

Levenmouth Area Committee

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



Wednesday, 17th November 2021 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** - In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage
3. **MINUTE** – Minute of Meeting of Levenmouth Area Committee of 22nd September, 2021 3 – 6
4. **PROPOSED WAITING RESTRICTIONS – MAIN STREET, WEST WEMYSS** – Report by the Head of Assets, Transportation and Environment 7 – 10
5. **CONSIDERATION OF OBJECTIONS - PROPOSED SPEED CUSHIONS, LABURNUM ROAD, METHIL** – Report by the Head of Assets, Transportation and Environment 11 - 13
6. **COMMON GOOD FUND ANNUAL UPDATE 2020-2021** – Report by the Executive Director - Finance & Corporate Services 14 - 22
7. **LEVENMOUTH RECONNECTED PROGRAMME (LRP) COMMUNICATIONS ADVISOR POST** – Report by the Head of Assets, Transportation and Environment 23 – 25
8. **LEVENMOUTH CONNECTIVITY PROJECT ACTIVE TRAVEL NETWORK & MOBILITY HUBS – UPDATE** – Report by the Head of Assets, Transportation and Environment 26 – 34
9. **LEVEN PLACEMAKING STUDY** – Joint Report by the Head of Assets, Transportation and Environment and the Head of Planning 35 – 38
10. **A955 LEVEN RAILWAY BRIDGE REPLACEMENT UPDATE** – Report by the Head of Assets, Transportation and Environment 39 – 41
11. **PUPIL EQUITY FUND** – Report by the Executive Director - Education & Children's Services 42 – 51
12. **PROPERTY TRANSACTIONS** – Report by the Head of Assets, Transportation and Environment 52 – 55
13. **LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME** 56 – 56

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

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

Fife House
North Street
Glenrothes
Fife, KY7 5LT

10th November, 2021

If telephoning, please ask for:
Michelle Hyslop, Committee Officer, Fife House
Telephone: 03451 555555, ext. 445279; email: Michelle.Hyslop@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on
www.fife.gov.uk/committees

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – REMOTE MEETING

22nd September, 2021

9.30 a.m. – 11.20 a.m.

PRESENT: Councillors Ken Caldwell (Convener), Colin Davidson, David Graham, John O'Brien, David Alexander, Graham Ritchie, Ryan Smart and Alistair Suttie.

ATTENDING: Alexander Anderson, Service Manager - Waste Operations, Scott Clelland, Service Manager, Assets, Transportation and Environment, Environment and Building Services; David Paterson, Community Manager, Levenmouth, Communities and Neighbourhoods; David Thomson, Customer Experience Lead Officer, SPSO Liaison Officer, Customer and Online Services and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

279. DECLARATIONS OF INTEREST

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

280. MINUTE

The Committee considered the minute of meeting of the Levenmouth Area Committee of 11th August, 2021.

Decision

The Committee agreed to approve the minute.

281. COMPLAINTS UPDATE

The Committee considered a report by the Executive Director, Communities which provided an overview of complaints received relating to the Levenmouth Area for the period 1st April, 2020 to 31st March, 2021.

Decision

The Committee noted the contents of the report.

Councillor Smart joined the meeting during consideration of the above item.

282. GROUNDS MAINTENANCE SERVICE DOMESTIC WASTE AND STREET CLEANSING SERVICE ANNUAL REVIEW 2021

The Committee considered a report by the Senior Manager, Environment and Building services advising members of the performance of grounds maintenance, domestic waste collection and street cleansing services in 2021. The report also provided information on the management changes within these Services and identified how community-led decision making would shape operational delivery in the future.

Decision./

Decision

The Committee noted:

- (1) the extraordinary challenges faced in the delivery of grounds maintenance, domestic waste collection and street cleansing services in 2021;
- (2) the structural and organisational measures which had been taken to improve service delivery; and
- (3) the new decentralised way of working which would deliver local priorities and help communities shape their environment.

Councillor Davidson left the meeting during consideration of the above item.

283. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – CAPITAL WORKS PROPOSALS

The Committee considered a report by the Head of Communities and Neighbourhoods which provided members with an update on the residual capital balances, which included the additional capital allocation agreed by Fife Council in 2021. The report asked members to allocate the remaining expenditure to future capital projects and provided an update on previously completed capital projects.

Decision

The Committee agreed: -

- (1) the outline proposals for the capital projects for the next two years of the current funding allocation;
- (2) to provide further guidance to the Community Manager on the projects to be prioritised given the limited budget availability;
- (3) the promotion and exploration of other options to fund future projects; and
- (4) the current projects which were already covered by the retained capital budgets from previous capital work allocations.

Councillor Graham temporarily left the meeting during consideration of the above item.

284. SETTLEMENT TRUST - ANNUAL UPDATE ON EXPENDITURE AND FUNDS HELD – 2020/21

The Committee considered a report by the Head of Communities and Neighbourhoods which provided a position statement on the expenditure relating to the Settlement Trust covering Levenmouth and a Fife-wide statement of funds held in both capital and revenue as at April, 2021.

Decision./

Decision

The Committee agreed to:-

- (1) note the expenditure statement for the financial year 2020/21 contained in Appendix 1;
- (2) note the funds available at the year-end relating to amounts held as interest in revenue and capital accounts;
- (3) approve the projects supported by the disbursement of these funds as detailed in Section 2.0 of the report; and
- (4) note the acceptable uses for the funding as detailed in Appendix 2 of the report.

285. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – BUCKHAVEN FIRE WORKS DISPLAY

The Committee considered a report by the Head of Communities and Neighbourhoods which asked members to consider one-year recovery funding of up to £5,000, from the Ward 22 budget, which would allow the set-up of the fireworks display and bonfire within the Buckhaven area.

Decision

The Committee: -

- (1) agreed the request for funding up to a maximum of £5,000 to be taken from the Ward 22, Local Community Planning Budget if required for the firework and bonfire display, proposed to take place within Buckhaven in November, 2021;
- (2) noted that Fife Council would act as a guarantor for the funding up to the maximum amount of £5,000, to allow arrangements for the fireworks display to go ahead should the local community be unable to fund the event from local sources; and
- (3) noted that members of the organisation group are volunteers from the Buckhaven and Denbeath Community Council.

286. SUPPORTING THE LEVENMOUTH PLAN - PROMENADE CAR PARK SURFACING WORK

The Committee considered a report by the Head of Communities and Neighbourhoods which sought agreement for funding to be allocated from the Ward 21, Local Community Planning Budget for the resurfacing work on the Common Good car park at the Promenade, Leven.

Decision./

Decision

The Committee: -

- (1) agreed to a contribution of up to £6,000 to be drawn from the Ward 21, Local Community Planning Budget, and used towards the total cost of £17,000 to carry out the resurfacing works on the promenade, Leven;
- (2) noted that a contribution of around £9,000 would be drawn from the private roads budget held for the Levenmouth Area; and
- (3) noted that £2,000 would be requested from the Common Good fund for the Levenmouth Area.

287. SUPPORTING THE LEVENMOUTH PLAN - ANTI SOCIAL BEHAVIOUR CONCERNS MULBERRY CRESCENT

The Committee considered a report by the Head of Communities and Neighbourhoods which sought agreement from members for the installation of a barrier to prevent motorcycle and other vehicle incursions onto the grassed area within Mulberry Crescent.

Decision

The Committee agreed to:-

- (1) the alternative engineering solution proposed by colleagues within ground maintenance service; and
- (2) fund £10,000 from the Ward 22 budget to cover the installation costs which had increased from the requested funds of £7,660 previously submitted to members following the site visit at Mulberry Crescent.

Councillor Graham rejoined the meeting during consideration of the above item.

288. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee noted the content of the Levenmouth Area forward work programme.

17th November 2021

Agenda Item No. 04

Proposed Waiting Restrictions – Main Street, West Wemyss

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: Ward 22 – Methil, Buckhaven and the Wemyss Villages

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider proposals to introduce new “No Waiting at Any Time” restrictions on Main Street, West Wemyss.

Recommendation(s)

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

1. agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/21/52 with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £2,500, which covers Roads & Transportation Services’ and Legal Services’ staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Parking Management team and Police Scotland have been advised.

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

1.0 Background

- 1.1 West Wemyss has some access constraints for large vehicles such as buses and refuse lorries. There is a turning circle at the east end of Main Street which enables large vehicles to turn. This is used by both scheduled bus services and school buses. There is also a recycling point located there.

2.0 Issues and Options

- 2.1 Due to the nature of the road layout, the access to the turning circle is very narrow with a pinch point created by a building on one side and a tall stone wall on the other. Any vehicle parked at or in the vicinity of this access point prevents the passage of large vehicles.
- 2.2 Such an instance occurred recently, when a car parked at the end of Main Street prevented access of a school bus to the turning circle. This prompted the bus company to request that we assess the area for parking restrictions.
- 2.3 It is proposed to introduce waiting restrictions on Main Street at the access to the bus turning circle to facilitate access by buses and prevent any further blockages.
- 2.4 The proposed restrictions are also expected to improve safety at this point by increasing visibility at this narrow section of the road.
- 2.5 These proposed waiting restrictions are detailed on drawing number TRO/21/52.

3.0 Conclusions

- 3.1 In the interests of road safety and accessibility, it is recommended that the waiting restrictions on Main Street are promoted as shown on drawing number TRO/21/52.

List of Appendices

1. Drawing No. TRO/21/52

Background Papers

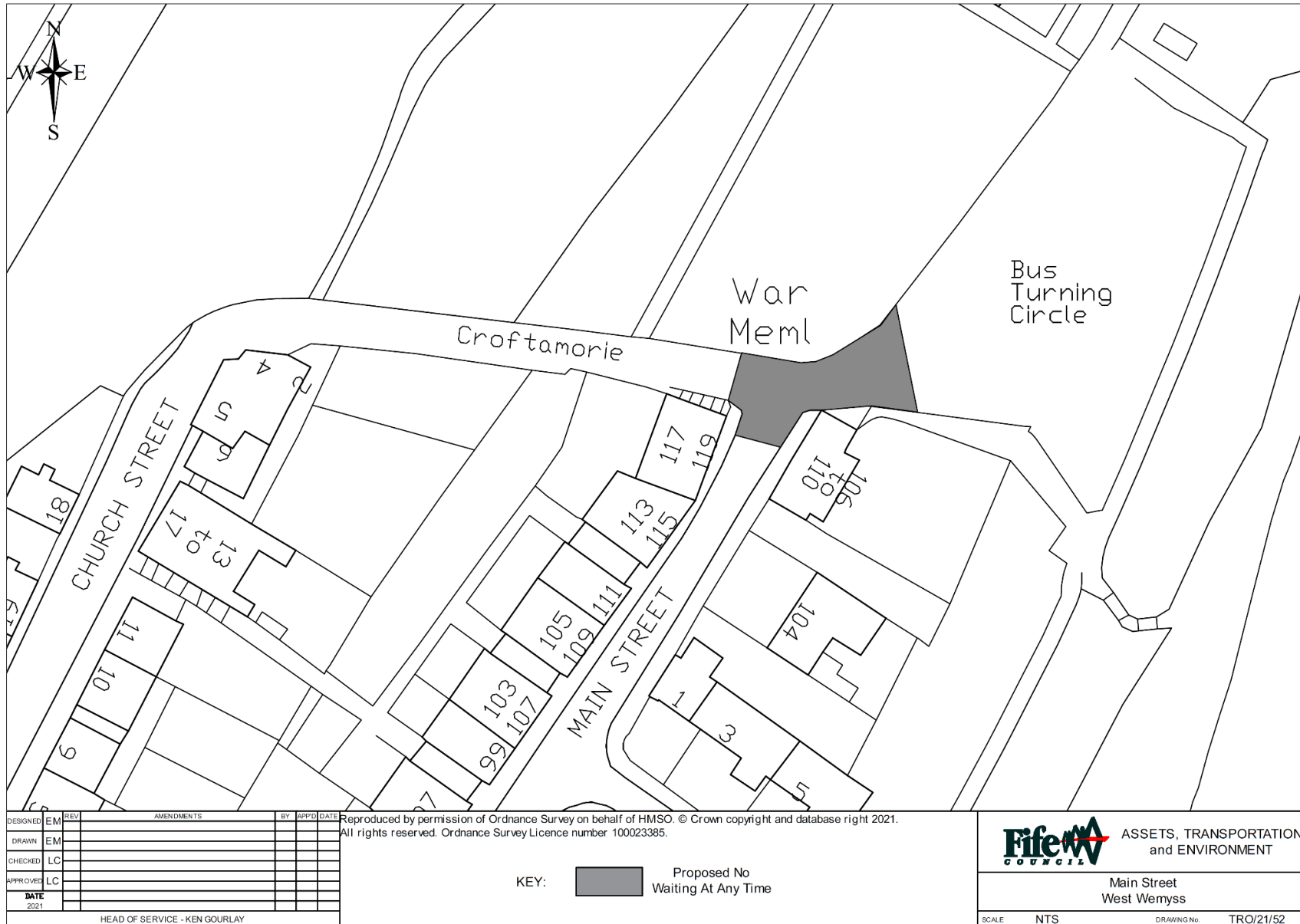
1. None

Report Contact

Lesley Craig
Lead Consultant, Traffic Management (North Fife)
Assets, Transportation and Environment
Roads & Transportation Services
Bankhead Central
Glenrothes
03451 55 55 55 Ext No 480082

lesley.craig@fife.gov.uk

Appendix 1



17th November 2021

Agenda Item No. 05

Consideration of Objections - Proposed Speed Cushions, Laburnum Road, Methil

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: Ward 22 – Methil, Buckhaven and the Wemyss Villages

