

City of Dunfermline Area Committee

Blended Meeting – 2nd Floor Meeting Room, Regency House,
Crossgates Road, Halbeath



Tuesday, 24 October 2023 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of City of Dunfermline Area Committee of 15 August 2023. 4 - 6
4. **AREA ROADS PROGRAMME 2022/23** – Report by the Head of Roads & Transportation Services. 7 - 13
5. **OBJECTIONS TO PROPOSED MANDATORY CYCLE LANE - B916 ABERDOUR ROAD, DUNFERMLINE** – Report by the Head of Roads & Transportation Services. 14 - 19
6. **OBJECTION TO PROPOSED 30MPH SPEED LIMIT – B912 WHITEFIELD ROAD, DUNFERMLINE** – Report by the Head of Roads & Transportation Services. 20 - 24
7. **FOOD LAW ACTIVITIES IN DUNFERMLINE** – Report by the Head of Protective Services. 25 - 29
8. **CITY OF DUNFERMLINE LOCAL COMMUNITY PLAN 2023 - 2024** – Report by the Head of Communities and Neighbourhoods. 30 - 33
9. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE EVENING PANTRY** – Report by the Head of Communities and Neighbourhoods. 34 - 36
10. **CITY OF DUNFERMLINE FORWARD WORK PROGRAMME** – Report by the Executive Director, Finance and Corporate Services. 37 - 40

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

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services

Fife House
North Street
Glenrothes
Fife, KY7 5LT

17 October 2023

If telephoning, please ask for:
Emma Whyte, Committee Officer, Fife House 06 (Main Building)
Telephone: 03451 555555, ext. 442303; email: Emma.Whyte@fife.gov.uk

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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.

2023 CODAC 35

THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – BLENDED MEETING

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

15 August, 2023

9.30am – 11.30am

PRESENT: Councillors James Calder (Convener), Naz Anis-Miah, Lynn Ballantyne-Wardlaw, Auxi Barrera, Aude Boubaker-Calder, Gavin Ellis, Derek Glen, Jean Hall-Muir, Cara Hilton, Jim Leishman and Gordon Pryde.

ATTENDING: Norman Laird, Community Manager and Lindsay Gilfillan, Project Manager, Communities and Neighbourhoods Service; Sunil Varu, Economy Adviser (Town Centre Development), Business and Employability Services; Lynne Johnston, Area Housing Manager, Housing Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

79. DECLARATIONS OF INTEREST

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

80. MINUTE

The committee considered the minute of the meeting of City of Dunfermline Area Committee of 6 June 2023.

Decision

The committee agreed to approve the minute.

81. LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE CHRISTMAS LIGHTING CONTRACT

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking a contribution of £25,000 from the Dunfermline area wide budget to commission Christmas lighting in Dunfermline city centre.

Decision

The committee agreed a contribution of £25,000 from the Dunfermline area wide budget to commission Christmas lighting in Dunfermline city centre.

82. LOCAL COMMUNITY PLANNING BUDGET REQUEST - FIRE STATION CREATIVE FACADE RESTORATION

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking a contribution of £8,016 from the Dunfermline area wide budget to carry out necessary repairs to the Fire Station building in order to maintain public safety.

Decision

The committee agreed a contribution of £8,016 from the Dunfermline area wide budget to ensure necessary repairs are carried out on the Fire Station building.

83. LOCAL COMMUNITY PLANNING BUDGET REQUEST - BRANCHING OUT – WELLBEING THROUGH HERITAGE

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking a contribution of £19,910 from the Dunfermline area wide budget to develop the innovative green health referral programme of woodland activities - Branching Out - for the Dunfermline area.

Decision

The committee agreed to a contribution of £19,910 from the Dunfermline area wide budget to develop the Branching Out programme in Dunfermline.

84. PLAN 4 DUNFERMLINE - DUNFERMLINE AREA LOCAL COMMUNITY PLAN 2023 - 2024

The committee considered a report by the Head of Communities and Neighbourhoods Service which provided members with an update on the Plan 4 Dunfermline - Dunfermline Area Local Community Plan 2023 to 2024 incorporating the recommendations from the City Conference.

Decision

The committee agreed that:-

- (1) a full proposal for the process to agree the 2023 – 2024 priorities for the Dunfermline Local Community Plan be submitted for approval at the next City of Dunfermline Area Committee in October, 2023;
- (2) the report on the findings of the City Centre Conference held in June, 2023 be amended to change the emphasis from being on smart cities to a wellbeing city; and
- (3) a workshop be arranged for members to provide further information on the concept of smart cities.

85. AREA HOUSING PLAN UPDATE - 2023 TO 2026

The committee considered a report by the Head of Housing Services seeking approval for a revised area housing plan which set out area performance, service delivery and highlighted key housing issues.

Decision

The committee:-

- (1) approved the Dunfermline Area Housing Plan for 2023 – 2026; and
- (2) noted that an update on Touch Regeneration would be submitted to the next meeting of the City of Dunfermline Area Committee in October, 2023.

2023 CODAC 37

The meeting adjourned at 11.00am and reconvened at 11.10am.

Councillor Ellis left the meeting prior to consideration of the following item.

86. COMPLAINTS UPDATE - 1 APRIL 2022 TO 31 MARCH 2023

The committee considered a report by the Executive Director, Communities which provided an overview of complaints received relating to the City of Dunfermline Committee area for the period 1 April 2022 to 31 March 2023.

Decision

The committee noted the content of the report.

87. CITY OF DUNFERMLINE FORWARD WORK PROGRAMME

Decision

The committee reviewed the City of Dunfermline Area Forward Work Programme 2023 – 2024 and agreed the following reports be added to the work programme:-

- Full proposal for the process to agree the 2023 – 2024 priorities for the Dunfermline Local Community Plan.
- Update on Touch Regeneration.

24 October 2023

Agenda Item No. 4

Area Roads Programme 2022/23 – Final Report

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

Wards Affected: 2, 3 & 4

Purpose

The purpose of this report is to advise the committee on the delivery of the 2022-23 Area Roads Programme (ARP).

Recommendation(s)

The committee is asked to note the contents of the report and appendices.

Resource Implications

The 2022-23 ARP was funded from capital and revenue and some ring-fenced budgets. Programmes of work were adjusted, if required, to ensure expenditure remained within the Service budget.

Legal & Risk Implications

There are no known legal or risk implications arising from the report.

Impact Assessment

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

Consultation

Members were consulted on the list of projects forming the 2022-23 ARP.

