

South and West Fife Area Committee

Please note that this meeting will be held remotely



Wednesday, 23rd November, 2022 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of South and West Fife Area Committee of 28th September, 2022. 3 - 8
4. **SUBMARINE DISMANTLING PROJECT, ROSYTH – UPDATE** – Verbal updates from Christine Bruce, Rosyth Submarine Dismantling Project, Ministry of Defence, Gordon McAughey, Babcock International and Dr. Paul Dale and Ms. Nina Patton, Scottish Environment Protection Agency (SEPA).
5. **TRANSPORT SCOTLAND UPDATE** – Verbal update from Graeme Paget, Transport Scotland and Tommy Deans, BEAR Scotland.
6. **PROPOSED TRAFFIC AMENDMENTS - HIGH STREET AREA, KINCARDINE** – Report by the Head of Roads and Transportation Services. 9 – 18
7. **PROPOSED TRAFFIC AMENDMENTS - QUEENSFERRY ROAD / PARK ROAD / ABERLOUR STREET, ROSYTH** – Report by the Head of Roads and Transportation Services. 19 – 26
8. **ABERDOUR FOOTBRIDGE - UPDATE** – Report by the Head of Roads and Transportation Services. 27 – 32
9. **UPDATE ON FLOODING ISSUES IN ROSYTH** – Report by the Head of Roads and Transportation Services. 33 – 36
10. **ANNUAL REPORT ON OUTCOMES OF CARE INSPECTORATE INSPECTION AND GRADING PROCESS (HEALTH & SOCIAL CARE PARTNERSHIP)** – Report by the Director of Health and Social Care. 37 – 41
11. **SOUTH EAST INVERKEITHING REGENERATION - PROGRESS REPORT** – Joint report by the Head of Housing Services and the Head of Communities and Neighbourhoods Service. 42 – 50
12. **COMMON GOOD POLICY STATEMENT** – Report by the Head of Communities and Neighbourhoods Service. 51 – 58
13. **COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2021-2022** – Report by the Executive Director (Finance and Corporate Services). 59 – 71

14./

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14. SUMMER PROVISION ACTIVITIES – Report by the Head of Communities and Neighbourhoods Service.	72 – 85
15. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2023	86 - 87
16. UPDATE ON AREA COMMITTEE WORKING GROUP – Verbal update from Councillor David Barratt, Convener.	
17. NOTICE OF MOTION – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-	

“Committee:-

- Notes that planning and design work to alleviate flooding at Longhill Park/Lade Braes in Dalgety Bay has been in progress for several years
- Is concerned that no progress has been made in over a year on account of a disagreement between Fife Council and Scottish Water regarding aspects of Fife Council’s proposed solution
- Requests that officials from both organisations attend the next meeting of this committee to explain to members how this impasse will be resolved”

Proposed by Councillor Dave Dempsey
Seconded by Councillor Conner Young

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
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16th November, 2022.

If telephoning, please ask for:
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THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE - REMOTE MEETING

28th September, 2022.

9.30 a.m. – 1.00 p.m.

PRESENT: Councillors David Barratt (Convener), Patrick Browne, Dave Dempsey, Graeme Downie, Brian Goodall, Andy Jackson, Sarah Neal, Sam Steele, Andrew Verrecchia and Conner Young.

ATTENDING: Alastair Mutch, Community Manager (South and West Fife) and Mandy MacEwan, Area Community Team Manager, Communities and Neighbourhoods Service; Michael Collins, Safer Communities Lead Officer, Housing Services; Keith Johnston, Technician Engineer (Traffic Management) and Vicki Connor, Co-ordinator (Programme and Financial Management), Roads and Transportation Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO ATTENDING: Dr. Paul Dale and Ms. Nina Patton, Scottish Environmental Protection Agency (for para. 11 only); Inspector Tony Rogers, Police Scotland and Russell Hammell, Station Commander, Scottish Fire and Rescue Service.

The Convener intimated the intention to vary the sequence of items from that on the agenda.

9. DECLARATIONS OF INTEREST

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

10. MINUTE

The Committee considered the minute of the South and West Fife Area Committee meeting of 10th August, 2022.

Decision

The Committee:-

- (1) agreed to approve the minute; and
- (2) noted that representatives of the Submarine Dismantling Project at Rosyth and Babcock had agreed to attend the next meeting of the Committee to provide an update on the project.

11. RADIATION MONITORING AT DALGETY BAY

Ms. Nina Patton from the Scottish Environmental Protection Agency (SEPA) gave an update on the radiation monitoring at Dalgety Bay confirming that the Ministry of Defence (MoD) monthly foreshore monitoring was continuing throughout the remediation works to ensure that the risk to the public remained low. Ms. Patton also advised that:-

- signage/

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- signage remained in place outwith the remediation works areas but that the “high activity” area had been fenced off to the public;
- the Foods Standards Scotland FEPA ban was still in place; and
- SEPA had undertaken drone surveys during the remediation works and these were being monitored.

It was noted that all of these measures afforded a suitable level of protection to the public from the contamination while the remediation works were ongoing.

Ms. Patton also advised that SEPA and Fife Council intended to hold a public information event towards the end of the year to outline the next steps once remediation works had been completed.

Decision

The Committee:-

- (1) noted the terms of Mr. Ritchie's update report; and
- (2) thanked Ms. Nina Patton and Dr. Paul Dale for their updates.

12. 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 Service providing an update on incident information within the South and West Fife Area for the period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

Councillor Andrew Verrecchia joined the meeting during discussion of the above item.

13. SAFER COMMUNITIES TEAM UPDATE REPORT

The Committee considered a report by the Head of Housing Services providing an update on the operational activity of the Safer Communities Team within the South and West Fife Committee Area during the twelve month period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

Councillor Andrew Verrecchia left the meeting during consideration of the above item.

14. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN SOUTH AND WEST FIFE AREA

The Committee considered a report by the Chief Inspector, Police Scotland providing an update on the Policing activity within the South and West Fife Area.

Decision/

Decision

The Committee noted the contents of the report.

Councillor Andrew Verrecchia re-joined the meeting during consideration of the above item.

The meeting adjourned at 11.10 a.m. and reconvened at 11.15 a.m.

15. COST OF LIVING UPDATE

The Community Manager provided a detailed update on the cost of living support that was hoped to be provided within the South and West Fife area advising that support and developments would evolve over the coming months and which would build on the report that was submitted to the Cabinet Committee on 22nd September, 2022 to help with the cost of living. It was noted that South and West Fife Area had received an allocation of just under £1.2m to the Community Recovery Fund and that the Community Manager and his team were meeting on a weekly basis to look at support and developments in relation to the cost of living including what type of support/needs might be required by communities.

The Community Manager advised that the team were developing ideas around five areas which would form the South and West Fife Area response and this would involve multi-agency partnership working. The five areas were detailed below:-

- Community Assistance Hubs
- Warm Places
- Food Assistance
- Fuel Assistance
- Financial Assistance

It was noted that the Community Assistance Hubs (CAHs) would be developed further and that four facilities had initially been identified within South and West Fife that would act as CAHs and these were Inverkeithing Civic Centre, Parkgate Community Centre, High Valleyfield Community Centre and Oakley Community Centre.

The Area Community Team Manager then provided an update on the Café Inc model that was followed during the summer and advised on the proposals that she had put forward to provide this service over the October school holidays and Christmas period following feedback from members. The Area Community Team Manager advised that the proposals had been submitted to the Catering Service but that the response received was very disappointing.

Decision

On a motion proposed by Councillor David Barratt, seconded by Councillor Graeme Downie, the Committee agreed to endorse the level of service proposed by the People and Place Leadership Group and expressed their anger and disappointment that the locally identified need for Café Inc was not proposed to be delivered and asked, as a matter of urgency, for this decision to be reviewed. The Committee further requested that if the identified service was not delivered in full, that this matter be brought to the Cabinet Committee for further discussion.

16. PROPOSED 30MPH EXTENSION AND 20MPH ZONE - HILLEND ROAD, INVERKEITHING

The Committee considered a report by the Executive Director (Enterprise and Environment) requesting retrospective consideration of a proposal to extend the 30mph speed limit on Hillend Road, Inverkeithing and a 20mph zone on roads constructed within the housing development at Spencerfields.

Decision

The Committee, in the interests of road safety:-

- (1) agreed retrospectively to the promotion of a Traffic Regulation Order (TRO) to extend the 30mph speed limit and introduce a 20mph zone as detailed in Drawing No. TRO21_32 (appended to the report); and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

17. PROPOSED 20MPH ZONE AND RAISED TABLE - A921 MAIN STREET, ABERDOUR

The Committee considered a report by the Executive Director (Enterprise and Environment) detailing proposals to extend the 20mph zone speed limit on A921 Main Street which included roads constructed within the housing development and a proposed raised table.

Decision

The Committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to extend the 20mph zone as detailed in Drawing No. TRO22_08 (appended to the report);
- (2) agreed to the promotion of a Road Hump Order (RHO) to introduce a raised table as detailed in Drawing No. TRO22_08 (appended to the report); and
- (3) authorised officers to confirm the Traffic Regulation Order and for the raised table to be constructed within a reasonable period unless there were objections.

18. AREA CAPITAL BUDGET REQUEST - THE CAIRNS, CHARLESTOWN

The Committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement to allocate funds from the Area Capital Budget 2021-2023 for additional parking to an adoptable standard at The Cairns, Charlestown.

Decision

The Committee agreed to a contribution of £36,000 from the Area Capital Budget for additional parking to an adoptable standard at The Cairns, Charlestown.

19./

19. AREA ROADS PROGRAMME 2021-2022 - FINAL REPORT

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

On a motion proposed by Councillor Dave Dempsey, seconded by Councillor Sarah Neal, the Committee:-

- agreed to note that:-
 - the footbridge over the Dour Burn at the Harbour in Aberdour had been destroyed in August 2020
 - the Fife Coastal Path has been closed at the point since then
 - this had caused considerable upset and inconvenience to the people and businesses of Aberdour and to the numerous users of the Coastal Path
 - despite the efforts of Fife Council officers, it was still not clear when a replacement bridge would be in place
 - it may be that the Council's project and procurement processes and procedures had been a factor in this delay
- recommended that the Environment, Transportation and Climate Change Scrutiny Committee examine those processes and procedures to see whether improvements could be made to reduce timescales on future projects of this form.

20. COMPLAINTS UPDATE

The Committee considered a report by the Executive Director (Communities) providing an overview of complaints received relating to the South and West Fife Area for the year from 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

21. 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.

22. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2022-23

The Committee considered the South and West Fife Area Forward Work Programme 2022-23.

Decision/

Decision

The Committee:-

- (1) noted the Forward Work Programme which would be further updated as appropriate;
 - (2) agreed that a report be submitted to the November Committee on Flooding Issues in Rosyth; and
 - (3) agreed that reports on Trauma Informed Services and the Future of Inverkeithing High School Site be submitted to an early meeting of the Committee.
-

23rd November, 2022.
Agenda Item No. 6

Proposed Traffic Amendments – High Street Area, Kincardine

Report by: John Mitchell, Head of Roads and Transportation Services

Wards Affected: Ward No 1 – West Fife and Coastal Villages

Purpose

The purpose of this report is to allow the Area Committee to consider proposals to alter the road layout at High Street, Kincardine and associated works. This includes traffic orders to change the direction of the one-way, introduce a contra-flow cycle lane, a raised table and various parking restriction amendments.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to revoke the existing traffic regulation orders and introduce a one-way (with exemptions) and contra-flow cycle lane as detailed in drawing no. TRO22_61/1 (Appendix 1);
- (2) agrees to the promotion of a Road Hump Order (RHO) to introduce a raised table, as detailed in drawing no. TRO22_61/2 (Appendix 2);
- (3) agrees to the promotion of a Traffic Regulation Order (TRO) to amend the on-street parking restrictions as detailed in drawing nos. TRO22_61/5 (Appendix 5) and TRO22_61/6 (Appendix 6); and
- (4) authorises officers to confirm the Traffic Regulation Orders, and Road Hump Order, and for the raised table, parking restrictions and associated works to be constructed within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote the traffic orders will be approximately £2,000 which covers Roads and Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Design and construction of the proposal is being carried out by The Coalfields Regeneration Trust and their appointed consultants and contractors.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

The local Ward Councillors, Kincardine Community Council, Parking Management, Transport Scotland, BEAR Scotland, and Police Scotland have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 and by the Roads (Scotland) Act 1984 for the traffic orders will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details for the proposed traffic orders will be made available on www.fife.gov.uk.

1.0 Background

- 1.1 The Coalfields Regeneration Trust arranged for a team including urban designers, landscape architects, artists and transport consultants to deliver a charrette to shape the future of Kincardine, following the loss of the local power station.
- 1.2 A four day long series of intensive design workshops and discussions took place in June 2017, bringing together local people, organisations and businesses to discuss how they would like their area to look and develop into a better place to live, work and visit [<http://ocarch.co.uk/kincardine-charrette/2019/8/12/kincardine-charrette>].
- 1.3 The outcome from the Kincardine Charrette included areas of improvements to benefit circulation and movement, the environment and everyone's experience of the village. The High Street/ Feregait junction and North Approach Road were all identified as key components within the centre of Kincardine and vital in linking the Waterfront to the Devilla Forest.

2.0 Issues and Options

- 2.1 Following the consultation carried out during the Kincardine Charrette process, it is proposed to alter the existing High Street / Feregait / North Approach Road junction layout. Environmental improvements are proposed to the High Street including resurfacing and installation of street furniture to the public area. These proposals formed a planning application 22/01466/FULL which was granted planning permission on 21st September, 2022 [West and Central Planning Committee minutes 2022.WCPC.9 Item 32 refers].
- 2.2 Although planning permission has been granted for this project, we require Area Committee approval to proceed with the various traffic orders required to facilitate the proposal.
- 2.3 The Transport Assessment detailing the background and rationale behind the proposals is available as a background paper. In summary, key elements of the proposal are to reverse the one-way direction on the High Street, simplify and upgrade the traffic signal junction, relocate the bus stops to North Approach Road and introduce a contra-flow cycle lane.
- 2.4 The existing road layout in High Street is one-way from south to north. A service road around the Garvies pub operates clockwise and is used by buses to serve the High Street. It is proposed to relocate the bus stops to North Approach Road and reverse the one-way on High Street, so it runs from north to south. It is proposed to introduce a no motor vehicles prohibition on the service road around the Garvies pub with an exemption for access and for loading.

- 2.5 An objective of the project is to link the Waterfront to Devilla Forest with a cycle route. This route will follow the High Street and it is proposed to introduce a contra-flow cycle lane and provide an exemption for cyclists to the one-way restriction.
- 2.6 A drawing showing the proposed alterations to the one-way, no motor vehicles restriction, and new contra-flow cycle lane are shown in Drawing no. TRO22_61/1 (Appendix 1).
- 2.7 As part of the improvements to the High Street it is proposed to raise the carriageway for the whole street. Drawing no. TRO22_61/2 (Appendix 2) outlines the extents of the proposed raised table.
- 2.8 To accommodate the environmental and public realm improvements to the High Street the carriageway kerb alignments are proposed to be altered. This will provide greater space for pedestrians and cyclists and requires various amendments to the on-street parking restrictions. Drawing nos. TRO22_61/3; TRO22_61/4; TRO22_61/5 and TRO22_61/6 (Appendices 3 - 6) detail the existing and proposed parking restrictions. The proposed parking restrictions are similar to the existing restrictions and tie in with the new kerb realignment. The changes to the parking restrictions include introducing a loading bay in the service road around the Garvies pub and to resolve a couple of discrepancies. These discrepancies involve the Trunk roads where the on-site road markings do not match up with the existing TRO. In response to feedback from local businesses and residents, we are proposing to reduce the existing 3 hour parking restrictions to 2 hours in the area.
- 2.9 Parking space numbers within the extent of the proposals are generally being retained with a slight reduction by one space overall. However, spaces are being introduced in other areas to provide an equal spread, such as a new 6-space parking lay-by on North Approach Road.
- 2.10 While some elements of the design are being finalised it is appropriate that we seek the Area Committee approval for the proposed traffic orders required. These traffic orders can then be progressed in parallel with the final design and tender phase which should reduce potential delays to the project.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that these traffic orders be promoted.

