

## Kirkcaldy Area Committee – Blended Meeting

Small Committee Room, 1st Floor, Town House, Kirkcaldy

Tuesday, 29 August, 2023 - 2 pm.

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### AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
  
In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE OF MEETING OF KIRKCALDY AREA COMMITTEE OF 6 JUNE 2023.** 3 - 6
4. **AREA HOUSING PLAN 2023-26** – Report by the Head of Housing Services 7 - 30
5. **AREA ROADS PROGRAMME 2022-23 - FINAL REPORT** – Report by the Head of Roads and Transportation Services 31 - 37
6. **PROPOSED PARKING RESTRICTIONS- RAVENSCRAIG FLATS AND MID STREET, KIRKCALDY** – Report by the Head of Roads and Transportation Services 38 - 40
7. **PROPOSED PARKING RESTRICTION - ST JAMES PLACE, KINGHORN** – Report by the Head of Roads and Transportation Services 41 - 44
8. **CAPSHARD PLAY PARK DEVELOPMENT AND ENHANCEMENT** – Report by the Head of Communities and Neighbourhoods 45 - 47
9. **KIRKCALDY HIGH STREET - REPLACEMENT BINS** – Report by the Head of Communities and Neighbourhoods 48 - 49
10. **KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME** – Report by the Executive Director Finance & Corporate Services 50 - 54

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

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

Fife House  
North Street  
Glenrothes

Fife, KY7 5LT

22 August, 2023

If telephoning, please ask for:

Lesley Robb, Lead Officer - Committee Services, Fife House 06 ( Main Building )

Telephone: 03451 555555, ext. 441094; email: Lesley.Robb@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on  
[www.fife.gov.uk/committees](http://www.fife.gov.uk/committees)

### **BLENDING MEETING NOTICE**

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

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

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

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

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

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

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

**THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING**

Small Committee Room, 1st Floor, Town House, Kirkcaldy

6 June 2023

2pm to 3.30pm

**PRESENT:** Councillors Ian Cameron (Convener), Blair Allan, Lesley Backhouse, Alistair Cameron, Rod Cavanagh, Judy Hamilton, James Leslie, Kathleen Leslie, Carol Lindsay and Nicola Patrick.

**ATTENDING:** Julie Dickson, Community Manager (Kirkcaldy Area), Communities and Neighbourhoods; Lesley Craig, Lead Consultant, Traffic Management North and Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation Services; Paul Coleman, Safer Communities Team Manager and Suzanne Scobie, Safer Communities Lead Officer, Housing Services; Jackie Funnell, Education Manager and Neil McNeil, Headteacher, Balwearie High School, Education and Children’s Services; and Lesley Robb, Lead Officer - Committee Services, Finance and Corporate Services.

**ALSO ATTENDING:** Inspector Nicola Black, Police Scotland and Station Commander Michael Henderson, Scottish Fire and Rescue Service.

**APOLOGIES FOR ABSENCE:** Councillors Julie MacDougall and David Ross.

**49. DECLARATIONS OF INTEREST**

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

**50. MINUTE OF MEETING OF KIRKCALDY AREA COMMITTEE OF 25 APRIL 2023**

The committee considered the minute of the Kirkcaldy Area Committee meeting of 25 April 2023.

**Decision**

The committee agreed to approve the minute.

**51. OBJECTIONS TO PROPOSED WAITING RESTRICTIONS - OVERTON COURT, KIRKCALDY**

The committee considered a report by the Head of Roads and Transportation Services detailing objections to a proposal to introduce a “No Waiting at Any Time” parking restriction in Overton Court, Kirkcaldy.

**Decision**

The committee agreed:

- (1) to set aside the outstanding nine objections to the proposed Traffic Regulation Order (TRO); and
- (2) to introduce the “No Waiting at Any Time” restrictions in Overton Court, Kirkcaldy, as shown in drawing no. TRO22\_56 (Appendix 1 of the report), to allow the order to be made and the restrictions put in place.

**52. UPDATE ON EXPERIMENTAL SCHOOL EXCLUSION ZONE: ST MARIE'S RC PRIMARY SCHOOL AND PROPOSED PARKING RESTRICTIONS: MACINDOE CRESCENT AND BEATTY CRESCENT, KIRKCALDY**

The committee considered a report by the Head of Roads and Transportation Services providing members with an update on the experimental School Exclusion Zone for St. Marie's RC Primary School and requesting the committee consider a proposal to introduce parking restrictions in MacIndoe Crescent and Beatty Crescent, Kirkcaldy.

**Decision**

In the interests of road safety, the committee:

- (1) noted the contents of the report and that the Cabinet Committee would consider a future report towards the conclusion of the three trial School Exclusion Zones with an evaluation of their effectiveness and recommendations;
- (2) agreed to promote a Traffic Regulation Order (TRO) to introduce parking restrictions, as detailed in drawing no. TRO23\_16 (Appendix 1 of the report), with all ancillary procedures; and
- (3) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**53. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN KIRKCALDY AREA - 1 APRIL 2022 TO 31 MARCH 2023**

The committee considered a report by the Community Inspector, Kirkcaldy and Burntisland Ward Areas, Police Scotland providing members with information on matters impacting on or involving Police Scotland, which had relevance to community safety in the Kirkcaldy and Burntisland ward policing area.

**Decision**

The committee considered and commented on the update provided.

**54. SCOTTISH FIRE AND RESCUE SERVICE - KIRKCALDY AREA ANNUAL UPDATE**

The committee considered a report by the Station Commander, Kirkcaldy Community Fire Station, Scottish Fire and Rescue Service (SFRS) providing incident information for the period 1 April 2022 to 31 March 2023. The incident information enabled members to scrutinise the Scottish Fire and Rescue Service Stirling - Clackmannanshire - Fife - Kirkcaldy Area - against its key performance indicators (KPIs).

**Decision**

The committee:

- (1) considered and commented on the progress across a range of KPIs detailed within the report; and
- (2) noted that a letter had been sent, on behalf of the Area Committee, to the Assistant Chief Fire Officer, Scottish Fire and Rescue Service regarding the recent proposal to remove the height appliance from the Kirkcaldy Area and that the committee were awaiting a reply.

**55. SAFER COMMUNITIES TEAM UPDATE REPORT**

The committee considered a report by the Head of Housing Services providing members with an update on the operational activity of the Safer Communities Team within the Kirkcaldy committee area during the twelve month period 1 April 2022 to 31 March 2023.

**Decision**

The committee noted and commented on the activity detailed in the report.

**56. SCHOOL ATTAINMENT AND ACHIEVEMENT**

The committee considered a report by the Executive Director of Education and Children's Services providing members with details of the attainment outcomes achieved by pupils within the area's schools during the school year 2021 to 2022. The report also provided an overview of the range of strategies being developed to support the key priority to raise attainment.

**Decision**

The committee noted:

- (1) the overall progress in raising levels of attainment in 2021 to 2022; and
- (2) the strategies being implemented to raise attainment.

**57. PROPERTY TRANSACTIONS**

The committee considered a report by the Head of Property Services advising members of action taken, using the List of Officer Powers, in relation to property transactions.

**Decision**

The committee noted the contents of the report.

**58. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director, Finance and Corporate Services supporting consideration of the workplan for future meetings of Kirkcaldy Area Committee.

**Decision**

The committee reviewed and noted the Kirkcaldy Area forward work programme.

29 August 2023  
Agenda Item No. 04

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## Area Housing Plan 2023-26

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Report by: John Mills, Head of Housing Services

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Wards Affected: 9, 10, 11 and 12

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### Purpose

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The report seeks area committee approval for a revised area housing plan which sets out area performance, service delivery and highlights key housing issues following consultation with key stakeholders.

### Recommendation

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Members are asked to consider and approve the Kirkcaldy Area Housing Plan for 2023 – 2026.

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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

### Consultation

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An online consultation form was developed and shared with key stakeholders from 10/04/2023 - 21/05/2023, extended until 18/06/2023.

#### Identified key stakeholders

- Tenants & Resident Groups
- Fife Federation of Tenants & Residents Associations
- Elected Members / MP / MSP
- Community Councils
- People & Place Leadership Group
- Tenant Participation Team social media to target local tenants & residents
- Safer Communities social media to target local tenants & residents
- Our Kirkcaldy social media to target local tenants & residents

## 1.0 Background

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- 1.1 The Council has a vision to create a fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the Plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services, as the largest landlord in Fife, can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives.
- 1.2 The Area Housing Plan shows how we work with partners and local communities to improve housing services in the area. Tenant and residents have told us their concerns and issues where they live and together we have identified what we can do to address these issues. We have looked at how well we are doing managing our homes to prioritise which services we need to improve.
- 1.3 The plan links into different policies and strategies across Fife including; Plan 4 Fife, Local Housing Strategy, Kirkcaldy Local Community Plan, Area Lettings Plan and Pathway to Improvement.

## 2.0 Development of the Area Housing Plan

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- 2.1 The previous Area Housing Plan covered the period 2019 - 2021. Since then, we have lived with the restrictions of the coronavirus pandemic which included our inability to have meaningful consultation to inform our Area Housing Plan and the production of a new Plan would have been difficult during this time of uncertainty.
- 2.2 In order to consult with our communities for this new Plan, we developed an online consultation form to gather the views of key stakeholders. We asked people what the three main housing issues are in their opinion and for any ideas that would help in addressing these issues. Despite being widely publicised, we only received 75 responses.
- 2.3 Tenant participation is a key part of our housing strategy. Being part of organised groups gives our tenants and residents a greater voice when talking about local issues. We are getting back into our local communities to gain a better understanding. We have therefore developed an online consultation to gather feedback as well as meeting with local TRA's and FFOTRA.
- 2.4 We also consulted separately with elected members and used ongoing communications with Community Councils to gain an understanding of what was important to the people they represent in the communities. The Local Issues Action Plan (Appendix 1 of the Area Housing Plan) has been developed as a result of this consultation and feedback. Updates on the Local Issues Action Plan will be given at quarterly Ward meetings and annually at Kirkcaldy Area Committee ensuring Housing Services are held accountable for the local issues identified.
- 2.5 The Area Housing Plan highlights performance and states tenants in Kirkcaldy Area are 81% satisfied with the overall service provided. 78% of tenants are satisfied with the management of their neighbourhoods. Through actions in our Local Issues Action Plan, we aim to increase these satisfaction rates.
- 2.6 Over recent years, in Kirkcaldy, the Council has delivered Affordable Housing in Kirkcaldy. We have linked in our Strategic Housing Investment Plan to give readers the opportunity to explore potential new builds sites across Fife.



- 2.7 We have highlighted the role of our investment programme and our intention to continue to invest in our homes. Investments include; kitchens, central heating, bathrooms, roofs, rewiring, smoke detectors, secure door entry systems, structural works, electrical testing and external walls.

