

# FIFE COUNCIL OF 21 MARCH 2024

## 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

## Index for Minute Volume

|  | <u>Page Nos.</u> |
|--|------------------|
| <b>1. West &amp; Central Planning Committee</b>  |                  |
| West & Central Planning Committee<br>of 6 December 2023, 10 January and 7 February 2024                  | 1 - 13           |
| <b>2. North East Planning Committee</b>  |                  |
| North East Planning Committee<br>of 15 November and 13 December 2023, 17 January and<br>14 February 2024 | 14 -24           |
| <b>3. Fife Planning Review Body</b>  |                  |
| Fife Planning Review Body<br>of 11th December 2023 and 26 February 2024                                  | 25 - 28          |
| <b>4. Regulation and Licensing Committee</b>   |                  |
| Regulation and Licensing Committee<br>of 5 December 2023, 16 January and 13 February 2024                | 29 - 55          |
| <b>5. Cabinet Committee</b>  |                  |
| Cabinet Committee<br>of 30 November 2023, 11 January and 8 February 2024                                 | 56 - 76          |
| <b>6. Standards, Audit &amp; Risk Committee</b>  |                  |
| Standards, Audit & Risk Committee<br>of 9 November 2023 and 18 January 2024                              | 77 - 83          |
| <b>7. Pensions Committee</b>   |                  |
| Pensions Committee<br>of 14 December 2023  | 84 - 87          |
| <b>8. Glenrothes Area Committee</b>  |                  |
| Glenrothes Area Committee<br>of 22 November 2023 and 31 January 2024                                     | 88 - 96          |

|     |  |           |
|-----|--|-----------|
| 9.  | <b>Levenmouth Area Committee</b>   |           |
|     | Levenmouth Area Committee<br>of 22 November 2023 and 24 January 2024           | 97 - 105  |
| 10. | <b>City of Dunfermline Area Committee</b>                                      |           |
|     | City of Dunfermline Area Committee<br>of 12 December 2023 and 6 February 2024  | 106 - 114 |
| 11. | <b>Kirkcaldy Area Committee</b>  |           |
|     | Kirkcaldy Area Committee<br>of 19 December 2023 and 27 February 2024           | 115 - 122 |
| 12. | <b>North East Fife Area Committee</b>  |           |
|     | North East Fife Area Committee<br>of 6 December 2023 and 28 February 2024      | 123 - 132 |
| 13. | <b>Cowdenbeath Area Committee</b>  |           |
|     | Cowdenbeath Area Committee<br>of 20 December 2023 and 28 February 2024         | 133 - 145 |
| 14. | <b>South and West Fife Area Committee</b>                                      |           |
|     | South and West Fife Area Committee<br>of 13 December 2023 and 14 February 2024 | 146 - 153 |
| 15. | <b>Education Scrutiny Committee</b>  |           |
|     | Education Scrutiny Committee<br>of 9 January 2024                              | 154 - 156 |
| 16. | <b>Finance, Economy and Corporate Services Scrutiny Committee</b>              |           |
|     | Finance, Economy & Corporate Services Scrutiny Committee<br>of 25 January 2024 | 157 - 161 |
| 17. | <b>People and Communities Scrutiny Committee</b>                               |           |
|     | People and Communities Scrutiny Committee<br>of 29 February 2024               | 162 - 169 |

18. **Environment, Transportation and Climate Change  
Scrutiny Committee**

Environment, Transportation and Climate Change Scrutiny  
Committee  
of 28 November 2023 and 23 January 2024

170 - 175

19. **Fife Health & Social Care Integration Joint Board**

Fife Health & Social Care Integration Joint Board  
of 24 November 2023

176 - 184

**2023 WCPC 50**

**THE FIFE COUNCIL – PRE DETERMINATION HEARING - WEST AND CENTRAL  
PLANNING COMMITTEE – BLENDED MEETING**

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**6 December 2023**

**1.30 pm – 2.00 pm**

**PRESENT:** Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, Alistair Bain, John Beare, James Calder, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

**ATTENDING:** Derek Simpson, Lead Officer, Natasha Cockburn, Lead Professional, Planning Services; Steven Paterson, Solicitor, Gemma Hardie, Solicitor and Emma Whyte, Committee Officer, Legal & Democratic Services.

**130. 23/02125/PPP - LAND EAST OF RIVER LEVEN ELM PARK LEVEN**

The committee considered a report by the Head of Planning Services relating to an application for formation of an active travel network, which required to be considered through a Pre Determination Hearing.

The committee were asked to consider if the report contained sufficient information to enable the West and Central Planning Committee to make a recommendation on determination of the application.

**Decision**

The committee agreed that the report contained sufficient information to enable the West and Central Planning Committee to take a view on the application.

**THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – BLENDED MEETING**

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**6 December 2023**

**2.00 pm – 4.20 pm**

**PRESENT:** Councillors David Barratt (Convener), Lesley Backhouse, Alistair Bain, John Beare, James Calder, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

**ATTENDING** Derek Simpson, Lead Officer, Brian Forsyth, Planner, Bryan Reid, Lead Professional, Planning Services; Gemma Hardie, Solicitor, Steven Paterson, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

**131. DECLARATIONS OF INTEREST**

Councillor Barratt declared an interest in Para, 135 - 23/01791/FULL - 8 Fordell Bank, Dalgety Bay, Dunfermline - as he was engaged in discussions with both the applicant and objectors.

**132. MINUTE**

The committee considered the minute of the meeting of West and Central Planning Committee of 8 November 2023.

**Decision**

The committee agreed to approve the minute.

**133. 22/02475/FULL - THE FOUNDRY CHARLESTOWN DUNFERMLINE**

The committee considered a report by the Head of Planning Services relating to an application for mixed-use (sui generis) development (part retrospective) comprising, siting of yurt for delivery of yoga classes; erection of outbuilding/part-use of grounds for delivery of therapy services; and erection of shed for purposes incidental to delivery of the therapy service.

The committee were advised that section 1.1.3 of the report had been amended to 4 to 5 per week instead of in total.

**Decision**

The committee agreed: -

(1) to approve the application subject to:-

(a) a section 75 agreement to secure the provision of required visibility splays; and

## 2023 WCPC 52

- (b) conditions in line with the operational management plan.
- (2) that authority be delegated to the Head of Planning Services in consultation with the Head of Legal and Democratic Services to negotiate and conclude the section 75 Agreement necessary to secure the planning obligations; and
- (3) that authority be delegated to the Head of Planning in consultation with the Head of Legal and Democratic Services to finalise the terms of the appropriate planning conditions to be imposed.

*Councillor Craik joined during consideration of the above item.*

### **134. 23/01717/FULL - LAND TO THE NORTH OF INCHGARVIE AVENUE ABERDOUR ROAD BURNTISLAND**

The committee considered a report by the Head of Planning Services relating to an application for the erection of a dwellinghouse (Class 9) and garage with associated access and parking.

#### **Decision**

The committee agreed to: -

- (1) approve the application subject to the ten conditions and for the reasons detailed in the report; and
- (2) the addition of the following condition:-

Unless otherwise approved in writing by Fife Council as Planning Authority, the normal working hours for construction activities within the site shall be restricted to Monday to Friday between 8.00am to 6.00pm, 8.00am to 1.00pm on a Saturday and at no time on a Sunday or a Bank Holiday. No commercial vehicles associated with construction work shall enter or leave the site before 8.00am and after 6.00pm Monday to Friday; before 8.00am and after 1.00pm on a Saturday and at any time on a Sunday or a Bank Holiday. Outwith these hours, development at the site shall be limited to maintenance, emergency works, or construction work that is not audible from any noise sensitive property outwith the site.

Reason: In the interests of safeguarding the amenity of adjoining and nearby residents; to ensure construction activities are not undertaken at times that are likely to result in significant noise and vibration disturbance or dust generating nuisance to neighbouring occupiers.

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

### **135. 23/01791/FULL - 8 FORDELL BANK DALGETY BAY DUNFERMLINE**

The committee considered a report by the Head of Planning Services relating to an application for a change of use from public open space to form vehicular access and extended garden ground including the erection of boundary fence and gate (retrospective).

**Motion**

Councillor Glen, seconded by Councillor Pryde, moved to approve the application as per officer recommendation subject to a change to the condition to reduce the time to remove the gate within a period of 1 month due to safety reasons.

**Amendment**

Councillor Dempsey, seconded by Councillor Cameron, moved to refuse the application in the interest of protecting residential and visual amenity on the grounds that the application proposal by virtue of the consequential loss of an area of public open space would result in a detrimental impact on the visual amenity of the adjoining residential development as well as having a detrimental impact on the function and character of the public open space in the immediate neighbourhood. The application proposed would be considered to be contrary to Policies 14 and 21 of the adopted National Planning Framework 4 2023; Policies 1 and 10 of the adopted FIFEplan Local Development Plan 2017; and the adopted Making Fife's Places Supplementary Planning Guidance 2018.

**Roll Call**

**For the Motion** – 9 votes

Councillors Lesley Backhouse, John Beare, Altany Craik, Derek Glen, James Leslie, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

**For the Amendment** – 4 votes

Councillors Alistair Bain, James Calder, Ian Cameron and Dave Dempsey.

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

**Decision**

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

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

**136. 23/01304/FULL - BANCHORY HOUSE KIRKCALDY**

The committee considered a report by the Head of Planning Services relating to an application for alterations to dwellinghouse including first floor extension, single storey extension, and erection of domestic garage.

**Motion**

Councillor Barratt, seconded by Councillor Noble moved to approve the application and delegate officers the authority to impose relevant conditions.

**Amendment**

Councillor Craik, seconded by Councillor Cameron, moved to refuse the application as per officer recommendation.



**Roll Call**

**For the Motion** - 9 votes

Councillors Lesley Backhouse, Alistair Bain, David Barratt, John Beare, Dave Dempsey, Derek Glen, James Leslie, Derek Noble and Sam Steele.

**For the Amendment** – 5 votes

Councillors James Calder, Ian Cameron, Altany Craik, Gordon Pryde and Andrew Verrecchia.

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

**Decision**

The committee agreed to approve the application with appropriate conditions delegated to the Head of Planning Services, in consultation with the Head of Legal & Democratic Services, to finalise the grant of planning permission with appropriate conditions in order to ensure that a decision on the application is not unduly delayed.

**137. 23/01305/LBC - BANCHORY HOUSE KIRKCALDY**

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for alterations to dwellinghouse including first floor extension, single storey extensions and installation of bifold doors, and erection of domestic garage.

**Motion**

Councillor Barratt, seconded by Councillor Noble moved to approve the application and delegate officers the authority to impose relevant conditions.

**Amendment**

Councillor Craik, seconded by Councillor Cameron, moved to refuse the application as per officer recommendation.

**Roll Call**

**For the Motion** - 9 votes

Councillors Lesley Backhouse, Alistair Bain, David Barrat, John Beare, Dave Dempsey, Derek Glen, James Leslie, Derek Noble and Sam Steele.

**For the Amendment** – 5 votes

Councillors James Calder, Ian Cameron, Altany Craik, Gordon Pryde and Andrew Verrecchia.

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

**Decision**

## 2023 WCPC 55

The committee agreed to approve the application with appropriate conditions delegated to the Head of Planning Services, in consultation with the Head of Legal & Democratic Services, to finalise the grant of planning permission with appropriate conditions in order to ensure that a decision on the application is not unduly delayed.

*The meeting adjourned at 3.40pm and reconvened 3.45pm.*

### **138. 23/01447/FULL - 73 - 75 HIGH STREET INVERKEITHING**

The committee considered a report by the Head of Planning Services relating to an application for a change of use of part of shop (Class 1A) to flatted dwelling (Sui Generis) including installation of replacement windows and door and erection of single storey extension.

#### **Decision**

The committee agreed to refuse the application for the following reasons: -

- (1) In the interests of protecting residential and visual amenity and good design; the Application proposal by virtue of its form, design and layout would result in an overdevelopment of the Application Site, having due and proper regard to the scale of the overall Application Proposal together with adverse residential amenity impacts in respect of the amount of useable external space and garden ground provision. It is therefore considered that the Application Proposal would not accord with the six (6) qualities of successful placemaking. The Application Proposal is therefore considered to be contrary to Policy 14 of the adopted National Planning Framework 4, 2023; Policies 1, 10 and 14 of the adopted FIFEPlan Local Development Plan 2017; and the adopted Making Fife's Places Supplementary Planning Guidance 2018, and
- (2) In the interests of road safety; the Application Proposal, having due and proper regard to the provisions of Appendix G contained within the adopted Making Fife's Places Supplementary Planning Guidance 2018 in respect of off-street parking provision and having due and proper regard to the locus of the Application Site within Inverkeithing Town Centre, in relation to the provision of development parking provision standards, the Application Proposal by virtue of the number of off-street parking spaces proposed/required would give rise to significantly adverse road and pedestrian safety concerns including vehicle turning and manoeuvrability resulting in an adverse impact on access visibility onto the surrounding road network. The Application Proposal is therefore considered to be contrary to Policy 13 of the adopted National Planning Framework 4 2023; Policies 1, 3 and 10 of the adopted FIFEPlan Local Development Plan 2017; and the adopted Making Fife's Places Supplementary Planning Guidance and Appendix G 2018.

### **139. 23/02089/FULL - BABCOCK MARINE MACMILLAN BUILDING CASTLE ROAD ROSYTH**

The committee considered a report by the Head of Planning Services relating to an application for installation of 2no. Solar Photovoltaic Arrays (5.64MW)

## 2023 WCPC 56

combined) (Area A Frame Mounted 5.43MW, Area B Ground Mounted 0.21MW), with associated plant and infrastructure.

The committee were advised of several amendments to the conditions, specifically:-

2. NO DEVELOPMENT SHALL COMMENCE ON SITE until the risk of actual or potential land contamination at the site has been investigated and a Preliminary Risk Assessment (Phase I Desk Study) has been submitted by the developer to and approved in writing by the planning authority. Where further investigation is recommended in the Preliminary Risk Assessment, no development shall commence until a suitable Intrusive Investigation (Phase II Investigation Report) has been submitted by the developer to and approved in writing by the planning authority. Where remedial action is recommended in the Phase II Intrusive Investigation Report, no development shall commence until a suitable Remedial Action Statement has been submitted by the developer to and approved in writing by the planning authority. The Remedial Action Statement shall include a timetable for the implementation and completion of the approved remedial measures.

All land contamination reports shall be prepared in accordance with CLR11, PAN 33 and the Council's Advice for Developing Brownfield Sites in Fife documents or any subsequent revisions of those documents. Additional information can be found at [www.fife.gov.uk/contaminatedland](http://www.fife.gov.uk/contaminatedland)

Reason: To ensure potential risk arising from previous land uses has been investigated and any requirement for remedial actions is suitably addressed.

5. BEFORE ANY WORKS START ON SITE; a Construction Environmental Management Plan ('CEMP') (comprising a Construction Method Statement, a Management Plan, Construction Traffic Management Plan (CTMP), an Environmental Protection Plan and a Scheme of Works to mitigate the effects on sensitive premises/areas from dust, noise and vibration relating to construction activities on site) shall be submitted to, and approved in writing by, Fife Council as Planning Authority. FOR THE AVOIDANCE OF DOUBT, British Standard BS 5228: Part 1: 2009 "Noise and Vibration Control on Construction and Open Sites" and BRE Publication BR456 - February 2003 "Control of Dust from Construction and Demolition Activities" shall be consulted. All construction works shall then be carried out in full accordance with the approved details.

Reason: In the interests of safeguarding amenity

17. The developer shall secure the implementation of a watching brief for badgers, to be carried out by a suitably qualified professional, during site clearance and development work. The retained qualified professional shall be afforded access at all reasonable times to observe work in progress. In the event evidence of badgers and/or their setts are discovered on site, no further site clearance or development works shall be undertaken until a report of findings and recommended mitigation measures has been submitted to and approved in writing by Fife Council as Planning Authority. The approved mitigation measures shall thereafter be carried out in full at the period in the development specified within the report.

## 2023 WCPC 57

FOR THE AVOIDANCE OF DOUBT, badger setts shall not be removed between 1st July and 30th November, inclusive, each year.

Reason: In the interests of protecting badgers and their setts.

18. No tree works or scrub clearance shall occur on site from 1st April through to 31st October, inclusive, each year unless otherwise agreed in writing with this Planning Authority prior to clearance works commencing. The developer shall secure the implementation of a watching brief for bats, to be carried out by a suitably qualified professional, during site clearance and development work between 1st November and 31st March, inclusive.

In the event that clearance work is proposed between 1st April through to 31st October, inclusive, appropriate bat activity surveys and static detector surveys shall be carried out by a suitably qualified professional prior to works commencing in the proposed clearance area. A report of the investigations (prepared by a suitably qualified professional), which shall specify suitable mitigation measures if required, shall be submitted for the written approval of Fife Council as Planning Authority before any site clearance works take place. The approved mitigation measures shall thereafter be carried out in full at the period in the development specified within the report.

Reason: In the interests of protecting foraging and commuting bats.

21. NO DEVELOPMENT SHALL COMMENCE ON SITE until a Radiological Walkover Survey report has been submitted to and approved in writing by the Planning Authority. The survey methodology shall be submitted to and approved by the Planning Authority in consultation with SEPA prior to the survey taking place. The survey shall be completed in accordance with The Radioactive Contaminated Land (Scotland) Regulations 2007 (as amended). Any radioactive material or radioactive waste arising shall be regulated in accordance with the Environmental Authorisations (Scotland) Regulations 2018. That, where recommended by the Radiological Walkover Survey report, a detailed remediation strategy shall be submitted for the written approval of the Planning Authority. Prior to the energisation of the development, a validation report confirming that all necessary remediation works have been undertaken shall be submitted for the written approval of the Planning Authority.

Reason: To ensure potential risk arising from previous land uses has been investigated and any requirement for remedial actions is suitably addressed.

### **Decision**

The committee agreed to approve the application subject to the 22 revised conditions.

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

### **Decision**

The Committee noted the applications dealt with under delegated powers since the last meeting.

**THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – BLENDED MEETING**

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**10 January 2024**

**2.00 pm – 3.00 pm**

**PRESENT:** Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, Alistair Bain, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie, Gordon Pryde, Sam Steele and Andrew Verrecchia.

**ATTENDING:** Mary Stewart, Service Manager - Major Business & Customer Service, Natasha Cockburn, Lead Professional (Infrastructure) and Scott Simpson, Planner, Planning Services; Gemma Hardie, Solicitor, Steven Paterson, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor James Calder.

**141. DECLARATIONS OF INTEREST**

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

**142. MINUTE**

The committee considered the minutes of the following meetings:-

- (1) Pre Determination Hearing of 6 December 2023; and
- (2) West and Central Planning Committee of 6 December 2023.

**Decision**

The committee agreed to approve the minutes.

**143. 23/02125/PPP - LAND EAST OF RIVER LEVEN ELM PARK LEVEN**

The committee considered a report by the Head of Planning Services relating to an application for the formation of an active travel network.

This application was subject to a Pre Determination Hearing and the committee was asked to make a recommendation on the determination of the application to the Fife Planning Committee.

**Decision**

The committee agreed to recommend approval of the application to the Fife Planning Committee subject to the 9 conditions and for the reasons detailed in the report.

**144. 22/02117/EIA - LAND NORTH OF LOCHORE MEADOWS GREAT NORTH ROAD KELTY**

The committee considered a report by the Head of Planning Services relating to an application for a change of use from agricultural land and agricultural building to holiday accommodation site incorporating 80 holiday lodges, cafe (Class 3) and three retail units (Class 1) and formation of vehicular access and associated landscaping and parking.

**Decision**

The committee agreed:-

- (1) to approve the application subject to the 24 conditions and for the reasons detailed in the report;
- (2) the conclusion of a legal agreement to secure a contribution of £5189 towards Strategic Transportation Intervention Measures as set out in paragraph 4.13 of Fife Council's Planning Obligations Supplementary Guidance;
- (3) that authority be delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude the legal agreement; and
- (4) that should no agreement be reached within 6 months of the committee's decision, authority was delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to refuse the application.

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

**Decision**

The committee noted the applications dealt with under delegated powers since the last meeting.

**THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – BLENDED MEETING**

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**7 February 2024**

**2.00 pm – 4.15pm**

**PRESENT:** Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, Alistair Bain, David Barratt, John Beare, James Calder, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie, Lea Mclelland, Gordon Pryde and Sam Steele.

**ATTENDING:** Mary Stewart, Service Manager - Major Business & Customer Service, Katherine Pollock, Lead Professional – Strategic Development and Derek Simpson, Lead Officer – Development Management, Planning Services; Gemma Hardie, Solicitor, Steven Paterson, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Derek Noble, Andrew Verrecchia

**147. DECLARATIONS OF INTEREST**

Councillor Barratt declared an interest in para. No 150 - 23/02531/FULL - Black Shed Site, Belleknowes Industrial Estate, Inverkeithing – as he had expressed an opinion on a previous iteration of the application.

**148. MINUTE**

The committee considered the minute of the West and Central Planning Committee of 10 January 2024.

**Decision**

The committee agreed to approve the minute.

**149. 23/01942/FULL - LAND AT ADMIRALTY PARK ROSYTH**

The committee considered a report by the Head of Planning Services relating to an application for erection of new high school (Class 10), formation of associated sports pitches, landscaping and footpaths, erection of floodlighting, formation of vehicular access and associated infrastructure.

Members were advised of the following changes to the conditions set out in the report:-

Conditions 14 and 17 - to be amended to BEFORE THE SCHOOL BUILDING IS BROUGHT INTO USE.

Condition 17 - the condition is numbered 179 - to be amended to 17.

## 2024 WCPC 61

Condition 24 - to add the following bullet point list of works:

- The provision of a toucan crossing to the west of the Brankholm Brae/Admiralty Road/ Admiralty Park roundabout.
- The provision of a toucan crossing on Admiralty Park to the south of the Brankholm Brae/Admiralty Road/ Admiralty Park roundabout.

Condition 25 - to be amended to BEFORE THE GRASS PITCHES ARE BROUGHT INTO USE and the word 'grass' inserted before the words 'sports pitches'.

### **Decision**

The committee agreed to approve the application subject to:-

- (1) the conclusion of a Memorandum of Understanding to secure the following contributions:-
  - (a) a commuted sum equating to £1,000,000 to mitigate against the employment land lost to non-employment use(s);
  - (b) a contribution equating to £25,000 to mitigate against traffic impact on the trunk road. This sum is indicative and is to be confirmed via detailed design and agreed between Fife Council, Transport Scotland and the applicant; and
  - (c) a contribution equating to £22,614.98 (index linked) to mitigate against potential impact on the strategic transport intervention measures.
- (2) the 25 conditions as amended and for the reasons detailed in the report.

*Prior to consideration of the following item, Councillor Barratt, having declared an interest, left the meeting at this point. Councillor Glen assumed the Chair for this item.*

### **150. 23/02531/FULL - BLACK SHED SITE, BELLEKNOWES INDUSTRIAL ESTATE, INVERKEITHING**

The committee considered a report by the Head of Planning Services relating to an application for the Installation of a 20.7MW gas-fired peaking plant and associated infrastructure (application to increase capacity from 19.9MW as approved under application reference 22/03551/FULL to 20.7MW).

Councillor Backhouse moved an amendment to refuse the application on the grounds of the principle of development. Having failed to find a seconder, Councillor Backhouse requested that her dissent be recorded.

### **Decision**

The committee agreed to approve the application subject to the 17 conditions and for the reasons detailed in the report.

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

*The meeting adjourned at 3.30 pm and reconvened at 3.35 pm.*



*Councillor Barratt rejoined the meeting prior to consideration of the following item.*

**151. 23/00674/FULL - GRAHAMS THE FAMILY DAIRY. MILK PRODUCTS. LTD  
BLOCK 1 2 AND 3 GLENFIELD INDUSTRIAL ESTATE**

The committee considered a report by the Head of Planning Services relating to an application for an extension to industrial building (Class 5).

Councillor Bain moved an amendment to add a condition to require the doors to be closed between the hours of 11 pm and 7 am. Having failed to find a seconder, the amendment fell.

**Decision**

The committee agreed to approve the application subject to the four conditions and for the reasons detailed in the report,

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

**Decision**

The committee noted the applications dealt with under delegated powers since the last meeting.

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

**JP Court Room, County Buildings, Cupar**

**15 November 2023**

**2.00 pm – 3.05 pm**

**PRESENT:** Councillors Jonny Tepp (Convener), Al Clark, Alycia Hayes, Gary Holt, Louise Kennedy-Dalby, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

**ATTENDING:** Alastair Hamilton, Service Manager, Development Management; Steven Paterson, Solicitor, Planning & Environment and Diane Barnett, Committee Officer, Finance & Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors John Caffrey, Fiona Corps, Allan Knox and Robin Lawson.

**113. DECLARATIONS OF INTEREST**

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

**114. MINUTE**

The committee considered the minute of the North East Planning Committee of 18 October 2023.

**Decision**

The committee agreed to approve the minute.

**115. 22/03393/FULL - 12 SHORE STREET, CELLARDYKE, ANSTRUTHER**

The committee considered a report by the Head of Planning Services relating to an application for the erection of a dwellinghouse.

**Decision**

The committee agreed to approve the application subject to the three conditions and for the reasons detailed in the report.

**116. 22/04122/FULL - CRAIGTOUN COUNTRY PARK, CRAIGTOUN**

The committee considered a report by the Head of Planning Services relating to an application for the erection of a workshop (Class 5).

**Decision**

The committee agreed to approve the application subject to:-

- (1) the two conditions and for the reasons detailed in the report; and
- (2) an amendment to condition two to read:

## 2023 NEPC 54

2. The use authorised by this permission shall be carried out only by the organisation known as St Andrews Men's Shed, based at Wallace Street, St Andrews, KY16 8AN or any subsequent registered address thereafter.

Reason:-

The development is only considered to be acceptable on the basis of a personal permission.

### **117. 23/01556/FULL - CUPAR MUIR SAWMILL, QUARRY ROAD, CUPAR MUIR**

The committee considered a report by the Head of Planning Services relating to a reserved matters application for detailed roads and layout and erection of 37 dwellinghouses (Section 42 application to vary condition 19 of planning permission 07/01297/EARM relating to hours of construction).

#### **Decision**

The committee agreed to approve the application to vary condition 19 of planning permission 0701297/EARM - as detailed in condition 18 of the report.

### **118. 23/01782/FULL - GARDEN 1, GREYFRIARS GARDEN, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for alterations to a boundary wall, including erection of railings and a gate.

#### **Decision**

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

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

#### **Decision**

The committee noted the list of applications dealt with under delegated powers for the period 2 to 29 October 2023.

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

**JP Court Room, County Buildings, Cupar**

**13 December 2023**

**1.00 pm – 3.55 pm**

**PRESENT:** Councillors Jonny Tepp (Convener), Al Clark, Alycia Hayes, Stefan Hoggan-Radu, Gary Holt, Allan Knox, Robin Lawson, Jane Ann Liston, David MacDiarmid and Ann Verner.

**ATTENDING:** Alastair Hamilton, Service Manager Development Management, Scott McInroy, Planner, Scott Simpson, Chartered Planner, Sarah Purves, Planner, Planning Services; Steven Paterson, Solicitor, Planning & Environment and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors John Caffrey, Fiona Corps, Margaret Kennedy and Donald Lothian.

**120. DECLARATIONS OF INTEREST**

Councillor Hayes declared an interest in para. No. 122: 22/03003/PPP – Land at number 12 Station Road, Kingsbarns – as she resided in Kingsbarns.

Councillor Clark declared an interest in para. No. 124: 23/02301/FULL - Land For Prospective Student Accommodation, Albany Park, St Andrews – as he was employed by the University of St Andrews.

Councillor Lawson also declared an interest in para. No. 124 – as he was a Fife Council appointed member of the Court of the University of St Andrews.

**121. MINUTE**

The committee considered the minute of the North East Planning Committee of 15 November 2023.

**Decision**

The committee agreed to approve the minute.

*Prior to consideration of the following item, Councillor Hayes, having declared an interest, left the meeting at this point.*

**122. 22/03003/PPP - LAND AT NUMBER 12 STATION ROAD, KINGSBARNES**

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for the erection of 3 dwelling houses.

## 2023 NEPC 56

Councillor Lawson moved an amendment to refuse the application on the grounds that the proposed development in principle was likely to result in overdevelopment of the site. Having failed to find a seconder, Councillor Lawson requested that his dissent be recorded.

### **Decision**

The committee agreed to approve the application subject to the five conditions and for the reasons detailed in the report.

*Councillor Hayes re-joined the meeting prior to consideration of the following item.*

### **123. 23/01121/PPP - HAWKSWOOD COUNTRY ESTATE, PEAT INN, FALFIELD**

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for a mixed holiday tourism development, including treehouse style holiday homes, golf greens and bunkers, private grass airstrip, wedding venue and chapel, play barn, indoor swimming pools, store building and associated infrastructure.

### **Motion**

Councillor Tepp, seconded by Councillor Hogan-Radu, moved to approve the application subject to:-

- (1) the 15 conditions and for the reasons detailed in the report, including:
  - (a) an amendment to condition 7 relating to the play barn, swimming pool and wedding venue/chapel, restricting their use to **resident** guests of the overall holiday site development; and
  - (b) an additional condition restricting the use of the airstrip to resident guests visiting and leaving the development and for the applicant's private use only; and
- (2) to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, drafting and formulating appropriately worded planning conditions to properly reflect those issues outlined and referred to at (a) and (b) above.

### **Amendment**

Councillor Liston, seconded by Councillor Clark moved as an amendment to refuse the application on the grounds that the development in principle did not comply with Policies 13 and 30 of the National Planning Framework 4 (2023), Policies 1 and 3 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Guidance (2018) as it was considered the site location was not accessible by sustainable transport.

### **Roll Call Vote**

**For the Motion – 5 votes**

Councillors Hoggan-Radu, Holt, Knox, Tepp and Verner.

## 2023 NEPC 57

### **For the Amendment – 5 votes**

Councillors Clark, Hayes, Lawson, Liston and MacDiarmid.

As there was an equality of votes for each proposition, the convener used his casting vote in favour of the motion to approve.

### **Decision**

The committee agreed to approve the application subject to:-

- (1) the 15 conditions and for the reasons detailed in the report, including:
  - (a) an amendment to condition 7 relating to the play barn, swimming pool and wedding venue/chapel, restricting their use to **resident** guests of the overall holiday site development; and
  - (b) an additional condition restricting the use of the airstrip to resident guests visiting and leaving the development and for the applicant's private use only; and
- (2) the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, drafting and formulating appropriately worded planning conditions to properly reflect those issues outlined and referred to at (a) and (b) above.

*Prior to consideration of the following item, Councillors Clark and Lawson, having declared an interest, left the meeting at this point.*

*The committee adjourned at 3.15 pm and reconvened at 3.30 pm.*

### **124. 23/02301/FULL - LAND FOR PROSPECTIVE STUDENT ACCOMMODATION, ALBANY PARK, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for the erection of student accommodation buildings, alterations to Woodburn House, bin stores, cycle storage, air source heat pumps, electrical sub-stations, formation of parking, landscaping and other ancillary works.

### **Decision**

The committee agreed to approve the application subject to the 24 conditions and for the reasons detailed in the report.

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

### **Decision**

The committee noted the list of applications dealt with under delegated powers for the period 30 October to 26 November 2023.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – REMOTE MEETING

17 January 2024

1.00 pm - 2.10 pm

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

**ATTENDING:** Alastair Hamilton, Service Manager, Martin McGroarty, Lead Professional and Scott McInroy, Chartered Planner, Development Management; Steven Paterson, Solicitor, Planning & Environment and Diane Barnett, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors John Caffrey, Fiona Corps and Margaret Kennedy.

**126. DECLARATIONS OF INTEREST**

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

**127. MINUTE**

The committee considered the minute of meeting of the North East Planning Committee of 13 December 2023.

**Decision**

The committee agreed to approve the minute.

**128. 23/01703/FULL - GOLF MUSEUM CAR PARK, BRUCE EMBANKMENT, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for the siting of a mobile sauna unit.

**Motion**

Councillor Tepp, seconded by Councillor Liston, moved to refuse the application for the reasons set out in the report.

**Amendment**

Councillor MacDiarmid, seconded by Councillor Hayes, moved as an amendment to approve the application against officer recommendation and to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the granting of planning permission, with appropriate conditions, in order to ensure that a decision on the application was not unduly delayed.

**Roll Call Vote**

**For the motion** – 8 votes

Councillors Clark, Dillon, Hoggan-Radu, Holt, Lawson, Liston, Lothian and Tepp.

**For the amendment** – 4 votes

Councillors Hayes, Kennedy-Dalby, Knox and MacDiarmid.

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

**Decision**

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

**129. 23/01786/FULL - 87-89 SOUTH STREET, ST ANDREWS, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for painting of the front elevation of a shopfront.

**Decision**

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

**130. 23/01787/LBC - 87-89 SOUTH STREET, ST ANDREWS, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for external alterations, including the display of signage and painting of the front elevation.

**Decision**

The committee agreed to approve the application unconditionally.

**131. 23/01994/ADV - 87-89 SOUTH STREET, ST ANDREWS, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for advertisement consent to display two internally illuminated fascia signs and one externally illuminated projecting sign, including one internally illuminated wall mounted sign and one internally illuminated menu board.

