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| **THE FIFE COUNCIL -** **COMMUNITY AND HOUSING SERVICES SUB-COMMITTEE – REMOTE MEETING** |
| **29th October, 2021** | **10.00 a.m. – 2.15 p.m.** |
| **PRESENT:** | Councillors Judy Hamilton (Convener), Lesley Backhouse, John Beare, Ken Caldwell, Alistair Cameron, Rod Cavanagh (substituting for Councillor Julie Ford), Neil Crooks, Linda Erskine, Fiona Grant, Helen Law, Donald Lothian, David J Ross and Darren Watt. |
| **ATTENDING:** | Michael Enston, Executive Director - Communities; Paul Vaughan, Head of Communities and Neighbourhoods; John Mills, Head of Housing Services; Vania Kennedy, Service Manager - Income Poverty and Private Housing, Patricia Spacey, Safer Communities Manager, Helen Wilkie, Service Manager-Housing Condition and Supply, Ian Dawson, Lead Officer - Housing Sustainability, Carole Kennedy, Housing Professional, Affordable Housing and Regeneration, Housing Services; Ashley Birrell, Project Manager, Andy Maclellan, Team Manager (Community Projects), Ross Martin, Team Manager (Service Development and Strategy), Communities and Neighbourhoods; Paul DArcy, Project Manager, Carlene Simpson, Assistant Project Manager (Private Sector), Gavin Turner, Chartered Architect, Assets, Transportation and Environment Property Services; Allan Barclay, Service Manager - Maintenance, Mechanical and Electrical, Assets, Transportation, Enterprise, Environment and Building Services; and Wendy MacGregor, Committee Officer, Legal and Democratic Services. |
| **ALSO ATTENDING:** | David Redpath, Chief Executive and Sarah Somerville, Business Development Manager, Citizens Advice and Rights Fife; Jeremy Harris, Chief Executive, Fife Coast and Countryside Trust; representatives of Fife Federation of Tenants and Residents Association (FFOTRA), Glenrothes and Residents Federation (GARF) and North East Fife Tenants and Residents Association (NEFTRA). |
| **APOLOGY FOR ABSENCE:** | Councillor Graham Ritchie. |

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| Prior to the start of business, the Convener paid tribute to Mark McCall, Service Manager (Safer Communities) who sadly passed away on 24th September, 2021.    Mark was a people person who was highly respected and would be sorely missed by many Services across Fife Council.  The Convener, on behalf of the Sub-Committee, offered her condolences to Mark's wife and family.    |
| **235.** | **Declarations of Interest** |
|  | Councillor Caldwell declared an interest in Para. 238 – ‘Fife Coast and Countryside Trust - Annual Review 2020/21’ – being a Council appointed member on the Board for the Fife Coast and Countryside Trust. Councillor Caldwell also declared an interest in Para. 239 – ‘Fife Community Safety Partnership Update’ - being a member of the Community Safety Partnership Board.Councillor Erskine declared an interest in Para. 246 – ‘Lochore Meadows Country Park - Play Park Experience Project’ - being a member on the Board of the Friends of Lochore Group. |
| **236.** | **Minute**  |
|  | The Sub-Committee considered the minute of the Community and Housing Services Sub-Committee meeting of 26th August, 2021. |
|  | **Decision** |
|  | The Sub-Committee:-1. agreed to approve the minute; and
2. acknowledged an update from the Executive Director - Communities, on para. 225 of the minute – ‘Play Spaces Strategy (2021-2026)’ - that a list of play park projects for replacement, prioritised as a health and safety requirement, would be reviewed in consultation with elected members and relevant Area Committee Conveners.
