

# City of Dunfermline Area Committee

This meeting will be held remotely.



Tuesday, 22nd November, 2022 - 9.30 a.m.

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## AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** - In terms of Section 5 of the Code of Conduct, members are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of City of Dunfermline Area Committee of 20<sup>th</sup> September, 2022. 3 - 12
4. **DUNFERMLINE LOCAL AREA COMMUNITY PLAN YEAR END 2021/2022** – Report by the Head of Communities and Neighbourhoods. 12 - 28
5. **AREA HOUSING PLAN AND DECENTRALISED BUDGET UPDATE** – Report by the Head of Housing Services. 29 - 37
6. **COMMON GOOD POLICY STATEMENT** – Report by the Head of Communities and Neighbourhoods. 38 - 45
7. **COMMON GOOD ANNUAL REPORT 2021/22** – Report by the Head of Communities and Neighbourhoods. 46 - 55
8. **CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME** 56
9. **NOTICE OF MOTION**

In terms of Standing Order No. 8.1(1), the following Notice of Motions have been submitted:-

“Committee notes concerns from residents and parents about 40mph speed limits at Lapwing Drive, Carnegie Avenue and Whitefield Road.

Committee calls for a report to be brought back to Committee in the next six months detailing the following for each of the above roads:

- Options to reduce the speed limits to 30mph for each of the above-named roads.
- Cost and resource implications for reducing the speed limits for each of the above-named roads.”

Proposed by Councillor James Calder

Seconded by Councillor Gordon Pryde

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

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

Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

15 November, 2022

If telephoning, please ask for:  
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## 2022 CODAC 3

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

20th September, 2022

9.30 a.m. - 12.20 p.m.

**PRESENT:** Councillors James Calder (Convener), Naz Anis-Miah, Lynn Ballantyne-Wardlaw, Auxi Barrera, Aude Boubaker-Calder, Gavin Ellis, Derek Glen, Jean Hall Muir, Cara Hilton, Jim Leishman and Gordon Pryde.

**ATTENDING:** Norman Laird, Community Manager, Shirley Melville, Area Community Development Team Manager, Communities and Neighbourhoods; Debbie Difolco, Technician Engineer, Keith Johnston, Technician Engineer, Vicki Connor, Coordinator (Project and Financial Management, Roads and Transportation Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Michael Collins, Safer Communities Lead Officer, Housing Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Chief Inspector Joanne McEwan, Local Area Commander, Police Scotland and Alistair Jupp, Group Commander, Scottish Fire and Rescue Service.

#### 4. **DECLARATIONS OF INTEREST**

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

#### 5. **MINUTE**

The Committee considered the minute of the City of Dunfermline Area Committee of 31st May, 2022.

##### **Decision**

The Committee agreed to approve the minute.

#### 6. **PROPOSED 20MPH ZONES – VARIOUS RESIDENTIAL STREETS, DUNFERMLINE**

The Committee considered a report by the Executive Director, Enterprise and Environment which detailed proposals to introduce a 20mph speed limit in various residential streets in Dunfermline (Linburn Grove, Afton Grove, Earn Grove, Grange Wynd/Grange Park and Whirlbut Street/Whirlbut Crescent).

##### **Decision**

The Committee, in the interests of road safety:-

(1)/

## 2022 CODAC 4

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce 20mph speed limits in detailed in appendices 1 - 3 of the report; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there are objections.

### 7. **PROPOSED 20 MPH ZONES – DOVER HEIGHTS AND SOUTH FOD AREA, DUNFERMLINE**

The Committee considered a report by the Executive Director, Enterprise and Environment which detailed proposals to introduce a 20mph speed limit on roads constructed within housing developments at South Fod, Lynebank area and Dover Heights, Dunfermline.

#### **Decision**

The Committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce 20mph zones as detailed in drawing nos. TRO21\_44/1 and TRO21\_44/2 (appended to the report), with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### 8. **AREA ROADS PROGRAMME 2021-2022 FINAL**

The Committee considered a report by the Executive Director, Enterprise and Environment advising on the delivery of the 2021-22 Area Roads Programme (ARP).

#### **Decision**

The Committee noted the content of the report and the appendices.

### 9. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - POLICE SCOTLAND YOUTH VOLUNTEERS PROJECT**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval of a contribution of £7,000 from the area budget towards the Police Scotland Youth Volunteers Project.

#### **Decision**

The Committee agreed to approve a contribution of £7,000 from the area budget to the Police Scotland Youth Volunteers Project.

### 10. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - HEALTHY HOMES DUNFERMLINE**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval of a contribution of £30,000 from the area Anti-Poverty/

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Poverty budget to Healthy Homes Dunfermline to build on the success of the pilot to increase the number of households being supported in the Dunfermline area.

### **Decision**

The Committee agreed to approve a contribution of £30,000 from the area Anti-Poverty budget to Healthy Homes Dunfermline.

#### **11. LOCAL COMMUNITY PLANNING BUDGET REQUEST - FIRE STATION CREATIVE FACADE**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval of a contribution of £36,212 from the area budget to carry out urgent repairs to the Fire Station building in order to maintain public safety.

### **Decision**

The Committee agreed to approve a contribution of £36,212 from the area budget for the purpose of ensuring that urgent repairs were carried out.

#### **12. COMPLAINTS ANNUAL PERFORMANCE REPORT 2021/22**

The Committee considered a report by the Executive Director, Communities which provided an overview of complaints received relating to the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

### **Decision**

The Committee noted the content of the report.

#### **13. SAFER COMMUNITIES ANNUAL PERFORMANCE REPORT 2021/22**

The Committee considered a report by the Head of Housing Services which provided an update on the operational activity of the Safer Communities Team within the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

### **Decision**

The Committee noted the contents of the report.

#### **14. POLICE SCOTLAND ANNUAL PERFORMANCE REPORT 2021/22**

The Committee considered a report by the Local Area Commander (West Fife), Police Scotland which provided an update on policing activity in the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

### **Decision**

The Committee noted the contents of the report.

*The meeting adjourned at 11.10 a.m. and reconvened at 11.20 a.m.*

**15./**

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### 15. SCOTTISH FIRE AND RESCUE SERVICE ANNUAL PERFORMANCE REPORT 2021/22

The Committee considered a report by the Station Commander, Dunfermline Community Fire Station, Scottish Fire and Rescue Services which provided an update on incident information in the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

#### **Decision**

The Committee noted the contents of the report.

### 16. APPOINTMENTS TO EXTERNAL ORGANISATIONS - CITY OF DUNFERMLINE

The Committee considered a report by the Head of Legal and Democratic Services seeking nominations for member representation on those external organisations detailed in Appendix 1 of the report.

As there was no unanimous decision for appointments to the following organisations, a roll call vote was taken for each.

#### **Carnegie Dunfermline and Hero Fund Trusts (2 members)**

##### **Roll Call**

##### **For Councillor Glen** – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

##### **For Councillor Pryde** – 6 votes

Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

##### **Councillor Calder** – nil votes

Accordingly, the Committee agreed that Councillor Pryde be appointed to the Carnegie Dunfermline and Hero Fund Trusts.

*A second vote was taken to appoint a second member representative.*

##### **Roll Call**

##### **For Councillor Glen** – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

##### **For Councillor Calder** – 6 votes

Councillors/

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Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

Accordingly, the Committee agreed that Councillor Calder be appointed to the Carnegie Dunfermline and Hero Fund Trusts.

### **Carnegie UK Trust**

#### **Roll Call**

#### **For Councillor Hall Muir** – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

#### **For Councillor Ellis** – 6 votes

Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

Accordingly, the Committee agreed that Councillor Ellis be appointed to the Carnegie UK Trust.

### **Dunfermline and West Fife Local Tourist Association**

#### **Roll Call**

#### **For Councillor Ballantyne-Wardlaw** – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

#### **For Councillor Boubaker-Calder** – 6 votes

Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

Accordingly, the Committee agreed that Councillor Boubaker-Calder be appointed to the Dunfermline and West Fife Local Tourist Association.

#### **Decision**

The Committee agreed to member representation on those external organisations as detailed in the appendix to this minute.

## **17. CITY OF DUNFERMLINE FORWARD WORK PROGRAMME**

The Committee considered the City of Dunfermline Area Committee Forward Work Programme.

#### **Decision**

The Committee noted the City of Dunfermline Area Committee Forward Work Programme.

**18. PROPERTY TRANSACTIONS**

The Committee considered a report by the Senior Manager, Property Services advising on action taken using the List of Officer Powers in relation to property transactions.

**Decision**

The Committee noted the contents of the report.

**19. NOTICE OF MOTION**

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

**Motion**

Councillor Derek Glen, seconded by Councillor Auxi Barrera, moved as follows:-

"The Committee agrees that Dunfermline's much-loved peacocks have symbolic importance to our community and wish to recognise and welcome their continued presence in and around the city. The committee notes that the Council's archivist has been engaged in a search of the Council's archives to identify any previous civic acknowledgement of the peacocks.

The Committee welcome the opportunity that city status for Dunfermline brings to award civic freedom, notes the governance arrangements to make the awards are being put in place and requests an update to the next committee."

**Amendment**

Councillor James Calder, seconded by Councillor Aude Boubaker-Calder, moved as follows:-

"The Committee agrees that Dunfermline's much-loved peacocks have symbolic importance to our community and wish to recognise and welcome their continued presence in and around the city. The committee notes that the Council's archivist has been engaged in a search of the Council's archives to identify any previous civic acknowledgement of the peacocks. The Council also welcomes the practical efforts by Council Staff to provide support for the peacocks including working alongside the Carnegie Trust and other local groups in setting up a steering group with the aim of making improvements to the building that houses the peacocks.

The Committee welcomes that Council are due to receive a report on the governance process for consideration of nominations for Freedom of, and Keys, to the City. The Committee invites the Council to consider whether it would be competent for this to be a power afforded to the Area Committee. The Committee notes that there will be a formal process for conferring of this honour and requests a report to come back with further details at a future Area Committee once these details have been finalised."

*The mover of the motion agreed to the accept the amendment.*

**Decision/**



**Decision**

The Committee agreed the Amendment unanimously.

**20. NOTICE OF MOTION**

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

**Motion**

Councillor Gavin Ellis, seconded by Councillor Boubaker-Calder, moved as follows:-

"Committee requests that the Cabinet Secretary for Health and Social Care Humza Yousaf be written to and invited to attend the next City of Dunfermline Area Committee to update committee members on the situation of our Queen Margaret hospital.

Our residents whom we represent deserve to know why over ten years of closure we still don't have an accident and emergency department that is operational or full maternity services, surely ten years plus has been enough time for work force planning to have been put in place and to have a plan in going forward. Dunfermline is a city and its residents deserve the services that affords."

**Amendment**

Councillor Lynn Ballantyne-Wardlaw, seconded by Councillor Naz Anis-Miah, moved as follows:-

"This motion be better directed to NHS Fife Chief Executive, perhaps via Fife Integration Joint Board, given the historical context of both the provision of full maternity services and an accident & emergency department at Queen Margaret Hospital.

Dunfermline Maternity Hospital was closed in 1992, despite local opposition. In 2002, it was proposed that a midwife led unit be opened at Queen Margaret; however this has not been progressed since then, due to concerns that there would added risks to any births requiring medical intervention. It would seem reasonable to ask NHS Fife if there is a possibility to review.

The decision to close A&E at Queen Margaret was taken in 2002, which was implemented in 2012. The arguments for maintaining a minor injuries department at Queen Margaret with a centralised A&E department at Victoria Hospital are well known and again it would seem sensible to ask NHS Fife to review whether there are advantages to re-opening A&E at Queen Margaret."

