

South and West Fife Area Committee

Civic Centre, Inverkeithing / Blended Meeting

Wednesday, 13 December 2023 - 9.30 am



AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of the South and West Fife Area Committee of 1 November 2023. 3 – 7
4. **FIFE SPORTS AND LEISURE TRUST - OVERVIEW** – Report by the Chief Executive Officer, Fife Sports and Leisure Trust. 8 – 12
5. **PROPOSED SEASONAL URBAN CLEARWAY - SANDHAVEN, CULROSS** – Report by the Head of Roads and Transportation Services. 13 – 15
6. **A907 CARNOCK ROAD, GOWKHALL - PROPOSED 30MPH SPEED LIMIT** – Report by the Head of Roads and Transportation Services. 16 – 18
7. **DECENTRALISATION OF PARKING ENFORCEMENT IN SOUTH AND WEST FIFE AREA** – Report by the Head of Roads and Transportation Services. 19 – 24
8. **COMMUNITY RECOVERY FUND - SOUTH AND WEST FIFE** – Report by the Head of Communities and Neighbourhoods Service. 25 – 37
9. **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** – Report by the Head of Communities and Neighbourhoods Service. 38 – 41
10. **COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2022-2023** – Report by the Executive Director (Finance and Corporate Services). 42 – 58
11. **SOUTH AND WEST FIFE AREA FORWARD WORK PROGRAMME 2024** – Report by the Executive Director (Finance and Corporate Services). 59 - 63

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

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services
Fife House
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6 December 2023

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BLENDED MEETING NOTICE

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

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

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

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

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

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

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

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THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE - BLENDED MEETING

Civic Centre, Inverkeithing

1 November 2023

9.30 am – 11.40 am

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

ATTENDING: Lesley Craig, Lead Consultant and Vicki Connor, Lead Consultant, Roads and Transportation Services; Alastair Mutch, Community Manager (South and West Fife Area), Mandy MacEwan, Community Development Team Manager, Stephen Adamson, Project Manager (Anti-Poverty and Community Wealth Building), Sarah Johnston, Access Officer, Kevin O'Kane, Greenspace Partnership Officer and Clair Lovett, Parks Development Officer, Communities and Neighbourhoods Service; Claire Mackinlay, Housing Team Manager, Housing Services; Alan Adamson, Service Manager (Quality Assurance), Health and Social Care; Alan Paul, Head of Property Services and Liz Murphy, Bereavement Services Manager, Property Services; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO IN ATTENDANCE: Ms. Nina Patton, Scottish Environment Protection Agency (SEPA) for para. 94 only.

APOLOGY FOR ABSENCE: Councillor Sarah Neal.

92. DECLARATIONS OF INTEREST

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

93. MINUTE

The committee considered the minute of the meeting of the South and West Fife Area Committee of 6 September 2023.

Arising from the minute, with reference to para. 84 – Minute - the committee were advised:-

- that an update was still awaited with regard to the workshop to be organised by the Education Service to analyse the attainment figures within secondary schools;
- an update in relation to the bus mobility hub on the A985 had been provided by Ian Jones, Roads and Transportation by email on 21st September, 2023;
- that a report would be submitted to the December meeting in relation to the motion submitted to the 21st June committee requesting a report on the pros and cons of various degrees of decentralisation; and

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- that a request had been submitted to the Environment, Transportation and Climate Change Scrutiny Committee to look into the reputational damage of the Council when outside organisations dug up newly resurfaced pieces of road as per the motion to this committee on 21st June, 2023.

Decision

The committee agreed to approve the minute.

94. RADIATION MONITORING AT DALGETY BAY

Ms. Nina Patton, Scottish Environment Protection Agency (SEPA) advised that they were still awaiting final drafts of the Health Physics Plan and the close out survey from the Ministry of Defence's (DIO) contractor. It was noted that SEPA had observed the remediation process and acknowledged the amount of material removed. In terms of the surrender process to the licence, it was noted that until the appropriate documentation had been received, the Environmental Authorisations (Scotland) Permit for the management of the radioactive particles could not be surrendered. It was noted that SEPA were satisfied that the remediation had been completed and advised that the verification process over the next two years would be closely monitored by SEPA to determine the impact of the remediation and that they would continue to update the Council on these matters if required.

It was noted that following the two year monitoring process by the Ministry of Defence's (DIO) contractor, if SEPA were satisfied that the remediation was successful, in that they were not seeing an increase in the number of particles on the foreshore, then monitoring of the radiation would revert to SEPA and monitoring of the rock armour and the management of the rock armour would revert to Fife Council.

Decision

The Committee thanked Ms. Patton for her detailed update.

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

95. OBJECTION TO PROPOSED 20MPH SPEED LIMIT - VARIOUS STREETS, CARNOCK

The committee considered a report by the Head of Roads and Transportation Services seeking agreement to set aside the objection to the proposed 20mph speed limit on various streets, Carnock.

Decision

The committee agreed to set aside the outstanding objection to the Traffic Regulation Order (TRO) proposing the 20mph speed limit in various streets, Carnock as shown in Drawing No. TRO23_23B to allow the Order to be made and the speed limit put in place.

96. AREA ROADS PROGRAMME 2023/24 - PROGRESS REPORT

The committee considered a report by the Head of Roads and Transportation Services updating members on the progress of the 2023/24 Area Roads Programme (ARP).

Decision

The committee:-

- (1) noted the contents of the report;
- (2) agreed to include Sherbrooke Road, Rosyth within the 2024/25 Area Roads Programme; and
- (3) noted that consultation would be undertaken with Morrisons regarding the road surface at the car park entrance to their store at Sherbrooke Road, Rosyth and that resurfacing of the parking bays on Sherbrooke Road was included within the project at Sherbrook Road.

97. CORE PATH DIVERSION - WILSON WAY, ROSYTH

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for a diversion of core path P637/03 (Wilson Way, Rosyth) to allow for the construction of the new High School at Rosyth.

Decision

The committee approved the proposed diversion of the public right of way and the core path using section 208 Town and Countryside Planning (Scotland) Act 1997, delegating its confirmation to officers if no objections were received and otherwise submission to the Scottish Government for confirmation.

98. PLAY SPACES CATEGORISATION - SOUTH AND WEST FIFE AREA

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of the Play Spaces Categorisation for the South and West Fife Area to create better quality and more inclusive play spaces.

Decision

The committee:-

- (1) approved the Play Spaces Categorisation for the South and West Fife Area; and
- (2) agreed to review the Implementation Plan at future Ward meetings which would specify how the categorisation and improvement of play spaces would be progressed.

99. AREA HOUSING UPDATE

The committee considered a report by the Head of Housing Services providing an update on the progress of the areas identified in the Local Issues Action Plan (appended to the Area Housing Plan) as well as performance information where figures were available at an area level.

Decision

The committee noted:-

- (1) the work progress against the Local Issues Action Plan outlined within Appendix 1 of the report; and
- (2) the performance information outlined within Appendix 2 of the report.

100. ANNUAL REPORT ON OUTCOMES OF CARE INSPECTORATE INSPECTION AND GRADING PROCESS

The committee considered a report by the Director of Health and Social Care advising on the range of inspections that had been undertaken by the Care Inspectorate and highlighted the inspection grades awarded for care services within the South and West Fife Area. The registered organisations included provided a range of care and support services to the Health and Social Care Partnership in Fife and represented a mixture of sectors including private and voluntary.

Decision

The committee noted the outcome of the inspection process and grades awarded to care services in Fife.

The meeting adjourned at 10.55 am and reconvened at 11.05 am.

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 requesting 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.

102. SUMMER PROVISION ACTIVITIES

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the holiday provision provided for young people, children and families over the summer holiday 2023. The provision of activities was developed and delivered by the Community Development Team and partners.

Decision

The committee noted the position and the activities that were delivered throughout the summer school holidays.

103. SOUTH AND WEST FIFE AREA LOCAL COMMUNITY PLAN – PLAN4SOUTH AND WEST FIFE

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the implementation and progress of the South and West Fife Local Community Plan (LCP) 2022-2025 which was approved at the South and West Fife Area Committee on 1 March 2023.

Decision

The committee:-

- (1) noted the ongoing collaborative efforts to actively develop projects under the identified Associated Actions in response to locally identified priorities; and
- (2) continued to support the South and West Fife Area Local Community Plan as it adapted and changed to focus on Recovery and Reform.

104. PROPERTY TRANSACTIONS

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

Decision

The committee noted the contents of the report.

105. SOUTH AND WEST FIFE FORWARD WORK PROGRAMME 2023-24

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 reviewed and noted the South and West Fife Area Forward Work Programme 2023/24.

Fife Sports and Leisure Trust - Overview

Report by: Emma Walker, Chief Executive Officer, Fife Sports and Leisure Trust

Wards Affected: 1, 5 and 6

Purpose

The purpose of this report is to provide the South and West Fife Area Committee with an update on Fife Sports and Leisure Trust's (FSLT) performance and progress.

Recommendation

The Committee is asked to consider the contents of the report and comment as appropriate.

Resource Implications

There are no resource implications.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

An Equality Impact Assessment is not required as this is an overview report on the performance and progress of Fife Sports and Leisure Trust.

1.0 Background

- 1.1 Established in April 2008, FSLT is the leading provider of sports and leisure facilities throughout Fife. We manage 14 venues throughout Fife, with focus on promoting health, wellbeing and community engagement. We understand the importance of an active lifestyle and offer a comprehensive range of services tailored to the community's diverse needs.
- 1.2 Our services include our leisure active memberships, sports activities such as learn to swim and health and wellbeing initiatives. We are dedicated and driven to empower individuals of all ages and abilities to lead active lives.
- 1.3 Within South and West Fife Area, we manage and provide services at Dalgety Bay Sports and Leisure Centre and programming opportunities at Inverkeithing High School Community Use and other community settings throughout the area.

2.0 Performance

- 2.1 FSLT has set itself the challenge through the financial year 2023/2024 to return participation rates back to pre-covid levels.
- 2.2 We started this journey back in our first full years of operations from covid restrictions in 2021/2022, where we achieved 67% (1,706,303) of participation rates back to pre-covid levels.
- 2.3 At a local level, Dalgety Bay Sports and Leisure Centre achieved 63% (101,710) of participation rates back to pre-covid levels.
- 2.4 Then into our second year of return 2022/23, we achieved 90% (2,273,279) of participation rates back to pre-covid levels.
- 2.5 At a local level, Dalgety Bay Sports and Leisure Centre achieved 81% (129,920) of participation rates back to pre-covid levels.
- 2.6 Currently within the first six months of this year, we have achieved 87% (1,154,974) of participation rates back to pre-covid levels.
- 2.7 At a local level, Dalgety Bay Sports & Leisure Centre achieved 98% (75,267) of participation rates back to pre-covid levels.
- 2.8 These numbers have been achieved despite financial challenges, reduction in operating hours and closure to the venues due to maintenance works.
- 2.9 At a local level, Dalgety Bay Sports and Leisure Centre has seen continuous growth in the numbers and, this year, the venue is on course to achieve greater numbers than pre covid levels.