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider an objection to the proposal to introduce speed cushions on Laburnum Road, Methil.

Recommendation(s)

It is recommended, in the interests of road safety, that Committee agrees to set aside an outstanding objection to the introduction of speed cushions detailed in drawing no. TRO/21/26.

Resource Implications

The £9,000 cost of the scheme will be met from the approved 2021/22 Area Roads Programme (ARP) budget.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors and Police Scotland have been advised.

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

1.0 Background

- 1.1 On 24 March 2021 (minute ref 2021 L.A.C. 106 para. 244 refers) the Levenmouth Area Committee approved proposals in the 2021/22 Area Roads Programme (ARP) to introduce traffic calming measures on Laburnum Road, Methil.
- 1.2 It was subsequently decided that those traffic calming measures would be speed cushions.
- 1.3 During the statutory notice period required for the introduction of speed cushions, one objection was received.

2.0 Issues and Options

- 2.1 The objection, together with the Roads & Transportation Services' response is summarised below:

- ***Speed bumps are in line with drive access to the house and car parking.***

The Service response -

Road humps are proposed at optimal locations to reduce speeds, while exact positions are determined to minimise disruption to residents. The cushion set that is closer to the objector's property is located at a point between their driveway and that of the property opposite. The proposed cushions will affect neither their driveway, nor on-street parking, since it is possible to park on or next to the cushions.

3.0 Conclusions

- 3.1 In the interests of road safety, it is recommended that the objection should be set aside to allow the introduction of speed cushions as detailed on drawing no. TRO/21/26.

List of Appendices

1. Drawing No. TRO/21/26

Background Papers

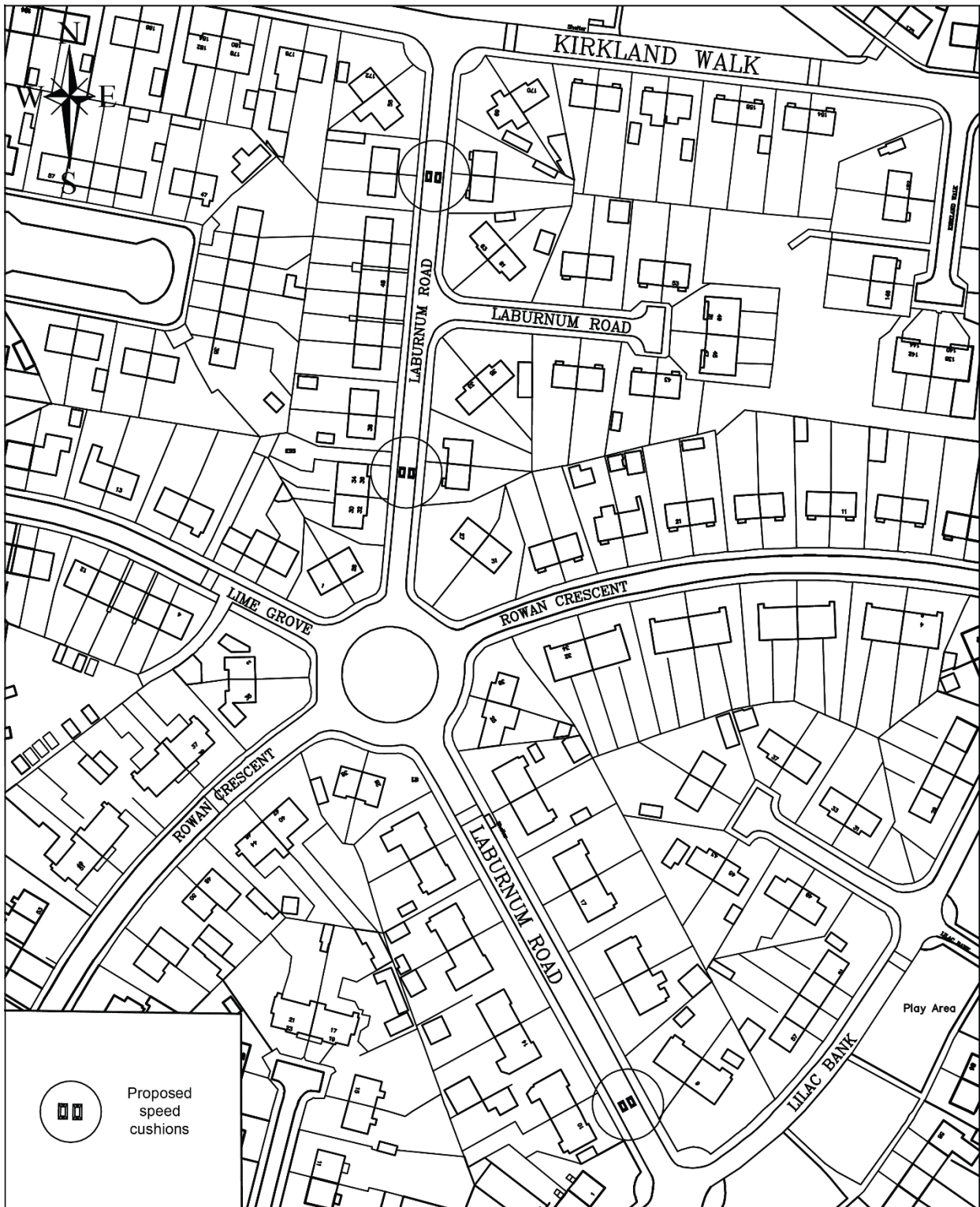
The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

- Redacted Full Correspondence of Objection 1
- EQIA Summary

Report Contact

Lesley Craig
Lead Consultant, Traffic Management (North Fife)
Assets, Transportation and Environment
Roads & Transportation Services
Bankhead Central
Glenrothes
Telephone: 03451 55 55 55 VOIP Number **480082**
Email: lesley.craig@fife.gov.uk

Appendix 1



Reproduced by permission of Ordnance Survey on behalf of HMSO © Crown copyright and database right 2021.
All rights reserved. Ordnance Survey Licence number 100023385.

REF	AMENDMENTS						BY	APPR	DATE
DESIGNED	EM	DRAWN	EM	CHECKED	LC	APPROVED	LC	DATE	
								2021	
HEAD OF SERVICE - KEN GOURLAY									



ASSETS,
TRANSPORTATION and
ENVIRONMENT

Laburnum Road, Methil
Proposed Speed Cushions

SCALE NTS DRAWING No. TRO/21/26

17 November 2021

Agenda Item No. 06

Common Good Funds Annual Report 2020-2021

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

Wards Affected: 22 and 23

Purpose

The purpose of this report is to advise members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2020-2021.

Recommendations

Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds; and
- (2) offer comments as appropriate on the information provided.

Resource Implications

The additional work to produce these reports has been resourced from within Finance & Corporate Services Directorate.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

Consultation

Consultation has taken place with Assets, Transportation and Environment Services and Fife Cultural Trust.

1.0 Background

- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good Funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of fixed assets which are heritable property and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.

2.0 Common Good Fund - Key Elements

2.1 Revenue Account

2.1.1 Income

The cash income received during the financial year is mainly from rents, interest on investments and internal interest. Income from net gain on revaluation is a result of the revaluation of the funds investments at the year end.

2.1.2 Expenditure

In line with the Council's agreed policy, the first call on the Common Good Fund is maintenance of Common Good property. Disbursements/donations and other expenses are also funded from the Common Good Fund.

The amount spent on property costs and disbursements/donations are detailed within the notes to the accounts for the individual Common Good Funds.

The net effect of the income and expenditure on a Common Good account results in a surplus or deficit for the particular year. This amount is then transferred to balances.

3.0 Balance Sheet

3.1 Fixed Assets

3.1.1 Heritable Property

Heritable Property comprises land and buildings held on Common Good accounts, in the main this is municipal buildings and recreational land of various kinds.

The attached accounts reflect the assets held on the Common Good Balance sheet as at 31st March 2021. A complete list of all Common Good assets relative to this Area is also attached at Appendix 1(b).

3.1.2 Investments

In addition to heritable property, each Common Good Fund also has investments. These investments form part of the funds capital balances. Investments are made using the Council's standard investment strategy to maximise income to the fund.

The heritable property and investments represent the capital balances.

3.2 Current Assets

The Advance to Loans Fund comprises monies held in the Council's bank account which receive internal interest from Fife Council.

The advance to loans fund, plus debtors and less creditors, represents the revenue balances.

The revenue account and balance sheet form the financial accounts for the Common Good Fund and this is attached as Appendix 1 to this report.

4.0 Moveable Property

- 4.1 Moveable property held as part of the Common Good comprises everything that is not land or buildings, e.g. Council Chains of Office, furniture, ceremonial robes and so on. The Local Services Network and Museums and Libraries can provide a list of this moveable property if required.

5.0 Conclusions

- 5.1 This report and its appendices are intended to give Members greater information on the relevant Common Good Funds.

List of Appendices

1. Levenmouth Area Common Good fund Annual Reports 2020-21 (incorporating as Appendix 1(a) A-B the financial statements 2020-21 and as Appendix 1(b) the schedule of heritable property).

A – Buckhaven & Methil

B - Leven

Background Papers

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

- Fife Council Annual Accounts 2020-21

Report Contacts

Eleanor Hodgson
Accountant Common Good and Trusts
Fife House, North Street, Glenrothes, KY7 5LT
Telephone: 08451 55 55 55 443983 Email – Eleanor.hodgson@fife.gov.uk

David Paterson
Community Manager, Levenmouth
Buckhaven Burgh Chambers, College Street, Buckhaven, KY8 1AB
Telephone: 03451 55 55 55 493928 Email – David.Paterson@fife.gov.uk

**BUCKHAVEN & METHIL COMMON GOOD FUND
ANNUAL REPORT 2020-21**

1. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise investments totalling £1,439. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £286. The total balances of Buckhaven & Methil Common Good are £1,724 as shown in Appendix 1(a).

2. Key Issues in Financial Year 2020-21

2.1 Income

Total income for 2020-21 is £52 (2019-20 £66).

Expenditure

Total expenditure for 2020-21 is NIL (2019-20 NIL).

