

North East Fife Area Committee

County Hall, County Buildings, Cupar

Wednesday, 23 October 2024 - 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 the North East Fife Area Committee of 28 August 2024. 5 – 8
4. **PETITION** – Improving the Safety of the Cycle Path between St Andrews and Guardbridge. 9 – 38
 - (a) **PETITION** – Submitted by Dr Lydia Cole, in conjunction with St Andrews Space for Cycling, containing 436 signatures; and 9 – 34
 - (b) **PRELIMINARY SERVICE RESPONSE TO PETITION** – Report by the Head of Roads and Transportation Services. 35 – 38
5. **PRESENTATION - 'HUMANUTOPIA' SECONDARY SCHOOLS PROJECT** – By Vaughan Clarke, Ambassador for Humanutopia.
6. **PRESENTATION - NEW CUPAR RECYCLING CENTRE** – Verbal Update by the Service Manager, Climate Change and Zero Waste.
7. **PRESENTATION – CUPARNOW** – by Simon Baldwin, Director, Destination66.
8. **CUPARNOW DIGITAL IMPROVEMENT DISTRICT (DID) RENEWAL PROPOSAL** – Report by the Head of Property Services. 39 – 56
9. **APPOINTMENT TO EXTERNAL ORGANISATION – EAST FIFE SPORTS COUNCIL'S EXECUTIVE COMMITTEE** – Report by the Head of Legal and Democratic Services. 57 – 58
10. **CUPAR AND CUPAR MUIR – SPEED LIMIT AMENDMENTS** – Report by the Head of Roads and Transportation Services. 59 – 68
11. **KINGSBARNs – SPEED LIMIT AMENDMENTS** – Report by the Head of Roads and Transportation Services. 69 – 74
12. **CRAIL – SPEED LIMIT AMENDMENTS** – Report by the Head of Roads and Transportation Services. 75 – 78

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15. ST ANDREWS COMMON GOOD FUND - APPLICATION FOR ASSISTANCE: EAST BENTS SEA WALL, EAST SANDS – Report by the Head of Communities and Neighbourhoods Service.	111 – 113
16. ST ANDREWS COMMON GOOD FUND - APPLICATION FOR ASSISTANCE: FISHERMAN'S STORES ROOF REPAIRS – Report by the Head of Communities and Neighbourhoods Service.	114 – 116
17. LOCAL COMMUNITY PLANNING BUDGET REQUEST - CRAIGROTHIE VILLAGE HALL: TOWARDS NET ZERO – Report by the Head of Communities and Neighbourhoods Service.	117 – 119
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19. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN – Report by the Executive Director, Finance and Corporate Services.	122 – 128

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

16 October 2024

If telephoning, please ask for:
 Diane Barnet, Committee Officer, Fife House 06 (Main Building)
 Telephone: 03451 555555, ext. 442334; email: Diane.Barnet@fife.gov.uk

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www.fife.gov.uk/committees

BLENDED MEETING NOTICE

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

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

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

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

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

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

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

THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – BLENDED MEETING

County Hall, County Buildings, Cupar

28 August - 2024

9.30 am – 11.45 am

PRESENT: Councillors Jonny Tepp (Convener), Al Clark, Fiona Corps, Alycia Hayes, Stefan Hoggan, Gary Holt, Louise Kennedy-Dalby, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

ATTENDING: Kirstie Freeman, Community Manager - North East Fife and Vicky Wilson, Area Community Development Team Manager, Communities and Neighbourhood Services; Louise Whyte, Capital Projects Manager, Community Projects Team; Nigel Hampton, Technician Engineer, Traffic Management and Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management, Roads and Transportation Services; Rona Weir, Education Manager, Education Service; and Michelle McDermott, Committee Officer, Legal and Democratic Services.

APOLOGY FOR ABSENCE: Councillor Margaret Kennedy.

158. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

159. MINUTE

The committee considered the minute of meeting of the North East Fife Area Committee of 19 June 2024.

Decision

The committee approved the minute.

160. PRESENTATION - POLICE SCOTLAND: 'HUMANUTOPIA' SECONDARY SCHOOLS PROJECT

The committee was advised that this presentation would take place at its next scheduled meeting on 23 October 2024.

161. NON-SETTLEMENT TRUST - APPLICATION FOR FUNDING FROM CRAIL PUBLIC LIBRARY TRUST

The committee considered a report by the Head of Communities and Neighbourhoods Service, seeking £14,900 grant funding from the Crail Public Library Trust for Crail Primary School Parent Council to update and improve the school library.

Decision

The committee agreed to an allocation of £14,900 from the Crail Public Library Trust to update and improve the school library.

Councillor Al Clark joined the meeting during consideration of the following item.

162. OBJECTIONS TO PROPOSED TRAFFIC CALMING: CHARLES STREET, PITTENWEEM

The committee considered a report by the Head of Roads and Transportation Services relating to objections to proposals to introduce speed cushions in Charles Street, Pittenweem.

Motion

Councillor Lawson, seconded by Councillor Corps, moved to agree the recommendations detailed in the report – to uphold the objections to the traffic calming measures and to remove the proposed works from the area roads programme.

Amendment

Councillor Hoggan, seconded by Councillor Kennedy-Dalby, moved as an amendment to agree to set aside the objections to enable the proposed works to proceed.

Roll Call Vote

For the Motion – seven votes

Councillors Clark, Corps, Hayes, Holt, Knox, Lawson and Lothian.

For the Amendment – six votes

Councillors Hoggan, Kennedy-Dalby, Liston, MacDiarmid, Tepp and Verner.

Having received a majority of votes, the motion was carried.

Decision

The committee agreed:-

- (1) to uphold the objections to the Humps Order to introduce the measures detailed in drawing no. TRO24_24 (Appendix 1 of the report) and that the proposed works would not proceed; and
- (2) that the proposal was removed from the Area Roads Programme.

163. PROPOSED WAITING PROHIBITION: MANSE ROAD, SPRINGFIELD

The committee considered a report by the Head of Roads and Transportation Services relating to proposals to introduce 'No Waiting At Any Time' restrictions at Manse Road, Springfield.

Decision

The committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO24_34 (Appendix 1 of the report), with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

164. AREA ROADS PROGRAMME 2023-24 - FINAL REPORT

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2023-24 Area Roads Programme (ARP).

Decision

The committee noted the contents of the report and appendices relating to carriageway schemes; footway schemes; road safety and traffic management schemes; lighting schemes; and structures schemes.

165. EDUCATION - PUPILWISE AND PARENTWISE SURVEY

The committee considered a report by the Head of Education Services presenting a summary of the Parentwise and Pupilwise survey process undertaken across Fife in academic session 2023/24, with a focus on the North East area results.

Decision

The committee noted:-

- (1) the findings of the surveys and the next steps in response to the results; and
- (2) that schools would welcome contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they were responding to the findings of the ParentWise and PupilWise 2023/24 surveys.

Councillor Knox left the meeting during consideration of the above item.

The committee adjourned at 11.15 am and reconvened at 11.25 am.

166. PLAY STRATEGY IMPLEMENTATION – NORTH EAST FIFE AREA

The committee considered a report by the Head of Communities and Neighbourhoods Service relating to the proposed implementation programme for the North East Fife area and seeking approval of the approach adopted, taking cognisance of the issues noted.

Decision

The committee:-

- (1) endorsed the proposed programme of work; and

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- (2) agreed to the approach to allocating investment identified.

Councillor Clark left the meeting during consideration of the above item.

167. PROPERTY TRANSACTIONS

The committee considered a report by the Head of 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.

168. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of this committee.

Decision

The committee:-

- (1) noted the draft workplan for North East Fife Area Committee; and
- (2) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

If you wish to submit a petition for consideration by Fife Council, please complete this form. For guidance, further information or advice on the submission of a petition please see separate Petitions Guidance or contact Legal and Democratic Services by email at enquiry.petitions@fife.gov.uk

Details of Lead Petitioner	
Please enter your name and the organisation you represent (if applicable). Include a contact address to which correspondence may be sent, a contact telephone number and e-mail address if available so that we can contact you with any queries.	
Name:	Dr Lydia Cole in conjunction with St Andrews Space for Cycling
Address:	[REDACTED]
Postcode:	[REDACTED]
Telephone No:	[REDACTED]
Email Address	[REDACTED]

Title of Petition and Petition Statement	
Please enter the title of the petition and a statement covering the main subject of the petition or the action you would like the Council to take. *	
Title:	Improving the safety of the cycle path between St Andrews and Guardbridge
<p>Petition Statement: (no more than 250 words)</p> <p>A key section of the cycle path between St Andrews and Guardbridge is not safe – for cyclists or pedestrians. We are all being encouraged to find lower-carbon, more environmentally-friendly and active ways of getting between places. Cycling is a great option for those with adequate mobility and a bicycle ... and with access to safe cycle paths! The cycle path between St Andrews and Guardbridge is not safe. Although there is an excellent, segregated pathway for approximately two thirds of the distance, the final third brings cyclists, alongside walkers, on a poorly surfaced, narrow path that runs adjacent to 50+MPH traffic, without a barrier. In strong winds (which are increasingly common), cyclists risk being blown into oncoming traffic on one side or down a steep bank into fields on the other. There is also danger of collisions between cyclists and walkers, resulting from limited space and poor signage. This is not acceptable for a town and county encouraging personal actions towards achieving national net zero goals. Multiple people have tried to campaign for improvements to this cycle path over the last decade to no avail. The cycle path continues to degrade and traffic along the main road continues to increase, making cycling and walking between St Andrews and Guardbridge, the University of St Andrews Eden Campus, the railway station, etc., more and more important. We have gathered signatures and support from people who would like to see the cycle path made safe.</p>	

Further information.

Before a petition is submitted, petitioners are expected to have taken reasonable steps in attempting to resolve the issues.

Please enter below any measures already taken, or persons/organisations approached to attempt to resolve the issues, including copies of any relevant correspondence. This information will be made available when the petition is considered

The Lead Petitioner has discussed the history and status of the cycle path with the Transition St Andrews Project Manager, Ali Macleod. She has also got support from Councillors Jane Ann Liston and Al Clark for this petition. She has contacted Allan Maclean, Lead Consultant, Sustainable Traffic and Travel at Fife Council (email correspondence attached).

If it would be helpful for the Lead Petitioner, in conjunction with St Andrews Space for Cycling, to reassess and update the St Andrews to Guardbridge Cycle Route Assessment (last completed in 2019 - see attached), they would be willing to do that to assist with the planning of improvement works.

Please indicate the following to the best of your knowledge.

Are the issue(s) raised in the petition currently being handled or been submitted in the past as a formal complaint to Fife Council?	Yes/No Uncertain
--	--------------------------------

Are the issue(s) raised in the petition currently subject to any other formal processes in the council e.g. appeal or planning process	Yes/No Uncertain
--	--------------------------------

Are the issue(s) raised in the petition currently subject to any other legal proceedings, e.g. information contained within the petition is not subject to interdict or court order?	Yes/No
--	-------------------

Petitions considered at Committee

The convener of the appropriate committee who hears the petition will invite the lead petitioner to appear before the meeting to speak in support of the petition. This is useful in assisting elected members to consider the petition.

Please indicate below whether you wish to submit a request to make a brief statement to the committee when it is considering your petition.

*I DO wish the opportunity to make a brief statement at the meeting	<input checked="" type="checkbox"/>
*I DO NOT wish to make a brief statement at the meeting	<input type="checkbox"/>

*tick as appropriate

Signature of Lead Petitioner

When satisfied that the petition meets all the criteria outlined in the Petitions Guidance, the lead petitioner should sign and date the form in the box below.

Any additional sheets of signatures should be attached to the form.

Signature ... [redacted] **Date** 21/07/2024

Name of signatory in block capitals LYDIA COLE

Number of people who have signed the petition: 436

Please send petitions to:

Legal and Democratic Service
Fife House
Glenrothes
KY7 5LT

or email:
enquiry.petitions@fife.gov.uk

Name	City	State	Postal Cod	Country	Date	Comment
JULIA HENDERSON	Crail	Scotlanc	KY10 3RH	UK	6/12/2024	"The points made are very valid."
Andrea Habeshaw	Strathmiglo	Scotlanc	KY147QA	UK	6/2/2024	"I have led family rides along this path and event as a qualified Cycle Ride Leader I do not recommend leading people along this route. At the end you have to get off and walk in order to avoid children falling into the road or getting hit by cars at the crossing in Guardbridge."
Chris Nicoll	Cupar	Scotlanc	KY15	UK	6/6/2024	"It's a mess and needs fixed"
Wendy MacDonald	Cupar	Scotlanc	KY15 5JT	UK	6/1/2024	"I've used this section of cycle path and it's scary!"
Peter Robinson	Cupar	Scotlanc	KY15 5LN	UK	6/3/2024	"I am in complete agreement with the sentiment expressed in the petition. The cycle path is inadequate in places and does require upgrading."
ELIZABETH MUNRO	St Andrews	Scotlanc	KY16	UK	5/31/2024	"this part of the cyclepath is clearly dangerous as well as being unpleasant to cycle along."
Teresa Griffin	St Andrews	Scotlanc	KY16	UK	6/1/2024	"I use this path for fitness and hesitate to recommend it for those with children or dogs because of the lack of barrier closer to Guardbridge and the overgrowth of brambles that make it difficult for passing. Please maintain this important asset!"
Alasdair Macdonald	ST. ANDREWS	Scotlanc	KY16	UK	6/1/2024	"I do not ride this path because I do not view it as safe. And that makes it unfit for purpose. To use the bit of the path that is safe you need to cross the A91 twice and use the road in and out of Kincaple. It's less than ideal."
Andrea FitzGerald	St Andrews	Scotlanc	KY16	UK	6/10/2024	"I feel unsafe cycling on this stretch of the cycle lane and sadly as a result won't use it."
patrick marks	st andrews	Scotlanc	ky16 8qs	UK	5/31/2024	"This cycle path beside a main road is in poor condition and is dangeroud for cyclists."
Sharon Rayner	Strathkinness	Scotlanc	KY16 9XT	UK	6/3/2024	"Cyclists and walkers need to be safe and encouraged to use this route."
Averill Marks	StAndrews	Scotlanc	ky168qs	UK	5/30/2024	"I cycle this route frequently and it is extremely dangerous because of the uneven surface and the fast traffic on the busiest road in NE Fife."
Ian Nicol	Kirkcaldy	Scotlanc	Ky25yj	UK	6/2/2024	"A section of this shared use path is not fit for purpose due to poor surface condition, particularly crossing driveways, and is too narrow while being immediately adjacent to a fast and very busy main road. Upgrade long overdue!"
Maggie Bolton	Aberdeen	Scotlanc	AB10	UK	6/11/2024	"I'm a cyclist and have often used this path."
Pamela Petrie	Aberdeen	Scotlanc	Ab21 9qu	UK	5/31/2024	"I worked in neuro rehab and witnessed the devastating results of cycling accidents for 12 years. Some very sad outcomes."
gail christie	Bridge of Canny	Scotlanc	ab31 4ar	UK	6/5/2024	"I'm a walker and cyclist and use this path. To encourage a more sustainable , safe and healthy mode of transport, cut down ion harmful emissions , reduce traffic congestion, this path needs improvement."
Pete Lindsay	St Albans		AL1	UK	6/1/2024	"The worst surface on my frequent St Andrews-Leuchars journeys and my Dundee-St Andrews commute. Travelling to St Andrews at quiet times it is better to drop onto the smooth main road surface."
Colin Reid	Dundee	Scotlanc	DD2 1BJ	UK	6/14/2024	"Quite a perilous part of the cycle path, especially in the winter."
Alasdair Chisholm	Dundee	Scotlanc	DD2 1NA	UK	6/5/2024	"I use the section of ride and have never felt it was safe to use especially when meeting other cyclists or pedestrians coming in the opposite direction."
Shirley McKay	Dundee	Scotlanc	DD2 1SF	UK	6/7/2024	"I would like to be safe when cycling"
Shirley Gibson	Dundee	Scotlanc	DD2 4SP	UK	6/8/2024	"Improving this area with a proper cycle path. Will encourage more cyclists, improve the environment without compromising safety."
Neil GELLATLY	Invergowrie	Scotlanc	Dd2 5ds	UK	6/7/2024	"The route is great but it's like a bit has been forgotten or hard bit we'll come back to? Please could this be looked at for improvement Soon"
murray thomson	Dundee		DD3	UK	6/6/2024	"This section is an accident waiting to happen. Please get it sorted."
Ian Stewart	Dundee	Scotlanc	DD3 6BQ	UK	6/7/2024	"I agree with all the points made by the proposer, but in addition would point to the dangers posed by the numerous "blind" driveways which crossover the path."
Richard Toller	Dundee	Scotlanc	DD4 9BU	UK	6/6/2024	"I rode this path today in a head wind. That was vad enough, but a cross wind would gave been really dangerous."
Kerstin Jorna	Dundee	Scotlanc	DD5 2JA	UK	6/7/2024	"Truly dangerous road and it would be so good to cycle safely, it's a student commuting route too"

					"Even what they are calling the good bit, which got resurfaced in the last couple of years, failed to resurface any of the bad bits where the surface is badly raised by tree roots causing massive jolting when you hit them. Not sure what they can do to improved overall safety of the stretch passing the houses, except make it a decent surface, but always makes me nervous approaching the horse stables entry from Guardbridge, and passing the B+B ever since I got hit by a car there a few years ago at night who subsequently drove off. Doesn't help when it's bin day ... and ever seen one of those oversized loads go along there with a static caravan overhanging a good few feet over the path ... they slow down for cars but didn't the last time I was behind. That cyclist was lucky that day as they wouldn't have seen that coming. Scary stuff."
Steve Saunders	Dundee	Scotlanc dd5 2ng	UK	6/2/2024	
Lynn Allanson	Dundee	Scotlanc DD5 2QQ	UK	6/6/2024	"I cycle this piece of road and it's in poor condition and rather dangerous with such fast moving traffic." "Cycle path definitely needs widening. It's an accident waiting to happen. Too narrow for two way pedestrians and cyclists, particularly dangerous when riding with yougsters"
James Barrie	Dundee	Scotlanc DD5 3UQ	UK	6/7/2024	"I cycle on this route regularly and agree that this section is sub-standard. I often worry about being blown into the traffic and when vehicles exceed the speed limit, which is very common, pedestrians and cyclists are at risk of being involved in a collision."
Jan Kerr	Newport-on-Tay, Fife	Scotlanc DD6 8DX	UK	6/8/2024	
Frank Carey	Wormit	Scotlanc DD6 8LX	UK	6/7/2024	"Poor cycling infrastructure must be upgraded" "This section of the path is extremely dangerous and is a major impediment to people cycling from St Andrews to and from the Eden Campus. Action is required now."
Mark O'Reilly	Tayport	Scotlanc DD6 9AT	UK	6/4/2024	
Stuart Buckett	Edinburgh	Scotlanc EH12	UK	6/6/2024	"I've been cycling along this route for the past 13 years and agree, this section is very hazardous. Even more so when the wheely bins are out."
Mark R	Dalkeith	Scotlanc EH22	UK	5/30/2024	"Dangerous road for deaf people who has to swerve and not safe at all" "I've used this path, and it is in poor condition and unsafe. Infrastructure like this needs to be safe and convenient to encourage people to use it, otherwise they will opt for the road instead."
Ken Russell	Edinburgh	Scotlanc EH28 8PD	UK	6/1/2024	
Keith Grant	Perth	Scotlanc ph11jb	UK	6/8/2024	"Safety matters" "Do the cyclists and pedestrians share the same path? This a death sentence....there has already been one death, (on another shared pathway), resulting wrongful imprisonment. (The poor lady concerned has now been released mercifully). I'm sure you have already done so, but if not a really tough, hard hitting, article in the press, national as well as local will work wonders."
Felicity Dobson	Chinley	England SK23	UK	6/1/2024	

Re: Concerns over cycling infrastructure between St Andrews-Guardbridge

Allan Maclean <Allan.Maclean@fife.gov.uk>

Tue 26/03/2024 18:23

To: Lydia Cole [REDACTED]

Cc: Holly Hunter [REDACTED]; Andrew Tejada <Andrew.Tejada@fife.gov.uk>

Hello Lydia,

Thank you for contacting me regarding the above and expressing your support for action on the route.

By coincidence, I was on site just a few weeks ago, having a look to see what the options may be for making any short term and long term improvements to the route. Unfortunately, access to private land is likely to feature heavily in any solution, short or long term.

Nonetheless, it is clear that improvements are necessary.

Kind regards, Allan

Allan Maclean
Lead Consultant, Sustainable Traffic and Travel

Roads & Transportation Services
Fife Council
Bankhead Central, Bankhead Park
Glenrothes
KY7 6GH

email: allan.maclean@fife.gov.uk
Telephone: 03451 55 55 55 (Ext 461270); Mob 07395 359633

From: Lydia Cole <lesc1@st-andrews.ac.uk>

Sent: 18 March 2024 09:22

To: Holly Hunter <Holly.Hunter@fife.gov.uk>; Allan Maclean <Allan.Maclean@fife.gov.uk>

Subject: Concerns over cycling infrastructure between St Andrews-Guardbridge

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Holly and Allan,

After sending the email below to Councillor Liston and Averill Marks, Averill suggested I discuss this topic with you both, being part of the Sustainable Travel team on the Fife Council. I would be very happy to discuss this matter further in an online meeting, or contact someone else, as appropriate. Multiple people I have spoken to about this over the last few weeks have mentioned having known this is a problem for a long time and been campaigning for several years to no avail. I am keen to try again at campaigning for a solution to this dangerous situation.

Many thanks for considering my email and I look forward to hearing from you,

Lydia

On Wed, 13 Mar 2024, 13:49 Lydia Cole, <lesc1@st-andrews.ac.uk> wrote:

Dear Councillor Liston, cc'd Averill Marks (on behalf of St Andrews Safe Space for Cycling),

I am writing because I have been concerned for some time about the narrow and exposed section of the cycle route between St Andrews and Guardbridge. I am a resident of St Andrews and work as a Lecturer at the University (in the School of Geography and Sustainable Development) and regularly use the cycle path to get to the Eden Campus of the University, and the train station at Leuchars. As I'm sure you're both aware, there is one section of the cycle path (nearer to Guardbridge) where cyclists are sent onto an uneven path, with a large drop into a fence and fields

on one side, and 50MPH traffic on the other, with no protective barrier. I am concerned that this is a very dangerous situation, especially when the wind picks up (as it often does!).

I was advised to contact you (both) after discussing this matter with Ali Macleod from Transition St Andrews, to find out how I can effectively campaign to have the cycle path altered to create a safer path for cyclists along this section, in line with the rest of the path (which is excellent). Ali suggested you may be able to lead on a petition, which he could then promote through Transition and the University. Ali also provided me with this information on design principles for cycle paths, providing information to support a campaign:

The design principals set out on page 64 of Cycling by Design stipulate a 2m buffer between a 60mph road and cycle path - <https://www.transport.gov.scot/media/50323/cycling-by-design-update-2019-final-document-15-september-2021-1.pdf>.

I look forward to hearing from you about how we can take this matter forward.