**Decision**

The committee agreed to approve the application unconditionally.

**132. 23/01505/FULL - ST MICHAELS QUARRY, ST MICHAELS, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for the extraction of sand and gravel and restoration to agriculture (Section 42 application to vary conditions 1, 5, 19 and 25 to extend duration and scale of operations, including formation of a new access, and deletion of condition 13, all relative to planning permission 01/87/0690).



**Decision**

The committee agreed to approve the Section 42 application subject to the 37 conditions and for the reasons detailed in the report.

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

**Decision**

The committee noted the list of applications dealt with under delegated powers since the previous meeting.

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

**JP Court Room, County Buildings, Cupar**

**14 February 2024**

**1.00 pm – 2.40 pm**

**PRESENT:** Councillors Jane Ann Liston (Convener), Sean Dillon, Alycia Hayes, Gary Holt, Louise Kennedy-Dalby, Allan Knox, Robin Lawson, David MacDiarmid and Ann Verner.

**ATTENDING:** Alastair Hamilton, Service Manager, Scott Simpson, Planner and Jamie Penman, Planner, Development Management; Steven Paterson, Solicitor, Planning, Property & Contracts, Legal Services and Diane Barnet, Committee Officer, Democratic Services, Finance & Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors John Caffrey, Al Clark, Fiona Corps, Stefan Hoggan-Radu, Margaret Kennedy, Donald Lothian and Jonny Tepp.

**134. DECLARATIONS OF INTEREST**

Prior to consideration of Paragraph No. 140 – 23/01885/FULL - Land to South of 6 Balgove Road, Gauldry - Councillor MacDiarmid declared an interest in the application as he knew the applicant well and had worked with the applicant on occasion over several years.

**135. MINUTE**

The committee considered the minute of meeting of the North East Planning Committee of 17 January 2024.

**Decision**

The committee agreed to approve the minute.

**136. 23/01632/FULL - LAND TO SOUTH OF MAIN STREET, COLINSBURGH**

The committee considered a report by the Head of Planning Services relating to an application for a residential development of 50 dwellings with associated infrastructure including access, landscaping, drainage, SUDS and open space.

**Decision**

The committee agreed:-

- (1) to approve the application subject to the 14 conditions and for the reasons detailed in the report;
- (2) following the conclusion of an agreement to secure the necessary planning obligations, namely: the provision of 15 affordable dwellings to be provided on site for the lifetime of the development as per Fife Council's Supplementary Guidance on Affordable Housing (2018) or any subsequent revision - the type, tenure and form of delivery to be agreed with Fife Council's Housing Services;

## 2024 NEPC 62

- (3) that authority was delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude the legal agreement necessary to secure the planning obligation; and
- (4) that should no agreement be reached within six months of the committee's decision, authority was delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to refuse the application.

*Councillor MacDiarmid joined the meeting during consideration of the above item.*

### **137. 23/02503/FULL - 92 HEPBURN GARDENS, ST ANDREWS, FIFE**

The committee was advised that this application for the down-taking and reconstruction of two existing stone gate piers to facilitate widening of existing vehicular entrance, including removal of two sections of boundary wall, installation of new automated vehicular gate and alterations to existing footpath, had been withdrawn from consideration at this meeting.

#### **Decision**

The committee agreed to defer consideration of the application to a future meeting of this committee.

### **138. 23/02504/LBC - 92 HEPBURN GARDENS, ST ANDREWS, FIFE**

The committee was advised that this application for Listed Building Consent for the down-taking and reconstruction of two existing stone gate piers to facilitate widening of existing vehicular entrance, including removal of two sections of boundary wall and installation of new automated vehicular gate, had been withdrawn from consideration at this meeting.

#### **Decision**

The committee agreed to defer consideration of the application to a future meeting of this committee.

### **139. 23/00547/FULL - LAND TO THE SOUTH OF PITCAIRN DRIVE, BALMULLO**

The committee considered a report by the Head of Planning Services relating to an application for the erection of 39 dwellings (including affordable housing) and other supporting site infrastructure.

#### **Decision**

The committee agreed:-

- (1) to approve the application subject to the 21 conditions and for the reasons detailed in the report;
- (2) an additional condition together with the attendant reason preventing the occupation of any dwellinghouses approved by this application until the existing private farm access for agricultural and related farm traffic had been relocated; and

## 2024 NEPC 63

- (3) to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to draft and formulate an appropriately worded planning condition to properly reflect the issue outlined and referred to at (2) above.

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

*Councillor MacDiarmid, prior to consideration of the following item, declared an interest resulting in the meeting becoming inquorate.*

### **140. 23/01885/FULL - LAND TO SOUTH OF 6 BALGOVE ROAD, GAULDRY**

The committee was advised that, as the meeting was no longer quorate, this application relating to planning permission in principle for the erection of six dwellinghouses with associated landscaping, vehicular access and SUDS (Section 42 application to remove condition 1(h) "Enhanced Informal Footpath" of planning consent ref. no. PPA-250-2272) could not be considered at this meeting.

#### **Decision**

The committee agreed to defer consideration of the application to a future meeting of this committee.

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

#### **Decision**

The committee noted the list of applications dealt with under delegated powers since the previous meeting.

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

**Committee Room 2, Fife House, North Street, Glenrothes**

**11 December 2023**

**2.00 pm - 3.30 pm**

**PRESENT:** Councillors David Barratt (Convener), Altany Craik, Robin Lawson, Jane Ann Liston and Lynn Mowatt.

**ATTENDING:** Mary McLean, Legal Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services; Steve Iannarelli, Strategic Development Manager and Bryan Reid, Lead Professional, Planning Service.

**47. DECLARATIONS OF INTEREST**

Councillor David Barratt declared an interest in para. 49 - Application for Review - 8 Frankfield Road, Dalgety Bay (Application No. 23/00044/FULL) as the application was within his Ward.

**48. MINUTE**

The minute of the Fife Planning Review Body of 23 October 2023 was submitted.

**Decision**

The Review Body approved the minute.

*Having declared an interest in the following item, Councillor David Barratt left the meeting at this stage and Councillor Robin Lawson took the Chair.*

**49. APPLICATION FOR REVIEW - 8 FRANKFIELD ROAD, DALGETY BAY, KY11 9LP (APPLICATION NO. 23/00044/FULL)**

The Review Body considered the Application for Review submitted by Mr. Scott Leitch in respect of the decision to refuse planning permission for the erection of a domestic outbuilding (retrospective) (Application No. 23/00044/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 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 David Barratt rejoined the meeting following consideration of the above item and took the Chair.*

**50. APPLICATION FOR REVIEW - 10 CARDENDEN ROAD, CARDENDEN, LOCHGELLY (APPLICATION NO. 23/00640/FULL)**

The Review Body considered the Application for Review submitted by D7 Architecture Ltd., on behalf of Mr. Lee Coombe, in respect of the decision to refuse planning permission for the replacement dormer extension to front and dormer extension to rear of dwellinghouse (Application No. 23/00640/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 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.

**51. APPLICATION FOR REVIEW - SCOUT HALL, CARDENDEN, LOCHGELLY (APPLICATION NO. 23/00873/FULL)**

The Review Body considered the Application for Review submitted by KC Planning, on behalf of Mr. and Mrs. Smith, in respect of the decision to refuse planning permission for the erection of a dwellinghouse (Class 9) and associated development including raised deck and access ramp (Application No. 23/00873/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.

**THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY - BLENDED MEETING**

**Committee Room 2, Fife House, North Street, Glenrothes**

**26 February 2024**

**2.00 pm - 4.20 pm**

**PRESENT:** Councillors David Barratt (Convener), Altany Craik, Alycia Hayes and Jane Ann Liston.

**ATTENDING:** Steve Iannarelli, Strategic Development Management, Planning Service; Mary McLean, Legal Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services.

**52. DECLARATIONS OF INTEREST**

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

**53. MINUTE**

The minute of the Fife Planning Review Body of 11 December 2023 was submitted.

**Decision**

The Review Body approved the minute.

**54. APPLICATION FOR REVIEW - FORMER RESERVOIR, NORTH OF CULROSS, DUNFERMLINE (APPLICATION NO. 23/01660/FULL)**

The Review Body considered the Application for Review submitted by Mr. Mark Williamson, on behalf of Mr. Bruce Ferguson, in respect of the decision to refuse planning permission for a change of use from former reservoir tank (Sui Generis) to dwellinghouse (Class 9) including alterations, extension and associated vehicular access and parking (Application No. 23/01660/FULL).

Councillor Jane Ann Liston moved an amendment that the application be approved. Having failed to find a seconder, Councillor Liston requested that her dissent be recorded.

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be refused (upholding 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.

**55. APPLICATION FOR REVIEW - 12 LINK ROAD, OAKLEY, DUNFERMLINE  
(APPLICATION NO. 23/01575/FULL)**

The Review Body considered the Application for Review submitted by Sabahat Hamad, on behalf of Mr. Muhammad Shafiq, in respect of the decision to refuse planning permission for a change of use from shop (Class 1A) to a hot food takeaway (Sui Generis) (Application No. 23/01575/FULL).

Councillor Jane Ann Liston moved an amendment that the new additional information that had been submitted by the applicant be accepted. Having failed to find a seconder, Councillor Liston requested that her dissent be recorded.

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter;
- (2) that the new additional information that had been submitted by the applicant not be accepted; and
- (3) the application be refused (upholding 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.

*The meeting adjourned at 3.40 pm and reconvened at 3.50 pm.*

**56. APPLICATION FOR REVIEW - LAND ADJACENT TO THE NORTH OF 4 LADY HELEN COTTAGES, LADY HELEN ROAD, CARDENDEN (APPLICATION NO. 23/01353/PPP)**

The Review Body considered the Application for Review submitted by Toni Coppola, on behalf of Mr. Brian Abel, in respect of the decision to refuse planning permission, in principle, for the erection of a dwellinghouse (Class 9) and associated development (Application No. 23/01353/PPP).

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter;
- (2) the application be refused (upholding 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.



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

**5th December, 2023**

**9.30 a.m. – 5.30 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Patrick Browne, 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; and Sergeant Neil Ewing, Police Scotland (Fife Division).

**APOLOGIES:** Councillors Sean Dillon and Gavin Ellis.

**67. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 3rd October, 2023.

**Decision**

The Committee approved the Minute.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**68. CINEMAS ACT 1985 - VARIATION OF LICENSING CONDITIONS - THE BYRE THEATRE, ABBEY STREET, ST. ANDREWS - 31 JANUARY 2024**

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

**Decision**

The Committee agreed to grant permission to allow a non-BBFC certificated film to be shown in the Byre Theatre on 31 January 2024.

**69. APPEAL TO SHERIFF - TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**  
*(Previous Minute Reference: para. 3 of 2023.R.L.1 refers)*

**Decision**

The Committee, after hearing the Council's Lead Officer, Miscellaneous Licensing thereon, noted that the Appeal lodged with the Sheriff by Sam Green, against the decision on 1st November, 2022 to refuse his application for renewal of his taxi/private hire car driver's licence had been successful, the Committee's decision was not upheld and the licence had now been granted.

70. **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 and the applicants thereon, dealt with the applications as shown:-

|     | <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u> |
|-----|------------------|---|
| (a) | Arfhan Arshed    | Taxi Driver<br>(new application)<br>1 year          |

Motion

Councillor MacDiarmid, seconded by Councillor Lindsay, moved that the licence be granted with a warning and requested that further information be submitted prior to the granting of the licence.

First Amendment

Councillor Watt, seconded by Councillor Pryde, moved, as an amendment, that the licence be granted with a warning.

Second Amendment

Councillor Lothian, seconded by Councillor Tepp, moved, as a further amendment, that the application be refused.

Vote

Second Amendment – 2  
First Amendment – 2  
Motion - 7

The First and Second Amendments fell.

**Decision**

The Committee agreed to grant the licence with a warning and requested that further information be submitted prior to the granting of the licence.

|     |                 |  |
|-----|-----------------|--|
| (b) | George Campbell | 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.

**2023.R.L.56**

| <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u> |
|------------------|---|
|------------------|---|

- |     |                  |  |
|-----|------------------|--|
| (c) | William Campbell | Taxi Driver<br>(new application)<br>1 year |
|-----|------------------|--|

**Decision**

The Committee agreed to grant the licence.

- |     |                 |                                    |
|-----|-----------------|------------------------------------|
| (d) | Stuart Dalgarno | Taxi Driver<br>(renewal)<br>1 year |
|-----|-----------------|------------------------------------|

**Decision**

The Committee agreed to grant the licence with a warning.

- |     |            |  |
|-----|------------|--|
| (e) | Yakup Emre | Taxi Driver<br>(new application)<br>3 year |
|-----|------------|--|

**Motion**

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

**Amendment**

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

**Vote**

Amendment – 5

Motion – 7

**Decision**

The Committee agreed to grant the licence.

- |     |            |  |
|-----|------------|--|
| (f) | Hamid Khan | Taxi Driver<br>(new application)<br>1 year |
|-----|------------|--|

**Motion**

Councillor Lindsay, seconded by Councillor MacDiarmid, moved that the licence be refused.

## 2023.R.L.57

### Amendment

Councillor Brown, seconded by Councillor Watt, moved, as an amendment, that the licence be granted with a warning.

### Vote

Amendment – 7

Motion – 4

### Decision

The Committee agreed to grant the licence with a warning.

- |     |            |                                    |
|-----|------------|------------------------------------|
| (g) | James Lyle | Taxi Driver<br>(renewal)<br>3 year |
|-----|------------|------------------------------------|

### Motion

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

### Amendment

Councillor Patrick, seconded by Councillor Lindsay, moved, as an amendment, that the licence be granted with a warning and requested that the applicant attend the first available taxi drivers training course in Fife House, Glenrothes.

### Vote

Amendment – 8

Motion – 4

### Decision

The Committee agreed to grant the licence with a warning and requested that the applicant attend the first available taxi drivers training course at Fife House, Glenrothes.

- |     |                |  |
|-----|----------------|--|
| (h) | Robbie McPhail | Taxi Driver<br>(new application)<br>1 year |
|-----|----------------|--|

### Decision

The Committee agreed to refuse the licence.

- |     |                 |                                    |
|-----|-----------------|------------------------------------|
| (i) | Hashim Mohyidin | Taxi Driver<br>(renewal)<br>3 year |
|-----|-----------------|------------------------------------|

Motion

Councillor MacDiarmid, seconded by Councillor Hayes, moved that the licence be granted with a warning and requested that the applicant attend and pass a driving assessment prior to the issue of the licence.

Amendment

Councillor Lindsay, seconded by Councillor O'Brien, moved, as an amendment, that the application be refused.

Vote

Amendment – 2  
Motion – 9

**Decision**

The Committee agreed to grant the licence with a warning and requested that the applicant attend and pass a driving assessment prior to the issue of the licence.

- (j) Seremaia Sovinasalevu                      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.

- (k) Robert Starkie                                      Taxi Driver  
(new application)  
1 year

**Decision**

The Committee agreed to grant the licence with a warning.

- (l) Ahmad Tauseef                                      Taxi Driver  
(new application)  
3 year

**Decision**

The Committee agreed to grant the licence with a warning.

- (m) Iwona Wlodarczyk                                      Taxi Driver  
(new application)  
1 year

## 2023.R.L.59

### Motion

Councillor MacDiarmid, seconded by Councillor Patrick, moved that the licence be granted with a warning.

### Amendment

Councillor Lindsay, seconded by Councillor O'Brien, moved, as an amendment, that the licence be refused.

### Vote

Amendment – 2

Motion – 10

### Decision

The Committee agreed to grant the licence with a warning.

The applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (b), (h) and (j) were all present and heard. The applicant at (i) was supported by his wife, Natasha.

Consideration of the application at (h) above was continued from the meeting held on 3rd October, 2023.

The warning given to the applicants at (a), (d), (f), (g), (i), (k), (l) and (m) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

The reason for refusal of the application at (h) 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 a previous conviction recorded against him.

*(Prior to consideration of the application at (a) above, Councillor Patrick declared an interest in this item, as she was known to the applicant, and left the meeting for this item only).*

## 71. **OPPOSED APPLICATIONS**

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division), the Council's Lead Officer, Miscellaneous Licensing and the applicant at (a) thereon, dealt with the applications as shown:-

|     | <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u> |
|-----|------------------|---|
| (a) | Brogan Paterson  | Taxi Driver<br>(new application)<br>1 year          |

**Decision**

The Committee agreed to grant the licence with a warning.

- |     |             |  |
|-----|-------------|--|
| (b) | Paddy Queen | 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 at his request.

The applicants and objector had been invited to attend and be represented at the meeting. The applicant at (a) was present and heard, the applicant at (b) was not in attendance.

Consideration of the application at (b) above was continued from the meeting held on 3rd October, 2023.

The warning given to the applicant at (a) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

**72. 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 below 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.

**73. 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) | Christopher Henderson | Taxi Driver<br>(renewal)<br>1 year                  |

**Decision**

The Committee agreed to grant the licence.

- |     |              |  |
|-----|--------------|--|
| (b) | Darren Lewis | 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.

- (c) Thomas McIntyre                      Taxi Driver  
  (new application)  
  1 year

**Decision**

The Committee agreed to grant the licence with a warning.

- (d) Michael Minick                      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, at his request.

- (e) Muhammad Mohsin                      Taxi Driver  
  (renewal)  
  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, at his request.

- (f) Edward Rutherford                      Taxi Driver  
  (new application)  
  1 year

**Decision**

The Committee agreed to grant the licence with a warning.

- (g) Scott Smith                              Taxi Driver  
  (new application)  
  1 year

**Decision**

The Committee agreed to grant the licence with a warning.

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



## 2023.R.L.62

Consideration of the application at (d) above was continued from the meeting held on 3rd October, 2023.

The warning given to the applicants at (c), (f) and (g) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

### 74. **OPPOSED APPLICATIONS**

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division), the Council's Lead Officer, Miscellaneous Licensing and the applicants at (a), (c), (d), (e) and (f) thereon, dealt with the applications as shown:-

|     | <u>Applicant</u>  | <u>Activity and period of licence applied for</u>  |
|-----|-------------------|--|
| (a) | D&S Car Sales Ltd | Second Hand Dealer for premises at Units B3-4 West Burnmill Industrial Estate, Burnmill Road, Leven.<br>Selling second hand cars, Monday – Saturday<br>9 am- 5 pm<br>(new application)<br>3 year |

#### **Decision**

The Committee agreed to grant the licence.

|     |             |  |
|-----|-------------|--|
| (b) | Alana Byers | Skin Piercing & Tattooing for premises at The Lodge House, Priory Lane, Dunfermline.<br>Carrying on the business of tattooing, 7 days a week from 9 am – 9 pm<br>(new application)<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, at her request.

|     |            |  |
|-----|------------|--|
| (c) | Jenel Reid | Skin Piercing & Tattooing for premises at The Old Fire Station, Castle Road, Rosyth.<br>Carrying on the business of tattooing on Saturdays only<br>(new application)<br>3 year |
|-----|------------|--|

**Decision**

The Committee noted that the applicant now wished to withdraw her application for the above licence.

- (d) Ross Kerr                      Taxi Driver  
    (new application)  
    1 year

**Motion**

Councillor Brown, seconded by Councillor Lothian, moved that the licence be granted with a warning.

**Amendment**

Councillor Lindsay, seconded by Councillor MacDiarmid, moved, as an amendment, that the licence be refused.

**Vote**

Amendment – 3  
Motion - 6

**Decision**

The Committee agreed to grant the licence with a warning.

- (e) Rashed Khan                      Taxi Driver  
    (new application)  
    1 year

**Decision**

The Committee agreed to refuse the licence.

- (f) Jack Philp                         Taxi Driver  
    (new application)  
    1 year

**Decision**

The Committee agreed to grant the licence with a warning.

## 2023.R.L.64

The applicants and objector had been invited to attend and be represented at the meeting and with the exception of the applicant at (b) above were all present and heard.

The warning given to the applicants at (d) and (f) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

The reason for refusal of the application at (e) 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 as well as an incident he had been involved in.

*(Councillor O'Brien left the meeting prior to discussion of the application at (b) above).*

*(Councillor Hayes left the meeting prior to discussion of the application at (e) above).*

---

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

**16th January, 2024**

**9.30 a.m. – 4.22 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, Alycia Hayes, Donald Lothian, Lea McLelland, David MacDiarmid, Julie MacDougall, 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 Steven Duffy, Workshop Team Manager, Fleet Operations (for items 77 and 78 only).

**APOLOGIES:** Councillors Sean Dillon, Gavin Ellis and John O'Brien.

**75. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 5th December, 2023.

**Decision**

The Committee approved the Minute.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**76. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVERS LICENCES AND SKIN PIERCING AND TATTOOING LICENCE**

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 and one skin piercing and tattooing licence with immediate effect under paragraph 12 of Schedule 1 to the above Act having advised the Convener and Depute 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 and one skin piercing and tattooing licence had been suspended with immediate effect.

77. **TAXI AND PRIVATE HIRE CAR INSPECTION TESTS - GLENROTHES ZONE -**

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the Glenrothes Zone in October to December, 2023.

**Decision**

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

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

78. **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 October to December, 2023.

**Decision**

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

- (1) congratulated those operators whose vehicles passed the test first time; and
- (2) agreed that (i) two operators whose vehicles failed the test and had vehicles failing tests in the past, be brought in for a meeting with the Convener & Depute Convener regarding the maintenance of their vehicles; and (ii) a letter be sent to the other five operators failing the test reminding them of the standards expected for maintaining their vehicles.

79. **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 and the applicants thereon, dealt with the applications as shown:-

|     | <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u> |
|-----|------------------|---|
| (a) | George Campbell  | Taxi Driver<br>(new application)<br>1 year          |

**Decision**

The Committee agreed to refuse the licence.

## 2024.R.L.67

|     | <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u> |
|-----|------------------|---|
| (b) | Lauren MacDonald | Taxi Driver<br>(new application)<br>3 year          |

### Decision

The Committee agreed to grant the licence.

|     |                       |  |
|-----|-----------------------|--|
| (c) | Seremaia Sovinasalevu | 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.

The applicants been invited to attend and be represented at the meeting. The applicant at (b) was present and heard. The applicants at (a) and (c) were not in attendance.

Consideration of the applications at (a) and (c) above was continued from the meeting held on 5th December, 2023.

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.

## 80. **OPPOSED APPLICATION**

The Committee considered application for licence by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division) and the applicant thereon, dealt with the application as shown:-

|  | <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u> |
|--|------------------|---|
|  | Paddy Queen      | Taxi Driver<br>(new application)<br>1 year          |

### Decision

The Committee agreed to grant the licence with a warning.

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

Consideration of the above application was continued from the meeting held on 5th December, 2023.

The warning given to the above applicant was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

81. **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 below 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.

82. **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), the licenceholder's representative at (a) and the licenceholder at (b) thereon, dealt with the licences as shown:-

|     | <u>Licenceholder</u> | <u>Type, No. of Licence &amp; Expiry Date</u>                |
|-----|----------------------|--|
| (a) | Scott Buchan         | Taxi Driver<br>2460/0047434<br>Expiry Date: 20 December 2025 |

**Decision**

The Committee agreed not to suspend the licence but added a warning to the licence and requested that the licenceholder attend the first available taxi drivers' training course in Fife House in Glenrothes.

|     |               |  |
|-----|---------------|--|
| (b) | Scott McLaren | Taxi Driver<br>8444/0043270<br>Expiry Date: 24 February 2024 |
|-----|---------------|--|

**Motion**

Councillor MacDiarmid, seconded by Councillor Adams, moved that the licence was not suspended.

**Amendment**

Councillor Pryde, seconded by Councillor Browne, moved, as an amendment, that the licence be suspended.

Vote

Amendment – 2  
Motion – 9

**Decision**

The Committee agreed not to suspend the licence subject to other satisfactory information being received. The Committee also added a warning to the licence.

- (c) Stephen Whitehurst                      Taxi Driver  
    9511/0047402  
    Expiry Date: 30 May 2024

**Decision**

The Committee agreed to suspend the licence.

The Committee thereafter took a decision on the length of suspension.

**Decision**

The Committee agreed to suspend the licence until its expiry being 30 May, 2024, this being with immediate effect.

The licenceholders had been invited to attend and be represented at the meeting. The licenceholder at (a) above was present and represented by his solicitor, Jonny Nisbet, Edinburgh. The licenceholder at (b) was present and heard. The licenceholder at (c) was not in attendance.

The warning given to the licenceholders' at (a) and (b) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

The grounds for suspension of the licence at (c) above were that (i) the licenceholder was no longer considered to be a fit and proper person to hold the licence; and (ii) the carrying on of the activity to which the licence related was likely to cause a threat to public safety.

*(Councillor Hayes left the meeting following discussion of item (b) above).*

*(Councillor MacDougall left the meeting prior to discussion of item (b) above and re-entered the meeting prior to discussion of the item at (c) above).*



83. **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) | Laura Harkins    | 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.

|     |              |  |
|-----|--------------|--|
| (b) | Darren Lewis | 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.

|     |                |  |
|-----|----------------|--|
| (c) | Michael Minick | Taxi Driver<br>(new application)<br>1 year |
|-----|----------------|--|

**Decision**

The Committee agreed to refuse the licence.

|     |                 |                                    |
|-----|-----------------|------------------------------------|
| (d) | Muhammad Mohsin | Taxi Driver<br>(renewal)<br>1 year |
|-----|-----------------|------------------------------------|

**Decision**

The Committee agreed to grant the licence.

|     |             |  |
|-----|-------------|--|
| (e) | Jamie Stein | Taxi Driver<br>(new application)<br>1 year |
|-----|-------------|--|

**Decision**

The Committee agreed to refuse the licence.

## 2024.R.L.71

The applicants had been invited to attend and be represented at the meeting. The applicant at (d) was present and heard. All other applicants were not in attendance.

Consideration of the applications at (b), (c) and (d) above was continued from the meeting held on 5th December, 2023.

The reason for refusal of the applications at (c) and (e) above was that the applicants were not considered to be fit and proper persons to hold the licences applied for in view of the nature and extent of previous convictions recorded against them as well as incidents they had been involved in.

### 84. **OPPOSED APPLICATIONS**

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division) and the applicants at (a), (c) and (d) thereon, dealt with the applications as shown:-

|     | <u>Applicant</u> | <u>Activity and period of licence applied for</u>  |
|-----|------------------|--|
| (a) | Alana Byers      | Skin Piercing & Tattooing for premises at The Lodge House, Priory Lane, Dunfermline.<br>Carrying on the business of tattooing, 7 days a week from 9 am – 9 pm<br>(new application)<br>3 year |

#### **Decision**

The Committee agreed to grant the licence.

|     |           |  |
|-----|-----------|--|
| (b) | Saad Khan | Taxi Driver<br>(new application)<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.

|     |               |  |
|-----|---------------|--|
| (c) | Colin Salmond | Taxi Driver<br>(new application)<br>1 year |
|-----|---------------|--|

## 2024.R.L.72

### Motion

Councillor McLelland, seconded by Councillor Patrick, moved that the licence be granted with a warning.

### Amendment

Councillor Adams, seconded by Councillor Browne, moved, as an amendment, that the licence be refused.

### Vote

Amendment – 3

Motion – 8

### **Decision**

The Committee agreed to grant the licence with a warning.

- (d) James Wilkie                      Taxi Driver  
(new application)  
1 year

Prior to a decision being reached on the above application, the Committee took a vote on whether or not to hear further information in relation to the above application as follows:

### Motion

Councillor McLelland, seconded by Councillor MacDiarmid, moved that further information did need to be heard.

### Amendment

Councillor Lothian, seconded by Councillor Pryde, moved, as an amendment, that further information did not need to be heard.

### Vote

Amendment – 6

Motion – 4

### **Decision**

The Committee agreed not to hear further information on the application.

The Committee then took a decision on the application as follows:

### **Decision**

The Committee agreed to refuse the licence.

### 2024.R.L.73

The applicants and objector had been invited to attend and be represented at the meeting and with the exception of the applicant at (b) above were all present and heard.

Consideration of the application at (a) above was continued from the meeting held on 5th December, 2023.

The warning given to the applicant at (c) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

The reason for refusal of the application at (d) 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 a previous conviction recorded against him.

*(Councillor Patrick left the meeting during discussion of item (d) above).*

---

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

**13th February, 2024**

**9.30 a.m. – 2.00 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Patrick Browne, Carol Lindsay, Donald Lothian, David MacDiarmid, Julie MacDougall, John O'Brien, Nicola Patrick, Gordon Pryde 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; and Sergeant Neil Ewing, Police Scotland (Fife Division).

**APOLOGIES:** Councillors Sean Dillon, Gavin Ellis, Alycia Hayes, Lea McLelland and Jonny Tepp.

**85. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 16th January, 2024.

**Decision**

The Committee approved the Minute.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**86. 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 above Act having advised the Convener and Depute 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.

**87. CINEMAS ACT 1985 – VARIATION OF LICENSING CONDITIONS - THE BYRE THEATRE, ABBEY STREET, ST. ANDREWS – 16 MARCH 2024**

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

**Decision**

The Committee agreed to grant permission to allow the non-BBFC certificated film, as circulated to the Committee, to be shown by the Byre Theatre on 16 March 2024.

**88. TAXI FARE SCALE REVIEW**

The Committee considered a report by Executive Director, Finance and 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 12th March, 2024.

**Decision**

The Committee agreed that:-

- (a) a Sub-Committee consisting of Councillors Adams, Browne, Hayes, Lindsay, MacDiarmid and Pryde consider the 2024 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 2024/2025; and
- (b) a report be submitted to the Committee on 12th March, 2024 for a decision on what the fare scales will be for the eighteen months following 3rd June, 2024.

**89. MISCELLANEOUS LICENSING – REVIEW OF FEES**

The Committee considered a report by Executive Director, Finance and Corporate Services on proposals for an increase in the miscellaneous licensing fees.

**Motion**

Councillor Lindsay, seconded by Councillor Patrick, moved that officers go back and look at other options with more detailed information.

**Amendment**

Councillor Browne, seconded by Councillor Pryde, moved, as an amendment, to approve the fees detailed in Appendix 1 of the above report in respect of miscellaneous licensing fees with effect from 1st April 2024.

**Vote**

Amendment – 6  
Motion – 3

**Decision**

The Committee, having heard the Council's Lead Officer, Miscellaneous Licensing on the report and following discussion, approved the proposed increases to miscellaneous licensing fees from 1st April, 2024.

90. **CIVIC GOVERNMENT LICENSING ENFORCEMENT OFFICER'S REPORT**

The Committee considered a report by Executive Director, Finance and Corporate Services on the activities of the Civic Government Licensing Enforcement Officer from October to December, 2023.

**Decision**

The Committee, having heard the Civic Government Licensing Enforcement Officer on the report and following discussion, noted:-

- (1) the extensive and varied amount of work carried out by the Enforcement Officer during the three month period identified; and
- (2) that there would be further updates, on the activities of the Enforcement Officer, brought before the Committee on a regular basis.

91. **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 and the applicants thereon, dealt with the applications as shown:-

|     | <u>Applicant</u> | <u>Activity &amp; Period of Licence Applied For</u>  |
|-----|------------------|--|
| (a) | Jay Fotheringham | Street Trader selling ice-cream on a mobile basis in Fife – 7 days a week<br>(renewal)<br>1 year |

**Decision**

The Committee agreed to grant the licence with a warning.

|     |               |  |
|-----|---------------|--|
| (b) | William Davie | Taxi Driver<br>(new application)<br>3 year |
|-----|---------------|--|

**Decision**

The Committee agreed to grant the licence with a warning.

|     |                   |  |
|-----|-------------------|--|
| (c) | Christopher Evans | Taxi Driver<br>(new application)<br>1 year |
|-----|-------------------|--|

**Decision**

The Committee agreed to grant the licence with a warning.

- |     |                       |  |
|-----|-----------------------|--|
| (d) | Seremaia Sovinasalevu | Taxi Driver<br>(new application)<br>1 year |
|-----|-----------------------|--|

**Decision**

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

The applicants had been invited to attend and be represented at the meeting. The applicants at (a), (b) and (c) were present and heard. The applicant at (d) was not in attendance.

Consideration of the application at (d) above was continued from the meeting held on 16th January, 2024.

The warning given to the applicants at (a), (b) and (c) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

*(Councillor John O'Brien entered the meeting prior to consideration of the application at (b) above).*

**92. 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 below 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.

**93. 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), and the licenceholder at (c) and his representative thereon, dealt with the licences as shown:-

|     | <u>Licenceholder</u> | <u>Type, No. of Licence &amp; Expiry Date</u>                              |
|-----|----------------------|--|
| (a) | Two Sons             | Skin Piercing and Tattooing<br>135/0047912<br>Expiry Date: 20 January 2026 |





## 2024.R.L.79

|     | <u>Applicant</u>          | <u>Activity &amp; Period of Licence Applied For</u>  |
|-----|---------------------------|--|
| (a) | Fife Vans and Trucks Ltd. | Second Hand Dealer selling used vehicles from The Garage, 12 High Street, Cowdenbeath<br>Monday – Saturday 10.00am – 7.00pm<br>(renewal)<br>3 year |

### Motion

Councillor MacDiarmid, seconded by Councillor Adams, moved that the licence be granted with a warning.