3. Management of Assets

3.1 There are no leased sites in Buckhaven & Methil.

4. Value of Fund

4.1 The total value of the fund has increased in 2020-21 by £293 as shown in Appendix 1(a).

**LEVEN COMMON GOOD FUND
ANNUAL REPORT 2020-21**

1. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £398,333. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £25,836. The total balances of Leven Common Good are £424,170 as shown in Appendix 1(a).

2. Key Issues in Financial Year 2020-21

2.1 Income

Total income for 2020-21 is £8,603 (2019-20 £11,435).

2.2 Expenditure

Total expenditure for 2020-21 is £10,620 (2019-20 £34,375).

3. Management of Assets

3.1 There is one leased site in Leven, this is Leased to Fife Voluntary Action and is £400 per annum.

4. Value of Fund

4.1 The total value of the fund in 2020-21 increased by £37,947 as shown in Appendix 1(a).

COMMON GOOD FUNDS - BUCKHAVEN & METHIL COMMON GOOD

Appendix 1(a)-A

Revenue Account Year Ended 31st March 2021

2019/20		2020/21
	Income:	
0.00	Rents	0.00
0.77	Interest on Revenue Balances	2.45
65.35	External Interest	49.53
0.00	Other Income	0.00
<u>66.12</u>	Total Income	<u>51.98</u>
	Expenditure:	
0.00	Property Costs	0.00
0.00	Donations	0.00
0.00	Other Expenditure	0.00
0.00	Depreciation & Impairment	0.00
<u>0.00</u>	Total Expenditure	<u>0.00</u>
66.12	Surplus / (Deficit) for Year	51.98
0.00	Add Funding from Reval Reserve	0.00
<u>66.12</u>	Amended Surplus (Deficit) for year	<u>51.98</u>

Balance Sheet as at 31st March 2021

	Fixed Assets:	
0.00	Heritable Property	0.00
1,197.16	Investments	1,438.65
	Current Assets:	
218.51	Advance to Loans Fund	273.06
15.27	Sundry Debtors	12.70
	Less Current Liabilities:	
0.00	Creditors	0.00
233.78	Net Current Assets	285.76
<u>1,430.94</u>	Net Assets	<u>1,724.41</u>
	Financed By:-	
-1,430.94	Useable Reserves	-1,724.41
0.00	Unusable Reserves	0.00
<u>-1,430.94</u>		<u>-1,724.41</u>

COMMON GOOD FUNDS - LEVEN COMMON GOOD

Appendix 1(a)-B

Revenue Account Year Ended 31st March 2021

2019/20		2020/21
	Income:	
400.00	Rents	400.00
219.40	Interest on Revenue Balances	8.37
10,815.99	External Interest	8,194.30
0.00	Other Income	0.00
<u>11,435.39</u>	Total Income	<u>8,602.67</u>
	Expenditure:	
1,300.00	Property Costs	0.00
16,359.00	Donations	2,369.80
8,466.00	Other Expenditure	0.00
8,250.00	Depreciation & Impairment	8,250.00
<u>34,375.00</u>	Total Expenditure	<u>10,619.80</u>
-22,939.61	Surplus / (Deficit) for Year	-2,017.13
8,250.00	Add Funding from Reval Reserve	8,250.00
<u>-14,689.61</u>	Amended Surplus (Deficit) for year	<u>6,232.87</u>

Balance Sheet as at 31st March 2021

	Fixed Assets:	
168,500.00	Heritable Property	160,250.00
198,119.51	Investments	238,083.50
	Current Assets:	
17,075.87	Advance to Loans Fund	23,734.76
2,527.62	Sundry Debtors	2,101.60
	Less Current Liabilities:	
0.00	Creditors	0.00
19,603.49	Net Current Assets	25,836.36
<u>386,223.00</u>	Net Assets	<u>424,169.86</u>
	Financed By:-	
-217,723.00	Useable Reserves	-263,919.86
-168,500.00	Unusable Reserves	-160,250.00
<u>-386,223.00</u>		<u>-424,169.86</u>

Buckhaven Common Good Asset List as 31/03/21

SRN	Asset Name	Address	Town	Extent
000725	Muireedge Park	Methilhaven Road	Buckhaven	Whole asset
000726	Sandwell Street Park	Sandwell Street	Buckhaven	Most of asset
006130	Buckhaven Burgh Chambers	1 College Street	Buckhaven	Whole asset

Leven Common Good Asset List as 31/03/21

SRN	Asset Name	Address	Town	Extent
000497	Greig Institute	Forth Street	Leven	Whole asset
000621	Leven Bowling Club	The Links, Links Road	Leven	Whole asset
000627	Thistle Golf Course	Leven Links	Leven	Most of asset
000628	Scoonie Golf Course	Links Road	Leven	Whole asset
000748	Links Park & Beach	Promenade	Leven	Whole asset
000750	Letham Glen	Scoonie Brae	Leven	Whole asset
004184	Leven Public Convenience	Promenade	Leven	Whole asset
005942	Promenade Car Park	Promenade	Leven	Whole asset
006153	Carberry House	Scoonie Road	Leven	Whole asset
101004	Festival Gardens	Promenade	Leven	Whole asset

17th November 2021

Agenda Item No. 07

Levenmouth Reconnected Programme (LRP) Communications Advisor Post

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: Ward 21 – Leven, Kennoway and Largo, Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

The paper is to inform members of the Levenmouth Area Committee about an LRP Large Grant application for funding for a Communications Advisor post to support the Levenmouth Reconnected Programme.

Recommendation(s)

Committee is asked to approve

- (1) the recruitment of a Communications Advisor for 2 years from January 2021 to support the Levenmouth Reconnected Programme.

Resource Implications

A Communications Advisor at an FC7 grade will be recruited from January 2021 to December 2023 to support the Levenmouth reconnected Programme. Additional funding will be required for this post and it is being proposed that funds are awarded from the LRP Large Grant fund.

Estimated costs for the post are £40,000 per annum for 2 years. Total cost is £80,000.

Legal & Risk Implications

There are no legal or risk implications associated to this membership request.

Impact Assessment

Coordination of communications, public relations and marketing activities will be essential for the success of the Levenmouth Reconnected Programme. In addition, communications, public relations, and marketing activities need to be coordinated with the Leven project (SEPA) and the Rail Re-opening Project (Network rail & Transport Scotland). The aims of the wider programme will be difficult to achieve without such a resource to work alongside the Programme Manager.

An Equality Impact Assessment and a Fife Environmental Assessment Tool (FEAT) assessment have not been completed because the report does not propose a change or revision to existing policies or practices.

Consultation

The Working group and Oversight Group have been advised of this application. Both groups have reviewed a draft Job Description and marketing material and approved the content.

This paper is drafted in parallel with the approval process paperwork to shorten the timelines for approval and recruitment.

1.0 Background

1.1 Communications Advisor Post.

1.1.1 Levenmouth Reconnected is as much about people as it is about infrastructure. The developments in Levenmouth are opening-up opportunities for people to work in new ways together, across partner boundaries and alongside the community. The opportunities also bring challenges. It can be a busy landscape of plans and initiatives, groups, engagement opportunities and news. Having a quality communications role as part of the programme and project delivery arrangements will provide specialist expertise as well as a coordinating function and support role to programme management.

1.1.2 The role of Communications Advisor is a dedicated position working day-to-day to the Programme Manager and alongside key partners and the Levenmouth Area Team. It is a temporary position for 2 years to focus on:

- Delivering coordinated multi-channel communications across the programme with partners and alongside the community
- Programme delivery and the support to projects and initiatives that will require
- Promoting a consistent and compelling vision and supporting effective stakeholder engagement
- Amplifying the voice of residents and communities and promoting progress, involvement, and achievement.

1.1.3 There is an opportunity to promote a strong and exciting vision for Levenmouth and encourage widespread community involvement in ongoing activities and the co-creation of plans. To support this, consideration needs to be given to:

- **Supporting programme delivery** through the development of the virtual team already in place including communications staff from Fife Council, Network Rail and SEPA.
- **The vision** for Levenmouth and how that is developed and conveyed across the key projects and the visual products needed to support that
- **A partnership communication strategy** that will support consistent and joined up messaging, protocols, and approach
- **Community and stakeholder involvement** from the project teams and leadership groups to the community at large, and how they will be able to co-create plans and influence local decisions.

- **Promotions and media relations** to build trust, confidence, excitement, reputation, and support among key stakeholder groups locally and nationally.

2.0 Funding

2.1 LRP Grant Fund.

- 2.1.1 It is proposed to fund the post from the LRP grant allocation. The Communications Advisor will coordinate communications with The Leven Project (SEPA) and the Rail Re-opening Programme (Transport Scotland & Network rail) to ensure there is a joined-up approach for the messaging out to communities and stakeholders.

3.0 Conclusions

- 3.1 The post is considered necessary at this stage to ensure that sufficient resource and expertise is available to deliver the key messages to the communities and stakeholders involved in the Levenmouth area.

List of Appendices

Not applicable

Background Papers

Not applicable

Report Contact:

Guy Murray
Levenmouth Reconnected Programme Manager
Telephone: 0739 535 9635
Email: guy.murray@five.gov.uk

Val Millar

Communications & Customer Insight Manager
Fife Council
0775 368 7851
Email: val.millar@fife.gov.uk

17 November 2021

Agenda Item No. 08

Levenmouth Connectivity Project, Active Travel Network & Mobility Hubs – Update

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: Ward 21 – Leven, Kennoway and Largo, Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

To update members on progress of the Levenmouth Connectivity Project, associated projects, and related funding opportunities.

Recommendation(s)

It is recommended that members note the progress made, including:

- (1) development of active travel routes within the Levenmouth Area, including proposed links to the new stations at Cameron Bridge and Leven.
- (2) submission of a funding application by the Leven Programme to Sustrans to support the detailed design and pre-construction phases of the active travel network.
- (3) in partnership with SEStran Regional Transport Partnership, investigation of potential mobility hubs at the proposed rail stations.

Resource Implications

There are currently no direct costs for Fife Council associated with The Leven Programme and Levenmouth Connectivity Project for active travel or mobility hubs. Conceptual design work for the active travel network has been funded by the Scottish Government via Sustrans' Places for Everyone programme to date. The mobility hub feasibility study has been funded through SEStran.

The conceptual design for the active travel network has indicated the following outline capital, maintenance, and whole life costs.

Note that these costs are indicative at this stage and will be refined during the next, detailed design stage:

- Capital costs (incl. 44% optimism bias) £20.04m approx.
- Annual winter maintenance costs £70k-£140k pa approx.
- 20-year maintenance costs £5.7m approx.

The Leven Programme and Partners are looking at creative ways to help deliver the project including the financial implications of ongoing maintenance etc. Progress of the project will be through a business case where a suitable funding solution will be identified through The Leven Programme. The next stage of the design process (detailed design) will seek to minimise future maintenance liability.

Legal & Risk Implications

The risks of not securing sufficient funding for the initial capital and ongoing revenue costs have been identified within The Leven Programme and, with partners, they are working to identify funding sources to help deliver the project.

Impact Assessment

An Equality Impact Assessment and a Fife Environmental Assessment Tool (FEAT) assessment have not been completed because the report does not propose a change or revision to existing policies or practices.

An EqIA will be developed for the active travel network and mobility hubs as detailed design work progresses.

Consultation

Local consultation and updates on the Leven Programme have been undertaken, including updates by the Community Manager, and online consultation. This has been more constrained because of the Covid-19 pandemic; however, extensive local community and stakeholder engagement is programmed for the detailed design phase of the active travel network, development of the mobility hub concept and proposals for any bus proposals.

1.0 Background

- 1.1 On 2 December 2020, an update report was presented to this Committee on progress of The Leven Programme and the Levenmouth Connectivity Project (LAC 97 para. 221 refers).

Once the proposed station locations were confirmed, further work was undertaken in spring/summer 2021 to expand the network and link to the stations. The report on this work is attached in Appendix 1.

