

City of Dunfermline Area Committee

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



Tuesday, 2nd March, 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 City of Dunfermline Area Committee of 1st December, 2020. 3 - 4
4. **AREA ROADS PROGRAMME 2021/22** – Report by the Head of Assets, Transportation and Environment. 5 - 12
5. **LOCAL COMMUNITY PLANNING BUDGET - PROJECT APPLICATIONS** – Report by the Head of Communities & Neighbourhoods. 13 - 60
6. **LOCAL COMMUNITY PLANNING BUDGET - BUDGET REQUESTS** – Report by the Head of Communities & Neighbourhoods. 61 - 63
7. **PROPERTY TRANSACTIONS** – Report by the Head of Assets, Transportation & Environment. 64 - 66
8. **CITY OF DUNFERMLINE AREA COMMITTEE WORK PROGRAMME** 67

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.

Morag Ferguson
Head of Legal and Democratic Services
Finance and Corporate Services

Fife House
North Street
Glenrothes
Fife, KY7 5LT

23rd February, 2021

If telephoning, please ask for:
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Telephone: 03451 555555, ext. 442303; email: Emma.Whyte@fife.gov.uk

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THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – REMOTE MEETING

1st December, 2020

9.30 a.m. – 10.10 a.m.

PRESENT: Councillors Helen Law (Convener), James Calder, Ian Ferguson, Garry Haldane, Jean Hall Muir, Jim Leishman, Ross Paterson, David J Ross and Fay Sinclair.

ATTENDING: Lesley Craig, Technician Engineer, Traffic Management (South Fife), Susan Keenlyside, Lead Consultant, Transport Networks, Assets, Transportation and Environment; Alistair Black, Business Change Manager, Housing Services; Andrew Gallacher, Community Manager (Dunfermline), Communities; and Emma Whyte, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Gavin Ellis and Derek Glen.

226. DECLARATIONS OF INTEREST

No declarations were received in terms of Standing Order 7.1.

227. MINUTE

The Committee considered the minute of the City of Dunfermline Area Committee of 20th October, 2020.

Decision

The Committee agreed to approve the minute.

228. PROPOSED LOADING BAY - SHAMROCK STREET, DUNFERMLINE

The Committee considered a report by the Head of Assets, Transportation and Environment which asked members to consider proposals for the introduction of a loading bay in Shamrock Street, Dunfermline.

Decision

The Committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to amend the restrictions as detailed in drawing no. TRO/20/33 (Appendix A) of the report, with all ancillary procedures; and

- (2)/

- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

229. AREA HOUSING PLAN UPDATE

The Committee considered a report by the Head of Housing Services which provided an update on progress in delivering service priorities and performance information for the financial year 2019/20 and for Quarter 2 in 2020/21 where figures were available at an Area level. It was noted that a revised Plan for 2021/23 would be presented to the Committee once there had been the opportunity to consult on future priorities for the City of Dunfermline Area.

Decision

The Committee commented on and noted the work progressed through the Area Housing Plan for the financial year 2019/20 and 20/21.

230. DEVOLVED CAR PARKING INITIATIVE IN DUNFERMLINE

The Committee considered a report by the Head of Assets, Transportation and Environment which outlined the local car parking initiative planned within Dunfermline City Centre from 22nd November, 2020 to 14th February, 2021.

Decision

The Committee noted:-

- (1) the implementation of free Sunday car parking within Fife Council car parks and charged on-street parking bays from 22nd November, 2020 to 14th February, 2021 in Dunfermline city centre; and
- (2) that a contribution of £1,500 from the local area budget to support this initiative was agreed at the Dunfermline Area Mega Ward meeting on 9th November, 2020.

231. CITY OF DUNFERMLINE AREA COMMITTEE WORK PROGRAMME

Decision

The Committee noted the work programme.

232. PROPERTY TRANSACTIONS

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of action take using the list of officer powers in relation to property transactions.

Decision

The Committee noted the report.

2nd March 2021

Agenda Item No . 4

Area Roads Programme 2021-22

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

Wards Affected: 2, 3, 4

Purpose

The purpose of this report is to identify the projects which are proposed for approval for the Area Roads Programme in the City of Dunfermline committee area for delivery in the 2021-22 financial year.

Recommendation(s)

Committee is asked to:

- i. Approve the report and appendices 1-3;
- ii. Delegate authority to the Head of Assets, Transportation & Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme develops, in consultation with the Area Convener;
- iii. Note Appendices 4 and 5.

Resource Implications

The Area Roads Programme is funded from capital and revenue and some ring-fenced budgets. Programmes of work will be adjusted, if required, to ensure that expenditure remains within the Service budget.

Legal & Risk Implications

There are no known legal implications. There is a risk that if capital budgets require to be reduced, we will be unable to deliver all the Area Roads Programme priorities.

Impact Assessment

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

Consultation

Committee has been consulted through meetings with Members in the development of the lists of projects.

1.0 Background

- 1.1 The operation, management and maintenance of a safe and efficient transportation network has a major impact on the Fife economy and the quality of life of residents. Delivering transportation projects at local level underpins the priorities of the Fife Council Plan. Roads & Transportation has a key supporting role in relation to promoting a sustainable society, improving quality of life in local communities and growing a vibrant economy. Roads and Transportation Services also provides support to activities which are part of reforming Fife's public services.
- 1.2 The programme has been developed through the assessment and prioritisation of schemes identified by the processes below which follow the guidance identified in Table 5 of the Scheme of Decentralisation and Area Budgets approved by the Executive Committee on 17 November 2015: -
- Feedback from meetings with Elected Members,
 - Scheduled inspections, technical surveys, assessments and interrogation of maintenance management systems,
 - Local Area Transport Plans,
 - Suggestions received from Elected Members, Community Councils and the public.
- 1.3 At its meeting on 1st February 2018 the Economy, Tourism, Strategic Planning & Transportation Committee approved a methodology for allocating devolved budgets (2018, ETSP&T, 13 para 24 refers). The methodology can be summarised as follows: -
- The Area Committees determine local priorities for carriageway projects based on an Area Committee budget allocation commensurate with the Road Condition Index, as reported annually to the ETSP&T Committee,
 - Local priorities for footway projects are decided based on an Area Committee budget allocation commensurate with the proportion of urban mileage,
 - The remaining Road Safety & Traffic Management budget, combined with any available Cycling, Walking & Safer Streets grant funding aligned to safer streets, is allocated to local priorities based on an Area Committee budget commensurate with population numbers,
 - The foregoing is managed and reported via the relevant Area Roads Programme.
- 1.4 The current capital plan indicates that the carriageway and footway capital budget of £7.3m in 2020-21 will reduce to £6.5m in 2021-22 and will further reduce to £6m annually thereafter.

For the City of Dunfermline Committee area, the budgets for 2021-22 are as shown below: -

Devolved Budget	2021-22 Allocation
Carriageways	£226k
Footways	£198k
Road Safety & Traffic Management	£122k

- 1.5 The level of capital resource allocated for carriageways and footways is concerning for future road condition. However, the Council regularly reviews the capital plan, and should this lead to additional investment for 2021-22, the allocations to Area Committees would be increased allowing some schemes from the Category 2 list to be promoted.

2.0 Issues and Options

- 2.1 Appendices 1-3 provide a detailed list of the proposed Area Roads Programme projects for budgets devolved to area committee. Category 1 schemes are committed to the programme dependent on available funding. Category 2 schemes will be promoted into the programme should any of the Category 1 schemes need to be deferred or additional funding becomes available.
- 2.2 To improve access to how the carriageways and footways programme is progressing throughout the year, an on-line system will be made available once programmes are approved.
- 2.3 Appendices 4 and 5 provide information on street lighting column replacement and structures maintenance works. These budgets are not devolved to area committees, but the works locations are provided for information.

3.0 Conclusions

- 3.1 The attached Appendices contain the proposed City of Dunfermline Area Roads Programme for 2021-22. The type of works, work location and provisional estimates are provided for each project.

List of Appendices

1. Carriageway Schemes
2. Footway Schemes
3. Traffic Management & Road Safety
4. Street Lighting
5. Structures

Report Contact

Neil Watson
 Roads & Lighting Asset Management, Lead Consultant
 Bankhead Central, Glenrothes
 E-mail – neil.watson@fife.gov.uk

City of Dunfermline Area Committee
 Carriageway Scheme List for 2021-22

CAT1	To be approved by Committee for delivery in 2021-22
CAT2	To be approved by committee as 'reserve' schemes which can promote to CAT1 if an approved CAT1 scheme cannot be delivered.

Available Carriageways Budget £ 226,000

Ward Name	Town	Road Class	Street	Location/Description	Scheme Type	Estimated Cost	Running Total	Proposed Category	Comments
Dunfermline Central	Dunfermline	U	Transy Grove		Carriageway	£ 65,903	£ 65,903	Cat 1	Combined carriageway, footway and lighting scheme. Deferred from 2019-20 due to planning issues with lighting. Restricted working.
Dunfermline Central	Dunfermline	A	A907 Appin Crescent	Holyrood Place link road to Athol Place	Carriageway	£ 142,596	£ 208,499	Cat 1	Restricted working. No road closure allowed. Traffic lights only at off-peak times. Cannot go ahead whilst End End Park is being used as a COVID-19 vaccination centre.
Dunfermline Central	Dunfermline	U	Athol Place	Full Length	Carriageway	£ 21,420	£ 229,919	Cat 1	
Dunfermline North	Townhill	C	C53 Cairncubie Road Phase 2	End of 2020-21 scheme south of Craigies Poultry Farm towards B915	Carriageway	£ 135,466	£ 365,385	Cat 2	
Dunfermline Central	Dunfermline	U	St Margaret Street	Full length, including junction with Canmore Street	Carriageway	£ 90,976	£ 456,361	Cat 2	Causeway setts under bituminous overlay at north end
Dunfermline Central	Crossford	A	A994 Cairneyhill Road Phase 2 of 2	C15 Lundin Road to Knockhouse Road	Carriageway	£ 35,200	£ 491,561	Cat 2	
Dunfermline North	Townhill	C	C53 Townhill Road	37/48 Main Street to entrance to country park	Carriageway	£ 82,611	£ 574,172	Cat 2	

City of Dunfermline Area Committee
Footway Scheme List for 2021-22

CAT1	To be approved by Committee for delivery in 2021-22
CAT2	To be approved by committee as 'reserve' schemes which can be promoted to CAT1 if an approved CAT1 scheme cannot be delivered.

