

# Notice of meeting and agenda

## Culture and Communities Committee

**10.00 am Thursday, 29th February, 2024**

Dean of Guild Court Room - City Chambers

This is a public meeting and members of the public are welcome to attend or watch the live webcast on the Council's website.

The law allows the Council to consider some issues in private. Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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## **1. Order of Business**

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- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

## **2. Declaration of Interests**

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- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

## **3. Deputations**

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- 3.1 If any

## **4. Minutes**

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## **5. Forward Planning**

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## **6. Business Bulletin**

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7.2	Third Party Cultural Grants Funding 2024-25 – Report by the Executive Director of Place	109 - 118
7.3	Grants to Third Parties - Third Sector Interface and Equality and Rights Network 2024-25 – Report by the Executive Director of Corporate Services	119 - 128
7.4	Edinburgh Partnership Survey 2023 – Report by the Executive Director of Corporate Services	129 - 136
7.5	Playparks Investment – Report by the Executive Director of Place	137 - 146
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## 8. Routine Decisions

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8.1	Edinburgh Leisure Annual Report 2022-23 – Report by the Executive Director of Place	153 - 198
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8.4	Culture and Communities: Revenue Budget Monitoring 2023/24 – Month Eight Position – Report by the Executive Director of Place	209 - 214
8.5	Events Budgeting – Report by the Executive Director of Place	215 - 224
8.6	Gorgie Farm Site Update – Report by the Executive Director of Place	225 - 248
8.7	Parks and Openspace Investment Update – Report by the	249 - 258

	Executive Director of Place	
<b>8.8</b>	Edinburgh Cemetery Tour Registration Scheme - Update – Report by the Executive Director of Place	259 - 296
<b>8.9</b>	New Calton Burial Ground Watchtower - Proposals for Repair and Reuse – Report by the Executive Director of Place	297 - 344
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## **9. Motions**

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- 9.1** By Councillor Walker - Fruitmarket- Creative Connections  
“Committee
- 1) Values the important role Fruitmarket plays in creating accessible and empowering spaces for artists and audiences in Edinburgh by presenting a diverse programme of free exhibitions, performances and events in the centre of the city.
  - 2) Demonstrates a continued commitment to collaborating with communities and local cultural organisations and spreading the positive outcomes of cultural provision across the city.
  - 3) Welcomes Fruitmarket’s new engagement programme for schools, Creative Connections.”
- 9.2** By Councillor McFarlane - Million Tree City - Consideration of Allergens  
“Committee:
- 1) Welcomes the continued commitment and aims of the Million Tree City Project.
  - 2) Notes the advice from Allergy UK to avoid planting certain tree species near homes or in school grounds where the pollens can sensitise susceptible people leading to worsening symptoms of allergy including hay fever and

asthma.

- 3) Understands that several of the tree species featured in the 2024 planting season free tree giveaway are potential problem species, such as Alder, Hazel and Silver Birch which is considered to be the most allergenic of these species.
- 4) Therefore committee requests that officers work with the Lothian Green Space Trust and other partners involved in the Million Tree City project to increase diversity of tree species to avoid excessive quantities of a specific pollen type at any one time, and to consider allergenicity in the selection and prioritisation of tree species for planting, prioritising low allergen species such as insect pollinated trees, where possible but especially in giveaways for domestic and school properties.”

### **9.3** By Councillor McFarlane – Edinburgh Deaf Festival

“Committee:

- 1) Understands that The Edinburgh Deaf Festival was established by charity Deaf Action in 2022 to celebrate deaf culture and promote a positive deaf identity, and agrees that over the last three years the festival has created invaluable opportunities to showcase deaf talent; raise awareness of creativity in sign language use and promote inclusive communication strategies.
- 2) Notes that the festival delivers a 10-day programme of theatre, storytelling, cabaret, visual art and visual vernacular in August each year, which:
  - meet the needs of the diversity of deaf people, with an important focus on children and families.
  - finds and works with deaf talent and supports them to develop their material at the festival.
  - provides an accessibility toolkit to allow hearing/’mainstream’ performers to reach deaf audiences, and for deaf performers to reach hearing

audiences in turn.

- 3) Further notes that the festival is accessible for all, and therefore also gives hearing audiences the opportunity to learn more about deaf culture and gain an increased understanding and appreciation of the deaf community.
- 4) Committee agrees that Edinburgh's Deaf Festival closely aligns with Aim 1, 2 and 3 of the Citywide Culture Strategy 2023-30, particularly by supporting a broad spectrum of creative and cultural practitioners to develop their careers and providing a platform to celebrate the diversity of Edinburgh's residents. Further agrees that the work Deaf Action have undertaken including supporting BSL interpretation on the Fringe High Street is innovative and has the potential to increase Edinburgh's international reputation as a welcoming and accessible city.
- 5) Considering the above, committee agrees that Council Officers should seek to build our partnership and relationship with the festival, and should explore ways (financial or otherwise) in which we can support it's sustainable development in the years to come with committee being updated on significant developments in future business bulletin updates."

#### **9.4** By Councillor Osler - Temporary Toilet Facilities (in Parks)

"Committee

- 1) Notes that on Thursday 22 February 2024 Council agreed through its budget-setting process to continue to fund some temporary public toilet facilities in parks for another year.
- 2) Notes that in previous years the three parks that benefited from this temporary toilet facilities provision were Inverleith Park, Leith Links and The Meadows.
- 3) Notes that due to £3m investment in Parks and Greenspace from the Lib Dem budget passing in February 2023, £600,000 was allocated for permanent, publicly

accessible toilets in the three Parks mentioned in 2. above.

- 4) Notes that work is currently progressing to deliver semi-permanent facilities in all three Parks mentioned above and the hope is the majority will be delivered Summer 2024.

Therefore Committee

- 5) Agrees to a report in one cycle setting out the timelines for establishment of semi-permanent facilities in each of Inverleith Park, Leith Links and The Meadows and setting out other parks that could be considered for temporary facilities if they are not required in any such locations on account of semi-permanent facilities actually being installed.”

**9.5** By Councillor Thornley - Safety of the Off-Street Path Network Committee;

- 1) Notes that recent discussion around the potential routes for tram line extensions have highlighted the lack of safety across much of our off-street path network
- 2) Agrees that whatever the outcome regarding tram extensions, the off-street path network should be safe for users and residents.
- 3) Notes the Council’s aim to reduce car usage in the city, and the role that safe pedestrian routes are vital to encourage walking, wheeling and cycling.
- 4) Further notes ongoing lighting projects in parks across the city, and the inclusion of path lighting in projects such as the West Edinburgh Link.

Committee therefore requests a report in two cycles outlining;

- which parts of the off-street path network are currently lit, and to what standard, and which parts are not lit.
- what options are available beyond lighting to improve the safety of the off-street path network, such as CCTV or

cutting back overgrown foliage to improve sightlines.

- How any additional monies allocated for the 2024/25 budget for the purpose of improving the safety of the off-street path network can be best spent.“

## **Nick Smith**

Service Director, Legal and Assurance

## **Committee Members**

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Councillor Val Walker (Convener), Councillor Lezley Marion Cameron, Councillor Fiona Glasgow, Councillor Dan Heap, Councillor Finlay McFarlane, Councillor Amy McNeese-Mechan, Councillor Max Mitchell, Councillor Marie-Clair Munro, Councillor Hal Osler, Councillor Alex Staniforth and Councillor Edward Thornley

## **Information about the Culture and Communities Committee**

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The Culture and Communities Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council. This meeting of the Culture and Communities Committee is being held in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh and remotely by Microsoft Teams.

## **Further information**

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If you have any questions about the agenda or meeting arrangements, please contact Daniel Baigrie, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4264, email [daniel.baigrie@edinburgh.gov.uk](mailto:daniel.baigrie@edinburgh.gov.uk) / [louise.p.williamson@edinburgh.gov.uk](mailto:louise.p.williamson@edinburgh.gov.uk).

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# Minutes

## Culture and Communities Committee

10.00am, Thursday 7 December 2023

### Present:

Councillors Walker (Convener), Lezley Marion Cameron (Items 1-18), Glasgow, Graham (Substituting for Lezley Marion Cameron from item 19), Heap, McFarlane, McNeese-Mechan, Mitchell, Munro, Osler, Staniforth and Thornley.

### 1. Deputations

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#### Gorgie Farm - In relation to item 6.1 – Business Bulletin (Gorgie Farm Site Update)

The deputation noted that their progress to date on the Gorgie Farm project had been community lead and there had been extensive consultation. They had taken a co-design approach to identify aspirations for the site as well as community need. They had received 400 responses to a recent online questionnaire and had 30 ‘cuppa conversations’ as well as 40 on-site tours. They had identified opportunities for training and development for individuals on the site including food growing, gardening and cooking. They were working on a feasibility study and considering the return of animals to the site. Income options from a range of sources were being explored. Their priorities include capital investment and raising revenue. Two community groups were regularly meeting on site.

### 2. Minutes

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#### Decision

To approve the minute of the Culture and Communities Committee of 05 October 2023 as a correct record subject to the adjustment to item 20 of the minute to show the correct names under the voting section as follows:

“For the motion (as adjusted) - 8 votes

For the amendment (as adjusted) - 3 votes

(For the motion (as adjusted): Councillors Faccenda, Mitchell, Munro Osler, Parker, Staniforth, Thornley and Walker.

For the amendment (as adjusted): Councillors Campbell, Glasgow and McNeese Mechan.)”

(Reference – Minute of the Culture and Communities Committee, submitted)

### 3. Work Programme

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The Committee's Work Programme was presented for review.

**Decision:**

To note the work programme.

(Reference – Culture and Communities Committee Work Programme, 7 December 2023, submitted)

### 4. Rolling Actions Log

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The Culture and Communities Committee Rolling Actions Log was presented.

**Decision:**

- 1) To agree to close the following actions:
  - **Action 4** – Lauriston Farm, proposed lease
  - **Action 5** - Festivals for Europe Seal for Festival Cities and Regions
  - **Action 6** - Cemeteries Strategy
  - **Action 7** – Cemetery Management Rules
  - **Action 12** – Bridgend Farmhouse
  - **Action 20** – Bridgend Farmhouse Reserve Funding
  - **Action 21(b)** – Fundraising for Community Led Heritage Groups
  - **Action 25 (2)** – Parks and Greenspace investment
  - **Action 26.2** – Lawn Tennis Association Investment
  - **Action 27(2&3)** – Edinburgh Museums and Galleries
  - **Action 30** – NHS Public Health Annual Report
  - **Action 37** – Gorgie Farm
  - **Action 39.2** – Amplification of Sound
  - **Action 40 (1&3)** – Trees in the City
  - **Action 41 (1)** – Third Party Cultural Grants
  - **Action 43** – Free Tickets Hogmanay
  - **Action 46.2** – Events Budgeting
- 2) To otherwise note the remaining outstanding actions.

(Reference – Culture and Communities Committee Rolling Actions Log 7 December 2023, submitted)

## 5. Business Bulletin

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The Culture and Communities business bulletin was presented.

### Decision

- 1) To note the updates in the business bulletin.
- 2) Park Lighting Improvements – To provide updates to committee members on the progress of the project.
- 3) Park Lighting Improvements – To circulate to committee members a briefing note detailing the four park lighting projects will be completed by the end of the financial year
- 4) Reuse of Tennis Balls at Council Facilities – To circulate via email to committee members the start date of this service.
- 5) Warm Spaces – Officers to work with organisations to identify potential Warm Spaces in areas of the city where there are currently none.
- 6) Management Rules for Public Parks and Openspaces 2023-2033 - To hold a briefing session with committee members prior to the consultation going live.
- 7) Carbon Management – Culture Funded Organisations – Officers to provide an on what happens to data provided by funded organisations after it is gathered.

(Reference – Culture and Communities Committee Business Bulletin, 7 December 2023, submitted)

## 6. Police Scotland – Edinburgh City Division – Scrutiny Report – April to September 2023.

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An update was provided on Police Scotland's Edinburgh City Division city-wide plans, policies and performance for the period April to September 2023.

Superintendents Mark Rennie and Sam Ainslie spoke to the report and responded to members' questions.

### Decision

To note the report by the Executive Director of Corporate Services.

(References – report by the Executive Director of Corporate Services, submitted)

## 7. Culture and Communities: Revenue Budget Monitoring 2023/24 – Month Five Position

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Details were provided on the Culture and Communities Revenue Budget Monitoring 2023/24 - Month Five Position which forecast adverse outturn variances of £1.47m for the Culture and Wellbeing service and a variance of £0.016m for the Parks and Greenspaces service. Measures would continue to be progressed by Place Directorate to offset budget pressures and to fully deliver approved savings targets to achieve outturn expenditure and income in line with the approved revenue budget for 2023/24.

## Decision

- 1) To note the forecast adverse outturn variance of £1.47m for the Culture and Wellbeing service and a favourable variance of £0.16m for the Parks and Greenspaces service, based on the five-month revenue budget monitoring position.
- 2) To note Place Directorate was forecasting a pressure of £0.71m as at month five.
- 3) To note the need for all existing pressures, savings delivery shortfalls and risks to be fully and proactively managed within Directorates.
- 4) To note measures would continue to be progressed by Place Directorate to offset budget pressures and to fully deliver approved savings targets to achieve outturn expenditure and income in line with the approved budget for 2023/24.
- 5) To note the ongoing risks to the achievement of a balanced budget projection for services within the remit of the Culture and Communities Committee.
- 6) To note a further update would be provided to members of the Committee.
- 7) To circulate to committee members, a briefing note in relation to the additional property costs at Saltire Court once negotiations with the landlord were complete.

(Reference - report by the Executive Director of Place, submitted)

## 8. Future Libraries

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An overview was provided of the proposal to develop a new strategy and vision for the library service. Approval was sought to undertake engagement and consultation processes to gather views and suggestions in relation to the development work.

### Motion

- 1) To note the update on Edinburgh's Library Service and the plans for future development.
- 2) To agree the proposal to develop a new strategy and vision for Edinburgh City Libraries Service which will provide the framework for service delivery and development over the next five years.
- 3) To agree to commence an engagement and formal consultation process, to be undertaken with residents, service users, elected members, key stakeholders and library staff to gather views and feedback on current and future libraries service provision in order to help shape a new libraries strategy and vision and to inform future proposals for change.
- 4) To agree to receive a future report following completion of the engagement and consultation processes, which will include any specific proposals for change and the new libraries strategy for approval.
- 5) To agree to establish a time limited All Party Oversight Group (APOG) to oversee the development of the libraries strategy and vision.

- 6) If Committee agrees recommendation 5, to agree the membership of the APOG as proposed at paragraph 4.5 and note that the APOG will be convened at key stages of the service review.

- moved by Councillor Walker, seconded by Councillor Mitchell

### **Amendment 1**

- 1) To note the update on Edinburgh's Library Service and the plans for future development.
- 2) To agree the proposal to develop a new strategy and vision for Edinburgh City Libraries Service which will provide the framework for service delivery and development over the next five years with the following additions;
  - a) To agree that no libraries are closed or have their opening hours reduced as a result of the review.
  - b) To agree that work is carried out to maximise the use of the existing estate, with an additional focus on areas with high levels of SIMD 1-4.
  - c) To put tackling poverty at the heart of the strategy and any future proposals
  - d) To enshrine work to enhance literacy in children, and throughout age groups
  - e) To support community-based activity within the buildings for older groups or residents as well as employability and service access services currently facilitated in libraries to enhance residents' wellbeing.
  - f) To seek to retain and enhance services that provide for residents who have English as an additional language.
  - g) To seek to recognise, enhance and protect the existing relationships that have been built between libraries staff and their communities
- 3) To agree to commence an engagement and formal consultation process, to be undertaken with residents, service users, elected members, key stakeholders and library staff to gather views and feedback on current and future libraries service provision in order to help shape a new libraries strategy and vision and to inform future proposals for change.
- 4) To agree to receive a future report following completion of the engagement and consultation processes, which will include any specific proposals for change and the new libraries strategy for approval.
- 5) To agree to establish a time limited All Party Oversight Group (APOG) to oversee the development of the libraries strategy and vision.
- 6) If Committee agrees recommendation 5, to agree the membership of the APOG as proposed at paragraph 4.5 and note that the APOG will be convened at key stages of the service review.

- 7) To note that Blackhall Library remains closed due to the RAAC issues facing the building and asks for an update report in advance of this strategy being considered to Culture and Communities on options for the library's future.

- moved by Councillor McNeese-Mechan, seconded by Councillor Glasgow

### **Amendment 2**

- 1) To note the update on Edinburgh's Library Service and the plans for future development.
- 2) To agree the proposal to develop a new strategy and vision for Edinburgh City Libraries Service which will provide the framework for service delivery and development over the next five years.
- 3) To agree to commence an engagement and formal consultation process, to be undertaken with residents, service users, elected members, key stakeholders and library staff to gather views and feedback on current and future libraries service provision in order to help shape a new libraries strategy and vision and to inform future proposals for change.
- 4) To agree to receive a future report following completion of the engagement and consultation processes, which will include any specific proposals for change and the new libraries strategy for approval.
- 5) To agree to establish a time limited All Party Oversight Group (APOG) to oversee the development of the libraries strategy and vision.
- 6) If Committee agrees recommendation 5, to agree the membership of the APOG to be capped at one member per Council Group. The first meeting of the APOG will be in January 2024 and at that meeting it will be decided at what future stages the APOG will meet.

- moved by Councillor Osler, seconded by Councillor Thornley

### **Amendment 3**

- 1) To note the update on Edinburgh's Library Service and the plans for future development.
- 2) To agree the proposal to develop a new strategy and vision for Edinburgh City Libraries Service which will provide the framework for service delivery and development over the next five years.
- 3) To agree to commence an engagement and formal consultation process, to be undertaken with residents, service users, elected members, key stakeholders and library staff to gather views and feedback on current and future libraries service provision in order to help shape a new libraries strategy and vision and to inform future proposals for change.
- 4) To agree to receive a future report following completion of the engagement and consultation processes, which will include any specific proposals for change and the new libraries strategy for approval.



- 5) To agree to establish a time limited All Party Oversight Group (APOG) to oversee the development of the libraries strategy and vision.
- 6) If Committee agrees recommendation 5, to agree the membership of the APOG composed of a party spokesperson from each group. as proposed and to note that the APOG will be convened at key stages of the service review and with the remit and review dates agreed at the first meeting and reported in the business bulletin, in line with the guidance for APOGs agreed at Full Council in March 2023.

- moved by Councillor Heap, seconded by Councillor Staniforth

In accordance with Standing Order 22(13), Amendments 1, 2 and 3 were accepted as addendums to the motion.

### **Voting**

For the Motion (as adjusted) - 9 votes  
 For Amendment 3 (as adjusted) - 2 votes

(For the Motion (as adjusted): Councillors Lezley Marion Cameron, Glasgow, Heap McFarlane, McNeese-Mechan, Osler, Staniforth, Thornley and Walker.

For Amendment 2: Councillors Mitchell and Munro.)

### **Decision**

To approve the following adjusted Motion by Councillor Walker:

- 1) To note the update on Edinburgh's Library Service and the plans for future development.
- 2) To agree the proposal to develop a new strategy and vision for Edinburgh City Libraries Service which would provide the framework for service delivery and development over the next five years with the following additions;
  - a) To agree that no libraries be closed or have their opening hours reduced as a result of the review.
  - b) To agree that work be carried out to maximise the use of the existing estate, with an additional focus on areas with high levels of SIMD 1-4.
  - c) To put tackling poverty at the heart of the strategy and any future proposals
  - d) To enshrine work to enhance literacy in children, and throughout age groups
  - e) To support community-based activity within the buildings for older groups or residents as well as employability and service access services currently facilitated in libraries to enhance residents' wellbeing.
  - f) To seek to retain and enhance services that provided for residents who had English as an additional language.
  - g) To seek to recognise, enhance and protect the existing relationships that had been built between libraries staff and their communities.

- h) That the strategy would cover, but not be limited to tackling climate change, poverty and promoting social inclusion.
- 3) To agree to commence an engagement and formal consultation process, to be undertaken with residents, service users, elected members, key stakeholders and library staff to gather views and feedback on current and future libraries service provision in order to help shape a new libraries strategy and vision and to inform future proposals for change.
  - 4) To agree to receive a future report following completion of the engagement and consultation processes, which will include any specific proposals for change and the new libraries strategy for approval.
  - 5) To agree to establish a time limited All Party Oversight Group (APOG) to oversee the development of the libraries strategy and vision.
  - 6) To agree the membership of the APOG to be capped at one member per Council Group as a party spokesperson from that Group. The APOG would be convened at key stages of the service review, with the remit and review dates agreed at the first meeting in January 2024. This will be reported in the business bulletin, in line with the guidance for APOGs agreed at Full Council in March 2023.
  - 7) To note that Blackhall Library remained closed due to the RAAC issues facing the building and ask for an update report in advance of this strategy being considered to Culture and Communities on options for the library's future

(Reference – report by the Executive Director of Place, submitted).

## 9. New Collections Centre and Museums and Galleries

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Details were provided on the context within which officers were proposing to develop an Outline Business Case for the creation of a new collections centre and for the transformation of the Council's museums and galleries service.

### Motion

- 1) To note the work undertaken to date in respect of proposals to deliver a new vision for the Museums and Galleries Service: creating a new collections centre, maximising income to drive future innovation and refocussing the estate
- 2) To agree that officers should continue with the development of the Outline Business Case for a new collections centre and Museums and Galleries transformation, and progress with the feasibility study
- 3) To agree to continue investigations into the potential to introduce admission charges for people visiting the city (maintaining free access for residents), noting that if there is a legal basis to do so and Committee agree to proceed, a pilot could take place in 2024/25.

- 4) To approve that, subject to the wider Place Directorate budget financial performance, income from temporary exhibitions could be transferred to the Special Exhibitions Fund.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

#### **Amendment 1**

- 1) To note the work undertaken to date in respect of proposals to deliver a new vision for the Museums and Galleries Service: creating a new collections centre, maximising income to drive future innovation and refocussing the estate.
- 2) To agree that officers should continue with the development of the Outline Business Case for a new collections centre and Museums and Galleries transformation, and progress with the feasibility study.
- 3) To agree to continue investigations into the potential to introduce admission charges for people visiting the city (maintaining free access for residents and accompanying unpaid or paid carers), noting that if there is a legal basis to do so and Committee agree to proceed, a pilot could take place in 2024/25.  
Understanding that there is no barrier to commence training staff within the museums and galleries to greet visitors and encourage a donation as visitors leave the premises via cash or contactless card terminal and that this may provide a solution that drives up visitor donations from those who are able whilst maintaining free access to all visitors. Therefore, agrees that a trial should be undertaken of this method as other options are being further explored, reporting back ahead of any decision to introduce standard charges (maintaining free access as above).
- 4) To request that officers bring a report to Culture and Communities Committee exploring the proposal of setting a % of income from temporary exhibitions that could be ringfenced and automatically transferred into the Special Exhibitions Fund with additional deposits made subject to the wider Place Directorate budget financial performance to aid and protect venue sustainability.
- 5) To request a business bulletin update detailing progress made to utilise Creative Scotland funding to revamp the Museums and Galleries website – specifically to better facilitate digital fundraising via a prominent ‘Donate’ button, and further efforts to make it simpler to join Edinburgh’s ‘Friends of’ membership scheme.
- 6) To agree that restoring and reopening the popular Nelson Monument should be prioritised and therefore requests a further business bulletin to C&C in February 2024 updating on progress to date in achieving this.

- moved by Councillor McFarlane, seconded by Councillor McNeese-Mechan

#### **Amendment 2**

- 1) To note the work undertaken to date in respect of proposals to deliver a new vision for the Museums and Galleries Service: creating a new collections centre, maximising income to drive future innovation and refocussing the estate.

- 2) To agree that officers should continue with the development of the Outline Business Case for a new collections centre and Museums and Galleries transformation, and progress with the feasibility study.
- 3) To agree to continue investigations into the potential to introduce admission charges for people visiting the city (maintaining free access for residents and persons with disabilities and low income people), noting that if there is a legal basis to do so and Committee agree to proceed, a pilot could take place in 2024/25.
- 4) To approve that, subject to the wider Place Directorate budget financial performance, income from temporary exhibitions could be transferred to the Special Exhibitions Fund.

- moved by Councillor Heap, seconded by Councillor Staniforth

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as addendums to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Walker:

- 1) To note the work undertaken to date in respect of proposals to deliver a new vision for the Museums and Galleries Service: creating a new collections centre, maximising income to drive future innovation and refocussing the estate.
- 2) To agree that officers should continue with the development of the Outline Business Case for a new collections centre and Museums and Galleries transformation, and progress with the feasibility study.
- 3) To agree to continue investigations into the potential to introduce admission charges for people visiting the city (maintaining free access for residents and accompanying unpaid or paid carers, and persons with disabilities and low income people”), noting that if there was a legal basis to do so and Committee agree to proceed, a pilot could take place in 2024/25. Understanding that there was no barrier to commence training staff within the museums and galleries to greet visitors and encourage a donation as visitors left the premises via cash or contactless card terminal and that this might provide a solution that drove up visitor donations from those who were able whilst maintaining free access to all visitors. Therefore, to agree that a trial should be undertaken of this method as other options were being further explored, reporting back ahead of any decision to introduce standard charges (maintaining free access as above).
- 4) To request that officers bring a report to Culture and Communities Committee exploring the proposal of setting a % of income from temporary exhibitions that could be ringfenced and automatically transferred into the Special Exhibitions Fund with additional deposits made subject to the wider Place Directorate budget financial performance to aid and protect venue sustainability.
- 5) To request a business bulletin update detailing progress made to utilise Creative Scotland funding to revamp the Museums and Galleries website – specifically to

better facilitate digital fundraising via a prominent 'Donate' button, and further efforts to make it simpler to join Edinburgh's 'Friends of' membership scheme.

- 6) To agree that restoring and reopening the popular Nelson Monument should be prioritised and to therefore request a further business bulletin to Culture and Communities in February 2024 updating on progress to date in achieving this.

(Reference – report by the Executive Director of Place, submitted)

## **10. Cemeteries Update – Support for Volunteer Groups and Cemetery Rules**

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An update was provided on revised Cemetery Management Rules agreed in August 2022 together with recommendations for the management and funding of cemetery 'Friends' groups.

### **Decision**

- 1) To agree that income described in paragraph 4.2 of the report by the Executive Director of Place should continue to be distributed between the Friends Groups specified in Appendix 1 to the report on receipt of an appropriate request from the organisation; and that said funding would be provided only for works within the relevant cemetery and must be accounted for by the recipients.
- 2) To note the update on Cemetery Management rules.
- 3) To agree to discharge outstanding remits for these items.

(Reference –report by the Executive Director of Place, submitted)

## **11. Craigmillar Castle Park Cemetery Commissioning Phase 2**

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An update was provided on the remaining capacity for burials at Craigmillar Castle Park Cemetery (CCP) and proposals to implement Phase 2 of the planned development of the site.

### **Decision**

- 1) To note the current limited burial space in the city, and the space currently available at Craigmillar Castle Park cemetery.
- 2) To note the intention to implement the Phase 2 development at Craigmillar Castle Park cemetery.
- 3) To discuss with colleagues in planning potential use of section 75 funds to support with the cemetery estate.

(Reference – report by the Executive Director of Place, submitted)

## **12. Cultural Grants Funding 2018 - 23**

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Details were provided on the impact an increase in the third party cultural grants revenue budget would have on the scope and sustainability of the city's key cultural infrastructure and deliverability of the Councils Business Plan and Cultural Strategy.

## Decision

To note the report by the Executive Director of Place.

(Reference – report by the Executive Director of Place, submitted)

## 13. Amplification of Sound in Public Spaces

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Details were provided on the evidence required to lodge a byelaw application, together with the on-going work with the artist community and on the Convener's letter to the Scottish Government.

### Motion

- 1) To note the update on the evidence threshold for lodging a byelaw application.
- 2) To note officers would continue to engage with the busking community, Fringe Society, Keep Streets Live and others, exploring opportunities to work with them.
- 3) To note the Convener wrote to the Minister for Local Government, Joe Fitzpatrick MSP on 9 November 2023 to seek an early discussion on this issue and on the potential to extend the powers to local authorities for section 54 of the Civic Government (Scotland) Act 1982.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

### Amendment 1

- 1) To note the update on the evidence threshold for lodging a byelaw application.
- 2) To note officers would continue to engage with the busking community, Fringe Society, Keep Streets Live and others, exploring opportunities to work with them.
- 3) To note the Convener wrote to the Minister for Local Government, Joe Fitzpatrick MSP on 9 November 2023 to seek an early discussion on this issue and on the potential to extend the powers to local authorities for section 54 of the Civic Government (Scotland) Act 1982.
- 4) To acknowledge that whilst busking issues can be dealt with under existing legislation by Police Scotland, this rarely results in any meaningful action to address nuisance amplification in real time, resulting in residents self-enforcing the councils busking guidance rules.

Understands that at times this has led to conflict and agrees that artists busking should adhere to the council's guidance at all times. For clarity these are:

- busk between 9am and 9pm
- play at a considerate volume so passers-by can hear you but nearby businesses and residents are not disturbed
- move on to another pitch at least 50 meters away after one hour
- stop busking if anyone complains about what you're doing or if requested by a Police. Otherwise you'll risk being charged and having any equipment seized.

Please Don't

- set up your pitch within 50 metres of another busker
  - spread out equipment or other items that could get in pedestrians way
  - busk near doorways or cash points
  - act or speak aggressively to people asking you to stop
- 5) To request officers work to see how soft power of street enforcement officers can be utilised in helping buskers resident or visiting the city to understand and comply with the Transport & Environment Committee rules whilst work is ongoing to enable the devolution enforcement powers via section 54 of the Civic Government (Scotland) Act 1982.

- moved by Councillor McFarlane, seconded by Councillor Glasgow

### **Amendment 2**

- 1) To instruct the Convener to write to the Scottish Government to provide the evidence gathered from the Council's survey and ask for its support for a bylaw to control the amplification of sound in Edinburgh.
- 2) To note officers would continue to engage with the busking community, Fringe Society, Keep Streets Live and others, exploring opportunities to work with them.
- 3) To note the Convener wrote to the Minister for Local Government, Joe Fitzpatrick MSP on 9 November 2023 to seek an early discussion on this issue and on the potential to extend the powers to local authorities for section 54 of the Civic Government (Scotland) Act 1982.

- moved by Councillor Osler, seconded by Councillor Thornley

In accordance with Standing Order 22(13), Amendments 1 and 2 were accepted as addendums to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Walker:

- 1) To instruct the Convener to write to the Scottish Government to provide the evidence gathered from the Council's survey and ask for its support for a bylaw to control the amplification of sound in Edinburgh.
- 2) To note officers would continue to engage with the busking community, Fringe Society, Keep Streets Live and others, exploring opportunities to work with them.
- 3) To note the Convener wrote to the Minister for Local Government, Joe Fitzpatrick MSP on 9 November 2023 to seek an early discussion on this issue and on the potential to extend the powers to local authorities for section 54 of the Civic Government (Scotland) Act 1982.
- 4) To acknowledge that whilst busking issues could be dealt with under existing legislation by Police Scotland, this rarely resulted in any meaningful action to address nuisance amplification in real time, resulting in residents self-enforcing the councils busking guidance rules.

To understand that at times this had led to conflict and agree that artists busking should adhere to the council's guidance at all times. For clarity these were:

- busk between 9am and 9pm
- play at a considerate volume so passers-by can hear you but nearby businesses and residents are not disturbed
- move on to another pitch at least 50 meters away after one hour
- stop busking if anyone complains about what you're doing or if requested by a Police. Otherwise you'll risk being charged and having any equipment seized.

Please Don't

- set up your pitch within 50 metres of another busker
  - spread out equipment or other items that could get in pedestrians way
  - busk near doorways or cash points
  - act or speak aggressively to people asking you to stop
- 5) To request officers work to see how soft power of street enforcement officers can be utilised in helping buskers resident or visiting the city to understand and comply with the Transport and Environment Committee rules whilst work was ongoing to enable the devolution enforcement powers via section 54 of the Civic Government (Scotland) Act 1982.

(References – Culture and Communities Committee of 13 December 2022 (item 10); Culture and Communities Committee of 5 October 2023 (item 5); report by the Executive Director of Place, submitted.)

## 14. **Edinburgh Film Charter Update**

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Approval was sought for the updated Edinburgh Council Film Charter.

### **Decision**

To approve the updated Edinburgh Council Film Charter.

(References –report by the Executive Director of Place, submitted)

## 15. **Edinburgh Million Tree City Update**

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Details were provided on progress with tree planting activities, procuring supplies, and establishing contacts with stakeholders and suppliers contributing to achieving the ambition to reach one million trees by 2030.

### **Motion**

- 1) To note the progress with the Edinburgh Million Tree City Project in reaching the Council's target of one million trees by 2030.
- 2) To note that a net increase of 55,469 trees (22% of 2030 target) have been planted so far, including 30,362 trees in 2022/23 (which takes into account 911 known tree removals).



- 3) To note the progress with determining planting locations and planting trees, and collating tree numbers.

- moved by Councillor Walker, seconded by Councillor Osler

#### **Amendment 1**

- 1) To note the progress with the Edinburgh Million Tree City Project in reaching the Council's target of one million trees by 2030.
- 2) To note that a net increase of 55,469 trees (22% of 2030 target) have been planted so far, including 30,362 trees in 2022/23 (which takes into account 911 known tree removals).
- 3) To note the progress with determining planting locations and planting trees, and collating tree numbers
  - 3.1) Part of this programme of work should include planting locations where perished street trees within appropriate pits / infrastructure can be replaced. Eg: Hunter Square.

- moved by Councillor McFarlane, seconded by Councillor Glasgow

#### **Amendment 2**

- 1) To note the progress with the Edinburgh Million Tree City Project in reaching the Council's target of one million trees by 2030.
- 2) To note that a net increase of 55,469 trees (22% of 2030 target) have been planted so far, including 30,362 trees in 2022/23 (which takes into account 911 known tree removals).
- 3) To note the progress with determining planting locations and planting trees, and collating tree numbers.
- 4) To note the significant challenges relating to funding the Million Tree City project going forward, despite it being of clear strategic importance for climate adaptation in the city as outlined in the (forthcoming) Climate Ready Edinburgh plan.
- 5) To note that an amendment passed at Housing, Homelessness and Fair Work Committee on 5th December agreed £560k of capital funding towards projects focused on net zero, climate adaptation and nature recovery.
- 6) To request that given by officers to allocating spending from that funding towards the Million Tree City project, given its clear alignment to the funding criteria and the absolute need for this resource.
- 7) To request that request and future projects are provided to the relevant committees via the Business Bulletin and / or other routine reporting.

- moved by Councillor Heap, seconded by Councillor Staniforth

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as addendums to the motion.

## Decision

To approve the following adjusted motion by Councillor Walker:

- 1) To note the progress with the Edinburgh Million Tree City Project in reaching the Council's target of one million trees by 2030.
- 2) To note that a net increase of 55,469 trees (22% of 2030 target) had been planted so far, including 30,362 trees in 2022/23 (which took into account 911 known tree removals).
- 3) To note the progress with determining planting locations and planting trees, and collating tree numbers.

Part of this programme of work should include planting locations where perished street trees within appropriate pits / infrastructure could be replaced. eg: Hunter Square.

- 4) To note the significant challenges relating to funding the Million Tree City project going forward, despite it being of clear strategic importance for climate adaptation in the city as outlined in the (forthcoming) Climate Ready Edinburgh plan.
- 5) To note that an amendment passed at Housing, Homelessness and Fair Work Committee on 5th December agreed £560k of capital funding towards projects focused on net zero, climate adaptation and nature recovery.
- 6) To request that given by officers to allocating spending from that funding towards the Million Tree City project, given its clear alignment to the funding criteria and the absolute need for this resource.
- 7) To request that request and future projects be provided to the relevant committees via the Business Bulletin and / or other routine reporting.

(Reference –report by the Executive Director of Place, submitted)

## 16. Makers' Court: Proposed Additional Inscription for Donnchadh Bàn Mac an t-Saoir

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Approval was sought for the addition of a proposed new inscription to Makars' Court.

## Decision

To approve the addition of a proposed new inscription to Makars' Court.

(Reference –report by the Executive Director of Place, submitted)

## 17. Museums and Galleries Edinburgh – Policies and Decolonisation Working Group Update

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A summary was provided on how Museums and Galleries Edinburgh's collections and activity progress Council and national museum sector objectives together with updates on the work of the Decolonisation Working Group.

## **Decision**

To note the report by the Executive Director of Place.

(Reference –report by the Executive Director of Place, submitted)

## **18. Edinburgh Libraries – No Going Back**

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An overview was provided of the Edinburgh Libraries No Going Back project, a community engagement programme undertaken with young people aged 11 – 18 years, to gather views and suggestions in relation to the Edinburgh Library Service which included what steps were being taken to respond to suggestions for improvement in the form of an action plan.

## **Decision**

To note the report by the Executive Director of Place.

(Reference –report by the Executive Director of Place, submitted)

## **19. Motion by Councillor Walker – Fireworks**

---

The following motion was submitted by Councillor Walker in terms of Standing Order 17:

“Committee:

- 1) Condemns the events that took place in Niddrie and in other pockets across the city on Bonfire Night and the unnecessary danger this placed our emergency services and residents in.
- 2) Agrees the need for stricter regulations on the general sale of fireworks to members of the public.
- 3) Notes that ideally fireworks would only be permitted as part of organised events.
- 4) Requests a report on the cost and logistics of reinstating Council hosted firework displays and implementing a firework control zone.
- 5) Requests the Council Leader write to the Scottish and UK Government asking for the general sale of fireworks to be banned.”

## **Motion**

To approve the motion by Councillor Waker.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

## **Amendment 1**

To add to the motion by Councillor Walker:

“Notes that Police Scotland investigating officers do not believe the clashes were spontaneous and that Assistant Chief Constable Tim Mairs has stated that although many of those involved were youths, there were undoubtedly adults involved in orchestrating the behaviour.

Condemns unhelpful stigma perpetuated by surrounding coverage of the events in Edinburgh including the Edinburgh Evening News front page on the 8th of November

headed "Adults behind Niddrie Riot", accompanied by a picture showing a masked man throwing a molotov cocktail which later emerged to be a stock image taken of protests in Ukraine in 2014.

Understands that Local Authorities have new powers from Scottish Government to reduce the negative impact of fireworks and that from June 22nd 2023 councils can designate Firework Control Zones that would make it a criminal offence to ignite a firework, or knowingly throw a lit firework in a zone which can include private properties or gardens. The maximum penalties are a fine of up to £5,000 or up to six months in prison and that this does not stop a public organised event happening within a zone. Therefore encourages work to be undertaken to have Control Zones in place for 2024.

Further notes that First Minister Humza Yousaf has stated he would consider a ban on firework sales if it were within the Scottish Governments powers."

- moved by Councillor McFarlane, seconded by Councillor Glasgow

## **Amendment 2**

Committee

Removes the final paragraph of the motion by Councillor Walker and inserts the following:

- Notes the Fireworks and Pyrotechnic Articles (Scotland) Act 2022
- Notes that the new Act allows for Local Councils to set up "firework control zones" to restrict the use of fireworks in their areas.
- Notes that a new licensing system that will be operated by the Scottish Government is not yet in effect and when it is anyone purchasing and subsequently using fireworks will require a license.
- Requests the Council Leader write to the Scottish Government to encourage implementation of the new firework licencing scheme so that it can be in place prior to bonfire night 2024.

- moved by Councillor Osler, seconded by Councillor Thornley

## **Amendment 3**

Insert in the fourth point of the motion by Councillor Walker, after zone:

"in time for November 2024."

- moved by Councillor Heap, seconded by Councillor Staniforth.

In accordance with Standing Order 22(13), Amendments 1 2 and 3 were accepted as addendums to the motion.

## **Decision**

To approve the following adjusted motion by Councillor Walker:

- 1) To condemn the events that took place in Niddrie and in other pockets across the city on Bonfire Night and the unnecessary danger this placed our emergency services and residents in.

- 2) To agree the need for stricter regulations on the general sale of fireworks to members of the public.
- 3) To note that ideally fireworks would only be permitted as part of organised events.
- 4) To a report on the cost and logistics of reinstating Council hosted firework displays and implementing a firework control zone in time for November 2024.
- 5) To note the Fireworks and Pyrotechnic Articles (Scotland) Act 2022.
- 6) To note that the new Act allowed for Local Councils to set up “firework control zones” to restrict the use of fireworks in their areas.
- 7) To note that a new licensing system that would be operated by the Scottish Government was not yet in effect and when it was anyone purchasing and subsequently using fireworks would require a licence.
- 8) To request the Council Leader write to the Scottish Government to encourage implementation of the new firework licencing scheme so that it could be in place prior to bonfire night 2024.
- 9) To note that Police Scotland investigating officers did not believe the clashes were spontaneous and that Assistant Chief Constable Tim Mairs had stated that although many of those involved were youths, there were undoubtedly adults involved in orchestrating the behaviour.
- 10) To condemn unhelpful stigma perpetuated by surrounding coverage of the events in Edinburgh including the Edinburgh Evening News front page on the 8th of November headed "Adults behind Niddrie Riot", accompanied by a picture showing a masked man throwing a molotov cocktail which later emerged to be a stock image taken of protests in Ukraine in 2014.
- 11) To that Local Authorities had new powers from Scottish Government to reduce the negative impact of fireworks and that from June 22nd 2023 councils could designate Firework Control Zones that would make it a criminal offence to ignite a firework, or knowingly throw a lit firework in a zone which could include private properties or gardens. The maximum penalties were a fine of up to £5,000 or up to six months in prison and that this did not stop a public organised event happening within a zone. To therefore encourage work to be undertaken to have Control Zones in place for 2024.
- 12) To further note that First Minister Humza Yousaf had stated he would consider a ban on firework sales if it were within the Scottish Governments powers.

## **20. Motion by Councillor Heap – Free Little Libraries**

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The following motion was submitted by Councillor Heap in terms of Standing Order 17:

“Committee notes:

- 1) That Little Free Library is a worldwide movement that aims to improve access to reading by promoting the installation of Little Free Libraries by local residents and community groups

- 2) That Little Free Libraries are usually small, weather-proof boxes that are installed in public spaces and where communities can donate and collect free books (See Appendix 1), and that some have additional facilities such as mobile device charging points.
- 3) That there are 9 such libraries registered on the LFL website in Edinburgh, and more registered on the Edinburgh Tool Library website.
- 4) The West and South of the city appear to lack LFLs compared to other areas (See Appendix 2).
- 5) The positive work of the Edinburgh Tool Library has done to help build and install the libraries.
- 6) That 500,000 children across the UK do not own a book.

Council believes:

- 1) That an expansion in the number of Little Free Libraries would play a role in broadening access to reading in the city.

### **Actions**

Committee requests:

- 1) A report is presented to the Culture and Communities Committee within 2 cycles outlining what the Council can do to help local residents and community groups install a Little Free Library in their local area, including:
  - a) Support in identifying appropriate locations, including any appropriate Council-owned sites
  - b) Support in identifying areas of the city without LFLs
  - c) Support from appropriately trained Council staff to build and/or install LFLs
  - d) Support for the Edinburgh Tool Library to continue to assist communities to create LFLs
  - e) Assistance to ensure LFLs are accessible to all members of the community
  - f) Grant funding to meet the modest costs of building and installing a LFL
  - g) Small donations of books from the Library Service and other appropriate parts of the Council
  - h) Any other issues officers deem relevant.”

### **Motion**

To approve the motion by Councillor Heap.

- moved by Councillor Heap, seconded by Councillor Staniforth

## **Amendment**

To delete the Actions in the Motion by Councillor Heap and replace with:

- 1) Commends Edinburgh Tool Library (ETL) on their support and extensive information about Free Little Libraries.
- 2) Agrees officers will make contact with ETL with a view to understanding what assistance the Council could provide to promote ETLs roll out of Free Little Libraries across the City.
- 3) Provides a Business Bulletin update on progress of above in 3 cycles

- moved by Councillor Osler, seconded by Councillor Thornley

## **Voting**

The voting was as follows:

For the motion	-	5 votes
For the amendment	-	6 votes

(For the motion: Councillors Finlay, Glasgow, Heap, McNeese-Mechan and Staniforth.)

(For the amendment: Councillors Graham, Mitchell, Munro Osler, Thornley and Walker.)

## **Decision**

To approve the following amendment by Councillor Osler:

- 1) To note that Little Free Library was a worldwide movement that aimed to improve access to reading by promoting the installation of Little Free Libraries by local residents and community groups.
- 2) To note that Little Free Libraries were usually small, weather-proof boxes that were installed in public spaces and where communities could donate and collect free books and that some had additional facilities such as mobile device charging points.
- 3) To note that there were 9 such libraries registered on the LFL website in Edinburgh, and more registered on the Edinburgh Tool Library website.
- 4) To note the West and South of the city appeared to lack LFLs compared to other areas.
- 5) To note the positive work of the Edinburgh Tool Library had done to help build and install the libraries.
- 6) To note that 500,000 children across the UK did not own a book.
- 7) To believe that an expansion in the number of Little Free Libraries would play a role in broadening access to reading in the city.
- 8) To commend Edinburgh Tool Library (ETL) on their support and extensive information about Free Little Libraries.
- 9) To agree officers would make contact with ETL with a view to understanding what assistance the Council could provide to promote ETLs roll out of Free Little Libraries across the City.

- 10) To provide a Business Bulletin update on progress of above in 3 cycles.

## **21. Motion by Councillor Osler – Right to Grow**

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The following motion by Councillor Osler was submitted in terms of Standing Order 17:

“Committee notes:

- 1) The ongoing cost of living crisis faced by many of Edinburgh’s residents and that amongst other things, this can impact the ability to afford good quality fresh food.
- 2) That Edinburgh has a shortage of allotments and that demand far exceeds supply.
- 3) That the last update it received on Allotment and Food Growing Provision was in November 2020.
- 4) That the positive mental and physical wellbeing of communities coming together to grow food.
- 5) That in October 2023, Hull City Council unanimously passed a “right to grow” motion, on Council-owned land that is deemed suitable for cultivation.

Committee asks:

- 6) For a report in three cycles looking into the possibility of whether Edinburgh could also adopt “a right to grow” policy on Council-owned land that is deemed suitable for cultivation, and for a Business Bulletin update in two cycles on Allotment and Food Growing Provision”

### **Motion**

To approve the motion by Councillor Osler.

- moved by Councillor Osler, seconded by Councillor Thornley

### **Amendment 1**

Committee notes:

- 1) The ongoing cost of living crisis faced by many of Edinburgh’s residents and that amongst other things, this can impact the ability to afford good quality fresh food.
- 2) That Edinburgh has a shortage of allotments and that demand far exceeds supply.
- 3) That the last update it received on Allotment and Food Growing Provision was in November 2020.
- 4) That the positive mental and physical wellbeing of communities coming together to grow food.
- 5) That in October 2023, Hull City Council unanimously passed a “right to grow” motion, on Council-owned land that is deemed suitable for cultivation.

Committee asks:

- 6) For a report in three cycles looking into the possibility of whether Edinburgh could also adopt “a right to grow” policy on Council-owned land that is deemed



suitable for cultivation, and for a Business Bulletin update in two cycles on Allotment and Food Growing Provision.

- 7) Request a short-written briefing on available land and costs for development or expansion of CEC allotment service sites to political groups in advance of the budget setting process.

- moved by Councillor McFarlane, seconded by Councillor McNeese-Mechan

## **Amendment 2**

Committee notes:

- 1) The ongoing cost of living crisis faced by many of Edinburgh's residents and that amongst other things, this can impact the ability to afford good quality fresh food.
- 2) That Edinburgh has a shortage of allotments and that demand far exceeds supply.
- 3) That the last update it received on Allotment and Food Growing Provision was in November 2020.
- 4) That the positive mental and physical wellbeing of communities coming together to grow food.
- 5) That in October 2023, Hull City Council unanimously passed a "right to grow" motion, on Council-owned land that is deemed suitable for cultivation.

Committee asks:

- 6) For a report in three cycles looking into the possibility of whether Edinburgh could also adopt "a right to grow" policy on Council-owned land that is deemed suitable for cultivation, and for a Business Bulletin update in two cycles on Allotment and Food Growing Provision.
- 7) For the report to cover the possible benefits in terms of (1) Promoting low and no carbon food chains and tackling climate change. (2) Addressing food poverty.

- moved by Councillor Heap, seconded by Councillor Staniforth

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as addendums to the motion.

## **Decision**

To approve the following adjusted motion by Councillor Osler.

- 1) To note the ongoing cost of living crisis faced by many of Edinburgh's residents and that amongst other things, this can impact the ability to afford good quality fresh food.
- 2) To note that Edinburgh has a shortage of allotments and that demand far exceeds supply.
- 3) To note that the last update it received on Allotment and Food Growing Provision was in November 2020.

- 4) To note the positive mental and physical wellbeing of communities coming together to grow food.
- 5) To note that in October 2023, Hull City Council unanimously passed a “right to grow” motion, on Council-owned land that is deemed suitable for cultivation.
- 6) To agree to a report in three cycles looking into the possibility of whether Edinburgh could also adopt “a right to grow” policy on Council-owned land that is deemed suitable for cultivation, and for a Business Bulletin update in two cycles on Allotment and Food Growing Provision.
- 7) To agree that the report cover the possible benefits in terms of (1) Promoting low and no carbon food chains and tackling climate change. (2) Addressing food poverty.
- 8) To request a short written briefing on available land and costs for development or expansion of CEC allotment service sites to political groups in advance of the budget setting process.

## **22 Motion by Councillor Thornley – Neighbourhood Networks**

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The following motion by Councillor Osler was submitted in terms of Standing Order 17:

“Committee notes;

- 1) That showing that only 4 of 13 Neighbourhood Networks across the city meet regularly.
- 2) That Neighbourhood Networks can be complicated and inaccessible bodies for many and are frequently overly dependent upon a few key people to remain operational.
- 3) That Neighbourhood Networks replaced the Neighbourhood Partnership model in 2019.
- 4) The obligations placed upon the Council by the Community Empowerment (Scotland) Act 2015.
- 5) The stated desire in the Council Business Plan 2023-27 to ‘evolve Community Councils and Neighbourhood Networks to ensure they provide communities with direct input.
- 6) That in some cases, Community Grants Funding is connected to Neighbourhood Networks, but not in others.
- 7) That no updates are currently provided on what is supported by Community Grants Funding, what criteria are required to be met to secure funding, and there for what is being achieved within communities.
- 8) A review of both Neighbourhood Networks and Community Grants Funding is currently ongoing.

Therefore;

- 9) Requests a report, within three cycles, providing an evaluation of the current situation of our Neighbourhood Networks and Community Grants Funding,

including a judgement of the success of the current model, suggestions for how community engagement could be improved, barriers to that engagement removed, processes simplified to improve accessibility and how participatory budgeting can be preserved and enhanced.”

- moved by Councillor Thornley, seconded by Councillor Osler

### **Decision**

To approve the motion by Councillor Thornley.

## **23. Motion by Councillor McFarlane – Third Party Cultural Grants**

---

The following motion by Councillor McFarlane was submitted in terms of Standing Order 17:

Committee:

- 1) Notes that at the October meeting of Culture and Communities the committee approved in principle the continuation of the three-year Strategic Partnerships Funding Programme.
- 2) Understands that fifteen of these partners are also currently funded by Creative Scotland (with others potentially applying) and that they should expect to understand the outcome of their three-year funding applications in 2024 for implementation from April 2025. The award level will likely impact the sustainability and output of our cultural partners.
- 3) Recognises the limited officer resource within the council to manage and oversee the grant programme and therefore thanks officers for their ongoing hard work and relationship building with the sector meaning the programme has been aligned to the new city culture strategy outcomes and has been further enhanced by sector feedback.
- 4) Committee further recognises the extraordinary output of our strategic partners achieved despite the increasingly challenging financial circumstances.
- 5) Whilst recognising the limitations of the current budget and officer resource allocation for this programme, committee agrees that there may need to be some adjustments made to the three-year Strategic Partnerships Funding Programme after Year 1 to consider:
  - a) Potential impact (positive or negative) of future CEC budget decisions relating to the Third-Party Cultural Grants Fund for following financial years.
  - b) Proposed levels of Creative Scotland support for these organisations.
  - c) The potential opportunity to align CEC and Creative Scotland multi-year funding cycles.
  - d) Ongoing understanding through dialogue and engagement with the Council's Third-Party Cultural Partners monitoring their sustainability considering the many pressures faced by the sector (most acutely felt by building based organisations) including inflation, the continued impact of

the Covid-19 pandemic, obligations to meet Fair Work First and climate adaptation.

- 6) Committee requests that officers take the above into consideration before bringing the recommendations (in principle) for Year 2 of this programme to committee.”

- moved by Councillor McFarlane, seconded by Councillor McNeese-Mechan

### **Decision**

To approve the motion by Councillor McFarlane.

## **24. Motion by Councillor Staniforth – Ending the Use of Fossil-Fuel Powered Leaf Blowers**

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The following motion by Councillor Staniforth was submitted in terms of Standing Order 17:

“Committee notes:

- 1) That a 2011 study found that using a fossil-fuel leaf blower for 30 mins emits more carbon than a pick-up truck driving from Texas to Alaska.
- 2) That globally cities such as Portland have banned fossil-fuel powered leaf blowers.
- 3) That using leaf blowers outside of keeping paths clear of debris is damaging to biodiversity.
- 4) That fumes such as those from fossil-fuel powered leaf blowers have been linked to an increase in the risk of cancer, heart disease and asthma.

Committee therefore:

- 5) Requests a report to culture and communities within 2 cycles detailing options for
  - 5.1) The council ending its own use of fossil-fuel powered leaf blowers.
  - 5.2) The council ensuring its contractors do not use fossil-fuel powered leaf blowers.
  - 5.3) The council banning or regulating the use of fossil-fuel leaf blowers within the city of Edinburgh.”

### **Motion**

To approve the motion by Councillor Staniforth.

- moved by Councillor Staniforth, seconded by Councillor Heap

### **Amendment**

“Committee notes:

- 1) That a 2011 study found that using a fossil-fuel leaf blower for 30 mins emits more carbon than a pick-up truck driving from Texas to Alaska.

- 2) That globally cities such as Portland have banned fossil-fuel powered leaf blowers.
- 3) That using leaf blowers outside of keeping paths clear of debris is damaging to biodiversity.
- 4) That fumes such as those from fossil-fuel powered leaf blowers have been linked to an increase in the risk of cancer, heart disease and asthma.

Committee therefore:

- 5) Requests a report to culture and communities within 2 cycles detailing options for
  - a) The council ending its own use of fossil-fuel powered leaf blowers.
  - b) The council ensuring its contractors do not use fossil-fuel powered leaf blowers.
  - c) Investigates the feasibility of switching to electric leaf blowers.
  - d) The council banning or regulating the use of fossil-fuel leaf blowers within the city of Edinburgh.”

- moved by Councillor Staniforth, seconded by Councillor Heap

In accordance with Standing Order 22(13), the amendment was accepted as an addendum to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Staniforth

- 1) To note that a 2011 study found that using a fossil-fuel leaf blower for 30 mins emitted more carbon than a pick-up truck driving from Texas to Alaska.
- 2) To note that globally cities such as Portland have banned fossil-fuel powered leaf blowers.
- 3) To note that using leaf blowers outside of keeping paths clear of debris was damaging to biodiversity.
- 4) To note that fumes such as those from fossil-fuel powered leaf blowers had been linked to an increase in the risk of cancer, heart disease and asthma.
- 5) To request a report to culture and communities within 2 cycles detailing options for
  - a) The council ending its own use of fossil-fuel powered leaf blowers.
  - b) The council ensuring its contractors do not use fossil-fuel powered leaf blowers.
  - c) Investigates the feasibility of switching to electric leaf blowers.
  - d) The council banning or regulating the use of fossil-fuel leaf blowers within the city of Edinburgh.

## 25. Future Event Bidding Opportunity

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The Committee agreed, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public from the meeting for the following items of business on the grounds that they would involve the disclosure of exempt information as defined in Paragraphs 6 of Part 1 of Schedule 7A of the Act.

### **Decision**

As detailed in the Confidential Schedule, signed by the Convener, with reference to this minute.

