

Cowdenbeath Area Committee

Due to Scottish Government guidance relating to Covid-19, this meeting will be held remotely



Wednesday, 9th December, 2020 - 2.00 p.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **REPRESENTATION FROM EXXON MOBIL, MOSSMORRAN.**
4. **MINUTE OF MEETING OF COWDENBEATH AREA COMMITTEE OF 14TH OCTOBER, 2020** 3 – 6
5. **AREA HOUSING PLAN UPDATE** – Report by the Head of Housing Services 7 – 16
6. **COMMUNITY FOOD PROJECTS FUNDING - NOVEMBER 2020 TO MARCH 2021** – Report by the Head of Communities & Neighbourhoods 17 – 21
7. **OCTOBER 2020 HOLIDAY PROVISION - CAFE INC TO GO** – Report by Head of Communities & Neighbourhoods 22 – 31
8. **MENTAL HEALTH AND WELLBEING** – Verbal update by the Community Manager, Cowdenbeath Area.
9. **COWDENBEATH AREA COMMITTEE FORWARD WORK PROGRAMME** 32 – 33
10. **PUBLIC QUESTIONS** – The following questions have been submitted by the public in terms of Standing Order No. 6.1, from Mr. Tom. Kinnaird, resident, Benarty:-

Question 1:-

With Brexit almost upon us, there is a real threat of food insecurity for many residents in our area. Local groups are being urged to establish food growing projects and funding is on offer, however, in order to grow our own food we will need large areas of land. In the event that Brexit does descend into an almighty catastrophe and growing food becomes a necessity, which areas of council owned land would the committee be willing to place at the disposal of local groups in Benarty?

Question 2:-

A considerable payment was made by Fife Council to Perth & Kinross Council to compensate them for their increased roads maintenance requirements due to the construction and operation of the Fife Waste to Energy plant currently being built at Westfield.

Local/

Local Community benefits were not negotiated as part of the pre-planning permission deal between Hargreaves plc and Fife Council, who stated that these would be negotiated during the construction phase. (Councillor Altany Craik) That phase is underway now.

Can Benarty look forward to an improvement to our local roads network in compensation for the additional traffic we will be forced to endure as a result of the plant operations at Westfield? In particular, will the committee consider an upgrade to the D19 Hill Road linking Benarty with our neighbours in Keltie as I anticipate a significant increase of the use of Hill road when the convoys of lorries begin running in and out of Westfield, and the present condition of the road is extremely poor. In my opinion, the road has been seriously neglected over the last 20 years to the point where the encroaching verges have narrowed the road significantly and trees, Whin and Gorse bushes have been allowed to overhang into the roadway, obstructing lines of sight and forcing vehicles to pass too closely. To compound these problems, many stretches of the road are now waterways with the amount of unmanaged water running off Benarty Hill.

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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2nd December, 2020

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THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING

14th October, 2020

2.00 p.m. - 3.20 p.m.

PRESENT: Councillors Linda Erskine (Convener), Alistair Bain, Alex Campbell, Gary Guichan, Rosemary Liewald, Mary Lockhart, Lea Mclelland and Darren Watt.

ATTENDING: Ken Gourlay, Head of Assets, Transportation and Environment; Ross Speirs, Service Manager (Structural Services), Assets, Transportation and Environment, Roads and Transportation Services; Patricia Galfskiy, Policy Officer, Sharon Murphy, Temporary Community Development Team Manager, Sarah Roxburgh, Community Manager (Cowdenbeath Area), Communities and Neighbourhoods; Mark Barrett, Lead Officer Transportation Development Management (South Fife), Economy, Planning and Employability Services; Sarah Else, Education Officer, Education Services; Michelle Hyslop, Committee Officer (minute taker) and Diane Barnett, Committee Officer (observer), Legal and Democratic Services.

APOLOGY FOR ABSENCE: Bailey-Lee Robb, Member of Scottish Youth Parliament.

The Committee congratulated Lorraine Mullen, Community Education Worker for the tremendous amount of work she had undertaken within the area over the last 20 years and extended thanks on behalf of Cowdenbeath Area Committee for her contribution over the years.

Prior to the start of formal business, the Convener intimated the intention to vary the sequence of items from that on the agenda – to consider Public Questions as the first substantive item (Paragraph 190).

188. DECLARATIONS OF INTEREST

Decision

No declarations of interest were submitted in terms of Standing Order No. 7.1.

189. MINUTE OF MEETING OF THE COWDENBEATH AREA COMMITTEE OF 9TH SEPTEMBER, 2020

The Committee considered the minute of the Cowdenbeath Area Committee of 9th September, 2020.

Decision

The Committee agreed to approve the minute.

190./

190. PUBLIC QUESTIONS

Questions were submitted (in terms of Standing Order No, 6.1 (1)) by Mr Zielinski, Chair of Cardenden Community Flood Resilience Group and Mr Tom Kinnaird, resident of Benarty. A response to the questions would be circulated following the meeting.

Question No. 1 - submitted by Mr Zielinski

How was Fife Council made aware of the potential flood risk to Cardenden village and what was the trigger for commissioning the recent Flood Study, conducted in partnership with Kaya and Stantec?

Response

The publication of the first National Flood Risk Assessment in December 2011 highlighted the risk of flooding within the Cardenden area. Prior to that, there is evidence within the Biennial reports prepared from 1999 up to 2009 of localised flooding due to a gas pipe crossing the Den Burn where water entered a single dwelling in 1995 or 1996. The current Cardenden Flood Study is an action within the first Local Flood Risk Management Plan covering 2016 - 2022 for the Forth Estuary Local Plan District. This Plan describes all actions to be addressed by all actors within the Flooding Community within Scotland. SEPA, Scottish Water, Local Authorities, (Scottish Natural Heritage) SNH and HES (Historic Environment Scotland) as well as groups and individuals.

Question No. 2 - submitted by Mr Tom Kinnaird

With phase one of the new Kingdom Housing Association homes complete at Kirkland Farm, Ballingry, landscaping works on Ballingry Meadow are complete and a new section of cycle path paving has been laid to the estate ownership boundary where it comes to an abrupt and unsightly halt. The south Lochty Burn runs to the south of the new homes and has no barrier fencing or wall to prevent young children from falling in. What action will the committee take to complete the landscaping and join the new paving to the existing paving at Bonnar's garage, and does the committee consider that some form of barrier should be erected at the burn to prevent a young child from falling in and drowning

Response

You cannot legislate for an individual's behaviour. If someone wishes to go somewhere, they will find a way. Fencing of SuDS and watercourses has been discussed at length within the flooding community throughout Scotland.