Available Footways Budget **£ 198,000**

Ward Name	Town	Street	Location/Description	Scheme Type	Estimated Cost	Running Total	Proposed Category	Comments
Dunfermline Central	Dunfermline	Transy Grove		Combined Footway & Lighting	£ 66,529	£ 66,529	Cat 1	To be undertaken during school holidays.
Dunfermline North	Halbeath	C54 Kingseat Road	Rail Crossing Gates to Long Row	Footway	£ 54,663	£ 121,192	Cat 1	
Dunfermline South	Dunfermline	Menteith Drive Ph 1	Footway fronting even numbered houses	Combined Footway & Lighting	£ 39,614	£ 160,806	Cat 1	Combined footway & lighting scheme. Excludes lighting costs.
Dunfermline South	Dunfermline	Menteith Drive Ph 2	Footway fronting odd numbered houses	Footway	£ 36,726	£ 197,532	Cat 1	
Dunfermline Central	Dunfermline	Limekilns Road	A985 to Liggars Bridge west side only	Footway	£ 54,000	£ 251,532	Cat 2	
Dunfermline North	Dunfermline	Townhill Road		Footway	£ 21,879	£ 273,411	Cat 2	
Dunfermline North	Dunfermline	Balbridgeburn	Mill Street to Rumblingwell	Footway	£ 64,565	£ 337,976	Cat 2	
Dunfermline Central	Rural Road	A994	Dunfermline 40s to Crossford 30s	Footway	£ 148,057	£ 486,033		
Dunfermline Central	Dunfermline	Golfdrum Street		Footway	£ 95,606	£ 581,639		
Dunfermline Central	Dunfermline	A907 Halbeath Road	West end of East End Park Main Stand	Footway	£ 25,700	£ 607,339		Cannot go ahead whilst End End Park is being used as a COVID-19 vaccination centre.

City of Dunfermline Area Committee
Road Safety & Traffic Management List for 2021-22

CAT1	To be approved by Committee for delivery in 2021-22
CAT2	To be approved by committee as 'reserve' schemes which can be promoted to CAT1 if an approved CAT1 scheme cannot be delivered.

Available Traffic Management Budget £ 122,000

Ward Name	Town	Street	Location/Description	Estimated Cost	Running Total	Proposed Category	Comments
Dunfermline Central	Dunfermline	Heritage Quarter	Traffic Calming Scheme	£ 25,000	£ 25,000	Cat 1	
Dunfermline Central	Dunfermline	Carnegie Drive	Pedestrian crossing improvements	£ 25,000	£ 50,000	Cat 1	
Dunfermline North	Townhill	Main Street	Footway Widening	£ 25,000	£ 75,000	Cat 1	
Dunfermline North	Townhill	Kingseat Road	Vehicle Activated Sign Changes	£ 15,000	£ 90,000	Cat 1	
Dunfermline North	Dunfermline	Broomhead / Beveridgewell	Safe Routes to School project	£ 25,000	£ 115,000	Cat 1	

City of Dunfermline Area Committee
Lighting List for 2021-22

Ward Name	Town	Street	Location/Description	Scheme Type	Estimated Cost	Running Total	Proposed Category	Comments
Dunfermline South	Dunfermline	Menteith Drive		Lighting combined with Footway	£ 32,500	£ 32,500	Cat 1	Combined footway & lighting scheme. Excludes footway costs.
Dunfermline Central	Dunfermline	Halbeath Road		Lighting	£ 87,500	£ 120,000	Cat 1	
Dunfermline Central	Dunfermline	Transy Grove		Lighting combined with Footway	£ 18,000	£ 138,000	Cat 1	Combined carriageway, footway and lighting scheme. Deferred from 2019-20 due to planning issues with lighting. Excludes carriageway and footway costs.
Dunfermline Central	Dunfermline	C67 Limekilns Road		Lighting	£ 28,000	£ 166,000	Cat 1	

City of Dunfermline Area Committee
Structures List for 2021-22

Ward Name	Town	Street	Scheme Type	Description
Dunfermline Central	Dunfermline	A907 Glen Bridge	Embankment Stabilisation, Footpath Reconstruction and Security Fencing (beneath Glen Bridge).	Site investigations March/April. Works planned for August 2021 subject to Planning Consent.
Dunfermline Central	Dunfermline	Viewfield Terrace	Repairs to vaulted structure beneath car park.	Contract awarded and underway. May continue into the the early part of 2021-22.

2nd March, 2021

Agenda Item No. 5

City of Dunfermline Local Community Plan – Grant Applications for Consideration

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

Wards Affected: Wards 2 ,3 and 4

Purpose

To update Area Committee on the Local Community Planning Budget and to seek agreement on the recommendations outlined in this report.

Recommendation(s)

Members are asked to:-

- (i) note the Local Community Planning Budget for the financial year 2020/21; and
- (ii) agree the recommendations to support the three project applications received.

Resource Implications

Local Community Planning activities are funded through various sources, including the Local Community Planning Budget, Service and Partner budgets, and external funding.

Legal & Risk Implications

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

Impact Assessment

An Equality Impact Assessment and summary form has been completed.

Consultation

There has been local consultation in the production of the Plan4Dunfermline. The most recent reform and refresh of the plan established a clear focus on tackling poverty and crisis intervention, new ways of working, addressing climate and the COVID emergency and economic recovery. A number of working groups including members of the public, community groups representatives, third sector organisations, elected members and council officers oversee their delivery.

1.0 Background

- 1.1 The criteria for spend from Local Community Planning Budget requires authorisation from the Area Committee before amounts of over £5,000 can be committed.

The total budget for the City of Dunfermline was £347,897.00 for the financial year 2020/21. The figure can be broken down as follows:

Dunfermline Central - £19,556.00
Dunfermline South - £22,812.00
Dunfermline North - £19,942.00
Dunfermline-wide - £129,390.00
Anti-Poverty Budget - £135,000.00
Discretionary Rating Relief - £21,197.00

- 1.3 To date £233,590.37 has been allocated from the budget and there remains a balance of £114,306.63
- 1.3 There are three Local Community Planning Budget applications recommended for consideration and support by committee.
- 1.4 If all applications and decisions are approved, it will utilise a further £24,500 from the budget and leave a balance of £89,806.63

2.0 Project Applications

2.1 Heart of Dunfermline - £7,500

The partnership is seeking to appoint an appropriately qualified consultancy team with experience in heritage, culture, tourism and the third sector, to assess, evidence and articulate practical opportunities to enhance both the visitor experience, community engagement and use at Dunfermline Abbey Complex (see appendix 1 for the application).

2.2 Greenspace Forum - £10,000

The Dunfermline Greenspace Forum is a collective of local Community Councils, Community Groups, Fife Council Officers, elected members, and local business representatives to share information, resources, funding opportunities and participate in events such as Beautiful Fife, Keep Scotland Beautiful and Britain in Bloom Awards.

Since Covid, our green spaces have more than proven their worth to our health, wellbeing, and community connection. In addition, these spaces are expanding their remit to support our heritage and tourism, help ease poverty, and address the climate emergency. This project will explore and coordinate how we as Dunfermline Area can develop a strategic plan to support, enhance all these priorities, and plan for the future success of our green spaces and networks (see appendix 2 for the application).

2.3 Dunfermline Abbey Churchyard Project (Phase 3 - Programme 1) - £7,000

The Dunfermline Abbey Churchyards is a graveyard conservation project connecting specialist support to local volunteers, community groups and Fife Council. The project provides educational activities, training opportunities, skills development and strategic planning for the sustainable care of this historic site (see appendix 3 for the application).

3.0 Conclusion

- 3.1 Approval of the recommendations would utilise a further £24,500 from the Local Community Planning budget. The recommendation is to approve the applications and budget requests. There will be a remaining balance in the budget of £89,806.63.

List of Appendices

1. Heart of Dunfermline Application
2. Greenspace Forum Application
3. Dunfermline Abbey Churchyards Project Application

Report Contact(s)

Andrew Gallacher
Community Manager – City of Dunfermline
Telephone: 03451 55 55 55, Ext No 450
481
Email: andrew.gallacher-cn@fife.gov.uk

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

Which of the 7 Fife Council Areas will your Project take place in?

Cowdenbeath	Dunfermline	Glenrothes	Kirkcaldy
Levenmouth	North-East Fife	South-West Fife	

Please tick the main theme in the Plan4Fife your project will address (please tick only one)

For more information visit: <https://our.fife.scot/fife-plan/> You will find your community link under "Let's Talk Local"

Opportunities For All	Thriving Places	Inclusive Growth & Jobs	Community Led Services
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Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

The Heart of Dunfermline - The Dunfermline Abbey Complex Regeneration Project

2.

2. What is your organisation's name and address?

Name

Historic Environment Scotland

Address

Historic Environment Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

3. Who is the main contact for this application?

Name

Dr George Findlater

Position on Organisation

Head of Partnerships & Projects

Address

(if different from above)

Contact Telephone Number

Email Address

0131 668 8826 / 07917517987

George.Findlater@hes.scot

For office Use only		
Project Reference:		
Amount Approved:	£	
Funding Awards up to £5000	Date Approved at Ward Meeting	Date if Delegated Approval
Funding Awards over £5000	Date approved at Area Committee	
Signed	Team Manager:	Date:

4. What project or activities do you want us to fund? (Max. 250 words)

Please be specific about:

- what you will do
 - how you will do it
 - what you will spend the monies on
 - how you identified the need
 - how many people it will help
 - how your project meets the Local Community Planning Priorities for your area
- (Please refer to the Area's priorities on Fife Direct – [Click Here For Details](#))

[c64 LocalOutcomeImprovementPlan-PlanforFife2017-2027.pdf \(fifedirect.org.uk\)](#)

[Dunfermline-Plan.pdf \(fife.scot\)](#)

Please see attached Consultancy Brief for further background and full project scope.