(Reference –report by the Executive Director of Place, submitted)

# Work Programme

## Culture and Communities Committee 29 February 2024

16 May 2024

1.	Community Centre Strategy (including action from the Council on 09.02.2023 on the motion by Councillor Nicolson on Non-Council run Community Spaces)	Executive	Andrew Field	Place	16 May 2024
2.	Festivals Scorecard  (to include the action agreed by Committee on 07.03.2023 on the content of future scorecards and an update on the Fair Fringe and Fair Hospitality actions)	Executive	Claire Miller	Place	16 May 2024
3.	Edinburgh's Winter Festivals Annual Update	Executive	David Waddell	Place	16 May 2024
4.	Use of West Princes Street Gardens and the Ross Bandstand for Events	Executive	Karl Chapman	Place	16 May 2024
5.	Management Rules for Public Parks and Greenspace	Executive	Andy Williams	Place	16 May 2024
6.	Thriving Greenspaces Strategy	Executive	Andy Williams	Place	16 May 2024
7.	Provision of Public Conveniences (requested by the Council on 28.09.2023)	Executive	Andy Williams	Place	16 May 2024

8.	Bowling Greens	Executive	Andy Williams	Place	16 May 2024
9.	Million Tree City Annual Update 2023/24 (including an update on outstanding actions)	Routine	Andy Williams	Place	16 May 2024
10.	Edinburgh's Winter Festivals – Contact Management (action from Committee on 10.08.2023)	Routine	David Waddell	Place	16 May 2024
11.	Annual Update on Park Lighting	Routine	Andy Williams	Place	16 May 2024
12.	King's Theatre Redevelopment Update	Routine	Lindsay Robertson	Place	16 May 2024
13.	Use of Council Sports Facilities	Routine	Evelyn Kilmurry	Place	16 May 2024
14.	Libraries Vision – Engagement Update	Routine	Evelyn Kilmurry	Place	16 May 2024
15.	Tree Management and Flood Mitigation	Business Bulletin	Steven Cuthill	Place	16 May 2024
16.	Museums and Galleries Policy Update	Business Bulletin	Karl Chapman	Place	16 May 2024
17.	Physical Activity and Sport Strategy Update	Business Bulletin	Evelyn Kilmurry	Place	16 May 2024

### Future Committees

18.	Grass Cutting Standards (as requested by Committee on 10.08.2023)	Executive	Andy Williams	Place	Autumn 2024
19.	Custom House	Executive	Karl Chapman	Place	Autumn 2024
20.	Options for Central Library  (Action from 11.03.2018 Education, Children and Families Committee)	Executive	Evelyn Kilmurry	Place	By December 2024



21.	Use of Public Spaces for Events and Filming Annual Review	Executive	Claire Miller	Place	By December 2024
22.	Physical Activity and Sport Strategy	Executive	Evelyn Kilmurry	Place	By December 2024
23.	Libraries Vision	Executive	Evelyn Kilmurry	Place	By December 2024
24.	20 Minute Neighbourhood Strategy Update	Routine	Daisy Narayanan	Place	Summer 2025
25.	Edinburgh Museums and Galleries: Policy Update	Executive	Karl Chapman	Place	May 2026

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# Rolling Actions Log

## Culture and Communities Committee

29 February 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	31.05.18 (Council)	<a href="#">Fair Fringe and Fair Hospitality Charter Guidelines</a>	Calls for report on the Charter's efficacy to go to Culture and Communities Committee after August 2019.	Executive Director of Place  Lead Officer David Waddell	16 May 2024		This will be included in the Festivals Scorecard report for Committee in May 2024.  Previous update <a href="#">11 May 2023</a> .  Link to action 21 (a) in the Rolling Actions Log.
2	11.12.18 (Education, Children and Families Committee)	<a href="#">Petition for Consideration - Edinburgh Central Library vs Virgin Hotel</a>	To request that the annual report on the Lifelong Learning Plan scheduled for October 2019, includes within it, options for the Central Library, drawing on past and current studies and feasibility exercises and a	Executive Director of Place  Lead Officer Evelyn Kilmurry	December 2024		It would not be appropriate to incorporate options for the Central Library into the Lifelong Learning Plan. However, it is proposed to bring forward a report on these options to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			clear vision for its role in the city's cultural landscape.				Committee by the end of calendar year 2024
3	10.09.19	<a href="#">City Centre Hostile Vehicle Mitigation Measures Update Report</a>	<p>1) To note that a further update report will be prepared following return to normal working conditions to outline the findings from the working group and to provide details of the anticipated cost and how it will be funded.</p> <p>2) To agree to update Committee on City Centre Hostile Vehicle Mitigation (HVM), and possibilities that HVM assets which were located in Edinburgh, may need to be reallocated in line with national policing priorities.</p>	<p>Executive Director of Place</p> <p>Lead Officer Claire Miller</p>	On-going		<p>An update on HVM is included in the Business Bulletin on 7 March 2023. The update highlights that longer term and more permanent protection will be considered alongside the introduction of a Transient Visitor Levy.</p> <p>An update on the Visitor Levy (Scotland) Bill was presented to the Council on <a href="#">22 June 2023</a> and a further update is planned for Policy and Sustainability Committee later in August 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	26.04.22	<a href="#">Management Rules for Public Parks and Greenspace 2023-2033</a>	<p>1) To agree that when the Council was developing management rules, to liaise with Legal Services to ensure clarity of regulations and that they complied with legislation and that signs reflecting the rules would be bespoke for individual parks.</p> <p>2) To agree to clarify which department or service was responsible for handling enforcement and complaints in the follow up report which would be presented to Culture and Communities or a successor committee.</p> <p>3) To agree to work with Active Travel regarding cycle infrastructure and to consider ways to</p>	<p>Executive Director of Place</p> <p>Lead Officer Andy Williams</p>	16 May 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>deal with issues such as abandoned cycles.</p> <p>4) To agree that there would be public engagement and an update provided on the issue of barbeques.</p> <p>5) To agree to give consideration to the use of bollards to deter illegal parking at Saughton Park and to provide an update to committee.</p> <p>6) To agree to provide an update to Members on CCTV and security in parks.</p> <p>7) To agree to consider controls which would address noise and surface erosion associated with outdoor exercise classes.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			8) To agree to update Councillor Fullerton on the staffing at Saughton Park on 25.04.22.				
5	26.04.22	<a href="#">City Centre Street Hockey and Skating Facility</a>	To improve facilities of existing parks, such as Burdiehouse Valley Park and to consider creating facilities in others.	Executive Director of Place  Lead Officer Andy Williams	29 February 2024		<b><u>Recommended for closure</u></b>  An update is included in the Playparks Investment report on 29.02.2024.
6	16.08.22	<a href="#">Edinburgh Biodiversity Action Plan – Meadows and Bruntsfield Links</a>	To request the Executive Director of Place to report in two cycles on the Edinburgh Biodiversity Action Plan focussing on the naturalisation of the Meadows and Bruntsfield Links and to invite the Friends of Meadows and Bruntsfield Links to make a presentation on the matter.	Executive Director of Place  Lead Officer Andy Williams	Date to be confirmed		<b><u>Update February 2024</u></b>  This briefing is currently being arranged.  This forms part of the Council's approach to Living Landscapes. Officers will continue to engage with the Friends of the Meadows and Bruntsfield Links and will organise for them to be involved in discussions

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							with Committee at the appropriate time.
7	13.10.22	<a href="#">Terms and Conditions for Operating Events in Parks: West Princes Street Gardens and Ross Bandstand</a>	Provide a briefing note to members concerning the nature of rockfall from the Castle and to liaise with Historic Environment Scotland about the impact of fireworks on rockfall and relay this information to members.	Executive Director of Place  Lead Officer Gareth Barwell / Alison Coburn	On-going		Briefing note was circulated on 10.08.2023. Action to remain open as the issue is ongoing.
8	13.12.22	<a href="#">Custom House – Recommendation for Development by the Scottish Historic Buildings Trust</a>	To note that Scottish Historic Buildings Trust welcomes the advice and input offered from the Council’s Museums and Galleries Service to jointly develop the heritage element of the project and that a report will be brought back to Committee in six months to fully define this element and the long-term partnership arrangements and	Executive Director of Place  Lead Officer Gillian Findlay	May 2024		<b>Update – February 2024</b>  A new Chief Executive of SHBT has been appointed and officers are engaging with the Board of Trustees to set up a meeting to discuss heritage elements.  <b>Previous updates:</b>  <a href="#">05.10.2023</a> ; <a href="#">05.12.2023</a>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			community engagement.				
9	13.12.22	<a href="#">Changes to Legislation on the Sale and Use of Fireworks in Scotland</a>	To note that a further report would be submitted in Autumn 2023 providing a more detailed update on the legislative changes and implications for the City of Edinburgh Council.	Executive Director of Place  Lead Officer Tom Veitch/Simon Porteous	On-going		Previous update: <a href="#">05.10.2023</a> . A further update will be provided when the implementation plan for legislative changes is published.
10	13.12.22	<a href="#">Community Empowerment Update</a>	1) Agree to receive a further report in one cycle on the detail of the community centre approach before giving approval to the Strategy	Executive Director of Place  Lead Officer Andrew Field	March 2023	7 March 2023	<b>Closed</b>  A report on the development of a new Community Centre Strategy was approved by Committee on 7 March 2023 and Appendix 1 included the briefing note requested in action 4.
			2) Agree that management committees must be consulted as part of	Executive Director of Place	16 May 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			this approach and their feedback included in the report	Lead Officer Andrew Field			
11	13.12.22	<a href="#">Response to Motion by Councillor Osler - Trees</a>	1) To agree that an update be brought to Committee in two cycles on the progress and delivery of the approach set out in paragraphs 4.9 to 4.19 for tree management and maintenance and the approach set out in paragraphs 4.21 to 4.25 for engaging with residents and businesses and any future actions to be explored.	Executive Director of Place  Lead Officer Steven Cuthill	16 May 2024		Policies 48 and 49 in the Trees in the City Policies highlight the support that the Council will provide to residents and maintaining newly planted trees. A further update will be included in the annual Edinburgh Million Tree City update for Committee on 16 May 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To recognise that an understanding of tree mortality rates was important to be able to identify problems with trees in the city and to identify solutions to those problems.	Executive Director of Place Lead Officer Steven Cuthill	16 May 2024		This will be incorporated into the annual update on Edinburgh Million Tree City on 16 May 2024.
			3) To request a briefing note with further detail from officers about how this could be recorded in the future, what additional resources would be required for this (if any) and details of a proposed process for reporting against tree mortality in the city on a regular basis to ensure that this issue remained high on the Council's agenda.	Executive Director of Place Lead Officer Steven Cuthill	16 May 2024		This will be incorporated into the annual update on Edinburgh Million Tree City on 16 May 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	15.12.22 <a href="#">(Council)</a>	<b>Eurovision 2023 Bid – Motion by Councillor Biagi</b>	Agree that officers should bring a scoping paper to the Culture and Communities Committee in three cycles which seeks to use the experience from other cities and sets out options on the necessary stakeholder engagement and possible funding models for delivering the kind of new arena which would be required to deliver major events.	Executive Director of Place  Lead officer: David Cooper	On-going		Previous updates: <a href="#">10.08.2023; 05.10.2023</a>
13	09.02.23 <a href="#">(Council)</a>	<b>Motion by Councillor Nicolson – Non-Council Run Community Spaces</b>	1) Council agrees: <ul style="list-style-type: none"> <li>To commission the previously requested report within one cycle identifying what can be offered in the way of strategic and financial support</li> </ul>	Executive Director of Place  Lead officer: Andrew Field	16 May 2024		An update on this is included in the Community Centre Strategy report which is being considered by Committee on 7 March 2023. The report proposes to progress these actions through the development of a new Community Centre Strategy.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>for such organisations.</p> <ul style="list-style-type: none"> <li>This report should come to the Culture and Communities Committee and include details regarding the process which must be undertaken when financial support is agreed and what requirements to secure it are placed upon management committee.</li> </ul>				
14	16.03.23 <a href="#">(Council)</a>	<b>Motion by Councillor Heap – Gorgie Farm (Arrangements for the Care of Animals)</b>	<p>Requests that officers report back:</p> <p>a) via a member briefing on what has or can be done to provide financial support to</p>	<p>Executive Director of Place</p> <p>Lead officer: Andrew Field</p>	29 February 2024		<p><b><u>Recommended for closure</u></b></p> <p>A report on Gorgie Farm is included on the agenda on 29.02.2024</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>staff and volunteers looking after animals at their own expense and the possible role in the Partnership Steering Group and EVOC in facilitating this.</p> <p>b) via member briefings on the progress of the Partnership Steering Group chaired by EVOC.</p>				<p>Previous updates:  <a href="#">10.08.2023; 07.12.2023</a></p>
			<p>c) via a report to Culture and Communities Committee information on spend so far from the £150,000 support fund approved by the Education, Children and Families Committee on 31 January 2023 and a plan for the remaining budget.</p>				<p><b><u>Recommended for Closure</u></b></p> <p>A report on Gorgie Farm is included on the agenda on 29.02.2024</p> <p>Previous updates:  <a href="#">10.08.2023; 07.12.2023</a></p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
15	11.05.23	<a href="#">Business Bulletin Fringe Society</a>	To agree the fringe society would be invited to a briefing session with members.	Executive Director of Place  Lead officer: David Waddell	Date to be confirmed		It is hoped to arrange this briefing in advance of Committee on 16.05.2024.  This links to action 1 of the Rolling Action Log.
16	11.05.23	<a href="#">Third Party Cultural Grants Funding 2023-24</a>	<p>1) Briefing note to be circulated to members providing more information on targeted methods in place to develop fair work practices for artists employees and volunteers.</p> <p>2) To request a presentation from one of the creative community hubs on how the funding was being utilised.</p> <p>3) Briefing note to be circulated to all councillors on how</p>	<p>Executive Director of Place  Lead Officer: Lindsay Robertson</p> <p>Lindsay Robertson</p> <p>Lindsay Robertson</p>	<p>29 February 2024</p> <p>06.02.2024</p>		<p><b><u>Recommended for Closure</u></b></p> <p>Actions 1) – 3) Briefing took place on 06.02.2024.</p> <p>4) Link provided on 07.02.2024.</p> <p>5) It is hoped to arrange this presentation for mid-2024.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			resources are being shared across the city. 4) Officers to share video link with members. 5) Officers to invite Dancebase to make a presentation to a future meeting.	Lindsay Robertson  Lindsay Robertson	29 February 2024  May/June 2024		
17	11.05.23	<a href="#">Edinburgh Cemetery Tour Registration Scheme - Update</a>	Further engagement with tour guide representatives to explore improvements to compliance with the donation scheme to be reported back to the Culture and Communities Committee by the end of the year.	Executive Director of Place  Lead officer: Andrew Mitchell	29 February 2024		<b><u>Recommended for Closure</u></b>  Report on the agenda on 29.02.2024  An update report was included in the meeting papers for Committee on <a href="#">05.10.2023</a> .
18	11.05.23	<a href="#">Response to Motion by Councillor Osler – Tree Protection in East and West</a>	1) A revised briefing note with full details to be circulated amongst committee and appended to the	Lead officer: David Waddell	March 2024		This information will be circulated to Committee as soon as possible



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		<a href="#">Princes Street Gardens</a>	<p>Business Bulletin for the next meeting, which should include:</p> <ul style="list-style-type: none"> <li>i) a copy of minutes and action points captured from the various site meetings held throughout October, November and December 2022, and full, specific details of which breaches were / were not addressed and why</li> <li>ii) a copy of the holding statement from Unique Assembly in November 2022 which details their promise to bring forward a</li> </ul>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>complete Tree Protection Management Plan, confirmation of the date when this holding statement was published, confirmation of when the complete Tree Protection Management Plan was received by the Council, and a copy of this plan.</p> <p>iii) full details of planning enforcement action, including when notification of breaches of tree protection zones were first reported and then investigated.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Officers to explore options to resource on-site supervision during the installation, operation and removal from site during Edinburgh's Christmas 2023, with a proposal for what resourcing requirements will be needed to brought to the relevant committee for decision as soon as possible.	Lead officer: David Waddell	December 2023		<b><u>Recommended for closure</u></b>  This was addressed for Edinburgh's Christmas 2023/24
			3) The Convener to write to Unique Assembly outlining the committee's position on the importance of tree protection, inviting them to address committee and discuss how the Council's requirements for tree protection can align with their	Convener	Date to be confirmed		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			corporate social responsibilities.				
19	11.05.23	<a href="#">Response to motion by Councillor Thornley – Parks and Greenspace Investment following 2023 Council Budget</a>	Briefing note to be provided with regard to accessibility, barriers and how and what money is being used for/on.	Executive Director of Place  Lead officer: Andy Williams	29 February 2024		<b><u>Recommended for Closure</u></b>  This is included in the Parks and Openspace Investment report on 29.02.2024.
20	11.05.23	<a href="#">Lawn Tennis Association Investment in Parks Tennis Courts</a>	A review after implementation to be undertaken within a calendar year to consider any possible non-intended barriers to use.	Executive Director of Place  Lead officer: Graham Croucher  Lead officer: Andy Williams	By June 2024		
21	01.06.23	<a href="#">Motion by Councillor</a>	1) The Council Leader to work with COSLA	Council Leader	On-going		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	(Council)	<a href="#"><u>McFarlane – International Overdose Awareness Day</u></a>	<p>leaders to ask that Scottish Government establish a national memorial.</p> <p>2) A report to the Culture and Communities Committee in two cycles on how the Council can establish a policy and process for formal memorials or places of remembrance. A memorial for those who have lost their lives through an overdose being the first to be considered under this policy.</p>	<p>Executive Director of Place</p> <p>Lead officer: Karl Chapman</p>	August 2024		<p>A report on proposals to develop a policy on Monuments and Commemorations was approved by Committee on 10.08.2023. The final policy is expected to be presented to Policy and Sustainability Committee in August 2024.</p> <p>Officers have made an enquiry to SFAAD (Scottish Families Affected by Alcohol and Drugs) for an initial discussion and to inform a response.</p>
22	01.06.23 (Council)	<a href="#"><u>Motion by Councillor Osler – Bowling Greens</u></a>	1) A report will go to Culture and Communities within two cycles looking into what	Executive Director of Place	16 May 2024		An update is included in the Business Bulletin for

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>uses could be provided at these venues including them remaining as Bowling Greens with publicly accessible toilet provision, rest points and water access.</p> <p>2) In addition, the report should consider community projects to repurpose the bowling greens into community growing areas.</p> <p>3) Briefing note requested on other council owned bowling greens at risk of potential closure.</p>	Lead officer: Andy Williams			Committee on 29.02.2024
23	10.08.23	<a href="#"><u>Response to Motion by Councillor Heap - Concessionary Tickets Schemes</u></a>	1) To agree to a further update to Committee within one year on any progress made on paragraph 4) <b>(Paragraph 4</b> - To agree to further	Executive Director of Place Lead officer: Lindsay Robertson	August 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		<a href="#">for Cultural Events</a>	<p>exploration of box office-related local benefit options via Council hosted and/or owned events and activities going forward).</p> <p>2) To agree that officers produce and advertise a webpage which signposted to sources of free and reduced cost access to cultural events in the city and to agree to report back to the Committee should this not prove possible</p>	Executive Director of Place Lead officer: Lindsay Robertson	Date to be confirmed		
24	10.08.23	<a href="#">Response to Motion by Councillor Campbell - Lifelong Learning Review</a>	<p>1) To note that the report stated at 5.1: "detailed transition plans have been developed and are being implemented to ensure effective handover of responsibilities". Therefore, to agree that</p>	Executive Director of Place  Lead officers: Andrew Field  Linda Lees	31 October 2023		<p><b><u>Recommended for closure</u></b></p> <p>An update was circulated to Committee in October 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>the transition plans should be shared with the committee, all elected members and management committees detailing how continuity could be maintained for existing services and groups ensuring that there were no gaps in service.</p> <p>2) To request a further update, by way of a briefing note circulated to all councillors, detailing to which executive committees each of the new service areas (listed at 4.3) reported, and a named lead officer for each</p>				
25	10.08.23	<a href="#">Edinburgh's Winter Festivals –</a>	To request a report prior to commencement of the Prime Contractor procurement (or within one	Executive Director of Place	16 May 2024		



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		<a href="#">Update on Procurement</a>	cycle thereafter), on mechanisms managing persistent and/or serious non-performance against KPIs, to include development of a remedial plan at the time, supported by termination rights if not duly delivered and available resources	Lead officer: David Waddell			
26	10.08.23	<a href="#">Parks and Openspace Investment Update</a>	<p>1) To note the update on the Parks and Openspace investment programme and that the next update would be presented to Committee on 29 February 2024, with an update on the additional investment for 2023/24 to be included in the Business Bulletin for Committee on 7 December 2023</p> <p>2) To request a briefing note be circulated to</p>	<p>Executive Director of Place</p> <p>Lead officer: Andy Williams</p> <p>Executive Director of</p>	29 February 2024		<p><b><u>Recommended for Closure</u></b></p> <p>1) The <a href="#">Business Bulletin</a> update was provide in December 2023, with a report on 29.02.2024.</p> <p>2) This is covered in the report on 29.02.2024.</p> <p>3) This is covered in the report on 29.02.2024.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			committee members detailing the countryside improvement projects referenced at 5.3 in the report by the Executive Director of Place and how they fitted in with the Thriving Greenspace and Biodiversity strategies.	Place Lead officer: Andy Williams			
			3) To note the update at 4.4 in the report regarding the Water of Leith pathway and request a further update in the business bulletin detailing the current accessibility of the Water of Leith pathway, and what necessary work remained outstanding.	Executive Director of Place Lead officer: Andy Williams	29 February 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
27	10.08.23	<a href="#">Motion by Councillor Parker - Grass Cutting Standards</a>	<p>1) To request a report to Culture and Communities Committee in 3 cycles to:</p> <p>a) update Committee on the progress of the Living Landscapes initiative against the strategic objectives, measures of success and work programme outlined in the report to Transport and Environment Committee in June 2014 which decided to adopt the initiative.</p> <p>b) explore how the Council could expand the number of Living Landscape</p>	<p>Executive Director of Place</p> <p>Lead officer: Andy Williams</p>	Autumn 2024		A Business Bulletin update is provided on 29.02.2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>areas across the city (including across variable environments, not just in naturalised grassland areas);</p> <p>c) explore how the Council could review grass cutting standards across its estate, looking at recategorizing areas to be kept to different maintenance standards – for example, designating recreation areas which had a more intense grass cutting schedule vs “wilder” areas such as greenways / road verges which</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>had a more relaxed cutting regime.</p> <p>2) To agree that this report would also include consideration of necessary workforce changes and budgetary implications to deliver this, a timeline for implementation and details about how this work could tie in with other Council work / strategies such as the Nature Network, Biodiversity Action Plan, Thriving Greenspace Strategy, 2030 Climate Strategy and Edinburgh Adapts plan.</p>				
28	10.08.23	<a href="#">By Councillor Caldwell - Montgomery Street Park Helter Skelter</a>	1) The Culture and Communities Convener liaise with Officers and the Friends of Montgomery Street Park to explore and	Executive Director of Place/ Convener	29 February 2024		<p><b><u>Recommended for Closure</u></b></p> <p>An update is included in the Playparks Investment</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>identify funding options for the assessment, which will need to be paid for whether the Helter Skelter is able to be rescued or not after said assessment.</p> <p>2) The Convener reports back regarding funding to the Culture and Communities Business Bulletin in one cycle.”</p>	Lead officer: Andy Williams			report for Committee on 29.02.2024.
29	28.09.23 (Council)	<a href="#">By Councillor Jones – More Public Toilets for Portobello</a>	<p>1) A note to be included in the Business Bulletin for December committee on the cost of providing temporary washing facilities within the vicinity of the promenade.</p> <p>2) A report to be submitted to committee within two cycles on the current condition of the two permanent toilet</p>	Executive Direct of Place  Lead officer: Andy Williams	December 2023  16 May 2024		Updated information is provided on this in the Parks and Openspace Investment report for Committee on 29.02.2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>facilities in the Portobello/ Craigmillar ward, at Bath Street and Pipe Lane and on the feasibility and cost of building new public toilet and shower facilities located in a central position on the promenade or close to the beach</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
30	05.10.23	<a href="#">Amplification of Sound in Public Places</a>	<p>To therefore agree to a further report in two cycles to the Culture and Communities Committee outlining a formalised approach to busking signage with set locations, time of year for deployment and identifying resource to support a standardised annual approach to their implementation.</p> <p>This report should further outline options for how the Council could consider the more active management of on-street activities referenced in the report. These options should explore direct proposals with costings in advance of the following years budget setting proposals for Groups.</p>	<p>Executive Director of Place</p> <p>Lead officer: Ian Buchanan</p>	29 February 2024		<p><b><u>Recommended for Closure</u></b></p> <p>A Business Bulletin update is provided on 29.02.2024</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
31	05.10.22	<a href="#">Trees in the City – Tree Management Policies</a>	To request officers work with colleagues in the flooding team to determine how the Management Policies could best be used to support flood mitigation efforts where projects were being undertaken, and report this back to committee via the Business Bulletin within three cycles	Executive Director of Place  Lead officer: Steven Cuthill	16 May 2024		
32	05.10.23	<a href="#">Third Party Cultural Grants - Strategic Partnerships Funding Programme Review</a>	1) Noting that the budget allocation had been standstill for several years, to request officers produce a short report ahead of the forthcoming budget setting to outline what Edinburgh Councils Third Party Cultural Grants revenue budget would be if it had	Executive Director of Place  Lead officer: Lindsay Robertson	February 2024	7 December 2023	<b>CLOSED</b>  This report is included on the agenda for Committee on 07.12.2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			increased in-line with inflation.				
			2) To agree this report should include a rough estimate of what impact such an increase would have on the scope and sustainability of the city's key cultural infrastructure and deliverability of the Councils Business Plan and Cultural Strategy.	Executive Director of Place  Lead officer: Lindsay Robertson	December 2023		<b><u>Recommended for closure</u></b>  This was covered in the report in December 2023
33	05.10.23	<a href="#">Motion by Councillor Heap - Negotiations with Large Events Organisers (Free and reduced access tickets)</a>	Officers include an update on this work at an appropriate juncture and an appropriate time, updating the Committee on all relevant aspects, including but not limited to:  a) Which events organisers and/or venues should be prioritised;	Executive Director of Place  Lead officer: Lindsay Robertson	On-going		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			b) How tickets should be distributed				
34	05.10.23	<a href="#">Motion by Councillor Osler - Use of Council Sport Facilities</a>	<p>1) To ask for a report in three cycles, describing the use profile of those facilities by sports and leisure clubs and associations, including by location and weekday/weekend dates and timings.</p> <p>2) To understand that the Physical Activity and Sport Strategy is still to be agreed and part of that will be engagement and consultation with sports and leisure clubs. So further agrees that as part of the consultation sports and leisure clubs will be consulted upon as to how far their organisation contribute</p>	<p>Executive Director of Place</p> <p>Lead officer: Evelyn Kilmurry</p> <p>Executive Director of Place</p> <p>Lead officer: Evelyn Kilmurry</p>	<p>16 May 2024</p> <p>December 2024</p>		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			to the attainment of the aims and objectives referred to above and that will be reported back to Committee as part of the Physical Activity and Sport Strategy report				
35	05.10.23	<a href="#">Motion by Councillor Mitchell - Stockbridge Clocks</a>	<ol style="list-style-type: none"> <li>1) To express regret that there are persisting issues with the (former) St Stephen's Church clock and the Stockbridge clock operating.</li> <li>2) To request that officials investigate a solution to preventing the clocks stopping.</li> <li>3) To therefore, agree that: <ol style="list-style-type: none"> <li>a) Should a solution be possible within existing budgets that</li> </ol> </li> </ol>	<p>Executive Director of Place</p> <p>Lead officer: Claire Miller</p>	29 February 2024		An update is provided in the Business Bulletin on 29.02.2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>this be actioned, and an update provided to Committee via the Business Bulletin within two cycles.</p> <p>b) Should a solution not be possible within existing budgets that a report outlining options and associated costs will return to Committee within two cycles</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
36	05.10.23	<a href="#">Motion by Councillor Osler - Events Budgeting</a>	To instruct officers bring to Committee in two cycles a report outlining the criteria presently being used to determine funding proposals for the Events Budget, the extent to which they aligned to Council priorities including the Net Zero strategy and the Business Plans's three aims: Create good places to live and work; End Poverty in Edinburgh and Become a Net Zero city and any changes they would recommend	Executive Director of Place  Lead officer: David Waddell	29 February 2024		<b><u>Recommended for Closure</u></b>  A report is on the agenda on 29.02.2024
37	07.12.23	<a href="#">Business Bulletin</a>	1) <b>Park Lighting Improvements</b> – To provide updates to committee members on the progress of the project.	Executive Director of Place	16 May 2024		An update on the Park and Openspace Lighting Project is included in the Parks and Openspace Investment report on 29.02.2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) <b>Park Lighting Improvements</b> – To circulate to committee members a briefing note detailing the four park lighting projects will be completed by the end of the financial year	Executive Director of Place	16 May 2024		An update on the Park and Openspace Lighting Project is included in the Parks and Openspace Investment report on 29.02.2024
			3) <b>Reuse of Tennis Balls at Council Facilities</b> – To circulate via email to committee members the start date of this service.	Executive Director of Place	29 February 2024		
			4 <b>Carbon Management –Culture Funded Organisations</b> – Officers to provide information on what happens to data provided by funded	Executive Director of Place	29 February 2024		To be updated in advance of Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			organisations after it is gathered				
38	07.12.23	<a href="#">Culture and Wellbeing: Revenue Budget Monitoring</a>	To circulate to committee members a briefing note in relation to the additional property costs at Saltire Court once negotiations with the landlord were complete	Executive Director of Place	29 February 2024		To be updated in advance of Committee
39	07.12.23	<a href="#">Future Libraries</a>	<p>1) To agree to receive a future report following completion of the engagement and consultation processes, which would include any specific proposals for change and the new libraries strategy for approval.</p> <p>2) To note that Blackhall Library remained closed due to the RAAC issues facing the building and ask</p>	Executive Director of Place	October 2024		
				Executive Director of Place	October 2024		



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			for an update report in advance of this strategy being considered to Culture and Communities on options for the library's future.				
40	07.12 24	<a href="#">New Collections Centre and Museums and Galleries</a>	1) To request that officers bring a report to Culture and Communities Committee exploring the proposal of setting a % of income from temporary exhibitions that could be ringfenced and automatically transferred into the Special Exhibitions Fund with additional deposits made subject to the wider Place Directorate budget financial performance	Executive Director of Place	October 2024		<p><b>Action 1 – Recommended for closure</b></p> <p>The Special Exhibitions Fund was established around 1988, following the successful staging of a number of 'Blockbuster' exhibitions at the City Art Centre. These large exhibitions raise the profile of the Centre, both with an Edinburgh audience and nationally. The Fund was established as larger exhibitions often incur significant costs and require to be funded through a combination of entrance fees, sponsorship and fundraising. Larger</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			to aid and protect venue sustainability.				<p>exhibitions are planned to be cost neutral, with the potential to generate income for the Museums and Galleries Service.</p> <p>Since 1988, practice has been for a surplus from exhibitions to be allocated to the Special Exhibitions Fund, to assist with the financing of future major exhibitions brought to the City.</p> <p>Any surplus from temporary exhibitions staged in 2023/24 will be allocated to the Special Exhibitions Fund in line with previous practice, with a report provided to a future Culture and Communities Committee on the performance of Museums and Galleries exhibitions”.</p> <p>Action 2 - A Business Bulletin update is provided on 29.02.2024</p>
			2) To request a business bulletin update detailing progress made to utilise Creative Scotland funding to revamp the Museums and Galleries website – specifically to better facilitate digital	Executive Director of Place	December 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>fundraising via a prominent 'Donate' button, and further efforts to make it simpler to join Edinburgh's 'Friends of' membership scheme.</p> <p>3) To agree that restoring and reopening the popular Nelson Monument should be prioritised and therefore requests a further business bulletin to C&amp;C in February 2024 updating on progress to date in achieving this.</p>	Executive Director of Place	29 February 2024		<p><b><u>Action 3)</u></b> <b><u>Recommended for closure</u></b></p> <p>This is included in the Business Bulletin for Committee on 29.02.2024</p>
41	07.12 24	<a href="#">Motion by Councillor Walker-Fireworks</a>	To request a report on the cost and logistics of reinstating Council hosted firework displays and implementing a firework	Executive Director of Place	October 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			control zone in time for November 2024				
42	07.12 24	<a href="#">Motion by Councillor Heap – Free Little Libraries</a>	<p>1) To agree officers will make contact with ETL with a view to understanding what assistance the Council could provide to promote ETLs roll out of Free Little Libraries across the City.</p> <p>2) To provide a Business Bulletin update on progress of above in 3 cycles</p>	Executive Director of Place	August 2024		
43	07.12 24	<a href="#">Motion by Councillor Osler – Right to Grow</a>	<p>1) To agree to a report in three cycles looking into the possibility of whether Edinburgh could also adopt “a right to grow” policy on Council-owned land</p>	Executive Director of Place	August 2024		Action 3 – it was not possible to provide this information in advance of the budget setting process for 2023/24.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>that is deemed suitable for cultivation, and for a Business Bulletin update in two cycles on Allotment and Food Growing Provision”</p> <p>2) For the report to cover the possible benefits in terms of (1) Promoting low and no carbon food chains and tackling climate change. (2) Addressing food poverty.</p> <p>3) To request a short written briefing on available land and costs for development or expansion of CEC allotment service sites to political groups in advance of the budget setting process.</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>August 2024</p> <p>23.02.2024</p>		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
44	07.12 24	<a href="#">Motion by Councillor Thornley – Neighbourhood Networks</a>	To request a report, within three cycles, providing an evaluation of the current situation of our Neighbourhood Networks and Community Grants Funding, including a judgement of the success of the current model, suggestions for how community engagement could be improved, barriers to that engagement removed, processes simplified to improve accessibility and how participatory budgeting can be preserved and enhanced	Executive Director of Place	August 2024		
45	07.12 24	<a href="#">Motion by Councillor Staniforth – Ending the Use of Fossil-Fuel Powered Leaf Blowers</a>	Requests a report to culture and communities within 2 cycles detailing options for: a) The council ending its own use of fossil-fuel powered leaf blowers.	Executive Director of Place	16 May 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<ul style="list-style-type: none"> <li>b) The council ensuring its contractors do not use fossil-fuel powered leaf blowers.</li> <li>c) Investigates the feasibility of switching to electric leaf blowers.</li> <li>d) The council banning or regulating the use of fossil-fuel leaf blowers within the city of Edinburgh</li> </ul>				

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# Latest News

Culture and Communities Committee  
10.00am, Thursday 29 February 2024



## 20 Minute Neighbourhood Strategy Update (Wards Affected - All)

On 10 August 2023, Committee [agreed](#) an updated 20-Minute Neighbourhood Strategy, and requested key updates be provided every six months.

Since August, work has continued to communicate the aims of the Strategy and address any concerns or misinformation. The Council's website has been updated with [dedicated pages](#) and a short video uploaded to help explain the purpose and scope of the Strategy. In October 2023, an overview of the Strategy was presented to the Edinburgh Association of Community Councils.

Working with communities is one of the Strategy's strategic actions. The Council has recently partnered with NHS Lothian to support children and teenagers living in Craigmillar to develop their own neighbourhood plan, setting out priorities for improvements. The findings of the recent [Edinburgh Partnership Survey](#) will be used to help develop strategy further.

To promote the development of Local Place Plans, information and resources are now available on the Council website. These are an opportunity for communities to create their own plan or proposals for the development and use of land. The [Wester Hailes Local Place Plan](#) was the first to be registered in Scotland and reflects the 20-minute neighbourhood concept.

The 20-minute neighbourhood concept has been integrated into the Council's Corporate Property Strategy with 'live well locally' a key theme. This means that where property projects are being delivered, opportunities will be considered to improve integrated service delivery at the heart of a community, integrating (where appropriate) the learning estate, community spaces, libraries, GP surgeries and Council services. Key property projects under construction include the MacMillan Hub, the new Currie High School, Liberton High School, Wester Hailes High School and Maybury Primary School. Other projects in early stages of design and development where these principles will be followed include St Catherine's RC Primary School and Queensferry Primary School.

The Strategy will also be a key consideration in the development of the Community Centre Strategy and Future Libraries strategy and vision, as well as a planned review of public toilets in town centres.

The Strategy aims to improve town and local centres as they have many of the services, facilities and local businesses needed to meet daily needs. Further consultation and engagement is planned in 2024 in relation to emerging plans for Craigmillar, Portobello and Dalry. Small “quick win” improvements will be delivered where possible (such as a proposed School Zone with placemaking and public art interventions around Dalry Primary School). Improved active travel connections to the redeveloped Pennywell local centre are also planned.

The 20-minute neighbourhood concept has been further integrated into the recently updated [City Mobility Plan](#) implementation plan and [circulation plan](#) with the aim of improving sustainable and active travel access to local services and facilities. A programme of area-wide “Liveable Neighbourhood” initiatives is proposed, focussing on simple measures like dropping kerbs, narrowing side roads, better pavements around local shops and new crossings.

The Granton Waterfront development is progressing, and the West Edinburgh masterplan (which aims to deliver ‘a strong sense of place through the 20-Minute Neighbourhood principle’) has been approved following consultation. Work continues on the preparation of a brief for the development of Seafield, and early community engagement is underway in relation to the redevelopment of the Liberton Hospital site.

### **Update on work by Alzheimer’s Scotland and the Forget Me Not Trust at the Gatehouse at Lauriston Castle (Wards Affected – 1, Almond)**

Over recent months, Alzheimer’s Scotland and the Forget Me Not Trust have worked with the Council to review and refine plans to progress work on the renovation of the Gatehouse at Lauriston Castle.

An Outdoor Brain Health and Dementia Resource Centre will be established there by Alzheimer’s Scotland. Alzheimer’s Scotland will invest in a Centre Manager and a Co-ordinator to be based in the building to oversee a programme of outdoor therapeutic and creative group experiences for people with dementia, their carers and families. The team will run traditional gardening and horticultural sessions with ongoing support from the Forget Me Not volunteers, enabling activities (such as Mindfulness Sessions, Outdoor Relaxation, Reminiscence Sessions, Cognitive Stimulation activities, Peer Support, Outdoor Dementia Café sessions and discussions, Brain Health and Prevention Sessions) to take place.

Alzheimer’s Scotland will take on the lease for the site, and the Forget Me Trust will wind up its charitable operations. Construction work is due to begin this spring, with the new facility opening to the public in summer 2024.

### **Stockbridge Clocks – St Stephens and Deanhaugh Street Clocks (Wards Affected – 5, Inverleith)**

The Council are responsible for the illumination and maintenance of the city’s public clocks as stated in the Local Government and Planning (Scotland) Act 1982.

Contracted specialist clockmakers, Smith of Derby, carry out annual servicing and maintenance of the 26 public clocks as well as the internal clocks within the City Chambers. Smith of Derby also

respond to call out requests. A call out is usually required when notification is received that a clock displaying an incorrect time, for example. Stockbridge is home to two public clocks, St Stephens Church and at 1 Deanhaugh Street. Over recent years both Stockbridge clocks have been upgraded, with St Stephens having an auto-wind function installed and Deanhaugh Street clock face receiving an LED upgrade.

Public clocks are inspected annually, and a report is issued to identify the current condition of the clock, with recommendations as well as the timescale for any additional work to be completed. However, call outs in between these annual inspections are expected. St Stephens clock was last serviced in October 2023 and Deanhaugh Street in September 2023. Various actions have been put in place to try and reduce the likelihood of the switches being tampered with (such as notices within the clocktower and reminders when inspections take place). Moving forward, officers are working with Smiths of Derby to develop a more sustainable solution to reduce call out frequency by installing alternative switches which can only be turned off by a maintenance engineer. A Council electrician will be undertaking an inspection at both sites to identify any electrical faults.

It can be difficult for the public to know who to contact when they notice a clock at the wrong time or when there is a problem, it is equally difficult for officers to become aware of issues when they aren't reported directly. In the coming weeks, there will be a 'report it' function online via the Council's website where the public will be able to report faults with any of the clocks within the city which will come directly to a dedicated email address ([ceccllocks@edinburgh.gov.uk](mailto:ceccllocks@edinburgh.gov.uk)) at the time of reporting. This should reduce the delay in information getting to officers and will ensure call out and response to faults from our contractor are prompt.



**Meadows Jawbone Arch**  
**(Wards Affected – 11 City Centre, 15 Southside/Newington and 10 Morningside)**

Officers have researched, within reason, opportunities for relocation and found no interested parties. This is a reflection of the state of the jawbones and ongoing responsibilities required for safe display and maintenance. These issues were outlined in the August 2023 [report](#).

The recommendation to explore alternative use by artists also hit a buffer as the whale jawbones

are classified as hunted species and therefore protected – artists would not be allowed to sell any work containing such material.

Further dialogue is required with Edinburgh World Heritage which is opposed to the report findings and recommendation, and no final disposal decision will be actioned until those concerns have been discussed in more detail.

Response from the local community has been muted. There was little appetite for a replacement as recommended in the report, and officers will move to suggest the installation of a jawbone arch interpretation panel with (potentially) a surviving section.

## **Physical Activity and Sports Strategy (Wards Affected - All)**

The development of a new Physical Activity and Sport Strategy continues to make progress. Pre-consultation engagement work with Council services, key stakeholder groups and equality groups has concluded, and the information gathered has been collated and reviewed.

The public consultation will begin formally in early March and will continue for 12 weeks. Once the public consultation has concluded, the feedback and data will be reviewed, and a draft strategy will be prepared for Committee in the autumn.

## **Nelson Monument (Wards Affected – 11, City Centre)**

Repairs to the mast and timeball in the Nelson Monument are due commence works in February 2024, with works due to be completed by October 2024. As much of the work will be completed offsite, public access will be possible from April 2024.

Phasing of the work will see the design and erection of a scaffold and cover capable of providing the relevant support for the mast and time ball removal and re-fitting, along with the facility to allow any works to be undertaken to any damaged stone etc. on the monument.

Partial removal of the scaffold below the viewing gallery level will allow public access onto the gallery while the infrastructure is removed, repaired and re-installed. The plan is to install a mesh around the scaffold with an image of the underlying monument to reduce the visual impact of the scaffold.

In addition, officers are working on updating the heritage offer, improving the visitor experience and increasing footfall/income once the monument works are complete.

## **Revamp of Museums and Galleries Website (Wards Affected - All)**

A contractor has been identified to undertake a review and redesign of the websites that cover the cultural venues, museums and galleries. Subject to a successful navigation through the digital procurement process (security impact assessments, etc), an appointment will be made in February with a view to bringing the various sites together to provide a more coherent customer

experience for the wider service and provide ticketing and other income opportunities such as donations and retail. Currently, a collection of individual websites is costly in terms of maintenance, hosting and design. The new approach aims to provide a modest saving as well as offering better data about the overall audience profile. Existing digital platforms, such as online ticketing, need to be integrated into the new site architecture. The target date for completion is December 2024.

## **Future Libraries Strategy and Vision Update (Wards Affected - All)**

At its meeting in December, Committee agreed to establish a time limited All Party Oversight Group (APOG) to oversee the development of the Future Libraries Strategy and Vision.

The first APOG meeting took place on 8 January 2024 and was chaired by the Convener of Culture and Communities Committee, with membership including representatives from each political group. The remit of the APOG is to “receive and consider update reports from the service developing the strategy and shall advise, support and inform the work and recommendations as it progresses”. The APOG will meet on a two monthly basis.

The Future Libraries engagement phase was launched by Council Leader Cammy Day and Culture and Communities Convener Val Walker at a site visit to the new MacMillan Hub in the north of the city on 17 January.

## **Grass Cutting Standards (Wards Affected - All)**

The Council is currently considering how to manage and maintain greenspace by adopting a more ecological and wildlife-friendly approach, by reducing the mowing frequency across the city (in parks, greenspaces and highways). This recognises that routine mowing has a negative effect on wildlife, eliminating habitats, reducing the number of pollinators and reducing biodiversity.

Creating ‘Edinburgh’s Flowering Lawns’ recognises that if mowing regimes are relaxed, this encourages a more diverse mix of grass species which in turn supports a wider range of animals and insects. The approach will consider parks, greenspaces and highways on a site by site basis. For highways, this will take account of Health and Safety considerations, particularly maintaining sight lines at junctions and roundabouts.

Five new site categories are proposed:

- Conservation Area - space which is significant for natural conservation (including living landscape sites);
- Nature Corridor/Greenway - green vegetation area along roads, watercourses etc;
- Residential Flowering Lawn Area - greenspace within a residential area but not highly used by the community;
- Community Greenspace - public park or greenspace area near a residential area which is used by community; and

- High Amenity/Recreational Area - multi-purpose, high public use including sport provision.

In 2024, it is proposed to pilot this approach in a small number of sites. This will allow development of the concept, and will help to identify what works and what doesn't. It will also allow time for machinery to be updated, for staff training and for communication on the changes. There will also be a focus on improving the accuracy of the data held and to development of mapping tools to help with planning and future development. A monitoring and evaluation process will also be developed, with outcomes and targets set.

In addition to reducing mowing frequencies, features to improve biodiversity will also be introduced. This will include greater use of wild flowers in grass areas (e.g. use of clover, yellow rattle, common knapweed, must mallow) and increasing the use of pollinator-friendly plants (e.g. field scabious, teasel, meadow cranesbill, cowslip and meadow buttercup) and greater use of perennial plantings and insect encouraging plants within flower and shrub areas.

A report on the outcomes in 2024 will be presented to Committee in autumn/winter 2024.

### **Bowling Greens at Victoria Park and St Margaret's Park (Wards Affected – 4, Forth and 6, Corstorphine/Murrayfield)**

Options for re-purposing the bowling greens and pavilions at Victoria Park and St Margaret's Park (following their return to the Council by Edinburgh Leisure) are currently being developed, with Atkins Realis appointed to develop high level ideas for the spaces. Ideas range from spaces which include café, public toilets, sensory gardens and outdoor education areas to lawn games and fitness areas with social seating elements. This will form the basis of discussions with key stakeholders and the local community.

A first online consultation workshop was undertaken in October 2023 with two major stakeholder groups of Victoria Park, Friends of Victoria Park and Trinity Community Council. The workshop was to gauge the general attitude towards the disused bowling greens and determine what people want the space to become.

A similar workshop with the key stakeholders of St Margaret's Park will take place in February 2024.

Local ward councillors, as well as the community councils for both parks, have been kept informed throughout and are feeding into the consultation process.

A series of public drop-in sessions and targeted workshops for school children, teenage girls and the older community are taking place between 12 February to 8 March. Details of dates and consultation material are available at <https://www.thrivinggreenspaces.scot/>.

The next step will be to analyse the consultation feedback and develop outline proposals. Feedback from key stakeholders and the public will also be sought through online meetings and the Council's consultation portal. Proposals for how to take these schemes forward are expected to be presented to Committee in May.

#### **Timeline**

- Victoria Park – Key Stakeholder Initial Consultation: Completed October 2023
- St Margaret's Park – Key Stakeholder Initial Consultation: February 2024 (rescheduled)
- Both parks - Public drop-in sessions and targeted workshops: February to March 2024

- Consideration of feedback: March 2024
- Development of Outline proposals: March 2024
- Report to Committee with recommendations for next steps: May 2024.

## Draft Climate Ready Edinburgh Plan 2024 – 2030 Consultation (Wards Affected – All)

The Council's Policy and Sustainability Committee approved the draft Climate Ready Edinburgh Plan for consultation on 15 December. The Plan details how the city must adapt to deal with the shocks and stresses caused by climate change, and includes actions on adapting Edinburgh's cultural sector, increasing the adaptive capacity of venues, events and collections and supporting the climate resilience of Edinburgh's festivals.

The Council declared a Climate Emergency in 2019 and a Nature Emergency in 2023. A key ambition of Edinburgh's 2030 Climate Strategy was the development of the Climate Ready Edinburgh Plan to continue the process of adapting the city to the impacts of climate change. The Edinburgh Adapts Partnership has led this work on behalf of the city.

The draft Plan has 8 priority themes:

- Planning and the built environment
- Water management and resilience
- Coastal adaptation
- Sustainable transport
- Safeguarding and enhancing our natural environment
- Strong, healthy community and economy
- Building understanding of climate risk
- Governance and risk

A 12-week citywide public consultation on the draft Climate Ready Edinburgh Plan 2023-2030 was launched in mid-January. During the consultation period, a number of engagement exercises will be held, including workshops targeting the city's public, private and third sectors and internal partner workshops to ensure that the actions in the plan assigned to them are correct and align with their organisational priorities.

A final version of the plan will be presented to Policy and Sustainability Committee for approval following the consultation period. The consultation launched on 15 January 2024 and responses can be submitted using the following link: [www.edinburgh.gov.uk/climateadapt](http://www.edinburgh.gov.uk/climateadapt) or using the below QR code.



## Signage for Buskers

Wards Affected – 7, Sighthill/Gorgie; 11, City Centre; 15, Southside/Newington

### Busking Legislation

Edinburgh welcomes responsible buskers who brighten up the city. However, as reported previously to Committee, it is a challenge to properly manage buskers who do not busk responsibly by adhering to the Council's and Police Scotland's ['Hit the Right Note'](#) busking guidance. Police Scotland have the enforcement powers, but not the resources, to consistently respond to irresponsible busking.

The Convener wrote to the Minister for Local Government Empowerment and Planning in November 2023 seeking his support to amend Section 54 of the Civic Government (Scotland) Act 1982 to extend the enforcement powers (which are currently only available to Police Scotland, to Local Authorities.

The Minister responded that, while amplification of sound is a source of considerable concern in some areas, it is not of a scale that requires action at national level. His response also references Sections 112-118 of the Civic Government (Scotland) Act 1982 that provide local authorities with the power to make management rules to regulate the use of, and conduct of persons while on or in, any land or premises which are owned, occupied or managed by the local authority. Under these sections an authorised officer of a Local Authority may expel someone from the land or premises if they have reasonable grounds for believing that a person has, is, or is about to contravene a management rule. Exclusion orders can also be given to a person who has persistently contravened or attempted to contravene management rules. Failing to leave land/premises when required to do so by an authorised officer, or entering if they have been excluded, are criminal offences that are enforceable by Police Scotland.

Officers are considering the option to introduce Management Rules however, while they are currently used in parks and cemeteries, they have never been used for public owned open space (such as pavements or squares). In addition, while authorised Council officers have the power to robustly encourage adherence to Management Rules, if any person fails to follow the instruction of the authorised officer, enforcement must be carried out by Police Scotland.

Extra resources for Street Enforcement would be useful for combatting irresponsible busking, but until the Council has enforcement powers this would be of limited benefit. Even if enforcement powers were granted, any additional resource may not be fully effective without corresponding supportive resource from Police Scotland being made available.

In the interim, employing seasonal staff could help to tackle the issue at peak times, with additional resources deployed at peak times in order to cover both day and back shifts and deal with irresponsible busking at the key times it affects the city's residents and businesses. The cost per annum of a Street and Environmental Enforcement Officer is between £35,444 and £40,359 (including on-costs. An additional four to six people would cost between £141,776 and £242,154 on a full time basis, with costs reduced if seasonal appointments were made.

### Advisory Signage

Signage in the form of 'lamp post wraps' advising buskers of the Council's and Police Scotland's



[‘Hit the Right Note’](#) busking guidance, have been well received by residents, responsible buskers, visitors and the business community.

Officers have identified 10 locations initially for ‘lamp post wrap’ or other signage in 2024. The locations identified are:

- High Street
- Hunters Square
- Grassmarket
- Lawnmarket (lamp posts not available for wraps)
- Rose Street
- Telfer Subway
- Bristo Square
- Waverley Bridge
- Mound at National Galleries
- Chambers Street

The cost of signage is circa £13,000 and provides for multiple signs, installation, monitoring, replacement and removal of signs. If deployed, signage (and associated monitoring) would be in place from May to October each year.

## **Pantosaurus Doing the Round in Edinburgh Libraries (Wards affected – All)**

Developed in consultation with children, parents, carers and teachers, Talk PANTS helps children understand their body belongs to them, and they should tell a safe adult they trust if anything makes them feel upset or worried.

At Leith Library’s Bookbug Session, Annie read us all the story ‘Pantosaurus and the Power of PANTS!’. Pantosaurus then met everyone, and even made friends with our little Bookbug mascot! Parents and carers were given Talk PANTS guides to take home, promoting simple conversations to help keep kids safe.

This session was attended by approx. 30 families, and the Talk PANTS team are continuing to visit library locations across our service.



## (Wards affected – All)

Council venues such as libraries, community centres, museums and galleries, alongside partner and community spaces, have free activities for a variety of age groups and provide a space where people feel safe, warm, and at ease. The Warm Welcome initiative was relaunched this year in Central Library, in a dedicated space where the Wednesday Knit and Natter and the Friday Film Club meet. Councillor Val Walker, Convenor for Culture and Communities Committee kindly attended the group to welcome the attendees.



## Edinburgh Libraries – 16 Days of Activism Against Gender-Base Violence (Wards Affected – All)

This campaign is an annual international campaign that began on 25 November (the International Day for the Elimination of Violence against Women) and ran until 10 December 2023 (Human Rights Day). On 5 December 2023, Edinburgh Libraries held special Bookbug sessions celebrating women across history, literature, science and the arts in 10 city libraries. Approximately 150 children and 125 adults attended across the city.



## **International Visit – FabConnectHer (Future Female Innovators in STEAM) (Wards Affected – All)**

FabConnectHer is an ERASMUS project with partners from Leeuwarden (NL), León (ES), Porto (PT), Dundalk (IE) and Reykjavik (IS). The project aims to close the gender gap in STEAM through the creative use of Fab Labs by girls and young women. In Edinburgh, the Council is partnered with the Creative Industries school at Edinburgh College. Feedback from the visit is included in Appendix 1.



**Convener**

Councillor Val Walker

**Members**

**Contact**

Councillor Walker (*Convener*)

Councillor Cameron

Councillor Glasgow

Councillor Heap

Councillor McFarlane

Councillor McNeese-Mechan

Councillor Mitchell

Councillor Munro

Councillor Osler

Councillor Staniforth

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# International Visit - Feedback Form

Event Title	FabConnectHer 
Event Location	Leeuwarden, Netherlands
Event Organiser	ERASMUS via Learning Hub Friesland
Date (s)	30 November – 1 December 2023
Report by	David Waddell
Purpose of Attending	<p>This was the initial meeting of the FabConnectHer project partners. FabConnectHer is an ERASMUS project with partners from Leeuwarden (NL), Leòn (ES), Porto (PT), Dundalk (IE) and Reykjavik (IS). The project aims to close the gender gap in STEAM through the creative use of Fab Labs by girls and young women. In Edinburgh, the Council is partnered with the Creative Industries school at Edinburgh College. This initial meeting was to meet the project partners, allocate work streams and develop the outcomes for the project.</p>
Key Areas which were particularly useful	<p>Establishing the workstreams and allocating partners with other cities to develop plans.</p> <p>Testing how the project aims can be delivered within Edinburgh, identifying local partners to roll the project out, e.g. through Edinburgh schools? How can we collaborate with the Science Festival and their STEAM projects?</p> <p>Learning from other cities how (or if...) they work with their host local authorities and the role of the city's creative industries in supporting a greater representation in STEAM.</p>
Benefits of attending	<p>As an Associate Partner, Edinburgh will be used as a testing ground for the project outcomes, developing new ways of attracting and retaining girls and young women in STEAM. In Edinburgh, this will have a focus on the Creative Industries.</p> <p>Participation in European projects reinforces Edinburgh's position in Europe and allows partners to collaborate with us who otherwise might not have done.</p> <p>Edinburgh's participation brings value and a different approach to the project as we are the only partnership between a Local Authority and Further Education institute.</p>
Follow up actions	<p>Follow-up meetings to be held with Edinburgh College, the Edinburgh Science Festival and the Council's Creative Learning team to develop implementation plans for Edinburgh.</p> <p>The next partner meeting is in Leòn in May.</p>

## Upcoming Exhibitions and Events

### Usher Hall, Assembly Rooms and Church Hill Theatre Upcoming Events (Wards Affected: All)

Details of the upcoming events at the Usher Hall can be found here -

<https://www.usherhall.co.uk/whats-on>.

Details of upcoming events at the Assembly Rooms can be found here -

<https://www.assemblyroomsedinburgh.co.uk/whats-on>.

Details of upcoming events at the Church Hill Theatre can be found here -

<https://churchhilltheatre.co.uk/whats-on>:

## Recent Events and Activities

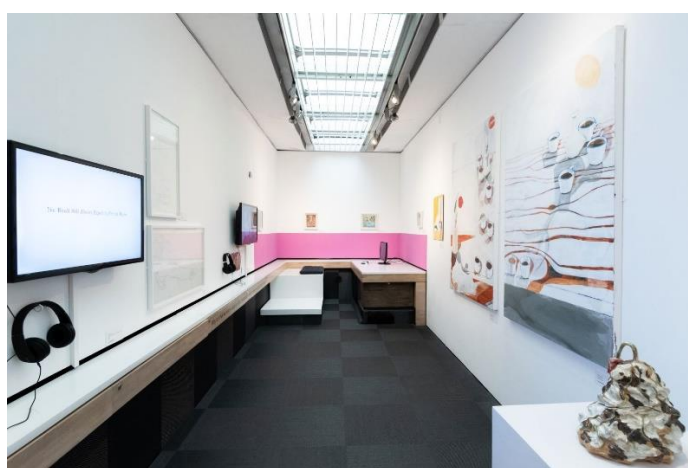
### Travelling Gallery (Wards Affected – All)

Travelling Gallery finished 2023 with a successful tour of the Ayrshires, Dumfries and Galloway, and Inverclyde. Bringing our diverse group show, *Take Care*, to Universities, Colleges, Schools, community centres and local High Streets.

*Take Care* showcased a group of international artists exploring our relationship to the non-human things we care for in an often isolated society, including plants, pets, and baking. As ever, we were humbled by the positive feedback and high level of engagement with the exhibition.



Travelling Gallery exhibition launch on a rainy Calton Hill



Installation view, *Take Care* exhibition, Travelling Gallery

In total, our *Take Care* exhibition visited 19 venues, received 1732 visitors, 776 of which were school pupils. The Travelling Gallery team delivered 83 exhibition talks to various groups.

We're now gearing up for our 2024 tours which will all be themed around The Rural. With the first exhibition launching at the start of March.

Check our website for more information <https://travellinggallery.com/>.

### Collections Centre Update (Wards Affected – All)

The Auld Reekie Retold project might be wrapped up but work to inventory and catalogue the collections continues. We have recently recruited five new volunteers to help support the team. We are now delivering on average three public tours a month, and feedback has been positive. In 2023, we have worked on jigsaw puzzles and miniature books from the Museum of Childhood, material from Edinburgh's important printing industry, woodworking tools used in construction of the Forth Rail Bridge and taken over 2000 photographs of collection items.

### Filming Shines a Spotlight on Balerno (Wards Affected – 2 Pentland Hills)

Balerno was the star of the show in November 2023 when feature film 'The Fall of Sir Douglas Weatherford' arrived to film key scenes in Main Street. The independent British feature film,

starring Peter Mullan as the guide of a Scottish Highlands visitor centre, chose Balerno Community Centre as the location for the visitor centre, with neighbouring businesses also included: the local hardware store was transformed into a camera emporium, the contents of the store replaced with camera equipment; and the Grey Horse Inn, Balerno Inn and the local chemists saw adjustments to exterior signage.



Filming at Balerno Community Centre (photo by Film Edinburgh, Nov 2023)



Balerno Hardware Store transformed into a Camera Emporium (photo by Film Edinburgh, Nov 2023)

With the Community Centre closed for three weeks to allow for dressing, filming and de-rig, the production hired spaces in the bowling club and church hall to accommodate the activities that were relocated. In total the production spent over £25,000 with local businesses during their time in the community. The film provided full-time employment for 14 Edinburgh-based production practitioners for three months of the autumn. In addition, five new entrants registered with Film Edinburgh were given work experience opportunities and seven trainees through Screen Education Edinburgh were offered the chance to shadow crew.

“The filming in the village has caused much excitement!” reported Dean Park Primary School head teacher. One of the pupils from the primary school was stirred to write to the producers with an idea for a movie. And on the last day of filming, a group of toddlers from the pre-school came out with cards and chocolates for the producers, bringing one of the producers to tears!

## Museums and Galleries Learning and Public Programmes Work Update (Wards affected – All)

**British Sign Language (BSL)** - the final venue digital BSL tour is currently under production, for the Scott and Nelson Monuments. When this has been completed there will be a fully BSL signed tour for each venue on our website [\[link\]](#). Funding is being sought to produce a digital BSL tour for the forthcoming Adam Bruce Thomson exhibition.

**School Inclusion Workshops** – school workshops have been delivered for seven schools in North Edinburgh, including working on lesson plans in advance due to a large proportion of neuro-diverse children in these groups.

**Learning Space** – a series of books in community languages has been added to learning spaces in venues. This has been possible due to grant funding by the Old Town Trust.

**Windrush Legacies Anthology** – the main output created from the Windrush Legacies exhibition has been distributed to every primary and secondary school in Edinburgh.

**Visibility Scotland Training Sessions at the City Art Centre (CAC)** – these sessions took place in January and are called Positive Outlook. These sessions are for service users to learn skills to self-manage their sight loss in the long term. This includes offering emotional support and



practical advice to patients attending the Princess Alexandra Eye Pavilion. Plans are in place to deliver Visually Impaired Tours of one of the exhibitions at the CAC and will be used as an example of how sight loss can be managed.

**Lauriston Castle Programme** - the 2023 Lauriston Castle Public Programme was completed at Christmas with a busy Festive period of workshops. This was the first full programme year since the Pandemic, and was successful in terms of generating income, bringing pre-pandemic audiences back and engaging with new partners and visitors.

**CAC Programme** - the autumn and winter programmes at the CAC have had a diverse and busy accompanying public and school programme. Almost every event has been fully booked. The current programme continues up until end of February with two keynote Victoria Crowe lectures and a keynote Joan Eardley lecture being fully booked. The lecture programme also focuses on well-known artists like William Gillies, Jon Schueler, and Wilhelmina Barnes-Graham.

**Edinburgh College collaboration and Student Fashion Show** – the end of the winter programme is marked by the Student Fashion Show. The students this year are exploring sustainable fashion inspired by our exhibition 'Deep Rooted'. The garments they will model in the Public Show at the CAC are the result of this learning. We have also had a series of family sessions exploring Climate Crisis and recycling. In one series of workshops families have studied ancient historical woodlands in the city with an environmental artist and have had the opportunity to plant a tree to take home in a pot. This has linked in with the Million Tree City project.

**In Conversation Event** - the autumn programme saw a very popular In Conversation Event at the CAC with writer Sir Ian Rankin, marking the 50<sup>th</sup> anniversary of Makars' Court with a special event talking about his influences from the history of Scottish Literature. It also involved the Makar, Hannah Lavery, and writer Sara Sheridan. This event was recorded for posterity and will be re-used on landmark Scottish Literature Celebratory days.

## Libraries Activities and Events (Wards Affected – All)

**Book Week Scotland** – Edinburgh Libraries celebrated Book Week Scotland across the city, here are some highlights.

Stockbridge hosted local author Barclay Price, with his new book, 'A history of Stockbridge' (including a special mention of Stockbridge Library), and for Bookbug customers, a book display featured local authors and illustrators Debi Gliori, Madeline Pinkerton and Catherine Rayner.

Wester Hailes took some of their youngest readers on an exciting adventure. Groups of under 5s attending Bookbug sessions and visiting the library with their nursery classes joined in a treasure hunt around the library.

Boroughmuir High School were delighted to have a visit from Rossie Stone of Dekko Comics to deliver a workshop to 14 S2 pupils. Rossie spoke about his experiences of Dyslexia when he was at school.

Castlebrae and Drummond High Schools were also part of the Dekko Comic tour, each hosting highly successful events.

Oxgangs hosted local authors group 'Ox Pen Writers' launching their new book title 'Love from Oxgangs: A Drama in 12 Postcards'.

Drumbrae Library recreated Treasure Island, working closely with service users from three weeks to 80 years old. In the middle of the library floor a pirate boat proudly stood, made by the P5-P7 Crafters group, where many library visitors (young and not so young) play, sit and read.



**Oxgangs Library, Afghani ladies and families end of year celebration** - The Welcoming Association, the Council's Refugee Integration team, and Oxgangs library brought together a multi-generational group of women with their children who are settling in our community, for an end of year celebration at Oxgangs Library. The library provided some Scottish festive food mince pies, shortbread and tablet and a warm cuppa which went down a treat! While their mums were busy, the children used our library resources to read, make art and built with LEGO duplo.