**Roll Call**

**For the Motion** – 4 votes

Councillors Boubaker-Calder, James Calder, Gavin Ellis and Jim Leishman.

**For/**

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### **For the Amendment** – 7 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne-Wardlaw, Derek Glen, Jean Hall Muir, Cara Hilton and Gordon Pryde.

### **Decision**

The Committee agreed the amendment.

## 21. **NOTICE OF MOTION**

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

### **Motion**

Councillor Aude Boubaker-Calder, seconded by Councillor Gavin Ellis, moved as follows:-

“The Committee notes the proposals submitted by Stagecoach to review Services across the Dunfermline area and the consultation deadline of 12 September 2022. It is understood that the impact of these proposed cuts are substantial and will affect the lives of many of our constituents who are reliant on bus transport for work and to access services.

In considering the options for a comprehensive Fife Council response to the Stagecoach proposal it is noted that the agreed remit for Area Committee does not have any explicit powers to allow Area Committees to discuss concerns relating to a third party provided bus service even where they have significant impact on Dunfermline. The Committee requests that Council undertake an urgent cross-party review on the remits of Area Committees in line with the statement made in the Leader's report on devolution of powers to Area Committees at Fife Council on 9th June 2022 to address this perceived gap.”

### **Amendment**

Councillor Lynn Ballantyne-Wardlaw, seconded by Councillor Jean Hall Muir, moved as follows:-

Add to the Motion:-

“The Committee welcomes the prospect of further devolution of powers to the Area Committee which may better enable the Committee and council officers working most closely with those in need to help residents to cope with the hardships they are facing this winter including emergency energy support and creation of local 'warm banks.’”

*The mover of the motion agreed to accept the amendment.*

### **Decision/**

**Decision**

The Committee agreed the conjoined motion unanimously.

## APPOINTMENTS TO EXTERNAL ORGANISATIONS

### CITY OF DUNFERMLINE AREA COMMITTEE

Organisation	No. of Reps	Councillor(s) Appointed
Carnegie Dunfermline and Hero Fund Trusts	2	James Calder Gordon Pryde
Carnegie Trust UK	1	Gavin Ellis
Dunfermline and West Fife Sports Council	2	Naz Anis-Miah Gordon Pryde
Dunfermline and West Fife Local Tourist Association	1	Aude Boubaker-Calder

22nd November 2022

Agenda Item No. 4

## **DUNFERMLINE Area Local Community Plan – Plan 4 Dunfermline Delivery Plan update**

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: 2, 3 and 4

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### **Purpose**

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To present for approval the 2021 to 2022 Delivery Plan for the Dunfermline Local Community Plan – the Plan 4 Dunfermline combining the Reform Areas for the Plan for Fife in 2020

### **Recommendations**

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Members are asked to:

- Approve the end of year Delivery Plan for the Local Community Plan for Dunfermline – the Plan 4 Dunfermline 2021 – 2022
- Consider the Plan for Fife reformed priority areas from April 2022 onwards

### **Resource Implications**

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Local Community Planning activities are funded through various sources, including the Local Community Planning Budget, Service and Partner budgets, and external funding. Partners contribute to delivery of the LCP by developing targeted project and initiatives.

There is an expectation that service local delivery plans will address issues raised through the Local Community Planning process.

During this period partners have gone above and beyond to change their normal ways of working, in order to resource the required changes to continue to support individuals and communities and to ensure the continued delivery of the Plan.

### **Legal & Risk Implications**

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

### **Impact Assessment**

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An EqIA and summary form have been completed (Ref:).

## Consultation

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There has been ongoing consultation in the production of the Dunfermline Area Plan.

Local Community Planning is well established in the Dunfermline Area and there is a strong Local Community Planning Partnership. There has been ongoing consultation and key engagement strategies influencing the Dunfermline Local Community Plan. Recovery from the pandemic allowed for a period of reflection and re-prioritisation of our areas of focus.

## 1.0 Background

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- 1.1 Fife's Partnership Board approved Fife's Local Outcome Improvement Plan the Plan4Fife in April 2018; in accordance, a requirement for local community plans to be produced in each area as: "...the key local delivery vehicles for the Plan for Fife." The 4 themes of the Plan 4 Fife are: Opportunities for All; Thriving Place, Inclusive Growth and Jobs and Community Led Services.
- 1.2 The Dunfermline Local Community Plan sets out a clear and ambitious vision for the local area. This vision was fully endorsed and owned by the City of Dunfermline area committee in May 2019. Other delivery plans and services in the area should be clearly aligned with the local community plan in order to help deliver its vision and aspirations. The area committee, as the owner of local vision and LCP process, will therefore consider progress and scrutinise local partnership plans as part of their contributions to the delivery of the local vision.
- 1.3 The 2021–2022 annual Delivery Report presented gives full information on the progress of the themes and priorities as identified by the members of the Dunfermline Local Community Planning Partnership. Partners met in May 2021 to review the Plan and to review the Plan 4 Dunfermline and re-establish the areas of focus for 2021/22.
- 1.4 Towards the end of 2019 the Fife Partnership Board began to review the Plan for Fife's three-year actions. The intention was to undertake a wide-ranging review of the Plan, covering the 'areas of focus' and expected outcomes, the 12 ten-year ambitions would remain as they are. This would provide an opportunity for the Fife Partnership to address the findings of the 2020 State of Fife report. The review would also provide an opportunity to put actions to address the climate emergency at the heart of the plan
- 1.5 However, experience from the Covid-19 pandemic suggests that there is now a need to further review this approach in order to avoid creating separate and parallel processes around post-Covid recovery and reform and the wider Plan for Fife review.
- 1.6 It is therefore proposed that the initial phase of the Plan for Fife review focuses on a small number of priority areas that are key to post-Covid recovery. The effective response to the pandemic across Fife's communities and across community planning partners has also highlighted some new ways of working, which should be

retained and built on to enable partners to 'build back better'. An updated Plan for Fife would then be developed towards the end of the year.

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## 2.0 Recovery Priorities

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- 2.1 In 2020 The Dunfermline Local Community Planning Partnership had begun to review their areas of focus and actively tie in with the four priority areas;

**Tackling poverty and crisis prevention**

**Leading economic recovery**

**Sustaining services through new ways of working**

**Addressing the climate emergency**

- 2.2 Within each of the above areas there are opportunities to look at new approaches, building on the experience of Fife's response to the pandemic, including how we work with vulnerable people and families and how we build community capacity through local place-based working.

## 3.0 Community Response

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- 3.1 Valuable work has been undertaken to ensure that the Dunfermline Area Local Community Plan – Plan 4 Dunfermline, reflects and addresses the needs of local people and the economy. It provides a clear strategic direction for all partnership activity in the Dunfermline area.
- 3.2 Over the past two years, a wide range of local resilience groups and community groups have provided a fast and flexible response in meeting the needs of local communities. Working with local volunteers, these groups have helped with the response to crisis, whether through food support, fuel advice or wellbeing. This community effort underlines the importance of putting communities at the heart of future recovery and reform plans.

## 4.0 Conclusion

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- 4.1 This report is an update of the work that has been undertaken over the period April 2021 to end of March 2022 and is presented in the Delivery Plan format linked to the priorities from the Dunfermline Local Community Plan – Plan 4 Dunfermline
- 4.2 Guidance from Fife Partnership and the impacts of the Covid-19 Pandemic will influence the key priorities for 2022 onwards. Experience of the response to the Covid-19 emergency in Fife, together with the emerging strategies for recovery and reform, provides a valuable opportunity to refocus work on the delivery of the Plan for Fife and the Plan 4 Dunfermline
- 4.3 A key challenge for the Partnership will be find ways of sustaining and building on the impressive community effort that has been evident during the pandemic

## **List of Appendices**

1. Dunfermline Area Local Community Plan – Plan 4 Dunfermline Delivery Plan 2021 - 2022

## **Background Papers**

Plan 4 Fife

## **Report Contact(s)**

Name Shirley Melville Team Manager Community Development(Dunfermline)

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*Draft*



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*DUNFERMLINE LOCAL COMMUNITY*

*PLANNING PARTNERSHIP*

*April 2021 to March 2022*

*DELIVERY PLAN*

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# Dunfermline Local Community Planning Partnership

## Reform & Refresh

April 2021 to March 2022



### *Opportunities for All – Tackling Poverty & Crisis Intervention*

- Develop & Co-ordinate offer of local voluntary food providers
- Develop Advice Hub model to provide welfare & anti-poverty measures
- Support Local Groups to create Resilience approaches



### *Community Led Services – New Ways of Working*

- Support the delivery of Neighbourhood Plans
- Increase participation, engagement, and promote volunteering
- Support a new integrated community centre in Abbeyview



### *Thriving Places – Addressing Climate & Covid Emergency*

- Develop Greenspace Forum
- Tackle Food Waste, Increase Compost and Food Knowledge
- Link Green Initiatives to existing community plans and current crisis



### *Inclusive Growth & Jobs – Economic Recovery*

- Expand Heritage & Tourism opportunities
- Develop Enterprise Hub to support local businesses
- Increase employability opportunities and develop skillsets



## Opportunities for All – Tackling Poverty and Crisis intervention

Project <b>Dunfermline Poverty Action Group (DPAG)</b>		Lead: <b>Community Development</b>
Partners	DPAG Steering group members, FC, CARF, FVA, Furniture Plus, Cozy Kingdom, Dunfermline Foodbank, Link Living, CAP, Gillespie Church,	
Goals	<ul style="list-style-type: none"> <li>• Multi- Agency partnership group</li> <li>• Addressing poverty and crisis intervention</li> <li>• Offer financial support and emergency food provision</li> <li>• Encourage good access to services and amenities</li> <li>• Reduce isolation</li> <li>• Tackle loneliness</li> <li>• Improve mental health and wellbeing</li> </ul>	
Actions	<p>Crisis grants, previously known as the Fife Food Fund is a devolved resource that partners can refer individuals to who are struggling with immediate financial crisis.</p> <p>Café Inc is an established holiday food from Touch Centre, James Allan centre, Duloch Primary school and St Columba's RCHS. Venues are flexible, dependant on availability but in Touch Centre, this is supported by the FFYF group</p>	
Metrics	<p>Crisis grants – 72 applications were approved equalling £37,550 in financial assistance</p> <p>Café Inc – Easer, Summer and October holiday period – 1111 meals/packed lunches were issued</p> <p>Number of people engaging with Welfare support – 134</p>	
Next Steps	<p>The DPAG has established an Action Plan and linked local priorities to those of the Tackling Poverty and Preventing Crisis Board. Fuel and Winter crisis plans are being developed and additional funding given to Cozy Kingdom to deliver their Healthy Homes programme across Dunfermline</p>	

Project <b>Dunfermline Advice Hub</b>		Lead: <b>Steering group, Poverty Action Group</b>
Partners	Dunfermline LCP partners- CARF, FC, FVA, Furniture Plus, Dunfermline Credit Union,	
Goals	<ul style="list-style-type: none"> <li>• Ensure a continued service within Conduit premises until lease end July 2021</li> <li>• Refresh SLA with partners</li> <li>• After re-opening offering appointment only, services to clients.</li> <li>• Ensure safe access to services and amenities in line with restrictions</li> <li>• Person-centred approach to poverty helping those most in need</li> <li>• Ensure co-ordinated and streamlined service provision</li> </ul>	
Actions	<p>DAH re opened in September 2020 to a few groups, offering appointment only service Co-ordination of DAH is being co-ordinated by CARF. Key support services were very eager to be able to offer one to one support for this who were most in need. Covid Guidelines and operational requirements have been strictly adhered to.</p>	
Metrics	To be confirmed	
Next Steps	<p>DAH offered a telephone service throughout the lock down period. DAH liaised with other services to ensure help was directed where needed, including issuing Food Parcel vouchers. The shop opened in</p>	

	May 2021 for appointment-based services adhering to guidelines. The services were limited and operated on a phased basis.	
<b>Project</b>	<b>Dunfermline Food group</b>	<b>Lead – Community Development</b>
Partners	Fife Council, DAH, Voluntary sector	
Goals	Establish a Food Resilience steering group within Dunfermline	
Actions	Following on from the success of the FFYF and the Baldrigeburn pantry and the established support from F3, the Vine Church and other respond supports put in place across Dunfermline, a virtual Food Resilience group has been established to ensure a coordinated and pro-active response to food resilience.	
Metrics	To be confirmed	
Next Steps	This group will plan a foundational role in the upcoming Greenspace Strategic Steering Committee to promote local food resiliency, reducing waste and increasing growing, preserving and cooking skills.	