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| **237.** | **Citizens Advice and Rights Fife - Performance Report** |
|  | The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing information on the performance of Citizens Advice and Rights Fife (CARF) during the period 2020/21.  |
|  | **Decision** |
|  | The Sub-Committee:-(1) considered and acknowledged the content of the report and its appendices; and(2) acknowledged the performance and development of the organisation to date; considered and acknowledged the changes in service delivery due to the impact of the Covid-19 pandemic; and recognised there would likely be changes in demand for Services, as CARF emerged from the COVID-19 pandemic. |
| **238.** | **Fife Coast and Countryside Trust - Annual Review 2020/21**  |
|  | The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing information to enable the monitoring and review of the activities and performance of the Fife Coast and Countryside Trust (FCCT) for the period 2020/2021. |
|  | **Decision** |
|  | The Sub-Committee considered and acknowledged the continued development and performance of the Fife Coast and Countryside Trust in 2020/2021. |
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| **239.** | **Fife Community Safety Partnership Update**  |
|  | The Sub-Committee considered a report by the Head of Housing Services providing an update on the progress of Fife Community Safety Partnership (FCSP) in the delivery of the Safer Communities Vision during the period February 2020 to September 2021.  Updates on changes in membership, role and remit and detail of the FCSP Delivery Plan were included in the report.  |
|  | **Decision** |
|  | The Sub-Committee:(1) considered and acknowledged progress made to date;(2) approved the Fife Community Safety Partnership Delivery Plan;(3) approved the proposal to establish a sub-group to develop and deliver Fife’s Community Justice Outcome Improvement Plan (CJOIP). |
| The meeting adjourned at 11.30 a.m'The meeting reconvened at 11.45 a.m. |
| **240.** | **Housing Service Performance Report and 'Pathway to Improvement' 2019-22**  |
|  | The Sub-Committee considered a report by the Head of Housing, presenting the annual performance scorecard for Housing Services in 2020‑21 and detailing outcomes of the annual update of the ‘Pathway to Improvement’ 2019-22. |
|  | **Decision** |
|  | The Sub-Committee:- (1) considered and acknowledged the Housing Services’ performance information detailed in Appendix 1 to the report; and (2) considered and noted performance in year two of the Pathway to Improvement for 2019-22, detailed in Section 2.0 and Appendix 1 of the report. |
| **241.** | **Annual Assurance Statement 2021** |
|  | The Sub-Committee considered a report by the Head of Housing presenting recommendations for the submission of the Annual Assurance Statement 2021 to the Scottish Housing Regulator, based on regulatory guidance established in 2019. |
|  | **Decision/** |
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|  | **Decision** |
|  | The Sub-Committee:- (1) noted the revisions to the housing regulatory framework in 2019, which required the preparation of an Annual Assurance Statement, detailed in Section 2.0 and 3.0 of the report; (2) agreed the wording of the draft Annual Assurance Statement 2021 based on the compliance position at March 2021, detailed in Section 4.0 and Appendix 1 of the report; and (3) agreed that the final draft Annual Assurance Statement 2021 would be submitted to the Scottish Housing Regulator by the deadline of 31st October, 2021. |
| **242.** | **Strategic Housing Investment Plan 2022-27** |
|  | The Sub-Committee considered a report by the Head of Housing Services seeking authority for the submission of Fife’s Strategic Housing Investment Plan (SHIP) 2022/23 – 2026/27 to the Scottish Government. The plan was revised and updated annually over a rolling 5-year period. |
|  | **Decision** |
|  | The Sub-Committee:-(1) agreed the Strategic Housing Investment Plan (SHIP) 2022/23 – 2026/27 based on the priorities and principles outlined in the report; and(2) authorised the Head of Housing Services. in consultation with the Sub-Committee Convener and Vice-Convener, to amend/substitute projects within the SHIP as required. |
| **243.** | **Energy Efficiency Standards for Social Housing 2** |
|  | The Sub-Committee considered a report by the Head of Housing Services providing initial scoping of the requirements and challenges of achieving the Energy Efficiency Standard for Social Housing (EESSH) 2 by 2032.  The report confirmed the need to develop a multi-year Delivery Plan for Fife Council to meet the standard and to contribute positively to reducing fuel poverty and to the climate emergency. |
|  | **Decision** |
|  | The Sub-Committee: (1) noted the standards required to achieve EESSH 2;(2) agreed to the full development of a EESSH 2 Delivery Plan (2023-32) and the establishment of a EESSH 2 Delivery Board as outlined in Section 3.9 of the report; and(3)/(3) agreed that a further report would be submitted to the relevant Committee by the end of 2022-23. |