Many thanks,
Lydia

--

Dr. Lydia Cole

Lecturer @ [University of St Andrews](#)

Tweeting @lydcole

Musing on [lydiaescole.com](#)

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Kate Fredricks	cellardyke	Scotland	KY10	UK	6/9/2024
Helen Browning	Anstruther	Scotland	KY10 3AL	UK	6/20/2024
Marie MacRae	Cellardyke	Scotland	KY10 3AR	UK	6/5/2024
Tom Brown	Cellardyke		KY10 3BB	Norway	6/10/2024
Andrea Burke	Cellardyke	Scotland	KY10 3BL	UK	6/3/2024
JULIA HENDERSON	Crail	Scotland	KY10 3RH	UK	6/12/2024
Sarah Mcilroy	Dunfermline	Scotland	KY11	UK	6/1/2024
Fiona Oxley	Dunfermline	Scotland	KY11	UK	6/1/2024
Katja Horvay	Dunfermline	Scotland	KY11	UK	6/1/2024
Viv Rough	Inverkeithing	Scotland	KY11	UK	6/9/2024
Sheila Bentley	Dunfermline	Scotland	KY11	UK	6/12/2024
Elaine Boyle	Dunfermline	Scotland	KY12	UK	6/1/2024
Richard Steven	Dunfermline	Scotland	KY12	UK	6/1/2024
Mark Faccenda	Dunfermline	Scotland	KY12	UK	6/6/2024
Jock green	Dunfermline	Scotland	KY12	UK	6/10/2024
Elly B	Dunfermline	Scotland	KY12	UK	6/11/2024
David Gibson	Kinross	Scotland	KY13 8AD	UK	6/3/2024
vivienne wild	Auchtermuchty	Scotland	KY14	UK	6/17/2024
Andrea Habeshaw	Strathmiglo	Scotland	KY147QA	UK	6/2/2024
Lucy Bradley	Cupar	Scotland	KY15	UK	5/30/2024
Kaye Lynch	Cupar	Scotland	KY15	UK	5/31/2024
Michael Sanderson	Cupar	Scotland	KY15	UK	6/1/2024
Elaine Forbes	Cupar	Scotland	KY15	UK	6/1/2024
Grace Glendinning	Cupar	Scotland	KY15	UK	6/2/2024
Veronica Taylor	Cupar	Scotland	KY15	UK	6/2/2024
Jochen Kursawe	Cupar	Scotland	KY15	UK	6/3/2024
Sebastian Fischer	Kemback	Scotland	KY15	UK	6/4/2024
Fiona Bracegirdle	Cupar	Scotland	KY15	UK	6/4/2024
Corallie Hunt	Cupar	Scotland	KY15	UK	6/5/2024

Chris Nicoll	Cupar	Scotland	KY15	UK	6/6/2024
Simon Fox	Cupar	Scotland	KY15	UK	6/6/2024
graham clark	Cupar	Scotland	KY15	UK	6/6/2024
John Stark	Cupar	Scotland	KY15	UK	6/6/2024
Jacs McDonald	Cupar	Scotland	KY15	UK	6/7/2024
Andrew Edwards	Dairsie	Scotland	KY15	UK	6/7/2024
Charlie Batchelor	Cupar	Scotland	KY15	UK	6/7/2024
Kerry Edwards	Dairsie	Scotland	KY15	UK	6/7/2024
Haley Eckel	Cupar	Scotland	KY15	UK	6/7/2024
Nigel Ford	Cupar	Scotland	KY15	UK	6/7/2024
Irene McNair	Cupar	Scotland	KY15	UK	6/7/2024
Colin Nicol	Cupar	Scotland	KY15	UK	6/8/2024
Emilie Clarke	Cupar	Scotland	KY15	UK	6/9/2024
Keith Thomason	Cupar	Scotland	KY15	UK	6/11/2024
Tom Wilson	Cupar	Scotland	KY15	UK	6/11/2024
Stewart Eldridge	Cupar	Scotland	KY15	UK	6/12/2024
Carrie Fox	Cupar	Scotland	KY15 4HQ	UK	6/6/2024
Gillian Peters	Cupar	Scotland	KY15 4PY	UK	6/7/2024
Brian Horisk	Cupar	Scotland	KY15 4PY	UK	6/7/2024
Heather Rolfe	Cupar	Scotland	Ky15 5bb	UK	6/9/2024
Jon Bissett	Cupar	Scotland	KY15 5BT	UK	7/9/2024
Adrian Finch	cuper	Scotland	KY15 5DD	UK	6/9/2024
Hendrik van Rensburg	Cupar	Scotland	KY15 5EJ	UK	6/7/2024
scott mills	Cupar	Scotland	KY15 5ES	UK	6/2/2024
Wendy MacDonald	Cupar	Scotland	KY15 5JT	UK	6/1/2024
Michael MacDonald	Cupar	Scotland	KY15 5JT	UK	6/3/2024
Peter Robinson	Cupar	Scotland	KY15 5LN	UK	6/3/2024
Ian Lawson	Ceres	Scotland	KY15 5LT	UK	6/3/2024
Jamie Gourley	Cupar	Scotland	Ky15 5yl	UK	6/11/2024
NIALL WALLACE	CUPAR	Scotland	KY15 7EG	UK	5/31/2024
Stephen Moyer	freuchie	Scotland	KY15 7ER	UK	6/3/2024

Joseph North	Cupar	Scotland	KY15 7tf	UK	6/2/2024
Sarah Harris	Guardbridge	Scotland	Ky16	UK	5/30/2024
Ben Seymour	St Andrews	Scotland	KY16	UK	5/30/2024
ELIZABETH MUNRO	St Andrews	Scotland	KY16	UK	5/31/2024
Nigel Rapport	Scotland	Scotland	Ky16	UK	5/31/2024
Emma Nylk	St Andrews	Scotland	KY16	UK	5/31/2024
Teresa Griffin	St Andrews	Scotland	KY16	UK	6/1/2024
Andrew Tero	St Andrews	Scotland	KY16	UK	6/1/2024
Alison Johnston	Guardbridge	Scotland	KY16	UK	6/2/2024
Antje Brown	Saint Andrews	Scotland	KY16	UK	6/3/2024
Charlotte van der Lijn	St Andrews	Scotland	KY16	UK	6/3/2024
Winifred Maduko	St Andrews	Scotland	KY16	UK	6/3/2024
David Buchan	St. Andrews	Scotland	KY16	UK	6/3/2024
Isabelle Kopack	Strathkinness	Scotland	KY16	UK	6/3/2024
Laura Veitch	St Andrews	Scotland	KY16	UK	6/3/2024
Kristeen Barker	St Andrews	Scotland	KY16	UK	6/4/2024
Celeste Smith	St Andrews	Scotland	KY16	UK	6/4/2024
Kevin Barker	St Andrews	Scotland	KY16	UK	6/4/2024
Ailsa Hall	St Andrews	Scotland	KY16	UK	6/5/2024
Katy Roucoux	St Andrews	Scotland	KY16	UK	6/5/2024
Clara Brasseur	St Andrews	Scotland	KY16	UK	6/5/2024
Paul Savage	St Andrews	Scotland	KY16	UK	6/5/2024
Edward Perris	Guardbridge	Scotland	KY16	UK	6/6/2024
Benjamin Ong	St Andrews	Scotland	KY16	UK	6/7/2024
Owain Thorp	St Andrews	Scotland	KY16	UK	6/10/2024
Li Veiros	St Andrews	Scotland	KY16	UK	6/10/2024
Andrea FitzGerald	St Andrews	Scotland	KY16	UK	6/10/2024
Maria Ramirez	St Andrews	Scotland	KY16	UK	6/10/2024
Cameron Gregor	St Andrews	Scotland	KY16	UK	6/10/2024
Ran Wei	St Andrews	Scotland	KY16	UK	6/11/2024
Kayla Cannon	St Andrews	Scotland	KY16	UK	6/19/2024

Helen Innes	St Andrews	Scotland	KY16	UK	7/9/2024
Jennifer Gill	Norwich	Scotland	KY16 0BW	UK	6/3/2024
Clare Buckett	St Andrews	Scotland	KY16 0DZ	UK	6/6/2024
jessica Buckett	St. Andrews	Scotland	KY16 0DZ	UK	6/6/2024
Clare O'Neill	Leuchars	Scotland	KY16 0JP	UK	6/13/2024
Penelope Dunn	St Andrews	Scotland	KY16 0UG	UK	7/14/2024
Simon Lee	Guardbridge	Scotland	KY16 0UZ	UK	6/22/2024
Felix Leitner-Mittersinker	St Andrews	Scotland	KY16 8BZ	UK	6/10/2024
Gina Wilson	St andrews	Scotland	KY16 8DE	UK	6/17/2024
Bruce Britton	St Andrews	Scotland	KY16 8DL	UK	6/1/2024
NEIL MATHEWSON	St Andrews	Scotland	KY16 8DS	UK	6/3/2024
Cher Chow	St Andrews	Scotland	KY16 8EH	UK	6/3/2024
Jark Reijerink	St Andrews	Scotland	Ky16 8hg	UK	6/1/2024
Parker Dymond	St Andrews	Scotland	KY16 8HZ	UK	6/16/2024
Piper Fowler-Wright	St Andrews	Scotland	KY16 8LT	UK	6/1/2024
Hanna J Ewen	Dunino	Scotland	KY16 8LU	UK	6/7/2024
Stephanie Bowen	St Andrews	Scotland	KY16 8NR	UK	6/11/2024
patrick marks	st andrews	Scotland	ky16 8qs	UK	5/31/2024
Lynn Christie	St Andrews	Scotland	KY16 8RG	UK	5/31/2024
James Wilson	St Andrews	Scotland	KY16 8RQ	UK	6/1/2024
Alasdair Macdonald	St Andrews	Scotland	KY16 8SA	UK	6/1/2024
Russell Hall	St Andrews	Scotland	KY16 8XD	UK	6/1/2024
Dr Joanna Hale	St Andrews	Scotland	KY16 8YG	UK	6/3/2024
Saleem Bhatti	St Andrews	Scotland	KY16 8YH	UK	6/14/2024
Richard Sanderson	St Andrews	Scotland	KY16 8YL	UK	5/28/2024
Leonard Mo	St. Andrews	Scotland	KY16 9AZ	UK	6/10/2024
Gregory Newman	St. Andrews	Scotland	KY16 9BW	UK	6/17/2024
Naomi Smith	St Andrews	Scotland	KY16 9EE	UK	6/10/2024
Matthew Coudert	St Andrews	Scotland	KY16 9JF	UK	6/2/2024
Iain Stewart	Strathkinness	Scotland	KY16 9RY	UK	6/10/2024
Sharon Rayner	Strathkinness	Scotland	KY16 9XT	UK	6/3/2024

KARISSA Eadie	Guardbridge	Scotland	Ky160fa	UK	6/5/2024
Struan Nisbet	St. Andrews	Scotland	KY168HE	UK	6/1/2024
Tanya McMullan	St Andrews	Scotland	KY168HN	UK	6/13/2024
Averill Marks	StAndrews	Scotland	ky168qs	UK	5/30/2024
Iain MUNN	Standrews	Scotland	KY168QS	UK	6/2/2024
Annette Birkett-Uppenkamp	St Andrews	Scotland	KY168RZ	UK	7/18/2024
Suzanne Fernie	St Andrews	Scotland	Ky168xx	UK	5/31/2024
Jim Taylor	Kirkcaldy	Scotland	ky2	UK	5/30/2024
Audrey Dawson	Kirkcaldy	Scotland	KY2	UK	5/31/2024
Ian Nicol	Kirkcaldy	Scotland	KY2	UK	6/2/2024
John Karran	Kirkcaldy		KY2	UK	6/7/2024
Greig Smith	Kelty		KY4	UK	6/2/2024
Linda Gibson	Glenrothes	Scotland	KY6	UK	6/2/2024
David Chapman	Glenrothes	Scotland	KY63ee	UK	6/11/2024
Allen Macfarlane	Glenrothes		KY7	UK	6/1/2024
Rodney Dawson	Glenrothes	Scotland	KY76FF	UK	5/30/2024
David Cumming	Kirkcaldy		KY8	UK	5/31/2024
Edward Spence	Leven	Scotland	KY8 5NB	UK	6/11/2024
Jennifer Smart	St Andrews	England	KY9	UK	6/7/2024
Jack Mcnealy	Natick		01760	Netherlands	6/13/2024
Faith Heffernan	Washington	District of Columbia	20001	US	6/16/2024
Martin Bannon	Dunedin	Florida	34698	US	6/6/2024
Ella Wood	Bonn		53127	Germany	6/7/2024
Luke Lawrence	Arcadia	Oklahoma	73007	US	6/10/2024
DAVID COLLISON	Aberdeen	Scotland	AB10	UK	6/8/2024
Maggie Bolton	Aberdeen	Scotland	AB10	UK	6/11/2024
Pamela Petrie	Aberdeen	Scotland	Ab21 9qu	UK	5/31/2024
gail christie	Bridge of Canny	Scotland	ab31 4ar	UK	6/5/2024
Wilma Hay	Peterhead		Aberdeenshire	UK	5/31/2024
Pete Lindsay	St Andrews	Scotland	KY16	UK	6/1/2024
KAREN Rathbone	Birmingham	England	B20	UK	6/1/2024

David Bennett	Tamworth	England	B77	UK	6/1/2024
Nicole Knowles	wilts	England	ba129pw	UK	6/1/2024
David Tait	Bradford		BD6	UK	6/5/2024
Gayle Tait	Bradford		BD6	UK	6/6/2024
gary osborne	Littlehampton	England	BN16	UK	6/7/2024
IAN HARRISON	Cockermouth	England	CA13	UK	5/31/2024
Teresa Moore	Barnsley		Cawthorne	UK	6/7/2024
Alan Young	Stetchworth		CB8	UK	6/1/2024
Maisie Hoggarth	Cardiff	Wales; Cymru	CF15	UK	6/4/2024
Tomas Andrews	Rhydyfelin	Wales; Cymru	CF37 5EN	UK	6/1/2024
bernard davies	pontypridd	Wales; Cymru	cf37 5hb	UK	7/18/2024
Sarah Clayton	Cardiff	Wales; Cymru	CF83	UK	5/30/2024
Vasileios Grigoriou	Birkenhead	England	CH43 4XH	UK	6/1/2024
Phil Turner	Wallasey	England	CH44	UK	5/30/2024
Melanie Anckor	Maldon		CM9	UK	6/1/2024
Gilberta Westphal	Mitcham		CR4	UK	6/4/2024
blair whiteside	Croydon	Scotland	CR7	UK	6/13/2024
Nicholas Reed	Folkestone	England	CT19 5QE	UK	5/31/2024
Peter Tavener	Herne Bay	England	CT67DQ	UK	6/7/2024
Joan Coulston	Nuneaton	England	CV11	UK	5/30/2024
Kenneth Gregor	Royal Leamington Spa	England	CV31	UK	6/8/2024
Kayleigh L	Warwks		Cv37	Romania	6/4/2024
Emma Buxton	Stratford Upon Avon	England	CV37 9DB	UK	6/1/2024
Keira F	Coventry		CV6	UK	6/7/2024
Darren Lawrence	Sidcup	England	DA15 8NB	UK	6/5/2024
Deborah Markey	Bexleyheath		DA7	UK	6/1/2024
Graeme Mudie	Dundee	Scotland	DD1	UK	5/30/2024
Stephen Russell	Dundee	Scotland	DD1	UK	6/5/2024
Richard Davidson	Dundee		DD1	UK	6/6/2024
David Stewart	Dundee	Scotland	DD1	UK	6/7/2024
Robert MacGregor	Dundee		DD1	UK	6/7/2024

Audrey Lees	Dundee		DD1	UK	6/8/2024
Anton Zhyzhyn	Dundee	Scotland	DD1 1HF	UK	6/7/2024
Duncs Firth	Arbroath	Scotland	DD11	UK	6/8/2024
Euan Ritchie	Arbroath	Scotland	DD11 1BS	UK	6/8/2024
Laurence Ducreux	Dundee	Scotland	DD2	UK	6/1/2024
Alexandra Morel	Dundee	England	DD2	UK	6/3/2024
Sheona Barlow	Dundee		DD2	UK	6/6/2024
Colin Pavey	Dundee	Scotland	DD2	UK	6/6/2024
Robert Conlan	Dundee		DD2	UK	6/7/2024
Gillian Elliott	Dundee		DD2	UK	6/7/2024
John Birkett	Dundee	Scotland	DD2	UK	7/19/2024
Colin Reid	Dundee	Scotland	DD2 1BJ	UK	6/14/2024
Rory Abernethy	Dundee	Scotland	DD2 1DF	UK	6/17/2024
Alasdair Chisholm	Dundee	Scotland	DD2 1NA	UK	6/5/2024
Shirley McKay	Dundee	Scotland	DD2 1SF	UK	6/7/2024
MARY MCKAY	DUNDEE	Scotland	DD2 4LG	UK	6/6/2024
Shirley Gibson	Dundee	Scotland	DD2 4SP	UK	6/8/2024
Neil GELLATLY	Invergowrie	Scotland	Dd2 5ds	UK	6/7/2024
Atholl Hutchison	Dundee	Scotland	DD2 5SN	UK	6/7/2024
Iain Moffat	Dundee	Scotland	Dd21bt	UK	6/9/2024
Stewart mckiddie	Dundee	Scotland	DD3	UK	5/30/2024
murray thomson	Dundee		DD3	UK	6/6/2024
Phil Forte	Dundee	Scotland	DD3	UK	6/6/2024
Marion Steel	Dundee	Scotland	DD3	UK	6/6/2024
Wendy Hutchison	Dundee		DD3	UK	6/9/2024
Iain MacDonald	Dundee		DD3	UK	6/17/2024
Ian Stewart	Dundee	Scotland	DD3 6BQ	UK	6/7/2024
Euan James	Dundee	Scotland	DD36DW	UK	6/1/2024
Dawn Tosh	Dundee		DD4	UK	6/5/2024
Robert Hamilton	Dundee		DD4	UK	6/5/2024
Sandra Forbes	Dundee	England	DD4	UK	6/6/2024

Norma Macfarlane	Dundee	Scotland	DD4	UK	6/6/2024
Richard Kelly	Dundee		DD4	UK	6/6/2024
Elaine Ness	Dundee		DD4	UK	6/6/2024
David Telfer	Dundee	Scotland	DD4	UK	6/7/2024
Gordon Ogilvie	Dundee		DD4	UK	6/7/2024
Bruce Melville	Dundee		DD4	UK	6/7/2024
Aaron McCarthy	Dundee	Scotland	DD4	UK	6/7/2024
Martim Mas e Braga	Dundee		DD4	UK	6/10/2024
JOHN STEER	Dundee	Scotland	DD4	UK	6/12/2024
John Richmond	Dundee	Scotland	DD4 7AQ	UK	6/1/2024
Richard Toller	Dundee	Scotland	DD4 9BU	UK	6/6/2024
George Dye	Dundee	Scotland	DD4 9FG	UK	6/7/2024
Gordon Wallace	Dundee		DD5	UK	5/30/2024
Steve Saunders	Dundee	Scotland	Dd5	UK	6/2/2024
W. Graham Borland	Dundee		DD5	UK	6/2/2024
TJ Young	Broughty Ferry		DD5	UK	6/3/2024
Ian Joy	Dundee		DD5	UK	6/5/2024
Alexander Cochrane	Dundee		DD5	UK	6/7/2024
Stephen Knight	Dundee		DD5	UK	6/7/2024
Laurie Bidwell	Dundee	Scotland	DD5 1DW	UK	6/10/2024
Kerstin Jorna	Dundee	Scotland	DD5 2JA	UK	6/7/2024
Lynn Allanson	Dundee	Scotland	DD5 2QQ	UK	6/6/2024
James Barrie	Dundee	Scotland	DD5 3UQ	UK	6/7/2024
Brian Cairns	Broughty Ferry	Scotland	Dd51JG	UK	6/5/2024
James E Scullion	Dundee	Scotland	DD51JU	UK	6/7/2024
Tony Turvey	Dundee	Scotland	DD6	UK	5/30/2024
Catherine Lewis	Newport-on-Tay	Scotland	DD6	UK	6/2/2024
Hilary McRobbie	Fife		DD6	UK	6/5/2024
Peter Coote	Dundee	Scotland	DD6	UK	6/6/2024
Fraser Mulford	Newport on Tay	Scotland	DD6 8AN	UK	6/6/2024
Ben Haldane	Balmerino	Scotland	DD6 8BQ	UK	6/11/2024

Jan Kerr	Newport-on-Tay, Fife	Scotland	DD6 8DX	UK	6/8/2024
IAN KERR	Newport on Tay	Scotland	DD6 8DX	UK	6/8/2024
Elizabeth Coote	Dundee	Scotland	DD6 8jj	UK	6/13/2024
Adrian Simmons	Newport On Tay	Scotland	DD6 8LJ	UK	6/7/2024
Frank Carey	Wormit	Scotland	DD6 8LX	UK	6/7/2024
Miriam Rennet	Dundee	Scotland	DD6 8NP	UK	6/7/2024
Robert Heywood	Dundee	Scotland	DD6 8nr	UK	5/31/2024
Rose Turvey	NEWPORT-ON-TAY	Scotland	DD6 8PX	UK	5/30/2024
Graham Overton	Wormit, Newport-on-Tay	Scotland	DD6 8PZ	UK	6/6/2024
Innes Bracegirdle	Gauldry	Scotland	DD6 8SH	UK	6/5/2024
Mike Whitehead	TAYPORT	Scotland	DD6 9AH	UK	6/5/2024
Mark O'Reilly	Tayport	Scotland	DD6 9AT	UK	6/4/2024
David Vallis	Tayport	Scotland	DD6 9DT	UK	5/31/2024
John Kermode	Tay Bridgehead Ward, Fife	Scotland	DD6 9EE	UK	6/7/2024
Sarah Dallas-Ross	Newport-on-Tay	Scotland	DD68PG	UK	5/30/2024
David Rolfe	Newport-on-Tay	Scotland	DD68RF	UK	6/7/2024
Vashti Room	Forfar		DD8	Greece	5/31/2024
Brian Nicoll	Tower Hamlets	England	E14	UK	6/5/2024
Jeremy Tomlinson	London	Scotland	EC1N	UK	6/4/2024
Andre Hawryliw	London	Scotland	EC1N	UK	6/5/2024
Andrew Buist	London		EC1N	UK	6/6/2024
Jill Stewart	London	Scotland	EC1N	UK	6/6/2024
Taff Ellis	London	Scotland	EC1N	UK	6/7/2024
Andrew Dempster	London	Scotland	EC1N	UK	6/11/2024
Rita Tojeiro Reynolds	London	Scotland	EC1N	UK	6/17/2024
Mike Galloway	Camden		EC1R	UK	6/6/2024
Daniel Gurney	London		EC2V	UK	6/1/2024
Aminul Hoque	London		EC4N	UK	5/31/2024
Kristina Dimitrova	London		EC4N	UK	6/2/2024
sofia begum	London		EC4N	UK	6/7/2024
Daphne Lemasquerier	Edinburgh		EH1	UK	6/1/2024

Nicol Wilson	Edinburgh	Scotland	EH1	UK	6/5/2024
Irene Morton	Edinburgh		EH1	UK	6/5/2024
nicola mayer	Edinburgh	Scotland	EH10	UK	6/1/2024
George Hume	Edinburgh	Scotland	EH10	UK	6/7/2024
Alex Robinson	Edinburgh	Scotland	Eh10 5HH	UK	6/13/2024
Anna Mackie	Edinburgh	Scotland	EH104QJ	UK	6/11/2024
Joe Preece	Edinburgh	Scotland	EH11	UK	6/7/2024
Euan Alexander	Edinburgh	Scotland	EH11	UK	6/11/2024
Stuart Buckett	Edinburgh	Scotland	EH12	UK	6/6/2024
Gaty Craig	Edinburgh	Scotland	EH14	UK	6/6/2024
Laurence Skinner	Edinburgh	Scotland	EH14	UK	6/12/2024
Naomi Bidwell	Edinburgh	Scotland	EH15	UK	6/7/2024
Elizabeth Munro	Edinburgh	Scotland	EH16	UK	6/1/2024
Ken Russell	Edinburgh	Scotland	EH28 8PD	UK	6/1/2024
Nikki Reid	Edinburgh	Scotland	EH3	UK	5/30/2024
Graeme MacGilchrist	Edinburgh	England	EH3	UK	6/3/2024
Beatrice Hood	Edinburgh		EH4	UK	6/2/2024
Earle Wilson	Linlithgow	Scotland	EH49	UK	6/7/2024
Jean Wells	Edinburgh	England	EH5	UK	6/3/2024
Shona Jenkins	Edinburgh	Scotland	EH5 3RX	UK	6/7/2024
Stuart Morton	Livingston	Scotland	EH54	UK	6/5/2024
John Nelson	Livingston	Scotland	EH54	UK	6/8/2024
Brenda Hally	Edinburgh	Scotland	EH6	UK	6/6/2024
Leslie Banks	Edinburgh	Scotland	EH6	UK	6/7/2024
Ian Pettican	Edinburgh		EH7	UK	6/5/2024
Alejandro Brenes	Edinburgh		EH9	UK	6/2/2024
Craig Stewart	Edinburgh	Scotland	EH9 3EU	UK	6/1/2024
Dave Coutie	Barnet	Scotland	EN5	UK	6/1/2024
David Kelly	Barnet		EN5	UK	6/6/2024
Raymond Bisiker	Burlescombe	England	EX16 7HE	UK	6/1/2024
R. Sharrock	Bideford	England	EX39 2QY	UK	6/1/2024

Marie Short	Falkirk	Scotland	Fk2 0gj	UK	6/9/2024
John Stubbs	Falkirk	Scotland	FK27RP	UK	6/12/2024
Benjamin Troth	Glasgow	Scotland	G11	UK	5/31/2024
Ian Smith	Glasgow	Scotland	G11	UK	6/7/2024
Arlene McAllister	Glasgow	Scotland	G12	UK	6/7/2024
Sandy McGowan	Glasgow	Scotland	G12	UK	6/12/2024
Dermot Healy	Glasgow	Scotland	G14	UK	6/9/2024
Alyssa Corbett	Glasgow		G2	UK	6/1/2024
Bob Downie	Glasgow	Scotland	G2	UK	6/8/2024
James Hall	Glasgow	Scotland	G3	UK	6/3/2024
Marek Malecki	Glasgow	Scotland	G31	UK	6/2/2024
Ann Thomson	Glasgow	Scotland	G41	UK	6/6/2024
Graham Dand	Glasgow	Scotland	G41	UK	6/6/2024
Roger Rees	Glasgow	Scotland	G41	UK	6/6/2024
Aileen Rees	Glasgow	Scotland	G41	UK	6/6/2024
Wilma Davidson	Glasgow	Scotland	G41	UK	6/6/2024
David Place	Glasgow	Scotland	G41	UK	6/9/2024
Paul McCusker	Glasgow	Scotland	G42	UK	5/30/2024
Jimmy H	Glasgow	Scotland	G42	UK	6/5/2024
Natalia Zhukovskaya-Williams	Glasgow	Scotland	G42	UK	6/7/2024
Jim Densham	Glasgow	Scotland	G43	UK	6/8/2024
Oliver Eastwood	Glasgow	Scotland	G443AE	UK	5/31/2024
Sarah Faichney	Glasgow	Scotland	G51	UK	6/8/2024
James McLaughlin	Glasgow	Scotland	G53 7EU	UK	6/4/2024
Jean Coote	Bearsden	Scotland	G61 4NF	UK	6/13/2024
Lauren Maclean	Kirkintilloch	Scotland	G66	UK	6/4/2024
Julie Hamilton	Glasgow	Scotland	G69 0LA	UK	6/15/2024
John Bowie	Chryston	Scotland	G69 9AT	UK	6/1/2024
Warwick Daniels	Cheltenham	England	GL53	UK	5/31/2024
Daniel Gurney	Camberley	England	GU15	UK	6/2/2024
Mike Gilbert	Fernhurst	England	GU27	UK	6/2/2024

Michael Wares	Fleet	England	GU51	UK	6/11/2024
Waris Razvi	Edgware		HA8	UK	6/1/2024
Garry M	Dewsbury	England	HD8 9RX	UK	5/31/2024
Pete Bracegirdle	High Wycombe	England	HP13	UK	6/5/2024
Katalin Santos	Hereford	England	hR26GW	UK	6/7/2024
Stuart Grant	Watton	England	IP25	UK	6/4/2024
Samantha Coe	Bury St Edmunds	England	Ip33 3ph	UK	5/31/2024
Finlay Weiser	Inverness	Scotland	IV2 3NP	UK	6/10/2024
Elizabeth Young	Muir of Ord	England	IV6	UK	6/7/2024
Ceryn Miller	Walton on Thames	England	KT12	UK	6/7/2024
Julia Viner	Walton-on-Thames	England	KT12 3JG	UK	5/31/2024
Teresa Lavender	Walton on	England	KT12 3JW	UK	5/31/2024
Sean Danher Danher	Liverpool		L3	UK	5/31/2024
Linda Hajling	Burlington		L7P	Canada	6/6/2024
craig ellis	Summerhill	Wales; Cymru	ll114hw	UK	5/31/2024
Fay Desmond	Rhyl	Wales; Cymru	Ll184bs	UK	7/18/2024
James Tyrrell	Barmouth	Wales; Cymru	ll42 1pl	UK	6/7/2024
Henry Williams	Horncastle		LN9	UK	6/4/2024
Oonagh Webster	Leighton Buzzard		LU7	UK	6/10/2024
David McRobbie	Manchester	England	M61	UK	6/5/2024
Andrew Copland	Motherwell	Scotland	ML1	UK	6/10/2024
Fred Hockey	Islington		N1	UK	6/11/2024
James Coates	Barnet	Scotland	N2	UK	6/7/2024
David Buchalter	Barnet		N3	UK	6/1/2024
Bhikhu PATEL	Finchley	England	N3 2AN	UK	6/4/2024
Moira Grainger	Washington	England	NE37	UK	6/6/2024
Skip Godow	Washington	England	NE38	UK	6/6/2024
Denise Frampton	Morpeth	England	NE61 6SG	UK	5/30/2024
Richard Weir	Gateshead		NE8	UK	6/2/2024
Clare Smoor	Nottingham	Scotland	NG3	UK	6/7/2024
thelma lee	Ruskington	England	ng34 9tp	UK	6/4/2024