## Community Led Services - New ways of working

Project	Community Action Plans	Lead: CLD
Partners	Voluntary Organisations, Coalfields Regeneration Trust	
Goals	<ul style="list-style-type: none"> <li>• Support to voluntary organisations to continue with delivery of key actions and outcomes</li> <li>• Evaluate Year 1 of the Action Plans in conjunction with Coalfield Regeneration Trust</li> <li>• Support voluntary groups to further identify funding to deliver on actions and outcomes</li> <li>• Support the Touch and Golfdrum Place Group development</li> <li>• Create an environment that encouraged good health and wellbeing</li> </ul>	
Actions	<ul style="list-style-type: none"> <li>• Community Action Plans have been completed for Abbeyview, Touch, Kingseat &amp; Baldridgeburn and these are now launched within the retrospective communities.</li> <li>• Organise community engagement sessions within Touch and Golfdrum Street in line with Place Group areas.</li> <li>• Create Action Development Plans for Touch and Golfdrum Street in conjunction with community feedback and aspirations.</li> <li>• Create a Touch Forum Group made up of representatives from the various community groups and organisations.</li> <li>• After the easing of lockdown various groups picked up pre-pandemic projects focusing on the action plan priorities.</li> </ul>	
Metrics	<ul style="list-style-type: none"> <li>• £40k was distributed amongst 9 community groups and 11 projects using participatory budgeting type themes</li> <li>• 130 members of the community attended community participatory budgeting events, 147 surveys were completed, and 440 views were recorded.</li> <li>• Dunfermline area now has 4 Community Led Action Plans in place -Touch, Abbeyview, Kingseat &amp; Brucefield</li> <li>• Abbeyview Community Action Plan Steering Group undertook Year 1 Evaluation in conjunction with Coalfields Regeneration Trust</li> </ul> <p>£10k funding allocated to support community activity and developments within Touch area Place Groups. Key Stakeholders Groups within Abbeyview have been instrumental in the design process of the new Abbeyview Community Hub.</p>	
Next Steps	<ul style="list-style-type: none"> <li>• Continue to support the development of community led action plans, including the progression of outcomes and evaluation.</li> <li>• Work with key steering groups to build capacity and strengthen partnership and collaboration between communities, Fife Council and third sector groups.</li> <li>• Dovetail environmental, green space and wellbeing outcomes with Dunfermline Greenspace Forum for streamline offer of support.</li> </ul>	
Project	Support to Community Councils, community groups and TRA's	Lead: CLD
Partners	Community Councils, Community Groups and TRA Groups	
Goals	<ul style="list-style-type: none"> <li>• Work with and consult communities and groups to understand the impact of Covid to inform future deliverable outcomes in line with the recovery and reform agenda.</li> <li>• Support to voluntary organisations to continue with delivery of key actions and projects within their communities</li> <li>• Support voluntary groups to further identify funding to deliver on actions and outcomes</li> <li>• Provide training and development opportunities to voluntary organisations to support emergency resilience support</li> <li>• Inspire volunteers to donate their time and expertise to help others</li> </ul>	
Actions	<ul style="list-style-type: none"> <li>• An increase in capacity building support to community groups supported locally led resilience through the pandemic.</li> <li>• As restrictions eased community groups were able to engage with their communities and re-focus on pre-pandemic projects such as Wellwood Play Park, Dunfermline Skate Park, Baldridgeburn Garden, and various community ownership initiatives.</li> <li>• Advice and support to community groups around funding opportunities remains a key delivery action – signposting to the new Community Portal platform for funding information, volunteering opportunities and project delivery advice has been rolled out. Community groups are also</li> </ul>	

	signposted to the Fife Council's new Funding Facebook page; articles of interest are regularly shared to the 'Our Dunfermline' Facebook.
Metrics	<ul style="list-style-type: none"> <li>• Capacity Building support enabled Food for Your Future to support the Dunfermline wide area in terms of food resilience throughout the year on several levels including weekly pantry bags, school holiday packed lunches and Christmas/New Year food support.</li> <li>• The recently established Play &amp; Grow Group have transferred into a Company Ltd. Through a partnership collaboration approach, an area of land was identified and made available to prioritise outdoor play, learning and growing.</li> <li>• Community Capacity Building has engaged with 18 different groups and organisations, providing support, advice and information, including governance and funding.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Work with community groups to identify training and development opportunities. Develop a skills and capacity building programme to respond to skills audit and local need.</li> <li>• Continue to support area wide forum groups such as Greenspace Forum and Community Council Forum.</li> <li>• Support the wide range of community activity and participation, and in particular those responding to recovery and reform outcomes.</li> <li>• Raise awareness of Fife Council's Community Portal and Fife Funding Facebook Page and continue to signpost groups and organisations to these.</li> <li>• Focus on 'Our Area' page so that communities can 'home in' on local information including links to social media.</li> <li>• Consider how we strengthen area-based models to support community led approaches.</li> </ul>
<b>Project</b>	<b>Provide opportunities to Volunteer</b> <span style="float: right;"><b>Lead: DAH, CLD. FVA</b></span>
Partners	Individuals and Voluntary Organisations, FVA
Goals	<ul style="list-style-type: none"> <li>• Support to volunteers</li> <li>• Support voluntary groups to further identify funding to deliver on actions and outcomes</li> <li>• Identify and support training and development priorities through community capacity building</li> <li>• Inspire volunteers to donate their time and expertise to help others</li> <li>• Develop new volunteer tutor post to support and develop volunteers and opportunities</li> </ul>
Activities	<ul style="list-style-type: none"> <li>• Improve Dunfermline wide volunteering co-ordination</li> </ul>
Metrics	<ul style="list-style-type: none"> <li>• Food for Your Future have successfully raised £24,700 to support food resilience programmes.</li> <li>• Tuesday Family Fun Night Sports Volunteers have undertaken training and development across 12 disciplines including cycle leader, badminton, water sports and confidence building programmes.</li> <li>• Two volunteers from this group now run 4 volunteer-led walking groups within Dunfermline and Rosyth area with over 90 individuals attending weekly. This group received a 'Fife Sport Recognition Award 2020' from Dunfermline and West Fife Sports Council.</li> <li>• 4 volunteers undertook the Mental Health First Aid course and are now trained to support others within their community.</li> <li>• Baldrigeburn pantry and gardening volunteers received first aid and food hygiene training</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Continue to provide capacity building support to the wide range of community groups.</li> <li>• Continue to identify and build on a network of formal and informal volunteering.</li> <li>• Support the capacity of volunteers and respond to skills development.</li> <li>• Raise awareness of Fife Council's Community Portal and Fife Funding Facebook Page and continue to signpost groups and organisations to these.</li> <li>• Consider how we formally recognise volunteers and those involved actively involved in their local community.</li> <li>• Celebrate success of volunteers</li> </ul>



## Thriving Places – Greenspace & Climate Emergency

Greenspace Forum		Lead: Kevin O’Kane
Partners	Greenspace Forum	
Goals	<ul style="list-style-type: none"> <li>• Develop a Dunfermline Greenspace Strategic Working Group</li> <li>• Develop Comprehensive maps, identities and master plans for local greenspaces</li> <li>• Raise awareness of sustainability issues</li> <li>• Provide places to meet that that encourage multi-generational inclusive activity</li> <li>• Increase physical, mental, and emotional wellbeing</li> <li>• Partner with other organisations to promote food growing, waste reductions, climate mitigation, heritage and tourism opportunities.</li> </ul>	
Actions	Outreach and research into other Fife Based organisations. Greener Kirkcaldy, Clear Buckhaven, Kinghorn ecology Centre, Rosyth Eats as well as local Dunfermline Area Groups.	
Metrics	To be confirmed	
Next Steps	<p>First meeting of Strategic Steering Group for Wed 11/11/20</p> <p>Community greenspace strategy produced March 2021</p> <p>New Dunfermline Greenspace charity to be operational October 2022</p> <p>Cllr Jean Hall-Muir, chair of Greenspace Forum to be separate of charity and be linked to Local Community Planning Partnership</p> <p>£3million has been spent on Lyne Burn corridor over last 10 years, which has included refurbished play park and community garden at Touch, New orchard at Touch, Greenspace improvements at Rex Park, Touch, Woodmill Park, 800m naturalisation of Lyne Burn, 500m cycleway</p> <p>Masterplan for St Leonard’s Playing Fields to be produced by December 2022.</p> <p>New wood for Duloch Park to be planted Winter 2022.</p> <p>Wellwood play park refurbishment progressing.</p> <p>Pittencrieff Park ambition group formed</p> <p>Play Spaces Strategy implementation being progressed.</p>	

Project	Touch Community Garden	Lead: Dunfermline Play and Grow
Partners	Dunfermline Play & Grow Community Garden, Touch & Garvock CC, Touch Primary School, Touch 40th Scouts, St Margaret’s Church, Touch Family Night.	
Goals	To establish a robust community garden in Touch, with areas for growing, education, and loose parts play.	
Actions	<p>Preliminary meeting with key stakeholders conducted through Sept, Oct &amp; November 2020 with huge community support. Awaiting lease form FC Housing and Legal Departments</p> <p>Greenspace Improvements at Touch. 800m naturalisation of Lyne Burn. Thousands of trees planted.</p> <p>Community based adult learning classes with CLD on growing and Nature.</p> <p>Food extension at Touch garden to be completed by March 2022.</p>	
Metrics	First collaborative seedling project between Dunfermline Play & Grow, Touch Primary and Friends of Pittencrieff Park underway for 2020-2021	
Next Steps	Business Plan finalised and outreach to Carnegie Trust for possible mentoring opportunity.	