### Amendment

Councillor Lothian, seconded by Councillor Lindsay, moved, as an amendment, that the licence be granted.

### Vote

Amendment – 7

Motion – 3

### Decision

The Committee agreed to grant the licence.

|     |               |  |
|-----|---------------|--|
| (b) | Ernest Boundy | 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.

|     |               |  |
|-----|---------------|--|
| (c) | Laura Harkins | Taxi Driver<br>(new application)<br>1 year |
|-----|---------------|--|

### Motion

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

### Amendment

Councillor Pryde, seconded by Councillor MacDiarmid, moved, as an amendment, that the licence be granted with a warning.

Vote

Amendment – 6

Motion – 3

Decision

The Committee agreed to grant the licence with a warning.

- |     |              |  |
|-----|--------------|--|
| (d) | Darren Lewis | Taxi Driver<br>(new application)<br>1 year |
|-----|--------------|--|

Decision

The Committee agreed to grant the licence with a warning.

The applicants had been invited to attend and be represented at the meeting. The applicants at (a), (c) and (d) were present and heard. The applicant at (b) was not in attendance.

Consideration of the applications at (c) and (d) above was continued from the meeting held on 16th January, 2024.

95. **OPPOSED APPLICATION**

The Committee considered application for licence by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division) and the applicant thereon, dealt with the application as shown:-

| <u>Applicant</u> | <u>Activity and period of licence applied for</u> |
|------------------|---|
| Saad Khan        | Taxi Driver<br>(new application)<br>3 year        |

Decision

The Committee agreed to refuse the licence.

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

Consideration of the above application was continued from the meeting held on 16th January, 2024.

The reason for refusal of the above application 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 incidents he had been involved in.

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

**Committee Room 2, Fife House, North Street, Glenrothes**

**30 November 2023**

**10.00 am – 3.05 pm**

**PRESENT:** Councillors David Ross (Convener), Tom Adams (substituting for Cllr Judy Hamilton), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Altany Craik, Colin Davidson (substituting for Cllr Cara Hilton), Graeme Downie, Linda Erskine, Derek Glen, Peter Gulline, Gary Holt, Kathleen Leslie (substituting for Cllr Dave Dempsey), Rosemary Liewald, Carol Lindsay, Jane Ann Liston (substituting for Cllr Fiona Corps), Jonny Tepp, Ross Vettrano, Craig Walker and Jan Wincott.

**ATTENDING:** Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Sharon McKenzie, Head of Human Resources, Lindsay Thomson, Head of Legal and Democratic Services, Laura Robertson, Finance Operations Manager, Jacqui Cameron, Service Manager and Stevie Murray, HR Lead Officer, Human Resources and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Lynn Gillies, Service Manager, Education and Children's Services; Pam Ewen, Head of Planning, Ross Spalding, Service Manager, Hamish Martin, Strategy Officer and Hugh Muschamp, Lead Officer, Planning Service; Michael Enston, Executive Director (Communities), John Mills, Head of Housing Services, Helen Wilkie, Service Manager and Mhairi Mullen, Service Manager, Housing Services, Paul Vaughan, Head of Communities and Neighbourhoods Service, Sheena Watson, Programme Manager and Zahida Ramzan, Policy Co-ordinator, Communities and Neighbourhoods Service; John Mitchell, Head of Roads and Transportation Services, Susan Keenlyside, Service Manager and Matthew Roberts, Lead Consultant, Roads and Transportation Services; Nigel Kerr, Head of Protective Services and Kenny Bisset, Lead Officer, Protective Services.

**APOLOGIES FOR ABSENCE:** Councillors Fiona Corps, Dave Dempsey, Judy Hamilton and Cara Hilton.

**174. DECLARATIONS OF INTEREST**

- Councillor Jonny Tepp declared an interest at para. 181 - Community Asset Transfer Application by Wormit Boating Club - as he had provided a letter of support to the application.
- Councillor Rosemary Liewald declared an interest at para. 186 – Pay Strategy and Job Evaluation – as she was a former employee of the Education Service.
- Councillor Linda Erskine declared, as a matter of transparency and with reference to para. 186 – Pay Strategy and Job Evaluation – that she had a connection by reason of her involvement with the previous Employment

Tribunal. However, Councillor Erskine, having applied the objective test, concluded that she had no interest to declare and therefore remained and participated in the discussion.

**175. MINUTES**

- (i) Minute of the Cabinet Committee of 2 November 2023.

**Decision**

The committee agreed to approve the minute.

- (ii) The following minute was submitted for noting:-

Appeals Sub-Committee of 6 November 2023.

**Decision**

The minute was noted.

**176. LOCAL HEAT AND ENERGY EFFICIENCY STRATEGY**

The committee considered a report by the Head of Planning Services seeking approval of the first Local Heat and Energy Efficiency Strategy and high level Delivery Plan as required under The Local Heat and Energy Efficiency Strategies (Scotland) Order 2022.

**Decision**

The committee:-

- (1) approved the Local Heat and Energy Efficiency Strategy (as set out in Appendix 1) and the high level Delivery Plan (Appendix 2); and
- (2) noted the detailed Delivery Plan would be reported to Cabinet by March 2025.

**177. HOUSING REVENUE ACCOUNT (HRA) CONSULTATIVE BUDGET 2024/25**

The committee considered a joint report by the Head of Housing Services and the Head of Finance to agree appropriate consultative rent options for 2024-25 to enable the council to carry out its statutory duty to formally consult with council tenants during December 2023 and January 2024. The outcome of the formal tenant consultation would be reported in the HRA budget report at full council in February 2024.

**Motion**

Councillor David Ross, seconded by Councillor Altany Craik, moved the recommendations contained within the report.

**Amendment**

Councillor Lesley Backhouse, seconded by Councillor David Alexander, moved that "2% and 4%" be inserted before "5%" within recommendation 3.

**Roll Call Vote**

**For the Motion – 13 votes**

Councillors Tom Adams, James Calder, Altany Craik, Colin Davidson, Graeme Downie, Linda Erskine, Peter Gulline, Gary Holt, Kathleen Leslie, Jane Ann Liston, David Ross, Jonny Tepp and Jan Wincott.

**For the Amendment – 9 votes**

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Derek Glen, Rosemary Liewald, Carol Lindsay, Ross Vettraino and Craig Walker.

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

**Decision**

The committee:-

- (1) noted the current HRA financial position, including the projected £8.055m shortfall for 2024-25 prior to a rental increase being applied;
- (2) noted the balance of uncommitted HRA reserves as £2.975m;
- (3) agreed to survey council tenants around options for a rent increase in 2024-25 of 5%, 6% and 7% to also apply to charges for services, garage sites, lockups and temporary accommodation;
- (4) noted that the outcome of the full tenant consultation would be reported to full council in February 2024; and
- (5) noted that the HRA Business Plan Review was continuing with results to be reported to council in February 2024.

**178. STRATEGIC HOUSING INVESTMENT PLAN 2024-2029**

The committee considered a report by the Head of Housing Services seeking authority for the submission of Fife's Strategic Housing Investment Plan (SHIP) 2024/25 - 2028/29 to the Scottish Government. The Plan was revised and updated annually for a rolling five year period.

**Decision**

The committee:-

- (1) agreed the Strategic Housing Investment Plan (SHIP) 2024/25 - 2028/29 based on the priorities and principles outlined in the report; and
- (2) authorised the Head of Housing Services, in consultation with the Spokesperson for Housing and Building Services, to amend or substitute projects within the SHIP as and when required and to also consult local elected members where projects within their wards were amended or substituted.

*Councillor Ross Vettraino left the meeting during consideration of the above item.*

*The meeting adjourned at 11.30 am and reconvened at 11.50 am.*

**179. COST OF LIVING CRISIS - HOUSEHOLD SUPPORT**

The committee considered a report by the Executive Director (Communities) recommending continued support for the "Big Hoose" project in the context of the council's wider approach to helping people access household items and furnishings.

**Decision**

The committee noted the evaluation of the "Big Hoose" project and agreed the continuation of the funding for the project for 2023/24.

**180. CHANGE PLANNING AND ORGANISATION CHANGE**

The committee considered a report by the Executive Director (Communities) setting out proposals for changes to organisational arrangements in line with the direction agreed by Cabinet in February and June 2023.

**Decision**

The committee:-

- (1) agreed the case for change for a "No Wrong door approach" to service development as set out in the Outline Business Case;
- (2) agreed to proceed with the next phase of work involving detailed service redesign and a blueprint for implementation;
- (3) agreed the reforms proposed to improve the work of Area Committees and Place based working; and
- (4) noted progress to align directorate service change plans with the overall direction of reform.

**181. CHIEF OFFICER - RECRUITMENT - ORGANISATIONAL CHANGE**

The committee considered a report by the Head of Human Resources providing an update on a number of areas of immediate implementation arising from the separate report on Change Planning and Organisational Change on the agenda. These changes dealt with recommendations to alter the role and remit of the post of Executive Director (Education and Children's Services), to relocate the post of Head of Service (Children and Families and Criminal Justice), including the role of Chief Social Work Officer (CSWO), to the Communities Directorate and to proceed with recruitment for both posts.

**Decision**

The committee:-

- (1) agreed the organisational changes in the senior leadership model in Education and Children's Services and Communities as set out in section 2 of the report; and

- (2) agreed the recruitment strategy for the post of Executive Director (Education) and the post of Head of Service (Children and Families and Criminal Justice) and Chief Social Work Officer.

**182. TEMPLEHALL COMMUNITY HUB - NEW BUILD PROJECT**

The committee considered a report by the Head of Communities and Neighbourhoods Service which provided an update on the progress of the new build Templehall Community Hub and integration of assets.

**Decision**

The committee:-

- (1) noted the council's agreed capital plan allocation of £15.3m to this project;
- (2) approved the integration of the existing Community Centre, Local Office, Argos Centre and library service (operated by Fife Cultural Trust) into the new hub; and
- (3) approved the project Business Case referenced in the report.

*Having declared an interest in the following item, Councillor Jonny Tepp left the meeting at this stage.*

**183. COMMUNITY ASSET TRANSFER APPLICATION BY WORMIT BOATING CLUB**

The committee considered a joint report by the Head of Property Services and Head of Communities and Neighbourhoods Service seeking approval for a Community Asset Transfer request received from Wormit Boating Club under Part 5 of the Community Empowerment (Scotland) Act 2015 to purchase land at Wormit pier and grounds.

**Decision**

The committee approved the asset transfer request at less than market value at the price of £13,000 and all otherwise on terms and conditions to the satisfaction of the Head of Property Services and the Head of Legal and Democratic Services.

*Councillor Jonny Tepp rejoined the meeting following consideration of the above item.*

**184. FIFE'S AIR QUALITY STRATEGY 2021-2025 - REVOCATION AT BONNYGATE, CUPAR AND APPIN CRESCENT, DUNFERMLINE AIR QUALITY MANAGEMENT AREAS**

The committee considered a report by the Head of Protective Services advising of the planned revocation of the Bonnygate, Cupar and Appin Crescent, Dunfermline Air Quality Management Area Orders.



**Decision**

The committee:-

- (1) noted the scientific evidence and proposed arrangements for the revocation of the Bonnygate, Cupar and Appin Crescent, Dunfermline Air Quality Management Areas (AQMAS) including the enactment of associated formal Revocation Orders presented in the Appendices to the report;
- (2) agreed the Revocation of the Bonnygate, Cupar and Appin Crescent, Dunfermline Management Orders;
- (3) supported the provision of an elected members' briefing note to City of Dunfermline Area and North East Fife Area committee members summarising the revocation process of these two AQMAS; and
- (4) noted that while progress had been made on PM10 monitoring in Bonnygate, Cupar and Appin Crescent, Dunfermline, since 2020 concentrations had increased on both sites and, in Appin Crescent during 2022, concentrations exceeded all years since 2016 and requested that officers maintained the same level of monitoring.

*Councillor Jan Wincott left the meeting during consideration of the above item.*

*The meeting adjourned at 1.10 pm and reconvened at 1.30 pm.*

**185. LOCAL TRANSPORT STRATEGY FOR FIFE**

The committee considered a report by the Head of Roads and Transportation Services seeking committee approval for the Local Transport Strategy for Fife 2023-2033.

**Decision**

The committee:-

- (1) approved the Local Transport Strategy for Fife 2023-2033, as detailed in Appendix 1, and delegated to the Head of Roads and Transportation Services to make any minor amendments prior to publication;
- (2) agreed that update reports on the delivery plan be presented to the Environment Transportation and Climate Change Scrutiny Committee as appropriate; and
- (3) recognising the content of the 2019 Transport Scotland Act, agreed that a report be brought back to a future meeting of the committee providing options for the council to begin the provision of not for profit bus services with a view to improving connectivity and reducing vehicular traffic. The report would include options for routes emanating from the council's park and ride sites to local population and commercial centres.

*Councillor John Beare and Jane Ann Liston rejoined the meeting during consideration of the above item and Councillor Peter Gulline left the meeting during consideration of the above item.*

**186. TREASURY MANAGEMENT ANNUAL REPORT 2022-23 AND UPDATE 2023-24**

The committee considered a report by the Executive Director (Finance and Corporate Services) which was prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) publication, Treasury Management in the Public Services - Code of Practice and Cross Sectorial Guidance Notes. The report provided an update against the Annual Treasury Policy and Investment Strategy for both the previous year and the current year to date.

**Decision**

The committee noted the contents of the report.

**187. PAY AWARD AND REAL LIVING WAGE**

The committee considered a report by the Head of Human Resources outlining the implementation of the 2023/24 SJC and Chief Officer Pay Award. The report also sought authority to implement the revised Real Living Wage.

**Decision**

The committee:-

- (1) noted that the 2023/24 SJC Pay Award may be implemented without a collective agreement following the decision of the COSLA Leaders meeting on 3 November 2023 to implement the pay offer with immediate effect and pending the outcome of the UNISON ballot; and
- (2) agreed to implement the revised Real Living Wage rate for all eligible employees in the December 2023 payroll to take effect from 13 November 2023.

*Councillor Graeme Downie left the meeting during consideration of the above item.*

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 paras. 11 and 12 of Part 1 of Schedule 7A of the Act.

*Having declared an interest in the following item, Councillor Rosemary Liewald left the meeting at this stage.*

**188. PAY STRATEGY AND JOB EVALUATION (PRIVATE REPORT)**

The committee considered a report by the Head of Human Resources advising of two significant projects relating to the Pay Strategy and Job Evaluation, in particular work developing the mini-evaluation project agreed by the council's Cabinet Committee on 10 August 2023.

**Decision**

The committee agreed:-

- (1) the proposal and funding to implement Integrated Pay and Terms and Conditions of Service for Craft and Single Status employees by Summer 2024 (Pay Strategy Phase 1);
- (2) the need to review the Single Status pay structure by March 2023 (Pay Strategy Phase 2);
- (3) the review of Chief Officer Pay and Grading arrangements and noted the intention to explore the use of external consultants to support this project with an update provided at a future meeting (Pay Strategy Phase 2); and
- (4) resources and funding necessary to support the mini-evaluation project as approved by Cabinet Committee on 10 August 2023.

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

**Committee Room 2, Fife House, North Street, Glenrothes**

**11 January 2024**

**10.00 am - 2.20 pm**

**PRESENT:** Councillors David Ross (Convener), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Graeme Downie, Linda Erskine, Derek Glen, Brian Goodall (substituting for Councillor Carol Lindsay), Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Kathleen Leslie (substituting for Councillor Dave Dempsey), Rosemary Liewald, Jonny Tepp, Ross Vettraino and Jan Wincott.

**ATTENDING:** Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Les Robertson, Head of Revenue and Commercial Services, Lindsay Thomson, Head of Legal and Democratic Services, Margaret McFadden, Solicitor, Legal Services, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Carol Connolly, Executive Director (Place), Pam Ewen, Head of Planning Services and Ross Spalding, Service Manager, Planning Service, Gordon Mole, Head of Business and Employability Services, Morag Millar, Programme Manager and Pamela Stevenson, Enterprise and Business Development Manager, Enterprise and Employability Services; Nigel Kerr, Head of Protective Services, James Whiteford, Building Standards Pilot Hub Director and Alan McAulay, Building Standards Hub Director, Protective Services; Diarmuid Cotter, Head of Customer and Online Services, John Mills, Head of Housing Services and Gavin Smith, Housing Manager, Housing Services; Shelagh McLean, Head of Education and Children's Services and Avril Graham, Team Manager, Education and Children's Services; and Mr Alastair Crockett, Religious Representative.

**APOLOGIES FOR ABSENCE:** Councillors Dave Dempsey and Carol Lindsay and Mr. Ian Macaulay, Religious Representative.

**189. DECLARATIONS OF INTEREST**

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

**190. MINUTES**

(i) Minute of the Cabinet Committee of 30 November 2023.

**Decision**

The committee agreed to approve the minute.

(ii) The following minutes were submitted for noting:-

Education Appointment Committee of 13, 17 and 27 November and 8 December 2023.

**Decision**

The minutes were noted.

**191. REVENUE MONITORING 2023-24**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic overview of Fife Council's finances and reported the current forecast position for 2023/24.

**Decision**

The committee:-

- (1) noted the high-level financial position as detailed in the report;
- (2) noted that there were ongoing financial impacts arising from the current economic climate which continued to be managed by Services with an element of protection from inflationary risk being accounted for centrally;
- (3) instructed Services to mitigate overspends as far as possible and ensure strong financial management;
- (4) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees; and
- (5) requested that Scrutiny Committees ensure appropriate level of support and challenge in relation to financial reports.

*Councillor Derek Glen left the meeting during consideration of the above item.*

**192. CAPITAL INVESTMENT PLAN - MONITORING 2023-24**

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 2023-24 financial year.

**Decision**

The committee:-

- (1) approved the Housing Revenue Account Capital Investment Plan re-phasing as detailed in paragraph 3.1 of the report;
- (2) noted the projected outturn position and that the level of financial risk continued to be heightened due to high levels of inflation and supply chain challenges;
- (3) noted that more detailed capital outturn reports for 2023-24 would be submitted to relevant Scrutiny Committees of the council;
- (4) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and

- (5) noted the updated prudential indicators provided and that these would be reported on a quarterly basis.

*Councillor Derek Glen rejoined the meeting during consideration of the above item.*

**193. LOCAL TAXATION - REVISION TO CHARGING**

The committee considered a joint report by the Head of Revenue and Commercial Services and the Head of Customer and Online Services providing an update on Fife Council's Empty Rates Charging Policy previously agreed at Cabinet Committee in January 2023. The report also included a proposal to use powers to increase charges within council tax from 100% to 200% for all dwellings classified as second homes.

**Decision**

The committee:-

- (1) approved the proposed Empty Rates Charging Policy effective from 1 April 2024;
- (2) agreed that the council would levy an additional 100% council tax charge on all dwellings identified as second homes; and
- (3) noted the revised policy gave officers discretion not to charge the second homes additional charge in exceptional circumstances (as currently operating for long-term charging).

**194. CLIMATE FIFE 2024 - STRATEGY AND ACTION PLAN**

The committee considered a report by the Head of Planning Services seeking approval of the Climate Fife 2024 - Strategy and Action Plan.

**Decision**

The committee:-

- (1) approved the Climate Fife 2024 - Strategy and Action Plan; and
- (2) agreed that an action be included within the Strategy in relation to the work being undertaken within the Education Service.

**195. APPOINTMENT OF CHIEF PLANNING OFFICER (CPO)**

This item was deferred to a future meeting of the committee.

**196. NATIONAL BUILDING STANDARDS HUB - HOSTING WITHIN FIFE COUNCIL**

The committee considered a report by the Head of Protective Services seeking approval for Fife Council to formally host the permanent national Building Standards Hub (BSH) as a separate specialist unit within Protective Services, delivering national specialist advice, learning and development and a range of building standards system services to all Scottish local authority building standards teams and wider construction sector stakeholders.

**Decision**

The committee:-

- (1) noted that the Scottish Government had approved the creation of a national Building Standards Hub and awarded the hosting of the Hub to Fife Council as a specialist unit within Fife Council's Protective Services;
- (2) approved the hosting of the newly established Building Standards Hub within Fife Council, noting that the Building Standards Hub would be fully funded from building warrant fee income; and
- (3) remitted to the Heads of Protective Services, Legal and Democratic Services and Finance and Corporate Services to engage with the Scottish Government to complete the contractual arrangements.

*The meeting adjourned at 11.40 am and reconvened at 12.00 pm.*

**197. FIFE'S HOMELESSNESS STRATEGY 2024-27**

The committee considered a report by the Head of Housing Services which followed an October 2023 Cabinet Committee report where members agreed to develop a comprehensive strategy and plan to reduce homelessness in Fife over the next three years.

**Decision**

The committee:-

- (1) agreed the Homelessness Strategy 2024-27;
- (2) noted that the Strategy would be subject to ongoing review and development led by the Ending Homelessness Together Board and integrated into the Local Housing Strategy framework reported to the Fife Housing Partnership;
- (3) approved specific actions set out in Section 3 of the report with a focus on legacy / backlog position to reduce pressure on temporary accommodation services, with the caveat that external funding may be subject to change in future years and require review; and
- (4) noted the extreme housing and homelessness pressures facing the council which raised a significant risk of a reduction in the council's capacity to deliver sufficient affordable housing and agreed that the Leader of the Council write urgently to the First Minister, Prime Minister and Leaders of all political parties in the Scottish Parliament pointing out cuts to affordable housing budgets and seeking urgent support to mitigate housing pressures in Fife ahead of budget discussions at Holyrood, emphasising that failure to take urgent action would lead to Fife Council having no alternative other than to declare a housing emergency.

**198. REVIEW OF THE MOTHBALLING OF MILTON OF BALGONIE PRIMARY SCHOOL**

The committee considered a report by the Head of Education and Children's Services responding to the decision of the Cabinet Committee of 17 November 2022 and information contained within the 22 September 2022 committee report,

with the findings of the review of the current information relating to Milton of Balgonie Primary School. The report also responded to the feedback from two engagement sessions held in early November with parents/carers of pupils living in the Milton of Balgonie Primary School catchment area and parent/carers of pupils enrolled in Coaltown of Balgonie Primary School. As a result of the review and the feedback from the engagement sessions, a statutory consultation proposal paper was presented with a proposal to close Milton of Balgonie Primary School and to rezone the catchment areas of Coaltown of Balgonie, Pitteuchar East and Thornton Primary Schools. Approval of the content of the proposal was sought and the committee was asked to authorise officers to proceed to statutory consultation in respect of the proposal.

### **Decision**

The committee:-

- (1) noted the information contained within the report in respect of the current position regarding pupil numbers within the catchment area of Milton of Balgonie Primary School and the current position with planning applications in both the Milton of Balgonie Primary School and Coaltown of Balgonie Primary School catchment areas;
- (2) approved the content of the statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposed closure of Milton of Balgonie Primary School and the rezoning of the catchment areas of Coaltown of Balgonie, Pitteuchar East and Thornton Primary Schools with the following amendments:-
  - (i) para. 13.2 - in the first sentence, change the word "consideration" to "presumption";
  - (ii) para. 13.3 - change to read "No decision can be made on the future use of the site unless the closure proposal is approved by the Cabinet Committee, meantime, potential educational uses will continue to be explored; and
  - (iii) para 15.1(c) - add the following at the end of the sentence "with the presumption that these will be within the control of the Education Service to ensure that, should the number of primary aged pupils in this area increase to a level that may require provision of an additional primary school in the future, that it may be done so at the least cost to the council";
- (3) authorised officers to proceed to statutory consultation in terms of the Consultation Proposal;
- (4) authorised officers to make inconsequential amendments to the Consultation Proposal paper (including the timeline) as may be necessary and councillors for Glenrothes North, Leslie and Markinch and Glenrothes Central and Thornton to be consulted in relation to any other amendments to the Consultation Proposal;
- (5) authorised the continued mothballing of Milton of Balgonie Primary School until the outcome of the statutory consultation process was determined and, during the continued mothballing period, approved the arrangement whereby any child or children wishing to enrol at Milton of Balgonie Primary School would be offered a place at Coaltown of Balgonie Primary School and provided with free transport if they met the distance criteria;



- (6) noted that the Consultation Report would be brought back to a future meeting of the Cabinet Committee.

**199. PEDESTRIAN AND CYCLIST ACCESS TO HOUSEHOLD WASTE RECYCLING CENTRES**

This item was deferred to a future meeting of the committee.

*The meeting adjourned at 1.30 pm and reconvened at 1.40 pm.*

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 Part 1 of Schedule 7A of the Act (relevant paragraph numbers are detailed beside the heading to each item).

**200. FIFE INDUSTRIAL INNOVATION INVESTMENT PROGRAMME - EDINBURGH AND SOUTH EAST OF SCOTLAND CITY REGION DEAL - TRANCHE 3 BUSINESS CASE (PRIVATE REPORT) (paras. 8 and 9)**

The committee considered a report by the Head of Business and Employability Services seeking approval for the Tranche 3 Business Case (years 7-10) for the Fife Industrial Innovation Investment (i3) Programme which would be submitted to the Edinburgh and South East Scotland City Region Deal Joint Committee for approval.

**Decision**

The committee:-

- (1) approved the Tranche 3 Business Case detailed in Appendix 1 to the report, noting that the business case would be subject to minor amendments to address comments from the Scottish Government before approval. The Tranche 3 Business case was subject of the agreement of the Scottish and UK Governments and the Edinburgh and South East Scotland City Region Deal Joint Committee;
- (2) delegated authority to the Executive Director (Place), the Head of Legal and Democratic Services and the Head of Finance to secure partner agreement and authorised them to submit the Tranche 3 Business Case to the Edinburgh and South East Scotland City Region Deal Joint Committee and Government partners for final approval;
- (3) noted that the capital receipts from the disposal of land were being reinvested in the Fife i3 Programme and the Capital Plan, noted that this principle formed part of the agreed Programme Business Case and was a requirement of the Government investment; and
- (4) noted that the paper followed on from the Programme Business Case for the Fife i3 Programme, approved in January 2019, and the approval of the Tranche 2 Business Case in November 2020. The Full Business Case approval included Fife Council's capital funding for the whole Programme.

**201. FORTH GREEN FREEPORT - DELIVERY ARRANGEMENTS (PRIVATE REPORT) (para. 6)**

The committee considered a report by the Head of Business and Employability Services which confirmed that an Outline Business Case (OBC) had been made to Government/s as authorised in September 2022 Cabinet reporting. The report also set out governance arrangements for progression of the consequential Full Business Case (FBC) and the necessary Forth Green Freeport Operating Company. Fife Council remained subject to a Memorandum of Understanding which covered the commercial confidentiality of the Forth Green Freeport (FGFP) OBC.

**Decision**

The committee:-

- (1) delegated to the Head of Business and Employability Services, in consultation with the Head of Revenues and Commercial Services and Head of Finance, to:-
  - continue progression and submission of a Full Business Case in Spring 2024 in line with current UK and Scottish Government guidance; and
  - develop FGFP non-domestic rate retention methodology/s including proposed like-minded local economic development reinvestment within inner and outer boundary of FGFP, noting that further detail on this will be made available to the forthcoming Finance, Economy, and Corporate Services Scrutiny Committee; and
  
- (2) approved:-
  - Fife Council representative arrangements for the proposed FGFP Operating Company (OpCo) with the appointment of the Cabinet Spokesperson for Finance, Economy and Strategic Planning to the FGFP Board; and
  - the allocation of a recurring revenue contribution per annum, over three years as Fife Council financial contribution to the OpCo – taken from existing revenue budgets.

*Councillor Derek Glen left the meeting during consideration of the above item.*

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

**Committee Room 2, Fife House, North Street, Glenrothes**

**8 February 2024**

**10.00 am - 12.40 pm**

**PRESENT:** Councillors David Ross (Convener), David Alexander, Lesley Backhouse, David Barratt, James Calder, Fiona Corps, Altany Craik, Graeme Downie, Linda Erskine, Derek Glen, Brian Goodall (substituting for Councillor Carol Lindsay), Peter Gulline, Judy Hamilton, Alycia Hayes (substituting for Councillor John Beare), Cara Hilton, Gary Holt, Allan Knox, Kathleen Leslie (substituting for Councillor Dave Dempsey), Rosemary Liewald, Ross Vettrains, Craig Walker and Jan Wincott.

**ATTENDING:** Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Steven Paterson, Solicitor, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Pam Ewen, Head of Planning Service, Bill Lindsay, Service Manager (Policy and Place), Alastair Hamilton, Service Manager (Development Management), Dominic Mennie, Lead Officer and Craig Walker, Lead Officer Planning Service, John Mitchell, Head of Roads and Transportation and Mark Dewar, Service Manager (Roads and Lighting Contracts), Roads and Transportation Service, Gordon Mole, Head of Business and Employability Services, Morag Millar, Strategic Growth and City Region Deals Manager and Ronnie Hair, Property Investment and Development Manager, Business and Employability Services; John Mills, Head of Housing Services and Gavin Smith, Service Manager (Housing Access), Housing Service, Paul Vaughan, Head of Communities and Neighbourhoods Service and Peter Duncan, Allotments Officer, Communities and Neighbourhoods Service.

**ALSO IN ATTENDANCE:** Christine McLean, Head of Cultural Heritage and Wellbeing and Gavin Grant, Service Development Team Leader (Collections), Fife Cultural Trust.

**APOLOGIES FOR ABSENCE:** Councillors John Beare, Dave Dempsey and Carol Lindsay.

**Change of Membership** - The committee noted that Councillor Allan Knox had replaced Councillor Jonny Tepp as a member of the Cabinet Committee.

**202. DECLARATIONS OF INTEREST**

Councillor Alycia Hayes declared an interest at para. 213 - Tay Cities Region Deal - University of St. Andrews - Eden Enterprise Centre - as she had recently taken up employment at St. Andrews University.

**203. MINUTES**

- (i) Minute of the Cabinet Committee of 11 January 2024.

**Decision**

The committee agreed to approve the minute.

- (ii) The Education Appointment Committee minute of 22 January 2024 was submitted for noting.

**Decision**

The minute was noted.

**204. BUDGET PLANNING 2024-27 - UPDATE**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the financial implications for the council's General Fund Revenue Budget position for 2024-25 to 2026-27 following the publication of the Scottish Government's budget and the Local Government Finance Settlement and also providing an update on all other budget planning matters.

**Decision**

The committee:-

- (1) approved the minor revision to the Medium Term Financial Strategy; and
- (2) noted the information contained within the report and the strategy and the approach to setting a balanced budget for both the General Fund Revenue and HRA budgets.

**205. FIFE LOCAL DEVELOPMENT PLAN EVIDENCE REPORT**

The committee considered a report by the Head of Planning Service presenting the Fife Local Development Plan Evidence Report for consideration prior to its submission to full Fife Council for approval.

**Decision**

The committee:-

- (1) agreed the Fife Local Development Plan Evidence Report and referred it to full Fife Council for approval as required by statute;
- (2) delegated non-substantive edits to the Head of Planning Service; and
- (3) delegated a small number of substantive edits including the following:-
  - Annex 5 - Summary of Areas of Dispute - adding statements from Homes for Scotland regarding the proposed site assessment methodology and criteria; and
  - Section 13 - the implications for the new LDP highlighted throughout the Evidence Report to be repeated in Section 13 to assist readers and provide the Gate Check reporters a ready compiled list.

*Councillor Craig Walker joined the meeting during discussion of the above item.*

**206. FIFE COUNCIL PLANNING SERVICE ENFORCEMENT CHARTER 2024**

The committee considered a report by the Head of Planning Service seeking approval of the Fife Council Planning Service Enforcement Charter confirming the approach to planning enforcement to be adopted by Fife Council Planning Service for the next two years.

**Decision**

The committee:-

- (1) approved the proposed Enforcement Charter 2024;
- (2) delegated to the Head of Planning Service to finalise and publish the Charter; and
- (3) agreed that a report be submitted within the next four months to the Finance, Economy and Corporate Services Scrutiny Committee providing a progress report and the details of the enforcement process and policy.

**207. HOUSING ALLOCATION POLICY REVIEW**

The committee considered a report by the Head of Housing Services setting out the legal framework for housing access and proposing a review of the housing allocations policy. The aim of the review would be to simplify the council's approach to prioritising applicants for housing in the knowledge that the council would experience a shortage in social rented housing for many years to come.

**Decision**

The committee agreed:-

- (1) the proposals to establish a short life Task and Finish Group with cross party and wider stakeholder membership, including tenant and resident engagement;
- (2) to review the allocations approach as well as the policy framework, including an assessment of the benefits of moving to a Choice Based Lettings Approach; and
- (3) that the review should be time limited, evidence based and focused on addressing current and anticipated housing pressures with a report back to Cabinet Committee following completion of the Task and Finish Group remit in the autumn.

**208. LEVEN REGENERATION - ACTIVE TRAVEL NETWORK CAPITAL FUNDING**

The committee considered a report by the Head of Roads and Transportation Services providing an update on the delivery of the Levenmouth Connectivity Project - Active Travel Network (Phase 1) - as part of the River Leven Regeneration Programme.