Members should note that the active travel network is only one part of the Levenmouth Connectivity Project. The development of the active travel network is being led by Fife Council's Roads & Transportation Services, in close partnership with SEPA and other organisations within the Leven Programme. Other sections of the Levenmouth Connectivity Project, such as the riverside paths and parks are

Figure 2 - Active Travel Routes to Leven Station

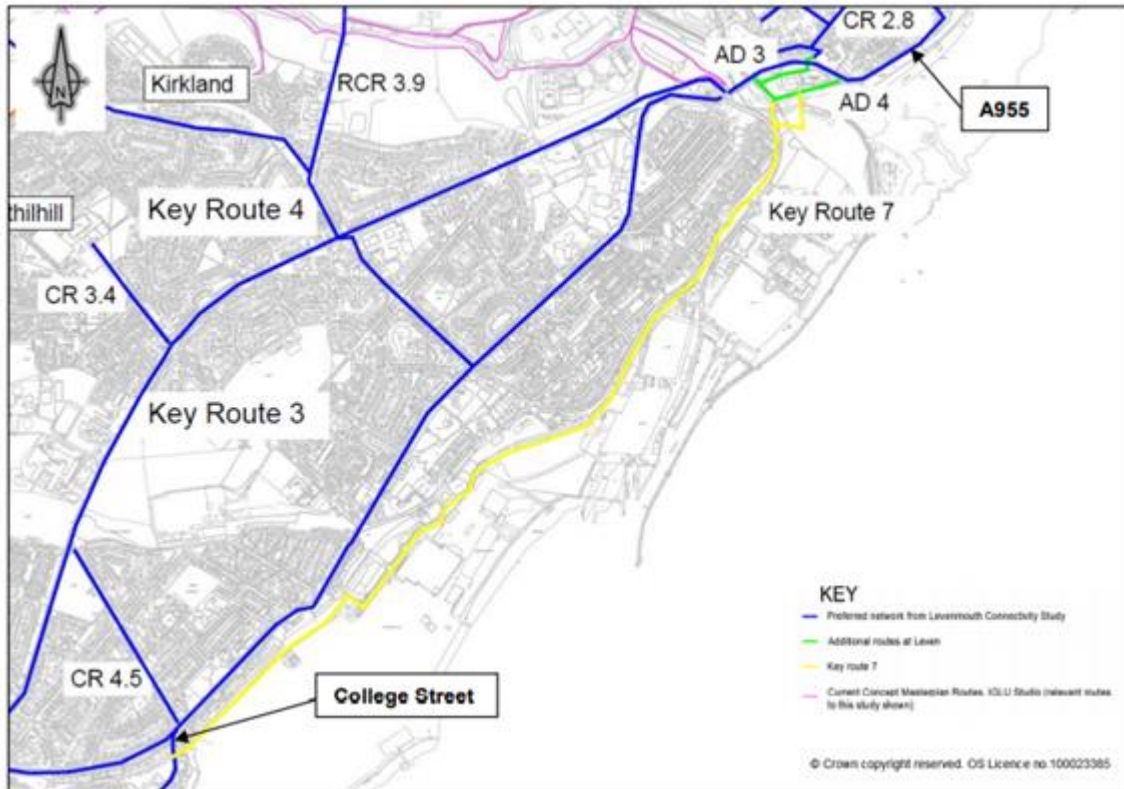
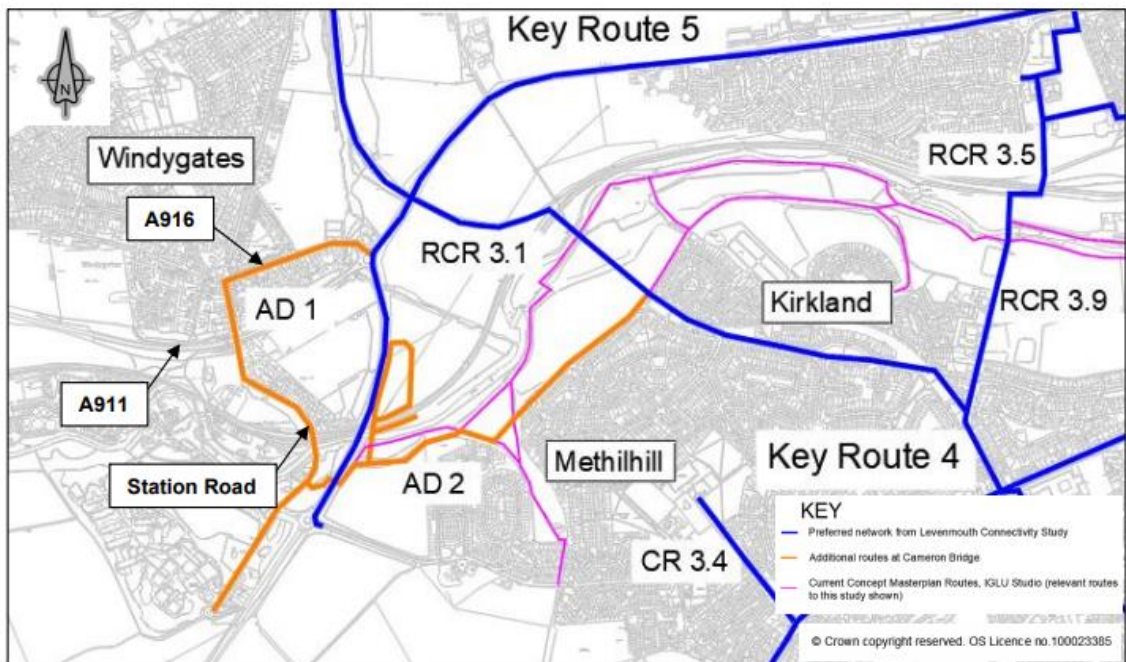


Figure 3 – Active Travel routes to Cameron Bridge Station



2.0 Issues and Options

- 2.1 The Leven Programme submitted a funding bid for the next stage of the detailed design work to Sustrans at the end of September 2021. The submission will be considered at the Sustrans assessment panel on 29 November 2021.

If approved by the panel, the work will progress to detailed technical design during 2021/22. Subject to further Sustrans approval and match funding, construction of the phase 1 works which provide direct routes to the stations would be undertaken in 2022/23.

The remainder of the network is expected to be delivered over subsequent years until 2027/28, subject to funding.

- 2.2 Mobility Hubs

Mobility Hubs are a new concept. They look to integrate public transport and shared transport (such as bike share and car clubs etc.) at key locations to enhance connectivity and user experience, encouraging and facilitating more sustainable and active travel. Through implementing joined up transport-services more effectively, there is potential to maximise the benefits of more sustainable transport and minimise the negative effects of private car travel such as sedentary lifestyles, congestion, poor air quality and inequalities.

SEStran appointed Steer (a mobility consultant) to investigate the feasibility and develop a business case for potential mobility hubs at Leven and Cameron Bridge Stations.

- 2.3 The Mobility Hub business case needs to prove that they can be economically sustainable and have minimal revenue impact on Fife Council. This work is concluding and will give options to improve the connectivity and active travel choices at each station.

- 2.4 Bus Partnership Fund/Local Bus Access

Fife Council made a successful bid to Transport Scotland's Bus Partnership Fund (BPF) for the Central and North Fife Area. This focusses on addressing the key infrastructure improvements necessary to reduce congestion and delays within the network, as directed by the BPF application guidance. In tandem with the BPF submission, and cognisant of the need for improved accessibility within the wider local Levenmouth area, Fife Council is looking to develop a local bus service action plan to enhance accessibility to the two new rail stations. However, these would be subject to further detailed investigation/consultation and require a sustainable revenue stream. Both workstreams will require extensive consultation with the local community and stakeholders. Reports will be present to future meetings of this committee to update members.

- 2.5 Network Rail have announced the location of the two proposed stations. Plans showing the locations are contained in Appendix 3. Discussions are continuing between Network Rail, Transport Scotland and Fife Council regarding river and rail crossing points to support the active travel network in the area to safeguard and provide active travel routes for the community and to the railway stations.

3.0 Conclusions

- 3.1 Significant progress has been made in 2021 to further develop an active travel network to ensure local access for communities and to the proposed rail stations.

List of Appendices

- Appendix 1: Levenmouth Connectivity Project - Additional Active Travel Routes Final Report (03/06/2021)
- Appendix 2: Levenmouth Connectivity Project - Plan of Concept Active Travel Routes for Detailed Design Stage
- Appendix 3: Draft plans showing Leven and Cameron Bridge Station location layouts (subject to change).

Background Papers

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

None applicable.

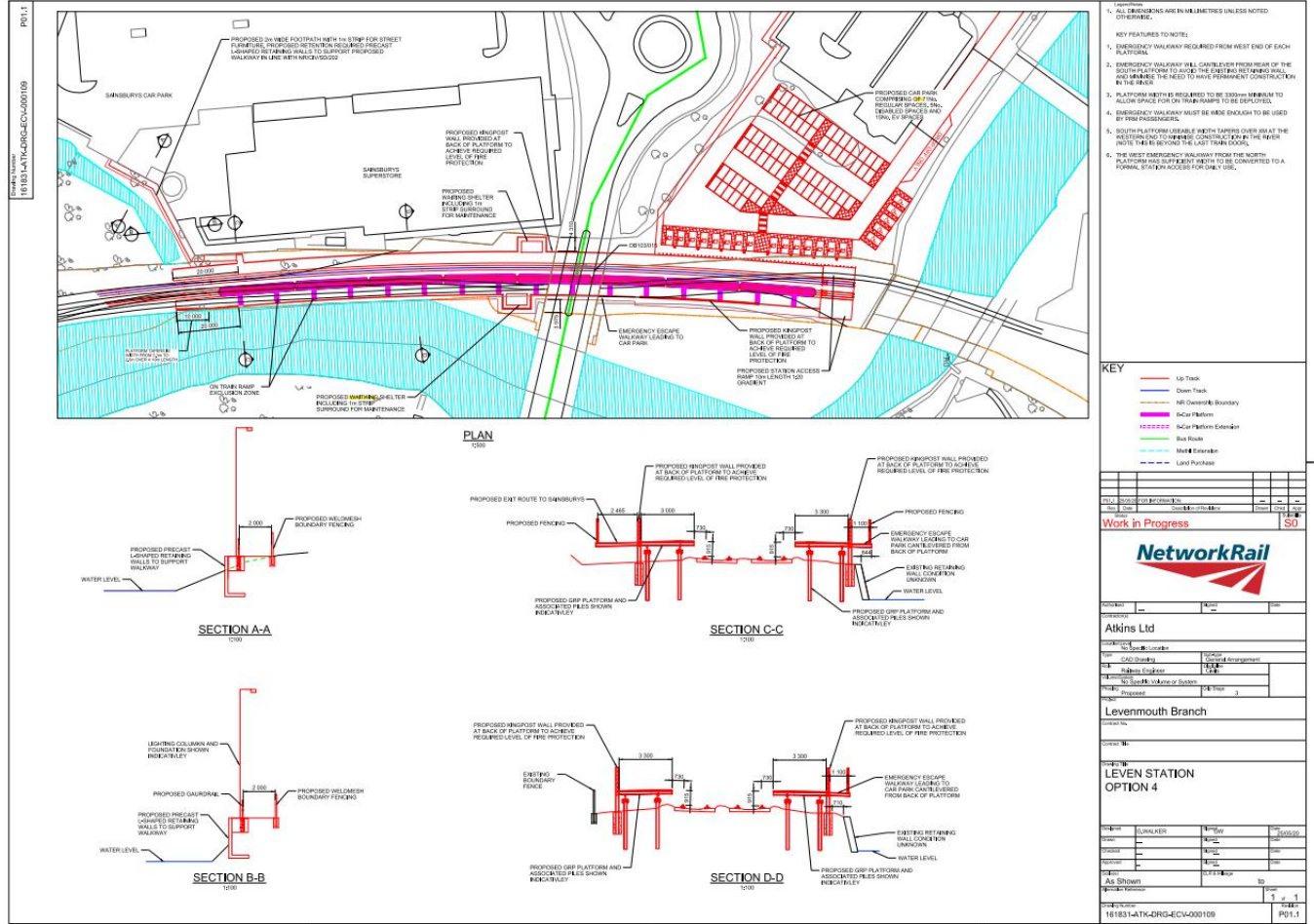
Report Contacts:

Susan Keenlyside
Lead Consultant (Transport Networks)
Bankhead Central
Telephone: 07703 886515
Email: susan.keenlyside@fife.gov.uk

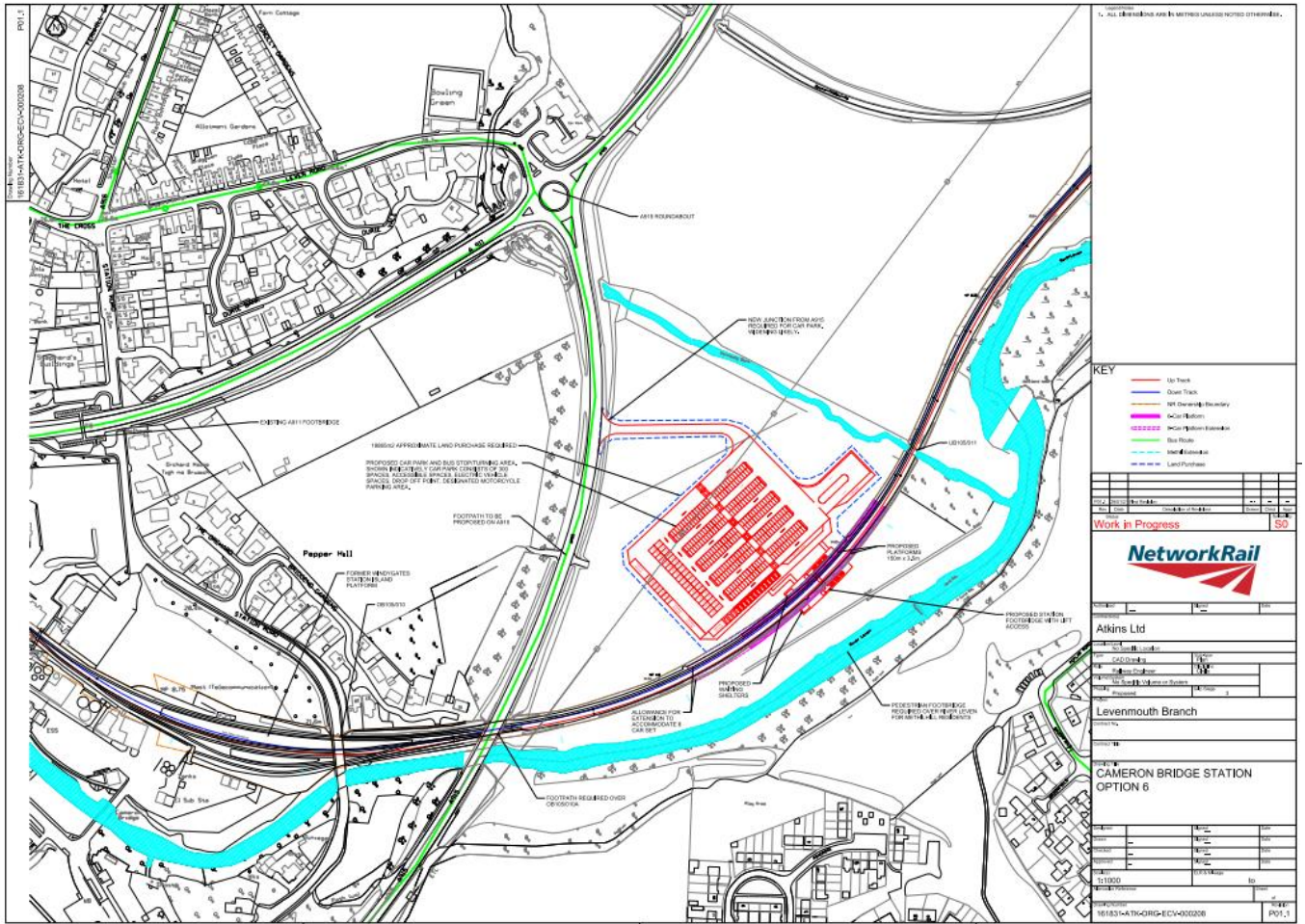
Guy Murray
Levenmouth Reconnected Programme Manager
Bankhead Central
Telephone: 07395359635
Email: guy.murray@fife.gov.uk

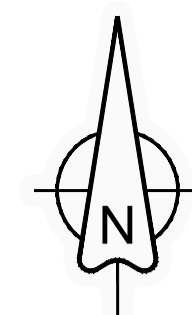
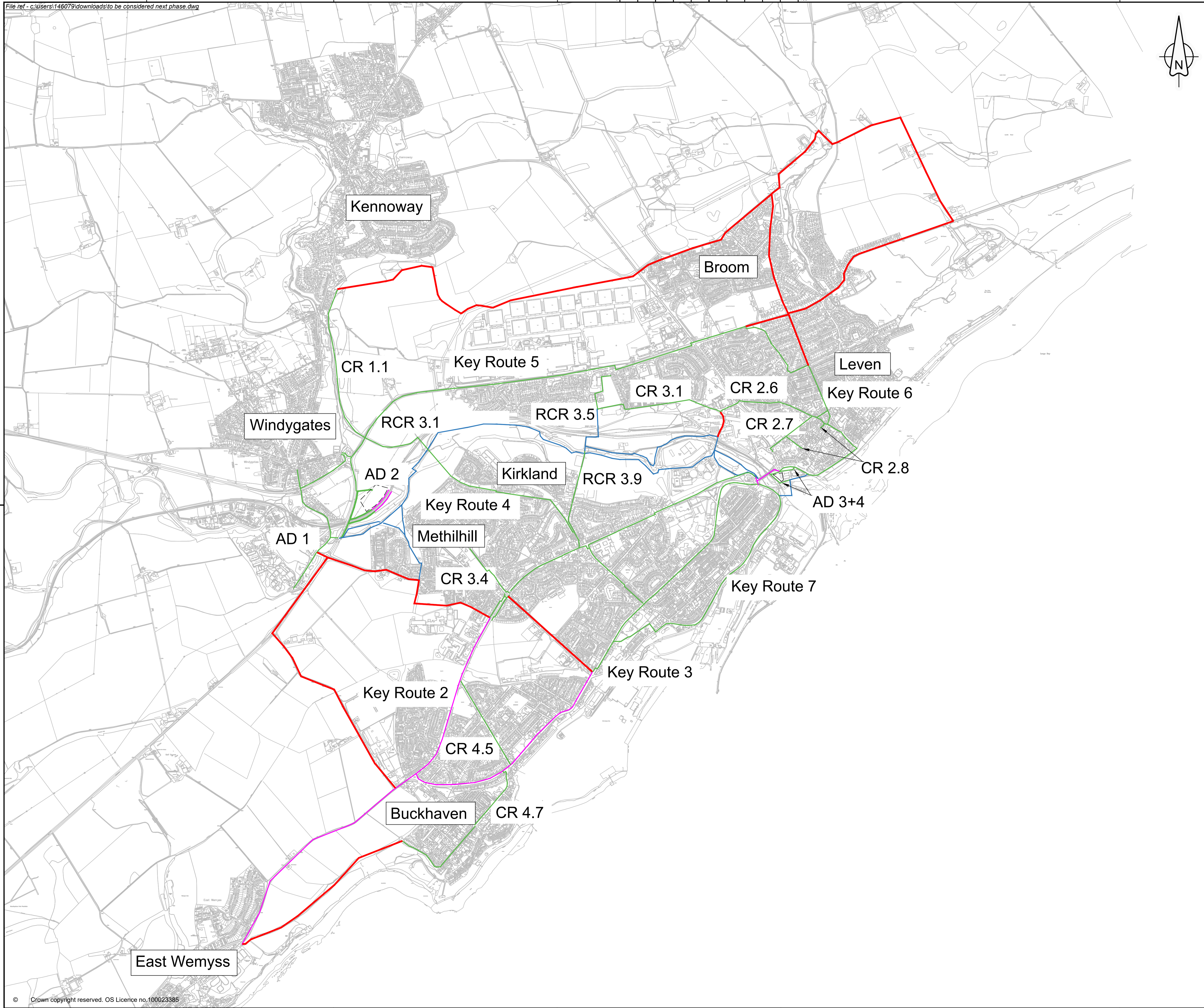
Appendix 3: Draft plans showing Leven and Cameron Bridge Station location layouts (subject to change)

Leven Station



Cameron Bridge Station





- NOTES**
- This drawing is indicative and outlines the proposals at concept design stage.
- KEY**
- Preferred network, including additional routes
 - Additional links to be considered in next phases
 - River routes part of the Concept Masterplan
 - Independent Scheme
 - Approximate proposed rail station location

A	Amendments based on Fife Council and project partner comments	VP	CB	CB	31/05/2021
Rev	Revision details	Drwn	Chkd	Appd	Date
Designed:	VP	Date:	13/05/2021		
Drawn:	AF	Date:	13/05/2021		
Checked:	CB	Date:	13/05/2021		
Approved:	GM	Date:	13/05/2021		



Client
 Project Name
Levenmouth Connectivity Project

Drawing Title
Next Phase Links to Consider

Original Drawing Size : A1 Scale : NTS
 Dimensions : -

Drawing Status
FOR INFORMATION Suitability
 S0

Drawing No
CO25000351/REP/005 Rev
 -

17th November 2021

Agenda Item No. 09

Leven Placemaking Study

Report by: Ken Gourlay, Head of Assets, Transportation and Environment; Pam Ewen, Head of Planning

Wards Affected: Ward 21 – Leven, Kennoway and Largo, Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

To update members on the proposed Leven Placemaking Study, which will develop a concept placemaking plan with a view to influencing the design of the new Leven Rail Station.

Recommendations

It is recommended that members:

- (1) Note the progress of the Leven Placemaking Study; and
- (2) Note that the funding of the Leven Placemaking Study, in line with the agreed Accelerated Proposal Approval Process, has been approved by the Fife Council Executive Director Enterprise and Environment and the Convenor of the Levenmouth Area Committee.

Resource Implications

Funding of £25,000 for consultancy services to develop the study has been allocated from the Levenmouth Reconnected Programme grant fund via the Accelerated Proposal Approval Form process.

The consultancy services are being managed by officers from Roads & Transportation Services with support from Planning Officers.

Legal & Risk Implications

The study provides an opportunity to help shape the design and planning application for the new Leven rail station which is being led by Network Rail. Should this work not occur now, additional costly remedial works would be required at a later date to implement the transformational gateway station as identified by the local community and stakeholders through consultation.

Impact Assessment

An Equality Impact Assessment and a Fife Environmental Assessment Tool (FEAT) assessment have not been completed because the report does not propose a change or revision to existing policies or practices.

Equality and accessibility will be key considerations of the study and will be incorporated into design work.

Consultation

Officers from Planning Services and Roads & Transportation Services contributed to the development of the project brief.

Consultation with the local community and stakeholders has been undertaken through an earlier study undertaken by Stantec around the outline requirements of the proposed station (Levenmouth Station Consultation, refer Appendix 1).

1.0 Background

- 1.1 The Transport Scotland Final Business Case (FBC) for the Leven Rail Link was submitted in September 2021. The FBC includes the requirement for a 'standard' station at Leven. This 'standard' offering is utilitarian in nature and not focussed on creating a gateway experience.
- 1.2 The Levenmouth Station Consultation exercise carried out earlier this year with the local community and stakeholders highlighted the desire for a transformational gateway arrival approach at Leven rail station (refer Appendix 1).
- 1.3 SEPA has previously undertaken a 'masterplan' approach to the River Leven catchment area to inform their programme of work. However, this was undertaken prior to the detail of the rail halts being known, therefore it did not consider the placemaking aspect of Leven rail station.
- 1.4 Network Rail anticipate submitting a planning application for the rail stations in late 2021/early 2022. A temporary (12 months) dedicated Fife Council Planning Officer is in post to lead on rail infrastructure planning applications.