## Inclusive Growth & Jobs - Economic Recovery

Project Heritage and Culture Partnership		Lead: Grant Williams Heritage Partnership
Partners	Heritage Partnership members - • Abbot House SCIO • Carnegie Dunfermline Trust • Church of Scotland Abbey • Cruise Forth • Dunfermline Local Tourism Assoc • Fife Council – Dunfermline Area • OnFife - Fife Cultural Trust • Fife Coast and Countryside Trust • Fife Tourism Partnership • Historic Environment Scotland • St Margaret's RC Church • University of Stirling • Visit Scotland • Alhambra Theatre	
Goals	<ul style="list-style-type: none"> <li>• Heritage and culture at the centre of a better and more cohesive place</li> <li>• Offer a wide portfolio of experience for visitors and community members</li> <li>• Encourage positive visitor promotion</li> <li>• Connect heritage and culture with new partners to make this happen – and to embed a place-based approach</li> <li>• Embed heritage and culture in local plans</li> <li>• Innovate, pilot, and share new idea</li> </ul>	
Actions	Create new version of “Your Guide to Dunfermline” · Development of “Wellbeing through Heritage” website · Develop “Green Health” programme · Establish programme of Heritage based activities that use the “5 Ways to Wellbeing” · Launch Wellbeing Website calendar · Launch Branching Out FCCT Programme in Dunfermline and West Fife · Create and develop digital content for and by young people around local Heritage	
Metrics	6weekly DHP face to face collaborative innovations session · Volunteer Fair to be delivered in 2023 and 2024 · 2023/24 Flourish Dunfermline – Knowledge sharing event and “Wellbeing through Heritage” conference · Traditional Building Skills Programme delivered to Dunfermline High school pupils · On-going 3 year evaluations to measure overarching outcomes	
Next Steps	<ul style="list-style-type: none"> <li>· Initiate and develop conversations around City status and what connections this may inspire.</li> <li>· Continue to grow Community of Interest group Flourish Dunfermline</li> <li>· Advocate for heritage to be visible in the plans and thinking of partners and agencies.</li> <li>· Disseminate research to support the use of Heritage across wellbeing agendas</li> </ul>	
Project LTA		Lead: Peter Wilson, LTA
Partners	LTA, Dunfermline Heritage Partnership, Fife Tourism Partnership, Visit, Cruise Forth, Fife Council, Fife Ports	
Goals	<ul style="list-style-type: none"> <li>• Sustaining and Building the Dunfermline and West Fife Tourism Network</li> <li>• Promoting Dunfermline and West Fife Visitor Offers</li> <li>• Update and Promote Dunfermline.com</li> <li>• Build on 10 years of CruiseForth. Welcome Volunteers to encourage cruise passengers to visit Dunfermline and surrounding area</li> <li>• Increase number of visitors helping to support local businesses</li> </ul>	
Actions	<ul style="list-style-type: none"> <li>• Achievements – Regular Webinars throughout the pandemic with a return to in-person events in August</li> <li>• Fife Tourism Partnership event held at Andrew Carnegie Birthplace Museum for all Fife LTAs</li> <li>• Working with Fife Tourism Partnership and Fife Council to Build Visitor Business Engagement</li> <li>• Converted Dunfermline.com to a Destination Website – Strategic Review planned</li> <li>• Promoted Gaelic Tourism to local partners</li> <li>• Supported Food from Fife with imagery for Growth Fund campaign</li> <li>• Re-promoted Visit Scotland coverage of City Status</li> <li>• Member hosted Brazilian TV Food Celebrity for Brazilian TV and Social Media (2 Million followers)</li> <li>• Sustained the work of the Cruise Project to promote local visitor offers</li> <li>• Delivery of Visitor Guides and Maps across the LTA area and beyond</li> <li>•</li> </ul>	
Metrics	Webinars for LTA Members and Stakeholders held bi-monthly In Person events to be held quarterly – Last attendance 20 members Dunfermline.com building content – now being updated by partners and used to promote ‘Dunfermline Celebrates’ events. Welcome to Dunfermline and West Fife Facebook page now has 400 members and growing.	

	CruiseForth provided courtesy buses to Dunfermline on 12 cruise calls, with two visits (Viking Mars and Olsen Balmoral) delivering over 250 and 450 passengers/crew respectively to the town over four cruise days. Food from Fife Promotion Brazilian TV promotion
Next Steps	Continue in person tourism business events. Create a Destination Package for Dunfermline to promote to cruise Shorex companies. Build Dunfermline.com and promote content for social media Work with VisitDunfermline.com to ensure joint purpose of promotion
<b>Project</b>	<b>Support for Businesses</b> <span style="float: right;"><b>Lead: Sunil Varu</b></span>
Partners	Fife Council and partners
Goals	Consider opportunities arising from the Scottish Government's Place Based Investment Programme as they are released. <ul style="list-style-type: none"> <li>• Development of effective links with the business community and increase new start up business around the town centre.</li> <li>• Have fewer vacant retail units in the town centre</li> <li>• Assist businesses through the Covid Recovery Phase</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• The Area Committee approved on 30<sup>th</sup> November 2021 a sum of £500K from the Business and Employability Capital Programme for the community space on the former Co-op Gap site. The project is being taken forward by Transportation Services together with their wider Public Realm project for the High Street and Bruce Street. Both these projects are subject of Fife Council's application for the UK Government's Levelling Up Fund the decision on which is due to be announced during November 2022.</li> <li>• Following the return of tenders, a sum of £78K was added from the UK's Shared Prosperity Fund to the original allocation £438k towards the Phase 1 Works at St Margaret's House. The project started on 26<sup>th</sup> September 2022 with a 20-week construction period and is scheduled to be completed by the end of February 2023. The Phase 2 Works is included in Fife Council's bid to the UK Government's Levelling Up Fund in 2022/23. Creation of short life Building Improvement Grants (Fife Wide) to support building/business adaptations including shop fronts, interior refits and upper floor conversions to housing and enterprise.</li> </ul>
Metrics	<ul style="list-style-type: none"> <li>• £205,000 for Abbott House</li> <li>• £500,000 Coop Gap Site</li> <li>• £516,000 St Margaret's House</li> <li>• £250,000 (Fife Wide) Building Improvement Grants</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Gap site : Transportation Services are progressing the project to secure all statutory consents by the end of December 2022. The announcement of the Levelling Up Fund allocations on 23<sup>rd</sup> November 2022 will influence the direction of the project going forward.</li> <li>• St Margaret's House: The announcement of the Levelling Up Fund allocations on 23<sup>rd</sup> November 2022 will help in securing the future of the project going forward.</li> </ul>
<b>Project</b>	<b>Encouraging Enterprise</b> <span style="float: right;"><b>Lead: Sunil Varu</b></span>
Goals	Develop an Enterprise Hub in vacant building in the Maygate to provide a co-lab space to grow business and share ideas <ul style="list-style-type: none"> <li>• Support entrepreneurs to set up business</li> <li>• Encourage small independent business to develop</li> <li>• Keep local talent</li> <li>• Provide a learning environment</li> <li>• Address unemployment and training</li> <li>•</li> </ul>
Actions	The Maygate Enterprise Hub is nearing completion with a number of companies interested in taking office space. Discussions are taking place to enter into lease agreements

Metrics	Three aspiring entrepreneurs and a third sector organisation to occupy the office space for a minimum of three months at a time.
Next Steps	Complete the spec for the door entry, IT requirements and website set up

<b>Project</b>	<b>City Status Application</b>	
Activities	•	
Goals	A multi-disciplinary team was gathered across several Council services under the stewardship of the Community Manager, Andrew Gallacher, to pull together all aspects of the City Status bid document, to ensure we met all the criteria required by the UK Government.	
Actions	A focussed set of meetings took place on a fortnightly basis to maintain a sharp focus on the needs of the document. There were a few iterations of the content required which ultimately led to the refined final document submitted to the UK Government.	
Metrics	A successful result. This was announced on 20 <sup>th</sup> May 2022.	
Next Steps	Capitalising on the achievement if we were successful in our bid. One such step would be membership of the Scottish Cities Alliance and the opportunities that would arise from engaging at this level.	
	<b>Improving skillsets</b>	<b>ABE, Fife College and CLD</b>
Activities	CLD, ABE, ESOL and Fife College provide community-based learning opportunities	
Goals	<ul style="list-style-type: none"> <li>• The Dunfermline Adult learning local planning group (LPG) is now well-established partnership chaired by Katherine Pearson, Adult Literacies Tutor. This group provides co-ordination, guidance and development for community-based adult learning to be developed in a community setting. The LPG has a unique budget to allocate to offset costs for CBAL courses and follows robust guidance and evaluation processes and improvement plans.</li> <li>• Provide a full CBAL programme covering IT, confidence building, employability and health and well-being</li> <li>• Literacies programmes covering basic skills and ESOL and SQA Qualifications up to SQCF 4</li> <li>• Address unemployment and training issues</li> <li>• Improve participants health, wellbeing, self-esteem, employability, and literacy levels</li> </ul>	
Actions	Community based adult learning is planned to start after the October holidays. Online IT skills have been developed and are being rolled out	
Metrics	Number of adult learners participating in programmes - 308 Number achieving qualifications - 32 Number progressing onto further learning, training and employment	
Next Steps	Enrolment forms can be provided to start online learning packages provided by Fife College for “Get Connected” and Digital and Computing Passports at SCQF Level 4 5 and 6. These could be facilitated by College staff where required. Basic literacy and health and well -being online packages could also be provided. Practical workshops (once safe to do so) can be facilitated to build self -esteem, confidence and employability skills with a mix of Drama and Enterprise facilitators can also be provided.	

	<b>Capital projects - Integrated Facility Development</b>	<b>community groups and partners and FC</b>
	Looking to establish a project and business development model to oversee and drive the range of Capital projects planned for Dunfermline	
Projects	<ul style="list-style-type: none"> <li>• Abbeyview Integrated community facility</li> <li>• Review of Community Facilities across the Dunfermline facility estate.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Educational Joint Community Campus</li> <li>• Abbey House</li> <li>• Maygate Exchange</li> <li>• Pittencrieff park</li> <li>• St Margaret's House</li> <li>• Heart of Dunfermline</li> <li>• Churchyard Gates Dunfermline Abbey</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• Fife Council have confirmed significant capital investment towards the new Abbeyview Integrated Community Hub. A proposed concept design has been developed in line with previous community feedback and consultation.</li> </ul>
Metrics	
Next Steps	<ul style="list-style-type: none"> <li>• Undertake public engagement using a range of consultation methods with staff, key stakeholders and community members in relation to the proposal for the new Abbeyview Integrated Community Facility.</li> <li>• In line with the above project, there is a need to consider the displacement of the various groups and projects arising from decant. Feasibility on the range of community facilities across the area is required to better meet the needs of CLD, youth work, community-based adult learning.</li> <li>• Continue to support a range of community groups and organisations through the CAT process, Participation Requests and Local Place Plans</li> </ul>

22<sup>nd</sup> November 2022

Agenda Item No. 5

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## Area Housing Plan Update

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Report by: John Mills, Head of Housing Services

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Wards Affected: Ward 3 - Dunfermline Central, Ward 2 – Dunfermline North, Ward 4 – Dunfermline South

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### Purpose

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Members approved the Dunfermline Area Housing Plan in November 2017. This report provides an update on progress in delivering service priorities and performance information for the financial year 2021-22. A revised Area Housing Plan will be presented at Committee early 2023 once there has been the opportunity to consult on future priorities for the City of Dunfermline Area.

### Recommendation(s)

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Members are asked to comment on the work progressed through the Area Housing Plan for the current financial year.

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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

### Consultation

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Local tenants were originally involved in the development of the Area Housing Plan through local groups and events, as well as taking part in walkabouts with staff and members. Consultation has unfortunately remained more limited during 2021/22. We have used feedback from Tenant and Residents groups, complaints, elected representatives, to develop the plan.

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## 1.0 Background

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- 1.1 Members approved a report in 2018 which introduced the 2017/19 Area Housing Plan, a document which sets out how the Council aims to:
- Understand what housing needs are in an area
  - Deliver effective housing management

## 1.2 We have several key roles and responsibilities.

We manage landlord services in Dunfermline to 3,402 houses in the kingdom by:

- managing housing lists and letting empty houses and garages
- supporting tenants' rights – and making sure they meet their responsibilities – on issues like rent payment, consultation, and participation, and being a good neighbour
- improving houses and keeping them in good repair.