**Decision**

The committee noted that:-

- (1) Option 3 in the Business Case was the preferred delivery approach for Phase 1 of the Active Travel Programme;
- (2) to realise £1.558m of funding from Sustrans Scotland by the deadline of 31 March 2024:
  - (a) the active travel works within and around the new station at Leven had been awarded to Network Rail, of which £1.035m was programmed to be delivered this financial year, as part of an overall contract of £2.100m;
  - (b) three active travel links on the approaches to the new stations at Leven and Cameron Bridge were to be delivered through Roads and Transportation Services' Road Maintenance and Civil Engineering Minor Works Framework at a cost of £0.523m, subject to contractor availability;
  - (c) delegated authority was sought for this spend as an urgent decision given the deadlines for delivery in this financial year and the time limited opportunity to realise Sustrans funding. The paper provided the required report to Cabinet Committee after the exercise of urgent decision making powers; and
- (3) the remainder of the Phase 1 active travel works would also be delivered through Roads and Transportation Services' Road Maintenance and Civil Engineering Minor Works Framework at an estimated cost of circa £4.804m.

*The meeting adjourned at 11.30 am and reconvened at 11.50 am.*

**209. ALLOTMENT & COMMUNITY GROWING STRATEGY 2024-2029**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for the Allotment and Community Growing Strategy 2024-2029, noting the monitoring and reporting of the strategy and action plan.

**Decision**

The committee agreed:-

- (1) the Allotments and Community Growing Strategy 2024-2029 but noted that there would be further work on resourcing, integration with other strategies and the council's approach to decentralisation with a further report back to Cabinet Committee in due course; and
- (2) that a report be submitted to the People and Communities Scrutiny Committee in six months providing an update on the progress of the Strategy.

**210. MUSEUMS COLLECTIONS DEVELOPMENT POLICY 2024-2028**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of the Collections Development Policy for the Museum collections for the period 2024 to 2028.

**Decision**

The committee:-

- (1) delegated to the Head of Communities and Neighbourhoods Service to amend section 16 of the Policy to clarify the disposal procedure to confirm the role of the Fife Cultural Trust Board and partner directors;
- (2) agreed that a further bullet point be included within page 3 of the Policy taking into consideration ethical and reputational issues; and
- (3) approved the updated Museums Collections Development Policy 2024-2028

*Councillor Fiona Corps left the meeting during consideration of the above item.*

**211. FIFE'S UK SHARED PROSPERITY INVESTMENT PLAN ANNUAL REVIEW**

The committee considered a report by the Executive Director (Place), seeking approval for the updated Fife's UK Shared Prosperity Investment Plan 2022/25.

**Decision**

The committee:-

- (1) approved the updated Fife's UK Shared Prosperity Investment Plan and the interventions for 2024/25;
- (2) noted that there would be an Annual Report to the UK Government in Quarter 1 of 2024/25 with the outturn for 2023/24;
- (3) delegated to the Executive Directors (Finance and Corporate Services) and (Place) to deliver Fife's UK Shared Prosperity Investment Plan within the operational parameters set out in the funding award; and
- (4) agreed that Councillors be encouraged to lobby the UK Government for future continuation, clarity and streamlining of the system.

**212. OUTSTANDING REMITS FROM COMMITTEES**

The committee considered the list of outstanding remits from committees.

**Decision**

The committee noted the list of outstanding remits from committees.

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 para. 6 of Schedule 7A of the Act.

*Having declared an interest in the following item, Councillor Alycia Hayes left the meeting at this stage.*

**213. TAY CITIES REGION DEAL - UNIVERSITY OF ST. ANDREWS - EDEN ENTERPRISE CENTRE (PRIVATE REPORT)**

The committee considered a report by the Head of Business and Employability Services seeking approval to enter into a legal agreement with the University of St. Andrews to part fund the delivery of an Enterprise Hub within Building 3 at Eden Campus, Guardbridge.

**Decision**

The committee:-

- (1) noted that further to previous reporting at the Policy and Co-ordination Committee, a formal Heads of Terms agreement was entered into in February 2022 between the council and the University of St. Andrews setting out the basis upon which the council would invest towards the creation of an Enterprise Hub within Buildings 9 and 9A comprising part of the wider Eden Campus;
- (2) noted that, as a result of capital delivery costs, the University would now deliver the Enterprise Hub within an alternative building (Building 3) at the Eden Campus site;
- (3) noted that outline design proposals had been completed up to RIBA Stage 2 for Building 3 which included an outlined budget cost plan which confirmed the estimated capital cost; and
- (4) approved the contribution of the original sum currently allocated within the capital plan noting that this required to be converted to revenue as no asset would be acquired by the council and also noted that further investment, secured through commuted payments under section 75 planning agreements, and further funding from the UK Shared Prosperity Fund would also form part of the council's total contribution to the Hub.



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

**Committee Room 2, Floor 5, Fife House, North Street, Glenrothes**

**9 November 2023**

**11.30 am – 2.00 pm**

**PRESENT:** Councillors Dave Dempsey (Convener), Tom Adams, Lesley Backhouse, John Beare, Al Clark, Graeme Downie, Gary Holt, Gordon Pryde, Ann Verner and Ross Vettraino (substituting for Sarah Neal).

**ATTENDING:** Ken Gourlay, Chief Executive; 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, Audit and Risk Management Services, Anne Bence, Accountant, Paul Noble, Accountant, Eleanor Hodgson, Accountant and Lesley Kenworthy, Finance Business Partner, Finance and Corporate Services; Cheryl McKenzie, Lead Officer - Technical and Delivery, Solutions and Service Assurance-Suppliers Capacity and Configuration, Business Technology Solutions; Paul Vaughan, Head of Communities and Neighbourhoods, Craig Waddell, Service Manager - Corporate Development, Coryn Barclay, Research Manager and David Paterson, Community Manager (Levenmouth Area), Communities and Neighbourhoods; John Rodigan, Head of Environment and Building Services and Allan Halliday, Manager - Operation and Logistic Commercial; Alan Paul, Head of Property Services; Val Millar, Manager - Communications and Customer Insight and Michelle Smith, Change and Improvement Consultant, Corporate Development; Viki Duffy, Business Support Manager; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Nick Bennett, Engagement Lead and Karen Jones, Director of Audit and Assurance, Azets Audit Services.

**APOLOGY FOR ABSENCE:** Councillor Sarah Neal.

**67. DECLARATIONS OF INTEREST**

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

**68. MINUTE**

The committee considered the minute of the Standards, Audit and Risk Committee of 9 November 2023.

**Decision**

The committee agreed to approve the minute.

**69. 2022-23 AND 2023-24 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 previous meeting of the committee on 28 September 2023. Any areas of concern were also highlighted and, if applicable, instances where Services were not taking appropriate action.

**Decision**

The committee noted the contents of the report, including the summary of findings detailed at Appendix 1 to the report.

**70. FIFE COUNCIL AND CHARITABLE TRUSTS - ANNUAL AUDIT REPORT AND AUDITED ACCOUNTS 2023-24**

The committee considered a report by the Executive Director, Finance and Corporate Services, presenting the Audited Accounts for Fife Council and Charitable Trusts for 2022-23, as well as the Annual Audit Report. A brief management response was also provided to the External Auditor's report to Fife Council and the Controller of Audit.

A presentation was provided for members detailing the preparation of the annual accounts from the submission of the draft annual accounts presented to the committee in June 2023 to the final set of accounts. Areas of change were also highlighted.

**Decision**

The committee:-

- (1) extended thanks and appreciation to colleagues across Fife Council and Azets, External Auditors, involved in compiling the Audited Accounts for Fife Council and the Charitable Trusts and acknowledged the significant efforts of officers during the process;
- (2) agreed a future workshop/session would be arranged for members of the committee to further discuss Common Good assets and to pursue topics for scrutiny such as governance and long-term management of assets;
- (3) agreed to approve the Fife Council and Charitable Trusts Audited Accounts for signature; and
- (4) noted the report by Azets, the Council's External Auditors and the management responses from Fife Council.

*During consideration of the above item, the Convener agreed to a short adjournment. The committee adjourned at 1.30 pm and reconvened at 1.45 pm.*

*Councillor Al Clark and Graeme Downie left the meeting during consideration of the above item.*

**71. STANDARDS AUDIT AND RISK FORWARD WORK PROGRAMME**

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

**Decision**

The committee noted the workplan and agreed members would submit suggestions for specific areas they would like to see covered in any of the reports.

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

**Committee Room 2, Floor 5, Fife House, North Street, Glenrothes**

**18 January 2024**

**10.00 am – 12.00 pm**

**PRESENT:** Councillors Dave Dempsey (Convener), Tom Adams, Lesley Backhouse, John Beare, Al Clark, Gary Holt, Sarah Neal, Gordon Pryde and Ross Vettraiño (substituting for Ann Verner).

**ATTENDING:** Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Pamela Redpath, Service Manager - Audit and Risk Management Services, Carolyn Ward, Audit Team Leader, Clare Whyte, Risk Management Team Leader, Robert Norrie, Risk Management Co-ordinator, Jacqueline Armitage, Service Manager - Transactions Team; Pam Ewen, Head of Planning; Shelagh McLean, Head of Education and Childrens Services (Early Years and Directorate Support), Mark Smith, Service Manager, Education Children's and Families Service Manager- Fife Wide, Zoe Thomson, Quality Improvement Officer – Equity, Education and Children's Services; Martin Kotlewski, Service Manager – BTS Solutions and Service Assurance, Andy Milne, Service Manager – BTS Technical and Hosting Core; Paul Vaughan, Head of Communities and Neighbourhoods Service, Craig Waddell, Service Manager - Corporate Development, Communities and Neighbourhoods Service; Lynne Johnston, Business Change Manager, Housing Operations and Regeneration; Barbara Cooper, Human Resources Service Manager, Health Safety and Wellbeing and Steven Michie, Lead Officer – Health and Safety and Wellbeing; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Amy Hughes, Assistant Manger Public Sector External Audit and Karen Jones, Director of Audit and Assurance, Azets Audit Services.

**APOLOGIES FOR ABSENCE:** Councillors Graeme Downie and Ann Verner.

**72. DECLARATIONS OF INTEREST**

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

**73. MINUTE**

The committee considered the minute of the meeting of the Standards, Audit and Risk committee on 9 November 2023.

Arising from the minute, with reference to paragraph 70(2), the committee noted that a workshop was to be arranged in early March 2024 to facilitate discussion on Common Good assets, governance and management arrangements. An invitation to attend the workshop would be issued to members of the Standards, Audit and Risk Committee and members of the seven Area Committees.

**Decision**

The committee agreed to approve the minute.

**74. 2023/24 ISSUED AUDIT REPORTS**

The committee considered a report by the Service Manager, Audit and Risk Management Services summarising findings from the Internal Audit Reports finalised since the meeting of the committee on 9 November 2023. Areas of concern were highlighted and, if applicable, instances where Services were not taking appropriate action.

**Decision**

The committee noted the contents of the report, including the summary of findings detailed in Appendix 1 of the report.

**75. RISK MANAGEMENT UPDATE**

The committee considered a report by the Service Manager, Audit and Risk Management Services providing an update on the Strategic Risk Register review process and the new Strategic Risk Register, including the level of residual risk the Council was exposed to as at 17 November 2023.

**Decision**

The committee:-

- (1) noted the key stages of the comprehensive Strategic Risk Register review process as well as their collaborative nature and timeous completion;
- (2) noted the level of residual risk that the Council was exposed to as at 17 November 2023;
- (3) agreed to approve the Council's new Strategic Risk Register detailed in Appendix A to the report;
- (4) thanked officers across the Council and members of the Audit and Risk Management Team involved in the substantial work in relation to the preparation of the finalised Strategic Risk Register; and
- (5) noted that further updates on Risk Management arrangements would be provided in line with the approved Policy and Strategy document.

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

*The Committee adjourned at 11.35 am and reconvened at 11.40 am*

**76. STANDARDS UPDATE – ANNUAL REPORTS, HEARING OUTCOMES AND CONSULTATIONS**

The committee considered a report by the Head of Legal and Democratic Services advising that the Ethical Standards Commissioner for Scotland and the Standards Commission for Scotland had published their annual reports for 2022/23: to report on the findings of the Hearing Panel of the Standards Commission for Scotland during the period and advising on the current consultations.

**Decision**

The committee:-

- (1) noted the Ethical Standards Commissioner for Scotland Annual Report for 2022/23, detailed in section 1 of the report;
- (2) noted the Standards Commission for Scotland Annual Report 2022/23, detailed in section 1 of the report;
- (3) noted the decisions of the Hearing Panel of the Standards Commission for Scotland, which would continue to be monitored and appropriate reports and/or advice given to the Council if required, detailed in section 2 of the report;
- (4) noted that there had been one hearing related to a Fife Council Councillor in 2022/23, the outcome of which was reported to full Council in September 2023;
- (5) noted that the Monitoring Officer would continue to offer comment on the draft revised guidance on the Councillors' Code of Conduct through the SOLAR working group; and
- (6) agreed to delegate any Fife Council response to the following consultations, detailed in section 3 of the report, to the Head of Legal and Democratic Services in consultation with the Convener and Depute Convener of the Standards, Audit and Risk Committee and the Spokesperson for Finance, Economy and Strategic Planning
  - (a) a Standards Commission for Scotland draft strategic plan for 2024-2028 (comments due by the end of January 2024); and
  - (b) the Ethical Standards Commissioner's draft strategic plan 2024-2028 (comments due by the end of January 2024).

**77. FIFE INTEGRATION JOINT BOARD (IJB) 2022/23 INTERNAL AUDIT REPORT**

The committee considered a report by the Service Manager, Audit and Risk Management Services presenting an internal audit report from the Fife Integration Joint Board's 2021/22 Internal Audit Plan on Clinical and Care Governance.

**Decision**

The committee noted:-

- (1) for assurance purposes, the information contained in the Clinical and Care Governance internal audit report detailed in Appendix 1 of the report; and
- (2) members' concerns that the information contained in the Internal Audit report did not meet accessibility requirements. The committee also suggested an explanation of the acronyms used throughout the document for future reports and requested their comments be raised with the Fife Integration Joint Board for consideration.

**78. STANDARDS, AUDIT AND RISK COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director, Finance and Risk Management Services presenting the workplan for future meetings of the committee.

**Decision**

The committee noted that members would come forward with suggestions for specific areas they would like to see covered in any of the reports.

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

**Committee Room 2, Floor 5, Fife House, North Street, Glenrothes**

**14 December 2023**

**10.00 am – 12.40 pm**

**PRESENT:** **Committee** - Councillors David Dempsey (Convener), David Alexander, Naz Anis-Miah, Colin Davidson, Jane Ann Liston, Sarah Neal, Nicola Patrick, Gordon Pryde and Jonny Tepp.

**Fife Pension Board** – Councillors Tom Adams and Lynn Ballantyne-Wardlaw, Robert Graham (Chairperson), Gail Dunn, Ross Hugh, Thomas Templeman, Colin Paterson and Vicki Wyse.

**ATTENDING:** Elaine Muir, Head of Finance; Laura Robertson, Finance Operations Manager; Pamela Redpath, Service Manager - Audit and Risk Management Services; John Mackie, Team Manager - Transactions Team; Karen Balfour, Lead Officer - Banking and Investment; Anne Bence, Accountant; Operations Pensions; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Committee Services, Legal and Democratic Services.

**ALSO ATTENDING:** Robert Bilton and Grace Flanagan, Actuary, Hymans Robertson LLP; Bruce Miller and Emmanuel Bocquet, Lothian Pension Fund; Karen Jones, Azets (external Auditor) and Clare Scott, Independent Professional Observer.

**80. DECLARATIONS OF INTEREST**

Vicki Wyse, Fife Pension Board made a transparency statement relating to Para 89 – Fife Pension Fund - Actuarial Valuation 31 March 2023 - Draft Funding Strategy - as during the consultation period she would be representing her employer in the negotiation and discussion process regarding employer contribution rates.

Clare Scott, Independent Professional Observer reminded employer representatives on Fife Pensions Board and elected members on the Pensions committee, the principles of the Funding Strategy Statement would set the pensions contributions that Fife Council would be paid and their focus during the meeting would be to look after the interests of the Fife Pensions Fund.

**81. CHANGE TO MEMBERSHIP OF THE COMMITTEE AND FIFE PENSION BOARD**

The Convener, on behalf of the committee, noted the update to the membership of both this committee and Fife Pension Board and welcomed Councillor Naz Anis-Miah and Thomas Templeman to their first meeting. Appreciation was extended to Councillor Lynn Mowatt, previous committee member and Ian Dawson previous member of Fife Pension Board, for their effort and commitment to the committee during their time in post.



**82. MINUTE**

- (a) The committee considered the minute of the meeting of the Pensions committee on 28 September 2023.

**Decision**

The committee agreed to approve the minute.

- (b) The committee considered the minute of the meeting of the Fife Pension Board on 28 September 2023.

**Decision**

The committee noted:-

- (1) the contents of the minute;
- (2) that Councillor Lynne Ballantyne-Wardlaw (employer representative) had been appointed as Chairperson of Fife Pensions Board; and
- (3) that Robert Graham (employee representative) and Vicki Wyse (admitted body representative) had been appointed to the position of Joint Secretaries on Fife Pensions Board.

**83. PENSION FUND BUDGETARY CONTROL**

The committee considered a report from the Head of Finance providing details of the projected outturn of the Pension Fund for 2023-24.

**Decision**

The committee noted:-

- (1) the projected outturn for 2023-24; and
- (2) that further reports in relation to the financial position of the Fund would be brought forward on a bi-annual basis.

**84. FIFE PENSION FUND - BUSINESS PLAN UPDATE TO 30 SEPTEMBER 2023**

The committee considered a report by the Head of Finance providing an update on the activities undertaken by the wider pension team during the second quarter of 2023-24. The report was organised into 3 sections and included updates on the development activities identified in the Business Plan and administration activity undertaken. The report concluded with more in-depth consideration of the performance of the Pensions Administration team and provided details of the agreed key performance indicators.

**Decision**

The committee:-

- (1) acknowledged the progress made on the key activities identified in the Business Plan 2023-24;

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

**85. FIFE PENSION BOARD NOMINATIONS AND APPOINTMENTS PROCESS AND CONFLICT OF INTEREST GUIDANCE**

The committee considered a report by the Executive Director of Finance and Corporate Services seeking approval of the Pension Board Nominations and Appointments process and associated Conflicts of Interest Guidance.

**Decision**

The committee agreed to approve the Pension Board Nominations and Appointments process and associated Conflicts of Interest Guidance, set out in the Appendix 1 to the report, with the condition that the wording at the beginning of the second paragraph on page 32 of the report be amended to read 'Trade unions may withdraw and replace their nominated representatives from time to time by giving reasonable notice to the Scheme manager'.

**86. PENSIONS COMMITTEE WORKPLAN**

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

**Decision**

The committee noted the contents of the report and scheduled work programme.

**87. RISK MANAGEMENT UPDATE**

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 noted:-

- (1) the contents of the report; and
- (2) that the risks were reviewed on a regular basis and that reports would be brought forward on a quarterly basis.

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 it involved the likely disclosure of exempt information as defined in paragraph 6 of part 1 of schedule 7a of the Act.

Prior to consideration of the following report, the Convener advised of the retirement of Bruce Miller, Lothian Pension Fund and wished Bruce well for his future, his successor Emmanuel Bocquet was welcomed to the meeting.

**88. FIFE PENSION FUND INVESTMENT UPDATE**

The committee considered a report by the Head of Finance providing an overview of the Fund's investments at 30 September 2023. A verbal update of manager monitoring activity and of investment strategy was provided at the meeting.

**Decision**

The committee noted:-

- (1) the Fund's strategic asset allocation and current allocations relative to target;
- (2) the value of the Fund's assets on 30 September 2023 after returning -0.4% over the quarter;
- (3) that the Fund's strategic policy group allocations were within the permitted allocation ranges; and
- (4) that longer term absolute returns were strong and relative returns were above the liability benchmark

Following consideration of this item, the committee adjourned at 11.25 am and reconvened at 11.35 am.

**89. FIFE PENSION FUND – ACTUARIAL VALUATION 31 MARCH 2023 – DRAFT FUNDING STRATEGY STATEMENT**

The committee considered a report by the Head of Finance outlining progress in relation to the triennial actuarial valuation and providing members with output from the current stage, the draft Funding Strategy Statement. The report provided details of the Draft Funding Strategy Statement which had been prepared alongside the 2023 Actuarial Valuation. The statement provided details on funding issues, contribution rates for individual employers, funding strategy and investment strategy and statutory reporting arrangements.

**Decision**

The committee:-

- (1) considered and acknowledged the content of the draft Funding Strategy Statement; and
- (2) agreed to endorse the draft Funding Strategy Statement which would be issued as part of the consultation process to each employer within the Fife Pension Fund.

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

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**22 November 2023**

**2.00 pm – 4.15 pm**

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

**ATTENDING:** Norman Laird, Community Manager (Glenrothes), Sarah Johnston, Access Officer, Countryside Development; Chris Miezeitis, Area Community Development Team Manager (Glenrothes) and Coryn Barclay, Research Manager, Communities & Neighbourhoods Service; Phil Clarke, Lead Consultant, Levenmouth Reconnect Programme, Roads & Transportation Services; John Mills, Head of Housing Services, Robert McGregor, Business Change Manager, Laura Russell, Lead Officer, Area Housing Management and Dawn Jamieson, Safer Communities Team Manager, Housing Services; Nigel Kerr, Head of Protective Services; John Rodigan, Head of Environment & Building Services; Alan Paul, Head of Property Services, Liz Murphy, Bereavement Services Manager, Property Services; Mary McLean, Legal Services Manager and Diane Barnet, Committee Officer, Legal & Democratic Services.

**ALSO ATTENDING:** Martin McKinlay, Senior Sponsor, Scotland's Railway and Owen Campbell, Network Rail Communications Manager (for para. 80).

**79. DECLARATIONS OF INTEREST**

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

**80. DISCUSSION RELATING TO THE CLOSURE OF THE THREE CROSSINGS (RIGHTS OF WAY) AT WAUKMILL, DOUBLEDYKES AND DURIEVALE**

The committee welcomed an opportunity for an open and frank discussion with representatives of Network Rail relating to the closure of three crossings (rights of way) - in particular, the crossing at Doubledykes – relating to the need for continued dialogue and engagement with project sponsors and consultation with the local community toward a solution for Doubledykes crossing.

**Decision**

The committee:-

- (1) thanked Mr McKinlay and Mr Campbell for their contribution to the discussion; and

## 2023 GAC 36

- (2) agreed to invite a representative from Transport Scotland to their next meeting on 31 January 2024 to discuss potential options for a crossing at Doubledykes that met the aspirations of the local community.

*The committee adjourned at 2.40 pm and reconvened at 2.45 pm.*

### 81. MINUTE

The committee considered the minute of the Glenrothes Area Committee of 4 October 2023.

#### **Decision**

The committee agreed to approve the minute.

### 82. SUPPORTING THE PLAN 4 GLENROTHES AREA: COMMUNITY RECOVERY FUND

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for the allocation of funding for various projects from the Community Recovery Fund (CRF) for the Glenrothes Area.

#### **Decision**

The committee agreed to approve the following allocations from the Community Recovery Fund totaling £151,824:

- (1) St Andrews Environmental Network: £42,346;
- (2) Bike Works Fife: £60,000;
- (3) Balbirnie's Future Foundation SCIO: £20,778; and
- (4) Homestart Glenrothes: Steps to Resilience: £28,700.

### 83. SUPPORTING THE GLENROTHES LOCAL COMMUNITY PLAN – CLD SUMMER PROGRAMME IMPACT REPORT

The committee considered a report by the Head of Communities and Neighbourhoods Service outlining the impact and outcomes from the Community Learning and Development (CLD) led Summer Programme which received £26,420 of funding from the committee in May this year - to support CLD led activity for children, young people and families during the summer break.

#### **Decision**

The committee noted:-

- (1) that the £26,420 allocated from the Local Community Planning Budget to support this CLD led activity was spent as agreed; and
- (2) that impact and outcomes achieved through programme delivery aligned with Glenrothes Area Community Plan priorities.

**84. DELIVERY OF THE ENVIRONMENTAL VANDALISM STRATEGY IN THE GLENROTHES AREA**

The committee considered a report by the Head of Protective Services providing an update on the delivery of the Environmental Vandalism Strategy in the Glenrothes Area, including environmental offending, during the period 1 April 2019 to 30 September 2023.

**Decision**

The committee noted activity to date aimed at significantly reducing environmental vandalism in the Glenrothes area and Fife-wide.

**85. ENVIRONMENTAL VANDALISM STRATEGY REMOVAL ELEMENT**

The committee considered a report by the Head of Environment and Building Services providing an update on the actions and performance of the Domestic Waste and Street Cleansing Service in the delivery of the operational aims and objectives of the Environmental Vandalism Strategy in the Glenrothes area.

**Decision**

The committee acknowledged the efforts which continued to be made by the Domestic Waste and Street Cleansing Service to deliver the operational aims and objectives of the Environmental Vandalism Strategy in the Glenrothes area.

*Councillor Mowatt left the meeting during consideration of the following item.*

**86. GLENWOOD HOUSING REGENERATION PROJECT**

The committee considered a joint report by the Head of Housing Services and the Community Manager (Glenrothes). Following a Charrette (2016-17) covering Glenwood Neighbourhood Centre, it had been agreed that a preferred option was to redevelop the housing flats in the Centre as part of the overall redevelopment.

Following the completion of the council's Compulsory Purchase Order (CPO) process with the flat owners and shopkeepers in 2022-23, the site had been transferred to the Housing Revenue Account (HRA) for housing redevelopment.

The report provided an update on progress with the Housing Project partnership between the council and Kingdom Housing Association seeking approval to formerly consult with the community on the housing and community hub proposals outlined in the report.

**Decision**

The committee:-

- (1) approved the commencement of a formal consultation period with community groups on the housing and community hub proposals outlined in Sections 2 and 3 of the report;
- (2) agreed that, following the consultation period, a report was brought back to this committee for discussion on the consultation feedback;

- (3) noted that the final housing project would be brought forward for the approval of the Cabinet Committee in February or March 2024 as part of the council's Phase 4 Affordable Housing Programme; and
- (4) noted that a presentation of proposals from the Design Team would follow committee business.

## 87. **BEREAVEMENT SERVICES CEMETERY STRATEGY**

The committee considered a report by the Head of Property Services outlining Fife Council's legal responsibility to provide and regulate cemeteries and make appropriate provision for the care and disposal of the dead. The importance of cemeteries was acknowledged in the current Programme for Administration which noted the importance of making "sure our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation."

The report also informed on the outcome of the consultation which took place and the strategy to be implemented moving forward. Following presentation at all Area Committees where further comment would be taken on board and the final strategy presented to Cabinet Committee for approval.

### **Decision**

The committee:-

- (1) noted the key points from the consultation exercise;
- (2) agreed to support the actions moving forward in the Cemetery Strategy 2023 – 2028 detailed in Appendix 1 of the report; and
- (3) as an additional recommendation, agreed to request that, as part of the development of the Local Plan (LDP2), an assessment be undertaken in relation to the provision of, or protecting land for, the future provision of a cemetery in Glenrothes.

*Councillor Craik left the meeting following consideration of the above item and Councillor Wilson left the meeting during consideration of the following item.*

## 88. **PROVIDING FUEL POVERTY SUPPORT FOR THE GLENROTHES AREA**

The committee considered a report by the Head of Housing Services setting out the context for Fuel Poverty in Fife and for the Glenrothes Area, providing information about the measures that had been put in place to support those struggling with home energy costs during 2022/23 and support arrangements for 2023/24. Tackling fuel poverty was a key aspect of Glenrothes anti-poverty action directed through the Local Community Plan.

### **Decision**

The committee:-

- (1) noted the evolved corporate, whole Fife, support available to Glenrothes tenants and residents who were struggling with home energy costs and the support arrangements in place specific to the Glenrothes area provided by

## 2023 GAC 39

St Andrews Environmental Network as part of the Cosy Kingdom partnership; and

- (2) considered any additional and complementary response needs for the Glenrothes area communities, with recently awarded added funding for the St Andrews Environmental Network in mind.

### 89. GLENROTHES AREA COMMITTEE WORK PROGRAMME

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

#### **Decision**

The committee:-

- (1) noted the draft workplan; and
- (2) agreed that committee members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to include on the workplan, within the remit of the committee.

### CONVENER'S VALEDICTORY COMMENT

Councillor Walker, Convener, on behalf of the Glenrothes Area Committee, congratulated Chief Inspector Kirk Donnelly on his recent promotion and thanked him for his contribution to the committee to date.



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

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**31 January 2024**

**2.00 pm - 4.00 pm**

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

**ATTENDING:** Norman Laird, Community Manager (Glenrothes), Chris Mieзитis, Area Community Development Team Manager (Glenrothes), Communities & Neighbourhoods Service; Donna Christie, Lead Officer - Estates, Joan Lamie, Service Manager, Housing Estates & Safer Communities, Charlotte Stitchell, Housing Team Manager, Housing Operations & Regeneration, Housing Services; Peter Corbett, Lead Officer, Economy Tourism & Town Centre; Laura Robertson, Finance Operations Manager and Diane Barnet, Committee Officer, Legal & Democratic Services, Finance & Corporate Services.

**ALSO ATTENDING:** Karen Taylor, Community Events and Programme Manager, Fife Cultural Trust (for Paragraph 92).

**90. DECLARATIONS OF INTEREST**

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

**91. MINUTE**

The committee considered the minute of the Glenrothes Area Committee of 22 November 2023.

Arising from the minute, with reference to Paragraph 80 (2) - the committee noted that a representative from Transport Scotland was unable to attend today's meeting in relation to a crossing at Doubledykes, however, acknowledged that discussions were ongoing in other forums.

**Decision**

The committee agreed to approve the minute.

**92. ONFIFE UPDATE**

The committee considered a report by the Director of Creative Development and Delivery, OnFife providing an update on OnFife's service offering in the area, reviewing activity in the past six months and outlining plans for the coming year.

**Decision**

The committee noted the information on how OnFife could better engage with and support the ongoing work within the area, ensuring a joined-up approach to service delivery which would enhance the offer to communities in Glenrothes, expand the return on investment of the public pound and contribute to the Community Wellbeing agenda.

**93. SUPPORTING THE PLAN 4 GLENROTHES AREA: COMMUNITY RECOVERY FUND**

The committee considered a report by the Head of Communities and Neighbourhoods Services seeking approval to allocate funding to various projects from the Community Recovery Fund (CRF) for the Glenrothes Area.

**Decision**

The committee agreed to approve the following amounts from the Community Recovery Fund totalling £299,030.16:-

- (1) High Schools Participatory Budgeting: £130,000 – to enable meaningful engagement with all pupils of high school age in the Glenrothes area;
- (2) Capacity Building Worker: Community Leadership: £114,000 – toward the cost of a Community Education Worker with a Community Capacity Building remit for a two year period;
- (3) Collydean – One Stop Community Hub: £36,971.36 – toward the cost of: a Food Resilience Worker; Family Support Worker; and a Youth Worker for a period of one year, to deliver services that address local community needs (agreed in principle, subject to the Collydean Community Centre Board of Trustees agreeing with the recommendations of the ‘3<sup>rd</sup> Centre Health Check’); and
- (4) Milton of Balgonie Village Hall: £18,058.80 – toward the cost of repair of the Hall car park area.

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

**94. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2022-2023**

The committee considered a report by the Executive Director, Finance and Corporate Services advising on the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2022-2023.

**Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good funds and Trust Funds; and
- (2) agreed to continue to support the disbursement of Trust funds to suitable projects which also included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts, including transferring the funds to suitable third party organisations who were providing similar support to local priorities.

**95. LOCAL AREA ECONOMIC PROFILES (DECEMBER 2023)**

The committee considered a report by the Head of Business and Employability Services providing an annual overview of the performance of the local economy and labour market in the Glenrothes area. The information presented was intended to provide background and context to council activity within the area and to help inform area committee discussion and decision-making.

**Decision**

The committee:-

- (1) noted the issues raised from the analysis of the latest available data; and
- (2) acknowledged the ongoing economic challenges.

**96. HOUSING REVENUE ACCOUNT - SELLING LOCK UPS WITHIN MIXED TENURE BLOCKS**

The committee considered a report by the Head of Housing Services providing an overview of the proposal to sell lockups in the Glenrothes area where Fife Council was a minority owner within a block, or a sale was straightforward and beneficial in removing all future maintenance obligations for the Housing Revenue Account and council tenants.

**Decision**

The committee:-

- (1) noted the contents of the report; and
- (2) deferred its decision pending an elected member workshop, to be arranged by the Service, with a report back to this committee at a future date to be advised.

**97. AREA HOUSING PLAN UPDATE - GLENROTHES**

The committee considered a report by the Head of Housing Services seeking approval of a revised area housing plan which set out area performance, service delivery and highlighted key housing issues. The report provided an updated plan for the coming three years, setting out the activity to be reported back to committee over that period.

**Decision**

The committee agreed to:-

- (1) approve the Glenrothes Area Housing Services Plan 2023-26;
- (2) consider six monthly updates on progress with the plan and outcomes; and
- (3) requested an elected member workshop, on a date to be arranged by the Service, to consider the draft Lettings Plan 2024-2026.

