

AGENDA

Page Nos.

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

In terms of Section 5 of the Code of Conduct, members are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.

- |   |         |
|---|---------|
| <b>3. MINUTE</b> – Minute of the meeting of West Fife Area Common Good Sub-Committee of 3 June 2024.  | 3 - 4   |
| <b>4. COMMON GOOD FUNDS UPDATE REPORT 2024/25</b> – Report by the Head of Finance.  | 5 - 9   |
| <b>5. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - W035 THE STABLES CULROSS</b> – Report by the Head of Communities and Neighbourhoods Services.  | 10 - 13 |
| <b>6. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - WM001 DUNFERMLINE WW1 MEMORIAL – REPAIR AND REFURBISHMENT PROJECT</b> – Report by the Head of Communities and Neighbourhoods Services. | 14 - 19 |
| <b>7. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - WM002 PARK ROAD RECREATION GROUNDS CAR PARK</b> – Report by the Head of Communities and Neighbourhoods Services.                       | 20 - 23 |

<p><b>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.</b></p>
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Lindsay Thomson  
Head of Legal and Democratic Services  
Finance and Corporate Services  
Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

12 March, 2025

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

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## **BLENDED MEETING NOTICE**

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

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

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

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

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

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

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

**THE FIFE COUNCIL - WEST FIFE AREA COMMON GOOD SUB-COMMITTEE -  
REMOTE MEETING**

**3 June, 2024**

**10.00 am - 10.30 am**

**PRESENT:** Councillors Gordon Pryde (Convener), Aude Boubaker-Calder, Patrick Browne and Conner Young.

**ATTENDING:** Eleanor Hodgson, Accountant and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; and Tessa Ramsay, Local Community Planning Support Officer, Communities and Neighbourhoods Service.

**7. DECLARATIONS OF INTEREST**

No Declarations of Interest were submitted in terms of Standing Order No. 22.

**8. MINUTE**

The minute of the meeting of the West Fife Common Good Sub-Committee of 7 February 2023 was submitted.

**Decision**

The Sub-Committee approved the minute.

**9. COMMON GOOD FUNDS UPDATE REPORT 2023-2024**

The sub-committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the Common Good Funds in the area to assist with the decision making process for new applications.

**Decision**

The sub-committee noted:-

- (1) the contents of the report;
- (2) that a review was currently underway on the Common Good Funds annual report to ensure that a consistent approach was undertaken across the areas in allocating funds and reviewing awards that were outstanding; and
- (3) that a formal process would be finalised in due course.

*Councillor Conner Young joined the meeting during discussion of the above item.*

**10. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR  
ASSISTANCE - W030 SCOBIE PARK RENOVATION, DUNFERMLINE**

The sub-committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for an award of £20,000 from the West Fife Area Common Good Fund to assist with the costs of the renovation of Scobie Park, Dunfermline.

**Decision**

The sub-committee:-

- (1) approved an award of £20,000 to Garvock Community Group from the West Fife Area Common Good Fund to assist with the costs of the renovation of Scobie Park, Dunfermline; and
- (2) agreed that future applications being submitted to the West Fife Area Common Good Sub-Committee for funding should be circulated to all members of the sub-committee to provide them with more detailed information on the project.

19 March 2025

Agenda Item No. 4

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## Common Good Funds Update Report 2024-2025

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

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Wards Affected: 1, 2, 3, 4, 5 and 6

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### Purpose

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The purpose of this report is to advise members of the current status of the Common Good Funds in the area to assist with the decision-making process for new applications.

### Recommendations

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Members are asked to:

- (1) note the information contained in the financial monitoring statement

### Resource Implications

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None.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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

### Consultation

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Consultation has taken place with Place Directorate and Fife Cultural Trust.

## 1.0 Background

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- 1.1 A number of towns in Fife have a Common Good Fund which can be used for the benefit of the inhabitants of that town. The Common Good Funds are administered by the Council and any grant in excess of £5,000 requires committee approval.

## 2.0 Common Good Fund – Current Position

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### 2.1 Revenue Account

#### 2.1.1 Projected Income

The projected cash income for the financial year is £117,135 and comprises mainly from rents, interest on investments and external interest.

#### 2.1.2 Projected Expenditure

The projected expenditure for the financial year is £87,398 of which £16,111 relates to property costs and £1,250 other expenditure. To date 2024-25 grants allocations have been £20,000.

