

Kirkcaldy Area Committee

Small Committee Room, 1st Floor, Town House, Kirkcaldy –
Blended meeting



Tuesday 27 August 2024 - 2.00 p.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(s) in particular items on the agenda and the nature of the interest(s) at this stage
3. **MINUTE** – Minute of the meeting of Kirkcaldy Area Committee of 25 June 2024 3 - 6
4. **APPLICATION FOR FUNDING FROM KINGHORN COMMON GOOD FUND - THE ORCHARD PLAYPARK** – Report by the Head of Communities and Neighbourhoods Service 7 - 10
5. **AREA ROADS PROGRAMME 2023-24 - FINAL REPORT** – Report by the Head of Roads and Transportation Services 11 - 16
6. **AREA HOUSING PLAN 2024-25** – Report by the Head of Housing Services 17 - 45
7. **PROPERTY TRANSACTIONS** – Report by the Head of Property Services 46 – 48
8. **KIRKCALDY AREA COMMITTEE WORK PLAN** – Report by the Executive Director, Finance and Corporate Services 49 - 52

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

20 August, 2024

If telephoning, please ask for:
Elona Thomson, Committee Officer,
Telephone: 03451 555555, ext. 475481; email: Elona.Thomson@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on www.fife.gov.uk/committees

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.

THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING

Small Committee Room, 1st Floor, Town House, Kirkcaldy

25 June 2024

2.00 pm – 3.35pm

PRESENT: Councillors Ian Cameron (Convener), Lesley Backhouse, Alistair Cameron, Rod Cavanagh, Judy Hamilton, James Leslie, Kathleen Leslie, Carol Lindsay, Julie MacDougall and Nicola Patrick.

ATTENDING: Andy Paterson, Lead Consultant, Car Parking Strategy and Operations, Roads and Transportation Services; Julie Dickson, Community Manager, Communities and Neighbourhoods Service; Dawn Jamieson, Safer Communities Team Manager, Suzanne Scobie, Safer Communities Lead Officer, Housing Services; Rob Bowditch, Service Manager, Public and Environmental Protection, Protective Services; Lesley Robb, Lead Officer, Committee Services and Elona Thomson, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Station Commander Niall Miller, Scottish Fire and Rescue Service and Inspector Kim Stuart, Police Scotland.

APOLOGIES FOR ABSENCE: Councillors Blair Allan and David Ross.

102. DECLARATIONS OF INTEREST

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

103. APPOINTMENT OF DEPUTE CONVENER

Motion

Councillor Ian Cameron, seconded by Councillor Lindsay, moved that Councillor Cavanagh be appointed as Depute Convener.

Decision

The committee unanimously agreed the motion and Councillor Cavanagh was appointed as Depute Convener of the Kirkcaldy Area Committee.

Councillor James Leslie joined the meeting prior to consideration of the following item.

104. MINUTE OF MEETING OF KIRKCALDY AREA COMMITTEE OF 30 APRIL 2024.

The committee considered the minute of the meeting of the Kirkcaldy Area Committee on 30 April 2024.

Decision

The committee agreed to approve the minute.

Councillor Patrick joined the meeting during consideration of the following item.

105. DEVOLVED PARKING INITIATIVE IN KIRKCALDY

The committee considered a report by the Head of Roads and Transportation Services seeking approval to remove on-street parking charges on Kirkcaldy High Street (between Kirk Wynd and Oswald's Wynd) on an experimental basis and to continue the Kirkcaldy reduced price season ticket in 2024/25.

Decision

The committee agreed:

1. to the introduction of an Experimental Traffic Regulation Order (ETRO) for a maximum period of 18 months, to remove the parking charges on High Street, Kirkcaldy (between Kirk Wynd and Oswald's Wynd) as detailed in drawing TRO24_32 (Appendix 2 of the report), with all ancillary procedures;
2. officers would provide a future report to the committee detailing further recommendations towards the conclusion of the ETRO period; and
3. to continue support for the reduced-price season ticket in selected car parks in Kirkcaldy until 31 March 2025.

106. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN KIRKCALDY AREA 2023-2024

The committee considered a report by the Community Inspector, Kirkcaldy and Burntisland Ward Areas, Police Scotland providing elected members with information on matters impacting on, or involving Police Scotland, with relevance to community safety in the Kirkcaldy and Burntisland ward policing area.

Decision

The committee considered the report and provided comments on the update.

107. SCOTTISH FIRE AND RESCUE SERVICE - KIRKCALDY AREA ANNUAL PERFORMANCE REPORT - 2023-2024

The committee considered a report by the Station Commander for the Kirkcaldy Area, Scottish Fire and Rescue Service, providing the committee with incident information for the period 1 April 2023 to 31 March 2024. The incident information enabled the committee to have an overview of the Scottish Fire and Rescue Service (SFRS) Kirkcaldy Area against its key performance indicators (KPIs).

Decision

The committee considered the progress across a range of KPIs within the report and provided comments on the update.

108. SAFER COMMUNITIES TEAM ANNUAL UPDATE REPORT - 2023-2024

The committee considered a report by the Head of Housing Services providing an update on the operational activity of the Safer Communities Team within the Kirkcaldy Committee Area during the 12month period 1 April 2023 to 31 March 2024.

Decision

The committee noted the report and commented on the activity to date.

109. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE - GENERAL ANNUAL REPORT 2022

The committee considered a report by the Head of Protective Services providing the findings of the 2022 general annual report for the operations at the Mossmorran and Braefoot Bay facilities, in accordance with the agreed recommendation of the meeting of Environment, Transportation and Climate Change Scrutiny Committee of 19 March 2024.

Decision

The committee noted:

1. the contents of the general report and, in particular, the large reduction in complaints following the investment in improvement technologies at the complex;
2. the new noise and air quality monitoring arrangements introduced around the complex;
3. the steps taken to improve communications between appropriate parties; and
4. that the Convener agreed to investigate the current elected member appointment from Kirkcaldy Area Committee for the Mossmorran and Braefoot Bay Community and Safety Committee, to ascertain if the appointment required review following recent political changes within Kirkcaldy Area Committee.

110. PROPERTY TRANSACTIONS

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

Decision

The committee noted the contents of the report.

111. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

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

Decision

The committee noted the contents of the workplan.

27 August 2024

Agenda Item No: 4

Application for Funding from Kinghorn Common Good Fund – The Orchard Road Playpark

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

Wards Affected: 9 – Burntisland, Kinghorn and Western Kirkcaldy

Purpose

To present an application for consideration received from Kinghorn Playparks Group for an allocation of funding from Kinghorn Common Good Fund.

Recommendation

Elected members are asked to consider and approve this application from Kinghorn Playparks Group for a grant award of £10,000 towards renewing The Orchard Road Playpark in Kinghorn.

Resource Implications

Kinghorn Common Good Fund has no in year revenue surplus, however there is revenue balances of £36,000.

Legal & Risk Implications

There are no legal or risk implications.

Impact Assessment

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

Consultation

The majority of ward members support the recommendation to allocate £10,000. Kinghorn Community Council could not be consulted as the organisation is inactive. Kinghorn Playparks Group was formally a subgroup of the Community Council and has now constituted as an independent group.

1.0 Background

- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications for £5,000 and under can be determined under delegated powers if there is agreement between the local Elected Members. However, the amount applied for on this occasion will require that it is determined by the Kirkcaldy Area Committee.
- 1.3 The grant application should normally be a maximum of 50% of the total project cost except in circumstances where funding is for the maintenance of Common Good property.

2.0 Project Proposal

- 2.1 To replace the Orchard Road playpark with an inclusive design.
- 2.2 The grant's purpose is to support the Kinghorn Playparks Group by providing the young people of Kinghorn and the surrounding area with an exciting and inclusive play park where they can develop their interpersonal skills by meeting and interacting with others. The park will allow young people to have fun while learning life skills and exercising on carefully chosen equipment, which would encourage imaginative and active play. The park will be designed to accommodate young people of all ages and physical abilities so that no one is left behind. The park will be a public asset and be open to everyone 24 hours a day, seven days a week, with no cost to use the facilities.

3.0 Project Costs

- 3.1 The overall cost for the project is £172,735. 5.7% of the funding is being requested from The Kinghorn Common Good Fund.
- 3.2 The following applications have been made to cover the project cost:
 - Kinghorn Playparks Group £3000 (Committed)
 - Parks development capital £20,000 (Committed)
 - Scottish Government Tranche 4 £40,000 (Committed)
 - Developer section 75 £69,735 (Committed)
 - Fife Environment Trust £30,000 (Pending)
 - Kinghorn Common Good Fund £10,000 (Pending)

4.0 Conclusions

- 4.1 The award of a grant towards the cost of The Orchard Road Playpark in Kinghorn ensures its long-term sustainability.
- 4.2 The application meets the criteria for Common Good funding. Overall, the grant funding requested is 5.7% of the total estimated project costs.

