves can use to engage their groups. These can be displayed in public spaces, like a roadshow. The boards can be used to start conversations about the project and the Behaviour Change Community Action Plan.

Another suggestion included offering opportunities to hear about the project and the action plan over a cup of tea and some cake such as at stalls. These could be run by local people that champion the project with a focus on engaging young people within the community.

Resourcing the actions

Actions that require funding will need relevant funding sources to be identified. The Leven Programme funding development group will support this work. The Coalfield Regeneration Trust will also offer advice and support.

For more info or to get involved

If you would like to know more about the Connectivity Project and/or get involved in delivering this action plan, please get in touch. You can contact us by:

Writing

The Leven
c/o David Patterson
Communities & Neighbourhoods
Fife Council
Buckhaven Burgh Chambers
1 College Street
Buckhaven
KY8 1AB

Email

You can email us at: theleven@sepa.org.uk

If your interest is specifically about this action plan, please email Enid Trevett: enid.trevett@coalfields-regen.org.uk at the Coalfields Regeneration Trust who are providing ongoing support to implement the action plan.

Social media

You can leave us a comment or direct message on our social media accounts:

- Twitter - @TheLevenFife
- Facebook - @TheLevenProgramme
- Instagram - @thelevenfife

Thanks to...

Our thanks to the groups, organisations and individuals who assisted, encouraged and supported the steering group and the Sustrans Communities Team - particularly over the past 6 months (December 2020 – May 2021) where engagement was disrupted by the COVID-19 pandemic. Thanks to:

- All Levenmouth people, young and old who took the time to share their views generously.
- All who gave their time to be part of the Steering Group.

The Sustrans Communities Team - Chrissy Sprinks, Daniel Prince and Susanne Mueller, have really enjoyed being part of this journey of the Leven Connectivity Project.

Appendix 1: How the actions align with The Leven Programme’s themes

This table shows how the different actions in this plan match the themes in The Leven Programme, of which the Connectivity Project is a part.

Action	Nature rich	Health and wellbeing	Heritage	Water innovation	Resilient communities	Productive people and place	Climate Action	Connectivity
Create an umbrella group – with community representation at its core and fostering partnership working								
Develop and expand existing outdoor spaces (e.g. beach, parks) / zones for a variety of uses and opportunities								
Promote and expand existing path network								

- make it accessible and clear								
Create a community hub - indoor space with a café and toilet facilities – that is multifunctional and intergenerational								
Develop a community 'code of conduct'								
Create a coordinated programme of maintenance – ensure young people are included/ lead								
Create a community-wide communications campaign								

<p>Create an accessible and inclusive programme of leisure events/ activities that allow people to connect with their area and the river area – ensure young people are included/lead</p>								
<p>Enhance existing initiatives by the police and wider community that increase personal safety</p>								
<p>Improve systems for dealing with waste, reporting fly-tying and create new opportunities</p>								
<p>Activities for young people –including</p>								

cycling and motorbikes								
Explore (social) history, heritage and nature and develop interpretation boards/murals and trails								
Identify locations for benches and build benches								
Enhance opportunities for people to enjoy, learn about nature, wildlife, food growing and foraging								
Multimodal – link up areas around the Leven								

Develop tours / lead rides/ walks for locals and visitors								
Create a programme of place making/ art making								
Make bicycles available for affordable prices (hire, buy)								
Develop downhill / trials / MTB / Skating / Wheeling area								

Appendix 2: Making the links with local Community Action Plans

We know that individuals and organisations across The Leven Connectivity project area have already put a lot of work into creating community action plans. We have reviewed these alongside the actions that have been developed as part of this work to encourage people to walk wheel and cycle. We noted where the actions identified in the Behaviour Change Community Action Plan could support and enhance the existing community action plans.

This is not an exhaustive list or analysis, but may provide a starting point for joint activity across the communities in the area.

Prioritised actions	What priorities do these link to in Local Plans	Name of Local Plan/Document
1. Create an umbrella group – with community representation at its core and fostering partnership working.	Encourage better / more use of our community facilities	Methil/Methilhill Community Action Plan 2016-2021
	Interaction - To facilitate and encourage community interaction and energy. Build community capacity / skills / resilience.	Buckhaven Community Action Plan 2018-2023
	Develop and support community leadership in all forms. Increased use of Participatory Budget approaches	Plan 4 Levenmouth area 2019-2022
2. Develop and expand existing outdoor spaces (e.g. beach, parks) / zones for a variety of uses and opportunities.	Affordable access to sports and keep fit facilities Improve and upgrade our parks	Methil/Methilhill Community Action Plan 2016-2021
	Environment & Sustainability - Promote greenspace use. Movement - Support physical and recreational activity.	Buckhaven Community Action Plan 2018-2023
	Green Space and Play Space Improvements Adaptable spaces with something for everyone	Plan 4 Levenmouth area 2019-2022
	More projects to increase biodiversity Make the most of local greenspace	East Wemyss & Macduff Community Action Plan 2019-2024

	Improve our parks for everyone	Kennoway Community Action Plan 2018-2023
3. Promote and expand existing path network – make it accessible and clear	Improve and upgrade our parks	Methil/Methilhill Community Action Plan 2016-2021
	Movement - To improve access and use of the town centre, to and along the foreshore, and around and beyond Buckhaven.	Buckhaven Community Action Plan 2018-2023
	Improvements in Transport connectivity. Walking ,Cycling, Bus and Train	Plan 4 Levenmouth area 2019-2022
	Investigate what signage is needed with the village to improve connectivity	Kennoway Community Action Plan 2018-2023
4. Create a community hub - indoor space with a café and toilet facilities – that is multifunctional and intergenerational (provides bikes etc.)	More community activities for all ages and abilities Improve and upgrade our parks Encourage better / more use of our community facilities	Methil/Methilhill Community Action Plan 2016-2021
	Environment & Sustainability Provide better public facilities.	Buckhaven Community Action Plan 2018-2023
	Social hubs which provide a connection – town centres – . Increased local opportunities for skills development and training. 2. Tourism Employment Opportunities.	Plan 4 Levenmouth area 2019-2022

	Create a visitor centre & community hub	East Wemyss & Macduff Community Action Plan 2019-2024
	Good quality community facilities that are fit for purpose	Kennoway Community Action Plan 2018-2023
5. Develop a community 'code of conduct' (How will we use cycle ways, walkways and spaces).	Targeted action on Anti-Social behaviour issues.	Plan 4 Levenmouth area 2019-2022
	A safer environment	East Wemyss & Macduff Community Action Plan 2019-2024
	Work with Fife Council to encourage people to use the area responsibly.	
6. Create a co-ordinated programme of maintenance – ensure young people are included/lead.	Environment & Sustainability- Improve cleanliness, maintenance and visual appeal and safety.	Buckhaven Community Action Plan 2018-2023
	Increased local opportunities for skills development and training Develop and support community leadership in all forms.	Plan 4 Levenmouth area 2019-2022
	Clean up our village–Litter & Fly Tipping	East Wemyss & Macduff Community Action Plan 2019-2024
	Employability initiatives, Clean up our village – litter and fly tipping	Kennoway Community Action Plan 2018-2023

7. Create a community-wide communications campaign (around themes of litter, active travel, getting involved).	Encourage better / more use of our community facilities	Methil/Methilhill Community Action Plan 2016-2021
	Interaction -Improve and create opportunity for social interaction.	Buckhaven Community Action Plan 2018-2023
	Clean up our village–Litter & Fly Tipping (Clean Up Our Community Campaign)	East Wemyss &Macduff Community Action Plan 2019-2024
	Encourage participation in the 'Clean Up Kennoway Campaign!', Create a campaign around building a positive story around living in Kennoway	Kennoway Community Action Plan 2018-2023

<p>8. Create and promote an accessible and inclusive programme of leisure events/ activities that allow people to connect with their area and the river area (e.g. walking/running/cycling groups, events) – ensure young people are included/lead.</p>	<p>More community activities for all ages and abilities</p>	<p>Methil/Methilhill Community Action Plan 2016-2021</p>
	<p>Interaction - To facilitate and encourage community interaction and energy - Promote community recreation and leisure groups.</p>	<p>Buckhaven Community Action Plan 2018-2023</p>
	<p>Improve health outcomes. Development of a coordinated events strategy</p>	<p>Plan 4 Levenmouth area 2019-2022</p>
	<p>Local activities for all ages to help bring the community together</p>	<p>East Wemyss & Macduff Community Action Plan 2019-2024</p>
	<p>More activities for 1-10 yrs, More activities for young people, More activities for the older residents</p>	<p>Kennoway Community Action Plan 2018-2023</p>
<p>9. Enhance existing initiatives by the police and wider community that increase personal safety</p>	<p>More police presence in the local communities</p>	<p>Methil/Methilhill Community Action Plan 2016-2021</p>
	<p>Interaction - To facilitate and encourage community interaction and energy</p>	<p>Buckhaven Community Action Plan 2018-2023</p>
	<p>Targeted action on Anti-Social behaviour issues.</p>	<p>Plan 4 Levenmouth area 2019-2022</p>
	<p>A safer environment</p>	<p>East Wemyss & Macduff Community Action Plan 2019-2024</p>

	Continue to work with Police Scotland to look at increasing community policing	Kennoway Community Action Plan 2018-2023
10. Improve systems for dealing with waste, reporting fly-tying and create new opportunities	Organise a community clean up More bins to reduce litter and dog fouling	Methil/Methilhill Community Action Plan 2016-2021
	Improve cleanliness, maintenance and visual appeal and safety.	Buckhaven Community Action Plan 2018-2023
	Clean up our village–Litter & Fly Tipping (Clean Up Our Community Campaign)	East Wemyss & Macduff Community Action Plan 2019-2024
	Work with Fife Council to ensure a rapid response to dealing with fly tipping.	Kennoway Community Action Plan 2018-2023
11. Activities for young people – including cycling and motorbikes	Affordable access to sports and keep fit facilities	Methil/Methilhill Community Action Plan 2016-2021
	More activities for young people	Kennoway Community Action Plan 2018-2023
12. Explore (social) history, heritage and nature and develop interpretation boards/murals and trails	Identity - Promote existing historical and architectural features, and improve the built environment.	Buckhaven Community Action Plan 2018-2023
	Utilise our cultural heritage to develop the potential for visitors	Plan 4 Levenmouth area 2019-2022
	Make more of promoting local heritage	East Wemyss & Macduff Community Action Plan 2019-2024

13. Identify locations for benches and build benches	Improve and upgrade our parks	Methil/Methilhill Community Action Plan 2016-2021
	Town Centre Public Realm Improvements.	Plan 4 Levenmouth area 2019-2022
	Put benches in various locations	Kennoway Community Action Plan 2018-2023
14. Enhance opportunities for people to enjoy, learn about nature, wildlife, food growing and foraging	More community activities for all ages and abilities	Methil/Methilhill Community Action Plan 2016-2021
	Environment & Sustainability – To enhance Buckhaven's environmental and visual appeal, especially the town centre and foreshore and create a varied biodiverse green environment and network which is people-friendly.	Buckhaven Community Action Plan 2018-2023
	Green spaces and places that encourage social interaction and play will continue to be a focus.	Plan 4 Levenmouth area 2019-2022
	More projects to increase biodiversity	East Wemyss & Macduff Community Action Plan 2019-2024
	Create a community garden	Kennoway Community Action Plan 2018-2023
	Movement - support sustainable travel.	Buckhaven Community Action Plan 2018-2023