We support and assist homeless households by:

- preventing homelessness
- assessing applications and offering advice and support
- providing temporary accommodation – and helping to make it permanent
- working with and funding the voluntary sector to provide additional services

We lead housing strategies to improve housing conditions in Fife by:

- producing and implementing a local housing strategy and managing its links to other key plans such as the community plan and community safety
- working with other landlords to make unfit and unsafe houses a thing of the past.

We seek to lift our tenants and customers out of poverty by:

- reducing homelessness
- assisting with access to training, further education, apprenticeships, and employment where this is possible and working in partnership with other Council Services and external agencies.
- Sustaining our tenants in secure and safe housing

- 1.3 The Council has a vision to create a fairer Fife where all residents live good lives, make informed choices, and have a sense of control so that they can reach their full potential and where all children are safe, happy, and healthy. At the heart of the Plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services as the largest landlord in Fife can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives. We have a key role to work in partnership with others to reduce poverty in Fife and to ensure that we are acting 'one step sooner'. The plan is intended to complement the Plan for Fife, setting out how Fife Council as a major landlord in many estates works to improve the lives and opportunities of its tenants through effective neighbourhood management and improvement initiatives.
- 1.4 This report includes measures to outline how well we are performing and addressing housing need in the city of Dunfermline Area. Performance figures for the previous financial year are provided where this is available at an Area level.
- 1.5 It is proposed that a revised Dunfermline Area Housing Plan will be produced for 2023-26. This will outline future priorities that are informed through discussions at Ward level and reflect the views of our local communities who we will consult with over the next quarter.

1.6 Housing staff have continued to work in partnership with others to help vulnerable households to obtain necessities such as food and fuel payments for those experiencing fuel poverty. We have also provided advice and support to tenants who were worried about their rent. Housing Services focuses on delivering our critical services. This included gas safety inspections, emergency repairs, dealing with anti-social behaviour, welfare checks, urgent allocations to homeless and support to our more vulnerable tenants.

## 2.0 Issues and Options

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2.1 This report will focus on the following Plan for Fife headings-

- Opportunities for all
- Thriving places
- Community led services

### 2.2 Opportunities for all

2.2.1 Appendix 1 provides a key performance summary for the period. The following performance areas are highlighted;

2.2.2 The numbers of tenancies being terminated reduced by 6% during 2021/22. 99% of all emergency repairs continued to be dealt with in timescale and the % of all repairs completed in time frame decreased slightly by 0.10% to 97%. Abandonments have again reduced during 2021/22 which was a welcome development. Housing Management Officers have continued to offer a Tenancy Assistance service to tenants to help them to sustain their tenancies and make referrals for longer term and specialist support through our partner agencies.

2.2.3 The one area that was a cause for concern was the increased length of time taken to turn around an empty property which increased from 39 days to 56 days. There were many reasons for this e.g. staff absence and supply of materials. We will continue to focus on reducing delays for new tenants setting up home over the period however there is no doubt that this had an impact on void rent lost.

2.2.4 Table 1 below shows the current stock profile with property sizes included.

<b>Stock By Comm Area/Locality/Apt Size</b>	<b>Apt Size</b>					
<b>Area</b>	<b>Studio</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
<b>Dunfermline</b>	<b>35</b>	<b>997</b>	<b>1495</b>	<b>741</b>	<b>134</b>	<b>3402</b>
Dunfermline Central	17	286	438	266	43	1050
Dunfermline North	18	424	590	158	33	1223
Dunfermline South		287	467	317	58	1129

2.3.5 Cases of extreme and serious anti-social behaviour have fallen by 34% and 58% respectively. The number of minor anti-social behaviour cases has risen by 11% to 202.

2.3.6 Additional opportunities for tenants to report anti-social behaviour are available, for example online via Fife Direct and through the Fife Housing Register site.

2.3.7 The fall in cases can be attributed to closer working between Housing Services, Safer Communities and Community Policing teams, focussing on early intervention in order to reduce the number of cases escalating to that level. It has been recognised that early intervention can significantly improve outcomes, as noted in the reduction of serious cases. We aim to do this by supporting people to change their behaviours and reduce risk. Working closely with individuals and communities to help them find solutions to local problems.

2.3.9 The number of stage 1 and 2 corporate complaints have been summarised in the tables below. There has been an overall decrease in the numbers of complaints.

Table 2.

Complaints received	Outwith Timescale	Within Timescale	Total
Stage 1	7	30	37
Stage 2	2	3	5
<b>Total</b>	<b>9</b>	<b>33</b>	<b>42</b>

Complaint Stage	Stage 1	Stage 2
Not Upheld	24	4
Partially Upheld	1	0
Upheld	12	1
<b>Total</b>	<b>37</b>	<b>5</b>

Row Labels	Sum
Dissatisfaction with policy / current delivery arrangements eg timescales, priorities, criteria	9
Poor communications including lack of notice, consultation & engagement	5
Failure to respond to previous complaint / request for service / enquiry / reported fault	4



Poor Condition / Standard of Housing	3
Dissatisfaction with policy / current arrangements	3

2.3.10 The numbers of stage 1 and 2 complaints made by customers decreased by 51% during 2021-22 with complaints being centred around dissatisfaction with timescales, priorities or policy.

## 2.4 Thriving Places

2.4.1. Rent Collection continued to be challenging during 2021-22. Officers have continued to contact tenants regarding about arrears, however, there was an increase in the numbers of tenants going into arrears. Working in partnership with Revenue Services, Housing Services have continued to work towards the Area Anti-Poverty strategy.

2.4.2 Evictions for rent arrears remain suspended and early intervention remains the focus in order to stop increasing rent arrears.

We have continued to improve our on-line services, meaning transactions are easier to complete. Our Housing Management Officers continue to offer assistance to those who may not be as confident with this type of technology. Overall, our rent collection rate has fallen from last year to 96.63%, a reflection of the cost of living rises and continuing challenging economic circumstances.

2.4.2 We have continued to offer Tenancy Assistance service to individual tenants who have been deemed to be vulnerable and have helped 145 households in the provision of flooring, white goods, furniture and clearances to assist in sustaining tenancies.

2.4.4 We currently have over 2400 applicants on our waiting lists with approximately 178 allocations being made in 2021/22. 57% of all allocations were made to homeless applicants, the same figure from 2020/21. There was a 5% increase in allocations to transfer applicants in the same period. This is due to the transfer led new build allocations policy. As previously indicated, there was a 5% decrease in the numbers of offers of housing that were refused by Housing applicants. Homeless presentations also fell by 2% to 329 in 2021/22. Work is ongoing to offer advice and support to those in Housing Crisis.

2.4.5 The Affordable Housing Programme delivered 78 new build properties during between 2020 and 2022 at Lapwing Drive and Main Street, Kingseat. A further development is planned for Blacklaw Road, providing 78 units and at Bellyeoman Road with 30 extra care retirement housing units and 14 mainstream.

2.4.6 There are currently 362 lock ups in the Dunfermline area. This year we have successfully carried out the demolition of two blocks at Gilfillan Road and replaced with parking areas. This years budget will be focussed on essential maintenance and refurbishment of selected blocks.

## 2.5 Community Led Services

- 2.5.1 Tenant engagement has been traditionally been a key issue and development area for the Housing Service and tenants in the last few years. While we have not been able to conduct as many annual walkabouts during 2021/22 we have been able to engage with communities and work towards tenant led improvements. It is anticipated that tenant engagement will increase in order to fulfil consultation on proposed new Area Housing Plan.
- 2.5.2 Physical regeneration works in Golfdrum Street has been successfully completed. This followed a place led approach following an action plan jointly produced with Tenants and Residents association. Work is ongoing with the Community to complete Estate improvements around drying areas, fencing, community garden projects to help create a thriving neighbourhood.
- 2.5.3 Regeneration in Touch. A tasking group continues to meet regularly to discuss options for the Touch area. The group continues to consider physical improvements, community safety and maintenance of open spaces. Considerable community consultation is planned for the coming years with residents and key stakeholder services.
- 2.5.4 Project expenditure from the Housing Projects budget during 2021/22 was as follows.

Housing Projects Budget 2021/22	£220,332.00
Expenditure on projects	£246,189.00
Budget remaining at 31/3/21	Nil
% of Budget Spent	111%

- 2.5.5. Expenditure in 21/22 was higher than the previous year. Much of the budget was used to support vulnerable tenants during 2021/22 as well as some environmental projects. These have included tree and shrub maintenance on HRA land and the provision of new benches at a retirement housing complex. As mentioned previously we have assisted 145 households with various furnishings, flooring and white goods to the sum of £106,597.00. We have also worked with Parks, Streets and Open Spaces to maintain HRA land and the gardens of vulnerable tenants to the sum of £50,000. We will continue to work with partner services in order to help tenants live in thriving areas.

### 3.0 Conclusions

- 3.1 There is no doubt that we are still working through our recovery plan and that the delivery of frontline services has been challenging. However overall, the report continues to be reasonably positive and recognises the good work that local staff, local members, and tenants have carried out to help deliver better housing services across the Dunfermline area. The report highlights areas of good practice as well as identifying areas for improvement or development in the future.

### Background Papers

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

### Report Contact

Author's Name      Lynne Johnston

Author's Job Title    Area Housing Manager  
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 Telephone:            08451 55 55 55 Ext No 443907  
 Email -                Lynne.Johnstone@fife.gov.uk

## Appendix 1.

	<b>Dunfermline</b>		
	2019/20	2020/21	2021/22
<b>Repairs &amp; Turnover</b>			
% of All Repairs completed in timeframe	98.40%	97.10%	97.0%
% of Emergency Repairs completed in Timeframe	99.30%	99.10%	99.13%
Average Time to turn around an empty property	22 days	39 days	56 days
% of rent lost to void properties/empty Houses	0.71%	1.20%	1.10%
No of terminations – mainstream council properties	261	248	232
Number of abandoned tenancies	29	19	11
Abandonments as % of No of terminations	11.10%	7.70%	4.74
<b>Rent &amp; Arrears</b>			
% of total rent collected	98.14%	97.70%	96.63%
Numbers of tenants in arrears	973	1,052	1103
Number of tenants due over £250	266	713	586
% of tenants with an agreement to pay	25%	17%	16%
No of tenants evicted	8	0	0

% of tenants claiming Housing Benefit	38%	35%	32%
<b>Allocations &amp; Support</b>			
Total Number of Allocations Made	230	211	178
% of properties allocated Homeless	62.10%	57%	56.18%
% of properties allocated Transfer	15.20%	30%	35.96%
% of properties allocated Waiting	22.80%	13%	7.87%
Total Number of Applicants on Housing Lists	1949	2352	2448
% of offers of Housing refused	18.90%	25%	20%
Number of Homeless Presentations	355	336	329
No of Mutual Exchanges	20	20	22
<b>Estate Management</b>			
Number of Breaches of tenancy recorded (Extreme anti-social behaviour 365 days)	44	63	41
Number of Breaches of tenancy recorded (Serious anti-social behaviour 182 days)	157	216	90
Number of Breaches of tenancy recorded (Minor anti-social behaviour 56 days)	126	181	202
Housing Project Budget expenditure (spending/budget = %)	£161,449/£220,936 = 73%	£195,901/£219,000 = 89%	£220,332/£246,189 = 111%
Tenant Satisfaction with Neighbourhood Management/Estate	85%	n/a for 20/21	78%

<b>Customer Results (from Fife Customer Satisfaction Survey)</b>			
Tenants overall satisfaction with Housing Service *	82%	n/a for 20/21	81%
Tenant satisfaction with opportunities to participate *	83%	n/a for 20/22	67%
Total of Stage 1 & 2 corporate complaints received and dealt with	57	82	42
Total Complaints dealt with in timescale	51 (89%)	61 (74%)	33
Total number of complaints upheld/partially upheld	22 (39%)	22 (27%)	13

22nd November, 2022.