3.0 Operating Hours

- 3.1 You will be aware, due to financial challenges, FSLT had to reduce operating hours across Fife when covid restrictions were lifted. However, through funding from Fife Council and support from communities across Fife, on 21st August, there were opening hours reinstated in the following areas.

- Cowdenbeath Leisure Centre
 - Cupar Sport Centre
 - Dalgety Bay Sports and Leisure Centre
 - East Sands Leisure Centre
- 3.2 The funding for this reinstatement of the opening hours is only in place until 31 March 2024. To demonstrate the effectiveness of the reinstatement of the opening hours, FSLT analyse the hours on a monthly basis.
- 3.3 The analysis includes the attendance, average hourly throughput and the number of hours in the month compared to the same period last year.
- 3.4 To use Dalgety Bay Sports and Leisure Centre as an example of this analysis.
- Overall throughput in first two months has increased by 36%
 - Average hourly throughput has increased by 11%
 - Opening hours on average per month have increased by 24%
- 3.5 The numbers above demonstrate the difference the additional 15 hours a week are making at local level.

4.0 Junior and Adult Activities

- 4.1 FSLT provide a wide range of junior and adults activities across Fife and within South and West Fife Area either through our own programmes, in partnership or through groups or clubs block booking facilities.
- 4.2 FSLT earned national recognition this year for our commendable efforts in raising awareness and expanding swimming opportunities for children in Fife. We were crowned as the Scottish Water Learn to Swim Provider of the Year at the annual Scottish Swimming Awards Night, recognising the trust as a high- quality lesson programme in Scotland with over 8,100 participants weekly.
- 4.3 This national recognition also considers our community learn to swim programme, which operates out of Community Use of Schools swimming pools. One of these swimming pools is Inverkeithing High School Community Use of Schools where we have over 250 learners per week taking part in the learn to swim programme.
- 4.4 Being part of FSLT learn to swim programme at Inverkeithing, learners are also entitled to free swimming within FSLT swimming pools.
- 4.5 On 23 October 2023, we launched Rise Gymnastics. This partnership with Scottish Gymnastics will see all our classes across our leisure centres falling in line with British Gymnastics' flagship recreational gymnastic programme. As a result, further classes will be added to our current programme.
- 4.6 At Dalgety Bay Sports and Leisure Centre, the venue has the largest gymnastics programme in Fife and has the largest Junior Activity Programme in Fife.
- 4.7 Partnership is key to FSLT. A fantastic example of this is with Inverkeithing Hillfield Swifts Community Club. FSLT support them through their journey East of Scotland Football structure and more important the work they do with their junior sections and in the community in South and West Fife Area.

- 4.8 Fife Sports & Leisure Trust and Fife Council worked in partnership with Amputee Football Association Scotland so that more than 150 players and staff from the national teams of Azerbaijan, Albania, Netherlands and Kosovo come to face Scotland for European Amputee Football Nations League Group D Tournament.
- 4.9 This took place at Dalgety Bay Sports and Leisure Centre over the weekend of the 28th and 29th October 2023, where Scotland qualified from the group stage and we also had young local football players engage in the event as ball boys and girls.

5.0 Fitness

- 5.1 FSLT provide over 170 fitness classes throughout Fife, with an additional 20 classes forecasted to start in January. FSLT deliver 23 classes at Dalgety Bay, from Pilates to Spin. Shortly we will carry out a soft refurbishment of the main studio and incorporate the current spin offering into the main studio. This will allow for a new standalone mind and body studio and the introduction of virtual sessions within both studios, increasing options for the community, whilst allowing for greater utilisation of these spaces.
- 5.2 As we continue to recover, we have seen 6,739 for the studio in the first six months of 2023/24, up from 4,792 over the same period in 2022/23. Last year we had 10,463 attend fitness classes and we are on track to achieve over 14,000 this year.
- 5.3 Within the gym, we had 17,677 attendees in the first six months of 2023/24, up from 14,578 over the same period in 2022/23. Last year we had 31,397 and we are on track to achieve over 38,000 this year.

6.0 Health and Wellbeing

- 6.1 FSLT provide a wide range of health and wellbeing activities across Fife and, within the locality, FSLT deliver five health classes at Dalgety Bay and one health class at Oakley. These classes have seen 1750 attendances to date.
- 6.2 Currently FSLT have a project proposal application for this committee. This project will deliver a wellbeing programme within local community venues within South West Fife. A health and wellbeing advisor will be employed and will sit within our successful health and wellbeing team to create and deliver a programme of meaningful activities to increase physical activity across the locality and target individuals who require support to become and stay active.
- 6.3 The programme will be constantly evaluated to ensure it meets the needs of people living in South West Fife. Like other localities, this advisor will link with local partners to drive the programme, increasing opportunities for people to participate in supported physical activity and encourage the development of social connections, especially within the colder and darker months.

7.0 Investment

- 7.1 There has been investment in Dalgety Bay Sports & Leisure Centre which includes:-
- In the summer/autumn 2022 there was full replacement of the Synthetic Turf Pitch with investment from Scottish Football Association and Fife Council to the value of £318k

- In the summer of 2018, Community and Housing Committee funded a £250k one-off investment for the reconfiguration of the gym and studio space. At the end of the works, the venue doubled its capacity for gym space and provide two studio spaces

7.2 FSLT continues to work with Dalgety Community Trust and Fife Council to support in the development of a Pump Track. The Pump Track will be potentially situated in the grounds of Dalgety Bay Sports and Leisure Centre and operated by Dalgety Community Trust. To facilitate this opportunity, FSLT is looking for the area required for the Pump Track to be transferred out of our lease area at the venue.

Report Contact

Emma Walker
Chief Executive Officer
Sports and Leisure Trust

Proposed Seasonal Urban Clearway - Sandhaven, Culross

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

Wards Affected: Ward 1 – West Fife & Coastal Villages

Purpose

The purpose of this report is to allow the South and West Fife Area Committee to consider a proposal to introduce a seasonal urban clearway on Sandhaven, Culross.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce a seasonal urban clearway as detailed in drawing TRO/23/57 (Appendix 1) with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £4,000 which covers Roads and Transportation Services' and Legal Services' staff costs and advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 The village of Culross is a popular tourist destination and conservation area. All roads through Culross are 20mph and Sandhaven is constructed with sett cobbles.
- 1.2 There are large free car parks at each end of Culross for visitor parking.

2.0 Issues and Options

- 2.1 There have been concerns raised by the Community Council about inconsiderate parking in Sandhaven, specifically during the tourist season. This parking causes congestion and access issues for bus services and through traffic.
- 2.2 An Urban Clearway is a designated section of a road in urban areas where stopping, parking and, sometimes, loading and unloading vehicles are restricted or prohibited during specific times or at all times. An Urban Clearway aims to ensure the smooth flow of traffic and reduce congestion in busy areas.
- 2.3 To address the concerns of the Community Council, it is therefore proposed to introduce a seasonal urban clearway which would be operational between 1 March and 31 October each year to prohibit parking from 9am-6pm, every day. The extents are shown in drawing TRO/23/57 (Appendix 1).
- 2.4 This restriction is shown on the ground by gateway signage and intermediate signage along the length involved. No road lining is required. This ensures no parking through the day but allows residents to park in the evening. Vehicles can still load and unload passengers during these times.
- 2.5 This restriction can be enforced by the Fife Council Parking Attendants.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety, that this Traffic Regulation Order be promoted.

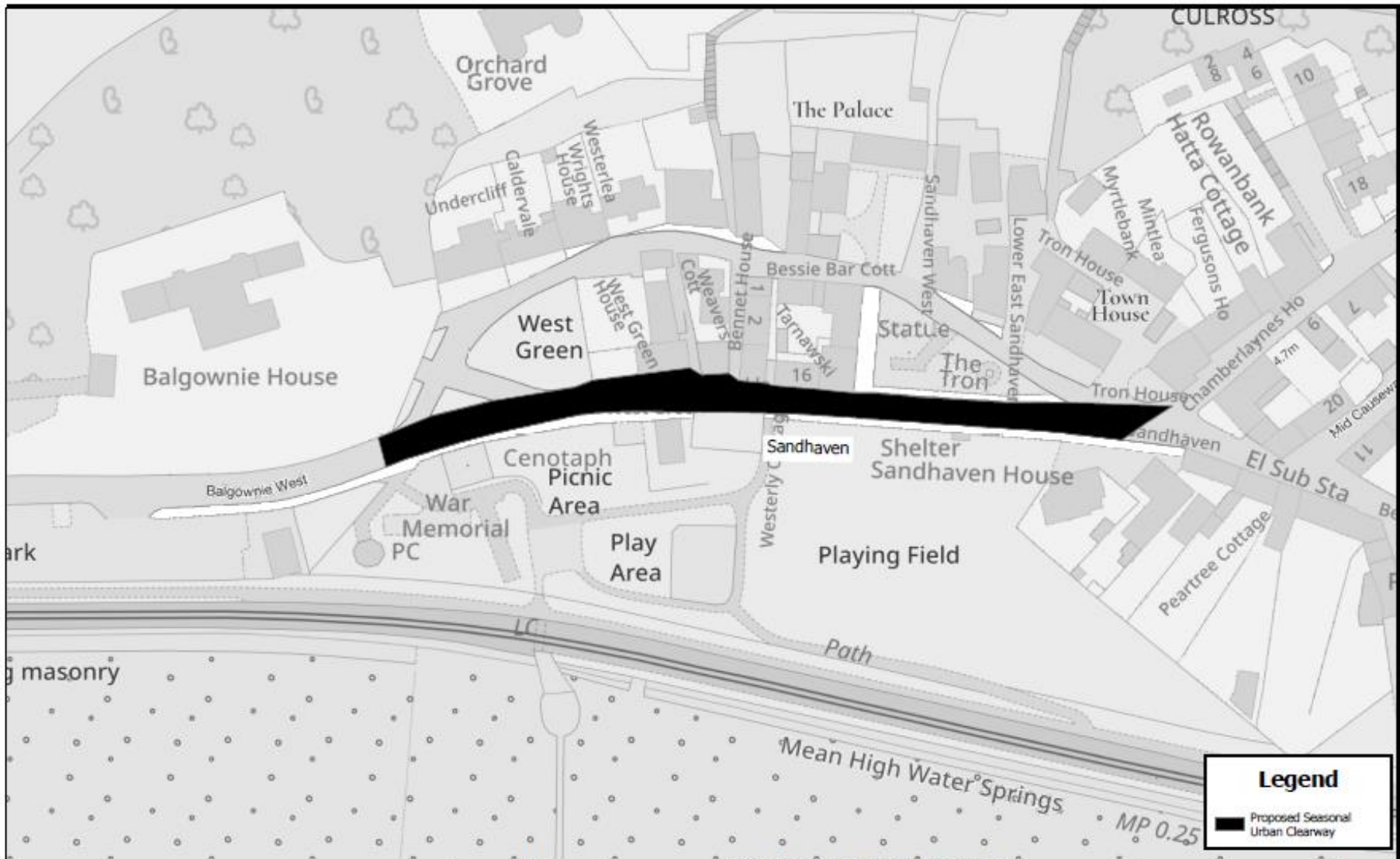
List of Appendices

1. Plan TRO/23/57 – Proposed seasonal urban clearway, Culross.

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Sandhaven, Culross- Proposed
 Seasonal Urban Clearway TRO23_57
 Prepared By: CLow-95
 Service: Roads & Transportation Services
 Printing Date: 16 November 2023