2.0 Issues and Options

- 2.1 **Leven Placemaking Study**
- 2.2 Fife Council is in the process of commissioning Stantec to undertake the Leven Placemaking Study to inform the design of the Leven Station, meeting the aspirations of the local community in terms of quality of place.
- 2.3 The Study will build on the Levenmouth Station Consultation aspirations, producing a concept plan focussing on creating a sense of 'place' in and around the proposed Leven rail station.
- 2.4 The views of the local community and stakeholders are crucial to the development of any solution and the study will include local consultation.

- 2.5 The key deliverable will be a final report containing a concept plan and cost estimates for placemaking at Leven Rail Station, including active travel, and mobility hub requirements. The study will initially assess and prioritise services and facilities identified as important to be provided at the station (as per the Stantec Levenmouth Station Consultation), exploring different options for provision of these services and facilities and testing their viability. The outcomes of this assessment will inform a concept plan which should include the following considerations:
- Creation of a quality public realm around the station and towards the town centre and Promenade
 - Network Rail requirements, including security, signage and ticketing infrastructure
 - Active travel links to the town centre, the Promenade, the bus station and the River Leven
 - Mitigation of climate change and flood risks
 - Wayfinding
 - A mobility hub
 - Small-scale retail
 - Public art
- 2.6 The outcomes of the study offer the potential to better integrate the needs and aspirations of the 'Place' approach. It will ensure that sustainable transport links are embedded within the design and will integrate the key themes of Thriving Places, Spatial Planning and Active Travel. The work will also inform the new Local Development Plan starting in 2022.
- 2.7 It has been agreed with Transport Scotland and Network Rail that the outcomes of the study could be incorporated within the rail station design going forward. Should the planning application for the rail halt be submitted in advance of the completion of the placemaking study, an allowance for its outcomes will be included in the application.
- 2.8 **Study procurement**
- 2.9 Given the tight timeframes to incorporate the placemaking study into the Network Rail planning application, Roads & Transportation Services have engaged the consultancy services of Stantec, who produced the Leven Station Consultation Report and thus have prior experience on this project.
- 2.10 The study is expected to be complete by December 2021.
- 2.11 Outcomes will be shared with members at a future meeting of this Committee.

3.0 Conclusions

- 3.1 The Leven Placemaking Study will develop options to provide a transformational gateway arrival experience at Leven Rail station. The rapid engagement of consultants through the Accelerated Proposal Approval process is with a view to incorporating the outcomes within the Network Rail planning application for the station, maximising alignment and making best use of available funding.

List of Appendices

Not applicable

Background Papers

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

Leven Station Consultation Report (Stantec, June 2021)

Report Contacts:

Alison Wood
Planner (Policy and Place Team)
Bankhead Central
Email: alison.wood@fife.gov.uk

Guy Murray
Levenmouth Reconnected Programme Manager
Telephone: 07395359635
Email: guy.murray@fife.gov.uk

17 November 2021

Agenda Item No. 10

A955 Leven Railway Bridge Replacement Update

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: Ward's 21 & 22

Purpose

To update the Committee on the work to advance delivery of the Leven Railway Bridge replacement works through partnership working with Transport Scotland and the delivery mechanism for the Leven Rail Link.

Recommendation(s)

It is recommended that the Levenmouth Area Committee note the time critical, ongoing collaborative working to develop options to replace the Leven Rail Bridge and that a report will be presented to a future Committee to confirm the options and preferred solution.

Resource Implications

Funding of £2.446m is identified within the Fife Council Capital Plan to strengthen the bridge deck of the existing Leven Railway Bridge. From further detailed investigations the bridge abutments now require to be replaced and hence the complexity and cost of the bridge replacement works will increase. A further update report will be presented to this Committee when the procurement route and cost estimates are completed. A report will be presented to the Policy and Coordination Committee on 4 December 2021 to seek approval for the revised estimate of costs, once available.

Legal & Risk Implications

To coordinate delivery and minimise risk, Fife Council Roads & Transportation Services, Legal and Procurement Services are exploring procurement of the bridgeworks via Transport Scotland's collaborative rail delivery mechanism, known as Project 13. This option allows coordination of rail and bridgeworks by a single contractor, minimising the potential for conflicts between separate contractors whilst ensuring value for money from a fully vetted public procurement route.

Impact Assessment

An Equality Impact Assessment and a Fife Environmental Assessment Tool (FEAT) assessment have not been completed because the report does not propose a

change or revision to existing policies or practices. However, an Environmental Impact Assessment will be required as part of any design and construction works.

Consultation

Consultation has been undertaken with Finance and Corporate Services, and Communities in the preparation of this report.

1.0 Background

- 1.1 Leven Railway Bridge has had an 18 tonnes weight limit since the 1990s. The weaker edge of the structure is protected by bollards. Since then, a scheme to replace the bridge deck has been included in the capital plan. At that time, there was no plans to reinstate the rail link to Leven.
- 1.2 On announcement of the reopening of the rail link in August 2019 work on the bridge deck replacement was paused to ensure that any proposals for a new station and rail electrification measures etc were coordinated and integrated with the plans for the bridge design.
- 1.3 The return of the railway led to a review of the project, recognising that works on the structure post-implementation of the rail line would be more complex, lengthier, and costly. It was therefore identified that all potential bridgeworks should be undertaken to avoid excessive costs should they be required once the electrification of the rail line is implemented.

2.0 Issues and Options

- 2.1 The Leven Rail Link and associated infrastructure is programmed to be delivered, to a tight timescale, by December 2023.
- 2.2 Replacement of the bridge abutments for the Leven Rail Bridge and the adjoining reinforced concrete arch Bawbee Bridge now exclude the potential for a temporary overbridge on the alignment of the existing bridge. Applying a bridge support on a reinforced concrete arch would fundamentally compromise the stability of the Bawbee Bridge and is to be avoided.
- 2.3 The duration of the bridgeworks is likely to be in the region of 12 months hence the option of closing the bridge to traffic, whilst ideal from a construction perspective, would impose a major diversion route for the local community. BAM Nuttall with Story Contracting are working with Fife Council officers to develop options for the bridge replacement works which minimise disruption to the local community and provide an intervention and associated measures which are complimentary to the needs of the local community and area. It must be emphasised that any temporary diversionary route and measures are being considered with a view to integrating with the Placemaking/ Active Travel measures for the rail station and wider area.
- 2.4 It is proposed to present the temporary diversion routes for consultation with this Committee and the wider community once available from the delivery team.

3.0 Conclusions

- 3.1 Extensive bridge replacement optioneering is currently being undertaken and once formulated will be presented to this Committee and the local community for consultation.
- 3.2 A report on the cost implications of the bridge replacement works will be presented to the Policy & Coordination Committee on 4 December 2021.

List of Appendices

None

Background Papers

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

- Not Applicable

Report Contact

Ross Speirs
Service Manager (Structural Services)
Bankhead Central, Glenrothes
Telephone: 03451 55 55 55, Ext No 444390
Email : ross.speirs@fife.gov.uk

17th November 2021

Agenda Item No. 11

Pupil Equity Fund

Report by: Carrie Lindsay

Wards Affected: 21 and 22 Levenmouth

Purpose

To outline the progress of the Pupil Equity Fund through updating members on the work of schools in their practice to address the challenge of Closing the Poverty Related Attainment Gap. This report presents an overview of the rationale, implementation and impact, to date, of the Pupil Equity Fund within schools across the Levenmouth Committee Area

Recommendation(s)

Members are asked to:

- note the contents of this report;
- note the aim of the interventions;
- note the work of schools in developing their practice to address the challenge of Closing the Poverty Related Attainment Gap.
- Link directly with individual schools for further information as required

Resource Implications

There are no resource implications

Legal & Risk Implications

None

Impact Assessment

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

Consultation

No formal consultation was required prior to implementation of PEF (Pupil Equity Fund) as this is a national initiative being implemented by Scottish Government

1.0 Background

Nationally

- 1.1 The Pupil Equity Funding (PEF) is funding allocated directly to identified schools by Scottish Government and targeted at closing the Poverty Related Attainment Gap. PEF is one element of the wider Attainment Scotland Funding that the Scottish Government committed to until the end of session 21/22.
- 1.2 The Pupil Equity Funding formed part of the £750m Attainment Scotland Fund which was to be invested over the current Parliamentary term. This fund is directly allocated to schools. We are awaiting advice as to the nature of this funding beyond this current session.
- 1.3 In 2020/21, Fife Council schools received a total of £9,822,973 in Pupil Equity Funding, to support the closing the Poverty Related Attainment Gap. This can be broken down as follows:
 - Primary - £7,350,973
 - Secondary - £2,336,560
 - Special - £136,277

A list of schools in receipt of Pupil Equity Funding in session 2020/21 along with their allocation, can be at viewed at <https://www.gov.scot/publications/pupil-equity-funding-school-allocations-2020-to-2021/>

- 1.4 Schools have also been advised, through National and Local Guidance, that any activity funded by the Pupil Equity Fund must be clearly additional to core activity and be grounded in evidence of what is known to be effective at raising attainment for children affected by poverty. Schools are encouraged to make use of the National Improvement Hub, (<https://education.gov.scot/improvement>); Education Endowment Framework, (<https://educationendowmentfoundation.org.uk/evidence-summaries/>) and sharing practice across the Clusters and South East Improvement Collaborative to support them in identifying research based practice.
- 1.5 The global pandemic, Covid-19, put us all in an unprecedented, challenging situation. In recognition of the financial and other resource implications of maintaining critical provision for children and families at this time, the Deputy First Minister, in 2020, set out a relaxation of current guidance on Attainment Scotland Funding, including Pupil Equity Funding, in order that headteachers can support the education and care of children and young people during the response to the coronavirus pandemic. This flexibility must remain consistent with the principle of equity in education.

2.0 Current Position

- 2.1 In order to provide continued support to schools with the planning and implementation of Pupil Equity Funding, the Education and Children's Service issued revised guidance locally (Appendix 1) This guidance continued to reflect the national guidance (<https://www.gov.scot/publications/pupil-equity-fund-operational-guidance->

[2018/](#)) but took cognisance of learning from the first year of implementation of Pupil Equity Funding within Fife schools.

- 2.2 Closing the Gap Networks have been further developed to encourage staff who are engaged in the work related to the Pupils Equity Fund to come together to share practice and learn from each other. Professional development sessions have also be held for key groups of staff. These are now referred to as ASF (Attainment Scotland Fund) Networks.

Planning and Implementation

- 2.3 Planning for the use of the Pupil Equity Funding should be integrated into ongoing self-evaluation and improvement planning processes. This is in order to ensure that the interventions in relation to closing the Poverty Related Attainment Gap, whilst targeted at identified pupils and groups, are seen as core business and not peripheral to the ongoing work of the school. Schools continue to be advised that planning for this should directly involve pupils, parents and community.
- 2.4 To support schools in planning during this time of uncertainty plans for the use of Pupil Equity Fund have been integrated into School Improvement Plans. Interventions in relation to closing the Poverty Related Attainment Gap, whilst targeted at identified pupils and groups, are seen as core business and not peripheral to the ongoing work of the school. Schools continue to be advised that planning for this should directly involve pupils, parents and community.
- 2.5 As the funding is allocated directly to schools it is the role of the Head Teacher and school community to identify how best to use this funding to ensure equity for their pupils.
- 2.6 As in previous years, schools are advised that they are unable to allocate funding for capital expenditure (building works etc.) through the Pupil Equity Fund.
- 2.7 In recognition of the aforementioned financial and other resource implications of maintaining critical provision for children and families at this time, the funding can be used to address digital exclusion for children and young people at home, particularly for children and young people in receipt of free school meals.