It is current best practice throughout Scotland not to fence off SuDS pond basins and swales where at all possible but to use defensive planting as landscaping. The reasons for this are:

- Ponds/

- Ponds, Basins and Swales by their nature are in an area under constant vision from properties they are designed to serve therefore in the unlikely event that someone does get into difficulty they will be seen;
- Fencing prevents quick access to Emergency Services in the unlikely event of someone getting into difficulty. By their nature, any breach would be in an area not quickly noticeable and therefore difficult to find in an emergency to allow Emergency access;
- As well as the above reasons, fencing of a watercourse (burn or stream) will hinder the clearing of these watercourses required to ensure they are not blocked by rubbish dumped further upstream, or fallen branches weeds, etc which could cause flooding either adjacent to or upstream of a blockage;
- By their nature watercourses are long and mainly in private ownership. Where would fencing or any barrier actually stop? Also, not all landowners would wish for/permit a fence on their property which would require regular maintenance; and
- Defensive landscaping is lower maintenance, as opposed to a fence line that would require regular inspection and maintenance to repair any breaches.

Decision

The Committee noted the questions submitted by Mr Zielinski and Mr Tom Kinnaird and the respective Service responses.

191. LOCAL COMMUNITY PLANNING (LCP) BUDGET APPLICATION - BENARTY ASTROS FOOTBALL CLUB

The Committee considered a report by the Head of Communities and Neighbourhoods, providing an overview of the application to fund the provision of a post and rail fence around the pitch which was currently leased from Fife Council by Benarty Astros Football Club at King George V Park in Crosshill.

Decision

The Committee agreed to:-

- (1) a contribution of £8,568 from the Ward 8 local community planning budget to support the provision of a post and rail fence around the pitch, subject to Benarty Astros Football Club fundraising to support the remaining cost of installing the fence; and
- (2) include a condition that Benarty Astros Football Club would provide evidence that all relevant consents were in place following consultation with Fields in Trust that lease conditions were being met before any building works commenced.

192. SCHOOL ATTAINMENT AND ACHIVEMENT REPORT

The Committee considered a report by the Executive Director (Education and Children's Services), providing a summary report on 2018-2019 School Attainment and Achievement across the secondary and primary schools serving the area. Web address links to Secondary School Standards and Quality reports, cluster primary summaries and information regarding educational attainment in the primary and secondary schools was provided.

Decision

The Committee:-

- (1) agreed to engage directly with local schools to find out more about School Attainment and Achievement;
- (2) noted the details contained in the report in relation to new ways of analysing and reporting on secondary schools' performance from August 2020; and
- (3) noted the information provided in the primary and secondary schools' reports.

193. FORWARD WORK PROGRAMME

Decision

The Committee noted the content of the forward work programme.

9th December, 2020

Agenda Item No. 5

Area Housing Plan Update

Report by: John Mills, Head of Housing Services

Wards Affected: 7 & 8

Purpose

Members approved the Cowdenbeath Area Housing Services Plan 2017/19 in December 2017. This interim report provides an update on progress in delivering service priorities and performance information for the financial year 2019/20 where figures are available at an Area level.

A revised Plan for 2021/23 will be presented at Committee once there has been the opportunity to consult on future priorities for the Cowdenbeath Area.

Recommendation(s)

Members are asked to:

- Scrutinise and comment on the work progressed through the Area Housing Plan for the financial year 2019/20.
- Comment on Cowdenbeath area performance for the financial year 2019-20 outlined in Appendix 1
- Note the Expenditure for the HRA Locality Managed Budget for 2019/20 outlined in Appendix 2.

Resource Implications

Work is taking place within agreed HRA local and capital budgets.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Local tenants were involved in the development of the Area Housing Plan through local groups and events, as well as taking part in walkabouts with staff and

members. We have also used feedback from the annual tenant survey to develop the plan. A similar approach will be taken to the development of the Cowdenbeath Area Housing Services Plan for 2021/23.

1.0 Background

- 1.1 Members approved a report in December 2017 which outlined the 2017/19 Cowdenbeath Area Housing Plan and set out how we intended to:
 - Understand and address housing needs in the area
 - Deliver effective housing management
- 1.2 The Council has a vision to create a fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the Plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services as the largest landlord in Fife can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives. We have a key role to work in partnership with others to reduce poverty in Fife and to ensure that we are acting 'one step sooner'.
- 1.3 This report includes measures to outline how well we are performing and addressing housing need in Cowdenbeath. Performance figures for the financial year 2019-20 are provided where this is available at an Area level. It also outlines how staff have adapted to deliver services during COVID lockdown. Housing Officers are now able to be more visible in local communities as we work our way through the Recovery Plan.
- 1.4 It is proposed that a revised Cowdenbeath Area Housing Plan be produced for 2021-23. This will outline future priorities that are informed through discussions at Ward Meetings and reflect the views of our local communities.

2.0 Issues and Options

- 2.1 This report will focus on the following Plan for Fife headings-
 - Opportunities for all
 - Thriving places
 - Community led services
- 2.2 Attached to the report are two appendices –
 - Appendix 1 is a summary of Cowdenbeath Area performance information 2019-20
 - Appendix 2 provides information on the expenditure of the 2019/20 locally managed budget allocation.
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2.3 Opportunities for all

- The period of lockdown was a difficult and challenging time for many in our communities. Housing have worked in partnership with others to help vulnerable households to obtain necessities such as food and prescriptions. We have also provided advice and support to tenants who were worried about their rent. Housing Services focused on delivering business critical services. This included gas safety inspections, emergency repairs, dealing with anti-social behaviour, welfare checks, urgent allocations to homeless and support to older people in sheltered housing. Staff in the Cowdenbeath Team volunteered for redeployment to critical parts of our business.

Throughout this time, we have had to adapt to change and new ways of working. It has presented us with the opportunity to become more agile and review how we operate. As we evolve through the Recovery Plan staff can now undertake estate inspections and in certain circumstances visit tenants in their home. We will focus going forward on improving the condition of our estates and addressing the welfare needs of our tenants.

