

## Cowdenbeath Area Committee

Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly,  
KY5 8BA – Blended meeting



Wednesday, 30 October 2024 - 2.00 p.m.

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### 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 the Cowdenbeath Area Committee of 4 September 2024 3 – 7
4. **REVIEW OF MOSSMORRAN AND BRAEFoot BAY COMMUNITY AND SAFETY COMMITTEE – GENERAL ANNUAL REPORT 2023** – Report by the Head of Protective Services 8 – 27
5. **SCHOOL EXCLUSION ZONE (SCHOOL STREET) TRIAL - DENEND PRIMARY AND NURSERY SCHOOL, CARDENDEN** – Report by the Head of Roads and Transportation Services 28 - 56
6. **COMMUNITY RECOVERY FUND (CRF) UPDATE** – Report by the Head of Communities and Neighbourhood Services. 57 - 61
7. **COWDENBEATH AREA LOCAL COMMUNITY PLAN 2023-2026 END OF YEAR ONE ANNUAL REPORT** – Report by the Head of Communities and Neighbourhood Services. 62 – 75
8. **PROPERTY TRANSACTIONS** – Report by the Head of Property Services. 76 – 77
9. **FORWARD WORK PROGRAMME** – Report by the Executive Director, Finance and Corporate Services. 78 – 82

**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  
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23 October 2024

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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.

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

**Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly.**

**4 September 2024**

**2.00 pm – 4.25 pm**

**PRESENT:** Councillors Alex Campbell (Convener), Alistair Bain, Linda Erskine, Rosemary Liewald, Mary Lockhart, Lea Mclelland, Bailey-Lee Robb and Darren Watt.

**ATTENDING:** Anne-Marie Vance, Community Manager – Cowdenbeath Area and Louise Whyte, Capital Projects Manager, Community Projects Team, Communities and Neighbourhoods Service; Amanda Cathrew, Housing Team Manager, Housing Services Operations and Regeneration; Mary Mckay, Education Manager, Education Service; Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management and Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation; David Thomson, Customer Experience Lead Officer, Information Management and Requests, Customer and Online Services; Lesley Robb, Lead Officer - Committee Services and Wendy MacGregor, Committee Officer Legal and Democratic Services.

**142. DECLARATIONS OF INTEREST**

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

**143. MINUTE**

The committee considered the minute of the meeting of 12 June 2024.

Arising from the minute with reference to paragraph number 140 Community Engagement - further detail was requested on plans for any future community engagement events. Members agreed similar events organised in the past, such as the Lochore Meadows consultation, had proved to be a valuable exercise and was beneficial when engaging with local communities.

**Decision**

The committee agreed to approve the minute.

**144. OBJECTIONS TO PROPOSED ROAD HUMPS - FOULFORD ROAD, COWDENBEATH**

The committee considered a report by the Head of Roads and Transportation Services in relation to the consideration of objections to a proposal to introduce road humps on Foulford Road, Cowdenbeath.

**Decision**

The committee agreed to set aside the outstanding two objections to the proposed Road Hump Order (RHO) introducing road humps on Foulford Road, Cowdenbeath as detailed in drawing no. TRO24\_35 (Appendix 1 of the report), to allow the works to be constructed.

**145. PLAY SPACE STRATEGY IMPLEMENTATION - COWDENBEATH AREA**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of the approach adopted for the delivery of the proposed play space strategy implementation programme for Cowdenbeath area, taking cognisance of the issues noted around timescales for delivery based on resources, contractor market and funding availability.

**Amendment**

Councillor Bailey-Lee Robb, seconded by Councillor Alistair Bain, moved an amendment to add additional recommendations to the report as follows:-

'Committee requests a briefing note, detailing the total funding available in the Capital Budget over a 10-year period, including a description of the provisional plans for the funding.

Committee also requests a briefing note outlining local community groups/organisations for each area across Cowdenbeath, including any local groups that had been active in the past but were no longer in existence.'

**Decision**

The committee:-

- (1) approved the suggested programme noting project sequencing and timescales for delivery as follows:-
  - (a) Ward 7 - Cullaloe View in 2024/25 and Cowdenbeath Public Park in 2025/26
  - (b) Ward 8 - Balgreggie Open Area in 2024/25 and Denfield Avenue in 2025/26
- (2) agreed the investment allocated to the above projects, as detailed in the report, for delivery between 2024-2026;
- (3) as a result of an amendment proposed by Cllr Robb, seconded by Cllr Bain, the following additional recommendations were agreed:-
  - (a) requested a briefing note detailing the total funding available in the Capital Projects Budget over a 10-year period, including a description of the provisional plans for the funding; and
  - (b) requested a briefing note outlining local community groups for each area across Cowdenbeath, including any local groups that had been active in the past but were no longer in existence.

**146. ANNUAL ROADS PROGRAMME 2023/24 - FINAL REPORT**

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2023-24 Area Roads Programme (ARP).

**Decision**

The committee noted the contents of the report and the appendices.

**147. COMPLAINTS UPDATE**

The committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the Cowdenbeath area for the year from 1 April 2023 to 31 March 2024.

**Amendment**

Councillor Bailey-Lee Robb, seconded by Councillor Lea McLelland, proposed as follows:-

'to refer the matter of Building Services complaints to the Environment, Transportation and Climate Change Scrutiny Committee, due to the high volume of complaints received and timescales to rectify issues, for further scrutiny and consideration and the overall Complaints Process/Policy be referred for further scrutiny to the People and Communities Scrutiny Committee'

**Decision**

The committee:-

- (1) noted the content of the report on complaints received, complaints responded to in target timescales and the proportionality of Service complaints;
- (2) as a result of an amendment proposed by Cllr Robb, seconded by Cllr McLelland, the following additional recommendations were agreed:-
  - (a) requested, in light of the numerous complaints in relation to Building Services, that the matter be referred to the Environment, Transportation and Climate Change Scrutiny Committee for consideration; and
  - (b) requested, that in relation to the overall Complaints Policy/Procedure and the recording of corporate complaints, the matter be referred to the People and Communities Scrutiny Committee for consideration.

**148. EDUCATION - PARENTWISE AND PUPILWISE SURVEYS**

The committee considered a report by the Head of Service, Education Directorate, summarising the Parentwise and Pupilwise survey process undertaken across Fife in academic session 2023/24, focusing on the Cowdenbeath area results.

**Decision**

The committee noted:-

- (1) the findings and considerations of next steps as outlined in the report; and
- (2) that schools welcomed contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they responded to the findings of the ParentWise and PupilWise 2023/24 surveys.

The committee adjourned at 3.25 pm and the reconvened at 3.35 pm.

*Councillor Mary Lockhart left the meeting following consideration of the above item.*

**149. AREA HOUSING PLAN 2024-25**

The committee considered a report by the Head of Housing Services seeking approval for a revised Area Housing Plan 2024-25 setting out area performance, service delivery and highlighting key housing issues for consideration.

**Decision**

The committee agreed to approve the Cowdenbeath Area Housing Plan for 2024 – 2025.

**150. COWDENBEATH AREA - ANTI-POVERTY WORK UPDATE**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the activity and outcomes of the anti-poverty work undertaken in the Cowdenbeath Area. The work outlined in the report aligned with the key priorities for the Cowdenbeath Area Local Community Plan 2023-2026.

**Decision**

The committee:-

- (1) noted the content of the report; and
- (2) agreed that due to the level of detail in the report and sensitive nature of the content, the report would be scrutinised by elected members in more detail at a future Ward meeting or workshop in October 2024.

**151. COWDENBEATH AREA SCHEDULES – UPDATE**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the 2024/2025 balances and expenditure against the Ward 7, Ward 8, Local Community Planning, Anti-poverty and Community Recovery Fund budgets.