List of Appendices

1. Drawing no. TRO22_61/1 Proposed Traffic Amendments Plan 1 of 6
2. Drawing no. TRO22_61/2 Proposed Traffic Amendments Plan 2 of 6
3. Drawing no. TRO22_61/3 Existing Parking Restrictions Plan 3 of 6
4. Drawing no. TRO22_61/4 Existing Parking Restrictions Plan 4 of 6
5. Drawing no. TRO22_61/5 Proposed Traffic Amendments Plan 5 of 6
6. Drawing no. TRO22_61/6 Proposed Traffic Amendments Plan 6 of 6

Background Papers

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

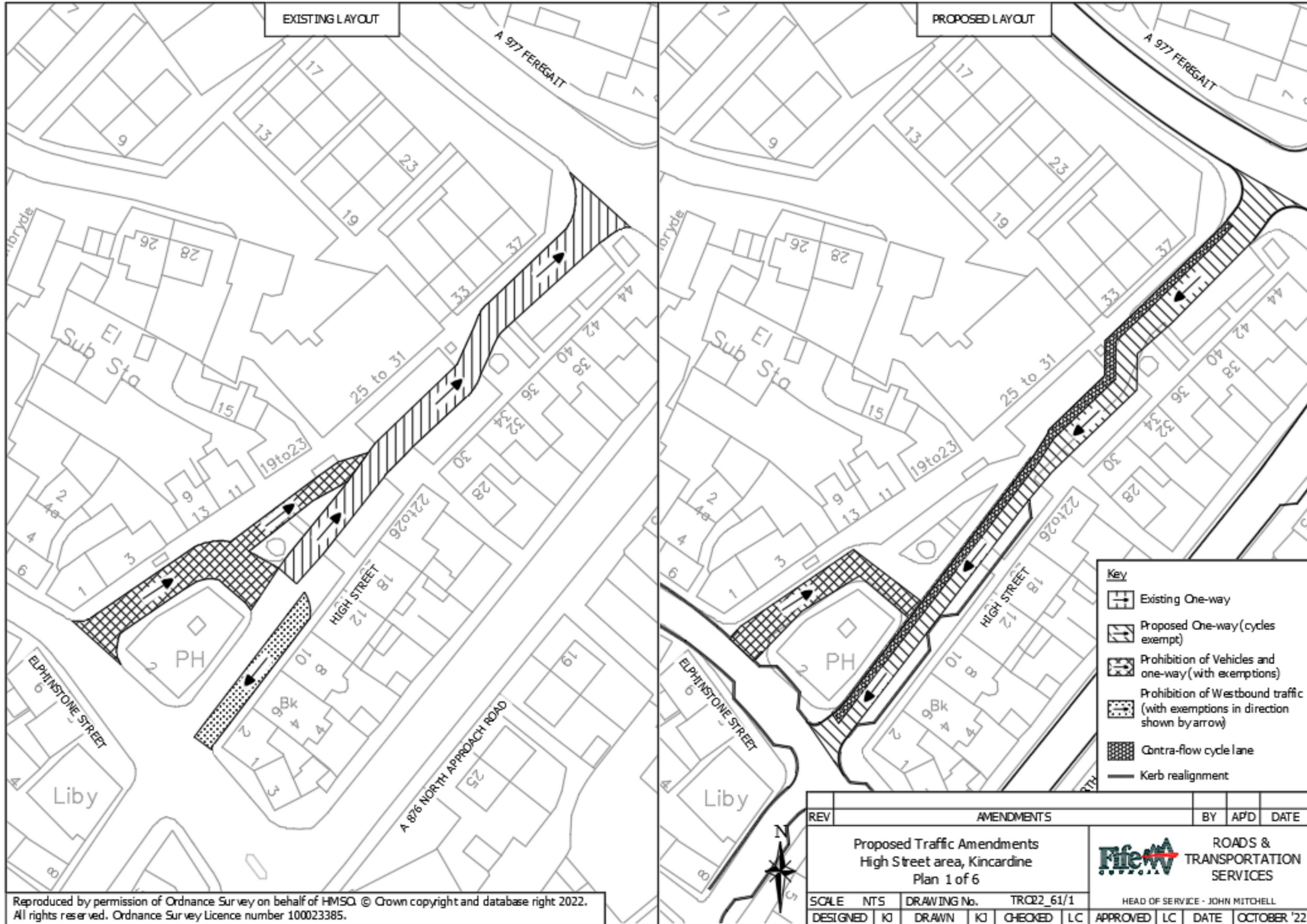
- The Coalfields Regeneration Trust (CRT) Kincardine, Places for Everyone Transport Assessment

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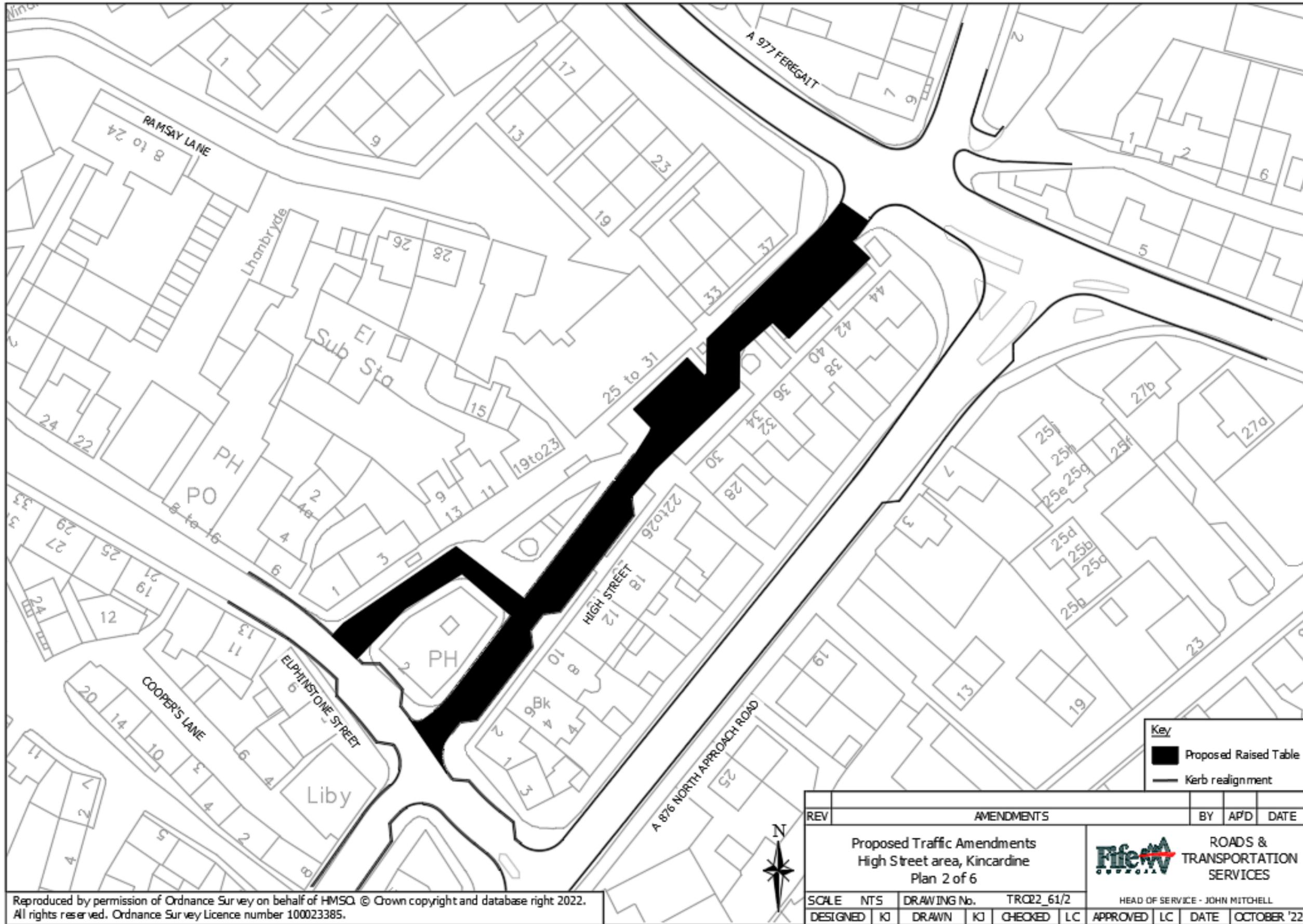
Appendix 1 – Drawing No. TRO22_61/1 Proposed Traffic Amendments Plan 1 of 6



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REV	AMENDMENTS	BY	AP'D	DATE
	Proposed Traffic Amendments High Street area, Kincardine Plan 1 of 6			
SCALE	NTS	DRAWING No.	TRO22_61/1	
DESIGNED	KI	DRAWN	KI	CHECKED LC
APPROVED LC		DATE OCTOBER '22		

Fife ROADS & TRANSPORTATION SERVICES
 HEAD OF SERVICE - JOHN MITCHELL

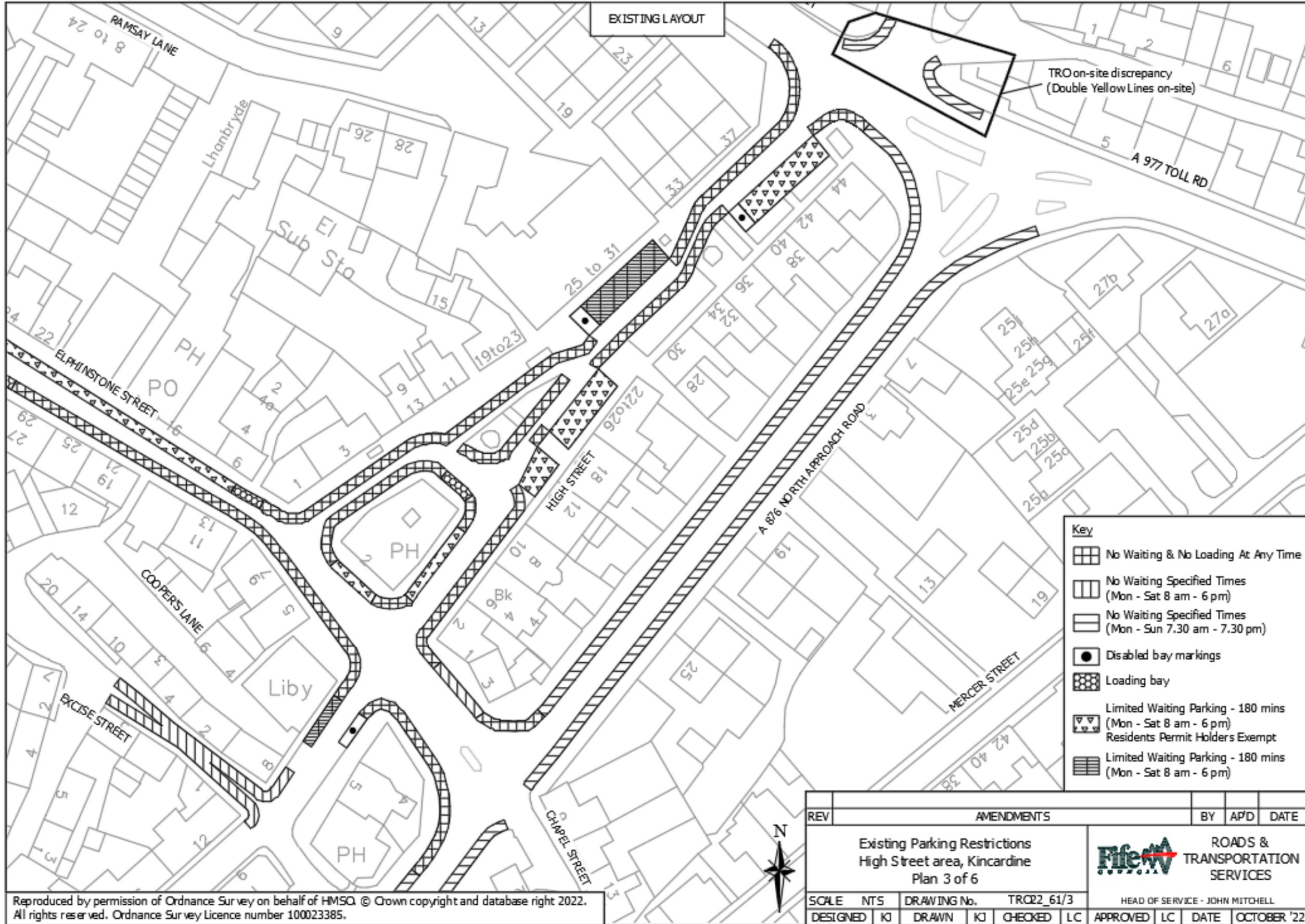


Key
 ■ Proposed Raised Table
 — Kerb realignment

REV	AMENDMENTS				BY	AP'D	DATE
	Proposed Traffic Amendments High Street area, Kincardine Plan 2 of 6						
				ROADS & TRANSPORTATION SERVICES			
SCALE NTS				DRAWING No. TRO22_61/2		HEAD OF SERVICE - JOHN MITCHELL	
DESIGNED	KI	DRAWN	KI	CHECKED	LC	APPROVED	LC
						DATE	OCTOBER '22

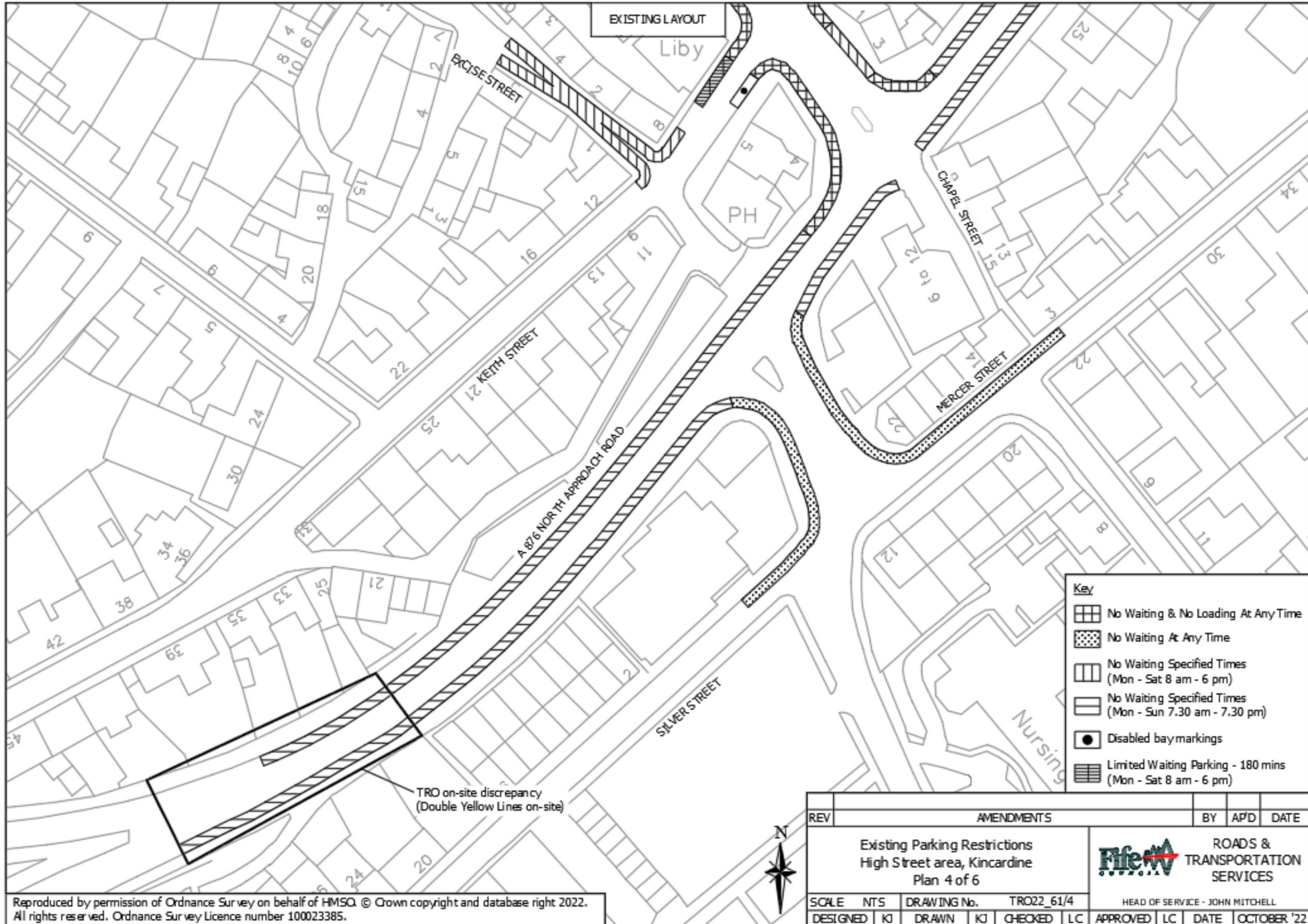
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Appendix 3 – Drawing No. TRO22_61/3 Existing Parking Restrictions Plan 3 of 6