Appendix 1 provides a summary of key performance information for the Financial Year 2019/20. The following areas are highlighted –

- Our percentage of rent loss due to empty houses figure has increased slightly at 1.16% and sits above the Fife average of 1.09% We continue to have a focus on reducing delays for new tenants setting up home and minimising rent loss over the period.
- Void properties were turned around and reallocated 2019/20 within 33.5 days. This is an area where performance has slightly declined. It is important to minimise rent loss over the period and to ensure a more efficient management of our stock to drive savings in the Housing Revenue Account which is reinvested to improve tenant services and build new homes.
- Allocations to each housing list category:
 - 52.17% to homeless,
 - 27.11% to transfer,
 - 20.72% to the housing list
- Allocations to Homeless applicants increased over the period in line with Council policy to move families faster out of temporary accommodation into secure tenancies. While we will maintain a focus on homelessness, as we work through our recovery plan, we will give an overriding priority to increase housing transfers through an enhanced transfer led approach to housing allocations. This is not a change in policy, but in line with our Maximising Housing Options Approach, we need urgently to increase turnover and create more housing opportunities for a range of housing needs groups

- We have been proactive in facilitating moves where tenants are under occupying larger family sized properties. We ensured family sized properties were made available last year for allocation following best use of stock moves. The Tenant Incentive Scheme (TIS) was used to assist 14 of these tenants with the costs associated with moving home. Practical help can be provided with the things that can sometimes be a barrier for people wishing to downsize and this included removal costs, decoration, new carpets, furnishings and white goods. We will continue to engineer moves where suitable properties can be identified to match the preferences of tenants who are under occupying and who have indicated they may be prepared to move.
- The Property Acquisition Policy has been used over the last year to buy back 1 family sized former council house. This has been used to provide permanent housing for a homeless family. We continue to actively look at opportunities to return larger former council properties back to stock to meet the housing needs of families in the Cowdenbeath area and in particular where transfer chains can be created.
- The number of abandoned properties shows a decreasing trend with 29 compared to 40 for the same period last year. To improve tenancy sustainment the Housing Management Officers offer a Tenancy Assistance service to tenants to help tenants to sustain their tenancies and we continue to make referrals for longer term and specialist housing support through our partner agencies.
- The number of routine repairs completed within timeframes is 5.66 days which is a similar performance from the previous year with the figure for resolving emergency repairs showing a decrease of over 1 hour at 4.3 hours.
- The table on Appendix One shows the recorded breaches of Tenancy actions for anti-social behaviour. Most complaints are of a low level and involve estate management or environmental type issues that are quickly resolved. We continue to work closely with the Safer Communities team to address the more serious issues reported involving anti-social behaviour.

2.4 The Housing team have been at the forefront of tackling poverty in the Cowdenbeath Area and assisting vulnerable tenants whose normal life has been disrupted due to the current pandemic.

- Improving rent collection rates continues to be a challenge and for Cowdenbeath the end of year figure was 100.09%. We exceeded our target of a 0.5% increase in rent collection with an increase of 1.1% and was above the Fife wide average of 98.97%. We have also maintained performance with the percentage of tenants in arrears who have made arrangements with us to repay their debt. This figure was 30% by the end of last year. In comparison, the Fife wide average for the same period was 29%.
- The rent arrears in Cowdenbeath at the end of last financial year were reduced from £1,387,723 to £979,483 This reflected the efforts made by staff to increase contacts with tenants with a view to resolving their difficulties. It will be a challenge to sustain this level of reduction going forward.

- It has been a priority for staff to work with tenants in debt within their patches and to liaise closely with Revenues Officers. A preventative approach is taken to support new tenants and promote early intervention. New UC claimants receive a Discretionary Housing Payment (DHP) of 2 weeks rent and are offered an incentive of a further 2 weeks DHP if they pay their rent when they receive the first UC housing costs payment and sign up for their subsequent housing costs to be paid direct to Fife Council. At the accompanied viewing for new tenant's staff discuss affordability with new tenants, the Welfare Fund and other options for sourcing household items. Through the Locality Managed Budget household items and other practical help can be provided to new tenants in need who are struggling to set up their home.
- Our eviction rate shows a decreasing trend with 21 over the period compared to 25 over the same period last year although it is higher than the Fife average of 12. Eviction action is a last resort where the Council has exhausted all avenues to manage and recover the debt.
- The introduction of the Coronavirus (Scotland) Act prevents the eviction of tenants for rent arrears until the 31st March 2021. It was recognised that we needed to assist tenants facing financial pressures during the pandemic. The rent arrears process was suspended for several months and a shift in focus to reach out to tenants who were experiencing a disruption to their employment. Advice and assistance were offered to those who were self-employed, faced redundancy or part of the governments furlough scheme. A total of 139 rent allowances were awarded to tenants in the Cowdenbeath area and this amounted to over £35,000.

2.5 Community Led Services

Tenant engagement is critical for the Housing Service to receive feedback and to deliver community led and relevant services. Tenants indicated to us that they wished to be more involved in improving their local areas and this will be reflected in the new Area Housing Plan going forward. The following progress has been made:

- Area walkabouts were arranged, involving tenants, Tenant and Residents Associations, Elected Members and council services. Housing Management Officers continue to promote this approach with tenants in their local areas. This is a key action for the team to promote participation and tenant involvement in decision making with improvement action plans developed
- We regularly attended the Cardenden Tenant & Residents Association and newly formed Cedar Avenue Tenants & Residents Association in the Lumphinnans Care Village meetings to provide an update and respond to any Housing issues in the area.
- The Area Housing Team supported "The Well" at the Clearing on Cowdenbeath High Street, a Health & Social Care Partnership initiative run weekly, aimed at promoting health and wellbeing. Staff also attended weekly drop in sessions at Auchterderran Church, Cardenden and Lochgelly Lunches at the Salvation Army Hall.

2.6 Thriving Places

Within the Cowdenbeath area the Housing Service Locality Managed budget has been used to support a wide range of projects across ward areas. This has been used to address issues identified at walkabouts, by TRAs and by elected members throughout the year.

In the 2019-20 we committed £341,353 of our Housing Initiatives budget across the Cowdenbeath Area to support a wide range of different projects. The key areas of spending have been on; small scale fencing work, garden maintenance, garden improvements, tree management, environmental clean-up works, landscape improvements, dealing with fly tipping and maintaining land on the housing account.

Projects:

- Major garden works at Meldrum Court, Cowdenbeath
- Boundary fence painting in partnership with Police Scotland youth volunteers, Ash Grove, Cowdenbeath
- Demolition of 9 Lock ups and the creation of 14 parking spaces, Blackburn Drive, Cowdenbeath
- Front boundary fencing Maxwell Crescent, Cowdenbeath
- Phase 2 (Opposite side of the street) improvements to driveways, gardens, fencing, additional parking and walkways in Inchgall Avenue, Crosshill.
- Widened the road in Carden Castle Avenue, Cardenden to allow easier refuse lorry access and mitigate damage to kerbside and greenspace

In addition, £88,277 of the budget has been used to support vulnerable tenants who required help to sustain their tenancy, and tenants who are engaging with Housing Officers through our Tenancy Assistance service.