**Decision**

The committee:-

- (1) noted spend on the Ward 7, Ward 8, Local Community Planning and Anti-poverty budgets (referred to in the report as 'Area Revenue Budgets') for 2024/2025 as detailed in Appendix 1 of the report;
- (2) noted spend on the Cowdenbeath Area's Community Recovery Fund budget, as detailed in Appendix 2 of the report;
- (3) approved the reallocation of £30,000 from the Anti-Poverty budget Community Growing proposal to the Minto Wood project;
- (4) agreed that area budget spend would be presented annually to Cowdenbeath Area Committee on the first committee date after the summer recess. This would inform on the area's budget spend for the previous financial year; and
- (5) noted at paragraph 2.4, following the outcome of a workshop on 6 August 2024 a report outlining opportunities identified for support from the Community Recovery Fund budget would be presented at its next meeting on 30 October 2024.

**152. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**153. COWDENBEATH AREA COMMITTEE WORKPLAN**

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

**Decision**

The committee:-

- (1) noted the contents of the work plan;
- (2) noted the report on the Community Recovery Fund would be submitted to the committee meeting on 30 October 2024;
- (3) requested a report detailing job vacancies across the Cowdenbeath area, outlining the impact this had on all Service delivery; and
- (4) requested that the Member of Scottish Youth Parliament for the Cowdenbeath area was invited to future meetings of the committee.

Agenda Item No. 4

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## **Review of Mossmorran and Braefoot Bay Community and Safety Committee – General Annual Report 2023**

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**Report by:** Nigel Kerr, Head of Protective Services

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**Wards Affected:** Cowdenbeath; Inverkeithing and Dalgety Bay; Kirkcaldy; Lochgelly, Cardenden and Benarty

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### **Purpose**

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The purpose of this report is to provide the findings of the latest 2023 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

### **Recommendation**

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Members are asked to:

- (i) note the contents of the general report (Appendices A-D) and, in particular, the continued large reduction in complaints following investment in improvement technologies at the complex;
- (ii) note the latest noise and air quality monitoring arrangements introduced around the complex and;
- (iii) provide feedback on what additional information could be included for future annual general reports.

### **Resource Implications**

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Production of general annual reports will be supported through existing staff resources.

### **Legal & Risk Implications**

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This annual report will ensure that any developments at the complex are known, to better brief communities on any incidents or potential future impacts and allow the views of the community to be expressed. This approach supports delivery for the Plan for Fife and, in particular, to protect and enhance health and wellbeing.

### **Impact Assessment**

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An equalities assessment has not been completed and is not necessary as no change to policy or service provision are being proposed at this time.

The Fairer Scotland Duty, which came into force on 1st April 2018, requires the council to consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. There is no negative impacts identified as part of this review as it will aim to protect and enhance health and wellbeing for all.



The Head of Service for Finance has been consulted in the preparation of this report.

The Mossmorran and Braefoot Bay Community and Safety Committee has also been consulted.

## 1.0 Background

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- 1.1 Members are referred to the background section of the Review of Mossmorran and Braefoot Bay Community and Safety Committee – General Annual Report 2022 as reported to Environment, Transportation & Climate Change Scrutiny Committee of Tuesday 19th March 2024 (available at [Agenda-Pack-for-Environment,-Transportation-and-Climate-Change-Scrutiny-Committee](#)). This report was well received and there was no further specific requests or actions noted at the committee meeting.
- 1.2 This latest general report for 2023 provides a relevant update to the operation and monitoring of the Mossmorran and Braefoot Bay facilities.

## 2.0 Mossmorran and Braefoot Bay 2023 General Report

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### General

- 2.1 Significant progress has been made in reducing complaints and concerns through the ongoing investment/improvements along with increased monitoring and more robust communication with communities.
- 2.2 A summary on operations, monitoring, regulation, improvements and community benefits is included in the Mossmorran and Braefoot Bay 2023 General Report provided in the Appendices of this report (Appendices A - D).
- 2.3 **Fife Expert Advisory Groups (EAGs) – Appendix A**

### Summary

- The Independent Air Quality Report for 2021 was finalised in May 2023 and an elected members briefing note produced.
- The conclusions of this report were that *“Overall, based on the data available for 2021, emissions from the Shell and ExxonMobil plants at Mossmorran and Braefoot Bay have remained within the Scottish air quality objectives, minimising risk to the health of members of the local community”*.
- The 2021 report is also accompanied for the first time by a two-sided leaflet summarising the content of the report in a non-technical format. These documents are available on the dedicated Fife Council Mossmorran and Braefoot Bay web pages ([Mossmorran and Braefoot Bay | Fife Council](#)).
- The Mossmorran and Braefoot Bay Expert Advisory Group on Air Quality met on Thursday 3<sup>rd</sup> August 2023 to mainly confirm arrangements to produce the 2022 Independent Air Quality Report. The anticipated completion date for this was early Spring 2024 (Note: this was published in February 2024)
- The Terms of Reference and Constitution of the Mossmorran and Braefoot Bay Community and Safety Committee was revised to accommodate the three Expert Advisory Groups (now included as three Appendices). Approval for the revised Terms of Reference and Constitution was obtained from the relevant Council Committee in Summer 2023.
- A separate landing platform page for Mossmorran was prepared by Fife Council ([Mossmorran and Braefoot Bay | Fife Council](#)). The Fife Council web page has three sections to it: (1) Air Quality; (2) Communications and (3) Noise, Vibration and Light. It also includes relevant publications such as annual reports and minutes of meetings. Also discussed and agreed that detailed report on noise not required at this stage as enclosed ground flares will greatly reduce noise impacts on communities going forward.

## 2.4 ExxonMobil- Appendix B

### Summary

- The new Enclosed Ground Flare (EGF) was successfully commissioned on 27th June 2023.
- The new unit is being bedded in and will take regular operational learnings each time it is used. ExxonMobil have stated that they are confident it will deliver improvements to the local community. ExxonMobil utilised the EGF on 25th July 2023 in a full operational setting when a unit was taken offline. This demonstrated that the EGF operated as designed with no discernible noise or visual impact.
- A new variation of the site Pollution Prevention Control permit was issued January 2023, which includes incorporation of Enclosed Ground Flare in preparation for start-up as well as updates to site stack monitoring.
- Ongoing regular engagement with the Scottish Environment Protection Agency (SEPA) continues in-line with the planned inspection programme covering a range of operational developments around air quality.
- Ongoing regular engagement with the Health and Safety Executive (HSE) continues in-line with the planned inspection programme.
- ExxonMobil continue to attend and input to the Mossmorran and Braefoot Bay Independent Air Quality Expert Advisory Group.

## 2.5 Shell Fife NGL – Appendix C

### Summary

- Shell Fife NGL continued to regularly engage with SEPA on the plans for the ground flare investment.
- Routine maintenance activities were communicated via community notices.
- Shell Fife NGL continued to attend and input to the Mossmorran and Braefoot Bay Independent Air Quality Expert Advisory Group.
- Emergency planning exercises took place every month and covered a multitude of scenarios throughout the year.

## 2.7 SEPA- Appendix D

### Summary

- Air Quality – SEPA continued air quality monitoring in 2023 and completed plans to improve both the network and how the data is shared. The network of eight indicative analysers (AQMesh analysers) deployed in local communities around the Mossmorran Complex were activated. SEPA's dedicated air quality webpages went live to share the 2023 data from the indicative and reference analysers with the public, in near real time.
- Noise – SEPA maintained continuous unattended noise monitoring at two locations in 2023. Analysis of the data from both the elevated flare and Enclosed Ground Flare (EGF) use is ongoing.
- Site Work - Desk based and site visits carried out at both Mossmorran Sites, alongside monthly online meetings with Environment staff.
- Communications - SEPA refreshed and continued to update the SEPA Mossmorran Hub with details of SEPA's work and community updates.