**98. GLENROTHES AREA COMMITTEE WORK PROGRAMME**

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

**Decision**

The committee:-

- (1) noted the draft workplan;
- (2) as referenced at paragraph 92 – ‘OnFife update’ - agreed to consider a further update in six months;
- (3) as referenced at paragraph 96 – ‘Housing Revenue Account - Selling Lock Ups Within Mixed Tenure Blocks’ - agreed to consider a further report at a future meeting on a date to be advised by the Service;
- (4) as referenced at paragraph 97 – ‘Area Housing Plan Update – Glenrothes’ – agreed to consider a further update in six months;
- (5) agreed to request a report from the relevant Service on active travel plans/routes for the Glenrothes area; and
- (6) agreed that committee members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to include on the workplan, within the remit of the committee.

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

**Committee Room 2, Fife House, North Street, Glenrothes**

**22 November, 2023**

**9.30 am – 11.40 am**

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

**ATTENDING:** Alan Paul, Head of Property Services, Property Services; Keith Johnstone, Technician Engineer, Roads and Transportation Service; Liz Murphy, Bereavement Service Manager, Bereavement Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; David Paterson, Community Manager (Area), Communities and Neighbourhoods Service; Kerry Elliott, Committee Officer and Michelle Hyslop, Committee Officer, Committee Services.

The Committee acknowledged the sad passing of Billy McPhee and members expressed their condolences on behalf of the Levenmouth Area Committee.

**97. DECLARATIONS OF INTEREST**

Councillor Ken Caldwell made a transparency statement relating to Para. 105 – 'Warm and Welcoming Spaces – Additional Funding Report', as he was a member of the Buckhaven and Methil Rotary Club. However, as this was not considered a connection under the Councillors' Code of Conduct for the purposes of this report, he remained and participated in the meeting.

Councillor Colin Davidson made a transparency statement relating to Para. 106 – 'Leven Links Bridge Project – CRF Funding Request', as he was a social non playing member of Leven Links Golf Club without voting rights on any club issues. However, as this was not considered a connection under the Councillors' Code of Conduct for the purposes of this report, he remained and participated in the meeting.

Councillor Colin Davidson declared as a matter of transparency and with reference to Para. 103 'Supporting the Levenmouth Local Community Plan – Promenade Maintenance Proposals', that he was a Council appointee to the Fife Coast and Countryside Trust. However, as this was not considered a connection under the Councillors' Code of Conduct for the purposes of this report, he remained and participated in the meeting.

**98. MINUTE**

The committee considered the minute of the Levenmouth Area Committee of 4 October 2023.

**Decision**

The committee agreed to approve the minute.

**99. PROPOSED RAISED TABLES - PROMENADE, LEVEN**

The committee considered a report by the Heads of Roads and Transportation Services asking members to consider a proposal to introduce continuous footways in the form of raised tables along the Promenade, Leven.

**Decision**

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

- (1) to the promotion of a Road Hump Order (RHO) to introduce raised tables as detailed in drawing no. TRO23/49(f) with all ancillary procedures; and
- (2) to authorise officers to confirm the Road Hump Order and for the raised tables to be constructed within a reasonable period unless there were objections.

**100. COMPLAINTS UPDATE REPORT**

The committee considered a report by the Executive Director, Communities providing members with an overview of the complaints received from 1 April 2022 to 31 March 2023 for the Levenmouth Area.

**Decision**

The committee noted the content of the report.

*Cllr Alistair Suttie joined the meeting during consideration of the above item.*

**101. BEREAVEMENT SERVICES CEMETERY STRATEGY**

The committee considered a report by the Head of Communities and Neighbourhoods Service advising of the outcome of the consultation on the future provision of cemeteries in Fife and requested support for implementation of the strategy moving forward.

**Decision**

The committee: -

- (1) noted the key points from the consultation exercise;
- (2) supported the actions moving forward in the Cemetery Strategy 2023 – 2028, detailed in Appendix 1 to the report; and
- (3) agreed that officers would arrange a workshop for members in early 2024 to look at the cemetery provision within the Levenmouth Area.

**102. SUPPORTING THE LEVENMOUTH LOCAL PLAN – NEXT PHASE PLAY AREA IMPROVEMENTS.**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from members to contribute a total of

## 2023 LAC 41

£90,000 from the Community Recovery Fund for the next phases of the play area improvement sites in the Levenmouth Area, specifically at Lilac Bank, Greig Park and Christie Park.

### **Decision**

The committee: -

- (1) agreed to fund a total of £60,000 (£30,000 each) from the Community Recovery Fund, to progress proposals at both the Lilac Bank and Greig Park play areas;
- (2) noted that the balance of funding for both projects would be supported from Scottish Government funding, and the Lilac Bank proposal would be supported following a separate application to the Fife Environment Trust;
- (3) agreed in principle a £30,000 contribution to the improvement proposal at Christie Park; and
- (4) noted that a further report on the proposal design for Christie Park would come to a future meeting of the committee.

### **103. SUPPORTING THE LEVENMOUTH LOCAL PLAN – PROMENADE MAINTENANCE PROPOSALS.**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from members for a contribution of up to £48,500 from a combination of the Ward 21 Local Community Planning Budget (LCPB) and the Community Recovery Fund (CRF) and potentially the Leven Common Good budget for a range of maintenance proposals at the Leven Promenade.

### **Decision**

The committee: -

- (1) agreed to contribute up to £48,500 from a combination of the Local Community Planning Budget (LCPB) for Ward 21 and the Community Recovery Fund budgets;
- (2) agreed to seek a suitable contribution from the Common Good Fund and note that a separate report and application would come back to a future meeting of the committee;
- (3) noted that the works could take place in the current financial year, however it is probable that the proposals would be phased over the 23/24 and 24/25 financial years; and
- (4) noted that the proposed works would be carried out by the Fife Coast and Countryside Trust, and they would be supported from the Grounds Maintenance Services as required.

**104. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – FIFE HERITAGE RAILWAY – FUNDING SUPPORT**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from members to contribute £27,446 from the Community Recovery Fund.

**Decision**

The committee: -

- (1) agreed to contribute £27,446 from the Community Recovery Fund towards the cost of providing a canopy unit as part of the larger improvement works at the Fife Heritage Railway (FHR); and
- (2) noted that this would be the second phase of the restoration learning centre which was supported at the 9 November 2022 Levenmouth Area committee meeting.

**105. WARM AND WELCOMING SPACES - ADDITIONAL FUNDING REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £40,898 from the Local Community Planning Budget (LCPB) Anti Poverty Fund for the Levenmouth Area, towards the additional funding requirements for the 'Warm and Welcoming Spaces' programme in the Levenmouth Area.

**Decision**

The committee: -

- (1) agreed to contribute £40,898 from the Local Community Planning Budget (LCPB) Anti-poverty fund for the additional costs for the 'Warm and Welcoming spaces' programme in the Levenmouth Area; and
- (2) noted the extent of the provision of the Warm and Welcoming Spaces in the Levenmouth Area.

*The meeting adjourned at 11.05 am and reconvened at 11.15 am*

**106. LEVEN LINKS BRIDGE PROJECT - CRF FUNDING REQUEST**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from members for a contribution of up to £50,000 from the Community Recovery Fund to renew 2 new bridge assets and refurbish one other at Leven Links.

**Decision**

The committee: -

- (1) agreed to contribute up to £50,000 from the Community Recovery Fund (CRF) towards the Leven Links project;
- (2) noted that an application for £30,000 match funding was currently being considered by the Fife Environment Trust (FET); and



- (3) noted that based on the current proposal, there would be an estimated balance of £20,200 that would be met by the Leven Links joint committee.

**107. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

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

The committee considered a report by the Executive Director (Finance and Corporate Services) relating to the future workplan for the Levenmouth Area Committee.

**Decision**

The committee noted the content of the Levenmouth Area Committee forward work programme.

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

**Committee Room 2, Fife House, North Street, Glenrothes**

**24 January, 2024**

**9.30 am – 12 noon**

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

**ATTENDING:** Peter Corbett, Lead Officer - Economy, Business and Employability Services; Lesley Kenworthy, Finance Business Partner, Financial Services; Peter Nicol, Housing Manager, Housing Services; David Paterson, Community Manager (Area), Communities and Neighbourhoods Service; Kerry Elliott, Committee Officer, and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Alex Crovetti, CEO, Crovetti Associates; Audrey Irvine, Fife Heritage Railway, Duncan Mitchell, Chief Executive, FEAT and Inspector Matthew Spencer, Police Scotland.

Prior to the start of business, the Convener intimated the intention to vary the sequence of items from that on the agenda to take item 7 (para 112), item 5 (para 113), item 8 (para 114), item 6 (para 115) and item 9 (para 116) consecutively.

**109. DECLARATIONS OF INTEREST**

**Decision**

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

**110. MINUTE**

The committee considered the minute of the Levenmouth Area Committee of 22 November 2023.

**Decision**

The committee agreed to approve the minute.

**111. SILVERBURN FLAX MILL WORKS - VERBAL UPDATE REPORT**

The committee noted an update on the regeneration of the Flax Mill Works. The construction phase started, as planned, in September 2023 and was on track for a completion date in March 2026.

**Decision**

The committee:-

- (1) noted the update provided; and

- (2) agreed to consider regular update reports during the project.

**112. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – AREA BUDGET REQUEST- ANTI SOCIAL BEHAVIOUR APPROACH**

The committee considered a report by the Head of Communities and Neighbourhoods, seeking agreement to amend the existing police provision and secure £48,165 to support the increased Police resource in the Levenmouth Area on a full-time 12 months of the year basis for the 2024/2025 financial years. The report also asked members to consider future funding of the continued Police resource for the 2025/26 and 2026/27 financial years.

**Decision**

The committee: -

- (1) agreed to fund £48,165 from Wards 21 and 22 LCPB (Local Community Planning Budgets) to cover the cost of the additional Police resource in the Levenmouth area for a full 12-month period from April 2024 to March 2025;
- (2) agreed in principle and subject to annual review that similar levels of funding would be available in the financial years 2025/26 and 2026/27; and
- (3) noted that the agreement to fund this resource would allow the Police to provide a more consistent and coordinated approach through the creation of a team of two officers with a focus on anti-social behaviour work and other defined priorities.

*Councillor Alistair Suttie joined the meeting during consideration of the above item.*

**113. LOCAL AREA ECONOMIC PROFILES (DECEMBER 2023)**

The committee considered a report by the Head of Business and Employability providing members with an annual overview of the performance of the local economy and labour market in the Levenmouth Area.

**Decision**

The committee:-

- (1) considered the issues raised from the analysis of the latest available data presented in the report; and
- (2) noted the ongoing economic challenges.

**114. SUPPORTING THE LEVENMOUTH PLAN- PURCHASE OF ACCOMMODATION UNITS KIRKLAND YARD LEVEN**

The committee considered a report by the Head of Communities and Neighbourhoods seeking a contribution of up to £80,000 from the Community Recovery Fund towards the purchase of the Network Rail accommodation units at Kirkland Yard, Leven.

**Decision**

The committee:-

- (1) agreed a contribution of up to £80,000 from the Community Recovery Fund towards the total purchase cost of the accommodation units at Kirkland Yard Leven;
- (2) agreed that the decision to fund the proposal would require £100,000 of the Community Recovery Fund budget to be reallocated, changing the decision previously agreed at the 5 April 2023 Levenmouth Area Committee (para 2.4 page 168);
- (3) noted that interim advice had been received from Planning Services and there would be a change of use applied to allow the units to remain in situ on a permanent basis;
- (4) noted that Fife Heritage Railway would be the managing organisation for the facility;
- (5) noted the risk issues raised in terms of planning permission, and the longer-term sustainability of the units as a community hub; and
- (6) noted that a separate application for funding would also be lodged with the Levenmouth Reconnected Fund.

**115. AREA HOUSING PLAN UPDATE 2023**

The committee considered a report by the Head of Housing Services providing a progress update on the Levenmouth Area Housing Plan outcomes for the period January 2023 – December 2023.

**Decision**

The committee:-

- (1) considered the content of the report;
- (2) discussed the progress made with the plan and its outcomes; and
- (3) agreed to support any proposed changes to the Area Housing Plan.

**116. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2022-2023**

The committee considered a report by the Executive Director, Finance and Corporate Services advising of the current status of the Common Good and Settlement Trust funds in the Levenmouth Area, along with relevant fund activities for the financial year 2022-2023.

**Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good funds and Trust funds; and
- (2) agreed to continue to support the disbursement of Trusts funds to suitable projects, including the amalgamation of individual trusts and where appropriate the dissolution of individual trusts including transferring the funds to suitable 3rd party organisations who provide similar support to local priorities.

**117. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

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

The committee considered a report by the Executive Director, Finance and Corporate Services, relating to the future workplan for the Levenmouth Area Committee.

**Decision**

The committee:-

- (1) noted the content of the Levenmouth Area Committee forward work programme; and
- (2) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the Committee.

## 2023 CODAC 42

### THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – BLENDED

2<sup>nd</sup> Floor Meeting Room, Regency House, Crossgates Road, Halbeath

12 December, 2023

9.30 am – 10.55 am

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

**ATTENDING:** Lynne Johnston, Housing Manager, Deborah Stevens, Lead Officer Housing Condition and Supply, Lisa Hemphill, Lead Officer Community Regeneration, Housing Services; Alan Paul, Head of Property Services, Liz Murphy, Bereavement Service Manager, Property Services; Shirley Melville, Area Community Development Team Manager, Communities and Neighbourhoods Service; Kerry Elliott, Committee Officer, Emma Whyte, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Michelle Sweeney, Director of Creative Development & Delivery and Chris McLean, Team Manager, OnFife.

#### 98. DECLARATIONS OF INTEREST

##### Decision

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

#### 99. MINUTE

The committee considered the minute of the meeting of the City of Dunfermline Area Committee on 24 October 2023.

##### Decision

The committee agreed to approve the minute.

#### 100. TOUCH REGENERATION HOUSING PROPOSALS

The committee considered a report by the Head of Housing Services outlining a proposal to begin Phase 1 of a 10-year Masterplan to demolish the properties at 22-152 Law Road (evens only) and 2-24 & 70-100 Henryson Road (evens only); and to build new affordable housing as part of the Council's Phase 4 Affordable Housing Programme 2024-29.

##### Decision

The committee: -

- (1) approved the option to demolish 22-152 Law Road (evens only) and 2-24 and 70-100 Henryson Road (evens only) as phase one of a wider 10-year regeneration plan;

## 2023 CODAC 43

- (2) agreed to transfer remaining tenants of aforementioned properties to alternative suitable accommodation and to purchase 18 privately owned properties;
- (3) agreed to pay qualifying tenants and residents home loss and disturbance compensation payments in line with existing Council policy;
- (4) agreed to suspend allocations of aforementioned properties and remove all empty properties from active management and zero the rent due on the properties; and
- (5) agreed to the redevelopment of the cleared sites as new affordable housing.

### 101. ONFIFE UPDATE

The committee considered a report by the Head of Creative Development updating members on OnFife's service offer in the area, a review of activity in the past six months and outlining plans in the coming year.

#### **Decision**

The committee: -

- (1) noted the contents of the report; and
- (2) explored how OnFife can better engage with and support the ongoing work within the Dunfermline area.

### 102. CEMETERY STRATEGY FOR DUNFERMLINE

The committee considered a report by the Head of Property Services advising of the outcome of the consultation on the future provision of cemeteries in Fife and requested support for implementation of the strategy moving forward.

#### **Decision**

The committee: -

- (1) noted the key points from the consultation exercise; and
- (2) supported the actions moving forward in the Cemetery Strategy 2023 – 2028, detailed in Appendix 1 to the report.

### 103. LCP BUDGET REQUEST: COMMUNITY RECOVERY FUND (CRF) BUDGET REQUEST ECOLOGICAL APPRAISAL OF TOWNHILL LOCH

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a total contribution of £17,622,48 (£7622.48 from the Local Community Planning Area Budget and £10,000 from the Community Recovery Fund) to contribute to the funding of a preliminary ecological appraisal (PEA), bird breeding and wintering bird survey at Townhill Loch.

#### **Decision**

## 2023 CODAC 44

The committee agreed a contribution of £7622.48 from the Local Community Planning Area Budget and £10,000 from the Community Recovery Fund to contribute to the funding of a preliminary ecological appraisal (PEA), bird breeding and wintering bird survey at Townhill Loch.

### 104. CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director of Finance and Corporate Services, asking members to consider the forward work programme for future meetings of the committee.

#### **Decision**

The committee:-

- (1) reviewed and noted the contents of the forward work programme.
- (2) agreed that an update on the implementation and enforcement of the pavement parking ban should be brought to a future meeting in 2024.



## 2024 CODAC 45

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

2<sup>nd</sup> Floor Meeting Room, Regency House, Crossgates Road, Halbeath

6 February 2024

9.30 am – 12.15 pm

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

**ATTENDING:** Vicki Connor, Lead Consultant, Michael Anderson, Service Manager, Jenna Brown, Graduate Engineer, Matthew Roberts, Consultant Engineer, Lesley Craig, Lead Consultant, Caroline Low, Technician Engineer, Roads and Transportation Services; Peter Corbett, Lead Officer, Sunil Varu, Economic Adviser, Business and Employability Services; Fiona McKay, Head of Strategic Planning, Performance and Commissioning, Jacquie Stringer, Service Manager, Health and Social Care Partnership; Lindsay Gilfillan, Project Manager, Shirley Melville, Temporary Community Manager (Dunfermline), Communities and Neighbourhoods Service; Laura Robertson, Finance Operations Manager, Emma Whyte, Committee Officer, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors Cara Hilton and Jim Leishman.

#### 105. DECLARATIONS OF INTEREST

##### Decision

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

#### 106. MINUTE

The committee considered the minute of the meeting of the City of Dunfermline Area Committee of 12 December 2023.

##### Decision

The committee agreed to approve the minute.

#### 107. AREA ROADS PROGRAMME 2024/25

The committee considered a report by the Head of Roads and Transportation Services which identified projects proposed for inclusion in the 2024-25 Area Roads Programme for the City of Dunfermline area.

##### Decision

The committee:-

## 2024 CODAC 46

- (1) approved the report and Appendices 1 – 3 (Carriageway Schemes, Footway Schemes and Traffic Management and Road Safety);
- (2) delegated authority to the Head of Roads and Transportation Services to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Convener and Depute Convener; and
- (3) noted Appendices 4 and 5.

*Councillor Ballantyne-Wardlaw joined the meeting during consideration of the above item.*

### **108. DUNFERMLINE FREE BUS TRAVEL INITIATIVE**

The committee considered a report by the Head of Roads and Transportation Services seeking approval to progress an initiative to offer free bus travel for all in the City of Dunfermline area on selected dates in March 2024.

#### **Decision**

The committee agreed to commit the 2023/24 devolved parking budget allocation to fund an initiative offering free bus travel for everyone in the City of Dunfermline area on 10, 30 and 31 March 2024.

### **109. TRAFFIC REGULATION ORDER - C53 TOWNHILL TO BOWERSHALL, PROPOSED 40MPH SPEED LIMIT**

The committee considered a report by the Head of Roads and Transportation Services to consider a proposal to introduce a 40mph speed limit on the C53 Townhill to Bowershall.

#### **Decision**

The committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 40mph speed limit as detailed in drawing TRO/23/62 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### **110. LOCAL ECONOMIC PROFILE 2022**

The committee considered a report by the Head of Business and Employability Services providing an annual overview of the performance of the local economy and labour market in the City of Dunfermline area. The information presented was intended to provide background and context to council activity within the area and to help inform area committee discussion and decision-making.

#### **Decision**

The committee:-

- (1) noted the issues raised from the analysis of the latest available data; and

## 2024 CODAC 47

- (2) acknowledged the ongoing economic challenges.

### 111. HEALTH AND SOCIAL CARE LOCALITY PLANNING 6 MONTHLY UPDATE

The committee considered a report by the Head of Primary and Preventative Care (Senior Leadership Team Lead for Dunfermline H&SC Locality Planning Group) providing members with an overview of the Health and Social Care (H&SC) Locality Planning Outcomes for the City of Dunfermline during 2023.

#### **Decision**

The committee agreed that the Health and Social Care Partnership provide an annual report to committee with updates on locality planning and joint areas of interest between H&SCP and community planning partners.

### 112. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2022-2023

The committee considered a report by the Executive Director, Finance and Corporate Services advising on the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2022-2023.

#### **Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good funds and Trust Funds; and
- (2) agreed to continue to support the disbursement of Trust funds to suitable projects which also included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts, including transferring the funds to suitable third party organisations who were providing similar support to local priorities.

### 113. COMMUNITY RECOVERY FUND PROPOSALS 2024

The committee considered a report by the Head of Communities and Neighbourhoods Service informing members of the current proposals relating to the Community Recovery Fund (CRF) allocated to the City of Dunfermline area and seeking approval of contributions to projects which would be ready to start within the current financial year 2023/24.

#### **Decision**

The committee agreed to approve contributions from the Community Recovery Fund to the following projects:-

- (1) Townhill Loch Ecological Appraisal - £10,000; and
- (2) Dunfermline Marketing Intern Pilot - £17,404.80.

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

**114. LOCAL COMMUNITY PLANNING BUDGET REQUEST - BRUCE FESTIVAL 2024**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £10,000 from the Local Community Planning Area Budget, to support the organisation of the Bruce Festival.

**Decision**

The committee agreed that:-

- (1) a contribution of £10,000 to support the organisation of the Bruce Festival would be more appropriately funded from the Community Recovery Fund; and
- (2) a briefing note would be circulated to members advising of the committed spend and balance of the Community Recovery Fund.

**115. LOCAL COMMUNITY PLANNING BUDGET REQUEST - HSCP "THE WELL"**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £20,574.50 from the Local Community Planning Anti-Poverty Budget, to support the financial costs of a 12 month part-time Link Worker post.

**Decision**

The committee agreed to a contribution of £20,574.50 from the Local Community Planning Anti-Poverty Budget to support the financial costs associated with a 12 month part-time Link Worker post.

**116. LOCAL COMMUNITY PLANNING BUDGET REQUEST - TACKLING POVERTY AND PREVENTING CRISIS - STAFFING**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £64,000 from the Local Community Planning Area Budget to fund the recruitment of a number of temporary posts to support the Tackling Poverty and Preventing Crisis agenda.

**Decision**

The committee agreed to a total contribution of £64,000 from the Local Community Planning Area Budget split across the following posts:-

- Welfare Support Assistant (FC6 x 18 hours = £11,805.34)
- Community Education Worker (FC7 x 6 hours = £7,085.99)
- Anti-Poverty Support Officer (FC5 x 36 hours = £32,402.70)
- Community Food Tutor (FC6 x 12 hours = £12,516.97)

**117. CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME**

## 2024 CODAC 49

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

### **Decision**

The committee reviewed and noted the contents of the forward work programme.

### **118. NOTICE OF MOTION**

In terms of Standing Order No. 10 the following Notice of Motion was submitted:-

Councillor Boubaker-Calder, seconded by Councillor Calder, moved the following:-

#### **Motion- Speed Limit of A994 between Crossford and Cairneyhill**

“Committee notes concerns of residents of Cairneyhill Road in Crossford over speeding from traffic both entering and exiting the village.

Committee notes the section of the A994 between Crossford and Cairneyhill sits within the Dunfermline Central ward.

Committee requests a report be brought back the Area Committee by June 2024 requesting a consideration of reducing the speed limit on this section of road to 40mph, making it consistent with the other roads entering Crossford.”

#### **Amendment**

Councillor Barrera, seconded by Councillor Anis-Miah, moved the following:-

“Committee also notes that residents from Kingseat Road are very concerned of speeding vehicles and that these families feel unsafe when leaving their property, especially those with young families.

Committee requests that on top of the report to consider reducing the speed limit on the A994 section of the road previously mentioned to 40mph as per other entrances to Crossford, to also bring to Area Committee in June 2024 a study of calming measures that can be implemented in Kingseat Road to reduce the number of accidents and ensure residents’ safety.”

Both the movers of the motion and the amendment agreed to conjoin and the revised conjoined motion read as follows:-

“Committee notes concerns of residents of Cairneyhill Road in Crossford over speeding from traffic both entering and exiting the village.

Committee notes the section of the A994 between Crossford and Cairneyhill sits within the Dunfermline Central ward.

Committee requests a report be brought back the Area Committee by June 2024 requesting a consideration of reducing the speed limit on this section of road to 40mph, making it consistent with the other roads entering Crossford.

## 2024 CODAC 50

Committee also notes that residents from Kingseat Road are very concerned of speeding vehicles and that these families feel unsafe when leaving their property, especially those with young families.

Committee requests that on top of the report to consider reducing the speed limit on the A994 section of the road previously mentioned to 40mph as per other entrances to Crossford, to also bring to Area Committee in June 2024 a study of calming measures that can be implemented in Kingseat Road to reduce the number of accidents and ensure residents' safety."

### **Decision**

The committee agreed the conjoined motion unanimously.

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

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

19 December 2023

2.00 pm – 4.45 pm

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

**ATTENDING:** Julie Dickson, Community Manager, Andy MacLellan, Community Projects Team Manager, Communities and Neighbourhoods Service; Lesley Craig, Lead Consultant, Keith Johnston, Technician Engineer, Roads and Transportation Services; Alan Paul, Head of Property Services, Liz Murphy, Bereavement Service Manager, Property Services; Elaine Campbell, Housing Team Manager, Housing Services; Alexander Anderson, Service Manager - Domestic Waste and Street Cleansing, Scott Clelland, Service Manager - Grounds Maintenance Service, Richard Brown, Team Manager - Kirkcaldy Parks, Environment and Building Services; Laura Robertson, Finance Operations Manager, Eleanor Hodgson, Accountant and Lesley Robb, Lead Officer - Committee Services, Finance and Corporate Services.

**75. DECLARATIONS OF INTEREST**

Councillors Alistair Cameron and Rod Cavanagh both declared an interest in Para. 79 - Area Capital Budget Transfer Request - Kirkcaldy Community Football Partnership 3G Synthetic Pitch, Den Road - as both were trustees of Kirkcaldy Community Football Partnership.

**76. MINUTE.**

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 31 October 2023.

**Decision**

The committee agreed to approve the minute.

**77. PROPOSED SPEED LIMITS - KINGDOM PARK, KIRKCALDY**

The committee considered a report by the Head of Roads and Transportation Services outlining a proposal to introduce speed limits within the Kingdom Park development site and to reduce the speed limits on A921 Rosslyn Street and A915 Randolph Road.

**Decision**

The committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce speed limits within Kingdom Park Development and speed limit changes

## 2023 KAC 32

on the A915 Randolph Road, as detailed in drawing no. TRO23\_47 (Appendix 1) of the report;

- (2) agreed that officers would submit a further report at a later date regarding the proposed speed limit changes to the A921 Rosslyn Street once a potential date for construction of the proposed Mitchelston roundabout was known; and
- (3) authorised officers to confirm the Traffic Regulation Orders for Kingdom Park Development and A915 Randolph Road within a reasonable period unless there were objections.

### 78. **PROPOSED PARKING PROHIBITION - B928 WINDMILL ROAD AND VIEWFORTH HIGH SCHOOL, KIRKCALDY**

The committee considered a report by the Head of Roads and Transportation Services outlining a proposal to introduce a “No Waiting at Any Time” parking prohibition on B928 Windmill Road at Viewforth High School, Kirkcaldy.

#### **Decision**

The committee:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a parking prohibition as detailed in drawing no. TRO23\_52 (Appendix 1) of the report; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

*Councillors A. Cameron and Cavanagh, left the meeting prior to consideration of the following item, having earlier declared an interest.*

### 79. **AREA CAPITAL BUDGET TRANSFER REQUEST - KIRKCALDY COMMUNITY FOOTBALL PARTNERSHIP 3G SYNTHETIC PITCH, DEN ROAD.**

The committee considered a report by the Head of Communities and Neighbourhoods Service requesting an Area Capital Budget transfer of £159,000 from the Area Capital Improving Health Through Leisure & Sport fund to be reallocated to Kirkcaldy Community Football Partnership towards the construction of a new 3G synthetic pitch and all associated works.

#### **Decision**

The committee agreed to an Area Budget Transfer of £159,000 from the Area Capital Improving Health Through Leisure & Sport fund to Kirkcaldy Community Football Partnership towards the construction of a new 3G synthetic pitch and all associated works, with funding only to be released to Kirkcaldy Community Football Partnership once all agreed funding from other sources had been secured.

*Councillors A. Cameron and Cavanagh, rejoined the meeting following consideration of the above item.*

### 80. **BEREAVEMENT SERVICES CEMETERY STRATEGY**



## 2023 KAC 33

The committee considered a report by the Head of Property Services advising of the outcome of the consultation on the future provision of cemeteries in Fife and requested support for implementation of the strategy moving forward.

### **Decision**

The committee: -

- (1) noted the key points from the consultation exercise; and
- (2) supported the actions moving forward in the Cemetery Strategy 2023 – 2028, as detailed in Appendix 1 to the report.

## **81. AREA HOUSING PLAN 2023-26 UPDATE**

The committee considered a report by the Head of Housing Services updating members on progress in delivering performance information for 2023 in relation to the Kirkcaldy Housing Services Plan 2023/26, approved at Kirkcaldy Area Committee on 29 August 2023.

### **Decision**

The committee noted:

- (1) the performance reports available for 2023; and
- (2) that a revised Area Housing Plan would be presented to Committee from April 2024.

*The meeting adjourned at 3.40 pm and re-convened at 3.50 pm.*

## **82. DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE - ANNUAL REVIEW 2022-23**

The committee considered a report by the Head of Environment and Building Services informing the committee of the performance of the Grounds Maintenance and Domestic Waste and Street Cleansing Services in 2022-23.

### **Decision**

The committee:-

- (1) noted the continuing improved performance in grounds maintenance, domestic waste collection and street cleansing services in 2023; and
- (2) noted the plans to deliver local priorities and help communities shape their environment.

## **83. COMMON GOOD AND SETTLEMENT TRUST ANNUAL REPORT 2022-23**

The committee considered a report by the Executive Director Finance and Corporate Services advising members of the status of the Common Good and

## 2023 KAC 34

Settlement Trust funds in the area and relevant fund activities over the financial year 2022-2023.

### **Decision**

The committee:

- (1) noted the information contained in the relevant appendices for the various Common Good and Trust funds; and
- (2) continued to support the disbursement of Trust funds to suitable projects, which also included the amalgamation of individual trusts and where appropriate the dissolution of individual trusts, including transferring the funds to suitable third-party organisations who were providing similar support to local priorities.

## **84. PROPERTY TRANSACTIONS**

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

### **Decision**

The committee noted the contents of the report.

## **85. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME**

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

### **Decision**

The committee reviewed and noted the Kirkcaldy Area Committee Forward Work Programme 2023/24.

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

**Small Committee Room, First Floor, Town House, Kirkcaldy**

**27 February 2024**

**2.00 pm to 4.40 pm**

**PRESENT:** Councillors Ian Cameron (Convener), Blair Allan, Lesley Backhouse, Alistair Cameron, Rod Cavanagh, Kathleen Leslie, Carol Lindsay, Julie MacDougall, Nicola Patrick and David Ross.

**ATTENDING:** Julie Dickson, Community Manager, Kevin Okane, Greenspace Partnership Officer, Communities and Neighbourhoods; Vicki Connor, Lead Consultant - Roads Lighting and Asset Management, Lesley Craig, Lead Consultant, Traffic Management, Roads and Transportation Services; Peter Corbett, Lead Officer - Economy, Business and Employability Services and Lesley Robb, Lead Officer - Committee Services, Finance and Corporate Services.

**ALSO ATTENDING:** Lynn Barker, Director of Nursing and Jacquie Stringer, Service Manager, Locality and Community Led Support, Health and Social Care Partnership.

**APOLOGIES FOR ABSENCE:** Councillors Judy Hamilton and James Leslie.

**86. DECLARATIONS OF INTEREST**

Councillor Lindsay declared an interest in Para. 91 – Play Spaces Categorisation, Kirkcaldy Area being a member of Dunnikier Park Development Group.

**87. MINUTE OF MEETING OF KIRKCALDY AREA COMMITTEE OF 19 DECEMBER 2023.**

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 19 December 2023.

**Decision**

The committee agreed to approve the minute.

**88. HEALTH AND SOCIAL CARE LOCALITY PLANNING - KIRKCALDY**

The committee considered a report by the Director of Nursing, Health and Social Care Partnership providing an overview of the Health and Social Care Partnership Locality Planning Outcomes for Kirkcaldy, during 2023.

**Decision**

## 2024 KAC 36

The committee:-

- (1) noted the content of the report; and
- (2) agreed that the Health and Social Care Partnership would provide an annual report updating on locality planning and joint areas of interest between the Health and Social Care Partnership and community planning partners.

### 89. AREA ROADS PROGRAMME 2024-25

The committee considered a report by the Head of Roads and Transportation Services identifying the projects proposed for inclusion in the 2024-25 Area Roads Programme for the Kirkcaldy area.

#### **Decision**

The committee:

- (1) approved the report and associated appendices 1-3;
- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener and Vice-Convener;
- (3) noted appendices 4 and 5 of the report;
- (4) noted that following the decision of the council to make additional funding available for roads maintenance, officers would review the schemes with a view to the promotion of some of the reserve schemes to be carried out during financial year 2024-25; and
- (5) requested officers submit a future report to the committee on Potholes, detailing work undertaken within the area and the work planned to address the remaining issues.