2.7 Information on how the Housing Service Locality Managed budget has been allocated for the Financial Year 2019/20 is attached in Appendix 2.

3.0 Conclusions

3.1 Our aim is to be a top performing social landlord in Scotland. Through the Area Housing Plan, we will identify local issues and plan to address these. This is intended to encourage member scrutiny of our work to address those concerns and demonstrate improved outcomes. The plans can be updated to reflect where member scrutiny shows a need to quicken the pace of improvement.

Background Papers

No papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

Link/

Link to Cowdenbeath Housing Services Plan:-

http://publications.fifedirect.org.uk/c64_AreaHousingPlan-Cowdenbeath2017.pdf

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Appendix 1 – 2019-20 Performance

Indicator	Cowdenbeath 2019/20	Fife 2019/20
average days to turnaround an empty property	33.5	28.8 days
% of the rent lost due to empty houses	1.16%	1.09%
rent collection rates	100.09%	98.97%
% of agreements	30%	29%
% allocations to homeless households	52.17%	42%
% allocations to transfer	27.11%	27%
number of abandoned tenancies	29	146
number of evictions	21	89
number of reported breach of tenancies	168	1601

Breach of tenancy details	Category	Description of behaviours
Amount 83 Responded in timescale 83	Cat B Serious Anti-Social Behaviour	Verbal abuse; frequent/ongoing serious disturbances - i.e. loud music, parties, shouting & swearing; drug dealing.
Amount 65 7 referrals to Safer Communities due to repeat offending	Cat C Nuisance/Minor Anti-Social Behaviour.	Occasional noise; family disputes affecting neighbours; behaviour of children; household noise; first complaints or infrequent disturbances; smell of drugs.
Amount 20 All cases were responded to within the 2 working day timescale.	Cat D Extreme Behaviour -	Physical violence/assault/unprovoked attack; Threats of violence; Aggressive behaviour causing fear; drug charges/cultivation; hate

		incidents; immediate threats; Serious anti-social behaviour where Court action is being sought.
902 cases	Estate management complaints	Reports of untidy gardens, dumping of rubbish and stairwells in poor state.

Appendix 2

Housing Service Locality Managed Budget 2019/20 Cowdenbeath Area

The Locality Managed budget is used for three priorities which are:

- Estate Management
- Tenancy Sustainment
- Improvement Projects

Estates Management

The budget is used to deal with estate management related issues and is mainly reactive. Examples of this type of work would include managing open space areas on housing land, tree maintenance, fencing, removal of fly tipping and looking after garage sites.

Tenancy Sustainment

This involves supporting tenants to sustain their tenancies and ensuring balanced communities. Due to the impact of welfare reform we are having to take a more proactive role in this area. We can offer practical help to vulnerable tenants through tenancy assistance. The budget can be used in certain circumstances for clearing properties and providing help to source essential household items. The focus of this type of intervention is to work closely with other partner services to meet any gaps in provision.

Improvement Projects

The projects are identified through estates walkabouts, consulting with our tenants, and through working with Tenants and Residents Associations. These are usually proactive works to improve the local environment for our tenants. Examples would be lighting, parking provision, improvements to bin store areas, lock ups and communal areas and environmental improvements.

Expenditure to date

The budget for 2019/20 was £364K and there was a £20K underspend at the end of this year. The table below shows how the expenditure was proportioned.

Estate Management & projects	63%
Tenancy Sustainment	26%
Minor works	11%

The budget for 2020/21 is £364K

Monitoring

Project work will be considered through discussions with elected members and issues identified at walkabouts. If the allocation of funds needs adjusted in line with the reactive nature of the budget, then this can be highlighted through further update reports.

9th December, 2020

Agenda Item No. 6

Community Food Projects Funding – November 2020 to March 2021

Report by Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward Nos 7 & 8

Purpose

This report provides an update on the allocation of funding to existing community food projects approved by the Cowdenbeath Area Committee on 9th September 2020. This report identifies progress made towards releasing this funding based on individual project requirements.

Recommendation(s)

The committee are asked to note the content of the report.

Resource Implications

There are no additional resource implications arising from this report.

Legal & Risk Implications

There are no legal or risk implications arising from the implementation of this proposal.

Impact Assessment

An EqlA has not been completed as there are no proposed changes or revisions to existing policies.

Consultation

Community food project volunteers were consulted regarding their work and requirements.

1.0 Background

- 1.1 The report to committee of 9th September (Cowdenbeath Area Food Projects April - July 2020) requested £20,000 to fund Fare Share orders for the area for the remainder of the 20/21 financial year. This request was approved.
- 1.2 In addition, the committee agreed to approve an additional £30,000 from the Anti-Poverty budget to support existing community food projects with food costs until the end of March 2021.
- 1.3 The funding available to community food projects is £50,000.

2.0 Fare Share Expenditure

- 2.1 Since April, Fare Share have supplied community food projects with essential food items for distribution across the Cowdenbeath area.
- 2.2 Projected costs to continue supporting the payment of Fare Share orders until the end of March 2021 are:

Project	Total
Max's Meals	£2450
Cardenden Community Fridge	£1183
Oor Wee Café	£2400
Lo'gelly Lunches	£4298
BRAG	£4416
TOTAL	£14,747

- 2.3 These costs are met from the initial £20,000 allocation as stated in Section 1.1 of this report.
- 2.4 The funds have been released and Fare Share invoices will be paid directly by each community group or directly by Fife Council for internally managed projects.

3.0 Community Food Projects

- 3.1 During October 2020, Community Education Workers supported existing community food project volunteers to complete a project funding proposal outlining the budget they require to continue developing their services.

- 3.2 The following table provides a summary of the funding and a short project description can be found in Appendix 1.

PROJECT	FUNDING
Cardenden Community Fridge	£8,125
Max's Meals and Cowdenbeath Community Fridge	£6,175
Benarty Youth Club Food Project	£1,000
Lochore Grow More	£500
Food Angels	£1,000
Feed the Family	£8,000
Welfare Reform Immediate Response Fund	£1,000
Oor Wee Café	£6,500
Lo'gelly Lunches	£10,000
Total	£42,300

- 3.3 After the Fare Share projected costs detailed in Section 2.2 are paid, £35,253 remains from the £50,000 allocation.
- 3.4 A shortfall of £7,047 exists between the amount requested by community food projects (£42,300) and the amount remaining in the budget (£35,253).
- 3.5 Consideration was given to reducing the allocation to each project by 17% to match the level of funding remaining. However, it was felt that the work undertaken by these community groups should be fully supported given current and anticipated levels of food insecurity in the area.