List of Appendices

1. The Orchard Road Playpark Financial Evaluation Form

Background Papers

No background papers were relied on in preparing this report in terms of the Local Government (Scotland) Act, 1973.

Report Contact:

Julie Dickson
Community Manager
Kirkcaldy Town House
julie.dickson@fife.gov.uk

Report Author:

Nicola-Jane Whyte
Local Community Planning Support Officer
nicola.jane.whyte@fife.gov.uk

COMMON GOOD APPLICATION -FINANCIAL EVALUATION FORM

Amount of Grant

Application Number

Grant Applicant

Contact Name
 Address

Description of Project

Period of Accounts

1. One off Project

2. Information available from the Annual Accounts

Income & Expenditure/Receipts & Payments Account

Statement of Balances/Balance Sheet

Accounts Audited/Independent Examiner

Deficit or Surplus as % of Total Expenditure

Have Funds at end of year increased
 If so, what is percentage increase on previous year

Organisations Annual Income

Organisations Annual Expenditure

Expenditure items appropriate

3. Comments from Evaluation of Accounts

4. Funding Breakdown
 Detailed Breakdown of costs provided
 Detailed Breakdown of Funding Income provided

Income raised/applied for		£
Current Application		10,000 Common Good
Income raised	Kinghorn Playparks Group	3,000
	Parks Development Capital	20,000
	Scottish Government Tranche 4	40,000
	Developer Section 75	69,735
Other Grants	Fife Environment Trust	30,000 Pending
	Others	
Total Income		<u>172,735</u>
Total Expenditure		<u>172,735</u>

5. Comments

To be funded from Revenue Balances.
 Not all funding secured

Prepared By S Mitchell Finance Assistant 6/21/2024
 Checked By E Hodgson 7/8/2024
 Designation Accountant Date

27 August 2024

Agenda Item No. 5

Area Roads Programme 2023/24 – Final Report

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

Wards Affected: 9, 10, 11 & 12

Purpose

The purpose of this report is to advise the committee on the delivery of the 2023-24 Area Roads Programme (ARP).

Recommendation(s)

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

Resource Implications

The 2023-24 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 2023-24 ARP.

1.0 Background

- 1.1 Committee agreed the list of projects forming the 2023-24 ARP on 7th February 2023 (2023 KAC 14, Para 33 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 Kirkcaldy Area Programme for 2023-24. 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

Report Contact

Vicki Storrar, Lead Consultant (Roads & Lighting Asset Management)
Bankhead Central, Glenrothes
Telephone: 03451 55 55 55 (VOIP Number 475144)
Email: vicki.storrar@fife.gov.uk

Alistair Donald
Service Manager (Roads Design & Build)
Bankhead Central, Glenrothes
Email – Alistair.donald@fife.gov.uk

Kirkcaldy Area Committee
Area Roads Programme 2023-24

Appendix 1

Carriageway Schemes Outturn

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2024	Comments
11	Kirkcaldy	A910 Nicol Street	Esplanade to Veterinary Surgery	£190,319	£0	Postponed	Network access issues due to works on Esplanade
9	Rural	A909 Cowdenbeath Road Burntisland	Grange Farm to Dollar Road, Burntisland	£286,278	£292,355	Complete	
10	Kirkcaldy	B981 Chapel Level	Hendry Road R/bout to Traffic Signals opposite Newtonmore Drive	£54,000	£46,309	Complete	
12	Kirkcaldy	B981 Dunnikier Way Eastbound	Overton R/A to Traffic Signals at ASDA Boundary	£65,000	£69,645	Complete	
11	Kirkcaldy	C48 Bennoch Road Ph3	Between Ben Alder Place and Lomond Gardens to Co-op/ The Steadings	£125,639	£118,045	Complete	
12	Kirkcaldy	C95 Dunnikier Road Ph 2	Wilson Avenue to Hayfield Road	£144,592	£150,606	Complete	
11	Kirkcaldy	Heggies Wynd	Links Street to garage entrance	£20,000	£21,467	Complete	
10	Kirkcaldy	Prestonfield Drive	Full Length plus Dornoch Crescent entrance	£65,473	£50,478	Complete	
11	Kirkcaldy	Dunearn Drive	Linton Lane to Cleish Gardens	£93,490	£91,484	Complete	
TOTAL				£1,044,791	£840,391		

Kirkcaldy Area Committee
Area Roads Programme 2023-24

Appendix 2

Footway Schemes Outturn

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2024	Comments
10	Kirkcaldy	Greenloanings Ph2	Birnam Road, Dallas Drive to Blairmore Road south side. Birnam Road, Findhorn Place to shops north side. Blairmore Road, Birnam Road	£50,225	£0	Postponed	Delayed due to contractor availability
11	Kirkcaldy	Strathkinness Road/Raeburn Crescent	Massereene Road to Gourlay Street	£59,107	£92,606	Complete	
	Kirkcaldy	Nairn Street/Victoria Road Phase 1 of 2		£60,000	£60,993	Complete	
12	Kirkcaldy	Tweed Avenue	Full length	£54,048	£6,051	Postponed	Design only - Delayed due to contractor availability
10	Kirkcaldy	Greenloanings	Cul-de-sac serving 51-71	£21,777	£24,056	Complete	
11	Kirkcaldy	Bennochty Road Ph 2	North footway from Zebra Crossing to Lomond Gardens	£107,384	£3,872	Postponed	Design only - Delayed due to contractor availability
TOTAL				£352,541	£187,577		

Kirkcaldy Area Committee
Area Roads Programme 2023-24

Appendix 3

Road Safety & Traffic
Management Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Outturn Cost	Progress at 31st March 2024	Comments
	Kirkcaldy	Bankhead of Piteadie	Road Crash Improvements	£3,500	£0	Postponed	Contractor availability
11	Kirkcaldy	Kirkcaldy High Street	Install rising bollards	£51,816	£59,776	Complete	
11	Kirkcaldy	Bennoch Road/Massereene Road	Pedestrian island/kerb alignment	£15,000	£0	Complete	Combined with surfacing works
11	Kirkcaldy	Dunearn Drive	Review Traffic Calming	£50,000	£0	Postponed	Contractor availability
9	Kirkcaldy	A921 Aberdour Road	Buildout	£20,000	£0	Postponed	
	Kirkcaldy	McKenzie Street / St Clair Street junction	Replace crossing and signalise junction	£110,000	£2,874	Postponed	Design only, construction 2024/25
TOTAL				£250,316	£62,650		

Kirkcaldy Area Committee

Appendix 4

Area Roads Programme 2023-24

Lighting Schemes Outturn

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2024	Comments
12	Kirkcaldy	Tweed Avenue		£24,000	£2,286	Design	Design only - Delayed due to contractor availability
10	Kirkcaldy	Templehall Avenue Path	Footpath access to Templehall Ave flats no's 30 to 136	£27,000	£17,260	Complete	
12	Kirkcaldy	West Gallatown		£162,000	£144,326	Complete	
11	Kirkcaldy	Bennochry Road Ph2		£54,000	£353	Postponed	Design only - Delayed due to contractor availability
12	Kirkcaldy	Rosslyn St, Gallatown R/A Windmill Rd		£50,000	£34,988	Complete	
11	Kirkcaldy	Poplar Cr, Myrtle Cr		£75,000	£74,702	Complete	
9	Kinghorn	Kilcruik Rd, Glebe Pl, Manse Rd, Templars Cres		£87,000	£93,581	Complete	
10	Kirkcaldy	Forres Drive		£93,000	£134,616	Complete	
11	Kirkcaldy	Smeaton Gardens & Melrose Cres		£7,833	£7,833	Complete	Late billing of invoice
TOTAL				£579,833	£509,944		

27 August 2024
Agenda Item No. 6

Area Housing Plan 2024-25

Report by: John Mills, Head of Housing Services

Wards Affected: 9, 10, 11 and 12

Purpose

The report seeks Area Committee approval for a revised area housing plan which sets out area performance, service delivery and highlights key housing issues for Members' consideration.

Recommendation

Members are asked to consider and approve the Kirkcaldy Area Housing Plan for 2024 – 2025.

Resource Implications

Work is taking place within agreed HRA local and capital budgets.

Legal & Risk Implications

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

Impact Assessment

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

1.0 Background

- 1.1 The Council has a vision to create a Fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the Plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services, as the largest landlord in Fife, can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives.
- 1.2 The Area Housing Plan shows how we work with partners and local communities to improve housing services in the area. Tenant and residents have told us their concerns and issues where they live and together we have identified what we can do to address these issues. We have looked at how well we are doing managing our homes to prioritise which services we need to improve.
- 1.3 The plan links into different policies and strategies across Fife including; Plan 4 Fife, Local Housing Strategy, Kirkcaldy Local Community Plan, Area Lettings Plan and Pathway to Improvement (Annual Return on the Social Housing Charter).