| **244.** | **New Build Transitional Affordable Housing Programme (TAHP) (2022-24)** |
|  | The Sub-Committee considered a report by the Head of Housing Services detailing the Transitional Affordable Housing Programme (2022-24) to be delivered between the end of the Phase 3 Affordable Housing Programme (AHP) in May 2022 and the proposed start of the future Phase 4 AHP in June 2024. |
|  | **Decision** |
|  | The Sub-Committee:(1) noted the agreement in principle of the Policy and Co-ordination Committee of 24th June 2021 to the delivery of up to 1200 affordable houses between Fife Council and the Fife Housing Association Alliance through the implementation of a 2-year Transitional Affordable Housing Programme 2022-24;(2) noted that a report would be submitted to the Policy and Co-ordination Committee meeting on 9th December, 2021 to seek agreement on the additional borrowing requirement in support of the Transitional Affordable Housing Programme;(3) agreed the programme of sites to be included in the Transitional Affordable Housing Programme to achieve delivery of the desired number of houses by June 2024, subject to approval by the Policy and Co-Ordination Committee on 9th December, 2021; and(4) confirmed that the housing mix on site would be founded on the existing Fife Council policy criteria. |
| **245.** | **Tackling Poverty and Preventing Crisis Update** |
|  | The Sub-Committee considered a report by the Executive Director - Communities updating members on progress following the Tackling Poverty and Crisis Prevention report submitted to the Policy and Co-ordination Committee in March 2021.  |
|  | **Decision** |
|  | The Sub-Committee considered and acknowledged the progress made to date as outlined in the report. |
| **246.** | **Lochore Meadows Country Park -Play Park Experience Project** |
|  | The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing an update on progress to develop a new destination play park facility located within Lochore Meadows Country Park (LMCP). |
|  | **Decision/** |
|  | **Decision** |
|  | The Sub-Committee:(1) agreed to approve the Fife Council funding of £500,000 allocated in the 2017-2027 Capital Plan;(2) noted that funding from the NHS had not been successful and that alternative match funding would be sought; and(3) endorsed the investment of up to £200,000 allocated in the 2021-2031 Capital Plan. |
| *Councillor Alistair Cameron left the meeting during consideration of the following item.* |
| **247.** | **Community Learning and Development Plan - 2021-24** |
|  | The Sub-Committee considered a report by the Head of Communities and Neighbourhoods presenting an overview of the Community Learning and Development Planning arrangements for the development of the refreshed plan for the period 2021-2024. |
|  | **Decision** |
|  | The Sub-Committee:- (1) noted the progress areas made with the 2018 – 2021 CLD Plan;(2) supported the work being done by the CLD Partnership around the delivery and scrutiny of the CLD Plan for the period 2021 - 2024; and (3) agreed that an annual report would be submitted to the relevant Committee commencing October 2022, to highlight progress of the CLD Plan ambitions. |
| **248.** | **Communities and Neighbourhoods Service Performance Report** |
|  | The Sub-Committee considered a report by the Head of Communities and Neighbourhoods presenting the performance scorecard for the Communities and Neighbourhoods Service for 2020/21. |
|  | **Decision** |
|  | The Sub-Committee:-(1) considered and acknowledged the Communities and Neighbourhoods Service performance information presented in Appendix 1 of the report; (2) considered the requirement that further review work or scrutiny would be necessary in the scope of the review;(3) noted the arrangements set out to fulfil the Council’s obligation to comply with Audit Scotland’s 2018 SPI Direction;(4)/(4) noted the information regarding the Area report detailed in Appendix 2 of the report; (5) noted the information regarding the Workforce profile detailed in Appendix 3 of the report; and (6) noted the information regarding the Active Fife Way of Life detailed in Appendix 4 of the report. |
| The meeting adjourned at 13.20 p.m.The meeting reconvened at 13.40 p.m. |
| **249.** | **Community and Housing Services Sub-Committee Forward Work Programme** |
|  | The Sub-Committee noted the Community and Housing Services Sub-Committee Forward Work Programme which would be updated accordingly. |
| **250.** | **Affordable Housing Programme (Public Report) - 8 New Houses - Westwood Park, Glenrothes** |
|  | The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude a legally binding agreement with the Developer as outlined in the relevant appendix to the report:(a) to purchase newly constructed units to Housing for Varying Needs Standards. |
|  | **Decision** |
|  | The Sub-Committee noted the content of the report for the site above, and that there followed, later on the agenda, a confidential report providing detailed information on the (commercial) terms as contained in the report at Para. 253 below. |
| **251.** | **Affordable Housing Programme (Public Report) - 97 New Houses - Lumphinnans Road, Cowdenbeath** |