### **3.0 Local Issues Action Plan**

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- 3.1 The consultation highlighted the need for more affordable housing in the Kirkcaldy Area and we will provide an update to the Area Committee on planned new build projects for the Area, and the number of properties purchased through our Property Acquisitions Policy. Lack of family housing / specific needs housing was recognised as a key housing issue throughout the area. We will provide feedback on the number of tenants who have downsized using the Tenant Incentive Scheme, we will build larger family homes, we will ensure 30% of the affordable housing programme is for specific needs customers including 5% for wheelchair housing and will carry out adaptations to existing homes to keep tenants at home where feasible.
- 3.2 The consultation highlighted the need for additional parking as a key housing issue. We will demolish underoccupied lock ups or where they are uneconomical to repair and replace with marked parking bays or greenspace where appropriate.
- 3.3 Condition of estates was identified as an important housing issue. We are committed to a number of projects throughout the area which will see improvements to the communal areas of some of our flatted properties. We have also committed to carrying out more estate walkabouts so that we can work together with the tenants and residents to identify further issues that they feel are important to address.
- 3.4 We will continue to work in partnership with Safer Communities and take robust action against perpetrators of anti-social behaviour. We will utilise allocation discretion where appropriate and increase the number of "Housing First" tenancies within the area.
- 3.5 The consultation also identified tenants were concerned about the standard of their homes. We will utilise the information from the environmental sensors to give a better understanding of how tenants use their homes and how to prevent damp and mould. We will increase visual inspections to identify areas for external maintenance.

### **4.0 Area Lettings Plan**

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- 4.1 Fife Council have increased the number of properties by 74 since the last plan with 2 developments due back this year comprising of an additional 49 properties. FHR partners have increased their stock by 199 properties.
- 4.2 There are more people looking for rehousing in the Kirkcaldy Area than we have housing becoming available. There is a lack of larger properties within the area and we are committed to identifying areas for development to include larger family homes.
- 4.3 We continue to offer housing options advice which provides applicants with information on all tenure types which are available, maximising their opportunities for re-housing.

- 4.4 The Home Swap scheme continues to see increased number of households registering their interest in moving to more suitable properties with 46 completed exchanges taking place last year.
- 4.5 We will look at 3 Community Lettings Initiatives for the area outlined in the plan with 6 monthly reviews where relevant, to ensure the desired outcome is being achieved.

## 5.0 Conclusions

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- 5.1 Through the Area Housing Plan, we have identified local issues and have set out an action plan to highlight / address these. This is intended to encourage member scrutiny of our work to address those concerns and demonstrate improved outcomes.
- 5.2 The Area Lettings Plan sets out the stock profile, identifying where there is housing need and how we intend to improve the lack of larger family homes, as well as a plan to create a balanced community.

### List of Appendices

- 1. Kirkcaldy Area Housing Plan 2023 - 26 (see also link to online document below)
- 2. Local Issues Action Plan
- 3. Lettings Plan

### Report Contact

Elaine Campbell  
Kirkcaldy Area Housing Manager  
Town House, Kirkcaldy  
Email: [elaine.campbell@fife.gov.uk](mailto:elaine.campbell@fife.gov.uk)

# Area Housing Plan - Kirkcaldy 2023-26



*Welcome to the Kirkcaldy Area Housing Plan.*

We have produced a Housing Neighbourhood Plan with our customers for each of the 7 Areas in Fife, and this is yours, covering;

- Auchtertool
- Burntisland
- Dysart
- Kinghorn
- Kirkcaldy

Our aim is to provide everyone with access to good quality, affordable housing that meets their need and aspirations.

The purpose of the Area Housing Plan is to show how we work with partners and local communities to improve housing services in the Area.

You told us about your concerns and issues where you live, and together we have identified what needs done.

We looked at how well we are doing managing your homes to prioritise which services we need to improve.

We work closely with tenants, residents and elected members. We included your ideas in our finished plan where we could. The Kirkcaldy Area Housing Plan was **approved by Kirkcaldy Area Committee on \_\_\_\_\_**

The diagram below shows links between this aim and the strategies, policies and plans supporting it.

The plan contributes to the [Plan4Fife](#), which is a 10-year plan, putting fairness at the heart of everything we do, bringing services and communities together in new ways.

We also have a [Kirkcaldy Local Community plan](#), which outlines areas of focus.

Tenants and residents are interested in how we allocate our homes. We are in the process of developing Local Lettings Plan, which will provide more allocation information at a local level.



## Housing in the Kirkcaldy Area



The above information is provided for Fife Council Stock only. You can use our new [property map](#) to see the areas where the Fife Housing Register partners have properties.

This map will let you know the number of properties that we have in each area so that you can make an informed decision about your preferred areas of choice when you submit your Fife Housing Register application.



### Letting Plan

Our annual Letting Plan sets out the profile of properties we expect to become available over the following year and how we intend to distribute those properties between different groups of applicants. These include:

Homeless

Transfer

Waiting

We have 2572 applicants within Fife requesting housing in the Kirkcaldy Area, while there are 2681 applicants living in the Kirkcaldy area requesting to be rehoused.

# Managed Tenancies



## Anti Social Behaviour

Our Anti Social Behaviour policy sets out our approach for managing antisocial behaviour in Fife. We aim to provide a firm and fair approach to tenants (including their family members and visitors) who do not comply fully with the terms of their tenancy agreement, so that all residents can enjoy their homes free from antisocial behaviour.

## New Builds

Over recent years, in Kirkcaldy, the Council has delivered affordable homes in Kirkcaldy and Kinghorn.

Our Affordable Housing Programme is one of the largest in Scotland. We currently have 2,700 new build homes throughout Fife. Our target was to build at least 3,500 more by 2024 thereafter to be determined.

We provide access to much needed new homes for our tenants and housing applicants. Together, we are delivering modern, fit-for-purpose, energy-efficient homes. New-build council homes benefit current tenants and generations to come.

You can find out more about what is planned in Kirkcaldy by viewing our [Strategic Housing Investment Plan projects](#).

## Investing in your home

Over the next 2 years we will continue to improve our existing homes to meet the expectations of our tenants. These include:

- Kitchens
- Central Heating
- Bathrooms
- Roofs
- Rewiring
- Smoke detectors
- Secure door entry
- Structural works
- Electrical Testing
- External Walls

## Rate your estates: What we found

We compared our housing in Kirkcaldy with the rest of Fife, and with other landlords in Scotland. This showed what our neighbourhood priorities should be.

Around 65% of our homes throughout the area are flat style properties which include 6 high rise blocks. Our overall stock consists mainly of two/three properties and have only 2.7% of larger family homes of 4+ bedrooms.

Housing stock turnover has slowed with a reduction of council owned properties turning over in the last year. Most of the area is in relatively high demand, making access to affordable housing more difficult for those in housing need.

Housing Options Officers work hard to meet a range of housing needs providing a balance of allocations to existing tenants, those who are homeless and applicants on the waiting list.

Our tenants need more assistance with support in sustaining their tenancies with money advice and fuel poverty advice. Rent arrears are still an area of concern. The cost-of-living crisis and economic uncertainty which is making it difficult for some households to pay basic bills or access benefits.

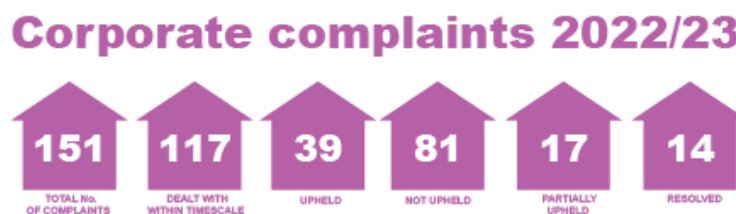
There is a Fife wide commitment to achieve the highest possible standard of housing through programmes to replace kitchens, bathrooms, windows, doors etc.

Insight 6

## Rate your estates: What you told us

We have carried out estate walkabouts, spoken with local Councillors and tenant groups where this has been possible, listened to customer comments and complaints and by investing in our patch-based officers we are talking to customers more directly about estate issues and matters which directly affect our customers. We have incorporated specific issues brought to our attention into an Action Plan.

### Corporate Complaints received in Kirkcaldy during 2022/23



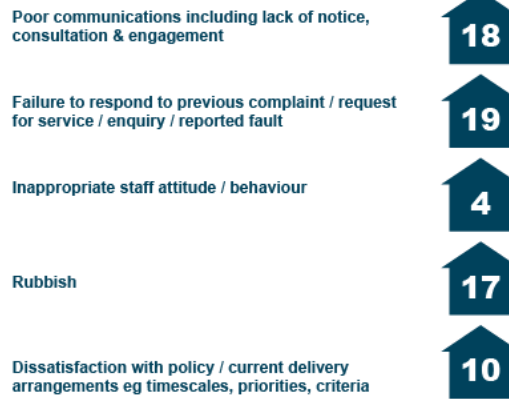
Housing Complaints are handled in accordance with [Fife Councils Complaints procedure](#) and should in the first instance, be investigated locally.

Complaints are a valuable source of information about our services, which can help to identify recurring or underlying problems.

We use complaints to make improvements to the way we deliver services, this can be through training and development or changes to policy and procedures.

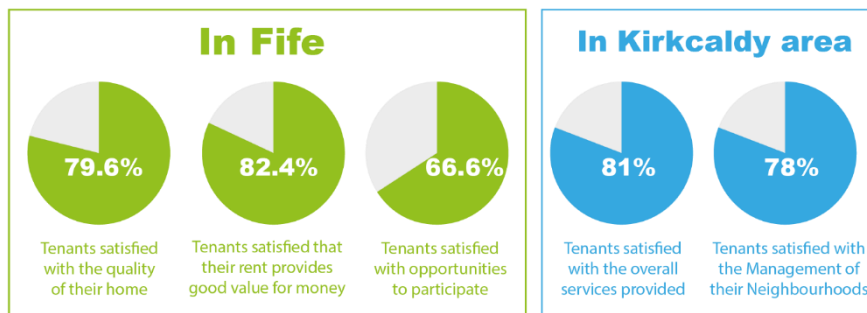
The top 5 reasons for all complaints in Kirkcaldy (with numbers of complaints) were recorded as follows;

## Complaint Reasons



## Customer satisfaction

As well as consulting locally and addressing complaints, we carry out customer satisfaction surveys as part of our [annual performance reporting](#) and you have told us;



## Tenant Participation

Our tenants should be involved in the housing services they receive. We ask you to share your views and take part in decision making. We want to work alongside you to provide for the community.

Getting involved gives you a greater voice. Our [tenant participation and customer engagement handbook](#) tells you more.

Our quarterly magazine, [Down Your Street](#), is also a good way to keep up to date with what we are doing and how you can get involved.

For more information on how to get involved, have a look through our [Tenant Participation](#) page on our website.