**Central Library, celebrating 10 years of community involvement in the West Port Garden** - An exhibition ran in the Central Library during November and December 2023 on the West Port Community Garden in Edinburgh. The West Port Garden has recently celebrated the tenth anniversary of local community association [GRASS: The Grassmarket Residents Association](#) taking on its organisation and upkeep.

**Central Library exhibition** - A Winter exhibition created by Ray Pattie, talented artist and Library Adviser at Central Lending, ran through December and into January and was about "capturing the essence of nature and how important it is to our daily lives," says Ray, who graduated from Edinburgh College of Art with a BA Honours in Painting.



**The Digital Team** - are continuing their connection with Edinburgh Libraries' twinned library service in Lisalmi, Finland by starting a new monthly exchange of text and images for sharing with our readers on social media.

**Unicorn's Galore with Living Knowledge Network Partnership – Realms of Imagination** - The unicorn crafting fun continues in our libraries, as part of Edinburgh Libraries' contribution to the Living Knowledge Network current exhibition theme of Fantasy: Realms of Imagination.

Currie Library hosted a whole day of unicorn themed activities including a special Bookbug with crafts galore.

At Sighthill Library children have been decorating loads of unicorns ready to send to Central Library for the 'Blessing of Unicorns' exhibition next year and they had a fantastic display of unicorn themed reading suggestions.

At Oxgangs Library, everyone had great fun at Tiger Tales reading fantastical stories about unicorns and making fabulous unicorn masks!

Stockbridge Library hosted unicorn mask making craft activity with their craft table was turned into woodland with paper trees!



**Birds of Feathers drawing workshop and author event** - Stockbridge hosted an illustrator, storyboarding artist and a writer, for a creative drawing workshop. Children and families were encouraged to think about the birds they find in Edinburgh and the birds they have found in their countries/cities of heritage or origin.



**Edinburgh Libraries – Mobile Libraries** - Our mobile service took part in the Scottish Library and Information Council (SLIC) photo competition for Mobiles Awareness Day. Our service visited Juniper Green Nursery. And the photo won first place!



### *Our Winning Entry!*

**Volunteer celebration thank you for Royal Voluntary Service (RVS) and Macmillan Cancer Care** - Edinburgh Libraries are privileged to have volunteers who give up their time for our service users. We hosted a small gathering of RVS volunteers in Central Library Boardroom for a small thank you Christmas Party.

**Author Event @ Gilmerton** - Tom Woods came to Gilmerton Library to talk about his new book Ruxton. Tom is a former Detective inspector, who was involved in the world end murder case in Edinburgh.



**Christmas @ Gilmerton** - The run up to Christmas was celebrated with two Christmas films showings and four craft events, with some very excited attendees.



**Morningside library – Greek Storytelling sessions** - This is bilingual storytelling session, puppet show and craft event. The aim is to provide a monthly activity concentrating on literacy and language skills. One that would offer something for the Greek community in Morningside but also a chance to expose children to other languages and cultures at a young age.



## Culture and Communities Committee

10.00am, Thursday, 29 February 2024

### Third Party Cultural Grants Funding 2024/25

Executive/routine  
Wards

Executive  
All

#### 1. Recommendations

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- 1.1 It is recommended that the Culture and Communities Committee:
  - 1.1.1 Approves the outcomes of the Strategic Partnership Funding Programme applications process for 2024/27 (Appendix 1);
  - 1.1.2 Approves the flexible and project funding recommendations for 2024/25 (Appendix 1); and
  - 1.1.3 Notes the update on the third party cultural grants funding.

**Paul Lawrence**

Executive Director of Place

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## Third Party Cultural Grants 2024/25

### 2. Executive Summary

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- 2.1 This report seeks approval for the outcomes of the application process for the 2024/27 Strategic Partnerships revenue funding programme (Appendix 1). It also requests approval for 2024/25 project funding recommendations.

### 3. Background

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- 3.1 On 18 June 2019, Culture and Communities Committee considered the [outcomes](#) of a review of Third Party Cultural Grants Funding and approved three year in principle funding for the recommended Strategic Partners, the creation of a Flexible Fund and New Models funding programmes.
- 3.2 The Strategic Partnerships funding programme is the Council's revenue funding commitment to the city's cultural sector.
- 3.3 On 1 February 2022, Culture and Communities Committee [agreed](#) the continuation of the Strategic Partnerships programme for a fourth year (2023/24), acknowledging the need for stability and support for recovery following the on-going impacts of COVID-19 on the city and sector.
- 3.3 The Council continues to play an essential partnership and facilitation role with stakeholders, Strategic Partners, communities, and creative practitioners. This is reflected in the [Culture Strategy 2023/30](#).
- 3.4 On 11 May 2023, Culture and Communities Committee [agreed](#) the continued Strategic Partnerships funding applications process timetable and model. The primary purpose is to align the Council's funded cultural Strategic Partnerships to the current Cultural Strategy. The new applications process was designed to do this, and to evolve to reflect the on-going feedback received from our Strategic and public funder partners.
- 3.5 On 23 February 2023, the Council agreed a reduction of £250,000 in funding for events and cultural grants. In 2023/24, £100,000 was achieved through a reduction in the Third Party Grants Flexible Fund, with the balance achieved on a one-off basis from the Events budget. For 2024/25 onwards, a sustainable saving of £150,000 is required.

## 4. Main report

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### Financial Summary

- 4.1 As noted above, the Council agreed a reduction in funding for events and cultural grants from 2023/24 onwards. To support delivery of this saving on a sustainable basis, a reduction in funding of £100,000 for cultural grants has been built into the proposals set out in this report.
- 4.2 However, recognising the impact of this on cultural organisations, the recommendations include proposals to reallocate funding from the Flexible Fund into the Strategic Partners programme.
- 4.3 In addition, it is proposed to integrate the community-led cultural projects funding into the overall third party cultural grants funding allocation from 2024/25.
- 4.4 This means that the budget for third party cultural grants in 2024/25 will be £4,589,279.
- 4.5 This approach prioritises support for established organisations, with the retention of one open fund which will support community led cultural activities and integrates diversity and inclusion. This does, however, mean that there will no longer be flexible funding to support creative community sector project development.
- 4.6 In addition to the work undertaken by the Council, a major revenue funding review is currently being undertaken by Creative Scotland. The Stage 1 (of 2) outcomes of this process are likely to be reported around the same time as this report. Stage 2 outcomes are expected October 2024.

### Strategic Partnerships

- 4.7 The Strategic Partnership programme and Flexible Fund recommendations both reflect continued strategic, targeted support for the sector, contributing as extensively as possible to the on-going retention of jobs, creative practice and development opportunities, programming, and delivery of activity throughout the city.
- 4.8 The range of recommended recipient projects/organisations align to the three aims of the culture strategy and facilitate and support a broad choice of citywide infrastructure and resource access points to creative practitioners, participants, and audiences year-round.
- 4.9 Appendix 1 presents the recommended outcomes of the applications process undertaken between October and December 2023. It lists in principle funding allocations for Strategic Partners for Year 1 of the next round of the Programme.
- 4.10 The application assessment process was managed via an independent expert panel to ensure accountable, fair, and objective funding decision making. The panel meeting took place in December 2023 and included Scottish Government, Event Scotland, and independent creative practitioner representation and was facilitated by Council officers.

- 4.11 The panel assessment process outcomes include funding reductions affecting three organisations - the Filmhouse and Edinburgh International Film Festival, and Festivals Edinburgh. The Fringe Society funding recommendation is aligned towards the costs of facilitating the street events programme on the ground.
- 4.12 A new allocation has also been made within the Strategic Partners Programme for Creative Community Hubs. This funding will support community arts and sets out a three year intended commitment.
- 4.13 All applicants will have received comprehensive feedback on their applications by the time the Committee consider this report.
- 4.14 A number of those recommended for funding in this report may be affected by the Creative Scotland process (highlighted in paragraph 4.6). Committee is asked to note the potential need of further assessment and response to the publication of Creative Scotland decisions affecting Council-funded organisations.

#### **Flexible Fund - Diversity and Inclusion**

- 4.15 The Diversity and Inclusion Fund has now supported over 100 freelance-led projects, and created opportunities for diverse artists and creatives across arts disciplines to further their ambitions, trial new concepts and better engage with the arts and culture sector and communities alike. Details of projects to date can be found at [Cultural Strategy Diversity Programme](#). Details of the 2024/25 funding programme and priorities will be shared with Committee members once confirmed.

#### **Flexible Fund - Community Led Cultural Projects**

- 4.16 In 2023/24, the Council allocated £100,000 for community-led cultural projects. It is proposed to incorporate this into the third party grant funding programme from 2024/25 onwards in recognition of the importance of having a fund for community cultural projects. The criteria for this fund will also recognise the importance of diversity and inclusion, building on the activities which the Council has supported in recent years.

#### **Project Development Funding**

- 4.17 The proposed programmes for 2024/25 are outlined in Appendix 1. Below is a short summary of some of these activities:
- 4.17.1 **Creative Carbon Scotland (CCS)** – introduce this commitment to ensure that the Council benefits from the advice and expertise CCS deliver to the culture sector. This respected organisation is at the cutting edge of environmental planning, responsibility, reporting and developments relevant to the sector. This funding will provide the Council with an active partnership of practical up to date advice and reporting. The expertise this funding makes available to the Council is invaluable and will directly contribute to the 2030 Zero Carbon Council agenda. The proposed funding allocation is £15,800.
- 4.17.2 **Edinburgh Visual Artists and Craft Maker Awards (VACMA)** – continues small grant partnership commitment with Creative Scotland, delivering



practice development resources to local visual artists and craft makers at any stage of their careers. The proposed funding allocation is £19,750.

4.17.3 **Culture Mapping Partnership** – continue the small grant resource towards this Council/University of Edinburgh programme partnership ensuring the city’s Culture Map and the most recently developed Community Engagement Map remain current. The proposed funding allocation for this is £3,545.

4.17.4 **Community Cultural Estate Project** – introduce a contribution to working with city partners to identify more efficient, potential co-operative actions and mechanisms to optimise, where appropriate, sites and building opportunities for re-use or development as multi-purpose creative and cultural spaces. The proposed funding allocation for this is £9,000.

### **Real Living Wage**

4.18 As previously [reported](#) to Committee in November 2017, since 2017/18 the Living Wage has been included as a standard requirement in funding application paperwork and agreement conditions. The data supplied is submitted to the Council’s Central Grants Register. This has subsequently been updated to reflect the Real Living Wage commitment in our agreement conditions.

## **5. Next Steps**

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- 5.1 If Committee approve the recommendations in this report, the funding decisions would be implemented.
- 5.2 An update will also be provided (if necessary) following the outcome of the Creative Scotland funding review.
- 5.3 The funding programmes are included in the Council’s Culture Strategy Action Plan.

## **6. Financial impact**

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6.1 A summary of the financial impacts associated with this report is provided in the Main Report section, with details of the funding allocations provided in Appendix 1.

## **7. Equality and Poverty Impact**

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- 7.1 All organisations are expected to have relevant employment, equalities, rights, and sustainability policies in place as set out in the Council Conditions of Grant.
- 7.2 All organisations must have a commitment to mainstream equalities and rights in accordance with the Equality Act 2010. Both in terms of its practices employing staff and volunteers and in providing services, they should be able to show how their organisation advances equality of opportunity; fosters good relations; and eliminates any unlawful discrimination, harassment and victimisation.

- 7.3 The funding relationship with the Strategic Partners also offers engagement in the Diversity Programme, which better connects ethnically diverse artists to the associate organisations through communications platforms, networking events and funding opportunities hence contributing positively to shifting the culture of the organisations to better embed equality in their activities.
- 7.4 All Strategic Partners are expected to contribute to the annual Community Engagement Report which outlines the activities designed and developed for the benefit of groups and communities listed under the protected characteristics, including those affected by socio-economic disadvantages, per the Integrated Impact Assessment guidelines. The report allows the Service to monitor, assess and share the positive impacts on individuals and communities engaged in those activities.

## 8. Climate and Nature Emergency Implications

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- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

*“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”*

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

*“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”*

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

### **Environmental Impacts**

- 8.3 The Council’s funding agreement conditions include carbon impact reduction action and planning requirements. Progress reports are collected annually and shared with the Council’s Policy and Insight team for information for potential inclusion in the Council’s public bodies reporting processes.

## 9. Risk, policy, compliance, governance and community impact

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- 9.1 The citywide Strategic Partnerships Funding programme is well established.
- 9.2 The fund decision-making panel is comprised of external expertise and the process is managed by Council Officers.

- 9.3 The report recommendations are designed to maximise the positive impact, and further progress the widest feasible dissemination, of cultural development funding opportunities citywide, and to the network of creative community hubs.
- 9.4 The continuation of the funding programme would have no further risk, policy, compliance, governance, or community impact.

## **10. Background reading/external references**

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- 10.1 [Third Party Cultural Grants – Strategic Partnerships Funding Programme Review](#), Culture and Communities Committee, 5 October 2023.
- 10.2 [Third Party Grants Funding 2023/24](#), Culture and Communities Committee, 11 May 2023
- 10.3 [Third Party Cultural Grants Funding 2022/23](#), Culture and Communities Committee, 1 February 2022.

## **11. Appendices**

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- Appendix 1 2024/25 Strategic Partnerships, Flexible and Project Funding recommendations.

## 2024/25 CULTURAL GRANT RECOMMENDATIONS

## Strategic Partners

Organisation	2023/24 Level of Grant Award	Level Applied for 2024/25	Recommended Level of Grant 2024/25
	Year 4 of 4		Year 1 of 3
<b>1 Aim - up to 3 Actions*</b>			
Creative Edinburgh	0	£10,000	£10,000
Filmhouse (Edinburgh) Ltd	0	£30,000	£25,000
Edinburgh Development Company Limited (Edinburgh International Film Festival)	0	£30,000	£15,000
Edinburgh Art Festival	£20,000	£20,000	£20,000
Edinburgh Performing Arts Development	£30,000	£30,000	£30,000
Edinburgh Printmakers	£20,000	£20,000	£20,000
Edinburgh Sculpture Workshop	£20,000	£20,000	£20,000
Lung Ha Theatre Company	£15,593	£47,859	£15,593
Stills Gallery	£20,000	£20,000	£20,000
Traverse Theatre	£40,447	£40,447	£40,447
<b>1 Aim - up to 6 Actions</b>			
African Connections CIC (Edinburgh Multicultural Festival)	£43,000	£43,000	£43,000
Dance Base	£50,000	£70,000	£50,000
Edinburgh International Book Festival	£50,000	£50,000	£50,000
Queen's Hall	£60,000	£60,000	£60,000
Scottish Chamber Orchestra	£50,000	£50,000	£50,000
<b>1 Aim - up to 9 Actions</b>			
Artlink and the Lothians	£100,000	£100,000	£100,000
Creative Community Hubs (WHALE Arts)	0	£300,000	£100,000
Edinburgh Festival Fringe	£75,000	£75,000	£75,000
Edinburgh Jazz and Blues Festival	£100,000	£100,000	£100,000
Edinburgh Science	£150,000	£150,000	£150,000
Festivals Edinburgh	£125,000	£125,000	£75,000
Imaginate	£100,000	£100,000	£100,000
North Edinburgh Arts	£150,000	£150,000	£150,000

<b>Literature Grouping:</b>			
TRACS	£41,000	£41,000	£41,000
Edinburgh UNESCO City of Literature	£47,700	£47,700	£47,700
Scottish Book Trust	£1,200	£1,200	£1,200
Scottish Poetry Library	£10,000	£10,000	£10,000
<b>1 Aim - up to 12 Actions</b>			
Capital Theatres	£585,130	£585,130	£585,130
Royal Lyceum Theatre Company	£328,830	£328,830	£328,830
<b>3 Aims - up to 12 Actions</b>			
Edinburgh International Festival	£1,926,000	£1,926,000	£1,926,000
<b>Total</b>	<b>£4,158,900</b>	<b>£4,581,166</b>	<b>£4,258,900</b>

\* Strategic Partners were asked to closely align their applications to the [Citywide Culture Strategy 2023-30](#)

## Flexible Fund

Flexible Fund Priorities	Recommended levels 2024/25
Diversity and Inclusion	£120,000
Community Led Cultural Projects	£100,000
<b>Total</b>	<b>£220,000</b>

Culture Plan Budget	Recommended levels 2024/25
Cultural Partnerships and Strategy	£28,684
Edinburgh Visual Artist and Craft Maker Awards (partnership programme with Creative Scotland)	£19,750
Diversity Project	£33,600
Culture Map Partnership Fund	£3,545
Creative Carbon Scotland	£15,800
Community Cultural Estate Development	£9,000
<b>Total</b>	<b>£110,379</b>

<b>Total Culture Budget</b>	<b>£4,589,279</b> **
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\*\* For ref paragraphs 4.1 – 4.6 in the report.

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## Culture and Communities Committee

10.00am, Thursday, 29 February 2024

### Grants to Third Parties: Third Sector Interface and Equality and Rights Network 2024/25

Executive/routine  
Wards

#### 1. Recommendations

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It is recommended that Committee:

- 1.1 Agree to grant fund Edinburgh's Third Sector Interface which comprises the Edinburgh Voluntary Organisations Council, Volunteer Edinburgh and Edinburgh Social Enterprise Network.
- 1.2 Agree that officers should evaluate the role of the Third Sector Interface in Edinburgh and provide further advice to members.
- 1.3 Agree to grant fund the Equality and Rights Network and that future work delivered through this grant should be aligned with the Equalities Framework for 2025-29 which is under development.

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Grants to Third Parties: Third Sector Interface and Equality and Rights Network 2024/25

### 2. Executive Summary

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- 2.1 This report sets out the Council's proposed funding for the Third Sector Interface (TSI) and Equalities and Rights Network (EaRN) for 2024/25. It also proposes to evaluate the impact this funding has had over successive years and to provide further advice to members in advance of any future grants to the TSI and EaRN.

### 3. Background

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- 3.1 The Edinburgh Third Sector Interface (TSI) was established in 2011 as part of a Scottish Government initiative to realign Scotland's third sector infrastructure organisations. The aim was to ensure a co-ordinated approach to volunteering, social enterprise development, and the management and influence of third sector organisations.
- 3.2 The Scottish Government provides core funding to TSIs, which in Edinburgh comprises three organisations: Edinburgh Voluntary Organisations Council (EVOC), Volunteer Edinburgh (VE) and Edinburgh Social Enterprise Network (ESEN). Each contributes to the delivery of the TSI National Outcome Framework published in 2018 through leading work in their specialist area.
- 3.3 The Government framework sets out the expectations for the TSI including:
- 3.3.1 ensuring a strong third sector voice locally and nationally;
  - 3.3.2 developing the capacity of volunteering, community and voluntary groups and social enterprise; and
  - 3.3.3 providing leadership to the sector to better respond to local and national priorities through collaboration and partnership working.
- 3.4 Funding from the Government to TSIs has been relatively static with there being one inflationary uplift since 2011 and an additional one-off increase to support activity during the pandemic. The Government recently wrote to TSIs proposing to continue funding at current levels but with the intention of providing two years of funding certainty covering 2024/25 to 2025/26.



- 3.5 The Council has always provided additional funding to Edinburgh’s TSI in recognition of their importance in supporting the development and capacity building of the sector, and sector participation in community planning arrangements across the city. Between 2016/17 to 2020/21 the Council agreed to five years of grant funding to Edinburgh’s TSI. Since then, the grant has been agreed by Committee on an annual basis. Funding for the current financial year was agreed by the Culture and Communities Committee in March 2023. This report proposes the continuation of this TSI funding for a further year.
- 3.6 The report also recommends grant funding to the Equality and Rights Network (EaRN), which is managed by Volunteer Edinburgh. The Network supports the Council to develop and deliver equalities, diversity and inclusion work by engaging with people and groups with protected characteristics. They also carry out awareness raising, training and provide advice to Council services on best practice and involving people with protected characteristics in policy and service development and delivery. This report proposes the continuation of this EaRN funding for a further year.

## 4. Main report

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### TSI Funding

- 4.1 Edinburgh’s TSI consists of three anchor institutions which collectively support the development and delivery of the Council Business Plan priorities and community planning arrangements in the city:
- 4.1.1 EVOC works to enable a strong, resilient, enterprising, and sustainable third sector.
  - 4.1.2 Volunteer Edinburgh both grows volunteering and supports organisations who use volunteers.
  - 4.1.3 ESEN advances social enterprises.
- 4.2 Appendix 1 sets out an interim summary of Edinburgh’s TSI activity for 2023/24. An annual report requires to be submitted in April 2024 in line with the conditions of grant.
- 4.3 On this basis funding for all three organisations is recommended to continue as follows:

<b>TSI Grant Distribution</b>	<b>Award 2024/25</b>
Edinburgh Voluntary Organisation’s Council	£53,500
Volunteer Edinburgh	£70,907
Edinburgh Social Enterprise Network	£10,000

- 4.4 This investment will enhance the work of the Council by:
- 4.4.1 Progressing public and third sector relations in the city through relationship building and joint working on key policy and service issues.
  - 4.4.2 Enabling third sector strategic input and participation in the Edinburgh Partnership at strategic and local levels.
  - 4.4.3 Building the capacity and development of the sector.
  - 4.4.4 Providing support to volunteers and volunteer-involving organisations.

#### **Evaluating the impact of the TSI**

- 4.5 Over the course of 2024/25, we will design and deliver an evaluation of Edinburgh's TSI to date. As part of this, we will seek to align ourselves closer with the Government's TSI Framework, assess local requirements for a TSI and look at best practice from elsewhere. We will work collaboratively with colleagues in the TSI, Edinburgh Partnership and the wider sector.

#### **EaRN Funding**

- 4.6 EaRN is part of Volunteer Edinburgh and aims to enable individuals, groups, organisations and communities of interest to work in partnership with public services to advance equality, promote human rights and tackle poverty and inequality. For the Council this primarily means ensuring the involvement of people from protected characteristics in policy development and service delivery. Examples this year include:
- 4.9.1 Supporting the delivery of the Equality and Diversity Framework 2021-25 through engaging people with protected characteristics.
  - 4.9.2 Advising on the Council's Physical Activity and Sport strategy and engagement.
  - 4.9.3 Delivering integrated impact assessment training for Council Equality Rights and Diversity Advisors.
- 4.7 Further information on key delivery during the year is provided in Appendix 1.
- 4.8 Funding of £50,000 to EaRN is recommended for 2024/25. This will enable EaRN to continue to support delivery of the Council's Equalities and Diversity Framework in addition to the development of the 2025-29 framework,

## **5. Next Steps**

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- 5.1 Subject to Committee approval, letters of award and funding agreements will be put in place with the TSI and EaRN.
- 5.2 An evaluation will be designed to assess the impact of the TSI with the intention of a further report to the Culture and Communities Committee.

- 5.3 Work on future support for EaRN will be considered as part of the development of the new Equalities Framework and overall Council approach to equalities, diversity and inclusion with the oversight of the Members Equalities Working Group.

## **6. Financial impact**

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- 6.1 The proposed investment as set out in paragraphs 4.3 and 4.8 is contained within available budgets.
- 6.2 Any risks associated with the awards of grant to EVOC, VE, ESEN and for EaRN will be mitigated by grant monitoring and annual assessment and reporting arrangements with these set out in the funding agreement.

## **7. Equality and Poverty Impact**

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- 7.1 The proposals will assist the Council to better deliver its equality and rights outcomes and the delivery of the Equality Act 2010 public sector equality duties to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.
- 7.2 The proposals will support and strengthen engagement and capacity building activity with third sector organisations and communities, including groups involved in tackling poverty and inequality and promoting and protecting human rights.

## **8. Climate and Nature Emergency Implications**

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- 8.1 It is anticipated that the activities delivered by the organisations will have positive impacts the climate and nature emergency.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 It is envisaged that activities will have positive impacts on the community and support the Council in advancing equality.

## **10. Background reading/external references**

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- 10.1 [The Equality and Diversity Framework 21-25](#)

## **11. Appendices**

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- 11.1 Summary of Delivery 2023/24.

**SUMMARY OF DELIVERY 2023/24****Edinburgh Voluntary Organisations Council**

The funding enables EVOC to provide support to the third sector in engaging with the Council and community through the delivery of capacity building; supporting and developing approaches to strengthen and increase the involvement and impact of the sector; and, through representation, ensuring voluntary sector perspectives are articulated.

During the year, EVOC delivered the following activities to meet these aims:

- Supported 5 geographical Voluntary Sector Forums (VSFs) across the city with 11 meetings taking place. This facilitated the sharing and dissemination of information on local and national policy developments, research, and funding opportunities, together with learning and peer support. Attendance at the Forums ranged from 9 to 15 organisations.
- Supported 'Small Area Networks' in Oxgangs, Pentlands and Wester Hailes and contributed to three independently run networks in Leith, Restalrig and Dumbiedykes.
- Produced a range of information including blogs, bi-weekly bulletins/newsletters – 'Sector Update' and 'EVOC News'.
- Planned and delivered a North-based community services and EHSCP networking event. 85 registered for the event across services as well as practitioners in Occupation Therapy and Social Work and related services.
- Provided a range of learning sessions including two in-depth online question and answer events allowing Astley Ainslie Hospital staff to meet and learn about community services, sessions on Unpaid Carers and Mental Health and a Place Based Approach to Homelessness Prevention workshop.
- Held or contributed to a range of events and networks including a Community Wealth Building – Annual Conference, online engagement workshop with South East organisations around Community Benefits for the new Liberton High School, Food Poverty network, Poverty Network of Networks, the Advice Partnership and Warm and Welcoming' Summit.
- Carried out the EVOC Sector Survey in October 2023 with 108 responses. This showed the work in supporting the VSFs and small area networks was well received and provided positive benefits for participants.

**Edinburgh Social Enterprise Network**

ESEN provides capacity building activities for social enterprises and enterprising third sector organisations to engage with the Council and in community planning; and through a representative role, ensure the voice of the sector is articulated.

To this end, key activity delivered during the year included:

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- Supported social enterprises and enterprising third sector organisations through delivery of a variety of capacity building events and training. Examples include sessions on partnership building, procurement readiness and ‘storytelling’, together with training focused on volunteer management, branding and marketing. The NHS Meet the Buyer event was particularly focused on procurement readiness and the skills needed to engage with a partner the size of NHS Lothian or CEC. Feedback on these has been positive with 97% of respondents identifying they had made useful contacts at the events and 100% leaving feeling excited to work with ESEN / The Good Stuff Community.
- Continued development of ‘The Good Stuff Community’ with a large increase in membership and new or strengthened relationships established with NHS Lothian, the Chamber of Commerce, the University of Edinburgh, Balfour Beatty and PwC.
- Membership increased by 15% overall from 180 to 207. Details of membership categories are 142 full members (up 12%), 41 new and aspiring members (up 11%), 15 associate members (up 60%), 9 SE Partners (up 13%).
- Fulfilled the representative function for the sector through involvement in the Regional Enterprise Council (REC), SESCO Joint Committee, Economic Development Strategy Group. ESEN remains a lead partner for TSI SE Practitioners Forum and TSI COs SE working group which has secured funding for work supporting the knowledge and skills of SE practitioners across Scotland.
- Due to participate in ‘The Gathering’ by co-hosting the Buy Social Business Edinburgh event taking place in February 2024.
- Currently assisting the Capital City Partnership (CCP) in developing a ‘social enterprise directory’ of procurement ready businesses to work with CCP’s construction partners.
- TSI SE Practitioners Forum funding has enabled the development of a skills framework that will soon be moved to an online portal.
- Engaged with members via network events, 1-2-1 meetings, roundtables, surveys, social media campaigns, e-newsletter.

## **Volunteer Edinburgh**

VE takes a strategic leadership role in promoting and developing volunteering and active citizenship within community planning and to meet the needs identified for the city. It carries out a range of research and activities to inform strategic policy, planning and decision-making, together with capacity building support to strengthen volunteering in the city. It also delivers the Lord Provost’s Inspiring Volunteering Awards.

On this basis, key deliverables during the year included:

- Fulfilled its strategic leadership role on volunteering by representation on a range of partnerships and groups including the Edinburgh Community Learning and Development Partnership, Disability Forum, Mental Health Forum, Older Peoples Providers Forum, Edinburgh Community Health Forum, Joined up for Jobs Steering Group and Edinburgh Drugs and Alcohol Partnership.
- Developed and promoted volunteering in the city with 87,792 visits to the city’s volunteering portal, representing 55,749 unique users. Organisations who advertise

opportunities via the portal secured an average of 182 views per opportunity, resulting in an average of 11 notes of interest per opportunity.

- During April to December 508 volunteers were deployed in response to the Ukraine crisis.
- The strategy website has been reworked to align to the Scottish Government Volunteering Action Plan. This will be launched in quarter four in 2023/24.
- Commissioned research was carried out on the role of volunteering in developing the NHS workforce. This publication “Developing the Mental Health Workforce/the role of volunteering at the REH in employee development” will be published February 2024. This will be augmented by a scheduled survey into Volunteer Involving Organisations being carried out in quarter four.
- Delivered the Lord Provost’s Volunteer of the Year Awards in June 2023 with 42 individual awards, 21 Team awards and 3 Special Recognition awards. Media coverage was secured with 7520 impressions on Twitter, a Facebook reach of 2839 and Instagram reach of 463. Testimonials received were positive about the event.
- From April to December 2023, 984 enquiries about recruitment and management from volunteer involving organisations were dealt with.
- [www.volunteerwiki.com](http://www.volunteerwiki.com) was maintained and developed and had 7864 users with 12635 page views.
- A range of training was provided, for example, 45 volunteer managers attended volunteer management training and 43 volunteer managers attended regular INSPIRE peer support sessions.
- E-newsletters on volunteer management and best practice were produced and distributed to 1844 subscribers.

### **Shared TSI objective applicable to all three organisations**

In 2023/24, and in recognition of the collective function of the three organisations forming the TSI, an objective was identified for work to be carried out to inform a future model of third sector support in community planning. Work on this is being taken forward as part of the Edinburgh Partnership Transformation and Improvement Programme.

### **Equality and Rights Network**

EaRN supports the implementation of the Council’s equalities outcomes. It seeks to expand its membership of the organisation, targeting under-represented groups and/or individuals with protected characteristics and those in poverty. It provides capacity building and promotional activities to raise equalities awareness and influence practice in the city, taking a strategic leadership role.

Activities delivered during the year have included:

- Advised on Physical Activity and Sport strategy and engagement.
- Active member of Women’s Safety in Public Places Community Improvement Partnership which successfully delivered the #RespectHerSpace publicity campaign in Nov/Dec 2023.
- Contributed to the planning for the Integrated Impact Assessment on the Future Library Strategy.

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- Increased representation from individuals and groups with a 5% rise in membership to 220. This includes new links with religious organisations which have previously been under-represented in the city.
- Secured three new volunteers for the organisation taking forward work on promotion, including a series of blogs on the experiences of a wheelchair user, research into areas such as homelessness, loneliness and the disproportionate effects on people with protected characteristics and training on mental health.
- Increased number of newsletter subscribers by 5% to 630.
- Delivered a range of training for the sector including Building Diversity into Volunteering, Disability Awareness and integrated impact assessments for Council Equality, Rights and Diversity Advisors.
- Member of the new Accessibility Commission.
- Represented the views of the sector in community planning by participating on the Edinburgh Partnership Board and Local Outcome Improvement Plan Delivery Group.

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# Culture and Communities Committee

10am, Thursday, 29 February 2024

## Edinburgh Partnership Survey 2023

Executive/routine  
Wards

All

### 1. Recommendations

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- 1.1 Note the contents of the Edinburgh Partnership Survey 2023.
- 1.2 Note the draft forward plan for the Edinburgh Partnership Board meetings.
- 1.2 Refer this report to the Policy and Sustainability Committee for information.

**Deborah Smart**

Executive Director Corporate Services

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## Edinburgh Partnership Survey 2023

### 2. Executive Summary

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- 2.1 This report summarises the results of the first Edinburgh Partnership Survey, undertaken in 2023, with specific focus on the results of the survey that are relevant to the City of Edinburgh Council.

### 3. Background

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- 3.1 The Edinburgh Partnership jointly funded and commissioned a survey of Edinburgh residents to support monitoring of the Local Outcome Improvement Plan. This is a shared goal between partners which lacked monitoring information against several indicators.
- 3.2 The survey is broad in scope, covering many aspects of perceived Council performance – especially in relation to neighbourhood services and the experience of living in Edinburgh – alongside themes that are of interest to all partners, such as education and skills, financial hardship, and community cohesion. The outputs of the survey will support the development of partner and Council strategic planning.
- 3.3 The Edinburgh Partnership Survey (the survey) cost £60,000 and interviewed 3,736 residents aged 16 and over. The Council paid £20,000 of this cost and provided support in procuring, designing, managing, and reporting the survey results.
- 3.4 Fieldwork was undertaken between July and September 2023.
- 3.5 The survey used the same methodology as the 2018 (and previous years) Edinburgh People Survey; using in-street interviewing at locations in all wards, to obtain a roughly equal sample from each of the four localities. Each locality sample was representative in terms of age and gender, and classification by the Scottish Index of Multiple Deprivation (SIMD). 522 individuals interviewed were from the 20% most deprived SIMD areas in Scotland. 640 individuals interviewed were from ethnic minority (non-white Scottish / British) backgrounds.
- 3.6 Data from the survey is jointly owned by the partners. Results have been communicated to the Edinburgh Partnership Board and published on the Edinburgh Partnership Website, and will be reported to Local Community Planning Partnerships in January and February 2024. A news release was issued in

December 2023 to share results with members of the public. Results will be promoted to colleagues through internal communication channels.

## 4. Main report

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### Neighbourhood and services

- 4.1 Results showed that residents have a positive experience of living in Edinburgh and in their neighbourhood. Satisfaction with neighbourhood was 91%, compared to 89% in the 2018 Edinburgh People Survey. Satisfaction with the city as a place to live was 94%, compared to 95% in the 2018 Edinburgh People Survey. There is no real change in either of these indicators.
- 4.2 The most recent national figures are from the 2022 Scottish Household Survey. 96% of Edinburgh residents rated their area as very or fairly good. The figure for the whole of Scotland was 96%. Rural local authorities tend to score higher (e.g. Western Isles – 98%; Orkney Islands – 99%), while urban local authorities tend to score lower (e.g. Dundee City – 92%; Glasgow City – 92%).
- 4.3 The most important factors influencing satisfaction with neighbourhood were, in order: the cleanliness of the neighbourhood; management of antisocial behaviour; parks and green / blue spaces; and sports, leisure and community facilities.
- 4.4 Residents were generally satisfied with their neighbourhood's public transport (91% satisfied); parks and other green or blue spaces (90%); and that it was easy to walk, cycle or wheel around (95%).
- 4.5 Residents were less satisfied with road safety (80% satisfied); cleanliness of the neighbourhood (77%); management of antisocial behaviour (72%); sports, leisure and community facilities (82%); and health services (83%).
- 4.6 Figures were similar across all localities, and there was no locality which was consistently seen as performing better or worse across a range of services and outcomes.
- 4.7 Only 67% of residents felt that services in their neighbourhood took account of the needs of people like them. This was higher amongst those aged 65+ (77%) and those from an ethnic minority background (74%), and lower amongst those from the 20% most deprived SIMD areas (49%) and those who were unemployed (35%).
- 4.8 In most cases, satisfaction with all local services and facilities was substantially lower for residents living in the 20% most deprived SIMD areas. Satisfaction with management of antisocial behaviour was 44%, compared to 76% for those in less deprived areas. Satisfaction with cleanliness was 53%, compared to 81% for those in less deprived areas. Overall satisfaction with the neighbourhood was 68%, compared to 95% for those in less deprived areas.
- 4.9 The impact of living in the most deprived SIMD areas was generally much larger than any differences observed against other demographics. Unemployed residents and those not working due to a disability also showed consistently lower satisfaction

with services. Both of these groups were much more likely to be living in a more deprived SIMD area.

### **Community and belonging**

- 4.10 91% of residents felt they belonged in their neighbourhood. This was lower for residents from an ethnic minority background (84%). 90% of residents felt people from different backgrounds got on well together in their neighbourhood, and here there were no differences between white Scottish / British residents and those from ethnic minority backgrounds. In 2018, the same question asked in the Edinburgh People Survey showed 83% felt people from different backgrounds got on well together, indicating this issue has improved over the last five years.
- 4.11 30% of residents felt they knew how to influence decisions affecting their neighbourhood, 31% disagreed, and the rest were unsure or had no strong view. When asked what, if anything, prevented them from participating in local decision making 33% said “nothing,” 15% said “don’t know,” 18% said they were “too busy,” and 7% were “not interested.”

### **Safety**

- 4.12 Residents reported feeling safe in their neighbourhood during the day (93%), but less safe at night (72%) and online (77%). All groups felt less safe at night, but larger differences between day and night safety were seen for women (68% safe at night) and those aged 65+ (65% safe at night).
- 4.13 When asked what would make them feel safer, 51% wanted more police, 24% better streetlighting, 20% more CCTV, and 30% wanted more action to tackle antisocial behaviour. Lower feelings of being safe online were strongly related to age, with 93% of those aged 16-24 feeling safe, compared to 41% of those aged 65+.

### **Skills, housing and poverty issues**

- 4.14 92% of residents had access to a device which could connect to the internet, 91% had the internet at home, and 89% had the skills to use the internet in their daily life. Of those who did not, almost all were retired and aged 65+. 44% of those aged 65+ felt they did not have the skills required to use the internet, and 36% did not have a device which could connect to the internet.
- 4.15 In the last five years, 10% of residents had a new boiler or heating system fitted, 6% had new double or triple glazing, 5% had new insulation, and 5% had new draft proofing. 44% of residents had a new integrate smoke and heat alarm installed. Those aged 16-24 were most likely (36%) to be unsure which, if any, of these things had been installed in their home.
- 4.16 In the last 12 months, 19% of residents had paid a household bill using credit, 13% had been unable or decided not to pay a household bill, and 11% had got help from a foodbank. Unemployed residents were most likely to have taken these actions – 79% had done one or more of these things. All these actions were less likely amongst those aged 65+, with those aged 25-44 being most likely to do all three.

### **Satisfaction with life**

- 4.17 90% of residents were satisfied with their life and this was similar across all demographics, but much lower for those living in the most deprived areas (76%) and unemployed people (61%).
- 4.18 Self-perception of physical health generally declined with age. Those aged 16-24 were most likely to say their physical health was “very good” (53%), compared to only 18% of those aged 65+. Of those who were currently working full-time 94% described their physical health as “very good” or “fairly good”, compared to only 88% of those in part-time employment, and 60% of those who were unemployed.
- 4.19 Self-perception of mental health had a less significant link with aging, but of those aged 16-24 44% said their mental health was “very good”, compared to 30% of those aged 65+. Those who were unemployed were significantly less likely to describe their mental health as “very good” (11%).
- 4.20 In the last 12 months, 15% of residents said they had “often” or “some of the time” felt lonely. This was much higher for those who were unemployed (29%) and those not working due to illness or disability (33%). There was no strong link between age and loneliness, but those aged 65+ were least likely (27%) to say they were “never” lonely, compared to 33% of all residents.

### **Satisfaction with public bodies**

- 4.21 Residents were asked for their satisfaction with various Edinburgh partners, including: Edinburgh Council (72% satisfied); Police Scotland (71%); Scottish Fire and Rescue (82%); NHS Lothian (82%); University of Edinburgh (62% satisfied, but 33% said “don’t know”); and Edinburgh College (56% satisfied, but 38% said “don’t know”).
- 4.22 Those most satisfied with the Council were those from ethnic minority backgrounds (80%); students (78%); people living in the South East (79%); and those working full-time (75%). Those least satisfied were those living in the South West (66%); those living in the 20% most deprived SIMD areas (60%); and unemployed people (55%).
- 4.23 Although the questions are not directly comparable, in 2018, the Edinburgh People Survey identified that 65% of residents were satisfied with the way the Council was managing the city and 73% were satisfied with the way it was managing their neighbourhood.

## **5. Next Steps**

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- 5.1 Summary findings and data has been shared with all community planning partners and partners have been asked for feedback on how data has helped contribute to strategic planning. Following committee, results will be promoted to colleagues through internal communication channels so that data can be used to inform Council policy and strategy. Topics in the survey cover a broad range of council and

partner operations. It is anticipated that results could help understand perception and attitudes towards key priorities in the Council Business Plan and inform Council strategies including but not limited to the 20 minute Neighbourhoods Strategy, End Poverty Delivery Plan, and the Edinburgh Climate Strategy.

- 5.2 Data from the survey provides a baseline that could be used to monitor performance and progress to achieving outcomes which will be measured through an integrated performance framework. Findings from the survey will support the Local Outcome Improvement Plan activity in the following way:

**LOIP 1:**

- Inform the refreshed Affordable Credit Action Plan which includes preventing problem debt.
- Provide a baseline to measure progress and improvement in critical areas such as debt.
- Include relevant key findings within Money Counts training and keep raising the awareness of the need to support people promptly with problem debt.
- Support the commissioning specification for the mapping of crisis services and support within LOIP 1's Cash-First programme.

**LOIP 2:**

- Inform the refreshed LOIP 2 Local Employability Partnership Delivery Plan for 2024-2026 which is being drawn together with an action plan by Rocket Science.
- Support the commissioning of services and support through funds dedicated to LOIP 2 areas, including No One Left Behind and UK Shared Prosperity Funding.
- Target resourcing into communicating messages better and increasing engagement and effectiveness of services, for example with The Edinburgh Guarantee messaging.
- Understand the shared challenges of client groups across the three LOIPs and spot opportunities for better collaboration, for example around digital exclusion.
- Ensure services are informed and shaped by the communities we support, including addressing locality and accessibility.
- Provide a baseline to measure progress and improvement in critical areas.

**LOIP 3:**

- Support development of refreshed actions for LOIP 3 building on survey findings
- Provide a baseline across key areas of LOIP 3 activity to enable measurement of progress

- Identify role of LOIP 3, working alongside the other LOIP priority groups, in collaborating on the cross-cutting themes identified
  - Identifying ways to enhance community participation and feeling of involvement and inclusion using the data to identify groups and communities who reported they found this more difficult
  - Build on existing test site work, evaluating current projects, to enable roll out of successful models elsewhere using the data to identify particular communities
- 5.3 A joint session between LOIP delivery group members and Strategic Partnership Leads is being planned for February to discuss how findings can inform community planning activity and individual organisational strategy.
- 5.4 Locality data will be presented and discussed at each Locality Community Planning Partnership and locality profiles will be updated so data can be used to help inform and monitor future Locality Improvement Plans.
- 5.5 Where appropriate community planning groups will be asked to identify actions to address findings from the survey.
- 5.6 Progress on any actions taken to address issues will be monitored and reported to the September meeting of the Edinburgh Partnership Board. A draft forward plan of the Edinburgh Partnership is available in appendix 1. Feedback will be sought from partners and strategic partnerships so that a business case can be developed for future rounds of fieldwork.

## **6. Financial impact**

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- 6.1 No decision has been made on whether and when to conduct future waves of the survey, but future waves would likely have similar financial implications for the Council, with costs shared amongst Edinburgh Partnership members.

## **7. Background reading/external references**

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- 7.1 Scottish Household Survey 2022 Key Findings. Supporting documents include results for individual local authorities – [Supporting documents - Scottish Household Survey 2022: Key Findings - gov.scot \(www.gov.scot\)](#)
- 7.2 Summary of all questions from the survey have been published online – [Edinburgh Partnership Survey Results](#)

## **8. Appendices**

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Full data tables are provided for reference.

Appendix 1 – Draft Forward Plan for the Edinburgh Partnership Board

## Appendix 1 – Draft Forward Plan for the Edinburgh Partnership Board



Report/Strategy	Purpose	Date
Ending Poverty-Related Hunger in Edinburgh	Annual Report on Progress	5 March
Edinburgh Transformation and Improvement Programme	Update on T&I Programme	5 March
Edinburgh Partnership Performance Framework	Update on development of EP Performance framework	5 March
UK Shared Prosperity Fund	Annual Report on Progress	11 June
Edinburgh Transformation and Improvement Programme	Update on T&I Programme	11 June
LOIP	Annual Report on Progress	TBC September
Community Justice Outcome Activity Local Area Annual Return	Annual Report on Progress	TBC September
Community Safety Strategy	Annual Report on Progress	TBC September
Edinburgh Partnership Survey update	Report on feedback around the EP Survey	TBC September
Edinburgh Transformation and Improvement Programme	Agree T&I Plan	TBC September
End Poverty Edinburgh Annual Report	Annual Report on Progress	TBC December
Children Services Plan	Agree The Edinburgh Children's Partnership Plan 2023-2026	TBC
Edinburgh 2030 Climate Strategy	Annual Report on Progress	TBC
Community Learning and Development Plan	Agree new CLD Plan	TBC
LIP (s)	Agree new LIPs	TBC



# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Playparks Investment

Executive/routine  
Wards

Routine  
All

### 1. Recommendations

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- 1.1 It is recommended that Culture and Communities Committee notes this update on investment in playparks in 2023/24 and the proposed projects for 2024/25.

**Paul Lawrence**

Executive Director of Place

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## Playparks Investment

### 2. Executive Summary

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2.1 This report provides an update on the Council's play investment programme and the projects delivered in 2023/24 and sets out the current pipeline projects that have so far been confirmed for 2024/25.

### 3. Background

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3.1 With increasing demand on open space for other purposes, the importance of providing good quality, accessible play parks is more important than ever. Children need the social and play opportunities purpose-built play areas can offer and the benefits they provide in physical and mental health, social cohesion, and overall wellbeing.

3.2 In recognition of this, in 2021 the Scottish Government established a five-year capital funding programme to support children having access to quality play parks. There has been no indication as to whether further grant funding will be allocated post 2025.

3.3 Edinburgh's allocated share of funding, from 2023 onwards is as follows:

- £0.419m 2023/24;
- £1.216m 2024/25; and
- £2.027m 2025/26.

3.4 The Scottish Government recognised that a multi-year grant settlement would allow Local Authorities to plan accordingly. Distribution was based on population 0-14 years (93%) and rurality (7%) and is paid via the monthly General Capital Grant.

3.5 The extra funding can only be used to continue a programme of play area renewal. The extent of renewal, and refurbishment varies across the whole play estate and is influenced by local plans, investment priorities and engagement and consultation with children and young people.

3.6 An eligible play park for investment is one which is:

3.6.1 Local authority owned, managed, or maintained;

- 3.6.2 Designated for play; and
- 3.6.3 Free to access and open to all.
- 3.7 Play parks in private ownership, those that require an entry fee or those only available to specific groups or with conditions for entry are out with scope. Play parks with equipment (swings, slides etc) aimed at children aged 0-14 are included, as are other facilities used by the same age group (for example pump tracks or skate parks), but Multi Use Game Areas (MUGAs) or dedicated sports fields are outwith the scope.
- 3.8 Excluding sport specific areas, the Council has 189 play areas with over 900 items of play equipment. The provision of play areas themselves is not a statutory duty however their routine inspection and maintenance is a mandatory requirement.
- 3.9 The British Standard BS EN 1176 informs the design and installation of play equipment, and BS EN 1177 supports the safety surfaces required to reduce the consequences of a child falling. All play areas are designed and built to comply with these standards.

## 4. Main report

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- 4.1 Appendix 1 provides a summary of expenditure to date far and the expected funding for the remaining years of the agreement. Elected Members will note that the funding for 2023/24 was £811,000 with a revised budget of £419,000 due to acceleration of the programme in 2022/23. Given the multi-year nature of the funding, money can be reprofiled to suit the range and cost of projects being delivered.
- 4.2 Appendix 2 provides a summary of the play areas across the city, with details of the projects delivered in 2023/24 and those planned for 2024/25.
- 4.3 The play investment programme is structured to target play areas that are most in need of refurbishment. This is achieved by balancing the local demand for play, the current condition of equipment (determined by an annual independent evaluation), the assessed play value and a site's proximity to other play areas.
- 4.4 In 2023/24, 12 projects have been successfully delivered. Five of these were improvement projects and the remaining seven focused on continuing to maintain the existing play value with smaller scale replacement or refurbishment projects.
- 4.5 The cost of refurbishing a play area is dependent on several factors (including condition of existing equipment, whether there is a local requirement to maintain or to upgrade the play value and the durability/longevity of the equipment installed). Except for vandalism or new localised funding, the frequency of refurbishment or the replacement of equipment is entirely linked to a site's usage. For example, the high popularity of the East Meadows Magnet Play results in the regular replacement of worn-out equipment and safety surfaces.

- 4.6 One of the most notable projects delivered in 2023/24 was the refurbishment of the Montgomery Street play park which was completed in the early part of 2024. A potential replacement for the helter skelter is still under consideration.
- 4.7 On the 26 April 2022, Culture and Communities Committee [noted](#) the intention to improve skatepark facilities and to carry out community engagement to seek the views on the potential refurbishment/upgrade of the skatepark within Burdiehouse Valley Park. This consultation is now concluded and there was clear support for new skatepark facility. Discussions are ongoing with SportScotland on the potential to secure an external funding contribution for this, with the expectation that the project will take place in 2024/25.
- 4.8 In addition to the Burdiehouse project, a contract has been awarded for the full refurbishment and inclusion of more accessible play equipment for Princes Street Gardens. It is currently anticipated that installation will begin in March 2024 for completion before the school summer holidays.
- 4.9 Play areas at Leith Links and Taylor Gardens have been added to the investment programme and join Keddie Gardens and Tolbooth Wynd as part of the wider Edinburgh Nature Network – Linking Leith parks projects.
- 4.10 The programme for 2024/25 is an ambitious one and, subject to the cost estimates for each project, there may be some projects deferred to 2025/26.

## **5. Next Steps**

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- 5.1 The programme of investment detailed in Appendix 2 will continue as currently set out. Committee will receive an annual Business Bulletin update on progress.
- 5.2 All other play areas are maintained and kept safe using revenue funding. Should an estimated project cost exceed £10,000, inclusion within the capital programme is considered.
- 5.3 Edinburgh and Lothians Greenspace Trust continue to work in partnership with the Council to support the development, community engagement and delivery of play projects and to source extra funding for play and the wider estate.

## **6. Financial impact**

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- 6.1 Investment in play areas is delivered via £4.9m of Scottish Government funding and any other third party or Section 75 contributions that can be secured.
- 6.2 Whilst play park projects (as standalone projects) do not typically attract additional, external funding, where opportunities exist to unlock external funding for a wider improvement project these will be explored.
- 6.3 Projects that do not meet the capital de minimis of £10,000 will, wherever possible, be funded through revenue budgets where available.

## **7. Equality and Poverty Impact**

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- 7.1 Young people, regardless of circumstances, need the social and play opportunities that purpose built play areas can offer and the benefits they can provide in respect of mental health, physical health, social cohesion and overall well-being.

## **8. Climate and Nature Emergency Implications**

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- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity.
- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 Prioritisation is given to play equipment and play areas that have reached the end of useful life. Where significant refurbishment projects are undertaken the community are consulted and have an influence over design.
- 9.2 Regular programmes of play area inspection, play equipment operational maintenance, and an independent ROSPA certified inspection helps ensure equipment and areas remain safe and functional.

## **10. Background reading/external references**

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- 10.1 None.

## **11. Appendices**

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Appendix 1 Play Area Investment

Appendix 2 Play Projects

APPENDIX 1 - Play Investment 2021 -2025

<b>Financial Year</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Total</b>
Extra Play Funding	0.414	0.406	0.811	1.216	2.027	4.874
+Slippage/-Acceleration	0.121	0.263	-0.416			
Income/Realignment	0.052	0.084	0.024			
<b>Revised budget</b>	<b>0.587</b>	<b>0.753</b>	<b>0.419</b>	<b>1.216</b>	<b>2.027</b>	<b>5.002</b>
Less Actual spend	0.324	1.169	0.418			
Slippage/Acceleration	0.263	-0.416	0.001			
(to Dec 23)						

Principal Reason for Action	Location	Outcome/Action	Planned /Delivery Year	Project Status	Original Estimate	Revised estimate / spend *
Inc	King Edwards Way, Kirkliston	Continue to maintain/safety surface	23/24	Completed	£10,000	£2,316
PAP	Spylaw Park	Improve play value to very good. Community consultation on more play equipment and the replacement of the loosefilled safety surface with a wheelchair friendly alternative.	23/24	Completed	£35,000	£52,402
EF	Meadowfield Park	Continue to maintain/safety surface	23/24	Completed	£10,000	£14,895
EF	Meadowfield	Continue to maintain play value. Replace worn cableway.	23/24	Ongoing due April 24.	£12,000	£12,000
Age	Victoria Park, Toddlers	Improve to good standard	23/24	Completed	£79,942	£74,692
Age	Montgomery Street Park	Improve to very good standard	23/24	Completed	£272,000	£312,172
Inc	Blackford Pond	Continue to maintain/safety surface	23/24	Completed		£2,866
Age	Dean Park Place / Square	Improve to good standard/new swing & safety surface	23/24	Completed	£21,600	£15,680
Age	Dumbryden Grove	Maintain play area/refurbish	23/24	Completed	£55,109	£47,948
EF	Hailesland Gardens No: 9	Improve to good standard/refurbish	23/24	Completed	£74,600	£70,681
Age	Morvenside	Maintain play area/refurbish	23/24	Completed	£19,007	£33,300
Inc	Prestonfield Park	Continue to maintain/safety surface	23/24	Completed		£17,000
EF	Bruntsfield Links	Continue to maintain/new multi-unit	23/24	Completed		£24,561
EF	Burdiehouse Valley Park	Maintain play area/replace skatepark	24/25	ELGT: Consultation completed. Developing proposal for a new skatepark and updates to play equipment. Potential Sports Scotland support funding (£70k).	£200,000	£200,000
EF	Princes Street Gardens	Continue to maintain play value. Community consultation on the full refurbishment of the play area and introduce more inclusive play equipment.	24/25	ELGT: Ongoing due May/June 24.	£169,875	£219,875
Inc	City Wide	Replace or modify worn/old play equipment with alternatives that have more inclusive qualities	23/24	Ongoing. See Prestonfield Park, Bruntsfield Links & Blackford Pond	£60,000	
Age	Allison Park	Continue to maintain play value. Community consultation on the full refurbishment of the park's play areas. Introduce more inclusive play equipment, an access path and wheelchair friendly safety surfaces.	24/25	Initial design drafted consultation ongoing.	£122,000	£122,000
Age	King George V Park, Farquhar Terrace	Improve from play value from good to very good. Community consultation on the full refurbishment of the park's play areas. Introduce a secure area, more inclusive play equipment, an access path and wheelchair friendly safety surfaces.	24/25	CEC to draft initial design. ELGT to take forward consultation on design.	£122,000	£122,000

Principal Reason for Action	Location	Outcome/Action	Planned /Delivery Year	Project Status	Original Estimate	Revised estimate / spend *
Age	Kirkliston Sport Centre	Continue to maintain play value. If available, replace or modify worn and old play equipment with inclusive alternatives.	tba	Continuing to maintain existing equipment. Project paused while developments in area are being considered.	£57,000	£57,000
Age	Glendevon Park	Continue to maintain play value. If available, replace or modify worn and old play equipment with inclusive alternatives.	25/26	No update/continue to maintain equipment.	£47,000	£47,000
EF	Clermiston Park	Continue to maintain play value. Community consultation on the full refurbishment of the play area and introduce more inclusive play equipment.	24/25	ELGT: Proposals for wider park drafted. CEC to draft play design for consultation.	£122,000	£122,000
S75	Granton Gas Works	Contribution towards a new play area as part of a wider regeneration project.	24/25	Funded through developers. Awaiting site hand-over.		
MP	Inverleith Park	Continue to maintain play value. Contribution towards a wider master planning project to improve the park and the play area. Improve inclusion.	24/25	Consultation undertaken by friends group and options developed for play. Concept design for flood management (blue/green network) in progress. Improvement to play are paused while the impact of this is understood, expected 24/25.	£47,000	£47,000
S75	King George V Park, Eyre Place	Continue to maintain play value. Community consultation on the replacement of worn and old play equipment with more inclusive equipment and the replacement of the loosefilled toddler area safety surface with a wheelchair friendly alternative.	24/25	ELGT drafted proposals for section 75 funding to incorporate play and green space improvements. Consultation with friends group ongoing. Works involve replacement slide, drainage and access improvements, expected 24/25	£120,000	£120,000
EF/MP	Tolbooth Wynd	Continue to maintain play value. Community consultation on the full refurbishment of the play area and introduce more inclusive play equipment.	24/25	Ongoing project initial designs completed for play and the wider park as part of Edinburgh Nature Network - Linking Leith's Parks Project. Funding/grant options being assessed details, expected 24/25.	£27,000	£27,000
Age/MP	Keddie Gardens	Continue to maintain play value. Community consultation on the full refurbishment of the play area with a strong inclusive focus.	24/25	Ongoing project initial designs completed for play and the wider park as part of Edinburgh Nature Network - Linking Leith's Parks Project. Funding/grant options being assessed with details expected 24/25.	£122,000	£122,000
MP	Taylor Gardens	Enhance park facilities	24/25	Ongoing project initial designs completed for play and the wider park as part of Edinburgh Nature Network - Linking Leith's Parks Project. Funding/grant options being assessed with details, expected 24/25.	tba	tba



Principal Reason for Action	Location	Outcome/Action	Planned /Delivery Year	Project Status	Original Estimate	Revised estimate / spend *
MP	Inch Park	Continue to maintain play value. Contribution towards a wider master planning project to improve the park and the play area.	25/26	No leveling up fund secured; developing other funding bids for the park including National Heritage Lottery.	£47,000	£47,000
PAP	Moredun Maze	Continue to maintain. Engagement with the community to improve the resilience of play equipment installed.	25/26	No progress continue to maintain.	£27,000	£27,000
Age	Magdalene Community Centre	Continue to maintain play value. Community consultation on the partial refurbishment of the play area with a strong inclusive equipment focus.	25/26	No progress continue to maintain.	£47,000	£47,000
Age	Murieston Park	Continue to maintain. Community consultation on the full refurbishment of the play area with a strong inclusive focus.	24/25	ELGT: Consultation on design. CEC to draft initial design.	£122,000	£122,000
EF	Sighthill Park	Continue to maintain play value. Replace the aging "voyager" multi play unit and incorporate an access path.	24/25	Procurement progressing.	£47,000	£47,000
Age	Westfield Court	Continue to maintain play value. Community consultation on the full refurbishment of the play area with a strong inclusive focus.	22/23	Completed - funded by Housing.	£0	£0
MP	West Pilton	Improve play value. Contribution towards a wider master planning project to improve the park and the play area. Improve inclusion.	tba	ELGT: External funding identified and designs being developed.	tba	tba
MP	Leith Links	Continue to maintain play value. Contribution towards a wider master planning project to improve the park and the play area. Improve inclusion.	25/26	Designs to RIBA Stage 3 developed. Fund-raising due to commence 24/25.	tba	tba
Age	Dumbiedykes	Continue to maintain play value. Community consultation on the full refurbishment of the play area with a strong inclusive focus.	24/25	ELGT: Consultation on design. CEC to draft initial design.	£122,000	£122,000

\*Estimate - projects are sometimes delivered in groups with costs apportionment applied.

**Principal Reason Key**

Inc - Improve inclusion

PAP - Play Action Plan

Age - Obsolete Equipment

EF - External funding support

S75 - Section 75 funding provided

APPENDIX 2 - Play Area Investment Projects 2023 onwards

Principal Reason for Action	Location	Outcome/Action	Planned /Delivery Year	Project Status	Original Estimate	Revised estimate / spend *
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MP - Master Planning

# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Firework control zones

Executive/routine  
Wards

Executive  
All

### 1. Recommendations

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- 1.1 It is recommended that the Culture and Communities Committee notes:
  - 1.1.1 The on-going work of the multi-agency working group set up to consider the implications of Firework Control Zones in Edinburgh and the Citywide Bonfire Strategic Planning Community Improvement Partnership;
  - 1.1.2 The on-going discussions with partners on the potential implementation of the Firework Control Zone arrangements in the city, together with the intention to update the Council website with information on this; and
  - 1.1.3 The continued prioritisation of targeted diversionary activities for young people, dispersal zones, and support for Police Scotland’s front line policing efforts during the annual fireworks period.

**Paul Lawrence**

Executive Director of Place

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## Firework control zones

### 2. Executive Summary

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- 2.1 This report summarises the current position and proposes next steps for the City of Edinburgh Council relating to firework control zones (FCZs) (which are a key provision in the Fireworks and Pyrotechnic Articles (Scotland) Act 2022).