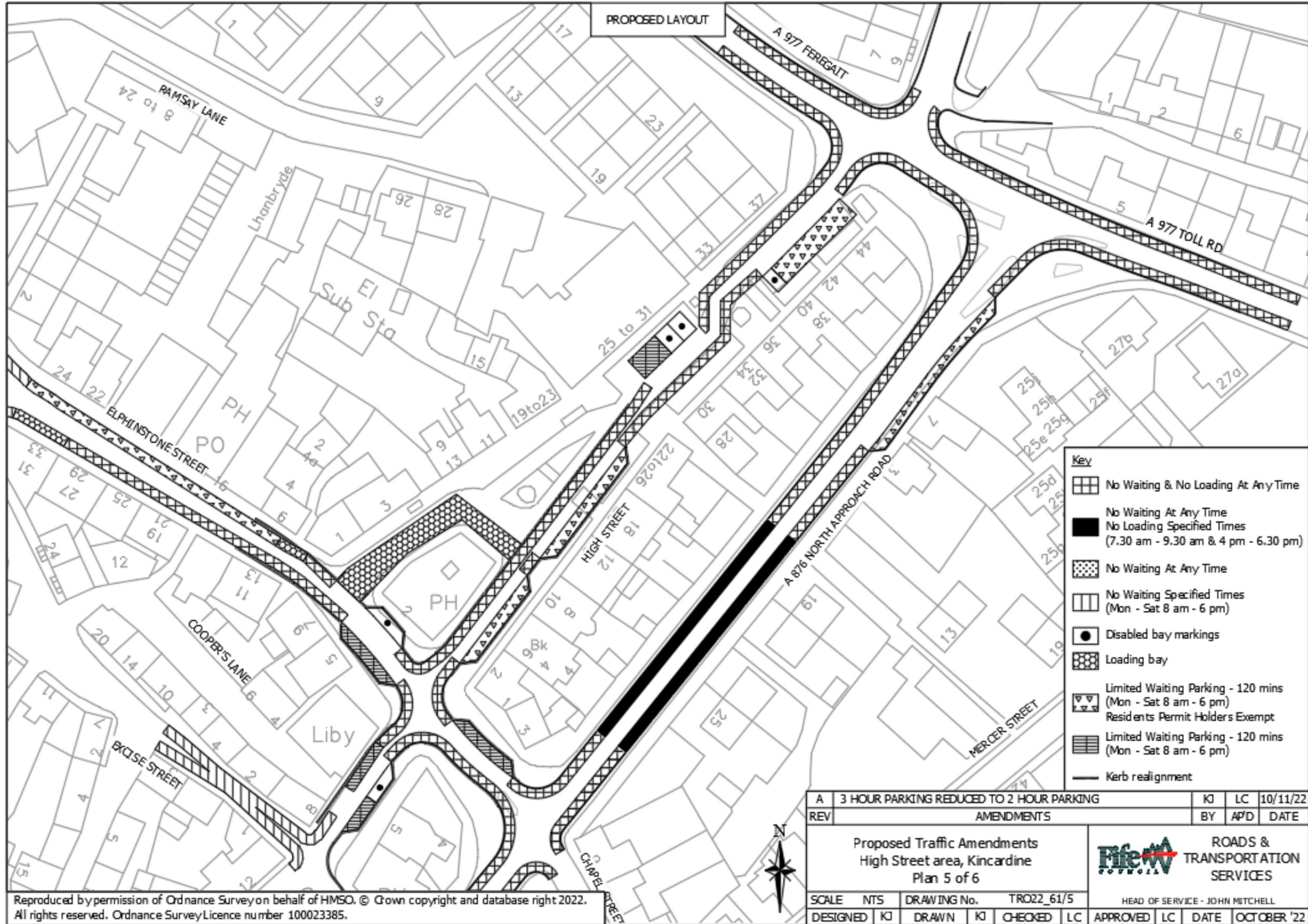
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Appendix 4 – Drawing no. TRO22_61/4 Existing Parking Restrictions Plan 4 of 6



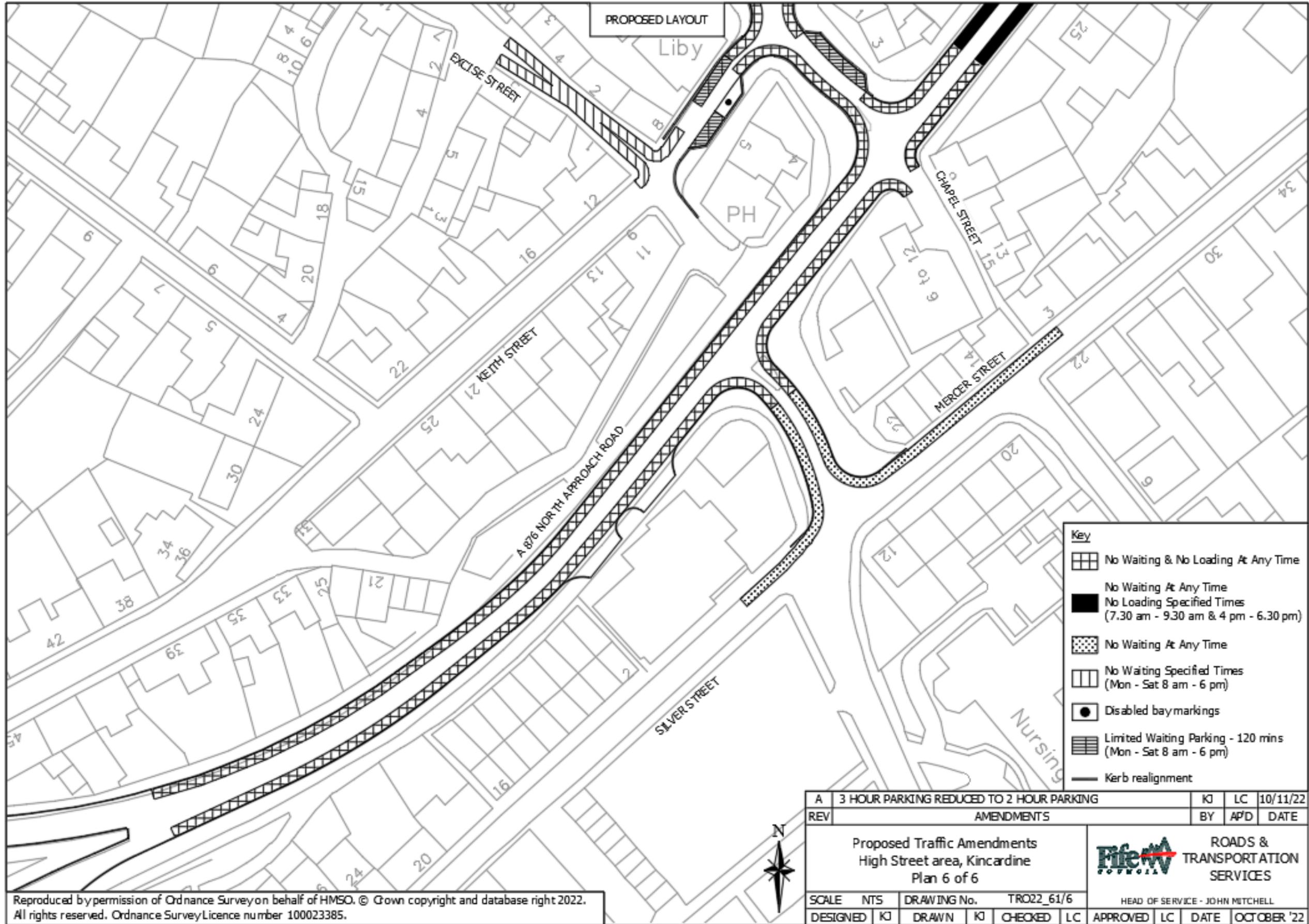
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REV	AMENDMENTS			BY	APD	DATE			
Existing Parking Restrictions High Street area, Kincardine Plan 4 of 6				 ROADS & TRANSPORTATION SERVICES HEAD OF SERVICE - JOHN MITCHELL					
SCALE	NTS	DRAWING No.	TRO22_61/4						
DESIGNED	KJ	DRAWN	KJ	CHECKED	LC	APPROVED	LC	DATE	OCTOBER '22



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Appendix 6 – Drawing no. TRO22_61/6 Proposed Traffic Amendments Plan 6 of 6



23rd November, 2022.
Agenda Item No. 7

Proposed Traffic Amendments – Queensferry Road / Park Road / Aberlour Street, Rosyth

Report by: John Mitchell, Head of Roads and Transportation Services

Wards Affected: Ward No 5 - Rosyth

Purpose

The purpose of this report is to allow the Area Committee to consider proposals to alter the road layout at Queensferry Road / Park Road / Aberlour Street junction. This includes traffic orders to stop up Aberlour Street, alter the car park extents, introduce raised tables and crossings, and amend the parking restrictions including the taxi rank.

Recommendation(s)

It is recommended, in the interests of traffic management and road safety, that Committee:-

- (1) notes that funding for the project is still to be secured;
- (2) agrees to the promotion of a Stopping Up Order to stop up Aberlour Street at its junction with Queensferry Road as detailed in drawing no. TRO22_60/1 (Appendix 1);
- (3) agrees to the promotion of a Road Hump Order (RHO) and Pedestrian Crossing Notice to introduce raised tables, a raised parallel (zebra) crossing, and raised puffin crossing as detailed in drawing no. TRO22_60/2 (Appendix 2);
- (4) agrees to the promotion of a Traffic Regulation Order (TRO) to amend the off-street car park extents, introduce a taxi rank, and amend the on-street parking restrictions as detailed in drawing nos. TRO22_60/1 (Appendix 1) and TRO22_60/3 (Appendix 3); and
- (5) authorises officers to confirm the Stopping Up Order, Traffic Regulation Orders, Road Hump Order, and Pedestrian Crossing Notice and for the raised tables, crossings, parking restrictions and associated works to be constructed within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote the traffic orders will be approximately £2,500 which covers Roads and Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Construction for the proposal is part funded by the Community Development Team for South and West Fife with the remaining funding for the proposed new layout being sought from Sustrans. If funding cannot be secured the works will not proceed at this time.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Rosyth Community Council, Parking Management and Police Scotland have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 and by the Roads (Scotland) Act 1984 for the traffic orders will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details for the proposed traffic orders will be made available on www.fife.gov.uk.

1.0 Background

- 1.1 This scheme is being promoted by Communities and Neighbourhoods Service, and part funded through the Area Capital monies, as agreed by South and West Fife Area Committee, 14th November, 2018, 'Rosyth Concept Design - £100,000.' The design has been undertaken by Roads and Transportation Services following local consultations carried out by the Community Development Team. The scheme is seeking funding from Sustrans as part of their Places for Everyone Projects to attract people to the area around The Goth, Park Road, Rosyth.
- 1.2 Potentially, 70% construction match funding could come from Sustrans, which has drastically extended the normal design process for a scheme of this type. At all stages of the design process, Roads and Transportation Services have worked with Sustrans' designers and Project Managers to achieve Sustrans' expected activities and deliverables to pass each stage of their funding requirements. Significant progress has been made and we are now at a stage where tender documentation can be produced.
- 1.3 Initial consultation helped shape the key elements of the design to give pedestrians priority and improve the environment and safety of the Queensferry Road / Park Road / Aberlour Street junctions.

2.0 Issues and Options

- 2.1 A key objective is to simplify and make the junctions safer. To achieve this, it is proposed to stop-up Aberlour Street at its junction with Queensferry Road and realign Aberlour Street to exit onto Park Road.

To facilitate this design, it is proposed to remove the old toilet block and rearrange the two car parks on Aberlour Street. Effective use of the street space will allow the car parks to be redesigned, retaining the existing disabled bay provision and increasing the overall parking capacity by 3 car parking spaces. Removal of the toilet block will open up the area, allowing additional landscaping, improving the aesthetics and visibility in front of The Goth building. This will include large planters with seating and the addition of some smaller planters should improve the feel of the area. The recycling bins can also be placed in a more discreet location.

- 2.2 Redesign of the car parks will allow the existing taxi rank to be retained and improved. The existing taxi rank is advisory and not enforceable. This proposal will allow us to formalise the taxi rank into the traffic order and make it enforceable.
- 2.3 Improvements to the car park layouts and realignment of the kerblines at the junctions will allow the existing Puffin crossing on Queensferry Road to be relocated further north at a location that will have greater demand. The bus stop is proposed to be relocated south of the crossing which will be a safer arrangement.
- 2.4 Further improvements for pedestrian movements are proposed by introducing a raised table on Park Road on the west side of Queensferry Road and providing a raised table on Aberlour Street.
- 2.5 A new raised parallel crossing is proposed on Park Road (east side of Queensferry Road). This will link up the cycle routes on Queensferry Road and Park Road.
- 2.6 A parallel crossing operates the same as a standard zebra crossing where vehicles must give way to any pedestrian or cyclist on the crossing, and pedestrians and cyclists establish precedence on the crossing in the same way as a zebra. It consists of black and white stripes for pedestrians, as at a zebra crossing, with a parallel route for cyclists indicated by other road markings.
- 2.7 To accommodate the above design it is proposed to amend the existing Traffic Regulation Orders for the off-street car park extents and the on-street parking restrictions. These parking restrictions will be similar to the existing restrictions but will be appropriate for the new road layout.
- 2.8 While some elements of the design are being finalised and funding still being sought, it is appropriate that we seek the Area Committee approval for the proposed traffic orders required. These traffic orders can then be progressed in parallel with the funding request which should reduce potential delays to the project. Approval from the Area Committee and progression through the Traffic Regulation Order process may also strengthen the funding request for this project.

3.0 Conclusions

- 3.1 Funding is still in the process of being secured from Sustrans. Promoting these traffic orders at this time will allow construction works to proceed once the funding is secured.
- 3.2 It is considered, in the interests of traffic management and road safety, that these traffic orders be promoted.

List of Appendices

1. Drawing no. TRO22_60/1 Proposed Traffic Amendments Plan 1 of 3
2. Drawing no. TRO22_60/2 Proposed Traffic Amendments Plan 2 of 3
3. Drawing no. TRO22_60/3 Proposed Traffic Amendments Plan 3 of 3
4. Drawing no. P60002/005 Rev 4 Visualisation – Park Road, Rosyth

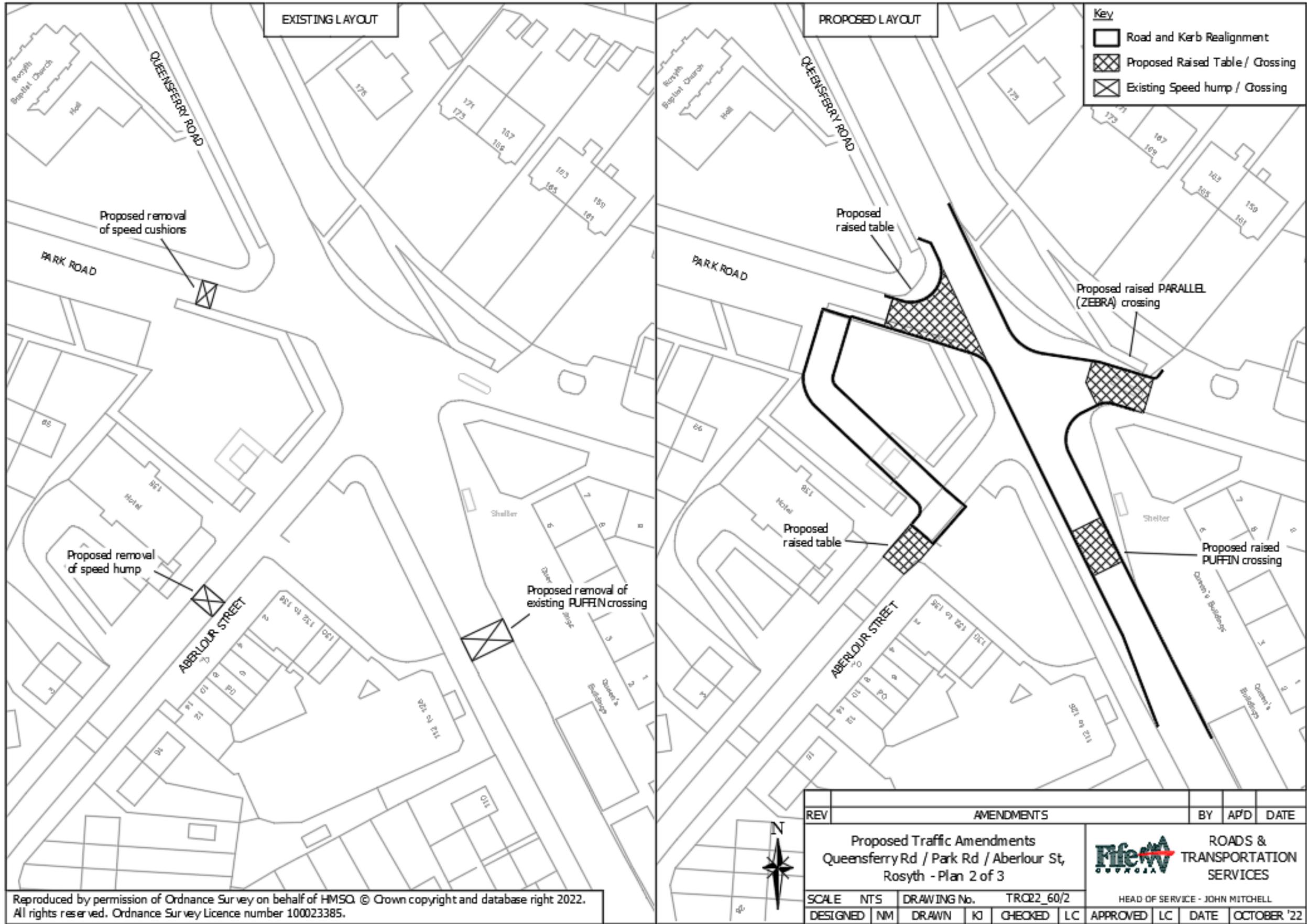
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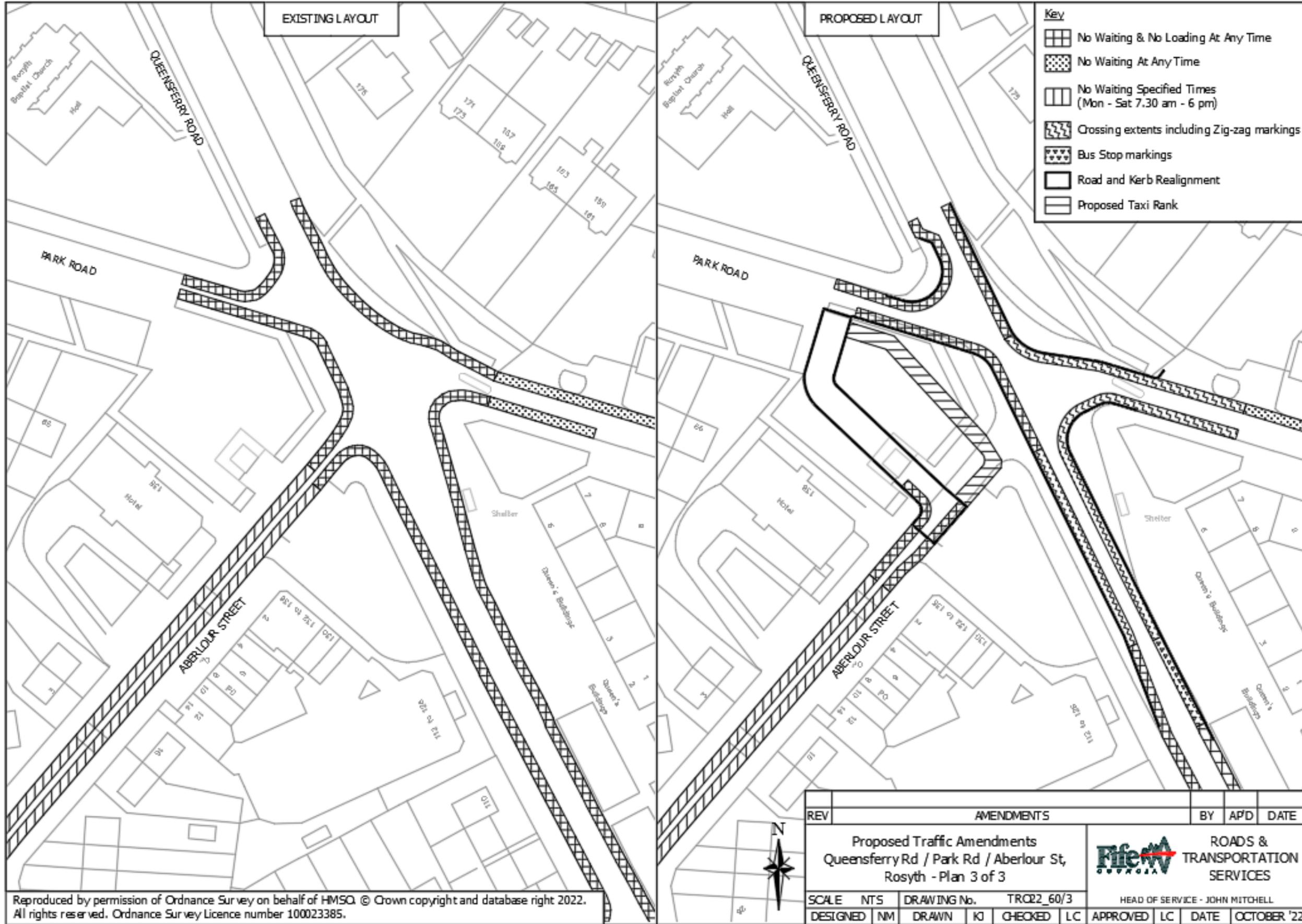
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Appendix 2 – Drawing No. TRO22_60/2 Proposed Traffic Amendments Plan 2 of 3