Karen Bousfield	London		NW2	UK	6/1/2024
Hana Mohee	Rochdale	England	OL12	UK	6/4/2024
fiona lewis	Rochdale	England	OL16	UK	6/7/2024
Paul Tipling	GOUROCK	Scotland	PA19 1AA	UK	5/30/2024
Barry Swan	Peterborough		PE4	UK	5/31/2024
Janet Heggie	Perth	Scotland	PH1	UK	6/6/2024
zoe smart	Perth	Scotland	PH1	UK	6/7/2024
Lisa Cathro	Perth		PH1	UK	6/16/2024
Alison Donaldson	Perth	Scotland	PH1 3JL	UK	6/10/2024
Stuart Kerr	Blairgowrie	Scotland	PH10 6JW	UK	6/6/2024
Audrey Younger	Blairgowrie	Scotland	PH11 8BF	UK	6/9/2024
Keith Grant	Perth	Scotland	ph11jb	UK	6/8/2024
Pauline Brown	Ardler	Scotland	PH12 8SZ	UK	6/7/2024
Linda Scott	Blairgowrie	Scotland	PH13	UK	6/9/2024
Annac Crawford	Perth	Scotland	PH13SU	UK	6/3/2024
Matthew Higgins	Inchture	Scotland	PH14	UK	5/30/2024
Daniel Hippisley-Sinclair	Perth	Scotland	PH2	UK	6/6/2024
Paul Jardine	Perth		PH2 9BP	Romania	6/2/2024
Rosemary Payne	Crieff	Scotland	PH6 2DJ	UK	6/8/2024
Trevor Powlesland	Plymouth	England	PL5 4LW	UK	6/1/2024
Jane Stevens	Portsmouth		PO1	UK	7/18/2024
Sharon Parish	Southport		PR9	UK	6/4/2024
Ian Cookson	Bracknell	England	RG12	UK	5/31/2024
Helena Simmons	Reading	England	RG31	UK	6/7/2024
Ash Simmons	Reading	England	RG31	UK	6/7/2024
Malcolm Macaulay	Sheffield	England	S17	UK	6/1/2024
Jocelyn Scott	Chesterfield	England	S41	UK	6/8/2024
LIZ GODBER	Llanelli	Wales; Cymru	SA14	UK	6/3/2024
Juliette Davenport	Ceredigion	Wales; Cymru	SA44 5LA	UK	6/7/2024
Pauline Rowland	Lewisham	England	SE13 5EL	UK	6/1/2024
sarah paine	London	England	se16 7bb	UK	5/31/2024

Christopher Bayne	Greenwich	England	SE18	UK	6/7/2024
Matthew Watts	London	England	Se28 0er	UK	6/23/2024
David Fernandez	London	England	SE7 8AA	UK	6/7/2024
Emily Robins	Macclesfield	England	SK10 4xj	UK	6/19/2024
Felicity Dobson	Chinley	England	SK23	UK	6/1/2024
Peter Finn	Stockport		SK4	UK	6/2/2024
Daisy Simmons	Maidenhead		SL6	UK	6/7/2024
Daniel Gurney	Hammersmith	England	SL7 3ES	UK	6/1/2024
Jackie Langton	Richmond Surrey		SM4	UK	6/4/2024
Steven Dunn	Shrewton		SP3	UK	6/4/2024
Michael Vail	Sunderland		SR4	UK	6/2/2024
Chris Wallard	Richmond	England	SW14	UK	6/3/2024
Craig Roe	Lambeth	Scotland	SW2	UK	7/11/2024
PETE RAWLINGS	Bridgwater	England	TA5 2JB	UK	6/7/2024
Linda Caston	Galashiels	Wales; Cymru	TD1	UK	6/7/2024
Lawrence Greger	Torquay	England	Tq14al	UK	6/1/2024
James Roberts	Stockton-on-Tees	England	TS17	UK	6/6/2024
Marco Ortu	Brentford	England	TW8 8DB	UK	6/4/2024
Daniel Gurney	Uxbridge		UB8	UK	6/1/2024
Sonja Potjewijd	Chiswick		W4	UK	6/6/2024
Sandip Gill	Ealing	England	W51jq	UK	6/4/2024
Damien Charlery	London		Wc1x	UK	6/4/2024
Derek Mercer	Watford	England	WD24	UK	6/2/2024
Sam Orgee	Worcester		Wr6	UK	5/31/2024
Lydia Cole				UK	5/27/2024
Sophia-Jane Auger				UK	5/30/2024
Anna Vajushi				UK	6/2/2024
Rob Wilson				Romania	6/4/2024
Kevin Birnie				UK	6/4/2024
Nicky Hessell				UK	6/4/2024
Donor James				UK	6/4/2024

Nichola Haxell
N A
Ramona Reumann

St Andrews, Fife
Birkirkara

UK 6/6/2024
UK 6/7/2024
UK 6/7/2024

Name	City	State	Postal Code	Country	Date
JULIA HENDERSON	Crail	Scotland	KY10 3RH	UK	6/12/2024
Andrea Habeshaw	Strathmiglo	Scotland	KY147QA	UK	6/2/2024
Chris Nicoll	Cupar	Scotland	KY15	UK	6/6/2024
Wendy MacDonald	Cupar	Scotland	KY15 5JT	UK	6/1/2024
Peter Robinson	Cupar	Scotland	KY15 5LN	UK	6/3/2024
ELIZABETH MUNRO	St Andrews	Scotland	KY16	UK	5/31/2024
Teresa Griffin	St Andrews	Scotland	KY16	UK	6/1/2024
Alasdair Macdonald	ST. ANDREWS	Scotland	KY16	UK	6/1/2024
Andrea FitzGerald	St Andrews	Scotland	KY16	UK	6/10/2024
patrick marks	st andrews	Scotland	ky16 8qs	UK	5/31/2024
Sharon Rayner	Strathkinness	Scotland	KY16 9XT	UK	6/3/2024
Averill Marks	StAndrews	Scotland	ky168qs	UK	5/30/2024
Ian Nicol	Kirkcaldy	Scotland	Ky25yj	UK	6/2/2024
Maggie Bolton	Aberdeen	Scotland	AB10	UK	6/11/2024
Pamela Petrie	Aberdeen	Scotland	Ab21 9qu	UK	5/31/2024
gail christie	Bridge of Canny	Scotland	ab31 4ar	UK	6/5/2024
Pete Lindsay	St Andrews	Scotland	KY16	UK	6/1/2024
Colin Reid	Dundee	Scotland	DD2 1BJ	UK	6/14/2024
Alasdair Chisholm	Dundee	Scotland	DD2 1NA	UK	6/5/2024
Shirley McKay	Dundee	Scotland	DD2 1SF	UK	6/7/2024
Shirley Gibson	Dundee	Scotland	DD2 4SP	UK	6/8/2024
Neil GELLATLY	Invergowrie	Scotland	Dd2 5ds	UK	6/7/2024
murray thomson	Dundee		DD3	UK	6/6/2024
Ian Stewart	Dundee	Scotland	DD3 6BQ	UK	6/7/2024
Richard Toller	Dundee	Scotland	DD4 9BU	UK	6/6/2024
Kerstin Jorna	Dundee	Scotland	DD5 2JA	UK	6/7/2024
Steve Saunders	Dundee	Scotland	dd5 2ng	UK	6/2/2024
Lynn Allanson	Dundee	Scotland	DD5 2QQ	UK	6/6/2024

James Barrie	Dundee	Scotland DD5 3UQ	UK	6/7/2024
Jan Kerr	Newport-on-Tay, Fife	Scotland DD6 8DX	UK	6/8/2024
Frank Carey	Wormit	Scotland DD6 8LX	UK	6/7/2024
Mark O'Reilly	Tayport	Scotland DD6 9AT	UK	6/4/2024
Stuart Buckett	Edinburgh	Scotland EH12	UK	6/6/2024
Mark R	Dalkeith	Scotland EH22	UK	5/30/2024
Ken Russell	Edinburgh	Scotland EH28 8PD	UK	6/1/2024
Keith Grant	Perth	Scotland ph11jb	UK	6/8/2024
Felicity Dobson	Chinley	England SK23	UK	6/1/2024

Comment

"The points made are very valid."

"I have led family rides along this path and even as a qualified Cycle Ride Leader I do not recommend leading people along this route. At the end you have to get off and

"It's a mess and needs fixed"

"I've used this section of cycle path and it's scary!"

"I am in complete agreement with the sentiment expressed in the petition. The cycle path is inadequate in places and does require upgrading."

"this part of the cyclepath is clearly dangerous as well as being unpleasant to cycle along."

"I use this path for fitness and hesitate to recommend it for those with children or dogs because of the lack of barrier closer to Guardbridge and the overgrowth of

"I do not ride this path because I do not view it as safe. And that makes it unfit for purpose. To use the bit of the path that is safe you need to cross the A91 twice and use

"I feel unsafe cycling on this stretch of the cycle lane and sadly as a result won't use it."

"This cycle path beside a main road is in poor condition and is dangerous for cyclists."

"Cyclists and walkers need to be safe and encouraged to use this route."

"I cycle this route frequently and it is extremely dangerous because of the uneven surface and the fast traffic on the busiest road in NE Fife."

"A section of this shared use path is not fit for purpose due to poor surface condition, particularly crossing driveways, and is too narrow while being immediately adjacent

"I'm a cyclist and have often used this path."

"I worked in neuro rehab and witnessed the devastating results of cycling accidents for 12 years. Some very sad outcomes."

"I'm a walker and cyclist and use this path. To encourage a more sustainable, safe and healthy mode of transport, cut down on harmful emissions, reduce traffic

"The worst surface on my frequent St Andrews-Leuchars journeys and my Dundee-St Andrews commute. Travelling to St Andrews at quiet times it is better to drop onto

"Quite a perilous part of the cycle path, especially in the winter."

"I use the section of ride and have never felt it was safe to use especially when meeting other cyclists or pedestrians coming in the opposite direction."

"I would like to be safe when cycling"

"Improving this area with a proper cycle path. Will encourage more cyclists, improve the environment without compromising safety."

"The route is great but it's like a bit has been forgotten or hard bit we'll come back to? Please could this be looked at for improvement Soon"

"This section is an accident waiting to happen. Please get it sorted."

"I agree with all the points made by the proposer, but in addition would point to the dangers posed by the numerous "blind" driveways which crossover the path."

"I rode this path today in a head wind. That was bad enough, but a cross wind would have been really dangerous."

"Truly dangerous road and it would be so good to cycle safely, it's a student commuting route too"

"Even what they are calling the good bit, which got resurfaced in the last couple of years, failed to resurface any of the bad bits where the surface is badly raised by tree roots causing massive jolting when you hit them. Not sure what they can do to improve overall safety of the stretch passing the houses, except make it a decent surface, but always makes me nervous approaching the horse stables entry from Guardbridge, and passing the B+B ever since I got hit by a car there a few years ago at night who

"I cycle this piece of road and it's in poor condition and rather dangerous with such fast moving traffic."

"Cycle path definitely needs widening. It's an accident waiting to happen. Too narrow for two way pedestrians and cyclists, particularly dangerous when riding with
"I cycle on this route regularly and agree that this section is sub-standard. I often worry about being blown into the traffic and when vehicles exceed the speed limit,
"Poor cycling infrastructure must be upgraded"

"This section of the path is extremely dangerous and is a major impediment to people cycling from St Andrews to and from the Eden Campus. Action is required now."

"I've been cycling along this route for the past 13 years and agree, this section is very hazardous. Even more so when the wheely bins are out."

"Dangerous road for deaf people who has to swerve and not safe at all"

"I've used this path, and it is in poor condition and unsafe. Infrastructure like this needs to be safe and convenient to encourage people to use it, otherwise they will opt for
"Safety matters"

"Do the cyclists and pedestrians share the same path? This a death sentence....there has already been one death, (on another shared pathway), resulting wrongful imprisonment. (The poor lady concerned has now been released mercifully). I'm sure you have already done so, but if not a really tough, hard hitting, article in the press,

23 October 2024
Agenda Item No. 4 (b)

Improving the safety of the cycle path between St Andrews and Guardbridge - Petition

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

Wards Affected: 18

Purpose

The purpose of this report is to provide a response to the Petition that was submitted on 21 July 2024 by Lydia Cole.

Recommendation(s)

It is recommended that Committee:

1. Notes the content of the Petition submitted requesting an upgrade of the St Andrews to Guardbridge cycle track.
2. Acknowledges that at present, the cycle track does not meet modern design guidance and encourages Council officers to continue with their work, identifying adjacent landowners and thereafter engaging with them, with a view to agreeing access to land that would enable improvements to the cycle path to be made.

Resource Implications

Staff resources are available to continue with the land ownership investigation and to make initial contact with landowners, to identify whether they would be prepared to discuss a release of land for active travel purposes.

The costs of any future upgrading of the cycle path are not known at this stage and will depend on the outcome of discussions with landowners and any consequent options chosen.

Legal & Risk Implications

There are no significant legal or risk implications identified at this time. However, access agreements will be sought with landowners.

Impact Assessment

None.

Consultation

Fife Council's Legal & Democratic Services and Financial Services have been consulted in the preparation of this report.

1.0 Background

- 1.1 The cycle path between St Andrews and Guardbridge forms part of National Cycle Network Route 1 (NCN1). As a result of previous complaints received, the Council is aware that approximately 1km of NCN1 at Edenside does not meet modern design guidance for a shared pedestrian/cycle path beside a live carriageway.
- 1.2 Inspections of the A91 at Edenside by Roads and Transportation staff, suggest that it would not be safe to widen the cycle path by reallocating carriageway space since 50mph and 40mph speed limits are in place. Consequently, it is highly likely that access to private land would be needed to enable the cycle path to be widened or realigned. During spring 2024, council officers therefore started the process of identifying who the adjacent landowners are, with a view to engaging with them.
- 1.3 Resurfacing of the cycle path at Edenside (approx. 700m) was scheduled for this financial year as part of Fife Council's Annual Roads Programme, at a cost of approximately £104,500, see the location plan in Appendix 1. However, due to Scottish Power's intention to undertake extensive works/excavations near this area, the resurfacing works will be held over until 2025. The footway resurfacing work is an interim measure, despite the possibility of future reconstruction or realignment, so that a safer surface is provided for the time being.
- 1.4 Further upgrading work to the St Andrews to Guardbridge route is intended at the eastern end of Old St Andrews Road, Guardbridge, providing a dedicated off-carriageway cycle path, thereby avoiding the newly created recycling zone at the cul-de-sac.

2.0 Issues and options

- 2.1 Access to private lands is almost certainly required for a long-term solution. Landowners have been identified and will soon be contacted by Roads and Transportation officers.
- 2.2 If access to the land to the north of the A91 became available, one option would be to provide a path through the private land, currently used for agricultural purposes and for equestrian use.
- 2.3 Alternative solutions are harder to identify or could be extremely expensive. Nonetheless, land ownership opportunities are also being explored on the south side of the A91 as well.
- 2.4 Once the outcome of initial land discussions is known and opportunities identified, it is proposed to undertake a study to identify what options, if any, represent best value, identify potential sources of funding and likely timelines. A funding solution will be required before any option could be taken forward.

3.0 Conclusions

- 3.1 The Council is aware that the cycle track at Edenside does not meet modern design guidance and has already started the process by trying to identify the adjacent landowners, with a view to obtaining land to enable the path to be upgraded. Engagement with the landowners will follow.

List of Appendices

- 1 Extent of resurfacing planned for 2024/25



Background Papers

N/a

Report Contacts:

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Telephone: 03451 55 55 55 (ext. 44 44 42)
Email: susan.keenlyside@fife.gov.uk

Condition Survey St Andrews to Guardbridge Route
Carried out December 2019

Image no	Priority	Location / grid ref	Type of issue(s)	Description
Old Guardbridge Road (NO 459171)				
1	3	499171	Uneven surface- other	The stretch of road from the Old Course Hotel, Old Guardbridge road, has poorly maintained road surfaces, with numerous extreme potholes (as per images 1-6).
2	2	499171	Potholes	
3	2	499171	Potholes	
4	2	499171	Potholes	
5	2	499171	Potholes	
6	1	499171	Potholes	
Old Guardbridge Road, west end junctions (NO495175)				
7	3	495175	Signposting issue	Lack of clarity where the cycle path is - no signposting here to indicate where cycle path goes
8	3	495175	Junction/crossing issue(s)	
9	3	495175	Junction/crossing issue(s)	
10	2	494173	Obstruction above ground	
Segregated path (NO494173)				
11	2	494173	Uneven surface due to ground vegetation	Tree routes pushing up tarmac. Uneven and bumpy ride across this section. Spans for some distance, across the length of this section
12	2	494173	Uneven surface due to ground vegetation	
Junction for golf course access (NO 494176)				
13	2	494176	Signposting issue	Cluttered and unclear.
14	3	494176	Potholes	
Segregated path (NO 488177)				
15	1	488 177	Uneven surface- other	University cable exposed and grass growing through this
16	2	489 177	Uneven surface due to ground vegetation	Tree roots creating uneven surface
17	2	490 177	Uneven surface due to ground vegetation	Tree roots already patched, but getting worse again. This issue extends for some distance across the area
18	2	491 177	Uneven surface due to ground vegetation	
19	2	492 177	Uneven surface due to ground vegetation	
20				
Kincapple Junction (NO 469185)				
21	1	469185	Junction/crossing issue(s)	Staggered junction to access C4 Kincapple road – awkward. Additionally bollard not lit up at night – reports of bikers having incidences/ accidents here
22	3	469185	Signposting issue	
23	2	469185 (although valid across most of the route)	Lining issue	
Segregated path (NO468186)				
24	2	468186	Uneven surface- other	This cable trench, exposed in places, creates an uneven surface down the centre, stretching 200+ metres along path. Pictures show a small sample of what is typical here.
25	2	468186	Uneven surface- other	
26	2	468186	Uneven surface- other	
Shared pavement (NO 465188)				
27	2	465188	Width of path -issue(s)	See pics - narrow
28	2	465188	Width of path -issue(s)	See pics - narrow
Edenside (NO458188)				
29	2	458188	Width of path -issue(s)	Sudden narrowing of path Eastbound- with no prior warning
30	1	458188	Junction/crossing issue(s)	Very poor sightlines on exit from Edenside stables
31	2	458188	Uneven surface- other	Poorly maintained surfaces, plus paths narrow extensively uphead when close to oncoming traffic
32	2		Width of path -issue(s)	
33	1	458188	Obstruction above ground	Overhanging Cyprus trees, reducing effective width
34	1		Obstruction above ground	
Edenside (NO459188)				
35	2	459188	Uneven surface- other	Poorly finished surface cover between old and new tarmac- cyclist liable to 'tramline'
36	1	459188	Junction/crossing issue(s)	Crossing unsafe over to Strathkinness road , with barely any marking and insignificant signage. Needs attention
Old St Andrews Road, Guardbridge (NO456188)				
37	2	456188	Signposting issue(s)	Poor signage and core path signage invisible before the turn
38	2	456188	Signposting issue(s)	
Old St Andrews Road, Guardbridge (NO456188) House no. 14-22				
39	2		Potholes	Numerous potholes, as per pics, found between houses 14 -22 on Old St Andrews Road
40	2		Potholes	
41	2	456188	Potholes	
42	2		Potholes	
43	2		Potholes	
Old St Andrews Road, Guardbridge (NO456188) by Guardbridge Inn and Bridge				
44	3		Uneven surface- other	A mix of potholes and spreading gravel from Guardbridge inn carpark
45	1		Obstruction above ground	Situated on West end of Bridge- poor access for bicycles
Crossing of A914 at A91 roundabout				
46	1		Junction/crossing issue(s)	This is poorly visible for both cyclists and car users. No hatchmarking on carriageway and almost non-existence marking. Greater visibility essential
Path through Kinnear Court in Guardbridge (NO450189)				
47	2		Width of path -issue(s)	Lane width less than 0.8 metres, reduced by 0.5m by the lamp standard.
48	2		Width of path -issue(s)	
49	1		Obstruction above ground	
Roadworks on path past Guardbridge Mill (NO449195)				
50	2		Obstruction above ground	This temporary path route is badly signposted; provides insufficient space to turn onto pavement and pavement obstructed with signs. Further it is not lit up in the dark- so little or no warning provided
51	1		Signposting issue(s)	
52	2		Obstruction above ground	

PRIORITY KEY		
1	high	immediate danger
2	medium	likely to cause harm
3	low	developing issue

TYPE OF ISSUE	
Uneven surface due to ground vegetation	
Uneven surface- other	
Potholes	
Obstruction above ground	
Width of path -issue(s)	
Lining issue(s)	
Signposting issue(s)	
Junction/crossing issue(s)	

CuparNow Digital Improvement District (DID) Renewal Proposal

Report by: Carol Connolly, Executive Director Place

Wards Affected: 20

Purpose

To provide members with an update on CuparNow's Digital Improvement District renewal plan, the legislative process for the renewal, its current status and options available to Fife Council.

Recommendation(s)

It is recommended that Committee:

- Note that based on the information received at the time of writing this report, Fife Council cannot endorse the current CuparNow Proposal and Business Plan. Officers and Scotland's Improvement Districts Team will continue to offer support to the BID proposer to comply with the BID legislation.
- Note that officers will continue to work with the BID proposer to adopt a best practice operational governance model.
- Agree that an extraordinary meeting of North East Fife Area Committee is convened during the first week of December 2024 to determine the Council's formal position and next steps.

Resource Implications

Financial –

- Should the renewal ballot prove successful, Fife Council will pay the mandatory annual levy of around £10,000 pa, for properties within the CuparNow BID area.
- Fife Council is responsible for the costs of ballot process, circa £2,000, which will be absorbed by Business and Employability and Legal and Democratic Services

Staff resource –

- Staff resource is required to manage the ballot process. If successful, Fife Council will require two representatives on the CuparNow steering group. The proposal is for one Elected Member and the Community Manager for North East Fife.
- The Council's revenue team collect and distribute the levy on behalf of CuparNow.

Legal & Risk Implications

The legislative framework for Business Improvement Districts is contained in the Planning etc (Scotland) Act 2006.

Under the Business Improvement District (Scotland) Regulations 2007, the Council may veto BID proposals if specific circumstances apply. These include:

- lack of evidence of business support,
- conflicts with policy,
- imposing unfair financial burdens on ratepayers located in the DID area,
- proposed geography of the DID area,
- lack of prior discussion of the DID proposals.

Otherwise, the Council must proceed with the ballot if it has received legally compliant proposals.

The Council have been asked to support CuparNow to a renewal ballot for a second term, however several issues and concerns have been identified which may present a risk to Fife Council. These are outlined below in section 2.

Impact Assessment

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

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Both the Plan for Fife and Fife's Economic Strategy align with this Duty in their commitment to working towards achieving thriving places in Fife's towns and the City of Dunfermline.

Consultation

The Head of Legal and Democratic Services and the Head of Finance have been consulted during the preparation of this report.

1.0 Background

- 1.1 A Business Improvement District is a business led initiative within a defined geographical area e.g. a town centre, where businesses and other interested parties work together and invest funds generated by a levy on business rates, to improve the business environment. These improvements must be additional to the services provided by the public sector.
- 1.2 Business Improvements Districts are governed by the legislative framework which limits which limit a BID's tenure to a maximum of five years before it is required to undertake a renewal ballot of members. The BID is required, at this point, to re-examine its purpose, values, vision and objectives, to create a business plan which is then voted on by all eligible businesses.
- 1.3 CuparNow DID was established in 2019 as Scotland's first Digital Improvement District, following the town's involvement with the Digital Towns Programme 2017-18. Formed under the legislative framework of Business Improvement Districts (BIDs), CuparNow DID has been operated and managed by Destination Digital Ltd. with a steering group, since inception. Destination Digital Ltd is a private limited company (Company number 10987738).

- 1.4 It should be noted that this is not considered the normal set-up of company operating under the BID legislation. The usual and accepted legal structure of an operational BID is as a Company Limited by Guarantee, governed by a formally appointed Board of Directors.
- 1.5 The initial 5-year term of CuparNow DID will end in December 2024, although the renewal ballot is not planned until February 2024, with the operational start date of 1st April 2025, if the renewal ballot is successful.

Fife Council's Role

- 1.6 Under the terms of the legislation, Fife Council are legally required to undertake a crucial role assisting in the establishment of BIDs. This includes scrutinising BID Proposal documentation, undertaking the ballot, announcing the ballot result, collecting the BID levy, and if required, the management and termination of the BID arrangements. The Council as a Non-Domestic Rate payer is also a member of CuparNow through the Statutory Levy, which is capped at 2% of rateable value.
- 1.7 During 2020, additional, emergency financial resource was provided as a result of covid challenges; and further gap funding agreed to support the project from the end of term, December 2024, until proposed start of the second term, 1st April 2025, inclusive.

Renewal Status

- 1.8 The Council have been asked to support CuparNow DID through the renewal-ballot process for a second 5-year term.
- 1.9 In line with legislative requirements, the Notification of Intention ([Appendix 1](#)) to put a new Business Improvement District proposal to Ballot was submitted to the Chief Executive on 8th August 2024 by Destination Digital Ltd, as the BID proposer. This included the required 196-day notice letter, business proposal and business plan documents.
- 1.10 The proposed ballot date is noted as 27th February 2025. Full timeline to the ballot date is outlined in [Appendix 2](#).
- 1.11 CuparNow business proposal can be found in [Appendix 3](#). The full business plan has been circulated to Members.

2.0 Issues and Options

- 2.1 The CuparNow business plan outlines the continued expansion of the digital services developed during the first BID term, to increase footfall to the area, improve business visibility and community engagement.
- 2.2 The new term of CuparNow DID is proposed to run from 1st April 2025 to 31st March 2030.
- 2.3 Services that will be provided are digital marketing support, management of the online presence and CuparNow social platforms and blog; community support; and events and promotions.
- 2.4 A tiered levy structure is proposed as follows in table 1:

Table1 Levy Structure

NDR Value of Property £	Annual Levy £
0 > 999.99	0
1,000 > 9,999.99	50
10,000 > 99,999.99	250
100,000 > 149,999.99	2% capped at 2,000
150,000 > 199,999.99	2% capped at 3,000
200,000 > 499,999.99	2% capped at 4,000
500,000 +	2% capped at 7,500

- 2.5 In addition, CuparNow plan to generate other income through advertising revenue and other investment, with the ambition to remove the levy payment for local businesses.
- 2.6 The BID proposer (Destination Digital Ltd.) have provided high-level income and expenditure information contained in the tables below:

Table 2 Income

Income	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Levy	65,000	65,000	65,000	65,000	65,000
Advertising Revenue	15,000	17,500	20,000	22,500	27,500
3 rd Party Investment	15,000	17,500	20,000	22,500	27,500
Total Income	95,000	100,000	105,000	110,000	120,000

Table 3 Expenditure

Expenditure	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Daily management of integrated digital	38,000	40,000	42,000	44,000	48,000

Expenditure	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Data Capture/ Management	19,000	20,000	21,000	22,000	24,000
Blog & Categorised listings	14,250	15,000	15,750	16,500	18,000
Monitoring, Analytics & Reporting	4,750	5,000	5,250	5,500	6,000
Community Fund	4,750	5,000	5,250	5,500	6,000
Professional Fees	2,850	3,000	3,150	3,300	3,600
Contingency	9,500	10,000	10,500	11,000	12,000
ABCD/ ATCM Membership	1,900	2,000	2,100	2,200	2,400
Total Expenditure	95,000	100,000	105,000	110,000	120,000

2.7 Following officer review of the CuparNow DID Business Plan and Proposal submitted to Fife Council on 8th August 2024 (in advance of the deadline of 21st November 2024), several issues have been identified. These are summarised as follows:

2.7.1 Governance and Management Structure

CuparNow is operated by private limited company, Destination Digital Ltd, overseen by a steering group comprised of 4 local businesses. This differs from the standard and accepted BID model and legal structure. It does not offer adequate independent oversight and governance required by the legislative framework for Business Improvement Districts. The CuparNow steering group are not a formal board of directors.