### 3. Background

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- 3.1 The Fireworks and Pyrotechnic Articles (Scotland) Act 2022 (“the Act”) became law on 10 August 2022. The Act contains key provisions designed to support a cultural shift in how fireworks and other pyrotechnic articles are used in Scotland.
- 3.2 A key provision of the Act is that local authorities have been given discretionary power to designate a place (or places) within their area as a firework control zone where it will be an offence for the general public to use [category F2 and F3](#) fireworks, including on private property.
- 3.3 The Scottish Government has published [Firework Control Zones Guidance for Local Authorities](#) (“the Guidance”) to which local authorities must have regard. The Guidance supports local authorities to make informed decisions concerning the designation, amendment, or revocation of firework control zones.

### 4. Main report

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- 4.1 Following publication of the Guidance in June 2023, a multi-agency working group was set up to consider the implications of FCZs for Edinburgh. The working group includes Council officers and representatives from the Scottish Fire and Rescue Service (SFRS) and Police Scotland.
- 4.2 The working group reviewed the current approach employed by the (Council led multi-agency) Citywide Bonfire Strategic Planning Community Improvement Partnership to keep the public safe over the bonfire/fireworks period and agreed that the community safety measures by the Partnership should continue. These include:
- Co-ordinated community safety patrols;

- Targeted use of [dispersal zones](#) to manage hotspots of disorder;
  - SFRS educational input in schools raising awareness of the dangers of fireworks; and
  - Dedicated diversionary activities for young people on the cusp of firework related antisocial behaviour.
- 4.3 The working group also considered whether the FCZ provision and associated Guidance (as an additional tool) could supplement the existing co-ordinated fireworks community safety activity which takes place annually.
- 4.4 The Guidance sets out the preparatory and ongoing work required for implementing FCZs which includes, for example:
- Developing a local mechanism whereby the public can request a FCZ;
  - Agreeing criteria to be applied to applications for a FCZ to ensure consistency;
  - Ongoing community consultation as part of the community response where requests for FCZs are made;
  - Publication of community consultation results and, where applicable, proposals for a FCZ;
  - Publication of decision making in relation to designating, revoking or amending a FCZ; and
  - Indicative timeframes from requests to zones being designated was 32 weeks.
- 4.5 Upon reviewing the requirements as set out in the Guidance, the working group agreed their preferred approach would be to exercise caution in implementing the FCZ provision given that existing legislation already prohibits people from setting off fireworks in a public place, with the Act seeking to extend this prohibition to the private sphere (for example, an individual's back garden).
- 4.6 The working group further concluded that partners need to fully consider and understand the merits of incorporating FCZs into existing practice and to explore in detail the challenges presented by zone enforcement.
- 4.7 The working group agreed that partners should aim to strike the right balance in managing antisocial behaviour over the bonfire/fireworks period and employing the public safety tools most likely to achieve safety for the public, the emergency services, and those enjoying fireworks.
- 4.8 The current focus and activity is on the minority of persons involved in the reckless and criminal use of fireworks and related antisocial behaviour. The current approaches differentiate this from those seeking to enjoy an event responsibly and to not restrict their involvement.
- 4.9 Whilst highlighting the potential benefit of FCZs in some areas (including, for example, next to Cat and Dog home), the group raised some concern about a more restrictive blanket approach of FCZs, the potential for displacement to nearby areas and ensuring any adoption of these approaches was carefully considered.

- 4.10 It is also important to recognise the capability and capacity to respond to enforcement of FCZ. Whilst each report would be assessed on its own merit, the multi-agency response is likely to remain focussed on areas experiencing higher levels of antisocial behaviour and community harm, and/or where a risk to the public or emergency/partner services is presented - which may or may not be in any area adopted as a FCZ.

## **5. Next Steps**

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- 5.1 It is proposed that more detailed partner discussions take place before the Council proceeds with implementing the FCZ power in the city. Specifically, discussion with Police Scotland (as the lead agency for enforcement of FCZs) is essential to agree a realistic, workable approach for Edinburgh that makes best use of the available resources.
- 5.2 In addition, it is important to manage public expectations in relation to FCZs. Advice for members of the public looking for more information on FCZs or on how to apply for a FCZ in their area will be published on the Council's public web pages.
- 5.3 Through the Citywide Bonfire Strategic Planning Community Improvement Partnership, continue to prioritise targeted diversionary activities for young people, dispersal zones, and support Police Scotland's front line policing efforts during the fireworks period.
- 5.4 Explore the feasibility of supporting smaller community organised fireworks displays.

## **6. Financial impact**

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- 6.1 The Scottish Government has agreed to provide local authorities adopting the FCZ provision with additional funding of up to £25,000 per designated zone.

## **7. Equality and Poverty Impact**

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- 7.1 An interim IIA has been completed for the community safety and anti-social behaviour strategy. This will be updated with partners as consultation progresses.
- 7.2 This found positive impacts relating to equality, health, wellbeing and human rights including enabling people to have more control of their social/work environment by seeking ways to address anti-social behaviour in the city. This may include ways to reduce anti-social behaviour in both social and work environment and empower people to feel safe in these areas.

## **8. Climate and Nature Emergency Implications**

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- 8.1 An [International Evidence Review](#), published by the Scottish Government in October 2019, highlighted that fireworks can pollute the air with gases and particles, which can contain metals and other elements that are potentially harmful to human health. Local air pollution, the frequency of cultural traditions involving fireworks and meteorological factors can all influence the impacts of fireworks on the environment; and the extent of these impacts in Scotland is unknown.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 The Scottish Government consulted with communities, local authorities, and stakeholders prior to developing the Act with additional public consultation events held in 2023 as part of the development of the FCZs Guidance for Local Authorities.
- 9.2 Community impact will be considered as part of on-going discussions with partners to agree a workable approach for Edinburgh relating to FCZs.

## **10. Background reading/external references**

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- 10.1 Report to the Culture and Communities Committee, 13 December 2022, [Changes to Legislation on the Sale and Use of Fireworks in Scotland](#).
- 10.2 [Fireworks and Pyrotechnic Articles \(Scotland\) Act 2022](#).

## **11. Appendices**

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None.

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# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Edinburgh Leisure Annual Report 2022/23

Executive/routine  
Wards

### 1. Recommendations

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- 1.1 The Culture and Communities Committee is asked to:
  - 1.1.1 Note the performance of Edinburgh Leisure during 2022/23; and
  - 1.1.2 Refer this report to the Governance, Risk and Best Value Committee for noting and scrutiny.

**Paul Lawrence**

Executive Director - Place

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## Edinburgh Leisure Annual Report 2022/23

### 2. Executive Summary

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- 2.1 This is the annual performance report of Edinburgh Leisure, prepared as a requirement of the Services and Funding Agreement and the Council's governance arrangements for scrutiny of Arm's Length External Organisations (ALEOs).

### 3. Background

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- 3.1 As part of the Services and Funding Agreement process between the City of Edinburgh Council and Edinburgh Leisure adopted in 2013/14, a report has been presented to this Committee (and its predecessors) on an annual basis.
- 3.2 The last performance update for Edinburgh Leisure was presented to Committee on [1 February 2022](#).

#### **Governance of ALEOs**

- 3.3 An update on the reporting on the Council's Arm's Length External Organisations was approved by Policy and Sustainability Committee on [25 February 2020](#). This report confirmed that the responsibilities of Executive Committees and Governance, Risk and Best Value Committee were as follows:
- 3.3.1 Executive Committees – should scrutinise the future direction of the ALEO, performance of service delivery, progress against any agreements such as Service Level Agreements, and any emerging issues; and
- 3.3.2 Governance, Risk and Best Value Committee – should scrutinise the ALEO's financial performance and any risks impacting the Council and/or ALEO.
- 3.4 Therefore, it is recommended that this report be referred to Governance, Risk and Best Value Committee for scrutiny of the financial performance of the organisations and any risks impacting Edinburgh Leisure.

## 4. Main report

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### Operational Performance

- 4.1 The 2022/23 financial year was the first full year since 2018/19 without any form of restrictions in place that have a direct impact on Edinburgh Leisure's business activity. Recovery from the impact of Covid was, however, still a factor and Edinburgh Leisure had budgeted a deficit of £3.87m.
- 4.2 The Council supported Edinburgh Leisure with an annual service payment of £8.035m and funding of £3m to manage Covid-related financial pressures – a total of £11.035m. The annual service payment of £8.035m to Edinburgh Leisure is stated before repayment of investment in prudentially-funded and Spend-to-Save projects and ground maintenance services provided by the Council. The net annual payment made by the Council after deduction for these costs was £10.013m. The actual performance for the year was a surplus £1.024m, £4.893m ahead of the budget deficit but including the additional support from the Council.
- 4.3 Total income was £32m, an increase of £4m (14%) against the previous year and expenditure was £31m, £0.961m (3%) lower than budget but £4.795m (18%) higher than 2021/22.
- 4.4 The improved financial position was a result of venue performance ahead of budget at several locations including the Royal Commonwealth Pool (£0.552m ahead of their income budget), Edinburgh International Climbing Arena (£0.373m ahead), Portobello Swim Centre (£0.2m) and Leith Victoria Swim Centre (£0.197m).
- 4.5 The majority of usage targets for the year were almost met in dry, swimming, coached activities, and golf (between 5% and 8% below target) with health and fitness exceeding their target by 14%. Total visits were 3.68m, 1% higher than target and 38% higher than the Covid-affected 2021/22.
- 4.6 Meadowbank Sports Centre opened to the public on 19 July 2022 (later than budgeted for by Edinburgh Leisure) and although scheduled to open in 2022/23, delays with the refurbishment of Warrender Swim Centre meant that the venue did not open during the financial year. Both delays had a negative impact on Edinburgh Leisure's financial position.
- 4.7 Over 2022/23 Edinburgh Leisure's staff sickness rate was 4.5%, a decrease of 0.5% from the 5.06% recorded in 21/22 although still 0.5% above their target of 4%.
- 4.8 Staff turnover for the full year was 30%, significantly higher than Edinburgh Leisure's target of 15% but consistent with 2021/22's level and an improvement of the position in September 2022 when it was tracking at 37%.

### Customer experience

- 4.9 Throughout the year, 5400 customers took part in completing surveys either electronically or face-to-face. Customers are asked to rate their satisfaction on a scale of 1-10, with scores 7-10 contributing to overall satisfaction and scores of 9 or 10 categorised as high satisfaction scores. Overall satisfaction for 2022/23 was

91%, an increase of 3% from the previous year and high satisfaction increased by 6% to 67%.

### **Active Communities**

- 4.10 Edinburgh Leisure's Active Communities service continues to provide vital support to those who face the greatest barriers to living an active life. In 2022/23 the programme saw a dramatic increase in the number of people supported, 10,111 compared to the previous year's figure 4,215 and in-line with the pre-Covid levels.
- 4.11 The Active Communities Team delivers 144 classes each week: 112 in EL venues, 19 in community venues, 11 outdoor and two online. From April 2022, Edinburgh Leisure received an average of 843 referrals per month to the various projects. As a comparison, Edinburgh Leisure received around 400 referrals per month pre-Covid.
- 4.12 Supporting those affected by poverty and inequalities is a key part of Active Communities with 8,714 people on low incomes supported through the Community Access Programme, Looked After and Active and the £10 Get Active Monthly Pass. This figure is significantly higher than the pre-Covid level of 5,150 and 3% above target. Edinburgh Leisure's ambition remains to support 25,000 people in the next three years.

### **Relocated People Access Programme**

- 4.13 Edinburgh Leisure continue to work closely with the Council's Refugee and Migration Team and Welcome Hubs to provide information on accessing EL activities and being active. The average referral rate across 2022/23 was 270 per month and a significant increase from the previous monthly average of 25.

## **5. Next Steps**

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- 5.1 Following approval from Culture and Communities Committee, the report will be referred to Governance, Risk and Best Value Committee for noting and scrutiny.
- 5.2 Officers will work with Edinburgh Leisure to finalise the Services and Funding Agreement for 2024/25 with a report on the core grant payment presented to this committee.

## **6. Financial impact**

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- 6.1 The Council supported Edinburgh Leisure with an annual service payment of £8.035m and funding of £3m to manage Covid-related financial pressures – a total of £11.035m. The annual service payment of £8.035m to Edinburgh Leisure is stated before repayment of investment in prudentially-funded and Spend-to-Save projects and ground maintenance services provided by the Council. The net annual payment made by the Council after deduction for these costs was £10.013m.
- 6.2 Edinburgh Leisure also received a further payment from the Council of £0.165m towards capital improvements across the Council's sport and leisure facility estate.

## **7. Equality and Poverty Impact**

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- 7.1 As detailed in the report, Edinburgh Leisure continue to carry out vital work to address inequalities and poverty through their Active Communities Programme.

## **8. Climate and Nature Emergency Implications**

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- 8.1 Edinburgh Leisure, with support from the Council, have invested in their estate to maximise its energy efficiency and reduce running costs and carbon emissions.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 The Council is undertaking a review of its ALEOs and the governance documentation supporting them.

## **10. Background reading/external references**

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- 10.1 [Edinburgh Leisure website](#)

## **11. Appendices**

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- 11.1 Edinburgh Leisure Financial Report and Statement of 2022/23.

**Edinburgh Leisure**

(a company limited by guarantee)

**Report and financial statements**

**31 March 2023**

Registered number SC 179259

Charity number SC 027450

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## Strategic report

The old adage ‘change is the only constant in life’ has been particularly pertinent in recent years and, as we began 2022/23, there was certainly no sign of that abating. To recover and evolve from the impact of Covid-19 remained a strategic priority for the organisation and, whilst we did indeed have to deal with the long tail of Covid-19, there was much more to contend with. National and world events were also having an impact on the organisation, particularly rocketing energy costs, high levels of inflation and employee shortages. And once again the organisation found itself operating in a very challenging, uncertain and unpredictable environment. Knowing we had support from the City of Edinburgh Council (CEC) by way of additional Covid-19 funding was invaluable in helping to counteract such volatility, as was the constant focus on our mission: to transform lives and communities through physical activity.

It was difficult at times in the year to predict demand for some activities and services but, perhaps not surprisingly, where we consistently experienced high demand was for the specialist projects and services offered to people experiencing poverty and/or health inequalities. Through our partnership work, we were delighted to secure funding for three pilot projects to work with three cohorts whose health had been adversely affected by Covid-19: young people experiencing poor mental health, adults with learning disabilities who were socially isolated and adults requiring to ‘get fit’ to enable them to receive knee and hip replacement surgery. We have long recognised the importance of partnership work – it enables us to do more and ultimately improve the health and wellbeing of the City. Another great example of this is the work we did throughout the year with the City of Edinburgh Council to mobilise resources to help support, via our Relocated People Programme, the wellbeing of the large number of Ukrainian refugees in the City.

In April 2022 the transfer of responsibility for community access to the sports facilities at Wester Hailes High School and Leith Academy to Edinburgh Leisure meant that Edinburgh Leisure was now supporting the Council in its ambitions to improve access to the sports facilities in all twenty three of the City’s high schools. The catalyst for the transfer (which began in 2016) was to increase public access to Council spaces (outwith curricular and extra curricular time) and improve the financial return to the Council (the arrangements sees all direct costs incurred by Edinburgh Leisure being met from income with the net income being returned to the Council). The success of the community access project prompted a request from the Council, in May ’23, for Edinburgh Leisure to expand its role to include managing community access to the non sports facilities in the high schools. There are obvious synergies here with the work we carry out in the school sports estate and there was support from the Edinburgh Leisure Board for EL personnel to develop a proposal for submission to CEC to take on this work which would ultimately provide more places and spaces for people to come together.

Continuing with the themes of active spaces and places and partnership work – the new Meadowbank Sports Centre opened its doors to the public at 7am on 19th July 2022, around three and a half years after the doors closed on the ‘old’ Meadowbank. A number of Edinburgh Leisure personnel were involved in the project from concept stage, right through to preparing the building for opening and ultimately welcoming customers into the City’s new state of the art venue. It was a privilege to be involved in such a project and whilst there were the inevitable delays due to Covid-19 and other environmental factors, all involved were in agreement - it was worth the wait.

The old Meadowbank had been an important part of Edinburgh and Scotland’s sporting history for many years – the new Centre builds on this legacy. This new community and regional sport facility will support physical activity, sport and positive health for generations to come – it will enable Edinburgh Leisure to transform even more lives and communities through physical activity.

### Net income for the year

The results for the year are shown on page 16. As we continued our recovery from Covid we went into the year to March 2023 knowing we would still need significant support from CEC to maintain liquidity. Since Covid struck, CEC have been approving levels of Covid support each year in their budget and the amount we have drawn down has been £3m in 2020/21 (of £6m approved) in the year when we also received £2.5m of Covid insurance income and £5m in 2021/22 (of £6m approved). The approved amount for 2022/23 was set at £3m and our projections showed that we may have to draw down that full amount of support. In what were still very uncertain times (as discussed in last year’s Strategic Report) our budget was based on what we believed to be prudent assumptions and those calculations derived a budgeted deficit of £3.9m before that Covid support. The increased level of reserves generated in 2021/22 had positioned sufficient cash to withstand this net £0.9m operating deficit, hence the budget was approved by EL’s Board on 7 March 2022.

From very early in the 2022/23 financial year it became apparent that the new Meadowbank Sport Centre would be impacted by more delays in its completion. Rather than being open for the whole year as assumed in the budget, the venue did not open until 19 July 2022. Together with continued delays in the completion of the refurbishment work at Warrender Swim Centre, these factors materially distorted comparisons of actual to budget throughout the year.



Regular meetings with CEC took place during the year with discussions on Edinburgh Leisure's financial performance and cash position and Covid support was transferred up to the £3m approved limit. The final payment of the year was agreed in February 2023 and by the end of March 2023 our cash position was positive which helped the Board in their consideration of the deficit budget of £736,000 which was being proposed for the 2023/24 financial year.

The deficit on unrestricted funds was £1,913,000 before actuarial gains as shown on page 16. This however included certain items which must be adjusted before comparing the performance for the year against budget, namely:

- Non-cash accounting costs arising from the difference between the revenue account pension charge when calculated under FRS102 and the actual employer cash contributions made to the pension fund during the year.
- The creation of sinking funds which is budgeted as a cost but is reflected in the accounts purely as a transfer to designated funds.
- Expenditure on items which have previously been designated is included in the reported deficit on unrestricted funds, so the transfer from designated funds removes that cost from the underlying position.

Having adjusted for the above, the underlying surplus on a basis comparable to budget was £1,265,000 as shown in the table below.

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Reported (deficit)/surplus on unrestricted funds	<b>(1,913)</b>	725
Interest (income)/cost in relation to pension liability	<b>(152)</b>	141
Pension service costs	<b>2,087</b>	1,024
Transfer to designated funds to create sinking fund	<b>(187)</b>	(75)
Windfall income transferred to designated funds	-	(1,250)
Transfer from designated funds	<b>1,430</b>	-
Underlying surplus	<b>1,265</b>	565

The underlying surplus noted above has afforded the ability to transfer £880,000 more into designated funds to bring the balance to £1,000,000 in respect of the outstanding contractual negotiations for the refurbishment of Warrender Swim Centre (see note 1n).

## Key achievements

When there is so much uncertainty and volatility it is imperative that the organisation's purpose, vision and values remain front and foremost, whilst our strategic priorities inform what actions we take. Once again, as in previous years, due to the commitment, resilience and efforts of the Edinburgh Leisure 'people' we achieved a great deal, including the following:

- The gym at the Royal Commonwealth Pool was refurbished
- The artificial pitches at Saughton were resurfaced with support from the Scottish Football Association Grassroots Pitch & Facilities Fund
- Improvements were made to the air handling in the cycle studio at Ainslie Park Leisure Centre and on level 3 at EICA
- The pool hall at Gracemount Leisure Centre was refurbished including new air handling units, a new combined heat and power unit, tiling and decoration work
- A new irrigation system was installed at Craigentenny Golf Course
- The building management system at Tumbles was replaced
- The disabled platform lift to the climbing arena at the EICA was replaced and drainage repairs to the arena were undertaken
- The lift at Craiglockhart Tennis Centre was modernised
- We made a range of energy efficiency investments
- Aquadash was introduced to Ainslie Park Leisure Centre
- Café operations resumed at Drumbrae Leisure Centre and Ainslie Park, with the service being provided by UPMO an Edinburgh based charity providing support and opportunities for adults with learning disabilities and a local resident took over the café operation at Gracemount Leisure Centre
- Wester Hailes High School and Leith Academy transferred into our school portfolio
- We opened the new Meadowbank Sports Centre
- We secured £918,334 from external fundraising

- We worked with partners to introduce three new funded projects focusing on physical activity interventions to improve the health, wellbeing and quality of life of people disproportionately impacted by the pandemic i.e. young people experiencing mental health conditions, adults with learning difficulties, adults awaiting hip and knee surgery.
- We supported 3,240 Ukrainians to be active through our Relocated People Programme
- We supported around 1,000 people affected by health conditions, inequalities and poverty to be active every week (through our targeted projects) and a further 1,345 people every week were supported through our subsidised access programmes.

### **Pension reserve**

The actuarial gain on The Lothian Pension Fund of £6,167,000 (2022: gain of £7,681,000), which is included in the result for the year, does not impact Edinburgh Leisure's underlying activities, nor does the accounting asset of £4,232,000 (2022: nil). The position at March 2022 was unusual in Edinburgh Leisure's recent history as the calculated position was a surplus of £6,994,000, although accounting standards required that such a surplus was not recorded as an asset in the accounts. In each of the ten preceding years the calculated balance was a deficit ranging from £1,700,000 at its lowest to £11,400,000 at the other extreme. By way of demonstrating the volatility of these calculations, the calculated deficit in any of those ten years was only once within £1,000,000 of the average deficit for those periods. The position at March 2023 had improved further with a reported surplus of £38,212,000 and, under FRS102, the asset that can be recognised in the Balance Sheet is capped at £4,232,000.

It is important to note that the volatile gains or losses arise only from the accounting treatment of the pension assets and liabilities and do not, in themselves, impact on the company's contributions to the plan. The actuarial evaluation which takes place every three years calculates the company contributions required to meet the likely liabilities when they arise, and the company uses that valuation to determine contribution rates for the following three years in discussion with the Lothian Pension Fund. For information, the latest triennial evaluation based on year end March 2023 and received in November 2023 projected Edinburgh Leisure's plan assets to be £94,435,000, 187% of the projected liabilities of £50,380,000 which is a very strong snapshot of the long-term funding position and has allowed Edinburgh Leisure's Board to agree a three year company contributions holiday with the Lothian Pension Fund. Such a holiday helps with the company's immediate financial challenges without risking the fund's ability to meet its future obligations. The company intends to return to a contributing position following the next triennial valuation.

### **Reserves policy**

Total funds at March 2023 were £11,089,000 (2022: £6,995,000), of which £1,432,000 was restricted (2022: £1,575,000). Unrestricted reserves of £9,657,000 (2022: £5,420,000) include £4,232,000 in respect of the pension asset (2022: nil). £1,379,000 (2022: £2,014,000) is held in designated reserves as per Note 14 with the balance of unrestricted reserves being £4,046,000 (2022: £3,406,000) which is not a free reserve as it is backed up by long term assets rather than exclusively cash reserves.

It is the intention of the Board to accumulate a reserve fund to allow the company some protection against future adverse events. The long-term strategy of the Board is to improve the financial performance of the business to counter the many economic challenges we face. As such the operating performance of the business over recent years has generated funds which have been utilised in the investment of fixed assets which are net income generating. It is the opinion of the Board that, all other things being equal, this strategy will move net current assets in a positive direction over the long term. Whilst the position of unrestricted net current assets at both March 2022 and March 2023 were historically healthy (positive balances) these was bolstered by temporarily high cash balances and so it would be disingenuous to claim this as proof of the success of the long term strategy. The shape of net current liabilities can only be meaningfully assessed once the charity is able to trade sustainably without the Covid support from CEC.

Building reserves affords an element of protection for events which one might categorise as "bumps in the road", but for events of the rarity, severity and longevity of Covid-19 the response cannot be expected to be found in reserves, but rather in building resilience, flexibility and a mindset to constantly innovate. In "normal" times the liquidity of the business is positive throughout the year due to the timing of cash flows, reducing as we approach each financial year end. Our experience in recent pre-Covid years had shown that significant adverse events can impact the business to a value of up to £500,000, particularly during the winter months. The reserves policy agreed by the Board is therefore to maintain free cash balances in excess of £500,000 throughout the year, with the ability to utilise those cash balances towards the end of March as the risk of significant adverse conditions diminishes.

On 23 February 2023 CEC approved a new support package for Edinburgh Leisure for financial year to March 2024. This allows for additional contract payments of up to £2,000,000 a figure which supports the charity's liquidity based on detailed calculations within the budget approved by the Board on 27 February 2023. The reserves policy is reviewed by

the Board annually and this support package affords the Board the opportunity to retain the underlying reserves policy noted above at this time.

## Employees

The charity regularly provides all employees and, where represented, trade unions (via the Joint Negotiations & Consultative Committee) with information on the charity's performance. We are committed to ensuring that our employment policies and practices are fair, transparent and free from discrimination. We recruit using competency-based selection processes to ensure that employment decisions are based on a person's ability to do the job.

The Charity gives full consideration to employment applications from disabled persons, where the requirements of the job can be adequately filled by a disabled person. If existing employees become disabled, it is the Charity's policy, wherever practicable, to provide continuing employment under normal terms and conditions and to provide training and career development opportunities wherever appropriate.

Edinburgh Leisure's vision is to inspire Edinburgh to be a more active and healthy city and we include our employees in this vision. We have a Wellbeing Board which has representatives from across the organisation and a series of wellbeing initiatives were delivered throughout the year including: 'your health matters' - individual health & wellbeing consultations were offered to all employees, all employees were encouraged to set a 'wellbeing goal' and received supporting information around such, mental health awareness and refresher training was delivered to EL Managers and guidance was developed for line managers and employees on the menopause and a new policy created to encourage people to feel comfortable talking about the menopause, raise awareness of symptoms and put the right support in place into place for those impacted.

The workforce challenges experienced in Edinburgh Leisure and across the economy as the country emerged from Covid-19 remained a concern throughout the year with staff turnover at 30% (way above our historical target of 15%) and sickness absence 4.5% as compared to the 4% target with coronavirus related absences continuing to have an impact. As a result employees frequently worked additional hours to avoid disruption to services and/or closure of venues. The commitment and dedication of our colleagues in keeping our services running for the people of Edinburgh has been hugely appreciated by Edinburgh Leisure's management and Board and, ultimately our customers. We were delighted that our customer satisfaction measures had improved on the previous years with customer satisfaction at 91% as compared to 89% the previous year and the customer experience score increasing from 8.4 (out of 10) in 2021/22 to 8.7 this year.

## Key performance indicators

In reviewing the performance of the charity, the Directors consider the actual performance against target and history for various metrics including those identified below. Regular performance updates taking account of the prevailing environment are communicated to the Board and CEC and are published on the Edinburgh Leisure website (<https://www.edinburghleisure.co.uk/freedom-of-information/published-information>).

	Actual 2023	Target 2023	Actual 2022
Income from operating activities (£000's) *	32,161	28,169	28,103
Expenditure on operating activities (£000's) **	30,915	32,038	26,258
Fundraising	1,086	1,024	718
Customer visit numbers (000's)	3,689	3,637	2,758
Customer experience index	8.70	8.75	8.40
Customer accidents per hundred thousand visits	5.41	n/a	4.80
Staff absence levels	4.50 %	4.00 %	5.06 %

\* includes Coronavirus Job Retention Scheme income of nil (2022: £434,000)

\*\* excluding expenditure which had been designated as part of prior year reserves

## Principal risks and uncertainties

Effect of virus: The risk of a global pandemic has always existed, but as the world had not experienced anything on the magnitude of the Covid-19 pandemic since the Spanish ‘Flu of 1918-19 any such risks were largely discounted. However, looking through the lens of our recent lived experience the risks are very real, both immediately and in their long-term effects.

- There is a risk that facilities, or individual services within facilities, will be required to close or that restrictions could be introduced. The impact on Edinburgh Leisure should this risk crystallise is a matter of conjecture with the duration of closure and availability of external funding support meaning that the outcome could fall anywhere on the spectrum of non-material through to dissolution of the company.
- There is a risk that hybrid working will result in less people using our facilities for example on their way to or from work, or during their lunch breaks. Similarly, changes in consumer behaviour and activity habits also pose a risk to usage levels.

Management fee income: During the year to March 2023 CEC paid £8.0m (2022: £8m) in management fee to Edinburgh Leisure for the delivery of core services. The management fee for the year to March 2024 has been set at £8.0m and although additional funding of up to £2m has been made available in the current year to help mitigate the impacts of Covid-19, further reductions in the core management fee are still possible in future should the Council be required to make significant improvements to its budget position. Edinburgh Leisure is engaging in regular dialogue with the Council regarding the financial pressures whilst supporting the citizens of Edinburgh to enjoy active and healthy lives.

Economic (income effect): With household investment in physical activity tending to be viewed as discretionary, any negative macro-economic shift could have a detrimental impact on our income position. The cost of living crisis, in particular historically high inflation and increased borrowing costs, is undoubtedly impacting on our customers and we must hope that we can continue to attract new customers to offset those who will be forced to leave. Edinburgh Leisure is positioned as an affordable, professional, good quality choice for customers across our service offerings such as fitness, aquatics, golf and sports coaching. If we can successfully leverage this positioning whilst restructuring our pricing then the long term prognosis as economic conditions improve could be very healthy. We are also aware that the aforementioned factors will increase health inequalities and we continue to work to target additional support to those most in need.

Economic (cost effect): The UK had not seen double digit inflation since the early 1980s and indeed inflation was below 5% for thirty years before peaking at 11.1% in October 2022 and then slowly falling to its current level of 4.6%. Energy costs which increased significantly have validated the investments we have made in energy efficiency over the years and we continue to reduce consumption through a combination of investments and process changes. However, energy costs in the year to March 2024 are expected to be around £2m higher than they would have been had prices per kilowatt hour remained at pre-Covid levels. The mitigation for cost increases which cannot be absorbed by businesses is typically to increase prices paid by customers but the pressures on family budgets as noted above necessitates prices to customers being restricted to only modest increases with the sustainability of the charity in the medium term being reliant upon the letter of support from CEC as described in note 1a.

People attraction, retention and remuneration: The Directors review salary increases annually to balance the need to control wage costs with the need to retain and attract quality staff in the Edinburgh job market. The charity continues to invest in developing a great employee experience and in learning and development opportunities for staff. Whilst the positive working environment and career development remains a strong incentive for quality people to work for Edinburgh Leisure, recently announced increases in both the legally mandated National Living Wage (NLW) and the Real Living Wage (RLW) are projected to add significant costs. We are in active discussion with CEC around their request for us to pay the RLW and particularly around how such a position could be funded.

Competition: The fitness industry is operating in extremely challenging times. Recruitment difficulties, increasing costs particularly for energy, the rebuild of customer bases post Covid and concerns about the economic pressures on households all play into serious concerns about the health of our sector. How our competitors respond to these challenges is beyond our control, so we continue to invest in our facilities, develop our products and track competitor activity and our own usage, membership and income metrics. In so doing we remain equipped to adjust our products and services to continue to meet the demands of our customers.

## Thank you to our supporters

Each year it costs around one million pounds to run our Active Communities programme. Thanks to the generosity of our donors, fundraisers, corporate partners, grant funders and statutory partners, we're able to continue using sport and physical activity to empower people to improve their health, wellbeing and quality of life. We are so grateful to all our supporters, including the following partners:

- Baillie Gifford
- Cycling Scotland
- Edinburgh Health and Social Care Partnership
- Edinburgh Integrated Joint Board
- Landcare Solutions Scotland
- Nancy Roberts Charitable Trust
- NHS Lothian
- Scottish Children's Lottery
- **sportscotland**
- Scottish Football Association in partnership with the Department for Digital, Culture, Media & Sport
- Scottish Swimming
- Shared Care Scotland
- Souter Charitable Trust
- The City of Edinburgh Council
- The City of Edinburgh Council Communities and Families Large Grants

## Plans for future periods

Looking ahead to 2023/24 the big issue to be addressed is the charity's financial health and how we respond to the significant financial pressures and safeguard the future of the organisation. The need to ensure sound financial health is a pre-requisite for the survival of any organisation however the scale of the financial challenges facing Edinburgh Leisure demand increased prominence. Cognisance must be taken of our financial backdrop when determining our priorities and the associated actions for 2023/24. The other key determinants of our work as referred to earlier continue to be our purpose, vision and values and how we support our partners the City of Edinburgh Council in the delivery of their three core priorities relating to: poverty, creating good places to live and work and becoming a net zero city.

Items we plan to deliver on in 2023/24 include the following:

- Re-open Warrender Swim Centre following its lifecycle works
- Refurbish the gyms at Glenogle Swim Centre, Leith Victoria Swim Centre and at Gracemount Leisure Centre
- Replace ageing grounds maintenance equipment
- Refurbishment of Drumbrae pool hall including replacement of major mechanical and electrical kit
- Implement the new software system in our Facilities Management department
- Implement Refer All - a new software system to support our health referrals to the Active Communities projects
- Complete the business case and source the necessary funds to progress with enhancing the bouldering offering at the EICA
- Complete the business case to inform the way forward for a new website
- Procure and appoint consultants to complete a pitch strategy for the City
- Complete and submit a proposal to the City Council for the transfer on non sports lets in high schools to Edinburgh Leisure
- Create a volunteer strategy
- Confirm a way forward for the Portobello Swim Centre lifecycle refurbishment project

Irrespective of the financial challenges, our commitment to deliver on our purpose: to make a positive difference by creating opportunities for everyone to get active, stay active and achieve more and our vision: inspiring Edinburgh to be a more active and healthy city, and our values: welcoming, caring, passionate and proud remains as strong as ever, perhaps more so when the need for, and the value of, our services are amplified due to the socio economic and health challenges the City and the entire Country continues to deal with.



**June Peebles**  
Chief Executive

18 December 2023

## Directors' report

The Directors of the company are pleased to present their annual report and the audited financial statements for the year ended 31 March 2023.

### Reference and administration information

The Directors who currently hold office are as follows:

<b>Directors</b>	S. Haldane (Chair) Councillor D. Dixon Councillor A. Staniforth Councillor C. Dijkstra-Downie Councillor C. Cowdy Councillor L. Cameron J. Moran Dr C. Mumford J. Taylor L. Panglea R. Ducker J. Evans M. Paterson J. Munn
<b>Chief Executive</b>	J. Peebles
<b>Secretary</b>	K. Johnston
<b>Registered office</b>	Meadowbank Sports Centre 139 London Road Edinburgh EH7 6AE
<b>Auditor</b>	Azets Audit Services Exchange Place 3 Semple Street Edinburgh EH3 8BL
<b>Solicitors</b>	Harper Macleod LLP 65 Haymarket Terrace Edinburgh EH12 5HD
<b>Bankers</b>	Royal Bank of Scotland 36 St Andrew Square Edinburgh EH2 2YB
<b>Charity number</b>	SC027450
<b>Company number</b>	SC179259

## Edinburgh Leisure's purpose

At Edinburgh Leisure, we are passionate about the positive impact physical activity has on people's physical, mental and social wellbeing. Which is why as a charity we are on a mission to inspire everyone in Edinburgh to be active.

Physical inactivity remains one of Scotland's major public health concerns, with 35% of Scottish adults and 31% of Scottish children (5-15 years) failing to meet the minimum physical activity guidelines according to the latest Scottish Health Survey conducted in 2022. Particularly as we live through the costs of living crisis and numerous other local and global stressors, Edinburgh Leisure has a vital role to play in getting more people in the city active to improve their health, wellbeing and quality of life.

## Structure, Governance and Management

### Charitable status

Edinburgh Leisure is a company limited by guarantee, governed by its memorandum and articles of association, and does not have a share capital. Each member has undertaken to contribute an amount not exceeding one pound towards any deficit arising in the event of the company being wound up. The company has charitable status under Section 505 of the Income and Corporation Taxes Act 1988 and the Scottish Charity Number is SC 027450.

### Directors

Edinburgh Leisure's Board comprises a maximum of fifteen Directors. Seven are co-opted from business, the leisure industry, and the professions. One is nominated from ClubSportEdinburgh, one is a nominated employee representative and five are nominated elected members of the City of Edinburgh Council. There is also one Director specifically appointed to represent users. The seven co-opted members and the one user representative are appointed for a period of three years.

The following Directors served during the year and to the date of this report:

Councillor D. Dixon	
Councillor A. Staniforth	
Councillor G. Bruce	(resigned 8 July 2022)
Councillor H. Osler	(resigned 8 July 2022)
Councillor L. Cameron	(resigned 8 July 2022, re-appointed 4 May 2023)
Councillor C. Dijkstra-Downie	(appointed 8 July 2022)
Councillor C. Cowdy	(appointed 8 July 2022)
Councillor V. Walker	(appointed 8 July 2022, resigned 4 May 2023)
S. Haldane	
C. McMillan	(resigned 7 March 2023)
J. Moran	
Dr C. Mumford	
J. Taylor	
C. Parker	(resigned 9 May 2022)
L. Panglea	
R. Ducker	
J. Evans	
M. Paterson	
J. Munn	(appointed 9 May 2022)

### Policies and procedures for induction and training of Directors

An induction process is in place for new Directors. This covers the strategic and operational issues affecting the company. Processes are in place to provide feedback to Directors on their contributions and to identify on-going training needs. Actions are taken as required.

### Pay and remuneration of the charity's key management personnel

At least every three years, an external consultant is engaged to benchmark salaries against other leisure trusts, similar sized organisations in Edinburgh and UK wide charities, their findings and recommendations then being presented to Edinburgh Leisure's Remuneration Committee. To aid their determination, the Remuneration Committee have available the pay recommendations for the rest of the company and may choose to mirror the wider company award, although flexibility exists to implement differing pay awards if deemed necessary. The Remuneration Committee present their recommendations for discussion to the Board with key management not permitted to be present for these discussions.

## Organisation Structure

The Board of Directors meets every two months with Directors and senior management present. Decisions are taken to set the overall strategy for the business as well as to monitor its activities. Senior management are charged with the task of implementing these decisions.

## Objectives and activities

### Principal activity

The principal activity of the company is the provision of recreation and leisure facilities on behalf of The City of Edinburgh Council in accordance with the following charitable objectives to:

- Provide or assist in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare for the general public and in particular in connection with the local authority area of The City of Edinburgh as defined in the Local Government etc. (Scotland) Act 1994 with the object of improving the conditions of life for the Community;
- Provide facilities for persons who by reason of their youth, infirmity or disability, poverty or social and economic circumstances may need special facilities; and
- Promote good health among the Community through health education directed to the part which healthy eating and standards of nutrition together with exercise play in the maintenance of good health.

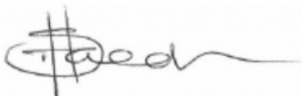
### Disclosure of information to the Auditors

So far as each Director is aware, there is no relevant audit information of which the auditors are unaware. Each Director has taken the appropriate steps as a Director to make themselves aware of such information and to establish that the auditors are aware of it.

A final reflection on the year saw the announcement by our Chief Executive, June Peebles, of her intention to retire in the New Year. June has been with Edinburgh Leisure since 1985, having joined its predecessor body within the Recreation Department of the City of Edinburgh District Council. June 'came through the ranks'; initially appointed as an Assistant Manager at the Jack Kane Centre; promoted to Manager of Craiglockhart and Saughton Recreation Centres in 1989; Leisure Manager (DSO) in 1991; then in 1997 June was seconded as a Head of Operations to assist the setup of Edinburgh Leisure, being appointed as Director of Operations in Edinburgh Leisure when it was created in 1998; becoming Director of Business Development in 2001; her role being redefined as Director of Strategic Services in 2011, before she became the Chief Executive in 2015.

On behalf of the Board, I would like to record our sincere gratitude for all that June has done for Edinburgh Leisure and the citizens of the City over the years. June can take great pride in the significant legacy she leaves behind. We wish her every health and happiness for a long and healthy retirement. We will be making an announcement about June's successor in the coming weeks.

**Approved by the Board of Directors and signed on its behalf by:**



**Scott Haldane**  
Chairman

18 December 2023



## **Statement of Directors' responsibilities**

The Directors are responsible for preparing the Strategic report, the Directors report and the financial statements in accordance with applicable law and regulations.

Company law and Charity law requires the Directors to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law and charity law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities and Trustee Investment (Scotland) Act 2005. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial statements are published on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the charity's website is the responsibility of the Directors. The Directors' responsibility also extends to the ongoing integrity of the financial statements contained therein.

# **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND DIRECTORS OF EDINBURGH LEISURE**

## **Opinion**

We have audited the financial statements of Edinburgh Leisure (the 'Charitable Company') for the year ended 31 March 2023 which comprise the statement of financial activities (incorporating the income and expenditure account), the balance sheet, the cash flow statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 March 2023, and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

## **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

### ***Other information***

The Directors are responsible for the other information. The other information comprises the information included in the Report and financial statements, other than the financial statements and our auditor's report thereon. The other information comprises: the Strategic report and the Directors' report.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' report (incorporating the Strategic report), for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' report (incorporating the Strategic report) have been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report (incorporating the Strategic report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of Directors**

As explained more fully in the Statement of Directors' Responsibilities set out on page 11, the Directors (who are the Directors for the purposes of company law and trustees of the Charitable Company for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## ***Responsibilities of Directors (continued)***

In preparing the financial statements, the Directors are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the charitable company, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the charitable company is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the charitable company that were contrary to applicable laws and regulations, including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the Charitable Company through discussions with management, and from our commercial knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the Charitable Company, including the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended), taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

## **Extent to which the audit was considered capable of detecting irregularities, including fraud (continued)**

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC and the Charitable Company's legal advisors.

We assessed the susceptibility of the Charitable Company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## **Use of our report**

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the Charitable Company's Directors as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Our audit work has been undertaken so that we might state to the Charitable Company's members, as a body, and the Charitable Company's Directors, as a body, those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company, the Charitable Company's members, as a body, and the Charitable Company's Directors as a body, for our audit work, for this report, or for the opinions we have formed.

*Azets Audit Services*

**Allison Gibson (Senior Statutory Auditor)  
for and on behalf of Azets Audit Services, Statutory Auditor**

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Chartered Accountants  
Exchange Place 3  
Semple Street  
Edinburgh  
EH3 8BL

Date: 19 December 2023

## Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2023

	Note	Unrestricted Fund £'000	Restricted Fund £'000	Total 2023 £'000	Total 2022 £'000
<b>Income</b>					
Investment income	7	19	-	19	-
<i>Income from charitable activities</i>					
Provision of leisure facilities		21,126	2,979	24,105	16,960
Contract with City of Edinburgh Council		11,035	232	11,267	13,664
<b>Total income</b>	2	32,180	3,211	35,391	30,624
<b>Expenditure</b>					
Charitable activities					
Provision of leisure facilities	4	32,158	3,371	35,529	31,037
Interest (income)/cost in relation to pension liability	20	(152)	-	(152)	141
Pension service costs	20	2,087	-	2,087	1,024
<b>Total expenditure</b>		34,093	3,371	37,464	32,202
Net movement in funds for the year before other recognised gains and losses		(1,913)	(160)	(2,073)	(1,578)
<b>Other recognised gains and losses</b>					
Actuarial gain on Lothian Pension Fund	20	6,167	-	6,167	7,681
<b>Net movement in funds (after actuarial gain on pension scheme)</b>		4,254	(160)	4,094	6,103
Transfers between funds	15	(17)	17	-	-
<b>Net movement in funds</b>		4,237	(143)	4,094	6,103
<b>Fund balances brought forward at 1 April 2022</b>		5,420	1,575	6,995	892
<b>Fund balances carried forward at 31 March 2023</b>		9,657	1,432	11,089	6,995

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. A full year comparative is included in note 23 to the accounts.

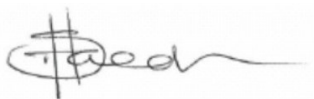
## Balance Sheet

Company Number: SC179259  
At 31 March 2023

	Note	2023 £'000	2023 £'000	2022 £'000	2022 £'000
<b>Fixed assets</b>					
Tangible assets	8		5,441		5,335
Investments	9		-		-
			<u>5,441</u>		<u>5,335</u>
<b>Current assets</b>					
Stocks	10	53		39	
Debtors	11	1,437		1,446	
Cash in hand		3,778		4,493	
		<u>5,268</u>		<u>5,978</u>	
<b>Current liabilities</b>					
Creditors: amounts falling due in one year	12	(3,838)		(4,183)	
<b>Net current assets</b>			<u>1,430</u>		<u>1,795</u>
<b>Total assets less current liabilities</b>			<u>6,871</u>		<u>7,130</u>
<b>Long term liabilities</b>					
Creditors : amounts falling due in more than one year	13		(14)		(135)
<b>Net assets excluding pension asset</b>			<u>6,857</u>		<u>6,995</u>
Pension asset	20		4,232		-
<b>Net assets including pension asset</b>			<u>11,089</u>		<u>6,995</u>
<b>Funds</b>					
Unrestricted funds	24	4,046		3,406	
Designated reserves	14	1,379		2,014	
Pension reserve	20	4,232		-	
			<u>9,657</u>		<u>5,420</u>
Restricted funds	15		1,432		1,575
<b>Total funds</b>			<u>11,089</u>		<u>6,995</u>

The notes at pages 19 to 39 form part of these accounts.

The financial statements were approved and authorised for issue by the Board on 18 December 2023 and signed on its behalf by:



**Scott Haldane**  
Chairman

**Cash flow statement**  
for the year ended 31 March 2023

	Note	2023 £'000	2022 £'000
<b>Net (expenditure)/income for the reporting period</b>		<b>(2,073)</b>	(1,578)
<b>Adjustments for:</b>			
Depreciation charges	8	1,173	1,141
Pension adjustment		2,087	1,024
Interest paid		(152)	141
Interest received		(19)	-
Increase in stock		(14)	(11)
Decrease/(Increase) in debtors		9	(47)
(Decrease)/Increase in creditors		(256)	883
Gain on disposal of fixed assets		(24)	(42)
<b>Net cash provided by operating activities</b>		<b>731</b>	1,511
<b>Cash flows from investing activities</b>			
Interest received		19	-
Purchase of PPE		(1,282)	(1,524)
Finance lease interest paid		-	-
Proceeds from sale of fixed assets		27	57
<b>Net cash used in investing activities</b>		<b>(1,236)</b>	(1,467)
<b>Cash flows from financing activities</b>			
Repayment of finance leases		(149)	(149)
New loans entered into		-	-
Repayment of loans		(61)	(66)
<b>Net cash used in financing activities</b>		<b>(210)</b>	(215)
<b>Change in cash and equivalents in the reporting period</b>		<b>(715)</b>	(171)
<b>Cash and cash equivalent at the beginning of the reporting period</b>	22	4,493	4,664
<b>Cash and cash equivalent at the end of reporting period</b>	22	<b>3,778</b>	4,493



## Notes to the financial statements

*(forming part of the financial statements)*

### 1 Accounting policies

Edinburgh Leisure is a private company, limited by guarantee, incorporated in Scotland under the Companies Act. The address of the registered office is on page 8. Edinburgh Leisure constitutes a public benefit entity as defined by FRS102. The financial statements have been prepared in accordance with FRS102 the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland.

The preparation of the financial statements in compliance with FRS102 requires the use of certain critical accounting estimates. It also requires the Charity to exercise judgement in applying the entity accounting policies (see Note 1n).

#### 1a Basis of accounting

The financial statements have been prepared under the historical cost basis of accounting and in accordance with applicable accounting standards. The financial statements are set out so as to comply with the Statement of Recommended Practice: Accounting and Reporting by Charities approved by the Accounting Standards Board in 2019, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006.

These financial statements present information about the company as an individual undertaking, and not about its group, by virtue of s402 of the Companies Act 2006.

The company's functional and presentational currency is GBP. Figures are presented rounded to the nearest £1,000.

Edinburgh Leisure's contract to manage leisure facilities on behalf of the City of Edinburgh Council (CEC); although on-going, the financial terms relating to the contract are settled annually in conjunction with the Council's budgeting process. A six month notice period applies to the contract. In the opinion of the Directors there is no risk that funding will be withdrawn in the foreseeable future.

The financial statements have been prepared on a going concern basis. In the period since the balance sheet date, the charity has traded close to the £736,000 deficit budget set for the 2023/24 financial year. When considering significant changes in the 2024/25 financial year, for example reduced Covid support from CEC, escalating pay costs arising from the increase in the National Living Wage and increased energy costs amongst others, the Directors recognise that these cannot all be funded through increased prices to customers at a time of severe economic pressures on households.

In the light of these challenges, the charity received a letter of support from CEC on 20 November 2023 stating the Council's intention to support Edinburgh Leisure throughout the 2024/25 financial year to ensure the charity's financial sustainability. In the months ahead the Board will also consider options to increase income and reduce costs.

Cashflow projections have been prepared for the remainder of 2023/24 and with the aforementioned letter the Directors of Edinburgh Leisure have concluded that this support will ensure the company's liquidity, thereby allowing the accounts to be prepared on a going concern basis.

## Notes to the financial statements *(continued)*

### 1 Accounting policies *(continued)*

#### 1b Funds

Funds are classified as either restricted funds or unrestricted funds, defined as follows:

*Restricted funds* are funds subject to specific trusts, which may be declared by the donor or with their authority. Some are restricted income funds expendable at the discretion of the Board in furtherance of a particular activity, such as funds raised for particular client groups or activities. Others are capital funds where the assets are required to be invested for long term use.

*Unrestricted funds* are expendable at the discretion of the Board in furtherance of the objectives of Edinburgh Leisure. If part of the unrestricted funds is earmarked at the discretion of the Board for a particular project it is designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the Board's discretion to apply the fund.

#### 1c Income

*Activities for generating income* are accounted for on an accruals basis.

*Income from the City of Edinburgh Council* is accounted for on an accruals basis and is agreed in advance based on the level of service provided.

*Investment Income* is accounted for on an accruals basis.

*Capital Grants received* are accounted for on an accruals basis. If a functional fixed asset is acquired in full or in part from the proceeds of a grant it is included in the balance sheet at its full acquisition cost, with the relevant grant being recognised as income and held in restricted funds. Depreciation is then allocated to this fund over the useful life of the related asset.

#### 1d Expenditure

All expenditure is accounted for on an accruals basis. Governance costs are included in the costs of providing service and relate to the expenditure on the Directors including meetings, if any, insurance and for the company's obligation for audit as a charity. Support costs are identified as such at the time of purchase and are allocated in the financial accounting system to support departments, they are included within the costs of providing service in note 4.

#### 1e Leased assets: lessee

Operating lease rentals are charged to the income and expenditure account on a straight line basis over the period of the lease.

Assets held under finance leases are capitalised in the balance sheet and depreciated over their useful lives. The interest element of leasing payments is charged to profit or loss over the term of the lease and is calculated so that it represents a constant proportion of the balance of capital repayments outstanding.

#### 1f Leased assets: lessor

Rental Income is credited to the income and expenditure account on a straight line basis over the period of the lease.

#### 1g Holiday pay accrual

A liability is recognised to the extent of any unused holiday pay entitlement which has accrued at the balance sheet date and carried forward for future periods. This is measured at the undiscounted salary cost of the future holiday entitlement so accrued at the balance sheet date.

#### 1h Stocks

Stocks of resale goods are stated at the lower of cost and net realisable value in the ordinary course of operating.

## Notes to the financial statements *(continued)*

### 1 Accounting policies *(continued)*

#### *1i Tangible fixed assets*

Assets are held at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life, generally as follows:

Freehold land and buildings	up to 50 years
Leasehold improvements	5 years – 25 years
Plant and equipment	3 to 25 years
Motor vehicles	4 years
Furniture and fittings	5 years
Computer equipment	3 to 5 years
Finance Leases	over the term of the lease, if shorter than useful life

The assets are reviewed annually for impairment. Assets purchased during the year with a value of £1,000 or more are reviewed for capitalisation.

#### *1j Taxation*

As a charity, the group is exempt from income tax by virtue of Section 505(1) Income and Corporation Taxes Act 1988 and from capital gains tax by virtue of Section 145 Capital Gains Tax Act 1979.

#### *1k Pensions*

Edinburgh Leisure is a member of the Lothian Pension Fund, a Local Government Pension Scheme, which provides benefits based on final salary for periods before 1<sup>st</sup> April 2015 and career average salary after that date. The scheme closed to new entrants as at 1<sup>st</sup> April 2008.

The asset or liability recognised in the Balance Sheet in respect of the defined benefit plan is the present value of the defined benefit obligation at the end of the balance sheet date less the fair value of plan assets at the balance sheet date out of which the obligations are to be settled. The defined benefit obligation is calculated using the projected unit credit method. Annually the company engages independent actuaries to calculate the obligation. The present value is determined by discounting the estimated future payments using market yields on high quality corporate bonds that are denominated in sterling and that have terms approximating to the estimated period of the future payments ('discount rate'). The fair value of plan assets is measured in accordance with the FRS102 fair value hierarchy and includes the use of appropriate valuation techniques.

Actuarial gains and losses arising from experience adjustments and changes in actuarial assumptions are charged or credited to the Statement of Financial Activities. These amounts together with the return on plan assets are disclosed as 'Actuarial gain/(loss) on Lothian Pension Fund'.

The cost of the defined benefit plan, recognised in profit or loss as employee costs, except where included in the cost of an asset, comprises:

- a) the increase in net pension benefit liability arising from employee service during the period; and
- b) the cost of plan introductions, benefit changes, curtailments and settlements.

The net interest cost is calculated by applying the discount rate to the net balance of the defined benefit obligation and the fair value of plan assets. This cost is recognised in the Statement of Financial Activities as 'Interest cost in relation to pension liability'.

All new employees, and those employees not currently members of the Lothian Pension Fund, are able to participate in a defined contribution scheme. Under this scheme, employees can choose how much they contribute to the scheme. Edinburgh Leisure matches the employees' contributions, up to a maximum of 12%. Allocation of the expense in relation to the defined contribution scheme between restricted and unrestricted funds is done on an employee by employee basis where it will be classed as restricted if the employee is employed in relation to a restricted project. Otherwise it will be classed as an unrestricted expense.

## Notes to the financial statements *(continued)*

### 1 Accounting policies *(continued)*

#### 11 Cash at bank and in hand

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

#### 1m Financial instruments

The Company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans with related parties.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade payables or receivables, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration, expected to be paid or received.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of Financial Activities.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### 1n Judgements in applying accounting policies and key sources of estimation uncertainty

In preparing the financial statements the Directors have made the following judgements:

- Determining whether there are indicators of impairment of the charity's tangible assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset.
- Determining whether the assumptions set by the Directors over the defined benefit pension scheme are reasonable.

Other key sources of estimation uncertainty:

- Tangible fixed assets (see Note 8). Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing assets lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.
- Defined benefit pension scheme (see Note 20). The actuary values the pension scheme in line with assumptions subsequently reviewed by the Directors. The actual performance is unlikely to be in line with the actuarial valuation as a result of the valuation being based upon assumptions on future unpredictable events such as return on assets and mortality rates.
- As of the date of approval of the accounts, the company has a potential contingent liability in respect of the refurbishment work that took place at Warrender Swim Centre between February 2021 and May 2023. A claim has been lodged by the contractor and negotiations on a final settlement have yet to commence. We therefore have no way to estimate the magnitude or validity of the claim. No cost estimate has been included in the statement of financial activities for the year to 31 March 2023, although a round sum designated reserve of £1,000,000 has been set aside at 31<sup>st</sup> March which the Board expect will provide sufficient cover.

## Notes to the financial statements *(continued)*

### 2 Income

Income from investments was £19,000 (2022: £nil), of which the entire balance was unrestricted for both periods.

Income from the provision of leisure facilities was £24,105,000 (2022: £16,960,000), of which £21,126,000 (2022: £15,068,000) was unrestricted and £2,979,000 (2022: £1,892,000) was restricted. This included Coronavirus Job Retention Scheme income of £nil (2022: £454,000) of which £nil (2022: £434,000) was unrestricted and £nil (2022: £20,000) was restricted.

Income from the contract with City of Edinburgh Council was £11,267,000 (2022: £13,664,000), of which £11,035,000 (2022: £13,035,000) was unrestricted and £232,000 (2022: £629,000) was restricted.

### 3 Net result for the year

The net movement in funds is after charging the following:

	Unrestricted	Restricted	Total	Total
	Fund	Fund	2023	2022
	£'000	£'000	£'000	£'000
Depreciation	1,120	53	1,173	1,141
Audit fees	39	-	39	32
Non-audit fees	2	-	2	2
Rental charges under operating leases	15	-	15	12
(Gain)/loss on disposal of fixed assets	(24)	-	(24)	(42)
	<b>1,152</b>	<b>53</b>	<b>1,205</b>	<b>1,145</b>

## Notes to the financial statements *(continued)*

### 4 Costs of providing service

	Unrestricted	Unrestricted	Unrestricted	Restricted	Total	Total
	Support	Operations	Total	Fund	2023	2022
	£'000	£'000	£'000	£'000	£'000	£'000
Wages and salaries	4,006	11,702	15,708	2,114	17,822	14,782
Social security costs	405	792	1,197	139	1,336	1,088
Employer pension contributions	252	444	696	114	810	1,332
Payments to self-employed coaches	2	800	802	43	845	648
Property costs	2,628	3,942	6,570	432	7,002	6,774
Supplies and services	2,915	3,102	6,017	476	6,493	5,254
Rental charges under operating leases	15	-	15	-	15	12
Depreciation	118	1,002	1,120	53	1,173	1,141
Finance lease interest cost	-	-	-	-	-	-
Governance costs (note 5)	57	-	57	-	57	48
(Gain)/loss on disposal of fixed assets	(24)	-	(24)	-	(24)	(42)
	<b>10,374</b>	<b>21,784</b>	<b>32,158</b>	<b>3,371</b>	<b>35,529</b>	<b>31,037</b>

The costs of providing services during 2022 were comprised of £26,213,000 in relation to unrestricted funds and £4,824,000 in relation to restricted funds.

### 5 Governance costs

	2023	2022
	£'000	£'000
Audit fees	39	32
Non-audit fees	2	2
Directors and Officers Indemnity Insurance	16	14
	<b>57</b>	<b>48</b>

## Notes to the financial statements *(continued)*

### 6 Staff numbers and costs

The remuneration and associated costs of the company were:

	<b>2023</b>	2022
	<b>£'000</b>	£'000
Wages and salaries	<b>17,822</b>	14,782
Social security costs	<b>1,336</b>	1,088
Pension costs	<b>810</b>	1,332
Pension adjustment	<b>2,087</b>	1,024
	<b>22,055</b>	18,226

Redundancy costs, included within staff costs were £nil (2022: £114,000). Costs for any redundancies are recognised when the liability is confirmed and communicated to the relevant parties creating a constructive obligation. As at the balance sheet date, no amounts were outstanding in either year.

Employees receiving salaries, plus benefits in kind, of more than £60,000 were in the following bands:

	<b>2023</b>	2022
	<b>Number</b>	Number
£110,000 - £119,999	<b>1</b>	1
£70,000 - £79,999	<b>5</b>	2

The total contributions to defined benefit pension schemes for the staff within the above bands is £41,000 (2022: £44,000) and to defined contribution pension schemes is £7,000 (2022: £1,000).

No member of the Board received remuneration from Edinburgh Leisure other than Directors indemnity insurance. Travel expenses were claimed by one Board member in the year to the value of £92 (2022: £nil).

The average monthly full-time equivalent number of employees of the company during the year was:

	<b>2023</b>	2022
	<b>Number</b>	Number
Dry facilities	<b>216</b>	166
Wet centres	<b>334</b>	294
Golf courses	<b>43</b>	35
Administration and support	<b>147</b>	136
	<b>740</b>	631

## Notes to the financial statements (continued)

### 6 Staff numbers and costs (continued)

The average monthly headcount number of employees of the company during the year was:

	2023	2022
	Number	Number
Dry facilities	307	251
Wet centres	488	426
Golf courses	47	37
Administration and support	162	148
	<b>1,004</b>	<b>862</b>

These numbers exclude seasonal workers.