1.0 Background

- 1.1 Committee agreed the list of projects forming the 2022-23 ARP on 2nd February 2022 (2022 CODAC 115, Para 300 refers)

2.0 Issues and Options

- 2.1 Attached are Appendices 1-5 which detail the final position on the progress of individual projects in the programme.
- 2.2 To improve information on how the programme is progressing throughout the year, an on-line system is in place and continues to be developed.

3.0 Conclusions

- 3.1 The attached appendices show the City of Dunfermline Area Programme for 2022-23. The type of works, work location and expenditure are provided for each project. Any underspend or overspend is carried through to the following years allocation for the committee area.

List of Appendices

1. Carriageway Schemes
2. Footway Schemes
3. Road Safety & Traffic Management Schemes
4. Lighting Schemes
5. Structures Schemes

Report Contact

Paul Hocking
Coordinator (Programme Development & Asset Management)
Bankhead Central, Glenrothes
Telephone: 03451 55 55 55 (VOIP Number 442943)
Email: paul.hocking@fife.gov.uk

City of Dunfermline Area Committee
Area Roads Programme 2022-23

Appendix 1

Carriageway Schemes Outturn

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2023	Comments
3	Crossford	A994 Main Street	Lundin Road to Meadowend (Including junctions with Knockhouse & Waggon Road)	£154,000	£1,111	Complete	Late Invoice to be billed in 2023/2024
4	Dunfermline	Skye Road	Allan Crescent to Clunie Road	£36,739	£579	Postponed	Delayed due to drainage issue. Completed June 2023
2	Kingseat	B912 Main Street	West Gateway to North Gateway	£259,398	£265,950	Complete	
2	Rural Road	C54 Kingseat Road	Main Street to Lochwood Park	£33,000	£35,659	Complete	
TOTAL				£483,137	£303,299		

City of Dunfermline Area Committee
Area Roads Programme 2022-23

Appendix 2

Footway Schemes Outturn

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2023	Comments
2	Dunfermline	C53 Townhill Road	From Robertson Road to Build-out	£21,879	£314	Postponed	Design Issues.
2	Dunfermline	B9155 Baldridgeburn	Sections of Mill Street to Rumblingwell	£64,565	£65,513	Complete	
3	Dunfermline	Golfdrum Street	Full Length	£0	£0	Cancelled	Work Being done as part of regeneration project
3	Dunfermline	A907 Halbeath Road	West end of Main Stand (DFC)	£25,700	£571	Postponed	On hold due to budget availability.
4	Dunfermline	Turnbull Grove	Full Length	£39,156	£373	Postponed	Delayed due to contractor availability. Completed April 2023
3	Dunfermline	Transy Grove		£83,105	£86,601	Complete	Carry Forward 21/22
TOTAL				£234,405	£153,372		

City of Dunfermline Area Committee
Area Roads Programme 2022-23

Appendix 3

Road Safety & Traffic Management Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Outturn Cost	Progress at 31st March 2023	Comments
4	Dunfermline	Birrell Drive	Replace give and take build-outs with speed cushions	£30,000	£0	Postponed	Postponed awaiting patching scheme – Design complete. Programmed for November/December 2023
3	Crossford	Waggon Road	Glendevon Farm - New Footway	£25,000	£164	Postponed	Postponed – Issues with Drainage. Programmed for February 2024.
3	Dunfermline	Kellock Avenue	Raised table crossing	£15,000	£0	Postponed	Still at Design Stage. Resource Issue. Programmed October/November 2023
4	Dunfermline	Pitcorthie Drive	Replace build-outs with raised tables / speed cushions	£35,000	£617	Postponed	Postponed awaiting patching scheme – Design complete. Programmed for November/December 2023
4	Dunfermline	Carnegie Avenue	VAS	£12,000	£12,033	Complete	
3	Dunfermline	Halbeath Retail Park/Halbeath Road	Pedestrian Crossing	£60,000	£244	Postponed	Completed August 2023.
3	Dunfermline	Carnegie Drive	Pedestrian Crossing	£25,000	£39,913	Complete	
TOTAL				£202,000	£52,971		

**City of Dunfermline Area Committee
Area Roads Programme 2022-23**

Appendix 4

Lighting Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Progress at 31st March 2023	Comments
3	Crossford	Waggon Road, Meadow View, Pitfirrane Park, Abbey View, Keavil Place		£110,000	Complete	
4	Dunfermline	Nith St, Cleish PI, Mackie PI, Lomond Cres, Tinto PI, Dee PI, Tweed St		£160,000	Substantially Complete	Phased over 2 years – Completed April 2023
4	Dunfermline	Calaisburn Place Paths		£15,000	Complete	
TOTAL				£285,000		

**City of Dunfermline Area Committee
Area Roads Programme 2022-23**

Appendix 5

Structures Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Progress at 31st March 2023	Comments
3	Dunfermline	A907 Glen Bridge	Under Glen Bridge – Landslip Stabilisation + Footway Replacement	£265,000	Postponed	Glen Bridge not complete due to availability of staff resources.
TOTAL				£265,000		

24 October 2023

Agenda Item No. 5

Objections to Proposed Mandatory Cycle Lane - B916 Aberdour Road, Dunfermline

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

Wards Affected: Ward 4 – Dunfermline South

Purpose

The purpose of this report is to allow the Area Committee to consider objections to a Traffic Regulation Order to introduce a mandatory two-way cycle lane on B916 Aberdour Road, Dunfermline.

Recommendation(s)

It is recommended that Committee agrees to set aside the outstanding 16 objections to the proposed Traffic Regulation Order (TRO) introducing a mandatory two-way cycle lane as detailed in drawing no. TRO23_08 (Appendix 1), to allow the Order to be made and the restrictions put in place.

Resource Implications

The cost to formally promote this TRO is approximately £2,000, which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. The cost to deliver the new infrastructure is being met through Transport Scotland's active travel funding 'Cycling Walking Safer Routes'.

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 have been completed. No negative impacts have been identified.

Consultation

Local Ward Councillors and Police Scotland were advised.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the TRO process was 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 were made available on Fife Council's website.

During the formal consultation period 16 objections were received, with additional comments received as well.

1.0 Background

- 1.1 An active travel route in Dunfermline is being developed on B916 Aberdour Road, Dunfermline, from Masterton Road to A823 Queensferry Road / Hospital Hill. The active travel route is aimed at increasing the number of short journeys undertaken by sustainable means for leisure, commuting or commercial trips, such as shopping. The section of the route from Masterton Road to Blacklaw Road is now complete.
- 1.2 Prior to construction of the Blacklaw Road to A823 Hospital Hill section, feedback was received from local residents and, after consultation, design options were revised. It is now proposed to keep the cycle track on the south side to complete this active travel route.
- 1.3 To introduce a two-way mandatory cycle lane on the south side of Aberdour Road, between Blacklaw Road and Hospital Hill, a Traffic Regulation Order(TRO) is needed, as shown in Drawing no. TRO23_08 (Appendix 1). On 6th June 2023, Committee agreed to the promotion of the draft TRO (2023.CODAC.29 para 64 refers).