## Complaints

- 2.8 Significant investment and improvements has seen a dramatic reduction in total complaints/queries received by the operators and the Scottish Environment Protection Agency (SEPA).

Year	Number of Complaints
2019	1421
2020	1671
2021	132
2022	42
2023	45

- 2.9 There has been a minor increase (3) in the number of complaints/queries in 2023 since 2022 but this relates more to queries received by Shell Fife NGL regarding land maintenance, requests to build structures on land owned by Shell and connection to their water supply. Complaints to SEPA have reduced from 36 in 2022 to 34 in 2023 which mostly related to the use of the Enclosed Ground Flare (EGF) between 6 – 10 December 2023. It is anticipated that there will be a lesser need to use the EGF as part of the bedding in process with improvements in maintenance procedures and therefore even less complaints in the future.

## 3.0 Conclusion

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- 3.1 There continues to be significant improvements at the Mossmorran complex since the flaring events in 2019 and 2020. This is clearly demonstrated in the 2023 general report for Mossmorran and Braefoot Bay.
- 3.2 Investment in new technology together with improved monitoring and communication networks has reduced the number of overall complaints from over 1600 in 2020 to less than 50 in 2023.
- 3.3 The updated Constitution and Terms of Reference provide a robust framework for oversight and scrutiny for Mossmorran and Braefoot Bay going forward (includes provision of general annual reports) and a solid foundation for alleviating any concerns local residents may have.

### List of Appendices

- A – Fife Council Update
- B – ExxonMobil Update
- C – Shell Fife NGL Update
- D – SEPA Update

## Background Papers

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

- Mossmorran and Braefoot Bay Bay General Report (2023)– Appendices A-D
- The Plan4Fife [A Plan for Fife | Our Fife - Creating a successful, confident and fairer Fife](#)  
Its Recovery and Renewal - A Plan for Fife 2021-24 Update. [Plan for Fife 2021-24 | Our Fife - Creating a successful, confident and fairer Fife](#)

## Report Contact

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## **FIFE COUNCIL**

### **MOSSMORRAN & BRAEFOOT BAY ANNUAL REPORT 2023**

#### **Expert Advisory Group (EAG) Meetings in 2023**

##### **1. Mossmorran and Braefoot Bay Expert Advisory Group on Air Quality**

The Expert Advisory Group (EAG) on Air Quality met on Friday 24<sup>th</sup> February 2023. The primary focus of this meeting was to review and finalise the 2021 Annual Independent Air Quality Report and commence preparing the subsequent 2022 Annual Independent Air Quality Report for publication. At this meeting the following were agreed/discussed:

The Independent Air Quality Report for 2021 to be finalised and an elected members briefing note produced. The 2021 report to be accompanied by a two-sided leaflet summarising the content of the report in a non-technical format. These documents to be placed on the dedicated Fife Council Mossmorran and Braefoot Bay web pages.

The EAG on Air Quality to interact with the EAG on Communications regarding the content of the non-technical summary leaflet of the 2021 Independent Air Quality Report.

The Terms of Reference and Constitution of the Mossmorran and Braefoot Bay Community and Safety Committee now revised to accommodate the three Expert Advisory Groups (now included as three Appendices). Approval for the revised Terms of Reference and Constitution was obtained from the relevant Council Committee in Summer 2023.

A separate landing platform page for Mossmorran was prepared by Fife Council ([Mossmorran and Braefoot Bay | Fife Council](#)). The Fife Council web page has three sections to it: (1) Air Quality; (2) Communications and (3) Noise, Vibration and Light. It also includes relevant publications such as annual reports and minutes of meetings,

Fife Council worked with SEPA on the siting of an automatic continuous monitor at Auchtertool and also on the siting of portable sensor arrays around the Mossmorran and Braefoot Bay facilities. The automatic continuous monitoring equipment was installed in mid August 2022 and is now fully operational and downloading data which is currently being assessed in terms of appropriate presentation of data and other appropriate QA/QC procedures. Public dissemination of this data via SEPA web pages was achieved in Spring 2023. The installation of portable sensor arrays at representative lamppost locations (x8) was also completed with data visible on the SEPA web pages. Diffusion tubes to monitor relevant hydrocarbons have also been installed at Auchtertool and Cowdenbeath in February 2024.

In terms of the representation of Community Councils on the respective EAGs, it was proposed that EAGs would look for nominations from the Mossmorran and Braefoot Bay Community & Safety Committee.

The Independent Air Quality Report for 2021 was finalised in May 2023 and an elected members briefing note produced. The 2021 report is also accompanied by a two-sided leaflet summarising the content of the report in a non-technical format. These documents are available on the dedicated Fife Council Mossmorran and Braefoot Bay web pages.

The Institute of Occupational Medicine (IOM) now progressed the Independent Air Quality Report for 2022 with the relevant data being collated for this purpose.

The Mossmorran and Braefoot Bay Expert Advisory Group on Air Quality met on Thursday 3<sup>rd</sup> August 2023 to mainly confirm arrangements to produce the 2022 Independent Air Quality Report. The anticipated completion date for this was early Spring 2024. Discussion on the air quality monitoring regime around the Mossmorran and Braefoot Bay facilities also took place with an emphasis on knowledge sharing between appropriate parties involved. It was confirmed that the Terms of Reference and Constitution of Groups had been agreed at Council Cabinet committee of Thursday 29<sup>th</sup> June 2023. It was also confirmed by Cabinet Committee that a general report of Mossmorran and Braefoot Bay activities (including air quality) would be required on an annual basis.

## **2. Mossmorran and Braefoot Bay Expert Advisory Group on Noise, Vibration and Light**

A meeting of this Group was arranged for 1<sup>st</sup> March 2023. This included updating the Group on the new Fife Council Mossmorran and Braefoot Bay web pages and seeking views on the non-technical summary leaflet for the MMBB 2021 Independent Air Quality Report. The EAG discussed and agreed the format for the Annual Report which will be submitted to the Environment, Transport & Climate Change Scrutiny Committee in due course.

Meeting was held on 27<sup>th</sup> February 2023 when Group updated on progress with Q&As for noise, light and vibration. Agreed that these should be posted on the new Fife Council Mossmorran web pages.

Also discussed and agreed that detailed report on noise not required at this stage as enclosed ground flares will greatly reduce noise impacts on communities going forward.

The EAG also discussed the format and content for the relevant Annual General Report on Mossmorran and Braefoot Bay facilities. Following subsequent online discussions, it was agreed further thought be given to the production of this Report at the next Safety Committee meeting of 25<sup>th</sup> May 2023.

The EAG also discussed the format and content for the relevant Annual General Report on Mossmorran and Braefoot Bay facilities. This will likely take the form of a collated summary of quarterly update reports to the Safety Committee

Q & As for noise, light and vibration were drafted and relevant sources of data/information to be sourced from relevant parties as part of this process. On completion these will be posted on the Fife Council Mossmorran web pages.

### **3. Mossmorran and Braefoot Bay Expert Advisory Group on Communications**

A meeting of this Group was arranged for 1<sup>st</sup> March 2023. This included updating the Group on the new Fife Council Mossmorran and Braefoot Bay web pages and seeking views on the non-technical summary leaflet for the MMBB 2021 Independent Air Quality Report. The EAG also planned to discuss and agree the format for the Annual Report which will be submitted to the Environment, Transport & Climate Change Scrutiny Committee in due course.

The EAG also discussed the format and content for the relevant Annual General Report on Mossmorran and Braefoot Bay facilities. Again following subsequent online discussions, it was agreed further thought be given to the production of this Report at the next Safety Committee meeting of 25<sup>th</sup> May 2023.