**We currently have 9 active TRAs in Kirkcaldy, these are:**

- Turriff Place TRA
- Lindores & Katrine TRA
- Central Burntisland TRA
- Allan Court Tenants Association
- Highlands & Islands TRA
- New Linktown TRA
- Inveriel TRA
- Forth View TRA
- Ravensraig TRA

**FIFE FEDERATION OF TENANTS AND RESIDENTS ASSOCIATION (FFOTRA)**  
9a Hunter Street, Kirkcaldy, KY1 1ED.  
01592 641968 [enquiries@ffotra.co.uk](mailto:enquiries@ffotra.co.uk)

## Your Area Housing Team

Supporting the plan and delivering services to tenants is your local Housing Team, led by Housing Manager Elaine Campbell and Lead Officers Laura Back, Laura Beveridge, Lisa Taylor and Fiona Matthew.

We have 14 Housing Options Officers who manage the empty houses and allocate to new tenants. They have a wide range of knowledge about [housing options](#) and can meet with tenants and applicants to explain these.

In the last few years, we have recruited additional Housing Management Officers and now deploy **25** in total who are the main point of contact for tenants, and their job is to link you in to all the [services you need](#) whether repairs, money advice, coping with heating bills, problem neighbours, contacting local job clubs. The list is as long as you need!

In Kirkcaldy we also have Caretakers, Very Sheltered Housing Officers, Retirement Housing Officers, Homeless Officers and Revenues Officers we can call on to provide extra help. During 2019-20 we created specialist posts to assist tenants who have issues with Universal Credit.

Come and speak to us at:

[Kirkcaldy Customer Service Centre \(Town House\)](#)

## Useful contacts

### Online:

[www.fifedirect.org.uk/doitonline](http://www.fifedirect.org.uk/doitonline)

### By phone:

**Faults and repairs** (housing, roads, streetlights) - **03451 550011**

**Environment** (bins, bulky uplifts, pests) - **03451 550022**

**Housing information and advice** - **03451 550033**

**Council tax and housing benefit** - **03451 551155**

**Passes and concessions** (myfife cards, blue badges) - **03451 550066**

**Social Work enquiries** - **03451 551503**

**Out of hours** - **03451 550099** For social work, housing and flooding emergencies - after 5pm week days, 24hrs weekends and public holidays.

*Calling 03 numbers costs the same as calling landlines starting with 01. 03 numbers are included in pre-paid phone packages and monthly call allowances. Customers should check tariffs with their phone providers.*

## Measuring Success

The [Kirkcaldy Area Committee](#) will monitor how well we are doing against the local commitments outlined in this leaflet. Our plans will be reviewed and refreshed every two years to make sure they continue to reflect local priorities.



## Appendix 2 – Local Issues Action Plan

Issue	Where?	Solutions from consultation survey / Area Housing team	How will we report updates?
Lack of Affordable Housing	All areas	<ul style="list-style-type: none"> <li>• Liaise with Affordable Housing Team to build larger family homes</li> <li>• Completion and identification of regeneration sites</li> <li>• Purchase ex council homes through our Property Acquisitions policy</li> </ul>	6 Monthly to Area Committee
Lack of family housing / specific needs	All areas	<ul style="list-style-type: none"> <li>• Make better use of tenant incentive scheme to get larger properties back</li> <li>• Build bigger properties               <ul style="list-style-type: none"> <li>○ 10 new properties in 2023/24 of which 8 are 4+ bedrooms (excluding 39 two-bedroomed flatted properties in the High Street development)</li> </ul> </li> <li>• Ensuring 30% of the affordable housing programme is for specific needs customers including 5% for wheelchair housing.               <ul style="list-style-type: none"> <li>○ 49 new properties in 2023/24 of which 20 are specific needs with 3 being wheelchair housing</li> </ul> </li> <li>• Carry out adaptations to existing homes to keep tenants at home</li> </ul>	6 Monthly to Area Committee
Improving Estates	All areas	<ul style="list-style-type: none"> <li>• Identify Estate Action plans through estate walk-about</li> <li>• Liaise with Waste Management and Grounds Maintenance to reduce litter and debris in open spaces</li> <li>• Regularly inspect tenants garden to ensure they are up to standard</li> <li>• Regularly inspect properties for choked gutters, vegetation, and maintenance issues.</li> <li>• Regular maintenance of trees, shrubs, weeds, and grass cutting on Housing land.</li> </ul>	6 Monthly to Area Committee
Lack of parking	All areas	<ul style="list-style-type: none"> <li>• Identify under occupied lock up sites that have been void for 6 months or more and have no waiting lists or are uneconomical to repair.</li> <li>• Demolish and replace with parking bays where required on a phased approach</li> </ul>	6 Monthly to Area Committee
Anti-Social Behaviour	All areas	<ul style="list-style-type: none"> <li>• Continue close partnership working to reduce anti-social behaviour</li> <li>• Take robust action against perpetrators of anti-social behaviour</li> <li>• Expand Housing First cases from Under 25's category to include Over 25's, providing support to help sustain tenancies</li> </ul>	6 Monthly to Area Committee
Repairs & Maintenance	All areas	<ul style="list-style-type: none"> <li>• Increased visual inspections to identify properties for external maintenance</li> <li>• Monitor readings from Environmental Sensors within homes</li> </ul>	6 Monthly to Area Committee



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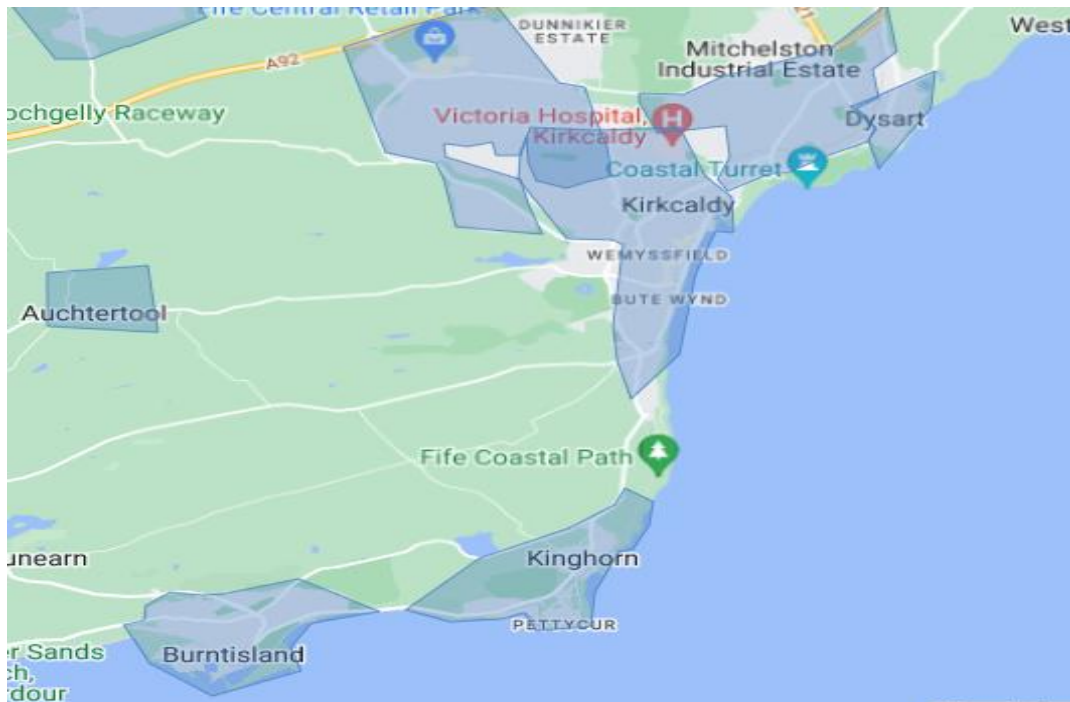
# Kirkcaldy Area Lettings Plan

August 2023 – August 2026

## Welcome

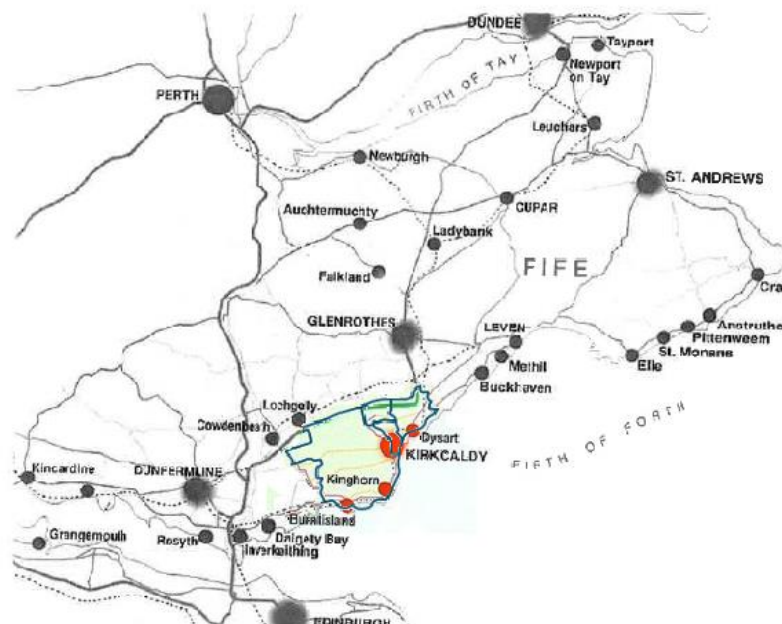
Welcome to the Kirkcaldy Area Local Lettings Plan. We have produced a Housing Area Plan with our customers for each of the 7 Areas in Fife.

The Kirkcaldy Area Local Lettings Plan covers 7 lettings areas across the 4 Area Committee wards. These include Burntisland, Kinghorn, Auchtertool, Kirkcaldy Central, Kirkcaldy West, Kirkcaldy East and Dysart.



This plan sets out how we aim to make the best use of housing available, respond to Council pressures and challenges as well as plan for new build and other changes within the housing stock in the area.

We will give annual updates on progress with the plan to the Committee, and in between times we will update <https://www.fife.gov.uk/kb/housing> with events, progress and completed actions.



Link to other Documents:

Allocations Policy – [https://www.fife.gov.uk/data/assets/pdf\\_file/0023/163436/Housing-allocations-policy-March22.pdf](https://www.fife.gov.uk/data/assets/pdf_file/0023/163436/Housing-allocations-policy-March22.pdf)

Area Housing Plan [Kirkcaldy Area Housing Plan](#)

## About the Kirkcaldy Area

The table below details the housing stock by property type and size in all lettings areas within the Kirkcaldy area with information available July 2023.

Fife Council has a total of 6952 properties in the Kirkcaldy area. The chart below details the breakdown of the housing stock by property type and number of bedrooms.