15. Multimodal – link up areas around the Leven	Improvements in Transport connectivity. Walking ,Cycling, Bus and Train	Plan 4 Levenmouth area 2019-2022
	A regular bus service	East Wemyss & Macduff Community Action Plan 2019-2024
	Improve the Bus Service	Kennoway Community Action Plan 2018-2023
16. Develop tours, lead rides/walks for locals and visitors	More community activities for all ages and abilities	Methil/Methilhill Community Action Plan 2016-2021
	Movement - Improve accessibility and ease of use across all active travel paths. Support physical and recreational activity.	Buckhaven Community Action Plan 2018-2023
	Tourism Employment Opportunities Develop and support community leadership in all forms.	Plan 4 Levenmouth area 2019-2022
17. Create a programme of place making/art making.	Green Space and Play Space Improvements	Plan 4 Levenmouth area 2019-2022
18. Make bicycles available for affordable prices (hire, buy).	Movement - Support physical and recreational activity.	Buckhaven Community Action Plan 2018-2023
	Improvements in Transport connectivity. Walking , Cycling, Bus and Train Improve health outcomes.	Plan 4 Levenmouth area 2019-2022

19. Develop downhill / trials /MTB / skating / wheeling area	Affordable access to sports and keep fit facilities Improve and upgrade our parks	Methil/Methilhill Community Action Plan 2016-2021
	Environment & Sustainability - Provide better public facilities.	Buckhaven Community Action Plan 2018-2023
	Make the most of local greenspace	East Wemyss & Macduff Community Action Plan 2019-2024

15 May 2024

Agenda Item No. 9

Supporting the Levenmouth Plan – National Lottery Heritage Funding (NLHF) Match Funding – Green Skills

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 21 and 22

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution of £30,000 per year from the Local Community Planning Budget (LCPB) Anti-Poverty budget to match fund and support a 4-year programme of training and skills development starting in April 2025. This proposal will be part funded by the NLHF and will directly support the River Leven maintenance requirement.

Recommendation(s)

The Committee is asked to:-

- (1) agree in principle that they are comfortable in allocating funding in the financial years 2025/26, 2026/27, 2027/28 and 2028/29 as match funding for an NLHF contribution through the River Leven Programme;
- (2) note that the contribution total contribution from the LCPB anti-poverty budget will be £30,000 year on year, and will draw down £90,000 per year from the NLHF;
- (3) note that the funding will secure a full-time supervisor's position for the duration of the NLHF supported period; and
- (4) note that the balance of funding will be used to cover transportation and equipment costs, trainee subsistence, PPE, qualification costs etc, as well as end to end dedicated employability support, including in work support as required.

Resource Implications

Approval of this funding will reduce the LCPB (Anti-Poverty) element by £30,000 per year for four years following the start of April 2025.

Legal & Risk Implications

There are no legal implications inherent in this report. Risk management issues will be addressed in terms of the working arrangements for all participants within the Green Skills team should this funding be agreed. Any perceived risk will be mitigated by the application of high-quality training, ongoing professional supervision, and the issuing of approved PPE relevant to the jobs being undertaken.

Impact Assessment

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

Consultation

Members have stated that one of their main concerns in relation to local planning objectives is the need to ensure that opportunities are made available to local people to enhance their skills to provide the best opportunity to be ready for work. The type and range of skills imparted are important to assist local people to be aspirational in terms of what type of job they would like to do.

The offer from the Green Skills approach ties in with the feedback coming from employers and candidates looking for training opportunities.

1.0 Background

- 1.1 The criteria for spend from the LCPB requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from this Area Committee for a contribution from the Local Community Planning Budget (Anti-Poverty)
- 1.3 The proposal aligns with the approach we have taken for several years in Levenmouth, in supporting a local training team that benefits from the skills derived from working in the area, while the community benefits directly from the work being undertaken.
- 1.4 In previous years we have used the Silverburn Squad title as the local name for a locality response framework to training and development for local people. Under that title Silverburn was used as the anchor point for the squad, which ensured they had a welfare site, storage for tools, and could be utilised to carry out work on the park asset as and when required.

- 1.5 Other work requests came through local demand, and the squad were utilised to assist with job referrals from our Grounds Maintenance Service, CLEAR, Leven Environment Group, as well as environmental projects promoted by local schools.
- 1.6 Under the Green Skills (GS) Approach we will be focusing on the ongoing maintenance requirement within the River Leven valley. The GS Team may well continue to use Silverburn as a base in the short term, however we will be looking at the potential of the new hub facility at Kirkland Yard, which is to be purchased through FHR (Fife Heritage Railway) soon.

2.0 Issues and Options

- 2.1 The Levenmouth Plan notes that economic development, increasing local employment, and increasing the strength and depth of skills locally, is a priority for the area and notes that it is essential to make sure that all the current opportunities are taken advantage of. We have put in place training that supported the building of the new rail link, and green space work offers similar potential in widening career choices for local people.
- 2.2 Levenmouth has a few challenges in terms of its ability to be robust during times of economic fragility. The area is perceived to be poorly served in terms of connectivity, still has comparatively low levels of educational achievement, although recent reports from the high school head teachers have shown an increase in achievement as well as positive destination data.
- 2.3 The Green Skills approach is supported by FC Employability who provide a wraparound support service to the clients, and will be:
 - Providing a range of training programmes for youths and adults
 - Arranging work placements
 - Supporting learners to progress into work/training
 - Ensuring 70% of all participants move into a positive destination.
- 2.4 Members have already approved an interim approach for training in Levenmouth, this was agreed recently at the 30th August 2023 Area Committee meeting.
- 2.5 This interim approach is being used to better inform the maintenance requirements for the river valley area as the improvement work in that space progresses. It will also give us time to understand the change in local travel habits as and when the rail link opens this year, and how the river park routes will support that change.
- 2.6 This proposal will see the continuation and development of this year's approach in future years and will be assisted with an external funding element if the bid to the NLHF is successful.
- 2.7 The first cohort of trainees on the interim approach have now completed their training programme, of that cohort 4 stayed to the conclusion of their training (this approach will always have some fluidity as clients can leave for other jobs at any point in time) of that four two have been successful in moving into the Grounds for Growth framework which will lead to a paid placement and continued training, one is being assisted to work towards their key goal of gaining an apprenticeship in joinery , and has an

interview pending. The final client, while enjoying the experience has also decided to look at other job or training opportunities and will be assisted to identify something more suited to their aspirations.

- 2.8 In terms of work being carried out in the area the cohorts effectively give us 2880 hours of labour per year which we can allocate to local priorities, as well as the river Leven maintenance requirements.

3.0 Conclusion

- 3.1 This project will make an impact on several environmental issues and concerns in the area, as well as providing the core resource for maintenance of the green space asset at the river, which will become a well-used route as the connectivity work for the stations is completed.
- 3.2 In addition this project meets the underpinning aims of the approved current Levenmouth Plan, notably around Opportunities for All.

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15 May 2024

Agenda Item No. 10

Supporting the Levenmouth Local Community Plan – Holiday Activities Funding - anti-poverty

Report by: Paul Vaughan Head of Communities and Neighbourhoods

Wards Affected: 21 & 22

Purpose

This report is to secure funding for the holiday activity funds for both Community Learning and Development (CLD) as well as Community Trade Hub (CTH) provision. The total request is £23,000. This funding would be drawn from the anti-poverty budget, as much of the provision will be made free to ensure no financial barriers to participation.

Recommendation(s)

Members are asked to:

- Agree funding of £23,000 to cover the projected cost of holiday provision over 2024.
- Note that £10,000 will cover provision by Community Trade Hub.
- Note that £13,000 will cover Community Learning and Development provision.

Resource Implications

Agreement to this request will reduce the budget availability in the Levenmouth Anti-Poverty budget by £23,000

Legal & Risk Implications

There are no specific legal or risk implications for Fife Council inherent in this report. All work will be risk assessed within standard operating guidelines.

Impact Assessment

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

Consultation

Members have always been committed to the provision of high-quality activities during holiday periods and recognise the benefits of these being available. The proposals for holiday provision will be discussed by all local groups with a focus on young people.

1.0 Background

- 1.1 There is a requirement for all requests over £5000 from the local community planning budget to be considered and agreed by the Area Committee.
- 1.2 This request is aimed at giving security to officers and outside agencies to finalise their planning for holiday activity provision.
- 1.3 As noted there is a specific piece of work, we are looking to support for Community Trade Hub, as well as a strong offer over a range of provision by CLD.

2.0 Project Detail

- 2.1 Community Trade Hub have offered holiday activities for several years now and these have been successful in attracting applications from local young people.
- 2.2 It is important to add that CTH have already started their provision in the Easter holidays but are looking for support funding for both the longer summer holidays and October break.
- 2.3 This proposal will run over 11 weeks of holiday for 2024 and has already started in the easter holiday period.
- 2.4 A typical week in terms of this offer will include the following

Day 1 – Team Building

Day 2 – Beach clean and Coastal Path Trail

Day 3 – Visit to Lochore Meadows and Water Sports Activities

Day 4 – Outdoor Games at River Leven and BBQ

Day 5 – Ten Pin bowling and awards Ceremony with parents and friends.

- 2.5 Groups of 20 young people per week will be able to apply to be involved in this offer, on that basis over 200 young people will benefit over the year.
- 2.6 The total cost estimates for staff, transportation, admission costs and lunch provision are £24,000, CTH have already accessed a total of £14,000 from their own reserves and other income sources, accordingly FC funding will cover the balance of the total cost.
- 2.7 CLD provision will be built on the feedback from previous years offers and will be tailored to those activities that have proved popular with young people. On that basis the offer for 2024 is likely to include:
- Family Food and Fun Sessions, building on the success and popularity of family sessions held at Buckhaven, Methil and Kennoway,
 - Community Walks, encouraging and leading active travel across the Levenmouth area utilising the “green assets” of the area.
 - Community Fitness & Obstacle Event, held at Buckhaven Braes and used to support engagement with Buckhaven South residents and immediate neighbourhood,
 - Motor Safety (Motor Bikes), open sessions for young people using the Through the Gears model of delivery in partnership with Kingdom Off Road.
 - Goblin Car Project, local project expanding the reach of the STEM projects held at Methil Centre.
 - Cycling Activity Sessions & Equipment, Pump Track, and other cycle route areas locally.
 - Community Cinema – outdoor screening held during 2023, this will be explored for 2024, the fallback position being a programme within Buckhaven Community centre.
 - Beyond 7 Habits, targeted programme supporting outdoor learning for young people.
 - Gaming bus – access to fun, competitive gaming utilising a resource hired to meet this need. Likely to concentrate on late primary and early secondary school age groups.
 - Roller Rink, continuation of free provision at Leven Centre, well received and enjoyed.
- 2.8 Advertising and bookings will be via Our Levenmouth, Youth Hub webpage and will make use of on-line booking arrangements to aid manage numbers, age restrictions and follow up activity. In some, situations there may be restrictions on numbers due to availability.
- 2.9 The availability of the program balances the need to offer a service for children and young people and the annual leave requests from core CLD staff. The programme will be spread out over the 7-week summer and 2-week October school break.