Monitoring and Reporting

- 2.8 Schools are expected to incorporate details of their Pupil Equity Funding plans into existing reporting processes to their Parent Council and include specific sections in their annual reporting through School Improvement Plans and Standards and Quality Reports.
- 2.9 To ensure transparency, these reports, and any other information on Pupil Equity Funding, plans should be publicly available so that parents and other key parties can understand, and be engaged in, what is happening in their school. The Pupil Equity Plan, along with the School Improvement Plan, should be available on all school websites.
- 2.10 Summary information with regards to the impact of Pupil Equity Funding will also be included in each school's annual Standards and Quality Report for parents.

- 2.11 Whilst Closing the Poverty Related Attainment Gap remains a focus of the work of Education Scotland there have been no inspections of schools in the last session due to the pandemic. Within session 20/21 Education Scotland did undertake a series of reviews in which a range of Fife schools participated. These resulted in a series of Overview of Practice reports in which meeting the needs of all learners was implicit. These can be found at <https://education.gov.scot/improvement/supporting-remote-learning/national-overviews/national-overview-of-practice-reports/>

Scrutiny around Finance

- 2.12 Schools continue to be well supported with the financial aspects of Pupil Equity Funding by their link Business Manager. It is essential that Pupil Equity Funding spend is clearly identifiable within school budget systems to ensure that this budget, and spend against it, is tracked discretely for reporting purposes at local and national levels

Governance

- 2.13 The national operational guidance (<https://www.gov.scot/publications/pupil-equity-fund-operational-guidance-2018/>) requires schools to adhere to their Council's policies in terms of HR (recruitment), commissioning (voluntary sector support) and procurement (goods and services). Separate advice was included for each of these elements within the local authority guidance which was updated in May 2021 (<https://sway.office.com/GV3zwBmPGmgeVZZ9>).

Interventions and Impact

- 2.14 Across the four years the Pupil Equity Funding has been in place, schools across the Levenmouth cluster have identified a range of barriers to learning for pupils who were most disadvantaged through poverty. These included:
- Resilience
 - Mental health
 - Family engagement
 - Exclusion
 - Attendance
 - Being care experienced
 - Engagement in learning

Schools continue to identify these as major barriers which have been further compounded by the effects of Covid-19.

Support and Challenge

- 2.15 Support for schools in the implementation of Pupil Equity Funding is provided at school, Cluster, Education and Children's Services Directorate and national levels.
- 2.16 At a school level, Head Teachers and staff are being supported by their link Education Officer, Business Manager and Educational Psychologist. In January 2021 a Quality Improvement Officer was appointed to support the poverty and equity work within Fife and to work alongside schools in progressing efforts to close the poverty related attainment gap.

- 2.17 Within School Clusters, Head Teachers are encouraged to share practice, discuss challenges in implementation and support colleagues. At Cluster meetings Pupil Equity Funding is a standing item on the agenda. This gives time for schools to discuss progress, impact and challenges and allows for sharing of practice across schools. The Cluster link Education Officers attend these meetings and provide challenge and support for the schools.
- 2.18 A full time link Education Scotland Attainment Advisor is allocated to Fife for the work within the Scottish Attainment Challenge schools and they work closely with the link officer to ensure that learning from work within these schools and from across Scotland can be used to support the work of the Pupil Equity Fund. The Attainment Advisor works closely with the Lead Education Manager. Due to changes at national level a new Attainment Advisor will be appointed to Fife in August 2021.
- 2.19 Within the Directorate, the Education Manager with the strategic overview and responsibility for Pupil Equity Funding works closely with the Education Scotland Attainment Advisor and the Quality Improvement Officer to ensure that schools receive support and challenge with regards to the identification of the gaps in their setting and in identifying appropriate interventions. This session six Pupil Equity Fund network meetings have taken place across Fife since. By the end of the 5th network, every school/Head Teacher in Fife in receipt of Pupil Equity Fund had been invited to a network meeting. All meetings were arranged virtually through Teams and attendance was high with at least 80% of those invited attending the meeting. There has been representation from almost all Levenmouth schools at these sessions. The Education Manager takes a monitoring role in the implementation of both the Schools and Pupil Equity Funding reporting at local and national levels.
- 2.20 Nationally, guidance is provided by Education Scotland as well as Scottish Government through the National Improvement Hub (NIH). <https://education.gov.scot/improvement>

3.0 Conclusions

- 3.1 As identified earlier in this paper, the impact of Covid 19 and subsequent school closures has had a significant impact on all pupils. Schools are continually reflecting upon the use of Attainment Scotland Funding. This has been particularly evident as schools returned after the school break and as they moved into planning for recovery.
- 3.2 There is no doubt that the pandemic has had the greatest impact on our most disadvantaged learners. Throughout this past year our schools have worked relentlessly with families and communities to support learning and wellbeing. However, in line with findings nationally, educational attainment has been affected for all age cohorts and we have seen a widening of the attainment gap in some settings. Our most disadvantaged learners will remain a focus of our work, as though it is essential that we consider the equality aspect of learning and ensure that all of our young people have access to high quality learning and teaching, it is vital that we pay close attention to those learners identified through our Attainment Scotland Fund work, We will look to ensure that these young people receive more than the provision for all and that there is a continued focus upon equity.

- 3.3 A lack of face-to-face pupil contact was the most commonly cited challenge for our schools during school building closures. Despite adapting their approach to remote learning, some schools identified a lack of in-person contact as barrier to engagement – in terms of delivering the curriculum and maintaining targeted interventions and pastoral care. Approaches to maintain communication and build relationships with pupils and families underpinned the response to these challenges.
- 3.4 Learning from strategies, both prior to and during the school closure period, will support schools in adapting their practice in supporting learners. Where Head Teachers have reported some success with their interventions they are building upon these and are looking to develop sustainability. Where there have been challenges, Head Teachers have revised plans to implement strategies that will have greater impact on targeted learners.
- 3.5 Reporting on the impact of the Pupil Equity Fund continues to raise challenges for Headteachers, particularly in areas where there is not yet robust data to reliably measure progress. Work with schools on the use of Quality Improvement Methodology has been undertaken with some schools to support them in identifying data that can measure progress. This is having a noticeable impact on the reporting across those involved. Developing the wider workforce to use this methodology is an identified priority within our Reform and Recovery Agenda.
- 3.6 Due to the incremental nature of the interventions on a pupil or family, there will not always, necessarily, be a noticeable, immediate, gain in pupil attainment within the Curriculum for Excellence levels. As such, it is not always immediately possible to see impact on school attainment as a direct result of interventions through Attainment Scotland Funding. However. We will continue to develop the use of Quality Improvement Methodology to support schools in measuring the direct impact of their interventions. Within the Levenmouth area 8 schools have participated in the use of Quality Improvement Methodology to improve outcomes for learners.
- 3.7 Whilst our focus is, as always, upon the increased attainment for our pupils, there is a need to recognise and celebrate the work that is being undertaken in schools in relation to the incremental improvement in outcomes for learners through targeted interventions funded by the Pupil Equity element of the Attainment Scotland Fund.

List of Appendices

1. Interventions and Impact Overview

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

Author Name	Sarah Else
Author's Job Title	Education Manager
Workplace	Rothesay House
Telephone:	03451 55 55 55 ext. 471855
Email –	sarah.else@fife.gov.uk

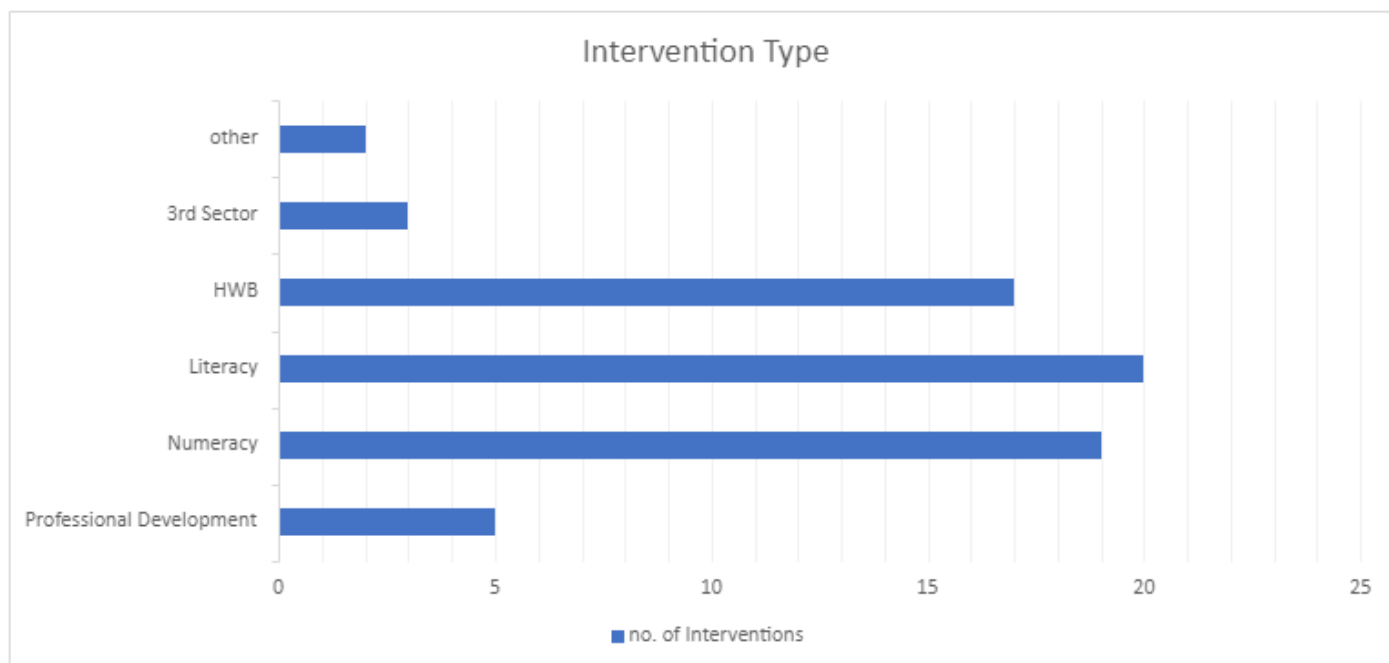
Pupil Equity Fund Overview

Levenmouth Cluster

Session 20/21

	Roll (approximate)	SIMD Average	Allocation Based on estimated FSM pupils 2021
Aberhill Primary School	292	1	£ 171,521
Balcurvie Primary School	147	6	£ 24,318
Buckhaven Primary School	242	2	£ 139,801
Coaltown of Wemyss Primary School	67	4	£ 15,860
Denbeath Primary School	190	2	£ 86,935
East Wemyss Primary School	154	3	£ 44,407
Kennoway Primary & Community	409	3	£ 170,346
Methilhill Primary & Community	367	2	£ 225,562
Mountfleurie Primary School	310	4	£ 122,179
Parkhill Primary School	278	3	£ 57,565
Levenmouth Academy	1,710	3	£ 303,098
			£ 1,361,593

Range of Interventions across the Cluster





Key	HWB- Health & Wellbeing	COSD – Cost of School Day	IT – Information Technologies
L- Literacy	N - Numeracy	FE – Additional Resource	

Examples from Cluster Schools of Work Being Undertaken Through PEF

Strand	Intervention(s)	Impact
Literacy	Across the cluster a range of interventions have been implemented to support literacy. These have included additional staffing to provide targeted supports in aspects such as phonological awareness/ writing/ speech development; developing the use of data with staff to improve planning and identify learners who would benefit from additional input and supported reading groups.	Identified evidence of impact from interventions across the cluster: -almost all children in primary 1 can now write their name. - all target pupils had improved the number of speech sounds they could say correctly. - In identified reading groups almost all pupils increased their word reading of CVC words. - In identified writing groups most children improved in their ability in writing sentences. - In targeted comprehension groups the majority of children were able to answer comprehension questions with support.
Numeracy	Although no clear numeracy intervention is identified most schools identify the use of additional teachers/ pupils support staff and probationer staff to support numeracy within the class setting as part of the wider support given to learners.	
Health and Wellbeing	Due to many of the restrictions during lockdown Outdoor Learning nurture base and emotional/wellbeing support were key priorities within all of	Schools report increased confidence during outdoor learning along with improved resilience and teamwork skills.