2.0 Issues and Options

- 2.1 During the statutory consultation period, 16 objections were received to the proposal. The most common reasons for objection were: residents' views on road safety; the speed of traffic on the road and requests for traffic calming; and, statements regarding heavy traffic volume. Other concerns included: perceived difficulties crossing the cycle track; restrictive bollards or islands; a preference for use of the north side; and, concern about the physical appearance of temporary segregated cycle tracks that have been installed outwith Fife. Several more minor concerns were also listed. The Service response to objections is outlined below, with full redacted correspondence available as a background paper.
- 2.2 *Objections regarding safety, or speed of traffic and requests for interventions to lower vehicular speed.*

Service Response: An independent road safety audit was undertaken by an external road safety expert and all their recommendations are being incorporated into the final design.

When the cycle track is built, the traffic lanes will be slightly narrower than before, despite the carriageway on the north side being extended by approximately 500mm. It is expected that the narrower traffic lanes will have a positive effect on reducing traffic speed. A TRO for additional traffic calming works could be promoted at a later

date, if there are still concerns regarding speeding traffic, despite the traffic lanes having been reduced.

2.3 *Objections regarding crossing the cycle lane when accessing/exiting the driveways.*

Service Response: Access to all properties will be maintained. Bollards, kerbing and islands will allow for the turning movement of vehicles coming out of, or into the driveways.

2.4 *Objections resulting from environmental concerns, appearance of the scheme and disabled access.*

Service Response: There will be minimal effect on road capacity as a result of the installation of the cycle track. The introduction of a cycle route will however, provide the public with sustainable and active travel options, as alternatives to using cars for short journeys.

Temporary materials (often used in active travel schemes outwith Fife), such as recycled rubber kerbs, do not form part of this scheme. Islands will be built using materials that are in keeping with the surrounding street environment.

2.5 *Objections regarding tree removal and maintenance.*

Service Response: Implementation of the scheme does not require any of the mature trees that line the road to be removed. Since the cycle track will be located within the boundary of the public road, it will be maintained accordingly.

2.6 *Other objections included comments regarding: the camber of the road, suitability, reference to the existing cycle lanes, lack of pedestrian crossings, trailers or caravan access, deliveries, use of the north side instead, road defects, personal safety, objections to any restrictions for motorists.*

Service Response: Implementation of the cycle track will make little difference to many of the issues listed above. Nonetheless, the final design process will attempt to address as many of these miscellaneous issues as possible.

2.7 All correspondence relating to objections and concerns have been replied to and are available on request.

3.0 Conclusions

3.1 It is considered, in the interests of road safety and traffic management, that the objections should be set aside allowing for the introduction of a mandatory two-way cycle lane on B916 Aberdour Road, Dunfermline to proceed.

List of Appendices

1. Drawing No. TRO23_08
2. Artist's impression of a typical segregated cycle track (not Fife based)

Background Paper

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

- Objector's correspondence and Service responses (Redacted)

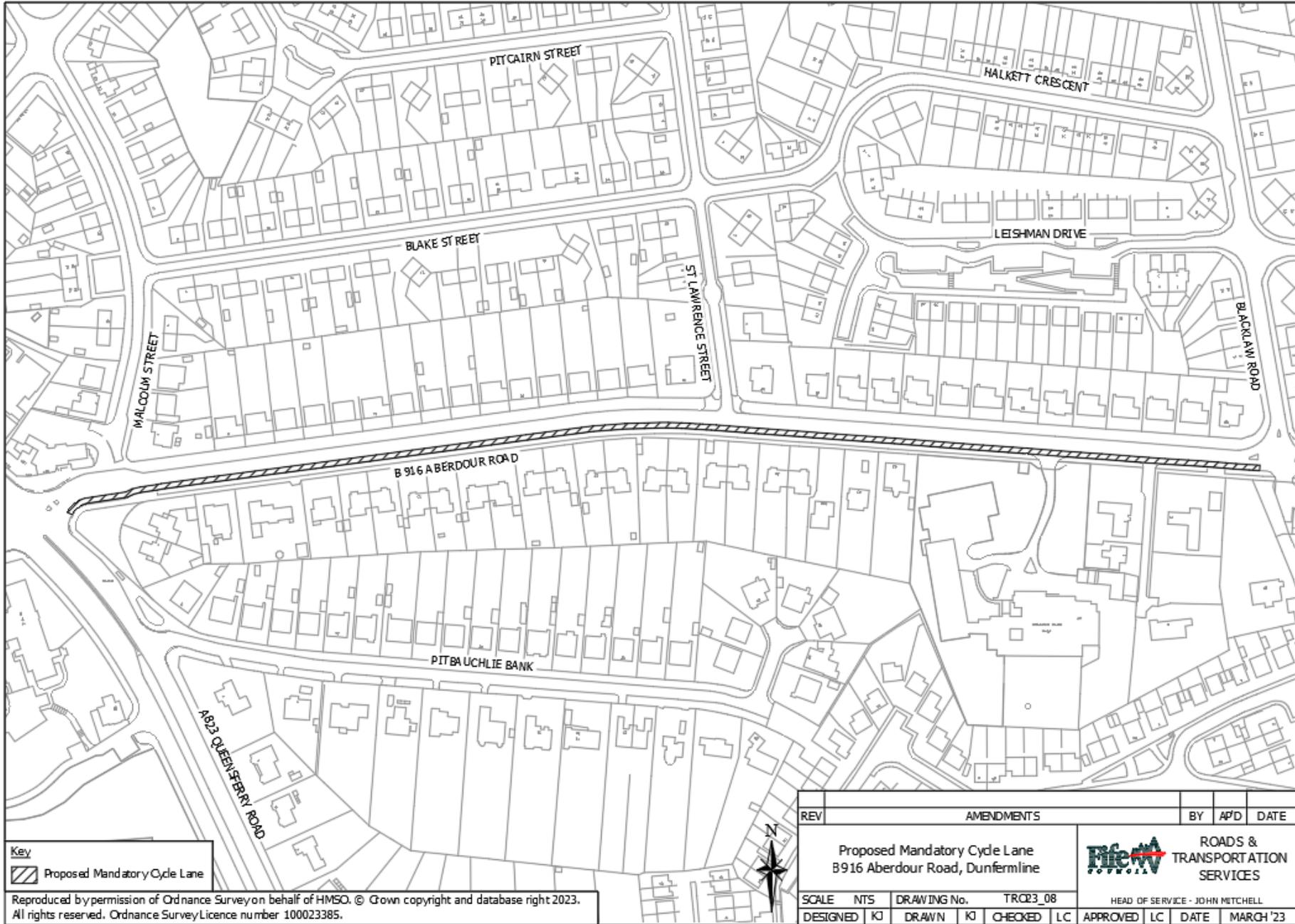
Report Contact

Allan Maclean
Lead Consultant, Sustainable Traffic & Travel
Roads & Transportation Services
Bankhead Central, Glenrothes
Telephone: 03451 55 55 55 + VOIP Number 461270
Email: allan.maclean@fife.gov.uk