Appendix 3 – Drawing no. TRO22_60/3 Proposed Traffic Amendments Plan 3 of 3



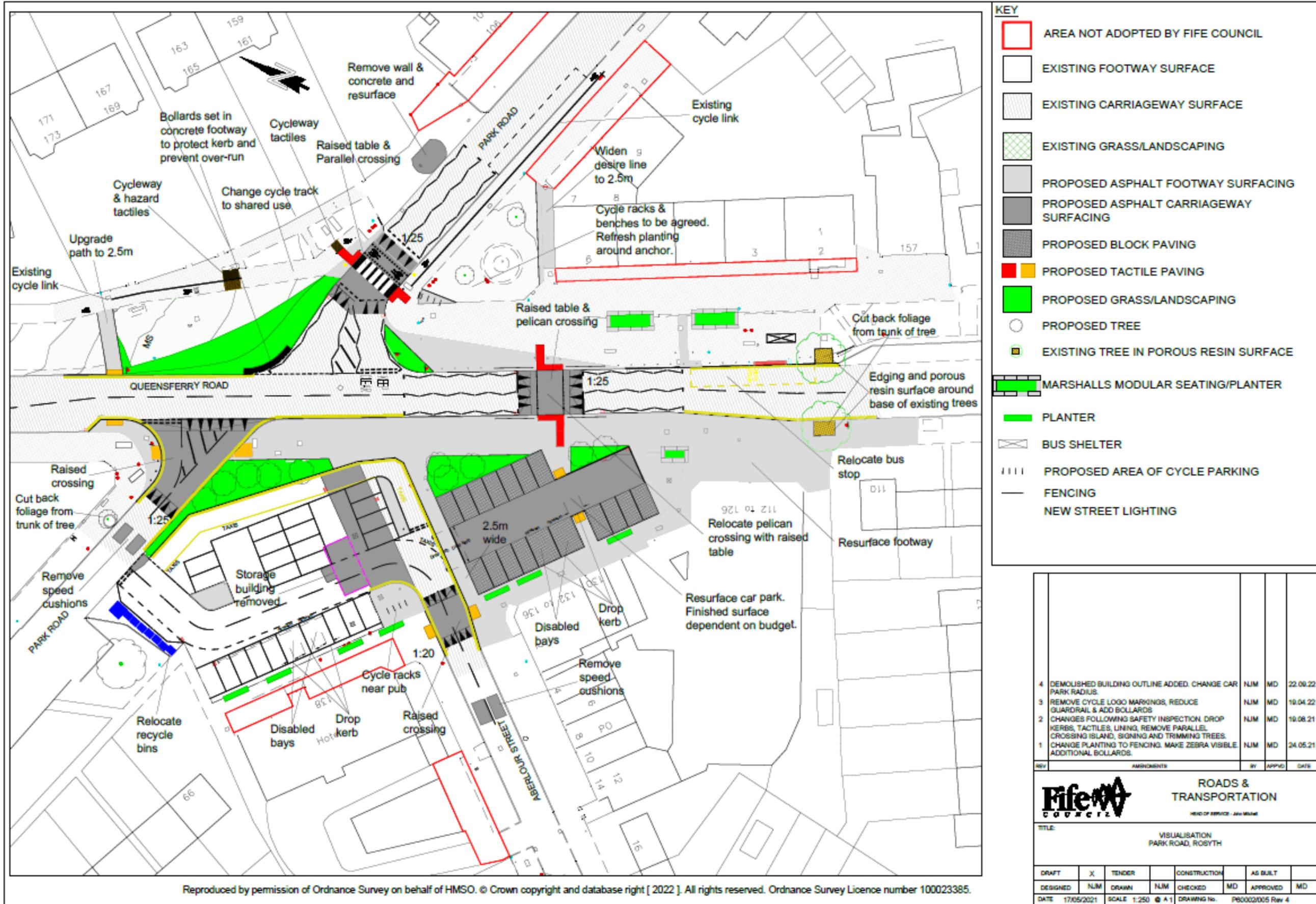
Key

-  No Waiting & No Loading At Any Time
-  No Waiting At Any Time
-  No Waiting Specified Times (Mon - Sat 7.30 am - 6 pm)
-  Crossing extents including Zig-zag markings
-  Bus Stop markings
-  Road and Kerb Realignment
-  Proposed Taxi Rank

REV	AMENDMENTS	BY	AP'D	DATE
Proposed Traffic Amendments Queensferry Rd / Park Rd / Aberlour St, Rosyth - Plan 3 of 3		 ROADS & TRANSPORTATION SERVICES		
SCALE	NTS	DRAWING No.	TRO22_60/3	
DESIGNED	NM	DRAWN	KJ	CHECKED LC
		APPROVED	LC	DATE
		HEAD OF SERVICE - JOHN MITCHELL		
		OCTOBER '22		

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Appendix 4 – Drawing No. P6002/005 Rev 4 Visualisation – Park Road, Rosyth



23rd November, 2022.

Agenda Item No. 8

Aberdour Footbridge – Update

Report by: John Mitchell – Head of Roads and Transportation Services

Wards Affected: 6

Purpose

The purpose of this report is to provide an update to members on the progress of a new footbridge over the Dour Burn, Aberdour.

Recommendation(s)

It is recommended that the Committee note:-

- (i) the initial emergency nature and complexity of the project;
- (ii) the extent of work carried out to date in compliance with all statutory processes; and
- (iii) the further options considered in light of tender return and budgetary constraints.

Resource Implications

The Capital budget allocated to the replacement of Aberdour footbridge was originally set at £0.405m including a revenue contribution of £0.125m. On receipt of the tender return, this estimate has been found to be insufficient to deliver the project. A review of the contract costs has been completed and options considered. The preferred alternative option is being considered subject to the outcome of the Capital Plan Review and a re-tendering exercise.

Legal & Risk Implications

The Aberdour footbridge collapsed as a result of the severe storm on 12th August, 2020. Failure to deliver a replacement footbridge will leave the Council open to public criticism and scrutiny due to the perceived impact on the local economy and tourism and a failure to maintain a section of the Fife Coastal Path

Impact Assessment

An EqIA and a Fife Environmental Assessment Tool (FEAT) are not required as this report does not propose a change or revision to existing policies and practices.

Consultation

There has been consultation with Financial Services, Planning Service, Legal Services, Marine Scotland, SEPA, and Community Services in developing this report.

1.0 Background

- 1.1 As a result of the storms of 12th August, 2020, 434 separate incidents of flooding, landslip and structural damage were recorded throughout Fife in one 24 hour period. This included 4 landslips and the loss of the Aberdour (or Dour) Footbridge which directly involved the engineers from the Bridges and Structures unit of Structural Services.
- 1.2 This Aberdour footbridge is situated adjacent to Aberdour Harbour and forms part of the Fife Coastal Path. This area is subject to various Planning and Environmental constraints which required various formal permissions to be agreed prior to any works commencing on site. Further, due to its location, access over private land is required to ensure access to a secure area to store all materials required to construct the new bridge.
- 1.3 As a result of the loss of the footbridge, staff from the Roads and Transportation Service out of hours Service initially attended the site to make the area safe. Following that, staff from Structural Services carried out further visits of the area, organised a suitable diversion route for the Fife Coastal Path in discussion with the Fife Coast and Countryside Trust (FCCT) staff and discussed initial options to replace the footbridge.
- 1.4 Between August and November of 2020 Bridges and Structures staff carried out:
 - a review of the incident as well as the whole area
 - initial feasibility study and general design option assessment
 - initial investigation in relation to any planning and environmental constraints in the area
- 1.5 As a result of these initial investigations, a Preliminary Environmental Assessment Report (PEAR) was carried out, which was completed in January 2021. This informed the design as well as the need for various environmental and Planning consents.
- 1.6 In parallel to the initial investigation discussed in para 1.4 above, discussions commenced with Finance colleagues to source funding for the project through realignment of available existing budgets.
- 1.7 The project need is the result of an extreme event, was not planned and therefore no budget was available to develop and deliver a solution. These financial discussions were held in parallel to the additional pressures put on the Service and the same budgets brought about by the 3 land slips also occurring on 12th August, 2020.
- 1.8 The outcome was the realignment of other projects and their budgets, to provide Capital funding of £0.280m. A further contribution through reduction of the revenue budget over 2 financial years of £0.125m provided additional funding, ensuring a budget of £0.405m dedicated to Aberdour Footbridge replacement project. This budget estimate was based upon the initial investigations and high level design options with an allowance for optimism bias of 30% to cover any material or labour cost increases.
- 1.9 In addition to the financial need for the project, a staffing and design resource was also required as existing staff resources were fully focused on planned and other emergency works resulting from the 12th August, 2020 storms. The decision was made to source external expertise through a tendering exercise.

1.10 Two tendering exercises have taken place. These were:-

- to procure a Consultant to provide a detailed design and tender documentation, as well as all appropriate documentation to apply for all Planning, Conservation and Environmental permissions; and
- to procure a contractor to construct the replacement bridge.

2.0 Issues and Options

2.1 Extensive work was carried out to ensure all permissions and consents were attained given the site constraints, not only from an environmental viewpoint but also in relation to access arrangements to allow the construction of the replacement footbridge.

2.2 In addition to these constraints, delays to the receipt of various permissions and licences, which were outwith the control of the design team, added to the complexity of the project. Three examples are:-

- Planning Permission,
- Marine Licence, and
- Land negotiations

2.3 Notwithstanding all of the above complexities and delays, the construction contract was published through Public Contract Scotland on 29th July, 2022 with a closing date of 19th August, 2022.

2.4 There was only one return to this tendering exercise with the tender value returned far in excess of the available budget.

2.5 As the returned tender cost received from the one completed return exceeded the budget estimate, further consultation with Procurement colleagues was undertaken. It was advised that, under the Scheme of Tendering Procedures, direct discussion with the tenderer to negotiate rates with a view to reducing the tender figure supplied is not permitted. The only route available is to either accept or not accept the tendered price. Therefore, the tender was formally declined on 24th August, 2022 with a view to reviewing all options available within the budget provided in September 2020.

2.6 A valuation engineering exercise was carried out, which examined eight possible options, excluding the do nothing and retention of the existing design as priced. After initial discussions with SEPA and the design consultants, two options were discounted. These were:

1. Micro Piles
2. A Box Culvert

The remaining 6 options are:

1. Replacement of concrete sandbags with Rock Armour and re design water grate
2. Replace over pumping with pipework, replace concrete sandbags with rock armour
3. Retention of existing bridge width to 1.6m, increase span to c10m and grout repair existing abutments
4. Timber Footbridge construction, retention of existing bridge width to 1.6m, increase span and grout repair abutments
5. Re-alignment of footpath through field with embankment stabilisation and FRP bridge
6. Upgrade Hawkcraig Road footpath

Note that the replacement of the FRP bridge with marine grade timber (Ekki/Opepe or similar) has been considered in Option 4. By doing so, this also reduces the design life of the bridge from 120 years to 30 years. Note all options, except Option 2 will have an impact on delivery and design, with option 2 having the least impact on delivery (1-3 months) when compared with other options of 6–12 months in worst case.

2.7 In summary, the 6 remaining Options with cost estimates are:

Option	Proposal	Total Cost Estimate
Option 1	Replacement of concrete sandbags with Rock Armour and re design water grate	£575,000
Option 2	Replace over pumping with pipework, replace concrete sandbags with rock armour	£540,000
Option 3	Retention of existing bridge width to 1.6m, increase span to c10m and grout repair existing abutments	£420,000
Option 4	Timber Footbridge construction, reduction of bridge width to 1.6m, increase span and grout repair abutments	£365,000
Option 5	Re-alignment of footpath through field with embankment stabilisation and FRP bridge	£915,000
Option 6	Upgrade Hawkcraig Road footpath	£106,000

2.8 After the review of the above Options, both on price and on risk factors, Options 1-4 did not provide a suitable solution which matched the budget available. Further considerations were then examined. These were Fife Council procuring directly:

1. The FRP Bridge;
2. The temporary protective road matting.

This reduced the revised cost estimates of Options 1 and 2 by a further £63,500 and for Options 3 and 4, a further £41,500. For the clarity of this report, we will call these Options 1a–4a.

2.9 The revised cost estimates reduced the overall estimates for the various options as detailed in the table 2 below:

Option	Proposal	Total Cost Estimate
Option 1a	Replacement of concrete sandbags with Rock Armour and re design cattle grid	£511,500
Option 2a	Replace over pumping with pipework, replace concrete sandbags with rock armour	£476,500
Option 3a	Retention of existing bridge width to 1.6m, increase span to c10m and grout repair existing abutments	£378,500
Option 4a	Timber Footbridge construction, reduction of bridge width to 1.6m, increase span and grout repair abutments	£323,500

2.10 Options 1a and 2a did not meet the available budget threshold, with option 2a delay to delivery minimal at 1-3 months

- 2.11 Option 3a is estimated below the budget threshold, however delivery is estimated at 6–12 months.
- 2.12 Option 4a, brings the cost estimate below the available budget threshold. However, delivery of this option would be in the region of 6–12 months. This also has an additional risk factor of a reduction in the design life of the new bridge from 120yrs to 30yrs.

3.0 Conclusions

- 3.1 The Aberdour footbridge was washed away by the storms of August 2020. This incident was one of many that occurred that night. 4813 calls were registered with the Council's Call Centre which focused on 434 rainfall and flooding incidents. Structural Services were involved in all these incidents which also included 4 landslips and the loss of the Aberdour footbridge.
- 3.2 The Structural Services reacted swiftly to the loss of the footbridge and developed financial, design and construction packages to resolve the loss of this footbridge at a location that has many challenges from environmental, construction and restricted site access viewpoints.
- 3.3 The Environmental and Planning restrictions placed on the new works, and the processes required to be complied with, were also complex and, in some instances, lengthy. This, coupled with delays in receipt of Planning Permission, the Marine Licence consent and land access, further complicated and delayed timescales. All aspects of the project which were totally outwith the control of the design team.
- 3.4 The unexpected, post pandemic increase in material and staffing costs being experienced throughout the UK construction industry within the last financial year, currently estimated at between 23-27% and 12-15% respectively since April 2022 and continued uncertainty in both material and labour costs has proven challenging when creating budget estimates.
- 3.5 All financial, procurement and tendering processes and procedures have been fully complied with as required by Procurement and Financial Regulations and as directed within Fife Council's Scheme of Tendering Procedures. Advice regarding compliance with these regulations and procedures was sought from the Council's Procurement specialists throughout the project. This ensured compliance by the Local Authority and confirmed the Authority operated in a fully accountable and auditable manner.
- 3.6 There is a need to deliver this project for both the local community as well as all other users of the Fife Coastal Path. To ensure delivery of this project, further options have been considered with a view to revising the design subject to additional funding being sourced through the current Capital Plan Review.
- 3.7 While Option 2a is above the available budget, it provides a minimum lead in time of 1-3 months and a full 120 year design life. It is recommended, therefore, that this option is progressed subject to additional funding being sourced through the current Capital Plan Review to secure the required funds.