Fife Council Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	8 Bed	Totals
Sheltered Bungalow		131	21						152
Bungalow		323	46	16	1				386
Ground 4 in block	23	244	622	187	38				1115
Ground Floor Flat	33	250	313	4					600
Ground floor sheltered	5	94	1						99
House	1		916	732	93	13	5	1	1760
Maisonette		1	347	148	8				504
Multi-Storey		111	224						335
Upper 4 in block		218	580	214	34				1051
Upper Flat	5	301	569	53					928
Upper Floor sheltered		22							22
<b>Total</b>	<b>67</b>	<b>1695</b>	<b>3639</b>	<b>1355</b>	<b>174</b>	<b>14</b>	<b>5</b>	<b>1</b>	<b>6952</b>

The following is a link to a map on the FHR website which gives the total stock profile by all FHR partners for reference. <https://www.fifehousingregister.org.uk/properties-map>

## Fife Housing Registers Partners

The Fife Housing Register is made up of 13 organisations with Fife Council being the largest partner.

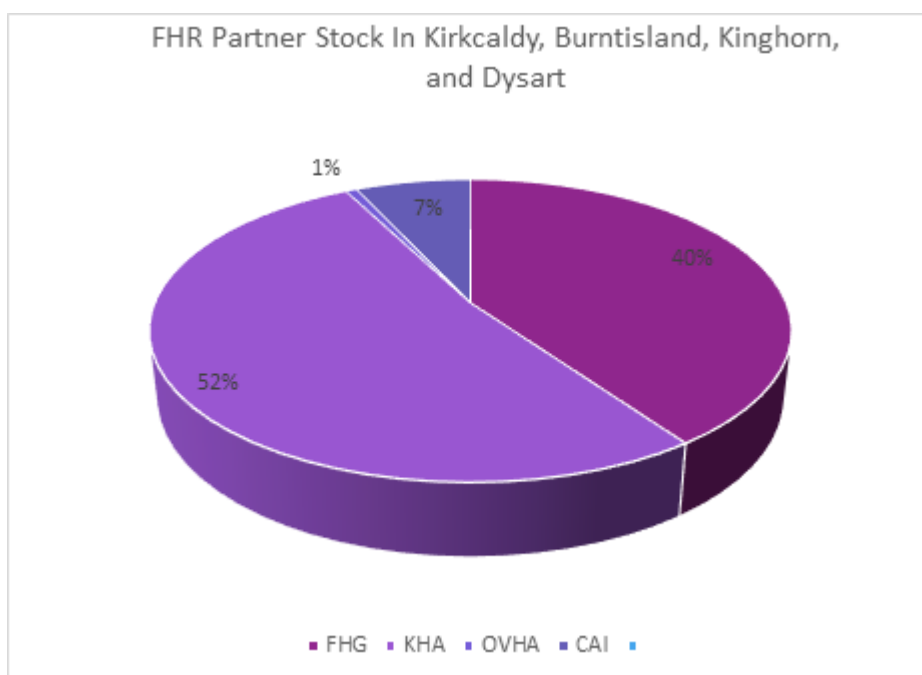
Fife Housing Register partners who have housing in the Kirkcaldy area are:

- Fife Council
- Kingdom Housing Association
- Fife Housing Group
- Ore Valley Housing Association
- Cairn Housing Association

The chart below details the breakdown of the housing stock by property type and number of bedrooms for our five Housing Register Partners combined housing stock in the Kirkcaldy Area (excluding Fife Council).

FHR Partner Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Totals
Sheltered Bungalow			2				
Bungalow			6	46	2	1	55
Ground 4 in block			3	41			44
Ground Floor Flat	1	70	77		1	1	150
Ground floor sheltered			34	0			34
House			1	121	282	25	430
Maisonette			0	2			2
Multi-Storey			0	0			0
Upper 4 in block			3	41			44
Upper Flat	1	123	180		17		321
Upper Floor sheltered			13				13
<b>Total</b>	<b>2</b>	<b>255</b>	<b>508</b>	<b>302</b>	<b>27</b>	<b>1</b>	<b>1176</b>

- Kingdom have the highest stock levels of FHR partners with 625 properties
- 35% of Kingdom's stock are upper flats – 35% of their overall stock
- Fife Housing have the largest stock of 3+ properties with 216 – 46% of their overall stock
- Fife Housing have 466 in Kirkcaldy – 61% of these are house types
- 43% of Cairn Housing stock is retirement/sheltered housing
- 81% of Cairn Housing's stock are 1 bedrooms.
- Ore Valley only have 6 properties in Kirkcaldy



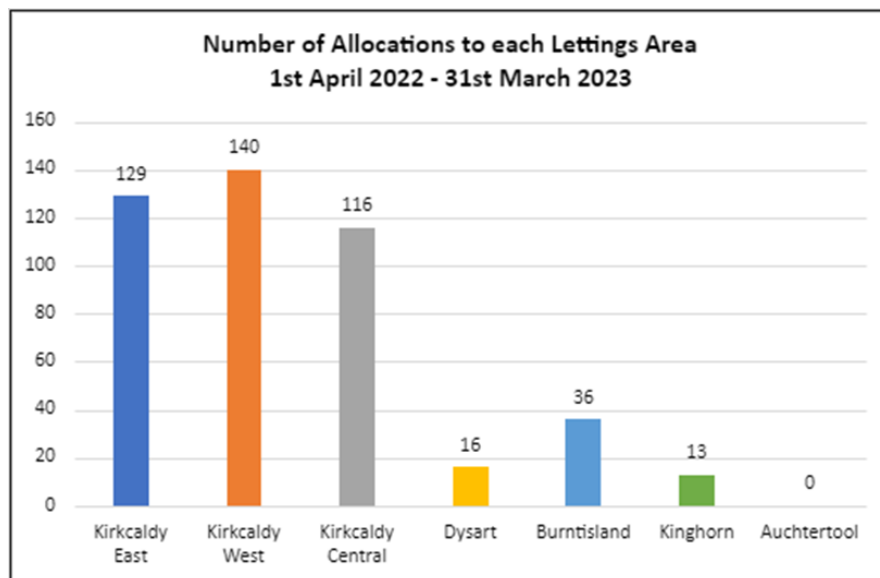
## Alternative Housing Providers in the Kirkcaldy Area

There are also other housing providers in the Kirkcaldy Area who may meet housing needs. These organisations are:

- Viewpoint Housing Association
- Trust Housing Association
- Link Group

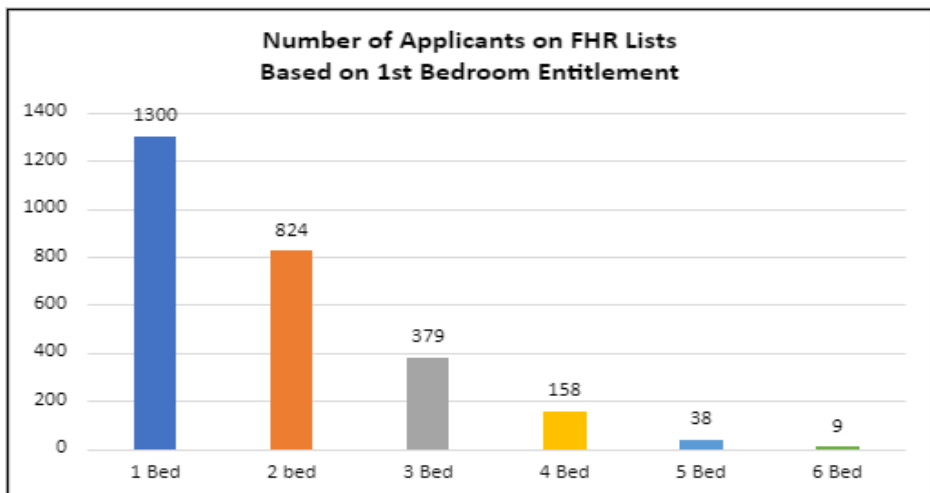
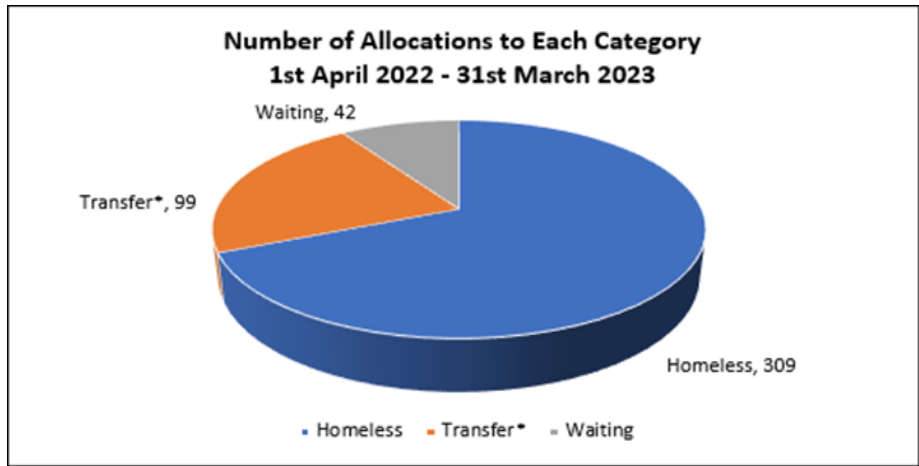
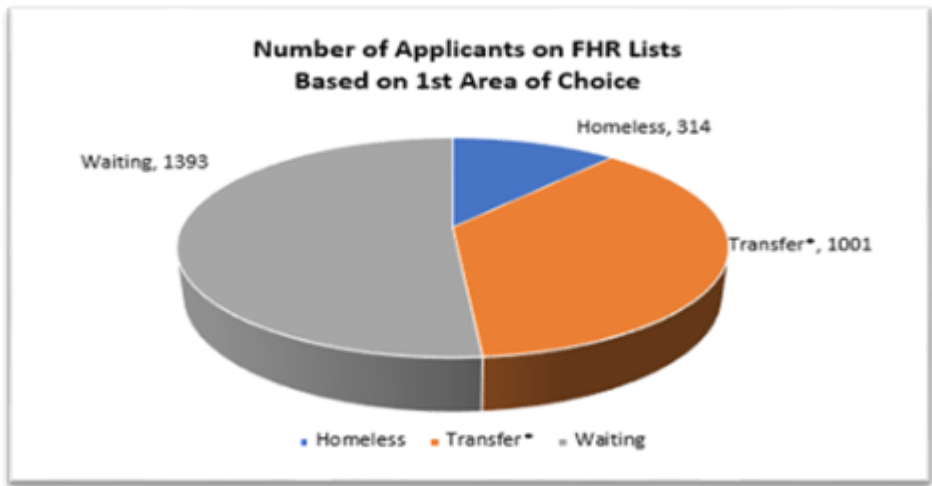
## Allocations

Fife Council allocated 450 properties in the Kirkcaldy area between 1 April 2022 and 31<sup>st</sup> March 2023.