### 90. SUPPORTING THE PLAN 4 KIRKCALDY AREA: UPDATE ON PREVIOUS ALLOCATIONS AND NEW APPLICATIONS

The committee considered a report by the Head of Communities and Neighbourhoods Service updating on projects allocated funding in February 2023 from the Local Community Planning Budget underspend and the Community Recovery fund. The committee were also asked to consider three additional new applications seeking approval for funding from the Community Recovery Fund.

#### **Decision**

The committee:

- (1) acknowledged the updates detailed in the report on projects allocated funding in February 2023;
- (2) approved an allocation of funding of £80,000, from the Community Recovery Fund, to pilot a Handyperson Service across the Kirkcaldy Area;
- (3) approved an allocation of £45,000, from the Community Recovery Fund, for a Communications and Marketing Officer for the Kirkcaldy Area;

## 2024 KAC 37

- (4) approved an allocation of up to £25,000, from the Community Recovery Fund, for signage and interpretation boards for Burntisland Links; and
- (5) noted a workshop for members would be arranged with the Corra Foundation to provide an update on the Every One Every Day project.

*Having earlier declared an interest, Councillor Lindsay advised that having applied the objective test they would remain in the meeting during discussion of the following item, however, would leave for any part of the discussion relating to Dunnikier Park.*

### 91. PLAY SPACES CATEGORISATION - KIRKCALDY AREA

The committee considered a report by the Head of Communities and Neighbourhoods seeking approval of the Play Spaces Categorisation for the Kirkcaldy Area, to create better quality and more inclusive play spaces.

#### **Decision**

The committee:

- (1) approved the play spaces categorisation for the Kirkcaldy Area:
- (2) noted an amendment regarding Scott Street Play Park Kirkcaldy that it should be detailed as in Ward 11 not Ward 9;
- (3) noted an amendment regarding Quality Street, Dysart Play Park that the Strategy Action category of "maintain" should be amended to "improve" and
- (4) noted an implementation plan was being developed, with a workshop to follow for members to agree ward priorities.

*The meeting adjourned at 3.25 pm and re-convened at 3.35 pm.*

### 92. LOCAL AREA ECONOMIC PROFILES ANNUAL REPORT

The committee considered a report by the Head of Business and Employability, providing an annual overview of the performance of the local economy and labour market in the Kirkcaldy Area.

#### **Decision**

The committee:-

- (1) acknowledged the issues raised from the analysis of the latest available data; and
- (2) recognised the ongoing economic challenges.

### 93. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

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

**Decision**

The committee noted:

- (1) the Kirkcaldy Area Committee Forward Work Programme for 2024-2025;  
and
- (2) that the Convener would contact the Head of Business and Employability to arrange a briefing for members on the progress of the committee's previous request for the demolition of the two Esplanade multi storey car parks.

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

**JP Court Room, County Buildings, Cupar**

**6 December 2023**

**9.30 am – 12.40 pm**

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

**ATTENDING:** David Paterson, Community Manager, Vicky Wilson, Area Community Development Team Manager, Community Development Team (North East Fife), Kevin O’Kane, Greenspace Partnership Officer, Communities & Neighbourhoods Service; Scott Clelland, Service Manager - Parks Streets & Open Spaces, Colin Davidson, Team Manager, Grounds Maintenance Service, Sandy Anderson, Service Manager (Domestic Waste and Street Cleansing), Waste Operations, Environment & Building Services; Lesley Craig, Lead Consultant, Traffic Management, Nigel Hampton, Technician Engineer, Traffic Management, Roads & Transportation Services; Alan Paul, Head of Property Services; and Diane Barnet, Committee Officer, Finance & Corporate Services.

**ALSO IN ATTENDANCE:** Mr Bill Pagan, Chair, Mrs Anja Armstrong, Development Officer and Mr Tony Miklinski, Board Member, Cupar Development Trust (for item 109.)

**APOLOGY FOR ABSENCE** Councillor Fiona Corps.

**108. DECLARATIONS OF INTEREST**

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

**109. DEPUTATION BY CUPAR DEVELOPMENT TRUST ON BELL BAXTER CATCHMENT AREA.**

The Convener agreed, in terms of Standing Order No 12.0, that representatives from the organisation 'Cupar Development Trust' (CDT) be permitted to address the meeting relating to their Cupar and Country Community Action Plan priority outcomes. Of their 16 priority outcomes, four specific priority outcomes were highlighted: Options in Life – conversion of former TSB on Cupar Crossgate; New Recycling Centre for Cupar; Museum and Arts Hub – former Watts Building – Cupar; and Active travel routes in Cupar.

Members then asked a number of questions which were answered.

## 2023 NEFAC 41

The Convener, on behalf of the committee, thanked CDT for their detailed presentation and commented that the committee recognised and shared CDT's aspirations for Cupar. The committee acknowledged that the excellent work by CDT and partners would facilitate conversations with Council officers in exploring potential next steps.

### 110. MINUTE

The committee considered the minute of the meeting of the North East Fife Area Committee of 16 August 2023.

#### Decision

The committee agreed to approve the minute.

### 111. APPLICATION FOR FUNDING FROM CRAIL COMMON GOOD FUND - CRAIL COMMUNITY PARTNERSHIP

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of grant funding from the Crail Common Good Fund to Crail Community Partnership - for the sum of £96,000 towards the costs of staff for three years from April 2024 to March 2027.

#### Decision

The committee approved the application for funding from Crail Community Partnership for the sum of £96,000, from the Crail Common Good Fund, towards the costs of staff for three years from April 2024 to March 2027.

### 112. PLAY SPACES CATEGORISATION – NORTH EAST FIFE AREA

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of the Play Spaces Categorisation for the North East Fife Area to create better quality and more inclusive play spaces.

#### Decision

The committee:-

- (1) approved the play spaces categorisation for the North East Fife Area; and
- (2) noted that an implementation plan would be produced.

### 113. DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE - ANNUAL REVIEW 2022-23

The committee considered a report by the Head of Environment and Building Services relating to the performance of the Grounds Maintenance and Domestic Waste and Street Cleansing Services in 2022-23.

#### Decision



## 2023 NEFAC 42

The committee noted:-

- (1) the continued improved performance in grounds maintenance, domestic waste collection and street cleansing services in 2023;
- (2) the plans to deliver local priorities and help communities shape their environment; and
- (3) acknowledged that the Service would arrange a member workshop relating to the delivery of local priorities, at a future date to be advised.

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

*The committee adjourned at 11.40 am and reconvened at 11.50 am.*

### **114. ST ANDREWS - SPEED LIMIT ALTERATIONS**

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the expansion of the 20mph speed limit to cover the remaining urban 30mph speed limit roads and introduction of appropriate 40mph speed reductions on rural approach roads.

#### **Decision**

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO23\_48/1-8 (Appendices 1 - 8) and schedule (Appendix 9) with all ancillary procedures; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

### **115. CRAIGROTHIE – SPEED LIMIT AMENDMENTS AND TRAFFIC CALMING**

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the introduction of a 20mph speed limit on the A916 and B939 through Craigrothie with 40mph buffer zones on the A916 approaches as part of an approved Area Roads Programme project. Appropriate traffic calming was also included.

#### **Decision**

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the speed limits detailed in drawings TRO23\_51/1-2 (Appendices 1 & 2) with all ancillary procedures;
- (2) agreed to the promotion of a Road Hump Order (RHO) to introduce speed cushions (subject to consultation with the local community at the design

## 2023 NEFAC 43

stage) and a raised table as detailed in drawings nos. TRO23\_51/3-6 (Appendices 3-6), with all ancillary procedures;

- (3) authorised officers to confirm the TRO and construct the speed humps, as appropriate, within a reasonable period unless there were objections; and
- (4) requested that the Service arrange a member workshop relating to the approach to speed mitigation measures and pillow schemes, at a future date to be advised.

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

### 116. BEREAVEMENT SERVICES CEMETERY STRATEGY

The committee considered a report by the Head of Property Services relating to Fife Council's legal responsibility to provide and regulate cemeteries and make appropriate provision for the care and disposal of the dead. The importance of cemeteries was acknowledged in the current Programme for Administration which noted the importance of making "sure our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation."

The report provided information on the outcome of the consultation which took place and the strategy to be implemented moving forward.

#### **Decision**

The committee:-

- (1) noted the key points from the consultation exercise; and
- (2) agreed to support the actions moving forward in the Cemetery Strategy 2023 – 2028, as detailed in Appendix 1 of the report.

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

### 117. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of the North East Fife Area Committee.

#### **Decision**

The committee:-

- (1) noted the workplan and agreed to advise the Convener and Lead Officer of any suggestions for specific areas they would like to see covered in any of the reports;
- (2) as outlined at Paragraph 113 (3) - Domestic Waste, Street Cleansing and Grounds Maintenance Service - member workshop to be arranged relating to the delivery of local priorities, at a future date to be advised; and
- (3) as outlined at Paragraph 115 (4) - Craigrothie – Speed Limit Amendments and Traffic Calming - member workshop to be arranged regarding the

**2023 NEFAC 44**

approach to speed mitigation measures and pillow schemes, at a future date to be advised.

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

**JP Court Room, County Buildings, Cupar**

**28 February 2024**

**9.30 am - 12.10 pm**

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

**ATTENDING:** Jacquie Stringer, Service Manager (Locality/Community Led Support) and Jennifer Rezendes, Principal Social Work Officer, Health & Social Care Partnership; Donald Grant, Community Manager (North East Fife), Communities and Neighbourhoods; Lesley Craig, Lead Consultant, Traffic Management, Vicki Connor, Lead Consultant, Roads & Lighting Asset Management and Nigel Hampton, Technician Engineer, Roads & Transportation Services; Peter Corbett, Lead Officer (Economy), Business & Employability Service; Laura Robertson, Finance Operations Manager and Eleanor Hodgson, Accountant, Common Good and Trusts and Diane Barnet, Committee Officer, Legal & Democratic Services, Finance & Corporate Services.

**ALSO ATTENDING:** Jane Kell, General Manager, St Andrews Environmental Hub and Gavin Brady, Senior Energy Advisor (Cosy Kingdom) (for Para No 119).

**APOLOGIES FOR ABSENCE:** Councillors John Caffrey, Fiona Corps, Gary Holt, Robin Lawson and Jonny Tepp.

**118. DECLARATIONS OF INTEREST**

Councillor Hoggan-Radu declared an interest in Para 124 – ‘Proposed Waiting Prohibition: Kirkgate, Cupar’ – as he resided in the area and had been vocal on the parking issues there.

**119. DEPUTATION - ST ANDREWS ENVIRONMENTAL NETWORK: RANGE OF SERVICES PROVIDED IN NORTH EAST FIFE**

The Convener agreed, in terms of Standing Order No 12.0, that representatives from the organisation 'St Andrews Environmental Network' be permitted to address the meeting relating to the range of services their organisation provided across the whole of North East Fife and outlining their main projects.

Members then asked a number of questions which were answered.

The Convener, on behalf of the committee, thanked the organisation's representatives for their presentation.

**120. MINUTE**

The committee considered the minute of the meeting of the North East Fife Area Committee of 6 December 2023.

**Decision**

The committee agreed to approve the minute.

**121. HEALTH & SOCIAL CARE LOCALITY PLANNING – NORTH EAST FIFE**

The committee considered a report by the Service Manager (Locality/Community Led Support), Health and Social Care Partnership (H&SCP) providing an overview of the H&SCP Locality Planning Outcomes for North East Fife during 2023.

**Decision**

The committee agreed that the Health and Social Care Partnership (H&SCP) would provide an annual report to this committee with updates on locality planning and joint areas of interest between H&SCP and community planning partners.

**122. COMMUNITY RECOVERY FUND - HUMANUTOPIA**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for the reallocation of £30,000 funding from the Community Recovery Fund (CRF) towards the 'Humanutopia Secondary Schools project'.

**Decision**

The committee:-

- (1) agreed to approve the reallocation of £30,000 from the CRF towards the 'Humanutopia Secondary Schools project' - with a view to introducing this at Bell Baxter High School and Waid Academy, following Madras College's successful programme; and
- (2) noted that this funding was to be redistributed from the previously allocated funds to Police Scotland for the purchase of mobile CCTV systems for the five community ward areas in North East Fife.

**123. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2022-2023**

The committee considered a report by the Executive Director, Finance and Corporate Services advising on the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities for the financial year 2022-2023.

*Councillor Kennedy left the meeting prior to determination of this item.*

*The committee adjourned at 10.55 am and reconvened at 11.10 am.*

**Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good Funds and Trust Funds; and
- (2) agreed to continue to support the disbursement of Trusts' funds to suitable projects which also included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts including transferring the funds to suitable third-party organisations who were providing similar support to local priorities.

*Prior to consideration of the following item, having declared an interest, Councillor Hoggan-Radu left the meeting at this point.*

**124. PROPOSED WAITING PROHIBITION: KIRKGATE, CUPAR**

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce further 'No Waiting At Any Time' restrictions in Kirkgate, Cupar.

**Decision**

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO23\_50 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

*Councillor Hoggan-Radu re-entered the meeting prior to consideration of the following item.*

**125. AREA ROADS PROGRAMME 2024-25**

The committee considered a report by the Head of Roads and Transportation Services detailing the projects which were proposed for inclusion in the 2024-25 Area Roads Programme for the North East Fife area.

**Decision**

The committee:-

- (1) approved the report and appendices 1-3 (Carriageway Scheme; Footway Scheme; and Proposed Road Safety and Traffic Management Scheme Lists for 2024-25, respectively);
- (2) agreed to delegate authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener and Depute Convener; and

- (3) noted appendices 4, 5 & 6 (Lighting Scheme; Proposed Bridges and Structures; and Carriageway Thin Surfacing/Patching Scheme Lists 2024-25, respectively).

**126. FIFE LOCAL AREA ECONOMIC PROFILES 2022-23**

The committee considered a report by the Head of Business and Employability providing an annual overview of the performance of the local economy and labour market in North East Fife. The information presented was intended to provide background and context to council activity within the area and to help inform area committee discussion and decision-making.

**Decision**

The committee:-

- (1) considered and commented on the issues raised from the analysis of the latest available data; and
- (2) recognised the ongoing economic challenges.

**127. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN**

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of the North East Fife Area Committee.

**Decision**

The committee:-

- (1) noted the workplan and agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report;
- (2) as outlined at Para 121 – ‘Health and Social Care Locality Planning – North East Fife’ – agreed that an annual update report be submitted for its consideration in February 2025;
- (3) in relation to Para 122 – ‘Community Recovery Fund – Humanutopia’ – agreed that the Community Manager (North East Fife) arrange for an ambassador of the project to deliver a short presentation to a future meeting of the committee;
- (4) acknowledged that an annual update report relating to the Common Good and Settlement Trust Funds 2023-24 was expected to be submitted for its consideration in February 2025; and
- (5) acknowledged that an annual update report relating to Fife Local Area Economic Profiles 2023-24 was expected to be submitted for its consideration in February 2025.

**VALEDICTORY COMMENT**

As this was the last meeting of the committee prior to his retirement, the committee expressed their appreciation of the contributions of Donald Grant, Community Manager (North East Fife) in supporting the work of the committee and wished him a healthy and happy retirement.



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

**Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly**

**20 December 2023**

**2.00 pm – 4.10 pm**

**PRESENT:** Councillors Alex Campbell (Convener), Linda Erskine, Rosemary Liewald, Lea McLelland, Bailey-Lee Robb and Darren Watt.

**ATTENDING:** Anne-Marie Vance, Community Manager (Cowdenbeath Area), Scott Blyth, Project Manager, Chelsey Brown, Margaret King and Fungai Moetsabi, Community Education Workers, Community Development Team (Cowdenbeath); Kevin O’Kane, Greenspace Partnership Officer, Communities and Neighbourhoods Service; Sara Wilson, Service Manager, Roads Network Management, Roads and Transportation Service; Dorothy Smith, Enterprise and Business Development Manager, Economic Development; Laura Robertson, Finance Operations Manager, Eleanor Hodgson, Accountant, Finance and Corporate Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Lindsey Chisholm, Fife College (for para 99).

**APOLOGIES FOR ABSENCE:** Councillors Alistair Bain and Mary Lockhart.

**92. DECLARATIONS OF INTEREST**

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

**93. MINUTE**

The committee considered the minute of the Cowdenbeath Area Committee meeting on 1 November 2023.

Arising from the minute, relating to paragraph 91 (2) Cowdenbeath Area Forward Work Programme – the committee requested a workshop with representatives from Scottish Water, Fife Council Roads and Transportation Service and Flooding Service, to be held in January 2024, prior to the attendance of the service representatives at the meeting of Cowdenbeath Area Committee on 28 February 2024. The workshop would facilitate detailed discussion with members and officers regarding ongoing flooding issues across the Cowdenbeath area.

**Decision**

The committee agreed to approve the minute.

**94. SPENDING ON ROADS OVER LAST THREE FINANCIAL YEARS IN THE COWDENBEATH AREA**

The committee considered a report by the Head of Roads and Transportation Services providing an update on the spend relating to roads maintenance in the Cowdenbeath area during the financial years 2020-2023.

**Decision**

The committee:-

- (1) noted the content of the report;
- (2) requested a report detailing spend on road defect repairs (potholes, and so on), in the Cowdenbeath Area to be reported on an annual basis, accompanying the Area Roads Programme for the committee's consideration; and
- (3) requested that members receive similar data included in the report for the other 6 Area Committee boundaries, for the purpose of comparison.

**95. PLAY SPACES CATEGORISATION - COWDENBEATH AREA**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for the Play Spaces Categorisation for the Cowdenbeath Area, which would create better quality and more inclusive play spaces.

**Decision**

The committee:-

- (1) agreed to approve the play spaces categorisation for the Cowdenbeath Area; and
- (2) noted an implementation plan was being developed and requested the implementation plan, including a progress report be submitted to a future meeting of the committee by December 2024.

**96. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2022-2023**

The committee considered a report by the Executive Director, Finance and Corporate Services advising of the status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2022-23.

**Decision**

The committee:-

- (1) noted the information contained in the appendices to the report, for the various Common Good funds and Trust funds; and

## 2023 CAC 51

- (2) agreed to continue to support the disbursement of Trust funds to suitable projects which would include the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts including transferring the funds to a suitable third party organisation who would provide similar support to local priorities.

### 97. **COMMUNITY AND LEARNING DEVELOPMENT HOLIDAY PROGRAMME – SUMMER & AUTUMN 2023**

The committee considered a report by the Head of Communities and Neighbourhoods Service summarising the Community Learning and Development Summer and October 2023 programmes in the Cowdenbeath area.

A presentation was made by Community Education Workers from the Cardenden and Kelty areas, detailing various activities and programmes across the Cowdenbeath area during summer and autumn, highlighting the success of working with local partners. There had been a number of engagement sessions for all ages which were successful and popular in the communities.

Students from the Cardenden Youth Forum, supported by the Community Education Worker (Cardenden area), also made a presentation describing their experience of a trip to London in October 2023, where they had visited the Houses of Parliament and other landmarks in the city. The group had received support and funding from the Area Committee along with funding from other organisations, which had assisted with the trip.

#### **Decision**

The committee:-

- (1) thanked the Community Education Workers and Youth Forum members for their presentations which provided an insight into the valuable work of the Community Learning and Development Team, taking place across the Cowdenbeath area;
- (2) noted the content of the report; and
- (3) requested, in relation to the UN and Corporation legislation - Article 12 Youth Voice, a report for its consideration on how Fife Council would realise children's rights within the Cowdenbeath area - no later than September 2024.

*The committee adjourned at 3.30 pm and reconvened at 3.35 pm*

### 98. **AREA BUDGET AND PROJECT PROGRESS REPORT**

The Convener advised that this report - Area Budget and Project Progress - had been withdrawn as incorrect financial information had been included – a revised report would be submitted to the next committee meeting on 28 February 2024.

**99. COWDENBEATH AREA LOCAL COMMUNITY PLAN - PLAN 4  
COWDENBEATH AREA 2023-2026 UPDATE**

The committee considered a report by the Head of Communities and Neighbourhoods providing an update on progress delivering on the priorities agreed in the Plan 4 Cowdenbeath Area 2023-2026 and focusing on very early progress being made across the 3 priorities – Tackling Poverty, Raising Aspirations and Community Engagement.

**Decision**

The committee noted the work delivered to date on the three agreed priorities detailed in the Plan 4 Cowdenbeath Area 2023-2026.

**100. COWDENBEATH AREA FORWARD WORK PROGRAMME**

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

**Decision**

The committee:-

- (1) noted the forward work programme; and
- (2) following concerns raised by pupils regarding the quality of school meals, agreed in terms of the remit of the Area Committee, under Committee Powers, Paragraph 7.2, to invite four pupils and their Depute Head Teacher, Cowdenbeath High School to address the committee in relation to the report on School Meals at the committee meeting on 28 February 2024.

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

**Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly**

**28 February 2024**

**2.00 pm – 6.20 pm**

**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 Service, Anne-Marie Vance, Community Manager - Cowdenbeath Area, Sarah Roxburgh, Community Manager (Strategy and Commissioning), Scott Blyth, Project Manager and Izzy Scott-Trim, Community Development Team Manager (Cowdenbeath Area), Communities and Neighbourhoods Service; Gordon Mole, Head of Business and Employability Services, Peter Corbett, Lead Officer (Economy) and David Grove, Lead Officer (Town Centre Development), Business and Employability Service; Tariq Ditta, Head of Facilities Management Services, Shirley McKie, Service Manager (Hospitality) and Linda Hume, Hospitality Team Manager, Facilities Management Service; Michael Anderson, Service Manager (Structural Services), Vicki Connor, Lead Consultant (Roads Lighting and Asset Management), Lesley Craig, Lead Consultant (Traffic Management), Frances Radcliffe, Lead Consultant (Bridges and Structures); Paul Hocking, Co-ordinator (Asset Management and Programme Development) and Brendan Stenzel, Technician Engineer, Roads and Transportation Service; Scott Clelland, Service Manager (Grounds Maintenance Service), Sandy Anderson, Service Manager (Domestic Waste and Street Cleansing) and Stephen Duffy, Team Manager, (Dunfermline Parks), Environment and Building Services; Mary McKay, Education Manager, Stephen Ross, Headteacher and David Lowrie, Depute Rector, Cowdenbeath High School (including four senior pupils) and Ross Stewart, Headteacher, Lochgelly High School, Education Service; Helena Couperwhite, Manager (Committee Services) and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**101. DECLARATIONS OF INTEREST**

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

**102. MINUTE**

The committee considered the minute of the Cowdenbeath Area Committee on 20 December 2023.

Arising from the minute, in relation to paragraph 93 - Minute - the Convener advised that the workshop requested by members with representatives from Scottish Water and Roads and Transportation Services, to facilitate a discussion on flooding in the Benarty and Cardenden areas, had not taken place as planned in February 2024 but had been rescheduled to March 2024. Members were asked to submit any questions or areas of concern to the Community Manager

(Cowdenbeath Area), prior to the workshop, to allow Scottish Water time to investigate.

With regard to paragraph 94(2) and (3) - Spending on Roads over the Last Three Financial Years in the Cowdenbeath Area - the committee noted that the report which had been requested detailing road defect repairs had not been included within the Area Roads Programme (ARP) 2024-25 report at today's meeting and requested that this be included within the ARP when this was due to be presented at a future meeting of the committee.

**Decision**

The committee agreed to approve the minute.

**103. PRESENTATION - COWDENBEATH HIGH SCHOOL PUPILS - SCHOOL MEALS**

The Convener had agreed, in terms of Committee Powers No. 7.2.1 that four senior school pupils from Cowdenbeath High School, accompanied by David Lowrie, Depute Headteacher, be permitted to address the meeting, regarding quality, quantity and price of school meals in Cowdenbeath High School, following a number of concerns raised by pupils using the school cafeteria.

The pupils asked for consideration to be given to provide Fife Schools with similar quality and pricing of meal deals available in Perth and Kinross High Schools, more vegan/vegetarian options, to ensure foods advertised by Fife Council were made available in schools and payment for food/drink purchases by debit card.

Members thereafter asked a number of questions which were subsequently answered by the school pupils.

The Convener thanked the school pupils for raising awareness of the situation and for their outstanding, informative presentation.

**104. SCHOOL MEALS PROVISION AT BEATH HIGH SCHOOL**

The committee considered a report by the Head of Facilities Management Service providing an update on progress on the development of the school meals service at Beath High School (and other secondary schools across Fife).

**Motion**

Councillor Bailey-Lee Robb, seconded by Councillor Linda Erskine, moved as follows:-

“Cowdenbeath Area Committee welcomes the presentation from students of Beath High School and commends them for having their voice heard on matters that concern them per Article 12 of the United Nations Convention on the Rights of the Child (UNCRC). Committee thanks them for taking the time to share their thoughts on this important matter that has been under consideration since 2019.

## 2024 CAC 55

Committee welcomes the Cabinet Secretary for Education and Skills instructing Scottish Government officials to engage with the students on their concerns as far as they fall within the regulations. (the Cabinet Secretary had written to Councillor Robb to this effect)

Committee therefore agrees under Committee Power 7.2.6, to remit this matter to the Education Scrutiny Committee, recommending that they undertake a Fife-wide review of school meals with a particular focus on engagement and consultation with students and also on how best, and how often, elected members should be briefed on school meal provision. This will facilitate effective Fife wide scrutiny of the issue and then to consider any recommendations that the Education Scrutiny Committee will make to Cabinet and/or the Council."

### Decision

The committee unanimously approved the motion.

#### **105. REPORT ON EDUCATION OUTCOMES 2021/22**

The committee considered a report by the Executive Director of Education and Children's Services providing the attainment outcomes achieved by pupils within the area's schools during the school year 2021/22. The report also included an overview of the range of strategies being developed to support key priorities to raise attainment.

### Decision

The committee noted:-

- (1) the overall progress in raising levels of attainment in 2021/22;
- (2) the strategies being implemented to raise attainment;
- (3) that a members' workshop, with officers from the Education Service and Headteachers of schools, would be arranged to discuss attainment prior to the Educational Outcomes 2022/23 report being submitted to the committee; and
- (4) requested that an explanation/breakdown of all categories of positive destinations be provided to members at the future workshop, to include a follow up review of data for positive destinations at six month and one year intervals for comparison purposes.

#### **106. FORMER ST ANDREWS CHURCH LOCHGELLY**

The committee considered a joint report by the Head of Economy and Employability Services and the Head of Communities and Neighbourhoods Service providing background detail on the project to renovate and re-use the former St Andrews Church as a regional climbing centre under the auspices of Rockgelly and the potential future options for the building now that a project for the exclusive use of the former church building by Rockgelly no longer seemed tenable.

**Decision**

The committee:-

- (1) noted the current position regarding St Andrews church and Rockgelly;
- (2) noted the potential uses and approximate timelines for getting the church operational for community and leisure use;
- (3) agreed to remit to the Head of Communities and Neighbourhoods Service to develop a wider community consultation on community use and development of Lochgelly Town Hall;
- (4) requested an update report on progress in six months on the future of Lochgelly Town Hall; and
- (5) requested that officers explore methods to ensure members of the public were kept updated with all available information on the Rockgelly / St Andrews Church development project at relevant intervals.

*Councillor Linda Erskine left the meeting following consideration of the above item.*

*The committee adjourned at 4.00 pm and reconvened at 4.10 pm.*

**107. COMMUNITY DEVELOPMENT TEAM BUDGET REQUEST (APRIL 24 - MARCH 25)**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for an allocation of funding from the Ward 7 and Ward 8 Local Community Planning and Anti-Poverty Budgets to support the work of the Area Community Team.

**Motion**

Councillor Bailey-Lee Robb, seconded by Councillor Mary Lockhart, moved as follows:-

'Cowdenbeath Area Committee notes that the permanent recurring budgets for local Ward, LCPB, and Anti-Poverty budget allocation for 2024-25 have not changed following the Council's budget decision on 22 February 2024. Committee further notes that there is likely to be a level of recurring spend from 2023/24 that will impact on the 2024/25 budgets due to previous decisions of this committee and also to note that carry forward budgets cannot be confirmed until after the financial year end for 2023/24.

Committee notes that a more comprehensive (but not conclusive given the timing) budget position update for the 2024/25 financial year will be provided at the forthcoming scheduled elected member workshop, taking place on 26 March 2024, to allow Members to be better apprised of the financial position before making significant budgetary commitments from the 2024/25 budget allocation.

Committee therefore :-

- (1) agree given the timing implications for the delivery of the Easter programme, to commit £7,000.00 of funding;



## 2024 CAC 57

- (2) agree that the other recommended financial commitments (as detailed in the report) be deferred until the Cowdenbeath Area Committee meeting on 17 April 2024 for further consideration by the committee, and
- (3) with reference to the Committee Powers 7.2.2, requested the Head of Communities and Neighbourhoods Service attend the meeting of the committee on 17 April 2024, to discuss and respond to questions on the lack of a core resource budget for community capacity building, adult learning or family work.'

### **Decision**

The committee unanimously approved the motion.

#### **108. ANTI-POVERTY REQUEST - LO'GELLY LUNCHES**

The committee considered a report by the Head of Neighbourhoods and Communities Service presenting a request for funding for Lo'gelly lunches required to support the group in continuing to deliver their services to the community.

### **Decision**

The committee agreed to approve an allocation of £10,000 funding for Lo'gelly Lunches from the Anti-Poverty budget to support food purchases.

*Councillor Rosemary Liewald left the meeting during consideration of the above item.*

#### **109. AREA ROADS PROGRAMME 2024-25**

The committee considered a report by the Head of Roads and Transportation identifying projects proposed for inclusion in the 2024-25 Area Roads Programme for the Cowdenbeath area.

### **Decision**

The committee:-

- (1) approved the report and appendices 1-3;
- (2) agreed to delegate authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener, Vice-Convener and local ward members;
- (3) noted the content of appendices 4 and 5 to the report;
- (4) noted that a briefing note would be provided for members following review of reserve schemes to show where the additional funding would be allocated to promote the work on the schemes in financial year 2024/25; and
- (5) requested that consideration be given, during the allocation of additional funding, to progress Station Road, Kelty traffic calming measures with the work to be undertaken during the next financial year.

**110. FIFE LOCAL AREA ECONOMIC PROFILES 2022-23**

The committee considered a report by the Head of Business and Employability Services providing an annual overview of the performance of the local economy and labour market in the Cowdenbeath area. The information presented was intended to provide background and context to council activity within the area and to help inform area committee discussion and decision-making.

**Decision**

The committee:-

- (1) noted the issues raised from the analysis of the available data; and
- (2) recognised the ongoing economic challenges.

**111. DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE ANNUAL REVIEW 23-24**

The committee considered a report by the Head of Environment and Building Services advising on the performance of the Grounds Maintenance and Domestic Waste and Street Cleansing Services in 2023-24

**Decision**

The committee noted:-

- (1) the continued improved performance in grounds maintenance, domestic waste collection and street cleansing services in 2023;
- (2) the planned delivery of local priorities to help communities shape their environment; and
- (3) that a workshop would be arranged by the Service Manager, Grounds Maintenance Service, with members of the committee and the Community Manager (Cowdenbeath Area), to consider decentralisation of the Grounds Maintenance Service in the local decision making process.

**112. LOCHORE MEADOWS COUNTY PARK OPERATIONAL UPDATE AND DEVELOPMENT PLAN**

The committee considered a report by the Head of Communities and Neighbourhoods Service updating on current work underway at Lochore Meadows Country Park (LMCP). An update was also provided on the Lochore Meadows Country Park Draft Development Plan, including progress on a number of project areas specifically in relation to the following request from Cowdenbeath Area Committee on 1st February 2023:

“Committee notes the intention for the development of a draft development plan, and requests officers present this to the Area Committee at a future meeting over the next twelve months.”

**Decision**

The committee:-

- (1) noted progress and supported future plans;
- (2) agreed to continue to support the park as a local asset through ongoing engagement with local communities, ensuring developments support meeting local needs;
- (3) recognised that the park was also a key Fife wide asset and that further investment and support was required in order to position the park as a destination venue and realise the aspirations of the local community;
- (4) agreed to support the direction of travel that all improvements would be in line with both recommendations 2 and 3 and that these would complement the Community Wealth Building approach set out in the Recovery and Renewal Plan for Fife 2021 – 2024;
- (5) requested that officers and members discuss the consultation event held in December 2022 at the forthcoming elected member workshop to be held later in the year, to review the community feedback from that event with a view to considering if similar events could be held in the future to provide meaningful and purposeful consultation events with the local community across the Cowdenbeath Area; and
- (6) requested an annual update on the status of the development plan to provide effective scrutiny.

*Councillor Mary Lockhart left the meeting following consideration of the above item.*

**113. PLAN 4 COWDENBEATH 2023-2026 ACTION PLAN - VERBAL UPDATE**

The Community Manager (Cowdenbeath Area) provided a verbal update on the Plan 4 Cowdenbeath 2023-26 Action Plan. The Action Plan would be presented to the committee at its next meeting on 17 April 2024. The Action Plan would be a living document that expected to be developed during the three year period to deliver projects to support the aims of the local community plan.