List of Appendices

Appendix 1 – Timeline

Report Contact(s)

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APPENDIX 1 - Timeline

Aberdour Harbour Footbridge	Duration	Start	Finish
Bridge Collapsed	1 day	Wed 12/08/20	Wed 12/08/20
Review on proceeding	1 day	Wed 16/09/20	Wed 16/09/20
Preliminary Environmental Assessment Report (PEAR)	67 days	Wed 14/10/20	Thu 14/01/21
Initial feasibility study and general design options	52 days	Wed 16/09/20	Thu 26/11/20
Consultant contract doc prep			
Prepare contract documents for consultant tender	36 days	Tue 08/12/20	Tue 26/01/21
Tendering for consultant	33 days	Tue 26/01/21	Thu 11/03/21
Consultant Award	1 day	Thu 11/03/21	Thu 11/03/21
Design Consultant	351 days	Thu 11/03/21	Thu 14/07/22
Preliminary design drawings	1 day	Wed 04/08/21	Wed 04/08/21
Marine Licence drawings complete	1 day	Wed 06/10/21	Wed 06/10/21
Approval in Principle (AIP) for bridge	231 days	Wed 04/08/21	Wed 22/06/22
Design and contract documents	351 days	Thu 11/03/21	Thu 14/07/22
Construction Contract tendering			
Issued to procurement	1 day	Fri 29/07/22	Fri 29/07/22
Tendering	16 days	Fri 29/07/22	Fri 19/08/22
Decision to value manage	1 day	Wed 24/08/22	Wed 24/08/22
Planning Permissions and Environmental Licence Applications			
SEPA Licence	16 days	Wed 06/10/21	Wed 27/10/21
Marine License application	148 days	Wed 06/10/21	Fri 29/04/22
Planning Applications	107 days	Tue 28/09/21	Wed 23/02/22
Fisheries Board surveys, etc	17 days	Fri 09/07/21	Mon 02/08/21
Land Agreements			
Discussions commenced		Fri 23/10/20	
Heads of Terms agreed		Mon 25/04/22	Mon 25/04/22
Final land agreement		Awaiting confirmation	
Public Utilities			
Scottish Water	301 days	Thu 19/11/20	Thu 13/01/22

Update on Flooding Issues in Rosyth

Report by: John Mitchell, Head of Road and Transportation Services

Wards Affected: Ward 1 (West Fife & Coastal Villages),
Ward 5 (Rosyth) and Ward 6 (Inverkeithing & Dalgety Bay)

Purpose

To update Committee on the status of flood mitigation work being considered for the Rosyth area in response to Note of Action 22, Decision 2 posed at South and West Fife Area Committee held on 28th September, 2022.

Recommendation(s)

It is recommended that the Committee:-

- (i) notes that Scottish Water are progressing with an internal project to consider flow transfer in the Dunfermline and Iron Mills Bay sewer catchments;
- (ii) notes that SEPA have proposed a Water Environment Fund renaturalisation project for the Brankholme Burn near Park Road;
- (iii) notes that Fife Council will commission a Surface Water Management Plan for Rosyth to inform potential surface water flood mitigation actions; and
- (iv) notes that Fife Council activities are dependent on the outcomes of both the Scottish Water and SEPA projects.

Resource Implications

Funding for future mitigation measures will be allocated from the annual Flooding Revenue budget.

Funding for future mitigation measures will be allocated from the annual Flooding Revenue budget.

Legal & Risk Implications

New duties have been imposed upon local authorities through the Flood Risk Management Act in relation to flood risk management and land use planning and it is the view of Scottish Government that these statutory duties are considered as a whole.

Failure to deliver mitigation of any sort will leave the Council open to public criticism and scrutiny due to the perceived lack of focus on and effort towards an affected community. There could then be consequential further impacts on community wellbeing and loss of business for local traders through on-going effects from flooding.

Impact Assessment

An EqIA and a Fife Environmental Assessment Tool (FEAT) have not been completed and are not necessary for the following reason:

This report does not propose a change or revision to existing policies and practices.

Consultation with Scottish Water, SEPA and Scottish Government has been carried out to inform this report

1.0 Background

- 1.1 The Executive Committee agreed on 24th October, 2014 that Fife Council progress partial funding of the Dunfermline and Iron Mill Bay Integrated Catchment Study (ICS) with Scottish Water leading on the management and delivery programme. The ICS was subsequently completed on 30th June, 2020.
- 1.2 Within the Flood Risk Management (Scotland) Act 2009, both Scottish Water and Fife Council, as Responsible Authorities, have an obligation to investigate flooding from their respective assets/bodies of water. It therefore was an opportunity for both parties to progress a joint study, as both bodies of waters and drainage systems interact and affect each other. It also ensured good financial sense as no double work would be required, for example, one tendering exercise and reduced staff costs in management for the duration of the contract.
- 1.3 Scottish Water led on the project as a majority stakeholder. As they had a term contract in place for the delivery of modelling works, this was seen as advantageous as it would ensure all sources of flooding could be modelled by one process and ensure consistency in the outcomes. The project commenced in November 2016.
- 1.4 Since the ICS concluded, focus has been placed on the detailed investigation of mitigation options, within the remits of the respective agencies involved, i.e. Fife Council, SEPA and Scottish Water.

2.0 Issues and Options

- 2.1 Until 2020, there was effectively one study focussed on the technical identification of flood mechanisms in Rosyth: the Dunfermline and Iron Mills Bay Integrated Catchment Study.
- 2.2 Due to the interconnectivity of the flood sources, it is imperative that any work proposed by one agency in one area, are considered for knock on effects on other agencies / areas.
- 2.3 On the completion of the ICS, Scottish Water commissioned an internal project to consider mitigation of constraints on their drainage systems that resulted in flooding of properties. This has so far concluded that 'flow transfer' is a potential approach to take a portion of flow from the Dunfermline catchment, and put it into the Iron Mills Bay catchment, without a need to upgrade any systems. Exact details over technicalities and timings are currently outstanding from Scottish Water. An illustration of the proposals was made to Ward 5 Councillors in March of 2022 (Item 4 of Ward 5 Councillors meeting held 16th March, 2022).

- 2.4 In May 2022, Fife Council were made aware of a potential additional project in the Rosyth area, focussed on the Brankholme Burn near Park Road. This is a Water Environment Fund (WEF) project, initially proposed by SEPA and to be undertaken in partnership with Fife Council and others. It will focus on the renaturalisation of the Brankholme Burn in this area but will include consideration of flood mitigation in the new watercourse design. Typical features include new habitat areas that have flood storage capability, or landscaped areas that can hold flood water and then drain down during low flow periods.
- 2.5 Any changes to watercourse routes will need collaboration with Fife Council for land and infrastructure interactions, with public utilities companies for any clashes, and Scottish Water for any outfalls from surface water drainage systems. Benefits include the introduction of community amenity spaces, flood mitigation and removal of previously 'managed' lengths of watercourse and associated structures.
- 2.6 The decision over whether the Brankholme Burn in this location is to be a WEF project is yet to be made, however, this will be communicated to us by SEPA who organise and partially fund these projects and is likely to be in the new year of 2023.
- 2.7 With regards to the Fife Council efforts, the Forth Estuary Local Flood Risk Management Plan notes that the ICS would be used to generate recommendations via a Surface Water Management Plan (SWMP) to mitigate surface water flooding issues and as a guide for recommendations associated with river flood sources if identified. This latter item would be a proxy for a Flood Study as deployed elsewhere in Fife.
- 2.8 With a degree of flexibility in what Fife Council could consider, the most appropriate approach at the moment is to take information from Scottish Water as to the likely residual effects of the flow transfer project (item 2.3) and also the decision and/or residual effects of the WEF project (items 2.4 – 2.6) and scale a flood mitigation project to suit.
- 2.9 A Fife Council SWMP will be issued to tender in November 2022, as part of a batch of nine, to be undertaken over a period of some 18-24 months. Exact timing of where the Rosyth SWMP sits within that period will be subject to programmes returned by the winning tenderer. The Fife Council river flood mitigation component will need to wait to see what is 'left over' from the Scottish Water and SEPA projects as locations of flooding will change based on each of them. Final outcomes from both these projects will inform the finalised SWMP for the Rosyth area to ensure the best outcome.

3.0 Conclusions

- 3.1 At present, work is progressing via Scottish Water and they will provide updates at the appropriate times.
- 3.2 SEPA will provide an update on whether the Brankholme Burn will be a WEF project in early 2023, with a subsequent indication of timelines if it is to be taken forward. Alternatively, it will be dropped from considerations.
- 3.3 Fife Council will progress with the letting of the SWMP contract, including Rosyth, on the basis of current knowledge but will inform the winning consultant that Scottish Water (and possibly SEPA/Fife Council) will have complementary projects underway in the area that need to be taken into account.

Background Papers

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

- Flood Risk Management (Scotland) Act 2009
- Executive Committee Paper 24 October 2014 Item No9

Report Contact

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23rd November, 2022.
Agenda Item No. 10

Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process (Health & Social Care Partnership)

Report by: Nicky Connor, Director of Health and Social Care

Wards Affected: SW Fife

Purpose

This report informs members of the range of inspections that have been undertaken by the Care Inspectorate and highlights the inspection grades awarded for care services within the South and West Fife area.

The registered organisations included provide a range of care and support services to the Health and Social Care Partnership in Fife and represent a mixture of sectors, e.g. private and voluntary.

During the pandemic, the Care Inspectorate suspended their routine care home inspection activity. Whilst inspection activity was not in place, the Care Inspector for each service was in regular contact, in most cases weekly, to all services to monitor care providers but also to offer regulatory support and guidance. Due to the suspension to inspection, it should be noted that several care services have not been inspected recently, and since the last report to this Committee.

Recommendation(s)

Members are asked to note the outcome of the inspection process and grades awarded to care services in Fife.

Resource Implications

No resource implications

Legal & Risk Implications

No legal implications.

Impact Assessment

No impact assessment is required.

Consultation

No consultation has taken place or is required.

1.0 Background

- 1.1 Fife Health and Social Care Partnership either directly provide the care and support services or commission the care and support services, with all required to be registered and therefore subject to inspection by the Care Inspectorate.
- 1.2 All care and support services are committed to continuous improvement and are proactively taking on board comments and suggestions made through the inspection process.
- 1.3 Inspections are used to ensure that service continue to meet the standards and the needs of people using the service. Inspections are also used to assess whether improvements have taken place in services where risks to services where risks to service users have previously been identified or where enforcement action has been taken.

2.0 Issues and Options

- 2.1 Inspections will evaluate (grade) these using the six-point scale set. The grades are as follows:

Grade 6 - Excellent	Outstanding or sector leading
Grade 5 - Very good	Major strengths
Grade 4 - Good	Important strengths, with some areas for improvement
Grade 3 - Adequate	Strengths just outweigh weaknesses
Grade 2 - Weak	Important weaknesses – priority action required
Grade 1 - Unsatisfactory	Major weaknesses – urgent remedial action required
- 2.2 The grading awarded to the inspected services within the South and West Fife area are predominately in the Good, Very Good and Excellent categories - with some achieving consistently high grades across all themes.
- 2.3 In response to the COVID19 pandemic, the Care Inspectorate introduced a specific inspection theme “How good is our Care & Support during Covid 19 pandemic?”. This theme looked at how care services responded to the pandemic, for example, infection control practices. From April 2022, this theme was incorporated into the main inspection areas.
- 2.4 **Appendix One – Care Service Grading** highlights the current position of the Care Inspectorate inspection outcomes for care services being provided within the South and West Fife area, for both care homes and care at home services.
- 2.5 Feedback from service users and carers during the inspection process reflects continued high levels of satisfaction with the services provided.
- 2.6 The Partnership may suspend, or agree with a care service to suspend, new placements into the care service where the outcome from an inspection is a score of two (weak) or less (unsatisfactory) in any themed area which could impact on the quality of care. There are currently no suspensions impacting the SW Fife area.
- 2.7 Where a care service has been evaluated as requiring improvement, an action plan outlining improvement is produced and these are regularly monitored to ensure improvements are on track and that any enforcements, requirements or recommendations are dealt with within the timescale. The inspectors follow this up during future visits to ensure that these are progressed.

- 2.8 It should be noted that a few care providers have been inspected by the Care Inspectorate, with the outcome being a Grade 2 (Weak) awarded, which requires providers to make improvement within the service. Whilst improvement action is required, the Partnership will liaise and work closely with the care provider, linking in with the Care Inspectorate, on the actions the care service is or intend to take in order that the necessary improvements are achieved. Although a Grade 2 (Weak) has been awarded, the Partnership can continue to commission services with the care provider.
- 2.9 The Partnership will liaise and work closely with the care provider, linking in with the Care Inspectorate, on the actions the care service is taking or intends to take in order that the necessary improvements are achieved.

3.0 Conclusions

- 3.1 Fife Health and Social Care Partnership's goal is to strive to continuously improve the experience of service users and their carers, and the external inspection process is used as a tool to support the development and improvement processes.
- 3.2 This report highlights the current position of inspection outcomes and grading for registered care services, delivered or commissioned in the South and West Fife locality. Please note that several care inspections have not been undertaken recently but as restrictions have eased, the Care Inspectorate has recommenced inspection of care services.

List of Appendices

1. Care Service Grading

Report Contact

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Appendix 1 – Care Service Grading

Table 1 – Private / Voluntary Sector Care Homes

Name of Care Service	Inspection Date	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
Bandrum Nursing Home, Saline	06/05/2022	4	4	4	5	4
Forth Bay, Kincardine	15/07/2022	4	4	4	4	4
Henderson House, Dalgety Bay	02/08/2022	3	3	3	3	3
Hilton Court Care Home, Rosyth	06/09/2019	5	5	5	4	4
Orchardhead House, Rosyth	24/11/2020	5	5	5	5	5

Table 2 – Fife Health & Social Care Partnership Adult Services

Name of Care Service	Last Inspection Date	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
Accommodation with Care and Housing Support	09/12/2021	5	5	Not inspected	5	5
Adult Services, Resources - Housing Support and Care At Home Service	30/10/2019	5	5	Not inspected	5	5
Shared Lives Fife	15/01/2018	6	6	Not inspected	5	5
West Fife Community Support Service	18/03/2016	6	6	6	6	6

Table 3 – Fife Health & Social Care Partnership Care at Home Provision

Name of Care Service	Inspection Date	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
West Fife Care at Home	30/01/2020	4	4	Not inspected	4	4
Short Term Assessment and Review Team (START)	19/02/2020	4	4	Not inspected	4	4

Table 4 - External Care & Support at Home Provision

Name of Care Provider	Date of last Inspection	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
ACS Care at Home	16/05/2019	4	4	Not applicable	5	5
Ark Fife West	19/04/2018	5	5	Not applicable	5	5
Assisted Services	26/05/2022	3	5	Not applicable	4	3
Avenue Care Services	07/07/2021	4	2	Not applicable	3	1
Balmoral Health and Social Care	15/11/2021	4		Not applicable		
CarePlus (Scotland Ltd)	04/07/2022	3	2	Not applicable	2	2
CERA Care	14/11/2019	4	4	Not applicable	4	4
Connected Care	07/09/2021	2		Not applicable		
Constance	19/11/2021	3		Not applicable		
ENABLE Scotland	23/05/2019	5	5	Not applicable	5	5
Excel Care PVT Ltd		Registered 9/5/21 not yet inspected				
Fife Support Service	17/12/2019	5	5		5	5
Heart Link Health Care Services		Registered 2/7/21 not yet inspected				
Hillcrest Futures Fife and Kinross	26/08/2021	3		Not applicable		
Integrity Social Care Solutions Ltd	19/08/2022	3		Not applicable		3
Kingdom Support and Care	07/02/2020	5	5	Not applicable	6	5
Leonard Cheshire Disability – Dunfermline	10/08/2022	4	5	Not applicable	5	4
L-O-V-E Care	30/11/2021	3	3	Not applicable	4	4
Oran Homecare Ltd	19/03/2020	5	5	Not applicable	5	5
Real Life Options – West Fife Services	16/08/2019	5	5	Not applicable	5	5
The Richmond Fellowship – West Fife	24/03/2022	4	3	Not applicable	5	4
Scottish Autism – Fife Care Support	11/12/2019	5	5	Not applicable	5	5

Supporting the Local Community Plan - South East Inverkeithing Regeneration – Progress Report

Report by: John Mills, Head of Housing Services and Paul Vaughan, Head of Communities and Neighbourhoods Service

Wards Affected: 6

Purpose

The purpose of this report is to advise members of progress with the regeneration of South East (SE) Inverkeithing and to inform members that this will be the final report for the SEIR Project. Any updates will be undertaken at a Ward level.

Recommendation

The Committee is requested to:-

- (i) comment on the work undertaken so far with the regeneration of SE Inverkeithing; and
- (ii) agree to cease an Area Committee report and receive updates at Ward level.

Resource Implications

Funding from existing Housing Revenue Account (HRA) budgets were available to support the initial and ongoing costs of the project focussed on the demolition costs, and the redevelopment of the shopping facility. Additional funding for the redevelopment of Fraser Avenue has been sourced by Kingdom Housing Association working with the Scottish Government. £50,000 of funding from the Local Community Planning Budget has previously been approved by this Committee to support projects overseen by the Neighbourhood Partnership.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Members of the local community and Ward 6 Councillors continue to be consulted.