The EAG on Communications were consulted on the content of NTS leaflet of MMBB Independent Air Quality Report 2022. Again, the format and content of the general report to be produced on an annual basis will also be discussed and will likely take the form of a collated summary of quarterly update reports to the Safety Committee

Views were to be sought on the non-technical summary leaflet for the MMBB 2022 Independent Air Quality Report.

### **Complaints**

In calendar year 2023 there were two complaints received by Fife Council relating to Mossmorran facilities. One for noise and light and the other for bright light. These were referred to SEPA for appropriate action.

## Appendix B

ExxonMobil  
Mossmorran & Braefoot Bay  
Fife Council Scrutiny Committee Report  
Report covering operations at Fife Ethylene Plant 2023

### Site safety

On the 9<sup>th</sup> of January we acknowledged a major accomplishment – 10,000 days without any Fife Ethylene Plant workers suffering a Lost Time Injury (LTI).

The achievement is testament to our strong safety ethic which is constantly pressed home through everyday practices, regular training and on site processes, messages and reminders.

### Operations & Regulatory Updates

The new Enclosed Ground Flare was successfully commissioned on 27<sup>th</sup> June.

We are bedding in the new unit and will take regular operational learnings each time it is used. We are confident it will deliver improvements to our community.

We utilised the EGF on 25<sup>th</sup> July in a full operational setting when a unit was taken offline. This demonstrated that the EGF operated as designed with no discernable noise or visual impact. We received no complaints.

We received two noise complaints in total during the period (29<sup>th</sup> July through SEPA and 14<sup>th</sup> August direct to site). Our Shift Manager drove to meet one individual at home in Aberdour to assess the noise, which we aligned back to a routine de-coke of one of our furnaces. As an indication of our commitment to the community, we took the decision to stop the process and complete it at another time during daylight hours.

For an eight-day period between 14<sup>th</sup> and 22<sup>nd</sup> August, around 100 contracting personnel employed by three contracting companies operating on site held unofficial action. This originated from unsubstantiated safety claims in relation to troubleshooting a small number of site sounders, and subsequently became a payment dispute with their employers.

With over 160 sounders onsite and appropriate and recognised mitigations in place, safety was maintained at all times. We also proactively advised the HSE of the mitigation steps we had taken. The majority of the workforce continued working onsite as normal. There was no impact on site operations, and the matter was resolved.

A new variation of site PPCA permit was issued Jan 2023, which includes incorporation of Enclosed Ground Flare in preparation for start-up as well as updates to site stack monitoring.



Ongoing regular engagement with SEPA continues in-line with the planned inspection programme covering a range of operational developments around air quality.

Ongoing regular engagement with HSE continues in-line with the planned inspection programme.

### **Safety training**

The shift team emergency response training is undertaken every three years and was run by the fire service at Edinburgh Airport for the first time. As experts on how to prevent and control fire hazards they shared their knowledge and led hands-on firefighting activities in which colleagues had to work as a team to extinguish fires in a controlled test environment.

Incident Controller Training has also recently taken place at the plant, teaching frontline colleagues to lead and manage a safe response to a site incident.

This training is part of our commitment to creating a workplace free of injuries and incidents.

### **Change of Plant Manager**

Martin Burrell recently retired as Plant Manager for FEP, ending his 38 year career at the place where it all began having served here on three separate periods.

We are delighted to welcome Toby Hamblin to the helm. Toby joins us from our Beaumont complex in Texas – the company’s largest site worldwide. Toby is a qualified Mechanical Engineer and has held a number of roles in the US and Canada during a 25 year career with ExxonMobil.

### **Workforce**

#### **Apprenticeships**

Fife Ethylene Plant took on four new apprentices this year: two maintenance engineers – Hannah Pirie and Charlie Duffy - and two business administrators – Chloe Millar and Mia Conroy.

The successful candidates and their families were invited to site on 16<sup>th</sup> August to meet with supervisors, hear from previous apprentices and become familiar with the plant.

Our new maintenance engineering apprentice Hannah Pirie said: “ExxonMobil has an amazing reputation and this was confirmed by the great work environment created by the staff at Fife Ethylene Plant. I am excited to learn more about FEP and work with the fantastic team here.”

#### **Student Placements**

We have a longstanding tradition of providing valuable first-hand experience of working in the industry for students.

Our 2022/23 Industrial Placement Students (IPS) Janki Khatri and Abigail Walters have recently returned to university to continue their studies after spending the last 12 months with us.

By working alongside experienced members of our staff, they were able to gain a wide range of practical skills and find out exactly what it takes to operate at the highest levels of our industry.

For the 2023/24 academic year we are welcoming three students to industrial placements in our Process Technical, Fixed Equipment and Environmental teams.

We are very proud of our IPS programme, which has provided the career foundations for many of our people, including a number of the company's most senior leaders.

### **Career Events**

To promote the employment opportunities available at Fife Ethylene Plant we have been attending careers events at Glenwood High School, Carnegie Conference Centre and Auchmuty High School, Glenrothes.

### **Supporting our Community**

Fife Ethylene Plant has a long history of providing contributions to good causes in Fife. Some recent examples of our support are shared here:

#### *Volunteering*

A team of ExxonMobil colleagues volunteered their time recently by visiting Lindsay House Care Home in Lumphinnans to renovate the residents' garden.

Our colleagues were able to help make the area somewhere residents can really enjoy.

#### *Education*

FEP sponsored Queen Anne High to enter the Industrial Cadets challenge. Our colleagues brought STEM lessons to life for a group of pupils by providing them with mentoring and insight into our operations helping the students achieve the Industrial Cadets gold award.

Our people have delivered six science sessions for pupils at Viewforth, Queen Anne and St Columba's High Schools in Fife.

These hands-on lessons saw staff from FEP going into classrooms to share the scientific fundamentals of how our plant works, while encouraging pupils to engage with the STEM subjects.

### **Donations**

Some recent examples of our support include:

- £1,000 to Lumphinnans Community Council for the purchase and installation of a community notice board.

- £1,500 to Central Park Community Trust in Cowdenbeath to provide free Learning through Football sessions to primary school children.
- £1,000 to Crossgates Primary to purchase planters, soil and seeds to allow them to grow their own vegetables and flowers in the playground.
- £3,000 to Coastwatch West Fife in Aberdour, to purchase a mobile first aid and coastal safety station.
- £4,600 to St Andrews Court in Burntisland, to purchase an emergency lifting chair to aid residents who have fallen.
- £8,000 to Kirkcaldy Netball Club. Based at Beath High School, to renovate their court making it accessible and safe to be used.

We have worked with Craigenalt Rural Community Trust to locate a potentially life-saving defibrillator on Craigenalt Farm on the banks of Loch Leven, a popular area for walkers.

## Appendix C

### SHELL FIFE NGL

#### Fife Council Scrutiny Committee Report

#### Annual Operations Report - 2023 Shell Fife NGL

#### Mossmorran and Braefoot Bay

1. Safety & Environmental
2. Emergency Planning Exercises
3. Fife NGL Plant Activities
4. Braefoot Bay Activities
5. Workforce
6. Community, including Notices & Feedback
7. Social Investment & Community Development

#### About us

The 'Mossmorran complex' in Fife includes two plants operated by two separate companies: the Fife NGL plant operated by Shell U.K. Ltd. and the Fife Ethylene Plant operated by ExxonMobil.

The Shell Fife NGL Plant is operated 24/7 all year round in a system of critical national infrastructure that transports, processes and distributes gas from the North Sea (UK & Norway), enabling about 20% of UK gas supply. The plant helps meet industry and domestic power needs every day, and provides feedstock to manufacture a wide range of household products in Scotland and the UK.

During this reporting period we had a gasoline system inspection by Health & Safety Executive and SEPA which resulted in no action required.