Lesley Craig
Lead Consultant, Traffic Management
Roads & Transportation Services
Bankhead Central, Glenrothes
03451 55 55 55 Ext No 480082
Lesley.Craig@fife.gov.uk

Susan Keenlyside
Service Manager (Sustainable Transport & Parking)
Roads & Transportation Services
Bankhead Central, Glenrothes
Telephone: 03451 55 55 55 (ext. 44 44 42)
Email: susan.keenlyside@fife.gov.uk

Appendix 1



Key
 Proposed Mandatory Cycle Lane

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REV	AMENDMENTS	BY	AP'D	DATE
Proposed Mandatory Cycle Lane B916 Aberdour Road, Dunfermline				
SCALE	NTS	DRAWING No.	TR023_08	
DESIGNED	KJ	DRAWN	KJ	CHECKED LC
APPROVED LC		HEAD OF SERVICE - JOHN MITCHELL		
DATE		MARCH '23		

Rife TRANSPORTATION SERVICES

Appendix 2



Typical wooden style bollard.



Segregation kerb profile

24 October 2023

Agenda Item No. 6

Objection to Proposed 30mph Speed Limit – B912 Whitefield Road, Dunfermline

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

Wards Affected: Ward 2 – Dunfermline North

Purpose

The purpose of this report is to allow the City of Dunfermline Area Committee to consider an objection to a proposal to introduce a 30mph speed limit on B912 Whitefield Road, Dunfermline.

Recommendation(s)

It is recommended that Committee agrees to set aside the outstanding objection to the proposed Traffic Regulation Order (TRO) introducing the 30mph speed limit on B912 Whitefield Road, Dunfermline as shown in drawing no. TRO23_28P (Appendix 2), to allow the Order to be made and the speed limit put in place.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works is approximately £3000, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising, and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Bellyeoman Community Council and Police Scotland are aware of the proposal.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process was 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 were

made available on Fife Council's website. The closing date for objections was 7th September 2023.

During the formal consultation period 1 objection was received.

1.0 Background

- 1.1 A report was brought to committee on 26 June 2023 proposing the 30mph limit (2023 CoDAC 31 Item 66 refers) in response to a motion raised at Committee previously.

2.0 Issues and Options

- 2.1 During the statutory consultation period, 1 objection was received to the proposal. The main elements of the objection and Service response to these are outlined below with full redacted correspondence available as a background paper.

- 2.1.1 *The objector's opinion is that there is no need for more speed limit restrictions on this road and that the existing 40mph limit is adequate, and added, "why go to all the expense of having to change signage and markings and especially at a time when council budgets and finances are under great pressure and front line services are under threat."*

Service Response: The objector was informed the road had previously been a national speed limit and was reduced to 40mph due to various developments in the area and increased traffic flow. It was also stated that this was a request from the Community and brought to us as a motion at Committee.

- 2.2 The full redacted correspondence is in the background papers to this report. The objector wished to maintain their objection.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety and traffic management, that the objection should be set aside allowing the 30mph speed limit to proceed.