2.7.2 Lack of Financial Oversight

As with the governance issue, the legal structure of CuparNow, operated by Destination Digital Ltd, does not provide sufficient financial oversight. Destination Digital are a micro company and therefore only required to submit abridged accounts to Companies House. The proposal does not contain sufficient detail as to the arrangements for them to periodically provide the Council as the local authority and as billing body with information on its finances.

2.7.3 Lack of Evidence of Business Consultation and Support Required

At present, the proposal submitted by the proposer of CuparNow, does not demonstrate clear evidence of a minimum of 5% business support, as required by s.38(3) of the Planning etc. (Scotland) Act 2006.

2.7.4 Lack of End of Term or Review Report

Without an end of term review, or similar robust report, the success and value of CuparNow in its first term cannot be properly assessed. There is a lack of measurable data and metrics aligned with the outcomes and outputs outlined in the original business plan.

2.7.5 Independent Review

Following the review of documentation by Council Officers, an independent review was requested to be undertaken by Scotland's Improvement Districts (SIDs). SIDs is the leading independent body, appointed by Scottish Government, to support and encourage the development of BIDs across Scotland. This independent review found the documentation and process undertaken to be non-compliant with legislation in several areas. It also found several areas where there is significant variation to normal custom and practice. The findings of the review have been shared with the BID proposer.

2.7.6 Scottish Government Review

As part of the statutory process governing the development of BIDS, a proposer must afford Scottish Government Ministers the opportunity to review and provide feedback to Fife Council on the BID Proposal Document and Business Plan. For CuparNow the formal submission of finalised documentation is the 21st November 2024.

- 2.8 Additional information items have been requested from the BID proposer (Destination Digital Ltd.) to mitigate the concerns noted above and allow the preparation of this report. At time of writing, there has not been any substantive additional information received.
- 2.9 Should the proposal proceed further an updated operating agreement between CuparNow and Fife Council should be implemented, to ensure formal ongoing financial and governance procedures, as per regulation 5 of the Business Improvement Districts (Scotland) Regulations 2007.
- 2.10 Should the BID ballot be successful, North East Fife Area Committee will have the opportunity to nominate an elected representative, to represent the Council interests, alongside the local Community Manager, on CuparNow.

3.0 Conclusions

- 3.1 Fife Council remains committed to supporting the revitalisation of Cupar town centre, and the Business Improvement Districts Model as a vehicle to improve Fife's town centres. The Council shares CuparNow's ambition to support local businesses, particularly through digital interventions and ongoing practical support.
- 3.2 The business proposal and business plan submitted for the CuparNow renewal ballot do not currently align with best practice or comply with the provisions of the legislative framework for Business Improvement Districts governing the creation and operation of BIDs. Officers are working proactively with the BID proposer to resolve the areas of non-compliance.
- 3.3 Should the finalised BID Proposal documentation, that is legislatively required to be submitted to Fife Council and Scottish Ministers by the 21st November 2024, remain non-compliant, it would be Fife Council's responsibility to exercise the right of veto.

- 3.4 The finalised proposal documentation, which should be received by the 21st November, will be reviewed by Fife Council Officers and Scottish Government Ministers in advance of the recommended extraordinary committee meeting to be held in early December 2024, to determine the Council's appropriate position and further course of action.

List of Appendices

Full CuparNow Business Plan – <https://www.cuparnow.blog/2024/10/a-high-five-for-cupar/>

[Appendix 1 – 196 Day Notice of Intention to put BID proposals to Ballot](#)

[Appendix 2 – Legislative Timetable](#)

[Appendix 3 - CuparNow Business Proposal](#)

Background Papers:

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

[The Planning etc \(Scotland\) Act 2006](#)

[The Business Improvement Districts \(Scotland\) Regulations 2007](#)

[The Business Improvement Districts \(Ballot Arrangements\) \(Scotland\) Regulations 2007](#)

[The Planning etc. \(Scotland\) Act 2006 \(Business Improvement Districts Levy\) Order 2007](#)

[The Business Improvement Districts \(Scotland\) Amendment Regulations 2007](#)

[The Business Improvement Districts \(Scotland\) Amendment Regulations 2008](#)

Report Contact

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Appendix 1 – Notification of Intention to put BID Proposals to Ballot

CUPARNOW

Ken Gourlay
Chief Executive
Fife House
North Street
GLENROTHES
Fife KY7 5LT

CuparNow
Destination Digital Ltd
3 Smithy Road
Balmullo
St Andrews
KY16 0BG

8th August 2024

Dear Mr Gourlay,

**Planning etc. (Scotland) Act 2006
Business Improvement Districts (Scotland) Regulations 2007**

CuparNow - Business Improvement District Formal Notification of Intention to put BID Proposals to a Ballot

We refer to the above legislation, which requires the BID Proposer to notify you in writing of our intention to request Fife Council put our proposals for a **Digital Improvement District (DID)** to a Ballot.

Therefore, please accept this letter as confirmation of our intention to issue a formal request to Fife Council to put the DID proposals to Ballot.

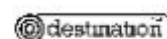
Will you kindly acknowledge receipt of this letter.

Yours sincerely,



Simon Baldwin
Director, Destination Digital Ltd

cc Scottish Government
SIDs Director

 destination

Appendix 2 – Legislative Timetable

Appendix 2 - Legislative Timeline (Ballot Dates) Days to Ballot	Stage	Date by
196 Days – 28 weeks	Notice of Intention to put BID Proposals to Ballot	15th August 2024
126 Days – 18 weeks	BID Proposal Review	24th October 2024
98 Days - 14 weeks	Formal submission of BID Proposal to Fife Council and Scottish Government	21st November 2024
70 Days – 10 weeks	Last day Fife Council can veto BID Proposals	19th December 2024
56 Days – 8 weeks	Fife Council instructs ballot holder to hold a BID ballot	2nd January 2025
42 Days – 6 weeks	Issue ballot papers	16th January 2025
0 Days	Ballot Day	27th February 2025
	Operational Dates, if Successful at Ballot	1st April 2025 – 31st March 2030

Appendix 3 – CuparNow Business Proposal Document

Digital Improvement District



Proposal: August 2024

Explore other routes. In line with Scotland's Improvement District's request: this document constitutes the formal proposal for CuparNow's Digital Improvement District and is being shared with the Local Authority (Fife Council), the billing body (the same) and the Scottish Government.

1. A document, which demonstrates a cross section of at least 5% of the electorate, within the BID area support the BID Proposals.

Repeating the criteria used and approved in CuparNow's Digital Improvement District Proposal from March 2019 (adopted to govern delivery for the first term 2019-2024), this proposal has the unanimous support of ABCD (Cupar's Business Association). This constitutes a group of businesses far greater in number than the 5% of the electorate as required. The following is a statement from ABCD, Chair, James Hair:

ABCD, the business association for Cupar & District, has just held its AGM (September 2024).

Unanimous support was given for the continuation of CuparNow as delivered by Destination Digital and we wholeheartedly back the renewal ballot to be held in the new year.

Proactive businesses in the town recognise the considerable positive impact that CuparNow has had since it launched formally at the end of 2019.

As the business association, we campaigned for Cupar to be the demonstration pilot for Scotland's first 'digital improvement district'. We recognised that the traditional 'business improvement district' model did not work for us and were excited to be a part of the Scottish Government backed 'Digital Towns Programme 2017/18' that led to this unique initiative.

Since then, CuparNow has provided support to hundreds of businesses through their managed, integrated digital communication, sharing content on channels with ever-growing audiences that now top 125,000 in number. The levy we pay as businesses - for the vast majority it has been just £100 per year - enables CuparNow to extend that support across a whole range of other projects, including over 90 community groups, more than a dozen charities, culture and tourism groups, education and training providers, environmental initiatives as well as health and social care partnerships in support of some of our community's most vulnerable.

Combined, the work helps to drive economic benefit for the town. It is no surprise that Cupar continues to enjoy lower town centre vacancy rates than its peers. CuparNow is definitely a factor contributing to that success.

In the coming months, ABCD will host a series of open events which levy payers will be welcome to attend. The dates and times of these will be shared in the coming weeks. They will be in October, November and January. CuparNow will present their 2025-2030 Business Plan and we will hold a Q&A session at each to answer any questions business owners may have.

Those running CuparNow have always been innovative, and that innovation continues. Their plans for the next five years will see them optimising the extraordinary audience they have built, allowing them to halve the annual levy for 89% of all levy payers. We urge all to support their continuation and - when the ballot is held in the new year - to vote 'yes' in support of our town and community.

James Hair

Chair, ABCD

2. **Summary of the consultation the proposer has undertaken with those persons eligible to vote.**

The consultation to date has included:

- Meetings with the current Steering Group (owners and managers of businesses and organisations in Cupar, as well as an elected representative of Fife Council); it should have had an officer representative, but we have been without an Area Manager until recently. We are delighted that Kirstie Freeman will now take that seat on the Group.
- Meetings with the Chair of ABCD, the town's Business Association.

○ In partnership with ABCD, the Association will be hosting Open Meetings as part of the ongoing consultation through the autumn of 2024 and into the new year of 2025.

Additional and ongoing consultations include:

- Visits – face to face visits with businesses and organisations; visits remain ongoing and are in line with our current delivery
- E-shot Newsletter: we manage three databases and will seek feedback from all to help shape delivery:
 - B2B – 212 levy payers are subscribed to our B2B database and receive regular emails from us: each asks recipients that if they have any questions or issues, for them to contact us. The e-shots contain information on our service provision, delivery and support.
 - B2C – we have more than 3,000 subscribers who are members of the public: we seek feedback from them and help to share business and community content in line with our hub & spoke criteria.
- Community – having researched and created a Community Directory that lists more than 90 partners and stakeholders in the town, we created and manage a Community Database with more than 400 contacts. This is held in the name of Cupar Development Trust and we manage the content and e-shots for and on their behalf.
- Digital Channels:
 - Website/Blog: updates shared on the CuparNow Blog, announcing the proposed renewal together with ongoing updates on the Business Plan and timetable.
 - Social Media: sharing of communication via CuparNow's social media channels
 - PR – media releases to local & regional outlets
- Events – in partnership with ABCD, the town's Business Association, we will attend three open days to be run by ABCD with an 'open invitation' for all levy payers to attend. These will be held between now and the ballot opening giving all the opportunity to attend, hear a presentation of the proposals for the renewal and to be part of a Q&A managed by ABCD:
 - October – a breakfast session
 - November – a lunchtime session
 - January – an evening sessionIn addition:

§ Any levy payer is able to contact us at any time to request a 1-2-1 meeting or discussion on the renewal; we will do all we can to answer any questions they have.

3. **The proposed Business Plan.**

The project's Business Plan was created in Q1 of 2024 and has the unanimous support of the Steering Group. It has also been shared with a number of key community partners for their feedback. Again, it has attracted unanimous support.

It is our intention to share the Business Plan at the earliest opportunity with Fife Council's Chief Executive as well as with members of the North-East Fife Area Committee to seek their support and endorsement of our plans for 2025-2030.

4. **The financial management arrangements of the BID body.**

CuparNow is a Digital Improvement District borne out of the Scottish Government's *Digital Towns Programme 2017-18*.

That programme took our research findings and requested we make a formal proposal to launch a demonstration project.

We were told – explicitly – that in the event the demonstration project proved successful, we should not rely on **any funding** from local government, Holyrood, Westminster or Europe. In short, we were tasked with devising a process that would source and secure funding for delivery.

Having worked with Business Improvement Districts for some years (including establishing some and enabling others to renew), we understood the BID legislation. Crucially, we understood its flaws and that many aspects would not be relevant or required for what was proposed, especially as the scale of our 'hub and spoke' model was considerably smaller than a tradition BID.

Our recommendation was to adopt the **'improvement district' financial process ONLY** for the purpose of delivering what would, if winning the support of potential levy payers, become a **unique** proposition: the first Digital Improvement District. The demonstration project won the backing and financial support of Fife Council.

In agreement with the Steering Group (made up of business owners/managers together with elected and officer representation from Fife Council), we wrote the 2019-2024 Business Plan to include a model of financial management that was different from any other improvement district in Scotland yet was within the legislative requirements.

As was detailed at the time, Destination Digital Ltd (the company appointed by the Scottish Government to deliver the consultancy on the *Digital Towns Programme 2017/18*) would be the constituted governing and owning body. Destination Digital would then contract out all service delivery as required. In adopting this approach, three key wins were achieved:

1. **Continuation:** We removed any post ballot hiatus in service delivery - an often-occurring issue in traditional BIDs where, after a successful ballot, all operations stop whilst a New Co and Board are created. This can take months. We made it clear that – considering our focus on daily digital support – there should be no break in delivery and our model ensured there was no interruption of service provision.
2. **Consolidation:** Many traditional BIDs are of a size where the levy income across a five-year term can total a million pounds or more: Cupar – or any of the towns featured in the *Digital Towns Programme 2017/18* - was never going to be on that scale. As then Minister for Connectivity, Michael Matheson, reported ahead of the launch: "*Digital Improvement Districts are the first of new steps we are taking to support these types of small towns such as Cupar. And that's why this new pilot will help to set out the direction in the years to come to make sure we are supporting small towns and the businesses within them.*" We made clear from Day 1 – again, based on our experience, that there would be no funding for an office or manager nor for any of the 'on costs' associated with the same (utility bills, office equipment, transport, national insurance, holiday and sick pay, etc.). Our model would see delivery by Destination Digital Ltd to ensure both cost effective and cost-efficient service provision.
3. **Consideration:** in many traditional BIDs, Boards are made up of managers from national multiples, large businesses with support from smaller concerns – as well as with elected and officer representatives becoming Board members with all of the roles, responsibilities and

liabilities associated with the same. In Cupar, the driver behind becoming the demonstration model had been ABCD, the town's Business Association. Those members represented almost all small, family-run businesses. Yes, they championed Cupar's cause, but they did not want to be Board Directors of a New Co. In adopting our unique model, we created a 'Steering Group' for oversight of all delivery, removing members from any personal liability as would be the case with a new Co and Board.

Ahead of the first term (2019-2024), representatives from Scotland's Towns

Partnership (the private company overseeing Scotland's Improvement District) and Fife Council claimed we could not create CuparNow as planned – namely, an entity owned solely by Destination Digital Ltd. We challenged them as we knew what we were proposing fell within the legislation and, crucially, was what the business community in Cupar wanted. They withdrew their claim.

As a result, Destination Digital Ltd is the company that **owns and delivers** CuparNow – working with contractors, partners and stakeholders it chooses in order to deliver all services as detailed in the Business Plan.

That said, all delivery has been overseen by the Steering Group of business owners/managers **together with representation from Fife Council** with one elected member and the Area Manager. For the purpose of financial management, Destination Digital reports to the Steering Group on service delivery and has done throughout the demonstration project and the last five years.

It is essential to note that were it not for our model, it is likely CuparNow would have folded within 12 months of launch. The decision taken to delay the issue of Year 1 levy bills meant Destination Digital Ltd operated in deficit from the ballot through until the start of Year 2 of the DID's operation. If CuparNow had been a stand-alone company, it could not have traded. As it was, Destination Digital Ltd and the company's commercial partners, carried delivery uninterrupted throughout Covid and the following lockdowns, operating with a significant shortfall in funding that never affected service provision.

A breakdown of the last 12 months' financials is included in Appendix 1. Following this is a Financial Forecast for the first year of a second term in the event of a

successful ballot (Appendix 2). For clarity, Destination Digital Ltd is a private company that files annual accounts. Our most recent audited accounts are in Appendix 3.

5. ***The arrangements for periodically providing the LA and billing body with information on the finances of the BID body (i.e. after a successful ballot).***
 - A. financial statement will be made in line with the Business Plan. This will be shared with the Steering Group. The Steering Group has elected and officer representatives of Fife Council.

6. ***The names and addresses of all those eligible to vote and a description (address) of each relevant property.***

Through the first term (2019-2024) we managed a live database of all levy-paying businesses and organisations. This information was initially created from the Scottish Assessor's website. Subsequently, in monthly liaison with Fife Council's Rates Team, the database has been maintained and updated accordingly.

For the purpose of the proposed second ballot, the database of 'live properties' has been identified; it contains 350 non-domestic rate paying businesses/organisations within an agreed boundary.

The data will be further researched, refined and updated as the countdown to the ballot progresses – all in line with the process/timetable requirements.

7. ***A notice in writing requesting that the LA instruct the ballot holder to hold a ballot - this may be the LA Electoral Registration Officer (ERO) or an independent body - in relation to the BID Proposals or Alteration or Renewal Proposals as the case may be.***

A. letter is included as part of this communication.

8. ***Provide the local authority and the billing body with such information as they shall reasonably require to satisfy themselves that the BID proposer or, as the case may be, the BID body, has sufficient funds to meet the costs of the BID ballot, the renewal ballot, or the re-ballot.***

The costs of the Ballot are to be borne by the Local Authority as agreed within the Business Plan (The Small Print, 13.3).

This and other aspects of the service delivery are to be contained in a Service Level Agreement between Fife Council and Destination Digital Ltd.

NB: we request that the same SLA be put in place to cover the second term in the event of a successful ballot and ask that confirmation is made on this at the earliest time possible.

9. ***A statement of the works or services to be provided, the name of the person responsible or body for the implementation (delivery) of these works and services and the status of such person/body (whether a LA, a company under the control of an authority, a limited company or a partnership) on and after the date the BID Proposals come into effect.***

All as detailed in the Business Plan under the 'Service Menu' section.

10. ***A statement of existing baseline services provided by the LA, Police and other agencies.***

As detailed in the Business Plan (Small Print, 13.2), we operate no Baseline Service Agreements.

11. ***A precise description of the geographical area of the BID, including a map, which defines exactly the boundaries of the BID area.***

This is included within the Business Plan under the section 'Geography & Reach'.

The area does not differ from the first term; it was agreed unanimously by the

Steering Group that includes elected and office representatives from Fife Council.

12. ***A statement providing details of any additional financial contributions or additional actions for the purpose of enabling the projects specified in the BID Proposals. i.e. where a BID project is expected to cost £X and the proposed levy raises a smaller amount (£Y), then the BID Proposals must state how that funding gap £X - £Y is to be met and by whom.***

All as detailed in the Business Plan. It sits within the section 'A More Sustainable Model'.

Our second term model adopts three-way funding stream – the levy plus advertising revenue plus 3rd party investment.

13. ***A statement of which aspects of the BID Proposals and or Business Plan may be altered without the need for an alteration ballot to be undertaken.***

Destination Digital Ltd working with the Steering Group will have the flexibility to respond to any changes in circumstances and to meet business needs, particularly in an ever-changing economic climate. This is detailed in the Business Plan under 'The Small Print, 7.

Destination Digital Ltd will have the authority to adapt or alter the projects and services to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the businesses and without recourse to an alteration ballot.

14. A statement of the proposed start and end dates of the BID arrangements and the term of the BID. The BID arrangements must commence no later than a year after the date of the statement.

As per all communication shared to date with interested parties, the proposed Digital

Improvement District will run from the day after a successful ballot. Destination Digital Ltd will ensure there is no break in service delivery and Fife Council has committed to interim funding that will bridge the gap between the end of the first term's five years and the start of the second five-year term (in the event of a successful ballot).

The formal term for a period of five years will run from 1st April 2025 until the 31st March 2030.

15 BID Proposals shall specify the apportionment of BID levy in respect of relevant properties and who will be liable to pay the levy: - proprietors, tenants, occupiers or If appropriate a specific business sector or sectors of businesses who will participate. It is advisable to include caps, thresholds or other arrangements reflecting local circumstances or ability to pay.

The levy will be paid by the eligible person liable to pay the non-domestic rate:

NDR value of property	Annual Levy
£0 > £999.99	£0 (zero)
£1,000.00 > £9,999.99	Flat rate of £50.00
£10,000.00 > £99,99.99	Flat rate of £250.00
£100,000.00 > £149,999.99	2% capped at £2,000.00
£150,000.00 > £199,999.99	2% capped at £3,000.00
£200,000.00 > £499,999.99	2% capped at £4,000.00
£500,000.00 and more	2% capped at £7,500.00

16. Confirmation that the levy is to be calculated as a % of the RV or how the levy charge was arrived at if a fee.

As detailed above in 15 and as explained in the Business Plan.

17. A statement on whether any of the costs incurred in developing the BID Proposals, holding of the ballot or implementing the BID arrangements are to be recovered through the BID levy.

The costs of developing the Proposal and Business Plan have been met by Destination Digital Ltd and are not taken from the project income. The costs of holding the ballot are being met by Fife Council. Subsequent costs involved in collection of the levy and related administration are met at the fees agreed between Fife Council and Destination Digital Ltd as per their Service Level Agreement.

18. Confirmation that the % levy or fee is to be calculated on the RV of the property on the date of the ballot or, if not, another date and that is the date, which will be used to calculate the levy or fee over the term of the BID (Good Practice).

The levy is to be calculated at the time of the Ballot, Thursday 27th February 2025.

19. The apportionment of the levy between proprietors, tenants and occupiers – providing the BID is including tenants and proprietors in its proposals.

The eligible rate payer and eligible other persons are liable for payment of the levy.

20. A statement as to how the steering group arrived at who will pay the levy, the percentage levy and how the levy will be split between proprietors, tenants and occupiers (Good Practice).

The Steering Group agreed that all non-domestic rate paying properties within the boundary (bar exclusions as detailed in the Business Plan) will be liable and, as a result, those business and organisations occupying the properties will be asked to pay the levy as detailed.

21. *Whether any future re-assessment of the RV of the property by the Rates Assessor will or will not be taken into account in the calculation of the levy (Good Practice).*

The levy will be calculated on the RV of the properties in the agreed Digital Improvement District area on the agreed ballot date; they will not change during the five-year term.

22. *A statement on why groups or individual businesses are exempt or receive a levy discount (Good Practice).*

Apart from the caps/thresholds detailed above, there are no levy discounts.

The only exemptions to the liability to pay the levy are as detailed in the Business Plan. Also:

- The project's delivery is apolitical, so any 'party political' organisations/offices/properties will be excluded.
- All exceptions/exclusions will have the exception/exclusion explained and will be given the opportunity to opt-in if they choose.

23. *A statement on whether the levy will be indexed linked (Good Practice).*

The levy will not be index linked.

24. *The constitution of the BID Company to be formed and its legal status. A statement on who will administer the BID, details regarding the BID board and the BID body and those who drew up the BID Proposals and Business Plan. (Good Practice)*

As agreed in all communication pre-dating the beginning of the 2018 demonstration project, the CuparNow Digital Improvement District will be delivered by Destination Digital Ltd working with the appointed Steering Group that will include elected and officer representatives of the local authority.

For the purpose of the proposed second five-year term, the 'steering group' will be ABCD, the town's Business Association; the Business Association will co-opt elected and officer representatives of the local authority for the duration of the second term.

25. *The methodology for BID levy payers to nominate themselves or others to the BID Board of Directors and the proposed make-up of the BID Board. (Good Practice).*

As detailed, Destination Digital Ltd will run the Digital Improvement District – managing all day-to-day delivery and activities.

The Steering Group shall continue alongside: levy-payers (and other community partners) will have the opportunity to be involved in the Steering Group and advisory panels as the Steering Group deem required during the lifetime of the Digital Improvement District.

2.6. *A statement on how the BID Proposals will be publicised prior to the ballot (Good Practice.)*

The DID proposals together with the DID Business Plan will be made available to all interested parties in the countdown to the ballot via a mix of media channels, as detailed in the Business Plan (See The Small Print, 12 [1-5]).

The above communication will apply to the sharing of the DID Proposal, any Alteration Proposal and (beyond the ballot) any Renewal Proposal.

And the same document will be made available to any person who is eligible to vote on the proposals who requests a copy.

Appendix 1

CuparNow - Financial Report: Year 4 (2023-2024)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Forecast Income
Levy, Refunds & Fife Council Administrative Costs														£76,000.00
Total income from levies paid													£75,461.28	
Annual Billing Platform													-£1,612.93	
Refunds, Print & Mailing plus Statutory Penalties													-£2,386.08	
Unpaid Levy for Period													-£3,670.03	
Revenue (draw down from levy payments)	£25,243.64			£19,215.45		£6,750.36		£9,990.56	£3,993.63		£1,648.35	£950.25	£67,792.24	
Service Delivery														
Daily Management of Digital Communication	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£1,977.27	£23,727.28	
Managed Free Wi-Fi Service	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£8,474.03	
Face to Face Ambassador Visits	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£706.17	£8,474.03	
CuparNow Blog with Categorised & Mapped Listings	£677.92	£677.92	£677.92	£677.92	£677.92	£677.92	£677.92	£677.92	£677.92	£677.92	£677.92	£677.92	£8,135.07	
Data Capture & Management	£338.96	£338.96	£338.96	£338.96	£338.96	£338.96	£338.96	£338.96	£338.96	£338.96	£338.96	£338.96	£4,067.53	
Monitoring, Analytics & Reporting	£282.47	£282.47	£282.47	£282.47	£282.47	£282.47	£282.47	£282.47	£282.47	£282.47	£282.47	£282.47	£3,389.61	
Community Fund	£225.97	£225.97	£225.97	£225.97	£225.97	£225.97	£225.97	£225.97	£225.97	£225.97	£225.97	£225.97	£2,711.69	
Professional Fees	£169.48	£169.48	£169.48	£169.48	£169.48	£169.48	£169.48	£169.48	£169.48	£169.48	£169.48	£169.48	£2,033.77	
Contingency	£564.94	£564.94	£564.94	£564.94	£564.94	£564.94	£564.94	£564.94	£564.94	£564.94	£564.94	£564.94	£6,779.22	
													£67,792.24	

The spreadsheet above shows finances against the forecast income for the year of £76,000. In line with our 2019-2024 Business Plan, we have adjusted delivery accordingly depending on income and that income has varied due to property changes as well as the removal of some sectors (as agreed during the term by the Steering Group). Service delivery - and the charges for the same – are similarly adjusted to ensure optimised spend.

The **Community Fund** (£2,711.69) helped to support sponsored community stalls at the Cupar Market through the year, small funding grants for a number of community groups as well as the promotion and marketing of the town's BIG Weekend in September 2023.