1.0 Background

- 1.1 In August 2013, the Executive Committee approved proposals to bring forward the initial stages required towards the regeneration of the SE Inverkeithing area. The regeneration of SE Inverkeithing is identified as a key action in the South and West Fife Local Community Plan.
- 1.2 The Area Committee last received an update on progress at its meeting in October 2021. The following report advises of the progress since that time.

2.0 Progress – October 2021 – October 2022

Neighbourhood Partnership

- 2.1 The Lead Officer (LO) for Community Regeneration has slowly been withdrawing the extensive support given to community groups and providing more of a guidance role for groups, by encouraging them to take on community initiatives and supporting them with funding.
- 2.2 Inverkeithing Trust are a registered SCIO. The LO for Community Regeneration has continued to support the Trust members. The Trust are involved in several key priorities that were identified in the Neighbourhood Plan.
- 2.3 The LO for Community Regeneration will include a summary of actions/issues raised on their report at a Ward level when/if requested.
- 2.4 Community engagement and consultation is at the core of any initiatives in Inverkeithing. The LO for Community Regeneration will continue to support groups and project leads with this.

Neighbourhood Partnership

Inverkeithing Trust

- 2.5 This group are working in partnership with Fife Council and local community groups to achieve some of the priorities identified in the Inverkeithing Neighbourhood Plan. See Appendix 1 by Nancy Rhouma – Secretary for Inverkeithing Trust for a summary of projects that are presently being run.

Inverkeithing Group Support by LO for Community Regeneration

- 2.6 Inverkeithing Pantry – This was started in June 2020 with the support of Inverkeithing Trust and Community Use. The aim was to alleviate any pressure to the local Foodbank and to encourage community connections. This is open for anyone in the community to come along to. This project is now being managed by Inverkeithing Trust with the support of the LO for Community Regeneration. On average, 65 bags are given out / delivered each week. The volunteers receive surplus food from several local shops and supermarkets and have linked up with EATS Rosyth who provide 60 cooked meals each week for the pantry. The Trust are now running the pantry as a community shop. The LO for Community Regeneration has supported them with funding for this. The Trust have been able to give Ballast Bank a fresh lick of paint and have had roller storage cupboards put in for their stock. Officers from the Community Use Team are also supporting the Trust in getting the kitchen updated

- 2.6.1 Christmas Market - The LO for Community Regeneration supported Inverkeithing Community Council (ICC) to hold a Christmas Market last year. This involved supporting them with events and road closure applications as well as funding. ICC arranged to have a Christmas tree outside the Civic Centre with the lights being turned on at the market. There were stalls inside and outside of the event with many local traders being involved. Activities were also available for the children. All children were given a hot snack, which was funded through the local WRAP Budget and was provided by the local café. This event was a pilot for future outdoor events in Inverkeithing when the shared space is completed in the high street as part of Inverkeithing's regeneration programme. ICC worked alongside the local church, officers from the council and Inverkeithing Trust in this project.
- 2.6.2 Summer at the Bally - Inverkeithing Trust are now running this event, with support from the LO for Community Regeneration and the Community Development Team. It was held every Thursday over the summer break at Ballast Bank. The funding for the lunches came from Café Inc funding. The local cafe provided the packed lunches - this business is still struggling due to the pandemic but the owner has stated again that the summer activity money has kept her in business. The arts and crafts activities were funded by Inverkeithing Trust and the artist hired through the high street regeneration project came along and ran weekly interpretation sessions with the children. Over the 6 weeks we had on average 65 children and 30 adults attend.
- 2.6.3 Inverkeithing Gala - The LO for Community Regeneration obtained funding from the local WRAP Budget to provide packed lunches for the children and liaised with Kingdom and Campion Homes to provide a Cherry Picker to put up the gala bunting
- 2.6.4 Community Connectors - The LO for Community Regeneration still has several community connectors who continue to share information on events with their friends and neighbours.
- 2.6.5 SEIR Drop-In – This was held in August this year at the Wing. 15 residents attended this event. The aim was to bring together new and existing tenants and owners and provide information on what is available in the local area. The LO for Community Regeneration organised this event in partnership with the Local Housing Team. Officers from Kingdom Tenants Participation Team, Community Development Team, Community Safety Team, elected members and Fife College also came along to provide advice and support. Traditionally a Tenants and Residents Association (TRA) would be set up, however, officers felt that this was too formal. Officers asked people who came along if they would be interested in setting up a TRA and all stated that they would prefer to continue with drop-ins without the formality of a constituted Group. This also enables more owners to be involved. Another event is going to be held in December, this time involving the whole of Inverkeithing. This is still in the planning stage and the aspiration is to also have officers from the fuel poverty team, Community Safety, Community Development Team, Fife College and officers from Cosy Kingdom.
- 2.6.6 Other Projects out with the SEIR Area – The LO for Community Regeneration has been working to promote effective social regeneration by involving the wider community of Inverkeithing. The rationale for this was to increase community engagement and participation for the whole community to avoid creating a silo in the new regeneration site. This has involved supporting numerous projects such as the Inverkeithing Heritage Regeneration Programme, meetings for this have continued to be held online.

Housing Redevelopment

- 2.7.1 Phase 2 of Kingdom Group's new build development was completed on schedule in May 2022. This brings the total of completed properties on the site to 114, with another 50-60 units provided in Phase 3. They are currently finalising their planning application for Phase 3 and expect to start on site by spring 2023. This final phase of the development is expected to be complete by autumn 2024.

- 2.7.2 All existing Fraser Avenue tenants were rehoused by May 2022 allowing pre-demolition work to take place. Demolition has started as of 17.10.22 with Dem-Master being awarded the contract. This is expected to complete by the end of January 2023.
- 2.7.3 Since 2014, 190 tenants and residents of Fraser Avenue have been rehoused as part of the project. This includes 45 who were rehoused in the Kingdom development and 4 in Fife Council's Spencerfields development. Appendix 2 shows that the majority of those rehoused have remained in the South and West Fife locality, with most staying in Inverkeithing itself. This has allowed for children to remain in local schools and for social networks to be preserved. There are also high levels of tenancy sustainment, with 81% of those who were rehoused still living at the same address, and 86% still living in social housing.
- 2.7.4 The new development has seen Kingdom Group nominated for a number of awards including a commendation at the Scottish Saltire Innovation in Housing Awards 2017 and winning the Affordable Housing Category at The Scottish Design Awards 2021. It was also the subject of an Architecture and Design Case Study as part of the Scottish Government's Housing to 2040 programme, receiving high praise for the community-led approach to the project. Further information is available on Kingdom's website; [Fraser Avenue Regeneration - Capital Investment \(kingdomhousing.org.uk\)](http://kingdomhousing.org.uk)

3.0 Conclusions

- 3.1 The initial aims and objectives of the South East Inverkeithing Regeneration Project emphasised the importance of working in partnership with the community and focusing on all aspects of regeneration, not only housing development. The partnership approach has achieved successes in creating employment opportunities for local people and providing community benefits such as financial support to local groups, as well as delivering high quality accommodation.
- 3.2 As this project draws to a close, Lead Officers for Community and Area Regeneration will draw lessons from the experience and take these forward into other regeneration projects throughout Fife. The partnership approach, not only with the developer, but also with the local community and elected members, has been crucial to the success of the project, along with establishing good channels of communication and retaining key members of staff throughout.
- 3.3 Lead Officers for Community and Area Regeneration will continue to liaise with Kingdom Group throughout the development of Phase 3 and will bring any pertinent issues to Ward meetings.

Background Papers

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

- South East Inverkeithing Regeneration – Progress Report, South West Fife Area Committee, 12 October 2016
- South East Inverkeithing Regeneration – Progress Report, South West Fife Area Committee, 20 April 2016
- South East Inverkeithing Regeneration – Progress Report, South West Fife Area Committee, 14 October 2015
- South East Inverkeithing Regeneration – Progress Report, South West Fife Area Committee, 22 April 2015

- South East Inverkeithing Regeneration – Progress Report, South West Fife Area Committee, 14 January 2015
- South East Inverkeithing Regeneration – Progress Report, South West Fife Area Committee, 24 September 2014
- Fraser Avenue Regeneration – Progress Report, South West Fife Area Committee, 11 June 2014
- Fraser Avenue Regeneration – Progress Report, South West Fife Area Committee, 19 March 2014
- Fraser Avenue Regeneration – Progress Report, South West Fife Area Committee, 15 January 2014
- *Fraser Avenue, Inverkeithing – Regeneration Approach*, Fife Council Executive Committee, 20 August 2013

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Scottish charity reg no SC050365

Who are we?

Inverkeithing Trust is a Scottish Incorporated Charitable Organisation (SCIO), established for charitable purposes only.

Membership is free to anyone living in Inverkeithing aged 16 or over.

We want to build a strong, vibrant community and keep everyone informed about what's happening in our town.

Our charitable purposes/aims are to:

- 1) advance citizenship, community development and volunteering within and for the benefit of the community defined by the Inverkeithing Community Council area by delivering a diverse variety of services and initiatives without distinction of sex, sexuality, political, religious or other opinion, with the object of improving their conditions of life;
- 2) improve the mental and physical health and well-being of all the inhabitants of the Inverkeithing Community Council area by facilitating non-clinical, community led activity from various sites across the community of Inverkeithing;
- 3) advance education and learning by providing workshops, training sessions and courses in the community of Inverkeithing;
- 4) advance the culture, art and heritage of Inverkeithing through a variety of initiatives;
- 5) advance environmental protection or improvement through a variety of initiatives, including re-purposing vacant and derelict land into accessible and productive green space, to benefit all the inhabitants of the Inverkeithing Community Council area;
- 6) provide recreational facilities and organise recreational activities to improve the conditions of life of all the inhabitants of the Inverkeithing Community Council area.

What are we doing?

Christmas Fayre: Along with other groups in the town, Trust members helped the Community Council with the Christmas Fayre last year. Townsfolk turned out in force and it was a great success. It's hoped the 2022 Fayre will be even bigger.

Community Shop: The Community Shop '**Food for Thought**' is run by Trust volunteers and is open to everyone. The shop is amazing value for money and we have fresh, frozen, dried and tinned food on offer. Why not pop in? – we're open every Thursday from 10 to 12 @ Ballast Bank community centre. We plan to start a wee café soon to run alongside the shop and next year to open the café at weekends for coastal path walkers, cyclists and people at the park. The shop and café are non-profit making. All donations help us to continue to provide this valuable service to townsfolk.

Summer fun: Our 'summer fun at the Bally' runs every Thursday afternoon at Ballast Bank from 1.00 to 3.00 pm throughout the school summer holidays. There's a free lunch for children as well as arts & crafts and sports activities.

Coastal path: We're looking at how we can improve the Inverkeithing section of the path as well as working with North Queensferry, Dalgety Bay & Aberdour to improve the path between our four communities.



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Community noticeboard: A temporary noticeboard is in place on the Post Office corner. It's for anyone to post information about events and what's happening in the town. Contact us for info on how to do this @ inverkeithingtrust@gmail.com

Friary Gardens and play park: Fife Council and Fife Historic Buildings Trust are seeking funding to refurbish the old Friary building and landscape the gardens. The Trust is involved in consultations and making sure townsfolk have a say in what's proposed. Part of the plans will involve replacing the derelict play park with new play activities in keeping with the heritage of the site. Separately, the Trust obtained funding for a survey of the old historic walls and vaults to help progress the works.

Old Primary School site: In 2019 the Trust got funding from the Scottish Land Fund for a feasibility study to produce a business plan and landscaping proposals for the playground area. We were working in partnership with Cohousing Scotland who wanted to restore the buildings on the site for over 50s community housing. Unfortunately, Cohousing Scotland haven't yet been able to get funding for their proposals which means that it is not possible for the Trust to apply for funding to purchase the playground area because of the risks involved with the fire-damaged, unsafe buildings. However, all hope is not yet lost for this important site...

Invergreening: We were invited to be part of the discussions on the Council's grasslands management strategy for Inverkeithing. The Council's aim is to reduce grass cutting whilst creating more quality, biodiverse areas for insects and wildlife. The only site in Inverkeithing being worked on at the moment is at Whinny Hill, but the Trust and community could put forward other sites for consideration.

Prestonhill and Quarry: The Trust and Community Council carried out a joint survey last year to find out what the community thought about the DDR Ltd proposals to develop the Quarry site for housing. The majority of Inverkeithing respondents were against housing and a summary of results is on our website - [summary report- short version v2 \(scribd.com\)](#). The Trust then submitted formal objections and strengthened these again in a joint letter with the Community Council. On 16 February this year, the Council's Planning Committee refused the DDR application, which is now the subject of an appeal by DDR to the Scottish Government's Reporter – decision awaited.

Garden Competition: We resurrected the town's Garden Competition last year, along with the Annual Flower Show this year. Garden competition and Flower Show winners were announced at the Flower Show on 13 August in the Masonic Hall, Hope Street. These are lovely events that we hope will continue and grow for many years to come with the community's support.

Basic cooking classes: The Trust started free basic cooking skills classes earlier this year in the Civic Centre café area but these have now moved to Treetops Nursery, next to the Primary School. The classes have proved to be very popular with all genders and abilities and are now part of the Council's Adult Learning programme. The next session of 6 classes is planned to start on 24 August.

Swift nesting boxes: The swift population has been declining in the town and the Trust is working to put up nesting boxes to encourage these amazing little birds back. You might have seen our 'Wanted' poster on the noticeboard and social media asking people to spot the birds to help us know where the boxes should go. Thanks to you, a colony of swifts has been identified and we hope to get some nesting boxes installed soon.



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Other stuff: Trust members also sit on the working groups for the Town Centre regeneration (Public Realm works) due to start at some point in 2022 and the Town House works steering group (work now started).

And finally: please do encourage friends and family who live in Inverkeithing to join us and help build a strong community – just follow the membership link on our website:
<https://www.inverkeithingtrust.co.uk/membership-form.html>

Housing Destination of Tenants and Residents Displaced by South East Inverkeithing Regeneration Project

Tenants/Residents Rehoused since 2014	
Total Number of Tenants/Residents Rehoused	190
Rehoused in South West Fife area	154
Rehoused in Inverkeithing	100
Rehoused by Fife Council	123
Rehoused by Kingdom Group	54
Rehoused by other RSL's	13

Tenancy Sustainment

Current Position of those Rehoused since 2014	
Total No rehoused	190
Living at Same Address	154
Deceased	9
Evicted	1
Abandoned	2
Rehoused in other social housing	10
Terminated for other reason, e.g. bought own property, moved in with partner	14

23rd November, 2022.

Agenda Item No. 12

Common Good Policy Statement

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

Wards Affected: Fife Wide

Purpose

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)

The Committee is asked to:

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

Resource Implications

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

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

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

Consultation

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

- 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

- 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

- 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

- 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

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Common Good Policy Statement

1.0 Purpose of Policy Statement

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

2.0 What is Common Good?

- 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
- 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

- 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

- 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

5.0 Other Uses of Common Good Funds

- 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?

- 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. 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?

- 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

- 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

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.**

23rd November, 2022.

Agenda Item No. 13

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

Report by: Eileen Rowand, Executive Director (Finance and Corporate Services)

Wards Affected: All

Purpose

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

Recommendations

Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds and Trust Funds;
- (2) offer comments as appropriate on the information provided; and
- (3) continue to support the disbursement of Trusts funds to suitable projects which also include the amalgamation of individual trusts and where appropriate the dissolution of individual trusts including transferring the funds to suitable 3rd party organisation who are providing similar support to local priorities

Resource Implications

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

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

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

1.0 Background

- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good and Trust funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of fixed assets which are heritable property and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.
- 1.3 Settlement Trusts comprise several individual trusts and bequests specific to a defined geography which were brought together in 2014 following consultation with Community Councils and the charities regulator OSCR and/or Lord Advocate. A list of Settlement Trust and a statement of fund balances is contained in Appendix 2(d)
- 1.4 Non-Settlement Trusts cover more than one geography or were designated for a specific purpose. A list of Non-Settlement Trusts and a statement of fund balances is contained in Appendix 2(e)

2.0 Common Good and Trust Fund - Key Elements

2.1 Revenue Account

Income

- 2.1.1 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.

Expenditure

- 2.1.2 In line with the Council's agreed policy, the first call on the Common Good Fund and Trusts funds is maintenance of heritable property. Disbursements / donations and other expenses are also funded from the Funds.
- 2.1.3 The amount spent on property costs and disbursements / donations are detailed within the notes to the accounts for the Funds.
- 2.1.4 The net effect of the income and expenditure on a Common Good and Trust account results in a surplus or deficit for the particular year. This amount is then transferred to balances.

2.2 Projects Supported in 21/22

Common Good

- 2.2.1 West Fife Common Good fund dispersed funding for projects totalling £27,210, detailed in appendix 1

Settlement Trusts

- 2.2.2 Settlement Trusts across South and West Fife, dispersed funding of £200 in 21/22, detailed in appendix 2 (b)

Non-Settlement Trusts

- 2.2.3 Non-Settlement Trusts across South and West Fife, dispersed £80 of funding.

3.0 Balance Sheet

3.1 Fixed Assets

Heritable Property

- 3.1.1 Heritable Property comprises land and buildings held on Common Good and Trust accounts. In the main, this is municipal buildings and recreational land of various kinds.
- 3.1.2 The attached accounts reflect the assets held on the Common Good Balance sheet and the 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).