Legend
 Proposed Seasonal Urban Clearway

Fife
 COUNCIL
 Roads & Transportation Services
 Head of Service, John Mitchell

A907 Carnock Road, Gowkhall – Proposed 30mph Speed Limit

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

Wards Affected: Ward 1 – West Fife & Coastal Villages

Purpose

The purpose of this report is to allow the South and West Fife Area Committee to consider a proposal to introduce a 30mph speed limit on the A907 Carnock Road, Gowkhall.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce a 30mph speed limit as detailed in drawing TRO/23/56 (Appendix 1) with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £6,000 which covers Roads and Transportation Services' and Legal Services' staff costs and advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors and Police Scotland have been advised.

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

1.0 Background

- 1.1 Until September 2011, the A907 had a national speed limit from the junction of Craigluscar Road, Dunfermline to Carnock and a 40mph speed limit through Gowkhill. The introduction of The Fife Council (A907 Dunfermline to Oakley – 40mph Speed Limit) Order 2011 reduced the whole stretch to 40mph .

2.0 Issues and Options

- 2.1 There have been concerns raised by residents, through the local MSP, about the speed of traffic through Gowkhill and the safety of pedestrians, especially school children crossing to and from the bus stop. Concerns have also been raised by residents turning into Dean Ridge of speed of vehicles and inappropriate overtaking.
- 2.2 A speed survey was carried out at the bus stop in December 2022 and the results showed an 85th percentile speed of 48mph with an average speed of 42mph. On an average day, this showed 500 vehicles (7.4%) out of 6771 were recorded travelling at 51mph or more.
- 2.3 With the rationalisation of speed limits on the A907 to 40mph in 2011, the speed reduction message to drivers for the village environment was removed.
- 2.4 To address the concerns of the residents, it is therefore proposed to introduce a 30mph speed limit to the previous gateway boundaries of Gowkhill to reintroduce the speed reduction message. The extents are shown in drawing TRO/23/56 (Appendix 1).

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety, that this Traffic Regulation Order be promoted.

List of Appendices

1. Plan TRO/23/56 – Proposed Speed Limits in Gowkhill.

Report Contacts

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APPENDIX 1



Legend

- Existing 20mph
- Existing 40mph
- Existing NSL
- Proposed 30mph

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**A907 Carnock Road, Gowkhal - Proposed
 30mph Speed Limit TRO23_56**

Prepared By: CLow-95
Service: Roads & Transportation Services
Printing Date: 16 November 2023

Fife
 COUNCIL
 Roads & Transportation Services
 Head of Service, John Mitchell

13 December 2023

Agenda Item No. 7

Decentralisation of Parking Enforcement in South and West Fife Area

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

Wards Affected: 1, 5 & 6

Purpose

The purpose of this report is to update members on considerations of decentralised parking enforcement as raised by the motion at South and West Fife Area Committee on 21 June 2023.

Recommendation(s)

It is recommended that committee notes there are key legislative, operational, budget and asset risk issues surrounding decentralisation.

Resource Implications

Parking income is financially managed through a single parking account for the whole of Fife as required by the Roads Scotland Act 1984. This legislation requires local authorities to operate a single account for the income and expenditure of parking and that any net income is ring fenced for Roads and Transportation functions and not for general use for other council priorities. It is for that reason that local authorities typically incorporate the Parking Account within wider Roads and Transportation Services' budgets.

As a result of economic downturn and impact of the Covid pandemic, the parking budget has experienced a shortfall in income which in 2023/24 is estimated at circa £300k.

Legal & Risk Implications

There are no known legal risks.

Impact Assessment

An Equality Impact Assessment and a Fife Environmental Assessment Tool (FEAT) assessment are not required because the report does not propose a change or revision to existing policies or practices.

Consultation

Finance and Legal Services were consulted in the development of this report.

1.0 Background

1.1 The motion agreed at South and West Fife Area Committee on 21 June 2023 (2023.SWFAC.36 para 81 refers), is detailed below:

“Committee

- *notes*
 - *the considerable disruption and inconvenience that arises locally from traffic levels at locations which are particularly popular in good weather*
 - *the annoyance caused to residents by continuing examples of antisocial parking*
 - *the difficulty under present arrangements of deploying Parking Attendants to diverse locations at short notice*
- *considers that decentralising elements of that deployment to Area level has the potential to address these issues;*
- *asks for a report laying out the pros and cons of various degrees of decentralisation to help determine what (if any) comments and recommendations South and West Fife Area Committee might wish to submit to full Council”.*

1.2 Prior to April 2013, the management and enforcement of off-street car parks was undertaken by Fife Council Transportation Services via teams in West Fife, Central Fife and East Fife using a paper-based system. Then the enforcement of on-street parking was undertaken by Fife Police through their Traffic Wardens.

1.3 In April 2013, the introduction of Decriminalised Parking Enforcement (DPE) in Fife required the creation of a single, centralised management and enforcement team at Bankhead Central, Glenrothes. The more specialist nature of a DPE organisation required delivery of a wider range of operational, enforcement and legal obligations, which required:

- Centralisation of the workforce to allow deployment of Parking Attendants (PAs) to areas of greatest parking demand, allowing reaction to day-to-day needs and high-level events
- Centralisation of the workforce for staff training, development and management support
- Introduction of on-street enforcement. This is a high-profile function requiring increased support and security in an area which can attract high levels of aggression to staff
- A move to a central accessible location with good public transport links for staff
- Adoption of new specialist IT hardware and software to administer Penalty Charge Notices (PCNs)
- Introduction of new enforcement technology and body worn cameras, both involving increased data protection requirements
- Co-ordination of operational vehicles

1.4 There are specialist legal requirements of DPE in relation to the Road Traffic Act 1991 and the Road Traffic Regulation Act 1984. These place very prescriptive requirements on local authorities as to how parking must be managed and on what any income can be spent.

Parking Enforcement Operation

- 1.5 The enforcement unit consists of 18 Parking Attendants (PAs), 3 Parking Supervisors, a Parking Co-ordinator and an Appeals Technician. In addition to the enforcement unit there is a Technician Engineer who manages the ongoing maintenance of car park parks and related infrastructure. The whole team is managed by the Lead Consultant, Car Parking Strategy & Operations.
- 1.6 The PAs work a shift system to enable parking enforcement to take place seven days per week between the hours of 07:00 - 19:00 Mon - Sat and 09:30 - 17:30 on a Sunday. In addition to these hours, ad hoc patrols are organised to tackle hotspots and problem areas.
- 1.7 The patrol areas and beats are regularly reviewed, based on local priorities, events and school times and refined to provide the best coverage across Fife with the resources available. In addition to scheduled beats, there is an increasing demand on resources to respond to local enforcement requests from the community. These requests are dealt with promptly, with double yellow line infringements and the misuse of disabled bays being prioritised. Most requests are dealt with the same day. If not, the remaining requests are incorporated into other parking beats for action.
- 1.8 For financial year 2022/2023, 13 enforcement requests were received within the South and West Fife Area from the public, Police Scotland and Councillors.
- 1.9 Existing Parking Infrastructure in South and West Fife Area

	Fife-wide	South & West Fife
Number of charged car parks	30	1
On-street charged car parking spaces	576	0
Number of disabled parking bays	3773	510
Number of EV charging points (twin units)	67	11
Number of school visits	232 visits to 62 schools in 2022/23	9 visits to 6 schools in 2022/23

- 1.10 The maintenance of Roads & Transportation Services' car parks in the South and West Fife Area is covered by the Fife-wide car park maintenance budget. In 2023/24, the annual maintenance budget for car parks is £359k p.a. This is focussed on reactive maintenance repairs. Local Areas would need to be aware of the potential long-term liability that maintenance of such infrastructure could have.
- 1.11 Some of the car parks that attract large demand in summer months, such as Silversands in Aberdour, are Fife Coast and Countryside assets and not managed as part of Roads & Transportation Services' DPE operation.
- 1.12 It should be noted that anti-social behaviour complaints fall within the remit of Police Scotland and Fife Council's Safer Communities team.

2.0 Issues and Options

- 2.1 In terms of future pressure areas for parking enforcement, the management of the emerging pavement parking ban is likely to place further pressure on resources and require greater coordination of staff resources to ensure an efficient DPE operation.
- 2.2 In relation to the detail requested within the agreed Motion, the following three options have been considered below:
- Existing Management Arrangement
 - Decentralised parking attendant deployment
 - Decentralise all parking aspects to Area level

Existing Management Arrangement

- 2.3 The current operation has successfully been in operation for over ten years, is well managed and provides flexibility when required to allow for staff absences and incidents. It offers a responsive, proportionate staff resource to help manage the challenges of competing priorities of high parking demand at key locations, major events and local pressures. The communication of local priorities are encouraged through telephone contact and email to parking.management@fife.gov.uk.
- 2.4 The summary considerations, include:

Pros:

- Maintains existing efficient work practices and accountancy processes
- Allows the clear delivery of parking related matters
- Re-active operation, allowing resources to be deployed from the Fife-wide parking operation to quickly respond to operational demands such as enforcement requests and larger local events
- PAs are deployed to areas with greatest demand and requiring most enforcement
- Maintenance of car parks covered by existing budget
- Pool of kit available to cover equipment failure
- Data security systems established
- On-street enforcement is a high-profile operation, requiring increased support and security for staff
- Daily briefing for staff
- Flexibility in larger team to allow movements for differing demands

Cons:

- Perceived lack of local decision making and may not achieve the desire for control at a local level
- May not fully take into account the desire for local initiatives.