3.0 Conclusions

- 3.1 This approach aligns with a range of priorities within Levenmouth local plan, but specifically within the theme of opportunities for All, and Thriving Places.

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15 May 2024

Agenda Item No. 11

Supporting the Levenmouth Local Community Plan – Cosy Kingdom Enhanced Fuel Poverty Approach

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 21 & 22

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution from the LCPB (Local Community Planning Budget) Anti-Poverty of £30,000 towards the cost of providing enhanced assistance to tackle fuel poverty concerns in Levenmouth, under the Cosy Kingdom framework.

Recommendation

The committee is asked to agree a contribution of £30,000 to cover the costs relevant to the package of work referred to in this report which aims to tackle concerns relevant to fuel poverty.

Resource Implications

Approval of this funding will reduce the LCPB Anti-Poverty fund for Levenmouth by £30,000.

Legal & Risk Implications

There are no legal implications inherent in this report. The work proposed will however be covered by separate risk assessments with oversight from the client organisation leading the project.

Impact Assessment

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

The proposal will however lead to enhanced outcomes for households requiring support.

Consultation

Members will be aware of the work of Cosy Kingdom from previous years. Local agreements with Cosy Kingdom have secured a range of bespoke work in the Levenmouth area focusing on the hard-to-reach groups. Levenmouth was the first area to specify support arrangements for private sector tenants and owner occupiers who fell into fuel poverty issues.

This work is fully supported by the local Levenmouth WRAP (Welfare Reform and Anti-Poverty) and People group.

We are working with Cosy Kingdom to further adapt the local offer in line with additional requests that have been received through local consultation, one of these is the addition of a carpet offer for struggling households, and for clients were requests for support from the Scottish Welfare Fund has not been successful.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the LCPB Anti-Poverty budget for Levenmouth.
- 1.3 The reason for bringing a report to members today is to secure agreement to fully fund the proposed enhanced work which will build on the success of the previously run Levenmouth fuel poverty approach.
- 1.4 This work is specifically tailored for the Levenmouth area, and this year will have a particular focus on the Buckhaven, Methil and Methilhill settlements, based on the evidence we hold on where the need is greatest. There will be a specific concentration on the datazones areas of most need including Buckhaven South, Methil Savoy, and Aberhill.
- 1.5 As in previous years we will ensure that the support being offered by this approach will be well advertised through our large network of agencies, third sector partners and community groups.
- 1.6 Cosy Kingdom are also well versed into tapping into local networks, and have strong links in Levenmouth with local charities, churches, schools etc, and will utilise these as required.

- 1.7 Cosy Kingdom will carry out door knocking and leafleting in the areas of focus as well as attending community events to talk directly to local people and organising their own information events in local venues. Members will recall that as an area we have always looked to assist clients across all tenures, accordingly alongside the SLA Cosy Kingdom have with Fife Council Housing Services, this ensures we can cover all households that may be in need.
- 1.8 Although we have called for a specific area focus for this proposal, it is important to note that the support will be available to anyone referred in Levenmouth if required. We do however find a focussed approach tends to create higher levels of engagement, as word of mouth and positive feedback encourages people to seek help.
- 1.9 Members will recall that in previous years the approach has been monitored on a quarterly basis with high quality reports. This will continue throughout the current proposal. Members may also recall that the work carried out in previous years has brought about strong financial benefits for clients who have been supported by Cosy Kingdom. On average we have seen a return of £2 of client benefit for every £1 we have invested in grant.

2.0 Issues and Options

- 2.1 The focused work in Levenmouth will also be supported through a strong energy advice component which is covered under the Service Level Agreement with Fife Council. This work will be carried out by Energy Advisors who are qualified to City and Guilds standard.
- 2.2 The approach will consist of home energy advice visits and phone contacts. The advisers will make initial assessments as to the needs of each household to ensure the support being given is specifically tailored to the outcomes required.
- 2.3 On conclusion of that assessment, advice may include options for physical improvements to the home including draught proofing, insulation right the way through to exploring the possibility of installing a new heating system through available grant support.
- 2.4 It is expected most referrals will result in some form of contact with a representative of the handy service who will install energy efficiency measures such as thermal curtains or radiator reflectors for example.
- 2.5 Energy tariff switching advice will also be available to clients, however it is recognised that at this time this type of support is less likely to provide a significant decrease in costs. Supporting clients to mitigate the potential volatility of the energy market is however a key approach, that can help households avoid price shocks. even in the current market.
- 2.6 Cosy Kingdom operatives are also trained in providing impartial advice around dealing with fuel debt and are linked in with CARF (Citizens Advice and Rights Fife) should a referral to them be required for more complex financial concerns.
- 2.7 Energy monitor equipment can also be loaned out to households so they can better understand their usage, and where savings could potentially be found.

- 2.8 The approach also covers thermal imaging which allows a full report on the efficiency of a property, this type of knowledge would be invaluable to support the discussions between a private tenant and their landlord, in terms of improvements that could and should be made to ensure a property meets the required standards.
- 2.9 The total cost of the proposal is as noted £30,000, the breakdown of the work to be undertaken as part of that funding agreement is shown below.

The Levenmouth Enhanced Focus

- Supply and fitting of carpets and underlay – Expected provision for up to 30 households - £19,000
- Administration costs of project - £1,000
- Handy services –Installing energy efficient measures e.g., Thermal curtains, LED bulbs and radiator reflectors. £9000
- Creating posters, leaflets for marketing purposes to target the hard-to-reach participants, door to door delivery and discussion opportunities at local events. £1000

Alongside this enhanced focus provision, advice and support will also be available under the SLA and will include:

- Working with each household to produce an ‘energy action plan,’ which includes a mix of changing habits and identifying energy efficiency improvements for the property.
- Making referrals to government, energy company or social landlord schemes for energy-efficiency measures such as insulation or a new heating system
- Lending out energy monitors to help people understand their energy use.
- Checking that the most appropriate supplier and tariff is in place; giving advice and support to help people switch.
- Encourage residents to consider Smart meters.
- Giving advice on fuel billing and debt
- Offering benefit and tax credit checks to maximise income.
- Making referrals to other support services as needed, e.g., food banks.
- Acting as an advocate for clients if they need support to deal with energy suppliers or landlords.
- Promoting voluntary work within the energy advice field to facilitate employment opportunities.

3.0 Conclusion

- 3.1 The work proposed here will have a beneficial impact on agency referred and self-referred clients who are facing issues relating to fuel poverty.
- 3.2 The additional element of adding the offer of carpets and underlay as part of the package of assistance for hard pressed households, is key and sits alongside the home furnishing and white goods assistance members have supported in the form of the Levenmouth Independence Initiative and advice and support to access essential items provided by the Plus Partnership model.

- 3.3 The introduction of this additional carpet service, which will include the fitting of decent quality underlay, is important in terms of further improving the insulation quality of individual properties. Additionally, the quality of life and amenity for residents is improved significantly.
- 3.4 These combined approaches give the area the tools required to genuinely shift the dial in terms of sustaining households for the long term, and moving beyond the crisis interventions, which can only ever be a short-term fix.
- 3.5 This project aligns strongly with the core objectives within the Opportunities for All theme of the local community plan for Levenmouth, specifically around the mitigation of poverty. This framework will ensure that local agencies and frontline Council staff have a significant resource to call on when dealing with their client's concerns.

List of Appendices

- Final Report – Energy Advice for Hard-to-Reach Households in Levenmouth – July 2023-March 2024

Background Papers

None

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Levenmouth Community Planning Group

Energy Advice for Hard-to-Reach Households in Levenmouth



Final Report

July 2023 to March 2024

Introduction

Greener Kirkcaldy's "Energy Advice for Hard-to-Reach Households" project receives funding from Fife Council's Local Community Planning Group in Levenmouth. This funding supports the delivery of free and impartial energy advice to individuals who are particularly hard to reach or vulnerable and may not otherwise engage with our energy advice service.

The project extends our work in Methil and Methilhill from 2022-23 moving down into the Buckhaven area, focusing on owner-occupiers and private lets in specific streets identified as having residents who may struggle to adequately heat their homes. Some owners reside in older properties, which can pose heating challenges.

We implemented a blended approach to energy advice delivery, offering both telephone consultations and home visits, tailored to individual circumstances and requirements. Our 'handy' service involves installing energy-efficient measures recommended by our energy advisors, such as thermal curtains, LED bulbs, radiator panels and simple draught proofing like door brushes and letterbox covers, on a means-tested basis. We also provide microwaves, heaters, and over-blankets to those requiring additional assistance. Moreover, the project offers discretionary fuel vouchers to individuals facing energy crisis with prepayment meters.

Project targets and results

We have seen significant demand for our support through this project. From July to March, the energy advice team delivered comprehensive energy advice to 116 households in the project area. 53 households received in-depth telephone energy advice sessions, while an additional 63 households received energy advice through home visits.

We had anticipated a greater preference for telephone advice and fewer requests for in-home visits post-COVID. However, this has not been the case, as many households prefer to engage face-to-face and are welcoming us back into their homes.

We supplied energy-efficient measures (via our 'handy' service) to 60 homes, resulting in improved energy efficiency, increased comfort levels, and cost savings for participants. This is much higher than we expected and we are seeing that, with the energy and cost of living crisis, more households are now classed as being in fuel poverty and eligible for our 'handy' service.

<i>Project Objective</i>	<i>Target</i>	<i>Completed</i>
Number of telephone advice calls delivering energy advice	101	53
Number of energy advice home visits	14	63
Cumulative target for telephone advice and home visits	115	116
Multiple visits to households	29	28
Events, talks and workshops	6	18
Frontline workers trained	6	59
Leaflets distributed in Levenmouth	300	708
Number of households receiving handy service.	33	58

Financial Gains

We collate information about participants' financial gains, including savings from measures installed through the 'handy' service, reductions in debt, fuel top-ups, credit added to participants' meters, and funds received through the Warm Homes Discount. Additionally, we give out energy-saving devices such as halogen heaters, microwave ovens and TV power downs.

On each of our visits we give 10 energy advice tips and if the participant takes on board at least 5 of these tips, then they will save £170 a year.

So far, 116 participants have collectively received £46,359 in financial gains, averaging £400 per home. These gains are expected to rise before the end of the project as more debt is cleared and additional measures are installed through the 'handy' service.