HES, on behalf of The Heart of Dunfermline partnership (HoD), is seeking funding to support the appointment of a consultancy team to assess, evidence and articulate practical opportunities to enhance both the visitor and community offer at the Dunfermline Abbey Complex and immediate surroundings, recognising changes and needs in a post-COVID recovery context.

HoD comprises key stakeholders associated with the Dunfermline Abbey Complex: The Abbey Church of Dunfermline, Fife Council, and Historic Environment Scotland. Collectively, HoD vision is for the Palace & Abbey, Church and Burial grounds to sit proudly in the heart of Dunfermline's Heritage Quarter and fully engage with the wider context by being a vibrant, welcoming, safe space for locals and visitors alike, serving community, tourism, and social change.

Key strategic aims:

- To improve the visitor experience to the Abbey Church, Palace, Nave and Churchyards.
- To extend community use and engagement at the site.
- To improve accessibility to the overall Abbey Complex and Church.
- To research, interpret and develop a comprehensive record of the site.
- To positively contribute to improving the wider Heritage Quarters cultural offer for residents and visitors.
- To positively contribute to Dunfermline's continuing regeneration.
- To positively contribute to Dunfermline brand and reputation.

The strategic aims align well with the LOIP Plan4Fife 2017-2027, in particular contributing towards Thriving Places. Through research and recommendations, the key asset-owners within the partnership will promote community engagement and use of these historical and cultural assets and green spaces, contributing to wellbeing and placemaking. The project will also support the Local Community Plan, Plan4Dunfermline 2019 – 2022 across the four main plan themes. In particular, the project will contribute to increasing footfall and vibrancy within the town by promoting Dunfermline as a great place to visit.

The consultancy team will draw together existing evidence and new research, taking account of wider economic, community and climate benefits to support local and national strategies and outcomes, and will make recommendations towards a tangible route forward. The consultancy findings will provide a valuable resource for future direction and activity and will form a basis for the HoD partnership vision and potential funding avenues.

5. When will your project or activities take place?

Start Date
(Month and Year)

March 2021

End Date
(Month and Year)

July/August 2021

6. How much will your total project or activities cost?

£25,000

7. **How much will each item or activity cost?**
Include all costs connected to running the project.

Item or Activity	Cost(£)
Fees for Consultant to undertake research, stakeholder consultation, analysis and delivery of final report with recommendations and Action Plan.	£25,000
Total	£25,000

8. **How much are you requesting from the Local Community Planning Budget?**

£7,500

9. **How much is your Service or organisation contributing to the project/these activities?**

£12,500

10. **Are you applying to any other external funder ie lottery for this project OR applying to/receiving any other Fife Council funding for this project? N/A**

Source of Funding	Amount £	Is this secured? (please provide proof)	If not, when will this be secured?	Can your project go ahead without this?
Abbey Church of Dunfermline	£5,000			

- 10.1 Please outline how your organisation propose to maintain this project in the long term.

There is no long term maintenance associated with the consultation.

11 To be completed by Voluntary and Community Organisations only

- 11.1 Do you have a written governing document
e.g. a constitution, a set of rules or trust deed? No Yes

(Please attach, if not already held by Fife Council)

- 11.2 How many people are on your organisation's
management committee?

- 11.3 How many regular volunteers are involved in your
organisation, including Committee Members?

- 11.4 Do you have a Service Level Agreement with
Fife Council or a Community Planning partner? No Yes

If yes, who is the SLA with? (If Fife Council, which
Service?)

- 11.5 Please provide details of the bank account into which we would pay the
money

Name of Bank

Account Name

Sort Code

Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No Yes
If yes, please provide details

Project	Date	Amount Received

12. **To be completed by Public Bodies only**

- 12.1 Name of Public Body or if Fife Council please also state your Service

Historic Environment Scotland

- 12.2 If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

Please note that decisions on funding can take up to 3 months, longer in exceptional cases

13.

Alternative Sources of Funding

Fife Council has teamed up with SCVO's Funding Scotland to provide a free advanced funding search facility for charities, community groups and social enterprises in Fife. It includes information on over 1,000 funds and can help you find everything from small grants to funding for big capital projects.

[Click Here](#) to access this site.

To be completed by applicant

I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. (Electronic Signature with confirmation email is fine)

Signed:

Date:

GUIDANCE

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget. This budget is allocated each year to support activities linked to priorities in each Area's Local Community Plan to encourage local partnership working. The budget is designed to be flexible and responsive to community aspirations.

Funding is limited however and you are encouraged to explore the funding portal for alternative sources in the first instance [Fife Council - Find National Funding](#)

To be eligible:

- Your group should be formally constituted with clearly defined aims and objectives; or a Fife Community Planning Partner; or new organisation just forming (for start-up costs only)
- You should be able to show evidence of community benefit and clear links to outcomes of the Local Community Plan for the area.
- Applications should be clearly costed with details of likely suppliers (if applicable)

The types of project we prioritise are:

- Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities. [Click Here](#) (page 6). i.e. Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services.
- Projects for the welfare and benefit of disadvantaged residents of Fife linked to any of the 40 agreed Fairer Fife Report Recommendations [Click Here](#)
- Partnership projects that involve organisations working together and/or with local communities

Examples of what our funding can be used for:

- **Small** capital works for building improvement, and purchase of land or equipment
- Support in kind where Fife Council orders the goods or services for you
- Pilot projects that trial alternative ways of working or methods of achieving our community planning outcomes
- Some recurring community-led activity eg Galas, Floral Enhancement, activities for the elderly, etc

What we cannot fund:

- Individuals
- Gaps in budget as a result of a savings decision made by Fife Council or other Community Planning Partner
- Services provided on a Fife-wide basis
- Projects where financial gain goes to individuals
- Projects that don't meet at least one of our local outcomes

There is a mandatory monitoring/evaluation process for all recipients of funds.

Terms and Conditions

1. Organisations must provide proof of match funding where applicable.
2. The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
3. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
4. The project must not start before the monies are awarded except in exceptional circumstances
5. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
6. No aspect of the activity being funded should be party political in intention, use or presentation.
7. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
8. Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
9. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
10. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
11. The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
12. Any monies received from Fife Council should acknowledge the relevant Area Committee in the organisation's publicity, reports and relevant communications.
13. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
14. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
15. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
16. The information provided by you on this form will be used by Fife Council in order to process your application. It will be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council's Data Protection Officer at: dataprotection@fife.gov.uk.

Before you submit your application, please complete the following checklist

You must be able to tick every box

Have you checked the Funding Portal for alternative sources of funding?
(Q13)

Have you clearly indicated which theme within the Plan4Fife your project will address? (page1)

Have you answered all the relevant questions in this application?

Are you, the main contact named in Q.2?. Are you authorised to apply to the Local Community Planning Budget on behalf of your organisation?

Have you signed the Application Form?

(Electronic signature will be accepted along with a confirmation email).

Have you understood that if you make any inaccurate statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be required to repay any funds received to Fife Council?

Are you able to comply with the Local Community Planning Budget's Terms & Conditions?

If you are a community or voluntary organisation, have you enclosed a copy of your governing document? (unless already held by Fife Council)

and

a copy of your latest signed, audited/independently examined accounts
(if you do not have signed audited accounts please provide an income and expenditure statement)

and

proof of funding from other sources if applicable

Once completed please email to LCPB@fife.gov.uk



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

The Heart of Dunfermline - The Dunfermline Abbey Complex Regeneration Project

Introduction

The Heart of Dunfermline (HoD) is a partnership including key stakeholders associated with the Dunfermline Abbey Complex, namely; The Abbey Church of Dunfermline (ACD), Fife Council (FC) and Historic Environment Scotland (HES).

The partners' aspiration is for the Palace & Abbey, Church and Burial grounds to sit proudly in the heart of Dunfermline's Heritage Quarter and fully engage with the wider context by being a vibrant, welcoming, safe space for locals and visitors alike, serving community, tourism, and social change.

The HoD project has ambitious aims to address the strategic priorities of the three asset-owning partners including the following:

HES

- Heritage involves everyone so all can benefit.
- The historic environment makes a real difference to people's lives - to our health, our economy, our culture and our environment.
- Through working with partners and stakeholders, the historic environment thrives and delivers equality, sustainability, economic and social benefits.
- The historic environment is looked after, protected and managed.

ACD

- Further the Christian Mission to the congregation, local community and visitors.
- Establish a sustainable income stream to continue as a place of worship, pilgrimage and Mission.

FC

- Dunfermline is a place where communities feel empowered, valued and that they have the ability to bring about change through community planning.
- Strong local partnerships exist that conserve and promote the town's rich history for the benefit of everyone.
- Heritage and greenspace are well maintained and integral to community wellbeing.
- Our Town Centre is a vibrant, attractive and distinctive business district with lots to see and do.

An overall aim is to improve the wellbeing of people engaging with the complex for whatever reason.

Purpose of brief

HES, on behalf of the partnership, is seeking to appoint an appropriately qualified consultancy team with experience in heritage, cultural and tourism third sectors, to assess, evidence and articulate practical opportunities to enhance both the visitor experience and community engagement and use at the Dunfermline Abbey Complex, including the immediate environs and wider context, based on the following strategic aims:

- To improve the visitor experience to the Abbey Church, Palace, Nave and Churchyards.
- To extend community use and engagement at the site.
- To improve accessibility to the overall Abbey Complex and Church.
- To provide a comprehensive overview of the site and identify a shared set of interests and values to inform emerging projects.
- To positively contribute to improving the wider Heritage Quarters cultural offer for residents and visitors.
- To positively contribute to Dunfermline's continuing regeneration.
- To positively contribute to Dunfermline brand and reputation.

Background

The Dunfermline Abbey Complex is of national importance and consists of

- The Palace
- The Nave of the 12th century Abbey
- The Abbey Church, opened in 1821
- Graveyards surrounding the Nave and Church

ACD also owns a hall, situated nearby, which provides a meeting space for church and community organisations.

HES

HES is a charity and public body leading the way in protecting, understanding, and sharing Scotland's historic environment. We also lead and enable the delivery of [Our Place in Time](#), Scotland's historic environment strategy. Our Corporate Plan for 2019 onwards, [Heritage for All](#), sets out our vision and outcomes to ensure the historic environment is cherished, understood, shared, and enjoyed with pride, by everyone. In response to COVID-19, we have introduced a [6-month action plan](#) approach which includes a focus on green recovery, contributing to the economic recovery of communities, seeking opportunities to widen participation and reduce inequalities, and enhancing digital engagement. Our remit also includes the maintenance, access and promotion of over 300 sites of national importance, and we are the largest operator of paid visitor attractions in Scotland.

