

# FIFE COUNCIL OF 29TH SEPTEMBER, 2022

## MINUTE VOLUME

### NOTE

Items in the minutes will be marked to indicate that such items are subject to the approval of the Council or another Committee, as the case may be, as follows:-

- C = Subject to approval of the Council
- S = Subject to approval of the appropriate Strategic Committee
- A = Subject to approval of the appropriate Area Committee

If telephoning, please ask for Emma Whyte, Committee Officer,  
Finance & Corporate Services (Telephone:- 03451 555555 Ext. 442303).

## FIFE COUNCIL

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## 2022 WCPC 1

### THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – REMOTE MEETING

29th June, 2022

2.00 p.m. – 3.15 p.m.

**PRESENT:** Councillors David Alexander, Lesley Backhouse, Alistair Bain, David Barratt, John Beare, James Calder, Dave Dempsey, Derek Glen, Julie MacDougall, Lea McLelland, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

**ATTENDING:** Mary Stewart, Service Manager, Declan Semple, Lead Officer and Jack Wilson, Graduate Planner, Planning Services; Mary McLean, Team Manager - Legal Services and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Colin Davidson and Conner Young.

#### 1. DECLARATIONS OF INTEREST

No Declarations of Interest were made in terms of Standing Order 7(1).

#### 2. MEMBERSHIP OF COMMITTEE

##### Decision

The Committee noted its membership as detailed on the agenda for this meeting.

#### 3. APPOINTMENT OF CONVENER

Councillor Glen, seconded by Councillor Alexander, moved that Councillor Barratt be appointed as Convener.

##### Decision

Councillor Barratt was appointed as Convener of the West and Central Planning Committee.

#### 4. APPOINTMENT OF DEPUTE CONVENER

Councillor Beare, seconded by Councillor McLelland, moved that Councillor Glen be appointed as Depute Convener.

##### Decision

Councillor Glen was appointed as Depute Convener of the West and Central Planning Committee.

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### 5. 21/01274/FULL - PITCONNOCHIE HOUSE, LUNDIN ROAD, CROSSFORD

The Committee considered a report by the Head of Planning relating to an application for the change of use of existing agricultural unit to Class 6 (Distribution and Storage).

#### **Decision**

The Committee agreed to approve the application subject to the condition and for the reason detailed in the report.

### 6. 22/00286/LBC - LESLIE HOUSE, GLENROTHES

The Committee considered a report by the Head of Planning relating to an application for Listed Building Consent for changes to materials (18/02426/LBC).

#### **Decision**

The Committee agreed to refuse the application in the interest of preserving the character, setting and cultural context of the category A Listed Leslie House. The proposed use of Zinc (VM Zinc Athina ) would dominate and diminish the character, appearance and cultural significance of the category A Listed Leslie House and thereby fail to protect or enhance the building, contrary to SPP (2014), Policies 1 and 14 of FIFEplan ( 2017), Historic Environmental Policy for Scotland (2019) and Making Fife's Places Supplementary Guidance (2018).

### 7. 21/01282/FULL - 78 MUNRO STREET, KIRKCALDY

The Committee considered a report by the Head of Planning relating to an application for installation of replacement roof tiles, installation of french doors and replacement windows and external alterations to dwellinghouse.

#### **Decision**

The Committee agreed to approve the application unconditionally.

### 8. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS

#### **Decision**

The Committee noted the lists of applications dealt with under delegated powers for the period 21st March to 12th June, 2022.

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### THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – REMOTE MEETING

24th August, 2022

2.00 p.m. – 4.45 p.m.

**PRESENT:** Councillors David Barratt (Convener), David Alexander, Alistair Bain, John Beare, James Calder, Colin Davidson, Dave Dempsey, Derek Glen, Julie MacDougall, Derek Noble, Gordon Pryde and Sam Steele.

**ATTENDING:** Mary Stewart, Service Manager, Martin McGroarty, Lead Professional, Jamie Penman, Planner, Brian Forsyth, Planner, Andrew Cumming, Planning Assistant, Fiona Kirk, Planning Assistant, Lauren McNeil, Graduate Planner, Planning Services; Christopher Glendinning, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Andrew Verrecchia and Conner Young.

#### 9. DECLARATIONS OF INTEREST

Councillor Barratt declared an interest in Para. 13 - 22/00926/FULL - Erection of 10 no. industrial units (Class 4, 5 and 6) and associated works - Land to the East of Sandpiper Drive, Dunfermline - as he was the author of the flood risk statement for the development.

Councillor Barratt declared an interest in both Paras. 14 and 15 - 21/03274/FULL - Change of use from hotel (Class 7) to 4 flatted dwellings (Sui Generis) and external alterations including the installation of windows, doors and 4 no. glazed balconies; and 21/03176/LBC - Internal and external alterations to form 4 no. flatted dwellings including removal of signage and installation of windows, doors and 4 no. glazed balconies - Albert Hotel, North Queensferry - as he had previously expressed a view on the development as a Director of the North Queensferry Community Trust.

Councillor Dempsey declared an interest in both Paras. 14 and 15 - 21/03274/FULL - Change of use from hotel (Class 7) to 4 flatted dwellings (Sui Generis) and external alterations including the installation of windows, doors and 4 no. glazed balconies; and 21/03176/LBC - Internal and external alterations to form 4 no. flatted dwellings including removal of signage and installation of windows, doors and 4 no. glazed balconies - Albert Hotel, North Queensferry - as he had objected to the development.

Councillor Calder declared an interest in Para. 16 - 22/00590/FULL - Surface water/

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water drainage outfall pipe to serve the SUDs associated with application 21/01879/ARC - Land to the West of Crossford, Cairneyhill Road, Crossford - as his wife had expressed a view on the development.

### 10. MINUTE

The Committee considered the minute of the meeting of West and Central Planning Committee of 29th June, 2022.

#### Decision

The Committee approved the minute of the meeting of West and Central Planning Committee of 29th June, 2022.

### 11. 22/01225/FULL - LAND TO THE SOUTH OF LOCHHEAD LANDFILL SITE

The Committee considered a report by the Head of Planning relating to an application for the construction of an Energy Park comprising Solar Photovoltaic Array (PV) and battery storage with export capacity of not more than 49.9MW, with associated substation, access road, landscaping and ancillary works.

The Committee were advised that the following condition had been omitted from the report and requested that this be added:-

18. During construction, public paths in the vicinity of the site must be kept open and free from obstruction, and any temporary closures that may be required for safety reasons should be notified to Fife Council in advance and kept to the minimum duration possible.

Reason: To preserve rights of public access and to ensure the safety of users of public footpaths during construction.

#### Decision

The Committee agreed to approve the application subject to:-

- (1) the seventeen conditions and for the reasons detailed in the report; and
- (2) an additional condition 18 in relation to access to public footpaths.

### 12. 21/03474/FULL - GRAZING LAND, KINROSS ROAD, LESLIE

The Committee considered a report by the Head of Planning Services relating to an application for a major development of 44 affordable dwellinghouses with associated landscaping, open space, boundary treatments, roads, accesses, SUDS, allotments and community orchard.

The Committee were advised that the Transportation consultation response on Page 40 which had been noted as being WIP (Work in Progress) however the response was now 'No objections but some concerns raised' and that Sections 2.3.4 on Page 32, Section 2.4.8 on Page 35 and Condition 6 on Page 43 reference to 1.5m noise barrier should be substituted with 1.8m noise barrier.

#### Decision/

**Decision**

The Committee agreed:-

- (1) to approve the application subject to the twelve conditions and for the reasons detailed in the report; and
- (2) that Condition 6 be amended to the effect that “1.5” where it appears in the first sentence of Condition 6 is deleted and shall be replaced by “1.8 metres”.

*Councillor Barratt left the meeting prior to consideration of the following three items, having earlier declared an interest. In the Convener’s absence, the Depute Convener, Councillor Glen, chaired the meeting.*

**13. 22/00926/FULL - LAND TO THE EAST OF SANDPIPER DRIVE, DUNFERMLINE**

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 10 no. industrial units (Class 4, 5 and 6) and associated works.

**Decision**

The Committee agreed to approve the application subject to the six conditions and for the reasons detailed in the report.

*The meeting adjourned at 3.30 p.m. and reconvened at 3.40 p.m.*

*Councillor Dempsey left the meeting prior to consideration of the next two items, having earlier declared an interest.*

**14. 21/03174/FULL - ALBERT HOTEL, NORTH QUEENSFERRY**

The Committee considered a report by the Head of Planning Services relating to an application for the change of use from hotel (Class 7) to 4 flatted dwellings (Sui Generis) and external alterations including the installation of windows, doors and glazed balconies.

**Decision**

The Committee agreed to refuse the application for the two reasons detailed in the report.

**15. 21/03176/LBC - ALBERT HOTEL, NORTH QUEENSFERRY**

The Committee considered a report by the Head of Planning Services relating to an application for Listed Building Consent for internal and external alterations to form 4 no. dwellings including removal of signage and installation of windows, doors and 4 no. glazed balconies.

**Decision/**

**Decision**

The Committee agreed to refuse the application for the two reasons detailed in the report.

*Councillors Barratt and Dempsey rejoined the meeting following consideration of the above items.*

*Councillor Calder left the meeting prior to consideration of the following item, having earlier declared an interest.*

**16. 22/00590/FULL - LAND TO THE WEST OF CROSSFORD, CAIRNEYHILL ROAD, CROSSFORD**

The Committee considered a report by the Head of Planning Services relating to a surface water drainage outfall pipe to serve the SUDs associated with the application 21/01879/ARC.

**Decision**

The Committee agreed to approve the application unconditionally.

*Councillor Calder rejoined the meeting following consideration of the above item.*

**17. 22/01418/FULL - LAND AT KINGSLAW, RANDOLPH ROAD, KIRKCALDY**

The Committee considered a report by the Head of Planning Services relating to an application for approval of matters required by Condition 1 (e) and 2 (a - f) and (h - i) of 19/01088/PPP for a neighbourhood centre development (including Class 1, 2, 3 and hot food uses) and associated access, parking and landscaping (Section 42 application to amend Condition 1 of 21/01265/ARC).

**Decision**

The Committee agreed to approve the application subject to the ten conditions and for the reasons detailed in the report.

**18. 22/01218/FULL - 25 MYRTLE WYND, DUNFERMLINE**

The Committee considered a report by the Head of Planning Services relating to an application for a two-storey extension to rear of dwellinghouse.

**Decision**

The Committee agreed to approve the application unconditionally.

**19. 22/01018/FULL - 17-19 EXCISE STREET, KINCARDINE**

The Committee considered a report by the Head of Planning Services relating to an application for alterations to and change of use from former public convenience (Sui Generis) to form dwellinghouse (Class 9) and associated development.

**Decision/**

**Decision**

The Committee agreed to refuse the application for the reason detailed in the report.

**20. 22/01017/LBC - 17-19 EXCISE STREET, KINCARDINE**

The Committee considered a report by the Head of Planning Services relating to an application for Listed Building Consent for conversion of former public convenience to form dwellinghouse.

**Decision**

The Committee agreed to refuse the application for the reason detailed in the report.

**21. 22/00181/FULL - 11A SCHOOL STREET, MARKINCH**

The Committee were advised that the applicant had requested that this planning application and its associated Listed Building Consent, application no. 22/00182/LBC, be withdrawn from consideration.

**22. 22/00182/LBC - 11A SCHOOL STREET, MARKINCH**

The Committee were advised that the applicant had requested that this planning application and its associated application no. 22/00181/FULL be withdrawn from consideration.

**23. 22/01168/FULL - 19 SOUTH FEUS, UPPER LARGO**

The Committee considered a report by the Head of Planning Services relating to an application for installation of replacement windows and doors to dwellinghouse.

**Decision**

The Committee agreed to approve the application subject to the condition and for the reason detailed in the report.

**24. 22/00770/FULL - FORMER SEAFIELD COLLIERY SITE, SEAFIELD COURT, KIRKCALDY**

The Committee considered a report by the Head of Planning Services relating to Application Reference: 22/00770/FULL - Creation of public footpath and installation of railings and gates at former Seafield Colliery Site, Seafield Court, Kirkcaldy - outlining the view of the Council as Planning Authority which had been provided to the Directorate of Planning and Environmental Appeals (DPEA) in response to an appeal on the grounds that: Fife Council, as planning authority, had not determined the application within the two-month statutory period.

**Decision**

The Committee noted that the Head of Planning Services had exercised their delegated/

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delegated powers to determine the Council's position on the appeal in relation to planning matters, in consultation with the Convener and following a meeting involving the Convener, Legal Services representative, Planning Lead Officer and Planner/Case Officer on 5th July, 2022.

### **25. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

#### **Decision**

The Committee noted the lists of applications dealt with under delegated powers for the period 13th June to 10th July, 2022; and 11th July to 7th August, 2022.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – REMOTE MEETING

22nd June, 2022

1.30 p.m. – 1.45 p.m.

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

**ATTENDING:** Alastair Hamilton, Service Manager, Development Management, Development Services; Steven Paterson, Solicitor; and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Margaret Kennedy, David MacDiarmid and Ann Verner.

**1. MEMBERSHIP OF COMMITTEE**

The Committee noted its membership as detailed on the agenda for this meeting.

**2. APPOINTMENT OF DEPUTE CONVENER**

Councillor Knox, seconded by Councillor Corps, moved that Councillor Liston be appointed as Depute Convener.

**Decision**

There being no other nominations, Councillor Liston was duly appointed as Depute Convener of this Committee.

**3. DECLARATIONS OF INTEREST**

Councillor Tepp declared an interest in Para. No. 4 - '21/03892/FULL - Site at West Park Road, Wormit' - as he was a resident of Westfield Terrace and a neighbour of a number of objectors to the development.

**4. 21/03892/FULL - SITE AT WEST PARK ROAD, WORMIT**

**Decision**

The Committee agreed to continue consideration of the application to a future meeting to allow Officers to take cognisance of further information which had been received.

**5. 22/00722/FULL - 23 GLEBE PARK, STRATHMIGLO, CUPAR**

The Committee considered a report by the Head of Planning relating to an application for the formation of vehicle access (retrospective).

**Decision/**

**Decision**

The Committee agreed to approve the application subject to the one condition and for the reason detailed in the report.

**6. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

**Decision**

The Committee noted the lists of applications dealt with under delegated powers for the period 21st March to 17th April; 18th April to 15th May; and 16th May to 12th June, 2022.