Decentralise Parking Attendant deployment to Areas

- 2.5 In terms of deployment of resources, this proposal holds the potential to afford greater levels of enforcement in high demand areas and less in lower demand/priority areas. In turn, some areas would be better enforced than others and the flexibility of enforcement and resource management would be compromised.

2.6 Objectives would have to be established for the management of parking in the Areas, including the monitoring of outcomes. Decentralised parking enforcement would need to be able to demonstrate an overall advantage for residents across Fife relative to demand and issues.

Pros:

- deployment of resources at local level
- establishment of local objectives in overall parking management.

Cons:

- Insufficient staff to cover all Areas uniformly
- Small number of staff (with potential personal security issue due increased likelihood of lone working)
- Area model (before DPE) was ineffective
- Promotes inconsistent parking policy application
- Reduces co-ordination of staff resource and ability to respond to larger events
- IT requires to be replicated in Areas
- Remote from manager
- Would require increased number of vehicles, with increased costs

Decentralise the car parking function to Areas

2.7 Greater level of management, additional resources, co-ordination of budgetary income and expenditure would be required, given the need for single parking account for Fife. Potential need for additional IT hardware and equipment, including support arrangements.

2.8 Objectives would need to be established for the management of parking in the Areas and the monitoring of outcomes. A decentralised parking operation would need to be able to demonstrate an advantage for residents in Fife relative to cost and demand.

Pros:

- Potential for greater local accountability
- establishment of local objectives in overall parking management.

Cons:

- Increases administration costs
- Removes flexibility from the parking account
- Requires greater levels of administration and financial management
- Requires greater staff workload for Areas
- Areas take on budget and asset risk
- May simply deliver same outcomes as at present but with significant additional costs and greater financial risk to Area committees.
- Requires implementation of monitoring system and scrutiny to ensure compliance with the Road traffic Regulation Act (1984)
- Insufficient staff to cover all Areas uniformly
- Small number of staff (with potential personal security issue due increased likelihood of lone working)
- Area model (before DPE) was ineffective
- Promotes inconsistent parking policy application
- Reduces co-ordination of staff resource and ability to respond to larger events

- IT requires to be replicated in Areas
- Remote from manager
- Would require increased number of vehicles, with increased costs

3.0 Conclusions

- 3.1 The existing parking management and enforcement system across Fife has been detailed. This system provides an efficient and effective service that balances and reacts to local need.

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Community Recovery Fund - South and West Fife

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

Wards Affected: 1, 5 & 6

Purpose

The purpose of this report is for South and West Fife Area Committee to give final approval and allocate Community Recovery funding to various projects as previously discussed and agreed at Ward 1,5 & 6 meetings.

Recommendation(s)

The committee is asked to approve the following amounts from the Community Recovery Fund totalling £852,633:-

- (1) Cairneyhill Parish Church – Cairneyhill Community Café - £100,000
- (2) Cairneyhill in Bloom - £4,634
- (3) Culross Stables Community Hub – Community Hub Bakery - £35,726
- (4) Grow West Fife – Feeding West Fife - £61,480
- (5) Cairneyhill Scout Group – Driving Forward - £60,000
- (6) West Fife Woodlands – Excavator, Barrows and Flails - £18,650
- (7) Simply Local Kincardine – Community Garden Expansion - £9,530
- (8) Torryburn and Newmills CC – Play Improvements - £11,714
- (9) EATS Rosyth - EATS Educates: Growing, Eating Fruit and Veg - £100,000
- (10) Communities and Neighbourhoods – Camdean Youth Facility - £26,000
- (11) Rosyth Men’s Shed – Men’s Shed Building - £40,029
- (12) Dalgety Bay and Hillend CC - Wayfinding Signage - £20,000
- (13) Dalgety Community Trust – Free Access Pump Track - £50,000
- (14) The Old Town House SCIO – The Town House The Future – £27,000
- (15) Housing Service – Brock Street Off Street Parking - £27,315
- (16) North Queensferry Community Complex – Complex Improvements - £40,000
- (17) 68th Fife Scouts Inverkeithing – Zero Carbon Footprint for Inv. BP - £19,101
- (18) Hillend Community Hub – Community Park Projects - £9,900
- (19) Fife Sports and Leisure Trust – Community Wellbeing Project - £91,554
- (20) Kingdom Off-Road Motorcycle Club – On the Right Track - £100,000

Resource Implications

Sufficient funds are available in the Community Recovery Fund to support the approved projects.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Workshops to discuss Community Recovery fund proposals were held with elected members on 5th and 26th October, 2022 and 14th June 2023.

In November and December 2022, South and West Fife Councillors were asked to populate a proforma detailing projects identified to date. In 2023, further discussions took place at Ward meetings as to how the fund could be opened up to community organisations and local community planning partners.

1.0 Background

- 1.1 On 25 August 2022, the Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22 September approved the 'Help with Cost of Living: Extending Community Support' report which set out a general approach and criteria for the Fund, including the allocation of £9m across the seven Area Committees. South and West Fife has received an allocation of £1.23m as part of this allocation.
- 1.2 The criteria for the fund is as follows;
 - Projects should link to Local Community Plan priorities
 - Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
 - Projects should provide assessment of benefit to ensure no unintended consequences
- 1.3 Through workshops and discussions at Ward meetings, all South and West Fife Councillors have had an opportunity to identify proposals and projects. During the first half of 2023, some Councillors suggested that the South and West Fife Community Recovery Fund should be opened up to constituted community organisations and local community planning partners. The Community Manager was tasked to progress this and to arrange a further workshop with elected members.
- 1.4 A workshop 'CRF – Involving Communities' was arranged with Councillors for 14th June. At this session, agreement was reached on S&WF CRF local criteria, guidelines, the grant application process, timescales, promotion with organisations and final application approval.

- 1.5 It was agreed that applicant organisations had to demonstrate that their project delivered S&WF Local Community Plan Priorities:-
- Develop additional local preventative responses to support people through the ongoing cost-of-living crisis, working to move people out of poverty where possible.
 - Increase employment, training, learning and volunteering opportunities to support sustained economic growth in the area.
 - Develop and sustain approaches which target the effects of climate change and improve infrastructure around measures that lead to reductions in carbon footprint.
 - Tackle the shortfall in affordable housing in the area, to help ensure that people live in good quality housing and provide good housing advice to help prevent homelessness.
 - Work with partners to improve the quality of life and wellbeing of residents.
- 1.6 Councillors proposed that the fund allocation should establish a 'small grant' scheme for projects under £10,000 and a 'large grant' scheme for projects over £10,000. Laterally, due to the number of applications received and the amounts requested, the Area and Depute Convener determined that an upper limit of £100,000 had to be applied per applicant organisation.
- 1.7 At the workshop, it was agreed that the Area and Depute Convener and Communities and Neighbourhoods Service officers would undertake an initial review of submitted applications using a 'RAG status' format. Applications would be reviewed checking that they met the necessary criteria; recommend an appropriate level of funding and red, amber or green the applications for further discussion and approval at Ward meetings.
- 1.8 South and West Fife Councillors also agreed terms and conditions for awards, reporting, monitoring and evaluation processes in line with Fife-wide guidance for the Community Recovery Fund. Appendix 1 'CRF Guidance' provides further detail.

2.0 Project Information

- 2.1 Following the June workshop, the CR funding opportunity was promoted on local social media pages and by local Councillors. Community Councils and local community planning partners were contacted and asked to promote the fund and submit applications.
- 2.2 Two workshops were organised in late August, early September for applicant organisations. The Community Development Team Manager and Anti-Poverty and Community Wealth Building Project Manager led these workshops offering further advice and guidance to interested parties. A closing date for applications was set for 11th September. Forty-four applications were received requesting over £1.723m of funding support.
- 2.3 The Area and Depute Convener met with Communities and Neighbourhoods Services' staff on 25th September and 2nd October to 'RAG status' the applications and recommend the applications that should be further considered at Ward meetings and potentially funded.
- 2.4 All S&WF Councillors were provided with on-line access to the forty-four applications. During October, Councillors considered these with a focus on the applications for their particular ward as well as any area wide bids.

- 2.5 In certain instances, some applications were re-directed to the Local Community Planning (LCP) budget rather than being supported through the Community Recovery Fund. A total of six applications have been funded through the LCP budget.
- 2.6 Following Councillors' discussions and deliberations, applications were approved. Appendix 2 'Project Details' provides particulars of the applicant organisation, a summary of the project and recommended level of funding to be awarded.

3.0 Conclusions

- 3.1 The volume of funding requested far exceeded the monies available making this an extremely competitive environment. Applicant organisations that have been unsuccessful will be offered officer support to explore other funding opportunities.
- 3.2 The proposals detailed in Appendix 2 meet the criteria for the Community Recovery Fund and contribute to the S&WF Local Community Plan themes. The variety of applications received reflected the creativity and vibrancy found within our towns and villages across the area.
- 3.3 Monitoring and evaluation processes will be established with all groups receiving funding. This will be slightly more detailed and rigorous for those groups awarded funds over £10,000. Future updates on projects will be provided to S&WF Area Committee detailing progress and impact which will also contribute to strategic reporting requirements.
- 3.4 The projects detailed will bring significant added value to South and West Fife. Many will provide additionality to existing service provision, offer new activities and delivery or improve capital assets whilst contributing to community wealth building. The legacy of these projects will extend well beyond the funding period.

List of Appendices

1. Community Recovery Fund Guidance
2. Project Details

Background Papers

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

- 'Help with Cost of Living : Extending Community Support'. Fife Council Cabinet Committee, 22nd September, 2022.

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South and West Fife Community Recovery Fund Guidance

Background

At the Fife Council Cabinet Committee meeting on 25th August 2022, it was agreed that £10 million of revenue balances should be allocated as a Community Recovery Fund. At a subsequent meeting of the Committee on 22nd September, it was agreed that £9 million of this should be split across the seven areas of Fife and £1 million should be allocated for initiatives spanning several areas or indeed that are Fife-wide. The resultant briefing stated that the fund should support wider community recovery as well as shorter term challenges e.g., cost of living and can be used across the next two financial years and should minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery. Communities should help identify priorities and projects.

South and West Fife received £1.23m as part of the Community Recovery Fund allocation.

- Community Managers were tasked with arranging workshops with Elected Members to discuss and develop initiatives. Workshops were held with S&WF elected members on 5th and 26th October, 2022. Further discussions took place at Ward meetings and Councillors were asked to populate a proforma detailing their proposals in November and December 2022. An additional workshop was held on 14th June 2023 to agree the structure of the process for allocating funds in S&WF. The detail of that is contained below.