The **Contingency** includes an allowance for Bad Debt: the balance was allocated to the re-run of the STV commercial for which matched-funding was secured to double airtime – working in partnership with Cupar Development Trust.

Appendix 2

CuparNow - Financial Forecast: Year 1 (2025-2026)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budget Forecast
Revenue Forecast														
Forecast Revenue (draw down from levy payments)	£24,050.00			£18,265.00		£6,890.00		£9,100.00	£4,030.00		£1,560.00	£1,105.00	£65,000.00	£65,000.00
Forecast Advertising Revenue			£3,750.00			£3,750.00			£3,750.00			£3,750.00	£15,000.00	£15,000.00
Forecast 3rd Party Investment	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£15,000.00	£15,000.00
													£95,000.00	£95,000.00
Service Delivery														
DAILY MANAGEMENT OF INTEGRATED DIGITAL	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£38,000.00	
DATA CAPTURE/MANAGEMENT	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£19,000.00	
BLOG & CATEGORISED LISTINGS	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£14,250.00	
MONITORING, ANALYTICS & REPORTING	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£4,750.00	
COMMUNITY FUND	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£4,750.00	
PROFESSIONAL FEES	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£2,850.00	
CONTINGENCY	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£9,500.00	
ABCD & ATCM MEMBERSHIP	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£1,900.00	
													£95,000.00	
													* The % split of expenditure on service provision is as detailed in the Business Plan. The sums are a guide and assume income additional to the levy as shown. The fixed allocation remains the levy; levels of advertising are dependent on demand. The level of 3rd party investment will be 'in kind' and delivered in ratio against levy receipts to meet budgetary needs and ensure ongoing delivery with no requirement to index-link the levy.	

We want to stress that, going forward, the levy only makes up part of the annual revenue for CuparNow – the balance will be sought through Advertising Revenue and provided for by 3rd party investment*. The figures and information in the spreadsheet above reflect this.

As was the case in our first term, the Contingency has a built-in allowance to help us manage/cover any bad debt; we would like to thank Fife Council's rates Team for their help and support in ensuring this sum remains as low as possible, very much to the benefit of the vast majority to pay their levies and enable the support we provide.

Full details on Service Delivery are provided in the Business Plan for 2025-2030.

23 October 2024

Agenda Item No. 9

Appointment to External Organisation – East Fife Sports Council’s Executive Committee

Report by: Lindsay Thomson, Head of Legal and Democratic Services

Wards Affected: Wards 1 and 5

Purpose

In response to a request from East Fife Sports Council received on 23 September 2024, it is necessary for the committee to appoint an elected member to replace Councillor Hoggan as a member of the organisation’s Executive Committee.

Recommendation

The committee is asked to nominate an elected member to replace Councillor Hoggan on the East Fife Sports Council’s Executive Committee.

Resource Implications

None.

Legal & Risk Implications

External organisations have their own governance structures and members should seek advice from the Head of Legal and Democratic Services on any concerns they have on membership of the organisations. In particular, members may be subject to other legislation such as the Companies Acts (directors’ responsibilities) and charity law.

Failure to make such appointments may mean the external organisation cannot function effectively or secure a quorum at meetings.

Impact Assessment

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

Consultation

The respective organisation has been consulted as appropriate.

1.0 Background

- 1.1 The main functions/purpose of this organisation is to see more people participating in sport and physical recreation and thereby enjoying its benefits. The organisation provides advice and support for the development of all sports, competitions and other events and also assists in the formation of sports clubs where none exist or where existing clubs are unable to fulfil current needs.
- 1.2 The committee agreed, at its meeting on 2 November 2022, to appoint Councillors Margaret Kennedy and Stefan Hoggan to the East Fife Sports Council's Executive Committee.

2.0 Conclusion

- 2.1 Following the request for a replacement elected member representative for the East Fife Sports Council's Executive Committee, the committee is asked to appoint a replacement.

Background Papers

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

- Appointments to External Organisations - report to committee on 2 November 2022.

Report Contact

Diane Barnet
Committee Officer
Legal and Democratic Services
Fife House
Glenrothes
Email – diane.barnet@fife.gov.uk

23 October 2024

Agenda Item No. 10

Cupar & Cupar Muir– Speed Limit Amendments

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

Wards Affected: Ward 20 – Cupar

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the expansion of the 20mph speed limit to cover the remaining urban 30mph speed limit roads and introduction of appropriate 40mph speed reductions on rural approach roads.

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 restrictions detailed in drawings TRO23_63-1 to 7 (Appendices 1 - 7) 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 Traffic Regulation Order and deliver the associated traffic management works will be approximately £15,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising, which will be met from approved Service budgets and delivery of the new infrastructure which will be met by Transport Scotland on behalf of the Scottish Government.

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, Police Scotland and Cupar Community Council have been consulted.

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 at www.fife.gov.uk.

1.0 Background

- 1.1 The Scottish Government is committed to working with local authorities to reduce the speed limit in our towns, cities, and villages to 20 mph by the end of 2025, to help make these roads safer for all road users.
- 1.2 Roads & Transportation Services has been implementing new 20mph speed limits in line with the Scottish Government's 20mph strategy to address calls for reduced speed limits and improved road safety in many communities around Fife.
- 1.3 St Andrews is set to become the first large town in Fife to have every road inside the town boundary reduced to 20mph. With all residential side street already being 20mph zones, this proposal brings Cupar in line with this strategy.

2.0 Issues and Options

- 2.1 It is proposed to implement 20mph speed limits on all remaining 30mph roads within the Cupar town boundary and selected 40mph lengths to encourage slower approach speeds as detailed in the attached plans.
- 2.2 No vertical speed reduction measures are proposed.
- 2.3 The existing 30mph speed limits on the B940 Pitscottie Road east of the railway bridge and on the A913 Balgarvie Road north of Kilmarnon School will remain in place as buffer zones for the new 20mph speed limits on these roads.
- 2.4 The existing 40mph speed limit on the A91 East Road will remain in place.
- 2.5 The existing part-time 20mph speed limits on South Road and Carslogie Road will be revoked and the electronic signs removed.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that both the 20mph and the 40mph speed limits should be promoted.

List of Appendices

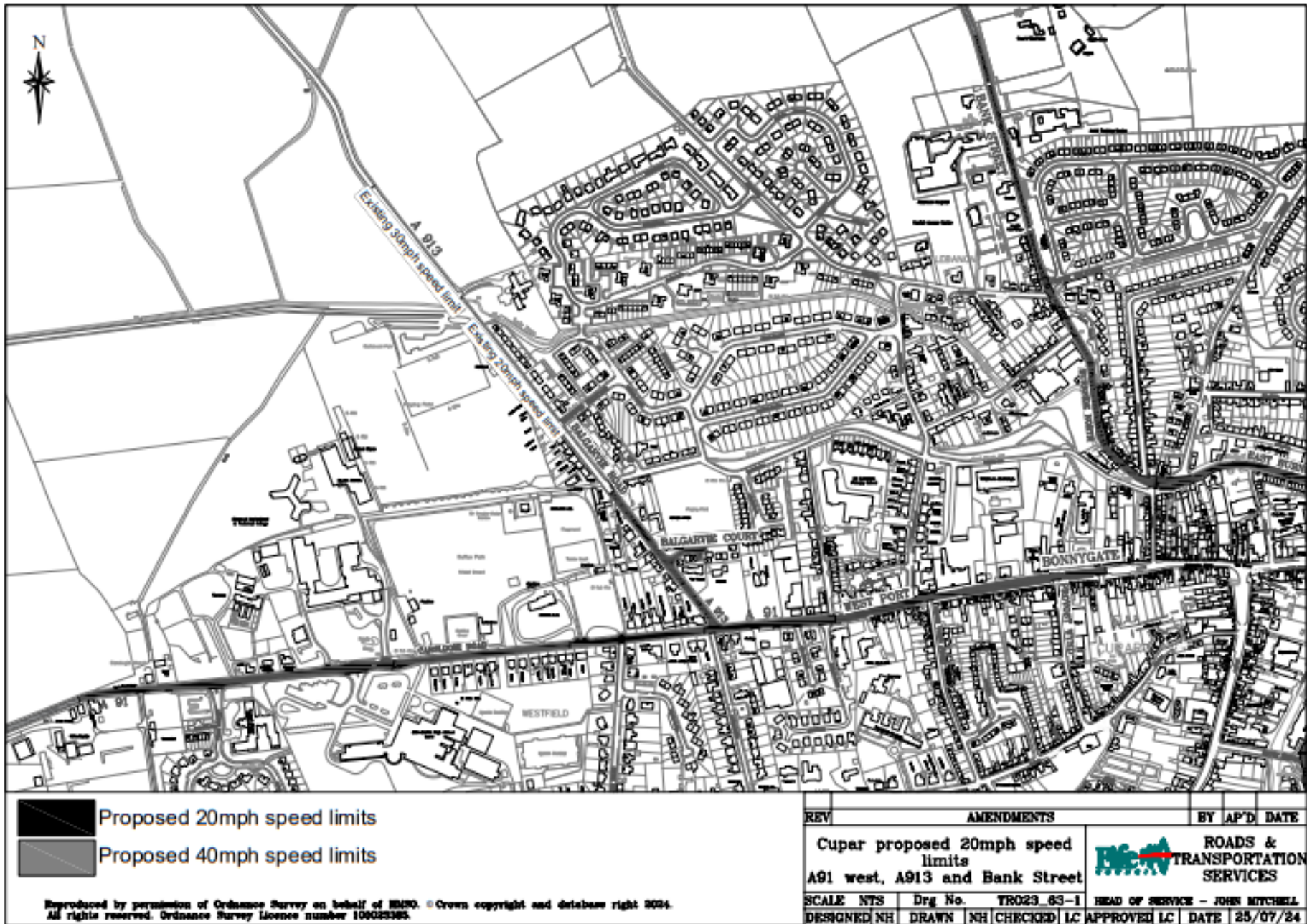
1. Drawing TRO23_63-1 – A91 west, A913 and Bank Street
2. Drawing TRO23_63-2 – A91 east, town centre, Burnside and Pitscottie Road
3. Drawing TRO23_63-3 – A914 South Rd, A916, Drum Rd, Westfield Rd & Brighton Rd
4. Drawing TRO23_63_4 – A913 and Bank Street
5. Drawing TRO23_63_5 – A91 west, Westfield Road and Brighton Road
6. Drawing TRO23_63_6 – Cupar Muir
7. Drawing TRO23_63_7 – A914 & A916

Report Contacts

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Appendix 1



Appendix 2



-  Proposed 20mph speed limits
-  Proposed 40mph speed limits



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REV	AMENDMENTS	BY	AP'D	DATE
	Cupar proposed 20mph speed limits A91 east, town centre, Burnside & Pitscottie Road			
SCALE	NTS	DRG. No.	TRO23_63-2	HEAD OF SERVICE - JOHN MITCHELL
DESIGNED	NH	DRAWN	NH	CHECKED
			LC	APPROVED
			LC	DATE
				25/07/24



Appendix 3



-  Proposed 20mph speed limits
-  Proposed 40mph speed limits



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REV	AMENDMENTS	BY	AP'D	DATE
	Cupar proposed 20mph speed limits A914 South Road, A916, Drum Road, Westfield Road & Brighton Road			
SCALE NTS		Drg. No. TRO23_63-3		HEAD OF SERVICE - JOHN MITCHELL
DESIGNED NH	DRAWN NH	CHECKED LC	APPROVED LC	DATE 25/07/24




Appendix 4

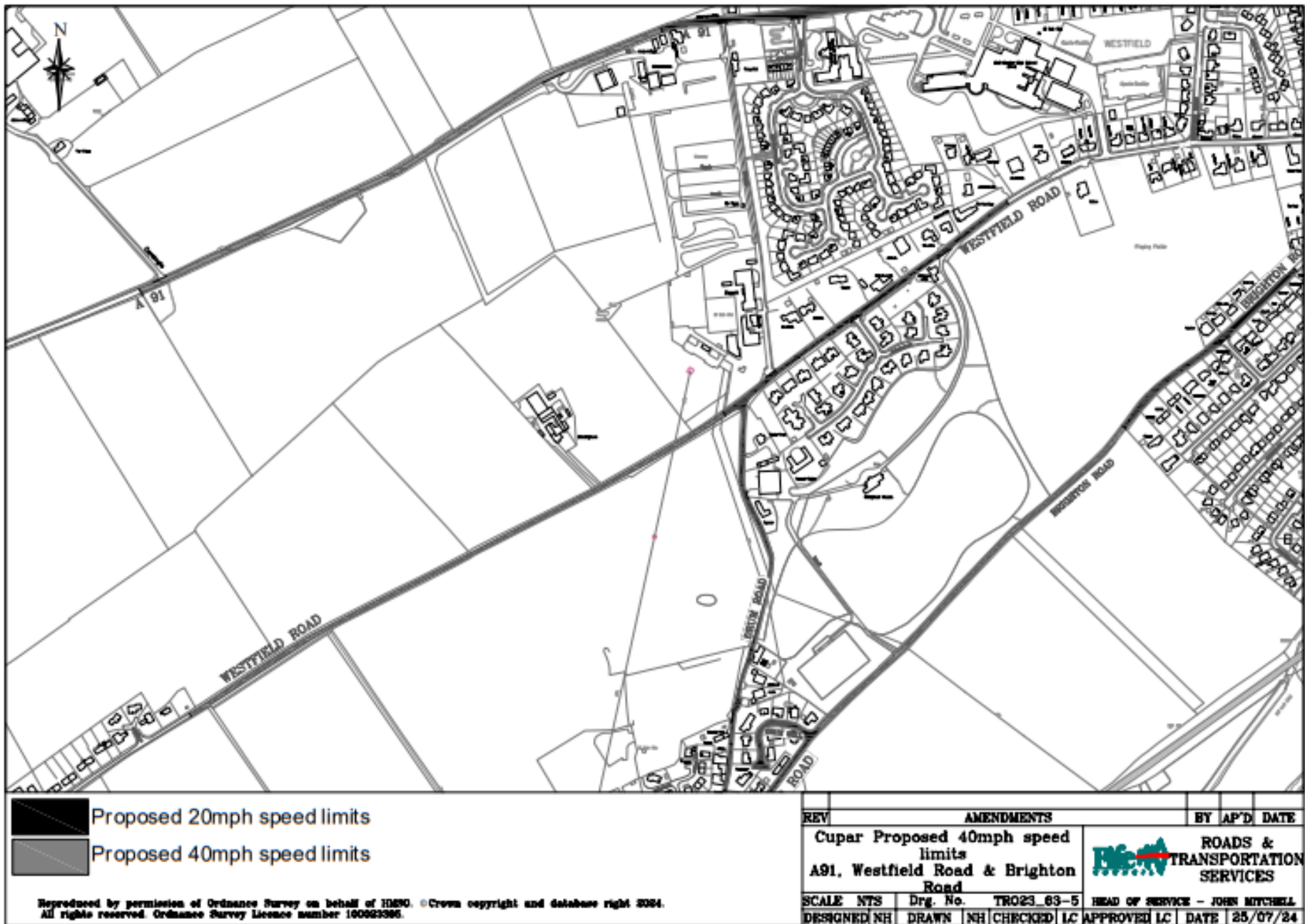


-  Proposed 20mph speed limits
-  Proposed 40mph speed limits

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REV	AMENDMENTS	BY	AP'D	DATE
	Cupar proposed 40mph speed limits A913 & Bank Street	 ROADS & TRANSPORTATION SERVICES		
SCALE NTS	Drsg. No. TRO23 63-4			
DESIGNED NH	DRAWN NH	CHECKED LC	APPROVED LC	DATE 25/07/24

Appendix 5




Appendix 6

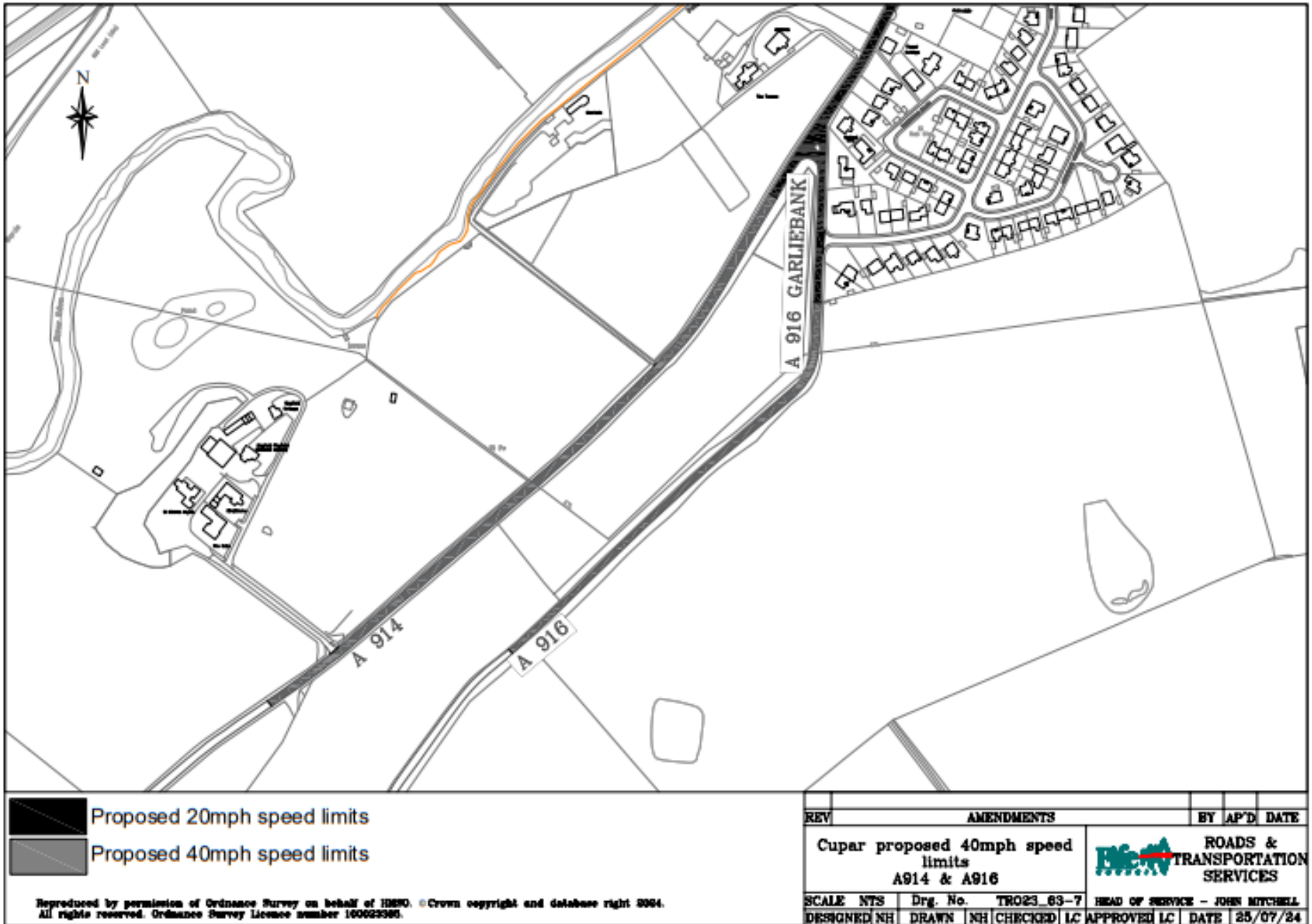


 Proposed 20mph speed limits
 Proposed 40mph speed limits

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REV	AMENDMENTS	BY	AP'D	DATE
	Proposed 20mph & 40mph speed limits Cupar Muir			
SCALE NTS DESIGNED NH		 ROADS & TRANSPORTATION SERVICES		HEAD OF SERVICE - JOHN MITCHELL DATE 25/07/24
	Drg. No. TRO23_63-6 DRAWN NH CHECKED LC APPROVED LC			

Appendix 7



23 October 2024

Agenda Item No. 11

Kingsbarns – Speed Limit Amendments

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

Wards Affected: Ward 19 – East Neuk and Landward

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of 20mph speed limits on Main Street and Station Road with the introduction of appropriate 40mph speed limits on the A917 approaches.

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 restrictions detailed in drawings TRO24_39-1 to 3 (Appendices 1 - 3) 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 Traffic Regulation Order and deliver the associated traffic management works will be approximately £10,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising, which will be met from approved Service budgets and delivery of the new infrastructure which will be met by Transport Scotland on behalf of the Scottish Government.

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, Police Scotland and Kingsbarns Community Council have been consulted.

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 at www.fife.gov.uk.

1.0 Background

- 1.1 The Scottish Government is committed to working with local authorities to reduce the speed limit in our towns, cities, and villages to 20 mph by the end of 2025, to help make these roads safer for all road users.
- 1.2 Roads & Transportation Services has been implementing new 20mph speed limits in line with the Scottish Government's 20mph strategy to address calls for reduced speed limits and improved road safety in many communities around Fife.
- 1.3 Concerns have been raised by the Community Council and ward members regarding the speed limit and road safety in Kingsbarns.

2.0 Issues and Options

- 2.1 It is proposed to implement 20mph speed limits on Main Street and Station Road to the extents indicated on the attached plans.
- 2.2 This will also include North Quarter Steading, which was not included in the previous 20 zone order for Kingsbarns.
- 2.3 40mph buffer speed limits will be provided on the A917 approaches to the extents shown on the attached plans.
- 2.4 The existing part-time 20mph speed limit on Main Street will be revoked and the electronic signs removed.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that both the 20mph and the 40mph speed limits should be promoted.

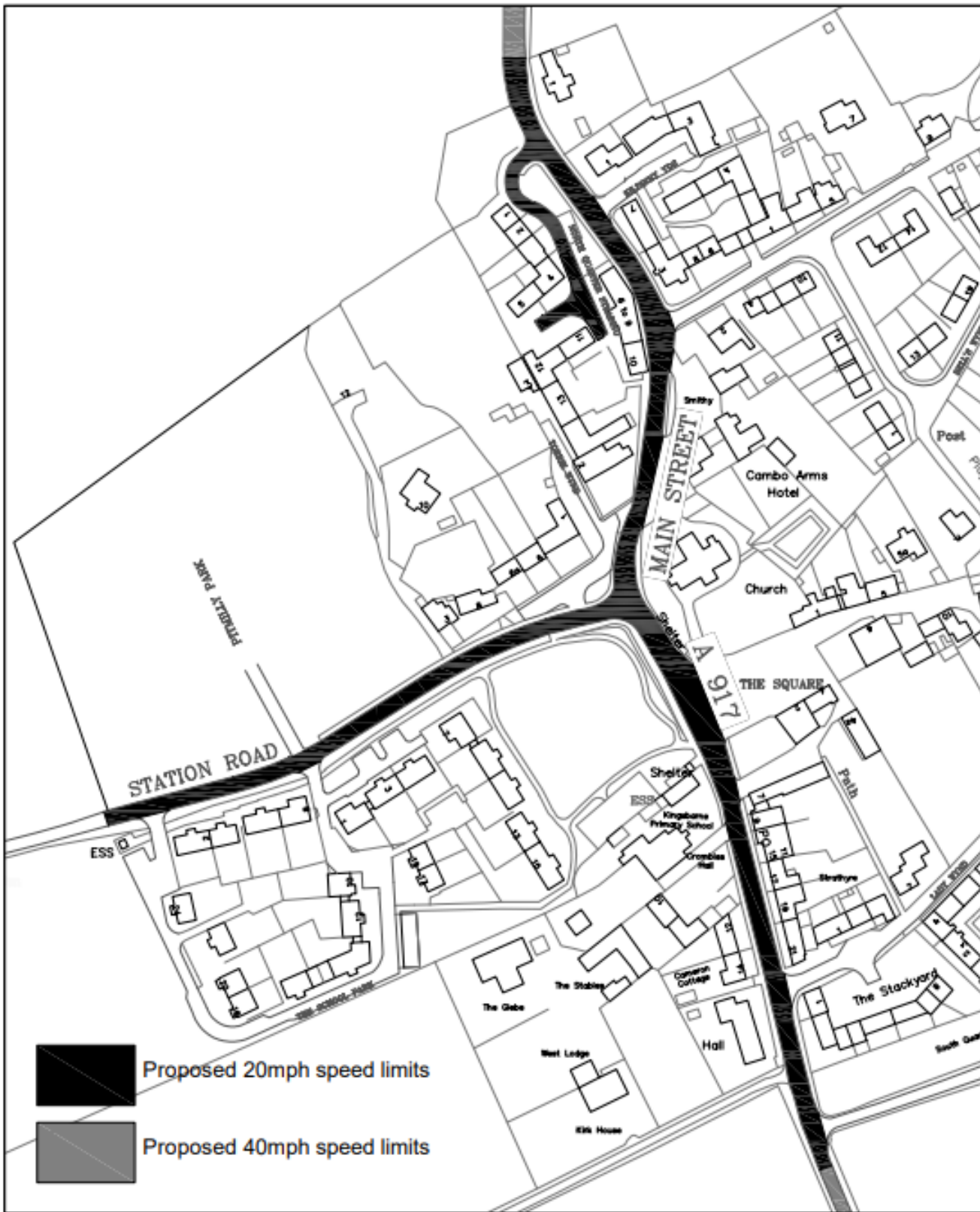
List of Appendices

1. Drawing No. TRO24_39-1 – Proposed 20mph speed limit
2. Drawing No. TRO24_39-2 – Proposed 40mph A917 north
3. Drawing No. TRO23_39-3 – Proposed 40mph A917 south