2.0 Development of the Area Housing Plan

- 2.1 The previous Area Housing Plan covered the period 2023-26. Since then, we have developed a new annual Area Housing Plan focusing on key performance areas in line with discussions with the Area Committee Conveners and Vice-Conveners.
- 2.2 Tenant participation is a key part of our housing strategy. Being part of organised groups gives our tenants and residents a greater voice when talking about local issues. We work closely with Tenant and Resident Associations and carry out area walkabouts with representatives and partner services to identify areas of concern, creating action plans and reporting on progress.
- 2.3 The Area Housing Plan highlights performance and states tenants in Kirkcaldy Area are 79% satisfied with the overall service provided. 85% of tenants are satisfied with the management of their neighbourhoods.
- 2.4 In Kirkcaldy over recent years, the Council has delivered Affordable Housing. Currently, there is an acute need for more council new build properties in this Area. We have linked in our Strategic Housing Investment Plan (SHIP) to give Members the opportunity to explore potential new builds sites in the Kirkcaldy Area.
- 2.5 We have highlighted the role of the Housing Investment Programme and the Council's intention to continue to invest in council houses. Investments include; kitchens, central heating, bathrooms, roofs, rewiring, smoke detectors, secure door entry systems, structural works, electrical testing and external walls.

3.0 Local Issues Action Plans

- 3.1 It is recognised there is a need for more affordable housing in the Kirkcaldy Area. In year 2023/24, 14 properties were bought in the Kirkcaldy area. There were 39 new build properties in the High Street/Oswalds Wynd development and a further 10 properties under development at Fair Isle Road.

The lack of family housing / specific needs housing is recognised as a key housing issue throughout the area. We will provide feedback on the number of tenants who have downsized using the Tenant Incentive Scheme, we will build larger family homes, we will ensure 30% of the affordable housing programme is for specific needs customers including 5% for wheelchair housing and will carry out adaptations to existing homes to keep tenants at home where feasible.

- 3.2 We are committed to a number of projects throughout the area which will see improvements to the communal areas of some of our flatted properties. We have also committed to carrying out more estate walkabouts so that we can work together with the tenants and residents to identify further issues that they feel are important to address.
- 3.3 We will continue to work in partnership with Safer Communities and take robust action against perpetrators of anti-social behaviour. We will utilise allocation discretion where appropriate and increase the number of "Housing First" tenancies within the area.

4.0 Area Lettings Plan

- 4.1 There are more people looking for rehousing in the Kirkcaldy area than we have housing becoming available. There is a lack of larger properties within the area and we are committed to identifying areas for development to include larger family homes.
- 4.2 We continue to offer housing options advice which provides applicants with information on all tenure types which are available, maximising their opportunities for re-housing.
- 4.3 The Home Swap scheme continues to see increased number of households registering their interest in moving to more suitable properties with 28 completed exchanges taking place last year.
- 4.4 There are 3 Community Lettings Initiatives for the area outlined in the plan with 6 monthly reviews where relevant, to ensure the desired outcome is being achieved.

5.0 Conclusions

- 5.1 Through the Area Housing Plan, we have identified local issues through engagement with local communities and elected members and create action plans to address these. This is intended to encourage member scrutiny of our work to address those concerns and demonstrate improved outcomes.
- 5.2 The Area Lettings Plan sets out the stock profile, identifying where there is housing need and how we intend to improve the lack of larger family homes, as well as a plan to create a balanced community.

List of Appendices

1. Kirkcaldy Area Housing Plan 2024-25
2. Kirkcaldy Area Lettings Plan 2023-26

Report Contact

Elaine Campbell
Kirkcaldy Area Housing Manager
Town House, Kirkcaldy
Email: elaine.campbell@fife.gov.uk



Kirkcaldy Area Housing Plan 2024/25



Introduction

Fife Council supports the [Scottish Governments Housing to 2040](#) vision for everyone in Scotland to have a safe, high-quality home that is affordable and meets their needs in the place they want to be. [The Fife Housing Partnership Local Housing Strategy 2022-2027](#) is the strategic plan in Fife in which the key areas of focus are outlined:

1. Ending Homelessness
2. More Homes in the Right Places
3. A Suitable Home
4. A Quality Home
5. A Warm Low Carbon Home

Whilst the Local Housing Strategy sets out the strategic plan for Fife, the area housing team are responsible for the delivery of local plans for and with local people. This Area Housing Plan aims to illustrate how Kirkcaldy area housing team works with our partners and local communities to improve how we deliver housing services in the local area.

The area housing plan is our commitment to the ongoing work required on:

- New Homes,
- Letting Empty Houses,
- Improving Property,
- Looking after tenancies.

Working in partnership with tenants, residents and elected members we have identified the key areas of focus for improvement, which have been described with in the content of this Kirkcaldy Area Housing Plan. The Kirkcaldy Area Housing Plan was approved by Kirkcaldy Area Committee on 27 August 2024 (subject to committee approval).

This plan supports Fife Council wider strategies, policies and plans. The below infographic demonstrates the link between this area housing plan and the wider strategies, policies and plans that it supports:-



Kirkcaldy is part of the Kirkcaldy and Central Housing Market Area and includes the electoral wards of:

Ward 9 – Auchtertool, Burntisland, Kinghorn and Western Kirkcaldy

Ward 10 – Kirkcaldy North


Ward 11 – Kirkcaldy Central

Ward 12 – Kirkcaldy East and Dysart

Through the [Fife Housing Register webpage](#), you can now view our [new interactive map](#) which shows where all housing partners have properties. This will help housing applicants and tenants make an informed decision about their preferred areas of choice if they want to submit a Fife Housing Register application.

Performance Information

Fife Council is the largest landlord in the Kirkcaldy area. The stock profile below shows that we are responsible for the management of 7009 homes.



Stock by type		Fife	Stock by size		Fife
Flat/Maisonette	688	1659	Bedsit	66	196
4 in a block	2172	8152	1 bed	1638	7087
Flat/Tenement	1511	4910	2 bed	3533	14032
High rise flat	337	706	3 bed	1328	7329
House	2301	15666	4+ bed	194	1209
Sheltered		266			1253

Kirkcaldy Area holds 23% of all Fife Council housing stock, of which 96.5% are lettable. Stock that is not available for let is due to housing regeneration or the properties being used for other purposes such as temporary accommodation.

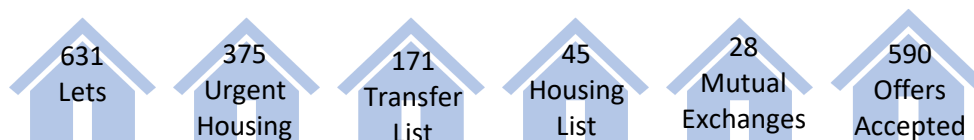
Half of the stock in Kirkcaldy area are 2 bedroom properties. 33% of the stock are house types, 31% are 4 in a block, and the remainder are other flatted type properties. Less than 4% of the total stock are sheltered properties.

Every year in the Kirkcaldy Area more people apply for housing than what becomes available. Our annual Letting Plan sets out the profile of properties we expect to become available in the following year and how we intend to distribute those properties between the different groups of applicants:

- Urgent Housing
- Transfer list
- Housing List

Allocations play a key role in ensuring that we make best use of housing stock, and we have committed to allocate properties fairly across all applicant categories.

The Fife Housing Register waiting list shows that 2580 applicants have Kirkcaldy as **their first area of choice**, this accounts for 18% of all applicants. In 2023/2024, we made 839 offers of housing of which 70% were accepted.



Lets and offers accepted differ due to some offers being made in different reporting periods, assignation of tenancies and joint to sole are not counted as allocations

Alongside our Letting Plan we also have Community Lettings Initiatives, or CLIs. CLI's allow a more flexible use of the allocations policy to address local need and demand and are developed in partnership with the local community. *For further information on any current CLI's, please see appendix 2.*

The Kirkcaldy Area housing team work hard to meet a range of housing needs. The cost-of-living crisis and economic uncertainty is making it difficult for some households to pay basic bills or access benefits.

Rent collection figures as at 30th June 2024.



Arrears increase where less than 100% of rent is collected. The year end figure for 2023/24 for Kirkcaldy was 100.11% showing a decrease of arrears.

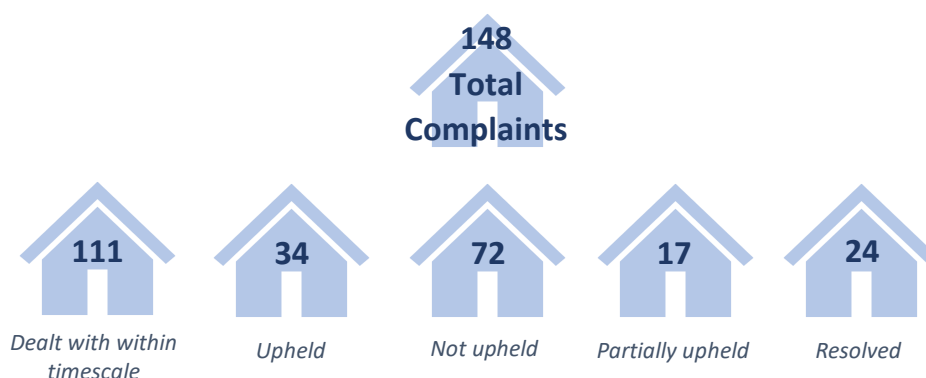
We can provide support with money advice, please speak with your housing management officer if you would like further information.