4.0 Further Actions

- 4.1 The Community Development Team will continue to support and develop volunteer led community food projects, working with them to increase sustainability into 2021.
- 4.2 Each project will provide a report regarding this funding in March 2021 which will be collated and presented to the Cowdenbeath Area Committee.
- 4.3 Further planning for community food projects will take place in early 2021 and will consider local and Fife wide research into food insecurity as well as the circumstances around Coronavirus COVID-19 at that time.

5.0 Conclusion

Local community groups, volunteers and staff continue to make a significant impact on food insecurity in communities whilst working together to respond to local need. They continue to manage to do so effectively despite frequently changing circumstances and restrictions, providing high quality and welcoming services throughout the area.

List of Appendices

Appendix 1 – Community Food Projects Description

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Appendix 1

PROJECT NAME	BUDGET REQUIRED	ADDITIONAL INFO
Cardenden Community Fridge	Food Costs - £150 x 26 weeks Meal Costs - £162.50 x 26 weeks (3,380 meals @ £1.25) Total Cost = £8125	Food costs cover basic food items not supplied through Fare Share. Meal Costs cover batch cooked meals - 130 per week @ £1.25 per head.
Max's Meals & Cowdenbeath Community Fridge	Food Costs - £75 x 26 weeks Meal Costs - £162.50 x 26 weeks (3,380 meals @ £1.25) Total Cost = £6175	Food costs cover basic food items not supplied through Fare Share. Meal Costs cover batch cooked meals - 130 per week @ £1.25 per head.
Benarty Youth Club (Junior and Senior)	Provision of fruit at Youth Clubs. Introduction of cooking sessions. Total Cost = £1,000	Transition from Tuck shop into free fruit and healthier snacks available each session* Introduce an independent living skills cooking session per period (4 weeks). *There are currently three youth work sessions per week
Food Angels (Benarty Area)	Food Vouchers Total Cost = £1,000	A voucher based project with local businesses to help with food cost in low income households.
Feed the Family (Benarty Area)	Equipment and Food Costs £8,000 Total Cost = £8,000	Fund made available to provide families with essential cooking equipment. The project also involves groupwork sessions where we cook meals on a budget. Virtual Sessions
Welfare Reform Immediate Response Fund (Area Wide)	Voucher Costs £1000 Total Cost = £1000	Access to Vouchers/Cards to enable Welfare Reform Staff to support clients in immediate crisis whilst accessing mainstream services.
Oor Wee Café (Kelty)	Food Costs Voucher Costs Total Costs = £6500	Purchase of groceries and ingredients and expansion of a meal pack & voucher project.
Lo'gelly Lunches (Lochgelly)	Food Costs - £200 x 26 weeks (£5,200) Meal Costs – £190 x 26 weeks (£4,800) Total Costs = £10,000	Food costs cover basic food items not supplied through Fare Share. Meal Costs cover batch cooked meals - 152 per week @ £1.25 per head.

9th December, 2020

Agenda Item No. 7

October 2020 Holiday Provision – Café Inc To Go

Report by Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward Nos 7 & 8

Purpose

To provide a summary of the Café Inc To Go provision in the Cowdenbeath area during October 2020.

Recommendation(s)

The committee are asked to comment on the content of the report.

Resource Implications

There are no additional resource implications arising from this report.

Legal & Risk Implications

There are no legal or risk implications arising from the implementation of this proposal.

Impact Assessment

An EqlA has not been completed as there are no proposed changes or revisions to existing policies.

Consultation

Consultation with elected members, community groups and Fife Council services took place in the initial development of Café Inc. No additional consultation has taken place as this provision is an adaptation necessitated by COVID-19 restrictions.

1.0 Background

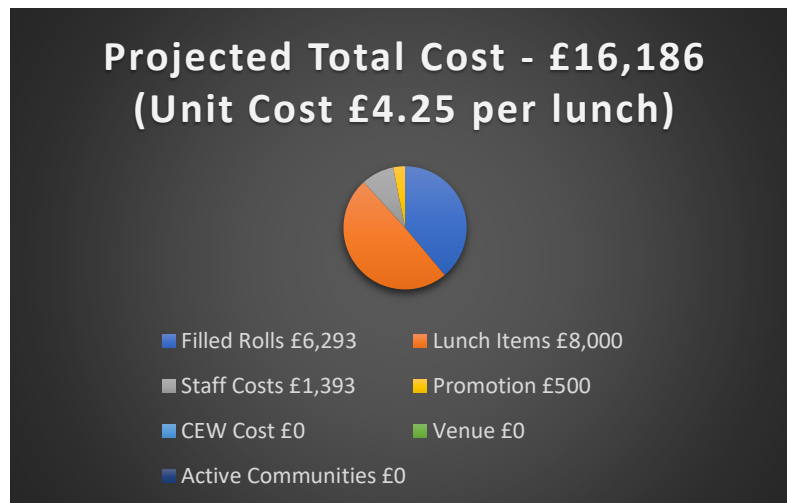
- 1.1 Community Development Team Managers were asked in mid-September 2020 to explore responses to the issue of holiday related food insecurity in their areas.
- 1.2 A total of £400,000 had been identified to address holiday related food insecurity in the 2020/21 Fife Council budget and proposals would be funded from this source.
- 1.3 A range of options were discussed by the Cowdenbeath Community Development Team. These options took into consideration the previous Café Inc model, existing community food projects and a stringent risk assessment process required to operate a service when working with large numbers of people in the community.
- 1.4 The Community Development Team based the initial development of the Café Inc model on utilizing key themes in the report ['Dignity: Ending Hunger Together in Scotland'](#)
- 1.5 The Café Inc model was developed to promote the ideas articulated in the above report about the social value of food and that “food is about community and not just consumption”.
- 1.6 Importantly, Café Inc aligns itself with a traditional model of community projects rather than service provision and seeks to create an environment that families *choose* to access rather than *having* to access.
- 1.7 This report highlights two key aspects which inform the principles behind the Café Inc model in Cowdenbeath:
 - [*In our work we will seek to develop and deliver dignified responses to food insecurity and food poverty.*](#)
 - [*We will continue to challenge the stigma of poverty and raise awareness of the structural causes of food insecurity.*](#)
- 1.8 A summary of the selected proposal is attached in Appendix 1. The Café Inc To Go service was offered on days when no existing community food project provision was operating. This was altered following further discussion and a five-day service was offered in all facilities except the Maxwell Centre. Existing community food projects ran as normal, also offering Café Inc To Go when operating.