### 7 Investment income

	2023	2022
	£'000	£'000
Bank and other interest	19	-
	<b>19</b>	<b>-</b>

### 8 Tangible fixed assets

	Freehold Buildings	Leasehold Impmt's	Plant & Equipt.	Motor Vehicles	Furniture & fittings	Computer Equipment	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<i>Cost</i>							
At beginning of year	539	5,234	5,609	597	701	1,207	13,887
Transfers	-	4	(4)	-	-	-	-
Additions	-	412	662	15	52	141	1,282
Disposals	-	(132)	(396)	(8)	-	(174)	(710)
<b>At end of year</b>	<b>539</b>	<b>5,518</b>	<b>5,871</b>	<b>604</b>	<b>753</b>	<b>1,174</b>	<b>14,459</b>
<i>Depreciation</i>							
At beginning of year	220	3,785	3,008	459	267	813	8,552
Transfers	-	-	-	-	-	-	-
Charge	10	382	552	22	63	144	1,173
Disposals	-	(132)	(392)	(8)	-	(175)	(707)
<b>At end of year</b>	<b>230</b>	<b>4,035</b>	<b>3,168</b>	<b>473</b>	<b>330</b>	<b>782</b>	<b>9,018</b>
<i>Net book value</i>							
<b>At 31 March 2023</b>	<b>309</b>	<b>1,483</b>	<b>2,703</b>	<b>131</b>	<b>423</b>	<b>392</b>	<b>5,441</b>
At 31 March 2022	319	1,449	2,601	138	434	394	5,335

The net book value of assets held under finance leases was £25,000 (2022: £199,000).



## Notes to the financial statements (continued)

### 9 Fixed asset investments

	2023	2022
	£'000	£'000
Investment in subsidiary undertaking	-	-

The company owns 100% of the ordinary share capital of Edinburgh Leisure Two Limited, a company registered in Scotland. The registered office is; Meadowbank Sports Centre, 139 London Road, Edinburgh, EH7 6AE. The value of the investment is at cost which is £2 (2022: £2). This company did not trade in the year.

### 10 Stocks

	2023	2022
	£'000	£'000
Stocks	53	39

### 11 Debtors

	2023	2022
	£'000	£'000
Trade debtors	557	509
City of Edinburgh Council	42	338
Other Debtors and accrued income	229	37
Prepayments	609	562
	<u>1,437</u>	<u>1,446</u>

## Notes to the financial statements (continued)

### 12 Creditors: amounts falling due within one year

	2023	2022
	£'000	£'000
Trade creditors	612	919
Pension creditor – City of Edinburgh Council	57	53
Due to City of Edinburgh Council	168	201
Social security costs and other taxes	718	804
Other creditors and accruals	2,168	1,996
Finance leases	86	149
Other loans	29	61
	<u>3,838</u>	<u>4,183</u>

Included in finance leases above is £86,000 (2022: £149,000) due to the City of Edinburgh Council.

Included in other creditors and accruals above are amounts of deferred income as follows:

	2023	2022
	£'000	£'000
Balance at start of year	675	498
Transfers out	(675)	(498)
Transfers in	663	675
<b>Balance at end of year</b>	<u>663</u>	<u>675</u>

Income is deferred where it is received in advance of the service delivery.

### 13 Creditors: amounts falling due after more than one year

	2023	2022
	£'000	£'000
Finance leases	-	86
Other creditors and accruals	-	6
Other loans	14	43
	<u>14</u>	<u>135</u>

Included in finance leases above is £nil (2022: £86,000) due to the City of Edinburgh Council.

## Notes to the financial statements (continued)

### 13 Creditors: amounts falling due after more than one year (continued)

The maturity of obligations under finance leases is as follows:

	2023	2022
	£'000	£'000
Within one year	86	149
Within one to two years	-	86
Within two to five years	-	-
	<u>86</u>	<u>235</u>

The obligations under finance leases are secured over the assets to which they relate.

### 14 Designated reserve

	2023	2022
	£'000	£'000
Balance as at 1 April 2022 (1 April 2021)	2,014	419
Income	-	-
Expenditure	(1,430)	(30)
Transfer to Unrestricted Funds	(272)	-
Transfer from Unrestricted Funds	1,067	1,625
<b>Balance at 31 March 2023 (31 March 2022)</b>	<u><b>1,379</b></u>	<u><b>2,014</b></u>

Designated reserves in the current and prior year include a *Sinking Fund* which is transfers from unrestricted funds designated for future spend in respect of replacement of the playing surfaces of the outdoor tennis courts at Craighlockhart Tennis Centre, for replacement of the 3G pitches installed at Jack Kane Sports Centre and starting in the year to 31 March 2023, funds for replacement of the equipment fit out at Meadowbank Sports Centre.

In the year to 31 March 2021, £302,000 was designated for community-based projects of which there was £272,000 remaining as at 31 March 2023, which was transferred back to unrestricted funds.

In the year to 31 March 2022, £1,550,000 was designated to cover the expected remaining cost of Warrender Swim Centre refurbishment which was ongoing at the year end and for work required at Warriston Playing Fields. During the year, £1,430,000 was spent in relation to these projects.

The transfer from Unrestricted Funds in the year is made up of a further £187,000 into sinking funds (£379,000 balance at March 2023) and £880,000 for Warrender designated reserves (£1,000,000 balance at March 2023).

## Notes to the financial statements (continued)

### 15 Restricted funds

	<b>Maintenance</b>	<b>EICA</b>	<b>Schools</b>	<b>Salix</b>	<b>Other</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Balance as at 1 April 2022	191	60	-	560	764	1,575
Income	232	-	1,992	-	987	3,211
Expenditure	(450)	-	(1,992)	(49)	(880)	(3,371)
Transfer from Unrestricted Funds	-	-	-	49	-	49
Transfer to Unrestricted Funds	-	(10)	-	(20)	(2)	(32)
<b>Balance at 31 March 2023</b>	<b>(27)</b>	<b>50</b>	<b>-</b>	<b>540</b>	<b>869</b>	<b>1,432</b>

The *Maintenance* reserve represents money paid from the City of Edinburgh Council (CEC) to Edinburgh Leisure specifically for the purpose of carrying out capital upgrading and lifecycle works. At the year end, CEC were due Edinburgh Leisure £27,000 in relation to these projects.

The *EICA* reserve represents grant funding received from Scottish Enterprise – Edinburgh and Lothians (SEEL) for the installation of a new climbing wall at the Edinburgh International Climbing Arena. A transfer is made to partially offset the depreciation charge on the full cost of the relevant asset.

Edinburgh Leisure has taken over the operation of all of the secondary school sporting estate of City of Edinburgh Council (CEC) outside of curricular and extra-curricular school hours. All income and expenditure is restricted in the Schools reserve with any surpluses being returned to CEC and any deficits being refunded by CEC.

The *Salix* reserve represents grants received from Salix Finance Limited and transfers from unrestricted reserves to be used for the purchase of qualifying energy saving capital goods. The depreciation of such capital goods is set against this reserve over the life of the assets. The transfers from unrestricted reserves represent 100% of the predetermined savings generated from the energy saving capital goods on an annual basis together with the 10% contribution to the fund.

The *Other* reserve represents a number of funds received from external organisations for specific purposes.

Sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

#### Restricted funds (comparatives)

	<b>Maintenance</b>	<b>EICA</b>	<b>Schools</b>	<b>Salix</b>	<b>Other</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Balance as at 1 April 2021	2,299	70	-	599	871	3,839
Income	628	-	1,334	-	559	2,521
Expenditure	(2,736)	-	(1,334)	(59)	(695)	(4,824)
Transfer from Unrestricted Funds	-	-	-	20	30	50
Transfer to Unrestricted Funds	-	(10)	-	-	(1)	(11)
<b>Balance at 31 March 2022</b>	<b>191</b>	<b>60</b>	<b>-</b>	<b>560</b>	<b>764</b>	<b>1,575</b>

## Notes to the financial statements (continued)

### 15 Restricted funds (continued)

#### Restricted funds (comparatives)

The *Maintenance* reserve represents money paid from the City of Edinburgh Council to Edinburgh Leisure specifically for the purpose of carrying out capital upgrading and lifecycle works.

The *EICA* reserve represents grant funding received from Scottish Enterprise – Edinburgh and Lothians (SEEL) for the installation of a new climbing wall at the Edinburgh International Climbing Arena. A transfer is made to partially offset the depreciation charge on the full cost of the relevant asset.

Edinburgh Leisure has taken over the operation of all of the secondary school sporting estate of City of Edinburgh Council (CEC) outside of curricular and extra-curricular school hours. All income and expenditure is restricted in the Schools reserve with any surpluses being returned to CEC and any deficits being refunded by CEC.

The *Salix* reserve represents grants received from Salix Finance Limited and transfers from unrestricted reserves to be used for the purchase of qualifying energy saving capital goods. The depreciation of such capital goods is set against this reserve over the life of the assets. The transfers from unrestricted reserves represent 100% of the predetermined savings generated from the energy saving capital goods on an annual basis together with the 10% contribution to the fund.

The *Other* reserve represents a number of funds received from external organisations for specific purposes.

A requirement existed to ring fence any surplus made from the operation of Queensferry High Recreation Centre. Any deficits are funded by Edinburgh Leisure from unrestricted reserves and to 31 March 2022 the facility had generated a net deficit of £46,000. Queensferry High Recreation Centre transfers to the schools restricted fund from 1 April 2022 where the requirement to fund deficits from Edinburgh Leisure unrestricted reserves no longer exists.

Sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

### 16 Analysis of net assets between funds

	Unrestricted	Restricted	Total	Total
	Fund	Fund	2023	2022
Fund balances at 31 March 2023 are represented by:	£'000	£'000	£'000	£'000
Tangible fixed assets	5,026	415	5,441	5,335
Current assets	4,251	1,017	5,268	5,978
Current liabilities	(3,838)	-	(3,838)	(4,183)
Long term liabilities	(14)	-	(14)	(135)
Pension asset	4,232	-	4,232	-
<b>Total net assets</b>	<b>9,657</b>	<b>1,432</b>	<b>11,089</b>	<b>6,995</b>

In the year ended March 2022, £524,000 of tangible fixed assets and £1,051,000 of current assets were restricted with all other amounts being unrestricted.

### 17 Agency arrangements

In the year ended 31 March 2023, Edinburgh Leisure received £668,000 (2022: £878,000) and incurred costs of £420,000 (2022: £1,173,000) on behalf of the City of Edinburgh Council as part of an agency arrangement. At 31 March 2023, there was £27,000 (2022: £269,000) included within amounts due from the City of Edinburgh Council in relation to this agency arrangement.

## Notes to the financial statements (continued)

### 18 Commitments

Total commitments under non-cancellable operating leases are as follows:

	<b>2023</b>	2022
	<b>Total</b>	Total
	<b>£'000</b>	£'000
No later than 1 year	<b>140</b>	102
Later than 1 year and no later than 5 years	<b>75</b>	81
Total	<b>215</b>	183

### 19 Contingent liabilities and commitments

During the year to 31 March 2019 Edinburgh Leisure received a grant from Tennis Scotland for £150,000 by way of contribution towards the build of new tennis courts at Craiglockhart Tennis Centre. Edinburgh Leisure are required to repay this loan, should the courts not be maintained adequately or cease to be operated as such, in the following 21 years from the date of the grant.

During the year to 31 March 2021 Edinburgh Leisure received a grant from the Salix Finance Limited recycling fund for £540,000 for the purchase of qualifying energy saving capital goods. On receipt of this, Edinburgh Leisure have committed to recycle 100% of the savings from these projects, throughout the payback period of the assets, into further energy saving capital goods. Should Edinburgh Leisure decide not to continue to invest in energy saving capital goods in the future, this grant becomes repayable. At 31 March 2023, Edinburgh Leisure have a commitment to spend recycled savings of £600,000 (2022: £598,000).

During the year to 31 March 2023 a claim has been lodged by the contractor of the refurbishment work that took place at Warrender Swim Centre between February 2021 and May 2023. Negotiations on a final settlement have yet to commence. We therefore have no way to estimate the magnitude or validity of the claim. No cost estimate has been included in the statement of financial activities for the year to 31 March 2023 however we have increased designated reserves by £1,000,000 to ensure there is cash available if it progresses.

## Notes to the financial statements (continued)

### 20 Pension scheme

Certain employees of the company are members of Lothian Pension Fund. In the financial year to 31 March 2023 the employer contribution rate was 10.5%. The most recent actuarial valuation (31 March 2022) showed that the market value of Edinburgh Leisure's notional share of the scheme's assets was £95,595,000 and that the actuarial value for these assets represents 167% of the benefits that had accrued to members, after allowing for expected future increases in earnings.

The fund is valued every three years by a professionally qualified independent actuary using the projected unit method, the rates of contribution payable being determined by the Directors on the advice of the actuaries. In the intervening years the actuaries review the progress of the scheme and prepare an interim valuation for the purposes of reporting under FRS102, section 28: Employee Benefits. The value of the fund at 31 March 2023 was as follows:

#### *Actuarial valuation*

	2023	2022
	£'000	£'000
Present value of funded liabilities	(57,377)	(86,295)
Present value of unfunded liabilities	(6)	(7)
Fair value of employer assets	95,595	93,296
Unrecognised surplus	(33,980)	(6,994)
Net asset	<u>4,232</u>	<u>-</u>

#### *Movement in present value of defined obligation*

	2023	2022
	£'000	£'000
At start of year	86,302	90,711
Current service cost	1,913	2,052
Past service cost	-	78
Interest cost	2,384	1,823
Contribution by members	259	251
Actuarial (gains)/losses	(33,644)	(7,225)
Benefits paid	(1,626)	(1,387)
Unfunded benefits paid	(1)	(1)
Effect of business combinations and disposals	1,796	-
<b>At end of year</b>	<u><b>57,383</b></u>	<u><b>86,302</b></u>

## Notes to the financial statements (continued)

### 20 Pension scheme (continued)

#### *Movement in fair value of employer assets*

	2023	2022
	£'000	£'000
At start of year	93,296	84,195
Interest income on plan assets	2,536	1,682
Contributions by members	259	251
Contributions by the employer	448	1,105
Contributions in respect of unfunded benefits	1	1
Return on assets excluding amounts included in net interest	(491)	7,450
Benefits paid	(1,626)	(1,387)
Unfunded benefits paid	(1)	(1)
Effect of business combinations and disposals	1,173	-
<b>At end of year</b>	<b>95,595</b>	<b>93,296</b>

#### *Income/(expense) recognised in the statement of financial activities*

	2023	2022
	£'000	£'000
Current service cost	(1,913)	(2,052)
Past service cost	-	(78)
Interest income/(cost)	152	(141)
Actuarial gain/(loss) on Lothian Pension Fund	33,153	14,675
Liabilities assumed in a business combination	(1,796)	-
Assets distributed in a business combination	1,173	-
Adjustment in respect of irrecoverable surplus	(26,986)	(6,994)
<b>At end of year</b>	<b>3,783</b>	<b>5,410</b>

The total amount recognised in the statement of financial activities in respect of actuarial gains and losses is a gain of £6,167,000 (2022: £7,681,000 gain), calculated as follows:

	2023	2022
	£'000	£'000
Actuarial gain/(loss) on movement in present value of defined benefit obligation	33,644	7,225
Actuarial gain on movement in fair value of employer assets	(491)	7,450
Adjustment in respect of irrecoverable surplus	(26,986)	(6,994)
<b>Actuarial gain/(loss) on Lothian Pension Fund during year</b>	<b>6,167</b>	<b>7,681</b>



## Notes to the financial statements (continued)

### 20 Pension scheme (continued)

*Fair value of employer assets and return on those assets*

	Value 2023 £'000	Value 2022 £'000
Equities	68,828	66,240
Bonds	14,339	12,128
Property	7,648	6,531
Cash	4,780	8,397
Company's share of scheme assets	<u>95,595</u>	<u>93,296</u>

The expected rates of return on plan assets are determined by reference to relevant indices. The overall expected rate of return is calculated by weighting the individual rates in accordance with the anticipated balance in the Plan's investment portfolio.

Principal actuarial assumptions (expressed as weighted averages) at the year end were as follows:

	2023 %	2022 %
Inflation/pension increase rate	2.95%	3.20%
Salary increase rate	3.45%	3.70%
Discount rate	4.75%	2.70%

The assumptions relating to longevity underlying the pension liabilities at the balance sheet date as based on standard actuarial marketing tables and include an allowance for future improvements in longevity. The assumptions are equivalent to expecting a 65 year old to live for a number of years as follows:

	Males	Females
Current pensioners	19.9	22.9
Future pensioners	21.2	24.7

## Notes to the financial statements (continued)

### 20 Pension scheme (continued)

#### History of the plan

The history of the plan for the current and prior periods is as follows:

	2023	2022	2021	2020	2019	2018
	£'000	£'000	£'000	£'000	£'000	£'000
Present value of defined benefit obligation	(57,383)	(86,302)	(90,711)	(75,962)	(80,033)	(71,845)
Fair value of employer assets	95,595	93,296	84,195	72,265	75,382	68,776
Adjustment in respect of irrecoverable surplus	(33,980)	(6,994)	-	-	-	-
Pension asset/(deficit)	4,232	-	(6,516)	(3,697)	(4,651)	(3,069)

The charity expects to contribute approximately £436,000 to its defined benefit scheme in the next financial year.

On 1<sup>st</sup> April 2008 Edinburgh Leisure closed its defined benefit scheme to new members. All new employees, and those employees not currently members of the Lothian Pension Fund, are able to participate in a defined contribution scheme. Under this scheme, employees can choose how much they contribute to the scheme. Edinburgh Leisure matches the employees' contributions, up to a maximum of 12%. The defined contribution pension cost charge amounted to £363,000 (2022: £313,000) and represents contributions payable by Edinburgh Leisure to the scheme. Included in other creditors at 31 March 2023 were outstanding pension contributions of £32,000 (2022: £55,000).

### 21 Analysis of changes in net debt

	At 1 Apr 2022	Cash flows	Other non-cash charges	At 31 Mar 2023
	£'000	£'000	£'000	£'000
<b>Cash and cash equivalents</b>				
Cash	4,493	(715)	-	3,778
Overdrafts	-	-	-	-
Cash equivalents	-	-	-	-
	4,493	(715)	-	3,778
<b>Borrowings</b>				
Debt due within one year	(210)	210	(115)	(115)
Debt due after one year	(129)	-	115	(14)
	(339)	210	-	(129)
	-	-	-	-
<b>Total</b>	4,154	(505)	-	3,649

## Notes to the financial statements (continued)

### 22 Related party

Edinburgh Leisure is contracted to provide recreation and leisure services by the City of Edinburgh Council (CEC). In the year to 31 March 2023 CEC made payments totalling £11,035,000 (2022: £13,035,000) to the company and leased the facilities occupied by the company for a peppercorn rent. CEC also made a payment of £232,000 (2022: £629,000), restricted for capital upgrades. At 31 March 2023 CEC owed the company £42,000 (2022: £338,000) and the company owed CEC £311,000 (2022: £489,000) (including amounts due to the Lothian Pension Fund) in relation to normal trading activities. During 2019, CEC loaned to the company £687,000 on an interest free basis, for the installation of tennis courts at Craiglockhart and a new sewage pipe at the EICA. At 31 March 2023, £86,000 (2022: £235,000) remains due to the City of Edinburgh Council which is included within the £311,000 (2022: £489,000) balance owed to CEC as disclosed above.

Key management personnel includes all directors and a number of senior staff who together have responsibility for planning, directing and controlling the activities of the company. The total compensation paid for key management for services provided to the company in the year was £588,000 (2022: £480,000).

## Notes to the financial statements (continued)

### 23 Statement of financial activities (comparatives)

	Note	Unrestricted Fund £'000	Restricted Fund £'000	Total 2022 £'000
<b>Income</b>				
Investment income	7	-	-	-
<i>Income from charitable activities</i>				
Provision of leisure facilities		15,068	1,892	<b>16,960</b>
Contract with City of Edinburgh Council		13,035	629	<b>13,664</b>
<b>Total income</b>	2	<b>28,103</b>	<b>2,521</b>	<b>30,624</b>
<b>Expenditure</b>				
Charitable activities				
Provision of leisure facilities	4	26,213	4,824	<b>31,037</b>
Interest cost in relation to pension liability	21	141	-	<b>141</b>
Pension service costs	21	1,024	-	<b>1,024</b>
<b>Total expenditure</b>		<b>27,378</b>	<b>4,824</b>	<b>32,202</b>
Net movement in funds for the year before other recognised gains and losses		725	(2,303)	<b>(1,578)</b>
<b>Other recognised gains and losses</b>				
Actuarial gain/(loss) on Lothian Pension Fund	21	7,681	-	<b>7,681</b>
<b>Net movement in funds (after actuarial gain/(loss) on pension scheme)</b>		<b>8,406</b>	<b>(2,303)</b>	<b>6,103</b>
Transfers between funds	15	(39)	39	-
<b>Net movement in funds</b>		<b>8,367</b>	<b>(2,264)</b>	<b>6,103</b>
<b>Fund balances brought forward at 1 April 2021</b>		<b>(2,947)</b>	<b>3,839</b>	<b>892</b>
<b>Fund balances carried forward at 31 March 2022</b>		<b>5,420</b>	<b>1,575</b>	<b>6,995</b>

## Notes to the financial statements (continued)

### 24 Unrestricted funds

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Balance as at 1 April 2022 (1 April 2021)	3,406	3,150
Unrestricted (deficit)/surplus	22	1,890
Designated reserve expenditure	1,430	-
Transfer to Unrestricted Funds	304	11
Transfer from Unrestricted Funds to Restricted Funds	(49)	-
Transfer from Unrestricted Funds to Designated Funds	(1,067)	(1,645)
<b>Balance at 31 March 2023 (31 March 2022)</b>	<b>4,046</b>	<b>3,406</b>

In 2022 £1,550,000 was transferred to designated reserves to cover the expected remaining costs of Warrender Swim Centre Refurbishment (see note below also), the designated reserve expenditure of £1,430,000 noted above, is the spend in 2023 in respect of that.

In both 2022 and 2023, the transfer to unrestricted funds contained a release from restricted reserves £10,000 (2022: £10,000) of grant funding from Scottish Enterprise – Edinburgh and Lothians (SEEL) for the installation of a new climbing wall at the Edinburgh International Climbing Arena and also a release of a grant from SportsScotland £2,000 (2022: £1,000) for the purchase of a new slab wall at the Edinburgh International Climbing Arena. A transfer is made to partially offset the depreciation charge on the full cost of the relevant assets. In 2023 there is also a transfer to unrestricted reserves from the Salix fund £20,000 (2022: £nil) to true up the year end position in that fund. Finally, in 2023 there is a transfer to unrestricted reserves of £272,000 from designated reserves. This money had initially been designated for community based projects.

The transfer from unrestricted funds to restricted reserves in 2023 includes a transfer to the Salix Recycling fund of £49,000 and represents 100% of the predetermined savings generated from the energy saving capital goods on an annual basis.

The transfer from unrestricted funds to designated reserves in both years includes a transfer of £187,000 (2022: £75,000) as a sinking fund for future spend in respect of replacement of the playing surfaces of the outdoor tennis courts at Craiglockhart Tennis Centre, replacement of the 3G pitches installed at Jack Kane Sports Centre and for replacement of the kit out of Meadowbank Sports Centre.

In 2022, also included in the transfers from unrestricted funds was £1,550,000 to designated reserves to cover the expected remaining cost of Warrender Swim Centre refurbishment which was ongoing at the year end and for work required at Warriston Playing Fields.

The remaining transfer from unrestricted funds in 2022 was £20,000 to the Salix restricted fund.

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# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Service Payment to Edinburgh Leisure 2024/25

Executive/routine  
Wards

### 1. Recommendations

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- 1.1 Culture and Communities Committee is asked to note:
  - 1.1.1 The service payment of £10,985,286 to Edinburgh Leisure for 2024/25; and
  - 1.1.2 A further payment of £165,000 to Edinburgh Leisure towards capital improvements across the Council's sport and leisure facility estate.

**Paul Lawrence**

Executive Director of Place

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## Service Payment to Edinburgh Leisure 2024/25

### 2. Executive Summary

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- 2.1 This report contains the details of the proposed Council Service Payment to Edinburgh Leisure following approval of the Council's budget on 22 February 2024 and seeks approval from the Culture and Communities Committee to make that payment.

### 3. Background

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- 3.1 As instructed in 2012 by and as reported to the Council in 2013, Edinburgh Leisure agreed to operate under new service and funding agreements. These service and funding arrangements remain in place and the Council will work with Edinburgh Leisure to make any adjustments required for 2024/25.

### 4. Main report

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- 4.1 Edinburgh Leisure operates over 50 sport and leisure facilities across the city on behalf of the Council, attracting 3.6 million visits in 2022/23. The range of facilities include sport and leisure centres, swim centres, golf courses, tennis courts, sports pitches, and pavilions. Edinburgh Leisure also deliver coaching activities, health and wellbeing programmes, and initiatives for people of all ages and abilities all of which helps Edinburgh to become an active and healthy city.
- 4.2 Edinburgh Leisure also manage community access to sports facilities at all 23 secondary schools across the city (the net income from community access being remitted to the Council).
- 4.3 Whilst significant progress has been made, Edinburgh Leisure's operation has not recovered to pre-Covid levels of footfall and usage. In order to support Edinburgh Leisure to maintain its existing levels of services and facility access, the Council made provision within the 2023/24 approved budget for further additional contract payments of up to £2m.
- 4.4 The amount detailed in paragraph 1.1.1 includes £1m of COVID Recovery Funding and an additional payment of £3.2m approved by the Council at its Budget meeting on 22 February 2024. Conditions for the additional payment include requirement for Culture and Communities Committee – 29 February 2024



Edinburgh Leisure to pay their staff at least the Real Living Wage, keeps all leisure centres open, and works with Council officers to conduct an efficiency review during the coming year.

- 4.5 Edinburgh Leisure are a partner for the delivery of objectives within the Council's Business Plan and officers from both organisations will continue to work together to make progress and impact against key areas of net zero, poverty and wellbeing.
- 4.6 Edinburgh Leisure are also involved with the development of a new Physical Activity Sport Strategy for the city as well as assisting with the expansion of their community access to schools' role.

## **4 Next Steps**

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- 5.1 Payment will be made by the Council following the annual Services and Funding Agreement being signed off by the Council Chief Executive and the Chief Executive of Edinburgh Leisure before 1 April 2024.

## **6 Financial impact**

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- 6.1 The service payment of £10,985,286 and capital funding of £165,000 is provided for within the approved budget for 2024/25.

## **7 Equality and Poverty Impact**

---

- 7.1 The service payment to Edinburgh Leisure allows the delivery of several programmes that aim to improve equality of access and support those on low income. Projects include the £10 Get Active Card, Community Access Programme and Open All Hours.

## **8 Climate and Nature Emergency Implications**

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- 8.1 Edinburgh Leisure work in partnership with the Council to improve the energy efficiency of its estate and contribute to the city's Net Zero targets.

## **9 Risk, policy, compliance, governance and community impact**

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- 9.1 Approval of this report will allow Edinburgh Leisure to manage and operate the Council's sport and leisure estate, providing services and programmes for the residents of Edinburgh and contributing towards key Council strategic priorities.
- 9.2 The management of the relationship between the Council and Edinburgh Leisure will be governed through the 2024/25 Services and Funding Agreement.

## **10 Background reading/external references**

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10.1 None

## **11 Appendices**

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11.1 None.

# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Capital Theatres Company Performance Report 2022/23

Executive/routine  
Wards

Routine  
All

### 1. Recommendations

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- 1.1 It is recommended that Committee:
  - 1.1.1 Note the positive performance of Capital Theatres Trust during 2022/23.
  - 1.1.2 Refer this report to the Governance, Risk and Best Value Committee for noting and scrutiny (as set out in paragraph 3.3).

**Paul Lawrence**

Executive Director of Place

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## Capital Theatres Company Performance Report 2022/23

### 2. Executive Summary

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- 2.1 The report covers the Capital Theatres Trust company performance period of September 2022 to September 2023. The Trust's activities are designed to offer a broad spectrum of opportunities to all ages to participate in and enjoy. These opportunities include theatre, dance, opera, comedy, film, children's shows, musicals, community engagement programmes and weekly venue-based activities.
- 2.2 Capital Theatres are active in both co-production projects and commissioning new work.
- 2.3 The King's Theatre capital redevelopment project is also underway. A full update on the capital project is timetabled for Committee in May.

### 3. Background

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- 3.1 This is the tenth annual performance report prepared as a requirement of the Services and Funding Agreement process adopted in 2013/14.

#### **Governance of ALEOs**

- 3.2 An update on the reporting on the Council's Arm's Length External Organisations was approved by Policy and Sustainability Committee on [25 February 2020](#). This report confirmed that the responsibilities of Executive Committees and Governance, Risk and Best Value Committee were as follows:
  - 3.2.1 Executive Committees – should scrutinise the future direction of the ALEO, performance of service delivery, progress against any agreements such as Service Level Agreements, and any emerging issues; and
  - 3.2.2 Governance, Risk and Best Value Committee – should scrutinise the ALEO's financial performance and any risks impacting the Council and/or ALEO.
- 3.3 Therefore, it is recommended that this report be referred to Governance, Risk and Best Value Committee for scrutiny of the financial performance of the organisations and any risks impacting Capital Theatres Trust.

## 4. Main report

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- 4.1 Capital Theatres reports on its performance to the Council in line with the Strategic Partnership Agreement on a monthly, quarterly and annual basis, including submission of all Board Papers.
- 4.2 The period of the Strategic Partnership Funding Agreement with Capital Theatres was inevitably impacted by COVID. The Agreement has evolved and adapted to the environment. In all cases, any changes have been discussed and agreed with the monitoring officers.
- 4.3 Capital Theatres continues to deliver services to communities, audiences, and artists and to develop new strands of creative work in 2022/23, including:
  - 4.3.1 Six of the Trust's co-productions were staged in their venues as well as around Scotland. Sunshine in Leith co-produced with Pitlochry Festival Theatre at the King's Theatre; James IV: Queen of the Fight co-produced with Raw Material, in association with National Theatre of Scotland in the Festival Theatre; The Gift co-produced with Barrowland Ballet in The Studio commissioned by Aberdeen Performing Arts, Capital Theatres and Eden Court and funded through Creative Scotland's Performing Arts Recovery Fund. The Unexpected Gift co-produced with Barrowland Ballet in The Studio a new dance-theatre performance made especially for children with complex needs inspired by The Gift.
  - 4.3.2 Two commissions for young audiences at Christmas: The Enormous Christmas Turnip by Scottish Theatre Producers played at Aberdeen Performing Arts. Unicorn Christmas Party by Raw Material played at Eden Court. Both commissioned by Aberdeen Performing Arts, Capital Theatres and Eden Court and funded through Creative Scotland's Performing Arts Recovery Fund.
  - 4.3.3 Also, for younger participants, the relaxed panto returned with 900 children from schools for those with Additional Support Needs and their carers attending, Snow White and the Seven Dwarfs supported by Radio Forth Cash for Kids and Leith Community Fund.
  - 4.3.4 The award-winning dementia-friendly programme also returned. It took place at the Festival Theatre in person while still offering elements online to the expanded digital community developed during the pandemic. This area of work was able to embrace new initiatives thanks to the initial strand of the Empowering Dementia Friendly Communities Fund – a partnership between the Scottish Government and Age Scotland's About Dementia project. Funded activities in this year have included a Creative Contributors group embedding dementia friendly best practice at the heart of the sector; learning opportunities alongside professionals; a new podcast series; and an active role in ensuring dementia design and enablement is central to the King's Theatre redevelopment.

- 4.3.5 A new strand of talent development has been introduced called Open@TheStudio. This is a new pilot programme of workshops, networking events, and creative opportunities for local theatre-makers and producers.
  - 4.3.6 The Trust's commitment to developing new audiences and increasing inclusivity and diversity was substantially progressed with the establishment of the Capital Theatres Youth Advisory Board. A group of 16–25-year-olds working to support their audience development, challenge assumptions, encourage innovation, and help drive change. To future-proof the Trust's audience development strategy, they see it as critical to create connections with a younger age group, listen to and understand the motivations and preferences of this group and learn how they can be engaged to become participants and audience members of the future.
  - 4.3.7 An outstanding achievement too, was securing the Scottish premiere of Hamilton. With this, the Trust has also achieved record breaking advance sales.
  - 4.3.8 From an operational perspective, improvements have included the implementation of a new ticketing and Customer Relationship Management (CRM) system 'Spektrix'. The system presents a 360-degree view of how the public engages with the Trust, whether as an audience member, a participant, or a donor. It also allows a data driven approach to increasing revenue, diversifying their audiences, and improving customer retention, encouraging people to both attend and donate more regularly.
- 4.4 The King's Capital Project continues to progress well. Following the UK Government Levelling Up award from the Community Ownership Fund of £2m in late 2023, there is an outstanding funding target of £500k. The Trust is also working to reduce the need of what is currently a remaining loan projected of £3.8m. As of the end of January, the Trust is 54 weeks into the schedule which is 45% progressed. Design Team, Contractor and Client relationships are strong, and the health and safety record onsite is good. The budget and cashflow remain on track. Given the age of the venue, inevitable site condition challenges have arisen impacting the programme. The risk management and mitigation measures implemented to address these will be included in the full report on the King's Theatre project scheduled for May Committee.

## **5. Next Steps**

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- 5.1 This report will be referred to Governance, Risk and Best Value Committee for noting and scrutiny.
- 5.2 The Trust will continue to adapt and deliver against both its Business Plan as well as relevant elements of the Council's current Strategic Partnership Funding Agreement.

- 5.3 The Trust has applied for funding as part of the next round of the Council Cultural Strategic Partnership programme. The application outcome will be considered at the same Committee as this report.
- 5.4 The next annual update on Capital Theatres is expected later this year.
- 5.5 The King's Theatre Capital Project will report to May Culture and Communities Committee.

## **6. Financial impact**

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- 6.1 The Council awarded a grant of £585,130 to Capital Theatres in 2022/23.
- 6.2 Capital Theatres continues to successfully manage and deliver a robust financial performance.
- 6.3 The Council has agreed a £4m capital grant and Prudential Borrowing of up to £5m (to be paid back by Capital Theatres) to the King's Redevelopment Project. The release of these resources will be subject to Capital Project reporting requirements.

## **7. Equality and Poverty Impact**

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- 7.1 All organisations are expected to have relevant employment, equalities, rights, and sustainability policies in place as set out in the Council Conditions of Grant.
- 7.2 All organisations must have a commitment to mainstream equalities and rights in accordance with the Equality Act 2010. Both in terms of its practices employing staff and volunteers and in providing services, they should be able to show how their organisation advances equality of opportunity; fosters good relations; and eliminates any unlawful discrimination, harassment and victimisation.
- 7.3 The funding relationship with the Strategic Partners also offers to engage the organisations in its Diversity Programme which better connects ethnically diverse artists to the associate organisations through communications platforms, networking events and funding opportunities hence contributing positively to shifting the culture of the organisations to better embed equality in their activities.
- 7.4 All Strategic Partners are expected to contribute to the annual Community Engagement Report which outlines the activities designed and developed for the benefit of groups and communities listed under the protected characteristics, including those affected by socio-economic disadvantages, per the Integrated Impact Assessment guidelines. The report allows the Service to monitor, assess and share the positive impacts on individuals and communities engaged in those activities.

## 8. Climate and Nature Emergency Implications

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- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

*“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”*

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

*“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”*

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

### **Environmental Impacts**

- 8.3 The Council’s funding agreement conditions include carbon impact reduction action and planning requirements. Progress reports are collected annually and shared with the Council’s Policy and Strategy Service for information, and potential inclusion in the Council’s public bodies reporting processes.

## 9. Risk, policy, compliance, governance and community impact

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- 9.1 Capital Theatres Trust governance and risk management processes are monitored via the Funding Agreement and Council ALEO reporting conditions.
- 9.2 Capital Theatres has an extensive and successful Engagement Programme reaching a very wide community base alongside its main theatres and Studio programmes seeking to deliver an accessible programme of activities.

## 10. Background reading/external references

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- 10.1 Capital Theatres website: [Capital Theatres](#).
- 10.2 Capital Theatres Company Performance Report 2021/22, report to [Culture and Communities Committee](#).

## 11. Appendices

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None.



# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Culture and Communities: Revenue Budget Monitoring 2023/24 – Month Eight position

Executive/routine  
Wards

Routine  
All

### 1. Recommendations

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- 1.1 It is recommended that the Culture and Communities Committee notes:
- 1.1.1 The forecast overspend of £1.77m for the Culture and Wellbeing service and a forecast underspend of £0.15m for the Parks and Greenspaces service, based on expenditure and income at 30 November 2023;
  - 1.1.2 Place Directorate is forecasting a year-end overspend of £2.601m;
  - 1.1.3 The need for all existing pressures, savings delivery shortfalls and risks to be fully and proactively managed within Directorates;
  - 1.1.4 Plans for full mitigation of Directorate overspends will be developed before the beginning of the 2024/25 financial year; and
  - 1.1.5 The ongoing risks to the achievement of a balanced budget for services within the remit of the Culture and Communities Committee.

#### Paul Lawrence

Executive Director of Place

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## Culture and Wellbeing: Revenue Budget Monitoring 2023/24 – Month Eight position

### 2. Executive Summary

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- 2.1 This report forecasts an overspend of £1.77m for the Culture and Wellbeing service and a forecast underspend of £0.15m for the Parks and Greenspaces service, based on expenditure and income at 30 November 2023.
- 2.2 The forecast Council-wide revenue budget position, based on expenditure and income at 30 November 2023, was reported to the Finance and Resources Committee on 25 January 2024. A Council-wide underspend of £0.825m is projected. This includes a forecast overspend of £2.601m for the Place Directorate.
- 2.3 There is potential for further risks to emerge, including inflationary cost increases and demand-led pressures, particularly in homelessness services. Given these budget pressures, forecast overspends require to be fully mitigated.

### 3. Background

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- 3.1 The Council's Financial Regulations require submission of quarterly monitoring reports on service financial performance to service committees and to Finance and Resources Committee.
- 3.2 This report provides an update on financial performance for services which are within the remit of the Culture and Communities Committee - Culture and Wellbeing services, Parks and Greenspaces and Scientific Services.

### 4. Main report

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- 4.1 Culture and Wellbeing service revenue budget for 2023/24 is £25.2m. Services provided include Cultural Partnerships and Strategy, Winter Festivals, Community Empowerment, Cultural Venues, Heritage, Museums, Libraries, Sport and Wellbeing.
- 4.2 An overspend of £1.77m is forecast for Culture and Wellbeing services due to the budget pressures noted at paragraphs 4.3 to 4.6.

- 4.3 The forecast overspend includes £0.80m for the Libraries service. This is a reduction of £0.05m from the position reported to Culture and Wellbeing Committee on 7 December 2023. The movement follows further review of Libraries expenditure and income.
- 4.4 As previously reported to Culture and Communities Committee, an overspend of £0.4m is forecast, due to the expected level of Winter Market rental income and the cost of the Hogmanay Festival.
- 4.5 The Council's long-term contractual commitment to meet the cost of leasing the property occupied by the Traverse Theatre at Saltire Court is forecast to cost £0.160m more than budget. The Council continues to liaise with the landlord's property agent to mitigate these additional costs.
- 4.6 An overspend of £0.37m is forecast for Heritage, Cultural Venues and Museums services. The forecast includes costs for museums staffing and income from Summer Sessions, which, due to constraints on use of the Ross Bandstand, is forecast to be £0.062m less than budget.
- 4.7 Parks and Greenspaces revenue budget is £4.4m for 2023/24. The service forecast is for expenditure to be £0.16m less than budget.
- 4.8 Bereavement Services provided by Scientific Services are within the remit of Culture and Communities Committee. The service is forecasting expenditure to be in line with the approved budget.
- 4.9 The forecasts for Culture and Wellbeing, Parks and Greenspaces and Scientific Services are included in the forecast Place Directorate overspend of £2.601m.
- 4.10 The Council-wide General Fund budget position based on month eight, was reported to the Finance and Resources Committee on 25 January 2024 in the report [Revenue Monitoring 2023/24 – Month Eight position](#). A Council-wide underspend of £0.825m is forecast.
- 4.11 There is potential for further risks to emerge, including inflationary cost increases and demand-led pressures, particularly in homelessness services. Given these factors, forecast overspends should be fully mitigated.
- 4.12 All current and emerging risks will be subject to ongoing tracking, development of mitigating measures where required and review for the remainder of 2023/24.
- 4.13 The approved revenue budget for 2023/24 requires Culture and Wellbeing services to achieve savings of £0.8m. These are detailed in Appendix 1 (b). The approved budget included savings which were to be delivered through an organisational review of Public Safety and Resilience. The review is being developed and it is anticipated that the approved savings will be managed through vacancy savings in 2023/24.

## **5. Next Steps**

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- 5.1 Given the range of pressures outlined in this report and the Council-wide report, Executive Directors will be required to bring forward plans to address budget overspends before the start of the new financial year in April.
- 5.2 This month eight report acutely emphasise the importance of proactive management of pressures and delivery of approved savings in maintaining the integrity of the budget framework. Given the extent of subsequent years' funding gaps, action is required to deliver robust savings proposals, aligned to the priorities set out in the Council's business plan.

## **6. Financial impact**

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- 6.1 This report forecasts an adverse outturn variance of £1.77m for the Culture and Wellbeing service and a favourable variance of £0.15m for the Parks and Greenspaces service.
- 6.2 As of month eight, an overall Council-wide underspend of £0.825m is forecast. This includes a projected overspend of £2.601m for services delivered by Place Directorate.
- 6.3 The Executive Director of Place and the Place Senior Management Team is committed to developing mitigating measures in consultation with elected members where appropriate, with a view to achieving a balanced and sustainable budget.

## **7. Equality and Poverty Impact**

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- 7.1 There are no equality, human rights (including children's rights) and socio-economic disadvantage implications arising as a consequence of this report.

## **8. Climate and Nature Emergency Implications**

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- 8.1 There are no Climate and Nature Emergency implications arising as a consequence of this report.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 Whilst the report provides forecasts of outturn based on financial performance and conditions existing on 30 November 2023, there remains a risk that changing circumstances and events will result in further budget pressures.
- 9.2 All current and emerging risks will be subject to ongoing tracking, development of mitigation measures and review for the remainder of 2023/24.

- 9.3 Financial performance will be tracked by Place Directorate Senior Management Team and service management teams to identify and mitigate emerging financial risks.
- 9.4 There are no health and safety, governance, compliance or regulatory implications arising from this report.

## **10. Background reading/external references**

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- 10.1 [Culture and Communities: Revenue Budget Monitoring 2023/24 – Month Five position](#), Culture and Wellbeing Committee, 7 December 2023
- 10.2 [Revenue Monitoring 2023/24 - Month Eight position](#), Finance and Resources Committee, 25 January 2024

## **11. Appendices**

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- 11.1 Appendix 1 (a) – Culture and Communities Committee: Revenue Budget Monitoring 2023/24 - Month Eight position
- 11.2 Appendix 1 (b) – Culture and Communities Committee: Approved Revenue Budget Savings 2023/24

## Appendix 1 (a) Forecast Revenue Outturn by Service

Service	Revised Budget	Projected Outturn	Projected Variance	Adverse / Favourable
	£'000	£'000	£'000	
<b>Culture and Wellbeing</b>				
Cultural Partnerships and Strategy	6,455	7,040	585	Adv
Community Empowerment	856	856	0	-
Heritage, Cultural Venues and Museums	2,262	2,632	370	Adv
Libraries, Sport and Wellbeing	15,387	16,161	804	Adv
Directorate and service-wide costs.	267	282	15	Adv
<b>Total – Culture and Wellbeing</b>	<b>25,227</b>	<b>26,971</b>	<b>1,774</b>	<b>Adv</b>
<b>Parks and Greenspaces</b>	<b>4,662</b>	<b>4,515</b>	<b>(147)</b>	<b>Fav</b>

## Appendix 1 (b) Approved Revenue Budget Savings 2023/24

Service	Saving Description	2023/24 £'000	Red/Amber/Green/Black assessment
Cultural Partnerships and Strategy	Non-core cultural grants	250	Green
Cultural Partnerships and Strategy	Public Safety and Resilience Organisational Review	40	Amber
		200	Red
Community Empowerment	Lifelong Learning Organisational Review	170	Green
Heritage, Cultural Venues and Museums	Fees and Charges uplift	78	Amber
Service Wide	Fees and Charges uplift	58	Amber
	<b>TOTAL</b>	<b>796</b>	

SUMMARY	£'000	%
Green assessed	420	53
Amber assessed	176	22
Red assessed	200	25
Black Assessed	-	-
<b>TOTAL</b>	<b>796</b>	<b>100</b>

# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Events Budgeting

Executive/routine  
Wards

Routine  
All

### 1. Recommendations

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- 1.1 Culture and Communities Committee is asked to note that:
  - 1.1.1 The current Events Strategy is valid until 2025 but requires to be refreshed;
  - 1.1.2 Work on a refreshed Events Strategy will be undertaken in Spring 2024 in consultation with key stakeholders and the events sector; and
  - 1.1.3 A further report will be presented to Committee with a new Events Strategy in Autumn 2024.

**Paul Lawrence**

Executive Director of Place

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## Events Budgeting

### 2. Executive Summary

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- 2.1 The Council's Events Strategy requires to be refreshed to more fully reflect the Council's Business Plan, the declaration of a climate emergency, the [Culture Strategy](#) and other recent policies. The strategy will be developed in consultation with the events sector and a final strategy will be presented back to this Committee in Autumn 2024.

### 3. Background

---

- 3.1 The Council's [Events Strategy](#) was approved at Culture and Sport Committee on 31 May 2016. It covers a period to 2025 with a refresh due in 2020.
- 3.2 On 5 October 2023, Committee approved the following adjusted motion by Councillor Osler in relation to events budgeting:
- 3.2.1 To note the full Events budget (presently) was £356,200 per annum. This was nominally divided 50:50 between culture events and sports events.
- 3.2.2 To note a full summary of the proposed allocations for 2024/25 would be shared with Committee before the end of this financial year.
- 3.2.3 To understand that the allocation of funding was aligned to the Council's Event Strategy which was approved by Culture and Communities on 31st May 2016 and split the funding into three tiers, Major International, National and Bespoke City Events.
- 3.2.4 To instruct officers bring to Committee in two cycles a report outlining the criteria presently being used to determine funding proposals for the Events Budget, the extent to which they aligned to Council priorities including the Net Zero strategy and the Business Plans' three aims: Create good places to live and work; End Poverty in Edinburgh and Become a Net Zero city and any changes they would recommend.
- 3.2.5 To recognise that there was a Climate Emergency.
- 3.2.6 To recognise the climate and environmental impact of large events.
- 3.2.7 To therefore ask for an update from officers on:



- 3.2.7.1 How funding decisions on large events were made, including the criteria and how this related to the Council's wider strategic priorities outlined in the Business Plan, including specific consideration of how events contributed to the Council's actions to meet net zero by 2030;
  - 3.2.7.2 Whether what an appropriate balance between local, national and international events was considered, and how local communities were or could be involved in this process;
  - 3.2.7.3 How the benefits for the city were assessed and presented for scrutiny, taking into account the new use of public spaces for filming and event policy, if passed.
  - 3.2.7.4 How Councillors were kept informed about large events that Council funding was being provided for, especially in cases where event costs were escalating.
- 3.2.8 To recognise that the funding priorities and financial climate of the Council had substantially changed since the decision to proceed with the World Orienteering Championships alongside the cost of hosting such events due to inflationary pressure.
- 3.2.9 To therefore agree that a review of the aims and values that guided allocation of funds from the Events Budget, in terms of what projects the Council decided to proceed with was required and should be undertaken alongside the work underway to create a Physical activity and sports strategy for the city. This could provide a way to ensure tangible community benefit to the city's sports clubs and communities.

## 4. Main report

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- 4.1 The Council's approach to the support and delivery of events is outlined in the city's [Events Strategy](#), approved at Culture and Sport Committee on 31 May 2016.
- 4.2 Originally intended to cover the period to 2025 with a review in 2020, the strategy lays out the criteria for events that the city would support, develop or wish to attract.
- 4.3 While the overall time period for the strategy has not lapsed, the review date is overdue, partly due to the impact of Covid-19. In the intervening period there have been significant changes, and the strategy no longer fully reflects the Council's Business Plan. Further, it does not address the climate emergency nor reflect the aims and outcomes of the [Culture Strategy](#).
- 4.4 Additionally, a new policy on the use of public spaces for events and filming has been adopted, to which any new Events Strategy must align.
- 4.5 Lastly, a structural review of Cultural Strategy and Partnerships is underway, the outcome of which will impact on development and delivery of the new strategy. This work is expected to be completed in spring 2024.

## **Current Approach**

- 4.6 Until the review is undertaken, the existing Events Strategy is still in use as a means of assessing support for events in Edinburgh. The strategy identifies events in three tiers or levels (major international, national and bespoke for Edinburgh) and events must meet key criteria to be supported. Events must meet all of these criteria:
- 4.6.1 Fit the strategy's definition of a Level 1, 2 or 3 event;
  - 4.6.2 Complement the calendar of events of the day – priority will be given to events which fall within the calendar's shoulder months;
  - 4.6.3 Promote Edinburgh as a vibrant, contemporary international city; and encourage people to live or invest in the city or to visit Edinburgh.
- 4.7 In addition, events must meet at least one of these criteria:
- 4.7.1 Help to build a strong profile for Edinburgh as an active city (as defined by the Physical Activity and Sport Strategy);
  - 4.7.2 Help to grow participation in all types of physical activity, but particularly in walking, running and cycling;
  - 4.7.3 Make effective use of Edinburgh's world class built facilities, cultural infrastructure or natural environment;
  - 4.7.4 Strengthen, or have the potential to strengthen, the city's international relations and international development work;
  - 4.7.5 Generate money for city, national or international charities;
  - 4.7.6 Include the city's diverse communities;
  - 4.7.7 Include young people or offer opportunities for volunteering; and
  - 4.7.8 Help to regenerate parts of the city.
- 4.8 The existing Events Strategy closely mirrors the national Events Strategy developed by EventScotland. This national strategy is due to be launched shortly and will help in aligning Edinburgh with the national approach.
- 4.9 An annual programme of recommended support for events has been presented to Committee. As part of the review, officers will assess if there is a better way of reporting this support as part of wider Cultural Strategy funding, giving a clearer indication of the breadth of support for Culture, Festivals and Events in Edinburgh.
- 4.10 Where events have required additional funding to that approved, a report has been taken to this Committee for approval. During the course of the year the Festivals and Events All Party Oversight Group is kept updated on upcoming events but is not a suitable forum for approval of events or funding.

## **Budget and Funding**

- 4.11 The current annual events budget is £296,200. Since Councillor Osler's motion was approved in October, £60,000 of the original budget of £356,200 has been transferred to Sport Partnerships to support local, regional and national sports events. This will help support club development and the work of Edinburgh Leisure.

- 4.12 A one-off saving of £50,000 has been applied to the events budget in 2024/25 to support the delivery of the saving from cultural grants and events which was approved as part of the Council budget in 2023/24.
- 4.13 For historic reasons through various structural reviews, the Events budget was split 50:50 between sports and cultural events. Going forward, this split will be removed.
- 4.14 The existing strategy and budget are still being impacted by Covid-19 and the delay to events during the period between 2020 and 2022. Where events have been delayed, the budget implications are being felt up to two years later than originally anticipated, reducing the available budget to support new or other events.
- 4.15 An update on the allocations for 2023/24 was presented to the Festivals and Events All Party Oversight Group on 21 November 2023. The list of events is contained within Appendix 1.
- 4.16 The summary of proposed allocations for 2024/25 will be presented to this Committee following the budget setting process in March 2024.
- 4.17 In development of the approach to future events funding, officers will benchmark event funding models from other cities and explore both long-term strategic and open application funding processes.

## **5. Next Steps**

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- 5.1 For the reasons highlighted above, it is clear that a refreshed Events Strategy is required but it has not been possible to undertake the consultation and development required in the two committee cycles allocated to this report. Officers will develop an engagement plan with the sector to understand how best to support events in the city and how they can be used to support the Business Plan and Culture strategy. A wider public consultation may not be possible due to timescales; many of the themes have already been addressed as part of the consultation on the use of public spaces for filming and events.
- 5.2 An update on progress will be presented to the Festivals and Events All Party Oversight Group on before being presented to Committee in autumn 2024.

## **6. Financial impact**

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- 6.1 The Council's annual Events budget is currently £296,200 per annum. A one-off saving of £50,000 has been applied for 2024/25, meaning the available budget for 2024/25 is £246,200.
- 6.2 A full summary of the proposed allocations for the Events budget will be shared with Committee following the Council's budget meeting each financial year.

## **7. Equality and Poverty Impact**

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- 7.1 The new Events Strategy is expected to have a positive equalities impact by more closely reflecting the six aims contained within the Council's Business Plan and the Culture Strategy.

## **8. Climate and Nature Emergency Implications**

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- 8.1 The new Events Strategy will recognise that there is a climate emergency and detail an approach on how events can reduce their environmental impact or support the city's transition to Net Zero by 2030.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 A strategic approach to support for events will ensure that funding and support for events achieves the aims of the Business Plan and the Culture Strategy.
- 9.2 Community engagement has been undertaken as part of the development of the policy on the use of public spaces for events and filming. Any new strategy will align with these principles.

## **10. Background reading/external references**

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- 10.1 None.

## **11. Appendices**

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Appendix 1 – Event Budget Allocations for 2023-24

## Events Programme and Budget Allocations 2023/24

The following events have been supported by the Events budget in 2023/24.

Event	Budget Allocation
Remembrance Day	£2,500
Wide Days	£7,000
Burns&Beyond	£30,000
The Edinburgh Award	£10,000
Armed Forces Day	£5,000
Edinburgh International Culture Summit	£5,000
Fringe High Street	£50,000
Fair Saturday - Kindness of Words	£5,000
Fair Saturday	£6,000
Nativity Scene	£2,500
Festive Lighting	£11,000
Edinburgh Winter Run	£20,000
World Orienteering Sprint Championships (Summer 2024)	£50,000
Netball Events Oriam	£8,000
Volleyball Events x 2	£15,000
Edinburgh International Swim Meet	£15,000
RCP Swimming Events x 3	£10,000
Queer East Festival	£1,500
<b>Total</b>	<b>£253,500</b>
<b>Budget</b>	<b>£256,200</b>
<b>Unallocated</b>	<b>-£2,700</b>

### Remembrance Day – November 2023

£2,500 is awarded to support audio relay of the Service of Remembrance from St Giles' Cathedral to those outside in West Parliament Square.

### Wide Days – May 2023

£7,000 to continue to develop Scotland's premier music networking event. [Wide Days](#) is hosted in the Assembly Rooms and showcases Scotland's emerging music talent and provides Scotland's only music industry networking and development event.

### **Burns&Beyond 2024 – January 2024**

£30,000 to support his highly-regarded music and arts festival. [Burns&Beyond](#) showcases Scotland's trad and folk scene, spoken word, poetry, dance and live music. The Council's funding also supports the a large scale public art installation in St Giles Cathedral.

### **The Edinburgh Award – December 2023**

[The Edinburgh Award](#) recognises the contribution of an Edinburgh citizen to the city. This year's recipient is Nicola Benedetti. The hand prints of award recipients are displayed in the City Chambers quadrangle. £10,000 is allocated to delivery of the award.

### **Armed Forces Day – June 2023**

£5,000 is awarded to Royal British Legion Scotland to support the delivery of Armed Forces Day in Edinburgh. The event includes a parade from St Andrew Square to Princes Street Gardens.

### **Edinburgh International Culture Summit – August 2024**

Hosted biennially, the [Culture Summit](#) brings artists, creatives, cultural delegations and policy makers to Edinburgh during the summer festivals. The Events budget awards £10,000 to each edition of the Culture Summit, split over two financial years. £5,000 is allocated in 2023/24 for the 2024 event.

### **Fringe High Street – August 2023**

£50,000 was awarded to support the recovery of [Fringe High Street](#) post-Covid. The award supports the safety infrastructure required to deliver this prominent Festival event and associated road closures, performer management and site management.

### **Fair Saturday – Kindness of Words – March 2024**

The Kindness of Words Project, a community-based storytelling event, was first delivered in Edinburgh in 2022. The Council's contribution of £5,000 will allow the resources for this project to be piloted across the UNESCO Cities of Literature network and more community organisations in Edinburgh.

### **Fair Saturday – November 2023**

£6,000 was allocated from the Events budget to support the delivery of [Fair Saturday](#) 2023 in Edinburgh. The Council's allocation was used to award micro-grants to community cultural organisations to participate in Fair Saturday.

### **Nativity Scene – Winter 2023**

Edinburgh was gifted a new Nativity Scene by the City of Munich in conjunction with Edinburgh faith organisations. While the scene was paid for and gifted, it required to be transported from Germany to Edinburgh. £2,500 from Events budget was used to support this.

### **Festive Lighting – Winter 2023**

To facilitate a new entrance to the Edinburgh's Christmas sites in East Princes Street Gardens from Market Street, a festive lighting project was commissioned to enhance the gardens, provide safe lighting and a route from the south side of the Gardens. £11,000 was allocated to deliver this. This

### **Edinburgh Winter Run – January 2024**

A staple of the Scottish athletics calendar, the [Edinburgh Winter Run](#) takes place in Holyrood Park and attracts over 1,500 runners, including a significant entry from the universities in Edinburgh. A contribution of £20,000 has been allocated towards this event.

### **World Orienteering Championships – July 2024**

As previously reported to [Culture and Communities Committee](#) in October 2023, the [Sprint World Orienteering Championships](#) will be taking place in Edinburgh in July 2024. An additional £50,000 has been allocated to deliver this event following its cancellation in 2022.

### **Netball – January 2024**

£8,000 is allocated towards bringing the Netball Superleague pre-season event to Oriam in Edinburgh. The matches hosted in Edinburgh will give an opportunity for Edinburgh netball fans and clubs to see the professional netball in action featuring the Strathclyde Sirens and two English based teams. The event will also feature a Sirens Development Squad and a 'Train Like The Sirens' community event.

### **Volleyball – Summer 2023**

The Council supported two Volleyball championship events in Edinburgh – the Scottish Volleyball Cup Finals and the Beach Volleyball European Tour at Portobello. An award of £15,000 was made to support these two events.

### **Edinburgh International Swim Meet – March 2024**

Celebrating its 25<sup>th</sup> anniversary, the [Edinburgh International Swim Meet](#) has long established itself as a vital competition on the route to securing qualification for the Olympic Games. Held at the Royal Commonwealth Pool, an allocation of £15,000 has been made to support this event.

### **Scottish Swimming Events – July and December 2023**

Scottish Swimming have requested funding for three events based at the Royal Commonwealth Pool – the Scottish Summer Meet, Scottish National Short Course Championships, and Scottish National Diving Championships incorporating the British Diving Cup. An allocation of £10,000 has identified to support these events.

### **Queer East Festival – December 2023**

The [Queer East Festival](#) visits Edinburgh's Summerhall on a nationwide tour in December 2023. The festival presents short films to challenge the labels associated with queer communities. An allocation of £1,500 will be used to host a reception to welcome this important festival to Edinburgh.



# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Gorgie Farm Site Update

Executive/routine  
Wards

Routine  
7 Sighthill/Gorgie

### 1. Recommendations

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- 1.1 Culture and Communities Committee is asked to note this update on the Gorgie Farm site, as requested by the Council on 31 August 2023.

**Paul Lawrence**

Executive Director of Place

Contact: Andrew Field, Head of Community Empowerment

E-mail: [Andrew.field@edinburgh.gov.uk](mailto:Andrew.field@edinburgh.gov.uk) | Tel: 0131 529 7354

## Gorgie Farm Site Update

### 2. Executive Summary

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- 2.1 This report responds to the request from the for a report on the Gorgie Farm site in response to a motion by Councillor Heap which was approved on 31 August 2023 (Appendix 1).

### 3. Background

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- 3.1 On 31 January 2023, Education, Children and Families Committee [approved](#) the transition and development of a community led solution to the Gorgie Farm site.
- 3.2 Education, Children and Families Committee noted that £150,000 had been identified to support the transition and development of a community led solution and Edinburgh Voluntary Organisations Council (EVOC) were subsequently appointed by the Council to progress this.
- 3.3 Part of the approach taken by EVOC in their work with the local community has been to utilise office space on the farm site for some of their own staff teams. The lease between the Council and Love Learning Scotland SCIO was renounced on 28 February 2023. A new ground lease between the Council and EVOC was put in place from 1 March 2023. The original term of the lease was 1 March to 31 March and then runs from month to month thereafter.