In our introduction, we confirmed that we support the Scottish Government Housing to 2040 strategy, and this includes addressing fuel poverty. It is estimated that 24% of Fife households are living in fuel poverty, through a partnership approach we continue to work towards reducing fuel poverty across Fife for all tenants and residents.

Every year, a customer satisfaction survey is carried out providing tenants the opportunity to tell us how they think we are performing as your landlord. The satisfaction survey is also used to report the annual return on the charter. The most recent satisfaction survey showed us that:

	Kirkcaldy Area	Fife
% satisfied with overall service provided by Fife Council	79%	83.14%
% who think we are good at keeping you informed about our services and decisions	87%	81.69%
% satisfied with the opportunities we give you to participate in our decision-making process	72%	78%
% satisfied with the quality of their home	84%	83%
% satisfied with the repair service we provide	90.5%	83.94%
% satisfied with our contribution to the management of your neighbourhood	85%	84.57%
% that think their rent is good value for money	76%	77.25%

The customer satisfaction results help us to identify areas we need to improve. Alongside our customer satisfaction survey, housing complaints are also a valuable source of information that help to identifying recurring or underlying problems.



The top reasons for all complaints in Kirkcaldy Area of **2023/24** are as follows:

Complaint Reasons	Total number
Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	23
Poor communications including lack of notice, consultation and engagement	17
Dissatisfaction with policy / current delivery arrangements eg timescales, priorities, criteria	10
Inappropriate staff attitude / behaviour	10
Failure to respond to previous complaint / request for service / enquiry / reported fault	8

Annual Area Housing Revenue Budget

Housing Services activities are taking place within the agreed Housing Revenue Account (HRA) budget. The HRA Capital Investment Plan for 2022-2025 was approved at full committee on the 24th February 2022 and remains the approved capital investment plan for the HRA.

The area housing budget that was approved for Kirkcaldy Area by elected members was **£479,425** for this financial year. The area housing budget is used for local projects, and to date we have spent **£187,734** on completed local projects in Kirkcaldy Area with several pending costings and scheduling. These projects include:-

- Fencing projects
- Tenancy Assistance
- Estate Improvements
- Estate Clearances
- Garden Work

In the next 6 month period, we have identified the following project(s):-

- Upgrading bin stores areas
- Improving uneven walkways in housing estates
- Maintenance and replacement of railings

Looking forward...

We will continue to identify area projects through consultation with local communities and agree throughout the year with elected members at area Ward meetings.

Estate Management

Estate Management refers to services that aim to give tenants and residents quiet enjoyment of their home in a safe and secure environment they can take pride in. It is not simply about looking after buildings and the physical environment around them. Kirkcaldy Area housing team recognise that Estate Management is an important aspect of our role as the landlord, it is an important service not only for tenants but all residents in the area.

We monitor our neighbourhoods by carrying out regular walkabouts with tenants, residents and partner agencies. We monitor changes to the [Scottish Index of Multiple Deprivation](#) (SIMD) and [Place Standard Tool](#) and this highlights estates that require attention.

Every year we develop local initiative projects to improve local areas and to deal with health and safety and estate condition concerns. Local initiative projects are often small projects that can be overseen by our area team and completed within the year.

In the Kirkcaldy Area, two areas were identified as being in poor condition and deteriorating. In partnership with Tenant and Resident Associations, committee members and the Area Housing team, as part of the Council's Revised Housing Estates Management Approach, Estate Action plans have been agreed to improve the areas. By creating estate action areas, we are able to carry out a series of actions that will improve the area over a period of time.

Linktown Estate Action Plan has been in place for 2 years with significant improvements made in collaboration with local representatives, police and council services to reduce fly tipping, improve communal green space and address anti-social and criminal behaviour at the earliest opportunity.

Highlands and Islands Estate Action Plan was developed in February 2024 after an increase in anti-social behaviour and criminal activity leading to a higher turnover of council properties. Working together with local residents, the police and council services, improvements have been made to improve security to the blocks and reduce illegal dumping.

Housing Regeneration

A Housing Regeneration Programme for the period 2022-25 has been agreed, the programme ensures that People and Place are at the heart of the process. As part of the regeneration programme, significant improvements are being made to the Kirkcaldy Area.

39 New build flats at High Street/Oswalds Wynd, Kirkcaldy completed February 2024

10 Proposed new build houses in Fair Isle Road, Kirkcaldy

Looking Forward...

Howard place regeneration – In September 2022 Kirkcaldy Area Committee approved proposals to demolish 2 blocks of flats at Howard Place, Dysart (61-79 and 81-103 odds only).

It is anticipated that pre-demolition works will begin in late 2024, with demolition being completed by Spring 2025. Site investigations have taken place over summer 2024, but currently there is no firm start date for redeveloping the site as well as the adjacent gap site. It is hoped that work to create a development of between 20 and 25 new build properties will start in 2026 as part of Phase 4 of the Affordable Housing Programme.

Stock Improvement and Affordable Housing Programme

The Plan for Fife 2017-2027 through the 'Thriving Places' theme identifies the challenge of a rapidly changing population with around 20,000 new homes, of all tenure, needed over ten years. To achieve this, we are committed to building new homes and in the Kirkcaldy area we have built **351** new homes since 2017 with a

further **10** in development. We recognise that under the Right to Buy Scheme which was active between 1980 – 2016, **6688** properties were sold in the **Kirkcaldy area**. we are now purchasing properties back from the open market in the areas of greatest demand to assist those in the greatest need of housing to encourage transfer-led allocations for council tenants. In year 2023/24, **14** properties were bought in the Kirkcaldy area.

You can find out more about what is planned in Kirkcaldy area by viewing our [Strategic Housing Investment Plan](#) projects.

As a landlord, we are committed to ensuring that our properties meet the Scottish Housing Quality Standard. The Scottish Housing Quality Standard sets priorities to ensure our houses are:

- Above tolerable standard
- Free from serious disrepair
- Energy Efficient
- Provided with modern facilities.
- Healthy Safe and Secure

We have Housing Improvement Programmes that help us in meeting the standard, below are a list of items we class as an element that we have renewal programmes for:

- Central Heating
- Double-glazed windows
- External doors
- Extractor fans for kitchen and bathroom
- Hard-wired smoke detectors
- Kitchen
- Roofs and rainwater goods
- Roughcasting
- Upgrading of electric consumer units
- Bathrooms

The Scottish Housing Quality Standard compliance rate for Fife as at 31/03/2024 is 92.15%, compared to the Scottish average of 83.87%.

The Energy Efficiency Standards for Social Housing (EESH) encourages landlords to improve the energy efficiency of social housing. In Fife we achieved an 89.47% compliance rate, against the Scottish average of 91.79%.

Gypsy Travellers are dedicated to living a travelling lifestyle and see travelling as an important part of their identity. In Fife we have three Gypsy Traveller sites which are undergoing improvement works to provide better facilities.



Looking Forward...

A programme component replacement works for 2024/25 is underway with over £7m being committed to the Kirkcaldy Area.

Funding for External Wall Insulation and roofing upgrades have been provisionally agreed for Park View with a targeted completion date of July 2025.

Work is being completed on the roof at Ravenscraig to allow surveys to be completed, after which a programme of works will provide a confirmed timeframe.

Safer Communities

Our Safer Communities team works to deliver community safety across Fife. Community safety covers a range of issues including crime, antisocial behaviour, public perception of crime and safety in our homes and on our roads. We have dedicated officers who work with colleagues across the council and partner organisations to improve the local environment, make people feel safer and reduce crime, its causes and the fear of crime.

Our Safer Communities team has responsibility for the enforcement and issuing of fixed penalty notices, in 2023-24 the following cases were reported across Fife.

Fixed Penalty notice / Order	Total number
	96
Dog fouling fixed penalty notices	24
Dog control notices	35
Fly tipping fixed penalty notices	47
Littering fixed penalty notices	23
Noise fixed penalty notices	2
Antisocial Behaviour Orders (ASBO)	1

We recognise that antisocial behaviour is not acceptable and that it can have a significant impact on the quality of life of individuals, families and the community as a whole. We are committed to tackling antisocial behaviour in our neighbourhoods and identifying the causes of such behaviour.

We are committed to working in partnership with other agencies to focus on early intervention and prevention of antisocial behaviour. This focus means that we recognise the need to take action at an early stage by:

- supporting people in changing their behaviours and reducing risk
- working closely with individuals and communities to help them find solutions to local problems
- offering tenancy assistance to encourage tenancy sustainment

In the past year there has been **559** cases reported of Antisocial behaviour across Fife.