Meetings had been underway with individuals leading on tasks to ensure they were aware of requirements over the three year period. It was noted that positive discussions had taken place and exciting opportunities were being developed and delivered to the benefit of the Cowdenbeath Area. Services that linked in with the Area Committee had also been asked to consider how the work they carried out would link in with the Community Plan to ensure this remained at the forefront of service delivery to make a real impact.

Where appropriate, other services and third sector groups would be invited to attend the Area Committee to update members on progress within their specialist area.

*Councillor Linda Erskine re-joined the meeting during consideration of the above item.*

**Decision**

The committee noted the update.

**114. COWDENBEATH AREA FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing the workplan for future meetings of the committee.

**Decision**

The committee:-

- (1) noted the forward work programme;
- (2) noted that a briefing paper on 'How will Fife Council realise children's rights within the Cowdenbeath area' had been circulated to members and would be removed from the Work Programme under the meeting on 4 September 2024;
- (3) noted that the report on Education Outcomes 2023/24, detailed at the meeting on 17 April 2024, would be submitted to the meeting on 12 June 2024;
- (4) noted the concluding report on the Plan 4 Cowdenbeath 2019-22 would be submitted to the meeting on 17 April 2024;
- (5) noted the report on Community Wealth Building across Cowdenbeath area, expected to be delivered at the meeting on 17 April 2024, would be submitted to the meeting on 12 June 2024;
- (6) requested the report on Mary Pit Head - Restoration Work, listed under the unallocated section of the Work Programme, be submitted to the next available meeting of the Cowdenbeath Area Committee, following the outcome of the structural survey that had been undertaken in January 2024;
- (7) requested the recently elected members of the Scottish Youth Parliament be invited to attend the next available Cowdenbeath Area Committee meeting;
- (8) noted that the workshop with members, Scottish Water and Roads and Transportation Services' representatives would take place in March 2024 and that the report on Flooding, expected for submission to the committee meeting on 17 April 2024, would be removed from the work programme; and
- (9) requested that the Convener write to Amanda Cathrew, Housing Services Manager to request that the report for submission to the meeting on 17 April 2024 on Area Housing Plan 2023-26 include the most recent set of statistics and figures.

**115. PUBLIC QUESTION**

The following question was submitted by the public in terms of Standing Order No. 14.0, from Mr. Tom. Kinnaird, resident, Benarty.

## 2024 CAC 61

'The raised hump pedestrian crossing point to the north of the development at the Shank of Navitie has still not been installed. Is that scheduled? (The hump part was laid, deemed too high and removed previously, and works were then abandoned.)

### **Response from Fife Council Lead Consultant, Traffic Management, Roads and Transportation Service:-**

It is the responsibility of the Developer (Springfield Properties) to complete the crossing installation. Colleagues in Transportation, Development Management had yet another site meeting with the Developer last week, Developer has given assurances that this would be completed and they have been asked to complete this by the end of the Financial Year. This would depend on them applying for a permit to occupy the road and for this to be granted in line with all other works in the area.

We now have to give them the time to complete the work and as soon as this has been completed we will have it commissioned and working.

We are in discussions with Legal Services as to what could be done in the event that it is not completed by the Developer.

### **Decision**

The committee noted the response to the public question.

**THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE**

**Civic Centre, Inverkeithing**

**13 December, 2023**

**9.30 am - 11.30 am**

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

**ATTENDING:** Susan Keenlyside, Service Manager, Lesley Craig, Lead Consultant and Andy Paterson, Lead Consultant, Roads and Transportation Services; Alastair Mutch, Community Manager (South and West Fife) and Stephen Adamson, Project Manager, Communities and Neighbourhoods Service; Laura Robertson, Finance Operations Manager, Eleanor Hodgson, Accountant and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**ALSO IN ATTENDANCE:** Mr. Scott Urquhart, Head of Operations, Fife Sports and Leisure Trust (for para. 108 only).

Prior to the start of business, the Convener intimated the intention to vary the sequence of items from that on the agenda.

**106. DECLARATIONS OF INTEREST**

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

**107. MINUTE**

The committee considered the minute of the meeting of the South and West Fife Area Committee of 1 November 2023.

**Decision**

The committee agreed to approve the minute.

**108. PROPOSED SEASONAL URBAN CLEARWAY - SANDHAVEN, CULROSS**

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a seasonal urban clearway on Sandhaven, Culross.

**Decision**

The committee, in the interests of road safety and traffic management:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a seasonal urban clearway as detailed in Drawing No. TRO/23/57 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**109. A907 CARNOCK ROAD, GOWKHALL - PROPOSED 30MPH SPEED LIMIT**

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a 30mph speed limit on the A907 Carnock Road, Gowkhal.

**Decision**

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 30mph speed limit as detailed in Drawing No. TRO/23/56 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**110. FIFE SPORTS AND LEISURE TRUST - OVERVIEW**

The committee considered a report by the Chief Executive Officer, Fife Sports and Leisure Trust updating members on the Leisure Trust's performance and progress.

**Decision**

The committee noted the terms of the report and thanked Mr. Urquhart for his detailed update.

**111. DECENTRALISATION OF PARKING ENFORCEMENT IN SOUTH AND WEST FIFE AREA**

The committee considered a report by the Head of Roads and Transportation Services updating members on considerations of decentralised parking enforcement as raised by the motion at South and West Fife Area Committee on 21 June 2023.

**Decision**

The committee noted that there were key legislative, operational, budget and asset risk issues surrounding decentralisation.

**112. COMMUNITY RECOVERY FUND - SOUTH AND WEST FIFE**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking final approval to allocate Community Recovery funding to various projects as discussed at Ward 1, 5 and 6 meetings.

**Decision**

The committee approved the following amounts from the Community Recovery Fund totalling £852,633:-

- Cairneyhill Parish Church - Cairneyhill Community Cafe - £100,000
- Cairneyhill in Bloom - £4,634
- Culross Stables Community Hub - Community Hub Bakery - £35,726
- Grow West Fife - Feeding West Fife - £61,480

## 2023 SWFAC 48

- Cairneyhill Scout Group - Driving Forward - £60,000
- West Fife Woodlands - Excavator, Barrows and Flails - £18,650
- Simply Local Kincardine - Community Garden Expansion - £9,530
- Torryburn and Newmills Community Council - Play Improvements - £11,714
- EATS Rosyth - EATS Educates: Growing, Eating Fruit and Veg - £100,000
- Communities and Neighbourhoods - Camdean Youth Facility - £26,000
- Rosyth Men's Shed - Men's Shed Building - £40,029
- Dalgety Bay and Hillend Community Council - Wayfinding Signage - £20,000
- Dalgety Community Trust - Free Access Pump Track - £50,000
- The Old Town House SCIO - The Town House The Future - £27,000
- Housing Service - Brock Street Off Street Parking - £27,315
- North Queensferry Community Complex - Complex Improvements - £40,000
- 68th Fife Scouts Inverkeithing - Zero Carbon Footprint for Inv. BP - £19,101
- Hillend Community Hub - Community Park Projects - £9,900
- Fife Sports and Leisure Trust - Community Wellbeing Project - £91,554
- Kingdom Off-Road Motorcycle Club - On the Right Track - £100,000

### 113. **SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLANNING BUDGET REQUESTS: BRING THE BROOD FAMILY LEARNING; VALLEYFIELD RECOVERY - OUTDOOR GYM AND WEST FIFE WOODLANDS - RAINBOW PATH**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution from the Local Community Planning budget for the following projects:-

- Bring the Brood Family Learning
- Valleyfield Recovery Outdoor Gym
- West Fife Woodlands Rainbow Path

#### **Decision**

The committee agreed to an allocation of £30,179 from the Local Community Planning budget 2023/24 as follows:-

- Bring the Brood Family Learning - £10,179
- Valleyfield Recovery - Outdoor Gym - £10,000
- West Fife Woodlands - Rainbow Path - £10,000

### 114. **COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2022-2023**

The committee considered a report by the Executive Director (Finance and Corporate Services) updating members on the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2022-2023.



**Decision**

The committee:-

- (1) noted the information contained within the Appendices for the various Common Good Funds and Trust Funds; and
- (2) agreed to continue to support the disbursement of Trust Funds to suitable projects which also included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts including transferring the funds to suitable third party organisations who were providing similar support to local priorities.

**115. SOUTH AND WEST FIFE AREA FORWARD WORK PROGRAMME 2024**

The committee considered a report by the Executive Director (Finance and Corporate Services) supporting the committee's consideration of the Forward Work Programme for future meetings of the committee.

**Decision**

The committee:-

- (1) reviewed and noted the South and West Fife Area Committee Forward Work Programme 2024; and
- (2) agreed that a progress report be requested for early next year with regard to the new Inverkeithing High School.

## 2024 SWFAC 50

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

14 February 2024

9.30 am - 12.00 noon

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

**ATTENDING:** Alastair Mutch, Community Manager (South and West Fife) and Sarah Johnston, Access Officer, Communities and Neighbourhoods Service; Lesley Craig, Lead Consultant (Traffic Management), Vicki Connor, Lead Consultant (Roads and Lighting Asset Management) and Caroline Low, Technician Engineer, Roads and Transportation Services; Scott Clelland, Service Manager (Parks, Streets and Open Spaces), Shaun Kenyon, Team Manager (Waste Operations), Stephen Duffy, Team Manager and Archie Melville, Lead Officer (Waste Operations), Environment and Building Services; Peter Corbett, Lead Officer (Economy), Business and Employability Services; Audrey Valente, Chief Finance Officer and Jacquie Stringer, Service Manager, Health and Social Care Partnership; Steven Paterson, Solicitor and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors Andy Jackson and Sarah Neal.

#### 116. DECLARATIONS OF INTEREST

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

*Councillor Conner Young joined the meeting during discussion of the above item.*

#### 117. MINUTE

The committee considered the minute of the meeting of the South and West Fife Area Committee of 13 December 2023.

##### Decision

The committee agreed to approve the minute.

#### 118. DIVERSION OF A PUBLIC RIGHT OF WAY - CARRICK GROVE, DALGETY BAY

The committee considered a report by the Head of Communities and Neighbourhoods Service requesting approval for a diversion of a public right of way at Donibristle Farm Cottage, Carrick Grove, Dalgety Bay.

## 2024 SWFAC 51

### Motion

Councillor David Barratt, seconded by Councillor Brian Goodall, moved the recommendations contained within the report.

### Amendment

Councillor Dave Dempsey, seconded by Councillor Patrick Browne, moved that the report be deferred to a future meeting of the Area Committee to allow time for a site visit to take place which would provide members with an opportunity to come to a more informed decision.

### Roll Call Vote

#### **For the motion - 3 votes**

Councillors David Barratt, Brian Goodall and Sam Steele.

#### **For the Amendment - 5 votes**

Councillors Patrick Browne, Dave Dempsey, Graeme Downie, Andrew Verrecchia and Conner Young.

Having received a majority of votes, the amendment was accordingly carried.

### Decision

It was agreed that the report be deferred to a future meeting of the Area Committee and that a site visit be undertaken involving all members of the committee.

#### **119. C53 TOWNHILL TO BOWERSHALL - PROPOSED 40MPH SPEED LIMIT**

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a 40mph speed limit on the C53 Townhill to Bowershall.

### Decision

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 40mph speed limit as detailed in Drawing No. TRO23/62 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

#### **120. AREA ROADS PROGRAMME 2024-25**

The committee considered a report by the Head of Roads and Transportation Services identifying projects which were proposed for inclusion in the 2024/25 Area Roads Programme for the South and West Fife area.

### Decision

The committee:-

- (1) approved the report and Appendices 1-3 which provided a detailed list of the proposed Area Roads Programme projects;

## 2024 SWFAC 52

- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener, Depute Convener and elected members in the affected wards; and
- (3) noted Appendices 4 and 5 which provided information on the proposed street lighting works and large scale patching/thin surfacing sites.

### 121. **DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE ANNUAL REVIEW 2023-24**

The committee considered a report by the Head of Environment and Building Services advising of the performance of the Grounds Maintenance and Domestic Waste and Street Cleansing Services in 2023/24.

#### **Decision**

The committee:-

- (1) noted the continuing improved performance in grounds maintenance, domestic waste collection and street cleansing services in 2023;
- (2) noted the plans to deliver local priorities and help communities shape their environment; and
- (3) paid tribute to staff within the Grounds Maintenance Team in response to the work undertaken during the recent storms and thanked them for all their efforts.

*The meeting adjourned at 11.10 am and reconvened at 11.20 am.*

### 122. **FIFE LOCAL AREA ECONOMIC PROFILES 2022-2023**

The committee considered a report by the Head of Business and Employability Services providing an annual overview of the performance of the local economy and labour market in South and West Fife. The information presented was intended to provide background and context to council activity within the area and to help inform area committee discussion and decision making.

#### **Decision**

The committee:-

- (1) noted the issues raised from the analysis of the latest available data; and
- (2) acknowledged the ongoing economic challenges.

### 123. **HEALTH AND SOCIAL CARE LOCALITY PLANNING - SOUTH WEST FIFE**

The committee considered a report by the Chief Finance Officer, Health and Social Care Partnership (H&SCP) providing an overview of the H&SCP Locality Planning Outcomes for South and West Fife during 2023.

#### **Decision**

The committee agreed that the H&SCP provide an annual report to committee with updates on locality planning and joint areas of interest between H&SCP and community planning partners.

**124. SOUTH AND WEST FIFE AREA FORWARD WORK PROGRAMME 2024-2025**

The committee considered a report by the Executive Director (Finance and Corporate Services) supporting the committee's consideration of the Forward Work Programme for future meetings of the committee.

**Decision**

The committee:-

- (1) reviewed and noted the South and West Fife Area Committee Forward Work Programme 2024-25;
- (2) agreed that Education colleagues be requested to submit a report to the September committee meeting detailing the results of care inspectorate inspections of nursery early year provision and that six monthly updates followed thereafter;
- (3) agreed that colleagues within the Flooding, Shoreline and Harbours team be requested to provide an update, in due course, on flooding issues within the South and West Fife area following publication of the water management study; and
- (4) agreed that colleagues within the Communities and Neighbourhoods Service submit an update, in due course, on the Place Sufficiency Assessment and Play Parks Implementation Plan.

**125. NOTICE OF MOTION - TRAFFIC ISSUES AT DONIBRISTLE PRIMARY SCHOOL, DALGETY BAY**

In terms of Standing Order No. 10, the following Notice of Motion was submitted:-

Councillor Dave Dempsey, seconded by Councillor Patrick Browne, moved the following:-

"Committee asks for a verbal update at the next meeting to explore resource implications to alleviate the traffic problems around Donibristle Primary School, including but not restricted to the banning of traffic from the straight section of Morlich Road leading up to the school at times when pupils are out and about except for a limited number of permit holders".

**Decision**

The terms of the motion were unanimously agreed.

**THE FIFE COUNCIL - EDUCATION SCRUTINY COMMITTEE – BLENDED MEETING**

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**9 January 2024**

**10.00 am – 11.05 am**

**PRESENT:** Councillors Kathleen Leslie (Convener), Lynn Ballantyne-Wardlaw, Aude Boubaker-Calder, Altany Craik (substituting for Councillor Davidson), Patrick Browne, John Caffrey, Ian Cameron, Linda Erskine, Alycia Hayes, Louise Kennedy-Dalby, James Leslie (substituting for Councillor Dempsey), Alistair Suttie and Daniel Wilson; Alastair Crockett and Ian Macaulay, Religious Representative/Adviser.

**ATTENDING:** Shelagh McLean, Head of Education & Children's Services (Early Years & Directorate Support), Angela Logue, Head of Education & Children's Services (Early Years & Primary Schools), Jackie Funnell, Education Manager; Alison Binnie, Finance Business Partner; and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Colin Davidson, Dave Dempsey and Sarah Neal.

**71. DECLARATIONS OF INTEREST**

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

**72. MINUTE**

The committee considered the minute of meeting of the Education Scrutiny Committee of 14 November 2023.

**Decision**

The committee agreed to approve the minute.

**73. INSPECTION OUTCOMES AUGUST 2022 – JUNE 2023**

The committee considered a report by the Head of Service, Education and Children's Services providing an overview of the quality improvement activity across our schools and early learning centres, Education Scotland inspection activity in Schools and Care Inspectorate Inspections within Early Learning Centres and Out of School/Creche Provision, during the academic Session 2022/2023.

**Decision**

The committee:-

- (1) scrutinised and noted the outcomes of the inspection activity; and
- (2) noted areas of success and progress, as well as the actions being taken to ensure continued improvement.

**74. EDUCATION SERVICE REVENUE BUDGET 2023-24 PROJECTED OUTTURN**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Head of Education (Early Years and Directorate Support) providing an update on the forecast financial position for the 2023-24 financial year, for the areas in scope of the Education Scrutiny Committee.

**Decision**

The committee noted:-

- (1) the current financial performance and activity as detailed in the report; and
- (2) the projected outturn position and the relevant areas of projected over and under spend within the service.

**75. EDUCATION SERVICE CAPITAL INVESTMENT PLAN 2023-24 : PROGRESS REPORT**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Head of Education (Early Years and Directorate Support), providing information on the overall progress of the Education Service capital programme, for the current financial year, 2023-24, as well as informing on progress on major projects.

**Decision**

The committee noted:-

- (1) the financial position as detailed in the report; and
- (2) that the budget had been revised to reflect the outcome of the Capital Plan review and the annual re-phasing exercise undertaken in June 2023.

**76. EDUCATION SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

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

**Decision**

The committee:-

- (1) reviewed the workplan and suggestions were invited from members of the committee for future areas of scrutiny;
- (2) requested a report be submitted for its consideration providing an overview of leadership in schools, specifically Headteacher appointments and turnover – future date to be confirmed; and
- (3) requested a report be submitted for its consideration relating to local authority out of school childcare provision inspection and outcomes.

**77. SERVICE PUPIL PREMIUM - CORRESPONDENCE WITH THE SCOTTISH GOVERNMENT (FOR INFORMATION)**

**Decision**

The committee noted copy correspondence with the Scottish Government regarding the introduction of a service pupil premium in Fife, as agreed at its meeting on 22 August 2023 – Minute Reference Paragraph 51 (5) of 2023.ES.26 refers.



**HE FIFE COUNCIL - FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY  
COMMITTEE – BLENDED MEETING**

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**25 January, 2024**

**10.00 am – 12.45 pm**

**PRESENT:** Councillors Allan Knox (Convener), Alistair Bain, Auxi Barrera, Ian Cameron, Rod Cavanagh, Eugene Clarke, Colin Davidson, Graeme Downie, Stefan Hoggan-Radu, Louise Kennedy-Dalby (substituting for Councillor Ann Verner), Robin Lawson, James Leslie, Gordon Pryde and Alistair Suttie.

**ATTENDING:** Eileen Rowand, Executive Director, Finance and Corporate Services; Pamela Stevenson, Enterprise and Business Development Manager, Business and Employability Service; Pam Ewen, Head of Planning, Alastair Hamilton, Service Manager Development Management, Planning Service; Heather Honeyman, Assessor; Charlie Anderson, Head of Business Technology Solutions, Martin Kotlewski, Service Manager - Solutions and Service Assurance, Business Technology Solutions; Elaine Muir, Head of Finance, Donna Grieve, Accountant, Jackie Johnstone, Accountant, Finance and Corporate Services; Sharon McKenzie, Head of Human Resources, Human Resources Service; Les Robertson, Head of Revenue and Commercial Services, Revenue and Commercial Services; Caroline Macdonald, Service Manager - Category Management, Derek Hamilton, Category Manager, Procurement; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Service Manager - Committee Services and Michelle Hyslop, Committee Officer, Committee Services, Legal and Democratic Services.

**80. DECLARATIONS OF INTEREST**

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

**81. MINUTE**

- (i) Minute of the Finance, Economy and Corporate Services Scrutiny Committee of 26 October 2023.

**Decision**

The committee agreed to approve the minute.

- (ii) The following minute was submitted for noting:-

- Budget Scrutiny Working Group of 25 October, 2023.

**Decision**

The minute was noted.

**82. PLANNING PERFORMANCE FRAMEWORK 12 (2022-2023): SCOTTISH MINISTER'S FEEDBACK**

The committee considered a report by the Head of Planning Services providing an update on the performance of the planning authority as set out in the Planning Performance Framework (PPF) 12, for the period 2022/23. The report also outlined the feedback that was received from the Scottish Government.

**Decision**

The committee scrutinised and provided feedback on the performance of the planning authority as set out in the Planning Performance Framework (PPF) 12.

**83. BUSINESS GATEWAY FIFE ANNUAL PERFORMANCE**

The committee considered a report by the Head of Business & Employability providing an annual overview of the performance of Business Gateway Fife Ltd in delivering services during the period April 2022 to March 2023 including the council's financial assistance to businesses scheme. The report outlined information on performance and highlighted areas of service adjustments to assist in the transition from European (EU) Funding to UK Shared Prosperity Funding.

**Decision**

The committee: -

- (1) noted the performance, expenditure and activity information for Business Gateway Fife in 2022/23;
- (2) noted the repositioned delivery focus theme of Leading Economic Recovery in supporting Fife businesses;
- (3) acknowledged the transition of EU Funding to UK Shared Prosperity Funding from 1st April 2023; and
- (4) agreed that a briefing would be issued to members with updated information when a decision had been made on the outcome of the Business Loans Scotland Strategy.

*Councillor Alistair Suttie joined the meeting during consideration of the above item.*

**84. ANNUAL PROCUREMENT REPORT 2022-23**

The committee considered a report by the Head of Revenue and Commercial Services providing a summary of Procurement activity and its impact during the financial year 2022/2023.

**Decision**

The committee: -

- (1) noted the Annual Procurement Report, detailed in Appendix 1 to the report, which would be published online and notified to Scottish Ministers; and

- (2) agreed that officers would prepare a briefing note for members providing updated information on the annual value report.

## 85. ETHICAL PROCUREMENT

The committee considered a report by the Head of Revenue and Commercial Services providing information on how Corporate Procurement, and those with Delegated Procurement Authority (DPA), addressed the requirements of Ethical Procurement. The report focussed on the ethics of prospective/existing suppliers rather than the ethics of procurement staff/activity, although this was touched upon as part of the evaluation process, noting that organisational ethics, including involvement in procurement activity, was incorporated in the Employee Code of Conduct.

### Decision

The committee: -

- (1) noted the activity taken by the procurement functions and acknowledged that additional due diligence and investigations would be undertaken on a case to case basis as and when required; and
- (2) considered the potential opportunities for continuous improvement as detailed in Section 4 of the report.

## 86. FINANCE & CORPORATE SERVICES' DIRECTORATE PERFORMANCE REPORT

The committee considered a report by the Executive Director - Finance and Corporate Services presenting the 2022/23 performance scorecard for the Finance and Corporate Services' Directorate.

### Decision

The committee noted:-

- (1) the arrangements set out in Section 1.0, to fulfil the council's obligation to comply with Audit Scotland's 2021 SPI Direction; and
- (2) the Finance and Corporate Services' Directorate performance information and the Key Performance Indicators as detailed in Appendix 1 to the report.

*The meeting adjourned at 11.30 am and reconvened at 11.45 am.*

## 87. 2023/24 REVENUE MONITORING PROJECTED OUTTURN – PLANNING SERVICE, BUSINESS AND EMPLOYABILITY SERVICE

The committee considered a joint report by the Executive Director - Finance and Corporate Services and the Executive Director – Place providing an update on the projected outturn financial position for the 2023/24 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

### Decision

The committee noted the current financial performance and activity detailed in the report.

**88. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN – BUSINESS AND EMPLOYABILITY SERVICE**

The committee considered a joint report by the Executive Director - Finance and Corporate Services and the Executive Director - Place providing an update on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

**Decision**

The committee noted the current financial performance and activity as detailed in the report.

**89. 2023/24 REVENUE MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES**

The committee considered a report by the Executive Director - Finance and Corporate Services providing an update on the projected outturn financial position for 2023/24 for the Finance and Corporate Services Directorate.

**Decision**

The committee noted the current financial performance and activity as detailed in the report.

**90. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES DIRECTORATE**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year for the Finance and Corporate Services Directorate.

**Decision**

The committee noted the current financial performance and activity as detailed in the report.

**91. FINANCE, ECONOMY & CORPORATE SERVICES FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director (Finance and Corporate Services) outlining a draft workplan for future meetings of this committee.

**Decision**

The committee:

- (1) noted the current Finance, Economy and Corporate Services Scrutiny Work Plan;

## 2024 FECSS 33

- (2) agreed that the absence and wellbeing interim progress report scheduled for 18 April 2024 would be moved to 13 June 2024 meeting; and
- (3) asked that consideration be given to identify an additional meeting in 2024 to avoid undue delay in consideration of committee business.

*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 Part 6 and 14 of Schedule 7A of the Act.*

### 92. FORTH GREEN FREEPORT – DELIVERY ARRANGEMENTS

The committee considered a report by the Head of Business and Employability outlining the relevant devolved fiscal incentives that are to apply within the proposed Forth Green Freeport (FGFP). The report summarised the investment incentives available, the expected Non-Domestic Rates Relief granted and the subsequent Rates Retention income for re-investment in place led economic development and subsidy control requirements.

#### **Decision**

The committee noted and commented on the key early actions for Fife Council in relation to developing:

- (1) a Forth Green Freeport (FGFP) non-domestic rate retention methodology including the proposed development of like-minded local economic development place led investment projects within inner and outer boundary of Forth Green Freeports; and
- (2) an in-principle approach to subsidy control funding requirements for relevant Forth Green Freeport projects including projects that would be funded from the reinvestment of NDR retention and the proposed Forth Green Freeport seed projects in Fife. This would occur as part of consistent practice and procedure agreed across other Forth Green Freeport Local Authorities and in line with Forth Green Freeport governance.

### 93. COUNCIL'S PREPAREDNESS TO DEAL WITH ISSUES AROUND RANSOMWARE

The committee considered a report by the Head of Business Technology Solutions which outlined the council's existing arrangements and planned improvements to minimise the risk of an attack on the council following a number of high-profile cyber-attacks across the public sector.

#### **Decision**

The committee noted the existing controls and improvements being made to manage the threat of ransomware attacks.

**THE FIFE COUNCIL - PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE –  
BLENDED MEETING**

**Committee Room 2, Floor 5, Fife House, North Street, Glenrothes**

**29 February 2024**

**10.00 am – 4.25 pm**

**PRESENT:** Councillors Eugene Clarke (Convener), Darren Watt (Vice-Convener) Jonny Tepp, Blair Allan, Ken Caldwell, Alistair Cameron, Alex Campbell, Eugene Clarke, Brian Goodall, Peter Gulline, Donald Lothian, Julie MacDougall, Lynn Mowatt, Bailey-Lee Robb, Sam Steele and Ann Verner.

**ATTENDING:** Michael Enston, Executive Director - Communities, Paul Vaughan, Head of Communities and Neighbourhoods; Gavin Smith, Service Manager, Paul Short, Service Manager and Helen Wilkie, Service Manager - Housing Supply Regeneration & Stock Condition, Housing Services; Emma Lennon, Accountant, Alison Binnie, Finance Business Partner, Helen Guthrie, Accountant, Finance & Corporate Services; Emma Walker, Senior Manager, Fife Sports & Leisure Trust; Jeremy Harris, Chief Executive Officer, Fife Coast & Countryside Trust; Paul Murphy, Chief Executive and Iain Evans, Golf Courses Manager, Fife Golf Trust; Heather Stuart, Chief Executive, Fife Cultural Trust; Jennifer Rezendes, Principal Social Work Officer and Audrey Valente, Chief Finance Officer, Health and Social Care Partnership; Wendy MacGregor, Committee Officer and Michelle Hyslop, Committee Officer, Committee Services, Legal and Democratic Services.

**ALSO ATTENDING:** Councillor Judy Hamilton and Chief Superintendent Derek McEwan, Police Scotland.

**APOLOGY FOR ABSENCE:** Councillor Jan Wincott.

**98. DECLARATIONS OF INTEREST**

Councillor Alastair Cameron made a transparency statement relating to Para 103 and Para 104 as he was a member on Fife Golf Trust and Fife Sports and Leisure Trust.

Councillor Jonny Tepp made a transparency statement relating to Para 105 as he was a member on Fife Cultural Trust.

Councillor Donald Lothian made a transparency statement relating to Para 104 as he was a member of Fife Sports and Leisure Trust.

Councillor Julie MacDougall made a transparency statement relating to Para 104 as she was a member of Fife Sports and Leisure Trust.

## 2024 PCS 42

Councillor Brian Goodall made a transparency statement relating to Para 104 and Para 106 as he was a Director on Fife Coast and Countryside Trust and Fife Sports and Leisure Trust.

Councillor Peter Guilline made a transparency statement relating to Para 104 as he was a member on Fife Sports and Leisure Trust.

Councillor Sam Steel made a transparency statement relating to Para 105 as she is a member on Fife Museum Forum.

Councillor Lynn Mowatt made a transparency statement relating to Para 105 as she was a member on Fife Cultural Trust.

### 99. MINUTE

The committee considered the minute of the People and Communities Scrutiny Committee meeting of 16 November 2023.

#### Decision

The committee agreed to approve the minute.

### 100. CHANGE OF MEMBERSHIP

#### Decision

The committee noted that Councillor Tepp had replaced Councillor Knox as a member of this committee and welcomed him to his first meeting.

The committee thanked Councillor Knox for his contribution to the work of the committee during his membership.

### 101. POLICE SCOTLAND LOCAL POLICING PLAN - ANNUAL REPORT

The committee considered a report by the Chief Superintendent of Police Scotland providing members with an oversight of the performance within the Fife Division of Police Scotland.

#### Decision

The committee noted the performance as detailed in the report.

*Councillor Darren Watt, entered the meeting during consideration of the above item. Following consideration of this item, he was appointed as Convener to chair the remainder of the meeting.*

### 102. COMMUNITIES & NEIGHBOURHOODS ANNUAL REPORT

The committee considered a report by the Head of Communities and Neighbourhoods Service presenting the annual performance reports for the Communities and Neighbourhoods Service for 2022/2023.

**Decision**

The committee: -

- (1) noted the arrangements set out in Section 1 of the report to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction;
- (2) considered and noted the performance information as detailed in the report; and
- (3) noted the current challenges, priorities and risks for the Communities and Neighbourhoods Service as set out in Appendix 1 to the report.

**103. FIFE GOLF TRUST ANNUAL REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing oversight of the performance, key future plans and challenges for the Fife Golf Trust during the period 1 April 2022 to 31 March 2023.

**Decision**

The committee noted the key future plans, challenges, and performance for the Fife Golf Trust.

*The meeting adjourned at 11.50am and reconvened at 12.00 noon.*

**104. FIFE SPORTS AND LEISURE TRUST (FSLT) - ANNUAL REVIEW**

The committee considered a report from the Head of Communities and Neighbourhoods Service providing an update on the performance of the Fife Sport and Leisure Trust for 2022/2023 (its fifteenth year of operation).

**Decision**

The committee noted the performance information for the Fife Sports and Leisure Trust.

*Councillor Alex Campbell left the meeting following consideration of the above item.*

**105. ONFIFE (FIFE CULTURAL TRUST) – ANNUAL REVIEW**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the performance information for OnFife (Fife Cultural Trust) during the period 1 April 2022-31 March 2023.

**Decision**

The committee noted: -

- (1) the continued development and performance of the Fife Cultural Trust (OnFife) in 2022/2023; and
- (2) that an update report on the pilot initiatives would be submitted to a future meeting of the People and Communities Scrutiny Committee.



**106. FIFE COAST & COUNTRYSIDE TRUST ANNUAL REPORT**

The committee considered a report a report by the Head of Communities and Neighbourhoods Service presenting the annual performance information for the Fife Coast and Countryside Trust for 2022/2023.

**Decision**

The committee noted the performance information for the Fife Coast and Countryside Trust.

*Councillors Cameron, Clarke and Mowatt left the meeting following consideration of the above item.*

*The meeting adjourned at 1.40 pm and reconvened at 2.10 pm*

**107. CAFÉ INC- SCRUTINY WORKING GROUP**

The committee considered a report by the Head of Communities and Neighbourhoods Service presenting the improvements and changes from the Scrutiny Working Group reviewing Café Inc.

**Decision**

The committee:-

- (1) noted the work undertaken by the Café Inc Scrutiny Working Group; and
- (2) agreed that a report detailing the improvements and changes in the council's approach to address holiday hunger would be presented to the Cabinet committee by Summer 2024; and
- (3) agreed that a future review of the changes in Café Inc provision would take place in Summer 2025.

**108. FIFE COUNCIL DUTY OF CANDOUR ANNUAL REPORT 2022/23**

The committee considered a report by the Principal Social Work Officer, Health and Social Care advising members of the Duty of Candour provisions in the health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 (The Act), that came into effect on 1 April 2018. The report advised on the requirement for each organisation subject to "The Act" to produce and publish an annual report detailing when and how the duty had been applied.

**Decision**

The committee considered and reviewed the information detailed in the report.

**109. TEMPORARY ACCOMMODATION PRESSURES**

The committee considered a report by the Head of Housing Services providing an update on the Council's ability to meet the statutory duty to homeless households as updated from previous reports submitted to the Scrutiny and Cabinet Committee over the last 6-8 months.