List of Appendices

1. Drawing No. TRO23_28/E – Existing speed limits
2. Drawing no. TRO23_28/P – Proposed speed limits

Background Papers

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

1. Full Correspondence (Redacted) with Objector

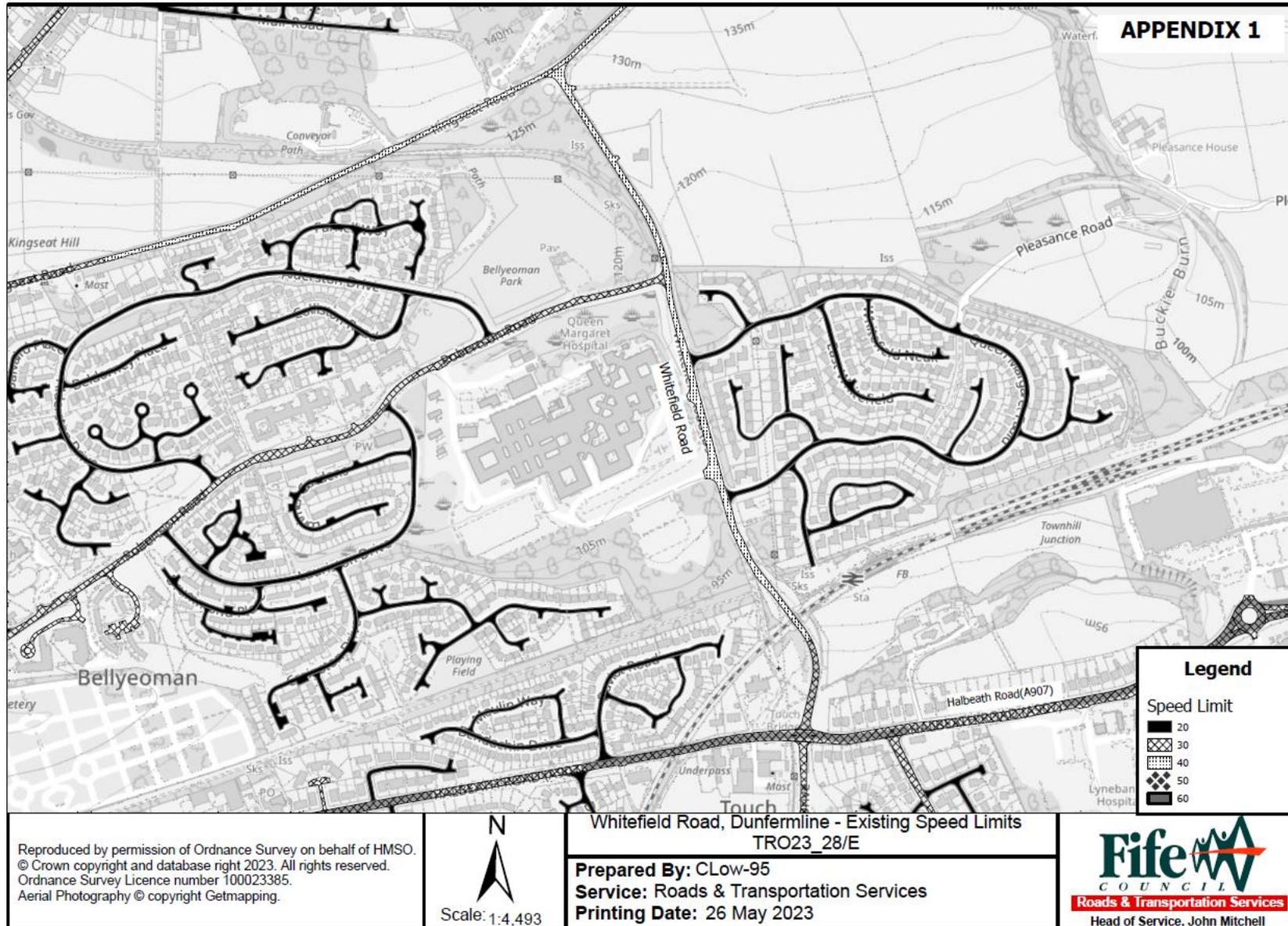
Report Contacts

Lesley Craig
Lead Consultant, Traffic Management
Assets, Transportation and Environment
Roads & Transportation Services
Bankhead Central
Glenrothes
03451 55 55 55 Ext No 480082
Lesley.Craig@fife.gov.uk

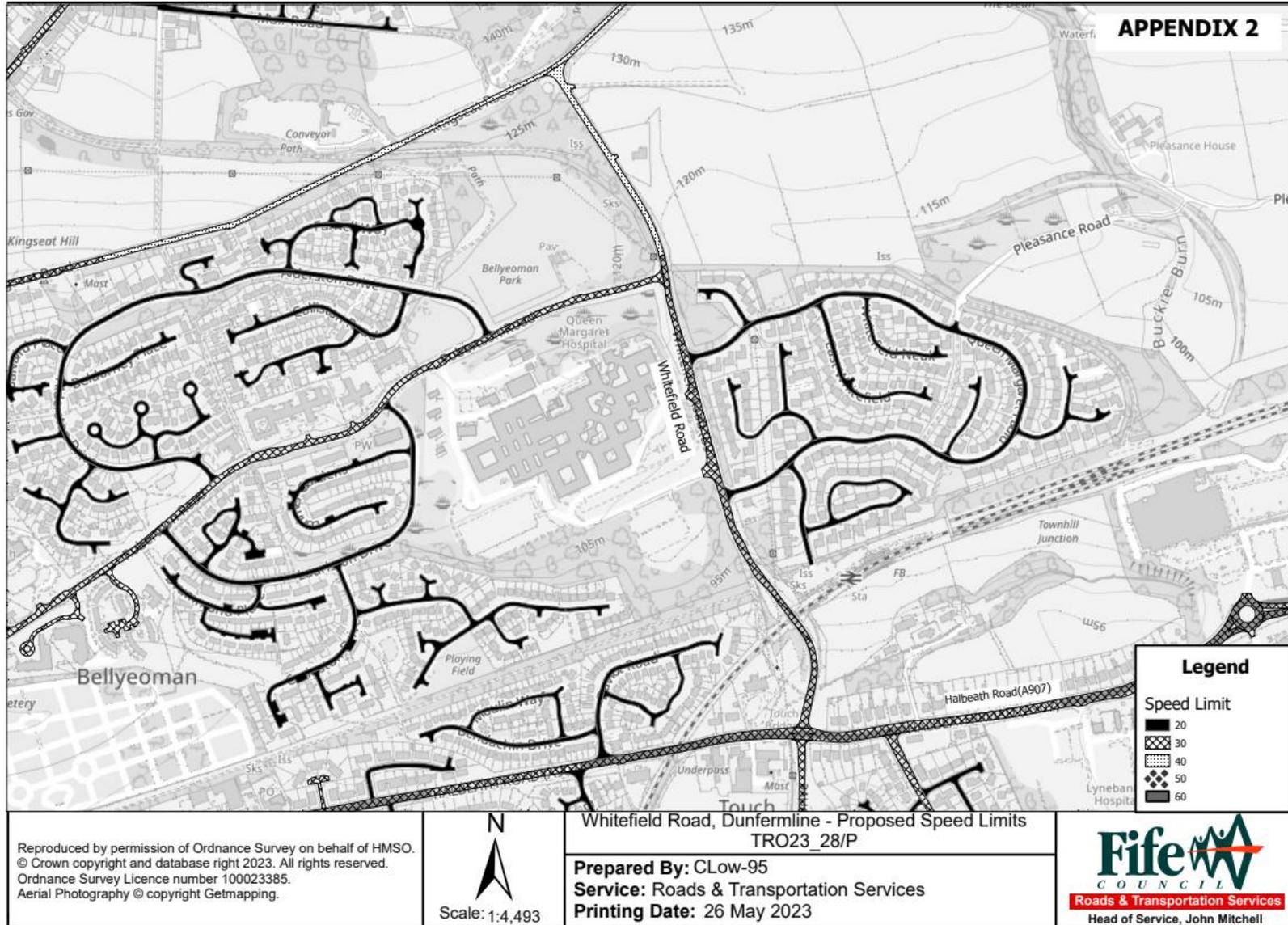
Caroline Low
Technician Engineer, Traffic Management
Roads & Transportation Services
Bankhead Central
Glenrothes
03451 555 555 Ext No 444497
Caroline.Low@fife.gov.uk

Sara Wilson
Service Manager, Roads Network Management
Roads & Transportation Services
Bankhead Central, Glenrothes
Telephone: 03451 55 55 55 + VOIP Number 453348
Email: Sara.Wilson@fife.gov.uk

Appendix 1



Appendix 2



24 October 2023

Agenda Item No. 7

Food Law Activities in Dunfermline

Report by: Nigel Kerr, Head of Protective Services

Wards Affected: Two, Three and Four

Purpose

To inform the Committee of the food law activities that are undertaken in the City of Dunfermline Committee Area by the Environmental Health (Food & Workplace Safety) Team of Protective Services. The report also highlights the resource difficulties that Environmental Health are presently experiencing.

Recommendation

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

Resource Implications

There are no direct resource implications arising from this report.