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**THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – REMOTE MEETING**

17th August, 2022

1.30 p.m. – 4.30 p.m.

**PRESENT:** Councillors Jonny Tepp (Convener), Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan-Radu, Gary Holt, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

**ATTENDING:** Alastair Hamilton, Service Manager, Development Management, Economy, Planning & Employability Services; Steven Paterson, Solicitor; and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Al Clark, Margaret Kennedy and Louise Kennedy-Dalby.

**7. DECLARATIONS OF INTEREST**

Councillor Tepp declared an interest in Para. No. 19 - '21/03892/FULL - Site at West Park Road, Wormit' - as he was a resident of Westfield Terrace and a neighbour of a number of objectors to the development.

**8. MINUTE**

The Committee considered the minute of the North East Planning Committee of 22nd June, 2022.

**Decision**

The Committee agreed to approve the minute.

**9. 22/00449/FULL - ERECTION OF DWELLINGHOUSE AT TODBURN HOUSE, CHAPEL GREEN, EARLSFERRY, FIFE**

The Committee considered a report by the Head of Planning Services relating to Application Reference: 22/00449/FULL - Erection of dwellinghouse at Todburn House, Chapel Green, Earlsferry, Fife - outlining the view of the Council as Planning Authority which had been provided to the Directorate of Planning and Environmental Appeals (DPEA) in response to an appeal on the grounds that: Fife Council, as planning authority, had not determined the application within the two-month statutory period.

**Decision**

The Committee noted that the Head of Planning Services had exercised their delegated powers to determine the Council's position on the appeal in relation to planning/

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planning matters, in consultation with the Convener and following a meeting involving the Convener, Legal Services representative, Planning Lead Officer and Planner/Case Officer on 5th July, 2022.

### 10. **21/01410/FULL - 22 HIGH STREET, NEWBURGH, CUPAR**

The Committee considered a report by the Head of Planning Services relating to an application for change of use from workshop (Class 4) to dwellinghouse (Class 9) and associated external alterations, including installation of replacement windows and doors and rooflights.

#### **Decision**

The Committee agreed to approve the application subject to:-

- (1) the 2 conditions and for the reasons detailed in the report; and
- (2) the inclusion of a standard condition preventing the use of the proposed development as a 'House in Multiple Occupation'.

### 11. **21/02718/LBC - 22 HIGH STREET, NEWBURGH, CUPAR**

The Committee considered a report by the Head of Planning Services for listed building consent for internal and external alterations, including the installation of a window, doors and roof lights.

#### **Decision**

The Committee agreed to approve the application subject to the 2 conditions and for the reasons detailed in the report.

### 12. **21/03478/FULL - ST. REGULUS COTTAGE, GREGORY PLACE, ST. ANDREWS**

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 2 dwellinghouses.

#### **Motion**

Councillor MacDiarmid, seconded by Councillor Liston, moved to refuse the application on the grounds that the development did not comply with:

- (1) Scottish Planning Policy (2014), Policies 1, 10 and 14 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) - on the basis that the proposed development would have a detrimental visual impact on the surrounding area and streetscape due to its location, design, form and scale which was considered over-development and did not make a positive contribution to the character of the conservation area; and
- (2) Scottish Planning Policy (2014), Policies 1, 3 and 10 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) - on the basis that the proposed development would have a detrimental impact on road safety and on the surrounding road network due to the lack of sufficient off-street parking.

**Amendment**

Councillor Lothian, seconded by Councillor Hayes, moved as an amendment to approve the application, subject to the one condition and for the reason detailed in the report.

**Roll Call Vote**

**For the motion - 8 votes**

Councillors Corps, Dillon, Hoggan-Radu, Holt, Knox, Liston, MacDiarmid and Verner.

**For the amendment - 4 votes**

Councillors Hayes, Lawson, Lothian and Tepp.

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

**Decision**

The Committee:-

- (1) agreed to refuse the application on the grounds that the proposed development did not comply with:
  - (a) Scottish Planning Policy (2014), Policies 1, 10 and 14 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) - on the basis that the proposed development would have a detrimental visual impact on the surrounding area and streetscape due to its location, design, form and scale, was considered overdevelopment and did not make a positive contribution to the character of the conservation area; and
  - (b) Scottish Planning Policy (2014), Policies 1, 3 and 10 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) - on the basis that the proposed development would have a detrimental impact on road safety and on the surrounding road network due to the lack of sufficient off-street parking; and
- (2) agreed to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

**13. 21/03477/CAC - ST. REGULUS COTTAGE, GREGORY PLACE, ST. ANDREWS**

The Committee considered a report by the Head of Planning Services relating to an application for conservation area consent for complete demolition of 2 dwellings.

**Decision/**

**Decision**

The Committee agreed:-

- (1) to refuse the application as the related planning application no. 21/03478/FULL, had been refused and there was no longer justification for the demolition of the existing 2 dwellings; and
- (2) to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the full reason for refusal in order to ensure that a decision on the application was not unduly delayed.

**14. 21/03603/FULL - LAND ADJACENT BALMASHIE HOLIDAY HOMES, KENLY, BOARHILLS**

The Committee considered a report by the Head of Planning Services relating to an application for tourism development, including change of use from storage building to reception centre and erection of 21 holiday pods and associated landscaping and works.

**Motion**

Councillor Hayes, seconded by Councillor Liston, moved to refuse the application on the grounds that the proposed development did not comply with:

- (1) Scottish Planning Policy (2014), Policies 1, 7 and 10 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) on the basis that the proposed development, due to its design, form, scale and layout, would have a detrimental visual impact on the countryside location and on the local community and was incompatible with the rural surroundings;
- (2) Policies 1 and 10 of the Adopted FIFEplan (2017) on the basis that the proposed development would have a detrimental impact on the residential amenity of nearby residential properties due to the potential for the proposed development to generate external noise and disturbance not normally experienced in the countryside location; and
- (3) Scottish Planning Policy (2014), Policies 1, 3 and 7 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) on the basis that the proposed development would have a detrimental impact on the road safety of the surrounding area and that sustainable travel options were not readily available or safely accessible, requiring the use of vehicles for access to and from the site.

**Amendment**

Councillor Knox, seconded by Council Holt, moved as an amendment to approve the application subject to the 7 conditions and for the reasons detailed in the report.

**Roll/**

**Roll Call Vote**

**For the motion** - 9 votes

Councillors Corps, Dillon, Hayes, Hoggan-Radu, Lawson, Liston, MacDiarmid, Tepp and Verner.

**For the amendment** - 3 votes

Councillors Holt, Knox and Lothian.

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

**Decision**

The Committee:-

- (1) agreed to refuse the application on the grounds that the proposed development did not comply with:
  - (a) Scottish Planning Policy (2014), Policies 1, 7 and 10 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) on the basis that the proposed development, due to its design, form, scale and layout, would have a detrimental visual impact on the countryside location and on the local community and was incompatible with the rural surroundings;
  - (b) Policies 1 and 10 of the Adopted FIFEplan (2017) on the basis that the proposed development would have a detrimental impact on the residential amenity of nearby residential properties due to the potential for the proposed development to generate external noise and disturbance not normally experienced in the countryside location; and
  - (c) Scottish Planning Policy (2014), Policies 1, 3 and 7 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) on the basis that the proposed development would have a detrimental impact on the road safety of the surrounding area and that sustainable travel options were not readily available or safely accessible, requiring the use of vehicles for access to and from the site; and
- (2) agreed to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

The Committee adjourned at 3.30 p.m.

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The Committee reconvened at 3.40 p.m.

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**15. 21/03621/FULL - 59 ARGYLE STREET, ST. ANDREWS, FIFE**

The Committee was advised that the applicant had requested that this planning application and its associated Listed Building Consent, application no. 21/03622/LBC, be withdrawn from consideration.

**16. 21/03622/LBC - 59 ARGYLE STREET, ST. ANDREWS, FIFE**

The Committee was advised that the applicant had requested that this planning application and its associated application no. 21/03621/FULL be withdrawn from consideration.

**17. 22/00646/FULL - LAND AT EAST PITCORTHIE, PITCORTHIE**

The Committee considered a report by the Head of Planning Services relating to an application for the change of use from steading to dwellinghouse and erection of 2 no. holiday lets and associated infrastructure.

**Decision**

The Committee agreed to approve the application subject to:-

- (1) the 5 conditions and for the reasons detailed in the report; and
- (2) the inclusion of a standard condition preventing the use of the proposed development as a 'House in Multiple Occupation'.

**18. 22/00378/FULL - 10 PRIESTDEN ROAD, ST. ANDREWS, FIFE**

The Committee considered a report by the Head of Planning Services relating to an application for the erection of ancillary accommodation (one occupant) within garden ground of HMO house (6 occupants).

**Decision**

The Committee agreed to refuse the application for the reasons set out in the report.

*Councillor Tepp left the meeting prior to consideration of the following item, having earlier declared an interest. In the Convener's absence, the Depute Convener, Councillor Liston, chaired the meeting for the item.*

**19. 21/03892/FULL - SITE AT WEST PARK ROAD, WORMIT**

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 4 dwellinghouses.

**Decision**

The Committee agreed to approve the application subject to:-

- (1) the 8 conditions and for the reasons detailed in the report; and
- (2)

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- (2) the inclusion of a standard condition preventing the use of the proposed development as a 'House in Multiple Occupation'.

*Councillor Tepp re-joined the meeting following consideration of the above item.*

### **20. 22/00871/FULL - FORMER TELEPHONE EXCHANGE, SESSION LANE, PITTENWEEM**

The Committee considered a report by the Head of Planning Services relating to an application for the change of use of former telephone exchange to dwellinghouse (Class 9).

#### **Decision**

The Committee agreed to approve the application subject to:-

- (1) the one condition and for the reason detailed in the report;
- (2) the inclusion of a standard condition preventing the use of the proposed development as a 'House in Multiple Occupation'; and
- (3) the inclusion of a standard condition addressing potential contaminated land, given the previous use of the development site.

### **21. 22/01132/FULL - KINCAPLE LODGE, KINCAPLE, ST. ANDREWS**

The Committee considered a report by the Head of Planning Services relating to an application for the installation of dormer extensions to rear of dwellinghouse.

#### **Decision**

The Committee agreed to approve the application unconditionally.

### **22. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

#### **Decision**

The Committee noted the lists of applications dealt with under delegated powers for the period 13th June to 10th July, 2022; and 11th July to 7th August, 2022.

**THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY – REMOTE MEETING**

16th August, 2022.

4.00 p.m. – 4.05 p.m.

**PRESENT:** Councillors David Barratt, Ken Caldwell, Fiona Corps, Alycia Hayes, Robin Lawson, Jane Ann Liston, Lynn Mowatt and Andrew Verrecchia.

**ATTENDING:** Mary McLean, Team Manager (Legal Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors Colin Davidson and Derek Noble.

**1. MEMBERSHIP OF COMMITTEE**

**Decision**

The Committee noted its membership as detailed on the agenda.

**2. APPOINTMENT OF CONVENER**

Councillor Lynn Mowatt, seconded by Councillor Alycia Hayes, proposed that Councillor David Barratt be appointed as Convener.

**Decision**

There being no other nominations, Councillor Barratt was appointed Convener of the Fife Planning Review Body.

**3. APPOINTMENT OF DEPUTE CONVENER**

**Decision**

There being no nominations put forward for Depute Convener, it was agreed that the Appointment of Depute Convener be added to the agenda of a future meeting.

**THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY – REMOTE MEETING**

22nd August, 2022.

2.00 p.m. – 4.50 p.m.

**PRESENT:** Councillors David Barratt (Convener), Fiona Corps, Jane Ann Liston and Lynn Mowatt.

**ATTENDING:** Mary McLean, Team Manager (Legal Services), Legal and Democratic Services; Steve Iannarelli, Strategic Development Manager and Bryan Reid, Lead Professional, Planning and Employability Services.

**APOLOGY FOR ABSENCE:** Councillor Colin Davidson.

**4. DECLARATIONS OF INTEREST**

Councillor Lynn Mowatt declared an interest at para. 6 – Application for Review – Belfield Farm Steading, Milton of Balgonie, Glenrothes – as she was a Councillor within the ward which the application had been submitted.

**5. APPLICATION FOR REVIEW - CUFFABOUT HOUSE, CUPAR ROAD, LEVEN (APPLICATION NO. 21/02350/FULL)**

The Review Body considered the Application for Review by Andrew Megginson Architecture, on behalf of Glenview Caravan Park Limited, in respect of the decision to refuse planning permission for the siting of six holiday pods with associated infrastructure and parking (Application No. 21/02350/FULL).

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be approved subject to conditions (reversing the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

*Councillor Mowatt left the meeting prior to consideration of the following item, having earlier declared an interest.*

**6. APPLICATION FOR REVIEW - BELLFIELD FARM STEADING, MILTON OF BALGONIE, GLENROTHES (APPLICATION NO. 19/02655/FULL)**

The Review Body considered the Application for Review by Claymore Timber Frame Ltd., on behalf of Ms. Alyson Anderson, in respect of the decision to refuse planning permission for the erection of four dwellinghouses (Class 9), formation of hardstanding, parking and associated infrastructure (Application No. 19/02655/FULL).

*Councillor Mowatt rejoined the meeting following consideration of the above item.*

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be approved subject to conditions (reversing the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

**7. APPLICATION FOR REVIEW - 19 WOODLAND GAIT, CLUNY, KIRKCALDY (APPLICATION NO. 21/01090/FULL)**

The Review Body considered the Application for Review by Fouin and Bell Architects Ltd., on behalf of Mr. and Mrs. Paterson, in respect of the decision to refuse planning permission for a change of use from agricultural land to private garden ground and erection of decking and play equipment (all retrospective) (Application No. 21/01090/FULL).

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be refused (upholding and varying the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

**8. APPLICATION FOR REVIEW - LAND TO WEST OF GREENMOUNT ROAD NORTH, BURNTISLAND (APPLICATION NO. 20/03131/ARC)**

	The Review Body considered the Application for Review by JJF Planning, on behalf of Mrs. Stevenson, in respect of the decision to approve planning permission, with conditions, for erection of 11 dwellinghouses (Application No. 20/03131/ARC).
	<b><u>Decision</u></b>
	The Review Body agreed:-  <ul style="list-style-type: none"> <li>(1) sufficient information was before them to proceed to decide the matter; and</li> <li>(2) the application be approved unconditionally and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.</li> </ul>

**THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES**

**9th August, 2022**

**9.30 a.m. – 5.22 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, Gavin Ellis, Alycia Hayes, Carol Lindsay, Donald Lothian, David MacDiarmid, Julie MacDougall, John O'Brien, Nicola Patrick, Gordon Pryde, Jonny Tepp and Darren Watt.