2.0 Anticipated Projected Costs

- 2.1 The anticipated cost of this programme was based on a series of projections using information from the operation of Café Inc in 2019. However, these costs were indicative only as the service in 2019 operated in conjunction with a food service provided in a range of schools with support from the Fife Council Facilities Management Service.
- 2.2 Planning ensured that the 2020 October service would be delivered despite uncertainty over the number of lunches that may be required and changes taking place regarding social distancing measures. As Café Inc is a universal service and there being no provision available in selected primary schools (as in 2019), staff

prepared to respond to an unidentifiable level of uptake and limited contact with the community.

- 2.3 As outlined in Appendix 1, the initial proposal estimated providing 3,800 lunches across the ten-day holiday period. A projected cost of £16,186 provided an estimated unit cost of £4.25 per lunch.



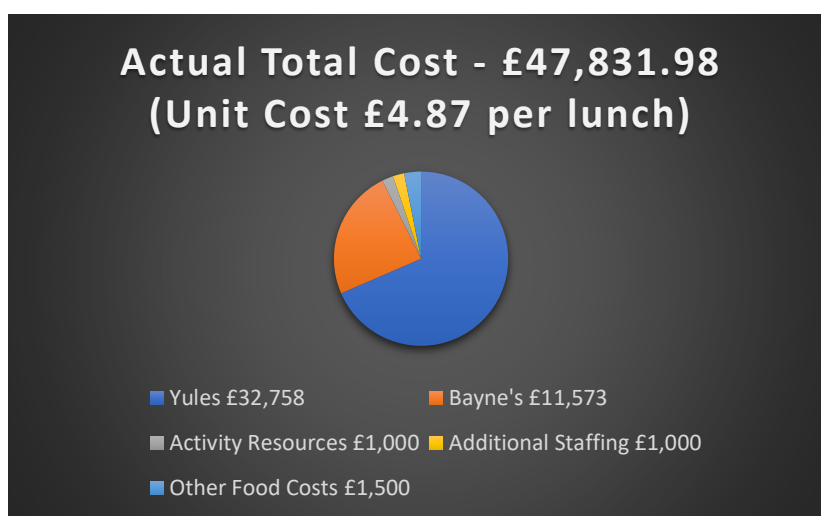
3.0 Participation and Engagement

- 3.1 Café Inc To Go operated in five centres by Community Education Workers/Welfare Reform Workers with support from youth workers, volunteers and Community Use staff. It operated from Noon to 1.30pm each day and provided a packed lunch service only. Filled rolls were provided by Bayne's with additional items procured from Yules. Packed lunches were not assembled in advance to enable participants to have a choice of items that suited their preferences and to ensure social distancing was maintained. Participants entered facilities via one entrance, were provided with the items to make up a healthy packed lunch and then left the building via a separate exit. Contact with staff, volunteers and other participants was minimised.
- 3.2 It became clear during the first two days of operation of Café Inc To Go that significantly more people were accessing the service than initially anticipated. Staff, volunteers and suppliers worked diligently and effectively to ensure all children, young people and families who needed to access the service were able to do so.
- 3.3 During the two-week October holiday, 9,807 lunches were provided by Café Inc To Go. The initial plan was to provide between 3,800 and 5,000 lunches.
- 3.4 The Café Inc service in Cowdenbeath records the number of lunches provided and does not record the number of individual participants. The ability to access the service anonymously has been a key aspect of the success of the project as it removes barriers to participation and significantly reduces the stigma of accessing a community-based service designed to tackle food insecurity.
- 3.5 The tables and charts in Appendix 2 provide information on the numbers of lunches provided to children, young people and families in Week 1 and Week 2 of the project and a summary of total lunches provided in each centre.

- 3.6 The local firms who supported the project with ever increasing requests for food at extremely short notice should be noted. Fresh filled rolls were supplied daily by Bayne's the Bakers who saw us request a 100% increase in orders from the first day of the project to the second and over a 100% increase for the whole project. The initial order was for approximately 5,000 filled rolls across ten days and by the final day they had supplied us with 10,152.
- 3.7 The fruit, drinks and pre-packed food stuff which made up the rest of the lunches were supplied by Yules who had been asked to deliver large orders once per week to the project. As a result of increased demand, we had to request two deliveries per week and effectively increased our order by approximately 110%.
- 3.8 Sandy Davidson of Bayne's and Grant Scrimgeour of Yule's supported the project with their professionalism, flexibility and commitment to high quality customer service. We look forward to working in partnership with them on future projects.
- 3.9 Café Inc To Go was also visited on site by John Bayne, Managing Director of Bayne's the Family Bakers who then provided a 40% discount on the invoice received from Bayne's. During the visit, John met a range of volunteers, CEW and youth work staff working on community food projects and has been provided with contact details to identify ways of connecting and supporting this work.
- 3.10 Café Inc To Go is a collaborative initiative involving a wide range of partners. Fife Council staff including youth workers, Modern Apprentices alongside community volunteers of all ages worked together to deliver inclusive and welcoming projects. This builds on the development of Café Inc in 2019 and connects to existing community food projects which have supported communities throughout 2020.

4.0 Project Costs

- 4.1 The cost to operate Café Inc To Go and provide 9,807 lunches during the ten-day October break in five community centre sites was £47,831.98. This provides a unit cost per lunch of £4.87 per lunch.

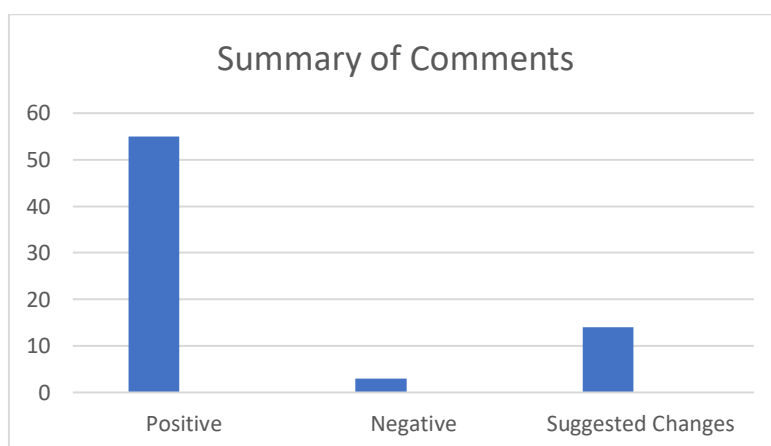


5.0 Added Value

- 5.1 Despite the challenging environment faced by all due to COVID-19 and measures put in place to minimise risk, some additional work was able to take place alongside Café Inc To Go.
- 5.2 Community Education staff prepared art and craft activity packs for distribution during the holidays.
- 5.3 In addition, the Active Communities team provided free Active Families sessions between 11am and 1.15pm in outdoor spaces at Kelty Community Centre (Week 1) and at Benarty Centre (Week 2). The Kelty sessions involved 14 participants and the Benarty sessions involved 41.