Through the workshops and discussions at Ward meetings, all South and West Fife Councillors have had an opportunity to identify proposals and projects. Proposals are welcomed from external partners as well as Council Services. South and West Fife Councillors have agreed that the fund should be opened up to community organisations as well as key partners and that the remaining fund, £875,000 should be used to support projects that meet the criteria stipulated in the criteria section below.

The decision on what the Community Recovery Fund is used to support lies with the Area Committee. An initial report was presented to South and West Fife Area Committee on the 25th January 2023 detailing the proposals identified to date and agreeing spend of circa £300,000. Approximately £875,000 remains to be allocated in this stage of the process. The detail of that is set out below.

Allocation of Funds

A workshop was held on 14 June 2023 where elected members and key officers agreed the following:

<p>Small Grants Scheme <£10,000</p>	<p>A small grants allocation specifically for community-led initiatives for up to a maximum of £10,000 per applicant organisation.</p> <p>The Project Proposal Form should be completed by those applying to the Small Grants Scheme. These will then be collated as notes of interest and each applicant organisation will be invited to one of two workshops to be held in late August/early September to support them with their application.</p>
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<p>Large Grants Scheme >£10,000</p>	<p>The remainder of the CR Fund to a large grant application scheme. Applications can be made by third sector organisations, Fife Council services and any People/Place member organisations. Applications must demonstrate how they meet the criteria set out in the S&WF Guidance and must, where appropriate, evidence collaboration with partner services/organisations in delivering the project. Applications which evidence match funding are likely to be viewed more favourably than those without.</p> <p>All applications are submitted to Area Committee for approval.</p> <p>For those organisations successful in securing a large grant (> £10,000), a Service Level Agreement will be required. In addition, an identified Fife Council Link Officer will be allocated to the organisation for the duration of the project activity. At the end of the project, a monitoring form will also be required. The identified Link Officer will assist the organisation with the completion of this ahead of submission to Communities and Neighbourhoods Service.</p> <p>Where applications are declined, feedback is provided via C&N officers.</p>
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Applications will be considered by the Area & Depute Convener, Communities & Neighbourhoods Service staff to ensure that they meet the necessary criteria and to propose a level of funding to be awarded based on the application submitted. The vetted applications meeting the criteria will then be considered by all S&WF Councillors.

C&N officers will deliver community-based workshops to support the development of proposals from community groups to support the application process. These will take place in late August/early September 2023. Applications for both small and larger grants will be submitted for approval by area committee in October 2023, with any remaining funds allocated to year 2.

Criteria for S&WF Community Recovery Fund Bids

Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living, community wealth building, anti-poverty work. Projects should provide assessment of benefit to ensure no unintended consequences.

The specific criteria for the fund is as follows;

- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should link to South and West Fife Local Community Plan priorities detailed below:
 - Develop additional local preventative responses to support people through the ongoing cost-of-living crisis, working to move people out of poverty where possible.
 - Increase employment, training, learning and volunteering opportunities to support sustained economic growth in the area.
 - Develop and sustain approaches which target the effects of climate change and improve infrastructure around measures that lead to reductions in carbon footprint.

- Tackle the shortfall in affordable housing in the area, to help ensure that people live in good quality housing and provide good housing advice to help prevent homelessness.
- Work with partners to improve the quality of life and wellbeing of residents.

Applications will not be considered for:

- Projects that take place out with or do not have an impact on South and West Fife communities
- Projects that do not contribute to identified local community planning priorities
- Projects/Activities that are discriminatory in their practice
- Marketing appeals or fundraising activities
- Existing revenue costs e.g., funding staff positions that already exist or budget shortfalls due to organisational efficiencies
- Community events

Terms and Conditions of Award

- The monies must only be used for the purpose stated.
- The project must start on the agreed date or as soon as possible after that date.
- The applicant may not transfer any part of the monies to any other organisation or individual.
- No aspect of the activity being funded should be party political in intention, use or presentation.
- For those organisations successful in securing a large grant (> £10,000), a Service Level Agreement will be required. In addition, an identified Fife Council Link Officer will be allocated to the organisation for the duration of the project activity.
- At the end of all projects, applicant organisations will be required to complete a monitoring form. These will be used to report to S&WF Area Committee and Fife Council Cabinet Committee on how the money was used.

Where funding is awarded to an external organisation:

- In the event of the organisation ceasing to exist, or where there is a breach of conditions, any unspent Fife Council monies will be repaid/returned to Fife Council.
- Community Organisations are required to have a constitution, bank account and an appropriate level of incorporation i.e., Scottish Charitable Incorporated Organisation (SCIO), Company Limited by Guarantee or similar governance/legal structure.
- All organisations should ensure that in carrying out the activity for which the monies have been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.

- All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
- Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
- The information provided will be used by Fife Council in order to process your application. It will be shared with South and West Fife Elected Members for approval.

Reporting and Evaluation

Progress reports will be provided to Area Committees on a regular basis there will be a need for oversight of the programme as a whole at Cabinet Committee. A report will be presented to Fife Council Cabinet Committee in May 2024 and thereafter as requested by Committee, including an evaluation of the impact the fund has had on local communities and in meeting the priorities set out in the Local Community Plan and the Plan for Fife.

Any organisations in South and West Fife in receipt of funding will be subject to periodical monitoring as detailed in the CRF Project Proposal Form.

Project Details

1. Cairneyhill in Bloom

The group would like to erect a polytunnel and tool store on the grounds of the church, which would allow for year-round growing and for them to put on educational sessions for brownies, guides and scouts but that all members of the community could access.

Recommended allocation from CRF: £4,634

2. Culross Stables Community Hub – Community Hub Bakery

The group would like to start a community bakery and require funding to cover the costs of 3 part-time members of staff and some initial start-up costs. This project evolved from the 'Warm Spaces' initiative they successfully ran in 2022/23. They want to increase the production of good quality, baked goods and open up The Stables to everyone - encouraging community cohesion, while providing affordable food and a place for people to come together. The funding means everything sold and eaten will have been produced on site. This new project would allow them to significantly increase the volume of goods baked and sold to the local community or provided at one of their many community events.

Recommended allocation from CRF: £35,726

3. Grow West Fife – Feeding West Fife

GWF would like to employ a full-time gardener to allow them to grow more food on their land, widen access to their community space and to upskill new volunteers to maintain the growing space beyond the period of this funding. Having a dedicated resource to oversee the growing programme throughout the year will allow them to build on an already successful programme of engagement with the wider S&WF community. There is scope to provide locally grown, sustainable food to other community food providers in the area – something which has been trialled previously during the pandemic. This is a new revenue cost, but a small part of their funding is for sustainable lighting for the garden, which will allow this new project to operate into the evenings.

Recommended allocation from CRF: £61,480

4. Cairneyhill Scout Group – Driving Forward

The Scouts in Cairneyhill already oversee a very successful minibus hire scheme, where other local groups can rent their vehicles for an affordable charge via a very user-friendly website. Their vehicles are a huge asset to the S&WF area. Groups, sport clubs and the scouts themselves use these buses to travel to and from fixtures and events. This removes the requirement for many cars to be taken and therefore reduces the carbon footprint for S&WF. Their two existing buses both have very high mileage, so the purchase of one vehicle would ease some of the pressure and reduce repair bills, which are currently expensive when remedial works are required. This funding is for the capital cost of purchasing a new minibus.

Recommended allocation from CRF: £60,000

5. West Fife Woodlands – Excavator, Barrows and Flails

Building on an already impressive track record of path and woodland network maintenance and development, WFW would like to purchase some key items to allow them to continue the good work they do in West Fife. At the moment, they hire most of the larger equipment they use to carry out their variety of projects. The barrows they are looking to purchase would make the transportation of materials far more straight forward for the dedicated team of volunteers when doing their projects. The excavator will be utilised to move larger quantities of materials more easily. With approx. 30 miles of pathway to maintain during growing season, the flails allow this task to be completed more efficiently. This equipment could all be made available to hire for other groups in the area to use, so brings benefits to more than just WFW. All of this funding will go towards the purchase of this equipment (some of which will be second hand).

Recommended allocation from CRF: £18,650

6. Simply Local Kincardine – Community Garden Expansion

SLK would like to expand the existing garden to increase capacity for more local people to become members, where they can grow their own produce, while benefitting from the well-documented benefits of being physically active outdoors. Interest in hiring a space in the garden has grown significantly over the past decade and the funding would allow the group to address this increased demand by offering more space to potential new members. This funding is for the capital costs associated with expanding the area.

Recommended allocation from CRF: £9,530

7. Cairneyhill Parish Church – Cairneyhill Community Café

They have plans to refurbish the existing (congregation-owned) manse building to provide a community café and community space. The external area will include an extensive garden area and a polytunnel food growing area. This would allow residents and visitors (it is situated next to the Pilgrims Way) to connect and enjoy the facility. Architect drawings are in place and the plans demonstrate that this facility would be unique in the area. The Parish Church is working towards improving its energy efficiency with the installation of carbon reducing measures, including insulation of the church building, secondary glazing, solar panels and air source heat pumps meaning the new café will be sustainable energy efficient and sustainable. The funding will contribute towards capital costs of the project.

Recommended allocation from CRF: £100,000

8. Torryburn and Newmills Community Council – Trim Trail

The Community Council would like to improve the offering to young people and adults in the villages (and beyond) by adding to the existing play equipment with a trim trail/obstacle course. The provision of safe, well-maintained equipment will encourage whole families to spend more time together in the outdoors. The facilities would encourage people to be more physically active in outdoor environments and all facilities are of course free of charge, and therefore open to everyone. This funding is for the associated capital costs.

Recommended allocation from CRF: £11,714

9. EATS Rosyth - EATS Educates: Children and Families Growing and Eating Fruit and Veg.

Building on a varied and popular programme of activities, the proposal is for a project worker & community gardener to work in primary schools to develop a whole system approach to eating fruit and vegetables with children and their families. By engaging with children in school, this project can start to tackle the wider societal issue of creating dietary change and promoting locally sourced, healthy foods at an early age. Children will learn and participate in sowing, planting, growing, harvesting, tasting, and cooking. This project will enable an active way to improve the health of children, and their understanding and interest in the environment and biodiversity.

The aim would be for the project to produce a programme for schools to follow after the 2-year project finishes. In addition, the programme would be available to be shared and supported across S&WF, so that children across the area would also benefit from the programme.