|  | The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude a legally binding agreement with the Developer as outlined in the relevant appendix to the report:(a)/(a) to acquire the site for the development of new affordable Council houses for rent; and(b) for the construction of new affordable Council houses for rent (recognising the stated figures may be adjusted as the detail in the proposals was worked through. |
|  | **Decision** |
|  | The Sub-Committee noted the content of the report for the site listed above, and that there followed, later on the agenda, a confidential report providing detailed information on the (commercial) terms as contained in the report at Para. 254 below. |
| **252.** | **Affordable Housing Programme (Public Report) - Acquisition of 43 Units - Carden Crescent, Cardenden** |
|  | The Sub-Committee considered a report by the Head of Housing Services, updating members on the purchase of the affordable housing site on land to the west of Carden Crescent, Cardenden, Fife. |
|  | **Decision** |
|  | The Sub-Committee:- (1) noted the content of the report for the site listed above, and that there followed, later on the agenda, a confidential report providing detailed information on the (commercial) terms as contained in the report at Para. 255 below; and(2) noted that due to the urgency to secure the site and protect the local supply chain, that the Executive Director, Enterprise and Environment authorised the purchase of the Phase 3 and 4 Cardenden site (the Convener and Vice-Convener of Community and Housing Services Sub-Committee, the Chief Executive and Executive Director, Finance and Corporate Services had been advised prior to the purchase). |
| The Sub-Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, agreed to exclude the public and press from the meeting for the following items of business - at Para. 253, Para. 254 and Para. 255 - on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 8 and 9 of Part 1 of Schedule 7A to the Act.  |
| **253.** | **Affordable Housing Programme (Private Report) - 8 New Houses - Westwood Park, Glenrothes** |
|  | The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer as outlined in the relevant appendix to the report: (a)/(a) to purchase newly constructed units to Housing for Varying Needs Standards.  |
|  | **Decision** |
|  | The Sub-Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for:(1) The acquisition from Keepmoat Homes Limited of 8 new affordable council houses for rent at the site known Westwood Park, Glenrothes for the total cost detailed in the report (recognising that figure may be adjusted as detail of the proposal was worked through) all as described in Appendix A. The acquisition will be for completed units. This was an addition to the 34 units that were approved at Sub-Committee in May 2021, the cost per unit remains the same from the last approval. |
| **254.** | **Affordable Housing Programme (Private Report) - 97 New Houses - Lumphinnans Road, Cowdenbeath** |
|  | The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer as outlined in the relevant appendix to the report: In the case of Lumphinnans Road, Cowdenbeath, (Appendix A):-(a) to acquire the site for the development of new affordable council houses for rent; and(b) for the construction of new affordable council houses for rent (recognising the stated figures may be adjusted as the detail in the proposals is worked through). |
|  | **Decision** |
|  | The Sub-Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for:(1) The acquisition from First Endeavour LLP of the site of the proposed housing development of 97 new affordable council houses for rent at the site known as Lumphinnans Road, Cowdenbeath, as described in Appendix A.(2) The award of a construction contract for the construction of 97 new council houses for social rent at the site known as Lumphinnans Road, Cowdenbeath for the total cost as detailed in the report (including land), recognising that the figure may be adjusted as the detail of the proposal is worked through under the Negotiated Without Call For Competition Procedure.   This/ This approach was inline with Regulation 33(1)(b)(iii) of the Public Contract (Scotland) Regulations 2015 and 10.9 (a) of Fife Councils Scheme of Tender Procedures on the grounds of the special circumstances described in this report (protection of exclusive rights). |
| **255.** | **Affordable Housing Programme (Private Report) - Acquisition of 43 Units - Carden Crescent, Cardenden** |
|  | The Sub-Committee considered a report by the Head of Housing Services updating members on the purchase of the Affordable Housing site, on land to the west of Carden Crescent, Cardenden, Fife.   |
|  | **Decision** |
|  | The Sub-Committee noted, due to the urgency to secure the site and protect the local supply chain, that the Executive Director, Enterprise and Environment had authorised the purchase of the Phase 3 and 4 Cardenden site (the Convener and Vice-Convener of Community and Housing Services Sub-Committee, the Chief Executive and Executive Director Finance and Corporate Services had been advised of the purchase).   |
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