6.0 Feedback

- 6.1 During the final three days of the project, families accessing Café Inc To Go were encouraged to participate in a very short survey via advertising posters in venues. The posters contained a QR code. See Appendix 3 for more information.
- 6.2 The use of a QR code enables respondents to access the survey quickly using their mobile phone, maintain social distance and they do not have to be handed a written survey, complete it and return it to a member of staff.
- 6.3 We received 130 completed responses to the online survey.
- 6.4 Question 1 asked how often people visited Café Inc and the average number of visits was 6 per respondent during the ten-day project.
- 6.5 Question 2 asked if participants felt that the items on offer enabled people to create a good packed lunch. The average score was a positive 8.71 out of 10.
- 6.6 When presented with the option to provide their postcode in question 4, 79 respondents did so with 51 preferring not to. All survey respondents listed KY4 or KY5 postcodes.
- 6.7 Question 4 offered the chance to provide comments on any aspect of Café Inc To Go. Seventy-two participants did so with fifty-eight choosing not to. We plan to use this feedback to inform how any future provision is planned.
- 6.8 The majority of feedback was positive with a range of suggested changes to improve the project.



- 6.9 The word cloud below represents the words most frequently used in the comments provided as part of the survey:

Cowdenbeath Community Development Team

OCTOBER 2020 HOLIDAY PROPOSAL

Project Outline To continue the provision of local community food projects and expand using an adapted version of the 'Café Inc' model. **Café Inc To Go**

Venues: Kelty Centre, Maxwell Centre, Bowhill Centre, Benarty Centre and Lochgelly Town Hall.

Times: Times for the delivery of Café Inc are 12 – 1.30pm. The service would be offered only on days when there is no existing community food provision provided by the Community Development Team in conjunction with community groups and volunteers.

	Lochgelly	Bowhill	Kelty	Benarty	Cowdenbeath
Monday	Café Inc To Go	Community Fridge	Café Inc To Go	Café Inc To Go	Cafe In To Go
Tuesday	Café Inc To Go	Café Inc To Go	Oor Wee Café	Café Inc To Go	Cafe In To Go
Wednesday	Café Inc To Go	Café Inc To Go	Café Inc To Go	Café Inc To Go	Cafe In To Go
Thursday	Café Inc To Go	Café Inc To Go	Café Inc To Go	BRAG Pantry	Max's Meals
Friday	Lochgelly Lunches	Community Fridge	Café Inc To Go	Café Inc To Go	Cafe In To Go
	Existing Provision				
	New Temp Provision				

Menu: Packed Lunch (Catering Services have confirmed they are unable to provide this service so it has been sourced from an external supplier.) Filled rolls would be supplied by the external supplier. Aside from the filled rolls, additional items will be purchased via a Procurement approved provider (Yuill's) who will deliver specific orders to each centre to enable choice for participants. Participants could pick from the following range of items:

- Filled Roll (Tuna Mayo, Egg Mayo, Chicken Mayo, Ham or Cheese)
- Fruit (Apple, Banana, Orange, Pear)
- Apple Juice (200ml)
- Orange Juice (200ml)
- Bottled Water
- Carrot Sticks
- Golden Wonder Lights
- Yoghurt

Anticipated Lunches being provided: 100 per venue per Café Inc To Go delivery day. An indicative total of 3,800 lunches across 10 days.

Activity: Consultation is ongoing as to what levels of activity and programming can be offered by Active Communities in outdoor areas adjacent to the centres involved.

Staffing: The service would be staffed by the CEW attached to each centre with support from youth work staff, Modern Apprentices and volunteers. To deliver a service of this scope, a CEW working with 2 youth workers and 2-4 volunteers would be required.

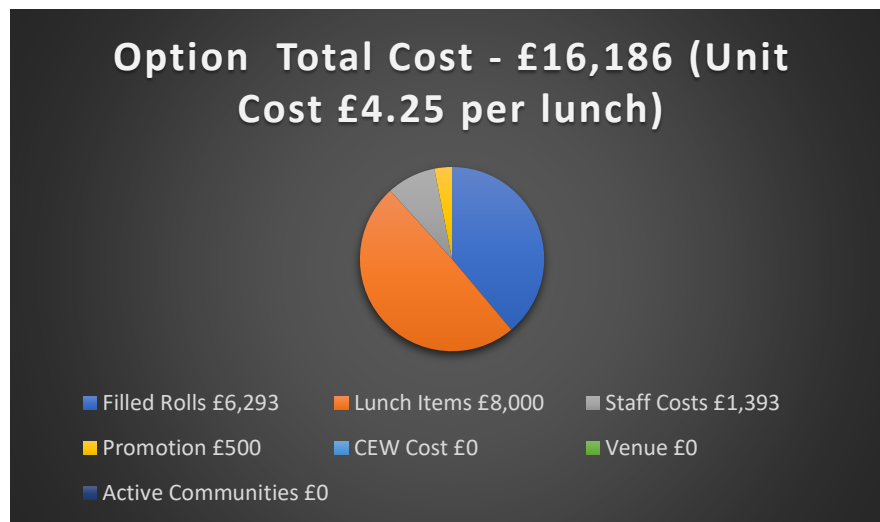
Cost: Two youth work staff per venue each day for 3 hours (11am- 2pm). The cost per hour for an FC3 youth worker including on costs is £12.22. This equates to a total youth

work cost of £73.32 per day per venue. (£36.66 x 2) Across 19 delivery days, this totals **£1,393.08**

The total cost for 3,800 filled rolls delivered daily to 5 venues is approximately **£6,293** (subject to confirmation with supplier)

The estimated cost of additional lunch items is **£8,000** (subject to confirmation with supplier)

There are no costs associated with CEW support, venue hire or Active Communities.