Effective participation gives tenants an opportunity to influence decisions about the housing services they receive. We want to make sure that the tenant's voice is heard, influences decisions and shapes how services are improved to benefit our communities in the Kirkcaldy area. We also deliver our Down Your Street magazine to our tenants' tri-annually, this is another useful tool to help you keep informed. Getting involved gives you a greater voice, please visit our [Tenant Participation](#) webpage for more information.

The best way to get involved is through one of the local Tenant and Resident Associations, we have 11 in the Kirkcaldy area:

- **Allan Court Tenants Association, Burntisland**
- **Central Burntisland TRA, Burntisland**
- **Forth View TRA, Kirkcaldy**
- **Highlands and Islands TRA, Kirkcaldy**
- **Inveriel TRA, Kirkcaldy**
- **Lindores and Katrine TRA, Kirkcaldy**
- **New Linktown TRA, Kirkcaldy**
- **Turriff Place Tenants Association, Kirkcaldy**
- **Lismore Place Tenants Association, Kirkcaldy**
- **High Street and Oswalds Wynd Tenant Association, Kirkcaldy**
- **Smeaton Gardens TRA, Kirkcaldy**

Useful Information



Housing Services are a part of Fife Councils Communities directorate.



03451 55 00 33



Housing Services, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT

Housing Services, Fife Council, Town House, 2 Wemyssfield, Kirkcaldy KY1 1XW



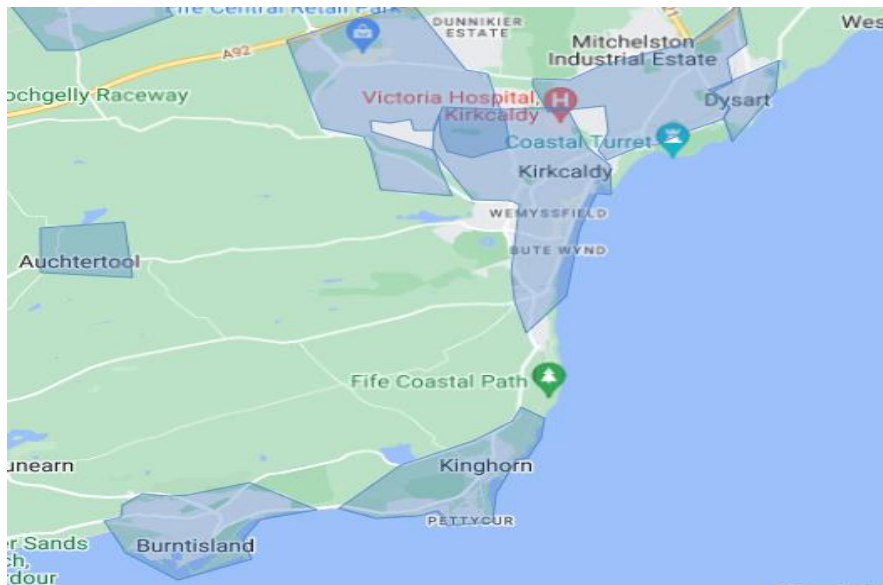
Kirkcaldy Area Lettings Plan

August 2023 – August 2026

Welcome

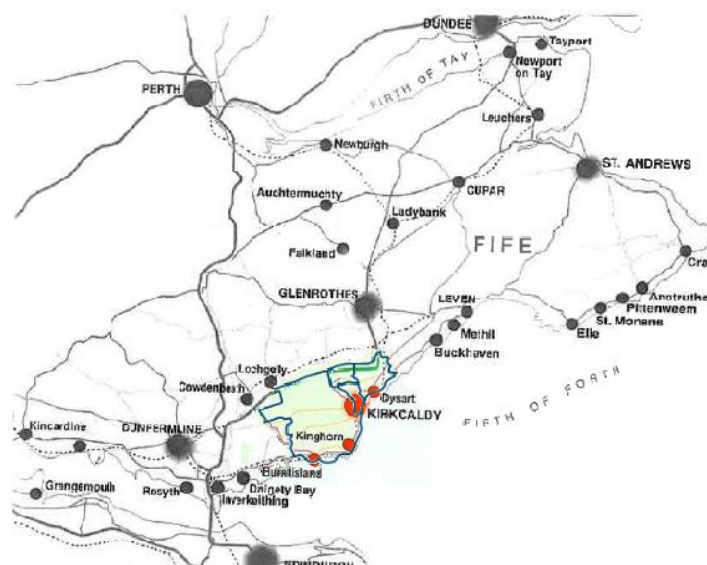
Welcome to the Kirkcaldy Area Local Lettings Plan. We have produced a Housing Area Plan with our customers for each of the 7 Areas in Fife.

The Kirkcaldy Area Local Lettings Plan covers 7 lettings areas across the 4 Area Committee wards. These include Burntisland, Kinghorn, Auchtertool, Kirkcaldy Central, Kirkcaldy West, Kirkcaldy East and Dysart.



This plan sets out how we aim to make the best use of housing available, respond to Council pressures and challenges as well as plan for new build and other changes within the housing stock in the area.

We will give annual updates on progress with the plan to the Committee, and in between times we will update <https://www.fife.gov.uk/kb/housing> with events, progress and completed actions.



Link to other Documents:

Allocations Policy – https://www.fife.gov.uk/_data/assets/pdf_file/0023/163436/Housing-allocations-policy-March22.pdf

Area Housing Plan [Kirkcaldy Area Housing Plan](#)

About the Kirkcaldy Area

The table below details the housing stock by property type and size in all lettings areas within the Kirkcaldy area with information available July 2023.

Fife Council has a total of 6952 properties in the Kirkcaldy area. The chart below details the breakdown of the housing stock by property type and number of bedrooms.

Fife Council Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	8 Bed	Totals
Sheltered Bungalow		131	21						152
Bungalow		323	46	16	1				386
Ground 4 in block	23	244	622	187	38				1115
Ground Floor Flat	33	250	313	4					600
Ground floor sheltered	5	94	1						99
House	1		916	732	93	13	5	1	1760
Maisonette		1	347	148	8				504
Multi-Storey		111	224						335
Upper 4 in block		218	580	214	34				1051
Upper Flat	5	301	569	53					928
Upper Floor sheltered		22							22
Total	67	1695	3639	1355	174	14	5	1	6952

The following is a link to a map on the FHR website which gives the total stock profile by all FHR partners for reference.

<https://www.fifehousingregister.org.uk/properties-map>

Fife Housing Registers Partners

The Fife Housing Register is made up of 13 organisations with Fife Council being the largest partner.

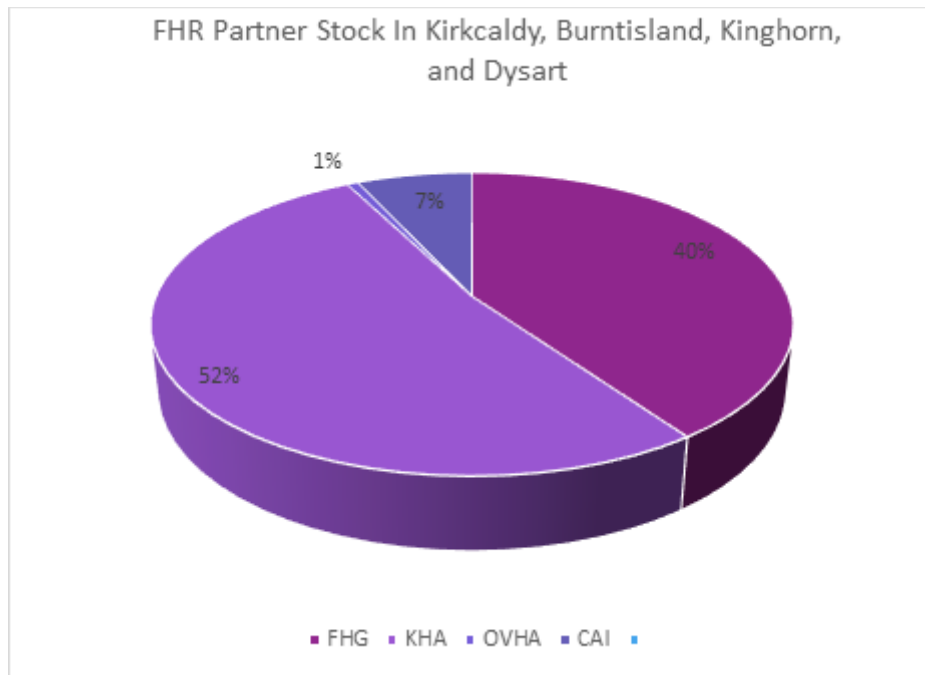
Fife Housing Register partners who have housing in the Kirkcaldy area are:

- Fife Council
- Kingdom Housing Association
- Fife Housing Group
- Ore Valley Housing Association
- Cairn Housing Association

The chart below details the breakdown of the housing stock by property type and number of bedrooms for our Fife Housing Register Partners combined housing stock in the Kirkcaldy Area (excluding Fife Council).