**ATTENDING:** Kimberley Langley, Solicitor, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Civic Government Licensing Enforcement Officer all in Finance and Corporate Services; Sergeant Neil Ewing, Police Scotland (Fife Division); and Billy Ferguson, Fleet Operations Manager (for items 5, 6 & 7 only).

**1. CONVENER'S INTRODUCTORY REMARKS**

Councillor Adams paid tribute to the previous Convener and Vice-Convener as well as all councillors who were not re-elected, or who had retired, for their positive contribution to the Committee and thereafter welcomed all new councillors.

**2. MEMBERSHIP AND REMIT**

The Committee considered a report by the Executive Director (Finance & Corporate Services) detailing the membership and remit of the Committee.

**Decision**

The Committee noted the contents of the report.

**3. APPOINTMENT OF DEPUTE CONVENER**

**Motion**

Councillor Pryde, seconded by Councillor MacDougall, moved that Councillor Browne be appointed Depute Convener of the Regulation & Licensing Committee.

**Amendment**

Councillor MacDiarmid, seconded by Councillor Patrick moved, as an amendment, that Councillor Lindsay be appointed Depute Convener of the Regulation & Licensing Committee.

**Vote**

Amendment – 6  
Motion – 8

**Decision/**

**Decision**

Councillor Browne was appointed Depute Convener of the Regulation & Licensing Committee.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

4. **APPEAL TO SHERIFF – MARKET OPERATOR’S LICENCE**  
(*Previous Minute Reference: 430 of 2022.R.L.412 & 413 refers*)

**Decision**

The Committee, after hearing the Council’s Lead Officer, Miscellaneous Licensing thereon, noted that an appeal had been made to the Sheriff by Tayport Football Club against the decision on 15th March, 2022 to vary their market operator’s licence.

5. **TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – EAST FIFE AREA**

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the East Fife Area in April to July, 2022.

**Motion**

Councillor Lindsay, seconded by Councillor MacDiarmid, moved that those operators whose vehicles passed the test first time be congratulated and requested that letters be sent to ten operators failing the test reminding them of the standards expected for maintaining their vehicles and one operator, whose vehicle failed the test, should be brought in for a meeting with the Convener & Depute Convener regarding the maintenance of her vehicles as she has had vehicles failing the test in the past.

**Amendment**

Councillor Lothian, seconded by Councillor Tepp, moved, as an Amendment, that those operators whose vehicles passed the test first time be congratulated and requested that letters be sent to all operators failing the test reminding them of the standards expected for maintaining their vehicles.

**Vote**

Amendment -	6
Motion -	8

**Decision**

The Committee, having heard the Fleet Operations Manager on the report and, following discussion:

- (1) congratulated those operators whose vehicles passed the test first time; and
- (2) agreed that letters be sent to ten operators failing the test reminding them of the standards expected for maintaining their vehicles and one operator, whose vehicle failed the test, would be brought in for a meeting with the Convener &

## 2022.R.L.3

Depute Convener regarding the maintenance of her vehicles as she has had vehicles failing the test in the past.

### 6. TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – LEVENMOUTH ZONE

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the Levenmouth Zone in April to June, 2022.

#### **Decision**

The Committee, having heard the Fleet Operations Manager on the report and, following discussion:

- (1) congratulated those operators whose vehicles passed the test first time; and
- (2) agreed that letters be sent to the two operators failing the test reminding them of the standards expected for maintaining their vehicles.

### 7. TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – WEST FIFE AREA

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the West Fife Area in May and June, 2022.

#### **Decision**

The Committee, having heard the Fleet Operations Manager on the report and, following discussion:

- (1) congratulated those operators whose vehicles passed the test first time; and
- (2) agreed that letters be sent to the two operators failing the test reminding them of the standards expected for maintaining their vehicles.

### 8. CINEMAS ACT 1985 – VARIATION OF LICENSING CONDITIONS - THE BYRE THEATRE, ABBEY STREET, ST. ANDREWS – DURING SEPTEMBER AND NOVEMBER, 2022

The Committee considered a report by the Lead Officer, Miscellaneous Licensing on a request to vary licence conditions to allow the theatre to screen non-BBFC certified films.

#### **Decision**

The Committee agreed to grant permission to allow the non-BBFC certificated programme of films, from the list of titles circulated at Committee, to be shown in the Byre Theatre on specific dates in September and November 2022.

9. **TAXI FARE SCALE REVIEW**

The Committee considered a report by the Executive Director (Finance & Corporate Services) advising of the requirement under the Civic Government (Scotland) Act 1982 to review the taxi fare scales operating throughout the local authority area. Consultation is required to be carried out with representatives of taxi operators before any decision can be taken on the review. In order to enable a decision to be taken by this Committee and still allow appropriate time for advertising and the lodging of appeals, if any, a decision on the review would require to be taken at the meeting held on 6th September, 2022.

**Decision**

The Committee agreed that:-

- (a) a Sub-Committee consisting of Councillors Adams, Ballantyne-Wardlaw, Browne, Ellis, Lindsay and MacDougall consider the 2022 statutory review of taxi fares and related matters in Fife and meet with the representatives of taxi operators in Fife to make recommendations to this Committee on the level of fares for 2022/2023; and
- (b) a report be submitted to the Committee on 6th September, 2022 for a decision on what the fare scales will be for the twelve months following 5th December, 2022.

10. **SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVERS LICENCES**

The Council's Lead Officer, Miscellaneous Licensing reported to the Committee that a decision was taken by the Executive Director, Finance & Corporate Services using the powers given to her under Section 2 of the Council's List of Officer Powers 'Emergencies and Cases of Urgency' to suspend two taxi/private hire car drivers licences with immediate effect under paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982 having advised the Convener of the Committee of this decision. The decision was taken as information had been received which had to be considered prior to this meeting of the Committee.

**Decision**

The Committee noted that two taxi/private hire car drivers licences had been suspended with immediate effect.

11. **APPLICATIONS IN RESPECT OF WHICH COMMENTS HAD BEEN MADE**

The Committee considered applications for licences by the undernoted and, having heard the representative for Police Scotland (Fife Division), the Council's Lead Officer, Miscellaneous Licensing, the Council's Civic Government Licensing Enforcement Officer (for the application at (k) below) and the applicants thereon, dealt with the applications as shown:-

## 2022.R.L.5

- |     | <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u>   |
|-----|------------------|---|
| (a) | Ugur Emre        | Late Hours Catering for premises at<br>13 Bell Street, St. Andrews<br>Until 3.00 am 7 days<br>(new application)<br>3 year |

### Motion

Councillor Lindsay, seconded by Councillor O'Brien, moved that the licence be granted with a warning.

### Amendment

Councillor MacDiarmid, seconded by Councillor Ballantyne-Wardlaw, moved, as an Amendment, that the licence be refused.

### Vote

Amendment - 3  
Motion - 11

### Decision

The Committee agreed to grant the licence with a warning.

- |     |           |  |
|-----|-----------|--|
| (b) | Ugur Emre | Late Hours Catering for premises at<br>149 Market Street, St. Andrews<br>Until 3.00 am 7 days<br>(new application)<br>3 year |
|-----|-----------|--|

### Decision

The Committee agreed to grant the licence with a warning.

- |     |                 |  |
|-----|-----------------|--|
| (c) | Dragomir Asenov | Taxi Driver<br>(new application)<br>1 year |
|-----|-----------------|--|

### Decision

The Committee agreed to continue consideration of the above application to its next meeting to afford the Applicant a further opportunity to appear.

- |     |              |  |
|-----|--------------|--|
| (d) | Neil Cameron | Taxi Driver<br>(new application)<br>3 year |
|-----|--------------|--|

### Decision

The Committee agreed to grant the licence.

## 2022.R.L.6

	<u>Applicant</u>	<u>Activity &amp; Period of Licence Applied For</u>
(e)	David Cathie	Taxi Driver (new application) 3 year

### Decision

The Committee agreed to continue consideration of the above application to its next meeting to afford the Applicant a further opportunity to appear.

(f)	Nathan Connelly	Taxi Driver (new application) 1 year
-----	-----------------	--

### Motion

Councillor Ellis, seconded by Councillor MacDougall, moved that the licence be granted.

### Amendment

Councillor Lindsay, seconded by Councillor Patrick, moved, as an Amendment, that the licence be granted with a warning.

### Vote

Amendment - 6  
Motion - 7

### Decision

The Committee agreed to grant the licence.

(g)	Kevin Dent	Taxi Driver (new application) 1 year
-----	------------	--

### Motion

Councillor O'Brien, seconded by Councillor Hayes, moved that the licence be granted.

### Amendment

Councillor MacDiarmid, seconded by Councillor Ballantyne-Wardlaw, moved, as an Amendment, that the licence be granted with a warning.

### Vote

Amendment - 3  
Motion - 10



## 2022.R.L.8

### 12. **REQUEST FOR RECALL OF IMMEDIATE SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

*(Previous Minute Reference: para. 416 of 2021.R.L.400 refers)*

The Committee considered a request from the undernoted to recall the immediate suspension of his taxi/private hire car driver's licence which was made under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 and, having heard the representative for Police Scotland (Fife Division) and the Council's Lead Officer (Miscellaneous Licensing) as well as the applicant thereon, dealt with the request as shown:-.

<u>Applicant</u>	<u>No. of Previous Licence and Length of Suspension</u>
Sirfraz Mohammed	8853/0040981 - suspended until expiry date of licence being 10 December 2022

#### Motion

Councillor Ellis, seconded by Councillor Watt, moved that the suspension of the licence be recalled and the licence be returned to the applicant with a warning.

#### Amendment

Councillor MacDiarmid, seconded by Councillor Ballantyne-Wardlaw, moved, as an Amendment, that the suspension of the licence should not be recalled and should remain in effect.

#### Vote

Amendment	-	4
Motion	-	8

#### Decision

The Committee agreed to recall the immediate suspension of the above licence.

The licence was returned to the applicant and he was warned that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

The applicant had been invited to attend and be represented at the meeting and was present and heard.

### 13. **EXCLUSION OF PUBLIC AND PRESS**

The Committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public and press from the meeting for the following items of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 7A to the Act.

## 2022.R.L.9

### 14. APPLICATIONS IN RESPECT OF WHICH POLICE COMMENTS HAD BEEN MADE

The Committee considered applications for licences by the undernoted and, having heard the representative for Police Scotland (Fife Division) and the applicants thereon, dealt with the applications as shown:-

- |     | <u>Applicant</u>   | <u>Activity &amp; Period of Licence Applied For</u> |
|-----|--|---|
| (a) | Gillian Aitken   | Taxi Driver<br>(new application)<br>1 year          |
|     | <b><u>Decision</u></b>   |   |
|     | The Committee agreed to continue consideration of the above application to its next meeting to afford the Applicant a further opportunity to appear. |   |
| (b) | Morgan Dick  | Taxi Driver<br>(new application)<br>1 year          |
|     | <b><u>Decision</u></b>   |   |
|     | The Committee agreed to continue consideration of the above application to its next meeting to afford the Applicant a further opportunity to appear. |   |
| (c) | William Fitzsimmons  | Taxi Driver<br>(renewal)<br>1 year                  |
|     | <b><u>Decision</u></b>   |   |
|     | The Committee agreed to grant the licence.   |   |
| (d) | Tomas Kristof  | Taxi Driver<br>(new application)<br>1 year          |
|     | <b><u>Decision</u></b>   |   |
|     | The Committee agreed to continue consideration of the above application to its next meeting to afford the Applicant a further opportunity to appear. |   |
| (e) | James McCarthy   | Taxi Driver<br>(temporary application)<br>6 weeks   |
|     | <b><u>Decision</u></b>   |   |
|     | The Committee noted that the Applicant now wished to withdraw his application for a taxi driver's licence.   |   |
| (f) | Zoe McIntyre   | Taxi Driver<br>(new application)<br>1 year          |

**Decision**

The Committee agreed to grant the licence.

- |     |               |                                    |
|-----|---------------|------------------------------------|
| (g) | George Morris | Taxi Driver<br>(renewal)<br>1 year |
|-----|---------------|------------------------------------|

**Decision**

The Committee agreed to grant the licence.

- |     |                |                                    |
|-----|----------------|------------------------------------|
| (h) | William Penman | Taxi Driver<br>(renewal)<br>1 year |
|-----|----------------|------------------------------------|

**Decision**

The Committee noted that the Applicant now wished to withdraw his application for a taxi driver's licence.

- |     |               |  |
|-----|---------------|--|
| (i) | Kashif Rehman | Taxi Driver<br>(new application)<br>1 year |
|-----|---------------|--|

**Decision**

The Committee agreed to grant the licence.

- |     |                |                                    |
|-----|----------------|------------------------------------|
| (j) | David Sinclair | Taxi Driver<br>(renewal)<br>3 year |
|-----|----------------|------------------------------------|

**Decision**

The Committee agreed to continue consideration of the above application to its next meeting to afford the Applicant a further opportunity to appear.

The Applicants had been invited to attend and be represented at the meeting and with the exception of the Applicants at (a), (b), (d), (e) and (j) were present and heard.

15. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCES**

The Committee considered exercising power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licences, and, having heard the representative for Police Scotland (Fife Division) thereon, dealt with the licences as shown:-

<u>Licenceholder</u>	<u>Type and No. of Licence &amp; Expiry Date</u>
(a) Greg McColl	Taxi Driver 1760/0045808 Expiry Date: 16th June 2025



**2022.R.L.12**

	<u>Applicant</u>	<u>Activity and period of licence applied for</u>
(c)	Kaan Polat	Taxi Driver (new application) 1 year

**Decision**

The Committee agreed to continue consideration of the above application to its next meeting to afford the Applicant a further opportunity to appear.

The applicants and objector had been invited to attend and be represented at the meeting. Neither of the above applicants were in attendance.

*(Councillor Tepp left the meeting following consideration of item (a) above).*

The reason for refusal of the application at (a) above was that the Applicant was not considered to be a fit and proper person to hold the licence applied for in view of the nature and extent of previous convictions recorded against him.