We look after Dunfermline Abbey, comprising the Palace, Nave and St Margaret's Shrine, as a Property in Care, maintaining and conserving the site and enabling visitor access. Ordinarily, the site is open all year round (closed Thursdays and Fridays over winter) and receives c.19,000 visitors per year. During the COVID-19 pandemic we are managing access to the site in line with Scottish Government guidance.

Further information can be found on our website:

<https://www.historicenvironment.scot/visit-a-place/places/dunfermline-abbey-and-palace/history/>

Abbey Church

The Abbey Church is a working church and continues a proud tradition of continuous worship on the site since it was established by Queen Margaret in 1072. The congregation is part of the Church of Scotland and provides support for its own members and the local community, including a number of organisations from the church building and its Hall nearby. It is open for worship every Sunday and for tourism, daily, between April and October each year. Part-time custodians are employed as tourist guides and a small retail outlet is operated by volunteers to help fund this service. The building is used for civic celebrations and occasional concerts are hosted.

In 2016, the Abbey Church recognised that it was facing significant challenges in common with most other congregations in Scotland which threatened its future sustainability. It created a development plan to address these challenges over coming years while still respecting its heritage and tradition and reached out to the other partners to form a shared initiative to regenerate the whole site. The development plan recognised that the redevelopment of the church building would be an essential enabler in achieving its aims and appointed architects to assist with envisioning options to address identified issues, such as access, flexibility of the spaces, comfort, ambience and protection of the fabric.

An Expression of Interest was submitted to the National Lottery Heritage Fund (NLHF) in 2019. This was “discouraged”. At the suggestion of NLHF, the partnership has been formalised and work has commenced on better-defining expected project outcomes and aligning these with partner strategic priorities.

Fife Council

Fife Council is the lead Community Planning partner in the area and has worked with its communities and partners to create a plan for Dunfermline that reflects local aspirations. This highly regarded Local Community Partnership Plan (LCPP) has recently undergone a reform and refresh to reflect the impact of COVID-19 and it includes a greater focus on wellbeing, anti-poverty, climate, greenspace and economic recovery.

Wellbeing is an issue in communities across Scotland, including Dunfermline. However, the town is fortunate to have excellent green spaces and heritage in its centre. The groups, forums and organisations that form the local community planning network understand this value and are committed to creating opportunities for communities and visitors to benefit from this. Some of these include the Dunfermline Heritage Partnership, local Greenspace Forum, Carnegie Development Trust and the Dunfermline Abbey Churchyards Project.

The council owns and maintains the Churchyards that are part of the Abbey Complex. The Dunfermline Abbey Churchyards project connects and enables local volunteers and community groups to sustainably care for the historic graveyard, through education, training, and skills development. It also includes research, interpretation and storytelling of the site. This continues to raise wider awareness of the Abbey as a community resource for the wellbeing of local people.

To date, only preliminary discussions on how Fife Council, the Abbey Church and Historic Environment Scotland might cooperate more closely to further increase physical and intellectual access to the site have taken place. Currently, the Churchyards remain open 24 hours a day on a year-round basis.

Other relevant initiatives

The Heart of Dunfermline project recognises that the Abbey site is both physically and historically at the heart of the Heritage Quarter, the town and its origins. As such the project needs to integrate and leverage with a number of other initiatives.

The Heritage Quarter, which includes the Dunfermline Carnegie Library and Gallery (DCL&G), Abbot House and the Carnegie Birthplace Museum, has seen recent regeneration at DCL&G and plans are in place to regenerate Abbot House in the coming months. In addition to the physical stakeholders, both the Carnegie Dunfermline Trust (DCT) and the West Fife Local Tourism Association (WF-LTA) are actively engaged within the Heritage Quarter.

In addition, the Dunfermline Heritage Partnership (DHP), the coordinating body for the main heritage bodies in Dunfermline, continues to progress local regeneration. The HoD partners are all active members of DHP. Notable past and current initiatives include:

- A Design Dunfermline charette and study in 2018
- Great Place Project
- Bruce Street Project, in collaboration with Sustrans
- Greenspace Activity Plan

Dunfermline Abbey Churchyards Project (DAC):

- This graveyard conservation project connects specialist support to local volunteers, community groups and Fife Council as owner and manager of the churchyards. The project provides educational activities, community training opportunities, skills development and strategic planning for the sustainable care of the Abbey Churchyards.
- Phases 1 and 2 (2019-21) assessed the churchyard's cultural significance and developed volunteer skills in graveyard research and interpretation.
- Phase 3 (2021-22) will develop site documentation, new visitor resources, a vision for improved landscape design and a strategic plan for sustainable community stewardship.

Dunfermline Abbey is also an important destination and gateway on the Fife Pilgrim Way.

Objectives

The main objective of this consultancy is to assess, evidence and recommend practical opportunities to enhance the visitor and community offer, recognising changes and needs in a post-COVID recovery context. The outcomes are expected to form the basis for a shared vision and potential funding avenues.

In arriving at the recommendations, the consultants must take account of the strategies and plans of the partners and the needs and imperatives of other stakeholders or influencers, including the following:

- Recommendations should take account of wider economic, community and climate benefits to support local and national strategies and outcomes. The proposals should demonstrate improved health and wellbeing benefits through improved access to heritage. This should include evidence of the socio-economic context of place.
- Crucially, the consultancy must consider future economic sustainability, including opportunities for income/business development that takes account of and complements

the local business landscape. This can include market opportunities, and/or not-for-profit ventures where there is a long-term viable opportunity.

- Mapping of local and national policy context is important at outset and should consider how HES and the Abbey Church are aligning with key local policies.
- Take account of the ACD Development Plan 2017 to 2022 and Architects Brief, June 2018.
- A review of existing facilities within the Dunfermline Abbey Complex, including the Abbey Church Halls, and accompanying recommendations to address any potential duplication over commission or short fall in community and visitor access and experience, contributing to a holistic but distinct and complementary offer within the Heritage Quarter. Recommendations should include any preferred physical solutions in terms of visitor facilities – such as staff and visitor parking, toilets etc.
- Core to success is an understanding of existing and potential audiences for Dunfermline Abbey. This should take account of visitor journeys to Dunfermline, the Heritage Quarter including Dunfermline Abbey, and its surrounding context.
- Reference to existing research and interpretation plans is important: HES Dunfermline Abbey Visitor Experience Research, November 2018; HES Dunfermline Abbey Interim Interpretation Plan, March 2019, and In Search of the Royal Mausoleum, Penman & Utsi 2020.
- Consideration of new opportunities linking to other partnerships and organisations within the town; the project should establish linkages and consider if there is need for signposting to other attractions and areas of interest within Dunfermline and beyond.
- Recommendations should coordinate with other key projects and priorities – e.g. Design Dunfermline, Great Place Project, Greenspace etc.
- The project should link in with the Six Themes, identified following the Design Dunfermline project (reference “Your Guide to Dunfermline”) and seek synergies with other organisations in the Heritage Quarter to collectively help towards story-telling, providing an improved visitor journey and a unique, authentic visitor experience.
- It must address any potential over-duplication or visitor fatigue within the Heritage Quarter that would deter people going on to visit other attractions locally.
- This project also has the potential to address wider issues regarding accessibility in its various forms; including mobility, vision, auditory, neurological, cognitive, medical and psychological challenges through any concepts that interpret and orientate visitors.

Scope and Requirements

The consultancy team will have experience in marketing, business planning, commercial and tourism development of historic sites, and the development of successful facilities. The consultancy team should have experience of multi-partner projects encompassing a range of remits and priorities and an understanding of promoting tourism in challenging town centre locations. Requirements of the brief include but are not limited to:

1. Familiarisation with current visitor and user profile to Dunfermline Abbey and the wider Dunfermline Heritage Quarter linking to aspirations to increase visitor numbers.
2. Benchmarking and understanding of successful similar visitor experience features and community uses elsewhere.
3. Familiarisation with relevant heritage and community related projects undertaken or in progress which link to this project, with the view to identifying synergies and overlaps (e.g. Venn diagram).

4. Facilitate stakeholder and local community engagement to identify potential partnering with other organisations for the purposes of identifying a shared set of interests to inform the emerging project. The successful consultant will be expected to agree a stakeholder list with client and an engagement strategy.
5. Assess current and future visitor facilities and community needs within the town of Dunfermline, in order to identify existing opportunities or potential duplication in the marketplace.
6. An understanding and review of the existing visitor and user experience at Dunfermline Abbey and the wider Heritage Quarter.
7. Undertake a reliable and realistic market-based assessment of Dunfermline Abbey opportunities.
8. Identify what an improved Dunfermline Abbey will comprise of including any commercial offer, interpretation, education, community uses, digital interface and other features, as well as a description of the infrastructure required to deliver this. Options can be provided.
9. Assess the constraints of current location and infrastructure and provide guidance on how best to work within these constraints.
10. With regards to any favoured options on outcome projects emerging, provide a robust economic case with projected capital costs, income and expenditure profile, interdependencies and risk profile.
11. Advise on funding opportunities (including any local, national and international connections that can be made). These are likely to include NLHF.
12. Advise on delivery mechanisms and operational models.
13. Devise an Action Plan with indicative costings as a tangible route forward for the HoD Partnership.

Budget

The budget available for this work is up to, but not exceeding, £25,000, including all expenses and VAT.

Output and Copyright

The final report, and appendices (and appropriate drafts) will be submitted electronically in their original format and in pdf format capable of being placed on the partners website. The partners will retain the copyright for all text, design and reports produced.

Submission of Quotes/Responses

Pre-submission informal enquiries can be made to email? INSERT

Consultants interested in undertaking this work should then respond by email to INSERT? by INSERT date.

Tender response

The responses will be subject to a quality/price evaluation of 60/40

0 - Unacceptable

Nil or inadequate response. Fails to demonstrate an ability to meet any of the requirement.