<i>Gain Type</i>	<i>Total Financial Gain to date</i>
Air fryers	£1,120
LED light bulbs	£2,210
Carbon monoxide detectors	£20
Community Heating Project (new boiler)	£2,170
Cosy packs	£360
Curtains	£3,780
Dehumidifiers	£4
Draught excluders	£20
Draught proofing door brushes	£20

Draught proofing windows	£10
Energy advice top 10 tips	£15,810
Foodbank vouchers	£75
Fuel vouchers	£318
Halogen heaters	£480
Loft insulation	£500
Microwaves	£120
Over blankets	£630
Radiator panels	£140
Slow cookers	£80
Utility charity	£6,022
Warm Homes Discount	£12,470
Total	£46,3340

Marketing

We engaged with the Buckhaven community through various forms of communications.

Door-knocking campaign

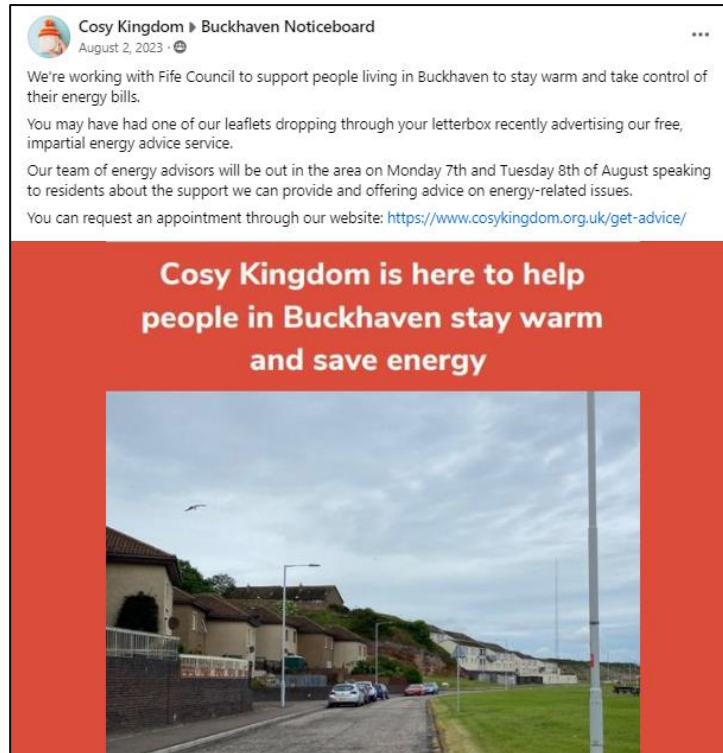
In August, our energy advisors conducted a leafleting and door-knocking campaign in the Buckhaven area. We distributed over 590 leaflets to residents and engaged in productive conversations on doorsteps with individuals worried about high-energy bills, the cost of living crisis and keeping their homes warm in winter.

Leaflets and posters

We distributed leaflets in the area and displayed posters in local venues and various organisations, e.g. CLEAR Buckhaven and the SGN Summer BBQ event held in the area.

Social Media

We used local Facebook groups to promote our work in the community. This involved promoting our presence and activities during our door-knocking campaign to inform local residents of our operations in the area. Additionally, we frequently shared useful advice, such as Warm Home Discount opening times, while also raising awareness of our energy advice service.



Example social media post

Events

Our energy advisors organised various events and talks in the area. This included hosting regular drop-ins at Levenmouth Foodbank to engage with those using the service. Additionally, we addressed local groups such as Home Start and set up an information stall at a Christmas event held at Buckhaven Community Centre.



Case Studies

Case Study 1

Situation

Mr W was referred to us by his Fife Council Housing Management Officer (HMO). He lived alone in a top-floor flat within a long two-storey block in Levenmouth. These are aging buildings with poor insulation and heating challenges.

Mr W faced issues with his smart meters, which failed to communicate with each other. These had prevented him from topping up or using gas for approximately six months, despite contacting his supplier for assistance. Additionally, Mr W struggled with addiction issues, making engagement difficult.

Support

Our energy advisor conducted a home visit with Mr W to address his situation. Initially, we attempted to resolve the issue by contacting his supplier. Despite three separate home visits and numerous phone calls, the problem persisted due to inadequate customer service from his supplier.

As a result, our energy advisor contacted the Extra Help Unit at Citizens Advice, who agreed to handle the case. They got in touch with his supplier and on the same day, Mr W was back on supply for gas. Subsequently, an engineer was dispatched to replace both meters as Mr W's top-ups were still not registering.

We proceeded to offer Mr W guidance on optimising his home heating while minimising costs, advising him to use thermostats, timers and thermostatic radiator valves. This approach will help him stay cosy in rooms he frequently occupies while reducing the temperature in less-used rooms. We advised Mr W to reduce his electricity usage by switching off appliances when not in use and monitoring their energy consumption using the In-Home Display on his smart meter. By understanding the cost of each appliance, he can make informed decisions and avoid excessive usage of high-cost items. We also provided additional advice on reducing electricity costs, such as charging mobile devices during the day instead of overnight, using a slow cooker instead of an electric cooker and washing clothes at 30 degrees whenever possible.

Next, we advised Mr W on Government cost-of-living payments, guided him through the process of applying for the Warm Home Discount and referred him to Citizens Advice and Rights Fife (CARF) for a benefits assessment. We made a referral to our 'handy' service for the installation of thermal curtains in Mr W's living room to increase heat retention, provided LED bulbs to reduce lighting costs and recommended a halogen heater as a cost-effective alternative to his heating system.

Outcome

Despite the meters being replaced and his supply restored, Mr W, due to his low income and addiction issues, still cannot afford to use his heating system. Instead, he uses the halogen heater we provided and chooses to stay in one room of the property. This particular room, facing south and

receiving sunlight throughout most of the day, is the warmest. In the evenings, he relies on the halogen heater and blankets to keep warm.

Mr W applied for, and successfully received, the Warm Homes Discount. Additionally, following a benefits assessment by CARF, he experienced a small increase in his income. He expressed his gratitude to us for our assistance, but expressed his inability to afford heating expenses, stating that he "can't afford to use my heating." Mr W also mentioned experiencing mould and condensation issues in some rooms of the property. We informed Fife Council of this situation and they are currently investigating the matter.

We provided Mr W with a winter cosy pack containing essentials such as a thermal hat, scarf, gloves, a flask and other items. These provisions will assist in keeping him warm during the colder months when he continues to face challenges affording proper heating for the property.

Case Study 2

Situation

Mr S was referred to us by Express Group. He lived in a ground floor flat within a block owned by Fife Council and shared custody of his daughter for half of each week. His daughter has health issues that require her to be kept warm, as she is prone to chest infections.

Mr S had been facing challenges with the cost of fuel and had accumulated some arrears on his gas credit meter (he used a prepayment meter for electricity and had no outstanding debts on this). Additionally, he sought advice on methods to reduce his energy usage and improve the warmth of the property, particularly for the well-being of his daughter.

Support

Our energy advisor conducted a home visit with Mr S to discuss his situation. Initially, we provided him with advice on optimising his home heating while minimising costs, recommending the use of thermostats, timers and thermostatic valves on radiators. This approach will assist him in maintaining warmth in rooms he frequently occupies while lowering the temperature in less-used rooms, or turning off radiators altogether.

Next, we provided Mr S with guidance regarding Government cost-of-living payments and advised him to apply for the Warm Home Discount, once applications open. Additionally, we referred him to Citizens Advice and Rights Fife (CARF) to have his benefits checked.

We helped Mr. S complete an application for the Home Heating Advice fund to have some of the arrears cleared. Mr S was also referred to our 'handy' service to have thermal curtains installed in his living room to improve heat retention and LED bulbs to reduce lighting costs.

Outcome

Mr S was successful in getting all of the arrears on his gas cleared, leaving him with no outstanding balance. We helped him set up a direct debit, which should help him avoid any debt build up in

future if he keeps on top of it. He also mentioned the advice we provided on reducing his fuel usage has resulted in a significantly lower bill compared to previous months as he has implemented the suggested behavioural changes.

Mr S's supplier has informed him that he will receive the Warm Homes Discount this year. Additionally, he is aware of when he should expect the next Government cost-of-living payment and intends to use this money, along with the Warm Homes Discount payment, to cover some of his annual fuel costs. He said, *"I would have known nothing about Warm Homes Discount or when to expect these other payments if you hadn't gone over it with me, thank you so much."*

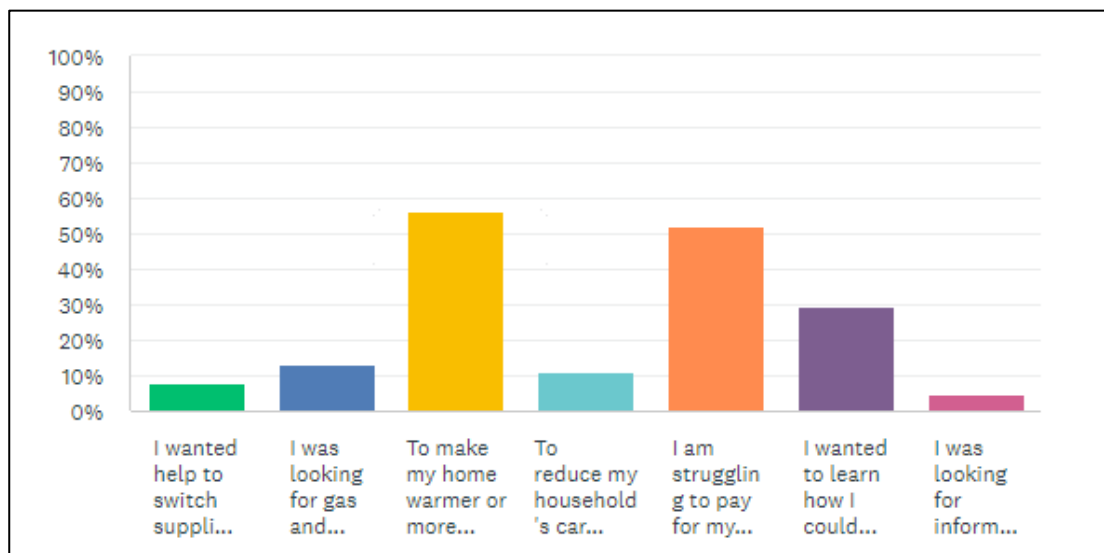
CARF advised Mr S that he may be eligible to apply for other benefits and have sent forms, along with booking an appointment, to assist him in completing the application process. The measures installed by the 'handy' service (curtains and LED bulbs) have contributed to Mr S and his daughter feeling cosier at home.

Overall, Mr S is delighted he was referred to us, as he feels that the support we have provided has significantly increased his sense of control over his fuel costs and his daughter feels much more comfortable at home as a result.

Cosy Kingdom Feedback Survey Report

We completed a participant survey to obtain feedback from households throughout Fife who received a Cosy Kingdom energy advice home visit or telephone appointment. 202 participants took part in the survey.