Report Contacts

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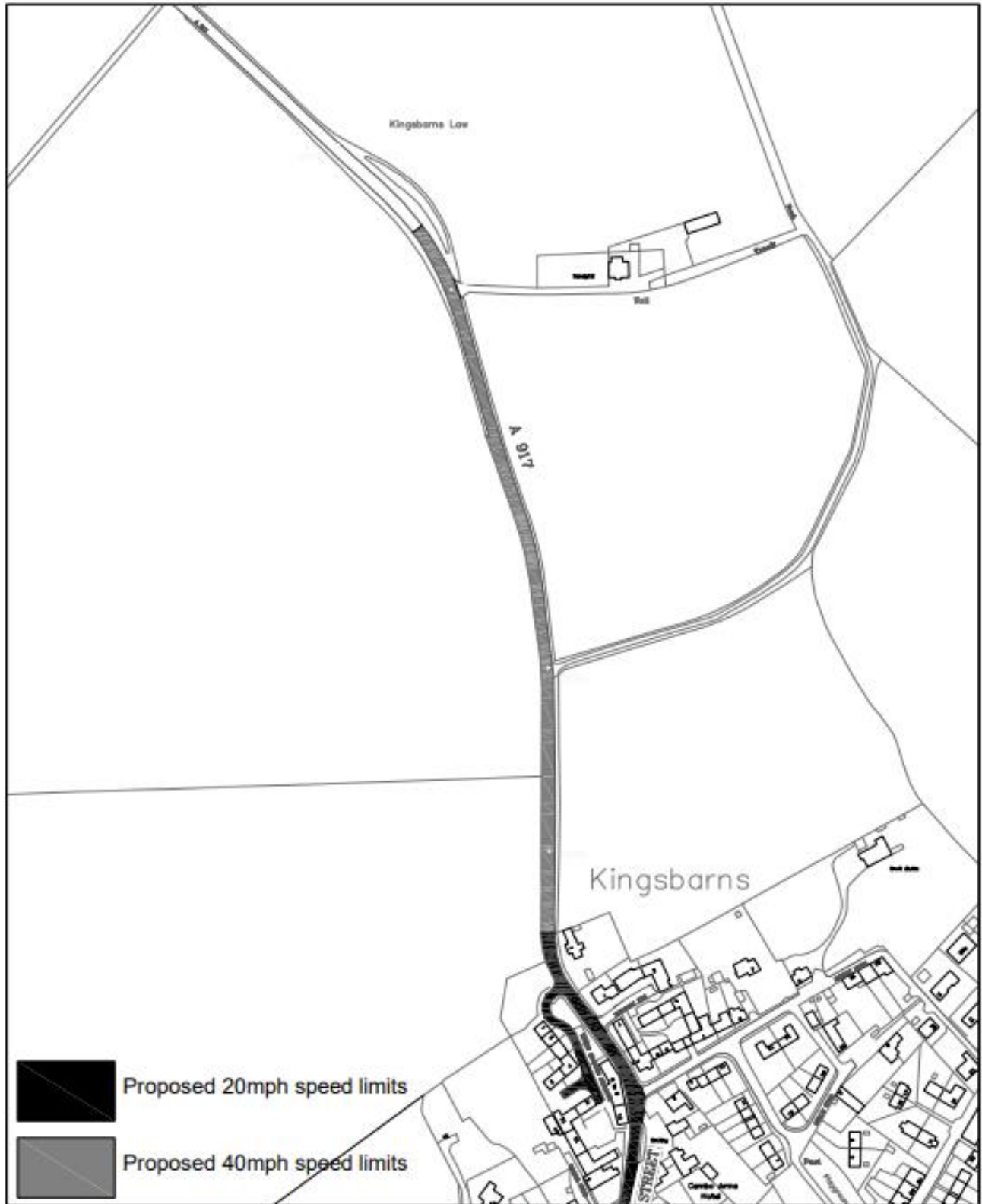
REF	AMENDMENTS						BY	APPVD DATE
DESIGNED	NH	DRAWN	NH	CHECKED	LC	APPROVED	LC	
HEAD OF SERVICE - JOHN MITCHELL							DATE	26/07/2024



ROADS & TRANSPORTATION

Proposed 20mph speed limits Kingsbarns

SCALE NTS DRAWING No. TRO24_39-1



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REF	AMENDMENTS						BY	APPROV DATE
DESIGNED	NH	DRAWN	NH	CHECKED	LC	APPROVED	LC	DATE
								26/07/2024
HEAD OF SERVICE - JOHN MITCHELL								



ROADS & TRANSPORTATION

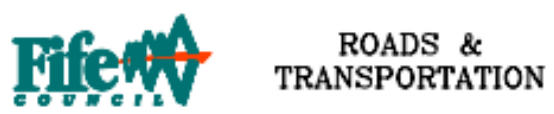
**Proposed 40mph speed limit
A917 Kingsbarns north**

SCALE NTS DRAWING No. TR024_39-2



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REF	AMENDMENTS		BY	APP'D	DATE			
DESIGNED	NH	DRAWN	NH	CHECKED	LC	APPROVED	LC	DATE
								26/07/2024
HEAD OF SERVICE - JOHN MITCHELL								



**Proposed 40mph speed limit
A917 Kingsbarns south**

SCALE: NTS DRAWING No.: TRO24_39-3

23 October 2024

Agenda Item No. 12

Crail – Speed Limit Amendments

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

Wards Affected: Ward 19 – East Neuk and Landward

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of 40mph speed limits on the A917 and B940 approaches to Crail.

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 restrictions detailed in drawings TRO24_25-3 & 4 (Appendices 1 & 2) 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 Traffic Regulation Order and deliver the associated traffic management works will be approximately £5,000 which covers Roads & Transportation Services' and Legal Services' staff costs, advertising, and delivery of the new infrastructure. 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 has been completed. No negative impacts have been identified.

Consultation

The local Ward Councillors, Police Scotland and Crail Community Council have been consulted.

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 at www.fife.gov.uk.

1.0 Background

- 1.1 An experimental 20mph speed limit order was established for the A917 through Crail and the Committee agreed to make this permanent on 19 June. The made order is now in place for this.
- 1.2 Speed surveys have shown poor compliance with the 20mph speed limit on the A917 through Crail. To reduce speeds before the 20mph speed limit various traffic calming measures are proposed, including a 40mph buffer speed limit on the A917 and B940 approaches. The traffic calming proposed consists of build-outs and other minor measures, which do not require Committee approval. Implementation will be funded through an allocation within the Area Roads Programme.

2.0 Issues and Options

- 2.1 It is proposed to implement 40mph buffer speed limits on the A917 and B940 approaches to the extents shown on the attached plans.
- 2.2 This will be carried out in conjunction with the proposed traffic calming measures.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety that the 40mph speed limits should be promoted.

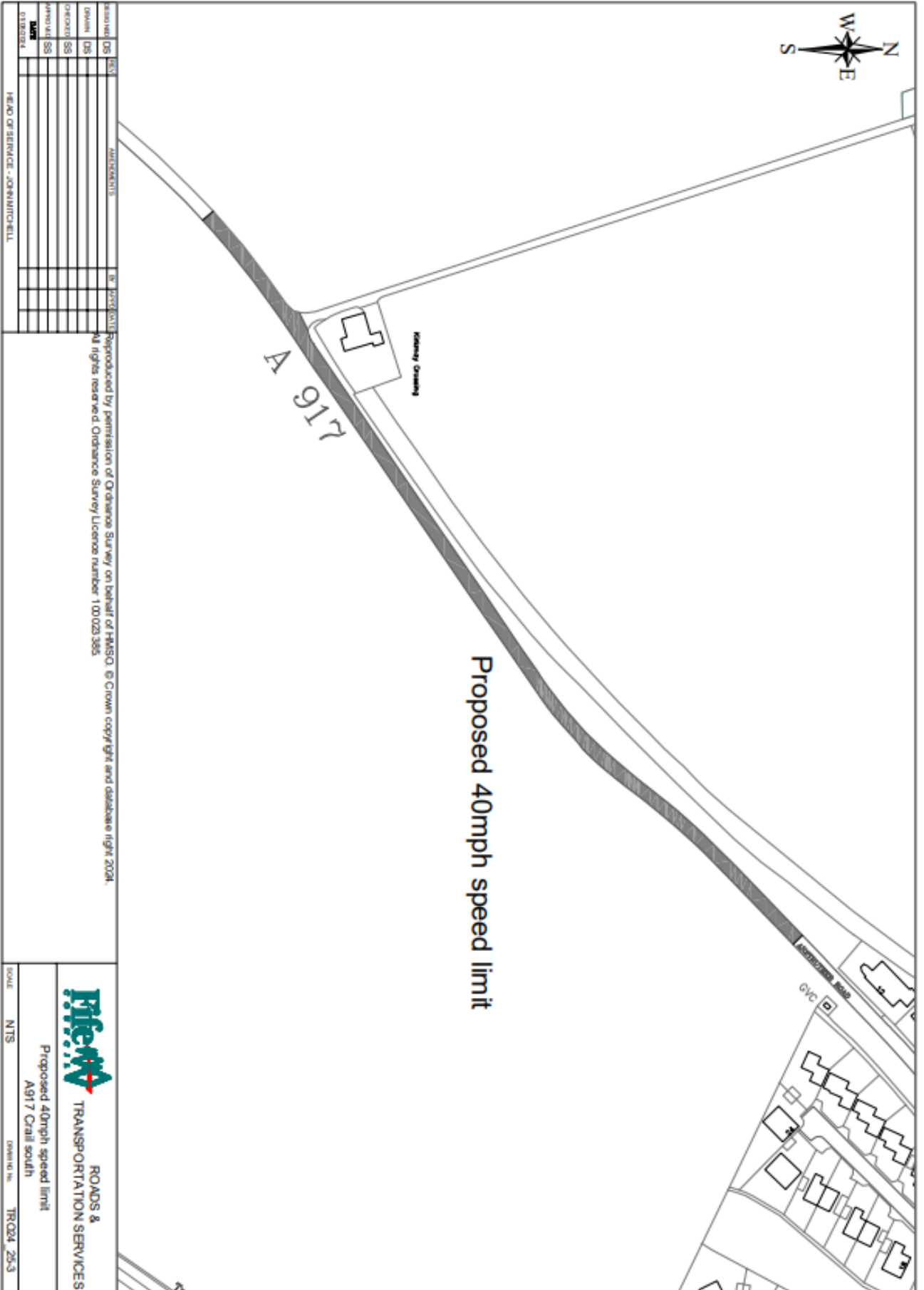
List of Appendices

1. Drawing No. TRO24_24-3 – Proposed 40mph speed limit A917 Crail south
2. Drawing No. TRO24_24-4 – Proposed 40mph speed limit A917 and B940 Crail north

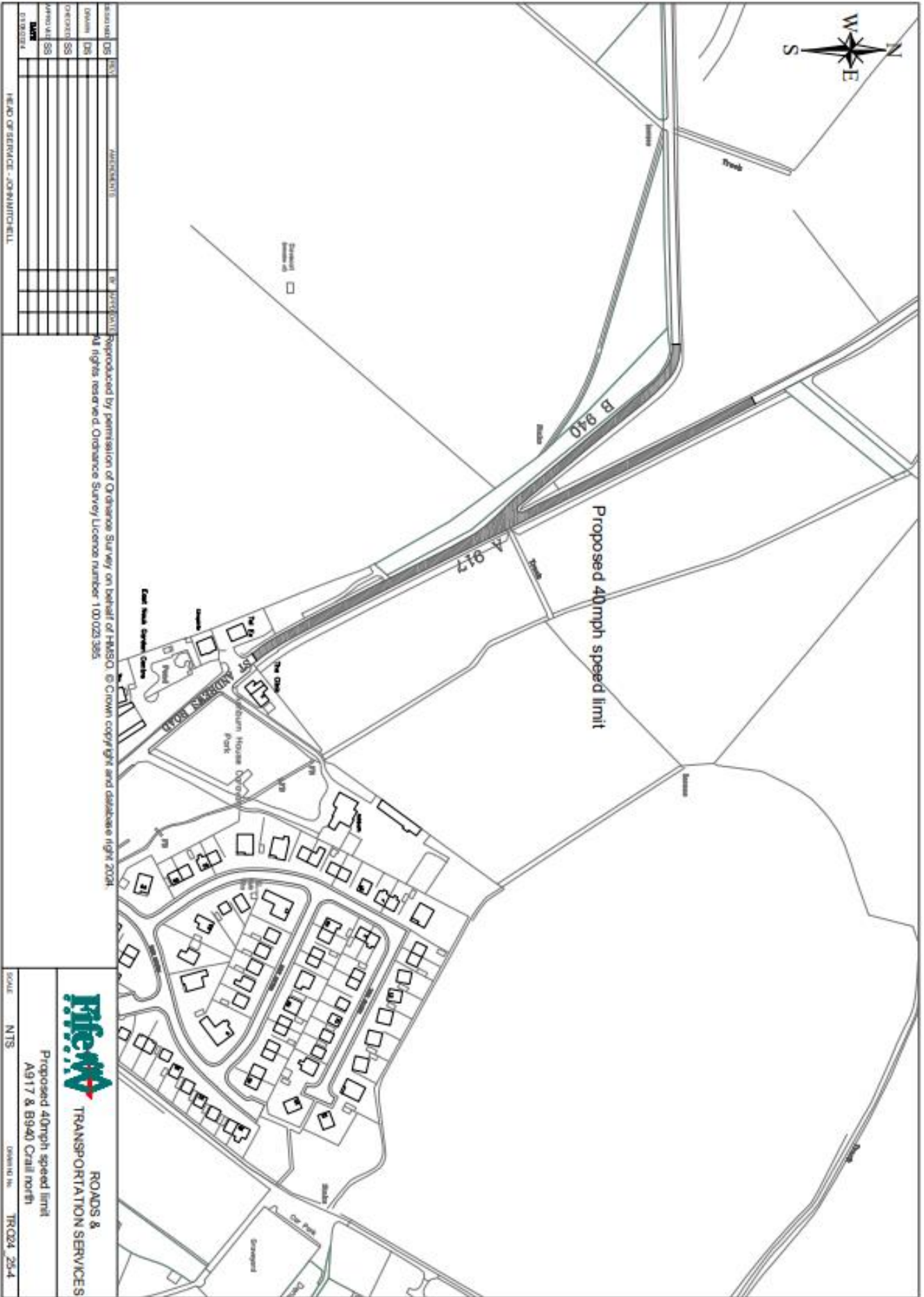
Report Contacts

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Appendix 2



23 October 2024

Agenda Item No. 13

Newburgh – Proposed 20mph & 40mph Speed Limits

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

Wards Affected: Ward 16 – Howe of Fife and Tay Coast

Purpose

The purpose of this report is to allow the Area Committee to consider proposals to lower the 30mph speed limit on roads through Newburgh to a 20mph speed limit and create a 40mph buffer zone on A913 Abernethy Road.

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 restrictions detailed in drawings TRO24_50 a & b 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 Traffic Regulation Order and deliver the associated traffic management works will be approximately £12,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising, which will be met from approved Service budgets and delivery of the new infrastructure which will be met by Transport Scotland on behalf of the Scottish Government.

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, Police Scotland and Newburgh Community Council have been consulted.

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 at www.fife.gov.uk.

1.0 Background

- 1.1 The Scottish Government is committed to working with local authorities to reduce the speed limit in our towns, cities, and villages to 20 mph by the end of 2025, to help make these roads safer for all road users.
- 1.2 Roads & Transportation Services has been implementing new 20mph speed limits in line with the Scottish Government's 20mph strategy to address calls for reduced speed limits and improved road safety in many communities around Fife.
- 1.3 The 30mph speed limit on the A913 in Newburgh has been identified as appropriate for reduction to 20mph due to its proximity to residential/commercial premises and the existing part-time 20mph limit already in place past the school. With all residential side streets already being 20mph zones, this proposal brings Newburgh in line with this strategy.

2.0 Issues and Options

- 2.1 It is proposed to implement a 20mph speed limit to the entire length of the current 30mph, involving Abernethy Road, High Street and Cupar Road and a 40mph buffer zone on Abernethy Road on the approach to the 20mph gateway.
- 2.2 No vertical speed reduction measures are proposed alongside the speed limit reduction. However, the streets will be appropriately signed and all flashing school part time 20mph signs will be removed.
- 2.3 The existing 30mph speed limit on Abbey Road, which branches off the A913, will be partially replaced, starting from its junction with the A913 and extending to Lindores Abbey car park.
- 2.4 A new housing development is being constructed north of the A913 Cupar Road and it is proposed that all roads within this new development are included within this 20mph limit.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that the 20mph and 40mph speed limits are promoted.

List of Appendices

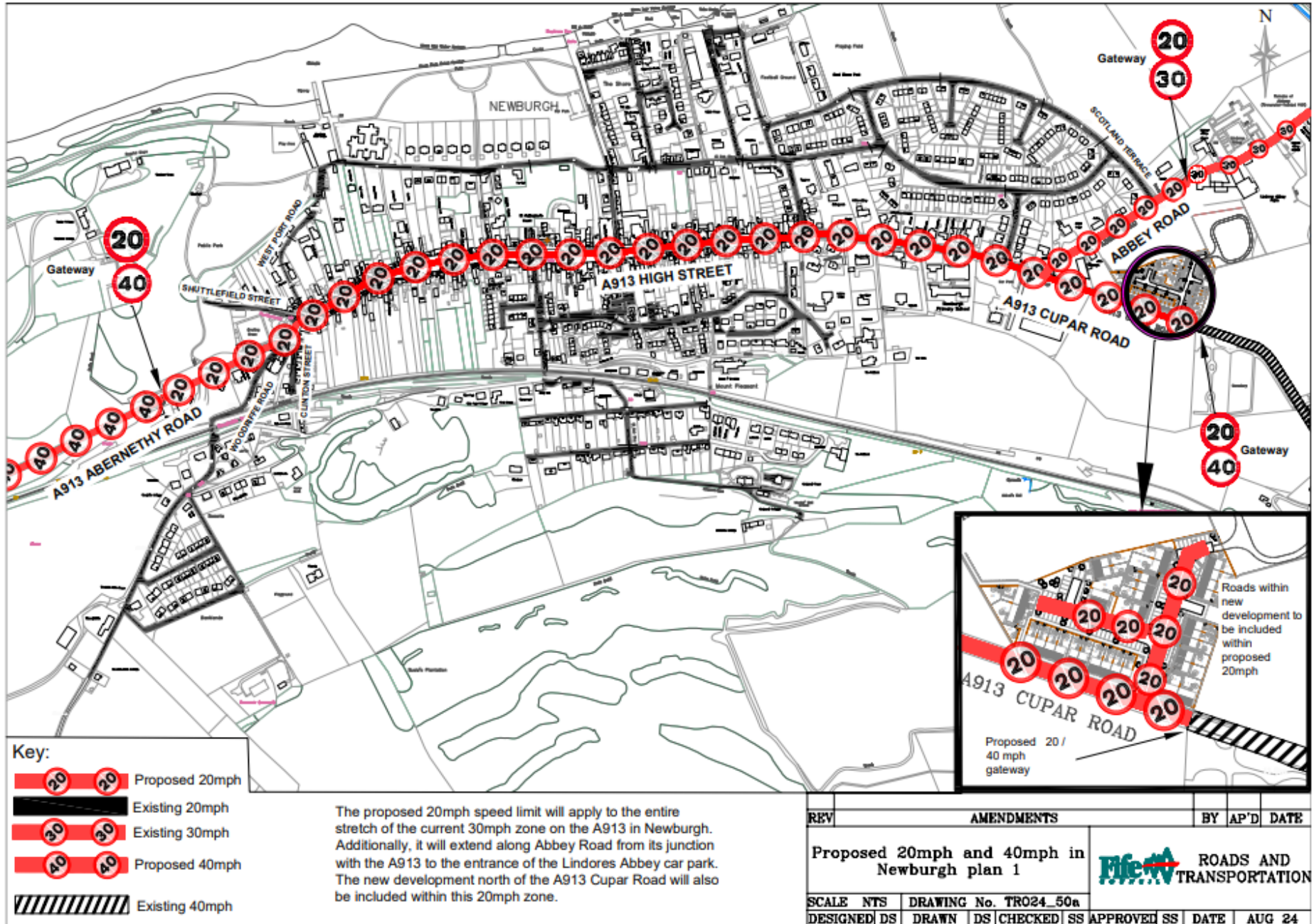
1. Drawing TRO24_50 a
2. Drawing TRO24_50 b

Report Contacts

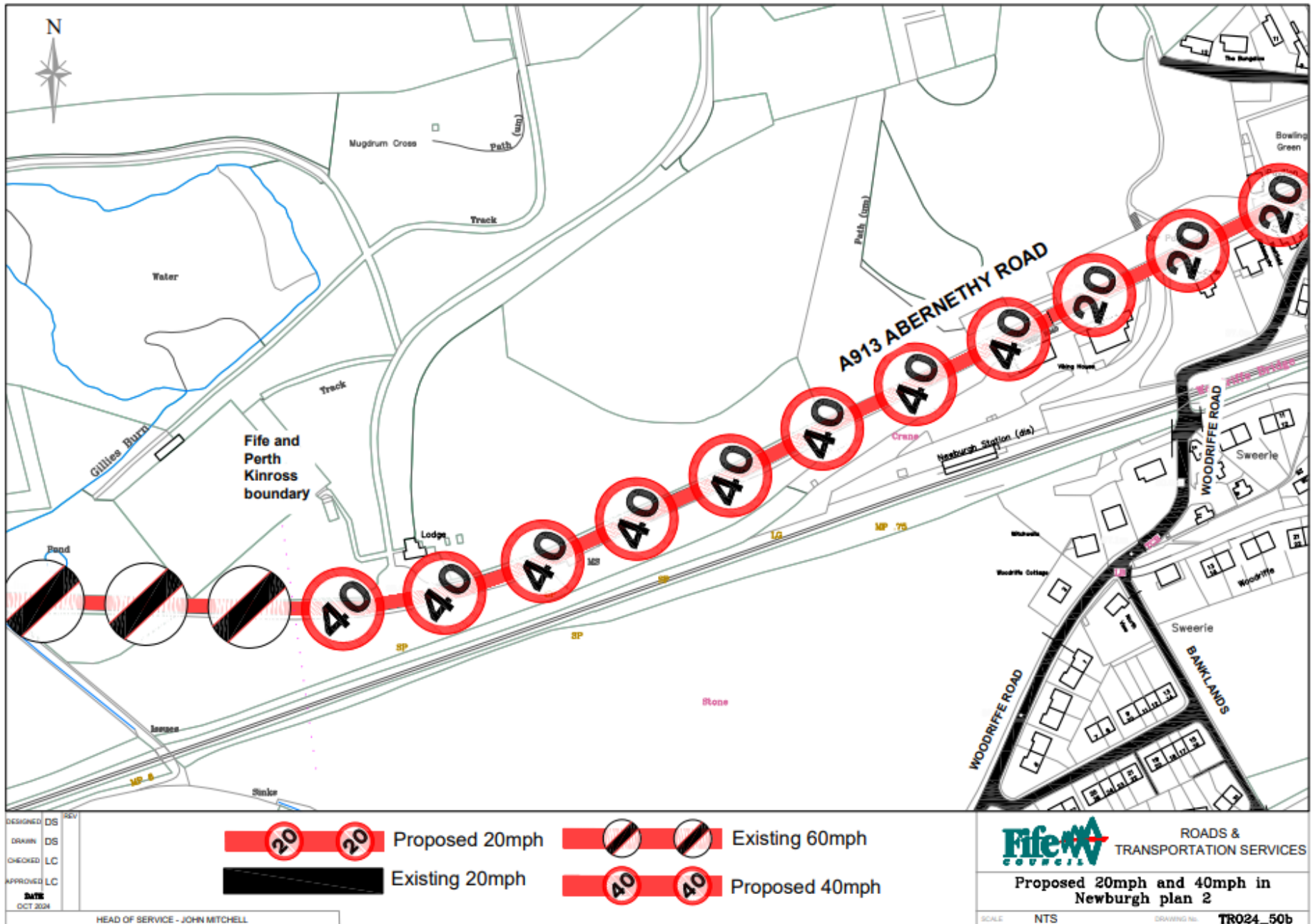
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Appendix 1



Appendix 2



23rd October 2024

Agenda Item No. 14

Area Housing Plan & Area Lettings Plan review 2024-25

Report by: John Mills, Head of Housing Services

Wards Affected: Ward 16 – Howe of Fife, Ward 17 – Tay Bridgehead, Ward 18 – St Andrews, Ward 19 – East Neuk and Landward, Ward 20 - Cupar

Purpose

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. Previous plan was approved by Area Committee on 24th November 2021.

Recommendation

Members are asked to consider and approve the revised NEF Area Housing plan for 2024-2025

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

1.0 Background

- 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 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 needs done. 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 the Plan 4 Fife, Local Housing Strategy, Area Lettings Plan, NEF Community plan, Local Letting plan and pathway to improvement (Annual Return on the Social Housing Charter).

2.0 Development of the Area Housing Plan

- 2.1 The previous Area Housing Plan covered the period 2022-24. Since then, we have developed a new annual Area Housing Plan focusing on key performance areas in line with discussions with the Area Committee Conveners and Vice-Conveners across Fife.
- 2.2 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 work closely with Tenant and Resident Associations and carry out area walkabouts with representatives and partner services to identify areas of concern, creating action plans and reporting on progress.
- 2.3 The Area Housing Plan highlights performance, and states tenants in NEF are 79.8% satisfied with the overall service provided. 91.9% of tenants are satisfied with the management of their neighbourhoods.
- 2.4 In NEF over recent years, the Council has delivered Affordable Housing in Kingsbarns, Cupar, Ladybank and Guardbridge. Currently, there is an acute need for more council new build properties in this Area. We have linked in our Strategic Housing Investment Plan (SHIP) to give Members the opportunity to explore the planned new builds sites across the NEF Area.
- 2.5 We have highlighted the role of our housing 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 Action Plan

- 3.1 It is recognised that there is a need for more affordable housing in North East Fife, we will provide an update to the area committee with an update on planned new build projects for NEF, the number of properties purchased through our Property Acquisitions Policy and identify unused land for feasibility to develop affordable housing.
- 3.2 Over recent years, in North East Fife, the Council has delivered 162 affordable homes in Cupar, Ladybank Guardbridge and Kingsbarns, with further developments commenced in Springfield, Newburgh and Strathkinness.

In addition to the new build properties, we have purchased from the open market an additional 9 properties.

- 3.3 Lack of family housing and specific needs housing was recognised as a key housing issue in NEF. 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, we will carry out adaptations to existing homes to keep tenants at home and we will consider vacant properties for conversion.
- 3.4 We are committed to several 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.

Condition of estates was identified as a key housing issue. We will carry out garden inspections promptly when they are below standard, we will regularly inspect for chocked gutters, vegetation, and maintenance issues, we will provide regular maintenance of trees, shrubs, weeds, and grass on housing land, we will develop a maintenance programme to refurbish lock ups in need of modernisation. We will carry out regular estate walkabouts with key stakeholders to identify any issues affecting the community and address them promptly.

- 3.5 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 aim to increase the number of “Housing First” tenancies within the area.

Anti-social behaviour was identified as another key housing issue. We implemented a new Antisocial Behaviour Policy in January 2022 with the Safer Communities Team leading on tackling complaints of antisocial behaviour. We will utilise allocation discretion where appropriate in an effort to create balanced communities and increase the number of ‘Housing First’ tenancies in NEF to ensure tenants with complex support requirements have the best chance of sustaining their tenancy.

4.0 Area Lettings Plan 2024-2025

- 4.1 The Area Lettings Plan (appendix 2) provides contextual information in relation to Housing provision across North East Fife, as well as information in relation to our allocations and current waiting lists.
- 4.2 There are more people looking for rehousing in the North East Fife area than we have housing becoming available. There is a lack of larger properties and adapted accommodation within the area coupled with low turnover of properties across many of the lettings areas. In addition, there is low demand for specific property types across the North East Fife area. We will actively promote Retirement Housing and Housing for Older People, and where required advertise long term vacancies on Fife Housing Register Website. 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 25 completed exchanges taking place last year.