#### 2.1.3 Available Funds

A total of £494,059 is available for distribution which consists of a current projected in year surplus of £84,274 and £409,784 in accumulated revenue balances. Pending the outcomes of the applications for approval today this would reduce to £268,676 and a further application will be presented at this committee in the next financial year for approximately £40,000. Should this application be approved then the total available will be £228,675.

## 3.0 Year End Balances

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### 3.1 Revenue Balances

#### 3.1.1 Prior Years Commitments

£54,537 of funding has been earmarked for grants that were approved in 15-24 but due to various circumstances have not been released prior to the financial year end. A commitment for these grants to be paid will remain in 2024-25 and should these not be expended the funds will return to the revenue balances.

#### 3.1.2 Revenue Balances

£409,784 of funding is held in Revenue balances, this funding can be used for grant or property costs during the financial year. Revenue balances are invested on a 3 year basis to increase the value of the Common Good.

The heritable property and investments represent the capital balances.

### 3.2 Capital Balances

#### 3.2.1 Investments

West Fife Common Good currently hold investments to the value of £377,135. These investments are generating approximately £16,170 in interest annually.

#### 3.2.2 Heritable Property

Heritable property held within West Fife Common Good has a current Value of £4,157,517.

## 4.0 Conclusions

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- 4.1 This report and its appendices are intended to give Members greater information on the current position of the Common Good Funds.

### List of Appendices

1. West Fife Area Common Good Fund financial monitoring statement

### Background Papers

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

- Fife Council Annual Accounts 2023/2024

### Report Contacts

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

Andrew Gallacher  
Community Manager – City of Dunfermline  
New City House  
Edgar St, Dunfermline  
Email: Andrew.Gallacher-cn@fife.gov.uk

## Appendix 1

WEST COMMON GOOD									
FINANCIAL STATEMENT 2024/25					ANALYSIS OF GRANT PAYMENTS				
AS AT JANUARY 2025					APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS				
2023/24		2024/25	2024/25		£				£
		ACTUALS	FULL YEAR		OUTSTANDING	PROJECT	REF	AWARDED DATE	PAID
		TO DATE	PROJECTION		1,637	Dunfermline Regeneration Trust Viability	537	17/06/2019	
£		£	£		5,500	Dunfermline Southern Gateway Project Carnegie Dunfermline Trust	538	14/03/2019	
	INCOME				-	Trust	W009	17/12/2019	
(77,414)	RENTS	(11,950)	(77,414)		5,000	Feasibility Study	W013	04/08/2020	
						Dunfermline & West Fife - Wellbeing Through Heritage	W016	27/04/2021	
(16,170)	EXTERNAL INTEREST	(9,148)	(16,170)		-	Inverkeithing Civic Centre - Repairs to Town Clock	W020	16/06/2021	
	INTEREST ON REVENUE BALANCES	0	(23,551)		22,400	Dunfermline Skate Park	W028	07/02/2023	
	0 OTHER INCOME	(1,407)	(1,407)		20,000				
	OTHER INCOME - PROPERTY	1,407	1,407		54,537				-
#####	TOTAL INCOME	(21,098)	(117,135)						
					MAINTENANCE APPLICATIONS APPROVED IN PREVIOUS				
					£			AWARDED DATE	£
	EXPENDITURE				OUTSTANDING	PROJECT	REF		PAID
	PROPERTY COSTS - CORPORATE								
4,645	MANAGED	1,407	1,407						
9,673	PROPERTY COSTS - OTHER	10,204	10,204						
	MAINTENANCE APPLICATIONS - Current Yr	0	0						
	MAINTENANCE APPLICATIONS - Previous Yr	0	0		-				-
4,000	GRANTS - Current Year	0	20,000						
	GRANTS - Previous years	0	54,537						
(3,708)	OTHER EXPENDITURE	1,250	1,250						
					APPLICATIONS APPROVED IN 2024/25				
14,609	TOTAL EXPENDITURE	12,861	87,398		£			AWARDED DATE	£
					COMMITTED	PROJECT	REF		PAID
102,526	(SURPLUS)/DEFICIT FOR YEAR	(8,237)	(29,737)		20,000	Scobie Park	W030	03/06/2024	
	REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	0	54,537		20,000				-
102,526	(SURPLUS)/DEFICIT FOR YEAR	(8,237)	(84,274)						
					MAINTENANCE APPLICATIONS APPROVED IN 2024/25				
	FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/24				£			AWARDED DATE	£
			£		COMMITTED	PROJECT	REF		PAID
	HERITABLE PROPERTY		4,157,517						
	INVESTMENTS		377,135						
	PRIOR YEAR COMMITMENTS		54,537						
	REVENUE BALANCES (NET OF PRIOR YEAR COMMITMENTS)		409,784		-				-
	TOTAL FUND		4,998,974						