1 – Poor	Response is generally poor. The response addresses some elements of the requirement but does not demonstrate an ability to meet many of the project outputs.
2 - Acceptable	Response is sufficiently detailed and acceptable. The response addresses some elements of the requirement and demonstrates how some of the project outputs will be met.
3 – Good	Response is detailed and good in all areas. The response addresses the requirement with clear details demonstrating how the project outputs will be met in many, but not all, areas.
4 - Excellent	Response is very detailed and excellent in all areas. The response addresses the requirement with clear details demonstrating how project outputs will be met or exceeded in all areas.

The tender response should be limited to a maximum of number of pages per questions as stated below and include only the following information:

Quality – 60%

The quality part will cover the following areas:

- Approach and Methodology
 - To demonstrate the team's understanding of the commission. All steps noted in Scope & Requirements section must be referenced. These sections should be no longer 4 X A4 sheets or equivalent - **weighting 30%**
- Draft Program
 - Set out in a one A4 sheet a provisional work programme showing how the study and specific tasks can be delivered to allow completion by INSERT date (or with anticipated start and finish dates) - **weighting 10%**
- Team Experience of Similar work
 - 3 x A4 sheets to demonstrate that the team has the experience required to undertake this commission and have experience in delivering similar work- **weighting 10%**
- Core skills/Team structure
 - 1 x A4 sheet giving details of all team members, their roles. Responsibilities and time commitment
 - Provide CVs for, and summarise the relevant past experience of each person to be involved (limited to on A4 page per team member)
 - **weighting 10%**
- Details should be provided of any conflict/potential conflict of interest.

Pricing – 40%

The response should:

- Provide a breakdown of costs and VAT.
- Specify the hourly rates for each person to be involved in the work.

- State the estimated number of hours each person would spend on the work.
- Estimate the expenses to be charged, and the basis of charging.

Award

On completion of the evaluation process Historic Environment Scotland will award the project to the successful bidder who has the highest combined score for Quality and Price.

Please note that no additional materials submitted as part of the tender will be taken into consideration. Bidders may be invited for interview as part of the evaluation process. If required, interviews will be scheduled on INSERT DATE. Interviews will be used to verify information provided in the proposal, and will not form a separate part of the proposal's assessment.

Consultants interested in undertaking this work should respond in writing, sent by email to George Findlater at george.findlater@hes.scot by 17.00 on DATE.

Pre-submission informal enquiries can be made to George Findlater.

HES and the HoD Partners are aiming to conclude their evaluations and let bidders know by 16 April 2021.

T&Cs, Definitions, Template forms for completion etc – USE HES if send out brief.

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

Which of the 7 Fife Council Areas will your Project take place in?

<input type="checkbox"/> Cowdenbeath	<input checked="" type="checkbox"/> Dunfermline	<input type="checkbox"/> Glenrothes	<input type="checkbox"/> Kirkcaldy
<input type="checkbox"/> Levenmouth	<input type="checkbox"/> North-East Fife	<input type="checkbox"/> South-West Fife	

Please tick the main theme in the Plan4Fife your project will address (please tick only one)

For more information visit: <https://our.fife.scot/fife-plan/> You will find your community link under “Let’s Talk Local”

<input type="checkbox"/> Opportunities For All	<input type="checkbox"/> Thriving Places	<input type="checkbox"/> Inclusive Growth & Jobs	<input checked="" type="checkbox"/> Community Led Services
--	--	--	--

Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

Dunfermline Greenspace Forum - Engagement Project

2. What is your organisation’s name and address?

Name

Dunfermline Greenspace Forum

Address

This address will be used for any correspondence
 C/o New City House
 1 Edgar Street
 Dunfermline

3. Who is the main contact for this application?

Name

Kevin O’Kane

Position on Organisation

Greenspace Officer

**Address
(if different from above)**

Contact Telephone Number

0345 155 555 ext.493300

Email Address

kevin.okane@fife.gov.uk

For office Use only		
Project Reference:		
Amount Approved:	£	
Funding Awards up to £5000	Date Approved at Ward Meeting	Date if Delegated Approval
Funding Awards over £5000	Date approved at Area Committee	
Signed	Team Manager:	Date:

4. What project or activities do you want us to fund? (Max. 250 words)

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area
(Please refer to the Area's priorities on Fife Direct – [Click Here For Details](#))

This application seeks financial assistance for the 2021 Dunfermline Greenspace Forum's Strategic Engagement Project.

The Dunfermline Greenspace Forum is a collective of local Community Councils, Community Groups, Fife Council Officers, elected members, and local business representatives to share information, resources, funding opportunities and participate in events such as Beautiful Fife, Keep Scotland Beautiful and Britain in Bloom Awards.

Since Covid, our greenspaces have more than proven their worth to our health, wellbeing, and connection to community, as well as spaces to support our heritage and tourism, help alleviate poverty, and address the climate emergency. The time has come to explore and coordinate how we as Dunfermline Area can develop a strategic plan to support, enhance and plan for the future success of our green spaces and networks.

This project seeks to better link Dunfermline's physical open spaces with the stated aims on our Local Community Planning Partnership. Linking this engagement with not only other Fife Council and Community Council aims, but to large scale projects already in the Lynburn Regeneration AREA and the Halbeath Shared Learning Campus, will provide an opportunity for comprehensive mapping, master planning and skills collaboration across the Dunfermline Area.

In relation to these efforts, we hope to work with Alan Caldwell who developed the Strategic Plan for a sustainable future for the Greener Kirkcaldy project. His work inspired us to engage in a long-term strategic plan for the Dunfermline Area and this application will assist in covering the consultation fee for this work.

5. When will your project or activities take place?

Start Date
(Month and Year)

March 2021

End Date
(Month and Year)

March 2022

6. How much will your total project or activities cost?

£10,000

7. How much will each item or activity cost?

Include all costs connected to running the project.

Item or Activity	Cost(£)
Consultancy Fee (up to max)	£10,000
Total	

8. How much are you requesting from the Local Community Planning Budget?

£10,000

9. How much is your Service or organisation contributing to the project/these activities?

N/A

10. Are you applying to any other external funder ie lottery for this project OR applying to/receiving any other Fife Council funding for this project?

Source of Funding	Amount £	Is this secured? (please provide proof)	If not, when will this be secured?	Can your project go ahead without this?

- 10.1** Please outline how your organisation propose to maintain this project in the long term.

No maintenance will be required for the consultancy part of this project.

Please outline what other sources of Fife Council **funding and or support** e.g. a grant or Discretionary Rating relief etc your organisation is receiving (if applicable):

10.2

Type of Fife Council Support	Amount £	Secured Yes/No

To be completed by Voluntary and Community Organisations only

- 11.0** Do you have a written governing document e.g. a constitution, a set of rules or trust deed? No ☐ Yes ☐
(Please attach, if not already held by Fife Council)

- 11.1** How many people are on your organisation's management committee?

- 11.2** How many regular volunteers are involved in your organisation, including Committee Members?

- 11.3** Do you have a Service Level Agreement with Fife Council or a Community Planning partner? No ☐ Yes ☐

If yes, who is the SLA with? (If Fife Council, which Service?)

- 11.4** Please provide details of the bank account into which we would pay the money

Name of Bank

Account Name

Sort Code

Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No ☐ Yes ☐
If yes, please provide details

Project	Date	Amount Received

12. **To be completed by Public Bodies only**

- 12.1 Name of Public Body or if Fife Council please also state your Service

- 12.2 If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

Please note that decisions on funding can take up to 3 months, longer in exceptional cases

13. **Alternative Sources of Funding**

Fife Council has teamed up with SCVO's Funding Scotland to provide a free advanced funding search facility for charities, community groups and social enterprises in Fife. It includes information on over 1,000 funds and can help you find everything from small grants to funding for big capital projects.

[Click Here](#) to access this site.

14 **Fife Council is an Accredited Living Wage Employer**

Fife Council is committed to creating a Fairer Fife by tackling poverty and inequality. To support this ambition, the Council has become an accredited Living Wage employer and encourages all other businesses and organisations in Fife to join them.

The **real Living Wage** is a nationally set rate of pay that is independently calculated on an annual basis to reflect the real costs of everyday living.

Living Wage accreditation celebrates employers who want to help tackle low pay and in-work poverty within their local communities by choosing to go further than simply paying the UK government minimum wage.

To become an accredited Living Wage employer an organisation must voluntarily commit to paying all directly-employed staff over the age of 18 the current real Living Wage (including sub-contracted staff who are on site more than 2 hours/week over an 8-week period). Accreditation is a simple and straightforward online registration process.

To find out more about the real Living Wage and how to become an accredited employer visit the Living Wage Scotland website at: www.scottishlivingwage.org

Does your organisation currently pay all appropriate staff the real Living Wage?	Y / N
Is your organisation an accredited Living Wage employer?	Y / N

To be completed by applicant

I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. (Electronic Signature with confirmation email is fine)

Signed:

Date:

Position in the Organisation:

GUIDANCE

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget. This budget is allocated each year to support activities linked to priorities in each Area's Local Community Plan to encourage local partnership working. The budget is designed to be flexible and responsive to community aspirations.

Funding is limited however and you are encouraged to explore the funding portal for alternative sources in the first instance [Fife Council - Find National Funding](#)

To be eligible:

- Your group should be formally constituted with clearly defined aims and objectives; or a Fife Community Planning Partner; or new organisation just forming (for start-up costs only)
- You should be able to show evidence of community benefit and clear links to outcomes of the Local Community Plan for the area.
- Applications should be clearly costed with details of likely suppliers (if applicable)

The types of project we prioritise are:

- Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities. [Click Here](#) (page 6). i.e. Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services.
- Projects for the welfare and benefit of disadvantaged residents of Fife linked to any of the 40 agreed Fairer Fife Report Recommendations [Click Here](#)
- Partnership projects that involve organisations working together and/or with local communities

Examples of what our funding can be used for:

- **Small** capital works for building improvement, and purchase of land or equipment
- Support in kind where Fife Council orders the goods or services for you
- Pilot projects that trial alternative ways of working or methods of achieving our community planning outcomes
- Some recurring community-led activity eg Galas, Floral Enhancement, activities for the elderly, etc

What we cannot fund:

- Individuals
- Gaps in budget as a result of a savings decision made by Fife Council or other Community Planning Partner
- Services provided on a Fife-wide basis
- Projects where financial gain goes to individuals
- Projects that don't meet at least one of our local outcomes

There is a mandatory monitoring/evaluation process for all recipients of funds.