5.0 Conclusions

- 5.1 Through the Area Housing Plan, we have identified local issues through engagement with local communities and elected member and create action plans to 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 balanced community.

List of Appendices

1. NEF Area Housing Plan 2024 - 2025
2. NEF Area Lettings Plan 2024 - 2025

Background Papers

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

Report Contact

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Area Housing Plan

North East Fife 2024-25



Welcome to the North East Fife Area Housing Plan

Fife Council supports the Scottish Government's Housing to 2040 vision for everyone in Scotland to have a safe, high-quality home that is affordable and meets their needs in the place they want to be. The Fife Housing Partnership Local Housing Strategy 2022-2027 is the strategic plan in which the key areas of focus are outlined:

1. Ending Homelessness
2. More Homes in the Right Places
3. A Suitable Home
4. A Quality Home
5. A Warm Low Carbon Home

Whilst the Local Housing Strategy sets out the strategic plan for Fife, the area housing team are responsible for the delivery of local plans for and with local people. This Area Housing Plan aims to illustrate how the North East Fife area housing team works with our partners and local communities to improve how we deliver housing services in the local area.

The area housing plan is our commitment to the ongoing work required on:

- New Homes
- Letting Empty Houses

- Improving Property
- Looking after tenancies

We have produced a Housing Neighbourhood Plan with our customers for each of the 7 Areas in Fife, and this is yours, covering Cupar, East Neuk and Landward, Howe of Fife, St Andrews and Taybridgehead.

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

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 to identify key areas of focus or improvement. We included your ideas in our finished plan where we could. The North East Fife Area Housing Plan was **approved by North East Fife Area Committee on xx/xx/xx**

Strategic Context

The diagram below shows links between this plan 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 [North East Fife 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 North East Fife



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

This map will let applicants know the number of properties that we have in each area so that they can make an informed decision about their preferred areas of choice when submitting their 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

At the end of March 2024, we had 1456 applicants requesting housing within North East Fife area, while there are 1488 applicants living in North East Fife area requesting to be rehoused

In 2023/24, the North East Fife Area Housing Team made 392 offers of housing of which 80% were accepted. New lets are predominantly a result of allocations to applicants, however can also be as a result of mutual exchanges, successions and assignments of tenancy.

Allocations play a key role in ensuring we make the best use of our housing stock, and we are committed to allocating these properties fairly across all applicant categories.



Managing Tenancies



Safer Communities

Our Safer Communities team works to deliver community safety across Fife. Community safety covers a range of issues including crime, antisocial behaviour, public perception of crime and safety in our homes and on our roads. We have dedicated officers who work with colleagues across the council and partner organisations to improve the local environment, make people feel safer and reduce crime, its causes and the fear of crime

Anti Social Behaviour

We recognise that antisocial behaviour is not acceptable and that it can have a significant impact on the quality of life of individuals, families and the community as a whole.

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.

We are committed to working in partnership with other agencies to focus on early intervention and prevention of antisocial behaviour. This focus means that we recognise the need to take action at an early stage by:

- supporting people in changing their behaviours and reducing risk
- working closely with individuals and communities to help them find solutions to local problems
- offering tenancy assistance to encourage tenancy sustainment.

Supporting Tenants

The North East Fife Area Housing team work hard to meet a range of housing needs. The cost of living crisis and economic uncertainty is making it difficult for some households to pay basic bills or access benefits.

100.1% all
Fife Rent
Collected

99.64%
North East
Fife Rent
Collected

We can provide support with money advice, please speak with your housing management officer if you would like further information.

In our introduction, we confirmed that we support the Scottish Government Housing to 2040 strategy, and this includes addressing fuel poverty. We will continue to work alongside our partners to support tenants experiencing difficulties.

Stock Improvement and the Affordable Housing Program

The Plan for Fife 2017-2027 through the 'Thriving Places' theme identifies the challenge of a rapidly changing population with around 20,000 new homes, of all tenure, needed over ten years. To achieve this, we are committed to building new homes and in the North East Fife area and we have built 162 new homes since 2017.

We recognise that under the Right to Buy Scheme which was active between 1980 – 2016, 5274 properties were sold in the North East Fife area. We are now purchasing properties back from the open market in the areas of greatest demand to assist those in the greatest need of housing. In the previous year 9 properties were bought in the North East Fife Area.

New Build Developments

Over recent years, in North East Fife, the Council has delivered affordable homes in Cupar, Ladybank Guardbridge and Kingsbarns, with further developments commenced in Springfield, Newburgh and Strathkinness.

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 North East Fife by viewing our [Strategic Housing Investment Plan 2024-2029](#)

Investing in your home

As a landlord, we are committed to ensuring that our properties meet the Scottish Housing Quality Standard. The Scottish Housing Quality Standard sets priorities to ensure our houses are:

- Above tolerable standard
- Free from serious disrepair
- Energy Efficient
- Provided with modern facilities.
- Healthy, Safe and Secure

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

- Central Heating
- Double glazed windows
- External doors

- Extractor fans for kitchen and bathroom
- Hard wired smoke detectors
- Kitchens
- Roofs and rainwater goods
- Roughcasting
- Upgrading electric consumer units
- Bathrooms

The Energy Efficiency Standards for Social Housing (ESSH) encourages landlords to improve the energy efficiency of social housing. In Fife, we have a 89.47% compliance rate, against the Scottish Average of 91.79%.

The Scottish Housing Quality Standard (SHQS) was introduced in 2004 to measure the quality of social housing in Scotland. In Fife there is a compliance rate of 92.15%, against the Scottish average of 83.87%.

Gypsy/Travellers

The 2011 census identified 316 Gypsy/Travellers in Fife, accounting for 7.5% of the Gypsy/Traveller population in Scotland. There are currently three Council sites in Fife with a total of 50 pitches which are owned and maintained by Fife Council, with 34 (68%) of the 50 pitches occupied.

Currently, there are three Gypsy/Traveller Tenant and Residents Associations, and regular engagement is carried out with tenants on Council sites. This creates a better understanding of the needs of tenants to help plan future provision. However, the quantity of provision in Fife currently meets the needs of the Gypsy/Travellers population.

At the Tarvit Mill site, the previous 20 pitches are being reprovisioned to 15 pitches, providing chalet style accommodation with space for vehicles. The former hostel has been turned into an on site Community Hub for use by the tenants. All works are due for completion by early summer 2025.

Rate your estates: What we found

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

Around 45% of our homes throughout the area are flatted properties which includes tenement style properties and maisonettes. Our overall stock consists mainly of one and two bedroom properties (77% of total stock) and only 3% of our stock is of large family homes of 4 or more 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 high demand, making access to affordable housing more difficult for those in housing need. This is exacerbated by a costly and competitive private rental market and relatively high property purchase prices across the area.

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.

Some 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 continues to make it difficult for some households to pay basic bills or access benefits.

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, which can be found at the end of this publication.

Complaints received: North East Fife 2023/24



Housing Complaints are handled in accordance with Fife Council 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.

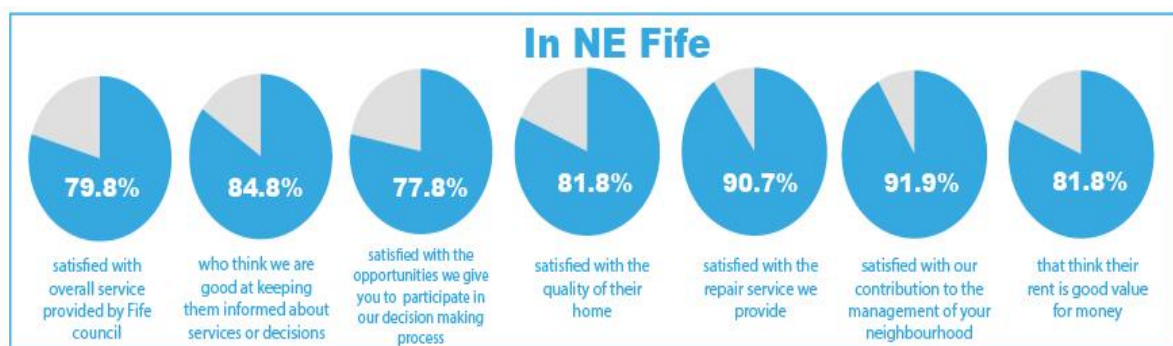
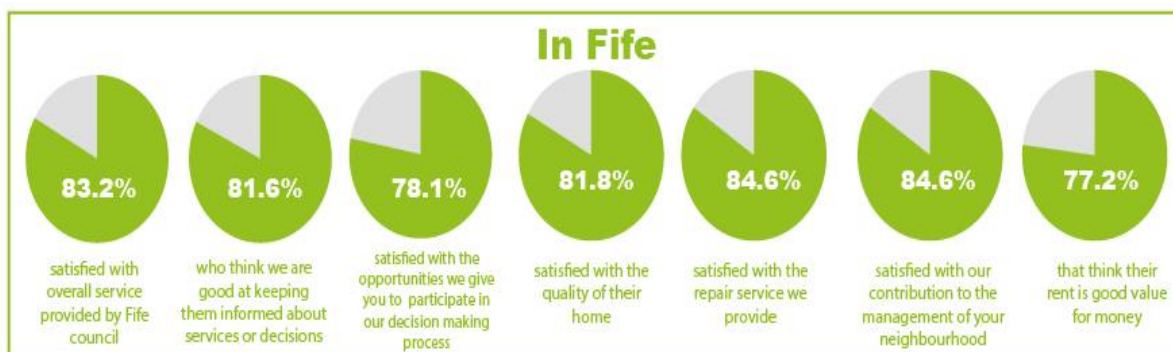
The top 5 reasons for all complaints in North East Fife during 2023/24 (with numbers of complaints) were recorded as follows:

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;



We also undertook a survey of North East Fife tenants, residents and stakeholders to help us identify what they would like to see in the area and what needs to improve. The results of this survey have been used to inform the action plan at the end of this publication.

Annual Area Housing Budget

The area housing budget that was approved for North East Fife for 2024/25 is £254,819. The area housing budget is used to fund local projects that benefit our estates and improve the area for tenants and residents, as well as to support tenancy sustainment across the area.

Looking forwards, we will continue to work with tenants, partners and elected members to identify potential improvement projects across all five wards and will report on these to North East Fife area committee. Officers will undertake community walkabouts to find out what is important to local residents, using the Place Standard Tool and Scottish Index of Multiple Deprivation to help identify areas which require attention.

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 tenants magazine is also a good way to keep up to date with what we are doing and how you can get involved - this is delivered to all tenants tri-annually.

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

We currently have 6 active Tenants and Residents Associations in North East Fife, these are:

- **Blalowan Park & Maitland Drive TRA**
- **Bathgate Court & Mount Cabra TRA**
- **Harbourlea TRA**
- **Mears Court TRA**
- **Melville Court TRA**
- **Kinloss Park TRA**

North East Fife Tenants & Residents Federation (NEFTRF)

NEFTRF brings together tenants and residents within the North East Fife area. They aim to share knowledge, skills and information. They are located in Community Voice, 19 Crossgate, Cupar, KY15 5HA and they are open Monday to Friday, between 9:30am and 3pm.

NORTH EAST FIFE TENANTS AND RESIDENTS FEDERATION (NEFTRF)

19 Crossgate, Cupar, KY15 5HA

07484 075316

info@neftrf.org.uk

North East Fife Area Housing 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"> ➤ Update NEF Area committee on new build projects. Include proposals and completions. ➤ Purchase 7 ex council homes per year through our Property Acquisitions policy. ➤ Identify unused land and liaise with the Affordable Housing team for feasibility. ➤ Identify empty homes and engage with owners to bring back into use ➤ Provide high quality advice in relation to Housing Options& liaise with other landlords to support sustainment of tenancies 	6 Monthly to NEF Area Committee
Lack of parking	All areas	<ul style="list-style-type: none"> ➤ Identify under occupied lock up and garage sites for possible repurposing to create additional parking. 	6 Monthly to NEF Area Committee
Anti-Social Behaviour	All areas	<ul style="list-style-type: none"> ➤ Work with partners to tackle ASB effectively ➤ Use allocation discretion where appropriate. ➤ Increase the number of Housing First tenancies in NEF ➤ Encourage direct reporting by those affected by ASB 	6 Monthly to NEF Area Committee
Housing Repairs	All areas	<ul style="list-style-type: none"> ➤ Faster service. ➤ Ensure professional and effective service to get it right first time 	6 Monthly to NEF Area Committee
Lack of family housing / specific needs	All areas	<ul style="list-style-type: none"> ➤ Make better use of tenant incentive scheme to get larger properties back. ➤ Build bigger properties ➤ Ensuring 30% of the affordable housing programme is for specific needs customers including 5% for wheelchair housing. ➤ Carry out adaptations to existing homes to keep tenants at home. ➤ Consider vacant properties for conversion/adaptation 	6 Monthly to NEF Area Committee

Measuring Success

The [North East Fife Area Committee](#) will monitor how well we are doing against local commitments outlined in this publication. Our plans will be reviewed and refreshed every year to ensure they continue to reflect local priorities

Your Area Housing Team

Supporting the plan and delivering services to tenants is your local Housing Team, led by Housing Manager Claire Hallett and Lead Officers Andrew Wallace, Josie Lee and Katie Pentland.

We have 7 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 **15** 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 North East Fife we also have Safer Communities Officers, Very Sheltered Housing Officers, Retirement Housing Officers, Housing Technical Officers, Universal Credit Officers and Revenues Officers we can call on to provide extra help.

Come and speak to us at:

Cupar Customer Service Centre (County Buildings)

[Anstruther Customer Service Point \(Waid\)](#)

[St Andrews Customer Service Point](#)

Useful contacts

Online:

<https://www.fife.gov.uk/>

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.



North East Fife Area Lettings Plan

2024-2025

Welcome

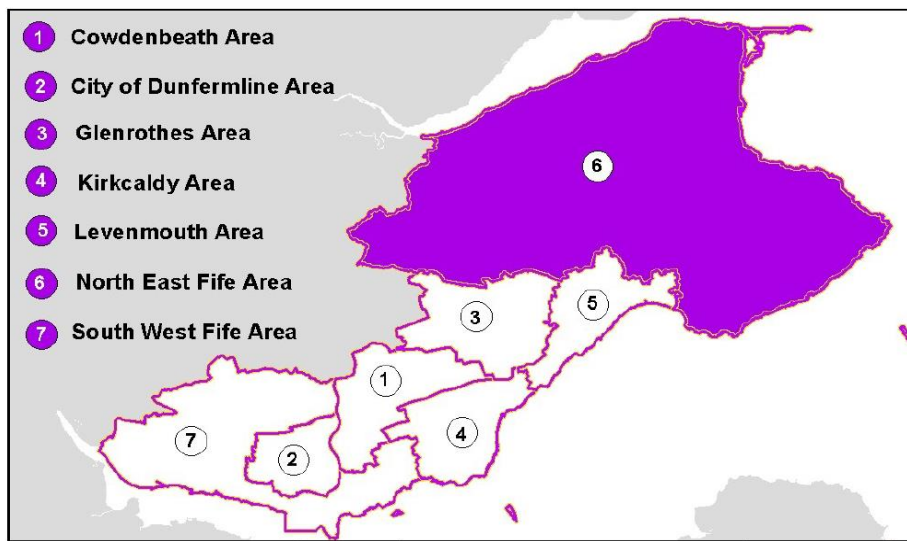
Welcome to the North East Fife Local Lettings Plan. This plan covers the following ward areas:

- Cupar
- East Neuk
- Howe of Fife
- St Andrews
- Taybridgehead

An [Housing Area Plan](#) has been produced by each of the 7 designated areas within Fife, in conjunction with representatives from the community. It is designed for you to have an overview of the way we are responding to the pressures and challenges on our housing stock.

This plan is specific to North East fife and relates to how we aim to make the best use of housing available, as well as any plan for new build and other changes within the housing stock in the area.

We will give 6 monthly updates on progress with the plan to the Committee, and in between times we will update www.fifedirect/Housing with events, progress and completed actions.



About the North East Fife Area

1. Stock Profile

1.1 Fife Council Stock Profile

The table below shows the number of Fife Council properties by type and size throughout the North East Fife area.

The stock profile below is correct as of 30th June 2024.

Fife Council Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	Totals
Sheltered Bungalow		136	39					175
Bungalow	2	327	161	29	4	3		526
Ground 4 in block	2	119	273	46	3			443
Ground Floor Flat	17	137	108	12				273
Ground floor sheltered	8	103	8					119
House		99	714	502	73	18	4	1410
Maisonette	15	10	112	29	4			155
Multi-Storey								
Upper 4 in block	2	99	244	48	4		1	398
Upper Flat		91	158	39				303
Upper Floor sheltered	2	22	5					29
Total	48	1143	1821	705	88	21	5	3831

1.2 Fife Housing Register Partners Stock Profile

The table below details the number of properties managed by our Fife Housing Register partners throughout the North East Fife area.

Fife Housing Register properties can also be viewed online - [FHR properties | Fife Housing Register](#)

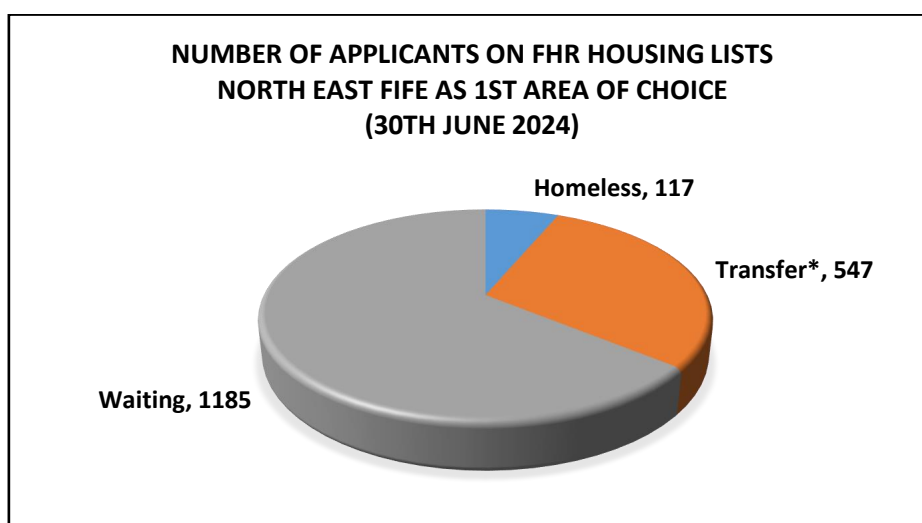
FHR Partner Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Totals
Sheltered Bungalow							
Bungalow		65	132	17	3		217
Ground 4 in block		15	53				68
Ground Floor Flat		66	72	2		2	142

FHR Partner Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Totals
Ground floor sheltered							
House		1	286	265	29	7	588
Maisonette			1				1
Multi-Storey							
Upper 4 in block		15	49				64
Upper Flat		86	81	4			171
Upper Floor sheltered							
Total		248	674	288	32	9	1251

- Kingdom Housing are the largest FHR Partner stock with 94% of FHR partner stock in North East Fife with a stock of 1182.
- 55% of Kingdom Housing stock are 2 bed properties, 23% are 3 bed and approx 19% are 1 beds.
- Almost 40% of Hillcrest HA stock are 1 bedroom. Their 1 beds are situated in St Andrews, Cupar and Newburgh.
- Fife Housing Group have a very low stock level with properties in Cellardyke (1) and Ceres (2).
- Ore Valley Housing are the second smallest provider with only 4 properties.

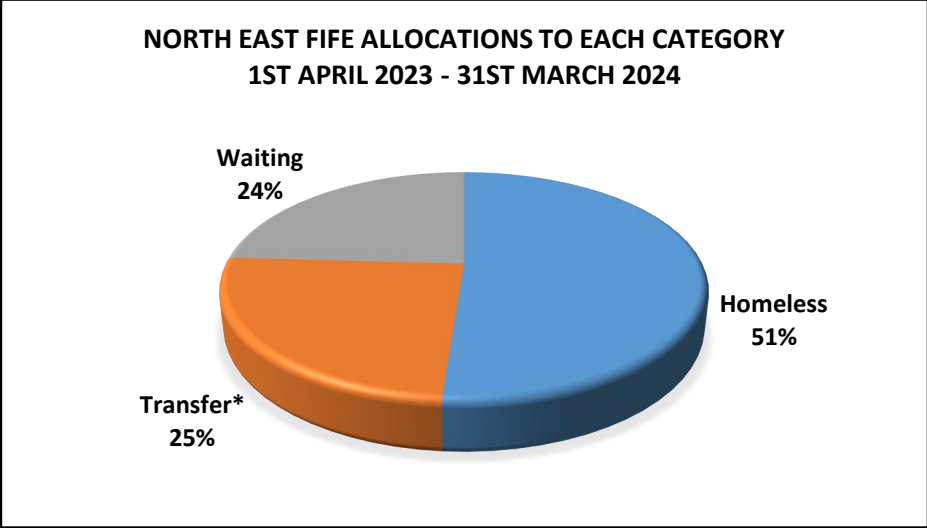
2. Applications and Allocations

1849 people have applied to be rehoused or transferred within the North East Fife area as at 30th June 2024 based on first area of choice.

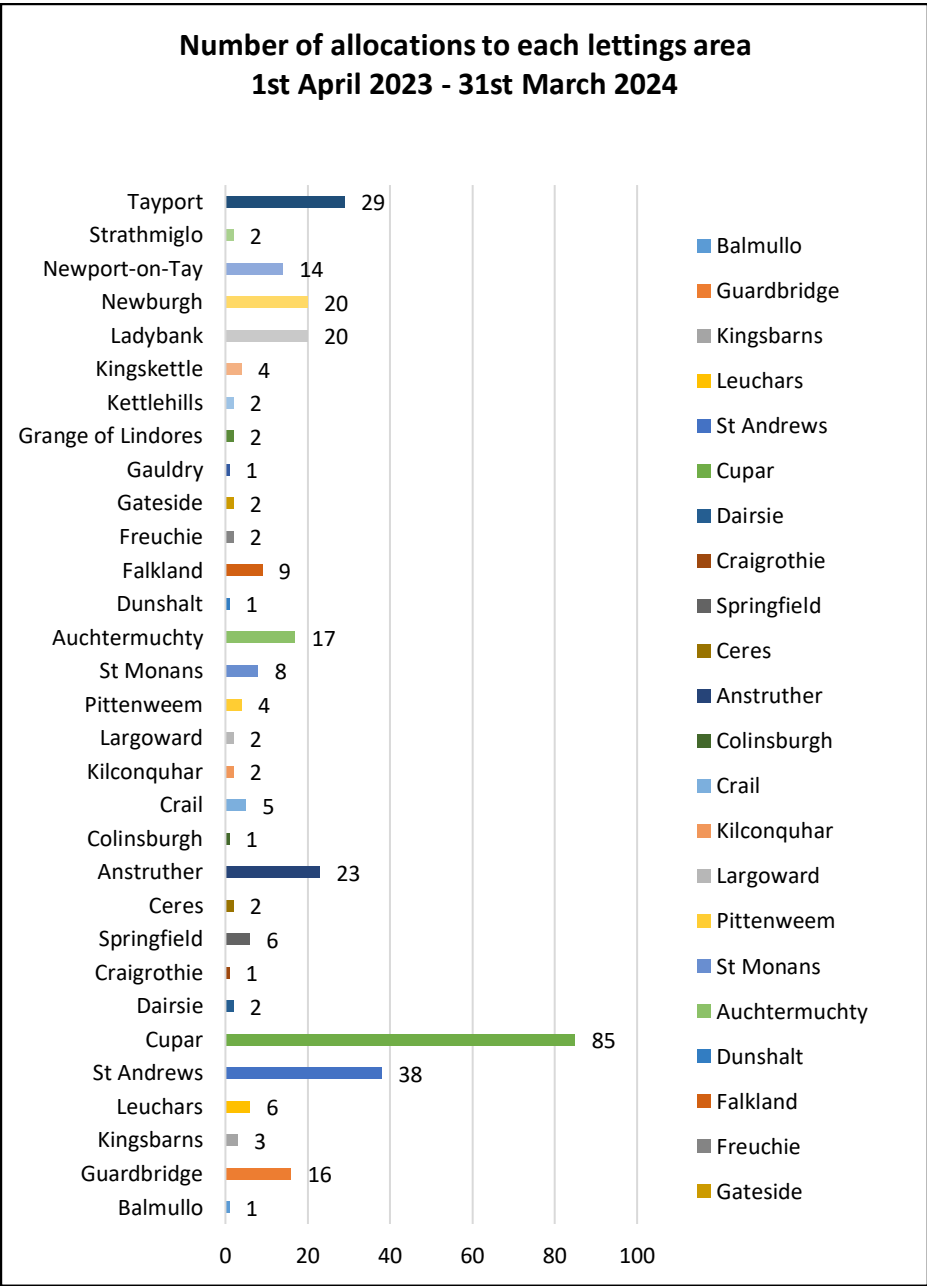


*Transfers includes FHR partners including Fife Council

The chart below shows the allocations which were made from each category of the waiting list between 31st March 2023 and 1st April 2024.



The following table provides information on where the allocations were made.