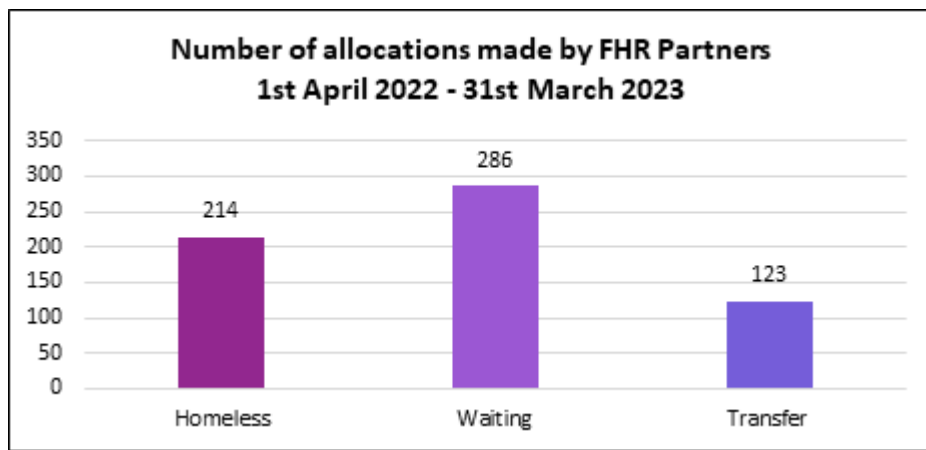


There are more people looking for housing than the number of properties becoming available.

The charts below illustrate the number of applicants (2708) looking to be housed in the Kirkcaldy Area versus the number of allocations carried out to vacant properties (450). Transfer\* includes transfer tenants of all FHR partners.



The combined FHR partners made 623 allocations during this time period throughout Fife.



Stock profiles can be identified on FHR Website for all partners:

<https://www.fifehousingregister.org.uk/properties-map>

## Housing Options: FHR Partners

### Low Cost Home Ownership

There are currently no low cost home ownership opportunities in Kirkcaldy Area at this time.

### Mid-Market Rent

Kingdom Housing Association and Ore Valley Housing Association have several Mid-Market Rent opportunities in the Kirkcaldy Area. Mid-Market rent is for those who may have difficulty accessing social rented housing or buying their own home. Rent can be lower than the private rented sector, but higher than social housing. For more information please see the following links:

<http://www.kingdomhousing.org.uk/housing/home-3/mid-market-rent/>

<https://www.orevalleyha.org.uk/mid-market-rent-tenants>

The table below illustrates where and how many Mid-Market rent properties Kingdom Housing Association and Ore Valley Housing Association have in stock.

Street	Type	size	Number of Properties	Landlord
Bakers Lane	Apartments / Flats	2 Bed	9	Kingdom HA
Bakers Lane	Apartments / Flats	3 Bed	3	Kingdom HA
Bakers Lane	House	3 Bed	7	Kingdom HA
John Pitcairn Place	Apartments / Flats	2 Bed	24	Kingdom HA
Junction Road	Apartments / Flats	2 Bed	12	Kingdom HA
Maltings Road	Apartments / Flats	2 Bed	14	Kingdom HA
Overton Road	Apartments / Flats	2 Bed	6	Kingdom HA
Pottery Street	Apartments / Flats	1 Bed	3	Kingdom HA
Pottery Street	Apartments / Flats	2 Bed	36	Kingdom HA
Smeaton Road	Apartments / Flats	2 Bed	8	Kingdom HA
Sunny Braes Court	Apartments / Flats	1 Bed	1	Kingdom HA
Sunny Braes Court	Apartments / Flats	2 Bed	14	Kingdom HA
Whytehouse Avenue	House	2 Bed	1	Kingdom HA
Quality Street, Dysart	Apartments / Flats	Mix of 1 and 2 bed	21	Ore Valley HA
Cloanden Place	Apartments / Flats	2 Bed	4	Ore Valley HA

\* Figures pending verification



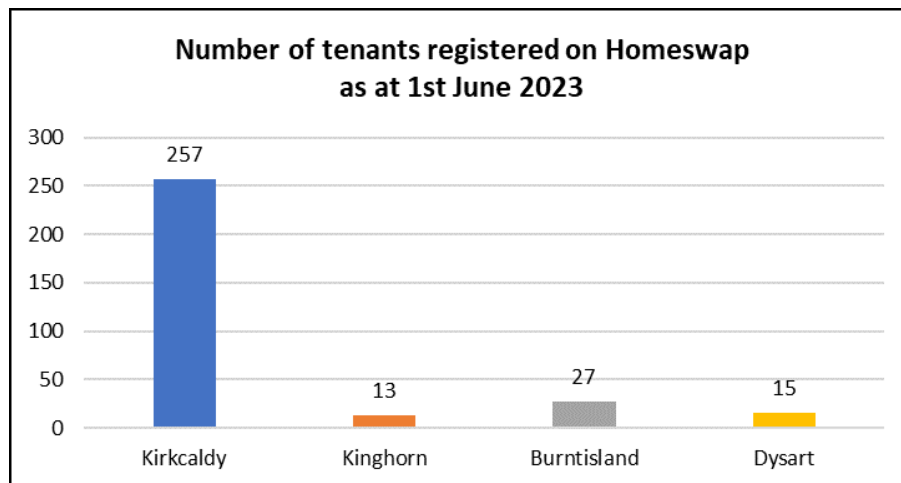
## Mutual Exchange (Home Swap)

A mutual exchange between tenants can be an alternative option for those looking to move as housing needs in households change. This can often be quicker than waiting on a transfer through Fife Housing register and can maximise opportunities and choices.

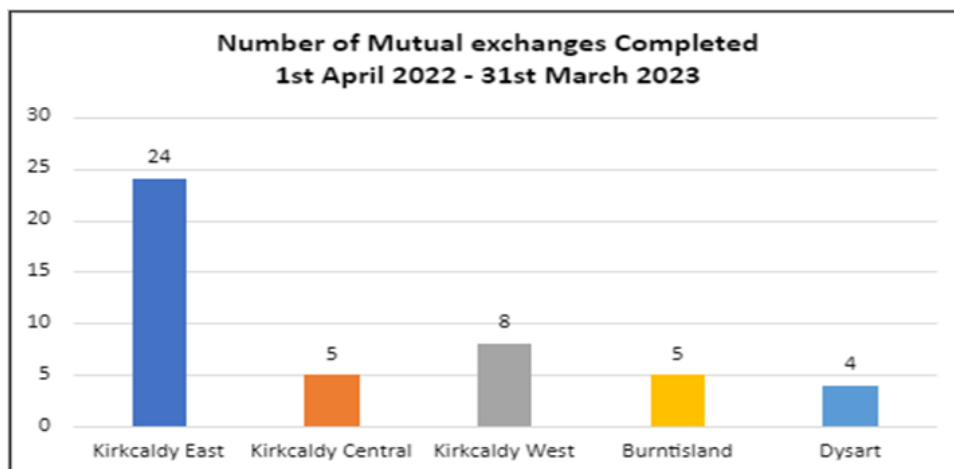
You can mutually exchange with a tenant of the same Local Authority, another Local Authority or a Housing Association if all tenants have a Scottish Secure Tenancy Agreement.

To apply go to [www.fifedirect.org.uk](http://www.fifedirect.org.uk) and select 'Sign-in / Join' (located top right of web page). Log in to your Fife Direct account, or use the prompt provided to create an account if you don't have one. When you are logged in to Fife Direct, the Home Swap option is displayed on your home page. Select Register within Home Swap to create your Home Swap account.

The chart below shows the number of tenants living within the Kirkcaldy Area that are registered on Fife Councils Home Swap site. This includes tenants of all FHR Partners.



The chart below shows the number of mutual exchanges that have taken place in the Kirkcaldy area from 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023



## Private Rented Sector

Private rents like mid-market rent provides another alternative to Local Authority Housing. Private rents are generally available through estate and letting agents, local advertisements and social media.

Renting a property from a private landlord is an option for anyone over 16 years of age. Private renting offers varying options of properties for both sole and shared occupancy.

From the 1<sup>st</sup> of December 2017 all private tenants are issued with Private Residential Tenancy (PRT). Generally, there is a deposit required (usually equal to one month's rent) when renting privately.

The tables below show the number of registered properties and the Local Housing Allowance rates payable.

Table correct as at Feb 2023	Number of registered landlords	Number of registered properties	Number of registered Houses of Multiple Occupancy (HMO)
	*4127	3323	23

\* where a property is jointly owned by multiple individuals, each will be registered for that property, therefore the number of landlords v properties will be higher.

Table correct as at May 2023	No of Bedrooms	Number of Properties	Average Rent (PCM)	Local Housing Allowance Rate
	1	7	£450	£375
	2	12	£595	£475
	3	7	£736	£575
	4	5	£1,180	£850

## Making the best use of our stock

As part of the Plan, we have looked at the needs of those looking for housing in the Area, the Council's legal responsibilities and priorities as well as the housing available in the area. This showed what our Allocations priorities should be.

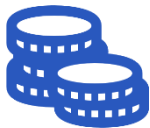


**Pressures on the housing stock:** The current Housing stock equates to 6952 properties. There is a lack of 1 bedroomed and 4+ bedroomed larger family homes.



### **Making the best use of different types of properties:**

We actively attempt to make the best use of our housing stock in Kirkcaldy. We encourage tenants in larger family properties where they are under occupying to give consideration to moving to a smaller property. We may also provide assistance through our Transfer Incentive Scheme to assist with moves.



### **Maximising Access to affordable housing:**

Housing Option Interview appointments can be arranged on request. This helps to determine what housing options are available to meet the individual circumstances.



### **Meeting the Needs of families:**

Significant investment in new-build properties has resulted in improved opportunities for families across Kirkcaldy area. We also use the TIS scheme as mentioned above to assist with the turnover of larger homes.



### **Developing initiatives in response to specific lettings issues:**

We work closely with Tenants & Residents groups, Fife Housing Register Partners and other agencies to identify customer led projects in the Kirkcaldy Area.



### **Complaints and Appeals:**

We learn from what our customers tell us through satisfaction results and report our outcomes and findings. We have a complaints and appeal procedure to ensure customers are treated fairly and to improve delivery of services.

## Local Housing Access issues

We found	Where	
<b>High demand for larger family homes with 3 or more bedrooms</b>	Kirkcaldy Area	<p>Build more family sized homes.</p> <p>Promote transfer moves for existing tenants who wish to downsize. We will promote our Tenants Incentive Scheme.</p>
<b>No demand for bedsit properties</b>	Kirkcaldy Area	<p>Identify potential conversions.</p> <p>Advertise properties to generate interest</p>
<b>Low demand for older persons housing complexes</b>	Kirkcaldy Area	<p>Hold open days at older persons housing complexes.</p> <p>Enhance promotion opportunities.</p>

## Allocations Priorities

Every year, more people apply for housing than there is available so we have to set priorities. We have to meet our legal duty and respond to a number of other challenges...

**Our priority is to prevent homelessness wherever possible. Where this is not possible, through our Lettings Plan we aim to;**

- help families with children move through temporary accommodation as quickly as possible
- provide a proportion of two bedroom properties to single people in response mismatches in supply and demand
- link offers of housing with appropriate help, support or care to ensure sustainable tenancies.