The reason for refusal of the application at (b) above was that the Applicant was no longer considered to be a fit and proper person to hold such a licence in view of the nature and extent of charges recorded against him, having regard to the activity he had applied for.

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**THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING**

25th August, 2022

10.00 a.m. – 12.55 p.m.

**PRESENT:** Councillors David Ross (Convener), David Alexander, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Dave Dempsey, Linda Erskine, Derek Glen, David Graham, Peter Gulline, Judy Hamilton, Alycia Hayes (substituting for Councillor Lindsay) Cara Hilton, Gary Holt, Rosemary Liewald, Jonny Tepp, Ann Verner (substituting for Councillor Backhouse), Ross Vettraino, Craig Walker and Jan Wincott.

**ATTENDING:** Steve Grimmond, Chief Executive; Mike Enston, Executive Director, Communities; Carrie Lindsay, Executive Director, Education & Children's Services; Kathy Henwood, Head Children & Families & Criminal Justice; Lynn Gillies, Service Manager, Family Support, Education & Children's Services; Eileen Rowand, Executive Director, Finance & Corporate Services; Elaine Muir, Head of Finance; John Mills, Head of Housing Services; Gavin Smith, Service Manager (Housing Management Executive); Paul D'Arcy, Project Manager, New Build Housing; Ken Gourlay, Executive Director, Enterprise & Environment; Gordon Mole, Head of Business & Employability; Peter Corbett, Lead Officer; Morag Millar, Programme Manager, Economy Tourism & Town Centre Economy, Planning & Employability Services; Lindsay Thomson, Head of Legal and Democratic Services; Helena Couperwhite, Service Manager, Committee Services; Lesley Robb, Lead Officer, Committee Services; and Diane Barnet, Committee Officer (minute taker), Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Lesley Backhouse and Carol Lindsay.

**1. DECLARATIONS OF INTEREST**

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

**2. MEMBERSHIP AND REMIT OF COMMITTEE**

The Committee considered a report by the Head of Legal and Democratic Services advising members of the membership and remit of the Cabinet Committee.

**Decision**

The Committee noted the report having acknowledged a recent change in membership - Councillor Dave Dempsey had replaced Councillor Kathleen Leslie as a permanent member of this Committee.

3./

**3. APPOINTMENTS TO EXTERNAL ORGANISATIONS**

## 2022 CC 2

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

### **Decision**

On a motion proposed by Councillor Craik, seconded by Councillor Erskine, the Committee agreed member appointments to the organisations detailed in the appendix to the report – as outlined in the appendix to this minute – nominations to be advised to the Head of Legal and Democratic Services.

#### **4. CITY OF DUNFERMLINE - MEMBERSHIP OF THE SCOTTISH CITIES ALLIANCE**

The Committee considered a joint report by the Head of Business and Employability Services and the Head of Communities and Neighbourhoods Service seeking approval of Fife Council's membership of the Scottish Cities Alliance.

### **Decision**

The Committee:-

- (1) approved the membership of Scottish Cities Alliance following the conferment of city status for Dunfermline in Her Majesty The Queen's Platinum Jubilee Civic Honours competition;
- (2) noted the governance arrangements for the Alliance as set out in Section 2 of the report; and
- (3) noted the draft Operational Plan for 2022/2023 set out in Appendix 1 of the report.

#### **5. REVENUE MONITORING - PROVISIONAL OUTTURN 2021-22**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic overview of Fife Council's finances and reporting on the provisional outturn position for 2021-22. The report also detailed the continued financial implications of Covid-19 and the impact of additional funding that had been provided for that purpose. Explanation was also provided detailing the exceptional financial position that would be short term given the extent of the economic conditions faced by the organisation.

### **Decision**

The Committee:-

- (1) noted the scale and complexity of the financial impacts during the pandemic and the extent of additional funding provided over the course of the year;
- (2)/
- (2) noted the high level financial position as detailed in the report;

## 2022 CC 3

- (3) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees;
- (4) approved the earmarking of balances for Covid-19 funding for use in future years; and
- (5) approved the suspension of the Budget Carry Forward Scheme for 2021-22.

### 6. CAPITAL INVESTMENT PLAN UPDATE (PROVISIONAL OUTTURN 2021-22)

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic financial overview of the Capital Investment Plan and advising on the provisional outturn for the 2021-22 financial year.

#### **Decision**

The Committee noted:-

- (1) the provisional outturn position, that the level of financial risk appeared to be increasing and also noted the mitigating actions for the major projects within the Capital Investment Plan;
- (2) the provisional outturn position for the 2021-22 Capital Investment Plan;
- (3) that detailed outturn reports would be submitted to the relevant Scrutiny Committees; and
- (4) that budget variances would be managed by the appropriate Directorates in conjunction with the Investment Strategy Group.

### 7. BUDGET 2023-26 UPDATE

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with an update on the General Fund Revenue Budget for 2023 onwards, following the Scottish Government's Resource Spending Review (RSR) and the impact on the Council's financial planning assumptions and planned approach to achieve a sustainable budget.

#### **Motion**

Councillor Ross, seconded by Councillor Craik moved as follows:

"Committee notes the intention to bring a report on Tackling Poverty and Cost of Living to the September meeting of the Cabinet Committee and that this will include proposals for a Warm Places initiative, Hardship and Fuel Support. Food Support and review of school meal debt as part of an Autumn and Winter support programme.

Committee/

Committee requests officers to bring forward proposals for funding this programme taking account of the latest financial monitoring information.

## 2022 CC 4

Committee also agrees to allocate now £10m of balances earmarked for Covid recovery as a Community Recovery Fund and asks officers to bring detailed proposals for the operation of this fund to the September meeting of the Cabinet Committee."

### **Amendment**

Councillor Beare, seconded by Councillor Barrett moved as an amendment to also include the following:

"The proposals noted above be considered by a members workshop(s) of the Cabinet Committee, working with Officers to develop the detail of the relevant programme proposals prior to the Cabinet Committee of 22nd September, comprising two members of each Group."

The proposer and seconder of the motion agreed to conjoin the motion and amendment.

### **Decision**

The Committee:-

- (1) noted the impact of the RSR on previously published financial planning assumptions;
- (2) noted the continued uncertainty around those planning assumptions;
- (3) noted a planned approach to achieve a sustainable budget for 2023-24 and future years; and
- (4) agreed in terms of the conjoined Motion and Amendment that –

"Committee notes the intention to bring a report on Tackling Poverty and Cost of Living to the September meeting of the Cabinet Committee and that this will include proposals for a Warm Places initiative, Hardship and Fuel Support. Food Support and review of school meal debt as part of an Autumn and Winter support programme.

Committee requests officers to bring forward proposals for funding this programme taking account of the latest financial monitoring information.

Committee also agrees to allocate now £10m of balances earmarked for Covid recovery as a Community Recovery Fund and asks officers to bring detailed proposals for the operation of this fund to the September meeting of the Cabinet Committee.

The proposals noted above be considered by a members workshop(s) of the Cabinet Committee, working with Officers to develop the detail of the relevant programme proposals prior to the Cabinet Committee of 22nd September, comprising two members of each Group."

8./

## **8. LEADING ECONOMIC RECOVERY (LER) ACTION PLAN: PROGRESS UPDATE (JUNE 2022)**

The Committee considered a report by the Head of Business and Employability Services providing a six monthly update on progress against actions identified

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within the Leading Economic Recovery Action Plan agreed by the Policy and Co-ordination Committee at its meeting on 4th March, 2021 as part of Fife Council's wider Reform and Recovery Programme.

### **Decision**

The Committee:-

- (1) noted the progress in relation to actions identified within the Leading Economic Recovery (LER) Action Plan;
- (2) recognised continuing uncertainties in terms of the economic impact of the Covid-19 pandemic, consequences of the EU Exit and associated government responses to both;
- (3) noted that the outcomes of the Leading Economic Recovery workstream (which formed part of the Council's wider Reform and Recovery Programme) had fed into the recent refresh of the Plan4Fife; and
- (4) noted that the LER Board, established as part of the recent review of Fife Partnership governance arrangements, was currently supporting a wider ranging review of the Fife Economic Strategy which was expected to be completed by autumn 2022. The refreshed Strategy would effectively replace the short-term LER Action Plan that was developed in response to the economic impact of the Covid-19 pandemic.

*The Committee adjourned at 11.35 a.m. and reconvened at 11.50 a.m..*

## **9. FIFE'S UK SHARED PROSPERITY INVESTMENT PLAN**

The Committee considered a report by the Executive Director (Enterprise and Environment) advising of the steps taken to develop Fife's UK Shared Prosperity Investment Plan and seeking retrospective endorsement for the Plan that was submitted to the UK Government for the 1st August, 2022 deadline.

### **Decision**

The Committee:-

- (1) endorsed the approach to developing the UKSPF Investment Plan set out in the report (due to the local government elections, there were no Committees during the development period so the priorities of the Plan4Fife 2017-27 and its Recovery and Renewal Plans 2021-2024 had formed the basis of the UKSPF Investment Plan);
- (2) retrospectively approved the Interventions for 2022-23 set out in Appendix 1 of the report (the report set out the approach, i.e. to allocate the UKSPF to/  
  
to each Investment Priority based on the historical investment levels for EU funding for similar activities in a "typical" year for that funding. This meant up to 50% for People and Skills, up to 29% for Supporting Local Businesses and at least 21% for Communities and Place);
- (3) approved the proposed governance, the prioritisation principles, allocations by UKSPF Investment Priority and process to confirm interventions for

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2023/24 and 2024/25 as detailed in the report and noted that this aligned with the governance arrangements for the Plan4Fife;

- (4) noted that the revised Investment Plan would be submitted to the Cabinet Committee in February, 2023 to approve interventions for 2023/24 and 2024/25;
- (5) noted that there would be Annual Reviews of the UKSPF and reports of progress in Quarter 2 of each financial year and noted that the UK Government required these by Fife's four UK Parliamentary Constituencies; and
- (6) delegated to the Executive Director (Finance and Corporate Services) and Executive Director (Enterprise and Environment) to complete the negotiations with the UK Government on the terms of the Investment Plan to enter into the Legal Agreement to secure the funding.

### 10. LEVELLING UP FUND UPDATE

The Committee considered a report by the Executive Director (Enterprise and Environment) providing an update on the bids made to the UK Levelling Up Fund on 2nd August, 2022.

#### **Decision**

The Committee:-

- (1) noted the Bids submitted to the competitive UK Levelling Up Fund for a Fife transport bid and four Constituency bids on 2nd August, 2022;
- (2) endorsed the changes to the Bid for the North East Fife Constituency where the Park and Ride at Tay Bridge was substituted and to the Bid for Glenrothes and Central Fife where the two path projects were combined into a single submission; and
- (3) delegated to the Executive Director (Finance and Corporate Services) and Executive Director (Enterprise and Environment) to complete the Legal Agreements with the UK Government in the event any of the Bids were successful.

### 11. STRATEGIC COMMISSIONING UPDATE

The Committee considered a report by the Executive Director (Education and Children's Services) providing a summary of the progress in strategic commissioning activity, including plans associated with the next stage of work and recommendations for grant awards for the remainder of 2022-23 with respect to Service brief 2a and 6.

#### **Decision/**

#### **Decision**

The Committee:-

- (1) noted the progress on the proposals to further develop the programme of work associated with strategic commissioning in Children's Services for 2022/23 and onwards;

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- (2) approved the recommendations for grant awards for 2022/23 in respect of organisations associated with service brief 2a (£400,000) and 6 (£178,298) for the remaining six months; and
- (3) approved the recommendation for grant award for 2022/23 for DAPL of £63,000 for the remaining six months.

### 12. RESETTLEMENT OF VULNERABLE PEOPLE IN FIFE

The Committee considered a report by the Head of Housing Services which followed on from a briefing to the former Policy and Co-ordination Committee outlining the proposed commitment to welcome Ukrainian Refugees to Fife. The report broadened the focus to all strands of Resettlement Work and placed this in a national context to support detailed consideration of the Fife Resettlement approach with a focus on the Ukrainian response.

#### Decision

The Committee agreed:-

- (1) the continued focus on private sector sponsors as the primary accommodation resource in Fife;
- (2) to identify a number of longer-term empty Council properties to be entered into the matching programme; and
- (3) the development of a longer-term housing approach with Registered Social Landlords (RSLs) and private sector landlords for all streams of resettlement activity.

### 13. VOLUNTARY SECTOR RECURRING GRANTS: NORTH EAST FIFE TENANTS & RESIDENTS FEDERATION (NEFTRF) SUPPLEMENTARY GRANT (3 YEARS 2022/23 - 2024/25)

The Committee considered a report by the Head of Housing Services requesting approval to award North East Fife Tenants and Residents Federation (NEFTRF) a supplementary grant for the purpose of expanding their services to include an accessible shopfront location in Cupar, for three years. The report detailed the funding requested and recommended by Housing Services.

#### Decision

The Committee:-

- (1) noted the work undertaken between NEFTRF and Housing Services Tenant Participation Team to reach agreement on service provision to be commissioned; and
- (2)/
- (2) agreed the level of funding being recommended for the period of the three year lease (2022-2025).

### 14. HOUSING REVENUE CAPITAL ACCOUNT: PROPERTY ACQUISITIONS TO MARCH 2025

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The Committee considered a report by the Head of Housing Services seeking agreement to increase the acquisition of housing in the private sector for the period 2022-2025.

### **Decision**

The Committee accepted a revised recommendation and agreed to acquire properties beyond the annual target of 50 in 2022/23 to mitigate increasingly pressurised housing access operational requirements.

The Committee resolved, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph(s) 8 and 9 of part 1 of schedule 7A of the Act.

### **15. AFFORDABLE HOUSING PROGRAMME - 19 NEW HOUSES, ORDNANCE ROAD, CROMBIE**

The Committee considered a report by the Head of Housing Services seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24) for Affordable Housing within Fife, to continue negotiations and conclude legally binding agreements with the Developer for the development of 19 new Affordable Houses in Crombie.

This was a change to a previous approval by Committee of 13th February 2020 for the purchase of 19 Affordable Houses as the Developer had withdrawn from this type of work due to market conditions.

The Developer had approached various other developers who operated in the affordable housing market and an alternative Developer had agreed terms with them to acquire the site known as Ordnance Road, Crombie and develop the affordable houses for Fife Council.