FHR Partner Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Totals
Sheltered Bungalow		2					
Bungalow		6	46	2	1		55
Ground 4 in block		3	41				44
Ground Floor Flat	1	70	77	1	1		150
Ground floor sheltered		34	0				34
House		1	121	282	25	1	430
Maisonette		0	2				2
Multi-Storey		0	0				0
Upper 4 in block		3	41				44
Upper Flat	1	123	180	17			321
Upper Floor sheltered		13					13
Total	2	255	508	302	27	1	1176

- Kingdom have the highest stock levels of FHR partners with 625 properties
- 35% of Kingdom's stock are upper flats – 35% of their overall stock
- Fife Housing have the largest stock of 3+ properties with 216 – 46% of their overall stock
- Fife Housing have 466 in Kirkcaldy – 61% of these are house types
- 43% of Cairn Housing stock is retirement/sheltered housing
- 81% of Cairn Housing's stock are 1 bedrooms.
- Ore Valley only have 6 properties in Kirkcaldy



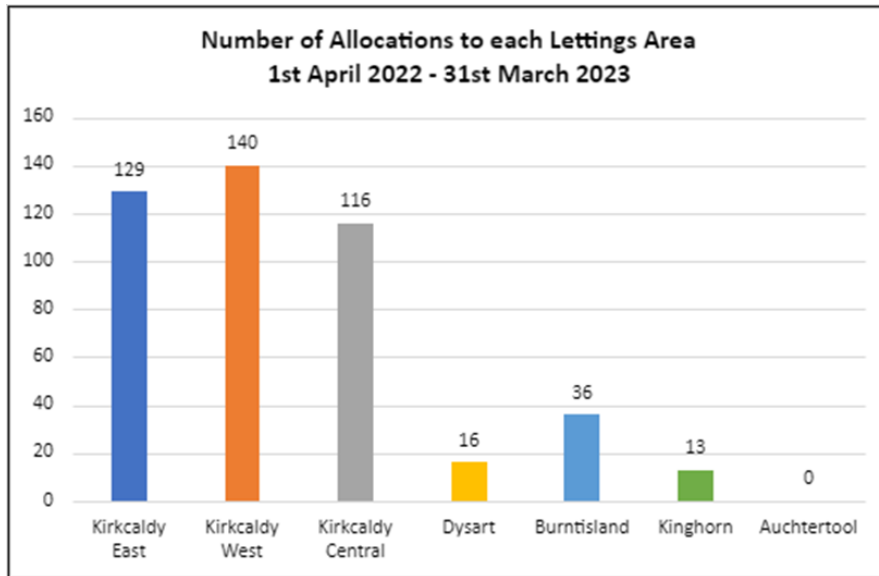
Alternative Housing Providers in the Kirkcaldy Area

There are also other housing providers in the Kirkcaldy Area who may meet housing needs. These organisations are:

- Viewpoint Housing Association
- Trust Housing Association
- Link Group

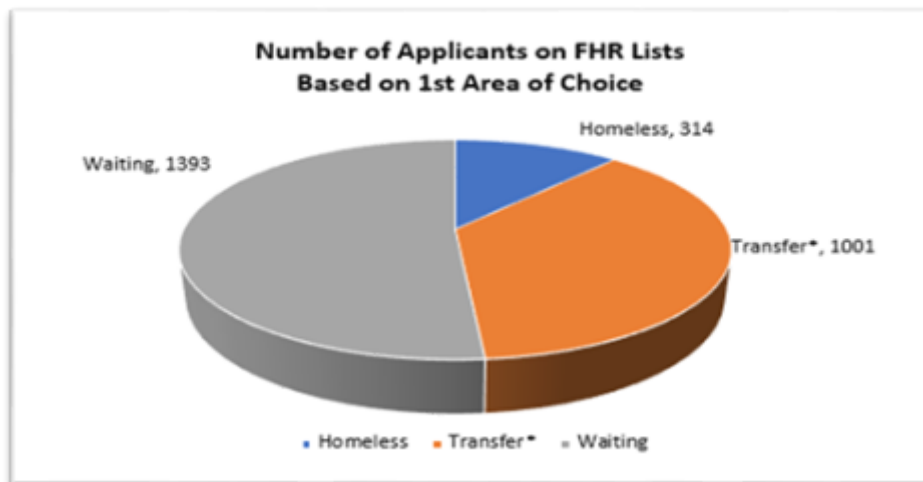
Allocations

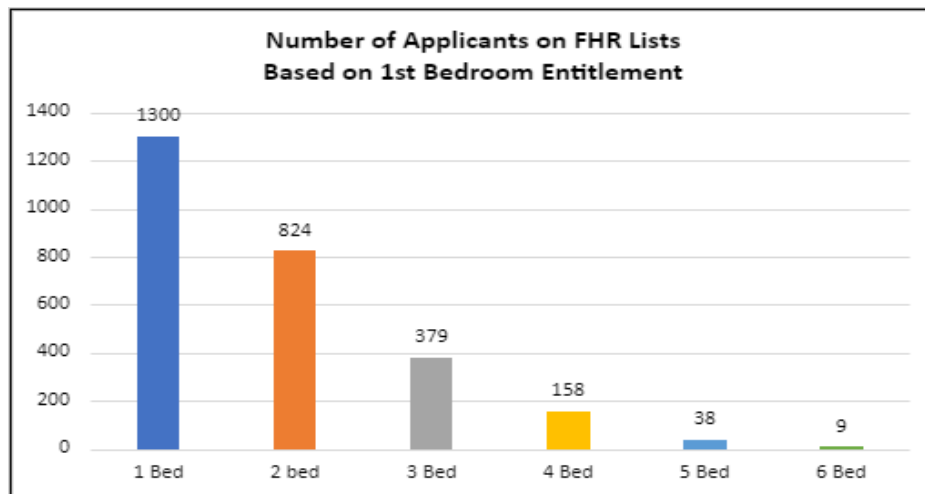
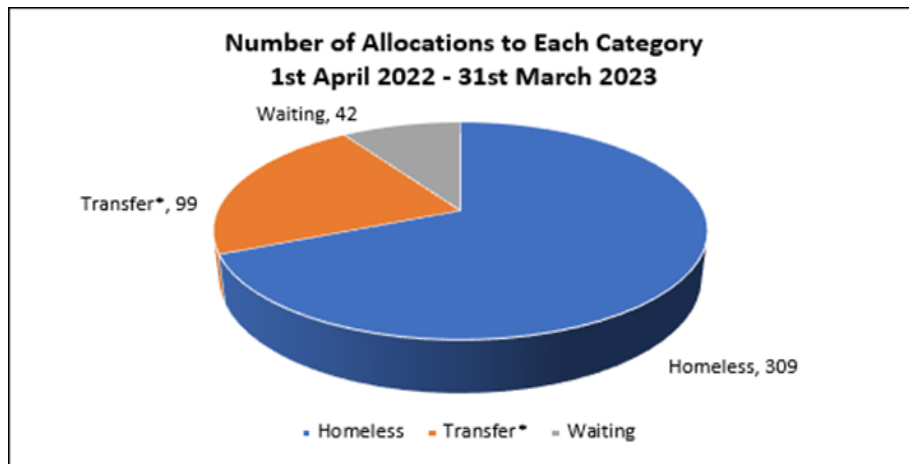
Fife Council allocated 450 properties in the Kirkcaldy area between 1 April 2022 and 31st March 2023.



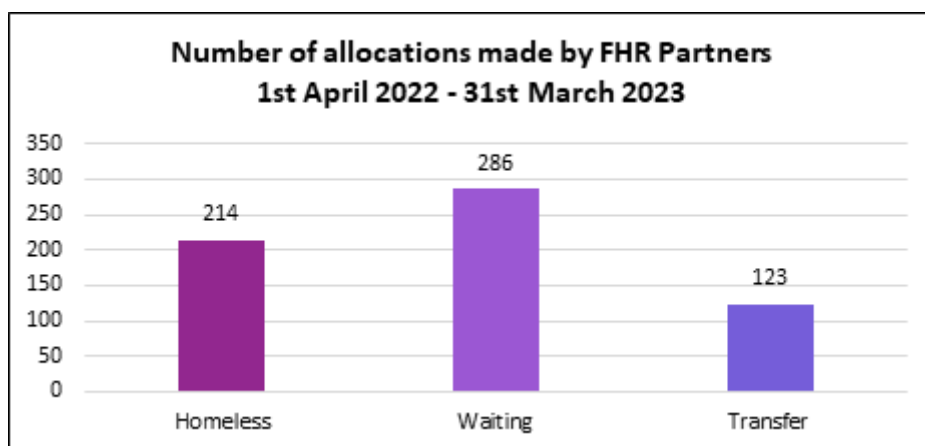
There are more people looking for housing than the number of properties becoming available.