### 4. Main report

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#### Maintenance of the Farm Site

- 4.1 There were immediate maintenance issues requiring attention when EVOC took over the lease. These included repairs of multiple burst pipes, replacement and repair of ceilings outside the toilets in the main building, deep clean, painting of offices in main building, removal of high levels of different types of waste from site, ongoing pest control, pest related repairs and service and replacement of fire alarm parts.
- 4.2 The work to date has been to respond to essential works. In December 2023, EVOC had the site fire risk assessed and commissioned a structural engineer to assess the site. At time of writing, final reports are awaited.

### **Steering Group Formation**

- 4.3 On agreeing the project with the Council, EVOC sought expressions of interest to join a steering group through its member organisations and networks.
- 4.4 The membership of the Group is made up of representatives from EVOC, Edinburgh Social Enterprise, Volunteer Edinburgh, Edinburgh Zoo, the City of Edinburgh Council, Health and Social Care Partnership, Fundraiser (pro bono support), Gorgie and Dalry Forum and a local business recommended by Big Hearts.
- 4.5 Steering Group details are publicly available on the EVOC website.

### **Work of the Steering Group**

- 4.6 A memorandum of understanding for the Gorgie Farm Site Steering Group outlines that they are responsible for:
  - 4.6.1 Managing the project and accounting for the project to the City of Edinburgh Council, and other funders; and
  - 4.6.2 Providing constructive feedback on the partnership experience.
- 4.7 The Steering Group's key activities to date have focussed on addressing key immediate issues and the consideration of future options. A project manager was appointed in June 2023 to progress these.
- 4.8 Immediate concerns involved ensuring the re-homing of animals, addressing health and safety issues on site and addressing well-being concerns both in respect of the actual site and of former employees and volunteers.
- 4.9 To begin consideration of what the future may look like, the Steering Group and EVOC secured additional funding to commission a piece of work through "Community Enterprise" (described at paragraph 4.14.1) to consult with stakeholders and research possible options, including consideration of other urban farm models across the United Kingdom (UK).
- 4.10 In December 2023, the Steering Group agreed to set up a company Limited by Guarantee with a small number of founder members. This will enable it to start planning for charitable status, ensure Office of the Scottish Charity Regulator (OSCR) compliance, draft a constitution and to start applying for funding.

### **Engagement with the local community**

- 4.11 Community engagement is fundamental to the development of future plans for the site, and this has largely been carried out via the Gorgie and Dalry Forum, which has around 30 local organisations in membership and is represented on the Steering Group.
- 4.12 A consultation plan is in place and in December 2023 a comprehensive piece of work took place which reached over 500 people through various events (see Appendix 2).
- 4.13 EVOC has a base on the site and has enabled a series of activities to take place on the farm. Currently, two community groups provide gardening activities on the farm,

and space has been provided for local artists to store their work. Over the Christmas period, the farm was also used by Tummies not Trash to distribute surplus food to the community for free.

### **Development of a New Farm Model**

4.14 The model for the future of the farm is being developed in four phases:

#### **Phase 1: Research and Information Gathering**

4.14.1 This involves exploring what worked well in the past and what did not. It includes exploring other urban farm models, scoping the land issues, scoping interested parties that may want to be involved in the farm and finding out what local people need from the farm site in respect of community needs and aspiration.

#### **Phase 2: Consultation and Organisation Development**

4.14.1 This involves sharing the views gathered with the community and seeking ideas that might not yet have been explored. This includes identifying community members that might wish to be involved in a new organisation taking the project forward. In addition to the consultative work described at Appendix 2, a number of different events and a stakeholder survey are taking place in early 2024.

#### **Phase 3: Feedback and Business Feasibility**

4.14.2 This involves a review of the consultation findings, and the events and stakeholder survey currently underway. This phase will explore what ideas are feasible and the cost implications of these.

#### **Phase 4: Moving Forward**

4.14.3 This involves the Steering Group and the project staff handing over to the new company limited by guarantee to take the vision and plan for the site forward.

### **Timeline for Steering Group Recommendations**

4.15 The project manager overseeing this programme of work is contracted until July 2024 and final recommendations are programmed for that month.

### **Farm Re-opening to the public**

4.19 A full re-opening of the site will be dependent on the nature of the future model presented to the Council as land owner. The current role of EVOC and the Steering Group is to establish if the farm is viable to reopen and develop a plan to support that if it is, and if not, to propose other models for consideration.

## **5. Next Steps**

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5.1 The blueprint for the future of the Gorgie Farm site is expected to be available by July 2024.

- 5.2 Community activities on-site will be maintained until future recommendations are approved and progressed.
- 5.3 All-party briefings on the consultation findings described in Appendix 2 will be arranged for March and April 2024.

## 6. Financial impact

---

- 6.1 Council funding is supporting staff costs and expertise, routine maintenance, utilities for the site and legal compliance of the site.

### Gorgie Farm Expenditure 2023/24

Expenditure Title	Amount
Staffing	£88,230.13
Activity Costs	£9,000.00
EVOC Staff Management /Overhead Costs	£7,400.00
Facilities Costs	£36,900.00
<b>TOTAL:</b>	<b>£141,530.13</b>

- 6.2 Additional funding on top of that provided by the Council includes rent from EVOC, Just Enterprise (£10,000 business research) and dedicated pro-bono time of Health and Social Care staff and an experienced fundraiser.
- 6.3 On completion of the options analysis and blueprint review, a series of recommendations, including financial implications, will be presented to Committee.

## 7. Equality and Poverty Impact

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- 7.1 Any proposals resulting from the Gorgie Farm Site options analysis would require an equality and poverty impact assessment.

## 8. Climate and Nature Emergency Implications

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- 8.1 Any proposals resulting from the Gorgie Farm Site options analysis would require to be considered and agreed in line with the Climate Change (Emissions Reductions Targets) (Scotland) Act.

## 9. Risk, policy, compliance, governance and community impact

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- 9.1 Local community organisations and stakeholders are being engaged with throughout this work programme.

## **10. Background reading/external references**

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- 10.1 Gorgie Farm Site [report](#), 31 January 2023 - Education, Children and Families Committee.
- 10.2 Gorgie Farm Site update, Business Bulletin [update](#), 7 December 2023 – Culture and Communities Committee.
- 10.3 EVOC Website – [Gorgie Farm Site](#).

## **11. Appendices**

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- Appendix 1 Motion approved by the City of Edinburgh Council on 31 August 2023.
- Appendix 2 Summary of Consultation Results

## Appendix 1

### THE CITY OF EDINBURGH COUNCIL – 31 AUGUST 2023

#### Gorgie Farm Update – Motion by Councillor Heap – Final Decision

- 1) To note that the Council invited the Edinburgh Council of Voluntary Organisations (EVOC) to develop a sustainable vision Gorgie Farm in March 2023.
- 2) To welcome work done so far by EVOC and the project Steering Group it had convened, including the appointment of a Project Manager and maintenance to the site.
- 3) To note the recent work by EVOC to update the community on developments, including a blog and a poster displayed outside the farm.
- 3) To note that six months will shortly have passed since the project started.

Council believes that:

- 4) To believe that the Council had a major interest in the project as it had been commissioned by the Council, was supported by Council funding; the farm was a Council-owned site, and also because the Farm was a much-loved institution across Edinburgh and beyond.
- 5) To believe that Councillors, therefore, should have regular updates on the work of the farm and opportunities to scrutinise work on the future of the farm done on behalf of the Council.
- 6) To believe that local community groups and residents should have an opportunity to comment on the project's work so far, and to speak to Councillors about their vision for the future of the Farm.
- 7) To request an urgent briefing of ward councillors, group leaders and Culture and Communities Committee members on points 7a-7h:
  - a) Details of any maintenance of the farm site done since the commencement of the project
  - b) How the Project's Steering Group was formed
  - c) The work of the Steering Group
  - d) Engagement with the local community
  - e) How a new model for the farm is being develop
  - f) When and how the Steering Group intends to recommend a way forward for the farm
  - g) When the Farm is likely to re-open to the public
  - h) How Council funding has been spent

- 8) To request that officers invite a suitable representative(s) from EVOC and/or the Steering Group to speak to the report at the same meeting.
- 9) To request a report to the Culture and Communities Committee in two cycles setting out progress on points 7a- 7h, any other matters raised from the briefing of elected members and the likely timeline for the reopening of Gorgie Farm.





# SUMMARY OF RESULTS

COMMUNITY CONSULTATION:  
PHASE ONE

# EXECUTIVE SUMMARY

This document summarises the findings and engagement activities carried out during Phase One.

Informed by over 400+ questionnaire responses, approx 30 'Cuppa Conversations' and 40 guided walks, key themes and messages arose (including; Animals and Activities, Facilities and Spaces, Payment and Support, Education and Training and Food and Gardening). Many memories were shared along with ideas for income generation opportunities and desired outcomes. All of these will be further explored and considered during Phase 2.

We thank all who took the time to engage with us and share their stories, thoughts, hopes and aspirations for the site.

Initial ideas including income generation, site development and community needs will be practically assessed and explored further during Phase Two.



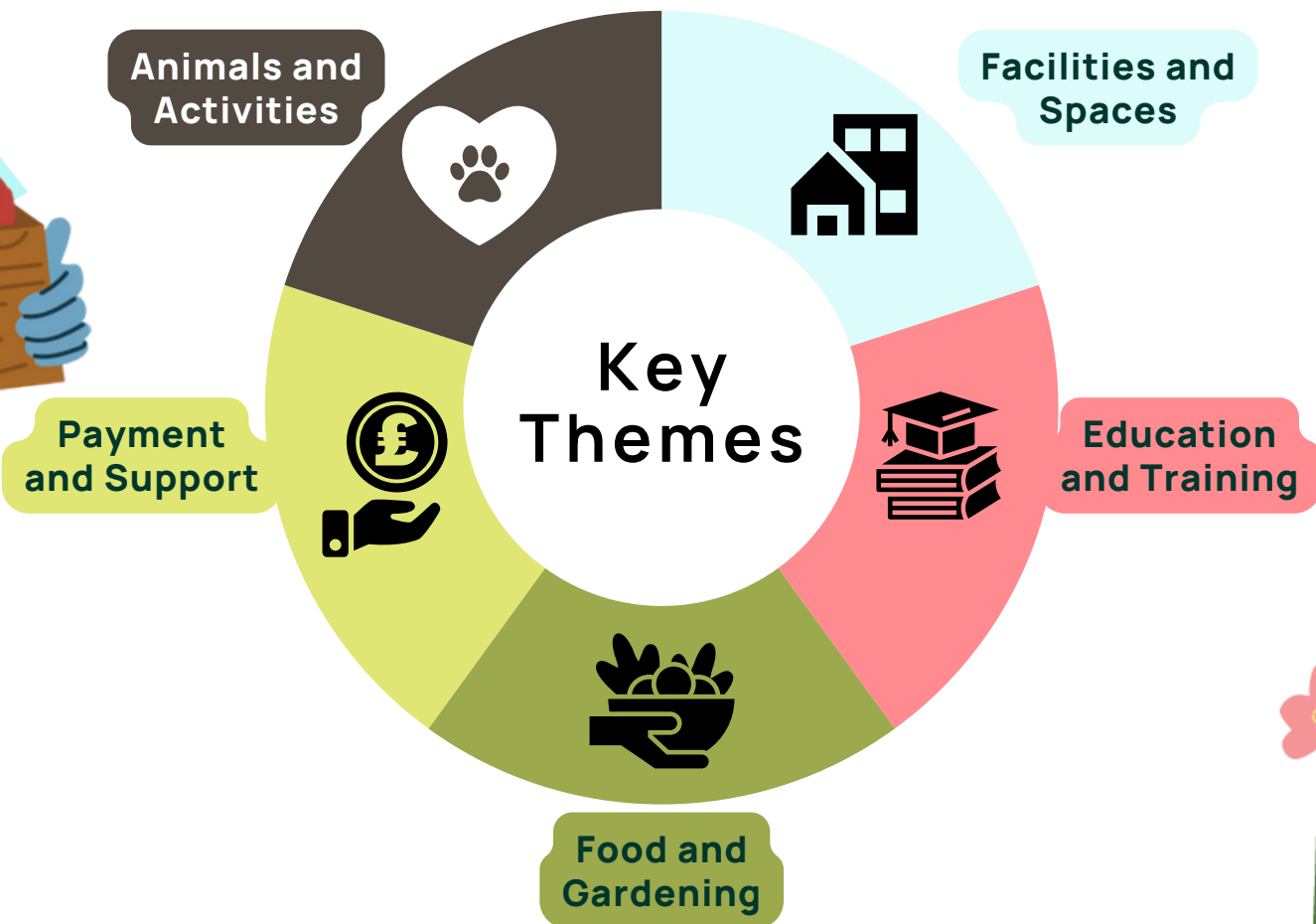
**400+**  
Survey  
responses



**40**  
Guided Walks  
attendees



**30**  
'Cuppa  
Conversation'  
attendees



# COMMUNITY CONSULTATION: PHASE ONE SUMMARY OF RESULTS CONTENTS



## 1. DISCOVER AND DEFINE:

- What we did  
Oct/Dec 2023

## 2. LOOKING BACK:

- Visitor numbers:
  - Have you visited the farm before?
  - If yes, how often?

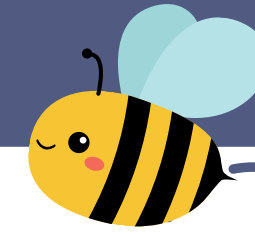
## 3. LOOKING FORWARD:

- Key messages
- Animals And Activities:
  - What would make you come to the farm?
  - What activities would you like to see?
- Facilities And Spaces:
  - What facilities would you like to see?
  - What would make you stay longer?
- Support And Payment
  - Would you pay to support it?
  - Income generation +
- What do you think the community needs?
- The Story of the farm
- Next Steps...



# DISCOVER AND DEFINE

What we did  
Oct/Dec 2023



**400+**  
responses to our  
Discovery Questionnaire

- **Discovery Questionnaire:**

We received **over 400 hundred responses** to our online and paper questionnaire. We want to thank everyone who completed this.

- **Cuppa Conversations:**

We held **4 Cuppa Conversations** across the community. An informal opportunity for the public to hear what's happening and come and explore our consultation questions with us. Through these we spoke to approximately **30 people**

- **Guided walks:**

On Saturday 25th of November we opened the farm and invited the community to book a time to join us for a guided walk followed by a conversation exploring our consultation questions. In total **40 people attend** these sessions.

- **School visits:**

We are developing an opportunity for children at Dalry Primary School to participate in the consultation. This will happen in the 2024 and will link with Phase Two.



**30**  
people attended our  
Cuppa Conversations



**40**  
people attended  
our Guided Walks

Scan to visit our  
website and  
keep up to date



# LOOKING BACK:

## Visitor Numbers



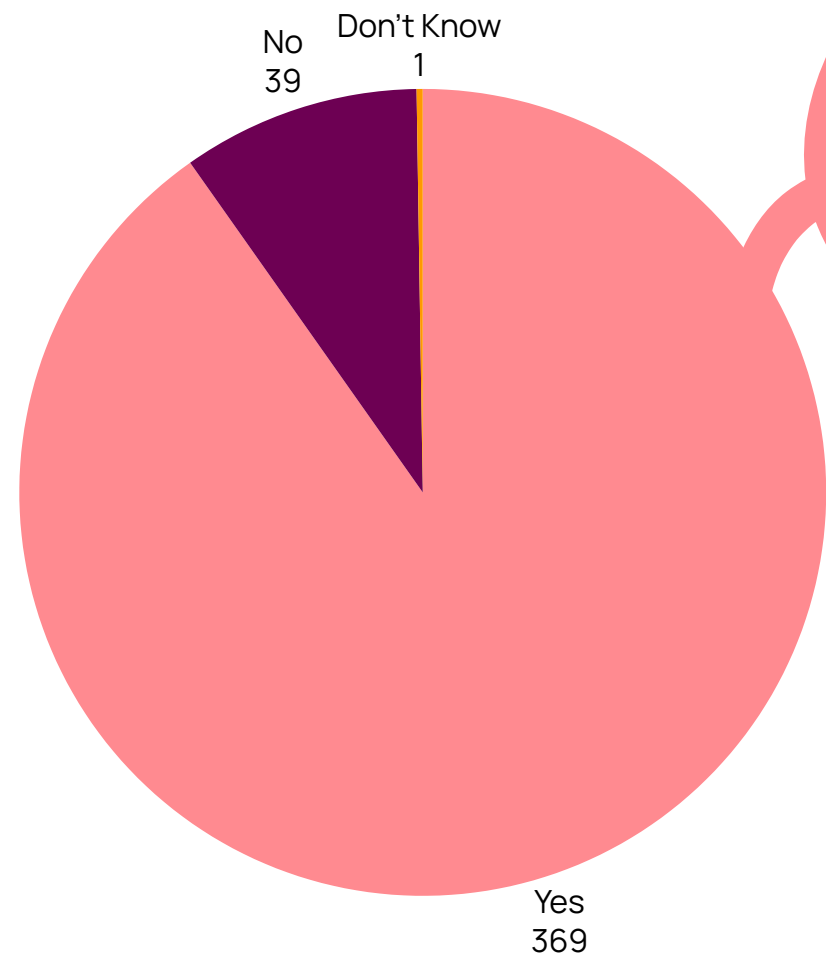
Have you ever visited the farm before?

**10%**

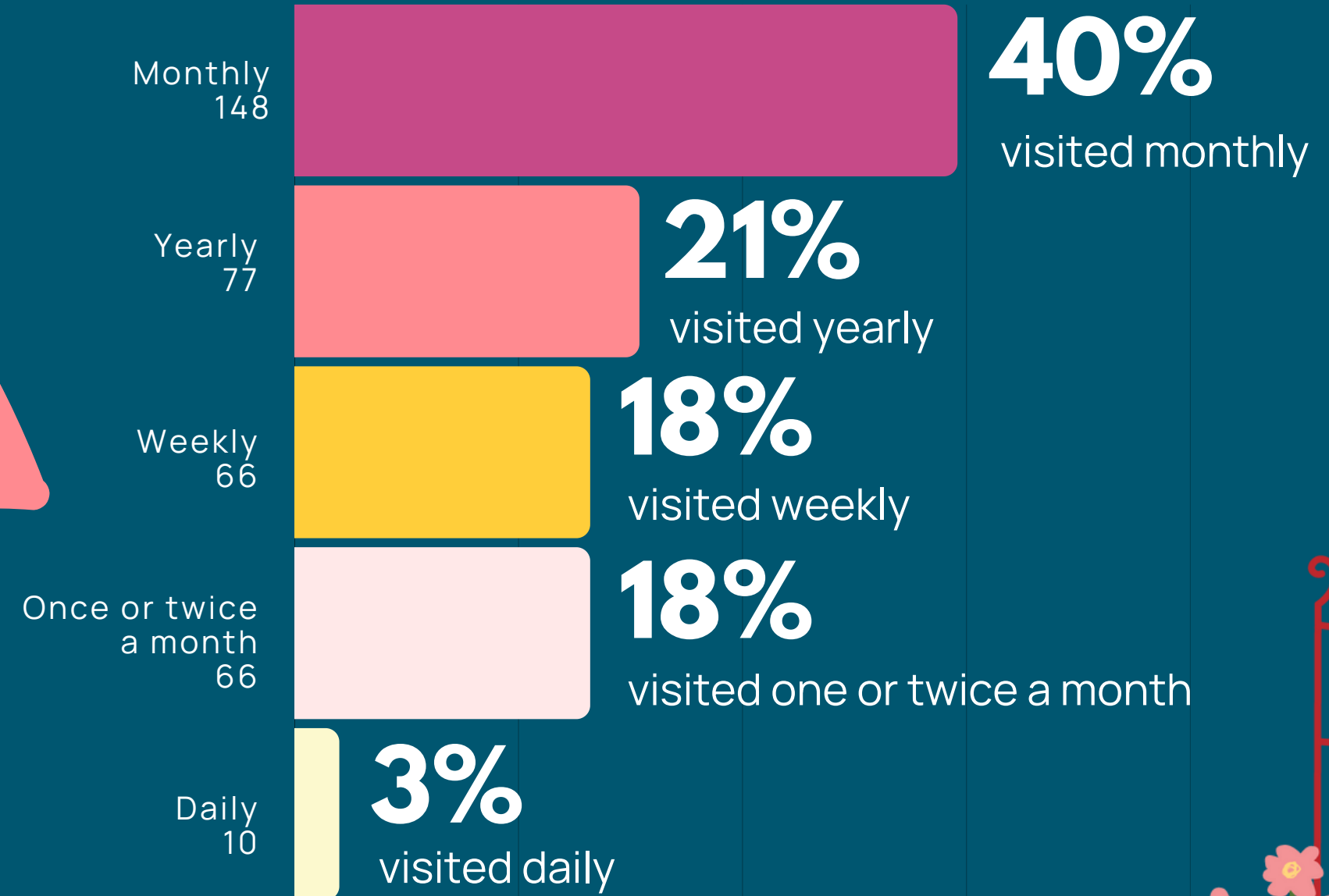
had not visited the farm before

**90%**

had visited the farm before

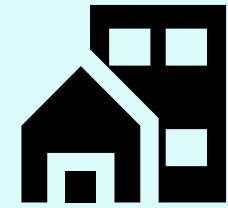


If yes, How often would you visit?



# Looking Forward: Key Messages

## Facilities And Spaces



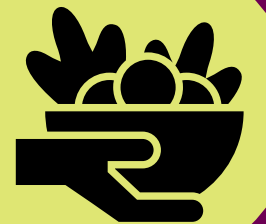
People want to see an improved café area with a shop. They would also like to see spaces the community can access and which organisations can use at low rent.

## Education And Training



People are looking for the site to bring education and training opportunities to the community whether this is through classes, volunteering, work placements, or skill development opportunities.

## Food And Gardening



Food was mentioned in a lot of the answers. This was related to gardening on the site as well as people sharing food, cooking together, and learning about food.

## Animals And Activities

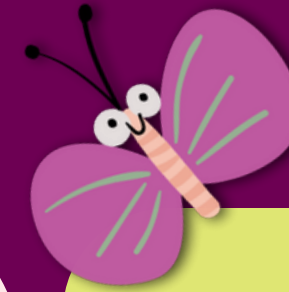


Most people do want to see animal back on site however this is alongside other activities and facilities. Most people only refer to a particular animal type such as small animal, goats, or birds. They also talk about ways to make the animals sustainable which could be explored in our next phase.

## Payment And Support



41% of people would be willing to pay in some way. There have been many suggestions about how this could be done. We acknowledge that not everybody could afford this and therefore insure it is done in a way that is not stigmatising or uncomfortable and remain free from the point of access.



# LOOKING FORWARD:


## Animals And Activities



### What would make you come to the farm?


 **21%**  
Animals

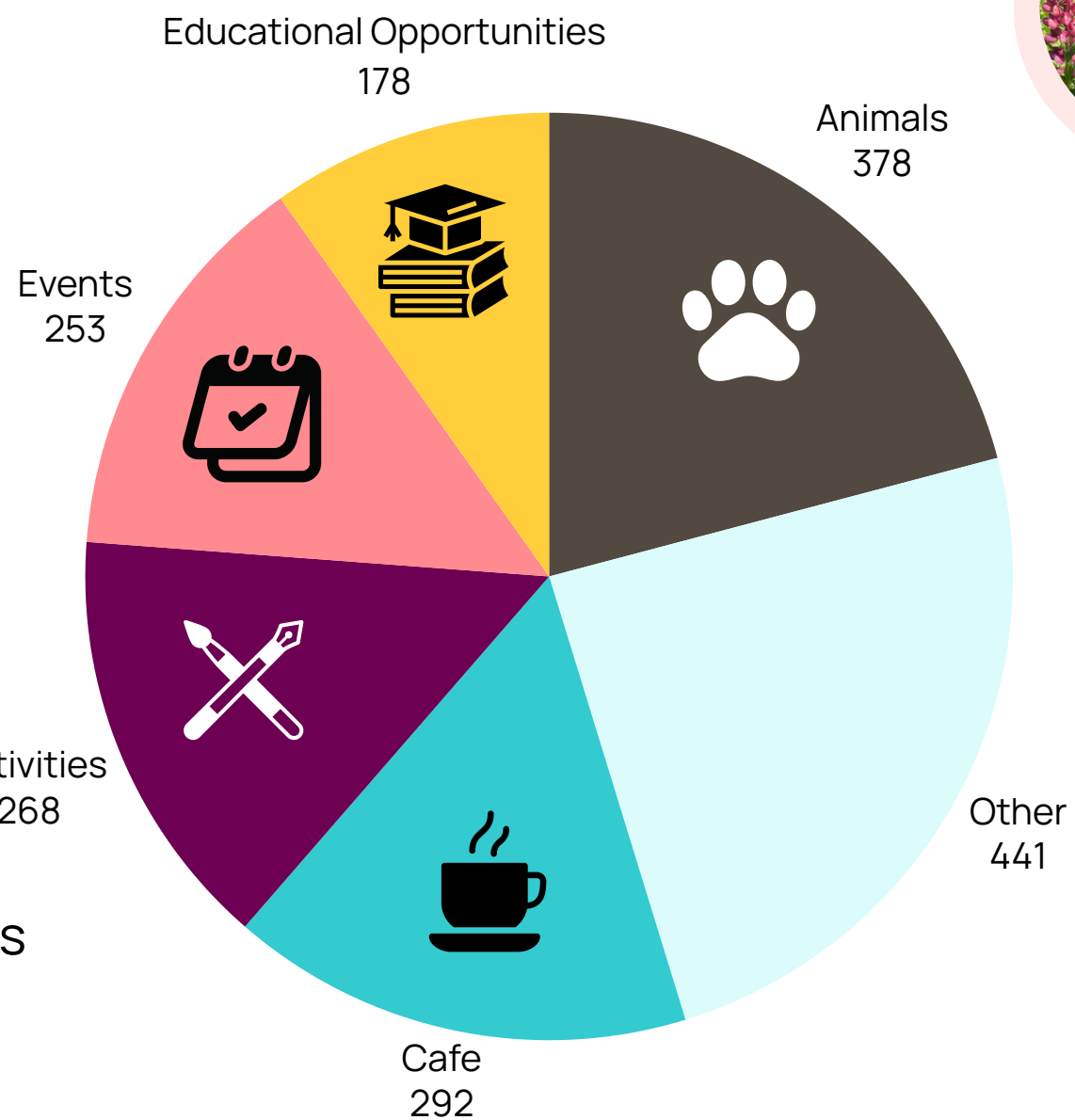
 **16%**  
Cafe

 **15%**  
Activities

 **14%**  
Events

 **24%**  
(Other)

 **10%**  
Educational Opportunities



“Can’t you bring back some animals that wouldn’t take up as much care and cost. It would be better than nothing”

“Have a clear vision for the animals with the right staff to support them with their care”

“The animals is what makes the place unique”

“A cosy farm area”



## Income Generators:



- Animal encounters
- Animal care classes
- Goat therapy
- Link with University of Edinburgh vets

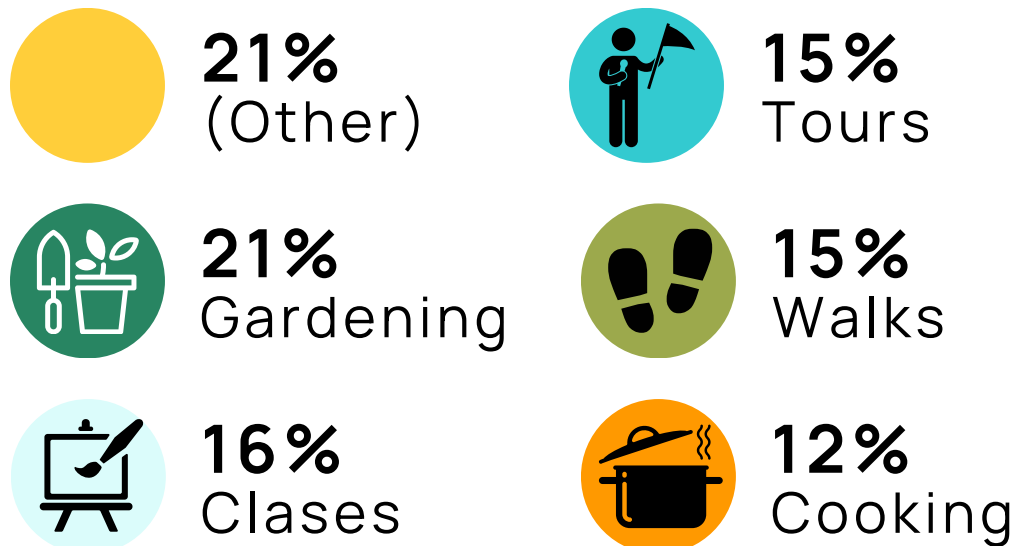
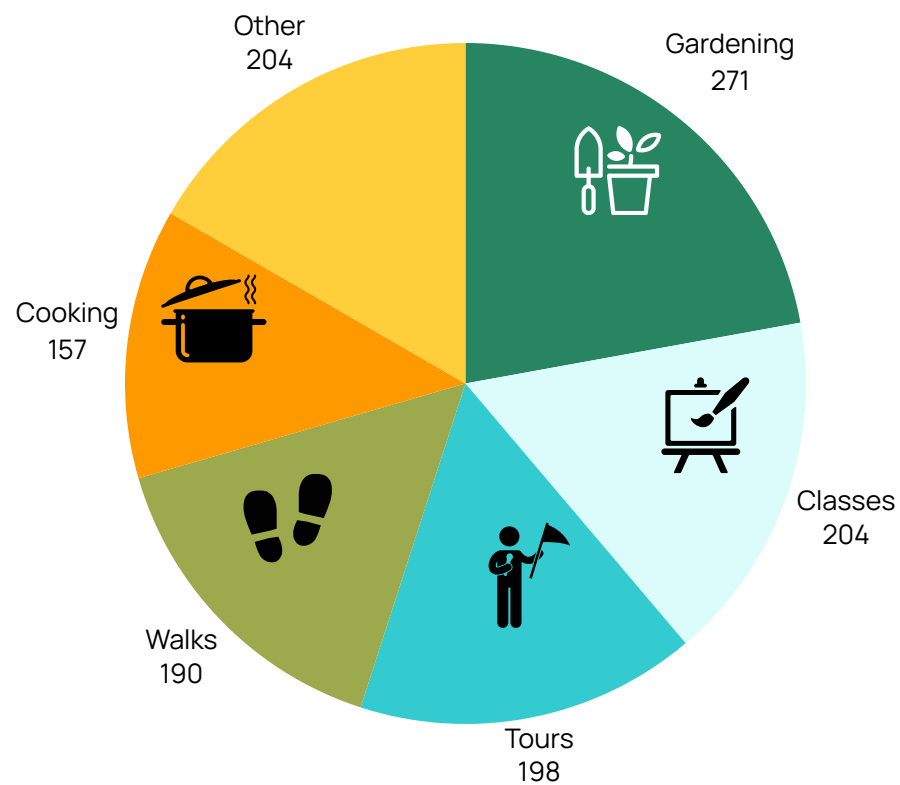
- Pet hotels
- Hire in alpacas for walks
- Animal feed
- Sell produce and use produce in cafe

# LOOKING FORWARD:

## Animals And Activities



### What activities would you like to see?



### For Wellbeing:

- Gardening
- Cooking and eating together – shared meal days
- 'Earth to Plate'
- Yoga/Thai Chi/ Pilates in the park (IG)
- Foraging space: education on food and medicine
- Archery (IG)
- Strawberry picking (IG)



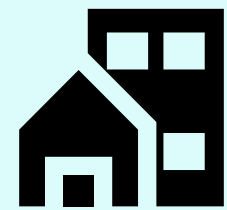
### For Education:

- Activities for different age groups from pre-school
- night-time learning classes on site for adults
- Book bugs
- School Camps
- Local high school – skills development
- Dalry Primary School – curriculum-based activities
- Scran academy
- Garvald
- Intergenerational learning
- Learning about farming and the environment
- Sustainable farming
- Learning disabilities



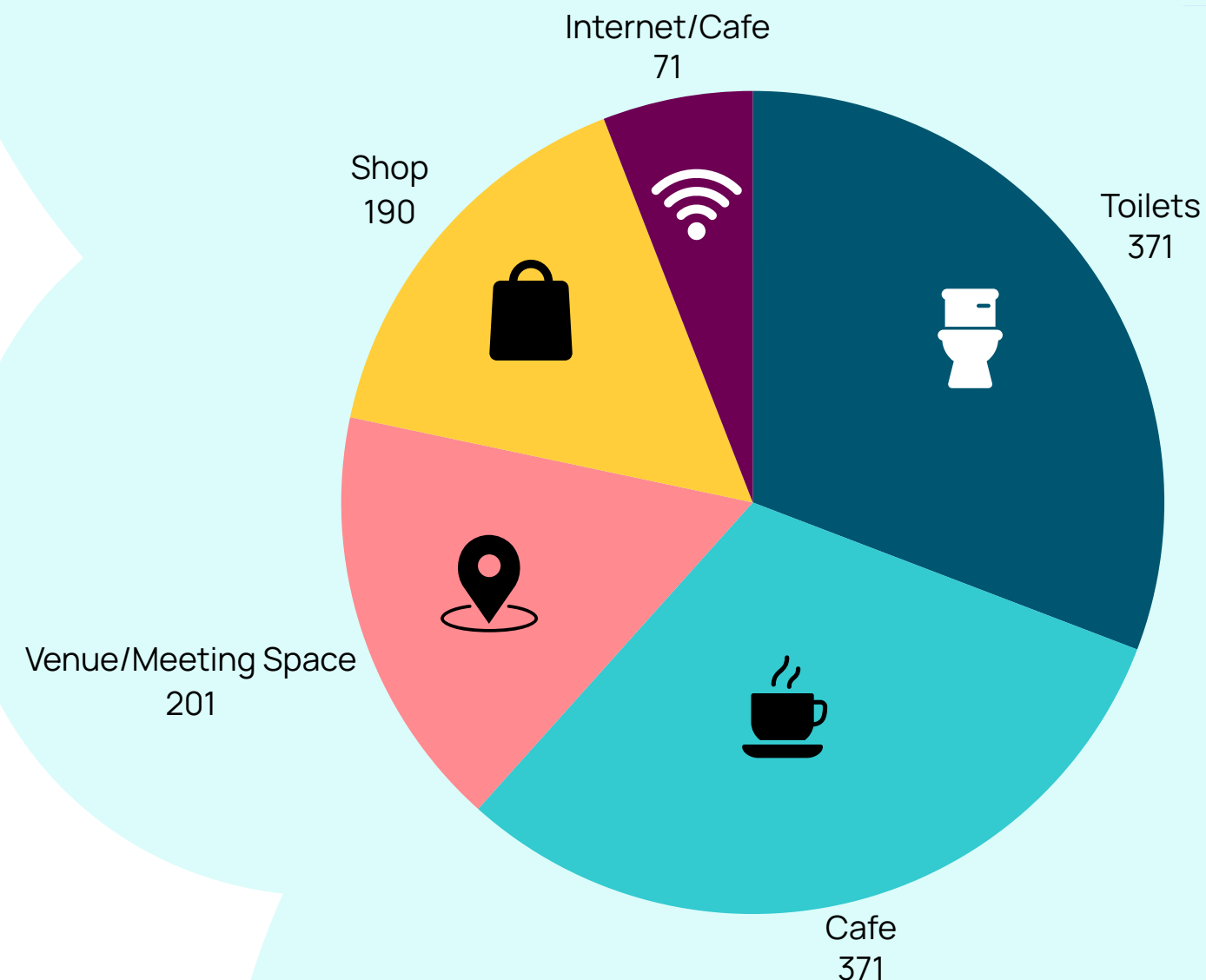
# LOOKING FORWARD:

## Facilities And Spaces



### What facilities would you like to see?

- A decent affordable Café that promotes sustainable food and uses food from the garden
- Meeting spaces for community and organisations to use
- Farm and gift shop
- Sensory and interactive space
- Covered play area and outdoor exploratory play area
- Interactive walks
- Museum
- The tractor
- Yurts to rent out for community activities and fun
- Modular shipping containers for community activity (community incubator)
- Toilets
- Wifi
- Patio area with furniture
- Dance studio for exercise



31%  
Toilets



16%  
Shop



31%  
Cafe



6%  
Internet/Cafe

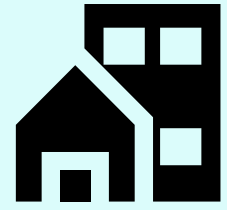


17%  
Venue/Meeting Space

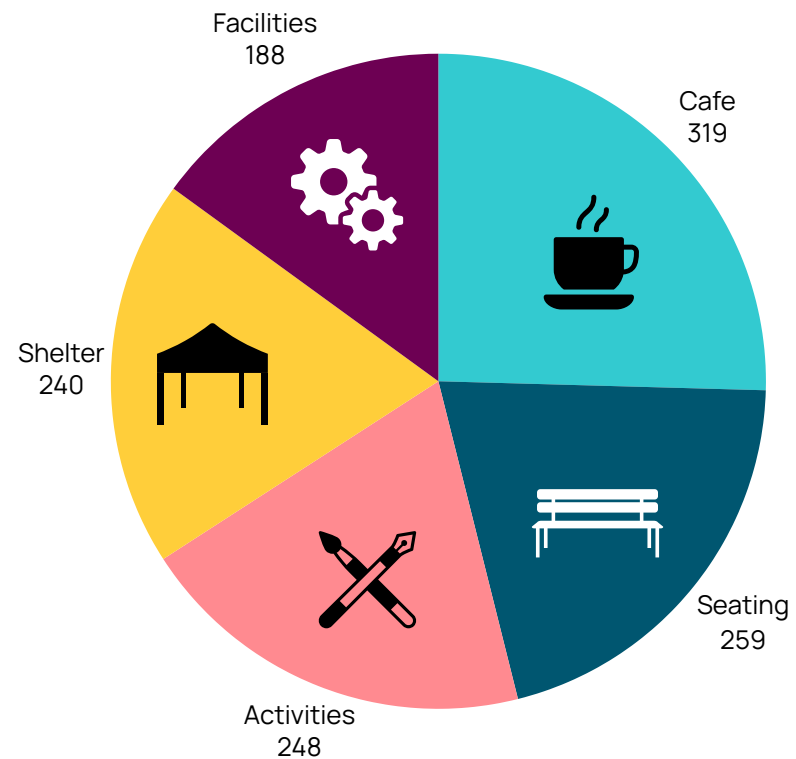


# LOOKING FORWARD:

## Facilities And Spaces




What would make you stay longer?



 **21%**  
Seating

 **19%**  
Shelter

 **25%**  
Cafe

 **15%**  
Facilities

 **20%**  
Activities

### Seasonal:

- Wreath making (IG)
- Halloween pumpkin patch (IG)

### Arts:

- Visit from authors (IG)
- Storytelling
- Amateur dramatics
- Creative writing classes (IG)
- Festivals: Fringe events (IG)
- Promote local artists with exhibitions
- Music in the cafe
- Arts hub

### Other:

- Clothes swaps
- Bike repair
- Knitting
- Repair cafe

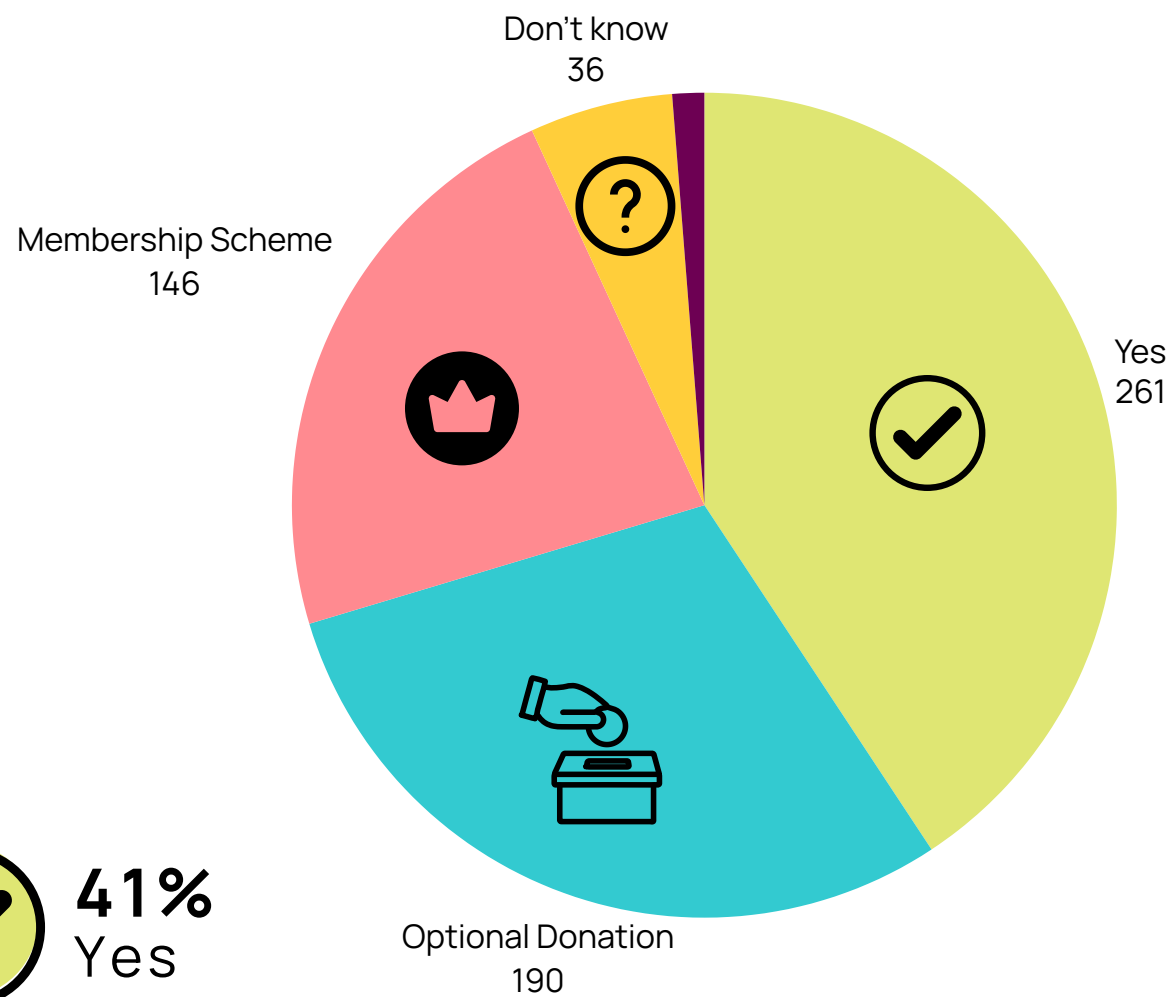


# LOOKING FORWARD:

Payment And Support



## Would you pay to support it?



41%  
Yes



30%  
Optional Donation



23%  
Membership Scheme



1%  
No



6%  
Don't know



### Some ideas:

- Remain free from point of access
- £2 entry fee for adults
- Be clear about what a donation might cover e.g. £2 feeds a sheep for a day (guidance)
- Tap and go
- All classes should be paid for e.g arts and crafts
- Membership scheme with different tiers and goodies
- Animal sponsorship
- Increase price of animal feed

We acknowledge that not everybody could afford this and we therefore need to ensure it is done in a way that is not stigmatising and uncomfortable.

# LOOKING FORWARD:

Income Generation +



Link local building contractors to support new builds

Rent out building spaces

Rent spaces out to fringe companies

Corporate



Corporate events

Corporate team days

Farmer's market

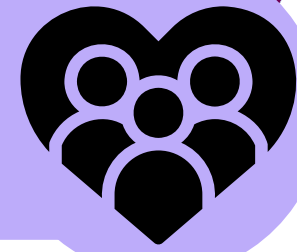
International street food days

Asking local organisations to sponsor the farm. E.g. 5 sisters farm has a lot of corporate support



# LOOKING FORWARD:

What do you think the community needs?



- Volunteering opportunities particularly for young people
- Greenspace and learning about sustainable farming
- Inner city nursery
- Gorgie Farm community group for socialising and getting to know people
- A greenspace and arts hub that is fully accessible to them and welcoming, that belongs to them to use and make decisions on.
- Somewhere that promotes wellbeing, purpose, and feeling valued and connected.
- It is not what they need, it's what they deserve.
- Re-wild the place
- Needs to be made fully accessible
- Social housing
- Foodbank
- Drop-in support
- Community gardens
- Leadership



“Something to be proud of!”

“I think the community need a safe green space where they can escape from city living”



# LOOKING FORWARD:

The Story of  
The Farm



Let's not forget the Farm's heritage and story. People want to know the farm story and to share in its heritage. Could this be done interactively through creating:

- An interactive treasure map
- A trail with characters
- A museum
- Re-enactments
- Sculptures through the site
- Signposts in memory
- A song from the community
- Photo box and sound bites



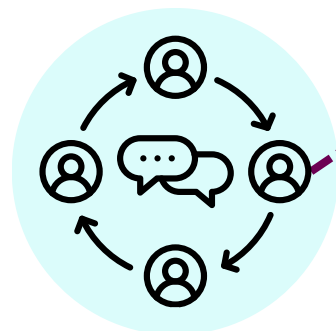
# LOOKING FORWARD:

Next Steps...



## COMMUNITY CONSULTATION PHASE TWO: IDEATE TO CO-CREATE (JAN/FEB 2024)

As part of Phase Two we have created this document to begin to share our findings from Phase One and really explore what is feasible and viable and how we can make it happen.



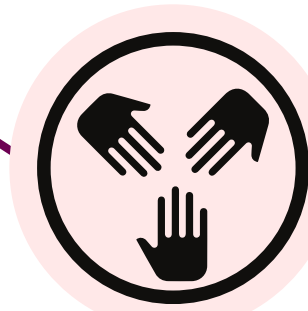
### Opportunities

We will use a similar approach with formal and informal opportunities - the folks who have indicated an interest in being part of the Farm's future will be key to this.



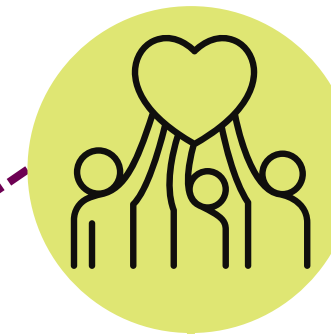
### Community Champions

We want to begin to find our champions in the community and give them the opportunity to meet.



### Engagement

We will create one big design group and other opportunities in the community for people to engage.



### Inspiration

Many suggestions have been put forward for inspiration - we need to look at these and use them to inform the next phase.



### Outputs - Blueprint

The outputs from Phase Two will inform our final blueprint for sharing in March.

# THANK YOU!

## JOIN IN!

If you would like to learn more about the project, or how to get involved please get in touch.

### We would love to hear from you!



@GCFarmSite



@GorgieCityFarmSiteProject



Email: [gorgiecityfarmsite@evoc.org.uk](mailto:gorgiecityfarmsite@evoc.org.uk)



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# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Parks and Open Space Investment Update

Executive/routine  
Wards

Routine  
All

### 1. Recommendations

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- 1.1 Culture and Communities Committee is asked to note this update on the Parks and Open Space investment programme.

**Paul Lawrence**

Executive Director of Place

Contact: Andy Williams, Head of Neighbourhood Environmental Services

E-mail: [andy.williams@edinburgh.gov.uk](mailto:andy.williams@edinburgh.gov.uk)

## Parks and Open Space Investment Update

### 2. Executive Summary

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- 2.1 This report provides an update on the Parks and Open Space investment programme for 2023/24.

### 3. Background

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- 3.1 On 23 February 2023, the Council [approved](#) an additional £3m for Parks and Open Space investment, taking the available budget for 2023/24 to £4.05m. Details of how the additional funding was to be allocated was [presented](#) to Committee on 11 May 2023.
- 3.2 An [update](#) on the Parks and Open Space investment programme was presented to Committee on 10 August 2023 and an update on the additional investment was included in the [Business Bulletin](#) on 7 December 2023.
- 3.3 Including the additional investment agreed for 2023/24, the total budget for Parks and Openspace investment in 2023/24 is £4.053m. A breakdown of the allocation of this funding is shown in Appendix 1.

### 4. Main report

---

#### Programme Update

- 4.1 Appendix 2 provides an update on the capital investment programme in 2023/24 and provides a progress update on each project planned for delivery within the existing budget.
- 4.2 Since August 2023, key developments include:
- 4.2.1 A tender has been accepted for the replacement of the Katesmill pipeline bridge (Colinton Dell) and works are due to start in February/March 2024;
- 4.2.2 Except for a wall near to the riverbank, vegetation clearance and the remediation of Miller Row walls began in September 2023. Remediation, where required, included dismantling and rebuilding, wall repointing, and the

addition of finishing cope stones. Landscaping of grounds will commence when the conditions for undertaking stonework improve;

- 4.2.3 Completion of the refurbished tennis courts within Inverleith, St Margarets, Victoria, and Leith Links parks and the introduction of an electronic gate entry and booking system (an update will be provided to Committee on this later in the year);
  - 4.2.4 Dean Path landslip project was completed in November 2023;
  - 4.2.5 Work is progressing on the urgent refurbishment of Hermitage House roof and parapets;
  - 4.2.6 The path above the landslip within Ferry Glen Back Braes remains open. Regular monitoring of the landslip and the path continues, and an update for the geotechnical model for the site is progressing;
  - 4.2.7 Options for the re-opening of the Dell Road to Water of Leith path are being considered;
  - 4.2.8 Enhancement to car parking and facilities within the Pentland Hills Regional Park continues, with the project scheduled for completion by June 2024; and
  - 4.2.9 Polytunnels within Inch Park Plant Nursery have been replaced.
- 4.3 Despite the projects delivered so far, there remains difficulties in securing interest/competition/suitably qualified companies for construction works contracts.

#### **Parks and Open Space Site Surveys**

- 4.4 To date, 154 of the 193 parks and open space sites have been surveyed (80%). The final surveys are expected to be completed by summer 2024. Progress has been limited since the last update due to an increase in workload for inspections across the Council.

#### **Scottish Government Nature Restoration Fund**

- 4.5 In addition to the Council's investment funding, the Scottish Government Nature Restoration Fund awarded Edinburgh £272,000 during 2023/24. Based on the funding conditions associated with this, eight projects are being progressed:
- 4.5.1 Water of Leith stabilisation – Canonmills;
  - 4.5.2 Machinery for grassland management;
  - 4.5.3 Cramond foreshore erosion control;
  - 4.5.4 Vehicle counters;
  - 4.5.5 West Pilton Park wetland;
  - 4.5.6 Nature on the doorstep pilots;
  - 4.5.7 Easter Craiglockhart pond rewilding; and
  - 4.5.8 Blackford Pond island restoration.

#### **Parks and Openspace Lighting Project**

- 4.6 The park and openspace lighting guidance is nearing completion, with Council officers and the Women's Safety in Public Places Community Improvement Partnership (WSPP CIP) being engaged in its development.
- 4.7 The guidance document will be shared with Committee members once finalised and updates on progress and delivery of lighting projects will be incorporated into future parks and openspace investment updates.
- 4.8 A street lighting engineer is now carrying out site inspections of the 58 parks and openspaces that were initially identified as a priority for lighting assessment ([Guidance on Park Lighting report](#)). This survey work will ensure that the information held reflects what is in place on site before lighting designs are developed. A design risk assessment is also being prepared for use when developing detailed designs. Engagement with users, community representatives, residents' associations, community councils, etc., will be carried out for every site.
- 4.9 Progress will vary by site based on complexity, but it is hoped that projects will be implemented on several sites this summer. While the Council has agreed a prioritised list, some lighting work is progressing with the help of the community (e.g., Gyle Park) and housing developers (e.g., Ratho Station Park). It is anticipated work will have commenced, but not completed, on four sites by the end of the financial year.

#### **Public toilets at Portobello Promenade**

- 4.10 Officers have been in discussion with Edinburgh Leisure on their proposed works at the swim centre in Portobello, and the potential to incorporate publicly accessible toilets into their plans. While initial plans and costs have been received, discussions have since focussed on access, safety, and the space available for male and female, baby change, and disabled toilet facilities, as well as external showers.
- 4.11 The initial proposal, which allows for unisex units and a separate disabled toilet, is estimated to cost around £220,000. This estimate is considered reasonable and likely to be less than if a standalone facility (with the same provision) were to be located on Straiton Place Park. However, if the concerns over access, achieving separate male and female facilities, safety, and layout cannot be resolved, then a standalone facility may need to be further considered.
- 4.12 Potential funding to progress this are currently being considered, using either Place Based Investment funding or by reprofiling some of the additional £3m capital investment for parks that was agreed as part of the 2023/24 budget setting process. Committee will be updated on these proposals in a future Business Bulletin.

#### **Public Toilets in Parks**

- 4.13 As outlined in Appendix 1, an allocation of £600,000 has been made for new public toilets at three parks – the Meadows, Inverleith Park and Leith Links. While incorporating public toilets into existing buildings has been considered, extensive fabric upgrading works would be required and therefore modular toilets are being progressed as a viable and attractive solution which can be customised. Within

each block of toilets, there will be at least one wheelchair accessible toilet, a changing places facility, and a gender-neutral toilet. Supporting this will be developing the necessary support and expertise in providing all-inclusive public toilets that enhance the quality of life for all Edinburgh residents and visitors.

- 4.14 The following actions are currently being progressed:
- 4.14.1 Locations have been identified with community involvement, subject to surveys to confirm access to utilities;
  - 4.14.2 Discussions with utility companies and contractors on permissions, installation timescales, and installation of connections for water, power, and sewerage;
  - 4.14.3 Procurement for the design and build, with a deadline for submissions of 11 March 2024 (with the contract expected to be awarded by 1 April); and
  - 4.14.4 Appointing landscape architects to design the areas around the toilets (including access path and lighting) and developing the specification for groundworks, foundations and connection to utilities.
- 4.15 It is planned that these new facilities will be available for the start of the school summer holiday period, however the main risk to achieving this will be the long lead-time for connection of utilities.

## **5. Next Steps**

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- 5.1 The programme of remediation is ongoing, with prioritisation given to those assets whose failure will present a potential danger to the public and staff and/or which could result in the closure of grounds.
- 5.2 Notwithstanding any future priorities that are identified in the remaining surveys, there are two priority 1 investment projects outstanding: the replacement of boilers at Inch Park Nursery and the potential remediation of a wall located within Gracemount Community Park. Funding and delivery options are being considered for the boilers and the remediation of the wall is likely to begin in the spring.
- 5.3 While much of the work is unlikely to attract additional investment, officers continue to seek opportunities to do so where possible (e.g., through Planning-led developer contributions, community fundraising, and third-party grants). In addition, projects with Edinburgh and Lothians Greenspace Trust are on-going to assist in leveraging additional third-party funding.
- 5.4 The next update on the Parks and Open Space investment programme will be in the Business Bulletin for Committee in August 2024.

## **6. Financial impact**

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- 6.1 The cost of works is funded from the approved capital allocation for Parks and Open Space Investment and any other funding secured. A summary of the capital

allocated, spent, and committed is provided in Appendix 1. The remaining funding will be retained to respond to any new priority 01 projects identified in the condition surveys still to be carried out or to support delivery where the cost is more than anticipated.

- 6.2 When budgets permit, asset investments that do not meet the capital *de minimis* of £10,000 will, if possible, be funded through revenue budgets:

## 7. Equality and Poverty Impact

---

- 7.1 Parks and openspaces can have a considerable impact on people's physical and mental health and wellbeing by providing space for exercise, relaxation, social contact with friends and family, and opportunities for children and young people to play. While people recognise the value of local parks and openspaces that are convenient to them, they can become places to be avoided or underused if they feel unsafe, or if the space, infrastructure, or facilities are of poor quality.
- 7.2 Ethnic minority, disabled, and neurodiverse members of our communities are more impacted than others by the quality of our parks and openspaces. It is therefore important to provide quality, well-maintained parks and openspaces as they are proven to impact deprivation, deliver better outcomes for health and wellbeing, especially among black and minority ethnic groups, and create stronger communities.
- 7.3 Sustained investment in recent years has allowed priority work to be undertaken to a diverse range of parks and openspaces to carry out work including repairs (e.g., to infrastructure) or investment (e.g., in lighting and public toilets). Improving access, carrying out repairs, and investing in facilities, such as toilets, can help to remove barriers that may prevent use of parks and open spaces and improve the perception of safety and fear of crime.

## 8. Climate and Nature Emergency Implications

---

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

*“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”*

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

*“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”*

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and

corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

### **Environmental Impacts**

- 8.3 Investment in Parks and Open Spaces not only ensures the Council meets its duty of care for a critical social and green infrastructure, but it also helps revitalise tired spaces and enriches lives and wellbeing through improving access to the natural environment.
- 8.4 Investment in nature restoration projects has a positive impact on local wildlife and habitats and contributes to mitigating both climate and nature emergencies.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 Prioritisation has been given to those assets whose failure will present a potential danger to the public and staff and/or which could result in the closure of grounds.
- 9.2 There are significant health and safety, liability, and service delivery failure implications by not addressing the maintenance and remediation needs of infrastructure assets.

## **10. Background reading/external references**

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- 10.1 Response to motion by Councillor Thornley – Playparks Investment – [report](#) to Culture and Communities Committee, 7 March 2023.
- 10.2 Response to motion by Councillor Hyslop – Safer Parks – [report](#) to Culture and Communities Committee, 7 March 2023.
- 10.3 Guidance on Park Lighting – [report](#) to Culture and Communities Committee, 11 May 2023.
- 10.4 Parks and Greenspace Investment Prioritisation – [report](#) to Culture and Communities Committee, 15 June 2021.

## **11. Appendices**

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Appendix 1 – Capital Expenditure 2023/24

Appendix 2 - Parks and Openspace Investment Programme 2023/24

## APPENDIX 1 - Investment Capital Budget Allocation

### Current and Predicted Capital Allocation - Parks and Open space Assets

Financial Year	2023/24	2024/25	Total
£m	4.053	0.25	4.303

Allocation for 2023/24	Budget £m	Actual & committed todate £m
Park Lighting Improvements (includes £0.1m carried forward from 2022/23)	0.50	0.50
General Accessibility Improvements to Paths	0.50	0.55
Permanent, Publicly Accessible Toilets	0.60	0.60
Ongoing and new investment priority rated 01 and 02	2.30	1.05
Operational equipment	0.05	0.04
Parks and open space investment support	0.10	0.10
<b>Total</b>	<b>4.05</b>	<b>2.84</b>



**Appendix 2 - Parks and Openspace Investment Programme 2023/24**

**Path Lighting Improvements**

Ward	Location	Summary of Project	Comments
3	Gyle Public Park and Recreation Ground	Improve park lighting.	Completed April 2023. Project was part-funded by the Friends Group.
All	City-wide	Park lighting projects city-wide	New post created to take forward the park lighting investment programme. Park lighting guidance to be published. Four park lighting projects scheduled for completion in March 2024.

**General Accessibility Improvements to Paths**

Ward	Location	Summary of Project	Comments
16	Burdiehouse Burn Valley Park	Refurbish path network	Completed December 2023.
6	Corstorphone Hill Local Nature Reserve	Path network improvements - John Muir Trail	Completed October 2023.
2	Juniper Green - Fishshop Steps	Refurbish steps.	Works scheduled for February 2024.
13	Water of Leith - Bonnington Road	Resurface path.	Completed August 2023.
11	Magdala Crescent - Steps	Refurbish steps.	Works scheduled for February 2024.
12	Montgomery Street Park	Refurbish hard standing area.	Works scheduled for February 2024.
Various	Water of Leith - Lanark Road to Balerno	8km of flexi pave.	Completed February 2024.
All	City-wide	Other path access improvement projects	This work is on-going.

**Permanent Publicly Accessible Toilets**

Ward	Location	Summary of Project	Comments
5	Inverleith Public Park and Allotments	Installation of permanent toilets	Procurement specification developed. Tender / installation scheduled by summer 2024.
13	Leith Links	Installation of permanent toilets	Procurement specification developed. Tender / installation scheduled by summer 2024.
15	Meadows	Installation of permanent toilets	Procurement specification developed. Tender / installation scheduled by summer 2024.