June - August 2023

During this reporting period we had a Human Factors Health & Safety Executive inspection which resulted in no action required.

September - December 2023

During this reporting period we had a Braefoot Bay Emergency Response Preparedness Health & Safety Executive and SEPA inspection which resulted in no action required.

Environmental

January - February 2023

Committee Expert Advisory Groups

We continued to attend and input to the Mossmorran & Braefoot Bay Independent Air Quality Expert Advisory Group (EAG). We have provided our data for the 2021 annual report and we will attend the next EAG meeting on 24th February 2023 where the draft report will be considered.

March - May 2023

We continue to attend and input to the Mossmorran & Braefoot Bay Independent Air Quality Expert Advisory Group (EAG). We have provided our data for the 2021 annual report and we attended the EAG meeting on 24th February 2023 where the draft report was considered.

June - August 2023

We continued to attend and input to the Mossmorran & Braefoot Bay Independent Air Quality Expert Advisory Group (EAG). We have provided our data for the 2022 annual report and we attended the EAG meeting on 3rd August 2023 where the development of the report was discussed.

September - December 2023

We received the draft Mossmorran and Braefoot Bay 2022 Independent Air Quality report in early November and are in the process of providing feedback.

Emergency planning exercises

Emergency planning exercises take place every month (usually the second Thursday) and cover a multitude of scenarios throughout the year.

January - February 2023

We have completed three emergency planning exercises in the period since the last report. These exercises covered a variety of scenarios at Fife NGL and Braefoot Bay. In addition to these, we also took part in a joint Control of Major Accident Hazards exercise run by Exxon which involved the emergency services.

March - May 2023

We completed two emergency response exercises since the last report. One of the exercises looked at hydrocarbon releases in a module and the other looked at a gasoline tank release and included fire team response.

June - August 2023

We completed two emergency response exercises since the last report covering low likelihood scenarios. One of the exercises was based at Braefoot Bay looking at a hydrocarbon release as well as a person overboard scenario. The other was at Mossmorran to practice a response to a gas release and casualty and casualty- handling. This quarterly exercise was postponed due to the 'Turnaround' maintenance activities.

September - December 2023

We completed three emergency response exercises since the last report covering low likelihood scenarios. One of the exercises was based at Braefoot Bay looking at a hydrocarbon release at the loading arms, testing ship to shore interfaces, casualty handling as well as a person overboard scenario.

Another was a pipeline based scenario where there was release reported in a field close to Braefoot Bay. This exercise focused on external stakeholders emergency response and management of offsite location.

The final one was at Mossmorran to practice a response to a gasoline tank release testing the teams response to manage foam distribution and escalation potential.

#### Fife NGL Activities

##### 2023 NGL Processed (Tonnes)

##### January

NGL Processing (Tonnes) - 164,320 Planned - 157,010

Average/ Day- 5,301

##### February

NGL Processing (Tonnes) - 133,268 Planned - 142,746

Average/ Day- 4,760

##### March

NGL Processing (Tonnes)- 165,112 Planned - 148,741

Average/ Day- 5,326

April

NGL Processing (Tonnes)- 170,683 Planned - 143,387

Average/ Day- 5,689

May

NGL Processing (Tonnes)- 165,331 Planned - 160,268

Average/ Day- 5,333

June

NGL Processing (Tonnes) - 148,420

Planned - 148,776

Average/ Day- 4,947

July

NGL Processing (Tonnes) - 162,347 Planned - 152,892

Average/ Day- 5,237

August

NGL Processing (Tonnes) - 146,185 Planned - 149,872

Average/ Day - 4,716

September

NGL Processing (Tonnes) - 148,215 Planned - 163,557

Average/ Day-4,941

October

NGL Processing (Tonnes) - 156,468 Planned - 170,917

Average/ Day- 5,047



November

NGL Processing (Tonnes) - 149,640 Planned - 154,158

Average/ Day- 4,988

December

NGL Processing (Tonnes) - 157,750 Planned - 161,627

Average/ Day - 5,089

## SHELL FIFE NGL

Fife Council Scrutiny Committee Report

Social Investment & community development

Shell UK continued to support a number of community development and STEM education programmes in Fife including Shell Girls in Energy, Young Engineers and Science Clubs, Career Ready and Shell Twilight.

We also made a number of donations to local charities through our community grants and annual charity awards. More information about our local initiatives can be found on our website and in our Mossmorran and Braefoot Bay quarterly committee reports that are submitted to the MMBB Safety Liaison Committee.

## Appendix D



## SEPA 2023 Summary

### Complaints

34 Complaints received in 2023, mostly relating to the use of the Enclosed Ground Flare (EGF) between 6 – 10 December.

### Monitoring

**Air Quality** – SEPA continued air quality monitoring in 2023 and completed plans to improve both the network and how the data is shared. The network of eight indicative analysers (AQMesh analysers) deployed in local communities around the Mossmorran Complex were activated. SEPA's dedicated air quality webpages went live to share the 2023 data from the indicative and reference analysers with the public, in near real time.

**Noise** – SEPA maintained continuous unattended noise monitoring at two locations in 2023. Analysis of the data from both the elevated flare and EGF use is ongoing.

### Site work

Desk based and site visits carried out at both Mossmorran Sites, alongside monthly online meetings with Environment staff. The focus of this work has been on maintenance, leak detection and repair, completion of the FEP ground flare installation, reduction of nitrogen dioxide emissions from the furnaces, drainage and the FNGL ground flare construction plans. All Data returns were reviewed and a visit to both Operators at Braefoot Bay was carried out.

The permits held by the sites under the Pollution Prevention and Control (Scotland) Regulations were varied in 2023 as follows:

- ExxonMobil's permit was varied to incorporate the new EGF and update the definition of Major Flaring.

COMAH Safety Report reviews were completed for ExxonMobil (Mossmorran and Braefoot Bay) and Shell at Mossmorran.

SEPA also completed a closeout Report of the Irish EPA Review recommendations from 2021.

### Communications

SEPA refreshed and continued to update the SEPA Mossmorran Hub with details of SEPA's work and community updates.

### Maintenance/

**Maintenance**

SEPA continues to regularly assess the maintenance processes at the FEP and FNGL Sites. A specific Inspection around the operation and maintenance of the new FEP Enclosed Ground Flare (EGF) was completed in September 2024, with the processes in place being found to be satisfactory.

**2023 Conclusion**

SEPA are satisfied that there were no significant impacts from the MMBB facilities on local communities during 2023, with the completion of the EGF project reducing the risk of impacts in the future.

30 October 2024

Agenda Item No. 5

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## School Exclusion Zone (School Street) Trial – Denend Primary and Nursery School, Cardenden

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

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**Wards Affected:** Ward No. 8 – Lochgelly, Cardenden and Benarty

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### Purpose

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The purpose of this report is to advise the Cowdenbeath Area Committee on the results of the School Exclusion Zone (SEZ) Trial Project for the pilot site at Denend Primary and Nursery School, Cardenden.

### Recommendation(s)

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Committee is asked to note the contents of the report and the Appendix.

### Resource Implications

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There are no further resource implications.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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An EqIA and summary form have been completed – the summary form is attached to the report.

### Consultation

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The local Ward Councillors, Police Scotland, and Denend Primary and Nursery School were advised prior to the introduction of the Experimental Traffic Regulation Order (ETRO).

Formal consultation required by the Road Traffic Regulation Act 1984 for the ETRO process was undertaken through the posting of legal notices in a local newspaper and on the affected length of roads. Details of the ETRO were made available on [www.fife.gov.uk](http://www.fife.gov.uk).

No formal objections were received during the statutory consultation period.

Consultation was undertaken through surveys with parents and guardians of children attending the school, and residents in the vicinity of the School Exclusion Zone (SEZ) before, 3 months after implementation, and one year after implementation.