The new Developer provided Heads of Terms and offered Fife Council the same terms and price as previously agreed between Fife Council and the original Developer to develop these affordable houses.

### **Decision**

The Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for:

(1)/

- (1) the acquisition from the Developer of the site of the proposed housing development of 19 new Affordable Houses for rent at the site known as Ordnance Road, Crombie for an increased sum due to market inflation, as detailed in the report;
- (2) the direct award of a construction contract to the Developer for the construction of the development of 19 new Affordable Houses for social rent at the site known as Ordnance Road, Crombie for an increased sum

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due to market inflation and an increase of one additional house being supplied, recognising that figure may be adjusted as detail of the proposal was worked through; and

- (3) to suspend the CONTRACT STANDING ORDERS – Scheme of Tender Procedures 2018 in terms of Contract Standing Order 6.1 in respect of the proposed direct award of the construction contract to the Developer on the grounds of the special circumstances described in the report.

### 16. **AFFORDABLE HOUSING PROGRAMME - 42 NEW HOUSES, WESTWOOD PARK, GLENROTHES**

The Committee considered a report by the Head of Housing Services seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24) for Affordable Housing within Fife, to continue negotiations and conclude legally binding agreements with the Developer for the development of 42 new Affordable Houses in Glenrothes.

Committee approval was also sought for an alternative method of acquisition from a previous approval by Committee of 26th May, 2021 and 29th October, 2021 for the purchase 42 Affordable Houses. The previous Committee approval was for the acquisition of completed houses.

The Developer had requested and the Council had agreed to change the contract delivery method from an "Off the Shelf" purchase of 42 Affordable Houses to a standard Design and Build SBCC contract delivery method.

The Developer also requested a change of contracting method which provided an improved cash flow profile at the earlier part of the delivery programme. A full performance bond and the standard warranties would be provided.

#### **Decision**

The Committee authorised the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for:

- (1) the acquisition from the Developer of the site of the proposed housing development of 42 new Affordable Houses for rent at the site known as Westwood Park, Glenrothes for the sum detailed in the report;
- (2)/
- (2) the direct award of a construction contract to the Developer for the construction of the development of 42 new Affordable Houses for social rent at the site known as Westwood Park, Glenrothes for the sum detailed in the report, plus an allowance beyond 2022 for inflation linked to national BCIS indices (including land acquisition and construction costs), recognising that the figure may be adjusted as detail of the proposal was worked through;
- (3) to suspend the CONTRACT STANDING ORDERS – Scheme of Tender Procedures 2018 in terms of Contract Standing Order 6.1 in respect of the

proposed direct award of the construction contract to the Developer on the grounds of the special circumstances described in the report.

**17. AFFORDABLE HOUSING PROGRAMME - 25 NEW HOUSES, COMMERCIAL CRESCENT, LADYBANK, CUPAR**

The Committee considered a report by the Head of Housing Services seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24) for Affordable Housing within Fife, to continue negotiations and conclude legally binding agreements with the developer for the development of 25 new Affordable Council houses for rent at the site known as Commercial Crescent, Ladybank.

The revision was required following the previous Developer going into administration in August 2021 and the site subsequently being acquired from the Administrator by another Developer who approached Fife Council offering terms to complete the project.

The original terms were for Fife Council to acquire 34 built units from the original Developer for an agreed sum as detailed in the report. The units were partially built before the original developer went into administration. Under the new proposal, the Developer planned to site the SUDS pond on the development meaning fewer units would be delivered.

The proposal was now for Fife Council to acquire 25 completed houses on the Site from the Developer for a total sum as detailed in the report, recognising that figure may be adjusted as detail of the proposal was worked through, all as described in the report. There was no spend by Fife Council to the original developer.

**Decision**

The Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for the acquisition from the Developer, the proposed housing development of 25 new Affordable Council houses for rent at the site known as Commercial Crescent, Ladybank for the sum detailed in the report, recognising that the figure may be adjusted as detail of the proposal was worked through, all as described in the report.

18./

**18. AFFORDABLE HOUSING PROGRAMME - 39 NEW HOUSES, WEST ROAD, SALINE**

The Committee considered a report by the Head of Housing Services seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24) for Affordable Housing within Fife, to continue negotiations and conclude legally binding agreements with the Developer for the development of 39 new Affordable Houses and one Staff and Tenant's communal facility at West Road, Saline.

**Decision**

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The Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for:

- (1) the acquisition from the Developer of the site of the proposed housing development of 39 new Affordable Houses and one Staff and Tenant's communal facility for social rent at the site known as West Road, Saline;
  - (2) the direct award of a construction contract to the Developer for the construction of 39 new Affordable Council houses and one Staff and Tenant's communal facility (total of 40 units) for social rent at the site known as West Road, Saline for the sum detailed in the report (including a sum for land acquisition and construction costs), recognising that figure may be adjusted as detail of the proposal was worked through;
  - (3) to suspend the CONTRACT STANDING ORDERS – Scheme of Tender Procedures 2018 in terms of Contract Standing Order 6.1 in respect of the proposed direct award of the construction contract to the Developer on the grounds of the special circumstances described in the report.
-

**THE FIFE COUNCIL - STANDARDS, AUDIT AND RISK COMMITTEE –  
REMOTE MEETING**

30th June, 2022

10.00 a.m. – 12.05 p.m.

**PRESENT:** Councillors Dave Dempsey (Convener), Tom Adams, Lesley Backhouse, John Beare, Al Clark, Graeme Downie, Brian Goodall (Substitute for Councillor Anne Verner), Gary Holt, Sarah Neal and Gordon Pryde.

**ATTENDING:** Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Pamela Redpath, Service Manager - Audit and Risk Management Services, Carolyn Ward, Audit Team Leader, Anne Bence, Accountant and Paul Noble, Accountant, Finance and Corporate Services; Charlie Anderson, Head of Business Technology Solutions; David Paterson, Community Manager (East Area), Communities; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Committee Services, Legal and Democratic Services.

**ALSO IN ATTENDANCE:** Ross Hubert, Senior Auditor, Audit Scotland.

**1. DECLARATIONS OF INTEREST**

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

**2. MEMBERSHIP AND REMIT OF THE COMMITTEE**

**Decision**

The Committee noted its membership as detailed on the Agenda.

**3. MINUTE**

The Committee considered the minute of the meeting of the Standards and Audit Committee of 19th April, 2022.

**Decision**

The Committee agreed to approve the minute.

**4. 2021/22 ISSUED AUDIT REPORTS**

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing a summary of findings from the Internal Audit Reports finalised since the last meeting of the previous Standards and Audit Committee. Areas of concern and instances where Services had not taken appropriate action were highlighted in the report.

**Decision/**

**Decision**

The Committee acknowledged the contents of the 2021/22 Issued Audit Reports and the summary of findings as detailed in Appendix 1 of the report.

**5. 2021/22 INTERNAL AUDIT ANNUAL REPORT**

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing an independent annual internal audit opinion on the overall adequacy and effectiveness of the organisation's governance, risk management and control framework and a summary of the key activities of Audit Services from which the opinion was derived.

**Decision**

The Committee considered and acknowledged the content of the 2021/22 Internal Audit Annual Report.

**6. CORPORATE GOVERNANCE STATEMENT 2021-22**

The Committee considered a report by the Chief Executive providing background information on the processes adopted for preparing the Fife Council Corporate Governance Statement, required for inclusion in the Fife Council Annual Accounts. A copy of the Corporate Governance statement was appended to the report for the Committee's approval.

**Decision**

The Committee:-

- (1) acknowledged the content of the report;
- (2) approved the draft Fife Council Corporate Governance Statement; and
- (3) requested the Executive Director of Finance and Corporate Services, in consultation with the Convener and Depute Convener of the Committee to raise Committee members' awareness in relation to any issues raised by the Governance Working Group.

**7. FIFE COUNCIL UNAUDITED ANNUAL ACCOUNTS 2021/22**

The Committee considered a report by the Executive Director of Finance and Corporate Services containing the unaudited annual accounts for Fife Council and its group for 2021/22.

**Decision**

The Committee:-

- (1) considered and acknowledged the unaudited annual accounts for Fife Council and its group for 2021-22;
- (2)/

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- (2) acknowledged and thanked Officers of Fife Council Finance Services and Audit Scotland for their involvement and commitment in the preparation of the draft accounts for submission by the deadline of 30th June, 2022; and
- (3) agreed to recommend that the Council review the terms of reference of the Standards, Audit and Risk Committee in relation to the Annual Accounts.

*Councillor Tom Adams left the meeting during consideration of the above item.*

#### **8. FIFE COUNCIL CHARITABLE TRUSTS - UNAUDITED ANNUAL REPORT AND FINANCIAL STATEMENTS 2021/22**

The Committee considered a report by the Executive Director of Finance and Corporate Services containing the unaudited annual accounts and Financial Statements for Fife Council Charitable Trusts for 2021/22.

#### **Decision**

The Committee:-

- (1) considered and acknowledged the Fife Council Charitable Trusts - unaudited annual accounts and Financial Statements 2021/22; and
  - (2) agreed that future reports submitted to Area Committees on Trusts include more detail on the level of funding available for use in Communities, outlining the processes to access the resources and to raise elected members' awareness.
-

**THE FIFE COUNCIL - PENSIONS COMMITTEE – REMOTE MEETING**

30th June, 2022

2.00 p.m. – 5.00 p.m.

**PRESENT:** Committee - Councillors Dave Dempsey (Convener), Sean Dillon, Stefan Hoggan-Radu, Lynn Mowatt, Sarah Neal, Nicola Patrick, Gordon Pryde and Jonny Tepp.

Fife Pension Board – Councillors Tom Adams and Lynn Ballantyne-Wardlaw, Ian Dawson, Robert Graham, Ross Hugh, John Wincott and Vicki Wyse.

**ATTENDING:** Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Laura C Robertson, Finance Operations Manager, Pamela Redpath, Service Manager - Audit and Risk Management Services, Carolyn Ward, Audit Team Leader, Anne Bence, Accountant, Karen Balfour, Lead Officer - Banking and Investment, Finance and Corporate Services; Helena Couperwhite, Manager - Committee Services, and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO IN ATTENDANCE:** Tim Bridle, Audit Manager, Audit Scotland; Albert Chen, Portfolio Manager and Bruce Miller, Chief Investment Officer, Lothian Pension Fund; and Clare Scott, Independent Professional Observer.

**APOLOGIES FOR ABSENCE:** Committee – Councillor Colin Davidson.

Fife Pension Board - Colin Paterson.

**1. DECLARATIONS OF INTEREST**

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

**2. MEMBERSHIP OF THE COMMITTEE**

Decision

The Committee noted its membership as detailed on the Agenda and welcomed new members to the Fife Pension Board - Councillors Tom Adams and Lynn Ballantyne-Wardlaw; and Ian Dawson, Unison.

**3. MINUTE**

The Committee considered:-

- (a) the minute of the Superannuation Fund and Pensions Committee of 29th March, 2022

Decision

The Committee agreed to approve the minute.

- (b)/

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- (b) comments arising from the Fife Pension Board meeting of 29th March, 2022.

### **Decision**

The Committee noted:-

- (1) the comments arising from the meeting on 29th March, 2022; and
- (2) the verbal updates provided by the Head of Finance on areas within the Fife Pension Board comments.

#### **4. UPDATE ON 2021/22 AUDIT PLAN AND 2021/22 ISSUED AUDIT REPORTS**

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing an update on progress towards delivering the 2021/22 Audit Plan as well as a summary of findings from the Internal Audit Reports finalised since the last meeting of the Superannuation Fund and Pensions Committee.

### **Decision**

The Committee noted the contents of the report which included a summary of findings as detailed at Appendix 1 of the report.

#### **5. ANNUAL AUDIT REPORT 2021/22**

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing an independent annual internal audit opinion on the overall adequacy and effectiveness of the organisation's governance, risk management and control framework and a summary of the key activities of Audit Services during the period from which the opinion was derived.

### **Decision**

The Committee considered and noted the contents of the report.

#### **6. PENSION FUND ANNUAL GOVERNANCE STATEMENT 2021/22**

The Committee considered a report by the Chief Executive providing background information on the processes adopted for preparing the Pension Fund Annual Governance Statement, for inclusion in the Pension Fund Annual Report and the annual accounts. A copy of the Corporate Governance Statement was appended to the report for Committee's approval.

### **Decision**

The Committee:-

- (1) noted the contents of the report; and
- (2) approved the draft Pension Fund Annual Governance Statement 2021/22.

7./

**7. FIFE PENSION FUND - ANNUAL REPORT AND ACCOUNTS 2020/21**

The Committee considered a report by the Executive Director, Finance and Corporate Services including the unaudited Annual Report and Accounts for Fife Pension Fund for the financial year 2021/22.

**Decision**

The Committee considered and noted the Fife Pension Fund unaudited Annual Report and Accounts 2021/22.

The Committee adjourned at 3.45 p.m.

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The Committee reconvened at 3.55 p.m.

**8. PENSIONS ADMINISTRATION - PERFORMANCE MONITORING REPORT**

The Committee considered a report by the Head of Finance providing monitoring information on the performance of the Pensions Administration Team, including an update on other activities undertaken by the Team.

**Decision**

The Committee:-

- (1) acknowledged the level of annual performance relative to the target and to the previous year; and
- (2) noted the range of additional activities carried out by the team over the last quarter.

**9. RISK MANAGEMENT - QUARTERLY REVIEW**

The Committee considered a report by the Head of Finance providing a quarterly update on the Risk Register for Fife Pension Fund. The risks associated with the Fund had been reviewed and updated scores provided to reflect the internal controls in place.

**Decision**

The Committee:-

- (1) reviewed and considered the contents of the report; and
- (2) noted that the risks would be reviewed on a regular basis and reports would be submitted to the Pensions Committee on a quarterly basis.

**10./**

**10. PENSION FUND TRAINING AND DEVELOPMENT**

The Committee considered a report by the Head of Finance to review the Training Policy, performance and progress in respect of implementation of the training policy for members of the Pensions Committee and Fife Pension Board. Highlighted in the report was the requirement for all Pension Committee and Board members to undertake training in line with the agreed policy, including the Pension Regulator online learning toolkit, within the next six months.

**Decision**

The Committee:-

- (1) noted that a varied training programme had been provided over the last financial year on a range of topics;
- (2) approved the continued approach to training; and
- (3) agreed to attend a minimum of 14 hours of training and to provide details of attendance, including the completion of the Pension Regulators toolkit, within six months of their appointment to the Pensions Committee and Fife Pension Board.