The charts below illustrate the number of applicants (2708) looking to be housed in the Kirkcaldy Area versus the number of allocations carried out to vacant properties (450). Transfer* includes transfer tenants of all FHR partners.





The combined FHR partners made 623 allocations during this time period throughout Fife.



Stock profiles can be identified on FHR Website for all partners:

<https://www.fifehousingregister.org.uk/properties-map>

Housing Options: FHR Partners

Low Cost Home Ownership

There are currently no low-cost home ownership opportunities in Kirkcaldy Area at this time.

Mid-Market Rent

Kingdom Housing Association and Ore Valley Housing Association have several Mid-Market Rent opportunities in the Kirkcaldy Area. Mid-Market rent is for those who may have difficulty accessing social rented housing or buying their own home. Rent can be lower than the private rented sector, but higher than social housing. For more information please see the following links:

<http://www.kingdomhousing.org.uk/housing/home-3/mid-market-rent/>

<https://www.orevalleyha.org.uk/mid-market-rent-tenants>

The table below illustrates where and how many Mid-Market rent properties Kingdom Housing Association and Ore Valley Housing Association have in stock.

Street	Type	size	Number of Properties	Landlord
Bakers Lane	Apartments / Flats	2 Bed	9	Kingdom HA
Bakers Lane	Apartments / Flats	3 Bed	3	Kingdom HA
Bakers Lane	House	3 Bed	7	Kingdom HA
John Pitcairn Place	Apartments / Flats	2 Bed	24	Kingdom HA
Junction Road	Apartments / Flats	2 Bed	12	Kingdom HA
Maltings Road	Apartments / Flats	2 Bed	14	Kingdom HA
Overton Road	Apartments / Flats	2 Bed	6	Kingdom HA
Pottery Street	Apartments / Flats	1 Bed	3	Kingdom HA
Pottery Street	Apartments / Flats	2 Bed	36	Kingdom HA
Smeaton Road	Apartments / Flats	2 Bed	8	Kingdom HA
Sunny Braes Court	Apartments / Flats	1 Bed	1	Kingdom HA
Sunny Braes Court	Apartments / Flats	2 Bed	14	Kingdom HA
Whytehouse Avenue	House	2 Bed	1	Kingdom HA
Quality Street, Dysart	Apartments / Flats	Mix of 1 and 2 bed	21	Ore Valley HA
Cloanden Place	Apartments / Flats	2 Bed	4	Ore Valley HA

* Figures pending verification

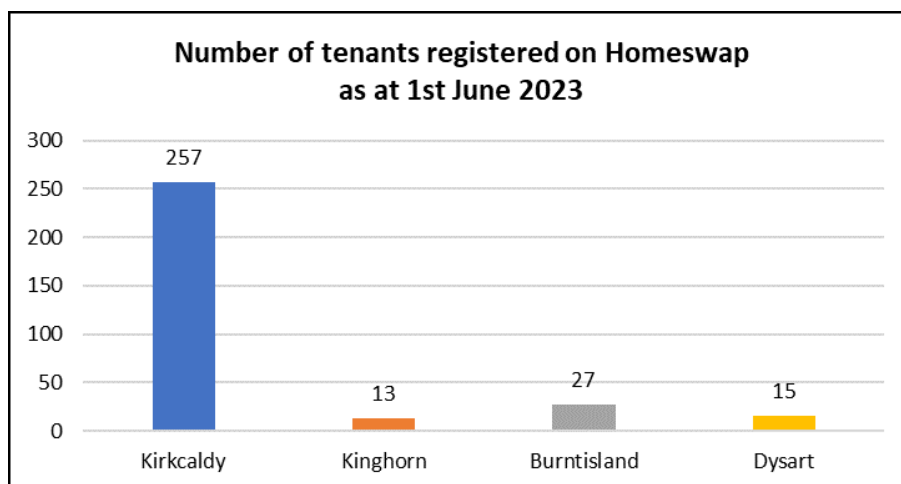
Mutual Exchange (Home Swap)

A mutual exchange between tenants can be an alternative option for those looking to move as housing needs in households change. This can often be quicker than waiting on a transfer through Fife Housing register and can maximise opportunities and choices.

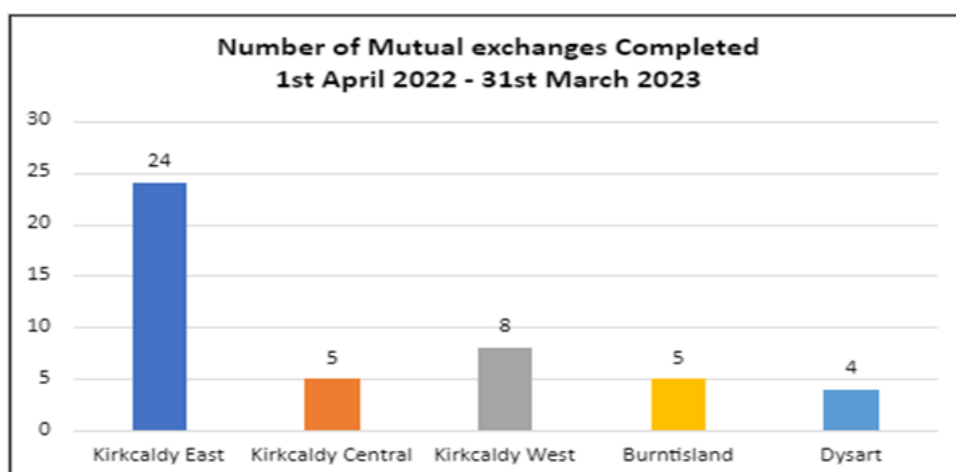
You can mutually exchange with a tenant of the same Local Authority, another Local Authority or a Housing Association if all tenants have a Scottish Secure Tenancy Agreement.

To apply go to www.fifedirect.org.uk and select 'Sign-in / Join' (located top right of web page). Log in to your Fife Direct account, or use the prompt provided to create an account if you don't have one. When you are logged in to Fife Direct, the Home Swap option is displayed on your home page. Select Register within Home Swap to create your Home Swap account.

The chart below shows the number of tenants living within the Kirkcaldy Area that are registered on Fife Councils Home Swap site. This includes tenants of all FHR Partners.



The chart below shows the number of mutual exchanges that have taken place in the Kirkcaldy area from 1st April 2022 – 31st March 2023



Private Rented Sector

Private rents like mid-market rent provides another alternative to Local Authority Housing. Private rents are generally available through estate and letting agents, local advertisements and social media.

Renting a property from a private landlord is an option for anyone over 16 years of age. Private renting offers varying options of properties for both sole and shared occupancy.

From the 1st of December 2017 all private tenants are issued with Private Residential Tenancy (PRT). Generally, there is a deposit required (usually equal to one month's rent) when renting privately.

The tables below show the number of registered properties and the Local Housing Allowance rates payable.

Table correct as at Feb 2023	Number of registered landlords	Number of registered properties	Number of registered Houses of Multiple Occupancy (HMO)
	*4127	3323	23

* where a property is jointly owned by multiple individuals, each will be registered for that property, therefore the number of landlords v properties will be higher.

Table correct as at May 2023	No of Bedrooms	Number of Properties	Average Rent (PCM)	Local Housing Allowance Rate
	1	7	£450	£375
	2	12	£595	£475
	3	7	£736	£575
	4	5	£1,180	£850

Making the best use of our stock

As part of the Plan, we have looked at the needs of those looking for housing in the Area, the Council's legal responsibilities and priorities as well as the housing available in the area. This showed what our Allocations priorities should be.



Pressures on the housing stock: The current Housing stock equates to 6952 properties. There is a lack of 1 bedroomed and 4+ bedroomed larger family homes.



Making the best use of different types of properties:

We actively attempt to make the best use of our housing stock in Kirkcaldy. We encourage tenants in larger family properties where they are under occupying to give consideration to moving to a smaller property. We may also provide assistance through our Transfer Incentive Scheme to assist with moves.



Maximising Access to affordable housing:

Housing Option Interview appointments can be arranged on request. This helps to determine what housing options are available to meet the individual circumstances.



Meeting the Needs of families:

Significant investment in new-build properties has resulted in improved opportunities for families across Kirkcaldy area. We also use the TIS scheme as mentioned above to assist with the turnover of larger homes.



Developing initiatives in response to specific lettings issues:

We work closely with Tenants and Residents groups, Fife Housing Register Partners and other agencies to identify customer led projects in the Kirkcaldy Area.



Complaints and Appeals:

We learn from what our customers tell us through satisfaction results and report our outcomes and findings. We have a complaints and appeal procedure to ensure customers are treated fairly and to improve delivery of services.