Terms and Conditions

1. Organisations must provide proof of match funding where applicable.
2. The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
3. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
4. The project must not start before the monies are awarded except in exceptional circumstances
5. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
6. No aspect of the activity being funded should be party political in intention, use or presentation.
7. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
8. Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
9. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
10. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
11. The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
12. Any monies received from Fife Council should acknowledge the relevant Area Committee in the organisation's publicity, reports and relevant communications.
13. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
14. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
15. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
16. The information provided by you on this form will be used by Fife Council in order to process your application. It will be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council's Data Protection Officer at: dataprotection@fife.gov.uk.

Before you submit your application, please complete the following checklist

You must be able to tick every box

- Have you checked the Funding Portal for alternative sources of funding?
(Q13) ☐
- Have you clearly indicated which theme within the Plan4Fife your project will
address? (page1) ☐
- Have you answered all the relevant questions in this application? ☐
- Are you, the main contact named in Q.2?. Are you authorised to apply to
the Local Community Planning Budget on behalf of your organisation? ☐
- Have you signed the Application Form? ☐
(Electronic signature will be accepted along with a confirmation email).
- Have you understood that if you make any inaccurate statements (whether
deliberate or accidental) at any stage during the application process, or
knowingly withhold any information, this could make your application invalid
and you could be required to repay any funds received to Fife Council? ☐
- Are you able to comply with the Local Community Planning Budget's Terms
& Conditions? ☐
- If you are a community or voluntary organisation, have you enclosed a copy
of your governing document? (unless already held by Fife Council) ☐
- and
- a copy of your latest signed, audited/independently examined accounts ☐
(if you do not have signed audited accounts please provide an income and
expenditure statement)
- and
- proof of funding from other sources if applicable ☐

Once completed please email to LCPB@fife.gov.uk

The information included in this publication can be made available in any language, large print, Braille, audio CD/tape and British Sign Language interpretation on request by calling

03451 55 55 00 BT Text Direct 18001 01592 55 11 91

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

Which of the 7 Fife Council Areas will your Project take place in?

<input type="checkbox"/> Cowdenbeath	<input checked="" type="checkbox"/> Dunfermline	<input type="checkbox"/> Glenrothes	<input type="checkbox"/> Kirkcaldy
<input type="checkbox"/> Levenmouth	<input type="checkbox"/> North-East Fife	<input type="checkbox"/> South-West Fife	

Please tick the main theme in the Plan4Fife your project will address (please tick only one)

For more information visit: <https://our.fife.scot/fife-plan/> You will find your community link under “Let’s Talk Local”

<input type="checkbox"/> Opportunities For All	<input checked="" type="checkbox"/> Thriving Places	<input type="checkbox"/> Inclusive Growth & Jobs	<input type="checkbox"/> Community Led Services
--	---	--	---

Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

Dunfermline Abbey Graveyard Project (Phase 3 – Programme 1)

2. What is your organisation’s name and address?

Name

Fife Council

Address

This address will be used for any correspondence
 New City House, 1 Edgar Street, Dunfermline
 KY12 7EP

3. Who is the main contact for this application?

Name

Andrew Gallacher

Position on Organisation

Dunfermline Community Manager

**Address
(if different from above)**

Contact Telephone Number

0345 155 5555 ext.450481

Email Address

andrew.gallacher-cn@fife.gov.uk

For office Use only		
Project Reference:		
Amount Approved:	£	
Funding Awards up to £5000	Date Approved at Ward Meeting	Date if Delegated Approval
Funding Awards over £5000	Date approved at Area Committee	
Signed	Team Manager:	Date:

4. What project or activities do you want us to fund? (Max. 250 words)

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area
(Please refer to the Area's priorities on Fife Direct – [Click Here For Details](#))

The Dunfermline Abbey Churchyards (DAC) is a graveyard conservation project connecting specialist support to local volunteers, community groups and Fife Council (as owner and manager of the churchyards). The project provides educational activities, community training opportunities, skills development, and strategic planning for the sustainable care of this exceptional historic graveyard.

This next phase of DAC aims to build upon the successful methodology developed during Phases 1 and 2 of the project, which assessed the cultural significance of the site and developed volunteer skills in graveyard research and interpretation; co-producing new storytelling via Facebook Groups, workshops and a History Pin app.

Phase 3 will focus on developing a comprehensive record of the site, new resources for community and education audiences, a vision for improved landscape design with enhanced accessibility, and a strategic plan for sustainable community stewardship, as well as making physical improvements to increase visitor welcome.

The project aims:

1. To provide enjoyable learning experiences for groups, local people, students, and other participants;
2. To raise wider awareness of the Abbey Churchyards as a community resource;
3. To support local people in understanding the context and condition of the historic remains by providing training workshops for at least 30 local heritage volunteers;
4. To generate and update existing records of the site (including 3D images of selected memorials) to deepen understanding of the resource and guide future conservation management;
5. To develop ideas for a new landscape design through community-led consultation with the project's participants;

6. To organise a community consultation for potential design of a new gate for the North Porch of the Abbey Nave;

7. To strengthen a sense of community through bringing people together with a shared interest in the Abbey Churchyards.

A full list of the project programme and deliverables will be attached with this application.

5. When will your project or activities take place?

Start Date
(Month and Year)

Feb (March) 2021

End Date
(Month and Year)

August 2022

6. How much will your total project or activities cost?

£18,750

7. How much will each item or activity cost?

Include all costs connected to running the project.

Item or Activity	Cost(£)
Project Delivery and support	£7,200 (in-kind)
Programme 1 – Comm Engagement, training & site work	£6,850
Programme 2 – Educational, Digital and Material Legacy	£6,950
Programme 3 – Site Enhancement & Access	£4,950
Total	£25,950

8. How much are you requesting from the Local Community Planning Budget?

£6,850

9. How much is your Service or organisation contributing to the project/these activities?

Additional funding is being sought from other sources.

10. Are you applying to any other external funder ie lottery for this project OR applying to/receiving any other Fife Council funding for this project?

Source of Funding	Amount £	Is this secured? (please provide proof)	If not, when will this be secured?	Can your project go ahead without this?
Carnegie Development Trust	£6,800	Not as of yet	Feb 25 th	No
Common Good Fund or Fife Council	£4,950	Not as of yet	Financial year 2021/22	Yes

10.1 Please outline how your organisation propose to maintain this project in the long term.

Management of maintenance is included as part of this project. This project is being developed as a pilot, in conjunction with FC Bereavement Services to serve as a guide for the research, care and community involvement for other historic cemeteries and burial grounds throughout Fife.

11 To be completed by Voluntary and Community Organisations only

11.1 Do you have a written governing document e.g. a constitution, a set of rules or trust deed? (Please attach, if not already held by Fife Council)

No ☐ Yes ☐

- 11.2 How many people are on your organisation's management committee?
- 11.3 How many regular volunteers are involved in your organisation, including Committee Members?
- 11.4 Do you have a Service Level Agreement with Fife Council or a Community Planning partner? No ☐ Yes ☐
- If yes, who is the SLA with? (If Fife Council, which Service?)

- 11.5 Please provide details of the bank account into which we would pay the money

Name of Bank

Account Name

Sort Code

Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No ☐ Yes ☐
- If yes, please provide details

Project	Date	Amount Received

12. To be completed by Public Bodies only

- 12.1 Name of Public Body or if Fife Council please also state your Service

- 12.2 If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

Please note that decisions on funding can take up to 3 months, longer in exceptional cases

13. **Alternative Sources of Funding**

Fife Council has teamed up with SCVO's Funding Scotland to provide a free advanced funding search facility for charities, community groups and social enterprises in Fife. It includes information on over 1,000 funds and can help you find everything from small grants to funding for big capital projects.

[Click Here](#) to access this site.

To be completed by applicant

I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. (Electronic Signature with confirmation email is fine)

Signed:

Date:

GUIDANCE

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget. This budget is allocated each year to support activities linked to priorities in each Area's Local Community Plan to encourage local partnership working. The budget is designed to be flexible and responsive to community aspirations.

Funding is limited however and you are encouraged to explore the funding portal for alternative sources in the first instance [Fife Council - Find National Funding](#)

To be eligible:

- Your group should be formally constituted with clearly defined aims and objectives; or a Fife Community Planning Partner; or new organisation just forming (for start-up costs only)
- You should be able to show evidence of community benefit and clear links to outcomes of the Local Community Plan for the area.
- Applications should be clearly costed with details of likely suppliers (if applicable)

The types of project we prioritise are:

- Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities. [Click Here](#) (page 6). i.e. Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services.
- Projects for the welfare and benefit of disadvantaged residents of Fife linked to any of the 40 agreed Fairer Fife Report Recommendations [Click Here](#)
- Partnership projects that involve organisations working together and/or with local communities

Examples of what our funding can be used for:

- **Small** capital works for building improvement, and purchase of land or equipment
- Support in kind where Fife Council orders the goods or services for you
- Pilot projects that trial alternative ways of working or methods of achieving our community planning outcomes
- Some recurring community-led activity eg Galas, Floral Enhancement, activities for the elderly, etc

What we cannot fund:

- Individuals
- Gaps in budget as a result of a savings decision made by Fife Council or other Community Planning Partner
- Services provided on a Fife-wide basis
- Projects where financial gain goes to individuals
- Projects that don't meet at least one of our local outcomes

There is a mandatory monitoring/evaluation process for all recipients of funds.