## Appendix 1 (Contd)

					£
IN YEAR ESTIMATE 24/25					84,274
CURRENT REVENUE BALANCES AVAILABLE					409,784
<b>TOTAL AVAILABLE TO SPEND IN 2024-2025</b>					<b>494,059</b>

<b>NEW APPLICATIONS TO BE APPROVED AT COMMITTEE</b>					
Culross Stables - Application Submitted					10,000
<b>NEW MAINTENANCE APPLICATIONS TO BE APPROVED AT THE COMMITTEE</b>					
Abbeyview Community Hub Overflow carpark resurface - Business case submitted					20,383
World War One Memorial					195,000
<b>POTENTIAL FUTURE APPLICATIONS</b>					
Inverkeithing Community Garden Wall. Business case in 25/26, approximate costs					40,000
<b>TOTAL</b>					<b>265,383</b>
<b>FUNDING REMAINING AFTER APPLICATIONS APPROVED</b>					
IN YEAR ESTIMATE 24/25					(181,109)
CURRENT REVENUE BALANCES AVAILABLE					409,784
<b>TOTAL AVAILABLE TO SPEND IN 2024-2025</b>					<b>228,676</b>

19 March 2025

Agenda Item No. 5

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## **West Fife Area Common Good Fund - Application for Assistance : W035 New Slate Roof at The Stables, Culross**

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Report by: Paul Vaughan, Head of Communities & Neighbourhoods

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Wards Affected: 1

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### **Purpose**

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The purpose of this report is to seek a Committee decision on the award of funding from the West Fife Area Common Good Fund.

### **Recommendation(s)**

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It is recommended that the Committee consider the application from the Culross Stables Community Hub (CSCH) , Culross from the West Area Common Good Fund for £10,000 to assist with the costs of a new slate roof for the building.

### **Resource Implications**

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A Finance Report (appendix 1) summarising and commenting on the current application.

### **Legal & Risk Implications**

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None

### **Impact Assessment**

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

### **Consultation**

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Ward 1 Councillors along with the Culross Community Council have been consulted and all are supportive of this project.

## 1.0 Background

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- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications to the Common Good Fund in West Fife must be determined by the West Fife Area Common Good Sub-Committee.
- 1.3 The Culross Stables Community Hub are looking for a contribution of £10,000 from the West Fife Area Common Good Fund to cover the cost of the new slate roof and associated works.

## 2.0 Application Details

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- 2.1 Culross Stables Community Hub (CSCH) is located within Culross at the western end of the West Car Park. The building is located adjacent to the main road through the village and benefits from a large enclosed secure courtyard.
- 2.2 CSCH, a SCIO, was established in September 2022 to take over ownership and management of the building from Culross Development Trust which was being wound up.
- 2.3 In 2018 Fife Council closed Stephen Memorial Hall (SMH) leaving CSCH as the only community resource within the local area. As a result of the closure of SMH in 2020, the revitalisation of CSCH as a community resource for the whole community has been of critical importance to maintain and enhance community cohesion, well-being and to provide opportunities for cultural, health, social and educational experiences. The level of commitment demonstrated by the trustees and the progress that has been achieved over the last 6 years in delivering a warm and welcome building (which is used 7 days a week) has been significant.
- 2.4 Following the significant internal refurbishment works, CSCH has demonstrated it is a place where local people of all ages can come together, where there are exercise classes such as chair yoga, fitness, mindfulness, Pilates, qi gong and yoga. There is also craft and baking activities with young and old to bridge the generation gap; social and cultural activities such as live music and comedy as well as a toddlers' group.
- 2.5 In 2018 a community wide consultation on the Stables was undertaken. The survey gathered the hopes and aspirations of the local community to determine what the future of the Stables as a community hub should look like.
- 2.6 In 2020 the initial refurbishment, included minor roof repairs to ensure the building was wind and watertight to enable major internal works to happen. It was always envisaged that the roof would require to be replaced at some point as these works were short-term. The roof has now reached end of life with regular leaks, sarking requiring to be replaced due to rot as well as the slates suffering from nail rot and slipping.