Legal & Risk Implications

Protective Services is currently experiencing significant Environmental Health vacancies and has experienced repeated difficulty in recruiting Environmental Health Officers. It is anticipated a failure to appropriately resource and recruit may result in an inability of core staff to meet their Environmental Health statutory functions, this will be detrimental to the wider public health of Fife.

Impact Assessment

An Equality Impact Assessment is not necessary as this report does not propose changes to existing policies.

Consultation

The report has been shared with the Heads of Finance and Human Resources.

1.0 Background

Environmental Health (Food & Workplace Safety) Team

- 1.1 The Environmental Health (Food & Workplace) Safety Team has a wide remit including:
 - Food Law (Food Standards and Food hygiene)
 - Health & Safety
 - Port Health
 - Waste Duty of Care
 - Miscellaneous Licences & Events (including Inspections/Visits for)
 - Investigation and Control of Communicable Disease
- 1.2 The [Environmental Health \(Food and Workplace Safety\) Service Delivery Plan 2023-24](#) provides further information regarding the remit and activities of the Environmental Health (Food & Workplace Safety) Team.
- 1.3 The Environmental Health (Food & Workplace Safety) Team is composed of:
 - Service Manager
 - Lead Officers
 - Environmental Health Officers
 - Food Safety Officers
 - Enforcement Officers
 - Environmental Health Technician
 - Technical Support Officer
 - Trainee Environmental Health Officers

The Service Manager is a qualified Environmental Health Officer, and the Lead Officers are qualified Environmental Health Officer(s) or Food Safety Officer(s). The current staffing resource of the Environmental Health (Food & Workplace Safety) is detailed in Table 2 within Section 2 of this report.

Food Law Activities

- 1.4 In terms of food law Fife Council is a designated competent authority as defined within Schedule 5 of the Official Feed and Food Control (Scotland) Regulations 2009 as amended and it is required to comply with retained Regulation (EC) No 2017/625.
- 1.5 Regulatory activities related to food law are undertaken by the Environmental Health (Food & Workplace Safety) Team, within Protective Services. These activities include food safety inspections and interventions covering food law (food hygiene and food standards) within food retailers, caterers, suppliers, manufacturers, and at events etc. The approval of establishments handling food of animal origin. Along with the investigation of food complaints and complaints against food businesses and practices.
- 1.6 Routine food law activities recommenced in September 2021 following the Covid-19 pandemic, taking cognisance of guidance issued by Food Standards Scotland. However, progress has been impacted by the competing demands from other areas of statutory activity and staffing resources.

2.0 Issues and Options

Food Law Activities in City of Dunfermline Committee Area

- 2.1 Food law activities include a range of interventions, including inspections, follow up visits, responding to requests for service (e.g., food complaints, hygiene concerns, request for advice etc.) and licencing applications and event notifications which have aspects that link to food law. The Environmental Health (Food & Workplace Safety) Team also undertake a sampling programme to help monitor compliance in terms of food law. The sampling programme incorporates surveys specified of interest by Food Standards Scotland.
- 2.2 Within the City of Dunfermline Committee Area there is a range of food businesses covering the retail, catering (including restaurants, cafes, and takeaways), educational, care, and warehouse & distribution sectors.
- 2.3 A summary of the food law activities carried out with the City of Dunfermline Committee area in 2023 up to the 31 August 2023 are detailed in Table 1 below.

Table 1: 2023 Food Activities up to 31 August in City of Dunfermline Committee Area

Food Law Activity	
Food Law Inspections carried out	90
Re-inspections carried out	16
Requests for Service	105
Licencing Applications and Event Notifications	37
Samples taken	47

- 2.4 Where concerns regarding food law are identified during inspections and interventions, proportionate enforcement action is taken to protect public health. Such action is in line with Protective Services Enforcement Policy, and the widely adopted 4E approach of Engage, Educate, Encourage and Enforce. Where necessary immediate action will be taken to protect public health.
- 2.5 In February 2023 a Remedial Action Notice under the Food Hygiene (Scotland) Regulations 2006 was served on a food business within the City of Dunfermline Area due to findings on inspection. This Remedial Action Notice required the business to immediately close until the contraventions of food law relating to the lack of hot water and rodent activity had been rectified and no longer posed a risk to public health.
- 2.6 In June 2023 a voluntary surrender of foodstuffs from a Dunfermline food business was required following Food Standards Scotland issuing a Food Alert for Action to Local Authority Environmental Health Teams throughout Scotland. A Food Alert for Action is a Food Alert that is issued by Food Standards Scotland where intervention by enforcement authorities is required and are often issued in conjunction with a product withdrawal or recall. The business had unbeknown to them received a delivery of foodstuffs that was non-compliant with food law, they cooperated when officers identified the non-complaint foodstuffs, which were disposed of to ensure removal from the food chain.

Staffing Resources

- 2.7 Fife Council Protective Services like many Local Authorities in Scotland is currently experiencing a shortage of experienced and qualified staff, along with repeated difficulty in recruiting Environmental Health Officers. This has been reported in the media both [nationally](#) and [locally](#). The Royal Environmental Health Institute of Scotland [responded](#) to the national media article. The current staffing resource of the Environmental Health (Food & Workplace Safety) Team is detailed in Table 2.

Table 2: Staffing Resource at 29 September 2023

Role	Comments on Current Status	FTE on Establishment
Service Manager	At establishment	1
Lead Officer (3)	At establishment	3
Environmental Health Officer (10)	0.4 FTE Reduced Hours 5.0 Vacant - 2.0 posts with be filled by the Trainee EHOs 1.0 pending maternity leave	10
Food Safety Officer (3.83)	0.25 Reduced Hours	3.83
Environmental Health Technician (3)	2.0 FTE vacant, recruitment planned	3
Technical Support Officer	At establishment	1
Enforcement Officer (Environmental Health) (3)	0.5 FTE temp match funding from Cireco to give 3.0 FTE, with 1.0 FTE post temp until 31/03/2024	2.5
Trainee Post (Environmental Health Officer) (2)	Note 2 nd temporary post funded from vacant EHO posts.	1

- 2.8 A recruitment campaign for Environmental Health Officers in spring of 2023 was unsuccessful. However, recruitment during the summer of 2023 ahead of the Royal Environmental Health Institute of Scotland's September diet of professional exams, has enabled both Trainee Environmental Health Officers to be offered Environmental Health Officer positions, conditional on successfully completing their professional training and examinations. Both Trainee Environmental Health Officers received written confirmation dated 29 September 2023 that they had passed the Royal Environmental Health Institute of Scotland's professional examinations and are now qualified Environmental Health Officers.
- 2.9 The Environmental Health (Food & Workplace Safety) Team and Protective Services as a whole, continues to look at opportunities for targeted recruitment in the short term. There is also a focus on medium-long term solutions, namely the grow your own model. This includes continuing to support the University of the West of Scotland, with student placements for students undertaking the BSc(Hons) in Environmental Health (with professional practice). Along with exploring the possibilities present by Royal Environmental Health Institute of Scotland's recently announced alternative pathway to qualifying as an Environmental Health Officer, in addition to the existing alternative pathway to qualifying as a Food Safety Officer.