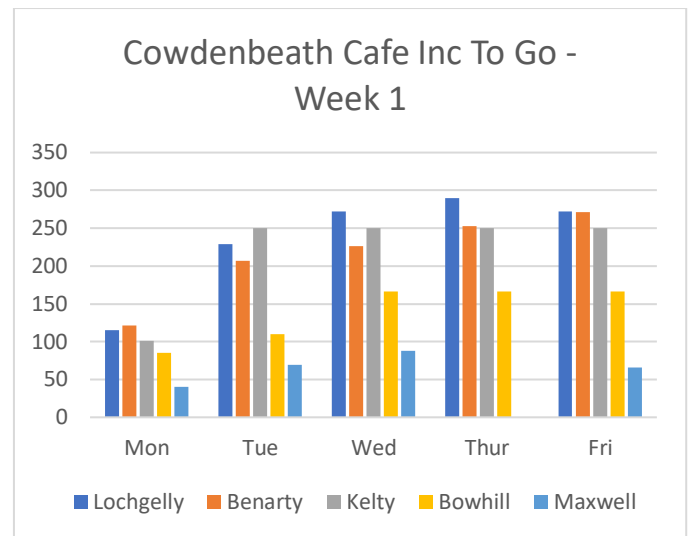


Total Numbers: 3,800 lunches will be available to children and families during the two-week October break. (Excluding lunches currently being provided by community food projects which will be accounted for separately.)

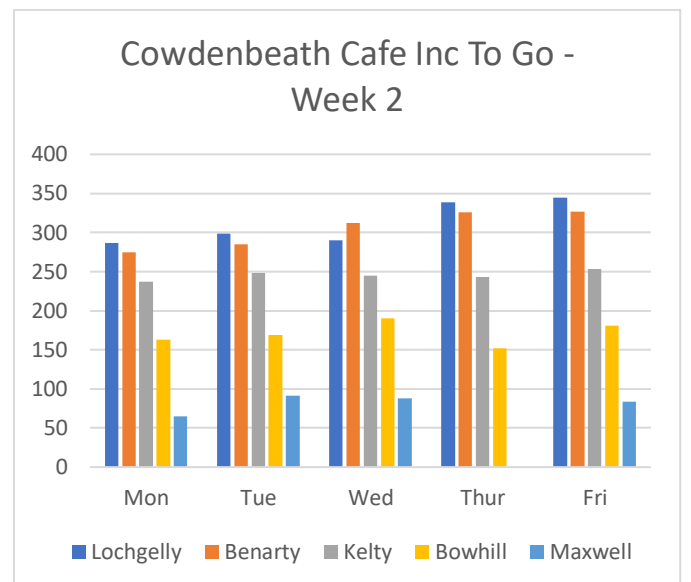
Target Group: The project would be a universal provision providing lunch to children and families with no requirement to evidence eligibility for free school meals. This encourages family participation and removes stigma.

Appendix 2

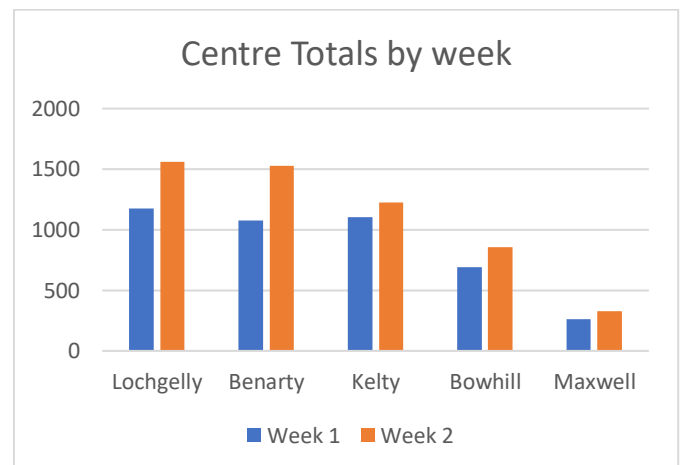
	Mon	Tue	Wed	Thur	Fri	Week 1 Total
Lochgelly	115	229	272	290	272	1178
Benarty	121	207	226	253	271	1078
Kelty	101	250	250	250	250	1101
Bowhill	85	110	166	166	166	693
Maxwell	40	69	88	0	66	263
	462	865	1002	959	1025	4313



	Mon	Tue	Wed	Thur	Fri	Week 2 Total
Lochgelly	287	299	290	339	345	1560
Benarty	275	285	312	326	327	1525
Kelty	237	248	245	243	253	1226
Bowhill	163	169	190	152	181	855
Maxwell	65	91	88	0	84	328
	1027	1092	1125	1060	1190	5494



	Week 1	Week 2	Total
Lochgelly	1178	1560	2738
Benarty	1078	1525	2603
Kelty	1101	1226	2327
Bowhill	693	855	1548
Maxwell	263	328	591
	4313	5494	9807



CAN YOU HELP CAFE INC BY GIVING US SOME FEEDBACK?

1. Open the camera on your phone.
2. Point your camera to this QR code:



3. Click on the link that appears.
4. Answer four short questions.
5. You are done! Thanks for your feedback.

This link is also on the Facebook page:
Our Cowdenbeath



Cowdenbeath Area Committee of 13th January, 2021			
Title	Service(s)	Contact(s)	Comments
Minute of 9th December, 2021			
Anti-poverty Fund 2019-2020 - Outcomes		Gary Daniell	Minute paragraph 116(2) of 2019.CAC.53 refers
Local Community Budget Agreement		Sarah Roxburgh	new person in post of Locality Support Officer mid Sept, update tbc.
Common Good and Trust Annual Report	Finance and Corporate Services	Eleanor Hodgson	
Area Capital Update Report 2019-2020	Finance and Corporate Services	Eleanor Hodgson	

Cowdenbeath Area Committee of 10th March, 2021			
Title	Service(s)	Contact(s)	Comments
Minute of 13th January, 2021			
Area Roads Programme 2021-22		Neil Watson	

Cowdenbeath Area Committee of 28th April, 2021			
Title	Service(s)	Contact(s)	Comments
Minute of 10th March, 2021			
Housing Plan - 2020-23		Russell Gray	Housing plan for next 3 years, expected approx April 2021

Cowdenbeath Area Committee of 16th June, 2021			
Title	Service(s)	Contact(s)	Comments
Minute of Meeting of 28th April 2021			

Cowdenbeath Area Committee of 16th June, 2021			
Title	Service(s)	Contact(s)	Comments
Local Community Plan Annual Update and Budget Outturn 2020/21	Communities and Neighbourhoods Service	Sarah Roxburgh	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Update on School Meals from Core Group, L/G & C/B High Schools		Neil Finnie	email from Neil Finnie 18.08.20 - no progress due to Covid, temporary catering measures in place until at least Oct 2020, no reports available at moment.
Pupilwise and Parentwise Surveys 2018-2019		Jacqueline Price	this is a survey that is done on a 3 year basis the next report will be due September 2021.
Pupil Equity Funding (PEF)	Education and Children's Services	Sarah Else/Lynn Porter	Future report to be confirmed.