## 1.0 Background

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- 1.1 A report was considered at the Policy and Co-ordination (P&C) Committee on 4<sup>th</sup> November 2021 [Minute 2021.PC.99 Item 331 refers] where the Committee agreed to three trial School Exclusion Zones (also referred to as “School Streets”). Denend Primary and Nursery School, Cardenden was named at the P&C Committee as one of the trial sites.
- 1.2 A School Exclusion Zone (SEZ) prevents non-residential traffic from using the road network outside a school entrance and selected surrounding streets, at set periods of the school day, typically during start and finish times.
- 1.3 A SEZ trial was implemented at School Lane, Cardenden on 28<sup>th</sup> November 2022 for a period of 18 months and concluded on 28<sup>th</sup> May 2024.

## 2.0 Issues and Options

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- 2.1 The School Exclusion Zones (School Streets) Trial Project Report (Appendix 1), outlines the scope and outcomes of the trial, and details the performance indicators for the project relative to:
  - any increase in active travel to and from school
  - any improved perception of road safety in the restricted street
  - the level of compliance with restrictions
  - the impact from displaced vehicles on surrounding streets
- 2.2 There has been no clear evidence from the data collected that the SEZ has materially improved environmental conditions around the school. A summary of key points relating to the SEZ at Denend Primary and Nursery School are outlined below with comprehensive information provided in the Trial Project Report (Appendix 1).

### **Influence on Active Travel**

- 2.3 Based on data from the Hands Up Survey undertaken annually by Sustrans there has been a slight reduction in children traveling in the active travel categories of walking, cycling, and scooting. There has been a positive increase in the percentage of children traveling by bus.
- 2.4 Consultations were carried out prior to the restrictions, 3 months after, and one year after implementation. Although 51% of respondents felt the SEZ would encourage active travel prior to launch, this reduced to 18% at one year of implementation.
- 2.5 No modal change to active travel is evidenced, with many parents choosing to take their children to school by car.

### **Perception of road safety**

- 2.6 Prior to implementation, 76% of consultation respondents felt the SEZ would make the area outside the school gates safer. This reduced to 12% at one year of implementation.
- 2.7 There are mixed views from the community on improvement to perception of road safety outside the school gates with increased concern raised for other areas in the vicinity. There is no clear indication from the community that the SEZ significantly improved their perception of road safety.

## Level of compliance

- 2.8 Traffic survey data was collected to provide traffic volume data before, 3 months after, and 14 months after implementation. This data shows initial reductions in traffic volume in the restricted street.
- 2.9 Comparing traffic volume from before with 14 months after implementation the AM drop off traffic volume has increased by 21% in the restricted street, and the PM pick up traffic reduced by 16%.
- 2.10 Graphs showing the traffic volume trends for the AM drop off and PM pick up are shown below in Figures 1 and 2 respectively.

Figure 1: Traffic Volume – AM drop off time

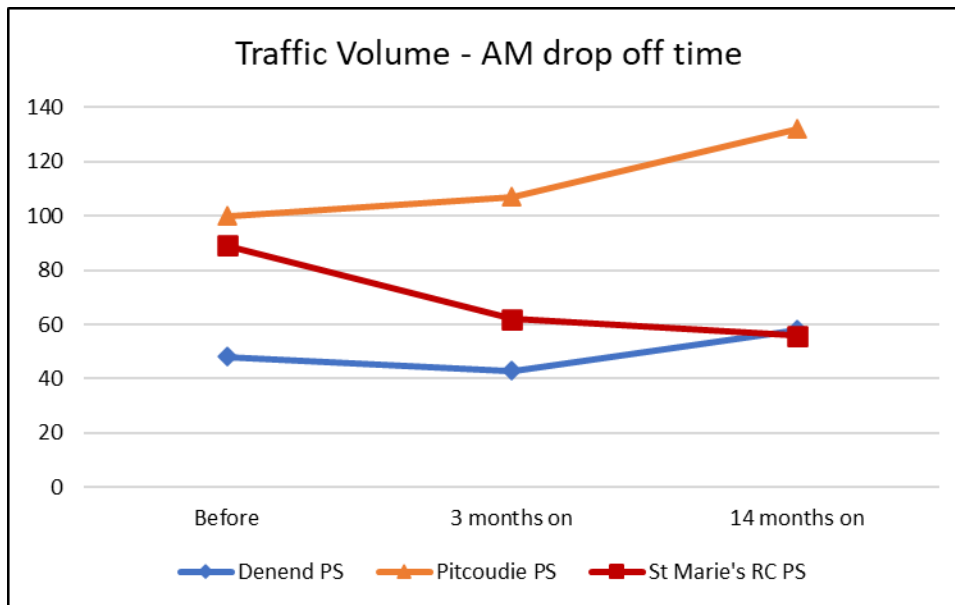
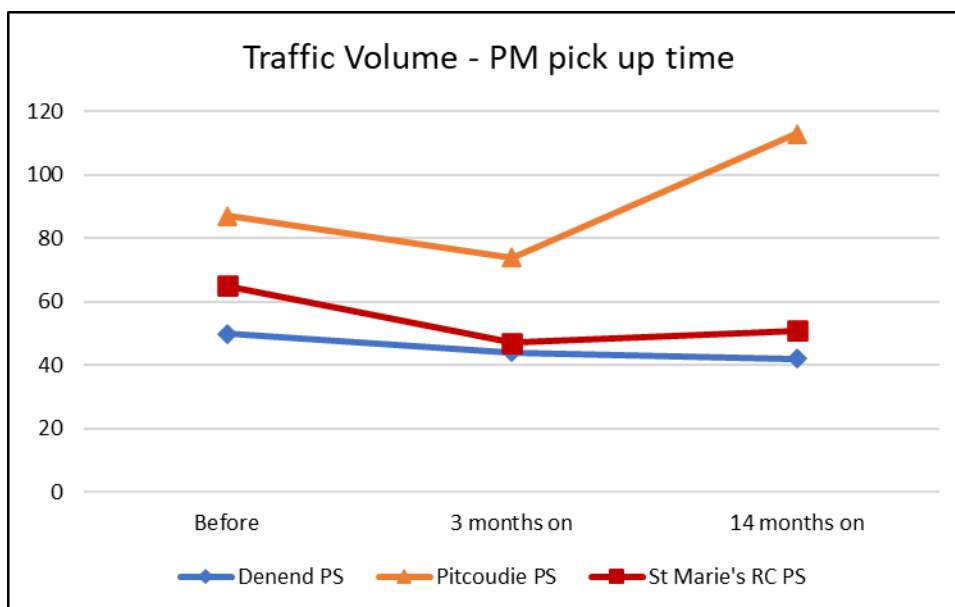


Figure 2: Traffic Volume – PM pick up time



- 2.11 The consultation on perception of compliance indicates that respondents felt there was very low compliance with 94% stating there was low or very low compliance after one year of implementation.

2.12 As there is currently no staff resource to marshal the site, success is dependent on Police enforcement and self-regulation. As little enforcement has been carried out by the Police, some drivers choose to ignore the restrictions with impunity, resulting in compliance levels continuing to reduce over time.

### Impact of displaced vehicles on surrounding streets

2.13 From visual monitoring of the surrounding streets there appears to be minimal displacement of vehicles, which is perhaps partly explained by the levels of traffic volumes being similar throughout the period.

### Public opinion

2.14 The consultation asked respondents if they would like to see the trial site made permanent and if they would like to see similar restrictions used at other schools in Fife. The following table provides a breakdown; however, it should be noted that the number of responses received was very low. Given the low response numbers it is inconclusive that the views reflect a consensus.