Local Housing Access issues

We found	Where	What we will do
High demand for larger family homes with 3 or more bedrooms	Kirkcaldy Area	Build more family sized homes. Promote transfer moves for existing tenants who wish to downsize. We will promote our Tenants Incentive Scheme.
No demand for bedsit properties	Kirkcaldy Area	Identify potential conversions. Advertise properties to generate interest
Low demand for older persons housing complexes	Kirkcaldy Area	Hold open days at older persons housing complexes. Enhance promotion opportunities.

Allocations Priorities

Every year, more people apply for housing than there is available so we have to set priorities. We have to meet our legal duty and respond to a number of other challenges...

Our priority is to prevent homelessness wherever possible. Where this is not possible, through our Lettings Plan we aim to;

- help families with children move through temporary accommodation as quickly as possible
- provide a proportion of two bedroom properties to single people in response mismatches in supply and demand
- link offers of housing with appropriate help, support or care to ensure sustainable tenancies.

We work as part of the Health and Social Care Partnership to;

- Help to prevent people going into hospital and return home as soon as possible
- Help children to move through the care system and sustain independent tenancies
- Assist households affected by domestic abuse to sustain tenancies without the fear of intimidation or harassment

Making the best use of available housing stock

- Support families who are overcrowded or under-occupying to move to more suitable homes
- Assist households affected by illness, disability or other health conditions to live independently within their own home

Community Lettings Initiatives

Lettings Issue	Neighbourhood	We will
Lack of larger family houses	Whole area	Contact tenants in a 5 or 6 apt to see if they are interested in help to move through Tenant Incentive Scheme
Lack of play space and pressures on local schools	High Street, Kirkcaldy (New build flats)	<p>Make sensitive allocations which observe the planning conditions associated with pressures on local facilities and schools.</p> <p>Tenant Led approach as part of the New Build Allocations Policy</p> <p>Review in 6 months</p>
Clash of lifestyles where facilities are shared	Ravensraig High Rise Blocks x 3	<p>Implement a sensitive allocation approach during the Active Housing List Management stage to ensure we:</p> <ul style="list-style-type: none"> - Create balanced communities - Prevent clash of lifestyles where possible where communal areas such as elevators and laundry facilities are shared. <p>Review in 6 months</p>

Your Community

The Neighbourhood plan is part of the Local Community Plan. Fife Council produces Local Community Plans to help make Fife a better place to live, and cover topics like employment, local facilities, improving health and welfare.

Your community plan is available online at [our.fife.scot - Kirkcaldy Area](https://our.fife.scot)

If you want to know more about it, your Area Housing Team Manager is Elaine Campbell who can be contacted on 03451 555 555 Ext 401509.

27 August 2024

Agenda Item No. 7

PROPERTY TRANSACTIONS

Report by: Alan Paul, Head of Property Services

Wards Affected: 9, 11 and 12

Purpose

The purpose of this report is to advise Members of action taken using the List of Officer Powers in relation to property transactions.

Recommendation(s)

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

Resource Implications

There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

Legal & Risk Implications

There are no legal or risk implications arising from these transactions.

Impact Assessment

An EqIA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

Consultation

All consultations have been carried out in relation to this report.

1.0 Background

- 1.1** In dealing with the day-to-day business of the Council there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to officials.

2.0 Transactions

2.1 Acquisitions

2.1.1 10 Hayfield Road, Kirkcaldy

Date of Acquisition: 26 April 2024
Price: £105,000

2.1.2 101 Howard Place, Dysart

Date of Acquisition: 12 April 2024
Price: £88,000

2.2 Leases by the Council – New Leases

2.2.1 Unit 1 Meadowfield Industrial Estate, Burntisland

Term: 5 years
Rent: £3,700 per annum
Tenant: Thomas Garrity Courts

2.2.2 Unit 2 Enterprise Centre, Mitchelston Industrial Estate, Kirkcaldy

Term: 5 years
Rent: £2,450 per annum
Tenant: Zoe Leslie

2.2.3 Unit 3, AF4 Merchant Place, Kirkcaldy

Term: 5 years
Rent: £8,930 per annum
Tenant: Daniel Wheway

2.2.4 Unit 4, AF4 Merchant Place, Kirkcaldy

Term: 5 years
Rent: £8,930 per annum
Tenant: Edenbrook (Fife) Ltd

2.2.5 32 Dunnikier Business Park, Kirkcaldy

Term: 3 years
Rent: £10,784 per annum
Tenant: Comzconsult Ltd

2.2.6 26 Dunnikier Business Park, Kirkcaldy

Term: 3 years
Rent: £8,312 per annum
Tenant: Fife Health Board

2.2.7 Unit 5a Meadowfield Industrial Estate, Burntisland

Term: 5 years
Rent: £5,300 per annum
Tenant: Dorwin MG Ltd

2.2.8 Office 4 Business Incubator, Myregormie Place, Kirkcaldy

Term: As existing lease
Rent: As existing lease
Tenant: Ewan McLean Ltd assigning to Ewan McLean

2.2.9 Office 23 Business Incubator, Myregormie Place, Kirkcaldy

Term: 3 years
Rent: Yr 1 £4,833.22 and yrs 2 and 3 at £6,976 per annum
Tenant: Phillip Ogg Electrical Ltd

2.2.10 Office 19 Business Incubator, Myrgormie Place, Kirkcaldy

Term: 3 years
Rent: Yr 1 £1,848 and yrs 2 and 3 £2,640 per annum
Tenant: Shine Time Cleaning Fife Ltd

2.2.11 Office 11 Business Incubator, Myregormie Place, Kirkcaldy

Term: 3 yeas
Rent: Yr 1 £3,830.40 and yrs 2 and 3 £5,472 per annum
Tenant: Assisted Services (Fife) Ltd

2.2.12 Office 35, Business Incubator, Myregormie Place, Kirkcaldy

Term: 3 years
Rent: Yr 1 £2,743.98 and yrs 2 and 3 £3,920.04 per annum
Tenant: Assisted Services (Fife)

3.0 Conclusions

3.1 These transactions are reported back in accordance with the List of Officers Powers.

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

Author Name Michael O’Gorman
Author’s Job Title Service Manager
Workplace Property Services – Estates
Bankhead Central
Bankhead Park
Glenrothes, KY7 6GH
Telephone 03451 55555 Ext No 440498
Email Michael.Ogorman@fife.gov.uk

27 August 2024

Agenda Item No. 8

Kirkcaldy Area Committee Workplan

Report by: Eileen Rowand, Executive Director, Finance & Corporate Services

Wards Affected: 9, 10, 11 and 12

Purpose

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

Recommendation(s)

It is recommended that the committee review the workplan 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 workplan 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 workplan 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 workplan 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 workplan is included as appendix one and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

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

Kirkcaldy Area Committee of 17 December 2024			
Title	Service(s)	Contact(s)	Comments
Parking Charges in Kirkcaldy	Roads & Transportation	Andy Paterson-ts	
Domestic Waste, Street Cleansing and Grounds Maintenance Service Annual Review	Environment & Building Operations (AT&E)	Alexander Anderson-Es, Scott Clelland	
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Lesley Robb	

Kirkcaldy Area Committee of 25 February 2025			
Title	Service(s)	Contact(s)	Comments
Kirkcaldy Area Local Community Plan - Plan 4 Kirkcaldy Area 2023-2026 Progress Report	Communities and Neighbourhoods Service	Julie Dickson	
Area Roads Programme 2025-26	Roads & Transportation	Vicki Storrar, Lesley Craig, Alistair Donald	
Local Area Economic Profiles Annual Report	Business and Employability	Peter Corbett	
Health & Social Care Locality Planning - Kirkcaldy	Health and Social Care	Jacquie Stringer-fc	
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Lesley Robb	

Kirkcaldy Area Committee of 22 April 2025			
Title	Service(s)	Contact(s)	Comments
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Lesley Robb	
Report on Educational Outcomes - 2023/24	Education	Jackie Funnell	

Kirkcaldy Area Committee of 24 June 2025			
Title	Service(s)	Contact(s)	Comments
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Lesley Robb	
Operational Briefing on Policing Activities within Kirkcaldy Area - 2024-2025	Police Scotland		
Scottish Fire and Rescue Service - Kirkcaldy Area Annual Performance Report - 2024-2025	Scottish Fire & Rescue Service		
Safer Communities Team Annual Update Report - 2024-2025		Dawn Jamieson, Suzanne Scobie	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Supporting the Local Community Plan - Kirkcaldy Area Local Budgets 2023/24	Communities and Neighbourhoods Service	Julie Dickson	
Capshard Play Park Development and Enhancement Progress Report	Communities and Neighbourhoods Service	Andy Maclellan	
Review of Experimental Traffic Regulation Order on High Street Kirkcaldy (between Kirk Wynd and Oswald's Wynd)	Roads & Transportation	Andy Paterson-ts	
Review of Mossmorran and Braefoot Bay Community and Safety Committee - Annual Report 2023	Protective Services	Rob Bowditch, Kenny Bisset	
Director of Public Health Report and Health and Wellbeing Survey Results	NHS Fife	Pamela Colburn	