**11. PENSION FUND COMMITTEE WORKPLAN**

The Committee considered a report by the Head of Finance providing an overview of the proposed business for future meetings of the Pensions Committee and the annual cycle.

**Decision**

The Committee noted the contents of the agenda planning document.

**12. PENSION FUND - INVESTMENT UPDATE**

The Committee resolved, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph(s) 6 of part 1 of schedule 7a of the Act.

The Committee considered a report by the Head of Finance providing an overview of the Fund's investments at 31st March, 2022. A verbal update of manager monitoring activity and of investment strategy was provided at the meeting on 30th June, 2022.

**Decision**

The Committee noted:-

- (1) the Fund's strategic asset allocation and current allocations relative to target;
- (2)/

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- (2) the value of the Fund's assets on 31st March, 2022 after returning -3.0% over the quarter;
  - (3) that the Fund was making steady progress towards its target allocations, and;
  - (4) that longer term absolute returns were strong and relative returns were above both the asset and liability benchmarks.
-

**THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – REMOTE MEETING**

10th August, 2022

2.00 p.m. – 2.15 p.m.

**PRESENT:** Councillors Craig Walker (Convener), John Beare, Altany Craik, Julie Ford, Peter Gulline, Lynn Mowatt, Derek Noble, Ross Vettraino, Daniel Wilson and Jan Wincott.

**ATTENDING:** Norman Laird, Community Manager (Glenrothes), Communities & Neighbourhoods; and Diane Barnet, Committee Officer, Legal & Democratic Services.

**4. DECLARATIONS OF INTEREST**

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

**5. MINUTE**

The Committee considered the minute of the Glenrothes Area Committee of 26th May, 2022.

**Decision**

The Committee agreed to approve the minute.

**6. APPOINTMENTS TO EXTERNAL ORGANISATIONS**

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

**Decision**

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

**7. GLENROTHES AREA COMMITTEE FORWARD WORK PROGRAMME**

The Committee considered the Glenrothes Area Committee Forward Work Programme.

**Decision**

The Committee:-

(1) noted the draft Glenrothes Area Committee Forward Work Programme; and

(2)/

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- (2) agreed to a workshop, on a date to be advised, to focus on anti-poverty in the Glenrothes area – tackling poverty would be included as a priority in the Forward Work Programme going forward.
-

**THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – REMOTE MEETING**

14<sup>th</sup> September, 2022

10.00 a.m. – 12.15 p.m.

**PRESENT:** Councillors Colin Davidson (Convener), Tom Adams, Ken Caldwell, David Alexander, Eugene Clarke, David Graham, John O'Brien and Alistair Suttie.

**ATTENDING:** Susan Keenlyside, Service Manager, Sustainable Transport and Parking, John Mitchell, Senior Manager - Roads and Transportation, Vicki Connor, Co-ordinator (Programme and Financial Management), Phil Clarke, Programme Manager, Levenmouth Reconnected Blueprint, Sustainable Transport and Parking, Roads and Transportation Services; Ross Spalding, Service Manager, Kate Spalding, Technical Officer (Climate Change and Zero Waste), Climate Change and Partnerships, Economy Planning and Sustainability Service; David Paterson, Community Manager (Area), Communities and Neighbourhoods; Ronnie Ross, Headteacher, Levenmouth Academy, Education Services; Helena Couperwhite, Service Manager and Michelle Hyslop, Committee Officer, Committee Services, Legal and Democratic Services.

Prior to the commencement of the formal committee business, the Convener asked members to observe a one-minute silence, to acknowledge and commemorate the sad passing of Her Majesty, Queen Elizabeth II on Thursday 8<sup>th</sup> September, 2022.

In terms of Standing Order 8.1(2), the Convener agreed to accept an Urgent Motion in relation to the proposed reduction in Stagecoach bus services across Fife.

**4. DECLARATIONS OF INTEREST**

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

**5. MINUTE**

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 26th May, 2022.

**Decision**

The Committee agreed to approve the minute.

**6. APPOINTMENTS TO EXTERNAL ORGANISATIONS**

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

**Decision**

The Committee approved the appointments to external organisations as detailed in the Appendix to this minute.

7./

**7. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT**

The Committee considered a report by the Executive Director, Education, providing members with a summary report on the 2020/21 School Attainment across secondary and primary schools serving the Levenmouth Area.

**Decision**

The Committee: -

- (1) were encouraged to engage directly with local schools to find out more about School Attainment and Achievement;
- (2) noted the details contained within this report in relation to the nature of this year's report due to the impact of the COVID 19 pandemic; and
- (3) noted the information provided in the secondary schools' reports as detailed in the report.

**8. AREA ROADS PROGRAMME 2021-22 – FINAL REPORT**

The Committee considered a report by the Head of Assets, Transportation and Environment, providing members with an update on the delivery of the 2021-2022 Area Roads Programme for the Levenmouth Area.

**Decision**

The Committee noted the content of the report.

**9. SGN H100 UPDATE REPORT**

The Committee considered a report by the Head of Planning, advising members on the progression of works and communications from Scottish Gas Network (the gas distribution network operator) and Fife Council.

**Decision**

The Committee noted the content of the report.

**10. LEVENMOUTH RECONNECTED PROGRAMME LARGE GRANT FUND UPDATE**

The Committee considered a report by the Executive Director, Enterprise and Environment, updating members on the Levenmouth Reconnected Programme (LRP) Large Grant funding projects.

**Decision**

The Committee: -

- (1) noted the current projects that had been assessed by the Levenmouth Reconnected Programme working group grant panel (as detailed in Appendix 1 of the report);
- (2)/

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- (2) noted the forthcoming strategic projects that were intended to seek funding from the Levenmouth Reconnected Programme fund (as detailed in Appendix 1 of the report); and
- (3) agreed to defer any large grant awards until all strategic projects funding requirements were known, which would allow the Committee to consider the best use of the grant funding within this round.

### 11. LEVENMOUTH CONNECTIVITY PROJECT ACTIVE TRAVEL NETWORK UPDATE

The Committee considered a report by the Executive Director, Enterprise and Environment, updating members on the progress of the Levenmouth Connectivity Project Active Travel Network, which included recent award funding by Sustrans.

#### Decision

The Committee noted:-

- (1) the award of £2.6million by Sustrans to progress the detailed design of the Levenmouth Connectivity Project, and acknowledged that Fife Council had been allocated £1.3 million to develop the Active Travel Network to be located within or directly adjacent to the boundary of the public road;
- (2) the extensive community consultation that was programmed as part of the detailed design phase; and
- (3) that a funding application would be made to Sustrans and match funding sources for the construction stages of the programme.

### 12. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – HOPE CHEST STORAGE PROVISION

The Committee considered a report by the Head of Communities and Neighbourhoods, which sought agreement from members to contribute £7,900 from the Local Community Planning Budget for the provision of storage units for the Hope Chest, Wellesley Parish Church, Methil.

#### Decision

The Committee agreed to contribute £7,900 towards the cost of purchasing stand-alone steel storage units for the Hope Chest, based at Wellesley Parish Church, Methil.

### 13. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – LEVEN TOWN CENTRE CHRISTMAS LIGHTS

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval from members for a contribution of £7,000 from the Local Community Planning Budget, Ward 21, for the cost of the erection and dismantling of the festive decorations in Leven Town Centre.

#### Decision./

**Decision**

The Committee agreed a total contribution of £7,000 towards the cost of the erection and dismantling of the festive decorations for Leven Town Centre during November/December 2022.

**14. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – TOBOGGAN ROAD TAYLOR STREET PLAY SPACES CAPITAL FUNDING REQUEST**

The Committee considered a report by the Head of Communities and Neighbourhoods, seeking agreement from members for a contribution of £20,000 from the Local Community Planning Budget, towards the cost of the installation of adult fitness equipment at Taylor Street Park, Methil and would include the removal of the play park equipment at Toboggan Road, Methil.

**Decision**

The Committee agreed to contribute £20,000 for the installation of the adult fitness equipment at Taylor Street, Methil and the removal of the play park equipment at Toboggan Road, Methil.

**15. URGENT MOTION**

Proposed by: Councillor Eugene Clarke

Seconded by: Councillor Colin Davidson

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

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

**Decision**

The Committee agreed the motion unanimously.

**16. PROPERTY TRANSACTIONS**

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of the action taken using the list of Officer Powers in relation to property transactions.

**Decision/**

**Decision**

The Committee noted the contents of the report.

**17. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME**

**Decision**

The Committee: -

- (1) agreed to include a report on “update on Kirkland Care Village” to the Forward Work Programme – date to be advised; and
- (2) noted the content of the Levenmouth Area Committee Forward Work Programme.

## APPOINTMENTS TO EXTERNAL ORGANISATIONS

### LEVENMOUTH AREA COMMITTEE

Organisation	No. of Reps	Ward(s)	Councillor(s) Appointed
Brag Enterprises Limited Management Committee/Board	1	21 & 22	Colin Davidson
Kirkcaldy and Central Fife Sports Council	1	21 & 22	John O'Brien
Levenmouth Local Tourist Association	1	21 & 22	Eugene Clarke Alistair Suttie
Levenmouth Together Steering Group	2	21 & 22	Ken Caldwell David Alexander
Levenmouth Twinning Association	1	21 & 22	Tom Adams

## 2022 SWFAC 3

### THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE – REMOTE MEETING

10th August, 2022.

9.30 a.m. – 9.50 a.m.

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

**ATTENDING:** Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; and Alastair Mutch, Community Manager (South West Fife), Communities Directorate.

**APOLOGY FOR ABSENCE:** Councillor Dave Dempsey.

#### 4. DECLARATIONS OF INTEREST

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

#### 5. MINUTE

The Committee considered the minute of the South and West Fife Area Committee meeting of 27th May, 2022.

##### Decision

The Committee agreed to approve the minute.

#### 6. APPOINTMENTS TO EXTERNAL ORGANISATIONS

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

##### Decision

The Committee approved the appointments to external organisations as detailed in the Appendix to this minute.

#### 7. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2022-2023

The Committee:-

- (1) noted the South and West Fife Area Forward Work Programme;
- (2) requested an update report on the flooding issues in Rosyth for consideration at a future meeting;
- (3)/

## 2022 SWFAC 4

- (3) requested a report on the Bike Park Strategy for consideration at a future meeting; and
- (4) requested an update on the availability of Café Inc. within other Ward areas.

### 8. NOTICE OF MOTION

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

Councillor David Barratt, seconded by Councillor Sam Steele, moved that:-

"Committee notes that factors currently outwith the control of the Committee and Community Manager, including total staffing resource, powers in relation other directorates and overall budgets have a significant impact on the ability to deliver for the communities we represent. Committee agrees to establish a working group to explore better ways of working as a Committee".

#### **Decision**

The motion was unanimously agreed.

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## APPOINTMENTS TO EXTERNAL ORGANISATIONS

### SOUTH AND WEST FIFE AREA COMMITTEE

Organisation	No. of Reps	Ward(s)	Councillor(s) Appointed
Carnegie Dunfermline and Hero Fund Trusts	2	1 & 5	Brian Goodall Sam Steele
Comrie Colliery Environmental Trust and Liaison Committee	3	1	Graeme Downie Sam Steele Conner Young
Dunfermline and West Fife Sports Council	1	1,5,&6	Brian Goodall
Dunfermline and West Fife Local Tourist Association	1	1,5,&6	Graeme Downie
Longannet Power Station and Valleyfield Ash Lagoons Liaison Committee	3	1	Graeme Downie Sam Steele Conner Young
Mossmorran and Braefoot Bay Community and Safety Committee	1	6	David Barratt
North Queensferry Community Trust	1	6	David Barratt
Rosyth Local Liaison Committee	3	5	Brian Goodall Andy Jackson Andrew Verrecchia

## 2022 CAC 3

### THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING

31st August, 2022

2.00 p.m. – 5 p.m.

**PRESENT:** Councillors Alex Campbell (Convener), Alistair Bain, Linda Erskine, Rosemary Liewald, Mary Lockhart, Lea Mclelland, Bailey-Lee Robb, and Darren Watt.

**ATTENDING:** Paul Vaughan, Head of Communities and Neighbourhoods; Sarah Roxburgh, Community Manager (Cowdenbeath Area); Scott Blyth, Project Manager, Communities; Louise Whyte, Capital Projects Manager, Community Projects Team; Clare Hill, Parks Development Officer; Kevin O’Kane, Greenspace Partnership Officer, Communities and Neighbourhoods; Craig Brown, Lead Officer, Housing – Cowdenbeath Area; Janet Scade, Lead Officer, Communities and Neighbourhoods Cowdenbeath Area; John Rodigan, Senior Manager, Environment and Building Services; Ian Jones, Lead Consultant, Network Management; Sandy Anderson, Service Manager (Domestic Waste and Street Cleansing), Waste Operations; Michael Mcardle, Lead Professional – Estates; Tariq Ditta, Senior Manager - Catering and Cleaning Facilities Management; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Committee Services, Legal and Democratic Services.

Prior to the start of business, the Convener welcomed Councillor Bailey-Lee Robb to his first meeting of the Committee as an elected member for Ward 7 and thanked ex-Councillor Gary Guichan for his contribution to the Committee during his time in office.

The Convener listed a number of events that had taken place during the summer throughout the Cowdenbeath area and showed gratitude and appreciation to all volunteers and event organisers for their hard work in providing an enjoyable experience for all in attendance.

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

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

#### **5. MINUTE**

The Committee considered the minute of the meeting of the Cowdenbeath Area Committee of 31st May, 2022.

#### **Decision**

The Committee agreed to approve the minute.

6./

**6. APPOINTMENTS TO PARTNER ORGANISATIONS**

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

**Decision**

The Committee agreed member appointments to the organisations detailed in the appendix to the report - see appendix to the minute for details.

**7. AREA CAPITAL BUDGET REQUEST**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to allocate funds from the Area Capital Budget for projects including: Lochore Meadows Country Park Greenspace project; Footpath improvement including lighting enhancement in Lochgelly Public Park; and a contribution to the resurfacing of the car park at Hill of Beath ex-servicemen's club.