Table 1 – Survey response after one year

Denend Primary	Responses	In favour of making trial site permanent	Percentage	In favour of using SEZs at other schools in Fife	Percentage
Total	17	12	71%	11	65%
SEZ Residents	2	1	50%	1	50%
Nearby area Residents	4	3	75%	3	75%
Parents*	14	10	71%	9	64%

\*Note – parents may also be counted as a resident of SEZ or nearby area.

2.15 It is unclear to what extent the aftereffects of the Covid period and changes to working patterns for some parents and carers has had on the results from the trial and survey results.

2.16 A workshop meeting took place on 23<sup>rd</sup> April 2024 with Ward Councillors, the School, and Roads & Transportation Services to discuss the restrictions with a consensus that the experimental restrictions had not been successful in achieving its objectives and the trial would be allowed to expire.

2.17 Following the workshop a Parent Council meeting agreed that the SEZ trial should be allowed to expire.

## 3.0 Conclusions

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3.1 There has been no clear evidence from the data collected that the trial School Exclusion Zone has materially improved environmental conditions around the school.

3.2 Although there have been some positives from implementation of the SEZ, it has fallen short of the desired objective goals with diminishing return over time.

- 3.3 School Exclusion Zones can be introduced, but these should be carefully considered on a case-by-case basis and approved by the respective Area Committee. Any new SEZ site should be thoroughly consulted upon and implemented through an ETRO process.
- 3.4 It should be clear that a permanent SEZ at this school or at other schools will have limited success based on lack of Police enforcement, and lack of school or community resources to marshal the site.

## List of Appendices

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1. School Exclusion Zones (School Streets) Trial Project Report

### Background Papers

- EqIA 2023 ETROs – (SEZ)

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## **Roads & Transportation Services**

# **School Exclusion Zones (School Streets) Trial Project Report**

Keith Johnston MCIHT  
Technician Engineer  
Traffic Management

November 2023  
Revision G (Aug 2024)

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## 1 - Introduction

- 1.1 School Exclusion Zones (SEZ) have been introduced in other areas in the United Kingdom and Fife Council were keen to try these in Fife. A School Exclusion Zone (also known as a School Street) is to prevent non-residential traffic from using the road network outside a school entrance gate, and / or in surrounding streets, at set periods of the school day – typically during start and finish times.
- 1.2 Fife Council introduced 3 trial School Exclusion Zones in Fife to gather local data on effectiveness and acceptance by the community. The effectiveness of the trial sites is determined by measuring: 1) any increase in active travel to and from school; 2) any improved perception of road safety in the restricted street; 3) level of compliance with the restrictions; and 4) the impact of displacement of vehicles from the Zone to other streets.
- 1.3 Three schools were chosen for the trial which began simultaneously for each site on 28<sup>th</sup> November 2022 for a period of 18 months. The schools were:
  - Denend Primary and Nursery School, Cardenden
  - Pitcoudie Primary School, Glenrothes
  - St Marie’s RC Primary School, KirkcaldyThe trial expired on 28<sup>th</sup> May 2024.
- 1.4 This report describes the trial project and how it was implemented. Traffic surveys and consultations were conducted to gather information on their effectiveness under the criteria. This report describes the practical and resource implications for introducing and managing a SEZ. This will allow the respective Area Committees to make an informed decision on if it would be beneficial to introduce a permanent SEZ.

## 2 - Background and School Selection

- 2.1 At a full Fife Council meeting on 10<sup>th</sup> September 2020 a motion was made concerning “School Streets”. An amendment to the motion received the majority vote and asked, “Officers from Transportation and Education Services to bring a report to Policy and Coordination in due course, which details the experiences of trials similar to School Streets for consideration.”<sup>1</sup>
- 2.2 A report was presented to The Fife Council Policy and Co-ordination Committee (P&C) on 4<sup>th</sup> November 2021 that outlined experiences of other Local Authorities where School Exclusion Zones had been implemented, presented criteria for street selection, and obtained approval to introduce three trial sites for this initiative. Following the local elections in 2022, reorganization of the various Council Committees resulted in the P&C Committee being replaced by the Cabinet Committee.
- 2.3 Denend Primary and Nursery School, Cardenden was specifically chosen at the P&C Committee, as the Parent Council for that school had recently submitted a petition for the street to be closed to traffic during school drop off / pick up times. The school is accessed from a short cul-de-sac with limited turning space and has a small car park intended for Council Housing tenants only.
- 2.4 Pitcoudie Primary School, Glenrothes was selected in line with the selection criteria and in addition this school had attempted to stop traffic entering the street on their own initiative in the past. The school is also accessed from a cul-de-sac with several residential properties. This site has several neighbouring streets and a Park & Stride site a short walk away at Cadham shops.
- 2.5 St Marie’s RC Primary School, Kirkcaldy was selected in line with the criteria. It was important to include a Roman Catholic School in the trial due to the expanded catchment area for this type of school. At a site meeting with the school, Police Scotland, and a Councillor, various unsafe driving manoeuvres were observed and an exclusion zone for this school could address some of these specific safety concerns. This school is also accessed from a cul-de-sac and has a good remote access footpath that leads to the rear of the school. The Park & Stride site is located at a community centre on the opposite side of a busy road which has a part-time 20 mph and a TOUCAN crossing.
- 2.6 All three sites had strong support for the trial from the schools, are accessed from a cul-de-sac, and have Park & Stride options.

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<sup>1</sup> The Fife Council meeting 10/09/2020 minute 2020.FC.219 Item 191

### 3 - Traffic Signs

- 3.1 Following the P&C Committee in November 2021 work began on the school selection and design for the entry sign. At this point there was no provision in the Traffic Signs Regulations and General Directions 2016 (TSRGD) for the entry sign that would be required. An application was submitted to Transport Scotland for special authorisation for the entry sign which was approved.
- 3.2 In the spring of 2022, Scottish Parliament approved legislation amending the TSRGD to allow several additional signs to be permitted in Scotland. This legislation, The Traffic Signs Amendment (Scotland) Regulations and General Directions 2022 came into force on 23<sup>rd</sup> May 2022.<sup>2</sup> This Amendment included a sign for use at School Exclusion Zones and was very similar to the approved entry sign Fife Council designed for special authorisation. The initial design was discarded in favour of the sign shown in the Amendment legislation.
- 3.3 SWARCO were selected to manufacture and supply the signs through the procurement process.
- 3.4 Within the first few days of operation, it was discovered the lights on the entry sign were difficult to see from any angle other than straight on. Given that all three sites are culs-de-sac accessed from right angle junctions this was a significant issue that required attention. To address this SWARCO were contacted to increase the brightness of the lights to the maximum setting. Any future signs will require larger LED clusters and specification for increased angle of view.
- 3.5 Even with the brightness set to maximum the entry signs were still difficult to see from a right angle. Twin amber LED flashers were procured and retrofitted underneath the signs. These are to provide an increased visual indication that the signs are operational and are viewable from a wider angle. These additional LED flashers only worked for one school term due to a programming fault within the factory. As these LED flashers are of a different make to the main entry signs there have been significant issues with reprogramming the flashers which was not rectified until after the summer holidays of 2023.
- 3.6 The LED flashers have had repeated problems, and the manufacturer has not permitted any programming software to be passed to ourselves or our maintenance contractor SWARCO. Therefore, faults and reprogramming must be addressed by the manufacturer. This is not practical nor suitable as issues cannot be resolved within an acceptable timeframe. Should the SEZ trial sites be made permanent, new entry signs should be considered providing a clearer field of view and suitability for ongoing maintenance. This would negate any need for additional LED flasher units.