	<p>our schools and many were able to fund development of this area through additional funding.</p> <p>The majority of the funding spent on this strand supported the employment of additional staff to target groups and individuals.</p>	
Professional Development	<p>Across all schools staff engaged in professional learning to develop their own use of IT in order to support online learning during lockdown periods.</p>	<p>Across schools staff (teaching and PSA teams) have completed training in the use of resources such as Clicker 8; SeeSaw; Glow Teams. In schools where this has been undertaken staff report that they are now able to use these programmes to support learners more effectively online and in class.</p>
Additional Staff	<p>Almost all schools within the cluster use some of their funding to employ additional PSAs. These staff work directly with targeted groups and individuals.</p>	<p>Impact is identified through the other strands.</p>
Engagement with 3rd Sector	<p>Although the table shows 5 identified interventions these were not able to be taken forward due to covid 19 restrictions.</p>	
IT Support	<p>IT to support parental engagement during the lockdown periods.</p> <p>Many schools made use of additional funding to purchase IT to support learners during the lockdown period eg SeeSaw; Clicker8</p>	<p>Evidence of impact is being identified in the engagement of families through the app in supporting online learning and homework tasks as well as links into events in the classroom and introductory videos about their new classes</p>
Cost of School Day	<p>Across the cluster schools are making use of some of their additional funding to reduce costs to young people. Examples of this include payment for residential trips(when allowed); support for resources to use at home during lockdown periods; uniform purchase</p>	

N.B – There was no expectation that schools should undertake work in each of the strands therefore not all strands will contain examples of interventions or impact.

17 November 2021

Agenda Item No. 12

PROPERTY TRANSACTIONS

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: 21 and 22

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

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

1.0 Background

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

2.0 Transactions

2.1 Leases/licenses to occupy by the Council – New Leases/licenses to occupy

2.1.2 30 sqm of land at the Promenade, Leven

Term: 5 years from 1 April 2021
Licence Fee: £10,000 per annum
Licensee: Claire Fleming

2.1.3 22 sqm of land at Pavilion Car Park, Parkdale Avenue, Leven

Term: 5 years from 20 August 2021
Rent: £5,000 p.a., subject to reduction to £2,500 for first year
Tenant: Dillon McEwen

3.0 Conclusions

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

List of Appendices

1. Plan 1 – Parkdale Avenue
2. Plan 2 – Promenade

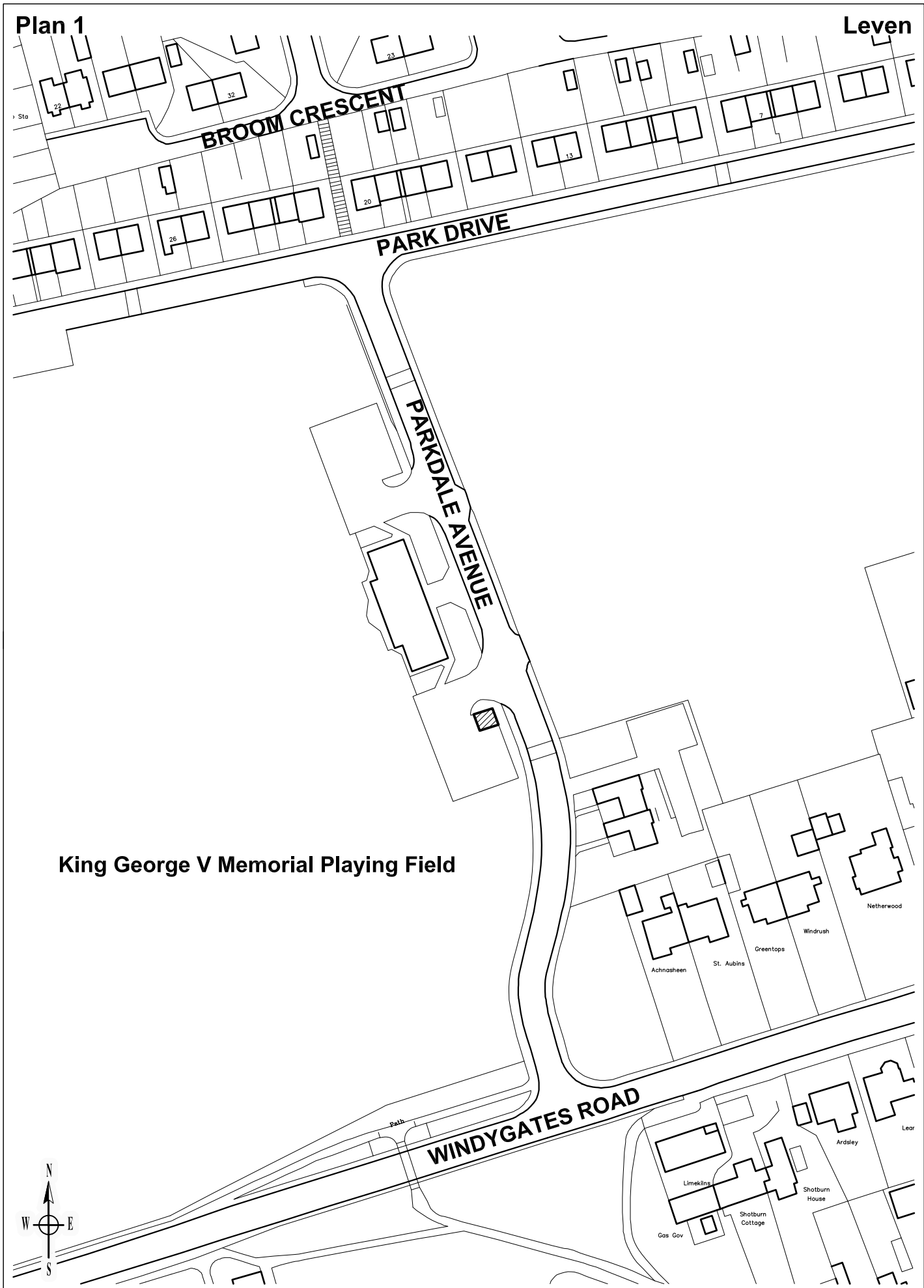
Background Papers

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

N/A

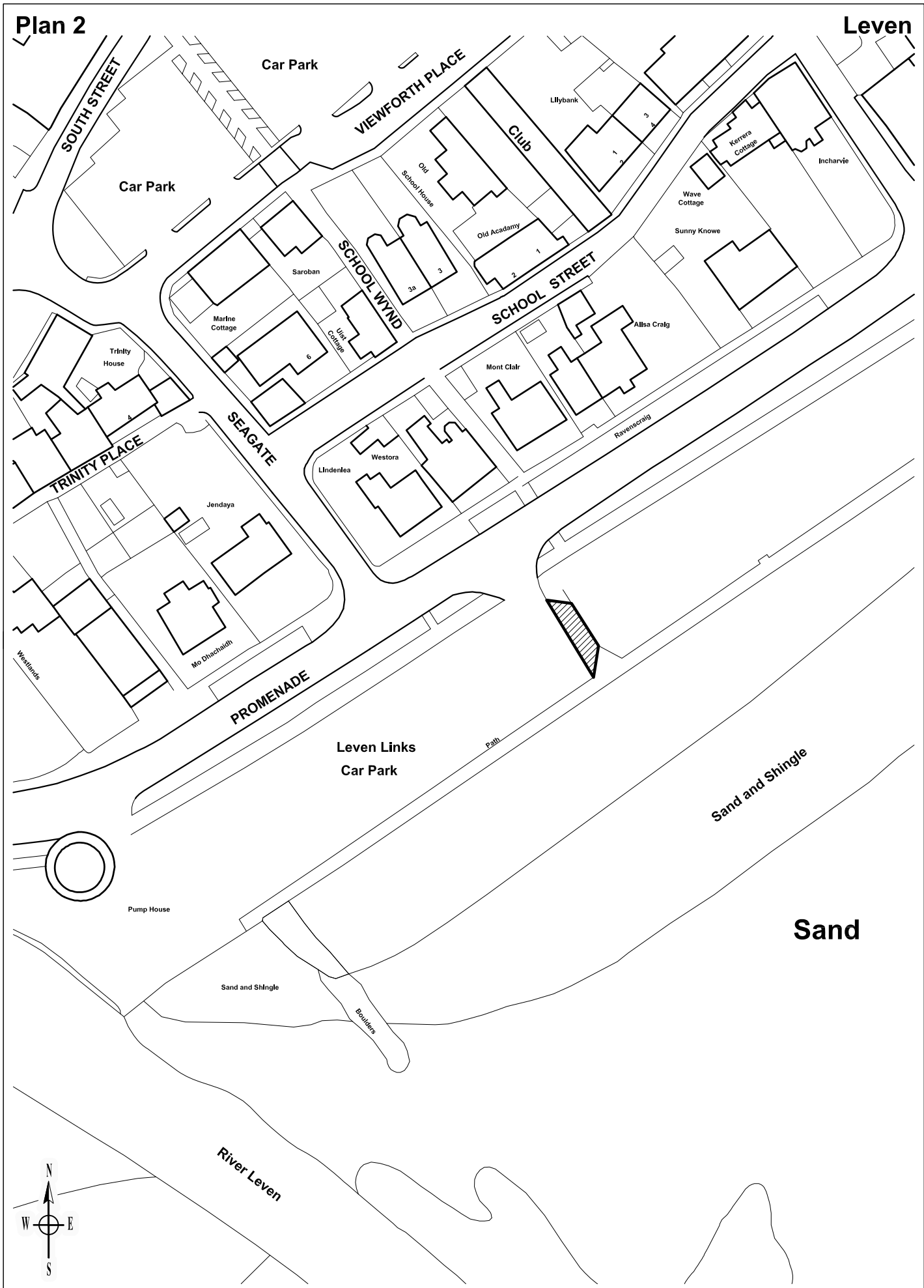
Report Contact

Author Name Michael I McArdle
Author's Job Title Lead Professional
Workplace Property Services – Estates
Bankhead Central
Bankhead Park
Glenrothes, KY7 6GH
Telephone 03451 555555 Ext No 440268
Email Michael.mcardle@fife.gov.uk



King George V Memorial Playing Field

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office (c) Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Fife Council 100023385 (2017)



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office (c) Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Fife Council 100023385 (2017)

Levenmouth Area Committee of 26 January 2022			
Title	Service(s)	Contact(s)	Comments
Fife Sports & Leisure Trust Update Report - Leven Pool	Fife Sports & Leisure Trust (FSLT)	Andy Maclellan	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Health & Social Care Partnership Report - Local Priorities	Health and Social Care	John G Thomson, Tracey Harley	Tracey Harley - contact
Economic Report - Levenmouth Area		Pamela Stevenson	
Pupilwise/Parentwise Update Report	Education and Children's Services	Deborah Davidson	
Levenmouth WRAP Group Consortium BID - Pilot Project Review	Communities and Neighbourhoods Service	Robert Graham, Billy Bain	
Interreg Funding Request		Brian Odonnell-Crm, David Paterson	
Policing Update anti-social Behaviour Initiative Levenmouth	Police Scotland	John Docherty	John Docherty - Annual Report due 2021.
Kennoway Den - Environmental improvements and Training Opportunity -Funding Request 40K	Communities and Neighbourhoods Service	David Paterson	
Update on school leaver destinations	Education and Children's Services	Lynn Porter, Sarah Else	February 2022 as per email 27.10.21
Workshop - Pupil Equity Fund	Education and Children's Services	Shelagh McLean	