**Decision**

The Committee :-

- (1) accepted the revised recommendation that officers carry out a full community consultation across the Cowdenbeath Committee Area on the wider Lochore Meadows Country Park Development Plan with a focus on playpark, nature area and community event space proposals;
- (2) requested a report detailing the outcome of the above consultation for the Committee's consideration at its meeting on 1st February, 2023 of a contribution of £100k from the Area Capital Budget to the Lochore Meadows Country Park Nature Area project,
- (3) agreed to contribute £60k (from 22/23 revenue budget allocation £100k) from the Area Capital Budget to Lochgelly Public Park – Footpath and Lighting improvement project;
- (4) agreed to contribute £20k from the Area Capital Budget to the Hill of Beath car park; and
- (5) agreed to reallocate funding of £40k from previous area budget allocations.

**8. PROPOSED ROAD ADOPTION - LOANHEAD AVENUE, LOCHORE**

The Committee considered a report by the Senior Manager, Roads and Transportation Services seeking approval to promote the adoption of a section of Loanhead Avenue, Lochore as detailed in the appendix to the report.

**Decision**

The Committee agreed to promote the adoption of the section of Loanhead Avenue, Lochore, as detailed in the Appendix to the report, under Section 1 of the Roads (Scotland) Act 1984.

9./

**9. COWDENBEATH TOWN HOUSE**

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Senior Manager, Property Services, providing an update on developments since the future of Cowdenbeath Town House was considered in February 2022, including an updated list of recommendations in the report regarding the proposed disposal of the Common Good property.

**Decision**

The Committee:-

- (1) acknowledged the options for the future of the Cowdenbeath Town House;
- (2) agreed to recommend to the Cabinet Committee that Cowdenbeath Town House be sold to Coalfields Regeneration Trust at the District Valuer's valuation (Committee noted that Cabinet Committee approval would be dealt with using the List of Officer Powers);
- (3) noted that the Head of Legal and Democratic Services had confirmed that consent from the Sheriff would not be required;
- (4) authorised further consultation, required under Section 104 of the Community Empowerment (Scotland) Act 2015 (the formal 8 week notification process);
- (5) noted that the actions outlined above would be carried out with appropriate terms and conditions to the satisfaction of the Senior Manager – Property Services, Head of Communities and Neighbourhoods, and the Head of Legal and Democratic Services; and
- (6) agreed to an additional recommendation to include a condition in the legal terms and conditions that the Cowdenbeath Town House would be retained for Community Use in the future by the Coalfields Regeneration Trust.

**10. DOMESTIC WASTE COLLECTION SERVICE**

The Committee considered a report by the Senior Manager Environment and Building Services relating to the challenges faced by the Domestic Waste Service, resulting in delayed household bin collections in the Cowdenbeath area and the mitigating actions to assist in resolving the situation.

**Decision**

The Committee:-

- (1) acknowledged the challenges faced by the Domestic Waste Service; and
- (2) noted the mitigating actions to assist in resolving the delayed collection service.

The/

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The Committee adjourned at 3.25 p.m.

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The Committee reconvened at 3.30 p.m.

### 11. AREA HOUSING PLAN UPDATE

The Committee considered a report by the Head of Housing Services advising that a revised Cowdenbeath Area Housing Services Plan for 2022/25 was in development and would be presented to the Committee by December 2022. An update on progress was provided on delivering service priorities and performance information for the financial year 2021/22 where figures were available at an area level.

#### Decision

The Committee:-

- (1) scrutinised the work progressed through the previous Area Housing Plan for the financial year 2021/22;
- (2) acknowledged the Cowdenbeath area performance for financial year 2021-22 outlined in Appendix 1 to the report;
- (3) noted the Expenditure for the HRA Locality Managed Budget for financial year 2021-22 outlined in Appendix 2 to the report; and
- (4) agreed to invite officers from the Fuel Poverty Team to the next meeting of the Committee on 26th October, 2022, to provide an update on the support that is available for Fife Council tenants during the crisis period.

### 12. PROPERTY TRANSACTIONS

The Committee considered a report by the Senior Manager - Property Services advising members of action taken using the list of officer powers in relation to property transactions.

#### Decision

The Committee noted the contents of the report.

### 13. COWDENBEATH AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Cowdenbeath Area Committee forward work programme.

#### Decision

The Committee:-

- (1) noted the Cowdenbeath Area Committee forward work programme:
- (2)/

## 2022 CAC 7

(2) agreed to include the following reports:-

- Youth Provision across Cowdenbeath area to include Hill of Beath;
- Anti-social behaviour and safety/security in Cowdenbeath Area Public Parks;
- Flooding at King George V Park at Lochore Meadows;
- Lochgelly Town Hall repairs and improvements; and
- Update report on fencing repairs at Lumphinnans.

### 14. NOTICE OF MOTION

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

“Tackling Poverty and Crisis Prevention Growing Committee notes that the Council agreed, with the Fife Partnership Board agreed (on 21.2.21 item 4b) to seek to address the issues of poverty in our communities/and improve outcomes by Services of the Council working together locally, and with communities to help tackle poverty in our communities and improve outcomes by targeting anti-poverty funding.

This work will build on lessons learned during the initial response and community support to the Covid-19 crisis and set out how those lessons can be built into the Plan for Fife strategy for the next three years. Committee also notes that the Community Grant Growing Scheme is one such scheme which will encourage community growing groups throughout Fife to develop projects and to provide support for existing and new growing projects. Committee recognises that the positive overall benefits of such projects and detailed and evidenced one such example being the Edible Estates projects:

<http://www.edibleestates.co.uk/benefits-of-community-growing/>

We are fully aware that Fife Council is therefore encouraging Community food growing groups, Community Orchards groups, Community Allotments and Community growing groups to work with our Locality Community and Learning Development Teams, and Allotment Team within Fife Council in developing and sustaining projects of this nature throughout Fife.

Area Committee request that Officers bring a report to a future Committee with a view to establishing and supporting a Community Growing Project, in conjunction with Forestry and Land Scotland, Fife Council and other Third Sector Funding bodies, on available land within the South Dundonald area of Cardenden.”

Proposed by Councillor Liewald  
Seconded by Councillor McLelland

### **Amendment**

**Amendment**

Councillor Erskine seconded by Councillor Lockhart moved as an amendment to delete the final paragraph of the Motion:-

"Area Committee request that Officers bring a report to a future Committee with a view to establishing and supporting a Community Growing Project, in conjunction with Forestry and Land Scotland, Fife Council and other Third Sector Funding bodies, on available land within the South Dundonald area of Cardenden."

Replacing this with:-

"Area Committee request that Officers bring a report to the 29th March 2023 Committee with a view to establishing and supporting potential Community Growing Projects, in conjunction with Forestry and Land Scotland, Fife Council and other Third Sector Funding bodies, across the Cowdenbeath Area"

**Decision**

The conjoined motion and amendment were unanimously agreed.

**15. NOTICE OF MOTION**

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

"School Meals Committee notes the deputation and subsequent motion passed at the meeting on 1 May 2019 regarding school meals and the subsequent reports submitted to the Area Committee in October 2019 and January 2020, providing an update together with comments received from Lochgelly High School pupils on the quality and price of School meals and the free school meal lunch allowance.

The Committee requests officers present a final report to the Area committee meeting to be held on 1 February 2023, to provide an update on progress since May 2020, to include views from the core groups of young people identified at Lochgelly and Beath High Schools."

Proposed by Councillor Bailey-Lee Robb  
Seconded by Councillor Lea McLelland

**Decision**

The motion was unanimously agreed.

**16. PUBLIC QUESTION**

In terms of Standing Order No. 6.1, the following public question was submitted to the Committee for consideration:-

**Submitted by Lochgelly Youth Forum –**

"We feel that all other Community Centres welcome young people to their buildings. We don't feel that the Lochgelly Centre is a welcoming environment for young people. We/

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We, Lochgelly Youth Forum are asking if someone else can oversee the running of the Lochgelly Centre. It is currently run by On@Fife and we don't think they are doing the best for young people and we would like to see CLD run the centre.

What can the Committee do to help our group with this?"

### **Response from Head of Communities and Neighbourhoods:-**

In the short term Communities and Neighbourhoods Service will organise a meeting with Fife Cultural Trust (FCT) and the Youth Forum to hear their concerns.

In the interim FCT are planning to work more closely with the youth forum. In this respect, FCT are planning to meet with them during late summer to update them on their awareness of the issue as well as how FCT wish to resolve this. The intention is to reassure them that FCT very much see the Youth Forum and Youth in general, as being a core priority for moving forward in terms of venue use.

To this end FCT will be hosting a series of community engagement meetings with them as well as the wider Community on the use of the venue and these will be taking place in the Autumn. FCT are currently finalising details of the programme as well as dates.

As part of the engagement FCT will endeavour to rebuild trust, provide clarity and develop a shared sense of ownership, ensuring that all users of the venue feel valued and see it as there to accommodate their needs.

### **Response from Head of Cultural Development OnFife:-**

OnFife are committed to ensuring Lochgelly Centre is a vibrant, accessible, and relevant community hub, which is 'of, by and for' the people of Lochgelly. We are working with Dundee and Angus College - Service Design Academy to deliver a bespoke package of activity that supports co design with communities and creates a collaborative vision. "The main goal of service design is to transform services. It puts people first, using creativity to solve problems and challenge assumptions. It creates environments where innovation happens."

To do this we will:

- Work with building users, and wider external stakeholders to evaluate the current environment, offering a radical solution to legacy challenges
- Establish a mindset shift and assess the current environment
- Work together to generate a legacy framework for how OnFife engages with the community
- Build trust, clarity, and a shared sense of ownership
- Create meaningful momentum
- Form a vibrant community that is relevant, welcoming, and inclusive
- Leave the community with the skills and a toolkit to facilitate future continued relationships for working in partnership and the development of services which are more 'of, by and for' the community

Timeline/

## 2022 CAC 10

Timeline for this work is currently planned for Oct - Dec 2022. This coincides with recruitment to the Community Engagement Worker post and a Lochgelly Centre Venue Manager post. From March 2023 OnFife will recruit a Relevance Instigator who will work across 3 pilot projects. One of these projects is Lochgelly, to do further community engagement work guided by the principles of the Of/By/For All Change Network for a further 12 months.

This is not an overnight fix. Our approach is without expectation or predetermined outcomes. Everything is to be discussed, influenced, challenged, and created with all community stakeholders. This will help us build an inviting, fair and exciting community hub in the heart of Lochgelly.

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## 2022 NEFAC 3

### THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – REMOTE MEETING

7th September, 2022

9.30 a.m. – 11.10 a.m.

**PRESENT:** Councillors Jonny Tepp (Convener), Al Clark, Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan-Radu, Margaret Kennedy, Louise Kennedy-Dalby, Allan Knox, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

**ATTENDING:** Donald Grant, Community Manager (Area), Vicky Wilson, Area Community Development Team Manager, Sarah Johnston, Access Officer, Communities and Neighbourhoods; Lesley Craig, Lead Consultant, Neil Watson, Lead Consultant, Roads and Transportation Services; Ryan McQuade, Fife Property Gazetteer Officer, Business and Employability Services; Kirstie Freeman, Housing Manager, Housing Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Gary Holt and Robin Lawson.

In terms of Standing Order 8.1(2), the Convener agreed to accept an Urgent Motion in relation to the proposed reduction in Stagecoach bus services across Fife prior to the closure of the consultation on 12<sup>th</sup> September, 2022.

#### 4. DECLARATIONS OF INTEREST

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

#### 5. MINUTE

The committee considered the minute of meeting of the North East Fife Area Committee of 31st May 2022.

#### Decision

The Committee agreed to approve the minute.

#### 6. APPOINTMENTS TO EXTERNAL ORGANISATIONS

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

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

**East/**

### **East Neuk Centre Trust**

#### **Roll Call**

#### **For Councillor Dillon** – 7 votes

Councillors Al Clark, Fiona Corps, Sean Dillon, Margaret Kennedy, Allan Knox, Jane Ann Liston and Jonny Tepp.

#### **For Councillor Hayes** – 5 votes

Councillors Alycia Hayes, Stefan Hoggan-Radu, Louise Kennedy-Dalby, David MacDiarmid and Ann Verner.

#### **Abstained** – Councillor Donald Lothian

Accordingly, the Committee agreed that Councillor Dillon be appointed to the East Neuk Centre Trust.

### **Scottish Fisheries Museum**

#### **Roll Call**

#### **For Councillor Corps** – 7 votes

Councillors Al Clark, Fiona Corps, Sean Dillon, Margaret Kennedy, Allan Knox, Jane Ann Liston and Jonny Tepp.

#### **For Councillor Hayes** – 5 votes

Councillors Alycia Hayes, Stefan Hoggan-Radu, Louise Kennedy-Dalby, David MacDiarmid and Ann Verner.

#### **Abstained** – Councillor Donald Lothian

Accordingly, the Committee agreed that Councillor Corps be appointed to the Scottish Fisheries Museum.

### **St Monans Community Trust**

#### **Roll Call**

#### **For Councillor Dillon** – 7 votes

Councillors Al Clark, Fiona Corps, Sean Dillon, Margaret Kennedy, Allan Knox, Jane Ann Liston and Jonny Tepp.

#### **For Councillor Hayes** – 5 votes

Councillors Alycia Hayes, Stefan Hoggan-Radu, Louise Kennedy-Dalby, David MacDiarmid and Ann Verner.

#### **Abstained** – Councillor Donald Lothian

Accordingly/

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Accordingly, the Committee agreed that Councillor Dillon be appointed to the St Monans Community Trust.

### **Decision**

The Committee:-

- (1) approved the appointments to external organisations as detailed in the Appendix to this minute; and
- (2) agreed that member appointment to the East Fife Sports Council be deferred to allow for a discussion with the organisation on additional member representation; and
- (3) agreed that member appointment to the St Andrews Welfare Trust be deferred until clarification can be provided as to which ward members are eligible to be appointed.

### **7. PROPOSED WAITING PROHIBITION – RUMDEWAN TERRACE AND HAUGHFIELD TERRACE, KETTLEBRIDGE**

The Committee considered a report by the Executive Director, Enterprise and Environment, advising of proposals to introduce a “No Waiting at Any Time” prohibition on the junctions of Rumdewan Terrace with Back Park and Haughfield Terrace, Kettlebridge.