Investments

- 3.1.3 In addition to heritable property, each Common Good and 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.
- 3.1.4 The heritable property and investments represent the capital balances.

3.2 Current Assets

- 3.2.1 The Advance to Loans Fund comprises monies held in the Council's bank account which receive internal interest from Fife Council.
- 3.2.2 The advance to loans fund, plus debtors and less creditors, represents the revenue balances.
- 3.2.3 The revenue account and balance sheet form the financial accounts for the Common Good Fund and Trusts and this is attached as Appendix 1 and 2 (a-e) to this report.

4.0 Moveable Property

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

5.0 Conclusions

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

List of Appendices

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

COMMON GOOD FUNDS - WEST COMMON GOOD

Appendix 1(a)

Revenue Account Year Ended 31st March 2022

2020/21		2021/22
	Income:	
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>
	Expenditure:	
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	Surplus / (Deficit) for Year	47,806.86
5,619.36	Add Funding from Reval Reserve	3,889.64
<u>103,397.39</u>	Amended Surplus (Deficit) for year	<u>51,696.50</u>

Balance Sheet as at 31st March 2022

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

Culross Settlement Trust Fund Annual Report 2021-22

1. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise investments totalling £3,662. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £942. The total balances of Culross Settlement Trust are £4,575 as shown in Appendix 2(c).

2. Key Issues in Financial Year 2021-22

6.1 Income

Total income for 2021-22 is £149 (2020-21 £127)

2.2 Expenditure

Total expenditure for 2021-22 is £0 (2020-21 £2,994)

3. Management of Assets

7.1 There are no leased sites

4. Value of Fund

8.1 The total value of the fund in 2021-22 has increased by £152 as shown in Appendix 2(c)

Limekilns Settlement Trust Fund Annual Report 2021-22

5. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise investments totalling £4,225. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £727. The total balances of Limekilns Settlement Trust are £4,952 as shown in Appendix 2(c).

6. Key Issues in Financial Year 2021-22

10.1 Income

Total income for 2021-22 is £173 (2020-21 £144)

6.2 Expenditure

Total expenditure for 2021-22 is £200 (2020-21 £200). This £200 was a grant payment to L&C Welfare Committee

7. Management of Assets

11.1 There are no leased sites

8. Value of Fund

12.1 The total value of the fund in 2021-22 has decreased by £23 as shown in Appendix 2(c)

Kincardine Settlement Trust Fund Annual Report 2021-22

9. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise investments totalling £15,873. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £15,418. The total balances of Kincardine Settlement Trust are £31,290 as shown in Appendix 2(c).

10. Key Issues in Financial Year 2021-22

14.1 Income

Total income for 2021-22 is £667 (2020-21 £554)

10.2 Expenditure

Total expenditure for 2021-22 is £0 (2020-21 £0)

11. Management of Assets

15.1 There are no leased sites

12. Value of Fund

16.1 The total value of the fund in 2021-22 has increased by £680 as shown in Appendix 2(c)

Appendix 2(d)

	Expenditure		Income			Surplus/ Deficit				
	Grants	Total Expendit ure	Interest		Total Income	Income Less Expendit ure	Investm ents	Advances		
			Revenue	Investm ent				Debtors	to Loans	
			Balances	Interest					Fund	Total
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
Settlement Trusts Total	14,804	14,804	686	28,072	28,759	13,955	682,492	6,133	508,575	1,197,200

Appendix 2 (e)

	Grants	Total Expenditure	Income Interest		Total Income	Surplus/Deficit Income Less Expenditure	Investments	Advances to Loans		Total
			Revenue Balances	Investment Interest				Debtors	Fund	
A75055-A. A. WILKIE TRUST - CHILDREN	0	0	0	2	2	2	57	1	65	123
A75057-FL. LAWSONS EXECUTRY	0	0	0	16	16	16	395	4	513	912
A75060-RAEMORE MORT. K/L	0	0	0	64	64	64	1,569	14	1,455	3,038
A75063-ADAM SMITH/GOW/BEVERIDGE BEQUEST	0	0	0	196	197	197	4,825	43	5,653	10,521
A75079-B.F. NISBET'S TRUST & GARDEN	0	0	0	124	125	125	3,056	27	4,171	7,254
A75080-BELL FUND/GOOD TEMPLARS FUND	0	0	4	6,698	6,702	6,702	164,528	1,478	127,745	293,751
A75090-FRANCES LAWSON'S BEQUEST	0	0	0	20	20	20	490	4	803	1,297
A75098-MACINTOSH BEQUEST	0	0	0	20	20	20	502	5	436	943
A75100-OGILVY DALGLEISH MORTIFICATION	0	0	0	47	47	47	1,161	10	1,017	2,188
A75108-THOMAS IRELAND'S TRUST	0	0	0	91	91	91	2,241	20	1,795	4,056
A75109-THOMAS S. GREIG'S BEQUEST	0	0	0	580	580	580	14,252	128	9,591	23,971
A75110-THOMSON BEQUEST AND LAING LIBRARY	0	0	0	985	985	985	24,189	217	34	24,440
A75112-WAUGH & WHARRIE BEQUEST	80	80	0	65	65	15	1,600	14	971	2,586
A75050-ALFRED STEWART TRUST	0	0	1	0	1	1	0	0	472	472
A75051-MRS ANDERSON'S BEQUEST	0	0	0	0	0	0	0	0	246	246
A75052-BENARTY PRIMARY SCHOOL	0	0	12	3,739	3,751	3,751	91,838	825	10,441	103,104
A75053-BOWHILL CEMETERY GDF	0	0	6	146	152	152	3,577	32	4,540	8,150
A75054-OSWALD FAMILY TRUST	0	0	0	0	0	0	0	0	3	3
A75056-A. A. WILKIE TRUST - CLOCK	0	0	0	2	2	2	60	1	68	128
A75058-LESLIE CEMETERY GDF	0	0	4	85	89	89	2,095	19	2,656	4,770
A75059-MARKINCH CEMETERY	0	0	8	192	200	200	4,722	42	5,978	10,742
A75061-SIEVEWRIGHT LESLIE GDF	0	0	0	3	3	3	70	1	90	161
A75062-ABBOTSHALL CHURCH YARD BEQ	0	0	0	4	4	4	87	1	112	200
A75064-DOBBIE BEQUEST	0	0	0	0	0	0	10	0	11	21
A75065-DYSART CEMETERY	0	0	5	116	121	121	2,853	26	3,475	6,354
A75066-KINGHORN BURIAL GDF	0	0	4	91	95	95	2,242	20	2,734	4,996
A75067-ORRELLS LEGACY	0	0	0	8	8	8	185	2	216	403
A75068-SILVER BAND	0	0	2	41	42	42	997	9	1,294	2,300
A75069-SPENCE MEMORIAL	0	0	2	53	55	55	1,306	12	1,631	2,949
A75070-WAR MEMORIAL	0	0	0	1	1	1	25	0	125	100
A75071-EAST WEMYSS CEM. GDF	0	0	16	391	408	408	9,611	86	12,127	21,824
A75072-LETHAM GLEN FUND	0	0	5	122	127	127	2,992	27	3,664	6,683
A75073-METHILHILL CEMETERY	0	0	7	175	183	183	4,309	39	5,458	9,806
A75074-MRS BALFOUR LEGACY	0	0	0	7	7	7	164	1	213	379
A75075-SCOONIE CEMETERY	0	0	8	180	187	187	4,414	40	5,582	10,036
A75076-SCOONIE CEMETERY FLOWERS	0	0	0	1	1	1	28	0	36	64
A75077-WEST WEMYSS CEMETERY	0	0	0	7	7	7	163	1	200	364
A75078-WEST WEMYSS CEMETERY FLOWERS	0	0	0	3	3	3	66	1	81	148
A75084-CRAIL PUBLIC LIBRARY TRUST	0	0	28	0	28	28	0	0	20,241	20,241
A75085-CRAIL WAR MEMORIAL	0	0	4	141	145	145	3,458	31	2,853	6,342
A75087-DUFFUS PARK DISABLED GARDEN APPEAL	93,065	93,065	6	2,399	2,393	90,672	58,926	529	17,382	42,074
A75088-FLISK PARISH TRUST	0	0	0	9	9	9	218	2	313	533
A75094-GRAVES DRESSINGS	70,336	70,336	43	12,576	12,533	57,803	304,787	1,834	32,361	274,260
A75096-J. FERGUSON'S TRUST	5,350	5,350	75	6,820	6,895	1,545	167,527	1,505	56,396	225,428
A75097-LEUCHARS PARISH TRUST	0	0	6	311	317	317	7,651	69	4,146	11,866
A75107-TAYPORT WAR MEMORIAL	4,560	4,560	45	5,415	5,460	900	133,020	1,195	34,392	168,608
A75111-TORRYBURN PUBLIC LIBRARY	0	0	0	2	2	2	43	0	77	120
A75113-FORM. FCC - OTH. BGS. GDF	0	0	11	258	269	269	6,343	57	7,967	14,367
A75114-OTHER BURIAL GROUNDS	0	0	0	2	2	2	57	1	74	132
Non-Settlement Trusts Total	173,391	173,391	206	42,209	42,414	130,977	1,032,708	8,375	292,171	1,333,253

Appendix 3

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.

23rd November, 2022.
Agenda Item No. 14

Summer Provision Activities

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

Wards Affected: Ward 1,5 and 6

Purpose

The purpose of this report is to update members on the holiday programme/provision provided to young people, children and families over the school summer holiday 2022 developed and delivered by the Community Development Team and partners.

Recommendation

The Committee are asked to note the position and pass comment on activities that were delivered throughout the summer school holidays.

Resource Implications

Sufficient funds were allocated through additional Scottish Government monies (£10,000) and Local Area Budgets (£21,563.56). A total of £31,563.56 was provided to fund staffing costs, activities and programme provision.

Legal & Risk Implications

There are no legal or risk implications based on this report.

Impact Assessment

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

Consultation

Programmes were planned and co-ordinated amongst local partnership groups including adult learning delivery group, youth strategy group and local learners including adults' families and young people.

1.0 Youth Work

- 1.1 EASYP Employability Programme is targeted towards young people aged between 16-18 year olds and ran 3 times per week throughout the summer from 10am – 3pm. Criteria for referrals to this programme is provided by partners including Education, Skills Development Scotland and self-referrals are made for young people who have no identified positive destination upon leaving school. Eight young people attended this programme in the summer with an additional 4 joining since the holidays.
- 1.2 The programme allowed for young people to take part in literacy work, numeracy and ICT workshops.
- 1.3 Young people were also supported to prepare to transition from this programme to other positive destinations. Some young people indicated they would be keen to start College in September and officers focussed on supporting them to explore independent travel options.
- 1.4 The group took part in planning and the completion of the Fife coastal path. Officers used this time to engage with new learners and prepare them for the course work and provide a professional exit strategy for learners who are leaving the programme.
- 1.5 Young people have shared their experience of programme with us in the form of impact statements upon evaluation of their experiences compared to what they expected prior to starting the programme.
 - *“I have only just started but from what the others have said about what they have done it all sounds very interesting. I think I will gain more confidence in myself, and I will stress less about the future.” Aug 2022*
 - *“I’ve fairly enjoyed my time on the EASYP course, and I’ve found it to be a lot more manageable than school, due to the more relaxed environment. I’ve gained quite a few valuable skills and important experiences that I wouldn’t have gained otherwise such as cooking, baking, financial management and creating my own CV. I’ve also become more active. My communication skill has improved which I am thankful for. I have also gained qualifications I will need in future employment.” College starter August 2022*
- 1.6 Next Step is a follow on from EASYP and is targeted for young people aged between 18 and 25 years. Funding for this programme is awarded for term time work so additional summer funding allowed officer to continue to engage with this group and maintain consistency, routine and engagement throughout the summer holidays. Nine Young people completed Fife Coastal Path that started in Kincardine and ended in St Andrews, with an educational visit to the Secret Bunker and Summerlee. One young person shared their thoughts with the team.
 - *“having something to look forward to each week has kept me sane. I have loved the walking even though I was not looking forward to it. I have seen things I didn’t know were in Fife.”*
- 1.7 The Gaming Café met weekly in Camdean for S1+ aged young people. This project offers a relaxed, social environment for young people to meet with friends, play games, chat and mix socially. The summer was spent developing this project.

- 1.8 The Community Development Team supported the sitting of MSYPs in July 2022. The summer started with the Fife MSYPs attending their first sitting in office in Cumbernauld. This was the first sitting since the pandemic. This is the first time the elected cohort have met face to face. The South and West Fife MSYPs enjoyed this opportunity and have brought brilliant ideas back to Fife on how they can support young people in their area. This work will continue to be developed and support by officers over the coming months.
- 1.9 The additional funding allowed Junior (Jnr), Intermediate (Int) and Senior Youth Clubs (Snr) to meet over the summer holidays. Staff continued to run Jnr, Int and Snr clubs in Kincardine, Oakley, Blairhall, High Valleyfield, Camdean and North Queensferry.
- 1.10 In order to maintain consistency for the young people, sessions were offered at the usual times available during term time. Young people took part in various activities including baking, arts and crafts, sports, camp craft and Science, Technology, Engineering and Mathematics (STEM).
- 1.11 The programme was designed by young people and evaluation highlighted that they enjoyed the activities although would have preferred longer session times. All sessions included snacks and drinks for all.
- 1.12 The last week of the holidays saw all groups (apart from HVF Snrs) take a trip to Lochore Meadows where they had a BBQ, took part in large team games and played at the park. We were very lucky that the sun shone for us this week, Young People must have been doing the sunshine dance!
- 1.13 HVF Snrs took a trip to Innoflate activity park in Livingston where they took part in 1 hours bounce session and had hot dogs and drinks.
- 1.14 There were 398 attendances across these sessions over the 6 weeks.
- 1.15 Four young people from South and West Fife supported a Fife wide Research Project to gather information on how the COVID-19 pandemic impacted on their lives. The findings of this research will help inform how we shape our youth work delivery and sessions are planned for early next year to progress this.
- 1.16 In partnership with Coalfields Regeneration Trust (CRT), Game on Sessions were offered in the summer in Kincardine, Oakley and High Valleyfield. Game on uses football sessions to engage young people in physical activity, health and wellbeing opportunities and diversionary options.
- 1.17 Over the 7-week holidays, 25 weekly sessions were on offer with 89 young people attending. Young people ages ranged from 7 to 16 years old.
- 1.18 Young people who attended the sessions completed evaluations and stated the following.
 - *“What’s not to like!”*
 - *“It’s the highlight of my week!”*
 - *“I had never played football before; the sessions have given me confidence and some skills! Now I am looking to join a team”*

2.0 Community Based Adult and Family Learning

- 2.1 Blairhall Family Fun was a programme of exciting activities for families to take part in together during the summer holidays. Lunch was provided each week. The programme was delivered in partnership with Community Development staff, Smart Play Network, Play Talk Read and local business providers such as Krafty Kidz, Chatterbox Stories and the Tartan Juggler.
- 2.2 Families took part in activities such as arts and crafts, sensory play, outdoor games, nature hunts, building bird feeders, jewellery making, gardening, circus skills and storytelling. As Covid restrictions had been lifted, the team were able to organise an excursion for the final week of the summer holidays. The families were consulted on where they would like to go and then voted as a group to go to Blair Drummond Safari Park.
- 2.3 The programme was fully booked with 21 families attending across the holidays and 246 total attendances. All the activities were designed to engage parents and children in learning through play and were budget friendly ideas that could be replicated at home.
- 2.4 Valleyfield Pantry Picnics operated on a very similar model to Blairhall family fun day but ran in partnership with Valleyfield Community Club and Garden. The aims and activities were similar to Blairhall Family Fun but the group voted to go Almond Valley Heritage centre for their excursion in the final week.
- 2.5 The volunteers from Valleyfield Community club supplied the lunches for the sessions and welcomed us to use the allotment space to deliver the sessions in when the weather was fine enough. The programme was fully booked even before the summer holidays began and there was an occasional week when participants were unable to make the session but, in the main, attendance was excellent. Overall, 19 families attended with a total of 289 attendances.
- 2.6 Families from both programmes told us:-
- *“lots of great ideas for activities at home,”*
 - *“the importance of outdoor learning- great to get away from phones and TV,”*
 - *“lots of fantastic ideas for learning through play and developing key life skills, e.g., creativity, motor skills, building relationships and confidence etc,”*
 - *“There are a lot of things you can do from natural sources around us to entertain children,”*
 - *“more about the allotment and what’s new in the club”*
- 2.7 Both programmes benefited from promotion through the super summer campaign and advertising on the Adult Learning in in South and West Fife and our South and West Fife Villages Facebook pages. Learners from both groups expressed that they would like to see the programmes run again next summer.
- 2.8 Cooking for Families course is targeted towards families who want to come together and cook as a whole family. Tutors provided practical cooking skills that were safe for the whole family to get involved in. Sessions took place in Oakley Community Centre, were informal, fun, free and each family made lunch or dinner together for that day. The programme covered key messages of a balanced diet such as how to include your seven a day, reduce salt and sugar intake and included demonstrations and opportunities to make healthy foods and meals on a budget.