Recommended allocation from CRF: £100,000

10. Fife Council Communities and Neighbourhoods – Camdean Youth Facility

Although the Community Centre meets the DDA requirements by law, the existing heavy steel door requires considerable effort to open and access the building. There is also a buzzer to be pushed upon entering. For wheelchair users or individuals with a visual impairment, this building is not as accessible as other facilities in the area. . The funding would improve access for everyone and allow people with disabilities to more easily access a very well-used community facility. This funding is a contribution to the capital costs associated with making these changes.

Recommended allocation from CRF: £26,000

11. Rosyth Men’s Shed – Men’s Shed Building

The group’s ambition has been to secure their own premises, which are safe, suitable and welcoming to group members. They have a potential site, which is a used area of land in Rosyth. The funding would allow the group to make the land safe and secure and contribute towards the purchase of containers to see the group finally have a more permanent ‘home’.

Recommended allocation from CRF: £40,029

12. Dalgety Bay and Hillend Community Council - Wayfinding Signage

The Community Council want to create a greater sense of cohesive identity in the town and have requested funding to create and install improved wayfinding signage in the town. Most of the beneficiaries of the signs will be individuals/families walking or cycling in the area, so the signage improvements would further develop the active travel routes in Dalgety Bay. The signage would help increase footfall in the town, including for those passing through on the coastal path who may ordinarily pass through without visiting Dalgety Bay and its attractions. Visitors and residents will be directed to local businesses, helping to improve the local economy.

This funding would contribute towards the design, manufacture and installation of the signs.

Recommended allocation from CRF: £20,000

13. Dalgety Community Trust – Free Access Pump Track

The Trust would like to create a pump track in the heart of the town which is inclusive and welcoming for all. The track will be designed to championship standard but is designed for people of all ages and abilities. The Trust believes that the addition of an asset like this would bring many additional benefits to Dalgety Bay and the surrounding areas. It will create several volunteering opportunities; it promotes cycling to young people and adults alike and will provide a useful mechanism in deterring anti-social behaviour as external groups will have access to the track. This funding provides a contribution to the overall capital cost of the project.

Recommended allocation from CRF: £50,000

14. The Old Town House SCIO – The Town House The Future

The project to transform an at-risk civic landmark is nearing completion. The organisation setup to take over the running of the building wishes to employ staff to ensure the smooth transition into this new era for the well-known local facility. By employing a Volunteer Co-ordinator, it will allow the group to build sustainability by recruiting and training local people to oversee the day-to-day running of the facility. A programme of activities can then be planned and offered to the community as the building welcomes people back in after renovation. This funding is for new revenue costs.

Recommended allocation from CRF: £27,000

15. Fife Council Housing Service – Brock Street Off Street Parking

The area on the road up to the community complex and play park is narrow, congested and can lead to a pressurised parking situation for residents and visitors. The proposal is to remove a small area of grass in between the two blocks of flats and install 8 parking bays, which will significantly improve the situation for residents and visitors alike. The addition of these spaces can help increase usage of the community complex, the play area and surrounding greenspaces – not to mention the walking route to the Forth Road Bridge. While this means losing a small grass, the vast amount of greenspace in the nearby areas means the impact of this would be minimal. The funding for this is all for the associated capital costs of carrying out the required work.

Recommended allocation from CRF: £27,315

16. North Queensferry Community Complex – Complex Improvements

The Complex has undergone some building developments recently: A MUGA has been installed and is proving very popular with local young people. They have also improved the use of space inside the complex which has allowed them to offer a warm space to local people during the colder months. Usage of the building has been steadily increasing and they would like to further develop the facility by upgrading the electrics. The group plan to do this by installing solar panels and batteries to protect against future energy price rises. This will allow them to continue to deliver key services to the people of North Queensferry and beyond, while doing their bit to address the climate challenge. This project would also reduce the Complex's carbon footprint. This funding is a contribution towards the overall capital costs of the improvements.

Recommended allocation from CRF: £40,000

17. 68th Fife Scouts Inverkeithing – Zero Carbon Footprint for Inv. BP Hall

The group would like to fit solar panels to the roof of Inverkeithing BP Hall, allowing them to become carbon neutral and promote an eco-friendly ethos to hall users, members and leaders. Being eco-friendly is taught throughout the scouting groups from ages 5 and up, so to be able to demonstrate that the group has 'practiced what it preached' would be beneficial in teaching members about the importance of reducing carbon footprint. The hall also attracts several other specialist groups, so by 'futureproofing' the hall, it will benefit many people in the area. This funding is to contribute to the overall capital costs of this project.

Recommended allocation from CRF: £19,101

18. Hillend Community Hub – Community Park Projects

Since 2018, The Community Hub Group have successfully overseen several improvements in the village, including a new swing park, defibrillator, several bench seats, flowers around the village each year, Christmas carol events, summer fayres and Easter events. The group are in the process of acquiring a piece of land via a newly formed Community Interest Company. The land will allow the Group to further develop the village by adding a polytunnel, a utility shed, benched seating and picnic area, raised beds and an accessible garden area for residents and visitors to enjoy. The funding is for the capital costs associated with making these changes.

Recommended allocation from CRF: £9,900

19. Fife Sports and Leisure Trust – Community Wellbeing Project

FSLT wishes to provide physical and wellbeing opportunities to the people of S&WF by offering an outreach programme aligned with the 4 main community assistance hubs (Parkgate Community Centre, Inverkeithing Civic Centre, Oakley Community Centre and Valleyfield Community Centre). The project would see the recruitment of a Health and Wellbeing Advisor to develop a programme of physical activities in these four centres which are inclusive and open to everyone. Consideration will be given to those with limited mobility and classes will be designed to meet the needs of communities. In collaboration with other key providers in the area e.g. The Well, Community Job Clubs and third sector partners. Referrals will be accepted from anyone, and the activities will be open and available to everyone. This funding is for the new revenue costs attached to employing a H&W Adviser for 2 years.

Recommended allocation from CRF: £91,554

20. Kingdom Off-Road Motorcycle Club – On the Right Track

KORMC wishes to purchase land in South and West Fife and create an off-road motorcycle track for young people and adults to enjoy in a safe, managed and friendly environment. A similar initiative has proved very successful in Cardenden, and the organisation would like to build on that success by offering a similar facility in this area. Other areas where these tracks are in place have seen significant drops in calls to the police about 'nuisance' motorcyclists and there is lots of evidence around this proving to be a successful deterrent to anti-social behaviour. This project idea has backing from Police Scotland and groups working with young people. This development would have the potential to create volunteering opportunities and hopefully employment opportunities in the longer term. This funding is for the associated capital costs around the purchase/hire of land and the creation of the track.

Recommended allocation from CRF: £100,000

Total allocated from CRF: £852,633

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

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

Wards Affected: Wards 1, 5 and 6

Purpose

To seek agreement from the Area Committee for a contribution from the Local Community Planning Budget for the following projects:-

- Bring the Brood Family Learning
- Valleyfield Recovery Outdoor Gym and
- West Fife Woodlands Rainbow Path.

Recommendation(s)

The Committee is asked to agree an allocation of £30,179 from the Local Community Planning Budget 2023/24.

- (1) Bring the Brood Family Learning - £10,179
- (2) Valleyfield Recovery – Outdoor Gym - £10,000
- (3) West Fife Woodlands – Rainbow Path - £10,000

Resource Implications

There is sufficient funding available in the South and West Fife Local Community Planning budget should the contribution be agreed.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Ward Councillors have been consulted on this project as part of the Community Recovery Fund process and reviewed the submitted applications. All Councillors are supportive of the three applications being funded through the Local Community Planning Budget.

1.0 Background

- 1.1 Following Ward discussions on the Community Recovery Fund applications, Councillors decided that eight applications should be met through the Local Community Planning budget. Three applications exceed £5,000 and therefore require Area Committee approval.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Local Community Planning budget from the Ward 1 and Area allocation.

2.0 Project Information

Bring the Brood Family Learning – IHS Community Use

- 2.1 This programme will focus on strengthening family relationships through instructor-led group activities. Families (including those with secondary and primary age children) will be cooking together, taking part in crafts sessions, playing sports and attending information workshops provided by various services. These activities will provide an opportunity for the whole family to learn together and will also encourage learned skills, habits and knowledge to be adopted and applied in everyday life. The idea of 'Bring the Brood' has been raised at group meetings such as the SWF Food Resilience Group and the Local Planning Group.
- 2.2 Volunteers will be recruited to help deliver the sessions, to assist instructors and ensure that there is enough support for participants. Activities will be intended to be able to be replicated by the family at home, not requiring great expenditure or unrealistic resources.
- 2.3 There will capacity for up to 50 family members each week. Each Bring the Brood session will last for two hours. The proposed activities will be delivered over 32 weeks between January 2024 and December 2025 (with a focus on delivering during the colder months of the year).
- 2.4 Alongside the delivering partners (Community Use, CLD, Active Schools, Inverkeithing High School), the applicant will also engage with other partners who have expressed an interest in supporting the initiative and these include Includem, Cosy Kingdom, Kingdom Community Bank, Link Living, Welfare Support and the Fire Service.
- 2.5 The project proposal meets Plan for Fife recovery priority 'Tackling Poverty and Preventing Crisis' and meets the following South and West Fife Local Community Plan priorities;
 - Develop additional local preventative responses to support people through the ongoing cost-of-living crisis, working to move people out of poverty where possible.
 - Increase employment, training, learning and volunteering opportunities to support sustained economic growth in the area.
 - Work with partners to improve the quality of life and wellbeing of residents.

Valleyfield Recovery from virus – Outdoor Gym – High Valleyfield Community Council

- 2.6 High Valleyfield Community Council submitted a single application with a number of proposals as part of the recovery from the pandemic. This included the provision of an outdoor gym. Councillors and officers agreed that funding should be allocated for this specific project. This funding is for the purchase and installation of outdoor gym equipment.

- 2.7 The addition of an outdoor gym to the village would encourage more people to be physically active outside whilst improving their health and wellbeing. The Community Council's application promoted the project as 'keep fit for the body and mind in the open air'. The outdoor gym complements other recent developments within the village including the upgrading of the Multi-use Games Area.
- 2.8 Various sites for the location of the equipment are being explored. The preferred site is adjacent to the community centre. This could potentially bring benefits to the gym and centre users for combining and linking activities. The provision of a 'free gym' allows access for all whilst helping to improve the general health of those using the equipment.
- 2.9 The project proposal meets Plan for Fife recovery priority 'Tackling Poverty and Preventing Crisis' and meets the following South and West Fife Local Community Plan priorities;
- Work with partners to improve the quality of life and wellbeing of residents.