2.7 The roof replacement work will include the following:

- Erect scaffolding to access all roof elevations.
- Strip off all existing slates, felt ridging and debris.
- Replace any rotted sarking boards to strengthen.
- Remove all existing boarding from lower roof sections.
- Supply and fix new boards to lower roof sections.
- Supply and fit skylight window into the stairwell roof.
- Felt all roofing area with breathable membrane.
- Slate complete roof with Spanish heavy slate 16x10
- Re-fix concrete ridge tiles back on with new dry ventilated ridge roll system with fixture and fittings
- Total roof area is 256 sqm.

2.6 The total cost of the project is estimated at £41,982 of which the CSCH are seeking 24% funding of £10,000 from the common good Fund. The balance of £31,982 will be funded by Fife Environment Trust and CSCH using their own funds.

## 3.0 Conclusions

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3.1 The CSCH aim to offer a safe well designed and maintained space that promotes well-being, where people are proud to be; where they can access the facilities; advice and support they need at different times in their lives.

3.2 The application is considered to be eligible for Common Good funding.

### List of Appendices:

- 1 Financial Report

### **Report Contact**

Alastair Mutch, Community Manager, South and West fife

Telephone: 03451 555555

E mail: Alastair.mutch@fife.gov.uk

## COMMON GOOD APPLICATION - FINANCIAL EVALUATION FORM

Amount of Grant

£10,000

Application Number

W035

Grant Applicant

CULROSS STABLES COMMUNITY HUB

Contact Name  
AddressROBIN MACKENZIE  
THE STABLES  
CULROSS

Description of Project

NEW SLATE ROOF

Period of Accounts

23/24

## 1. One off Project

Yes

## 2. Information available from the Annual Accounts

Income &amp; Expenditure/Receipts &amp; Payments Account

Yes

Statement of Balances/Balance Sheet

Yes

Accounts Audited/Independent Examiner

Yes

Deficit or Surplus

as % of Total Expenditure

20.54%

Have Funds at end of year increased

No

If so, what is percentage increase on previous year

Organisations Annual Income

£92,982

Organisations Annual Expenditure

£77,140

Expenditure items appropriate

Yes

## 3. Comments from Evaluation of Accounts

## 4. Funding Breakdown

Detailed Breakdown of costs provided

Yes

Detailed Breakdown of Funding Income provided

Yes

## Income raised/applied for

## Current Application

£

£8,770 Common Good

## Income raised

380

TICKET SALES

200

Other Grants

100 FIFE COUNCIL GRANTS

80 COMMON GOOD FUND

Others

0

Total Income

9,530

Total Expenditure

380

## 5. Comments

£494k available to support this project

Funds Available	£
IN YEAR ESTIMATE 24/25	84,275
APPLICATIONS PENDING APPROVAL	265,383
UNCOMMITTED REVENUE BALANCES	409,784
<b>Total Funds Available</b>	<b>228,675</b>

## 5. Financial Monitoring Information (to be completed by Finance)

## NOTE 1

NEW APPLICATIONS TO BE APPROVED AT COMMITTEE	
Culross Stables	10,000
NEW MAINTENANCE APPLICATIONS TO BE APPROVED AT THE COMMITTEE	
Parkgate Car Park	20,383
World War One Memorial	195,000
<b>TOTAL</b>	<b>225,383</b>
POTENTIAL FUTURE APPLICATIONS	
Inverkeithing Community Garden Wall. Business case in 25/26, approximate costs	40,000
<b>TOTAL</b>	<b>265,383</b>
FUNDING REMAINING AFTER APPLICATIONS APPROVED	
In Year Estimate 24/25 (Surplus)/Deficit	181,109
Current Revenue Balances Available	409,784
<b>Remaining Balance</b>	<b>228,675</b>

Prepared By

J. Duncan

1/14/2025

Checked By

E Hodgson

2/26/2025

Designation

Accountant

Date

19 March 2025

Agenda Item No. 6

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## **West Fife Area Common Good Fund - Application for Assistance (WM001): Dunfermline World War 1 Memorial – Repair and Refurbishment Project**

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Report by: Paul Vaughan, Head of Communities & Neighbourhoods

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Wards Affected: 2, 3 & 4

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### **Purpose**

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The purpose of this report is to seek endorsement for an award of funding from the West Fife Area Common Good Fund.