Terms and Conditions

1. Organisations must provide proof of match funding where applicable.
2. The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
3. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
4. The project must not start before the monies are awarded except in exceptional circumstances
5. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
6. No aspect of the activity being funded should be party political in intention, use or presentation.
7. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
8. Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
9. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
10. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
11. The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
12. Any monies received from Fife Council should acknowledge the relevant Area Committee in the organisation's publicity, reports and relevant communications.
13. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
14. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
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Before you submit your application, please complete the following checklist

You must be able to tick every box

- Have you checked the Funding Portal for alternative sources of funding?
(Q13) ☐
- Have you clearly indicated which theme within the Plan4Fife your project will
address? (page1) ☐
- Have you answered all the relevant questions in this application? ☐
- Are you, the main contact named in Q.2?. Are you authorised to apply to
the Local Community Planning Budget on behalf of your organisation? ☐
- Have you signed the Application Form? ☐
(Electronic signature will be accepted along with a confirmation email).
- Have you understood that if you make any inaccurate statements (whether
deliberate or accidental) at any stage during the application process, or
knowingly withhold any information, this could make your application invalid
and you could be required to repay any funds received to Fife Council? ☐
- Are you able to comply with the Local Community Planning Budget's Terms
& Conditions? ☐
- If you are a community or voluntary organisation, have you enclosed a copy
of your governing document? (unless already held by Fife Council) ☐
- and
- a copy of your latest signed, audited/independently examined accounts ☐
(if you do not have signed audited accounts please provide an income and
expenditure statement)
- and
- proof of funding from other sources if applicable ☐

Once completed please email to LCPB@fife.gov.uk

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03451 55 55 00 BT Text Direct 18001 01592 55 11 91

Dunfermline Abbey Churchyards Project Phase 3

Prepared by

Dr Susan Buckham, Kirkyard Consulting & Phil Richardson, Archaeology Scotland December 2020

Project Proposal

The Dunfermline Abbey Churchyards (DAC) is a graveyard conservation project connecting specialist support to local volunteers, community groups and Fife Council (as owner and manager of the churchyards). The project provides educational activities, community training opportunities, skills development and strategic planning for the sustainable care of this exceptional historic graveyard.

This next phase of DAC aims to build upon the successful methodology developed during Phases 1 and 2 of the project, which assessed the cultural significance of the site and developed volunteer skills in graveyard research and interpretation; co-producing new storytelling via Facebook Groups, workshops and a History Pin app.

Phase 3 will focus on developing a comprehensive record of the site, new resources for community and education audiences, a vision for improved landscape design with enhanced accessibility, and a strategic plan for sustainable community stewardship, as well as making physical improvements to increase visitor welcome.

The project aims:

1. To provide enjoyable learning experiences for groups, local people, students, and other participants;
2. To raise wider awareness of the Abbey Churchyards as a community resource;
3. To support local people in understanding the context and condition of the historic remains by providing training workshops for at least 30 local heritage volunteers;
4. To generate and update existing records of the site (including 3D images of selected memorials) to deepen understanding of the resource and guide future conservation management;
5. To develop ideas for a new landscape design through community-led consultation with the project's participants;
6. To organise a community consultation for potential design of a new gate for the North Porch of the Abbey Nave;
7. To strengthen a sense of community through bringing people together with a shared interest in the Abbey Churchyards.

The project is split into 3 main programmes.

- **Programme 1 – Community Engagement, Training Workshops and Site Survey**
- **Programme 2 - Educational, Digital and Material Legacy Resources**
- **Programme 3 – Site Enhancement and Access**

Project Deliverables

Phase 3 will deliver the following outputs:

- A day- conference on the DAC project [1]
- 6 community training workshops [1]
- Photographic survey of all gravestones, including selective photogrammetry and use of coloured lighting [1]
- Measured electronic site survey to produce plans for the New and Old Churchyards [1]
- A new digital interface giving public, web-based access to the gravestone records [2]
- A churchyard leaflet in digital and hardcopy (x5,000) formats distributed through Church, PIC, Library, Carnegie etc. [2]
- 2 education packs for schools and youth groups [2].
- A new design for a gate in the North Porch developed as competition with artist-led community engagement [2]
- Small-scale, low-to-no maintenance ornamental planting [3]
- Tidied and landscaped areas formerly located in the Buried Stones Project [3]
- Brief for a new landscape design co-created with project participants (includes lighting, seating, path improvements and interpretation, with budget costs) [3]
- DAC 'Friends of 'group [3]
- End of project celebration event (format TBC with volunteers) [1]

Timetable:

February 2021– August 2022: Project delivery:

Feb- April 21	Project launch Project promotion One-day conference
May- July 21	Volunteer training workshops x2 on graveyard recording and survey Create graveyard plans
Aug 21	Training workshops x2- topics TBC with volunteers Field recording projects with volunteers Begin North Porch gate design competition
Sept- Oct 21	Training workshop- landscape design Develop leaflet Begin developing 'friends of' group
Nov-Dec 21	Develop education packs Consult landscape brief project Launch leaflet and digital platform Finalise digital content
Jan- Feb 22	Establish 'friends of' group Draft new landscape brief
Mar-May 22	Training workshop - topic TBC with volunteers Finalise landscape brief Finalise gate design completion
June-July 22	Promote digital resources Promote winning gate design
Aug 22	Celebration event

Budget

Project Delivery and support	24 days @ £300 per day	£7,200 (in-kind)
Programme 1	Community Engagement: training workshops and site recording	£6850
Programme 2	Educational, Digital and Material Legacy Resources	£6950
Programme 3	Site Enhancement and Access	£4950
TOTAL GRANT FUNDING (VAT not applicable)		£18,750
TOTAL PROJECT COST		£25,950

Project Delivery and Volunteer Support

Key task	Deliverables	Resources
Online shared communication / research platform Maintain and develop platform for volunteers to share information and ideas and to communicate with the project / each other online: <ul style="list-style-type: none"> To support volunteer learning, including peer mentoring. To collect new records and other information. Promote project <ul style="list-style-type: none"> To recruit new volunteers. Improve awareness of the churchyards more generally and highlight new resources created. Respond to queries via Facebook and email. Host virtual one-to-one / volunteer group meetings as required. Monitor Facebook group chat. 	<ul style="list-style-type: none"> Facebook Group Press release on how to get involved with the project, circulated to the online groups listed in appendix A and to stakeholder organisations. Project Celebration format to be decided with volunteers (e.g. churchyards open day, exhibition etc.) 	Staff time: 24 days @ £300 per day VAT not applicable All in-kind Deliver with support from Sue Mowat and DAC Phase 2 Research and Interpretation volunteers.
	Start date Completion date	14 th Feb 2021 30 th August 2022

Programme 1 – Community Engagement, Training Workshops and Site Survey

Activities will be suitable for all. No previous experience is necessary as full support, equipment and training will be provided. The skills participants will develop during training will be applied to produce new gravestone records and to check / update existing gravestone information. Information will be made publically available through Programme 2's web-base digital interface. The new knowledge developed by volunteers' means they can help to create the new promotional leaflet and education packs for churchyard visitors (Programme 2) and co-develop the new landscape design proposal (Programme 3).

Key task	Deliverables	Resources
<p>A one-day conference</p> <ul style="list-style-type: none"> A free public conference delivered via Zoom will launch the project and showcase the results of DAC Phase 2. <p>Thematic training workshops</p> <ul style="list-style-type: none"> Programme, including specific topics, will be co-designed with volunteers to match their interests and priorities. An indication of interests has already been captured during DAC Phase 2 and these include digital photography, creating a graveyard plan and managing historic landscapes (visitor welcome, access, materials and climate change). <p>Field Survey programme</p> <ul style="list-style-type: none"> Will capture new data (photos, location etc.) as well as checking & updating where necessary existing gravestone records. Fieldwork carried out during DAC phase 2 indicated that a final data check was missed from earlier surveys. 	<ul style="list-style-type: none"> One-day conference speakers to include Sue Mowat, Dr Susan Buckham, DAC volunteers & Dr Michael Penman, Stirling University 6 training workshops on graveyard research, management, and recording. New digital site plan for New and Old Churchyards will include geo-referenced data to show the precise position of gravestones, infrastructure and trees. Photographic survey of all gravestones including selective photogrammetry and use of coloured lighting techniques. Create / check records for approx. 850 gravestones. 	<p>Staff time: 12 days @ £300 per day 13 days @ £250 per day</p> <p>VAT not applicable Travel: n/a Materials: n/a Included in staff day rates</p> <p>Deliver workshops with support from Sue Mowat</p> <p>TOTAL £6850</p>
	<p>Start date Completion date</p>	<p>14th Feb 2021 30th August 2022</p>

Programme 2 - Educational, Digital and Material Legacy Resources

These resources can be used to add value to the lives and environment of the community of Dunfermline. They will be designed to increase local access to, and understanding of, the Dunfermline Abbey Churchyards to support community learning, health and wellbeing, and strengthen community identity through a shared sense of place. DAC Phase 2 indicated that many Dunfermline residents were unaware that the Churchyards have always belonged to the Town and are Dunfermline's oldest public green open space. An enduring and tangible medium for reconnecting the local community to the churchyard will be the competition to design a new gate for the North Porch. The ideas for the new design will be inspired by the new interpretation / educational resources (see Appendix 2 for case study models).

Key task	Deliverables	Cost
<p>Create a new digital interface for gravestone records</p> <ul style="list-style-type: none"> This will increase public access for researchers, including family historians. It will also be an invaluable tool for graveyard conservation as it brings together for the first time a complete, searchable record of all of the gravestones. <p>Design and disseminate the first promotional leaflet for the Churchyards</p> <ul style="list-style-type: none"> The leaflet will tell the story of Churchyards as part of Dunfermline Abbey Complex and Heritage Quarter. <p>Develop 2 education packs For schools and youth groups</p> <ul style="list-style-type: none"> Will be co-created and field-tested with teachers who will advise on preferred format (e.g. digital, paper, video). <p>Artwork competition to design a new gate for North Porch</p> <ul style="list-style-type: none"> This competition for school children will involve an artist to create the end design. The local community will be involved in the decision-making for themes / the winning design. This task will secure all necessary permissions to install the gate once funding becomes available 	<ul style="list-style-type: none"> Creation of web-based digital interface for Graveyard records to be hosted on partner website (TBC) 5,000 printed and digital leaflets disseminated via PIC, Church, Library, Carnegie etc. 2 education packs (Primary / Secondary School levels) Artist-led schools workshop to inspire ideas for the new gate DAC-led public workshop to inspire ideas for a new gate Artist-produced gate design developed from community engagement. Laser-cut cortex steel artwork showing part of the new design will be installed on the east churchyard gate. Apply for Scheduled Monument Consent, Planning Permission, and HES Historic Environment Repair Grant to support manufacture and installation of a new gate in the North Porch 	<p>Digital Interface: £2000 Leaflet £550 Education resource £2400 Gate £2000</p> <p>Deliver with support from volunteers</p> <p>TOTAL £6950</p>
	<p>Start date</p> <p>Completion date</p>	<p>14th Feb 2021</p> <p>30th August 2022</p>

Programme 3 - Site Enhancement and Access

This programme will enhance the appearance of and access to the Abbey Churchyards in the short to medium term in three ways. Firstly, the visual appeal of the graveyard will immediately be improved by ornamental planting and tidying up areas excavated during the DCHP buried stones project. Secondly, the creation of a graveyard 'friends of ' group volunteers can help care for the site for example by carrying out practical maintenance tasks or by fundraising. Thirdly, the brief for a new landscape design will offer 'a ready to go' fully costed action plan for a programme of landscape improvement which can be implemented as soon as funds become available.