West Fife Woodlands – Rainbow Path

- 2.10 West Fife Woodlands Groups are a group of volunteers who are dedicated to the preservation, enhancement and accessibility of West Fife's woodland areas. Funding this development will link the villages of Saline, Oakley and Comrie with a safe route for the public to travel without having to use public highways. It will help extend the current 30 plus miles of pathways that are presently maintained by the West Fife Woodlands group.
- 2.11 The group are working towards making woodland areas more accessible with the installation of improved crossing points, pathways, surfaces and handrails on slopes. This will also include better seating and access at rest areas and viewpoints.
- 2.12 Working with a range of partners including Forestry and Land Scotland, landowners, local businesses, community groups and uniformed organisations, West Fife Woodlands Group want to expand the network of pathways across the area. They hope that this will increase the use of open spaces maximising the leisure and recreational opportunities available to residents and visitors throughout west Fife. Plans are also in place to implement natural planting in certain areas which may assist with the mitigation of the impact of high rainfall on the local environment.
- 2.13 The project proposal meets Plan for Fife recovery priority 'Addressing the Climate Emergency' and meets the following South and West Fife Local Community Plan priorities:
- Increase employment, training, learning and volunteering opportunities to support sustained economic growth in the area.
 - Develop and sustain approaches which target the effects of climate change and improve infrastructure around measures that lead to reductions in carbon footprint.
 - Work with partners to improve the quality of life and wellbeing of residents.

3.0 Conclusion

- 3.1 These projects provide significant opportunities for the targeted communities and will contribute to the Plan4Fife and South and West Fife Area Local Community Plan themes. They will provide additionality to existing service provision, offer new activities and improve capital assets whilst contributing to community wealth building.

Report Contact

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13 December 2023
Agenda Item No. 10

Common Good and Settlement Trust Funds Annual Report 2022-2023

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

Wards Affected: All

Purpose

The purpose of this report is to advise members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2022-2023.

Recommendations

Members are asked to:

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

Resource Implications

None.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

Consultation

Consultation has taken place with Enterprise and Environment Directorate and Fife Cultural Trust.

1.0 Background

- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good and Trust funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of assets which are heritable property, long term debtors and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.
- 1.3 Settlement Trusts comprise several individual trusts and bequests specific to a defined geography which were brought together in 2014 following consultation with Community Councils and the charities regulator OSCR and/or Lord Advocate. A list of Settlement Trust and a statement of fund balances is contained in Appendix 8.
- 1.4 Non-Settlement Trusts cover more than one geography or were designated for a specific purpose. A list of Non-Settlement Trusts and a statement of fund balances is contained in Appendix 9.

2.0 Common Good and Trust Fund - Key Elements

2.1 Revenue Account

Income

- 2.1.1 The cash income received during the financial year is mainly from rents, interest on investments and external interest. Income from net gain on revaluation is a result of the revaluation of the fund's investments at the year end.

Expenditure

- 2.1.2 In line with the Council's policy, the first call on the Common Good Fund and Trusts funds is maintenance of heritable property. Disbursements / donations and other expenses are also funded from the Funds.
- 2.1.3 The amount spent on property costs and disbursements / donations are detailed within appendices 5 and 6.
- 2.1.4 The net effect of the income and expenditure on a Common Good and Trust account results in a surplus or deficit for the particular year. This amount is then transferred to balances.

2.2 Projects Supported in 22/23

Common Good

- 2.2.1 Common Good funds dispersed funding for projects totalling £46,141 detailed in appendix 5.

Settlement Trusts

- 2.2.2 Settlement Trusts across South and West Fife, dispersed funding in 22/23, detailed in appendix 10.

Non-Settlement Trusts

- 2.2.3 Non-Settlement Trusts across South and West Fife, dispersed funding in 22/23, detailed in appendix 10.

3.0 Balance Sheet

3.1 Long Term Assets

Heritable Property

3.1.1 Heritable Property comprises land and buildings held on Common Good and Trust accounts. In the main, this is municipal buildings and recreational land of various kinds.

3.1.2 The attached accounts reflect the assets held on the Common Good Balance sheet and the Trust Funds as at 31st March 2023. A complete list of all Common Good assets relative to this Area is also attached at Appendix 8.

Investments

3.1.3 In addition to heritable property, each Common Good and Trust Fund also has investments. These investments form part of the fund's capital balances. Investments are made using the Council's standard investment strategy to maximise income to the fund.

3.1.4 The heritable property and investments represent the capital balances.

3.2 Current Assets

3.2.1 The cash & cash equivalents comprise of monies held in the Council's bank account which receive internal interest from Fife Council.

3.2.2 The cash & cash equivalents, plus debtors and less creditors, represents the revenue balances.

3.2.3 The revenue account and balance sheet form the financial accounts for the Common Good Fund and Trusts, and this is attached as Appendix 1 to 8 to this report.

4.0 Moveable Property

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

5.0 Conclusions

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

List of Appendices

Appendix 1 – Combined Financial Statement

Appendix 2 - Income Statement

Appendix 3 - Rental Income breakdown

Appendix 4 – Expenditure Statement

Appendix 5 – Grants/Donations breakdown

Appendix 6 – Property Cost breakdown

Appendix 7 – Balance Sheet

Appendix 8 – Property Asset breakdown

Appendix 9 – Outstanding Grants/Donations from previous years

Appendix 10 - Charitable Trusts financial Statement

Appendix 11 – Statement of uses for Settlement Trusts

Background Papers

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

- Fife Council Annual Accounts 2022/2023

Report Contacts

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Combined Financial Statement

COMMON GOOD FUNDS - SOUTH WEST FIFE

2021/22	Revenue Account	2022/23
£		£
	<u>Income</u>	
- 77,017	Income from Rents	- 77,401
-	Income from Sale of Heritable Property	-
- 471	Interest from Cash Balances	- 18,235
- 16,909	Interest from Investments	- 19,739
-	Other Income	- 38,992
- 94,397		- 154,367
	<u>Expenditure</u>	
15,306	Property Costs	21,372
27,210	Donations	46,141
185	Other Expenditure	708
42,701		68,221
-	(Increase) / Decrease in value of Investments	35,330
- 52,055	(Increase) / Decrease in Revenue Reserve	- 50,816

Balance Sheet

31st March 2022	Balance Sheet	31st March 2023
£		£
	<u>Property Assets</u>	
373,241	Heritable Property	1,529,888
84,797,342	Property Leased to Fife Council	93,032,765
96,583	Capital Grant Unapplied	109,553
85,267,166		94,672,206
	<u>Other Assets and Liabilities</u>	
415,356	Investments	380,027
270,948	Cash & Cash Equivalents	356,319
3,732	Debtors	4,507
-	Creditors	-
690,036		740,852
85,957,203	Net assets	95,413,058
	<u>Financed by:</u>	
-85,267,166	Capital Reserves	-94,672,206
- 690,036	Revenue Reserve (incl Investments)	- 740,852
-85,957,203	Total Reserves	-95,413,058

Income Statement

Income					
Common Good Funds	Interest on Cash Balances	Investment Interest	Other Income	Rents	Total Income
West Fife Common Good	-18,235	-19,739	-38,992	-77,401	-154,367
Total Common Good	-18,235	-19,739	-38,992	-77,401	-154,367

Rental Income Breakdown

Decription	£
SP Powersystems	5
Agricultural Land, Cairncubie Road, Townhill	700
Senior Citizens	- 200
Former Corn Exchange, 4 Hope Street (Lime Studio)	15,000
Inverkeithing community	150
Towers 4-5 Lilliehall, Dunfermline	84
St Stephens Hall	350
Carnegie Hall	10
Public Park, Dunfermline	200
Music Institute, Dunfermline	1,600
Ground Pilmuir Street	4,500
City Chambers	44,130
Allotments Townhill	2
Town House, Inverkeithing	580
Museum Friary	10,200
Recreation Ground Townhill	90
Total S&WF Rental Income	77,401

Expenditure Statement

Balance Sheet							
Net Worth							
	Heritable Property	Property Leased to Fife Council	Investments	Debtors	Cash & Cash Equivalents	Creditors	Total
West Fife Common Good	1,529,888	93,032,765	380,027	4,507	465,872	0	95,413,058
Total Common Good	1,529,888	93,032,765	380,027	4,507	465,872	0	95,413,058

Grants/Donations Breakdown

Description	£
Wellwood Community Council	5,616
Culross Pier Restoration	1,372
Forth Bridges Festival of Highland Dancing 2021 40th Anniversary	962
Dunfermline & West Fife - Wellbeing Through Heritage	12,292
Inverkeithing Bowling Club - Roof Replacement/Repairs	4,167
Rosyth Community Hub refurbishment	15,000
Fire Station Creative - Falling Up	3,520
Inverkeithing Highland Games and Lamas Fair	3,213
Total S&WF Grant/Donations	46,141

Property Costs

Description	£
Fire Insurance, Corn Exchange	562
Fine Art Insurance	378
All Risks Insurance	239
Town House - Electricity	12,213
Town House - Water Services	412
Town House - Non Domestic Rates	4,582
Fire Insurance -Town House (6-8 Townhall Street)	1,498
FAR000279 Addition (CG-AUC)	- 926,561
Corporate Building Repairs - Inverkeithing Town House - Regeneration works 20/21	- 1,257
Corporate Building Repairs - LEGIONELLA	- 13
Corporate Building Repairs	452,531
Corporate Building Repairs - Trfr to CG to match RCGF credited in 21/22. Inv Town House.	475,000
Fire Alarm PPM	- 55
WK19 P091270 Friary Museum -	193
WK30 P096069 Friary Museum	151
P1134624 - Bell in tower not chiming	150
TF to communities	- 150
Currie & Brown Ltd P010205916	1,500
Total S&WF Property Cost	21,372

Balance Sheet

Net Worth							
	Heritable Property	Property Leased to Fife Council	Investments	Debtors	Cash & Cash Equivalents	Creditors	Total
West Fife Common Good	1,529,888	93,032,765	380,027	4,507	465,872	0	95,413,058
Total Common Good	1,529,888	93,032,765	380,027	4,507	465,872	0	95,413,058

Heritable property and Leased to Fife Council breakdown

Culross Assets

SRN	Description	Value (£)	Status
004215	Culross Public Convenience, Balgownie West, Main Street, Culross	48,068	Leased to FC
100049	Bon Accord Park, Low Causeway, Culross	176,334	Leased to FC
100982	Village Green, Low Causeway, Culross	83,619	Leased to FC
	Total Leased to Fife Council	308,021	
101045	Culross War Memorial, Balgownie West, Culross	1	Heritable Property
	Total Heritable Property	1	

005858	Balgownie West Car ParkBalgownie West		Other
100980	Amenity GroundLow Causeway		Other
100981	Amenity GroundErskine Brae		Other
100983	West GreenLow Causeway		Other
101044	Drying GreenBalgownie West		Other
101266	Culross Mercat CrossThe Cross		Other