### **Recommendation(s)**

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Members are asked to:-

- (1) note the estimated cost identified to carry out the programme of work has been valued at £195,000 and there are sufficient funds available; and
- (2) approve the request to fund vital repairs and refurbishments required to the World War 1 memorial in Dunfermline.

### **Resource Implications**

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A Finance Report (appendix 1) summarising and commenting on the current application is attached.

### **Legal & Risk Implications**

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None

### **Impact Assessment**

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

### **Consultation**

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All elected members for wards 2, 3 & 4 have been consulted on the nature of the project and work required.

## 1.0 Background

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- 1.1 Fife Council's policy position on Common Good is set out in the Common Good Policy Statement 2024 – approved at Cabinet Committee in 2024 - and can be found here [Fife-Council-Common-Good-Policy-Statement-2024.docx](#).
- 1.2 This policy states the Council should maintain common good assets along with the rest of the Council's assets and not let them fall into disrepair. The first call on the common good fund is, therefore, to maintain the common good assets, thereafter the annual income may be used to support local projects (through the grant application process).
- 1.3 The World War 1 Memorial is considered part of the council's assets. Following the Burgh and Council reorganisation in 1975, the Memorial became the responsibility of the Council.
- 1.4 When spending money out of the fund, regard is to be had to the interests of the inhabitants of the former burgh. This is generally taken to mean that the spend is to be for the public benefit of the former burgh.

## 2.0 Application Details

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- 2.1 The World War 1 Memorial, located on Monastery Street, Dunfermline, is part of the council's common good assets and is included on the register of common good assets: [Common Good Asset Register as at 31 March 2024](#). It is in the city's Historic Quarter, close to the Abbey and Palace and adjacent to a principal walkway that provides access to the southern part of these historic landmarks.
- 2.2 The Category-C listed memorial was originally sponsored and funded by the general public to mark and commemorate a significant event in the history of Dunfermline that affected thousands of local people and families; and there remains a great sense of civic pride associated with the memorial. The cost of the Memorial at time of its unveiling on September 26<sup>th</sup>, 1925, was £3000, which today would equate to around £234,000.
- 2.3 The memorial consists of a large cenotaph with wing walls on a platform that is reached by seven steps. The Dunfermline Burgh coat of arms is above the commemoration with metal panels affixed to the wing walls that list some 610 names of local soldiers from World War 1.
- 2.4 A civic rededication ceremony is being planned for this year on Tuesday October 7<sup>th</sup> 2025, to mark the Centenary of the memorial's unveiling. It is anticipated that the significant event will be attended by a notable VIP to commemorate the historical importance of the memorial.
- 2.5 The condition of the memorial has been deteriorating over the years and whilst in 2019 was assessed as being in 'fair' condition, it was assessed and moved into the 'poor' category in September 2023. If an asset is occupied and actively managed by a council service, then it is required to fund any repairs or maintenance from its

own budgets; however, the memorial is not actively managed by any service at present.

- 2.6 Action is required to repair, preserve and conserve the memorial to ensure its longevity for future generations. If funding is not awarded by the sub-committee, then there is currently no alternative plan to conserve the memorial, and officers will need to identify how to resolve this. There are currently no other dedicated budgets within the council to resource such efforts for common good assets.

## **Estimates**

- 2.7 The cost for undertaking the repair and refurbishment works has been estimated at £195,000, with the programme of work proposed to be designed, overseen and delivered by Fife Council.
- 2.8 Only a feasibility costing has been requested and completed at this stage. This provided the overall target figure for any funding efforts and was based on previous works, as well as potential costs at a higher than estimated level than a developed fixed price quote.
- 2.9 Other areas of works, such as those to the wall, have not been through a similar costing exercise yet, as the requirements are still being developed. However, the current feasibility cost does include a compensation value for accessibility to carry out the works, as well as works to the rear of the wall that had been identified during the initial costing visit.
- 2.10 A tendering process will be undertaken to establish provisional sums and schedules of rates to assess and determine the final cost of the work. Building Services will act as the main contractor for the works, on behalf of Property Services as the direct client.
- 2.11 The tendering process is driven by the method of access for the works. This is currently being developed but is likely to require rope access for certain areas. Therefore, the areas where this is required, would be put out for tenders through Public Contracts Scotland, with tender returns sealed until a specified date to ensure there is no query on prior knowledge of other quotes etc.
- 2.12 All the tenders received would then be evaluated to ensure they are providing best value and meet any certification requirements; and the costs for the proposed subcontractor for the award would then be used as basis of Building Services' quote.