## We work as part of the Health and Social Care Partnership to;

- Help to prevent people going into hospital and return home as soon as possible
- Help children to move through the care system and sustain independent tenancies
- Assist households affected by domestic abuse to sustain tenancies without the fear of intimidation or harassment

## Making the best use of available housing stock

- Support families who are overcrowded or under-occupying to move to more suitable homes
- Assist households affected by illness, disability or other health conditions to live independently within their own home

## Community Lettings Initiatives

Lettings Issue	Neighbourhood	We will
<b>Lack of larger family houses</b>	Whole area	Contact tenants in a 5 or 6 apt to see if they are interested in help to move through Tenant Incentive Scheme
<b>Lack of play space and pressures on local schools</b>	High Street, Kirkcaldy (New build flats)	<p>Make sensitive allocations which observe the planning conditions associated with pressures on local facilities and schools.</p> <p>Tenant Led approach as part of the New Build Allocations Policy</p> <p>Review in 6 months</p>
<b>Clash of lifestyles where facilities are shared</b>	<p>Ravensraig</p> <p>High Rise Blocks x 3</p>	<p>Implement a sensitive allocation approach during the Active Housing List Management stage to ensure we:</p> <ul style="list-style-type: none"> <li>- Create balanced communities</li> <li>- Prevent clash of lifestyles where possible where communal areas such as elevators and laundry facilities are shared.</li> </ul> <p>Review in 6 months</p>

## Your Community

The Neighbourhood plan is part of the Local Community Plan. Fife Council produces Local Community Plans to help make Fife a better place to live, and cover topics like employment, local facilities, improving health and welfare.

Your community plan is available online at [our.fife.scot - Kirkcaldy Area](https://our.fife.scot/kirkcaldy-area)

If you want to know more about it, your Area Housing Team Manager is Elaine Campbell who can be contacted on 03451 555 555 Ext 401509.

29 August 2023

Agenda Item. 05

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## Area Roads Programme 2022-23 – Final Report

---

**Report by:** John Mitchell, Head of Roads & Transportation Services

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**Wards Affected:** 9, 10, 11 & 12

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### Purpose

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The purpose of this report is to advise the committee on the delivery of the 2022-23 Area Roads Programme (ARP).

### Recommendation(s)

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The committee is asked to note the contents of the report and appendices.

### Resource Implications

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The 2022-23 ARP was funded from capital and revenue and some ring-fenced budgets. Programmes of work were adjusted, if required, to ensure expenditure remained within the Service budget.

### Legal & Risk Implications

---

There are no known legal or risk implications arising from the report.

### Impact Assessment

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

### Consultation

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Members were consulted on the list of projects forming the 2022-23 ARP.

## 1.0 Background

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- 1.1 Committee agreed the list of projects forming the 2022-23 ARP on 25 January 2022 (2022 KAC 128, Para 294 refers)

## 2.0 Issues and Options

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- 2.1 Attached are Appendices 1-5 which detail the final position on the progress of individual projects in the programme.
- 2.2 To improve information on how the programme is progressing throughout the year, an on-line system is in place and continues to be developed.

## 3.0 Conclusions

---

- 3.1 The attached appendices show the Kirkcaldy Area Programme for 2022-23. The type of works, work location and expenditure are provided for each project. Any underspend or overspend is carried through to the following years allocation for the committee area.

### List of Appendices

---

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

### Report Contact

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**Kirkcaldy Area Committee**  
**Area Roads Programme 2022-23**

**Appendix 1**

**Carriageway Schemes Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Design Estimate Plus 20%</b>	<b>Outturn Cost</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
12	Dysart	B928 Windmill Road	Loughborough Road to The Fairway	£86,924	£104,309	£84,454	Complete	
12	Dysart	A955 Normand Road	Loughborough Road to Boreland mini R/A	£225,242	£270,290	£163,103	Complete	
11	Kirkcaldy	A910 Nicol Street	Esplanade to the Veterinary Surgery	£146,399	£175,679	£0	Postponed	Network access issues - works on Esplanade. Included in 23/24 Programme
12	Kirkcaldy	C95 Dunnikier Road Ph1	Signal Junction at Victoria Road to Balsusney Road	£68,446	£82,135	£50,610	Complete	
11	Kirkcaldy	A910 Abbotshall Road	Beveridge Roundabout to north of the Ped Crossing	£64,960	£77,952	£50,532	Complete	
<b>TOTAL</b>				<b>£591,971</b>	<b>£710,365</b>	<b>£348,699</b>		

**Kirkcaldy Area Committee**  
**Area Roads Programme 2022-23**

**Appendix 2**

**Footway Schemes Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Design Estimate Plus 10%</b>	<b>Outturn Cost</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
12	Kirkcaldy	Nairn Street / Victoria Road Phase 1 of 2	Dunnikier Road to east of Provost Kay Park	£50,183	£55,201	£5,911	Postponed	Delayed. Completed in 23/24 Programme
10		Redcraigs Phase 6		£50,000	£55,000	£53,725	Complete	Combined with Lighting
10		Chapelhill Phase 4		£50,000	£55,000	£47,988	Complete	Combined with Lighting
10	Kirkcaldy	Greenloanings	Birnam Road, Dallas Drive to Blairmore Road south side. Birnam Road, Findhorn Place to shops north side. Blairmore Road, Birnam Road to ped. xing o/s school	£35,180	£38,698	£0	Postponed	On hold due to budget availability. Included in 23/24 Programme
11	Kirkcaldy	Bennoch Road Phase 1		£45,000	£73,569	£70,882	Complete	Increase due to construction rates change mid project.
11	Kirkcaldy	Strathkinness Road		£45,000	£49,500	£0	Postponed	On hold due to budget availability. Completed in 23/24 Programme
12	Kirkcaldy	West Torbain		£7,586	£25,394	£32,408	Complete	Carried Forward to 21/22 - Completed April 2022 Additional footway regulating and foundation material required.
<b>TOTAL</b>				<b>£282,949</b>	<b>£311,244</b>	<b>£210,913</b>		

**Kirkcaldy Area Committee**  
**Area Roads Programme 2022-23**

**Appendix 3**

**Road Safety & Traffic**  
**Management Schemes Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Outturn Cost</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
11	Kirkcaldy	High Street	Install Rising Bollards	£40,000	£5,976	Ongoing	Awaiting installation – contract awarded and work imminent
11	Kirkcaldy	Bennoch Road/Massereene Road	Pedestrian island/kerb alignment	£15,000	£0	Ongoing	Pedestrian island/ kerb alignment - Sitting with Design for contractor
10	Kirkcaldy	Glamis Road	Traffic Calming	£5,000	£8,091	Complete	
11	Kirkcaldy	Dunearn Drive	Review Traffic Calming	£10,000	£0	Ongoing	Awaiting Programming by Design & Construction
12	Kirkcaldy	Dunnikier Way	Toucan Crossing	£17,000	£36,507	Complete	Carried forward from 21/22 – work done over two financial years (hence 50% of total cost as estimate for 22/23) all costed 22/23.
<b>TOTAL</b>				<b>£32,000</b>	<b>£44,599</b>		

Kirkcaldy Area Committee

Appendix 4

Area Roads Programme 2022-23

Lighting Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Design Estimate	Outturn Cost	Progress at 31st March 2023	Comments
11	Kirkcaldy	Ava Street/Lady Helen Street		£85,500	£85,000	£64,470	Complete	Carried Forward from 21/22
10 & 11	Kirkcaldy	Glamis Road/ Brodick Road		£199,000	£400,000	£356,499	Complete	Carried Forward from 21/22 - Scheme increased at design stage to include adjacent columns of the same age and fed from the same underground cable network.
10	Kirkcaldy	Redcraigs Ph6		£30,000	-	£16,653	Complete	Combined with Footway Scheme
10	Kirkcaldy	Chapellhill Ph4		£30,000	-	£8,614	Complete	Combined with Footway Scheme
11	Kirkcaldy	Bennoch Road Ph1		£32,500	-	£26,901	Complete	Combined with Footway Scheme
12	Kirkcaldy	Overton Mains Ph3		£72,500	£80,000	£62,415	Complete	
<b>TOTAL</b>				<b>£449,500</b>	<b>£565,000</b>	<b>£535,551</b>		

**Kirkcaldy Area Committee**

**Appendix 5**

**Area Roads Programme 2022-23**

**Structures Schemes Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
9	Shawsmill	C48	Shawsmill Bridge (322485, 693055)	£90,000	Complete	
11	Kirkcaldy	Hill Street	Postings Underpass (328001, 691496)	£20,000	Postponed	Deferred to 23/24
12	Kirkcaldy	Victoria Road	Victoria Road Viadct (328474, 692501)	£12,400	Complete	
<b>TOTAL</b>				<b>£122,400</b>		

29 August 2023

Agenda Item No. 06

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## Proposed Parking Restrictions – Ravensraig Flats and Mid Street, Kirkcaldy

---

**Report by:** John Mitchell – Head of Roads & Transportation Services

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**Wards Affected:** Ward No. 12 – Kirkcaldy East

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### Purpose

---

The purpose of this report is to allow the Kirkcaldy Area Committee to consider proposals to introduce parking restrictions at the Ravensraig Flats, Kirkcaldy.

### Recommendation(s)

---

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the parking restrictions detailed in drawing no. TRO23\_35 with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### Resource Implications

---

The cost to formally promote this TRO will be approximately £2,400, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising, and installation. This will be met from approved Service budgets.

### 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 have been completed. No negative impacts have been identified.

### Consultation

---

The local Ward Councillors, Parking Management team, and Police Scotland have been advised. Two Ward Councillors have expressed their support for the proposal.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper

and on the affected length of roads. In addition, details of the proposed TRO will be made available on Fife Council's website.

## 1.0 Background

---

- 1.1 Fife Council's Housing Service maintains and manages the Ravenscraig Car Parks accessed from Flesh Wynd and Mid Street, Kirkcaldy.
- 1.2 The car parks have a good road surface and have marked parking bays, disabled bays and some yellow hatched areas that need to be kept clear to allow access, particularly for emergency service vehicles.

## 2.0 Issues and Options

---

- 2.1 Concerns have been raised due to inconsiderate and obstructive parking that is occurring in the Ravenscraig car parks which is causing issues with access for emergency service vehicles and difficulties for blue badge holders accessing disabled parking bays.
- 2.2 It is proposed to introduce No Waiting At Any Time (double yellow lines) parking restrictions on the car park junctions and at the existing yellow hatch boxes within the car parks as shown on drawing no. TRO23\_35 (Appendix 1). These enforceable restrictions will discourage parking in these areas and improve access to the flats.
- 2.3 The existing disabled bays will also be enforceable under separate legislation, and this is currently being progressed.