Dunfermline Assets

SRN	Description	Value (£)	Status
000160	Dunfermline Carnegie Library and Galleries, Abbot Street, Dunfermline	29,337,038	Leased to FC
000160	Dunfermline Museum & Art Galleries SERVICES	5,883,851	Leased to FC
000193	St Margarets Cave Centre, Chalmers Street (Car Park), Dunfermline	-	Leased to FC
000512	Baldridgeburn Community Centre, Baldridge Burn, Dunfermline	2,293,600	Leased to FC
000526	Dell Farquharson Centre, 7 Nethertown Broad Street, Dunfermline	3,420,600	Leased to FC
000538	Carnegie Hall, East Port, Dunfermline	4,427,600	Leased to FC
000543	Dunfermline Music Institute, East Port, Dunfermline	749,000	Leased to FC
000636	Carnegie Leisure Centre, 46 Pilmuir Street, Dunfermline	26,517,000	Leased to FC
000636	Carnegie Leisure Centre, 46 Pilmuir Street, Dunfermline SERVICES	8,439,000	Leased to FC
000799	Dunfermline Public Park, West Drive/Park Place, Dunfermline	76,808	Leased to FC
005055	Glenbridge Car Park, Chalmers Street, Dunfermline	1,365,460	Leased to FC
005871	West Drive Car Park, Dunfermline	122,043	Leased to FC
006176	Dunfermline City Chambers, Kirkgate, Dunfermline	800,000	Leased to FC
006182	St Margaret's House, 9 St Margaret Street, Dunfermline	200,000	Leased to FC
100033	West End Park, Urquhart Crescent, Pittencrieff Street, Dunfermline	1	Leased to FC
100884	LYNN BURN CORRIDOR, BLACKLAW ROAD, DUNFERMLINE	19,290	Leased to FC
100987	Whirlbut Allotments, Whirlbut Street, Dunfermline	68,843	Leased to FC
101026	Dunfermline Memorial Gardens, Monastery Street, Dunfermline	1	Leased to FC
	Total Leased to Fife Council	83,720,135	
000637	Bruce Street Sports Hall, 37 Bruce Street, Dunfermline	270,000	Heritable Property
	Total Heritable Property	270,000	

100984	Amenity GroundKingseat Road		Other
100985	Bull ParkWest Baldrige Road		Other
100986	Scobie Recreation GroundScobie Place		Other
100988	Whirlbut ParkWhirlbut Street		Other
100989	GardenSt Margarets Street		Other
101050	Amenity LandPark Avenue		Other
101069	Amenity GroundMonastery Street / St Catherines Wynd		Other
101088	Amenity LandWest Drive		Other

Inverkeithing Assets

SRN	Description	Value (£)	Status
000192	Friary Museum Store/ Senior Citizens Centre, Queen Street, Inverkeithing	1,222,320	Leased to FC
005878	Queen Streetcar Park, Inverkeithing	163,246	Leased to FC
006181	Inverkeithing Civic Centre, Queen Street, Inverkeithing	4,401,200	Leased to FC
	Total Leased to Fife Council	5,786,766	
000544	Inverkeithing Town House, 6-8 Townhall Street, Inverkeithing	926,561	Heritable Property
007205	Inverkeithing Corn Exchange, 4 Hope Street, Inverkeithing	120,310	Heritable Property
100993	Queen Street Community Orchard, Inverkeithing	1,500	Heritable Property
100994	Abbot Place Car Park, Hope Street, Inverkeithing	141,513	Heritable Property
100995	Abbot Place Garden, Hope Street, Inverkeithing	1	Heritable Property
101068	Cul De Sac, Kinell Road, Inverkeithing	1	Heritable Property
101082	Inverkeithing Harbour, Preston Crescent, Inverkeithing	-	Heritable Property
	Total Heritable Property	1,189,886	

Rosyth Assets

SRN	Description	Value (£)	Status
000169	Rosyth Library, Parkgate, Rosyth	1,049,960	Leased to FC
000527	Parkgate Community Centre, Parkgate, Rosyth	1,957,400	Leased to FC
100455	Recreation Ground, Park Road, Rosyth	85,000	Leased to FC
	Total Leased to Fife Council	3,092,360	
100966	Ballast Bank ParkPreston Crescent		Other
100992	Hope Street AllotmentsHope Street		Other
101267	Inverkeithing Mercat CrossBank Street		Other

Townhill Assets

SRN	Description	Value (£)	Status
000789	Townhill Park & Allotments, Main Street, Townhill	125,483	Leased to FC
000795	Townhill Country Park (Waterski Centre), Townhill Road, Townhill	-	Leased to FC
101056	Garage Site, Moncur Street, Townhill, KY12 0HJ	-	Leased to FC
	Total Leased to Fife Council	125,483	
006600	Lilliehill Farm (Cairncubie), Cairncubie Road, Townhill	33,000	Heritable Property
006601	Lilliehill Farm (Killiebone), Cairncubie Road, Townhill	37,000	Heritable Property
101083	Amenity Land, Killiebone Road, Townhill	1	Heritable Property
	Total Heritable Property	70,001	
100965	Townhill WoodsForrest Road		Other

Total Leased to Fife Council	93,032,765
Total Heritable Property	1,529,888
Total	94,562,653

Outstanding Grants/Donation from previous financial years

Description	£
Dunfermline Regeneration Trust Viability	1,637
Dunfermline Southern Gateway Project	5,500
Creative Learning for all	270
Carnegie Dunfermline trust	2,320
Heart of Dunfermline Feasibility study	5,000
Dunfermline & West Fife - Wellbeing Through Heritage	2,708
Inverkeithing Civic Centre - Repairs to Town Clock	22,400
Hillend playpark refurbishment	4,000
Dunfermline Skate Park	20,000
Total S&WF Outstanding Grants/Donations	63,835

Charitable Purposes

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty.
- b) The advancement of education.
- c) The advancement of religion.
- d) The advancement of health.
- e) The saving of lives.
- f) The advancement of citizenship or community development (including rural or urban regeneration).
- g) The advancement of the arts, heritage, culture, or science.
- h) The advancement of public participation in sport.
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- j) The advancement of human rights, conflict resolution or reconciliation.
- k) The promotion of religious or racial harmony.
- l) The promotion of equality and diversity.
- m) The advancement of environmental protection or improvement.
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
- o) The advancement of animal welfare.
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

13 December 2023
Agenda Item No. 11

South and West Fife Area Committee Forward Work Programme

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

Wards Affected: All

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

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

2.0 Conclusions

- 2.1 The current Work Programme is included as Appendix 1 and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. South and West Fife Area Committee Forward Work Programme

Report Contact

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South and West Fife Area Committee

14th February, 2024			
Title	Service(s)	Contact(s)	Comments
Local Area Economic Profile	Business and Employability	Peter Corbett	Annual update – last update 1st March, 2023
Health and Social Care Partnership Locality Planning – South West Fife	Health and Social Care	Audrey Valente / Jacquie Stringer	Six monthly update – last update 26th April, 2023 (deferred to February 2024)
Grounds Maintenance Service / Domestic Waste and Street Cleansing Service Annual Review	Environment and Building Services	John Rodigan / Scott Clelland	Annual report – last update 1st March, 2023
Criminal Justice Social Work Service – Community Payback Unpaid Work Scheme	Children and Families	Joan Gallo	Annual report – last update 1st March, 2023
Area Capital Update Report 2023/24	Finance and Corporate Services	Eleanor Hodgson	Annual report – last update 1st March, 2023
Community Recovery Fund Update	Communities and Neighbourhoods Service	Alastair Mutch	

17th April, 2024			
Title	Service(s)	Contact(s)	Comments
School Attainment and Achievement Report	Education and Children’s Services	Sarah Else	Annual report – last update 26th April, 2023
South and West Fife Area Local Community and CLD Plan	Communities and Neighbourhoods	Alastair Mutch / Stephen Adamson / Mandy MacEwan	

12th June, 2024			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Paul Dale/Nina Patton / Dick Harker	Six monthly update – last update 1st November, 2023
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Michael Collins	Annual report – last update 21st June, 2023
Operational Briefing on Policing Activities within South and West Fife Area	Police Scotland	Chief Inspector / Kathryn Fairfield / Inspector Cheryl Young	Annual report – last update 21st June, 2023
Scottish Fire and Rescue Service Annual Performance Report 2022/23	Scottish Fire and Rescue Service	Station Commander Craig Robertson	Annual report – last update 21st June, 2023
Area Housing Update	Housing Service	Claire MacKinlay	Six monthly update – last update 1st November, 2023
OnFife Update	Fife Cultural Trust	Michelle Sweeney	Annual Report – last update 21st June 2023 (plus six monthly Members' Briefing)

Unallocated			
Title	Service(s)	Contact(s)	Comments
Housing Service – Allocations Process Update	Housing Services	TBC	To be invited to a meeting of the Committee to provide an update on the allocations process undertaken in relation to new builds as agreed at 1st March, 2023 meeting
Water Environment Fund (WEF) Project Update	SEPA	TBC	As agreed at 23rd November, 2022 Committee (para. 30 of 2022.SWFAC.16 refers)
Trauma Informed Practice		TBC	Report request from Councillor Neale at 10th August, 2022 Committee

South and West Fife Area Committee

Unallocated			
Title	Service(s)	Contact(s)	Comments
Bike Park Strategy	Communities and Neighbourhoods	Kevin O'Kane	Report request from Councillor Goodall at 10th August, 2022 Committee
Additional Nursery Hours Update	Education and Children's Services	Shelagh McLean	As agreed at 4th March, 2020 meeting
Report of the Pupilwise and Parentwise Surveys	Education and Children's Services	Deborah Davidson	Annual report – Last update 14th August, 2019 (no survey in 2020). Survey to be undertaken end of 2021. Report to come back in 2022
Community Recovery Fund Update	Communities and Neighbourhoods Service	Alastair Mutch	Six monthly Update – September 2024
Area Lettings Plan	Housing Service	Claire Mackinlay	
<i>Children's Services Report</i>	<i>Education and Children's Services</i>	<i>Deborah Davidson</i>	
<i>Early Learning and Childcare</i>	<i>Education and Children's Services</i>	<i>Jacqueline Price</i>	
<i>WORKSHOP – Educational Outcomes</i>	<i>Education and Children's Services</i>	<i>Shelagh McLean</i>	<i>Date to be confirmed</i>
<i>WORKSHOP – Pupil Equity Fund (PEF)</i>	<i>Education and Children's Services</i>	<i>Zoe Thomson</i>	<i>Date to be confirmed</i>