**On-going Priority Investment rated 01**

Ward	Location	Summary of Project	Comments
2	Bloomiehall Park	Boundary Wall	Completed September 2023.
8	Campbell Park	Safety Fencing	Completed November 2023.
8	Colinton Dell Forest Public Park	Refurbishment of Rustic Bridge at Redhall Weir	Completed July 2023.
8	Colinton Dell Forest Public Park	Landslip between Bogsmill Road and Katesmill Pipeline Bridge	Completed March 2023. Some residual costs in 2023/24.
8	Colinton Dell Forest Public Park	Replacement of Katesmill Pipeline Bridge	Contract awarded December 2023. Construction works, subject to weather, to commence February 2024.
8	Colinton Dell Forest Public Park	Landslip on Water of Leith Path to Dell Road	Tenders higher than available funding. The path remains closed. Discussion on-going to determine if an alternative solution will permit the safe re-opening of the path.
17	Craigmillar Castle Jubilee Park	Refurbishment of wall, fences and gates	Tender prepared for works.
1	Ferry Glen Public Park and Back Braes	Landslip Investigation and Remediation	An update on the geotechnical model for the site is still ongoing. Top path remains open and is subject to regular monitoring.
	Hailes Quarry Park	Leachate investigation	Full scale trial established to test the stripping of methane from leachate.
10	Hermitage House	Refurbishment of roof	Urgent remediation works ongoing.
15	Inch Park, Depot and Nursery	Refurbishment and resurfacing projects across the site	Wall and electrical safety works completed August 2023. Polytunnel replacement completed November 2023.
7	Saughton Park and Gardens	Stabilisation of riverbed/weir/wall - adjacent to micro hydro plant on the Water of Leith.	SEPA CAR Licence obtained. Engineering Consultants commissioned to prepare design and specification. Construction works to be scheduled for June - Sep 2024 in compliance with the species protection plan.
7	Sighthill Public Park	Refurbishment of car park area	Completed June 2023.
5	Water of Leith - Miller Row	Refurbishment of walls.	Damaged/dangerous walls cleared of vegetation, dismantled and rebuilt. Project is paused until conditions improve for repointing and permission obtained for near riverside stonework.
8	Spylaw Park	Wall assessment and remediation	Completed July 2023.
9	Wester Craiglochart Hill	Vegetation clearance and rock bolting	This work is on-going.

**Other**

Ward	Location	Summary of Project	Comments
4, 5, 6 and 13	Inverleith Park, Leith Links, Victoria Park and St Margarets Park	Redevelopment of tennis courts	Completed August 2023.

2	Pentland Regional Park Office and Harlaw House Visitor Centre	On-site improvements	Scheduled for completion summer 2024. This project is part-funded from external sources and the Council has agreed to contribute to the cost of these improvements, which include: improved car parking facilities; improved visitor facilities; public toilets; EV charging points; bicycle repair stations; and improve parking arrangements for people with disabilities.
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# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## Edinburgh Cemetery Tour Registration Scheme - Update

Executive/routine  
Wards

Routine  
All, particularly Ward 11 – City Centre

### 1. Recommendations

---

- 1.1 It is recommended that Culture and Communities Committee:
  - 1.1.1 Notes the outcome of further engagement with stakeholders and the responses received; and
  - 1.1.2 Agrees the revised fee structure for the Cemetery Tour Guide Registration Scheme, as set out in paragraphs 4.17 and 4.18.

**Paul Lawrence**

Executive Director of Place

Contact: Andrew Mitchell, Head of Regulatory Services

E-mail: [andrew.mitchell@edinburgh.gov.uk](mailto:andrew.mitchell@edinburgh.gov.uk) | Tel: 0131 529 4042

## Edinburgh Cemetery Tour Registration Scheme - Update

### 2. Executive Summary

---

- 2.1 On 11 May 2023, Committee [agreed](#) to amend the Edinburgh Tour Guide Registration Scheme, specifically in relation to the fees applicable. Committee also agreed that officers should further engage with the guides and report back on any further amendments to the fee structure once completed. This report updates Committee on further engagement with stakeholders with regard to the impact of the scheme and makes recommendations for further amendments to the scheme.

### 3. Background

---

- 3.1 The Council owns and operates 43 cemeteries, churchyards, and burial grounds across the city. For ease of reference, in this report they are all referred to as cemeteries.
- 3.2 The city has five historic city centre cemeteries in the UNESCO World Heritage area. Three of these (Canongate, Greyfriars and Old Calton) are Category A listed for the national significance of their monuments, memorials and walls. These cemeteries require expensive ongoing conservation and maintenance to keep them safe.
- 3.3 These cemeteries remain hugely popular with visitors. For example, around two million annual visitors to Greyfriars, making it the second most visited free to enter attraction in Scotland. Other city centre cemeteries (such as Greyfriars, St Cuthbert's and Old Calton) also receive significant annual footfall.
- 3.4 Whilst some visitors visit independently, there are numerous organised tours which generate significant visitor numbers. These tours are often organised by tour guide companies, often employing individual tour guides, although some guides used by the companies are self employed.
- 3.5 A Cemetery Tour Guide Registration Scheme was approved by Committee and introduced in 2020.
- 3.6 The Council's costs for maintaining the three busiest city cemeteries in 2022/23 was £86,000, with a further £38,000 incurred in staffing costs. On 11 May 2023,

following receipt of data which showed that the scheme (which was current at that time) had raised approximately £5,000 in each of the previous two years, Committee agreed to revise the applicable fees.

- 3.7 The revised fee structure agreed with effect from 1 July 2023 included:
  - 3.7.1 An annual registration fee for each individual company of £150; and
  - 3.7.2 Each individual guide to pay a registration fee of £120.
- 3.8 On 5 October 2023, Committee noted the progress made in implementing the revised scheme and the proposal to engage in further consultation with stakeholders.

## 4. Main report

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### Implementation of revised fee structure – 1 July 2023

- 4.1 The [new fee structure for Cemetery Tours](#) took effect on 1 July 2023. Uptake of the registration scheme was good, and there was no sign that the number of guides had dropped compared to the number of guides registered in previous years.

Tour Guide Registrations @ 25 January 2024		
Type of Registration	No. current registrations	Sum of all fees received
Tour Guide Employee Registration	104	£13,260
Tour Guide Operator Registration	239	£36,090
<b>Total Fees Received</b>	<b>343</b>	<b>£49,350</b>

### Engagement

- 4.2 As reported on 5 October 2023, the changes to the scheme were generally welcomed. However, some operators expressed concerns about the consultation with the sector prior to implementation of the revised fees and the short notice provided before the changes came in to effect.
- 4.3 It was acknowledged that the changes had been implemented over a relatively short timescale, and therefore Committee agreed that further consultation with stakeholders would be carried out in advance of any further changes being made to the scheme.
- 4.4 Officers further engaged with the relevant companies and guides at meetings in November 2023 and January 2024. These meetings explored the possibility of making revisions to the scheme early in 2024. It was also explained to stakeholders

that any changes to the fee structure could not lead to a reduction in income, or make the scheme overly complex to operate.

- 4.5 Further to the engagement sessions, stakeholders were sent an email (Appendix 1) asking for comments on four options for revising the scheme:
- 4.5.1 Option 1 - No change to the fee structure; fees would be annually updated in line with the Council's budget decision on whatever percentage increase applies to all fees. If Council agreed a 5% increase on fees - this would make a tour guide individual registration £126 and a business registration £157.50.
- 4.5.2 Option 2 - Introduction of a tiered structure of fees for businesses based on number of tour guides. Individual tour guide registration would remain at £126, two-10 guides £157.50, 11-15 tour guides £175, 16 and more tour guides £225.
- 4.5.3 Option 3 - Tiered approach based on footfall. This would require all individual tour guides and businesses to share up-to-date figures on an ongoing basis, and also to provide data for the previous 12 months on an annual basis.
- 4.6 Stakeholders were also asked for comments on a proposed single monthly registration for August. This would be based on the cost of administering such a system - the estimate at that time was £65 per individual tour guide or business based on equivalent costs when issuing an identification badge for certain licence holders.

#### **Feedback from the Consultation**

- 4.7 At the first consultation meeting in November 2023, the suggestion was that a fee based on footfall would be preferable. This was explored in further detail in the January 2024 meeting. Methods to do this were discussed and broadly these were:
- 4.7.1 Controlling access to the cemeteries via physical infrastructure or having Council staff managing access;
- 4.7.2 Use of technology to allow easier donations by individual visitors; and
- 4.7.3 Tour companies and Guides declaring visitor numbers on a confidential basis with charges applied pro rata.
- 4.8 A note of each meeting is attached at Appendix 1 and all emails received in response to the request are attached at Appendix 2. The responses broadly argue for a return to previous arrangements where large organisations (such as Scottish Tourist Guide Association) should be able to register all guides who are part of the association for one company fee, or support Option 1.
- 4.9 It is clear that, whilst there is concern about the current fee structure, there is no real consensus on what changes could be made to address these concerns. Typically, those guides who either take tours into the cemeteries infrequently or with

very small groups argue that it is unfair that they should pay the same fee as larger operators, or operators who take tours more frequently.

### **Footfall**

- 4.10 When considering a fee based on footfall it should be noted that there were no positive responses to the questions: would the guides/companies be prepared to a) share numbers on a confidential basis, and b) provide an estimate of these.
- 4.11 The alternatives of putting in place physical infrastructure and/or staff controlling access are not recommended as viable at this time. Leaving aside the heritage and planning restrictions of installing physical infrastructure, the capital and staff costs would be significant. Such costs would have to be passed on to the operators and guides, and would be likely to add to concerns.
- 4.12 Further work is being conducted into a conservation management plan for Greyfriars Cemetery, and this will need to consider the sustainability of current visitor numbers. Whilst the issue of large footfall affects all five cemeteries in the scheme, the problem is most acute in Greyfriars. This work is expected to result in a report later this year that would allow the Council to consider the sustainability of footfall in terms of the ongoing impact on the cemetery and any measures needed to manage this.
- 4.13 Officers have had discussions with colleagues in Customer about whether there is an available technology solution which would make taking payments from visitors more practical and effective. This work is ongoing and will be reported to Committee as specific solutions are identified,
- 4.14 Therefore Option 3, a fee based on footfall, as suggested at the consultation meetings with tour guides is not recommended as viable at this time.

### **Tiered Structure**

- 4.15 This was suggested as an option that might be simpler to implement than the 'footfall' option, but could go some way to address the concern that bigger operators pay more. Support for this option was limited.
- 4.16 Whilst acknowledging the concerns of guides who visit the cemeteries infrequently or have only small groups, it would not be practical to seek to reflect that type of use in the fees. This is because the range of possible scenarios is large, which would make trying to reflect those in a fee structure unduly complicated and difficult to enforce. The cost of administering the scheme and issuing a pass is the same, irrespective of the size or frequency of use, and the core costs have to be recovered. It is therefore not proposed to implement Option 2.

### **Conclusion**

- 4.17 As a result, it is proposed that the current fees should be updated based on the decisions of the Council on percentage uplift for fees and charges. This would take effect from 1 April 2024, and existing guides will be required to renew their registration by 1 July 2024.

- 4.18 It is recommended that a pass for August should be introduced to reflect the importance of that period and to cater for any guide who does not wish to pay for an annual pass. The fee would be £65 and would be subject to the same annual increase as other Council fees and charges. It is not recommended that monthly passes are made available more generally, as these would be a challenge to administer and the service is not resourced to provide this additional work.

## **5 Next Steps**

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- 5.1 If the recommendations are agreed, officers will arrange for stakeholders to be informed of the revised Cemetery Tour Guide Registration Scheme. Monitoring of compliance with the scheme and of the income received will continue.
- 5.2 Officers will continue to progress the actions set out at paragraphs 4.12 and 4.13 and will report back to Committee once these are complete.

## **6 Financial impact**

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- 6.1 The revised fee structure has generated £49,350 in the current financial year. This has addressed an immediate funding pressure to meet the cost of the Cemeteries Officer position (which is deployed to manage the five city centre cemeteries).
- 6.2 During the current financial year, no capital works have been undertaken. However, there remains a risk that capital works will be required.

## **7 Equality and Poverty Impact**

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- 7.1 There are no issues directly relevant to equality or poverty arising from this report.

## **8 Climate and Nature Emergency Implications**

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- 8.1 The report does not have an impact on any issues relating to the climate or nature Emergency.

## **9 Risk, policy, compliance, governance and community impact**

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- 9.1 Engagement with operators has been carried out, as reported at paragraphs 4.4 to 4.6 above and in Appendices 1 and 2.

## **10 Background reading/external references**

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- 10.1 [Report](#) to Culture and Communities Committee 15 May 2020
- 10.2 [Report](#) to Culture and Communities Committee 5 October 2023



## 11 Appendices

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- 11.1 Appendix 1 – Notes of meetings 6 November 2023 and 10 January 2024
- 11.2 Appendix 2 – Email responses received

## Appendix 1

Tour Guide Registration Scheme Consultation Session 6<sup>th</sup> November 2023

City Chambers Edinburgh

Meeting Notes

In attendance

Council officers – Jane Matheson, Bereavement Services (BS) Catherine Scanlin (Licensing) Charlotte Golledge (BS) John Lawson (Archaeology)

Organisations/Individuals Represented:

- Kirkyard Consulting
- Scotland City Tours
- Napier Tours of Scotland
- City of the Dead
- S.T.G.A
- Visit Scotland Tours
- Tu Gupta en Escorial
- Wee Ecosse
- Edinburgh Expert Walking Tours
- Hidden Scotland
- That Guide With Glasses
- See Your City
- City Explorers
- Brujula Free Tours
- Mercat Tours
- Somos Escorial
- Potter Trail
- Edinburgh Walks.com
- All Star Guides
- Independent Guides.

Meeting was opened by Catherine Scanlin with housekeeping and an overview from Licensing including the passes.

- Update from BS from Jane Matheson, scheme has had a successful start, raising circa £45,000. Improvements and upkeep of the new flower beds and statue in Greyfriars have taken place. The salary of the Cemetery officer was discussed;
- Catherine Scanline and tour guides had a discussion about the wording on the permits; whether tour guide or cemetery tour guide was preferable and did not give the impression that 'cemetery tour guides' were endorsed by the Council.

- Concern was raised regarding tour operators from other countries touring in the 5 city centre cemeteries. Visit Scotland are actively trying to identify and inform non UK based tour groups.
- Discussion was started about pay per visit to be made available or even part year payments as before. It was agreed a staggered fee system could be considered when reviewing the fees.
- John Lawson (Archaeology) declared that the fees paid by guides only made up a small percentage of the annual cost of conservation. CEC pay out much more and the tour guide fees are an assistance rather than cost covering.
- Discussion continued onto guides regulating each other as it was considered a one size fits all approach is problematic. Jane Matheson said that the CEC could facilitate a meeting for guides and that information training from a local enthusiast could be a way to help share information.
- Group size was discussed. Some want smaller, others want to keep it the same.
- Old Calton and antisocial behaviour was raised. Jane Matheson reiterated what Charlotte Golledge has been advising guides that they must report all antisocial behaviour to the police at the time or as close to the time afterwards. Cemetery Officers and Enforcement do not have the powers to remove these individuals, only the police do. Problems with rubbish etc and how to report in was discussed.
- Point raised about training passes. Some guides may start out training but decide not to become a guide and therefore the cost of the permit is wasted.
- Requests made that Greyfriars is looked at separately as considered a tourist destination and not just for tour groups. Susan Buckham's role in creating a Conservation Management Plan was raised and the guides made aware of what this was.
- Request that a path is put in the west yard from Thomas Riddell's grave as the ground is being destroyed.
- Requests for more donation points, however Jane Matheson explained the reasons behind why the CEC are limited to where points can be located.
- A discussion was had about two different passes on a sliding scale however some guides pointed out that it is difficult to forecast numbers as tourism is a complex business that is effected by not only the time of year but also weather.
- The problem of mobility for wheelchair users in the Canongate was raised due to the stones put in.
- Conservation and buddleia problem was raised. John Lawson was able to explain the current way the CoECCEC was dealing with the vegetation.

## City of Edinburgh Council (Bereavement Services)

Dear Tour Guide

### Tour Guide Feedback

Thank you for those people who were able to attend the meeting on 10 January 2023.

Please find the notes of the meeting below including the proposals, as agreed, to seek feedback on the fee structure which will be reported to the Culture & Communities Committee.

Kind regards

Jane Matheson

Bereavement Services Operational Manager | Regulatory Services | Sustainable Development Directorate of Place | The City of Edinburgh Council | Mortonhall Crematorium, 30b Howdenhall Road, Edinburgh, EH16 6TX

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## NOTES FROM 2nd TOUR GUIDE CONSULTATION MEETING

Wednesday 10 Jan 2024

### Present from CEC:

- Andrew Mitchell, Head of Regulatory Services
- Catherine Scanlin, Licensing Manager

## **Apologies:**

- Jane Matheson, Bereavement Services Manager

## **Introduction**

- We agreed to look at the fee structure
- There are different types of operators within the Tour Guides
- No consensus on alternative proposition
- Focus of this piece of work are the 5 historic graveyards:
  - New Calton
  - Old Calton
  - Greyfriars
  - St Cuthberts
  - Canongate
- Costs incurred by commercial activity unacceptable to come out of CEC budget
- Seeking to find a solution
- Agreement that donation points not working
- CEC are looking for feedback on this year's fees in particular however this is part of a long term plan to find a solution

## **Further Notes**

The challenge for CEC is how to maintain access to 5 historic graveyards. There are 43 graveyards in total that the Council are responsible for and are required to invest to carry out capital works, cover the costs of enforcement and inspection costs and this is currently carried out by one dedicated enforcement officer, a city centre team of 4 and the wider enforcement and licensing services.

Position one year ago was unsustainable as donations were low and income less than £5000 however introduction of permits generated £45k which contributed to a small percentage of the costs.

We undertook to carry out a piece of work to see if the system could work more fairly.

An explanation was given about using the feedback from the tour guides to submit as part of a report to the Culture & Communities Committee who are the decision makers regarding fees.

### **Questions from audience**

- There were a number of questions regarding what data did CEC require to calculate footfall and corresponding fees.
- Question regarding fairness of small operators paying the same as large operators
- Could the Council approach this in similar way to a business plan with a more radical approach
- When would Cemeteries Management Plan work be completed and what impact will this have on future work
- Could pre-booking work for Greyfriars (similar to Edinburgh Castle)
- No evidence of enforcement taking place therefore what are we paying for?
- Need additional enforcement staff to ensure compliance
- Sustainability was the key theme about how to work out a plan for the future which balanced the care of historic graveyards, costs of upkeep/maintenance, visitor numbers and commercial activity creating additional costs by increasing footfall.
- Could the Council charge per visitor?
- Could the Council build a structure to collect cash?

- Could the collection points be better located?
- Tour guides want enforcement action to take place
- Could the Council add signage to the graveyard asking people to stay off the grass?
- A suggestion was made that weather causes more damage than footfall

## **Next Steps**

Council to send out 3 options and notes from the meeting.

Tour guides invited to submit their feedback on options or alternatives in the next two weeks:

## **3 options for this year**

### **Option 1**

No change to the fee structure and the fees would be uprated in line with the Council's budget decision for whatever percentage increased applied to all fees. The figure officers are currently working to is 5% and this would make a tour guide individual registration £126 and the companies/businesses £157.50.

### **Option 2:**

To introduce a tiered structure for fees for businesses based upon number of guides.

Individual guide would remain £126, 2-10 Guides £157.50, 11-15 guides £175 and 16 and above £225.

### **Option 3:**

Consideration of tiered approach based on footfall. For this to work all guides and businesses would need to be prepared to share in confidence up to date figures on an ongoing basis. Therefore would each respondent a) be willing to provide such

data on an ongoing basis and b) provide data for the previous 12 months in reply.

Council would also give willingness to introduce a monthly registration for the month of August, this would be based on the cost of producing such and the estimate would be £65 based on equivalent licensing cost.

**Feedback should be submitted to  
bereavement@edinburgh.gov.uk**

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You have received this email as you provided your email address as part of your registration application to the City of Edinburgh Council so we could contact you about your registration and provide related updates.



## Appendix 2

**From:** [REDACTED]  
**Sent:** Saturday, January 20, 2024 2:28 PM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Cc:** Val Walker <Cllr.Val.Walker@edinburgh.gov.uk>  
**Subject:** 2nd Tour Guide Consultation Meeting 10th January 2024 - FEEDBACK

### 2nd Tour Guide Consultation Meeting 10th January 2024

**Led by Andrew Mitchell and co-ordinated by Catherine Scanlin**

FEEDBACK AS REQUESTED

You will note that I have copied in Councillor Walker, as she is to my understanding Convener of the Culture and Communities Committee, which is the body that will make the final decision in this matter.

The Bereavement Services email dated 16th January states that it was agreed the fee structure be looked at, and that feedback was sought reference fees on tour guides for season 2024.

Under Questions from the Audience in said email, it states 'no evidence of enforcement taking place therefore what are we paying for?'. This was my question. What I said was specified as relevant to 2024, "why should we bother paying?" in that scenario.

**TEXT REDACTED AS IT CONTAINS DETAILS OF INDIVIDUALS OR BUSINESSES**

[REDACTED]

The same section of The Bereavement Services email states;

- Could the Council charger per visitor? - in my view that is a pipe dream. There is no way all tour operators are going to declare their annual footfall of guests. For that reason, I will not be doing so either, even running a small operation as an independent, freelance tour guide.
- Could Council collection points be better located? - Yes! Andrew Mitchell's position that the Council could not erect a simple, vertical card payment entry pillar for tour guides to tap with their - digitally linked to their bank accounts - licence cards 'because it is a UNESCO World Heritage site', I strongly refute. It did not stop a big Amazon Prime type smile sign with Edinburgh City Council and a controversial statue to Greyfriars Bobby being positioned near to the little dog's grave, or the existing donation machines. ECC have already blown that position out of the water. To further facilitate this, I strongly recommend permanent locked closure of the bottom gate into the graveyard.
- Tour Guides want enforcement to take place. Indeed we do! 2023 saw very sporadic, token enforcement. All I witnessed was several guides pooling more revenue that myself receive were verbal warnings evidence provided they ignored, and were allowed to continue their tours.

OPTIONS FOR THIS YEAR was the final section of the email from Bereavement Services.

Culture and Communities Committee – 29 February 2024

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As an independent, one person band, independent freelance tour guide, my understanding of option one is that I would pay £126 for season 2024, based on the projected 5% increase to fees. Please clarify that my understanding is correct.

The final paragraph of the third option willingness for a monthly licence will only be considered for the month of August. I would strongly recommend that you consider a licence for each of the months March to October inclusive. The graveyard is impractical for winter use, due mainly to the effect of winter weather. I therefore put my position, that a monthly licence purely for the month of August is unreasonable. Further, that it is unfair this would in reality force guides to pay for an annual licence, when tours in Greyfriars especially are only practical in the stated months.

Thank you very much for your valuable time in considering my requested feedback.

As a final suggestion for consideration not covered in this meeting, all parties working for and acting as representatives for Edinburgh Council with direct involvement in this matter, may feel it prudent to consider that tour guides advise customers how to properly conduct themselves in a graveyard, not least in terms of health and safety.

Especially if there is no monthly option available for each of the warmer months, many guides may decide to pay the licence fee no longer, temporarily stop their groups at the main gates, thereby creating congestion. Furthermore, this then allows customers, in the absence of their tour guides, to - *for want of a better phrase* - run riot in the graveyard.

Surely this is not a scenario the Council would wish created.

Thank you for considering my further suggestion.

I look forward to hearing further from Bereavement Services and Councillor Walker.

Warm regards,

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [REDACTED]

**Sent:** Saturday, January 13, 2024 1:19 PM

**To:** Bereavement <bereavement@edinburgh.gov.uk>

**Subject:** Annual passes for tour guides at cemeteries in Edinburgh 2024

Hi,

Following on from feedback from other colleagues who could attend the meeting on the 10th, I'd like to add my voice.

I only applied for a pass last year as one specific group ( of 28 people) I was working with wanted to visit to see the graves of important Scottish enlightenment figures.

Prior to this I just avoided the graveyards once the pass was put in place. It is not worth the fee.

It is not a proportionate fee.

On that visit and subsequent visits with individuals or pairs no one checked or challenged me regarding guiding in Greyfriars.

If a charge has to be put in place, then

a) it should be proportionate per head, and b) it needs to be policed.

I took in that group of 28, and possibly 10 other visitors over the whole guiding season.

It makes no sense that designated Harry Potter tours, graveyard tours etc bringing people every day pay the same.

Please sort this out.

Regards

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, January 10, 2024 10:14 PM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Cemeteries Pass scheme feedback

I am a qualified tourist guide who works mainly further north and might want to take visitors through Greyfriars maybe once or twice a year. When the scheme membership was through STGA that was fine. Now I have to turn down jobs where visitors want to visit an Edinburgh cemetery because it is not financially viable for me to get the pass.

I feel very strongly that cost should be proportionate to use. You will lose a large potential for high volumes of small revenue income from the scheme with the current arrangement. Guides will suggest other places of interest if they cannot take guests in. Unsupervised guests are less likely to contribute than those who are being encouraged by a guide to do so (in addition to the guide pass).

The large organisations who run thousands of tours through the cemeteries every year and make money through fees or tips should be paying the lion's share of what you need to take in. Anything else will provide a dwindling return.

For me, where before I might previously have suggested a cemetery if it coincided with guest interest and then asked them to donate towards upkeep as I do in churches, I am taking my guests elsewhere because the scheme as it currently stands does not recognise the actual annual use I would make of the pass or the fact that the current charging structure makes it completely unviable for me financially.

I hope that this is a helpful contribution to the continuing discussion.

Regards

Culture and Communities Committee – 29 February 2024

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[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, January 11, 2024 8:32 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Cemeteries Pass

Good morning

I understand that you are asking feedback re application of cemetery pass.

I am an STGA blue badge guide operating across Scotland.

I fully understand the reasoning behind the introduction of the passes to manage footfall, however i disagree with its application.

There has obviously been a significant increase in numbers visiting, many driven by the Harry Potter story. Many of the guides who bring groups in are not trained, and bringing groups that are simply too large, all visiting the same spots and frequently lingering far longer than required to stretch out their tours. Guides like myself visit the cemetery as part of a tour of the city, or indeed the country. We tend to have couples or family sized groups. In most cases we are focussing on different aspects of the history of the cemetery (Covenanters, medicine, famous people), rather than the fantasy element.

As we are not bringing hundreds of people a year, nor visiting every day, but this simply not financial viable for us to buy a pass at £150 for the numbers I bring. As such, I have had to omit one of the most interesting parts of a city tour for the past season.

Please note:I have no objection to paying an entrance fee for guests, on a pro rata basis, and always ensured I used the card reader machine, however I feel the current system is too crude and actually cuts out the trained guides who are not the ones causing the problem

I would suggest that a fairer system might be to have top levels of pass. One for occasional users who take groups of up to six people, which could be a lower rate. One for the regular large groups. (The frequency would sort itself out by the size of group).

Alternatively, charge a fixed price per head. Given the numbers visiting, this should be enough to employ staff

Thank you for taking the time to read my comments



I've been swindled by the top two, faced harassment due to 1 and 3 duplicating my tour and then filling their customers with sh\*\*. These companies do not behave in an upright manner. They can't be trusted.

You need to do the work to put turnstiles in and charge everyone. Set it at a good whack and you can motivate independent visitors to instead take a tour. It'll generate a lot of revenue for the multinationals. We, the guides and people of the city, won't see much of it, but at least CEC can get paid.

A considerable amount of erosion is being caused by unescorted visitors, so charging all is highly justifiable.

What about Greyfriars Kirk? Stuff their mouths with a cut.

All your options are poor and slant the table to big business. Very few of the guides entering Greyfriars make any money, perhaps just Potter Trail's guides earn a living and for the rest it's a life style job.

By not charging you are betraying the city, and betraying the benefit of world heritage to the city.

Beggars belief.

Please forward this to associated councillors, so they can get behind benefitting the city in future. The city has a lot of problems, and prosperity is there to combat them. The council just needs to decide to put the people of the city first, not disease spreading, poverty driving multi-nationals.

x

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**From:** [REDACTED]  
**Sent:** Wednesday, January 10, 2024 9:17 PM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Feedback on tour guide cemeteries pass requirement

Good evening

My Edinburgh based colleagues have told me that you are looking for feedback on the cemeteries tour guide pass.

I am based in Pitlochry but have maybe 5-10 tours in Edinburgh per year that involve a trip to Greyfriars Cemetery or walking down through Calton cemetery to get to Palace of Holyroodhouse. I spend maybe 10, maximum 15 mins on each occasion in the cemetery with between 2 and 10 people.

I pay for Historic Environment Scotland and National Trust for Scotland memberships as I believe that as I make money from tourism, I should contribute to the organisations that enable me to carry out my profession.

Whilst I am happy to pay to have access to / via the cemeteries,

I feel that the fee is excessive for the amount of visits and number of guests that I guide. To give you a comparison, the annual subscription I pay to Scottish Tourist Guides Association is £310 and for this I get an entry on the official website with work queries emailed to me, office support and annual public liability insurance.

Please could you look into a tiered system of payment levels based on the number of visits and number of guests that are taken in by each company or individual guide. Obviously the regular Harry Potter tours of 30 people several times per day will have much more of an environmental impact than taking in 2-10 guests at a time and should therefore pay more.

I look forward to hearing the outcome of your review.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, January 11, 2024 3:37 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Guiding in Edinburgh's cemeteries

Dear Sir/ Madam

I am a qualified freelance Blue Badge tourist guide working in Scotland, North East England and Yorkshire. I work with individuals and groups organised by agencies from all over the world.

I am occasionally called upon to provide walking tours in Edinburgh.

It is often at my own discretion, but sometimes I may be asked to take a small group through Calton Cemetery on the route.

I understand the reasoning behind making a nominal charge to offset any additional costs to the cemeteries for maintenance, but it seems very unfair that I would be expected to pay the same amount as a large company who might take a group in every day, amounting to hundreds or thousands of visits throughout the year.

At present those of us who guide a dozen or so or so visitors a year pay the same as a tour company that takes in thousands .

Please can I ask that this is taken in to consideration in calculating the charges. For the meantime, I am now unable to include any of the Edinburgh Cemeteries on my tours,

Yours Sincerely

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Sunday, January 21, 2024 3:01 PM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Historic Graveyard Permit Scheme

Hello,

I am a qualified STGA Blue Badge guide and an occasional visitor to a few of the historic cemeteries when guests request it. I did have a free permit when these were available but could not justify the current fee due to the small number of visitors that I take there.

I am more than happy to pay a fee to be able to enjoy these remarkable places but the fee structure at the moment is not proportionate and fair, nor is the proposed fee structure as discussed at the recent review meeting.

Although other burial sites are covered with the pass, the most visited is Greyfriars where the damage is requiring most attention.

I take up to 20 people into the sites per year. It seems disproportionate and very unfair to charge someone with a footfall of 20 people the same as companies taking thousands of visitors around the sites annually.

As the charge is to contribute to repair and maintenance, this overall charge doesn't reflect a fair approach for the occasional user compared with companies running multiple daily bespoke tours.

If you adopted an entry charge for each individual being led on a tour, perhaps by employing staff selling tickets, with the hundreds of thousands who visit Greyfriars Kirk yard in a year, this would be a huge monetary resource that could be put towards the maintenance and repair of the graveyards.



City of Edinburgh Council could set up mobile tickets booths if permanent structures are not allowed or partner with Greyfriars Kirk and the Grassmarket Community Project to have a ticket/entrance fee facility close to both main entrances with appropriate signage directing people to pay the fee/donation/contribution before entering.

Other cemeteries adopt this approach to make the visitors experience more meaningful and it could easily be adapted to suit Edinburgh with a fee function included.

A cargo bike with 3 wheels with tourist information is present throughout the summer at the main entrance of the Père Lachaise cemetery (at the hemicycle level). Visitors can pick up maps in French and English and scan a QR code that provides them with a list of official guides offering guided tours of the cemetery.

Sadly at the moment the donation points are inaccessible, poorly signposted and usually not working.

The other major issue with large group themed tours because the tour is focused on Greyfriars, Harry Potter, Ghosts etc., often not part of a city tour and the guides invariably stretch the tour out for a lengthy period to offer so called 'value for money'. The result is that they hang about endlessly, talk very loudly and hog the key locations. A similar situation has happened in Edinburgh Castle this year with 'free Guides' and it does not enhance the visitors experience at all.

Hopefully this situation can be resolved so responsible qualified guides can showcase these wonderful community spaces to visitors from all over the world who are keen to be part of sustainable tourism.

Kind regards

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, January 17, 2024 2:40 PM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Re: Tour guide consultation on fees

Hi,

I am writing because at the most recent meeting there was said to be a period of consultation of tour guides. From what I got from the meeting we were to be sent a form but not such form has been received. If I may give feedback here I would be much obliged:

As a freelance tour guide, I would say I prefer plan 1 (same fee raised with inflation) or plan 2 (tiered) but with an addendum. The fee should be increased above inflation so that the scheme brings in enough money for enforcement plus maintenance. The fee could be lower for guides that do smaller tours as opposed to those who do larger but I see a problem with enforceability in that you'd have to have different license colours and registers, and people might try skirt it by paying for a cheaper license while doing larger tours on occasion. Plus I think it really depends on the year, as well as the hours worked

which is variable, as to how many any individual gets in a whole year. This is why I prefer a flat fee rate as it is easier to enforce, it is easier to pay, basically the current system but with a higher fee to bring in more money.

It's also about proportionality. Some of the guides who bring in small groups make much more money per guest than the guides who bring in larger ones, for instance those on the free model. The free model tours are providing a great service to the graveyard in that these tours ensure huge numbers of guests follow the rules. In the event of a footfall fee, this model would struggle to break even, but the same number of guests would be going in without anyone policing their behaviour.

As a volunteer and member of the Friends of Greyfriars I can tell you the main damage to the graveyard is not purely from feet. A large part of it is underinvestment in the graveyard. This is understandable as the council lacks money. What it needs is more funding, and signage to encourage guests to be better behaved and to donate more. The graveyard will not receive more money nor fewer visitors from an untested footfall fee. It will simply keep tourist numbers the same but reduce rule following behaviour. The only way to ensure the graveyard gets more money is to charge all tour guides an appropriate fee, while ensuring they uphold the rules and are aware of their role as custodians of an essential place of Scottish history.

Thanks,

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, January 18, 2024 9:34 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Re: Tour Guide Feedback

Hello folks

My first choice would be Option 2 then Option 1

Kind regards

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Tuesday, January 16, 2024 7:57 PM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Re: Tour Guide Feedback

Hi there,

Really appreciate you sending this on. I would be inclined to vote for option 2.

If you need anything else from me, please let me know!

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, January 17, 2024 10:08 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Re: Tour Guide Feedback

Good morning,

As you know I couldn't attend the meeting as I got Covid. Are a couple of options implying that the annual fee for an individual guide would go from £150 to £126? Also why as a sole trader I am punished and obliged to pay 150 or 126 (whatever is the fee you suggest) and a big business using tens of "guides" has to pay only £225. Why cannot the Scottish Tourist Guides Association pay a fix fee for all the guides just like businesses do? We are the ONLY official and accredited guides in Scotland and there is NO recognition from the Council.

I look forward to hearing from you,

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, January 17, 2024 4:52 PM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Cc:** [REDACTED]  
**Subject:** Re: Tour Guide Feedback

Good Afternoon

From our company Option 1 or Option 2 are reasonable for increases of pricing as well as scaling for size of company with it being a simple increase with increasing number of guides at a company. Discussions of varying rates to better scale from individual operators to larger companies could be worthwhile.

We would be staunchly against option 3.

I believe Option 3 has been discussed before the current scheme and was dropped as it becomes a costly process in both time and resources for both the companies and I

imagine the council to keep up to date with providing and auditing the visitor numbers data as well as out on site.

Best Regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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**From:** [Redacted]

**Sent:** Friday, January 19, 2024 9:47 AM

**To:** Bereavement <bereavement@edinburgh.gov.uk>

**Subject:** Re: Tour Guide Feedback

Good Morning,

As an individual tour guide, I bring in perhaps 7 couples, and 10 larger groups (6-20pax) to the graveyard each year. The majority of my tours throughout the season do not go into the graveyard, but I feel a little like I am being held to ransom by the council in having to pay for a pass for the few tours I do take there. It seems particularly unfair that I am charged the same price as companies that take in large groups every day. As a self-employed individual, this is a large cost, and sets a dangerous precedent. Imagine if it was extended to public parks, museums, and then into other council areas as well. It would become a cost that individual self-employed tour guides, who guide throughout Scotland, could not shoulder.

I don't agree with charging admission to otherwise public places, but if the council continues to charge fees, I believe a tiered system should be considered, and the cost for individual tour guides **lowered** from £126 to something more reasonable.

Kind regards,

[Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

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**From:** [REDACTED]  
**Sent:** Monday, January 22, 2024 10:34 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Re: Tour Guide Feedback

Dear Bereavement Services,

Many thanks for the notes following the Tour Guides meeting and my apologies for not being able to attend.

My feedback is as follows:

- As a sole-trader who only takes small groups of maximum 8 people (usually less) I would prefer Option 3.
- If Option 3 were implemented I am happy to provide visitor numbers.

Further thoughts:

- Could the Council seek to introduce a limit tour group sizes?
- Could the Bereavement Services get a slice of the proposed 'tourist tax'?
- Could some of the larger tour companies provide a 'duty-guide' to help monitor use/numbers, etc within Greyfriar's?

Finally, I just want to say that, as a resident, local historian and tour guide, I really appreciate the fact that our historic graveyards are open and free to access. They're amazing places and I think you do an amazing job with very limited resources so thank you for all your hard work.

As a business I have decided to put £10 from every private tour into an annual 'donations pot' to share between selected local institutions/places that provide free access to Edinburgh's amazing heritage. The Bereavement Services is one of the groups I'd like to give a donation to, please could you let me know how to do this? Don't get too excited, I'm a small business so the sums involved aren't earth-shattering but I really do feel it's important to give back and I guess every penny helps.

With kind regards,

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, January 17, 2024 9:36 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Tour Guide Feedback

Hello,

I attended the meeting in January..I am an individual guide and was really disappointed with the three possible options..It seems that individual guides who may visit only occasionally are actually funding everything..

Culture and Communities Committee – 29 February 2024

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Now I know you are not asking for us to give you solutions as that was discussed but rather look at the three options.. At the meeting a representative of one large agency said we should just stick with option 1.. well obviously for them!

If you have a problem with enforcement and resources then why not ask every agency/company that uses Greyfriars to pay let's say a £1,000 a year and individual guides let's say a £100.????

Option 3 is ridiculous because the problem with greyfriars are large scale companies using greyfriars daily and contributing barely anything...

One thing I wanted to add to this feedback that wasn't talked about at meeting.. The big identification badge.. surely you can do something about that.. as it stands any unofficial guide with no experience can go around town with this badge looking as if he or she has got official permission from edinburgh Council to be a tour guide! This means the council looks as if it has sanctioned these people! The size of photo is way too big and there should not be edinburgh council on it.. why not a QR code???

Regards,

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Friday, January 19, 2024 10:47 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Tour guide graveyard scheme feedback

Thank you for the opportunity to feedback on the cemetery tour guide scheme. I was unable to make the meeting on 10 January, but appreciate having the notes to send feedback on the proposals for the fee system.

As the issue of maintaining the graveyards is linked inherently to the number of people accessing the spaces, and as the donation points haven't been utilised (as the larger companies gave assurances they would be, in exchange for lower annual fees when the scheme was first set up) it can only be sensible to substantially increase the annual fee for those larger companies operating more guides who bring bigger groups into the cemeteries.

The means by which those levels are set may have to be based on companies submitting details of their annual (or monthly) visitor numbers, in confidence if necessary.

With reference to Greyfriars in particular, as a sole guide bringing small groups (5 or 6 people at most, on average) into the space a few times a week, I should expect to pay less than larger companies who operate multiple guides taking groups of 20+ people through the graveyard, multiple times a day. Clearly they are contributing more wear-and-tear to the space, and are also best placed to contribute proportionally more towards its upkeep.

Understanding the value of Greyfriars, for example, as a percentage of what is necessary for their operations might be another way to set the level of the fees for the permit. Some companies rely 100% on access to Greyfriars for their tours - I use all five of the historic

graveyards for less than 10% of my business operations. Couldn't that be a way to judge how much value companies place on retaining access?

It should be acknowledged that if the council were to decide no tours were allowed to access the graveyards, the Harry Potter and ghost tour companies would find their operations very much in jeopardy. They need to be cognisant of that in making their arguments to you.

So staggering the payment structure more heavily towards those larger companies seems to be the only credible solution for raising the increased revenue required.

BUT the scheme won't achieve its objectives (as it currently isn't) unless it is enforced. And in the times I've been in the graveyards over the past year, I haven't seen a single enforcement officer, EVER. Yet every time I have been in Greyfriars I have seen guides operating without the permit. They are not hard to find.

So the scale of the problem is considerable, and the council must acknowledge that substantial resources will be required to enforce the scheme if it has any chance of being effective. Relying on voluntary adherence to the terms is clearly not yielding the right level of results.

For example, on a basic information level, I don't recall seeing any detail on the terms or requirements of the scheme posted at the entrances to Greyfriars. How can companies (especially non-local operators) be expected to know of their obligations if there's no information at the location itself? It also does little to suggest the seriousness of the scheme if there's nothing that promotes it.

But again, even if there was a sign, the council needs to be better at enforcing the scheme for it to have any effect. Especially in the summer, when the influx of tours from external operators and Blue Badge guides reaches a peak, there has to be somebody stationed at the entrances to Greyfriars to enforce the access scheme, otherwise it is simply never going to work. If you can't commit to that enforcement, I don't think you can expect compliance. (On which note a monthly registration for August would be entirely pointless.)

And Blue Badge guides in particular need to know that they are obliged to pay for access. They tend to operate as if they are free of any external obligations except to the terms of the STGA - I know from friends who work in other sites that other visitor attractions have issues with Blue Badge guides behaving as if they are a law unto themselves, so their commitment to this scheme must be a particular priority for the enforcement team.

As a sole, independent guide, I have supported the ambitions of the scheme from the outset. I am paying the fee *and* making visitors aware of the request for them to donate (my website has the voluntary donation indicated as a condition of booking - does *any* other operator make that plain in their booking system?). But I resent doing so when I see no effort to enforce the scheme, and no visible effort to ensure that other operators are also complying - why should I continue to be the fool who pays, when so many guides (and companies) appear to be getting away without doing so? That only breeds resentment and frustration, and anger towards the council, when you need guides like me on your side to make the scheme work.

The way previous decisions in this matter have been made and communicated has done little to foster support from me, yet I remain supportive and committed to playing my part in  
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the system. Please don't take that support for granted - I need to see (and to believe) the council is meeting its obligations to me, as a permit holder, to keep my engagement.

I operate in as responsible, sustainable and ethical way as I think I can manage as a tour guide. I celebrate Edinburgh's history and heritage, and try to ensure that my operations minimise any negative impact on the physical city and the other people in it. And that includes the time I spend in the graveyards with visitors (which is only a small percentage of my time spent with groups overall).

I don't believe the Harry Potter tour and the ghost tours are celebrating spaces like Greyfriars in the way that smaller companies do. To my mind, they are exploiting the space and its cultural associations for vast commercial gain, without much consideration for their wider impact, and it's not unreasonable on that basis to expect them to factor a greater operating cost into their business models.

I look forward to continuing to support this scheme, but I would very much like to see the council step up its efforts to meet their obligations in terms of enforcement, to ensure the working relationship between independent guides and the council remains mutually supportive and beneficial.

Many thanks,

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**From:** █  
**Sent:** Wednesday, January 17, 2024 11:23 AM  
**To:** Bereavement <bereavement@edinburgh.gov.uk>  
**Subject:** Tour Guide permits

Hello,

I am aware this cemetery guiding situation has no easy solution, but it seems to me the tiered option does not reflect the main issue which is wear and tear from footfall per guide visit.

I am an STGA guide doing occasional walking tours for small parties of 2-6 people (never more than one visit per day), so would pay as one guide at £126 with limited footfall. A business with 10 guides bringing potentially larger groups (possibly twice or more per day) pays only £30 more for a vastly increased footfall. How does that reflect the additional footfall erosion and damage and contribute proportionately to its repair?

I feel strongly that businesses with multiple guides should pay proportionately to the **combined footfall** of their business

Kind regards,

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**From:** █  
**Sent:** Wednesday, January 24, 2024 11:21 AM



**To:** Bereavement <[bereavement@edinburgh.gov.uk](mailto:bereavement@edinburgh.gov.uk)>  
**Cc:** Catherine Scanlin <[Catherine.Scanlin@edinburgh.gov.uk](mailto:Catherine.Scanlin@edinburgh.gov.uk)>; Andrew Mitchell <[Andrew.Mitchell@edinburgh.gov.uk](mailto:Andrew.Mitchell@edinburgh.gov.uk)>  
**Subject:** RE: Tour Guide Feedback

Hello,

Thank you for hosting the tour operator consultations and the follow up email below. As requested a number of times, can you please add my email to your database to ensure I receive comms directly on this matter.

It was acknowledged that the 'preferred solution' in the room at the last meeting was the opposite of that concluded at the meeting on 6<sup>th</sup> November – a levy based on visitor footfall. This indicates the broad spectrum of business models, scale and owners' mindset and therefore the wide range of perceived solutions. This is the complex reality the CEC must work with as the current 'status quo'. I support your approach of sharing details on the options with a confidential vote on the preferred solution. This will allow a true reflection of all views rather than those just in attendance at a meeting. However, it will still be the case that the complex variety of stakeholders will produce complex and potentially contrasting results. Retro-implementation of policy can't avoid clash and opposition to change so it will need to be expected.

**Option 2 - Business/Employee License:** A considerable number of walking tour operators do not employ their staff. Therefore distinguishing and charging a license fee according to employer/employee isn't the most appropriate approach to match the operating models.

Registered businesses contribute to the economy via business rates, VAT and corporation tax which are not paid by small sole operators, whilst supporting local jobs – in Mercat Tours' case at Real Living Wage +. On a strategic level a levy based on business/employees also disproportionately harms those employers aligning with Fair Work practise which results in CEC action contradicting local and national policy.

**Proportionality:** Its clear the primary concern of CEC is the deteriorating condition of Greyfriars Kirkyard caused by the significant footfall, the majority of which is led by commercial businesses. CEC has rightly asserted that the range of license required to accurately reflect the variety of business models would be complex and unsustainable.

Therefore, in order to recoup the revenue required for maintenance then the levy/fee should be proportional to the footfall carried by each guide/business rather than the type/size of guide/business itself. Any other levy structure according to calendar year, turnover, business type or size would disproportionately charge those smaller operators of fewer, smaller tours in a limited season which include non-cemetery tours versus the larger, frequent operators of larger groups that visit cemeteries year-round.

**Option 3 - In summary, the damage is caused by footfall so the levy should be tied to footfall.** This case was made in detail by our solicitor Rosie Walker at Gilson Gray in June 2023.

**Solution:** Low cost, secure and effective software solutions are available and already in use by CEC. The Ringo software allows GPS tracking with secure account details which could register footfall. Without any infrastructure required a GPS code could be set up for each of the 5 key cemeteries. Each tour company/guide would have a unique account which they would login into when entering a cemetery to

register footfall in live time. CEC would then collect the fee per visitor registered to the operators' account at the month/quarter end. The only resource would be occasional spot checks to ensure compliance.

I'm pleased to learn there is a long-term view being taken on developing a 5yr+ strategy for cemetery management. I strongly advise that for 2024/45 CEC continue the existing model + inflation and, if voted through, any new model is implemented from 2025+. Any solution other than the current model cannot be effectively and accurately scoped in 5months and would be vulnerable to failure. I suggest investing appropriate time and resource to ensure any solution has the greatest chance of support, adoption and success.

As ever, happy to discuss further.

Regards,

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**From:** █  
**Sent:** Wednesday, January 24, 2024 9:44 PM  
**To:** Bereavement <[bereavement@edinburgh.gov.uk](mailto:bereavement@edinburgh.gov.uk)>  
**Cc:** █  
**Subject:** Cemetary licensing . Blue Badge Guides.

Hi,

We have been asked to submit feedback, I hope this helps.

I write as a qualified STGA 'Blue Badge' driver and walking guide who has used the cemeteries on a regular basis since qualifying. They are a natural asset and a great way of introducing clients to our wonderful City. As a local citizen I love them anyway, and have on occasion litterpicked them, voluntarily. As a course, a typical half day walk starting in Princes St collecting the clients takes us up Waterloo Place to the Old Calton, where the monuments to Abraham Lincoln, David Hume and Thomas Muir plus others give key introduction to 18th and 19th C Scotland, then, after Calton Hill, it is normal to use New Calton (where one can introduce the 19th and 20th C and, of course infant mortality, builders, grave robbing and the Stevensons and Bryce if of interest) as a natural walkway to the Palace of Holyroodhouse. The Canongate is optional, but I like to use it to talk about for Adam Smith, James Smith, Burns and Fergusson.

If I start from the other end of town I generally will visit Greyfriars.

So it is almost essential that I visit these cemeteries on a walk. My clients are usually two, sometimes 3, rarely four in number. The only cemetery where I have been consciously overwhelmed by large, guided groups is Greyfriars, though Canongate pre- Covid was beginning to go that way.

My personal opinion/ advice is that you charge, but justifiably, for this access. I generally touch the card payment columns in Greyfriars; I paid for and submitted my application for the licence but did not receive same; it made no difference as I not once encountered observers over a whole season, only when they were practising in the week before the régime was due to start. I did, as others did, observe non-qualified guides using their licences to justify some sort of legitimacy elsewhere. We always wear our badges, and I would much rather we paid through our association, and used our carefully guarded and expensive badges as

evidence.

Quite a few of my colleagues start their tours elsewhere - Glasgow, Aberdeen, Inverness and include Edinburgh as part of their tour. I really do not see that over £120 is reasonable for the four or five times they may use the cemeteries. Use of our badge system would make this reasonable. I maybe have up to 20 half day walks in a season - so £5 + odd for the privelege of walking through land (that I am already funding through my council tax, and don't mind) does not seem unreasonable, particularly if I knew it was directly helpful in the care of these fascinating places.

I do hope your final decisions are fair and offer essential restoration and maintenance.

I am sure you will find us constructive and helpful allies 8n achieving your aims,

Yours sincerely,

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**From:** [REDACTED]  
**Sent:** Thursday, January 25, 2024 9:10 PM  
**To:** Bereavement <[bereavement@edinburgh.gov.uk](mailto:bereavement@edinburgh.gov.uk)>  
**Subject:** Re: Tour Guide Feedback

Dear Ms Matheson,

Thank you for your email. I am very much in support of your scheme. My only concerns are fairness and consistency. I would be grateful if you could provide answers to the following questions:

According to the notes from the meeting the fee *will remain* £126 for an individual guide. I am such but last year on the 5th July I paid £150, the price given on the application form. Did I miss something? Please explain.

Given that I bought a permit and was given a badge in July, does this not last until July 2024? I do walking tours for the Balmoral, very often 2 - 4 people. I do not work past the end of October. This means I paid £150 for 4 months access. That doesn't seem fair.

As I said, I support your scheme. I'd simply like to know when my permit needs to be renewed, how long it will last and how much it will cost.

Yours sincerely,

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**From:** [REDACTED]  
**Sent:** Thursday, January 25, 2024 8:35 PM  
**To:** Bereavement <[bereavement@edinburgh.gov.uk](mailto:bereavement@edinburgh.gov.uk)>  
**Subject:**

Option 1

Many Thanks

[REDACTED]

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**From:** [REDACTED]

**Sent:** Monday, January 29, 2024 8:13 PM

**To:** Bereavement <[bereavement@edinburgh.gov.uk](mailto:bereavement@edinburgh.gov.uk)>

**Subject:** Tour guide feedback re touristic use of Greyfriars Kirkyard and other historic Edinburgh graveyards

Dear Madam/Sir,

I am writing to provide feedback about the proposed plans to manage the tour groups access to the Greyfriars kirkyard in Edinburgh.

As a freelance tour guide, I would say I would prefer plan 1 (same fee raised with inflation) or plan 2 (tiered) but with an addendum. The fee should be increased above inflation in order that the scheme brings in enough money for enforcement plus maintenance. As per plan 2, the fee could be lower for guides that do smaller tours as opposed to those who do larger but I see a problem with enforceability in that you'd have to have different license colours and registers, and people might try avoid it by paying for a cheaper license while doing larger tours on occasion. Plus I think it really depends on the year, as well as hours worked, as to how many any individual gets in a whole year. This is why I prefer a flat fee rate as it is easier to enforce, easier to pay. Basically the current system but with a higher fee to bring in more money.

Moreover, some of the guides who bring in small groups make much more money per guest than the guides who bring in larger ones, for instance those on the free model. The free model tours are providing a great service to the graveyard in that these tours ensure huge numbers of guests follow the rules. In the event of a footfall fee, this model would struggle to break even, pushing the tour guides to simply not bring their managed groups to the graveyard and instead recommending them to visit it, bringing the same number of guests in without anyone policing their behaviour.

After many years of visiting the kirkyard and about 5 of working in it as a tour guide, I see that the main reason behind the graveyard deterioration is underinvestment. Visitors tear and wear plays a role but quite minor in comparison. What it needs is more funding, quite a lot, and charging freelance tourguides a fee per person is not going to collect even a relevant fraction of it. Rather, the plan 3 simply keeps tourist numbers the same but reduces rule following behaviour.

Every party should play their role in preserving, profiting and enjoying the graveyard. I don't thin tour guides and tourists' role is to collect money for its preservation, which is more a task to be assumed by the council and/or any other heritage conservation organization. I do believe that charging all tour guides an appropriate fee while giving them recognition for their role in managing the massive tourist input of Edinburgh is the way to go and a task we will happily take on.

I hope this feedback will be useful and thank you for your efforts in improving and managing Edinburgh historical treasures.

Kind regards,

[REDACTED]  
[REDACTED]  

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**From:** [REDACTED]

**Sent:** Monday, January 29, 2024 7:42 PM

**To:** Bereavement <[bereavement@edinburgh.gov.uk](mailto:bereavement@edinburgh.gov.uk)>

**Subject:** Cemetery permit scheme

Hello,

I'm emailing to respond to the cemetery guide permit scheme. As a freelance guide in the old town, I regularly give tours that include Greyfriars Kirkyard. It is a popular destination for tour guests of all stripes: I give history tours, where guests are keen to hear about Greyfriars Bobby, the Covenanters, George Heriot's School and several features of the kirk and kirkyard themselves. I also give Harry Potter tours, taking guests to Thomas Riddell's grave and the memorial to William McGonagall. And I guide ghost and 'dark side' tours, in which guests are eager to visit the graveyard at night and see the Mortsafes, the Covenanters' Prison and the mausoleum of Bloody Mackenzie.

The following response is based on considerable experience of the complex dynamics of guiding in Greyfriars Kirkyard, as well as a deep commitment to making tourism in Edinburgh sustainable and beneficial to the local community. I would be grateful if the below, while extensive, could be properly considered and kept confidential. I am also available to discuss any of this further by phone, email or in person.

I have found the current system of permits and fees to work fairly well - the permit itself is clear and practical, the cost of application for an individual freelance operator like myself is reasonable, and it has been good to see resources increasingly used for enforcement as well as improving footpaths in the kirkyard - especially near Thomas Riddell's grave. I would support either of the first two options being proposed: either the status quo or a 'tiered' structure.

However, I do not see Option 3 as being workable without considerable reassurance and further detail about how it would operate. For individual guides and companies alike to share their footfall data with the council, we would require a clear sense of what kind of costs to expect.

If a clear and affordable upper 'ceiling' (of, for instance, £200-£300 for an individual guide) was set on the likely costs, I imagine that myself and other guides I know - who are all deeply committed to ensuring that tourism in our city is sustainable - would be willing to co-operate closely on finding a long-term solution to any budgetary problems.

However, co-operation requires mutual trust, and many of the guides I know are currently very uneasy about what is driving the proposed third option. Most freelance guides in the old town, whom I suspect make up the bulk of footfall in the kirkyard, do not currently have a means of collective representation in the policy process that can match the resources of the Scottish Tourist Guides Association (STGA) - a body whose membership, due to highly prohibitive pricing structures of up to £9000, is not available to most guides, and whose

guides are amongst the least frequent users of the cemetery and thus have relatively little understanding of its dynamics.

The council's public meetings thus far have nevertheless been dominated by contributions from STGA members, many of which have been hostile to "large groups" and guides who make regular use of the kirkyard. This has led to a great deal of misrepresentation and misunderstanding of our own work, which ought instead to be an invaluable source of knowledge about how tourism actually operates in the kirkyard.

As guides committed to the sustainability of our work, we endeavour to keep our groups of tourists on footpaths at all times - especially at Thomas Riddell's grave, where the substantial footpath erosion was very clearly caused by individual tourists without a guide (we see this on a daily basis). The group of freelance guides with whom I work, operating through the City Explorers agency, were recognised for our consistency in upholding the permit system by Charlotte, who monitors the permit scheme, at one of the guides' meetings.

It is likely that there would also be some highly undesirable natural and practical consequences to substantially higher fees for regular kirkyard guides and those with larger groups.

Should a system of mandatory payment on entry be introduced, for example, it would create a significant bottleneck at the entrance to the graveyard at peak times, such as at 12.45pm or 8pm - when several tours often arrive simultaneously. This would mean large groups of tourists queuing outside the gates at a junction which is notoriously dangerous, posing a serious risk of traffic incidents.

A system that charged significantly higher fees for higher footfall may also discourage freelance guides - whose profit margins are sometimes very narrow and unpredictable, due to the importance of tipping and donations to counterbalance high agency fees - from entering the kirkyard at all. This would not be likely to reduce footfall, however. Guides under pressure (from agencies and tourists alike) to include the kirkyard in their tours would be likely to finish their tours at the entrance before inviting their tourists to go in and explore for themselves - thus meaning that as well as losing permit revenue, the cemetery would lose the free monitoring and shepherding of tourists provided by guides.

Damaging unintended consequences would also emerge from a reduced limit on group size, which some smaller-group guides have proposed. This would not reduce the number of tourists going into the graveyard - instead, it would lead the large number of freelance guides working through agencies to further subdivide the same number of tourists into more groups, meaning that more groups end up competing for the same finite amount of space in the graveyard. Instead of one group of 30, there would be two groups of 15, or perhaps even three of 10, depending on the limit. This would *increase* congestion, causing more groups to walk around each other and further erode the areas around paths. Short of actually reducing the number of tourists coming to Edinburgh, large groups are in fact the least bad option when it comes to congestion and erosion in the cemetery.

Finally, there is a question of proportionality and justice. It has not yet been convincingly demonstrated to us that the costs of maintaining the hard footpaths that we do use are equal to the costs we may be expected to bear for licensing, especially if a significantly larger footfall-based fee structure is introduced. Furthermore, we do not believe that

our *contribution* to the maintenance of the cemetery has been adequately acknowledged in this process - by keeping large groups of tourists off the grass and gravestones, we are ensuring that further erosion does not happen.

Yet there seems to be a growing emphasis in the process on charging based on footfall, regardless of affordability to those being charged. It should be emphasised again, here, that the guides making the most regular use of the kirkyard often do not make a predictable or secure income from doing so, due to the precarious nature of the freelance guiding model. After paying sizeable fees to the agencies which connect freelance guides to tour groups, many freelance guides are reliant on tips and donations to break even and make a living, and cannot simply pass on higher fees in their pricing structure, which is often set by the agencies (along with the tour routes themselves).

Many of the guides who use the kirkyard less regularly and with smaller groups, on the other hand, are often able to do so precisely because they are more secure, and can exercise more individual discretion over where to take their tours. Their complaints at paying the current (affordable) permit fees do not seem to justify a footfall-based fee regime which would drastically reduce the already fragile income of more regular kirkyard guides, and cause the unintended consequences above. To charge fees on the basis of footfall risks failing to take into account what is a highly complex system full of unintended negative consequences and potential injustices.

As I said, if you wish to discuss any of this further, I am more than happy to do so by email, phone or in person.

Kind regards,



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# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

## New Calton Burial Ground watchtower – proposals for repair and reuse

Executive/routine  
Wards

Executive  
11 – City Centre

### 1. Recommendations

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- 1.1 It is recommended that Culture and Communities Committee agree in principle that officers proceed with option B for the repair and reuse of the New Calton Burial Ground watchtower, as set out in this report, subject to funding being secured.

**Paul Lawrence**

Executive Director of Place

Contact: Kyle Drummond, Programme Development Officer

E-mail: [kyle.drummond@edinburgh.gov.uk](mailto:kyle.drummond@edinburgh.gov.uk) | Tel: 0131 529 4849

## New Calton Burial Ground Watchtower – proposals for repair and reuse

### 2. Executive Summary

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- 2.1 The New Calton Burial Ground watchtower is a B-listed building owned by the Council that is currently in poor condition. This report recommends that Committee agree in principle that officers proceed with option B for the refurbishment of the watchtower; to deliver urgent and necessary repairs to the watchtower, including works to allow occasional use of the watchtower's ground floor as an events/exhibition space. The projected cost of these recommended works is £150,000 to £175,000; as no budget is currently in place, this would be subject to funding being secured; officers would identify and pursue funding opportunities.