## 3.0 Conclusions

---

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

### List of Appendices

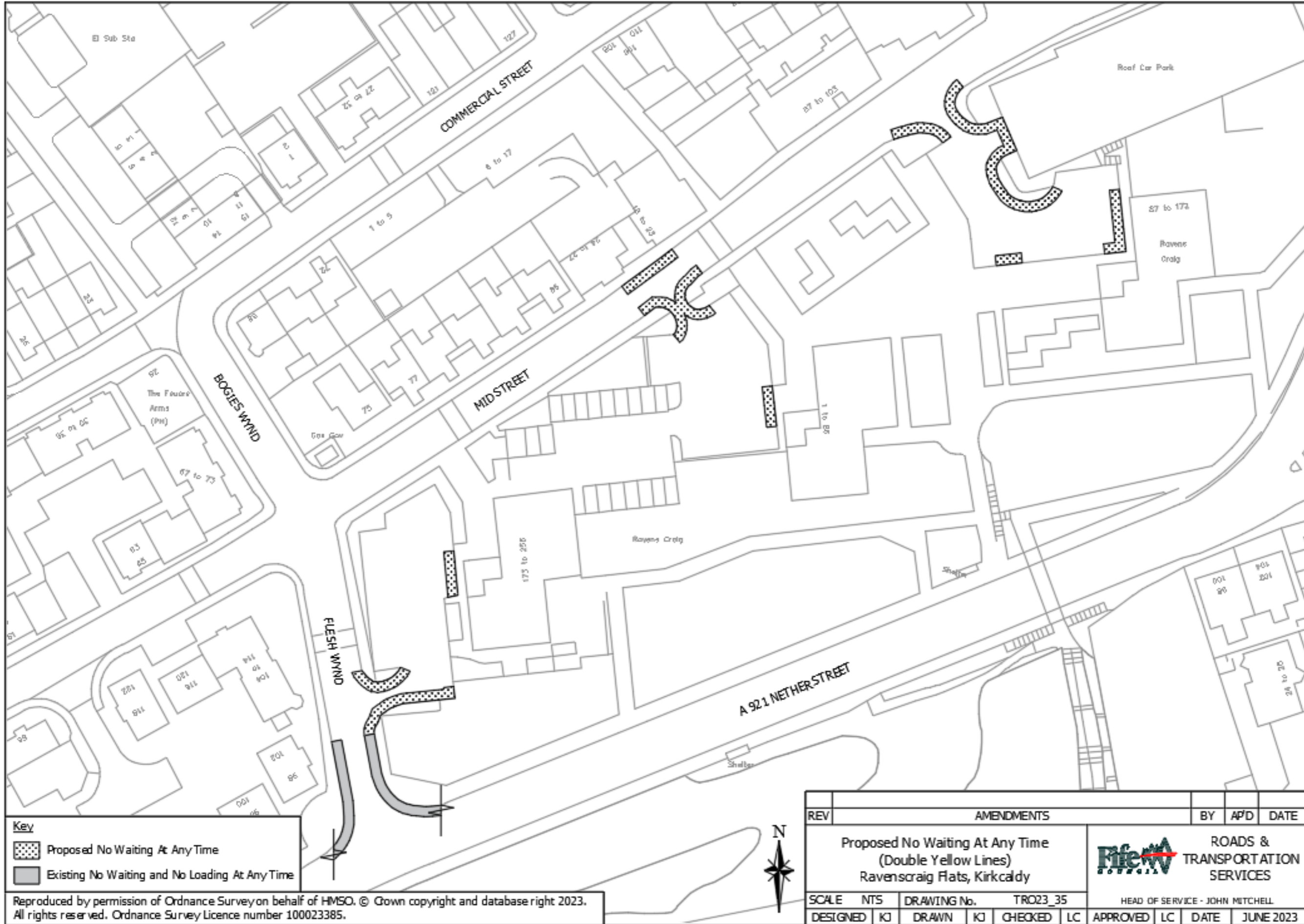
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1. Drawing no. TRO23\_35

### Report Contacts

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Keith Johnston  
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29 August 2023

Agenda Item No. 07

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## Proposed Parking Restriction – St James Place, Kinghorn

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**Report by:** John Mitchell – Head of Roads & Transportation Services

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**Wards Affected:** Ward No. 9 – Burntisland, Kinghorn & Western Kirkcaldy

---

### Purpose

---

The purpose of this report is to allow the Kirkcaldy Area Committee to consider proposals to introduce parking restrictions in St James Place, Kinghorn.

### Recommendation(s)

---

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the parking restrictions detailed in drawing no. TRO23\_36 with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### Resource Implications

---

The cost to formally promote this TRO will be approximately £2,200, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising, and installation. This will be met from approved Service budgets.

### 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 have been completed. No negative impacts have been identified.

### Consultation

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The local Ward Councillors, Kinghorn Burgh Community Council, Parking Management team, residents (including RNLI Station and Kinghorn Sailing Club), Coastguard, and Police Scotland have been advised.

All three Ward Councillors have expressed their support for the proposal. The Kinghorn Burgh Community Council have also expressed their unanimous support.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available on Fife Council's website.

A letter was sent to residents in the nearby area and no specific concerns were raised relating to this proposal. The Lifeboat Operations Manager expressed their support for the proposal.

## **1.0 Background**

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- 1.1 St James Place, Kinghorn is a narrow road that leads to the RNLI Station and Kinghorn Sailing Club from Kinghorn Harbour.
- 1.2 The road is narrow with limited space for turning vehicles and is an attractive location for individuals visiting Kinghorn beach, harbour and surrounding area. To maintain access there are existing double yellow lines for the majority of St James Place on both sides of the road.

## **2.0 Issues and Options**

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- 2.1 There is a small section of road outside house nos. 20 / 21 where there is an absence of parking restrictions. It has been reported that vehicles are being parked at this point, obstructing the road, and causing issues with access.
- 2.2 This small section of road narrows from a width of 5.2 m to 3 m over a length of 13 m.
- 2.3 This road is the only vehicular access to the RNLI Station and Kinghorn Sailing Club and it is essential that access is maintained. Therefore, it is proposed to extend the existing "No Waiting At Any Time" restriction (double yellow lines) along the front of house nos. 20 / 21 as shown in Drawing no. TRO23\_36 (Appendix 1).
- 2.4 An existing yellow box marking at the beach access ramp / Sailing Club is very faded and no longer visible. This marking will be remarked to help keep this area clear of parked vehicles.

## **3.0 Conclusions**

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

### **List of Appendices**

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1. Drawing no. TRO23\_36

## **Report Contacts**

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Keith Johnston

Technician Engineer, Traffic Management

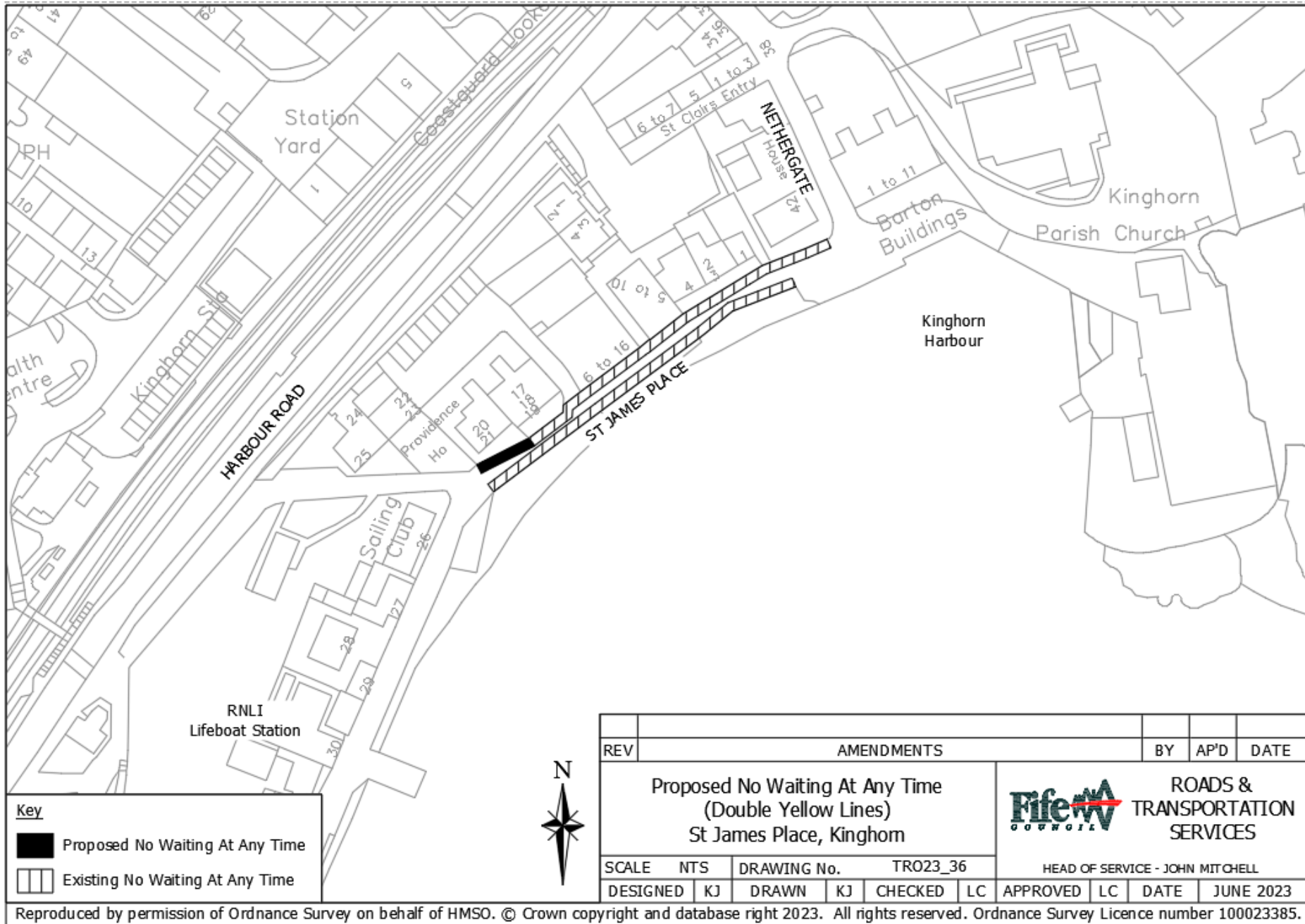
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Appendix 1: Drawing no. TRO23\_36



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29 August 2023

Agenda Item No. 08

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## Capshard Play Park Development and Enhancement

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

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**Wards Affected:** 10

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### Purpose

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To provide an update to Area Committee on the potential refurbishment and enhancement of Capshard playpark and agree the next steps.

### Recommendation(s)

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1. Members are asked to agree that officers investigate availability of an alternative location for a playpark that meet the current play standards; and.
2. That Officers will come forward with options for repurposing the existing Capshard park as a green space area.