Agenda Item No. 6

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## Common Good Policy Statement

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

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**Wards Affected:** Fife Wide

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### Purpose

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The purpose of this report is to present a draft Common Good Policy Statement which will form the basis of a public consultation exercise.

### Recommendation(s)

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The Committee is asked to:

- (1) comment on the draft Common Good Policy Statement; and
- (2) comment on the community consultation process.

### Resource Implications

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The draft Common Good Policy Statement highlights the resource impact on the use of Common Good funds and how these will be used in the future subject to the outcome of the consultation exercise.

### Legal & Risk Implications

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The Community Empowerment (Scotland) Act 2015 (the “Act”) and subsequent guidance highlights the need to consult on changes in the way Common Good assets, including funds, are used.

### Impact Assessment

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An equality impact assessment has been undertaken that shows no detriment to any protected characteristic.

### Consultation

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The Common Good Working Group has been involved in drafting this report and development of the draft Policy Statement, including representatives from Legal, Finance and Property Services.

## 1.0 Background

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- 1.1 In April 2022, the Policy and Co-ordination Committee considered a report on Common Good Policy and Procedures.
- 1.2 Common Good funds are made up of the heritable property (land and buildings) and moveable assets (paintings, furniture, etc.) that belonged to the former burghs of Scotland. On local government reorganisation in 1975, the burghs were abolished and Common Good assets and funds passed to the district and regional councils. The Community Empowerment Act 2015 includes a legal obligation to maintain, and publish, a register of Common Good property (both heritable and moveable).
- 1.3 As at 1st April, 2022, there were 282 assets with Common Good elements, 105 of these assets had buildings. The total area of land covered by Common Good titles was 662 hectares. The Common Good has investments totalling £3.829m as at 31st March, 2022, which are invested and generate income then used to support the Common Good and local community initiatives.
- 1.4 Further to presentation of the April 2022 report, there was agreement to bring all information on Common Good into one draft Policy Statement which would then follow a consultation process beginning with presentation of the document at all Area Committees across Fife prior to public consultation.

## 2.0 Draft Common Good Policy Statement

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- 2.1 Appendix 1 contains the draft Common Good Policy Statement.
- 2.2 The draft Policy Statement contents cover:
  - a) What is Common Good?
  - b) Investment of Common Good funds
  - c) The use of Common Good funds for the maintenance of Common Good assets
  - d) Common Good Grants
  - e) Other uses of Common Good Funds
  - f) Common Good Assets and the Common Good Register
  - g) The role of Committees
  - h) Key principles for Common Good

## 3.0 Next Steps/Proposals

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- 3.1 The draft Common Good Policy Statement contains clarifications and changes to the way the Council manages the Common Good. Under the Community Empowerment (Scotland) Act 2015, such changes will require public consultation. Following agreement of the Common Good Policy Statement by Area Committees, a public consultation will be undertaken that will conform to the needs of the Act and guidance around the use of the Common Good. It is intended that the public consultation will start in March and run for at least 8 weeks. The engagement process will include both an online consultation and options for online and in-person workshops. Key stakeholders such as Community Councils will also be specifically invited to take part in the consultation.

- 3.2 Once the consultation process is complete, the revised Policy Statement will be presented at a meeting of the Cabinet in early 2023 for final approval.

## 4.0 Conclusions

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- 4.1 The draft Common Good Policy Statement responds to feedback from community groups, the council and external audit and helps to provide improved clarity as to the role and management of Common Good in Fife.

### List of Appendices

1. Common Good Policy Statement (draft)

### Background Papers

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

- Common Good Policy and Procedures – Policy and Coordination Committee 14th April 2022

### Report Contact:

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# Common Good Policy Statement

## 1.0 Purpose of Policy Statement

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1.1 To explain what Common Good is, what the Council can do with it and how.

## 2.0 What is Common Good?

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- 2.1 Common Good is made up of the heritable land, buildings and structures, along with moveable items (paintings, furniture, etc.) that belonged to the former burghs of Scotland. Through Local Government reorganisation the Common Good has been passed down to the local authorities. Almost all former burghs have Common Good.
- 2.2 The Local Government (Scotland) Act 1973 abolished the Burghs and Common Good was transferred to the district councils by way of The Local Authorities (Property etc) (Scotland) Order 1975. The 1973 Act and the Community Empowerment (Scotland) Act 2015 provide a statutory framework for the appropriation and disposal of Common Good and also provide requirements for consultation. The main legal restrictions on Common Good assets and funds are set out below:
- \* Some Common Good land and buildings can only be appropriated or disposed of with the consent of either the Sheriff Court or the Court of Session. These are known as “inalienable” Common Good assets.
  - \* If the Council is considering whether to sell, lease or change the use of any Common Good asset, it requires to follow a statutory consultation process including consulting with the Community Council and other interested bodies and advertising the proposals in line with Section 104 of the 2015 Act.
  - \* There is a general obligation to maintain Common Good property and not let it fall into disrepair. The first call on the Common Good Fund is to maintain the property.
  - \* When spending money out of the Fund, regard is to be had to the interests of the inhabitants of the former burgh. This is generally taken to mean that the spend is to be for the public benefit of the former burgh.
  - \* There is now a legal obligation, in terms of Section 102 of the 2015 Act, to maintain and publish a register of Common Good land, buildings and moveable assets. The Common Good Asset Register, Common Good land map and list of disposals can be accessed at [www.fife.gov.uk/kb/docs/articles/council-and-democracy/land-and-property/common-good](http://www.fife.gov.uk/kb/docs/articles/council-and-democracy/land-and-property/common-good)
- 2.3 It is worth noting that, due to the time which has passed since property was first acquired by a burgh, it can be difficult to establish whether property is Common Good.
- 2.4 As well as property and other assets, there are a number of towns in Fife that have a Common Good Fund which is administered by Fife Council:
- Levenmouth Area – Buckhaven & Methil, Leven
  - Glenrothes Area – Leslie and Markinch
  - Kirkcaldy Area – Kirkcaldy including Dysart, Burntisland and Kinghorn
  - North East Fife Area – Auchtermuchty; Crail; Cupar; Elie & Earlsferry; Falkland; Anstruther; Newburgh; Newport; Pittenweem; St Andrews; St Monans; and Tayport
  - South and West Area – Consolidated Fund covering Dunfermline, Culross, Inverkeithing, Cowdenbeath
  - Lochgelly

- 2.5 The level of funds available varies significantly between the different Common Good Funds.
- 2.6 These Common Good funds, although held by the Council, are legally distinct from the Council's other funds and any money held within these funds, including the income from any assets which make up these funds, are to be used solely for the public benefit of the former burgh.
- 2.7 Common Good funds generate income annually from rental agreements, interest on investments held and interest on revenue balances. This income is used to support local projects and any surplus income is held to invest to ensure the Funds future ability to support the local area. Revenue balances should be accumulated over a 3-year period. The Council is obliged to maintain Common Good assets along with the rest of the Council's assets therefore the first call on the relevant Common Good Fund is to maintain the asset. Thereafter, the balances accumulated within the Common Good Funds should be used 50% to purchase additional investments, 25% retained to finance the maintenance of the heritable property associated with the Fund and 25% remaining as revenue balances to fund any additional projects the area would like to support. Where the Common Good Fund has no heritable property, 70% of the accumulated funds should be invested and 30% remains as revenue balances.

### **3.0 Use of Common Good Funds for Maintenance**

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- 3.1 As noted above, the Council is obliged to maintain Common Good assets. The Council cannot be expected to maintain the properties to a higher standard, but will be mindful the significance in historical, archaeological, architectural or landscape terms.
- 3.2 In relation to the above, key principles about maintenance of Common Good assets were agreed by the Executive Committee in March 2014:
- \* Where properties are leased to external organisations with no Council Service being involved in the management of the property, that income should be credited to the Common Good account if it has not been already.
  - \* If a Common Good asset is occupied and actively managed by a Council Service then that Service is required to fund any repairs or maintenance from their own budgets.

### **4.0 Common Good Grants**

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- 4.1 These are currently administered by Communities and Neighbourhood Area Teams. Applications can be submitted from external bodies, individuals and from internal Council Services. Submitted applications go through an initial assessment by the Area Team to check that the proposal is eligible. If applications meet the basic criteria of providing public benefit in the former burgh, consultation is carried out with the relevant Community Council(s) and the Ward elected members. Thereafter, applications under £5,000 are determined by Officers. Above that level, they are reported to and considered by the appropriate Area Committee.
- 4.2 The Common Good Application Form can be found under the relevant section at [www.fife.gov.uk/kb/docs/articles/council-and-democracy/community-group-support-and-funding/fife-grants](http://www.fife.gov.uk/kb/docs/articles/council-and-democracy/community-group-support-and-funding/fife-grants)

## 5.0 Other Uses of Common Good Funds

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- 5.1 Common Good funds could be put to other uses, e.g. temporary employment of staff, however, any decision would have to be in the best interest of the inhabitants of the former burgh(s).
- 5.2 It is permitted by the legislation for the local authority to borrow funds to advance to the Common Good and the Common Good to repay this to the loans fund. The repayment would include principal and interest. Please note that the Common Good can only do this through the Council – they cannot borrow directly from an external lender. This can only be done for Common Good assets that are not on the Council balance sheet and the borrowing can only be for capital expenditure. A Common Good Fund could only seek to borrow in this way if it has enough funds to repay principal and interest.

## 6.0 How do we know if something is a Common Good Asset?

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- 6.1 Fife Council is required to establish and maintain a Register of Property which is held by the local authority as part of the Common Good. The aim of this is to provide transparency about the existence of Common Good assets and to ensure that there is community involvement in the decisions taken about their identification, use and disposal.
- 6.2 The register is a living document and any additional assets which are identified as Common Good will be added to the register and any assets, which are deemed after investigation not to form part of the Common Good, will be removed.
- 6.3 Fife Council has published the register so that it is publicly accessible and will undertake to carry out a full review of the register at least every 5 years. Amendments to the register can be requested and investigated at any time. If there are amendments, new iterations of the register will be published on an annual basis.
- 6.4 If you think the register needs to be updated in any way, please send details and supporting evidence to [commongoodenquiries@fife.gov.uk](mailto:commongoodenquiries@fife.gov.uk). Such evidence might include charters/minutes/other documents pertaining to the burgh. A small group of Council officers will consider all requests. This small group will include representation from Legal Services, Estates and Communities & Neighbourhoods Policy Support. Ultimate decision will rest with the Head of Communities & Neighbourhoods.

## 7.0 Where do Committees come into this?

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- 7.1 Head of Communities and Neighbourhoods has responsibility for overall budgetary control and scrutiny of the Council's Common Good funds, including decisions relating to repair and maintenance.

### Cabinet Committee

- 7.2 To discharge all of the Council's functions except those reserved to the Council and those matters specifically delegated to other committees or sub-committees, in particular the following matters:
- \* Overseeing the management and use of all Council (including Common Good) assets and resources, and the development and implementation of the plans therefor including:-
    - finance;
    - physical assets (including land, buildings and other property) including a Corporate Asset Management Plan.