3.0 Conclusions

- 3.1 The report provides a summary of recent food law activities within the City of Dunfermline Committee Area.

- 3.2 The report highlights the resource difficulties faced by Environmental Health (Food & workplace Safety) Team and short and medium-long term solutions which are being considered.

List of appendices

Not applicable.

Background Papers

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

- [Environmental Health \(Food and Workplace Safety\) Service Delivery Plan 2023-24 \(Agenda Item 6, page 17\)](#)

Report Contacts:

Lisa McCann

Service Manager Environmental Health (Food & Workplace Safety)

Protective Services

Telephone: 03451 55 55 55 + VOIP Number 493589

Email: lisa.mccann@fife.gov.uk

Lorna Starkey

Lead Officer Environmental Health (Food & Workplace Safety)

Protective Services

Telephone: 03451 55 55 55 + VOIP Number 446919

Email: lorna.starkey@fife.gov.uk

24 October 2023

Agenda Item No. 8

City of Dunfermline Local Community Plan 2023 – 2024

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 2, 3 and 4

Purpose

The purpose of this report is to allow the Area committee to consider the proposal for the City of Dunfermline Local Community Plan 2023 to 2024 and subsequently the period 2024 – 2027. The report builds on recommendations from the City Conference and subsequent workshops including information on the smart place approach potentially being tested within the City of Dunfermline.

Recommendations

Members are asked to:

- Consider the progress made on developing a framework for the City of Dunfermline Local Community Plan
- Agree the priority areas for the City of Dunfermline Local Community Plan.
- Comment on the process for developing a steering group for the City of Dunfermline Local Community Plan.
- Consider naming the new plan the 'City Plan.'

Resource Implications

Local Community Planning provision is funded through various sources, including the Local Community Planning Budget, Service and Partner budgets, and external funding. Partners contribute to delivery of the LCP by developing targeted project and initiatives.

The Community Recovery Fund in 2023/24 has increased the budget for devolved decision making and has enabled additional funding to be targeted at priority areas in respect of the ambitions for the Plan for Fife and the pre-existing priorities for the City of Dunfermline

Legal & Risk Implications

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

Impact Assessment

An EqIA has not been completed and is not necessary for the following reasons, An EqIA is not required because the report does not propose a

change or revision to existing policies and practices.

Consultation

Local Community Planning is well established in the Dunfermline Area and supported by a strong Local Community Planning Partnership, made up of key strategic groups, individuals and organisations. There has been ongoing consultation and key engagement strategies influencing the Dunfermline Local Community Plan.

1.0 Background

- 1.1 Fife's Partnership Board approved Fife's Local Outcome Improvement Plan the Plan4Fife in April 2018; in accordance, a requirement for local community plans to be produced in each area as: "...the key local delivery vehicles for the Plan for Fife." The four ambitions of the Fife Plan are: Opportunities for All; Thriving Places, Inclusive Growth and Jobs and Community Led Services.
- 1.2 The well-established Dunfermline Area Local Community Plan – Plan 4 Dunfermline, reflected and addressed the needs of local people and the economy. The Plan 4 Dunfermline provided clear strategic direction for all partnership activity across the Dunfermline area.
- 1.3 In May 2022, the City of Dunfermline was granted City Status. Fife Council then joined the Scottish Cities Alliance. The Scottish Cities Alliance is the collaboration of Scotland's eight cities and the Scottish Government.
- 1.4 In October 2022, a review of the Dunfermline Area Local Community was initiated and in June 2023 the City Conference was held. The aim of the conference was highlighting the opportunities for Dunfermline's future and the work of key stakeholders who all took the opportunity to elaborate on their efforts and how they wished for a coherent approach to the economic and community vision of the city based on collaborative effort. The City Conference report was presented at the City of Dunfermline Area Committee on the 15 August 2023.
- 1.5 In 2023/24, Business & Employability and Communities & Corporate Development Services commissioned Bable to help facilitate a smart city process in Dunfermline. The purpose was to investigate if it could help deliver the ambitions of the Local Community Plan and if it was an approach that could be relevant to a place-based approach to service delivery for all Areas in Fife. A report on Smart Initiatives and proposals incorporating, is being considered by the Finance, Economy and Corporate Services Scrutiny Committee at its meeting on the 26 October 2023.
- 1.6 A meeting to review the Conference with the key speakers and workshop facilitators took place on 3rd August 2023. A review from the outputs from the Conference fed into the Local Community Plan discussions while also coordinating the plans and strategies of the key stakeholders. A subsequent meeting is planned for the 3 October 2023 and Councillor Derek Glen has been invited to be a Councillor representative on this group.

2.0 Emerging priorities

2.1 The emerging Local Community Plan priorities for the City of Dunfermline are.

Building strong and resilient Communities.

Making the city a Better Place to live, work and visit.

Promoting and supporting Wellbeing.

2.2 It is recommended a Steering group is established to drive the priorities of the City Plan and to develop a framework to enable clear strategic direction for partners and stakeholders.

2.3 Consideration is given to develop the use of a Charter to define the goals, objectives, and purpose of the City Plan to create a shared commitment to these. A charter will also set out the expectations in terms of shared values and behaviours.

2.4 Sharing of data between the organisations in the City would require a formal data sharing agreement.

2.5 There would be a requirement to establish a clear and robust communication and marketing strategy.

2.6 Improve consultation and engagement processes using engagement and consultative methods such as, Citizen Space.

2.7 The City of Dunfermline has many groups and stakeholders actively involved in shaping the City's future and investing in it. Ongoing discussions are evolving, as part of the process about the requirement for community leadership to enable the transformation to complement and assist with democratic governance. The Electoral Reform Society have been engaging with Fife Council and partners and are keen to develop a programme of community workshops to explore the idea of devolved decision making or a Citizen's Assembly. A community workshop is planned for 10th November 2023.