## **Programming**

- 2.13 Undertaking works to a war memorial is very important to those in the local community, as well as all other stakeholders. It is therefore imperative that a high-quality standard is maintained throughout, on what is a complex project with specific health and safety requirements, on top of specialist heritage and conservation needs.
- 2.14 It was proposed therefore to manage this programme inhouse, utilising individuals who are extremely experienced with these types of works and have a proven track record of managing these successfully throughout Fife, meaning quality control can be assured.
- 2.15 The council has invested heavily in the training staff to ensure that we can deal with works involving memorials, as well as providing apprenticeship schemes to ensure these skills are taken forward for future generations.
- 2.16 Current repairs and refurbishments to be carried out:



- Raking out and repointing of all mortar joints with lime mortar
- Removal of all established vegetation and their roots from the mortar joints
- Cleaning of the lead plaques and refinishing them using patination oil. These lead plaques contain the Coat of Arms and the names of some of those commemorated by the Memorial.
- Soft touch cleaning of the Cullalo sandstone including treatment of the white/blue stain below lead plaques caused by lead oxide leaching down the face of the sandstone.
- Take down and rebuild (from ground level of Memorial precinct) damaged stone boundary wall, using lime mortar. Overall approximately 15m @ 3 blocks high; including curved section (9m). Finishing/tying into adjacent areas to ensure continuous boundary; protecting features/access routes as required and making good of any areas as necessary (e.g. new grass).
- Replacement, to match existing, of damaged copes and ornate railings (including decoration).
- Crack repairs/indents, removal of vegetation/roots and lime mortar repointing to open joints on elevation of boundary wall facing park (retaining higher ground level, so these areas are below the courses which require rebuilding).
- Erection of scaffold to provide access for all repairs as well as fall protection, to the Northeast elevation and all works to the Southeast and Southwest elevations. The scaffold is also required to bridge over and protect the ruinous Heugh Mills, part of the Dunfermline Abbey Scheduled Monument area, as well as taking into account changes of levels so potentially requiring staging/stepping.
- Repainting of all railings, including removal of loose paintwork, rust and ingrained dirt and the application of primer, undercoat and topcoat.
- Replacement, to match existing, the damaged slabs in the old flower bed situated directly in front the memorial.

- 2.17 The West Fife Common Good Fund, at December 2024, had funding available of £494,058; which is made up of £409,784 unallocated revenue balances (accumulated over a number of years) and a projected in year surplus of £84,274, so there are sufficient funds available to support the work. It is acknowledged that this application will reduce significantly the value of the unallocated revenue balance in 2024/25.
- 2.18 Paragraph 2.9 of the policy will apply from 31<sup>st</sup> March 2025. That is, any surplus unallocated revenue balance at the end of 2024/25 will be subject to 2.9 of the policy. If funding for the work is approved in 2024/25, the surplus unallocated revenue balance will be reduced.
- 2.19 A grant application for support for the works has also been submitted to the War Memorial Trust and a site visit took place on Friday, February 14<sup>th</sup> 2025. If successful, it is anticipated that an award of £20,000 would be made and thus deducted from the overall cost outlined above.
- 2.20 The outlined actions above will preserve and conserve the civic memorial and its longevity for future generations.

## 3.0 Conclusions

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- 3.1 The application is considered to be eligible for common good funding.

List of Appendices:

**Report Contact:**

Andrew Gallacher  
Community Manager, City of Dunfermline  
City Chambers, Kirkgate  
Dunfermline  
KY12 7ND  
Email: [andrew.gallacher-cn@fife.gov.uk](mailto:andrew.gallacher-cn@fife.gov.uk)

COMMON GOOD MAINTENANCE BUSINESS CASE

Amount requested

£195,000

Asset

World War One Memorial (category C listed asset)

Service requesting funding

Communities and Neighbourhoods

Is this service the holding service for the asset Y/N

Yes

Contact name

Andrew Gallacher, Community Manager, Dunfermline

Description of maintenance required

The works to Dunfermline World War One Memorial (category C listed) include:

- Raking out and repointing of all mortar joints with lime mortar.
- Removal of all established vegetation and their roots from the mortar joints.
- Cleaning of the lead plaques and refinishing them using patination oil. These lead plaques contain the Coat of Arms and the names of some of those commemorated by the Memorial.
- Soft touch cleaning of the Cullalo sandstone including treatment of the white/blue stain below lead plaques caused by lead oxide leaching down the face of the sandstone.
- Repainting of approximately 10 metres of railings, including removal of loose paintwork, rust and ingrained dirt and the application of primer, undercoat and topcoat.
- Erection of the scaffold to access high level works to the Northeast elevation and all works to the Southeast and Southwest elevations that are above a steep incline. The scaffold to the Southwest elevation is also required to bridge over the ruinous Heugh Mills; part of the Dunfermline Abbey Scheduled Monument area.
- Take down and rebuild (from ground level of Memorial precinct) damaged stone boundary wall, using lime mortar. Overall approximately 15m @ 3 blocks high; including curved section (9m). Finishing/lying in to adjacent areas to ensure continuous boundary; protecting features/access routes as required and making good of any areas as necessary (e.g. new grass).
- Replacement, to match existing, of damaged copes and ornate railings (including decoration).
- Crack repairs/inlets, removal of vegetation/roots and lime mortar repointing to open joints on elevation of boundary wall facing park (retaining higher ground level, so these areas are below the courses which require rebuilding).
- Scaffolding to allow access to the above works, as well as providing fall protection for works from higher ground level. Potentially stepped/staged to take into account changes of levels whilst protecting/bridging over the ruins of the Heugh Mill.
- Repainting of all railings – remainder of boundary wall, towards palace buildings/archway – approximately 55m; including removal of loose paintwork, rust and ingrained dirt and the application of primer, undercoat and topcoat.
- NB: with the exception of the decoration of the railings, all works are only to the area nearest to the Memorial. No works have been identified/required on any further sections of the wall.

What other funding options have been explored? Please provide short explanation for Common Good funding request

An application is being progressed with the War Memorials Trust. A site visit is planned for 14/02/25 with an application planned for submission afterwards. It is hoped to secure up to the value of £20,000 to support the refurbishment and repair works.

Total cost of project

£195,000

Detail of Project Cost

Service contribution

£0

% of project to be funded from Common Good

100%

Is the contract for work In House Services or External Contractors? Rationale for choice

5. Financial Monitoring Information (to be completed by Finance)

<b>NOTE 1</b>	
<b>NEW APPLICATIONS TO BE APPROVED AT COMMITTEE</b>	
Culross Stables	10,000
<b>NEW MAINTENANCE APPLICATIONS TO BE APPROVED AT THE COMMITTEE</b>	
Parkgate Car Park	20,383
World War One Memorial	195,000
	<b>225,383</b>
<b>POTENTIAL FUTURE APPLICATIONS</b>	
Inverkeithing Community Garden Wall. Business case in 25/26, approximate costs	40,000
<b>TOTAL</b>	<b>265,383</b>
<b>FUNDING REMAINING AFTER APPLICATIONS APPROVED</b>	
In Year Estimate 24/25 (Surplus)/Deficit	181,109
Current Revenue Balances Available	409,784
<b>Remaining Balance</b>	<b>228,675</b>

Prepared By

Date

Approved By (Finance)

Eleanor Hodgs Date 5/3/2025

Approved By Community Manager

Date

Approved By Committee for applications over £5k

Date

Financial Code if approved

19 March 2025

Agenda Item No. 7

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## **West Fife Area Common Good Fund - Application for Assistance : WM002 Park Road Recreation Grounds – Overflow Car Park**

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Report by: Paul Vaughan, Head of Communities & Neighbourhoods

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Wards Affected: 5

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### **Purpose**

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The purpose of this report is to seek a Committee decision on an award of funding from the West Fife Area Common Good Fund.

### **Recommendation(s)**

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Members are asked to:-

- (1) consider the application from Communities & Neighbourhoods Service for £20,838 from the Common Good Fund; and
- (2) acknowledge that the proposal outlined in the report is in line with Fife Council's Common Good policy regarding the maintenance and repair of common good assets, of which the land that the overflow car park is on is considered an asset.

### **Resource Implications**

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A Finance Report (appendix 1) summarising and commenting on the current application is attached.