## Area Committees:

- 7.3 Take decisions on matters within their local area insofar as these have been remitted by Council or other Committees including:-
- Considering all matters relating to expenditure from Common Good funds insofar as not delegated to officers
  - To consider an annual report on the management of the Common Good
  - To provide a view on proposed changes of use and disposal of Common Good assets within the boundary of the Area Committee and not covered by other policy

## **8.0 Key Principles for Common Good**

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- 8.1 Land forming part of the Common Good of a former burgh is owned by Fife Council. Fife Council is obliged to administer it in accordance with the normal principles of best value associated with local authority land holdings; it is also obliged to administer assets having regard to the best interests of the inhabitants of the former burgh.
- 8.2 It is important to recognise at the outset that Common Good assets are owned by Fife Council. In administering the Common Good, the Council will have regard to the interests of the inhabitants of the burgh and one of the means by which these interests can be established is consultation with the community, including the Community Council. Any decision making (after taking representation into account) ultimately rests with Fife Council.

### **8.3 Common Good property should be treated consistently across Fife**

This principle is largely self-explanatory. Due to historical differences between the district councils who administered Common Good property after 1975, and indeed previous practices of the burghs, Common Good property was not always administered consistently throughout the County. Fife Council will strive to achieve consistency wherever possible, having regard to local differences where these are material.

### **8.4 Common Good property should be managed and disposed of as efficiently and effectively as the Council's remaining landholdings.**

Many Common Good assets - whether land or buildings - have a clear community purpose. Common Good assets can be disposed of or appropriated for another use. Where there is greater benefit to the community in disposing of the asset rather than holding onto it, then the authority is entitled to do so. The disposal income will be credited to the relevant Common Good Fund and it can then be used to benefit the community in other ways. In managing all of its assets, the Council is seeking to ensure that they are used to best value, whether that is by holding, leasing or using the asset itself or disposing of it where it is surplus to the requirements of the Council and the community as a whole.

### **8.5 If the Council is considering a disposal of Common Good asset permanently to a community organisation where there is clear benefit in doing so, this should be done by following the Community Asset Transfer process at:**

[www.fife.gov.uk/kb/docs/articles/have-your-say2/community-planning/community-asset-transfer](http://www.fife.gov.uk/kb/docs/articles/have-your-say2/community-planning/community-asset-transfer)

This will allow the Council to evaluate the community body's business case and assess whether the asset can be transferred at less than market value. In all cases of such disposal/change of use, the Council will still require to follow the community consultation procedures set down in Section 104 of the Community Empowerment (Scotland) Act 2015 and, if the property is inalienable, apply to the Sheriff or Court of Session for consent to the disposal/change of use.

- 8.6 Any "rentals" charged to a Council Service budget from the Common Good Fund should truly reflect the value of the property and the cost of its maintenance. It should also reflect any income derived from the property by the Council.**

This arrangement between a Council Service occupying a Common Good property and the Common Good Fund is designed to protect the interests of the inhabitants of the former burgh and the Common Good Fund itself. However, the true cost of maintenance is a factor which applies to the valuation of all commercial leases. Where an outside body has occupation of a Common Good asset, then similar provisions apply.

- 8.7 Where a Common Good property is unoccupied, the Council will seek to find a use for it, either within or outwith the Council. Disposal should be considered as an option to minimise costs to the Common Good. Maintenance of unoccupied Common Good properties will fall on the Common Good Fund, as will the cost of demolition. In all such instances the views of the wider community, including the Community Council, will be sought if the property is to be sold.**

If the property is unoccupied, the costs of its maintenance and holding costs, etc. should come from the Common Good Fund. However, the Council is under an obligation to ensure as rapidly as possible, that properties held on the Common Good are put to beneficial use of some sort. If there is no possible beneficial use, then demolition might have to be considered. Disposal of the cleared site should be considered as an option. This may recoup any losses from the Common Good Fund.

- 8.8 Where a common good asset is declared surplus and it is proposed that the property is to be disposed and Court approval is required, the expenses of proceeding to Court and, if successful, the costs of sale, should be taken from the sale proceeds. If the proposed disposal is initiated by a third party then the third party would bear these costs. The net sale proceeds would be put back into the Common Good Fund for the benefit of the inhabitants.**

22nd November 2022

Agenda Item No. 7

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## **Common Good and Settlement Trust Funds Annual Report 2021-2022**

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

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Wards Affected: All

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### **Purpose**

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The purpose of this report is to advise members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2021-2022.

### **Recommendations**

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Members are asked to:

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

### **Resource Implications**

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

### **Legal & Risk Implications**

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There are no known legal or risk implications.

### **Impact Assessment**

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

### **Consultation**

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

## 1.0 Background

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

## 2.0 Common Good Fund and Settlement Trust Fund - Key Elements

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### 2.1 Revenue Account

#### 2.1.1 Income

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

#### 2.1.2 Expenditure

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

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

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

## 3.0 Balance Sheet

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### 3.1 Fixed Assets

#### 3.1.1 Heritable Property

Heritable Property comprises land and buildings held on Common Good & Settlement Trust accounts. In the main this is municipal buildings and recreational land of various kinds.

The attached accounts reflect the assets held on the Common Good Balance sheet and the Settlement Trust Funds as at 31st March, 2022. A complete list of all Common Good assets relative to this Area is also attached at Appendix 1(b).

#### 3.1.2 Investments

In addition to heritable property, each Common Good and Settlement Trust Fund also has investments. These investments form part of the funds capital balances.

Investments are made using the Council's standard investment strategy to maximise income to the fund.

The heritable property and investments represent the capital balances.

### 3.2 **Current Assets**

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

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

The revenue account and balance sheet form the financial accounts for the Common Good Fund and Settlement Trust and this is attached as Appendix 1 and 2 (a-e) to this report.

## **4.0 Moveable Property**

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

## **5.0 Conclusions**

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- 5.1 This report and its Appendices are intended to give members greater information on the relevant Common Good Fund and Settlement Trusts.

### **List of Appendices**

1. West Fife Area Common Good Fund Annual Report 2021/2022 (incorporating as Appendix 1 the financial statement 2021/2022 and as Appendix 1(b) the schedule of heritable property).
2. Appendix 2(a) Settlement Trust report
3. Appendix 2(b) – Financial Statement – Settlement Trusts – 2021/22
4. Appendix 2(c) – Settlement Trust Acceptable Uses

### **Background Papers**

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

- Fife Council Annual Accounts 2021/2022

### **Report Contacts**

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**WEST FIFE COMMON GOOD FUND  
ANNUAL REPORT 2021-22**

## **1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £806,923. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £371,263. The total balances of West Fife Common Good are £1,178,186 as shown in Appendix 1(a).

## **2. Key Issues in Financial Year 2021-22**

### 2.1 Income

Total income for 2021-22 is £94,397 (2020-21 £156,469).

### 2.2 Expenditure

Total expenditure for 2021-22 is £46,590 (2020-21 £58,690).

## **3. Management of Assets**

3.1 There are currently **15** leased sites in West Fife as detailed in Note 1 to the Accounts in Appendix 1(a).

3.2 A breakdown of the property costs is detailed in Note 2 to the Accounts in Appendix 1(a).

## **4. Value of Fund**

4.1 The total value of the fund has increased in 2021-22 by £39,109 as shown in Appendix 1(a).

**DUNFERMLINE SETTLEMENT TRUST FUND  
ANNUAL REPORT 2021-22**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise investments totalling £39,665. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £49,690. The total balances of Lochgelly Settlement Trust are £89,355 as shown in Appendix 2(c).

**2. Key Issues in Financial Year 2021-22**

2.1 Income

Total income for 2021-22 is £1,681 (2020-21 £1,391)

2.2 Expenditure

Total expenditure for 2021-22 is £500 (2020-21 £1,487)

**3. Management of Assets**

3.1 There are no leased sites

**4. Value of Fund**

4.1 The total value of the fund in 2021-22 has increased by £1,215 as shown in Appendix 2(c)

## Appendix 2(b)

	Expenditure		Income			Surplus/ Deficit				
	Grants	Total Expendit ure	<u>Interest</u>		Total Income	<u>Income Less Expendit ure</u>	Investm ents	<u>Advances to Loans</u>		
			Revenue	Investm ent				Debtors	Fund	Total
			Balances	Interest						
A75000-DUNFERMLINE	500	500	67	1,615	1,681	1,181	39,665	356	49,334	89,355
A75001-BALLINGRY	0	0	8	232	240	240	5,688	51	5,910	11,650
A75002-LOCHGELLY	0	0	16	361	377	377	8,858	80	12,069	21,007
A75004-LESLIE	0	0	1	78	78	78	1,907	17	565	2,490
A75005-AUCHTERTOOL	0	0	1	39	41	41	969	9	934	1,911
A75006-BURNTISLAND	0	0	26	214	240	240	5,258	47	19,095	24,401
A75007-KINGHORN	0	0	21	569	590	590	13,976	126	15,681	29,783
A75008-KIRKCALDY	2,690	2,690	138	4,528	4,667	1,976	111,240	1,000	103,967	216,207
A75009-BUCKHAVEN AND METHIL	100	100	5	23	27	73	561	5	255	821
A75010-KENNOWAY	0	0	1	23	24	24	562	5	728	1,295
A75011-LEVEN	250	250	8	206	214	36	5,061	45	5,704	10,810
A75012-ANSTRUTHER & CELLARDYKE	4,750	4,750	84	5,298	5,382	632	130,141	1,169	65,015	196,325
A75013-AUCHTERMUCHTY	100	100	12	275	287	187	6,754	61	6,819	13,634
A75014-COLLESSIE	0	0	2	49	51	51	1,196	11	1,412	2,618
A75015-CRAIL	1,000	1,000	71	2,181	2,252	1,252	53,576	481	52,737	106,794
A75016-CUPAR	1,325	1,325	36	1,644	1,681	356	40,396	363	27,089	67,847
A75017-ELIE	0	0	12	329	341	341	8,089	73	8,994	17,156
A75018-FALKLAND	0	0	2	73	75	75	1,787	16	1,606	3,409
A75019-FREUCHIE AND AREA	99	99	6	113	119	20	2,773	25	4,308	7,106
A75020-KILCONQUHAR	0	0	4	141	145	145	3,457	31	3,240	6,728
A75021-KINGSKETTLE	0	0	2	45	46	46	1,097	10	1,196	2,303
A75022-LADYBANK	190	190	6	197	203	13	4,837	43	4,327	9,207
A75023-NEWBURGH	577	577	38	2,329	2,367	1,790	57,210	514	28,468	86,192
A75024-PITTENWEEM	350	350	16	399	416	66	9,807	88	11,947	21,842
A75025-ST ANDREWS	1,654	1,654	38	4,666	4,704	3,051	107,530	966	29,119	137,615
A75026-ST MONANS	919	919	32	1,281	1,313	394	31,466	283	23,466	55,215
A75027-TAYPORT	100	100	11	200	210	110	4,901	44	7,718	12,663
A75029-CULROSS	0	0	1	148	149	149	3,633	33	909	4,575
A75030-KINCARDINE	0	0	21	646	667	667	15,873	143	15,275	31,290
A75031-LIMEKILNS	200	200	1	172	173	27	4,225	38	689	4,952
<b>Settlement Trusts Total</b>	<b>14,804</b>	<b>14,804</b>	<b>686</b>	<b>28,072</b>	<b>28,759</b>	<b>13,955</b>	<b>682,492</b>	<b>6,133</b>	<b>508,575</b>	<b>1,197,200</b>