3.0 Governance, Process and Review

3.1 The Local Strategic Assessment for the City of Dunfermline provides an overview of how a Local Area is doing. Using the national Place Standard tool, local people were asked to consider aspects of the physical and social environment where they live and to paint a picture of the place and what needed to improve. It collates and updates a wide range of information as a key input into the Local Community Plans. It is intended to inform and support local conversations for both People and Place on the issues that need to be addressed in the Area. By comparing the results of Place Surveys in 2016, 2018 and 2022 there is a picture of how the Area is changing and use this snapshot as a background benchmark for any local use of the Place Standard within local communities across the Area.

4.0 Conclusion

- 4.1 This report offers a breakdown of the process that has been undertaken from June 2023 to October 2023. Consideration and approval is being asked in considering the factors in establishing the priorities that will inform the new Dunfermline Local Community Plan, the City Plan.
- 4.2 Guidance from Fife Partnership and the recommendations from the City of Dunfermline Community Conference held in June 2023, will influence the key priorities for 2023/24 and subsequently 2024 to 2027, mirroring the timescale for the Plan for Fife.
- 4.3 Agree on developing a new City Plan.
- 4.4 Agree on the three priorities for the City Plan.
- 4.5 Agree to support the establishment of a steering group for the City Plan.

List of Appendices

Not applicable.

Background Papers

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

Not applicable.

Report Contact

Shirley Melville

Team Manager, Community Development (Dunfermline)

Email: Shirley.melville@fife.gov.uk

24 October 2023

Agenda Item No. 9

Local Community Planning Budget Request - Dunfermline Evening Pantry

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 2,3,4

Purpose

This report seeks a contribution of £10,700 of Area Local Community Planning budget funding, to develop the Touch evening pantry project, delivered from the Touch Community Centre.

Recommendation(s)

Members are asked to agree a contribution of £10,700 from the Area Local Community Planning budget, specifically the Anti-Poverty budget. The project, which is currently well established on a daytime basis, aims to deliver a service for people who face barriers in accessing support.

Resource Implications

There is sufficient funding available in the local area budget should the contribution be agreed.

Legal & Risk Implications

This report raises no particular legal or risk implications.

Impact Assessment

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

Consultation

The elected members of wards 2,3 and 4 have been consulted and are in support of this request.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Budget requires authorisation from the Area Committee before amounts over £5,000 can be committed. This report has been undertaken to seek agreement from this Area Committee for a contribution of £10,700 from the Local Community Planning Budget (via Anti-Poverty funds).
- 1.2 As set out in the Plan 4 Dunfermline (Recovery and Renewal), specifically recovering from the pandemic, the project aims to support individuals and families most affected. Working in partnership with other agencies and local volunteers, the project will aim to tackle poverty, in particular food poverty, isolation and fuel poverty while building capacity across our communities.

2.0 Project Information

- 2.1 The project attention will focus on supporting those who are unable to access the support currently provided at the daytime provision. Although the pantries are all about food waste, many households in Dunfermline are finding it difficult to balance their growing bills with the money they are receiving. This is not just people on benefits but the working families that don't receive any support despite an increase in bills. The pantry can help alleviate some of the costs as well as help with food waste that would be going to landfill.
- 2.2 Using the mechanisms and structures which are already in place for the daytime pantry, this project will grow and develop into an evening pantry provision. In addition, an evening 'warm space' will offer local people a place to socialise and have a bite to eat with others.
- 2.3 Advice on welfare support, signposting and addressing other potential issues will also be available at the sessions.
- 2.4 Funding will be used to purchase the ongoing food supply, utilising FareShare and other local food businesses. Other start up resources and equipment will be purchased such as bags, containers, stationary, printing materials, aprons, crockery, soup urn, slow cooker, and a freezer. There will also be a weekly cost for the warm space food and drinks.
- 2.5 The pantry would be accessed by referrals from various agencies and services but also on a self-referral basis. Although it is difficult to envisage the number of people who will attend, however based on 50 members attending, the reach of individuals/families could total as much as 150 per week.

3.0 Conclusions

- 3.1 Funding will support the project to align with the priorities for the Plan for Fife and the Dunfermline Local Community Plan, and in particular opportunities for all and thriving places.

The project will also have positive impacts to recover, renew and re-align priorities going forward from the pandemic and cost of living crisis by:
Helping to tackle food waste across the local area of Dunfermline
Address issues of food poverty, holiday hunger and social isolation
Raising awareness of social and welfare support along with benefit maximisation
Providing opportunities for people to volunteer within their community, building capacity and increasing skills and training.

- 3.2 A copy of the Local Community Planning budget application form submitted for this project is available for members should they require to see it.

List of Appendices

1. N/A

Background Papers

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

- N/A

Report Contact

Shirley Melville

Team Leader Community Development (Dunfermline)

City Chambers Dunfermline

03451 55 55 55 Ext No 480067

Shirley.melville@fife.gov.uk

City of Dunfermline Area Committee 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. City of Dunfermline Area Committee Forward Work Programme

Report Contact

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

City of Dunfermline Area Committee of 12 December 2023			
Title	Service(s)	Contact(s)	Comments
Settlement Trust Annual Update 2021/22		Shirley Melville	
Area Capital Update Report 2022/23		Shirley Melville	
Common Good Annual Report 2022/23		Shirley Melville, Eleanor Hodgson	
Settlement Trust Annual Update 2022/23		Shirley Melville	
Dunfermline City Centre Update		Shirley Melville, Sunil Varu	
Update on Touch Regeneration		Lynne Johnston	
Cemetery Strategy for Dunfermline		Liz Murphy	

City of Dunfermline Area Committee of 6 February 2024			
Title	Service(s)	Contact(s)	Comments
Criminal Justice Community Payback Annual Performance Report 2022/23		Joan Gallo	
Area Roads Programme 2024/25		Paul Hocking	
Local Economic Profile 2022		Peter Corbett	
Health and Social Care Locality Planning 6 Monthly Update		Jacquie Stringer-fc	

City of Dunfermline Area Committee of 23 April 2024			
Title	Service(s)	Contact(s)	Comments
Health and Social Care Dunfermline Locality Planning Update		Jacquie Stringer-fc	

City of Dunfermline Area Committee of 18 June 2024			
Title	Service(s)	Contact(s)	Comments
Safer Communities Annual Performance Report 2023/24		Liz Watson-SC	
Police Scotland Annual Performance Report 2023/24			
Scottish Fire and Rescue Service Annual Performance Report 2023/24			
School Attainment and Achievement 2023/24		Deborah Davidson	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Freedom of the City - Pittencrieff Park Peacocks		Lindsay Thomson	
Playspace Categorisation Update		Kevin Okane	