- 2.9 The course ran at full capacity with 5 families in attendance which breaks down as 5 adults and 13 children.
- 2.10 Families told us that Children were more willing to try new foods when they were at the cooking class and that they enjoyed getting the time to cook together as it can be difficult in the normal family rush at teatime.
- 2.11 7 Habits for families ran in partnership with Rosyth EATS at the Centenary Orchard. The families told us that they love spending time in the orchard. The course ran for 7 weeks on a Wednesday afternoon plus one additional celebration session. All the activities from the 7 Habits for Highly Effective Families course were adapted to encourage full family participation and the group interaction was excellent. Children have told us the story version of the 7 Habits book is fun and easy to follow and parents have said their children have been keen to attend each week.
- 2.12 Examples of some of the topic's families have learnt about were values, habits, emotional banking, their circle of control, how to form a family mission statement, how to think differently and how you can choose your own weather. Dinner and snack were provided at all the sessions. Families have been supported to move into further learning opportunities. Four families took part in the course with 3 obtaining their certificate. One family moved outwith the area but they have expressed that they are keen to find out if their new local authority also delivers the 7 Habits course.
- 2.13 Learners told us;
- "Things that think are huge issues really aren't as big as I think"
 - "The best thing about my course is getting the chance to overcome some of my anxiety.
 - "I liked working as part of a team,"
 - "I liked the activities"
 - "I learned better ways of dealing with different situations"
 - "To be more confident"
- 2.14 Community based adult learning staff applied to the Scottish Government for funding to run a 7 Habits for Families residential at the Lagganlia Outdoor Education Centre near Kingussie. Parents with children between 0 – 18 years were offered the opportunity to attend. Three parents from Oakley and 2 from Inverkeithing and Rosyth attended and the knowledge gained by the parents has been put into practice at home to help improve family relationships and daily life.
- 2.15 The parents all pushed their boundaries by taking part not only in the 7 Habits, but also participated in archery, mountain biking, gorge walking in the River Feshie and undertook a 10-mile circular walk to a mountain bothy. Running the course as a residential offered a unique opportunity for parents to spend time on their self-development and goal setting. The group bonded and have become close friends and have established community links that have continued after the residential.
- 2.16 Feedback from the learners has been highly positive:-
- "I loved my time away the 7 Habits are helping to change my life in my family and in my voluntary work I don't feel as stressed as I did before worrying about silly things that could happen things out of my control"
 - "On the course I did things I would never have even considered doing (like jumping off a cliff). I have gained loads of confidence in myself as a parent and as a personal. I definitely think my own mental health has been given a huge boost. Most importantly I have even more clarity on where I want to go in the future"

- 2.17 Following on from the successful Women's Well-being initiative and considering the views of the participants, this short storytelling course for Women's Well-being ran over 4 weeks during the summer.
- 2.18 It was well attended with 8 people signing up. The course was targeted at marginalised women and the aim was to support them to find their voice and promote well-being through participation. The sessions were specifically devised to facilitate a safe space where the women were encouraged to share their personal stories and be heard in a supportive environment. Included was an excursion to the Edinburgh Festival to see 'Myra's Story,' which afforded them the opportunity to see live theatre and the power of storytelling to raise awareness of issues, such as homelessness.
- 2.19 Appendix 1 highlights a snapshot of pictures from the various activities.

3.0 Welfare Support

- 3.1 Job Clubs in Kincardine, Oakley, High Valleyfeild, Rosyth and Inverkeithing continued throughout the holidays. Usage has gradually increased in each session with an average of 6 people attending the sessions on a weekly basis. These cases are often very complex and requires significant input from staff.
- 3.2 During the summer holiday period, Welfare Support Workers (WSWs) provided assistance to 25 members of the public suffering from significant financial hardship by providing benefit advice and, in some cases, assisting them to apply for grants such as the Scottish Welfare Fund and the Food Crisis Fund.
- 3.3 The WSWs also provided 20 individuals with emergency fuel top ups. Officers are noticing that individuals who have not accessed any support previously are now turning to the service for help. One individual described how embarrassed they were to ask for help describing the situation as 'embarrassing' and that they felt 'worthless.
- 3.4 A total number of 73 £25 supermarket vouchers were also provided to individuals and families. Residents have a choice of where to shop using these vouchers and this allows for dignity and sensitivity to be applied when using the vouchers. It also allows for the choice of fresh produce.
- 3.5 The Community Development Team provided 27 individuals with Chromebooks to enable them to have access to online services and support. Where there were issues with Wi-Fi access the officer was able to provide MiFi devices to allow access to the internet.

4.0 Café Inc

- 4.1 A revised proposal for Café Inc was submitted to Catering Services following a discussion with elected members. The proposal outlined an offer of both school-based opportunities and community food provider provision.
- 4.2 Despite significant challenges; input and goodwill from Community Development and Community Use School Halls and Centre staff the proposal was able to be delivered.
- 4.3 Catering Service provision was offered in Kings Road Primary, Inverkeithing Primary School and Inzievar Campus. Catering services also provided hot and cold meals to Saline Community Centre and pick up pack lunches at Dalgety Bay Leisure Centre. These options were made available Monday to Friday both weeks of the school holidays.
- 4.4 Week 1 of the Catering provision saw 981 meals prepared and 1046 meals prepared in week 2.

- 4.5 Community Food partners provided a variety of options across the holidays with the addition of family activities being offered as well as lunches.
- 4.6 The Community Food partners included Kincardine Community Centre, High Valleyfield Club, Oakley Tower Pantry, Food for Thought (Inverkeithing) and Rosyth EATs.
- 4.7 Community Food partners delivered 837 meals in week 1 and 853 meals in week 2.
- 4.8 Appendix 2 highlights daily and weekly figures of both school-based and community provision.
- 4.9 It is important to highlight that, although catering provision on the face of it seems to be higher than the figures from community food partners, it must be taken into consideration that the figures are not the number of meals received. There was a significant amount of the food prepared that was wasted at the end of each day in the school-based provision or offered to other groups/services.
- 4.10 Another point to highlight, the community food provision was offered on a maximum of 2 days per week and are real time figures. This means it's the exact amount of meals families received as they were made to order thus zero food waste.

5.0 Community Use at The Wing

- 5.1 **Week 1** - Community Use & Active Schools offered a 5-day Summer Camp staffed by senior pupils from Inverkeithing HS. The primary-age kids enjoyed a variety of activities such as netball, basketball, racquet sports and dance. The standard fee was £30 with 9 kids paying £15 (Premier Fifestyle) and 3 kids attending for free (referred by partners). 50 children attended in total with packed lunches provided everyday via Café Inc. Participants were signposted to existing term-time provision.

This provides a brilliant source of work experience for the Sports Ambassadors and sets them up with lifetime experience in coaching sports, games and providing a camp experience for Primary children. It sets them up for future interviews and endeavours due to their unique experiences gained by volunteering.

Children enrolling in this receive an affordable, fun filled, activity packed week where they learn and get a taster into a huge range of sports that they may not normally have access to. Working with the Young Ambassadors it also creates a pathway to them joining the programme and volunteering when they reach an age to do so.

The camps provide a needed relief and support for parents/guardians by giving them an affordable childcare and provision to keep their children entertained over the holiday period.

- 5.2 **Weeks 1, 2, 4, 5 & 6** – To encourage kids to stay active, Community Use offered badminton, table tennis, tennis, basketball, football and pool for just £1 children and £2 adults. There were 76 attendances in total. This was offered in accordance with the 'Quid-a-Kid' initiative that FSLT offer in holiday periods although Community Use did not receive any funding.

We offered this to take advantage of daytime provision being available for the local community. Normally during term time this is unavailable due to the school being in and us having evening bookings. The opportunity was given to customers to use our facility more casually and experience a range of activities that we were offering. From this we got visits from many people who did not normally visit or engage with the Wing and who we were then able to direct towards our term time programme. One of the key outcomes was from people visiting who didn't realise that we offered all these opportunities.

Given the low cost and low risk from offering daytime sports, it has shown that there is demand to access the community Wing during holiday periods and that will continue to grow as the knowledge of this service being available spreads. This will be extended to include in-service days where people can struggle to find activities to do while juggling work, etc.

We had 1 customer doing his “working from home” while the children were kept busy with our large range of activities.

- 5.3 **Weeks 1, 2, 4, 5 & 6** – The team at The Wing opened the pool so Disability Sport Fife could continue their weekly sessions. Having a break can be a challenge for some of their participants. There were 23 attendances in total and DSF were delighted to receive our support as it kept the consistency that is vital for the group continuing, this will become a common practice to maintain this for DSF.
- 5.4 **Weeks 4, 5 & 6** – Rather than have them stop for 6 weeks, Community Use opened the pool for our adult swimming group – 32 attendances in total. The group have a Facebook private group and had been talking about organising to go and visit a local pool as a group for swimming. We made the offer that if enough people were attending to cover the staffing cost, then why not come and swim with us during the holidays instead of going elsewhere. This kept the local group being able to engage with us during the holiday periods and offered them the relaxed, friendly atmosphere that they were used to. This has been changed into common practice going forward that we ask for numbers attending during holiday periods that could allow us to offer access out with term time.
- 5.5 **Week 6** – Community Use provided swimming lessons, goggles, and armbands to 5 children who were identified by Community Development colleagues as requiring a need for swimming lessons and equipment. The swimmers were given 5 days of small group lessons along with some nice new swimming kit to help bring on their ability. They all gained some amazing new life skills in water safety and were all given personal feedback at the end of the week by the instructor. The swimmers were then given advice on how to join swimming lessons and what support is available for paying these.
- 5.6 **Week 6** – Community Use delivered a 5-day Multi-Activity Camp attended by 30 children (3 receiving a 50% discount with Premier Fifestyle). All participants received a packed lunch via Café Inc. This additional camp was put on by Community Use staff due to the high volume of demand from the camps earlier in the Summer - it was a last-minute provision to provide additional respite and ways to keep the children busy on the last week of the holidays. This camp was run as a trial for a multi sports class that we are going to launch off the back of the sessions taking place each week on a Wednesday. Active Schools supported in the booking of families that required this service.
- 5.7 **Week 6** – the pool was staffed and made available for public swimming from 1030 – 1230. The price was just £1 for children and £2 for adults. Community Use welcomed 100 local people over the week which was a fantastic response. Following on from the success of this, we are offering subsidised public swimming in the October Holidays and on Saturday afternoons from November onwards.

This service allowed access to a pool within the local area. Some residents have to travel by 2x buses, trains, etc. to normally access recreational swimming at one of the larger pools in Fife. Being able to offer it on their doorstep provided excellent accessibility and, by keeping the cost low, we were able to reach groups that may not have been able to access this normally. Communication was sent out through Active Schools.

6.0 Conclusions

- 6.1 In conclusion, it is clear to see that both Community Development staff and Community Use staff teams went above and beyond to deliver high quality, meaningful and well-planned provision to the communities in South and West Fife.
- 6.2 There was some significant challenges facing the team this year and while this was the first summer programme post pandemic there is more than can be built upon.
- 6.3 The Community Development team will establish a holiday programme working group that will consist of a variety of partners to develop programmes for all school holidays periods that will offer opportunities to families across the area that will include both activities and food options.

List of Appendices

Appendix 1 - South and West Fife Summer Activities Photos

Appendix 2 – Café Inc

Report Contact

Mandy MacEwan

Community Development Team Manager, South and West Fife

Communities and Neighbourhoods Service

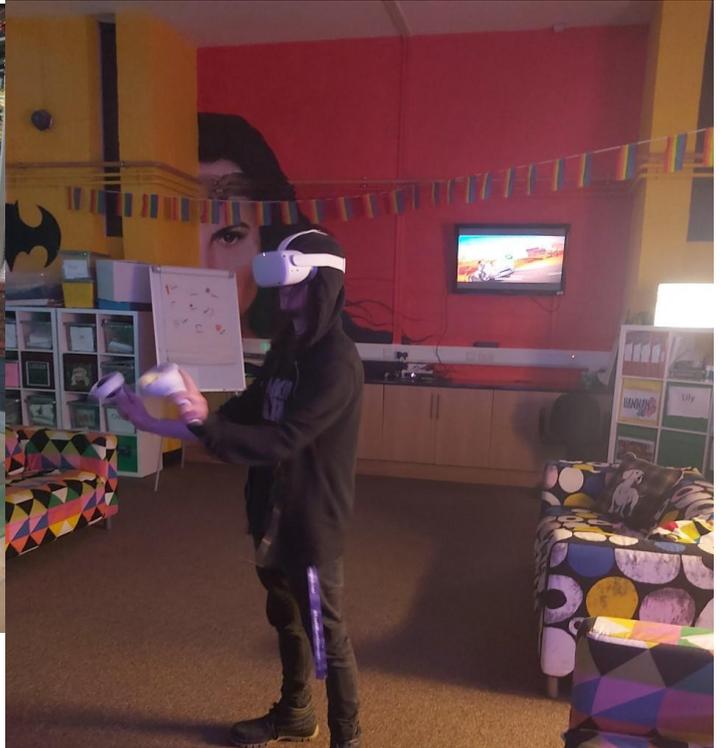
Telephone: 03451 55 55 55 ext. 493943

Email: Mandy.MacEwan@fife.gov.uk

Appendix 1



Appendix 1



SOUTH & WEST FIFE YOUTH WORK
RETRO GAMES CAFE
 EVERY TUESDAY 6PM - 7.30PM

ARE YOU IN S1 OR ABOVE? JOIN US AT CAMDEAN COMMUNITY CENTRE EVERY TUESDAY FROM 6PM FOR OUR RETRO GAMES CAFE.
 EMAIL STEVEN.ODONNELL@FIFE.GOV.UK for more information.
 FIND US ON FACEBOOK: @SWFifeYW and @WestFifeVillagesYouthWork



Appendix 1



Appendix 2 - Cafe Inc Meals provided and produced - October Holidays

Venue	10/10/2022	11/10/2022	12/10/2022	13/10/2022	14/10/2022			
Dalgety Bay Sports Centre	23	23	26	13	26	111		
Ballast Bank			30			30		
Eat's Rosyths	80			60		140		
Valleyfield Club	31	35	35	33	14	148		
Oakley Tower Pantry	98				90	188		
Saline Community Centre	13	26	49	53	28	169		
Kincardine Community Centre	31			20		51		
						837	Weekly total	
	17/10/2022	18/10/2022	19/10/2022	20/10/2022	21/10/2022			
Dalgety Bay Sports Centre	11	15	22	21	10	79		
Ballast Bank			34			34		
Eat's Rosyths	60			60		120		
Valleyfield Club	18	35	48	38	47	186		
Oakley Tower Pantry	96				94	190		
Saline Community Centre	23	55	34	32	46	190		
Kincardine Community Centre	34			20		54		
						853	Weekly total	
Schools	10/10/2022	10/11/2022	10/12/2022	10/13/2022	10/14/2022			
	Hot / Cold	Hot/ Cold	Hot / Cold	Hot / Cold	Hot / Cold			
Kings Road PS, Rosyth	42	48	52	55	65	262		
Inverkeithing Primary	51	50	42	52	75	270		
Inzievar Primary	24	49	50	80	76	279		
Saline Community Centre	50	50	50	60	60	270		
Dalgety Bay Sports Centre	30	50	0	20	20	120		
						1201	Weekly total	

	10/17/2022	10/18/2022	10/19/2022	10/20/2022	10/21/2022		
Schools	Hot / Cold	Hot/ Cold	Hot / Cold	Hot / Cold	Hot / Cold		
Kings Road PS, Rosyth	35	55	62	53	91	296	
Inverkeithing Primary	27	51	74	52	90	294	
Inzievar Primary	47	80	62	55	41	285	
Saline Community Centre	60	60	60	60	60	300	
Dalgety Bay Sports Centre	30	50	0	35	35	150	
						1325	Weekly total

25th January, 2023			
Title	Service(s)	Contact(s)	Comments
Community Recovery Fund Allocations			

1st March, 2023			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Nina Patton / Stephen Ritchie	Six monthly update
Local Area Economic Profile	Business and Employability	Peter Corbett	Annual update
Grounds Maintenance Service / Domestic Waste and Street Cleansing Service Annual Review	Assets, Transportation and Environment		Annual report
Area Housing Plan Update	Housing Service	Claire MacKinlay	Six monthly update
Area Roads Programme 2023/24	Assets, Transportation and Environment	Neil Watson	
Pupil Equity Fund	Education and Children's Services	Zoe Thomson	Annual report
Health and Social Care Partnership Update	Health and Social Care	Fiona McKay	
Criminal Justice Social Work Service – Community Payback Unpaid Work Scheme	Education and Children's Services	Joan Gallo	Annual report
Area Capital Update Report 2021/22	Finance and Corporate Services	Eleanor Hodgson	Annual report
Local Community Plan Refresh	Communities and Neighbourhoods	Alastair Mutch	
Local Community Plan and South and West Fife Community Learning Development Partnership Update	Communities and Neighbourhoods	Mandy McEwan	Annual report

26th April, 2023			
Title	Service(s)	Contact(s)	Comments
School Attainment and Achievement Report	Education and Children's Services	Deborah Davidson	Annual report

Unallocated			
Title	Service(s)	Contact(s)	Comments
Trauma Informed Services			
Bike Park Strategy	Communities and Neighbourhoods	Kevin O'Kane	
Additional Nursery Hours Update	Education and Children's Services	Shelagh McLean	
Maintenance of Private Land by Private Landowners	Assets, Transportation and Environment	John Rodigan	
<i>Report of the Pupilwise and Parentwise Surveys</i>	<i>Education and Children's Services</i>	<i>Deborah Davidson</i>	
<i>Children's Services Report</i>	<i>Education and Children's Services</i>	<i>Deborah Davidson</i>	
<i>Early Learning and Childcare</i>	<i>Education and Children's Services</i>	<i>Jacqueline Price</i>	
Future of Inverkeithing High School Site	Assets and Corporate Services / Education and Children's Services		