1. Reasons why people wanted advice



The most popular reasons participants gave for booking appointments were to make their home warmer and more comfortable (56%) and because they were struggling to pay for their fuel use (52%). This year, we have seen that the number of people contacting us because they were struggling to pay their fuel use has dropped from 74% to 52%. This is likely due to our partnership

with Fife Council's Community Support line who provides various support including providing fuel vouchers and households adapting to living with higher energy costs.

29% households were looking to learn how to reduce their energy usage and make their homes more energy efficient. 13% wanted assistance with gas and electricity utility debt.

7% of participants main reason for contacting us was advice on switching, a fall of 13% from last year. This is due to the ongoing energy crisis, which is affecting the ability for households to switch to affordable deals. 11% of participants were looking for advice on lowering their carbon emissions and 5% were looking for advice on new heating systems, home renewables and other technologies.

Participant comments included:

"I was overwhelmed with the rising costs of gas and electricity"

"I had been back billed for multiple years having never had a bill before"

"I am disabled and can't read my meters. I have no in-house display to see where I could save energy"

"Newly moved into my accommodation and needed advice on how everything worked"

2. Enhanced heating needs and energy usage insight

Our survey provided an insight into the circumstances of our participants. 70% of participants identified themselves as having enhanced heating needs with a need to have their heating on at a higher temperature or for longer periods due to ill-health, disability, old age or families with children under the age of five. 32% of those participants had these enhanced heating needs, but were also under heating their home.

Overall, 61% of respondents told us they were using more energy than they would have expected in their home.

Participant comments included:

"I currently suffer from long covid and numerous illnesses due to COVID-19. This leaves me requiring aids, which require increased electricity needs, e.g. a bath lift, electric scooter, riser recliner, as well as increased heating needs"

"I get chemo and I'm always cold. I can't afford to heat the home. Cosy Kingdom gave me lots of useful information"

"I have arthritis, which is always worse when I am cold"

"I have carers come in the morning and evening. I need hot water due to health issues but I am struggling to keep a supply of hot water"

"I have COPD and I need my bedroom warm as, with what I have, I need to be warm in the night. If my body gets cold the chance of dying is a big thing with my health condition"

"I have three chronic illnesses, which require me to shower frequently and use the washing machine up to four times daily"

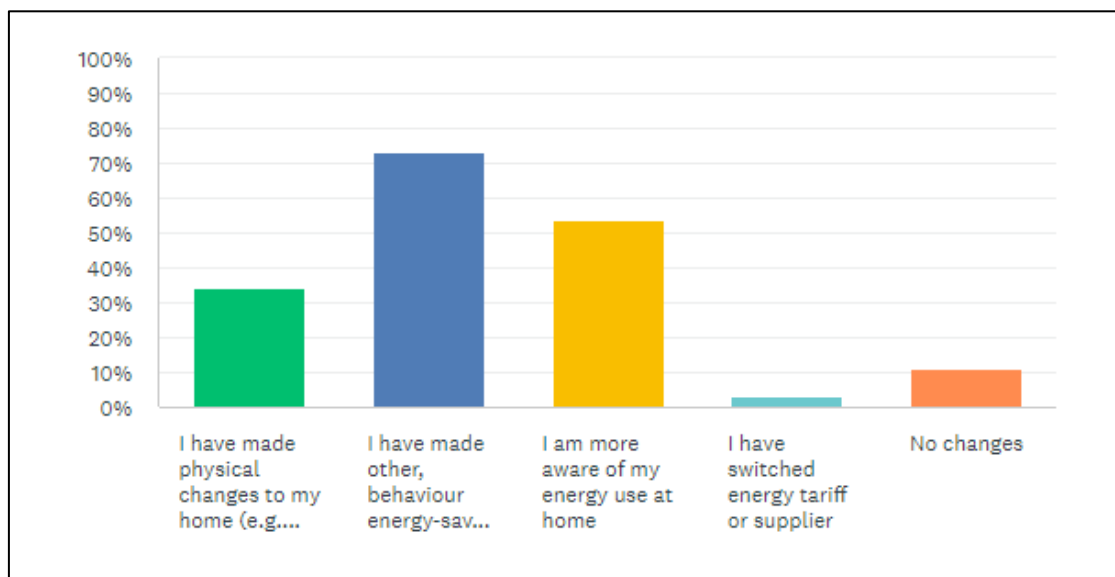
3. Evaluating our support

95% of participants said they found the energy advice they received was helpful. 95% found the appointment informative and 96% told us the advice was easy to follow.

Overall, 79% of participants rated our service excellent with 16% rating it good. Over 95% of respondents told us they would recommend our energy advice service to others.

98% of respondents told us that the delivery method of our advice (home visit, telephone call or drop-in) suited their needs. 97% told us that our opening hours were suitable for their needs.

4. How our advice helped



Because of our advice, 73% of participants had made behavioral energy saving changes to their home, for example turning down the thermostat, closing doors and curtains and changing how they use appliances.

53% told us they were more aware of their energy use at home. 34% told us they had made a new physical change to their property, for example installing insulation, a new heating system, draught proofing or receiving our handy service.

Only 3% of respondents had switched energy tariff or energy supply, an impact of the ongoing energy crisis.

Participant comments included:

“Our heated blanket is a Godsend thank you”

“I’m waiting for a visit from Home Energy Scotland and am interested in applying for a grant to make changes”

“Hoping to get a new heating system, thanks Cosy Kingdom”

Our survey also provided us with an insight into the impact our project is having on fuel poverty and energy literacy.

62% of respondents had saved energy or reduced their energy costs. 90% feel more confident managing their energy use at home. 76% feel more comfortable and warmer at home. 54% of participants have seen their financial situation improve as a result of our support.

We also asked participants whether the advice they received has helped improve their health. 28% said their physical health had improved (34% said it was too early to tell). 47% participants said their mental health had improved (25% said it was too early to tell).

Participant comments included:

"I feel better now that I have talked with Julian"

"Rosie helped me make it less stressful"

"Can only get better with the advice I received from Tracy, thank you"

"Getting the Home Heating Support Fund Award took a lot of pressure off me through the winter, I felt so reassured and it reduced my anxiety immensely"

"When you feel warm and comfortable it makes you feel better"

"I've been recently bereaved and Walter was really nice and concerned and really cared"

5. What advice was most useful?

We asked participants what they found most useful about our support:

"There is help out there, especially for low income households. From heating advice to debt management. I received thermal curtains, which I close every night and I am very grateful because I'm nice and warm now. Thank you."

"Just talking to someone from Cosy Kingdom"

"How much one shower costs really shocked me. I'm now taking shorter showers and my bills have been reduced"

"How I can heat up my house without having radiators on at full blast"

"The advisor couldn't have been more supportive and has already given me a follow up call"

"Michael, the advisor, speaking directly to Scottish Power. It took me multiple attempts over 7 months"

"Just having someone else to support me was the thing that helped the most – If I didn't have Cosy Kingdom I don't know what I would have done"

"Walter was really caring and wanted to help me keep warm"

Many participants specifically appreciated our 'handy' service:

“The physical things like radiator panels and bulbs really helped”

“Getting curtains from the handy service has really helped”

“It helped keep the draughts at bay and I don’t need my heating on as much”

“The over-blanket was great, my wife is disabled and it was a life saver for her”

“I was given your handy service and now use the curtains at night. I can watch my smart meter now and see the costs come down”

6. Other Comments

“If it wasn’t for the advisor putting in an application to the Home Heating Support Fund to help clear out energy debt I don’t know how we would’ve managed to get through the winter or have survived. Everything he put us forward for has been extremely helpful and appreciated”

“Cosy Kingdom made me feel like I mattered. They gave me a forum to express my concerns then offered appropriate help and guidance coupled with practical help. I had been extremely concerned about my utilities and they set about helping me to resolve these issues”

“If it weren’t for Cosy Kingdom I don’t think I would have my house today”

“Keep up the good work Cosy Kingdom, you are much needed”

“I want to highlight how professional and knowledgeable Julian is. He did a great job and really put my mind at ease”

“Everyone I have spoken to at Cosy Kingdom have gone out of their way to help”

“You were so easy to talk to – I was so embarrassed about my situation but you made me feel so much better”

“Thank you very much – it really was a lifeline, which got me through winter”

“Barry explained everything very clearly and patiently. I have dyslexia so it is difficult to understand bills and letters sometime, keep up the good work”

“I appreciate everything Cosy Kingdom have done. I also appreciate the understanding shown regarding my wife’s PTSD.”

“The service has been amazing. Julian was nice, approachable and didn’t judge me”

“Great service. There was nothing like this in my mum’s day when she was struggling. It’s really good that there is help for people who are struggling.

“I would one billion percent recommend Cosy Kingdom to others”

“Thanks to everyone at Cosy Kingdom for making my life better”

“You are a wonderful organisation – thank you for all your help”

“The service delivery, advice and home visit were really beneficial. The team are courteous, helpful and very knowledgeable”

15 May 2024

Agenda Item No. 12

Supporting the Levenmouth Local Plan - Confirmation of Community Recovery Fund (CRF) Funding Combined Report

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Wards 21 & 22

Purpose

The purpose of this report is to seek agreement from the Area Committee to allocate funding from the CRF for four projects. The projects are Levenmouth Skatepark (build costs), Homelands Trust Happy Hut project, Leven Promenade car park resurfacing work and set aside funding for potential Climate Adaptation projects. The total request is for £223,830.77.

Recommendation(s)

The Committee is asked to. -

- Agree a contribution of £150,000 from the Levenmouth CRF, towards the costs of renewal of the Leven Promenade skatepark.
- Agree a contribution of £8663.98 from the Levenmouth CRF, towards the costs of the Homelands Trust Happy Hut project.
- Retrospectively agree a contribution of £43,492.79 from the Levenmouth CRF, towards the costs of resurfacing the Promenade car park.
- Agree a contribution of £22,000 from the Levenmouth CRF, towards a set aside fund to support climate adaptation projects.

Resource Implications

The proposal in front of members today will reduce the funding available in the CRF budget by up to £223,830.77

Legal & Risk Implications

There are no legal implications inherent in this report. Any capital build proposals are being supported by colleagues in Property Services, and all design and procurement processes will be guided by the relevant Fife Council framework.

All construction risks will be borne by the relevant contractor.

Planning permission will be sought for elements of this proposal.

Impact Assessment

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

This proposal will benefit local people, and in the case of the skatepark approach will add quality infrastructure in a key area where there is a significant focus due to the reintroduction of the Levenmouth Rail Link.

Consultation

The skatepark initiative has been discussed with local groups who have a focus on young people via our CLD service over the last few years. Currently there is a representative skatepark group who have been leading on the consultation process.

This proposal has been discussed with members at the various CRF sessions, members have previously shown support for a project to improve the amenity of the current skate park offer. Local community support for the upgrade or renewal of the skate facility also came through discussions on the separate consultation process for the successful. Pump Track project in Kennoway.