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty.
- b) The advancement of education.
- c) The advancement of religion.
- d) The advancement of health.
- e) The saving of lives.
- f) The advancement of citizenship or community development (including rural or urban regeneration).
- g) The advancement of the arts, heritage, culture or science.
- h) The advancement of public participation in sport.
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- j) The advancement of human rights, conflict resolution or reconciliation.
- k) The promotion of religious or racial harmony.
- l) The promotion of equality and diversity.
- m) The advancement of environmental protection or improvement.
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
- o) The advancement of animal welfare.
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

## COMMON GOOD FUNDS - WEST COMMON GOOD

Appendix 1(a)-A

## Revenue Account Year Ended 31st March 2022

2020/21		2021/22
	<b>Income:</b>	
78,123.31	Rents	77,017.35
62.37	Interest on Revenue Balances	471.48
14,283.31	External Interest	16,908.51
64,000.00	Other Income	0.00
<u>156,468.99</u>	Total Income	<u>94,397.34</u>
	<b>Expenditure:</b>	
13,437.18	Property Costs	15,306.48
35,811.23	Donations	27,209.86
3,823.19	Other Expenditure	184.50
5,619.36	Depreciation & Impairment	3,889.64
<u>58,690.96</u>	Total Expenditure	<u>46,590.48</u>
97,778.03	<b>Surplus / (Deficit) for Year</b>	47,806.86
5,619.36	Add Funding from Reval Reserve	3,889.64
<u>103,397.39</u>	<b>Amended Surplus (Deficit) for year</b>	<u>51,696.50</u>

## Balance Sheet as at 31st March 2022

391,943.50	<b>Fixed Assets:</b>		391,566.74
414,998.30	Heritable Property		415,356.40
	Investments		
328,471.77	<b>Current Assets:</b>	367,530.88	
3,663.26	Advance to Loans Fund	3,732.23	
	Sundry Debtors		
0.00	<b>Less Current Liabilities:</b>	0.00	
	Creditors		
332,135.03	<b>Net Current Assets</b>		371,263.11
<u>1,139,076.83</u>	<b>Net Assets</b>		<u>1,178,186.25</u>
	<b>Financed By:-</b>		
-747,133.33	Useable Reserves		-786,619.51
-391,943.50	Unusable Reserves		-391,566.74
<u>-1,139,076.83</u>			<u>-1,178,186.25</u>

## WEST COMMON GOOD

## Notes to Revenue Account Year to 31st March 2022

## 1. Analysis of Rental Income:

SP Powersystems	5
James Robertson	700
Senior Citizens	(300)
Former Corn Exchange, 4 Hope Street (Lime Studio)	15,000
Inverkeithing community	150
St Stephens Hall	350
Carnegie Hall	10
Public Park, Dunfermline	200
Music Institute, Dunfermline	1,600
Ground Pilmuir Street	4,500
City Chambers	44,130
Allotments Townhill	2
Town House, Inverkeithing	580
Museum Friary	10,000
Recreation Ground Townhill	90
	<u>77,017</u>

## 2. Analysis of Property Costs:

Fire Insurance, Corn Exchange	430
Electricity	5,071
Water Services	463
Non Domestic Rates, Town House	4,508
Fire Insurance -Town House (6-8 Townhall Street)	1,146
Corporate Building Repairs	232
All Risks Insurance	239
Fine Art Insurance	378
Repair 1 No. Catering Water Heater	55
Fire Alarm PPM	110
Service Requested Building Repairs	2,675
	<u>15,306</u>

## 3. Analysis of Donations:

W009 Carnegie Dunfermline Trust	975
Dunfermline Tennis Club - Refund	(792)
W019 Culross Community Council - Slate loan repairs	1,506
W021 Repair Lights in Dunfermline Public Park	9,871
W022 Fire Station Creative - Falling Up	1,760
W023 Inverkeithing Christmas Market	1,890
W024 Culross Development Trust - The Stables New Heating System	12,000
	<u>27,210</u>

## 4. Depreciation:

E00351B Town House, 6-8 Townhall Street	4,130
E01882B Community Hall; Corn Exchange	(722)
Lynn Burn Corridor	482
	<u>3,890</u>

## Notes to Balance Sheet to 31st March 2022

## 5. Analysis of Heritable Property:

Community Hall;Corn Exchange Inverkeithing	125,000
Town House, 6-8 Townhall St, Inverkeithing	178,234
Farmland;Lilliehill Farmland-12.09Ha Townhill	37,000
Farmland;Lilliehill Farmland-12.42Ha Townhill	33,000
Lynburn Corridor	18,326
Culross War Memorial	1
Abbot Place Car Park, Inverkeithing	1
Inverkeithing Harbour	1
Queen St Community Orchard, Inverkeithing	1
Abbot Place Garden, Inverkeithing	1
Cul De Sac, Kinell Rd., Inverkeithing	1
Amenity Land, Killebone Road, Townhill	1
	<u>391,567</u>

## 6. Analysis of Investments:

Hendersons	415,356
	<u>415,356</u>

## 7. Analysis of Debtors:

Hendersons Quarter 4 Interest	3,732
	<u>3,732</u>

## 8. Outstanding commitments for applications agreed in current or prior years:

181 Wellwood Community Council	5,616
438 Culross Pier Restoration	1,372
537 Dunfermline Regeneration Trust Viability	1,637
538 Dunfermline Spouter Gateway Project	5,500
W002 Creative Learning for all	270
W009 Carnegie dunfermline trust	2,320
W013 Heart of Dunfermline Feasibility study	5,000
W015 Lynburn Community Garden	962
W016 Dunfermline & West Fife - Wellbeing Through Heritage	15,000
W017 Inverkeithing Bowling Club - Roof Replacement/Repairs	5,000
W020 Inverkeithing Civic Centre - Repairs to Town Clock	22,400
W018 Rosyth Community Hub refurbishment	15,000
W022 Fire Station Creative - Falling Up	3,520
	<u>83,597</u>

**West Fife Common Good Asset List as 31/03/22**

**Appendix 1(b)**

**Culross Common Good Asset List as 31/03/22**

SRN	Site Name	Address	Town/City	C G Extent
4215	Balgownie West Public Convenience	Main Street	Culross	Whole asset
100049	Bon Accord Park	Low Causeway	Culross	Whole asset
100980	Amenity Ground	Low Causeway	Culross	Whole asset
100981	Amenity Ground	Erskine Brae	Culross	Whole asset
100982	Village Green	Low Causeway	Culross	Most of asset
100983	West Green	Low Causeway	Culross	Whole asset
101044	Drying Green	Balgownie West	Culross	Whole asset
101045	Culross War Memorial	Balgownie West	Culross	Whole asset

**Dunfermline Common Good Asset List as 31/03/22**

SRN	Site Name	Address	Town/City	C G Extent
160	Dunfermline Carnegie Library & Galleries	Abbot Street	Dunfermline	Approx. 25% of land only
193	St Margarets Cave Centre	Chalmers Street	Dunfermline	Whole asset
512	Baldridgeburn Community Centre	Baldridge Burn	Dunfermline	Whole asset
526	Dell Farquharson Centre	7 Nethertown Broad Street	Dunfermline	Whole asset
538	Carnegie Hall	East Port	Dunfermline	Whole asset
543	Dunfermline Music Institute	East Port	Dunfermline	Part of asset
636	Carnegie Leisure Centre	46 Pilmuir Street	Dunfermline	Whole asset
637	Bruce Street Sports Hall	37 Bruce Street	Dunfermline	Whole asset
799	Dunfermline Public Park	West Drive / Park Place	Dunfermline	Whole asset
5055	Glenbridge Car Park	Chalmers Street	Dunfermline	1/4 of asset
5871	West Drive Car Park	West Drive	Dunfermline	Whole asset
6176	City Chambers	Kirkgate	Dunfermline	Whole asset
6182	St Margaret's House	9 St Margaret Street	Dunfermline	Whole asset
100033	West End Park	Urquhart Crescent	Dunfermline	Whole asset
100884	Lyne Burn Corridor	Blacklaw Road	Dunfermline	Part of asset
100984	Amenity Ground	Kingseat Road	Dunfermline	Whole asset
100985	Rumblingwell Recreation Ground	West Baldridge Road	Dunfermline	Whole asset
100986	Scobie Recreation Ground	Scobie Place	Dunfermline	Whole asset
100987	Whirlbut Allotments	Whirlbut Street	Dunfermline	Whole asset
100988	Whirlbut Park	Whirlbut Street	Dunfermline	Whole asset
100989	Garden	St Margarets Street	Dunfermline	Whole asset
101026	Memorial Gardens	Monastery Street	Dunfermline	Whole asset
101050	Amenity Land	Park Avenue	Dunfermline	Whole asset
101069	Amenity Ground	Monastery Street / St Catherines Wynd	Dunfermline	Whole asset
101088	Amenity Land	West Drive	Dunfermline	Whole asset

**Inverkeithing Common Good Asset List as 31/03/22**

SRN	Site Name	Address	Town/City	C G Extent
192	Friary Museum Store/ Senior Citizens Centre	Queen Street	Inverkeithing	Whole asset
544	Town House	Nos. 6-8 Townhall Street	Inverkeithing	Whole asset
5878	Queen Street Car Park	Queen Street	Inverkeithing	Whole asset
6181	Inverkeithing Civic Centre	Queen Street	Inverkeithing	Whole asset
7205	Corn Exchange	4 Hope Street	Inverkeithing	Whole asset
100966	Ballast Bank Park	Preston Crescent	Inverkeithing	Most of asset
100992	Hope Street Allotments	Hope Street	Inverkeithing	Whole asset
100993	Queen Street Community Orchard	Queen Street	Inverkeithing	Whole asset
100994	Abbot Place Car Park	Hope Street	Inverkeithing	Whole asset
100995	Abbot Place Garden	Hope Street	Inverkeithing	Whole asset
101068	Cul De Sac	Kinell Road	Inverkeithing	Whole asset
101082	Inverkeithing Harbour	Preston Crescent	Inverkeithing	Whole asset

**Rosyth Common Good Asset List as 31/03/22**

SRN	Site Name	Address	Town/City	C G Extent
169	Rosyth Library	Parkgate	Rosyth	Whole asset
527	Parkgate Community Centre	Parkgate	Rosyth	Whole asset
100455	Recreation Ground	Park Road	Rosyth	Most of asset

SRN	Site Name	Address	Town/City	C G Extent
789	Townhill Park & Allotments	Main Street	Townhill	3/4s of asset
795	Townhill Country Park	Townhill Road	Townhill	Part of asset
6600	Lilliehill Farm (Cairncubie)	Cairncubie Road	Townhill	Whole asset
6601	Lilliehill Farm (Killiebone)	Cairncubie Road	Townhill	Whole asset
100965	Townhill Woods	Forrest Road	Townhill	Most of asset
101056	Garage Site	Moncur Street	Townhill	Whole asset
101083	Amenity Land	Killiebone Road	Townhill	Whole asset

<b>City of Dunfermline Area Committee of 7 February 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Criminal Justice Community Payback Annual Performance Report 2021/22		Joan Gallo	
Settlement Trust Annual Update 2021/22		Andrew Gallacher	
Area Capital Update Report 2022/23		Andrew Gallacher	
Pupil Equity Fund Annual Report 2021/22		Sarah Else	
Local Economic Profile - Dunfermline 2022		Peter Corbett	

<b>City of Dunfermline Area Committee of 25 April 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Area Roads Programme 2022/23		Neil Watson	
School Attainment and Performance Report 2022/23		Karen Lees	
Plan 4 Dunfermline - The Local Community Plan Update		Andrew Gallacher	