### 3. Background

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- 3.1 The watchtower is a three-storey circular sandstone building dating from 1820, located on the western side of the New Calton Burial Ground in Edinburgh city centre. The watchtower is owned by the City of Edinburgh Council. The New Calton Hill Burial Ground straddles parts of both the New Town and Old Town Conservation Areas, and both the Burial Ground and the watchtower are category B-listed.
- 3.2 From the early eighteenth century to the early nineteenth century, graverobbing to satisfy the demands of Edinburgh's medical schools was commonplace. The watchtower was therefore constructed within the Burial Ground to guard against this practice. The watchtower was occupied as a dwelling until the 1950s, when it fell into disuse. The first floor of the watchtower subsequently collapsed.
- 3.3 Prior to 2013, the watchtower's condition was reported to be poor, with failing external fabric and badly fire damaged interiors. Basic wind and watertight measures were undertaken in 2013 (funded by Edinburgh World Heritage and the Edinburgh Art Festival) to allow temporary use of the watchtower as an exhibition venue for artwork. These measures included making good the lower sections of the external stone stair; repair of the cast iron rainwater goods; and replacing the roof structure with a temporary structure covered with bituminous felt.

- 3.4 Since 2013, no major repair works have been carried out to the watchtower. Maintenance has focused on the security doors and locks to the property. Consequently, the watchtower's condition has deteriorated significantly in the last 10 years, with the roof covering (designed as temporary in 2013) showing signs of failure and re-growth of vegetation over the parapet. There is evidence that stonework on the underside of the external stair has been crumbling and falling onto the public footpath beneath.

## 4. Main report

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- 4.1 A working group of officers from the Council and Edinburgh World Heritage has been established to look at options for restoring the watchtower.
- 4.2 An updated condition survey was commissioned in 2023 with funding provided by Edinburgh World Heritage. Included in the report was an options appraisal considering the potential for reuse of the watchtower. In summary, the repairs recommended in the condition survey were:
- 4.2.1 Immediate repairs – removing loose material from the underside of the external stair.
- 4.2.2 Urgent repairs – holding repairs to the roof, rainwater goods and meshed window and door openings at second floor level to reduce risk and penetrating dampness in the short term.
- 4.2.3 Necessary repairs – repair of roof with new permanent structure; rainwater goods refurbished and repainted; chimneys and masonry repaired and repointed; windows and doors replaced and made secure; and repairs internally to surviving plaster, fire-damaged lintols, joists and joinery finishes.
- 4.2.4 The repair strategy for the external stair and the renewal of the first floor will be dependent on the future use of the watchtower. The external stair is currently in very poor condition and is unsafe for use. Renewal of the power supply would allow lighting of structure for safety, security, and occupation. The repair of the drainage and renewal of the water supply to the lean-to toilet would enable it to serve the watchtower if occupied.
- 4.3 Prior to the immediate repairs being carried out, temporary fencing has been erected at the watchtower to protect members of the public from loose stone falls.
- 4.4 Four options for refurbishing the watchtower were considered:
- 4.4.1 Option A – urgent repairs only, to make the watchtower safe, secure, and wind and watertight (£75,000).
- Advantages – lowest repair cost. Mitigates the risk of falling debris. No management of the watchtower required. Improved security.

- Disadvantages – no upgrading works for reuse, so the watchtower remains disused. Continued deterioration of stonework, rainwater goods, and roof. The roof structure, designed as temporary in 2013, is likely to require full replacement in the medium term. Ongoing monitoring of deterioration would be required.
- 4.4.2 Option B – urgent repairs plus necessary repairs, including works to allow occasional use of the watchtower’s ground floor as a covered, double-height, unheated space for small exhibitions or events, similar to the successful 2013 temporary artwork installation (£150,000 to £175,000).
- Advantages – more extensive repairs will safeguard the watchtower over the longer-term. There is opportunity to increase public engagement with the Burial Ground, with increased footfall improving passive security. Cultural use, quality heritage repair, and community engagement create added scope for grants to cover capital costs.
  - Disadvantages – medium level of capital costs for repairs including professional fees, listed building consent, and planning approval required. Some Council officer capacity needed to manage the use of the watchtower. Ongoing costs associated with provision of power and water on site, although expected to be modest.
- 4.4.3 Option C – urgent repairs plus necessary repairs as in option B, with the addition of the replacement of the first floor and the full replacement of the external stair with a new safe structure (£200,000 to £225,000).
- Advantages – as option B, with additional useable space created.
  - Disadvantages – as option B, with additional capital costs for rebuilding the first floor and replacement stair. The proposed new stair structure will require statutory consents.
- 4.4.4 Option D – urgent repairs plus necessary repairs as set out in option B, plus a full package of upgrades to statutory building standards – including a new roof, insulation, and full services – to create an occupiable property (not costed at this time, but in excess of £225,000).
- Advantages – potential to generate rental income through use of the watchtower as office, event, or residential space.
  - Disadvantages – highest costs. Bereavement Services have concerns around new residential use within the Burial Ground. The space within the watchtower is small and the significant internal work required to upgrade is likely to further reduce the diameter of the circular ground and first floor areas, making occupiable space limited. An extension is likely to be required to enable reasonable habitable use including a link to the outhouse and the enclosure of the external stair, requiring statutory permissions and a significant

capital budget. Lower potential for grants if use not community related. Officer capacity would be required to manage the use of the watchtower (or this could be outsourced, but budget would be required for associated management costs). Rental income is unlikely to be sufficient to support the capital investment needed.

## **5. Next Steps**

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- 5.1 On the basis of the above advantages and disadvantages, officers (in conjunction with Edinburgh World Heritage) recommend that Committee agree in principle to proceed with option B, subject to funding being secured.
- 5.2 Should the recommendation be approved, initial actions would include developing a full funding strategy for the project and engaging with the community and other stakeholders.

## **6. Financial impact**

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- 6.1 As set out above, the cost of options A to C range from £75,000 to £225,000, with the recommended option, B, expected to cost £150,000 to £175,000 (option D has not been costed at this time but would be in excess of £225,000).
- 6.2 There is no funding in place currently to take forward any works other than basic routine maintenance. Officers will seek to identify funding opportunities to take forward the chosen option, including scoping potential grant funding sources.

## **7. Equality and Poverty Impact**

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- 7.1 It is not anticipated that the repair and reuse of the watchtower will have any significant impact on equality and poverty.

## **8. Climate and Nature Emergency Implications**

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- 8.1 Under option B, the events/exhibition space within the watchtower would be unheated, and so there would not be any direct carbon emissions associated with the operation of the watchtower. The repairs would make the watchtower more resilient in the context of increased extreme weather events, e.g. high winds.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 There is an ongoing risk that the deteriorating fabric of the watchtower could lead to falling stones. While action has been taken to mitigate the most immediate risks, there is a longer-term risk that can only be mitigated by repair works.

- 9.2 The Council, as owner of the watchtower, has a duty under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 to “properly preserve” and maintain the watchtower in a reasonable state of repair.
- 9.3 Options B, C, and D for the reuse of the watchtower would all create potential opportunities for community involvement with the watchtower. Further engagement on this point is required.

## **10. Background reading/external references**

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10.1 N/A

## **11. Appendices**

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Appendix 1 New Calton Burial Ground watch tower condition survey and options for future re-use (June 2023)

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Orchard Brae House, 30 Queensferry Road, Edinburgh, EH4 2HS

Edinburgh | Glasgow | Inverness | Stirling | Aberdeen | Newcastle



### **New Calton Burial Ground Watch Tower Condition Survey and Options for Future Re-use**

**for**

**Edinburgh World Heritage Trust**

**June 2023**

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## 1.0 INTRODUCTION

### Scope of Instruction and Introduction

- 1.1 Narro and Adams Napier Partnership were commissioned by Jane Robertson of Edinburgh World Heritage Trust (EWHT) to conduct a condition survey of New Calton Burial Ground Watch Tower and to provide potential options for its future re-use. The purpose of the commission was outlined in EWHT's brief, dated November 2022:
- A condition survey for the building and site along with prioritised budget cost repair recommendations.
  - Provision of potential options for future re-use of the property, with indicative budget costings. Three draft options were included in the brief. Firstly, consolidation only, intended to halt fabric deterioration and make safe, wind and watertight over long term; secondly, repair & partial upgrade for temporary use as venue or installation during Festivals; and thirdly, repair and full upgrade for use as venue with scope to upgrade to other use in future (office or residential).
  - Collaboration with EWH and Business Case Consultant on facilities required for each option, particularly services and the implications of providing in the graveyard setting.
- 1.2 Narro's and Adams Napier Partnership's accepted fee proposal of 19 December 2022 stipulated a condition appraisal based on visual assessments with no intrusive investigation, recommendations for further investigation and outline proposals for repairs/enhancements to bring the existing building to good order, and tabulated options appraisal, with costs, developed to the broad equivalent of RIBA Workstage 2.

### Property Address

- 1.3 New Calton Hill Watch Tower  
Edinburgh  
EH8 8DR

### Client's Name & Address

- 1.4 Edinburgh World Heritage Trust  
5 Bakehouse Close, 146 Canongate  
Edinburgh  
EH8 8DD  
Contact: Jane Robertson, Head of Conservation - Buildings

## Background and Property Description<sup>1</sup>

- 1.5 The New Calton Hill Watch Tower and adjoining burial ground are category B-listed. The Watch Tower is located near the northwest of the burial ground which straddles parts of both the New Town and Old Town Conservation Areas. The list description for the burial ground describes the Watch Tower as follows:
- "1820. 3-storey circular, battlemented watch tower. Squared and coursed rubble with ashlar margins. Band courses. Some segmental-arched window openings to 3rd storey. Cantilevered, external stone curved staircase with metal banister, leading to entrance on 3rd storey. Polygonal stacks."*<sup>2</sup>
- 1.6 The Watch Tower is 3 storey circular sandstone castellated Watch Tower (1820) located on the western side of the New Calton Burial Ground in Edinburgh. Upper floors are accessed by external staircase and

<sup>1</sup> Extracted from David Narro Associates Conservation Statement, 2013 produced in advance of repairs carried out prior to a proposed art installation. It reported that the property.

<sup>2</sup> <https://portal.historicenvironment.scot/designation/LB27931>

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there is a separate lean-to toilet block to the north of the tower. The property is owned by City of Edinburgh Council and is currently unoccupied although was used previously as domestic accommodation. Prior to basic wind and watertight measures taken in 2013 to allow temporary use as an exhibition venue, the property's condition was reported to be poor with failing external fabric and badly fire damaged interiors. The work carried out in 2013 included making good the lower sections of the external stone stair, repair of the cast iron rainwater goods and replacement of the roof structure and recovering with bituminous felt. Since then, it is understood that no major repair works have been carried out and that maintenance has been nominal at best, most obviously dealing with the security doors and locks to the property. Consequently, the property's condition has deteriorated with the roof covering showing signs of failure and the re-growth of vegetation over the parapet.

- 1.7 The external walls are solid sandstone masonry with plaster linings internally. Around the top of the external walls there is a crenelated sandstone parapet. The floors at ground, first and second floor levels and the roof comprise(d) timber joists spanning between the outer walls of the tower and supporting timber boarding. Only the floor at ground level remains in place. There are timber lintels over the door and window openings in the external walls with stone lintels externally. There are fireplaces at first floor and second floor levels with stone chimney stacks at roof level. Access to the upper levels is via a stone staircase. The lower treads of this staircase are supported on both sides – off the external wall of the tower and either sleeper walls (the very-bottom treads) or the wall of the adjacent burial vault. The upper treads and top platt at 2<sup>nd</sup>(?) floor level cantilever from the face of the external wall of the tower. Additional, but not original, support to the platt is provided by steel brackets, bolted to the external walls. To the north side of the tower there is separate single storey building structure. This consists of solid stone masonry walls and a mono pitch timber rafter and slated roof. This structure appears originally to have been a wash house and toilet to serve the tower when the tower was a dwelling.

## **Brief History of the Site**

- 1.8 The burial ground was opened in 1820 and had its main period of use throughout the nineteenth century. The cemetery was created in part to allow the re-interment of remains which would be disturbed by the creation of a new road (now Waterloo Place) across the face of Calton Hill through (Old) Calton Burial Ground. As such, the new burial ground provided compensation to its owners, The Society of the Incorporated Trades of Calton, by providing them with an area of land equal to that handed over to the City for the new road.
- 1.9 The new grounds were laid out by Thomas Brown, City Superintendent of Public Works, between 1819 and 1847. The City agreed to contact the owners of disturbed lairs and to provide them with compensation in the form of payment or land and also to undertake the removal of the bodies and re-interment of the remains in the new grounds. As a result of this, the burial ground contains monuments and lairs that predate its construction, having been imported from the old cemetery.
- 1.10 From the early eighteenth century to the early nineteenth century, grave robbing to satisfy the demands of Edinburgh's medical schools was commonplace. A watch tower was therefore constructed within the grounds to guard against this practice. The tower was occupied as a dwelling until the 1950s, but then fell into disuse. Notable residents include Architect David Bryce (1803-76).

## Previous Reporting

1.11 The Conservation Statement of June 2013 reported that the property was then derelict and fire-damaged with much of the original internal structure collapsed or appearing on the point of collapse condition. However, the main structure of the building – the external stone shell – was considered to be in reasonable condition, with no immediate signs of significant movement or cracking observed on external walls. Other observations:

- There are signs of movement in the high-level stonework to the chimneys and parapets. Some individual stones may need to be reset however significant downtaking of stonework to secure the structure or make it safe is unlikely to be necessary.
- The plaster wall and ceiling finishes and timber wall linings within the tower have been badly damaged by the fire and subsequent water ingress into the building. Large areas of finishes have fallen away.
- The timber safe lintels over the external door and window openings have been damaged by the fire. That said there are no obvious signs of movement of the remaining timbers or cracking of the external stone lintels or masonry above the openings.
- The internal floor structures at each level have been badly damaged by the fire. The majority of the ground, first and second floor joists have collapsed, and the remaining timbers are heavily charred. The building has clearly been heavily infested with pigeons and where the floors remain there is significant build up of guano and other rubbish and fallen debris.
- The roof structure has been damaged by the fire. All the joists appear to be still in place but the joists and the boarding are charred. There are holes in the roof and there will be water penetration into the building. As a result of this water ingress, the timbers at roof level and lower down the building are likely to be at a high risk of decay if not already damaged by the fire.
- The steps to the lower flight of the external stair from ground to first floor level are worn but appear to be stable. This flight is supported at each side by solid masonry walls. The 'cantilevering' upper flight is in a poor condition and has cracked. The landing at second floor level is supported on ferrous brackets, probably wrought iron. These brackets are corroded.
- There is a single rhone on the south side of the building. This rhone is not connected to the roof outlet and is cracked and holed at low level.
- The single storey wash house has been vandalised internally although the basic masonry walls appears to be sound without obvious signs of structural movement or cracking. The slated roof remains and the roof timbers appear to be intact without obvious decay or fire damage.

1.12 Consequently, it was considered necessary to carry out preliminary work to make the property safe for both the installation of the artwork and for public access, with further measures required to weatherproof and mothball the property until such time as a full refurbishment could be carried out.

The proposed work comprised:

- Scaffolding to give safe inspection and working access to the high-level parts of the tower particularly the parapet masonry and chimneys.
- Careful dismantling of the existing fire- and water-damaged floor and roof structures, with surviving timbers in good condition to be set aside for re-use.
- Clearance of all debris, guano and other rubbish and infestation, including removal of any asbestos and isolation of any incoming services (the building is served with a domestic electric supply; this supply remains live).
- Retention of surviving intact and secure original finishes, for example, window and door joinery.
- Individual loose stones taken down and set aside for reinstatement as part of a full building refurbishment.
- Chimney cappings possible removal and temporary replacement with new ventilated cowls.

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- Inspection of fire-damaged lintels to all openings, with shoring or replacement allowed for where they have significantly either decayed or are fire-damaged.
- New handrail to the lower flight of the external staircase to allow controlled public viewing access through the opening at first-floor level, with a barrier across the existing door opening at first floor level to be installed.
- Access using the stair to first floor level is reasonable but the upper flight will be closed off with a barrier.
- Construction of new roof to match the form of the existing comprising timber joists spanning between wallheads onto timber wall plates and designed to accommodate traditional lead external finishes however it is proposed that a temporary protective covering comprising roofing felt will be provided at this time.
- Access to the building (either at ground-or first-floor level) is from a short pend to the north side of the tower. A lockable gate will be installed across this pend to prevent uncontrolled access to the building.
- The adjacent single-storey building will be cleared of all building debris, guano and other rubbish and infestation.

#### Post Installation:

- Close off all window openings with fixed ventilated shutters. At ground level, these shutters will be faced with non-combustible material. Fixings will be into joints in the masonry to limit their effect on the existing fabric of the building.
- Repair the existing rhone and reconnect to reinstated roof drainage.

## 2.0 SUMMARY OF CURRENT CONDITION AND RECOMMENDATIONS

2.1 At the time of inspection, all the upper floors of the tower had been removed. The roof and floor at ground level remained in place.

### 2.2a Structural

Tower: In overall terms, the tower is in a reasonable condition from a structural point of view. However, failing protective finishes and rainwater goods and the build-up of guano and debris are leading directly to the deterioration of the timber roof and floor structures. Repair of these elements will be necessary – replacement may well prove sensible. There are localised indications of movement within the tower walls however this movement is likely to be longstanding and primarily attributable to the manner by which the building was built; although some repair and enhancement of these parts will prove necessary it is not considered at this time that the features described are the result of deterioration. Of most concern is the nature and condition of the stone treads and landing of the external staircase. Much of this stonework is deteriorating, despite having been repaired in the past. Whilst this deterioration has not currently obviously compromised the structural integrity of the staircase or its component parts by an unacceptable degree, the robustness of the construction will have been affected and will not be as robust as it once was. It may only be a short time before structurally significant deterioration occurs. Certainly, there is currently a health and safety risk to anyone passing near the tower of material falling from the stair. It is considered that repair of the staircase will prove impracticable owing to the nature and extent of repairs carried out previously. Whilst the current health and safety issues surrounding the staircase can and should be dealt with now, and managed through a programme of ongoing maintenance and repair, plans should be put in place now for the staircase to be replaced as a whole. In its current form, the staircase should not be used. The issues described here are considered in more detail below.

2.2b Outhouse: The walls of the outhouse are in a reasonable condition from a structural point of view. The timber roof structure, which appears to be of modern construction, appears to be in good condition.

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## 2.3 General

The general condition of the Watch Tower is poor. Immediate intervention is required to descale loose material from the soffits of stair treads above the public footpath on the south elevation. Urgent repairs are required to patch repair the bitumen felt roof covering and to unblock the rainwater outlet leading from the flat roof. This will reduce penetrating dampness which is affecting the roof structure, internal masonry and floor. Failing mesh fitted over openings should be replaced to restrict birds entering the property. Slipped and damaged slates should be replaced on the adjacent outhouse. These interventions will slow down deterioration and reduce health and safety concerns until starting a larger package of external fabric repairs, including complete re-roofing, repairing and improving rainwater goods, and extensive masonry repairs. Elsewhere, the level of intervention required to windows and doors, and internally should be dictated the anticipated future use of the property. At the very least, consideration should be given to improving the appearance of the metalwork fitted to prevent unauthorised entry, along with conservative type repairs internally to preserve surviving historic plaster and joinery finishes.

### Roofs

- 2.4 Roof coverings and abutments to the Watch Tower and adjacent outhouse are in poor condition. The temporary works carried out in 2013 on the Watch Tower have failed allowing dampness to penetrate the timber roof structure and masonry walls below. The bituminous felt covering should be patch repaired in the short term with complete replacement of the roof structure and new lead roof covering and abutment flashings allowed for in a larger package of long-term fabric repairs.
- 2.5 The outhouse roof has slipped and damaged slates, and failing mortar skew fillets where the roof abuts surrounding masonry walls. Short term repairs should be implemented as soon as possible, with full reslating and new mortar fillets, incorporating leadwork beneath, programmed in future.

### Rainwater goods

- 2.6 The outlet from the flat roof on the Watch Tower is blocked by vegetation and tree growth causing rainwater to penetrate inner facing masonry below. The lead connection pipe from the flat roof stops short of the downpipe. There are localised cracked and damaged sections of cast iron work to the downpipe and wastewater pipe. Decoration is poor. Vegetation and tree growth should be removed as soon as possible. Thereafter, the lead pipe connector should be replaced at the same time as the roof coverings and consideration given to introducing a cast iron hopper at the head of the downpipe to improve flow. A full overhaul of all cast iron pipework and replacement of damaged sections is required prior to complete decoration. Remove the waste pipe if future occupation not anticipated. A CCTV survey of underground pipework, with clearing works as required, should be carried out.
- 2.7 Failing uPVC rainwater goods and waste pipes to the adjacent outhouse should be replaced in cast iron.

### Chimneys

- 2.8 The two octagonal ashlar stacks and linked projecting copes are in poor condition with badly eroded and cracked stonework and failing joints visible. Assume dismantling down to parapet cope level and reconstruction with allowance for replacement stonework for damaged masonry to copes and stacks. Introduce discreet vented caps to flues. Allow full repointing on inner face below parapet level with an appropriately specified lime based mortar.

### External Walls

- 2.9 The external masonry of the Watch Tower is generally in poor condition. There is movement cracking on the southwest face just below second floor string course extending upwards through the rubble work, uppermost string course and parapet, which has displaced masonry. There does not appear to

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be any corresponding cracking visible internally, however close-up observation of the internal faces of the walls was not possible, there not being any upper floors surviving. This movement is obviously connected with the layout of the fireplaces at 1<sup>st</sup> and 2<sup>nd</sup> floor levels and their associated flues, all of which are located in this single panel of wall between window openings. There is damaged and eroded ashlar work to most openings and locally to string courses, and a cracked first floor cill. Localised eroded and damaged rubble work, appears exacerbated by high internal ground levels (possibly from accumulated debris in the solum) and the use of overly strong repointing mortars. Vegetation/tree growth on the south face immediately below the second floor entrance landing. Failing mortar joints throughout.

- 2.10 Some low-key structural intervention within the areas affected by the movement described above will be needed. This intervention will range from stitching across cracked stonework and deep-pointing open joints to resetting of displaced parapet masonry with additional metal cramps. Full repointing on both sides of parapet wall is required, with provision for rebedding of copes. Elsewhere, badly damaged stonework should be replaced/indented and all masonry brushed down and descaled prior to filling cracks and repointing failing joints in an appropriately specified lime based mortar.
- 2.11 Similar repairs are required to the lean-to extension to make good damaged masonry around the door opening and repoint failing joints. The small section of timber that surmounts the east elevation masonry should be replaced.

## External Stair

- 2.12 The external stair is in poor condition. Its stonework and the materials used in past repairs is deteriorating, with parts obviously becoming detached. There is a health and safety risk to anyone passing close by the south face of the building owing to the risk of material falling from the staircase. The stair has been repaired in the past, possibly on more than one occasion. These repairs include the application of cement-based toppings and facings, cement and stone indents, and possibly in one instance a whole replacement stone. Where toppings have been applied it is reasonable to assume that the top of the original stone has been cut back – certainly weathered away. It is not possible to know with any certainty how the structural integrity of the staircase has been affected – certainly, the robustness of its original construction will not be as good as it was originally. It should be assumed that the stair is now beyond reasonable repair and therefore complete replacement of all steps and landings should be anticipated. This work may be deferred if access to the staircase can be wholly prevented, however given the location of the building, preventing such access may prove difficult. The metal handrail is in poor condition. Furthermore, the wide spacing of balusters is a health and safety risk if future use is anticipated.

## Doors and Windows

- 2.13 Meshed openings at second floor level are in poor condition allowing birds to enter the building. Blocked up masonry openings remain in good condition with only localised failing joints visible. Elsewhere, the metal work used to block up and/or secure openings remain secure and functional, albeit could be considered aesthetically inappropriate for a prominent listed building. Paintwork is generally in poor condition. There is rot to the ground floor timber framed window opening.
- 2.14 In the short term, replace all failing flexible mesh at second floor level to exclude birds and decorate elsewhere as existing, including timber repairs to the ground floor windows. Depending on future use, consider fitting new decorative metal work to all openings to improve appearance if the property is to be retained as an unoccupied building. Reinstatement timber doors and windows.

## Internal

- 2.15 Interiors of the Watch Tower and adjacent outhouse are generally in poor condition, exacerbated by birds entering both structures. Once mesh coverings have been reinstated, accumulated guano should

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be removed from both structures. Penetrating damp from failing roof coverings and blocked rainwater goods is affecting the roof structure, inner masonry face and timber floor. The suspended timber ground floor construction is in poor condition and should be replaced, with consideration given to fitting a more robust and durable solid floor structure, for example – stone flags on a ground-bearing limecrete floor. Surviving plaster finishes, fireplaces and fire damaged lintols, joists and joinery finishes appear to be stable and could be consolidated and retained if the property is to remain unoccupied. However, if the property is to be occupied, assume replacement of fire damaged lintols, extensive patch repair and reinstatement of plaster finishes, masonry consolidation, full reinstatement of joinery finishes and intermediate floors, restoring fireplaces along with taking the opportunity to improve thermal performance.

- 2.16 Similar approaches could be taken internally on the lean-to extension, with minimal works, including localised masonry repairs, needed if the property is to remain unoccupied, or full reinstatement, including thermal performance improvements, if occupation is preferred.

## Services

- 2.17 The property is, or has been, served with mains electricity, gas and water supplies. The property clearly had a drainage system, but it is not clear whether this system was a local, self-contained system or was connected to the mains public sewer. No records of a sewer connection have been located and Scottish Water on-line records do not show any drainage infrastructure passing into the burial ground. Electrical fittings and fixtures are corroded throughout and therefore wholesale renewal should be anticipated. Similarly, sanitary fittings and associated pipework are badly damaged with complete replacement needed if any occupation of the property is anticipated in future. A CCTV survey of underground drainage should be organised with provision made for clearing blockages and repairing any damage identified.
- 2.18 If occupation is anticipated, heating, alarms, fire risk and ventilation needs should be considered from inception. In addition, the requirements for a lightning protection system should be assessed.

## Further Investigation

- 2.19 When access is established to carry out immediate and urgent/short term recommendations, take the opportunity to closely assess the condition of the chimneys, parapet and structural movement. Limited opening up of the ground floor will allow the condition of the solum to be assessed. Samples of mortar and stone should be taken to enable laboratory analysis to inform future repair specifications.

## **3.0 FUTURE REPAIR APPROACH<sup>3</sup>**

### **Categories of Urgency for Works Identified as Being Required.**

- 3.1 The requirement for repair, maintenance or conservation works to inspected elements have been prioritised into categories of urgency, in accordance with BS7913: 2013 the 'Guide to the Principles of the Conservation of Historic Buildings'.

Immediate – Work which should be put in hand without delay for public safety or health and safety reasons, to prevent imminent damage or to arrest rapid deterioration. This can include immediate further investigative survey work.

Urgent – Work which should be put in hand within weeks, months, or within a year at the most. Failure to do so would be likely to result in significant further damage or deterioration and increased costs.

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<sup>3</sup> Before the next quinquennial survey is commissioned

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**Necessary** – Work which should be carried out before the next five-yearly inspection, for which there is time to plan, and which can be integrated with other work. This is work, which is due to keep the building in a state of good repair. Most repair work should come into this category.

**Desirable** – Work which is desirable, if not strictly necessary, but which may improve the functioning or performance of the building or enhance its architectural or aesthetic qualities. Alternatively, work which is not due, but likely to become due, before the next five-yearly inspection or which can sensibly be incorporated with other work.

- 3.2 **Immediate/Urgent:** Action immediate and short term recommendations to reduce risk from falling debris and to minimise water ingress from failing roof coverings and rainwater goods. A budget in the region of between £4,000.00 and £5,000.00 should be set aside for removing loose material from below the external stair and for holding type repairs to the roof, rainwater goods and meshed window and door openings at second floor level. This will reduce risk and penetrating dampness in the short term until a larger package of repairs can commence.
- 3.3 **Urgent/Necessary:** A package of external fabric repairs should be programmed to commence within two years. This should include all the recommended repairs to the roof, rainwater goods, chimney, masonry, external stair, windows and doors and ground floor, along with conservative repairs internally to prevent the loss of surviving plaster and fire damaged lintols, joists and joinery finishes. Provision of basic electrics and sanitary provision could be considered necessary even for very occasional use as an arts venue. Costs in appended survey table total in the region of £155,000.00.
- 3.4 **Desirable:** Dependant of future use and considering how they might impact the significance of the property, but includes full internal restoration, upgrade and fit out to enable occupation. Costs in appended survey table total in the region of £19,000.00.
- 3.5 **Future Maintenance:** Future cyclical maintenance needs will be dictated by the extent of capital works eventually carried out. However, assuming delivery of the costed package of repairs in the above table, an annual budget in the region of £1,200.00 should be allocated for roof maintenance and high level masonry inspection by a competent contractor. In addition, a budget in the region of £5,000.00 to £10,000.00 should be allowed for cyclical decoration, electrical testing and minor repairs to other external fabric.

## 4.0 REFURBISHMENT OF THE BUILDING

- 4.1 Four options for refurbishing the building have been considered, from basic stabilisation of the existing fabric through to a full refurbishment of the watchtower and outhouse as habitable buildings. The advantages, disadvantages and costs associated with each option are summarised on the following tables.
- 4.2 The repair and refurbishment of the building will clearly involve varying degrees of repair and intervention. This work would need to be agreed both in principle and in detail with all interested Statutory Authorities, which would range from the Planning Department of City of Edinburgh Council to Historic Environment. Whilst it may prove possible to address the Authorities' concerns over matters like intervention and repair, the relatively intangible aspects of the site – like its inaccessibility and difficulty in policing the area – will prove insurmountable to address in a sensible, effective and sustainable way, meaning that refurbishing the building as a fully-habitable space will not be feasible.
- 4.3 It must be concluded that full repair of the external fabric of both the watchtower and outhouse is necessary as it addresses all the current- and medium-term health-and-safety concerns about both buildings in a way that is robust and with no large future maintenance burden. This approach is also in keeping with the prominent situation of the buildings in the World Heritage site. In doing so, it would



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be sensible to consider providing permanent services infrastructure to the site as a means of introducing an amenity to the burial ground as a whole.

Option	Advantages	Disadvantages	Capital Costs - excluding access, preliminaries, access and contingencies.
<p>1. Minimal intervention only to slow fabric deterioration and make safe, wind and watertight .</p>	<p>Lower cost, assuming retention of existing security measures to openings and a less invasive approach taken on masonry and/or a continuation of temporary type roof coverings.</p> <p>Retention of more original, albeit compromised masonry.</p> <p>Could potentially allow time to consider a longer term and viable use for the property.</p>	<p>Nothing really changes – very little to show for the expenditure.</p> <p>The external appearance of the property would remain unsightly in such a prominent location within a World Heritage Site.</p> <p>Health &amp; safety risks associated with no improvement to existing staircase remain, and may increase</p> <p>Continued loss of original fabric which should be considered detrimental to the property’s significance, with a higher risk of continued health and safety concerns.</p> <p>Delaying a larger package of works will result in higher maintenance burden (maintenance resource and costs) in the short term and higher capital repairs in future.</p> <p>Missed opportunity to allow public engagement and interpretation of the property and its immediate environs.</p> <p>A disused property, one that is not easily useable, and one that appears poorly managed could attract continued anti-social behaviour.</p>	<p>Say, £75,000.00 excl. VAT</p>

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Option	Advantages	Disadvantages	Capital Costs - excluding access, preliminaries, access and contingencies.
<p>2. Full repair of external building fabric to make wind- and watertight for the long-term</p>	<p>Assuming delivery of full package of external fabric repairs, improvement to the appearance of security measures (metalwork), improved detailing of upper-floor external openings. This approach would preserve the property's fabric and significance, enhance its appearance, reduce health and safety risk and allow public engagement and access via occasional use.</p> <p>Rehabilitation of the building in keeping with the World Heritage status of the site and key views across the city.</p> <p>This approach could also allow time to consider and develop options for fuller occupation.</p>	<p>High cost with low future income opportunities.</p> <p>Building remains in a remote location and is not easily policed – a maintenance burden will remain.</p> <p>Missed opportunity to allow public engagement and interpretation of the property and its immediate environs.</p> <p>A disused property, one that is not easily useable</p>	<p>Say £150,000.00 - £175,000.00 excl. VAT</p>

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Option	Advantages	Disadvantages	Capital Costs - excluding access, preliminaries, access and contingencies.
<p>3. As (2), plus basic internal refurbishment to allow limited but easy future re-use</p>	<p>Nominal cost increase over (2) but with significant advantages:</p> <p>Assuming, in addition to external fabric repairs (as option 2 above), plus basic internal restoration comprising:</p> <ul style="list-style-type: none"> <li>- Reinstatement of ground floor (only – see Note (i)). Floor constructed as stone flags on limecrete slab, for robustness.</li> <li>- Renewal of existing services (lighting, electricity, water supply, drainage). See Note (ii)</li> <li>- Basic conservative consolidation of surviving internal finishes.</li> </ul>	<p>As (2) but also:</p> <p>The higher capital costs would need to be assessed versus anticipated rental income.</p>	<p>Say £200,000.00 to £225,000.00 excl. VAT</p> <p>Note: costs of incoming services provision excluded</p>
<p><b>Notes.</b></p> <p>i. Reinstatement of upper floors not allowed for at this time owing to general constraints on the redevelopment of the building as a habitable building – considered further in Option 4.</p> <p>ii. Actual extent of new services provision will be dictated by the following:</p> <ul style="list-style-type: none"> <li>o Cost and complexity of installation</li> <li>o Statutory Approvals processes</li> <li>o Maintenance burden</li> </ul> <p>These costs are excluded from this study.</p>			

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Option	Advantages	Disadvantages	Capital Costs - excluding access, preliminaries, access and contingencies.
4. Full refurbishment as a habitable building	A fully refurbished, habitable building	See note	n/a
<p><b>Note</b></p> <p>It is anticipated that it will not prove possible to refurbish the watchtower as a habitable building for the following reasons:</p> <ol style="list-style-type: none"> <li>1. The existing accommodation provided by the buildings (watchtower and outhouse) in their current form will not meet current Building Standards for long-term residential use. The alterations necessary to meet such standards will be extensive, will be intrusive and will be harmful to the historic nature and context of the building and therefore the wider site.</li> <li>2. It is highly likely that the alterations and improvements necessary to meet current Building Standards for long-term residential use will prove unpalatable to the Statutory Authorities like Historic Environment Scotland and the City of Edinburgh Planning Department.</li> <li>3. Refurbishment of the building as short-term holiday accommodation or non-residential use may limit the intervention necessary to meet current Building Standards however the relatively inaccessible nature of the site may still prove problematic to address. However, it still might not be feasible to address all aspects ordinarily considered through the planning process (e.g., site access, security, etc.).</li> <li>4. Emergency vehicle access to the site will be complex.</li> <li>5. Access for maintenance vehicles to the site (for example, to maintain private drainage systems) will be complex to arrange and keep in place.</li> <li>6. The cost implications of the refurbishment works will prove onerous.</li> </ol> <p>Option 4 has not been costed for the reasons outlined above.</p>			

## 5.0 SURVEY PARTICULARS

### Date of Survey

5.1 The survey was carried out on 6 April 2023.

### Weather

5.2 Overcast, with light showers and sunny intervals.

### Surveyor(s)

5.3 The survey was conducted by Dr William Napier of Adams Napier Partnership, a Conservation Accredited Chartered Building Surveyor, and Steve Wood Esq. of Narro, a Conservation Accredited Chartered Structural Engineer.

### Orientation

5.4 For the purposes of the survey, the ground floor entrance of the Watch Tower is taken to face north.

### Areas of Restricted Access

5.5 The survey was conducted from ground level externally, with limited access from the external stair to enable a closer inspection of accessible masonry. Photographs of the roof and chimney were taken with a pole mounted camera. Due to the poor condition of the Watch Tower timber ground floor, only

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a brief inspection was possible internally. No access to the upper floor levels was possible on account of there being no floors. No opening up or sampling was carried out.

## Tenure

5.6 Unknown.

## 6.0 LEGAL CONSIDERATIONS

### Statutory Consents

6.1 The property is designated category B listed building. Before undertaking any alterations or interventions that could impact its character, contact should be made with the Local Authority to confirm whether any statutory consents are required.

### Bats & Ecological / Wildlife and Countryside Act

6.2 No bat activity was observed. However, as all bats and their roosts are protected by law, it is recommended that prior to undertaking any sizeable repairs a suitably qualified and licenced person be appointed to undertake a bat survey at the property.

6.3 Pigeon activity is prevalent throughout. All birds, their nests and their eggs are protected by law and, in summary, it is a criminal offence to intentionally or recklessly:

- kill, injure or take any wild bird;
- take, damage, destroy or interfere with a nest of any wild bird whilst it is in use or being built (or at any time for a nest habitually used by any bird listed in Schedule A1);
- obstruct or prevent any wild bird from using its nest;
- take or destroy an egg of any wild bird.

Many species of bird, such as swifts, swallows, house martins and barn owls can typically roost in historic buildings. We would therefore recommend that advice is taken from a suitably qualified and licenced person be appointed to undertake a survey at the property prior to works commencing.

### Construction (Design and Management) Regulations (2015)

6.4 Building owners, users or managing agents having maintenance, small-scale building work or other minor works carried out in connection with a business must comply with the CDM Regulations.


### Guarantees & Warranties

6.5 We were not provided with any warranties or guarantees at the time of our inspection.

Signature

Representing

Date



William Napier  
Adams Napier Partnership

19 June 2023



Steve Wood

19 June 2023

Narro

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## **Appendix A**

### **Condition Survey Tables and Budget Costs**

Item	Photo Reference	Building	Element 1	Description	Condition	Recommendations	Category	Cost
1	1 & 2	Watch Tower (external)	Roof	Bitumen felt flat roof covering laid over timber sheeting and joists. Flashband applied as temporary flashing at abutment with parapet upstand. Fitted c.10 years ago to allow temporary use.	Poor. Bitumen felt covering has failed exposing timber sheet deck with dampness visible internally from below. Extensive moss cover. Flashband applied at abutment appears to have failed judging by dampness observed to high level masonry internally. Outlet to rainwater downpipe blocked by tree growth.	Remove moss. Patch repair felt and flashband in short term to minimise risk of further water ingress into structure below. Clear outlet to rainwater downpipe.	U	£2,000
2						Assume complete replacement as part of future repairs project with lead flat roof covering and abutment flashings, and new timber deck and joists.	N	£16,550
3	3 to 6	Watch Tower (external)	Rainwater goods and waste pipes	Cast iron downpipe with lead pipe connecting stack with flat roof. Cast iron waste pipe with branch at first floor level. Access points at ground level.	Fair, locally poor. Outlet blocked as reported above. Lead pipe connector stops short of cast iron work. Localised cracked and damaged sections of cast iron work. Poor decorative condition.	Replace lead pipe connector and consider introducing hopper at head of rainwater downpipe. Allow full overhaul of all cast iron pipework and replacement of damaged sections prior to complete decoration. Remove waste pipe if future occupation not anticipated. Allow CCTV survey of underground pipework, with repair of defective pipework and clearing as required.	N	£3,930
3	7 to 9	Watch Tower (external)	Chimneys	2nr octagonal ashlar sandstone stacks with linked moulded projecting copes.	Poor. Eroded cope, localised cracking, erosion and damage to stacks, failing mortar joints throughout.	Assume dismantling down to parapet cope level and reconstruction with allowance for replacement stonework for damaged masonry to copes and stacks. Introduce discreet vented caps to flues. Allow full repointing on inner face below parapet level with an appropriately specified lime based mortar.	N	£9,165
4	10 to 17	Watch Tower (external)	External Walls	Sandstone throughout. Ashlar parapet with polished moulded copes and string course projection. Roughly squared and coursed rubble masonry below with ashlar dressings to openings and ashlar string courses at circa ground, first and second floor levels. Redundant light fittings on south and west faces.	Generally fair but locally Poor. There is movement cracking on south west face just below second floor string course extending upwards (following the chimney flue line) through rubble work, uppermost string course and parapet which has displaced masonry. There does not appear to be any corresponding cracking visible internally. There is damaged and eroded ashlar work to most openings and locally to string courses, and a cracked first floor cill. Localised eroded and damaged rubble work, appears exacerbated by high internal ground levels (possibly from accumulated debris in the solum) and the use of overly strong repointing mortars. Vegetation/tree growth on the south face immediately below the second floor entrance landing. Failing mortar joints throughout	Assume stitch repairs and deep packing of area affected by movement below level of uppermost string course, and resetting of displaced parapet masonry with additional metal cramps. Allow full repointing on both sides of parapet wall, with provisional rebedding of copes. Elsewhere, indent damaged stonework to openings and string courses, fill cracking to cill and monitor, and descale and brush down rubble work with provision for replacing badly eroded masonry. Allow 100% repointing in appropriately specified lime based mortar if budgets permit, with say 40% considered desirable. Costs include provision for repointing in blocked up openings, making good service holes/penetrations and localised repair of exposed wallhead prior to replacing the roof structure. Remove redundant light fittings.	N	£27,750
5	18 to 21	Watch Tower (external)	External Stair	Curved sandstone external stair and landings giving access to first and second floors. Cantilevered above first floor	Poor. There is loose stonework/cement repairs to the stair soffits on the south face overhanging the public footpath which	Remove loose material from stair soffits overhanging public footpaths immediately.	I	£750

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New Calton Burial Ground Watchtower

Condition Survey and Options for Future Re-use, April 2023

Appendix A - Condition Survey and Budget Costs

Page 1 of 4

Item	Photo Reference	Building	Element 1	Description	Condition	Recommendations	Category	Cost
6		Watch Tower (external)		level. Extensive interventions suggest previous structural concerns. Second floor landing is supported by large steel (probably) brackets. Steps to first floor level are supported by rubble and brick masonry. Majority of stair treads and landings have been capped with granolithic topping. Cement mortar repairs to stair soffits. Painted metal handrail with mesh fitted to first floor level to reduce risk of widely spaced balusters.	should be considered a high risk. Elsewhere, such is the extent of previous intervention, it should be assumed that the stair is now beyond reasonable repair. The metal handrail is in poor decorative condition. The spacing of balusters is a health and safety risk if future use is anticipated. Localised failing joints to rubble work.	Assume complete replacement, with provision for making good joints to the masonry to first floor level and improving the safety and decorative condition the metal handrail. (provisionally costed). Allow for new stone indents around tread pockets to ensure full and proper bearing of stone treads within the walls of the tower.	N	£50,000
7	22 to 25	Watch Tower (external)	Doors and window openings	Second floor - 4nr blocked up openings with dressed masonry and 4nr (including door in south face)with flexible bird mesh secured on timber frames. First floor - 3nr blocked window openings with painted metal sheeting and frames and door opening on west face with painted metal framed mesh gate.	Meshed openings at second floor level are in poor condition allowing birds to enter the building. Blocked up masonry openings remain in good condition with only localised failing joints visible (costed above). Elsewhere, the metalwork remains secure and functional, albeit aesthetically inappropriate for prominent listed building.	In the short term, replace all failing flexible mesh at second floor level to exclude birds and decorate elsewhere as existing, including timber repairs to the ground floor windows	U	£1,250
8		Watch Tower (external)		Ground floor - painted sheet metal door on north face. Painted sheet metal framed window opening on east face and painted timber frame and sheet metal window on south face. Painted metal framed mesh external security gate to east between Tower and lean-to extension gate.	Paintwork is generally in poor condition. There is rot to the ground floor timber framed window opening.	Dependant on intended future use. If to be retained as an unoccupied building, consider fitting new decorative metal work to all openings to improve appearance, or if to be occupied, reinstate timber doors and windows. (provisionally costed)	N	£23,750
9	26 & 27	Watch Tower (external)	Ground finishes	Tarmac paths to south and east. Granolithic path and stone step at east entrance between Tower and lean-to extension.	Tarmac path appears in good condition, however, is partly covering access to downpipe. Badly cracked granolithic path to entrance and misaligned step.	Cut back tarmac to give access to downpipe. Replace granolithic path in natural stone flags and rebed step.	D	£4,500
10	28 & 29	Watch Tower (internal)	Ceilings	Exposed underside of timber roof structure and deck. Remnants of fire damaged floor/ceiling joists at first and second floor level.	Poor. Damp staining is visible on underside of roof structure and decking from failing roof covering.	Costed above. See below if building is to be occupied.		



Item	Photo Reference	Building	Element 1	Description	Condition	Recommendations	Category	Cost
11	28 to 32	Watch Tower (internal)	Walls	Predominantly plaster finishes to inner face of external rubble walls with timber lintols over openings, fragments of joinery finishes around openings at upper levels and fireplace openings at first and second floor levels.	Poor. Fire damaged lintols to most openings. Fire damaged remains of joinery finishes around openings at upper levels. Walls are damp below the blocked flat roof outlet on the south wall and locally elsewhere immediately below where the temporary flashband abutment flashings are failing. Surviving plasterwork is cracked and appears loose around exposed edges. Fireplace openings appear stable.	Dependant on intended future use. If to be retained as an unoccupied or partially occupied building, it seems likely that an approach of minimal intervention (for example, edge consolidation of loose plaster) and frequent monitoring could continue. (provisionally costed) However, this would need to be confirmed following closer inspection of lintols, plaster and joinery. If to be fully occupied, assume replacement of fire damaged lintols, extensive patch repair and reinstatement of plaster finishes, masonry consolidation, full reinstatement of joinery finishes and intermediate floors, restoring fireplaces and taking the opportunity to improve thermal performance.	N	£7,500
12	33 & 34	Watch Tower (internal)	Floor	Suspended timber ground floor assumed fitted as part of works carried out c. 10 years ago to allow temporary occupation.	Poor. Largely obscured by bird guano. Chipwood floor is soft and spongy. Exposed joist visible on south face is damp stained.	Consider replacing with a solid floor such as limecrete and/or stone flags. Take opportunity to improve thermal performance if the building is to be occupied in future.	N	£6,400
13	34 & 35	Watch Tower (internal)	Services	Electrics, water, waste and gas.	There is an aged and rusting electrical system. Old lead/tin gas(?) pipework is visible. The external waste pipe suggests previous connection to mains sewer and water systems.	Dependant on intended future use. Assume at least replacement of the electrical system to allow lighting and basic power. (provisionally costed). Otherwise, establish if waste and water are still connected to mains systems prior to allowing complete reinstatement. If occupation is anticipated, heating/hot water and alarms will be required. The requirement for lightning protection should be assessed.	D	£2,500
14	36	Lean-to extension (external)	Roof	Slated mono pitch roof with mortar skew fillets at masonry abutments to north and west.	Poor. Slipped and damaged slates throughout. Cracked and moss covered skew fillets.	Allowance for short term repairs costed above with short term repairs to Watch Tower roof. Otherwise, reslate with provision for replacing rotten sarking boards. Replace mortar skew fillets in appropriately specified mortar and allow lead soakers to west abutment and lead apron to north abutment.	N	£2,930
15	37	Lean-to extension (external)	Rainwater goods and waste pipes	uPVC eaves level gutter, and waste water pipe immediately above ground level on south elevation.	Poor. Remaining sections of guttering are hanging. Missing downpipe. Damaged waste water pipe.	Allow complete renewal of rainwater goods in cast iron. Replace waste water pipe in cast iron if wash hand basin is to be reinstated internally. CCTV and clearing underground drainage costed above.	N	£1,770
16	38 & 39	Lean-to extension (external)	External Walls	Coursed and squared sandstone masonry with ashlar, quoins, door surround and tabling at wallhead level. Small timber haffet (half gable) above tabling on east wall.	Fair, locally poor. Damaged masonry to door surround, with localised erosion and surface loss elsewhere. Most joints are failing on east elevation, locally to south. Timber haffet badly denatured.	Indent damaged stonework to door opening and descale and brush down with provision for replacing badly eroded masonry. Allow 100% repointing in appropriately specified lime based mortar if budgets permit, with say 50% considered desirable. Replace timber haffet and decorate as required.	N	£3,550

Item	Photo Reference	Building	Element 1	Description	Condition	Recommendations	Category	Cost
17	39	Lean-to extension (external)	Openings	Painted metal framed mesh external security gate to opening on south elevation.	Gate remains secure and functional, albeit aesthetically inappropriate for prominent listed building. Paintwork is generally in fair condition.	Dependant on intended future use. If to be retained as an unoccupied building, consider fitting new decorative metal work to improve appearance, or if to be occupied, fit new timber (glazed?) door. (provisionally costed)	D	£2,750
18	40	Lean-to extension (internal)	Ceilings	Part collapsed plasterboard ceiling remains in toilet portion of building to east. Exposed roof structure.	Poor. No extensive rot to exposed timbers visible.	Dependant on intended future use. Reinstatement ceiling if future use is anticipated. Allow insulation if heating is to be installed. (provisionally costed)	N	£1,500
19	41	Lean-to extension (internal)	Walls	Exposed rubble stonework with localised brick repairs. Fragments of plaster paint finishes survive locally. Mostly cement pointed. Ashlar 'partition' to toilet.	Poor. Masonry appears stable. Stonework eroded in 'roofspace'. Missing stonework on west wall. Damp staining, probably exacerbated by use of cement mortar. Surviving finishes in poor condition.	Dependant on intended future use. Reinstatement finishes if future use is anticipated, including removal of cement work, mortar repairs to damaged masonry, reinstating missing stonework and lime pointing as preparation. Allow insulation if heating is to be installed. (provisionally costed)	N	£7,500
20	42	Lean-to extension (internal)	Floor	Solid floor obscured by accumulated bird guano.	Fair?	Remove bird guano to allow closer inspection. Intervention most likely dependant on intended future use, for example limecrete or stone flags with provision for insulation if heating is to be installed. (provisionally costed)	D	£5,000
21	43 & 44	Lean-to extension (internal)	Services	Electrics, water, and waste. Badly damaged remains of sanitary fittings	There is an aged and rusting electrical system. The external waste pipe and sanitary fittings suggests previous connection to mains sewer and water systems.	Dependant on intended future use. Assume at least basic electrical and toilet provision. (provisionally costed). If occupation is anticipated, heating/hot water and extraction will be required. .	D	£4,000

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## **Appendix B Photographs**

- i. General
- ii. Issues

The appendix is enclosed separately

A



## **GENERAL PHOTOGRAPHS**

### **Watch Tower from south**

**Note the burial vault to the immediate west of the tower. The wall of this vault support the outer tips of the treads to the staircase as it passes by.**

B



Watch Tower from north

C



**Watch Tower from east**

**Note the outhouse to the north side of the tower (right-hand side as seen here)**

D



Watch Tower from west

E



**Watch Tower from northwest**

F



**Adjacent outhouse from southeast**



1



## WATCH TOWER ISSUES

Failing felt roof covering and flashband abutment. Failing joints to inner face of parapet.

2



Damp stained timbers below failing roof covering.

3



Blocked rainwater outlet from flat roof.

4



Lead pipe between the flat roof outlet and downpipe stops short. Consider introducing a hopper to improve flow.

5



Broken waste pipe.

6



Cast iron waste and down pipes are broken, misaligned and in poor decorative condition.

7



**Open joints to chimney.**

8



**Eroded and damaged to chimney stacks and cope.**

9



**Cracked masonry to stack.**

10



A structural crack (indicated) to the left of the second floor entrance follows the flues extending from below the string up and through the parapet wall. This crack follows the disposition of the fireplaces in the building (one fireplace at each floor level, set one above the other) and flues running up from them. see also Photo 31

11



Displaced masonry and open joints to the parapet (indicated).

Whilst there are a few cracks and locations of displaced joints, they all have the same root cause (see Photo 10), and are essentially a single feature.

12



Damaged masonry surrounding the first floor entrance.

13



**Damaged masonry surrounding second floor window opening.**

14



**Failing joints and localised eroded masonry immediately above ground level.**

15



**Erosion may be exacerbated by the use of modern cement-based repair mortars.**

16



**Failing joints should be repointed in an appropriately specified lime based mortar.**

17



**Vegetation growth from masonry below the second floor entrance.**

18



**Loose material should be removed from the underside of the external staircase and platt to reduce the risk of falling debris over publicly accessible areas.**

# ADAMS NAPIER PARTNERSHIP

Chartered Building Surveyors and Heritage Consultants

19



The external steps and landings have been repaired previously using a cement-based granolithic mix and other techniques. The repairs adopted would have been intrusive to the original fabric and difficult to reverse. Note vegetation growth. The treads seen here are carried by a dwarf wall – see Photo 21.

20



The metal handrail is in poor condition with widely spaced balusters.

21



Localised failing joints to support masonry below steps leading to first floor level.

22



Failing mesh coverings to second floor openings are allowing birds to enter the property.

23



Although openings blocked up with metal sheeting and grilles are functional and prevent unauthorised entry, their appearance could be improved as part of future package of external repairs.

24





25



Rotten window frame at ground floor level.

26



Damaged granolithic path and misaligned step leading to entrance.

27



Access to waste pipe partially covered by tarmac. Note damaged masonry (see also Photo 15).

28



**Damp stained internal fabric from failing roof covering and blocked rainwater outlet.**

29



30



A conservative approach seems likely to preserve surviving plaster, fireplaces, and fire damaged lintols, joists and joinery finishes if the property is to remain largely unoccupied. Alternatively, an informed restoration approach will be required to reinstate surviving features and finishes.

31



This fireplace is at 2<sup>nd</sup> floor level and is behind that part of the external wall seen in Photo 10. There is a fireplace beneath this one, at the (former) floor below.

See also Photos 10 and 11.

32



33



The chipboard floor installed in 2013 is in poor condition due to penetrating dampness and accumulated bird guano.

34



Damp stained floor joist. Note old gas light pipe.

35



Aged electrical system.

36



## **OUTHOUSE ISSUES**

**Slipped and damaged slates and failing abutment mortar skew fillets.**

37



**Failing rainwater goods and waste-water pipe on the south elevation. Note functional but visually obtrusive security gate.**

38



**Failing mortar joints and localised stone erosion. Denatured timber above.**

39



**Damaged stonework to door surround and poor decoration to gate.**

40



**Collapsed ceiling.**

41



Holes in internal facing masonry and cement pointed joints.

42



Guano covered floor.

43



Aged electrics



**Sanitary fittings with surviving wall finishes.**



# Culture and Communities Committee

10.00am, Thursday, 29 February 2024

Moredun Community Centre

Executive/routine  
Wards

Routine  
16 – Liberton/Gilmerton

## 1. Recommendations

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- 1.1 Culture and Communities Committee is asked to note this update on Moredun Community Centre, following a fire in May 2023.

**Paul Lawrence**

Executive Director of Place

Contact: Andrew Field, Head of Community Empowerment

E-mail: [Andrew.field@edinburgh.gov.uk](mailto:Andrew.field@edinburgh.gov.uk) | Tel: 0131 529 7354

## Moredun Community Centre

### 2. Executive Summary

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- 2.1 This report provides an update on Moredun Community Centre, following a fire in May 2023.

### 3. Background

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- 3.1 On the evening of 13 May 2023, a fire took place at Moredun Community Centre, 6 Moredun Park View.
- 3.2 The fire was set deliberately, and the Fire Services and Police Scotland attended the incident. There were no reported physical injuries.
- 3.3 The building is currently unsafe for public use and was closed immediately after the fire with the gas, electricity and water supplies turned off.
- 3.4 Ward councillors have made a site visit and discussed next steps with Council officers.

### 4. Main report

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#### **Building Structure and Facilities**

- 4.1 Moredun community centre was built around 1950. It is a single storey building constructed of brick with a pitched roof clad in bitumen felt.
- 4.2 The building contains a kitchen, toilets, and a community hall. It sits in a relatively open location next to a playing field and a mixture of Council and private housing. There is a car park within the grounds to the front of the building.
- 4.3 The building was surveyed in 2023 as part of the wider programme of work being carried out across all community centres in the city. It has been classed as being in C condition (poor) with circa £238,000 capital investment being required to bring it up to a modern standard. Notwithstanding the immediately costs required, the building is of prefab type construction and, after over 70-years, is considered to be at the end of its natural life.

### **Fire Damage**

- 4.4 Direct fire damage has occurred to the rear boundary fence, the rear wall, the felt roof and within the building to the kitchen and corridor areas.
- 4.5 This includes damage to the ceiling, floor and wall decoration in the kitchen and the corridor, electrical lightning and cabling, plasterboard ceilings, the gas boiler and water cylinder, and the flat felt roof. There is additional fire damage to the rear boundary fence timbers and rear wall paintwork.

### **Community Centre Use**

- 4.6 When operational, the centre hosted two lunch clubs per week, run by the Libertus organisation. A weekly bingo session took place on Fridays organised by the committee and the centre was also used for local parties and other gatherings.
- 4.7 Both lunch clubs have been re-located to the Libertus main office building which sits within the Liberton/Gilmerton ward. Discussions are ongoing with them as to the permanence of this relocation.

### **Community Centre Staffing**

- 4.8 Historically, the community centre has not been run in a way that is typical of other Council community centres. There were no Council staff based in the building and the only council services involved is a weekly inspection by Facilities Management.

### **Centre Management Committee**

- 4.9 The Moredun Community Centre committee consists of a small number of local people who deal with the lets and caretaking of the building. The committee are registered with the Office of the Scottish Charity Regulator (OSCR).
- 4.10 There are no computers or IT provision on site.

### **Lease Arrangements**

- 4.11 There is a lease for the building dated 1994 in the name of the Moredun Education Association. Alongside this sits a standard Council constitution.

### **Conclusions**

- 4.12 The principal issues are the current state of the building; the cost to bring it back into use; and the fact it is technically in a life expired state. Any expenditure is likely to only achieve a limited period of further usage and therefore to continue any future activity from the site would require a newly constructed building.
- 4.13 The usage of the building is limited when compared with other community centres and these uses can be accommodated elsewhere, for example, Goodtrees Community Centre is nearby.
- 4.14 While there is a wider community centre review ongoing, the particular circumstances of having an empty and vulnerable building necessitate an earlier decision. In a wider financial context it is difficult to justify further expenditure and therefore it is intended to keep the centre closed and seek alternative uses for the site.

## **5. Next Steps**

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- 5.1 In considering the next steps for Moredun Community Centre, the following have been considered:
  - 5.1.1 The local re-provision of the lunch clubs has been secured;
  - 5.1.2 The building requires unbudgeted capital investment, repairs and improvements works which are not budgeted for. The costs are outlined in the financial impact section below;
  - 5.1.3 The building is at the end of its natural life making further repairs difficult to justify.
  - 5.1.4 There is a purpose-built community centre nearby; and
  - 5.1.5 There are no Council staff based in the building.
- 5.2 Based on this, it has been concluded that the Council should not carry out repairs and improvement work, and that the building should be permanently closed.
- 5.3 The process will now begin to formally declare the property surplus through the Council's Property Strategy Group, and expressions of interest will be sought for the future of the site including offering it to Housing as part of the small sites affordable housing delivery programme. The results of this will then be reported on, and approval to proceed sought, from the Finance and Resources Committee.
- 5.4 At time of writing, remaining management committee members are being contacted to arrange a meeting with them to discuss the permanent closure of, and next steps, in relation to the building and site. This will include discussions on removal of the furnishings and materials currently still in the building and consideration of their future use.

## **6. Financial impact**

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- 6.1 The preliminary report from the Council's insurers recommends that a provisional reserve of £30,000 is allocated for repairs works.
- 6.2 However, this reserve figure only covers reinstatement. The capital investment requirement of circa £238,000 would suggest that, should there be a desire to retain the centre, then demolition and new build would be the preferred solution.

## **7. Equality and Poverty Impact**

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- 7.1 Any proposals resulting from the sale of the Moredun Community Centre site would require an equality and poverty impact assessment.

## **8. Climate and Nature Emergency Implications**

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- 8.1 Any proposals resulting from the sale of the Moredun Community Centre site would require to be considered and agreed in line with the Climate Change (Emissions Reductions Targets) (Scotland) Act.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 At time of writing, the remaining members of the management committee of the centre are being contacted to discuss with them the closure of the building and the site future.
- 9.2 Alternative solutions have been secured for the lunch clubs.

## **10. Background reading/external references**

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- 10.1 None.

## **11. Appendices**

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None.

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