The Homelands Happy Hut Project has been subject to consultation with a range of user groups at the Homelands Trust facility. The proposal has also been discussed with representatives of Largo Communities Together and the Lundin Links and Largo Gardening Club.

The resurfacing proposal for the Promenade car park has been discussed many times and has been a particular cause for concerns raised by ward 21 members, residents, and Leven Community Council.

The Climate Adaptation set aside fund is being proposed to potentially assist projects that may benefit from UKSPF climate grant processes and would act as a match funding pot to ensure that drawdown takes place. Discussions have taken place with a few local groups interested in acting on sustainable solutions for local facilities.

1.0 Background

- 1.1 The criteria for spend from the LCPB (Local Community Planning Budget) or CRF requires authorisation from the Area Committee before amounts of over £5000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for funding from the CRF budget for a combined total of £223,830.77. All the projects have a separate appendix document which gives further detail on each approach.

Skatepark Proposal

- 1.3 Members will be aware that we have already committed a sum of £10,000 to cover all design costs for this proposal, this was agreed at the 5th April 2023 Area Committee a link to that paper will be found in the background papers section at the end of this report.
- 1.4 The Leven Skatepark group have been key in refining the design brief for the project. The group gave direction on the key elements they would like to see incorporated into the skatepark design.
- 1.5 There was initially a desire to try and keep elements of the existing skatepark in the new design, however after discussion there are concerns that retrofitting on these elements may prove problematic, certainly initial discussions with contractors have pointed to a 'clean' site approach being a better and more affordable option.
- 1.6 There are specific concerns around the ability to drain the site effectively through the current drainage systems. On that basis it is prudent to support an approach that removes the current infrastructure and includes an upgrade of the drainage system to ensure that the asset is sustainable.
- 1.7 Due to the need to strengthen the drainage system we are adding a good level of contingency to the funding package, over and above the amount we would normally seek for this type of proposal.
- 1.8 Members should be aware that a separate application for funding has been lodged with the LRP (Levenmouth Reconnected Programme), accordingly the CRF approach will make up the match funding requirement of 25% for LRP purposes, and the contingency requirement.
- 1.9 The existing skatepark area, was constructed from the old paddling pool area, which had not been used for several years, accordingly it was a good approach that utilised existing infrastructure, however, the current approach offers the chance for a high-quality replacement. The overall cost of the skatepark project is estimated to be £320,000.

Happy Hut Proposal

- 1.10 This report is to seek agreement from the Area Committee for funding from the CRF for £8,663.98 for the installation of a hut unit at the Homelands Trust facility on Links Road, Lundin Links.
- 1.11 The Homelands Trust-Fife (SCIO (Scottish Charitable Incorporated Organisation)) (SC047615) is an independent, Fife based charity working to improve the quality of life of individuals affected by disability, people with life limiting conditions and their carer's, through the provision of high-quality holiday accommodation.
- 1.12 Alongside the provision of accommodation there are a range of activities held at the facility which encourage voluntary input. Members will note from the attached CRF project form that the organisers are seeking to expand the volunteering opportunities that can be accessed and are moving towards an intergenerational approach.
- 1.13 Three estimates have been procured for the hut installation proposal, and the price reflects the most competitive quote received.
- 1.14 The work will include the purchasing of a 20X10 shed unit with glazed apertures, all required groundwork to ensure flat access for wheelchair clients and anyone with mobility issues and the installation of an electrical connection. Further detail on the project can be found in the relevant appendix.

Promenade Resurfacing Work

- 1.15 This project requires retrospective agreement from the Area Committee for funding from the CRF budget for up to £43,492.79.
- 1.16 Members will recall that a decision to carry out an overlay of over 800 square metres of the middle area of the car park was agreed at the area committee meeting in September 2021, a link to that discussion can be found at the end of this report.
- 1.17 Members agreed funding of up to £17,000 to allow that work to go ahead, this included a contribution from the private roads budget held by Transportation and allocated in collaboration with local elected members.
- 1.18 Prior to that work starting concerns were raised that this work would not give the level of finish and durability required for a car park which has significant use and is open to the elements both from the weather and storm flood incidents from the sea.

1.19 Accordingly new costs were pursued to carry out a full overlay of the car park to its full extent of 1443 square metres, with a higher level of sub structure renewal where there had been previous collapses.

Climate Adaptation Proposal

1.20 This request is to seek agreement from the Area Committee for funding from the CRF of £22,000.

1.21 Fifes UKSPF Investment Plan 2022-25, focuses on specific low carbon interventions or adaptation to climate change, such as energy efficiency measures or to increase community resilience. All interventions are expected to contribute to Fife's net zero targets.

1.22 This funding is targeted at community organisations who own or occupy non- domestic properties who want to reduce their energy costs and greenhouse gas emissions. The facilities supported must also be utilised by vulnerable clients within the community, who access the buildings for support. Four applications from the Levenmouth area are currently being considered for a share of this funding.

1.23 The key interventions for this funding include the following:

- Improve a buildings energy efficiency
- Decarbonise building heating source
- Assist the community organisation to adapt to climate change
- Encourage biodiversity
- Help meet digital costs – for example to facilitate the fitting of a smart meter or help with remote control of heating and lighting.

1.24 As noted there are four organisations that have progressed applications to the Climate Adaptation fund these are noted below

- CLEAR
- Community Trade Hub
- Kennoway Bowling Club
- Methilhill Community Children's Initiative

1.25 As we understand it grants for the UKSPF have been limited between £3,000 and £20,000. This is a good foundation for carrying out work to community buildings, that would help decarbonise heating provision, however we are aware that in the current inflationary period, costs are increasing, and it may well be useful to have a reserve fund in place to help the applicant groups achieve their objectives.

1.26 It is also notable that the UKSPF have made it clear that they are unable to assist with additional VAT costs for any proposed intervention. While we would still expect the

organisation to have some investment in any intervention, additional match funding may help groups to take a decision to move forward with a proposal.

2.0 Issues and Options

2.1 Project detail is contained in the CRF documentation attached to this report.

3.0 Conclusion

3.1 These applications fit well with the agreed priorities contained within the Levenmouth Local Plan, specifically around the Opportunities for All and Thriving Places themes.

List of Appendices

CRF Pro forma documents x 4

Background Papers

[Levenmouth Local Plan 2023 Pages 115-125](#)

[Community Recovery Combined Report – Pages 165-199](#) - Levenmouth Area Committee 5th April 2023

David Paterson

Community Manager (Levenmouth)

Buckhaven Burgh Chambers

Telephone: 08451 55 55 55 + 493928

Email – david.paterson@fife.gov.uk

Proposal Title:	Skatepark Construction Costs			
Brief Summary of Proposal:	This proposal sets aside £150,000 as match funding against other funding streams, and as contingency for the construction of a new skatepark facility at the Promenade Leven.			
Select relevant Area or Fife wide:	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?	N/A			
Project Lead	Dave Paterson			
Lead Organisation	Fife Council			
Date	5.4.23			

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the 'Help with Cost of Living: Extending Community Support' report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living
- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

Monitoring & Evaluation

- Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months, and 18 months. Where applicable, a final report will be required upon completion.
- We expect organisations to source best value and provide verification of the budget spend.

DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>
<p>This proposal is aimed at the improvement of the current skatepark asset on Leven Promenade. This project will fully renew the current skatepark to a high standard and a design which has been community led by the end users of the asset. The new facility will add to the offer available in Levenmouth as part of the improvement agenda built around the reintroduction of the rail link. There are no unintended consequences noted for this proposal, the new design will improve the safety of skateboarders given it will be designed to a high specification, there are no additional revenue implications for the Council as the asset will be covered by existing resource allocation towards maintenance.</p>	
2.	<p>Please detail which priorities this proposal meets.</p>
a)	<p>Recovery and Renewal Plan 4 Fife Update priorities met.</p>
<p>Thriving Communities Opportunities for All.</p>	
b)	<p>Local Community Plan priorities met.</p>
<p>As Above</p>	
3.	<p>What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)</p>
<p>Members are aware of the proposals to improve this asset. Consultations have taken place locally with young people and the established skateboard club in Leven. The proposal has also found favour in wider consultations around the general improvement of the Promenade area that have taken place in 2019 and 2023. The</p>	

proposal has been supported in the Place leadership setting, and supported by Grounds Maintenance, who oversee the maintenance work on the Promenade area. The new asset will sit alongside the recently revamped play area, and consequently offer play opportunities for a range of ages.

4. List the desired outcomes and benefits, and what measures of success will be used.

Outcome	Benefit	Measurement
Funding requirement achieved	Draw down of other funding in this case from the LRP (Levenmouth Reconnected Programme).	Funding in place
Start date for project	On site activity and clear statement of intent shown in the improvement agenda for the area	Contract award made
New asset in place	Improved play opportunities, clear addition to local facility offer.	High satisfaction rates of end users – and high levels of use.

COSTS

5. Provide a breakdown of the proposal's costs.

Cost Description	£
Match Funding Element	£75,000
Contingency Element	£75,000
	£
	£
	£
	£
Total:	£150,000

6. How much funding are you requesting from the Community Recovery Fund?

£150,000

7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.
LRP – To be confirmed.	

RISKS

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Design not agreed by all parties	2	5	10
Delay in. Progress due to workload at Property Services	3	3	9
Low use figures	1	5	5
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Design	Local Skate Group have been involved in the design process from day one – the current designs are being reviewed by that group, and adaptations will be made in line with those discussions, that can be accommodated within the budget envelope.		
Delay	Difficult to mitigate against, Property Services have taken the process through to the tender stage so things are well advanced – in terms of contractor availability we will seek to negotiate a framework for the work as and when the contract is offered formally.		
Usage	Local Group are fully on board, and we expect significant local usage to be guaranteed, Given the quality of the design we also envisage that this will be a destination asset that people travel to, to use.		