A contribution to this project of £6,252.00 will be met from South & West Fife Local Community Planning Budget.

### **Legal & Risk Implications**

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None

### **Impact Assessment**

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

## Consultation

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Ward 5 Councillors along with the Rosyth Community Council have been consulted and all are supportive of this project.

## 1.0 Background

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- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications to the Common Good Fund in West Fife must be determined by the West Fife Area Common Good Sub-Committee/West Area Committee.
- 1.3 The Communities & Neighbourhoods Service are looking for a contribution of £20,838 from the West Fife Area Common Good Fund to cover the cost of the repairs to this overflow car park.

## 2.0 Application Details

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- 2.1 This application is requesting funding to repair the overflow car park at Park Road at Recreation Grounds at the rear of Parkgate Community Centre.
- 2.2 Due to parking demand, an extension was added to the existing car park many years ago. The extension has been a welcome addition and is used frequently to support sports teams using the multiple grass pitches as well as overspill parking for the nearby Community Centre, Library and Health Centre. The overflow area, in recent years is also used as a turning point for lorries accessing the recycling point contained within the main car park area.
- 2.3 The existing car park consists of a mono-blocked surface whilst the overflow area is tarred. The surface of the overflow area is now very worn, full of large potholes, almost unusable and now requires to be repaired and resurfaced. In a bid to keep costs down it is intended to repair 'like for like' reinstating the close grade tarred surface.
- 2.4 The project includes preliminary work, plane out existing car park, regulate surface with type 1 sub-base; supply and lay binder course and close grade surface materials.
- 2.5 The total cost of the project is £27,090.00 including contingencies for any material cost increases and delays. Funding support is requested from the West Area Common Good of £20,838.00. The remaining balance of £6,252.00 will be met from South & West Fifes' Local Community Planning Budget.

## 3.0 Conclusions

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- 3.1 The Park Road Recreation Grounds overflow car park is used by numerous sports teams accessing the various football and rugby pitches. Also, when the community centre, library and health centre are particularly busy the overflow car park is also used for these facilities.
- 3.2 Over last year the deterioration and damage to the car park surface has seen car users choosing to park their vehicles in adjacent streets. This generates angst amongst local residents. Repairing the overflow car park should help to alleviate this issue.
- 3.3 The application is considered to be eligible for Common Good funding.

### List of Appendices:

- 1 Financial Report

### **Report Contact**

Alastair Mutch, Community Manager, South and West fife  
Telephone: 03451 555555 ext. 473005  
E-mail: Alastair.Mutch@fife.gov.uk

COMMON GOOD MAINTENANCE BUSINESS CASE

Amount requested	<div>E20,383</div>	<div></div>
Asset	<div>Parkgate Community Centre Carpark</div>	
Service requesting funding	<div>Communities and Neighbourhoods</div>	
Is this service the holding service for the asset Y/N	<div>Yes</div>	
Contact name	<div>Brian Cashman Lead Officer Halls &amp; Centre – Fife Council</div>	
Description of maintenance required	<div>To resurface the overflow carpark at the rear of Parkgate Community Centre. The Parkgate Community Centre and Park Road Recreation Grounds form part of the Common Good assets within Rosyth. Due to parking demand, an extension was added to the existing car park many years ago. The extension has been a welcome addition and is used frequently to support the multiple grass pitches and overspill parking for the nearby Community Centre, Library and Health Centre. Fife Council Roads &amp; Transportation have a view that the overflow parking area was built as a stop gap solution and has never been adopted. It was possibly constructed with left over materials from another local roads repair. The surface is now very worn, full of large potholes, almost unusable and now requires to be repaired and resurfaced. The total cost of the project is £27,089.40</div>	
What other funding options have been explored? Please provide short explanation for Common Good funding request	<div>LCPB Budget funding £6,251</div>	
Total cost of project	<div>£27,089</div>	<div></div>
Detail of Project Cost	<div></div>	
Service contribution	<div>£6,251</div>	
% of project to be funded from Common Good	<div>75%</div>	
Is the contract for work In House Services or External Contractors? Rationale for choice	<div></div>	

5. Financial Monitoring Information (to be completed by Finance)

NOTE 1	
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Remaining Balance	228,675

Prepared By		Date	
Approved By (Finance)	Eleanor Hodgson	Date	5/3/2025
Approved By Community Manager		Date	
Approved By Committee for applications over £5k		Date	
Financial Code if approved			