**Decision**

The committee: -

- (1) considered the measures taken to respond to the increasing demand and noted that resources are now exhausted; and
- (2) noted that demand is expected to increase nationally and that measures are in place through the strategy to mitigate these pressures.

**110. VOIDS SERVICE IMPROVEMENT**

The committee considered a report by the Head of Housing Services providing an update on the previous scrutiny reports submitted on 8 June and 31 August 2023. The report provided additional analysis of the progress of the Voids Service Improvement Plan and projected performance improvements.

**Decision**

The committee: -

- (1) considered and commented on the key performance improvement actions and progress in implementing the Voids Service Improvement Plan;
- (2) acknowledged that Housing Services needs to focus on the longer-term more complicated voids to ensure that turnover is maximised;
- (3) agreed that members would be updated with briefing notes on any risks identified to the service improvement plans; and
- (4) agreed that an update report on voids service improvements would be submitted to a future meeting of the People and Communities Scrutiny Committee.

**111. UPDATE ON HOUSING FUNCTIONAL NEEDS ASSESSMENTS**

The committee considered a report by the Head of Housing Services providing an update on the Housing Functional Needs Assessments processing that are part of the Fife Housing Register application used by partners to allocate social housing. progress report to Members in relation to the processing of Housing Functional Needs Assessments. These assessments are part of the Fife Housing Register application which is used by partners to allocate social housing.

**Decision**

The committee:-

- (1) considered the progress made in relation to dealing with the backlog of Housing Functional Needs Assessments;
- (2) noted the progress made in reviewing the Housing OT Service and the proposed revised service delivery; and
- (3) agreed that a report on housing adaptations would be brought back to a future meeting of the committee.

**112. HOUSING REVENUE CAPITAL ACCOUNT: PROPERTY ACQUISITIONS UPDATE 2023-24**

The committee considered a report by the Head of Housing Services updating on the acquisition of properties for the period 1 April 2023 to 31 January 2024.

**Decision**

The committee noted: -

- (1) the purchases made during the current financial year 2023-24;
- (2) that Housing, Estates, and Legal Services continued to acquire properties in line with the current Property Acquisitions policy;
- (3) the Cabinet committee on 11 January 2024, agreed to an increase of 50 properties to the current budgeted number of 100 acquisitions for 2024-25 onwards, a total of 150 properties, to meet increased housing need and demand through homelessness.

**113. 2023-24 REVENUE BUDGET PROJECTED OUTTURN – COMMUNITIES**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Communities providing an update on the projected outturn position for the 2023/24 financial year for the Communities and Housing Revenue Account (HRA), which is an area of scope within this committee.

**Decision**

The committee considered the current financial performance and activity for the 2023/24 projected outturn position.

**114. 2023-24 REVENUE BUDGET & CAPITAL PLAN PROJECTED OUTTURN - CHILDREN & FAMILIES AND CRIMINAL JUSTICE SERVICES**

The committee considered a joint report by the Head of Children and Families and Criminal Justice Services and the Executive Director of Finance and Corporate Services providing an update on the forecasted financial position for the 2023-24 financial year, including the areas in scope of the People and Communities Scrutiny Committee in relation to Children and Families and Criminal Justice Services.

**Decision**

The committee: -

- (1) considered and noted the current financial performance and activity detailed in the report in relation to both the revenue budget and capital plan; and
- (2) noted the projected outturn position and the relevant areas of projected over and under spend within the service.

**115. 2023-24 REVENUE BUDGET PROJECTED OUTTURN - HEALTH & SOCIAL CARE**

The committee considered a joint report by the Director of Health and Social Care and the Executive Director, Finance and Corporate Services updating members on the 2023-24 revenue budget projected out-turn for Fife Council Social Care Services for Adults and Older People.

**Decision**

The committee considered and noted the current financial performance and activity as detailed in the report.

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

**116. 2023-24 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director of Health and Social Care updating members on the Health and Social Care Capital Investment Plan review and advising on the projected out-turn for the 2023-24 financial year for the People and Communities Scrutiny Committee.

**Decision**

The committee considered and noted the current performance and activity across the 2023-24 financial monitoring as detailed in the report.

**117. PEOPLE & COMMUNITIES FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director Finance and Corporate Services, asking members to consider the future workplan for the People and Communities Scrutiny Committee.

**Decision**

The committee:-

- (1) considered and noted the People and Communities Scrutiny future workplan;
- (2) agreed that a joint report on housing adaptations from the Health & Social Care Partnership and Housing Services would be brought back to a future meeting of the committee;
- (3) agreed that a briefing note providing context information for each reporting Service (including staff vacancies) to the People & Communities Scrutiny committee would be circulated to members of the committee;
- (4) agreed to ask officers to bring forward the Armed Covenant Forces report to the 27 June 2024 committee as Armed Forces Day was on 29 June 2024;
- (5) noted that the Chief Social Work annual report would be amended on the forward work programme to 14 November 2024; and

**2024 PCS 48**

- (6) acknowledged that the Lead Officer would look at the future reporting for the Fife Violence against women partnership to determine the future remit of reporting.

## 2023 ETCCS 22

### THE FIFE COUNCIL - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2 , 5th Floor, Fife House, North Street, Glenrothes

28 November, 2023

10.00 am – 1.50 pm

**PRESENT:** Councillors Jane Ann Liston (Convener), Tom Adams, Naz Anis-Miah, Aude Boubaker-Calder, Rod Cavanagh, Al Clark, Jean Hall-Muir, Stefan Hoggan-Radu, Andy Jackson, Derek Noble, Nicola Patrick, Darren Watt and Daniel Wilson.

**ATTENDING:** Ken Gourlay, Chief Executive; John Mitchell, Head of Roads and Transportation Services, Susan Keenlyside, Service Manager, Jane Findlay, Lead Consultant, Andy Paterson, Lead Consultant, Alistair Donald, Service Manager, Roads and Transportation Services; Nigel Kerr, Head of Protective Services, Kenny Bisset, Lead Officer, Protective Services; Dawn Jamieson, Safer Communities Team Manager, Housing Services; Pam Ewen, Head of Planning Services; Alan Paul, Head of Property Services; John Rodigan, Head of Environment and Building Services; Barry Collie, Accountant, Finance and Corporate Services; Emma Whyte, Committee Officer, Kerry Elliott, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Scott Fraser, Scottish Water Representative and Karen Dee, Scottish Water Representative.

**APOLOGIES FOR ABSENCE:** Councillors Graeme Downie and Gavin Ellis

#### 58. DECLARATIONS OF INTEREST

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

#### 59. MINUTE

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 12 September 2023.

#### Decision

The committee agreed to approve the minute.

#### 60. DISCHARGE OF SEWAGE WATER IN FIFE - SCOTTISH WATER

Following a motion agreed at the meeting of Fife Council of 11 May 2023, representatives from Scottish Water provided a high level overview of the Scottish Water infrastructure and the challenges faced. Representatives provided an overview of strategies and investments to mitigate and prevent future issues.

**Decision**

The committee noted the content of the presentation.

**61. FIFE COUNCIL ELECTRIC VEHICLE STRATEGY UPDATE**

The committee considered a report by the Head of Roads and Transportation Services updating members on progress made in developing an Electric Vehicle (EV) Strategy for Fife.

**Decision**

The committee considered and noted the information and approach detailed in the report.

**62. DECRIMINALISED PARKING ENFORCEMENT - ANNUAL PERFORMANCE REPORT - 2022/2023**

The committee considered a report by the Head of Roads and Transportation Services updating members on the performance of the Decriminalised Parking Enforcement (DPE) operation in Fife for the period 1 April 2022 to 31 March 2023.

**Decision**

The committee considered and noted the current performance and activity as detailed in the report for the period 1 April 2022 to 31 March 2023.

*The meeting adjourned at 11.45 am and reconvened at 12.00 pm*

*Cllr Darren Watt left the meeting prior to consideration of the following item.*

**63. AIR QUALITY ANNUAL PROGRESS REPORT 2023**

The committee considered a report by the Head of Protective Services outlining progress made in delivering the aims and objectives of Fife's Air Quality Strategy 2021-2025.

**Decision**

The committee:-

- (1) considered and noted the content of the report;
- (2) Notes with concern increases in PM10 in Bonnygate, Cupar and Appin Crescent, Dunfermline, over the past two years and asks Cabinet Committee to consider this when making a decision on Air Quality Management Areas (AQMAS); and
- (3) agreed to support an ongoing commitment to improving and maintaining good air quality across Fife.

**64. ENVIRONMENTAL VANDALISM STRATEGY UPDATE**

The committee considered a joint report by the Head of Protective Services, Head of Environment and Building Services and Head of Housing Services updating members on progress made since the approval of the Environmental Vandalism Strategy 2022-2024 in February 2022.

**Decision**

The committee:-

- (1) noted the contents of the report;
- (2) agreed to remit the Head of Protective Services to engage with Scottish Government, SEPA and other partners to maximise benefits by aligning actions and resources to deliver common outcomes identified in the Fife and National Strategies; and
- (3) noted the delay to the Citizen Charter which will be developed and promoted within the next six months.

**65. ENTERPRISE AND ENVIRONMENT DIRECTORATE: PERFORMANCE REPORT 2021/22**

The committee considered a report by the Chief Executive presenting the performance scorecard for the Enterprise and Environment Directorate Services for 2022/23.

**Decision**

The committee:-

- (1) noted the arrangements set out in Section 1.0 to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction; and
- (2) considered and noted the performance information in section 2.0, including current challenges/priorities and risks.

**66. 2023/24 REVENUE MONITORING PROJECTED OUTTURN**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Chief Executive updating members on the projected outturn financial position for the 2023/24 financial year for the areas in scope for the Environment, Transportation and Climate Change Scrutiny Committee.

**Decision**

The committee considered and noted the current financial performance and activity as detailed in the report.



**67. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Chief Executive updating members on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year, for the areas in scope of the Environment, Transportation and Climate Change Scrutiny Committee.

**Decision**

The committee considered and noted the current financial performance activity as detailed in the report.

**68. ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director of Finance and Corporate Services, asking members to consider the forward work programme for future meetings of the committee.

**Decision**

The committee noted the contents of the forward work programme.

## 2024 ETCCS 26

### THE FIFE COUNCIL - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes

23 January, 2024

10.00 am – 11.10 am

**PRESENT:** Councillors Jane Ann Liston (Convener), Tom Adams, Naz Anis-Miah, Aude Boubaker-Calder, Rod Cavanagh, Al Clark, Graeme Downie, Jean Hall-Muir, Stefan Hoggan-Radu, Andy Jackson, Nicola Patrick, Darren Watt and Daniel Wilson.

**ATTENDING:** Carol Connolly, Executive Director Place; Jay Wilson, Accountant, Finance & Corporate Services; Jeremy Harris, Chief Executive Officer, Robbie Blyth, Head of Operations, Fife Coast & Countryside Trust; John Mitchell, Head of Roads & Transportation Services, Susan Keenlyside, Service Manager, Sustainable Transport & Parking, Andy Paterson, Lead Consultant, Car Parking Strategy & Operations, Roads & Transportation Services; Kerry Elliott, Committee Officer, Emma Whyte, Committee Officer, Legal & Democratic Services.

#### 69. **DECLARATIONS OF INTEREST**

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

#### 70. **MINUTE**

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 28 November 2023.

##### **Decision**

The committee agreed to approve the minute.

#### 71. **2023/24 REVENUE MONITORING PROJECTED OUTTURN – OCTOBER**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing members with an update on the projected outturn financial position for the 2023/24 financial year for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

##### **Decision**

The committee considered the current financial performance and activity as detailed in the report.

#### 72. **2023/24 CAPITAL MONITORING PROJECTED OUTTURN – OCTOBER**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing an update on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

**Decision**

The committee considered the current financial performance and activity as detailed in the report.

**73. FIFE COAST AND COUNTRYSIDE TRUST - MOTORHOMES AND CAMPERVANS PROVISION**

The committee considered a report by the Chief Executive, Fife Coast & Countryside Trust, advising on progress made in relation to sustainable overnight motorhome parking since the publication of the Fife Coast & Countryside Trust (FCCT) option paper Freedom Camping - Options Paper on Motorhome Use in Fife - Consultation Draft.

**Decision**

The committee:-

- (1) noted the positive progress that had been made since the publication of the Freedom Camping Options Paper in 2020; and
- (2) noted the work proposed to be carried out by Fife Coast and Countryside Trust (FCCT) at the listed locations for 2024.

**74. CAR PARKING - CAPACITY, INCOME & REVENUE**

The committee considered a report by the Head of Roads and Transportation Services, updating members on car parking capacity, income and expenditure in Fife.

**Decision**

The committee considered and noted the content of the report.

**75. ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director of Finance and Corporate Services, asking members to consider the forward work programme for future meetings of the committee.

**Decision**

The committee:-

- (1) noted the contents of the forward work programme; and
- (2) agreed that consideration be given to adding reports on the following subjects:-
  - responsiveness of repairs to streetlighting;
  - update on the relocation of Cupar recycling centre and pedestrian/cyclist access to recycling centres across Fife.



## MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) FRIDAY 24 NOVEMBER 2023 AT 10.00 AM

|                              |   |
|------------------------------|---|
| <b>Present</b>               | Arlene Wood (AW) (Chair)<br>Graeme Downie (GD) (Vice-Chair)<br>Fife Council – David Alexander (DA), Dave Dempsey (DD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS)<br>NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB)<br>Chris McKenna (CM), Medical Director, NHS Fife<br>Janette Keenan (JK), Director of Nursing, NHS Fife<br>Lynne Parsons (LP), Employee Director, NHS Fife<br>Ian Dall (ID), Service User Representative<br>Kenny Murphy (KM), Third Sector Representative<br>Morna Fleming (MF), Carer Representative<br>Paul Dundas (PD), Independent Sector Representative |
| <b>Professional Advisers</b> | Nicky Connor (NC), Director of Health and Social Care/Chief Officer<br>Audrey Valente (AV), Chief Finance Officer<br>Helen Hellewell (HH), Deputy Medical Director<br>Lynn Barker (LB), Director of Nursing – HSCP  |
| <b>Attending</b>             | Lisa Cooper (LC), Head of Primary & Preventative Care Services<br>Lynne Garvey (LG), Head of Community Care Services<br>Rona Laskowski (RLAs), Head of Complex & Critical Care Services<br>Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning<br>Jacquie Stringer (JS), Service Manager<br>Fiona Forrest (FF), Deputy Director of Pharmacy (NHS Fife)<br>Lindsay Thomson (LT), Head of Legal & Democratic Services (for Vanessa Salmond (VS), Head of Corporate Services)<br>Hazel Williamson (HW), Communications Adviser<br>Wendy Anderson (WA), H&SC Co-ordinator (Minute)  |

| NO | TITLE | ACTION |
|----|-------|--------|
|----|-------|--------|

|   |  |  |
|---|--|--|
| 1 | <b>CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES</b> |  |
|---|--|--|

Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board meeting including Lynne Parsons, Employee Director at NHS Fife who recently took up this role and Wilma Brown who has rejoined the IJB as a stakeholder member, in her role as Interim Staff Side Representative for NHS Fife, replacing Simon Fevre who retired in October.

Arlene Wood congratulated Dr Jo Bowden and Dr Andrew Blaikie on their success at the Scottish Health Awards which were held in Edinburgh on 2 November 2023. Dr Bowden won the Doctor Award whilst Dr Blaikie took home the prize for Global Citizenship. Dr Kerri Davidson, Physiotherapist and Pierette Melville were shortlisted for the Doctor and Allied Health Professional Awards respectively.

Apologies had been received from Mary Lockhart, Eleanor Haggett, Debbie Fyfe, Vanessa Salmond, Roy Lawrence and Chris Moir.

| NO       | TITLE   | ACTION |
|----------|---|--------|
|          | <p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and also mute their microphone when not talking and that, in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>A recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.</p>  |        |
| <b>2</b> | <b>DECLARATION OF MEMBERS' INTERESTS</b>  |        |
|          | <p>There were no declarations of interest.</p>  |        |
| <b>3</b> | <b>MINUTES OF PREVIOUS MEETING &amp; ACTION NOTE 28 JULY 2023</b>   |        |
|          | <p>The Minute and Action Note were both approved as accurate records.</p>   |        |
| <b>4</b> | <b>CHIEF OFFICER UPDATE</b>   |        |
|          | <p>Arlene Wood handed over to Nicky Connor who provided the Chief Officer update which began with congratulations to Almondvale Care who won three awards at the recent National Care Home Awards.</p>  |        |
|          | <p>A briefing was issued to IJB members yesterday updating on a fire at Raith Manor Care Home in Kirkcaldy on Wednesday of this week. Nicky paid tribute to all those involved in Team Fife approach which ensured all displaced residents were placed in alternative care homes on the same day. Arlene Wood acknowledged the response to the incident and thanked those involved.</p>   |        |
|          | <p>The Integrated Leadership Team met yesterday and around 150 staff from NHS Fife, Fife Council, the 3<sup>rd</sup> and Independent Sectors attended the session which was around Kindness. This session was recorded and could be shared with IJB members.</p>  |        |
|          | <p>The regular IJB briefing was circulated to members prior to the meeting.</p>   |        |
| <b>5</b> | <b>STRATEGIC PLANNING &amp; DELIVERY</b>  |        |
|          | <b>5.1 Year One Workforce Annual Report &amp; Year Two Workforce Plan</b>   |        |
|          | <p>Arlene Wood began this issue by acknowledging the work undertaken by Nicky Connor, Roy Lawrence and his team in producing these comprehensive proposals.</p>   |        |
|          | <p>This report had been discussed at the Quality &amp; Communities Committee on 2 November 2023, the Finance, Performance &amp; Scrutiny Committee on 10 November 2023 and the Local Partnership Forum on 21 November 2023.</p>   |        |
|          | <p>Arlene Wood introduced Nicky Connor who presented this report on behalf of Roy Lawrence. In November 2022 the IJB approved the Workforce Strategy and the first year's Workforce Plan. This report covers the progress to date on the short-term actions agreed, the majority of which have been completed. Those which have not been completed will be a priority on Year 2. An Internal Audit has recently been undertaken and although the final report has not been received, the recommendations from the Report have been included in the Year 2 Plan. The final Internal Audit Report will come through the governance route early in the new year.</p> |        |
|          | <p>The Year 1 Report is testament to the staff in all areas.</p>  |        |

| NO | TITLE   | ACTION |
|----|---|--------|
| 5  | <b>5.1 Year One Workforce Annual Report &amp; Year Two Workforce Plan (Cont)</b>  |        |
|    | <p>Arlene wood invited in turn Sinead Braiden, Chair of Quality &amp; Communities, Alastair Grant, Chair of Finance, Performance &amp; Scrutiny and Nicky Connor, Co-Chair of the Local Partnership Forum to comment on discussions at that meeting before questions from Board members. Sinead Braiden and Alastair Grant advised that their respective Committees discussed the report in detail, commended the good work involved and were happy to remit it to the IJB. Nicky Connor advised the LPF were keen to celebrate the achievements in the report whilst acknowledging the ongoing challenges and pressures. In a bid to strengthen governance, the LPF had requested that the minutes from the Workforce Group are taken to future LPF meetings to ensure trade union and staff side involvement.</p> | RLaw   |
|    | <p>Board members welcomed the report and congratulated Roy Lawrence and his team on the work which went into it.</p>  |        |
|    | <p>Discussion took place around the liaison with schools which was not as successful in some areas such as Foundation Apprenticeships which have a relatively high drop-out rate. Ian Dall asked if exit interviews took place with young people who left apprenticeships, etc. Nicky Connor undertook to speak to the team and feedback on this.</p>   | NC     |
|    | <p>The Board took assurance on the work undertaken to deliver our Year 1 Workforce Action Plan as defined in the Annual Report and summary of short-term actions defined within the Workforce Strategy &amp; Plan 2022-25 with any on-going actions being carried forward into the Year 2 Plan. The Board were also assured that the internal audit report provides reasonable assurance; work has already commenced to progress the recommendations as defined in this SBAR and that the full internal audit report will be discussion at the Audit and Assurance Committee in January 2024.</p>   |        |
|    | <p>The Year 2 Action Plan and workforce priorities for the year ahead were agreed as was the expectation that a six-monthly interim update on the Year 2 Action Plan will be presented to the Finance, Performance &amp; Scrutiny Committee in May 2024.</p>  |        |
| 6  | <b>LIVED EXPERIENCE &amp; WELLBEING</b>   |        |
|    | <b>6.1 Lived Experience – Link Life Fife and Me</b>   |        |
|    | <p>Arlene Wood introduced Lynn Barker and Jacquie Stringer who gave some background on Link Life Fife.</p>  |        |
|    | <p>A video was shared which detailed two very different stories and highlighted the work Link Life Fife in changing the lives of people in Fife.</p>  |        |
|    | <p>The video was powerful and invaluable in showing the Board the impact services provided the partnership have on people.</p>  |        |
|    | <p>Arlene Wood asked that the thanks for the Board be given to all involved in preparing this video.</p>  |        |

**7 INTEGRATED PERFORMANCE****7.1 Transformation – Care at Home Review**

This report had been discussed at Quality & Communities Committee on 2 November 2023, Finance, Performance & Scrutiny on 10 November, a Combined Committee on 15 November 2023 and the Local Partnership Forum on 21 November 2023.

Arlene Wood introduced Lynne Garvey who presented this report which is the first of four transformation areas to come to the Board. Points raised at previous meetings had been reflected in the final SBAR and Overview which had been circulated with the papers for this meeting.

Arlene Wood then invited in turn Sinead Braiden, Chair of Quality & Communities and the Combined Committee, Alastair Grant, Chair of Finance, Performance & Scrutiny and Nicky Connor, Co-Chair of the Local Partnership Forum to comment on discussions at that meeting before questions from Board members. Rich discussion at taken place at each of these meetings, clarity had been provided on consultation, all points raised were detailed in the papers and groups were content to remit this to the IJB for approval.

The Board discussed the proposed Transformation of the Care at Home Review, took assurance from the work done to develop the model and the scrutiny undertaken at the Quality and Communities Committee, Finance, Performance and Scrutiny Committee, Local Partnership Forum and Combined Committee and agreed the proposed model and to support the Senior Leadership Team to operationalise the model with partners and provide updates to the Finance, Performance and Scrutiny Committee through the reports on transformation and regular financial reporting.

**7.2 Transformation: Reimagining the Third Sector**

This report had been discussed at Quality & Communities Committee on 2 November 2023, Finance, Performance & Scrutiny on 10 November, a Combined Committee on 17 November 2023 and the Local Partnership Forum on 21 November 2023.

Arlene Wood introduced Fiona McKay who presented this report which has the support of Fife Voluntary Action (FVA). Kenny Murphy spoke of the opportunity to look at future projects whilst ensuring sustainability and maximum impact for the public pound. This will be a chance to scale up some of the work already in place in some parts of Fife to increase community resilience.

Arlene Wood then invited in turn Sinead Braiden, Chair of Quality & Communities, Alastair Grant, Chair of Finance, Performance & Scrutiny, Graeme Downie, Chair, Combined Committee and Nicky Connor, Co-Chair of the Local Partnership Forum to comment on discussions at that meeting before questions from Board members. The points raised at all these meetings had been included in the final SBAR and Overview, risk had been considered and all were content to remit this to the IJB for approval.

## 7.2 Transformation: Reimagining the Third Sector

The Board discussed the proposed transformation to progress Reimagining the Third Sector: Phase 2 and took assurance from the work done in Phase 1 which was presented to the Integration Joint Board in September 2023 and from the scrutiny undertaken at the Quality and Communities Committee, Finance, Performance and Scrutiny Committee, Local Partnership Forum and Combined Committee. The Board also agreed the proposed model and supported the Senior Leadership Team to operationalise the model with partners and provide updates to the Finance, Performance and Scrutiny Committee through the reports on transformation and regular financial reporting.

## 7.3 Finance Update

This report had been discussed at the Finance, Performance & Scrutiny Committee on 10 November 2023 and the Local Partnership Forum on 21 November 2023.

Arlene Wood introduced Audrey Valente who presented this report which showed a projected outturn overspend of £1.468m at the end of September 2023. Current key areas of overspend include Hospital & Long-Term Care, GP Prescribing, Family Health Services and Older People Residential and Day Care. These overspends are offset by the underspends in Community Services, Older People Fife Wide / Hospital Discharge, Adults Fife Wide and Adults Supported Living.

Reserves of £10m had been set aside to cover potential delays in achieving savings, to date £8m of this has been used and the remaining £2m will be returned to the Reserves balance if not required.

A Recovery Plan will be brought to the IJB on 2 February 2024.

Arlene Wood then invited in turn Alastair Grant, Chair of Finance, Performance & Scrutiny Committee and Nicky Connor Co-chair of the Local Partnership Forum to comment on discussions at the Committee before questions from Board members. Nothing was raised from either meeting.

The Board were assured that there is robust financial monitoring in place, they approved the financial monitoring position as at September 2023 and approved the use of the Reserves and proposed recovery actions as at September 2023.

## 8 GOVERNANCE & OUTCOMES

### 8.1 Ministerial Strategic Group (MSG) – Integration of Health and Social Care: Self-Evaluation Update 2023

This report had been discussed at the Finance, Performance & Scrutiny Committee on 10 November 2023.

Arlene Wood introduced Fiona McKay who presented this report which was an annual update. There are six areas of self-evaluation to be undertaken and discussion has taken place on best to take this forward.

Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee, it was felt that good progress was being made against agreed targets.



| NO       | TITLE   | ACTION    |
|----------|---|-----------|
| 8.1      | <b>Ministerial Strategic Group (MSG) – Integration of Health and Social Care: Self-Evaluation Update 2023 (Cont)</b>  |           |
|          | <p>Morna Fleming expressed her disappointment that Board members had not been invited to contribute to this self-evaluation, despite assurances pre-covid that this would happen. Fiona McKay will discuss this with Morna Fleming out with the meeting.</p> <p>The Board noted the Partnership’s progress towards the Ministerial Strategic Group (MSG) integration proposals as detailed in the Self- Evaluation Update (Appendix 1) and approved the report. Once finalised the Self- Evaluation Update can be provided to the Scottish Government/ Ministerial Strategic Group for information and noting.</p> <p>Arlene Wood asked that this be brought to the next Development Session (15 December 2023) to assist Board members in understanding the process for self-evaluation for MSG and other items.</p> | <b>FM</b> |
| 8.2      | <b>Membership of Integration Joint Board</b>  |           |
|          | <p>Arlene Wood introduced Nicky Connor who presented this report which is being provided to advise members of changes to IJB membership.</p> <p>The Board noted the content of the report.</p>  |           |
| <b>9</b> | <b>LEGISLATIVE REQUIREMENTS &amp; ANNUAL REPORTS</b>  |           |
| 9.1      | <b>Annual Review of Best Value 2022-2023</b>  |           |
|          | <p>This report had been discussed at the Audit and Assurance Committee on 8 November 2023.</p> <p>Arlene Wood introduced Fiona McKay who presented this report. The Best Value Framework is in place and work continues to ensure this is linked to the MSG Indicators and audit requirements.</p> <p>Arlene Wood then invited Dave Dempsey, Chair of Audit and Assurance to comment on discussions at the Committee before questions from Board members. Dave Dempsey confirmed that committee had made some suggestions on improvement for next year’s report and were happy to remit this to the IJB for approval.</p> <p>The Board approved the Partnership’s Annual Review of Best Value for 2022–2023.</p>  |           |
| 9.2      | <b>Public Sector Climate Change Duties 2023</b>   |           |
|          | <p>This report had been discussed at the Finance, Performance and Scrutiny Committee on 10 November 2023.</p> <p>Arlene Wood introduced Audrey Valente who presented this report which the partnership has a statutory duty to submit to Scottish Government by 30 November 2023. The report provided information on progress made to date and priorities for the coming year.</p> <p>Arlene Wood then invited Alastair Grant, Chair of Finance, Performance &amp; Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Alastair Grant advised committee agreed with the priorities in the report and recommended approval by the IJB.</p>  |           |

## 9.2 Public Sector Climate Change Duties 2023

The Board considered and agreed the priorities for climate change governance, management and strategy for the year ahead as set out in the assessment section of this report as summarised below. These will then be included in the annual report to Scottish Government. In conjunction with Community Planning partners the Board supported the delivery of Climate Fife (Sustainable Energy and Climate Change Action Plan) 2020 – 2030 and continue to work closely with partners on the development of the Anchors Strategic Plan.

The Board will continue to support and promote awareness raising of climate change issues for staff working in the HSCP, making use of accessible training, and learning opportunities offered by partner bodies and others and will continue to work with partners to identify opportunities to work more efficiently and sustainably.

The Board will also monitor actions and outcomes aligned to the delivery of the Strategic Plan 2023-2026, including those within the supporting strategies, that promote co- benefits with climate change strategies and continue to review the information received on SBAR's, reports and business cases, in relation to climate change impacts, and highlight the benefits or positive impacts on climate change strategies.

## 9.3 Armed Forces Covenant Duty – Update Report

This report was discussed at the Quality and Communities Committee on 2 November 2023.

Arlene Wood introduced Fiona McKay who shared a short presentation which outlined what this duty means for the Board.

The UK Armed Forces Covenant has been in place since 2011. The aim of the Covenant is to ensure that the Armed Forces Community should be treated fairly and face no disadvantage when accessing public and commercial services, with special provision made in appropriate cases for those who have sacrificed the most. The Armed Forces Act 2021 came into force on 22nd November 2022. The new Act builds on existing legislation (the Armed Forces Act 2006) and reinforces the Armed Forces Covenant by placing legal requirements on organisations including Fife Council, NHS Fife and the Health and Social Care Partnership/Fife Integration Joint Board.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities and Graeme Downie, Chair of Strategic Planning Group to comment on discussions at their meetings. Good discussion had taken place at both meetings and they agreed that this report should be remitted to the IJB.

Discussion took place around the army base at Leuchars and the impact that additional personnel will have on local infrastructure. Close working is ongoing to monitor this.

The Board is noted the contents of this report and related Work Plan, discussed the implications of the Armed Forces Covenant Duty for the Health and Social Care Partnership and recommended that the national Forces Connect App is used to host a local directory of the services and support that are available for the Armed Forces Community in Fife.

**9.4 Pharmaceutical Care Services Report 2022-2023**

This report was discussed at the Quality and Communities Committee on 2 November 2023.

Arlene Wood introduced Fiona Forrest who presented this report on behalf of Ben Hannan. Fiona Forrest advised that the publication of NHS (Pharmaceutical Services) (Scotland) Amendment regulations 2011 requires NHS Boards to publish pharmaceutical care service (PCS) reports and annually update them. This is reported to the IJB for assurance regarding the Delegated Functions in line with the Integration Scheme. The report gave a comprehensive overview of the significant contribution community pharmacies make to the health and wellbeing of Fife residents. They provide an increasing number of services in a time of significant increase in demand.

A public engagement period of 4 weeks is provided giving consultees an opportunity to comment on the draft PCSR.

Arlene Wood then invited Sinead Braiden, Chair of Quality & Communities to comment on discussions at that meeting before questions from Board members. Sinead Braiden advised that the report had been well received.

Discussion took place around the consultation undertaken as part of producing this report, the need to educate the public about the services provided by community pharmacies and how best to promote these. Fiona Forrest advised public awareness was to be a priority in the coming year.

Concerns were raised around the process for approving new community pharmacies and whilst the challenges were recognised, as this is independent of NHS Fife and the partnership, no further discussion took place on this.

It was agreed to bring an item to a future IJB Development Session on Community Pharmacies.

BH/FF

The Board were assured that the Pharmaceutical Care Services Report (PCSR) for 2022/23 provides a comprehensive overview of core and additional services provided by community pharmacies in Fife; a robust locality assessment and an overall recommendation that there is no unmet need within NHS Fife currently and noted that this report will be published once approved by NHS Fife Board.

**10 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED****Audit & Assurance Committee**

Dave Dempsey advised his committee had discussed the Internal Audit Report which would be brought to the Quality and Communities Committee in January 2024.

**Finance, Performance & Scrutiny Committee**

Alastair Grant had no issues to escalate, having provided updates through this meeting.

**Quality & Communities Committee**

Sinead Braiden had no issues to escalate, having provided updates through this meeting.

| NO | TITLE   | ACTION |
|----|---|--------|
| 10 | <p><b>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED (CONT)</b></p> <p><b>Local Partnership Forum (LPF)</b></p> <p>Nicky Connor advised that the September 2023 LPF meeting had been cancelled due to industrial action and there were no issues to escalate from the November meeting.</p> <p><b>Strategic Planning Group (SPG)</b></p> <p>Fiona McKay Chaired the September meeting and advised there were no items to escalate.</p> <p>Graeme Downie <b>Chaired the November</b> meeting and advised there were no items to escalate.</p> |        |
| 11 | <p><b>AOCB</b></p> <p>As the Chair had not been alerted prior to the meeting of any other business to be raised under this item the meeting was closed by the Chair confirming dates of the next meetings.</p>  |        |
| 12 | <p><b>DATES OF NEXT MEETINGS</b></p> <p><b>IJB DEVELOPMENT SESSION – FRIDAY 15 DECEMBER 2023</b></p> <p><b>INTEGRATION JOINT BOARD – FRIDAY 2 FEBRUARY 2024</b></p>   |        |