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	No recurring costs for this aspect.	
Unintended consequences	None	



Community Recovery Fund Project Proposal

Document ref

CRF01

Duplication with existing projects / initiatives		No Duplication	
11.	Approval		
Approved By	Role	Date	
	Community Manager	5.5.24	
	Accountant		
	Area Committee	15.5.24	
	Cabinet Committee (if Fife wide)	N/A	

Proposal Title:	Homelands Trust Fife: Horticulture “Happy Hut”			
Brief Summary of Proposal:	Our proposal is to erect a wheelchair-accessible horticulture hut in the grounds of Homelands. The hut will act as an activity space for our large group of horticulture volunteers who contribute to keeping our gardens beautiful. It will also increase our capacity to involve additional volunteers and make indoor horticulture tasks accessible to people who use a range of mobility aids, including our holiday guests. We will use the woodworking skills of a couple of our volunteers to make garden planters and other small items to sell to make the project sustainable, in terms of buying more seeds and woodworking consumables. Once we have evaluated the success of the project, we would expand by adding a greenhouse, allowing us to grow all our own plants and vegetables.			
Select relevant Area or Fife wide:	Cowdenbeath		Levenmouth	x
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?				
Project Lead				
Lead Organisation	Homelands Trust Fife SCIO			
Date				

Community Recovery Fund - Background

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Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living
- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

DETAILS OF PROPOSAL

1.	What will the proposal deliver and what are the timescales for delivery?
	<p>1. Background: Homelands Fife in Lundin Links is a charity providing accessible self-catering holiday accommodation for people with a range of disabilities, and their families, caregivers and friends. We have 9 beautiful holiday lodges overlooking Largo Bay which are booked year-round, and which make a unique contribution to Fife’s tourism economy. Additionally, we have our on-site Paxton Centre, a community hub which hosts activities, classes and social opportunities to our holiday guests and to local residents in the Levenmouth community. The majority of activities in the Paxton centre and in the grounds of Homelands are low-cost or no-cost, delivered by volunteers. This has the dual benefit of removing financial barriers to participation, while building social capital in our local community.</p> <p>2. Our plan: before Covid, we had a good number of horticulture volunteers who contributed their time and enthusiasm on a weekly basis, helping to keep our gardens beautiful. The majority of these volunteers were older people, many with disabilities and health problems. During Covid, many of them were shielding and many found it difficult to re-build their confidence. Gradually, most of our volunteers have returned. In an average week we have 6- 8 regular volunteers, supplemented by 6 more casual participants. Volunteers make a huge difference to the physical environment of Homelands, and in turn they reap the benefits of fresh air, companionship, and the satisfaction of feeling useful and valued. So, our ambition is to build on this model. We know we can attract more volunteers, and in particular build our capacity to develop intergenerational activities. We already have a few young mums with babies and toddlers who take part alongside our older and disabled members. Our problem is that we lack the physical infrastructure to optimise their participation. This is where the Horticulture Happy Hut comes in. It will provide a practical space for indoor tasks such as sowing seeds, potting up, and making bird boxes and bat boxes. It will be wheelchair and baby-buggy accessible. It will store our volunteers’ garden tools and provide a genuinely accessible and welcoming space for shared activities. We have identified a space in our grounds to site the Hut.</p> <p>3. Why does this matter? Inclusivity and volunteering both lie at the heart of the Homelands model. We are well known and well connected in our community, but we know that we can do more. Social isolation is a growing problem for older people, which is an issue particularly relevant to Levenmouth because of our growing population of elderly people. Equally, however, there are many young families who are disproportionately affected by the cost-of-living crisis, and for whom shared, free activities can be enormously helpful. The benefits of fresh air, the outdoors, healthy activity, and companionship are well researched. They are known to have a protective effect on physical and mental health.</p>
2.	Please detail which priorities this proposal meets.
a)	Recovery and Renewal Plan 4 Fife Update priorities met.
	<p>We believe that our approach to delivering for our community aligns really well with the strategic approach to change outlined in the Plan. We are community led, most of the activities are delivered by local volunteers, and we are nimble in our approach to meeting identified need in our local community. In particular, we believe our proposal will contribute to the following specific recovery priorities:</p> <p>1. Community wealth building: the improvements described in our proposal will help us to optimise the grounds of Homelands as an asset for the whole community. The Paxton Centre is already full accessible, and our proposed Horticulture Hut will be too. The activities we already provide make a positive difference to community cohesion, improve connectedness, reduce loneliness, and encourage active participation. This is particularly relevant for the older people in our community who depend on our activities to help them</p>

keep mentally and physically active, sustain friendships and feel useful and valued. Equally, however, it is relevant to our youngest members, the babies and toddlers (and their young parents) who lost out on socialisation opportunities during Covid and who could benefit hugely from our proposal.

2. **Tackling poverty and preventing crisis:** as a charity, we are conscious that our main demographic groups (people with disabilities, older people and very young families) are most vulnerable to the cost-of-living crisis. We have a 'suggested donation' approach for all our activities so that any financial barriers to participation are removed. Part of our plan to expand horticulture is to grow vegetables that can be used in soup in our Monday café. Volunteers will therefore benefit from the activity of working in shared activity in our garden grounds and can then come in on Mondays for free soup and a bit of company.
3. **Reducing the impact of climate emergency:** growing our own vegetables will reduce food miles to food yards. Literally, from garden to bowl in the time it takes to make soup. Our next aim (not for this fund) is to have a greenhouse to be able to grow all our own plants and linking up with the Lundin Links and Community Gardening group to provide plants for numerous planters around the villages.

b) Local Community Plan priorities met.

We believe that our proposal aligns well with the following strategic themes in the Plan 4 Fife:

1. **Opportunities for all.** Our activities help to keep people active and engaged in the life of the community They provide opportunities for friendships, learning, physical activity, and mental stimulation. This all helps to sustain good health and helps to prevent mental and physical decline. All our home-grown groups are led and delivered by volunteers. Volunteering builds skills and confidence, helping people to feel useful, valued and involved.
2. **Thriving places.** All sorts of activities are delivered in the Paxton Centre and in the grounds of Homelands, which help Homelands to be much more than a holiday destination for our guests, but a resource which is genuinely integrated into the wider community. While it is certainly the case that Homelands contributes significantly to the financial economy through our highly successful self-catering lodges, we also add something special to the social capital of our community.
3. **Community led services.** As a charity we are led by volunteers and are well supported by our local community. Local volunteers deliver most activities in the Paxton Centre, which in turn are designed to respond to what people indicate they want.

3. What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)

The initial idea for the Horticulture Happy Hut came from our existing horticulture volunteers, who explained that they need a physical space to work indoors, to store gardening tools and to have a social space. The space needs to be fully accessible for mobility aids, power chairs and prams/buggies. It needs to have a decent work bench for sowing seeds and potting-up, and space to store garden and woodworking tools securely. We have several wildlife habitations and feeding stations around the grounds, so we need to keep a store of bird and hedgehog food. Our wildlife volunteer comes in weekly to wash the feeders and refill them so that our wildlife thrives.

We have consulted with the Development Coordinator at Largo Communities Together, who is fully supportive of the idea.

We have contacted the coordinator of Lundin Links and Largo Community Gardening group to discuss ways of working together on shared aims. One of our volunteers also volunteers at Silverburn and has brought a lot of ideas from his volunteer role there.

We had already made links with Silverburn through giving advice on their proposed inclusive play park and their beach wheelchair projects.

We have consulted with CLEAR, Buckhaven to ask for advice and a visit to our grounds to share their knowledge and expertise with us.
We have met with the Lower Largo Friendship Group, which is run by parents of young adults with a learning disability. The group meets weekly in the Paxton Centre. The parents were very enthusiastic about getting involved.

4. List the desired outcomes and benefits, and what measures of success will be used.

Outcome	Benefit	Measurement
A fully accessible hut erected in the grounds of Homelands, with easy wheelchair access, level entry and good worksurfaces.	<ol style="list-style-type: none"> 1. Horticulture volunteers have an indoor space to allow them to work on indoor tasks and to socialise over shared tasks such as potting-up, sowing seeds. And simple woodwork tasks such as making bird boxes and bat boxes. 2. Volunteers benefit from healthy outdoor exercise, fresh air a sense of accomplishment . 	Volunteers will report a high level of satisfaction with their new hut. They will enjoy the company of other volunteers over shared tasks. They will benefit from camaraderie, reduced isolation, and friendships. Volunteer retention will be high.
	The new Hut will allow us to expand our volunteer numbers. This will include more inter-generational volunteering to include more young parents/toddlers and older people as well as people with disabilities.	We will increase the number of regular horticulture volunteers from 8 (current) to 16 by 12 months.
We will expand our horticulture activity from flowers and plants to vegetable growing.	The vegetables will be made into a free soup lunch for our volunteers.	Volunteers will feel valued. They will report improved wellbeing from a hot nutritious lunch and the pleasure of sharing food they have helped to grow.

COSTS

5. Provide a breakdown of the proposal's costs.	
Cost Description	£
20' x 10' wooden shed with apex roof, 2 laminated glass windows and double doors.	£4,000
Groundworks and landscaping the area to make it level for wheelchair access, laying a base for the shed and creating a paved area in front to serve as an outdoor workspace.	£3980
Installing electricity	£568

External waterproof extension cable	£35.99 (Amazon)
High visibility 10 metre cable protection cover for extension cable	£79.99 (Amazon)
Total:	£8,663.98

6. How much funding are you requesting from the Community Recovery Fund?

£8663.98

N.B. We have quotes from 3 contractors each for the shed, the groundworks/base and electrical connection. We can send you all the estimates if you wish to see them.

The figures above represent our preferred contractors based on price and recommendations.

7. Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.

N/A

RISKS

8. What are the risks associated with this proposal?

Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Our chosen contractor takes on too much work and delays the start/completion timeframe on our project.	2	2	4
The contractor has an accident or incident on site which causes damage to property or injury to operatives	1	4	4
Fife Council determines that we need planning permission or a building warrant for the hut.	1	4	4

9. For each risk, please detail the mitigation measures in place.

Risk	Mitigation Measures
Our chosen contractor takes on too much work and delays the start/completion timeframe on our project.	We will have a written assurance of start/completion dates and will monitor the timeframe to make sure that the intended completion date is realistic.
The contractor has an accident or incident on site which causes damage to property or injury to operatives	We will make sure that the contractor has current public liability and employer's insurance.
Fife council determines that we need planning permission or a building warrant for the hut.	We have asked Fife Council planning department for advice on this, and also submitted an enquiry to Planning Aid Scotland. If we do need Planning consent or a warrant, Homelands has an arrangement with an established architect to deal with the relevant applications for us.

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
	Recurring costs	None
	Unintended consequences	None
	Duplication with existing projects / initiatives	No Duplication
11.	Approval	
	Approved By	Role
	David Paterson	Community Manager
		Accountant
		Area Committee
		Cabinet Committee (if Fife wide)
		Date
		16 April 2024

Proposal Title:	Promenade Resurfacing Costs			
Brief Summary of Proposal:	To agree in retrospect costs to fully resurface the car park on the Promenade Leven adjacent to Church Road..			
Select relevant Area or Fife wide:	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?	N/A			
Project Lead	Dave Paterson.			
Lead Organisation	Fife Council			
Date	6.5.24			

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the 'Help with Cost of Living: Extending Community Support' report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 , 23/24 and 24/25
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living
- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

Monitoring & Evaluation

- Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months and 18 months. Where applicable, a final report will be required upon completion.
- We expect organisations to source best value and provide verification of the budget spend.

DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>
<p>Relay the surfacing over 1443sqm of the Promenade Car Park adjacent to Church Road Leven. This project was specifically aimed at improving the surface at this heavily used parking area. The periodic repairs to the surface that had been carried out for several years were failing soon after repairs took place given the poor condition of the sub structure of the car park – a full repair was required, however there were concerns that this would require to be paid from the Common Good for Leven. Members expressed concerns about relaying on the Common Good for maintenance issues such as this.</p> <p>The benefits in terms of amenity at this car park are immediate, the space looks better and is safer for both pedestrians and motorists. The Council were running the risk of claims being made due to the inadequate quality of the surface, this issue has been mitigated completely.</p> <p>The approach taken here has brought about a long called for repair to this key site, protected the Common Good fund, and removed a risk to the Council.</p> <p>Initial costs for a partial repair estimated at £17,000 were deemed to be poor value by members and a full resurfacing job was requested – the new cost as noted now requires formal sign off albeit members have signalled support for the work already.</p>	
2.	<p>Please detail which priorities this proposal meets.</p>
a)	<p>Recovery and Renewal Plan 4 Fife Update priorities met.</p>
<p>Thriving Places Making the most of the built and natural environment.</p>	
b)	<p>Local Community Plan priorities met.</p>
<p>Thriving Places</p>	

3.		What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)	
Members will be aware this was an issue raised on a regular basis by local residents, comments from visitors, and representation by Leven Community Council.			
4.		List the desired outcomes and benefits, and what measures of success will be used.	
		Outcome	Benefit
		High Quality Surface in place	Amenity of car park facilities improved
		Safer Environment	Less risk of damage to cars or injuries resulting from trips
		General Uplift in the look of the area	Supports other improvement activities in the Promenade area.

COSTS

5.		Provide a breakdown of the proposal's costs.	
		Cost Description	£
		Resurfacing Work	££43,492.79.
			£
			£
			£
			£
		Total:	££43,492.79.
6.		How much funding are you requesting from the Community Recovery Fund?	
£43,492.79			
7.		Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.	
N/A			

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RISKS

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Funding not agreed	2	5	10
Poor quality of repair	1	5	5
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Funding	This is a retrospective approach and members have already signalled support		
Poor quality of repair	The surface has been in place for several months now and is shown to be robust, as this work was carried out inhouse any defects would be referred to Transportation Services for resolution.		

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	None	
Unintended consequences	None	
Duplication with existing projects / initiatives	No Duplication	
11.	Approval	
Approved By	Role	Date
Dave Paterson	Community Manager	6.5.24
	Accountant	
	Area Committee	15.5.24
	Cabinet Committee (if Fife wide)	

Proposal Title:	Match funding for : Non FC Facilities – Support for community owned facilities to improve sustainability and reduce running costs, who have applied for UKSPF funding and may require match or support for other costs related to the project.			
Brief Summary of Proposal:	Non FC Facilities – Support for community owned facilities to assist with investment in mitigation work to improve sustainability. This could extend to heating replacement, lighting upgrades, insulation work etc. The main aim is to assist clubs and community facilities that can show they are in danger of closing due to the impact of utility cost rises.			
Select relevant Area or Fife wide:			Levenmouth	x
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?	N/A			
Project Lead	Dave Paterson			
Lead Organisation	FC –as funder – all project implementation will be led by the relevant applicant body.			
Date	15.3.23			

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the ‘Help with Cost of Living: Extending Community Support’ report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living
- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

Monitoring & Evaluation

- Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months, and 18 months. Where applicable, a final report will be required upon completion.
- We expect organisations to source best value and provide verification of the budget spend.

DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>
<p>Within the current financial year officers envisage that 4 community owned facilities will be helped to develop and put in place mitigation measures that help them offset some of the rising costs of heating and lighting.</p> <p>We have several key organisations in the area who are facing difficult choices when considering their viability in the current economic environment.</p> <p>At the moment organisations are having to consider partial closures to try and mitigate heating and lighting costs – however this is often proving to be counterproductive especially for those organisations that require to generate income from their facility to continue to be sustainable. The benefits of this approach will be to facilitate organisations move towards alternative power sources like solar or ground source for example through assistance with initial capital costs, or significant upgrades of existing systems which can be run more cheaply and efficiently and help to improve the EPC rating of the building which it is installed.</p>	
2.	Please detail which priorities this proposal meets.
a)	Recovery and Renewal Plan 4 Fife Update priorities met.
<p>Thriving Places Inclusive Growth and Jobs Climate Change concerns</p>	
b)	Local Community Plan priorities met.
<p>As above</p>	

3. What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)

Initial discussions on interventions for no FC facilities took place initially in November 2022. This resulted in broad agreement to the approach of supporting community owned facilities in their endeavours to mitigate rising costs - this was written into the 8th February report to Area Committee (Agenda item 7 page 72) which highlighted a range of possible CRF supported proposals. This approach was explored further at the 10th March 2023 workshop on CRF – and it was agreed at that workshop that a further proposal should come to the April LAC, giving the criteria for the approach and an estimated cost for the proposal. While this approach was agreed it became clear that via the UKSPF approach. An alternative funding approach was coming on stream in late 2023 early 2024 that duplicated the proposal already agreed with members. After discussion with elected members, it was agreed to reroute the CRF funding (a total of £150,000) to alternative projects, and to ensure local organisations were made fully aware of the UKSPF opportunity. This advertising was carried out and 4 groups have come through the UKSPF initial round, and we understand are being considered for funding.

4. List the desired outcomes and benefits, and what measures of success will be used.

Outcome	Benefit	Measurement
Installation of appropriate low carbon power source	Improved sustainability of community owned facility	Lower fuel bills and energy rating improvement
Community owned asset remains open	Community space preserved for ongoing use by local people for leisure, recreation and learning use.	Higher levels of activity and participation
Economic activity continues	Local people can access employment opportunities or maintain current employment	No FTE reduction in relation to the staffing compliment at the supported facilities

COSTS

5. Provide a breakdown of the proposal's costs.

Cost Description	£
4 X potential interventions sharing a total fund if required of £22,000	£22,000
	£
	£
	£
	£
	£
Total:	£22,000

6.	How much funding are you requesting from the Community Recovery Fund?
£22,000	
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.
UKSPF funding pending – should be confirmed in late May 2024	

RISKS

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Funding not agreed	2	5	10
High demand for assistance	3	3	9
Lack of resource for energy audits to be carried out	4	4	12
Delays in contracted work being carried out	3	4	12
Material Cost inflation	4	3	12
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Funding	Members have been supportive of this type of proposal from the initial discussions on CRF going back to November 2022.		
High demand	Officers will seek to establish priorities in terms of the projects that come forward – applicants will require to show the level of urgency for support in terms of potential impacts on their short to medium term viability.		
Audits	This fund could assist in getting audits carried out if required		
Delays Contract work	External organisations will be responsible in ensuring that contract obligations are carried out.		
Material Cost Inflation	Any organisation benefitting from CRF grant funding will be encouraged to agree a fixed cost contract – where this is not possible, organisations will require to fund a contingency element to the contract. This budget may partly assist in that process.		

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
	Recurring costs	None
	Unintended consequences	None
	Duplication with existing projects / initiatives	No Duplication
11.	Approval	
	Approved By	Role
	Dave Paterson	Community Manager
		Accountant
		Area Committee
		Cabinet Committee (if Fife wide)
		Date
		6.4.24
		15.5.24

15 May 2024

Agenda Item No. 13

Levenmouth Area Committee Forward Work Programme

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

Wards Affected: 21 and 22

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

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

2.0 Conclusions

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

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

Helena Couperwhite
Committee Services Manager
Telephone: 03451 555555 Ext. No. 441096
Email- helena.couperwhite@fife.gov.uk

Levenmouth Area Committee of 21 August 2024			
Title	Service(s)	Contact(s)	Comments
Operational and Community Briefing on Policing Activities within Levenmouth	Police Scotland		
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service		
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Liz Watson-SC	
Report on Educational Outcomes – 2022/23	Education	Shelagh McLean	
Green Health Partnership - Ratification of Funding (65K)	Communities and Neighbourhoods Service	David Paterson	
Levenmouth Local Community Plan - Update		David Paterson	
Eagle Road MUGA - Resurfacing Proposal Funding Request	Communities and Neighbourhoods Service	David Paterson	
FEAT Trading CIC - demolition of doocot at Silverburn Park and installation of outdoor furniture	Communities and Neighbourhoods Service	David Paterson	
Letham Glen Centenary Work - Funding Request	Communities and Neighbourhoods Service	David Paterson	
Area Roads Programme - Final Report for 2023/24	Roads & Transportation	Paul Hocking	
Plus Partnership Year 2 Funding Request - Anti Poverty Budget 62K	Communities and Neighbourhoods Service	David Paterson	
Levenmouth Independence Initiative Anti Poverty Work - Year 2 Funding	Communities and Neighbourhoods Service	David Paterson	

Levenmouth Area Committee of 21 August 2024			
Title	Service(s)	Contact(s)	Comments
Levenmouth Plus Partnership Anti Poverty Work - Year 2 Funding	Communities and Neighbourhoods Service	David Paterson	
Tourism Partnership Worker Resource - Continuation Funding	Communities and Neighbourhoods Service	David Paterson	

Levenmouth Area Committee of 2 October 2024			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan Update 2024	Housing Services	Peter Nicol	
Housing Area Lettings Plan	Housing Services	Peter Nicol	
Progress Update Report – Justice Social Work (JSW) Welfare Support Worker	Communities and Neighbourhoods Service	David Paterson	
River Leven Programme Briefing Update	Communities and Neighbourhoods Service	David Paterson	
2023/24 ARP Final outturn report		Vicki Connor-fc	

Levenmouth Area Committee of 27 November 2024			
Title	Service(s)	Contact(s)	Comments
Common Good and Settlement Trust Fund Annual Report	Communities and Neighbourhoods Service	Eleanor Hodgson, David Paterson	
Complaints Annual Update	Communities	David Thomson-CRM, Diarmuid Cotter	

Levenmouth Area Committee of 12 February 2025			
Title	Service(s)	Contact(s)	Comments
Local Economic Profiles - Annual Report		Peter Corbett	

Levenmouth Area Committee of 2 April 2025			
Title	Service(s)	Contact(s)	Comments
Pupil Equity Fund	Education	Zoe Thomson	
School Attainment and Achievement Report	Education	Shelagh McLean	
Health and Social Care Locality Annual Update Report	Health and Social Care	Jacquie Stringer-fc	
Public Health Report - Annual Progress Update	Education	Pamela Colburn	

Levenmouth Area Committee of 25 June 2025			
Title	Service(s)	Contact(s)	Comments
Safer Communities Team Update	Housing Services		
Scottish Fire & Rescue Service Local Plan Annual Performance Report	Communities and Neighbourhoods Service		
Operational and Community Briefing on Policing Activities within Levenmouth	Police Scotland		
Grounds Maintenance Service Domestic Waste and Street Cleansing Service Annual Review	Environment & Building Operations (AT&E)	Scott Clelland, Alexander Anderson-Es	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Additional funding for the Levenmouth Comms Advisor post			
Sport Scotland Targeted Approach- Levenmouth- Anti Poverty Funding to Remove Barriers to Individual Access	Communities and Neighbourhoods Service	David Paterson	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Community Renewal Project Proposals - Update and Current Spend Profile	Communities and Neighbourhoods Service	David Paterson	
Common Goods Fund (Standing Item)	Communities	David Paterson	
Complaints Update Report		David Thomson-CRM, Diarmuid Cotter	
Area Housing Plan	Housing Services	Peter Nicol	
Minute			