### Resource Implications

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The current playpark redevelopment has been community led, supported by officers from the Community Projects Team. Officers would continue to work to a community led approach and support with core funding and to develop funding applications.

### Legal & Risk Implications

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There is a risk that the desired alternative location to accommodate a new play park is not in council ownership which will require the need to acquire the land as well as securing planning permission.

### Impact Assessment

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An Equality Impact Assessment is not required as this report has no immediate impact on service delivery or policy.

### Consultation

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Members from Ward 10 have met with residents from the Capshard and Prestonfield estates as well as the feedback from residents to various consultations.

## 1.0 Background

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- 1.1 The Play Spaces Strategy was approved by Community & Housing Committee on 29th August 2021. The decision of the committee was to engage at local level to implement the strategy. Public consultation on the strategy was held between September and December 2019.
- 1.2 The area-based Play Space Strategy & play park priorities will firstly be considered and reviewed at a members' workshop. Thereafter at Area Committee for final approval later in the year.
- 1.3 Elected members have asked Officers to consider alternative options for one of the parks – Capshard playpark which has attracted significant interest from the local community.
- 1.4 Capshard playpark was first installed to serve, what was then a new estate in the North of Kirkcaldy almost 40 years ago. The equipment is not to the current play standards and much of it has had to be removed as it was no longer safe.
- 1.5 In 2007 a new housing scheme was approved, extending housing in the Kirkcaldy North area. The Section 75 contribution from the developer that was initially part of the agreement in 2007 as a contribution to a playpark was subsequently waived as part of a legal agreement with the developer in 2012. However, it is not clear from the committee papers whether this contribution was for a new playpark or to develop the existing neighbouring park at Capshard. There is reference in one document to: “a cash sum of £60,000 for the provision of play equipment for Capshard and the development”
- 1.6 In March 2021 a group of residents from the newer estate engaged with Fife Council Officers to raise funds to improve the current Capshard park.
- 1.7.1 Council officers were asked by members to look at the current playpark offer and came to the conclusion that the current Capshard playpark is relatively small and does not offer the footprint that would allow a fully inclusive ‘local play park’ as defined in the Fife Play Park strategy previously approved by the Community & Housing Committee.
- 1.7.2 The selection of an alternative site presents an opportunity to develop a designed greenspace area on the existing Capshard playpark site. The site could be developed with planting and improvements to the landscape of the park and walking routes and provide additional green space for the community to enjoy.
- 1.7.3 Both facilities will add value to the local offer and benefit the existing and new housing estate respective communities. A parallel piece of work will be undertaken to design the greenspace area which may attract other funding sources and will developed in consultation with the community.
- 1.8 Proximity to other Play Parks (*information from google maps*):
  - Heron Place play area – 9 minute walk by road/footpath
  - There is a connecting footpath at the North of the development, this is also a 9 minute walk
  - Dunnikier Park play area – 20 minute walk
  - Michael Nairn Gardens play area – 8 minute walk
  - Harris Drive – if this new play area goes ahead – 12 minute walk

## 2.0 Next steps

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- 2.1 Officers explore the viability of other sites in the vicinity of the current location and work with the current playpark group to support all aspects involved in developing a new park.

2.2 To come forward with a greenspace plan for the existing Capshard playpark location in consultation with the Capshard estate residents.

**Report Contact:**

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29 August 2023

Agenda Item No. 09

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## Kirkcaldy High Street – Replacement Bins

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: Wards 10, 11 & 12

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### Purpose

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The purpose of this report is to seek agreement from the Area Committee for an allocation of funding from the ward allocations of the Local Community Planning Budget.

### Recommendation

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The Committee is asked to agree to an allocation of £12,500 towards replacement bins for Kirkcaldy High Street.

### Resource Implications

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There is sufficient funding available in the Local Community Planning Budget allocated funds should this contribution be agreed.

### Legal & Risk Implications

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There are no legal or risk implications.

### Impact Assessment

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An Equality Impact Assessment (EqIA) is not required as this report does not have any immediate implications for service delivery and policy.

### Consultation

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Feedback from elected members, local businesses and community members has contributed to this request for funding.



## 1.0 Background

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- 1.1 Regular complaints are received from the public and business owners around the amount of litter and cigarette butts being discarded on and around the High Street.
- 1.2 The street cleansing service has recently introduced an electronic waste management system, Whitespace. This schedules, monitors and allocates daily street cleansing tasks. The introduction of this system involves a full and extensive bin audit. The system also gives details of the bin location, type and condition. The bin functionality, state of repair and damage are also monitored and checked. In future this will avoid having bins which have outlived their usage due to lack of maintenance and repairs.
- 1.3 Street Cleansing are requesting a contribution of £12,500 from Kirkcaldy Area budgets to assist with costs of replacing bins along Kirkcaldy High Street.

## 2.0 Current Position

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- 2.1 The bins are upwards of 15 years old and no longer fit for purpose, due to deterioration, damage, vandalism and significant decay. Many are beyond repair. Street Cleansing hope to salvage approx. 30% of the bins.
- 2.2 Monies allocated will be used to purchase and install new bins and remove old ones. The new bins will have ashtray lids and will be seagull proof. There will also be discussions with Safer Communities regarding the 'Cut the Clutter' anti-litter campaign. The bins will also be placed to be compliant with disability access requirements.
- 2.2 The project in its entirety will cost £25,000, it is recommended a 50% contribution (£12,500) be granted.

## 3.0 Conclusions

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- 3.1 This project supports the Plan for Fife delivery framework, specifically Town Centres first, Tourism investment and Sense of Pride and identity. This will contribute to meeting needs and wants of the local High Street community and those visiting from across Kirkcaldy area and beyond.

### Report Contact

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29 August 2023

Agenda Item No. 10

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## Kirkcaldy Area Committee Workplan

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

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**Wards Affected:** 9, 10, 11 and 12

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### Purpose

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This report supports the committee's consideration of the workplan for future meetings of the committee.

### Recommendation(s)

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It is recommended that the committee review the workplan and that members come forward with suggestions for specific areas they would like to see covered in any of the reports.

### Resource Implications

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Committee should consider the resource implication for Council staff of any request for future reports.

### Legal & Risk Implications

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Committee should consider seeking inclusion of future items on the workplan by prioritising those which have the biggest impact and those which seek to deal with the highest level of risk.

### Impact Assessment

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None required for this paper.

### Consultation

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The purpose of the paper is to support the committee's discussion and therefore no consultation is necessary.

## 1.0 Background

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- 1.1 Each Area Committee operates a workplan which contains items which fall under three broad headings: items for decision, supporting the Local Community Plan and Scrutiny/Monitoring. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

## 2.0 Conclusions

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- 2.1 The current workplan is included as appendix one and should be reviewed by the committee to help inform scrutiny activity.

### List of Appendices

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1. Workplan

### Background Papers

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

None

### Report Contact

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**Kirkcaldy Area Committee**  
**29 August 2023**  
**Agenda Item No. 10**

<b>Kirkcaldy Area Committee of 31 October 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Putting People First: Kirkcaldy Test of Change	Communities and Neighbourhoods Service	Julie Dickson	Agreed at KAC meeting 20.9.22 that follow up report was required. Deferred to Oct 2023 meeting as per Community Manager.
Complaints Annual Update	Communities	David Thomson-CRM	Report last presented 25.11.22.
Supporting the Plan 4 Kirkcaldy Area - Funded Projects Progress Report	Communities and Neighbourhoods Service	Julie Dickson	Progress report required on projects awarded funding at meeting on 7.2.23. As requested by members. As per Community Manager this will be presented to Oct 23 meeting.
Town Centre Car Parking Kirkcaldy - Simplifying Charges	Roads & Transportation	Andy Paterson-ts	Report requested at the meeting 24.8.21 as part of submitted motion. Andy Paterson advised 23.5.23 report would be available for October 23 Committee.
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	

<b>Kirkcaldy Area Committee of 19 December 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Domestic Waste and Street Cleansing Service Annual Review	Environment & Building Operations (AT&E)	Alexander Anderson-Es	Report last presented 25.11.22.
Grounds Maintenance Service Annual Review	Environment & Building Operations (AT&E)	Scott Clelland	Report last presented 25.11.22.
Common Good and Settlement Trust Annual Report 2022-23	Finance and Corporate Services	Eleanor Hodgson	Annual report to be presented after year end.
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	
Cemetery Strategy	Property Services	Liz Murphy	Added as per Liz Murphy.

**Kirkcaldy Area Committee**  
**29 August 2023**  
**Agenda Item No. 10**

<b>Kirkcaldy Area Committee of 27 February 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Local Area Economic Profiles Annual Report	Business and Employability	Peter Corbett	Update report required for KAC. Last presented February 2023.
Supporting the Local Community Plan - Kirkcaldy Area Local Budgets 2023/24	Communities and Neighbourhoods Service	Julie Dickson	Annual Report - last presented 7.2.23.
Kirkcaldy Area Local Community Plan - Plan 4 Kirkcaldy Area 2023-2026 Progress Report	Communities and Neighbourhoods Service	Julie Dickson	Annual progress reports to be submitted. Last report 7.2.23.
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	

<b>Kirkcaldy Area Committee of 30 April 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	

<b>Kirkcaldy Area Committee of 25 June 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Common Good and Settlement Trust 2023-24 Annual Report	Finance and Corporate Services	Eleanor Hodgson	Annual progress report to be presented post April 24.
Safer Communities Team Annual Update Report	Housing Services	Dawn Jamieson, Suzanne Scobie	Annual update report due to be presented June 24.
Operational Briefing on Policing Activities Within Kirkcaldy Area	Police Scotland		Annual report last presented June 2023. Contact: Inspector Nicola Black.

**Kirkcaldy Area Committee**  
**29 August 2023**  
**Agenda Item No. 10**

<b>Kirkcaldy Area Committee of 25 June 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Scottish Fire and Rescue Service - Kirkcaldy Area Annual Performance Report	Scottish Fire & Rescue Service		Annual report last presented June 2023. Contact: Station Commander Michael Henderson.
Educational Outcomes Annual Report	Education and Children's Services	Shelagh McLean, Jackie Funnell	Annual report last presented June 2023.
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Pupilwise, Parentwise and Staffwise Survey Report	Education and Children's Services	Deborah Davidson, Shelagh McLean, Jackie Funnell	Confirmed with Shelagh Maclean that next surveys will be carried out in 2024 with report to committee after that.
Member Update on Skills Development Scotland reporting of Positive Destinations	Business and Employability	Gordon Mole	Agreed report required at meeting of KAC 19.1.21.
Area Roads Programme 2023-24 Final Report	Assets, Transportation and Environment	Neil Watson	Original report approved at KAC meeting 7.2.23. Progress report to be presented after April 2023, post summer recess.
Area Housing Plan 2023-2026 - Annual Update	Housing Services	Elaine Campbell	Annual update report due. Last report, Area Housing Plan 2023-2026 approved at committee 29 August 2023.