Key Tasks	Deliverables	Resources
<ol style="list-style-type: none"> 1. Targeted areas of planting to improve the visual appeal and visitor welcome to the site. These will be agreed in advance with Fife Council to ensure this work is low- to-no maintenance. Plants will be selected for their year-round interest and biodiversity value. 2. Areas of the graveyard excavated during the DCHP Buried Stone Project will be backfilled and landscaped. 3. A new landscape design proposal will be co-created with project participants. This will be cognisant of conservation best practice, priorities for preserving the cultural significance of the Abbey Churchyards, the local community's future access requirements and Dunfermline Abbey as an internationally important tourist attraction. 4. Development of a DAC 'Friends of ' group volunteers will decide what format their group will take (e.g. fully constituted, affiliated) and produce a short-term action plan, including the drafting of a Memorandum of Understanding with Fife Council. 	<ul style="list-style-type: none"> ● 4 volunteer planning sessions (includes landscaping of excavated areas) ● 4 meetings by zoom / onsite with volunteers and stakeholders to develop / consult on proposal for new landscaping design ● Illustrated PDF setting out the brief for a new landscape design (includes costs) ● Fife Council gravestone and tree health and safety checks (necessary). Phase 1 Habitat Survey (desirable) ● Short-term work programme by new Friends Group 	<p>6 days @ £300 per day for delivery</p> <p>6 days @ £250 per day for delivery</p> <p>VAT not applicable</p> <p>Materials: £1650</p> <p>TOTAL £4950</p>
	Start date Completion date	Feb 2021 30 th August 2022

Project Outcomes

The project will have the following outcomes:

- The historic graveyard will be better documented with information more accessible in long term as result of using up-to-date technology.
- There will be a shared vision for this important historic landscape based on an understanding of the Abbey Churchyards conservation priorities and the local communities future access needs.
- A group of volunteers will have an increased their confidence, heritage knowledge and skills, and feel a sense of stewardship for the Abbey Churchyards to inspire them to carry on caring for the site.
- There will be raised appreciation and increased sense of ownership of the site by the local community shown by the increased footfall and use of information about the churchyards.
- Increased co-operative working between all stakeholders involved with the Abbey Complex and Dunfermline's Heritage Quarter.

Health and Safety

All fieldwork elements will be covered by Archaeology Scotland's public liability insurance (details available on request). Archaeology Scotland will complete risk assessments for all aspects of the work.





Fife Council will undertake a memorial stability assessment prior to any fieldwork takes place on-site. The completion of a tree survey and Phase 1 Habitat Survey is also desirable before any work begins in the Abbey Churchyards.

Appendix A: Comms list for project promotion

Facebook pages:

Visit Dunfermline – newsletter
Go Dunfermline
Hidden Dunfermline
Pro Dunfermline
What's happening Dunfermline
Dunfermline
Our Dunfermline
Dunfermline Delivers
Dunfermline Village & Heritage Quarter
Old Dunfermline
Dunfermline Family History Group
Historic Fife
Dunfermline Regeneration Trust
Friends of Pittencreeff Park
(Royal Tombs Dunfermline)
Dunfermline Carnegie Library & Galleries
On at Fife Archives
Central Dunfermline Community Council

Appendix B: Examples of new ironwork design in heritage settings as artworks / community projects

	
<p>Award-winning NTS Little Houses Scheme Design at Threadneedle Street, Peterhead. Note the gate was partially manufactured by the SS students.</p>	<p>Greyfriars Kirkyard Perth</p>
	
<p>Bridge Over Troubled Water, Parade Gardens Bandstand, Bath. See also https://nhig.org.uk/vote-best-new-design-in-a-heritage-setting/</p>	<p>Pirrie's Close Edinburgh metal work panels</p>

2nd March, 2021

Agenda Item No. 6

City of Dunfermline – Local Area Budget Requests

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

Wards Affected: Wards 2 ,3 and 4

Purpose

To update Area Committee on the Local Community Planning Budget and to seek agreement on the recommendations outlined in this report.

Recommendation(s)

Members are asked to:-

- (i) note the Local Community Planning Budget for the financial year 2020/21; and
- (ii) agree the recommendations to support the six budget requests received.

Resource Implications

Local Community Planning activities are funded through various sources, including the Local Community Planning Budget, Service and Partner budgets, and external funding.

Legal & Risk Implications

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

Impact Assessment

An Equality Impact Assessment and summary form has been completed.

Consultation

There has been local consultation in the production of the Plan4Dunfermline. The most recent reform and refresh of the plan established a clear focus on tackling poverty and crisis intervention, new ways of working, addressing climate and the COVID emergency and economic recovery. A number of working groups including members of the public, community groups representatives, third sector organisations, elected members and council officers oversee their delivery.

1.0 Background

- 1.1 The criteria for spend from Local Community Planning Budget requires authorisation from the Area Committee before amounts of over £5,000 can be committed.

The total budget for the City of Dunfermline was £347,897.00 for the financial year 2020/21. The figure can be broken down as follows:

Dunfermline Central - £19,556.00
Dunfermline South - £22,812.00
Dunfermline North - £19,942.00
Dunfermline-wide - £129,390.00
Anti-Poverty Budget - £135,000.00
Discretionary Rating Relief - £21,197.00

- 1.3 To date £233,590.37 has been allocated from the budget and there remains a balance of £114,306.63
- 1.4 There are six budget requests recommended by local officers for consideration and support by committee.
- 1.5 If all requests are approved, it will utilise a further £74,977.92 from the budget and leave a balance of £39,328.71
- 1.6 Please note if the applications in the earlier report are approved, the remaining balance will be £14,828.71

2.0 Budget Requests

2.1 Shuttering for Pittencrieff House - £4,000

The funds will go towards the installation of shutters on the building to enhance security. The total amount is £8,000 and the remaining amount will be provided by the community projects team.

2.2 CCTV for Pittencrieff Park - £15,000

The funds will contribute towards the installation of CCTV in the park to act as a deterrent for antisocial behaviour and vandalism. The total estimate for the installation of the system is £60,000 and the remaining amount will be provided by the facilities management service.

2.3 Replacement Floodlights for Dunfermline High School - £18,000

The funds will contribute to the replacement of the 16x existing floodlights at the school. The total cost for the lights is £47,500 and the remaining amount will be provided by education and energy management.

2.4 Staffing Costs - £21,977.92

The funds will be used to maintain the Advice and Information Co-ordinator's fulltime hours at the Advice Hub until the end of September to cover maternity leave. The funds will also enable a Community Education Worker based at the Tryst to assume

fulltime hours for the next financial year to support the anti-poverty and food provision work.

2.5 Woodland Maintenance - £13,000

The funds will be used to carry out a programme of maintenance and arboriculture works in the Calais and Townhill woodlands.

2.6 Townhill Community Centre - £3,000

The funds will be used to upgrade the kitchen in the centre, including a new cooker for the building's users.

3.0 Conclusion

- 3.1 Approval of the recommendations would utilise a further £74,977.92 from the Local Community Planning budget. The recommendation is to approve the budget requests.

Report Contact(s)

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2nd March, 2021

Agenda Item No. 7

PROPERTY TRANSACTIONS

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

Wards Affected: 2, 3 and 4

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 Disposals

- 2.1.1** 146.23 sqm of additional ground at 125 Rumblingwell, Dunfermline
Date of Sale: 3 May 2019
Price: £7,500
Purchaser: Craig Richard Cowcher

2.2 Acquisitions

2.2.1 3 Abel Place, Dunfermline

Date of Acquisition: 5 November 2020
Price: £50,000
Seller: Iain McEwan

2.2.2 19 Cuil Grove, Dunfermline

Date of Acquisition: 5 November 2020
Price: £107,500
Seller: Kevin Patrick Porter and Lorraine Porter

2.2.3 49 Kinnis Court, Dunfermline

Date of Acquisition: 15 January 2021
Price: £130,000
Seller: John and Janet Perfect

2.3 Leases by the Council – New Leases

2.3.1 Lease of 432.00 sqm of ground at Car Parking Site, Chalmers Street, Dunfermline

Term: 5 years – from 1 December 2020
Rent: £1,000 per annum
Tenant: Trustees and Office Bearers of West Baptist Church

3.0 Conclusions

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

List of Appendices

1. N/A

Background Papers

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

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City of Dunfermline Area Committee of 27 April 2021			
Title	Service(s)	Contact(s)	Comments
Dunfermline Local Area Community Plan Year End Performance 2020/21		Shirley Melville, Andrew Gallacher	
Local Community Planning Budget Update 2021/22		Shirley Melville, Andrew Gallacher	
Greenspace Forum Update		Kevin Okane	
Housing Regeneration Update - Golfdrum Street, Dunfermline		Alistair Black	

City of Dunfermline Area Committee of 8 June 2021			
Title	Service(s)	Contact(s)	Comments
Area Housing Housing Plan and Decentralised Budget - 6 Monthly Update		Alistair Black, Mhairi Mullen	
Complaints Annual Performance Report 2020/21		David Thomson-CRM	
Area Capital Programme - 6 Monthly Update		Eleanor Hodgson	
Common Good Annual Report 2020/21		Eleanor Hodgson	
Pupil Equity Fund - Dunfermline Area		Sarah Else	
Safer Communities Annual Performance Report		Liz Watson-SC	
Police Scotland Annual Performance Report	Police Scotland		
Scottish Fire and Rescue Service Annual Performance Report	Scottish Fire & Rescue Service		