### **Decision**

The Committee agreed, in the interests of accessibility and road safety:

- (1) to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/22/48 (Appendix 1) attached to the report, with all ancillary procedures; and
- (2) to authorise officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### **8. PROPOSED WAITING PROHIBITION – HIGH STREET AND PARLIAMENT PLACE, AUCHTERMUCHTY**

The Committee considered a report by the Executive Director, Enterprise and Environment, advising of proposals to introduce a “No Waiting at Any Time” prohibition on the junction between High Street and Parliament Place, Auchtermuchty.

### **Decision**

The Committee agreed, in the interests of road safety and traffic flow:-

- (1) to the promotion of a Traffic Regulation Order (TRO) to introduce the prohibition detailed in drawing no. TRO/22/46 (Appendix 1) attached to the report, with all ancillary procedures; and
- (2)/

## 2022 NEFAC 6

- (2) to authorise officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### 9. **PROPOSED WAITING PROHIBITION – JAMES STREET AND LARGO ROAD, ST ANDREWS**

The Committee considered a report by the Executive Director, Enterprise and Environment, advising of proposals to introduce a “No Waiting at Any Time” prohibition on the junction of James Street and Largo Road, St Andrews.

#### **Decision**

The Committee agreed, in the interests of road safety and traffic flow:-

- (1) to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/22/47 attached to the report, with all ancillary procedures; and
- (2) to authorise officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### 10. **PROPOSED WAITING PROHIBITION – GLEBE PLACE AND QUEEN STREET, TAYPORT**

The Committee considered a report by the Executive Director, Enterprise and Environment, advising of proposals to introduce a “No Waiting at Any Time” prohibition on the junction of Glebe Place and Queen Street, Tayport.

#### **Decision**

The Committee agreed, in the interests of road safety and traffic flow:-

- (1) to the promotion of a Traffic Regulation Order (TRO) to introduce the prohibition detailed in drawing no. TRO/22/45 (Appendix 1) attached to the report, with all ancillary procedures; and
- (2) to authorise officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### 11. **HIGH ROAD AND BONFIELD PARK – 20MPH SPEED LIMIT**

The Committee considered a report by the Executive Director, Enterprise and Environment, advising of proposals for the extension of the 20mph speed limit on High Road, Strathkinness and the introduction of a 20mph speed limit in the new residential development adjoining Bonfield Park.

#### **Decision**

The Committee agreed, in the interests of road safety, to the promotion of a Traffic Regulation Order (TRO) to extend the existing 20mph speed limit on High Road, Strathkinness and include the new adjoining residential roads within the TRO.

12./

**12. A917 (ANSTRUTHER ROAD, HIGH STREET AND ST ANDREWS ROAD), CRAIL – 20MPH EXPERIMENTAL TRAFFIC REGULATION ORDER (ETRO)**

The Committee considered a report by the Executive Director, Enterprise and Environment, advising of proposals to introduce an experimental 20mph speed limit on the A917 (Anstruther Road, High Street and St Andrews Road), through Crail.

**Decision**

The Committee agreed, in the interests of road safety:-

- (1) to the promotion and confirmation of an Experimental Traffic Regulation Order (ETRO) to replace the existing 30mph speed limit on A917 (Anstruther Road, High Street and St Andrews Road), Crail with a 20mph limit for an experimental period of 18 months, as shown in drawings TRO22/50/Crail/Exist and TRO22/50/Crail/Prop (Appendices 1 and 2) attached to the report, with all ancillary procedures; and
- (2) that officers provide a future report to the Committee providing further recommendations towards the conclusion of the ETRO period.

**13. STREET NAMING AND NUMBERING CONSULTATION – SITE WEST OF CHURCH STREET, LADYBANK**

The Committee considered a report by the Head of Business & Employability proposing that the names 'Nairn Way' and 'Crichton Gardens' be approved as new street names at the development site to the west of Church Street, Ladybank, as shown on the site plan attached to the report.

**Decision**

The Committee approved the new street names 'Nairn Way' and 'Crichton Gardens' for the Raith Homes development on the site to the west of Church Street, Ladybank.

**14. PUBLIC RIGHT OF WAY AND CORE PATH DIVERSION, WESTER PITSCOTTIE**

The Committee considered a report by the Head of Communities and Neighbourhoods advising of proposals for a diversion of the public right of way FN863 and core path 92, Pitscottie to Ceres Road via Wester Pitscottie.

**Decision**

The Committee:-

- (1) approved the proposed diversion of the public right of way and the core path under section 208 of the Town and Countryside Planning (Scotland) Act 1997; and
- (2) delegated confirmation of the diversion order to officers subject to no objections being received, in which case it would be submitted to the Scottish Government for confirmation.

**15. AREA ROADS PROGRAMME 2021/2022 - FINAL UPDATE**

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

**Decision**

The Committee noted the contents of the report and appendices.

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

**16. APPLICATION FOR FUNDING FROM CRAIL COMMON GOOD FUND –  
REWILDING KILMINNING**

The Committee considered a report by the Head of Communities and Neighbourhoods advising of an application received from Crail Community Partnership (CCP) for grant funding from Crail Common Good Fund towards the Rewilding Kilminning project.

**Decision**

The Committee approved a contribution of £10,000 from the Crail Common Good Fund to the Crail Community Partnership towards the Rewilding Kilminning project.

**17. NORTH EAST FIFE AREA ANTI-POVERTY FUND**

The Committee considered a report by the Head of Communities and Neighbourhoods reporting on the spending of the Anti-Poverty Funds 2021/22 and advising on the areas of spend of the £135,000 North East Fife Anti-Poverty funding for 2022/23.

**Decision**

The Committee agreed to note:-

- (1) the actual spend of the 2021/22 budget and outcomes achieved in the NEF Anti-Poverty Fund Action Plan attached as Appendix 1 to the report; and
- (2) the areas of spending of the 2022/23 funding across the areas of work outlined in Appendix 2 to the report which align to those identified as a priority by the NEF People Leadership Group, which are Homelessness, Mental Health and Social Isolation and Welfare Support and Food Insecurity.

*Councillor Kennedy left the meeting following consideration of the above item.*

**18. AREA HOUSING PLAN UPDATE**

The Committee considered a report by the Head of Housing Services providing an update on progress in delivering service priorities and performance information/

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information for the financial year 2021/2022 where figures were available at an Area level.

### **Decision**

The Committee noted the work progressed through the Area Housing Plan for the financial year 2021/2022 and the expenditure for the HRA Locality Managed Budget for 2020/2021 outlined in Appendix 2 to the report.

## **19. PROPERTY TRANSACTIONS**

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

### **Decision**

The Committee noted the content of the report.

## **20. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME**

The Committee noted the North East Fife Area Committee Forward Work Programme which would be updated as appropriate.

## **21. URGENT MOTION**

In terms of Standing Order 8.1(2), the Convener agreed to accept the following urgent motion.

Councillor Knox, seconded by Councillor Liston, moved as follows:-

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

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

### **Decision**

The Committee agreed the motion unanimously.

**APPOINTMENTS TO EXTERNAL ORGANISATIONS**  
**NORTH EAST FIFE AREA COMMITTEE**

Organisation	No. of Reps	Ward(s)	Councillor(s) Appointed
Bruce Charitable Trust	1	20	Margaret Kennedy
Castle Furniture Project Management Committee	1	16-20	Louise Kennedy-Dalby
Cupar and North Fife Local Tourist Association	1	16, 17 or 20	Margaret Kennedy
Cupar YMCA/YWCA Management Committee	1	20	John Caffrey
Dr Sloan's Trust	1	18	Jane Ann Liston
East Fife Sports Council	1	16 – 20	<i>Deferred</i>
East Neuk Centre Trust	1	19	Sean Dillon
East Neuk Local Tourist Association	1	19	Sean Dillon
Eden Estuary Local Nature Reserve Advisory Group	3	16 – 20	Jonny Tepp Al Clark Stefan Hoggan-Radu
Elie Seabox Society	1	19	Alycia Hayes
Fleming Bequest	1	18	Ann Verner
Gibson Mortification/Trust	2	18	Jane Ann Liston <i>Vacant</i>
Madras College Endowment Trust	3	17/18	Jonny Tepp Ann Verner Alycia Hayes
Murray Library Trust	3	19	Fiona Corps Sean Dillon Alycia Hayes
Paton Trust	1	18	Ann Verner
Provost Tulloch 1973 Trust	1	18	<i>Vacant</i>
Scottish Fisheries Museum	1	19	Fiona Corps

Organisation	No. of Reprs	Ward(s)	Councillor(s) Appointed
St Andrews Botanic Garden Trust	2	18	Jane Ann Liston Ann Verner
St Andrews Community Trust	1	18	<i>Vacant</i>
St Andrews Welfare Trust	2	18	<i>Deferred</i>
St Andrews Harbour Trust	1	18	<i>Vacant</i>
St Andrews BID Management Board	2	18	Robin Lawson Al Clark
St Andrews Local Tourism Association (Tourism St Andrews)	1	18	Jane Ann Liston
St Monans Community Trust	1	19	Sean Dillon
Tay and Earn Trust	1	16 – 20	Gary Holt
Walker Trust	2	16	Donald Lothian David MacDiarmid



## MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 22 APRIL 2022 AT 10.00 AM

<b>Present</b>	Christina Cooper (CC) (Chair) Rosemary Liewald (RLi) (Vice-Chair) Fife Council – (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), David J Ross (DJR), Jan Wincott (JW) NHS Fife Board Members (Non-Executive) – Alistair Morris (AM), Martin Black (MB), Sinead Braiden (SB), Arlene Wood (AW) Wilma Brown (WB), Employee Director, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Debbie Thompson (DT), Joint TU Secretary, Fife Council Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Simon Fevre (SF), Staff Representative, NHS Fife
<b>Professional Advisers</b>	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Associate Medical Director Kathy Henwood (KH), Chief Social Work Officer, Fife Council Lynn Barker (LB), Associate Director of Nursing
<b>Attending</b>	Bryan Davies (BD), Head of Primary & Preventative Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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### 1 CHAIRPERSON'S WELCOME / OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board (IJB).

As this is the last meeting for the eight appointed members of the IJB from Fife Council, as the Council Elections will take place on 5 May 2022, The Chair passed on her thanks for the time and commitment that they have given to the Partnership over the years.

Those present were reminded that, in an effort to keep to timings for the meeting, all questions and responses should be succinct.

The Chair advised members that a recording pen is in use at the meeting to assist with Minute taking and the media have been invited to listen in to the proceedings.

### 2 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Janette Owens, Chris McKenna, David Alexander and Paul Dundas.

NO	TITLE	ACTION
3	<p><b>DECLARATION OF MEMBERS' INTERESTS</b></p> <p>There were no declarations of interest.</p>	
4	<p><b>MINUTES OF PREVIOUS MEETING 25 MARCH 2022</b></p> <p>The Minute from the meeting held on 25 March 2022 was approved as an accurate record.</p>	
5	<p><b>MATTERS ARISING – ACTION NOTE</b></p> <p>The Action Note from the meeting held on 25 March 2022 was approved as accurate, with one small variation to Item 2.</p>	
6	<p><b>REVIEW OF GOVERNANCE COMMITTEE STRUCTURES</b></p> <p>The Chair handed over to Nicky Connor, who presented this report.</p> <p>With the Integration Scheme being approved by Scottish Government in March 2022, the Governance Committee structures and Terms of Reference (ToR) are being reviewed and improvement actions are proposed to strengthen our governance arrangements.</p> <p>Nicky thanked everyone who was involved in shaping the new structure and ToRs. Feedback had been received from internal and external audit as well as IJB members.</p> <p>The new governance arrangements should be in place, in time for the next IJB meeting on 29 July 2022 and assist the IJB in delivering the National Health &amp; Wellbeing Outcomes as well as assisting in the review of the Strategic Plan.</p> <p>Each governance committee will now have a Chair and a Vice-Chair and they will be renamed as follows:-</p> <ul style="list-style-type: none"> <li>• Audit and Risk Committee becomes Audit and Assurance Committee.</li> <li>• Finance &amp; Performance Committee becomes Finance, Performance &amp; Scrutiny Committee.</li> <li>• Clinical &amp; Care Governance Committee becomes Quality &amp; Communities Committee.</li> </ul> <p>Other changes include:-</p> <ul style="list-style-type: none"> <li>• ToR for each new governance committee gives new emphasis to the remit of that committee.</li> <li>• Membership of committees has been expanded to include non-voting members and professional advisers.</li> <li>• Papers for governance committees will be made available to the public via the H&amp;SC website following meetings.</li> <li>• The reporting template for committees and the IJB will have sections relating to Environmental / Climate Change.</li> <li>• The remit of the Strategic Planning and Integration Professional Advisory Groups will show clear connections to the governance committees.</li> </ul>	

**6 REVIEW OF GOVERNANCE COMMITTEE STRUCTURES(Cont)**

Discussion took place around the process to date on shaping the new ToRs, the golden thread which is going to run through all governance arrangements and the reviewed Induction process which is being worked on.

Fiona McKay advised that the Strategic Planning Group (SPG) was being restarted and would feed up into the governance committees and IJB. The Chair of the SPG would be an IJB member and progress reports would come to future IJB meetings.

Whilst the Audit & Assurance Committee and Finance, Performance & Scrutiny Committee ToR's were accepted as proposed, there was further discussion on the content of the Quality & Communities ToR. It was felt that this lacked ambition regarding the Community aspects of the remit, which were not reflected in the ToR. It was agreed to strengthen the thread between Communities and Localities and ensure the Committee sought to reduce health inequalities. It was agreed that this ToR would be looked at again before being finalised and this would be approved at the first meeting of this Committee.

There was a request from Tim Brett for draft committee papers to be available for pre-agenda meetings of each committee going forward. This may not be possible immediately but will be explored.

There was discussion about the involvement of carers, the public and localities, using a bottom-up approach to shape how we move forward. The Participation and Engagement Strategy is currently out for consultation. Seven community forums will be set up in the coming months.

The Board approved the new governance committee structure to commence from June 2022. The Terms of Reference (ToR) for the for Quality and Communities Committee will be updated based on the feedback from the IJB and following the three new ToRs for the Governance Committees will be endorsed at the Committees first meetings. The wider improvement actions to strengthen governance arrangements were also approved and will be progressed.

**7 DATES OF NEXT MEETINGS**

**IJB DEVELOPMENT SESSION – FRIDAY 24 JUNE 2022 – 9.30 AM**

**INTEGRATION JOINT BOARD – FRIDAY 29 JULY 2022 – 10.00 AM**