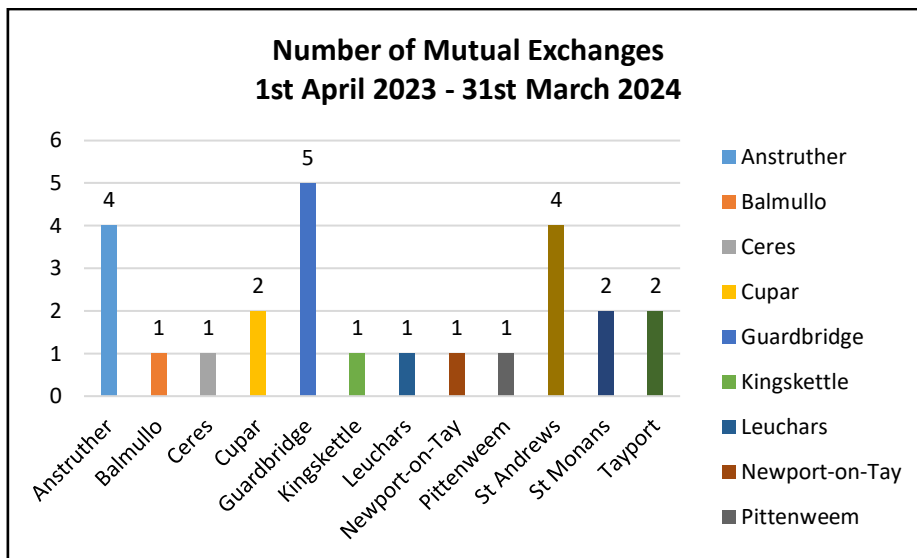


3. Mutual Exchange – Home Swap

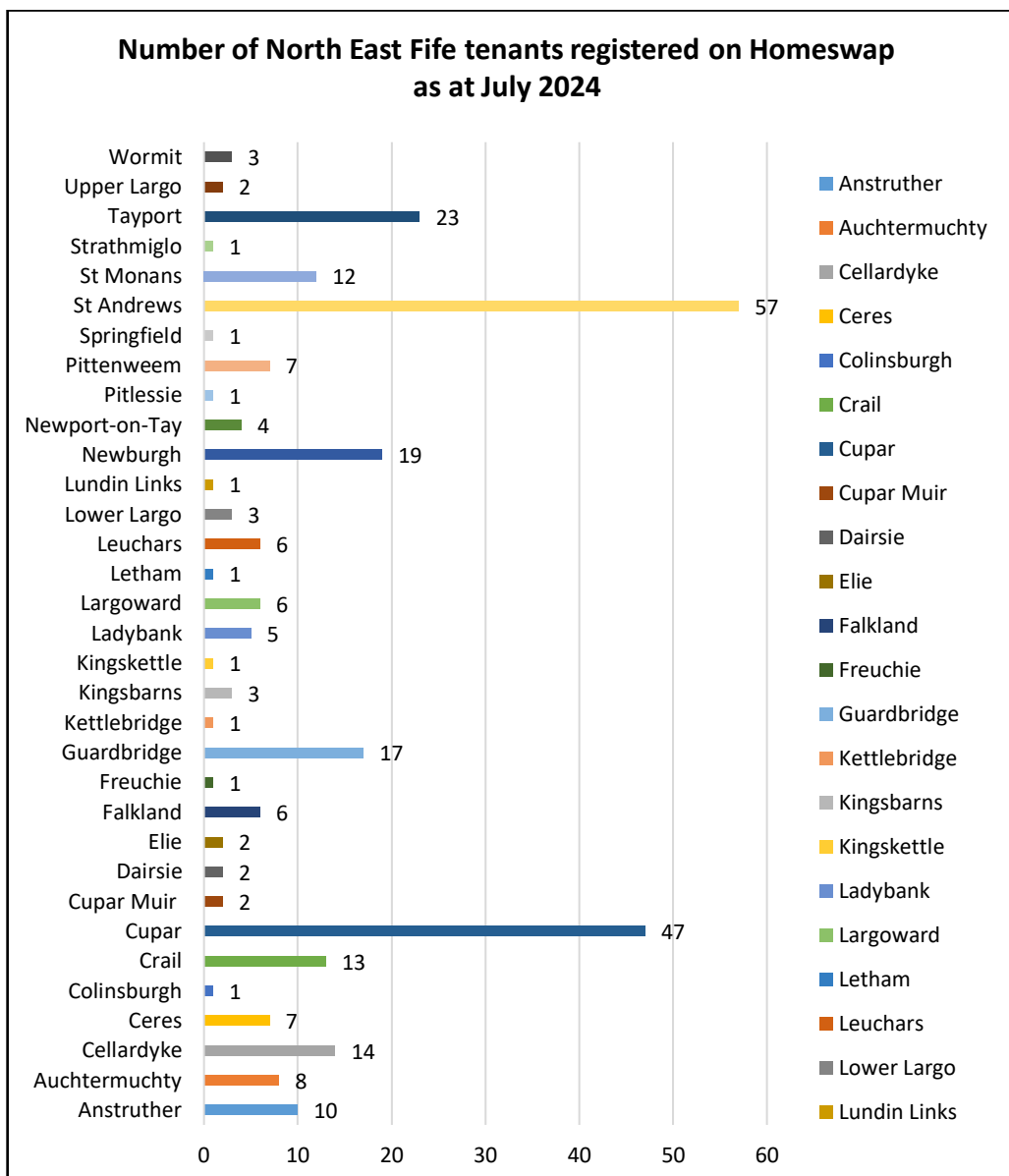
Home Swap is Fife Council’s online mutual exchange match up service. It allows tenants to register their property details and search for other tenants who are looking to exchange. [Home Swap](#) can be a quick move and gives tenants control in deciding where they stay.

Fife Council tenants can swap with each other, tenants of another Local Authority, or tenants of a Housing Association. All tenants involved must have a Scottish Secure Tenancy Agreement.

The following chart shows the number of Mutual Exchanges within North East Fife between 1st April 2023 and 31st March 2024.



The table below lists the number of tenants who are currently registered on Home swap within North East Fife as at July 2024



4. Mid-Market Rent

Mid-Market Rent is a scheme to help people on low and modest incomes access high quality affordable rented accommodation. Anyone can apply, and it is expected that most tenants will be economically active.

Figures as at 1st April 2022

Street	Town	Size	Type	No of Properties
Windmill Way	Anstruther	1 Bed	Bungalow	1
Unity Way	Cellardyke	2 Bed	House	7
Unity Way	Cellardyke	3 Bed	House	6
Skeith Road	Cellardyke	2 Bed	House	2
Skeith Road	Cellardyke	3 Bed	House	2
Old School Road	Cupar	2 Bed	Flats	9
David Findlay VC Place	Guardbridge	2 Bed	House	6

Total				66

5. Private Rented Sector

Average rents per size of property vs Local Housing Allowance figures. Information below is correct as at May 2024.

Area	Average Cost Per Month				
	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
Cupar			£1,200		
Freuchie					
Falkland					
Guardbridge		£1,000	£1,400		
Leuchars		£1,350			£3,025
Kingskettle					
Newburgh	£450				
St Andrews	£1,100	£1,619		£2,475	£3,000
Kingsbarns			£1,470		
Tayport		£935			
Anstruther					
Dairsie					
Dunino		£900			
Villages		£800	£1,497	£1,625	£2,200
Local Housing Allow	£414	£543	£658	£1,151	£1,151

Fife Council's Housing Service offers a range of services to private tenants, landlords and homeowners. Fife Council maintain the Scottish Government's register of private landlords and homeowners.

The table below details the number of private rented properties which were registered on 10th February 2022.

Town	Count	Town	Count	Town	Count
ABERCROMBIE	4	DUNINO	25	LINDORES	2
ANSTRUTHER	132	DUNSHALT	3	LOGIE	8
ARNCROACH	7	DURA DEN	2	LUNDIN LINKS	60
AUCHTERMUCHTY	88	EARLSFERRY	8	LUTHRIE	17
BALMALCOLM	2	ELIE	20	MILNATHORT	8
BALMERINO	18	FALKLAND	70	MONIMAIL	1
BALMULLO	45	FORGAN	1	MOONZIE	4
BLEBO CRAIGS	1	FREUCHIE	52	NEW GILSTON	6
BOARHILLS	21	GATESIDE	8	NEWBURGH	141
BOW OF FIFE	17	GAULDRY	8	NEWPORT ON TAY	115
BRUNTON	4	GIFFORDTOWN	3	NEWTON OF FALKLAND	4
CAIRNIE	5	GRANGE OF LINDORES	3	PEAT INN	7
CAMERON	3	GUARDBRIDGE	81	PITLESSIE	21
CARNBEE	8	KEMBACK	4	PITSCOTTIE	13
CELLARDYKE	79	KENNOWAY	118	PITTENWEEM	90
CERES	61	KETTLEBRIDGE	9	RATHILLET	23
CHANCE INN	1	KILCONQUHAR	17	SCOTSCRAIG	1
COALTOWN OF BURNTURK	1	KILMANY	4	SPRINGFIELD	17
COLINSBURGH	51	KILRENNY	15	ST ANDREWS	2493
COLLESSIE	4	KINCAPLE	9	ST FORT	13
CRAIGROTHIE	9	KINGSBARNES	50	ST MICHAELS	3
CRAIL	95	KINGSKETTLE	25	ST MONANS	60
CULTS	6	KIRKTON	2	STAR	7
CUPAR	640	KIRKTON OF BALMERINO	9	STRATHEDEN PARK	1
CUPAR MUIR	4	LADYBANK	118	STRATHKINNESS	47
DAIRSIE	16	LARGOWARD	46	STRATHMIGLO	32
DEN OF LINDORES	3	LESLIE	166	TAYPORT	237
DENHEAD	1	LETHAM	11	UPPER LARGO	25
DRUMOIG	1	LEUCHARS	53	WORMIT	61
				Total =	5784

6. New affordable houses in North East Fife

Fife's Strategic Housing Investment Plan (SHIP) is developed in partnership with Fife Council, Fife's Housing Association Alliance and submitted on behalf of the Fife Housing Partnership.

The purpose of the Strategic Housing Investment Plan is to set out how investment in affordable housing should be directed over the next five years. This is to achieve the outcomes set out in the Local Housing Strategy (LHS). The SHIP is submitted annually to the Scottish Government and covers a 5-year period. In this case, it will run April 2024 to March 2029.

The [SHIP](#) is a bid proposal to the Scottish Government for funding through the Affordable Housing Supply Programme (AHSP). This plan requires an overprovision to be reported in line with the Scottish Government's guidance. This is to allow for projects slipping out of the programme. This means that, at this stage, not all projects listed in the SHIP Projects are guaranteed to go ahead.

There are approx 700 properties on the [Fife Strategic Housing investment Plan Project Tables](#) to be delivered between now and 2029 in North East Fife.

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. At 30th June 2024, total Fife Council housing stock is 3831 properties in North East Fife Council. There is a lack of 2-bedroom amenity bungalows, 3+ bedroom larger family homes, and properties adapted for young families with a disability but do not require wheelchairs.



Making the best use of different types of properties.



Maximising Access to affordable housing



Meeting the Needs of families



Developing initiatives in response to specific lettings issues



Complaints and Appeals

Local Housing Access issues

We found.	Where	What we will do
Low demand for retirement housing	Anstruther Cupar Tayport Leuchars Auchtermuchty Newburgh Falkland	Actively promote retirement housing during Housing Options Interviews. Advertise long term vacant properties on Fife Housing Register website.
High demand for larger family sized properties	All of NEF (North East Fife) areas	Liaise with Affordable Housing Team to increase percentage of larger

We found.	Where	What we will do
		properties in all new build schemes. Offer incentives to existing tenants who are under occupying larger homes to encourage them to move through Fife Council's Transfer Incentive Scheme.
Limited Housing Stock in smaller villages	e.g:Abercrombie Kettlehills Luthrie	Encourage applicants to widen choice. Application maximisation can be achieved through a Housing Options interview.
No or low housing lists for rural areas	All of NEF areas	Promote rural areas during Housing Options Interviews.
No demand for bedsits	All of NEF areas	Look to convert bedsit properties to make 1- or 2-bedroom properties.
Long term voids	All of NEF areas	Promote low demand areas and property types at Housing Options Interviews.
Community Letting Initiative / Sensitive letting	St Monans - Braid Court, East Street, Johnston close. Pittenweem - University Avenue, University terrace, Priory Court. St Andrews - Abbey Court, Roundhill Road flats.	Consider sensitive letting in areas where there have been estate management concerns

Allocations Priorities

Every year, more people apply for housing than there is available, so we must set priorities. We must meet our legal duty and respond to several 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

Allocations Targets 2024/25

Housing Needs Group	Target 2024/25	2023/24 Outcome
Homelessness	60%	51%
Waiting	20%	24%
Transfer	20%	25%

Your community

We want North East Fife to be a place where all residents enjoy a good quality of life, tourists are keen to visit, and opportunity exists for all. We want to join up communities, providing opportunities for all age groups and building on the vibrant community spirit that exists. We want to promote and increase access to our assets and facilities, including our natural heritage and renowned tourist attractions, with the resulting benefits spread across the area.

With this vision in mind, our [Plan 4 North East Fife](#) sets out what we are going to do over the next 3 years to achieve this - and how we are going to do it.

If you want to know more about it, your Community Manager is Kirstie Freeman.

23 October 2024

Agenda Item No. 15

St Andrews Common Good Fund - Application for Assistance : East Bents Sea Wall, East Sands

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward 18

Purpose

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

Recommendation(s)

Members are asked to consider the application from Environment and Building Services for £40,500 from the St Andrews Common Good Fund to assist with the costs of emergency repairs and maintenance following storm damage to the sea wall.

Resource Implications

St Andrews Common Good fund has an estimated in-year revenue surplus of £105,067 and revenue balances from previous years of £213,468. Successful applications from previous years that have yet to draw down funding amount to £55,912, including this application.

Legal & Risk Implications

None.

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

This project has the support of ward members, and has been opposed by the local community council.

1.0 Background

- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications for £5,000 and under can be determined under delegated powers if there is agreement between the local Elected Members. However, the amount applied for on this occasion will require that it is determined by the North East Fife Area Committee.
- 1.3 The grant application should normally be a maximum of 50% of the total project cost, except in circumstances where funding is for the maintenance of Common Good property.
- 1.4 Common Good Funds can be used for the purposes of maintaining Common Good Assets.

2.0 Application Details

- 2.1 The grant is requested to cover the costs of emergency repairs carried out to the steel sheet retaining walls, including the installation of protective capping pieces along the public coastal pathway at East Bents, East Sands Beach, St Andrews. These repairs were crucial for ensuring public safety and maintaining the structural integrity of the sea walls.
- 2.2 In January 2024, storms Isha and Jocelyn resulted in high tidal surges, which caused significant damage to the sea walls at East Bents, East Sands Beach, St Andrews. Immediate repairs were necessary to address public safety risks and prevent further erosion.
- 2.3 The East Bents steel sheet retaining structure is a Common Good asset that sits on the Grounds Maintenance Services account within the Place Directorate, however as with many coastal assets, there is no budget for significant maintenance requirements.
- 2.4 Fife Council has a legal duty (section 12(3) of the Coastal protection Act 1949) to act and undertake emergency repair work to protect coastal area. This legal obligation underlines our decisive response to the storm damage, ensuring that the necessary repairs were conducted to safeguard both the coastline and public safety.
- 2.5 Initially, external contractors quoted £104,000 to undertake the repairs, however by opting to use our in-house blacksmith/fabricator team within Building Services, the project was able to be undertaken at a cost of £40,500, resulting in a significant cost saving.

3.0 Project Costs

- 3.1 The overall cost for the project is £40,500.00.
- 3.2 The full cost of the project is sought (100%) for the maintenance of Common Good property.

3.0 Conclusions

- 3.1 The application is considered to be eligible for Common Good funding for the purposes of maintenance of assets.

List of Appendices

None.

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

Kirstie Freeman
Community Manager
County Buildings, Cupar
Tel: 03451 555555 ext 446149
Email: Kirstie.freeman@fife.gov.uk

23 October 2024

Agenda Item No. 16

St Andrews Common Good Fund - Application for Assistance : Fisherman's Stores Roof Repairs

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward 18

Purpose

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

Recommendation(s)

Members are asked to consider the application from Fife Council's Estates Team for £8,769.54 from the St Andrews Common Good Fund to support the costs of carrying out roof repairs to the Fisherman's Stores.

Resource Implications

St Andrews Common Good fund has an estimated in-year revenue surplus of £105,067 And revenue balances from previous years of £213,468. Successful applications from previous years that have yet to draw down funding amount to £64,681.54, including this application.

Legal & Risk Implications

None

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

No consultation is required in relation to this application.

1.0 Background

- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications for £5,000 and under can be determined under delegated powers if there is agreement between the local Elected Members. However, the amount applied for on this occasion will require that it is determined by the North East Fife Area Committee.
- 1.3 The grant application should normally be a maximum of 50% of the total project cost, except in circumstances where funding is for the maintenance of Common Good property.
- 1.4 Common Good Funds can be used for the purposes of maintaining Common Good Assets.

2.0 Application Details

- 2.1 The grant is requested to cover the costs of carrying out repairs to the roof of the Fisherman's Stores in St Andrews.
- 2.2 The property is currently tenanted by several different parties and the St Andrews Common Good Fund receives £4,468 annually for rental of the Fisherman's Stores (no's 1-9) in St Andrews.
- 2.3 The building is B listed and is within a conservation area. The roof of the building requires several repairs in order for the structure to be watertight, and to minimise the potential risks to the general public and tenants of the building.
- 2.4 The roof to stores one and two requires replacement to the front and rear, and replacement of guttering to the front and rear. There are several slipped or missing tiles, with damaged pointing which has become loose and is in danger of falling out.
- 2.5 The roof to stores three and four is in better condition and does not require full replacement, however, requires re-tiling and replacement of missing sections of guttering to prevent further water ingress and ensure the safety of both tenants and members of the public.
- 2.6 The roof of the Harbour Masters office is in good condition, however tiles below the ridge have slipped allowing water ingress and these need to be repaired.

3.0 Project Costs

- 3.1 The overall cost for the project is £8,769.54.
- 3.2 The full cost of the project is sought (100%) for the maintenance of Common Good property.

4.0 Conclusions

- 4.1 The application is considered to be eligible for Common Good funding for the purposes of maintenance of assets.

List of Appendices

None.

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

Kirstie Freeman
Community Manager
County Buildings, Cupar
Tel: 03451 55555 ext 446149
Email: Kirstie.Freeman@fife.gov.uk

23 October 2024

Agenda Item No. 17

Local Community Planning Budget Request – Craigrothie Village Hall: Towards Net Zero

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward 20 - Cupar

Purpose

To seek agreement from the Area Committee for a contribution from the Local Community Planning Budget (LCPB) for Ward 20.

Recommendation(s)

The Committee is asked to agree to an allocation of £10,000 towards the cost of Craigrothie Village Hall 'Towards Net Zero' project.

Resource Implications

There is sufficient funding available in the Local Community Planning Budget for 2024/25 should this contribution be agreed

Legal & Risk Implications

None

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

Ward 20 members have been consulted and are supportive of the application.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Budget requires authorisation from the Area Committee before amounts over £5,000 can be committed.
- 1.2 This report is to seek agreement from this Area Committee for a contribution from the ward 20 element of the Local Community Planning Budget.

2.0 Project Information

- 2.1 Craighrothie Village Hall was built in the mid 1970's and whilst it has been maintained, it is in need of refurbishment.
- 2.2 In 2021, Zero Waste Scotland prepared a detailed report on how the hall could be moved towards net zero, and reduce the carbon footprint of the building. Significant improvements were identified that could be made.
- 2.3 The goal is to ensure the hall is sustainable in the longer term, by addressing shortcomings in the building which currently restrict its usage, to make the premises warmer and more welcoming to users, including vulnerable groups. Approximately 300 different people will benefit.
- 2.4 The project has been split into two phases:

Phase 1: Address the exterior of the hall and resolve issues with the cellar in conjunction with roof and wall insulation

Phase 2: Install solar panels, battery storage and further insulation if required. Installation of air source heat pump. Removal of asbestos from artex ceiling prior to installation of heating cassettes
- 2.5 Phases 1 and 2 will offer a warmer and more welcoming facility whilst enabling the reduction of utility bills.
- 2.6 Future work beyond phases 1 and 2 will focus on the improvement of the interior layout of the building and upgrading of kitchen and toilet facilities as well as create space for alternative activities.
- 2.7 This application is to secure funding which together with match funding will cover costs of professional fees and building warrant application for phase 1.
- 2.8 The overall cost of the project is circa £160,000. Funding is already committed from CARES Community Building Fund (£43,763), Fife Environment Trust (£49,736), with an application to Business Energy Scotland (£20,000) awaiting approval. £25,000 is being contributed from reserves already held by Craighrothie Village Hall.

3.0 Conclusions

- 3.1 Funding from the Local Community Planning Budget will help to secure the viability of the project.

List of Appendices

None

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

Kirstie Freeman

Community Manager

County Buildings, Cupar

Tel: 03451 55555 ext 446149

Email: Kirstie.freeman@fife.gov.uk

23 October 2024

Agenda Item No. 18

PROPERTY TRANSACTIONS

Report by: Alan Paul, Head of Property Services

Wards Affected: 17 and 20

Purpose

The purpose of this report is to advise Members of action taken using the List of Officer Powers in relation to property transactions.

Recommendation(s)

The Committee is asked to note the contents of this report.

Resource Implications

There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

Legal & Risk Implications

There are no legal or risk implications arising from these transactions.

Impact Assessment

An EqIA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

Consultation

All consultations have been carried out in relation to this report.

1.0 Background

- 1.1** In dealing with the day to day business of the Council there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to officials.

2.0 Transactions

2.1 Leases by the Council – New Leases

2.1.1 Unit 2 Riverside Industrial Estate, Coal Road, Cupar

Term: 5 years
Rent: £3,960 per annum
Tenant: Liam Haworth and Mrs Hannah Haworth

2.1.2 Unit 3 Mill Court, Industrial Estate, Tayport

Term: 5 years
Rent: £3,050 per annum
Tenant: Dean Robertson and Amanda McCallum

3.0 Conclusions

- 3.1** These transactions are reported back in accordance with the List of Officers Powers.

List of Appendices

1. N/A

Report Contact

Author Name Michael O’Gorman
Author’s Job Title Service Manager
Workplace Property Services – Estates
Bankhead Central
Glenrothes
KY7 6GH
Telephone 03451 555555 440498
Email Michael.Ogorman@fife.gov.uk

23 October 2024

Agenda Item No. 19

North East Fife Area Committee Work Programme

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

Wards Affected:

Purpose

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

Recommendation(s)

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

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

Legal & Risk Implications

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

None required for this paper.

Consultation

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

1.0 Background

- 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

- 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

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

Helena Couperwhite
Committee Services Manager
Telephone: 03451 555555 Ext. No. 441096
Email- helena.couperwhite@fife.gov.uk

North East Fife Area Committee of 18 December 2024			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan Update	Housing Services	Greig Henderson	6-monthly update.
Common Good Funds Annual Report	Finance and Corporate Services	Eleanor Hodgson	
North East Fife Area Committee Forward Work Plan			

North East Fife Area Committee of 26 February 2025			
Title	Service(s)	Contact(s)	Comments
Health & Social Care Locality Planning - North East Fife	Health and Social Care	Jennifer Rezendes	Annual Update, previously considered 28.02.24 - Para 121 refers.
Common Good and Settlement Trust Funds 2023-24	Finance and Corporate Services	Eleanor Hodgson	Previously considered 28.02.24 - Para 123 refers.
Fife Local Area Economic Profiles 2023-24	Business and Employability	To be advised	Previous annual report 28.02.24 - Para 126 refers.
Area Roads Programme 2025-26	Roads & Transportation	Vicki Storrar, Alistair Donald	Annual report - previously considered 28.02.24.
North East Fife Area Committee Forward Work Plan			

North East Fife Area Committee of 23 April 2025			
Title	Service(s)	Contact(s)	Comments
North East Fife - Anti-poverty 2023/24 - 'Access' to Services	Communities and Neighbourhoods Service	Laiza Lorimer	Requested 24.04.24, para 144 (2). Author to advise date.
Tay Cities Deal Annual Report and Benefits Realisation Plan	Business and Employability	Carlene Simpson, Morag Millar	Considered 24.04.24. Next annual report due April 2025.
Justice Social Work Service - Community Payback: Unpaid Work Scheme		Joan Gallo	Considered 24.04.24 - para 141.

North East Fife Area Committee of 23 April 2025			
Title	Service(s)	Contact(s)	Comments
Report on Education Outcomes - 2023/24	Education	Rona Weir, Stuart Booker	Previous report 24.04.24, para 142.
North East Fife Area Committee Forward Work Plan			

North East Fife Area Committee of 18 June 2025			
Title	Service(s)	Contact(s)	Comments
Safer Communities Team Update Report	Housing Services	Paul Coleman, Sara Gray	Previously considered 19.06.24.
Operational Briefing on Policing Activities within North East Fife April 2024 - March 2025	Police Scotland		Previously considered 19.06.24.
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service		Previously considered 19.06.24.
North East Fife Area Local Community and Community Learning and Development (CLD) Plans	Communities and Neighbourhoods Service	Vicky Wilson, Laiza Lorimer	Annual update - previously considered 19.06.24.
KINGDOM GREENWAYS - Speed limits	Roads & Transportation	Allan Maclean	Roads & Transportation to report to the committee before the end of the current cycle on the implementation of the proposed Kingdom Greenway routes. The report to include an update on a proposed pilot project to identify and evaluate for a specific case the costs and benefits of enhanced signage and speed limit reductions on the route. The report

North East Fife Area Committee of 18 June 2025			
Title	Service(s)	Contact(s)	Comments
			should include recommendations regarding how the findings might inform future projects on the Kingdom Greenway routes.
North East Fife Area Committee Forward Work Plan			

Unallocated			
Title	Service(s)	Contact(s)	Comments
Update Report on Service Provision for North East Fife Holiday Villages and St Andrews	Business and Employability	Kirstie Freeman	10.10.24 - Kirstie to progress/discuss with PV with a view to arranging a briefing note on 'business as usual'.
Review of Position following implementation of 50 mph speed limit at Strathkinnes Crossroads	Assets, Transportation and Environment	Steven Sellars	Agreed at meeting 24.11.21 - Para. 387 (3) - review one year after implementation of speed limit. 14.08.24 - Steven Sellars advised 50mph in place. Further feedback to follow. 09.10.24 - Convener to arrange Teams meeting with ward members/service.
Pupil Equity Fund	Education	Sarah Else, Zoe Thomson	Previous report 26.01.22. 05.10.23 - advised by Zoe PEF would be included in a member Workshop on attainment for each area (pm, 23.10.24). Outcome/follow up report to come to committee following the

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			workshop (service to confirm which committee date).
Common Good Funds Update	Finance and Corporate Services	Eleanor Hodgson	Service to advise - report as required/necessary.
Capital Plan Projects in North East Fife	Communities and Neighbourhoods Service	Kirstie Freeman	Requested at meeting on 21.06.23. Deferred from 28.08.24 meeting. 09.10.24 - Kirstie compiling EMB on projects in the Council's Capital Plan relating to NEF, including their status and spend to date.
South Street, St Andrews	Roads & Transportation	Allan Maclean	Previously considered 24.11.23 (para. 392); 26.04.23 (para. 67) - '(3) agreed that officers would progress preliminary design work for the footway extensions on South Street, St Andrews and submit a further report to the committee once these designs had been developed'; member briefing proposed as an alternative, 21.11.23. Planning consent to be sought in the first instance.
Director of Public Health Annual Report	Health and Social Care	Joy Tomlinson, Director of Public Health	Previously considered 19.06.19. 10.10.24 - update requested (DB).
OnFife Six-Monthly Update	Fife Cultural Trust	Sheona Small	Previously considered 25.10.23. 10.10.24 - update requested (DB). Newsletter - September 2024 (cloud.microsoft)

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Cupar Recycling Hub	Planning	Robin Baird, Ross Spalding	For info: EMB requested 13.09.24. Potential presentation to future committee meeting.
Disposal of Coal Tar Waste	Roads & Transportation	Mark Dewar	For info - EMB requested 01.09.24 - to include cost implications for the council, impact on the area roads programme - the impact of this issue across Fife and how it is being dealt with? 09.10.24 - Kirstie to progress chase.
Planning Obligations Update	Planning	Kathleen Illingworth	19.09.24 - email from J Tepp requesting EMB - providing comments on the status of obligations and why they appear not to have been spent over a number of years. Possible future report to NEFAC.