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<sup>2</sup> <https://www.legislation.gov.uk/ssi/2022/111/contents/made>

## 4 - Permits

- 4.1 It was intended to introduce the SEZs without a permit system, however following communications with the schools and residents it soon became apparent that a permit system was required to allow an element of control and to assist the Police with enforcement.
- 4.2 In Fife there is a permit system for residents parking schemes, and these are on an electronic system that Fife Council Parking Attendants access via their handheld devices for enforcement. However, as contravention of the SEZ restriction is a moving traffic offence, enforcement solely lies with Police Scotland who would not have access to our electronic permit system. Therefore, a paper permit system was required.
- 4.3 Fife Council designed the permits in-house in the style and size of an old tax disc with a holographic border to reduce possibility of counterfeit versions. These permits name the school, include the vehicle registration, and expiry date.
- 4.4 Those who qualified for a permit included residents at qualifying addresses within the SEZ, school staff, and school contract taxis. Blue badge holders are exempt from the restriction and do not require a permit.
- 4.5 Others with extenuating circumstances could also apply and this was up to the School Management Team's discretion. Several permits were issued by the schools for parents of children with additional support needs that do not have blue badges. In most cases these have been provided for children with autism.
- 4.6 There is no provision for visitor permits which caused inconvenience for individuals wishing to visit and care for infirm or elderly residents during the exclusion times. Individuals with temporary circumstances did not qualify for a permit such as pregnant mothers and those with temporary illnesses.
- 4.7 Taxi companies who have a school contract to assist a specific child often have several vehicles in their fleet, with these companies uncertain as to which vehicle will be used throughout the year. Unfortunately, this means the taxi companies apply for many permits and it is difficult to prevent them misusing permits to take a regular fare directly to the school gates.
- 4.8 Permits had to be facilitated by Fife Council's Traffic Management team and by each school which increased pressure on these staffing resources.
- 4.9 If the SEZs are made permanent or made available to other schools, there would be an ongoing resource implication. This would include a staffing resource including overheads to facilitate and provide permits. For the trial SEZs, each paper permit cost £1.64 plus other costs with issuing the permit (envelopes, postage etc). If SEZs are made available for other schools, it would be recommended to invest in an electronic system that can be used by Police Scotland and Fife Council as administrators. Any such software would have a financial implication.
- 4.10 Permits were issued free of charge, and this matches other local authorities in Scotland. Therefore, provision of SEZs will have an ongoing resource implication.

## 5 - Legal Order

- 5.1 There were some delays with production of the Experimental Traffic Regulation Order (ETRO) due to reduced staff levels, local elections, and priorities with preparation of other time sensitive Traffic Regulation Orders. SEZs require several exemptions that need to be defined in the legal order and required careful review by the legal team to ensure the ETRO was competent. The ETRO procedure allowed for an objection period of 6 months and no formal objections were received.
- 5.2 Any new SEZ sites would require approval from the respective Area Committee and should be thoroughly consulted upon and implemented through an Experimental Traffic Regulation Order process.
- 5.3 On review of the experimental SEZ, each respective Area Committee would decide on whether it would be of benefit to retain the restrictions and introduce a permanent Traffic Regulation Order.



## 6 - Information gathering

- 6.1 As School Exclusion Zones are new to Fife, consultation was carried out prior to each site's launch. This consultation served two purposes: 1) to provide information on what a SEZ is and the objectives, and 2) to gather views and opinions from the community on whether a SEZ would be effective.
- 6.2 A letter was sent to all the properties within each School Exclusion Zone boundary and to other properties in the nearby vicinity. A letter was also issued via the schools to all the parents and guardians of children attending each school. These letters invited individuals to fill in an online consultation form that was multiple choice and offered a section to provide written comments. In addition, individual webpages were provided for each SEZ including FAQs and a location plan on [www.fife.gov.uk](http://www.fife.gov.uk).
- 6.3 Other traffic surveys were arranged prior and after implementation and these were: traffic collision data, speed / volume traffic count, air quality survey, and the hands-up survey that is annually taken by Sustrans. Analysis of traffic data is provided in [7 - Traffic Survey Data](#).
- 6.4 Residents and parents were invited to share their views approximately 3 months after implementation and again approximately 1 year after implementation. Analysis of the consultations is provided in [8 – Consultation and public view](#).
- 6.5 It should be noted that the level of response to the consultations was low.

## 7 - Traffic Survey Data

### Traffic Collision Data

- 7.1 Comparison of traffic collision data has been gathered, with zero reported injury collisions before and during the trial period to date. This information is based on collisions reported and logged by Police Scotland. Collisions that are damage only to vehicles or other property are often not reported to the Police and not recorded. There can be no clear indicator of road safety improvement from these statistics.
- 7.2 There are anecdotal accounts that one pedestrian collision occurred at Denend Primary where a parent was hit by a vehicle within the SEZ. However anecdotal information is unverified, does not provide complete information, and difficult to use for analysis.

### Speed / Volume Data

- 7.3 Survey data was collected using a radar unit that recorded both directions of traffic with results from 5 weekdays over 24-hour periods. Below details a summary for each site.

#### Denend Primary and Nursery School

##### Before vs 3 months on

10% and 12% reduction in traffic volume in the AM drop off and PM pick up times respectively. No change in traffic speed.

##### Before vs 14 months on

AM drop off traffic increased by 21%, however PM pick up traffic reduced by 16%. Traffic speed decreased by 1 mph.

#### Pitcoudie Primary School

##### Before vs 3 months on

7% increase in AM drop off traffic volume. 15% decrease in PM pick up traffic volume. Traffic speed increased by 1 mph.

##### Before vs 14 months on

32% and 30% increase traffic volume in the AM drop off and PM pick up times respectively. No change in traffic speed.

#### St Marie's RC Primary School

##### Before vs 3 months on

30% and 28% reduction in traffic volume in the AM drop off and PM pick up times respectively. No change in traffic speed.

*It should be noted the survey equipment location was placed further into the street and would not detect traffic only travelling part way into the street and turning in the road.*

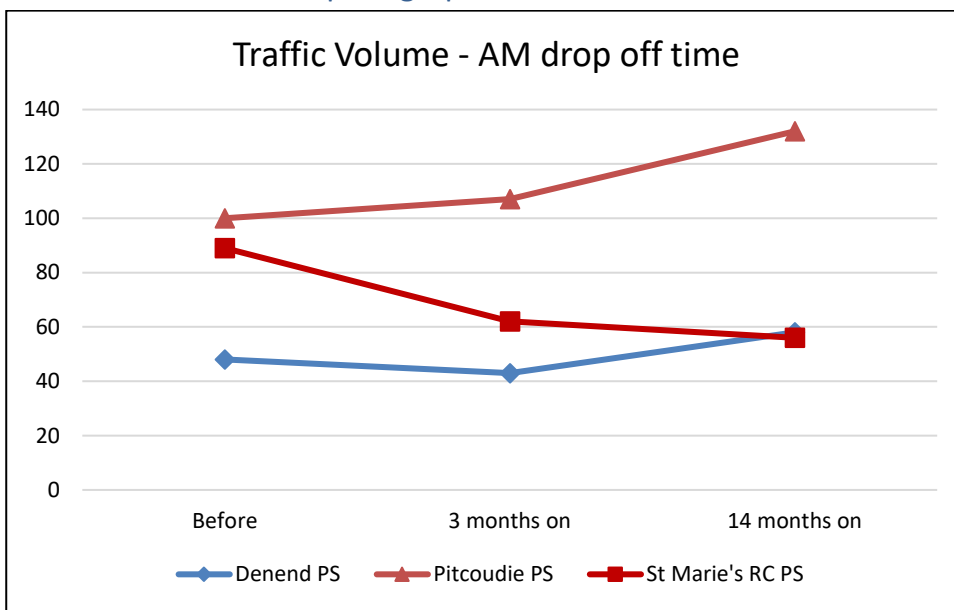
##### Before vs. 14 months on

63% and 22% reduction in traffic volume in the AM drop off and PM pick up times respectively. Traffic speed increased by 1 mph.

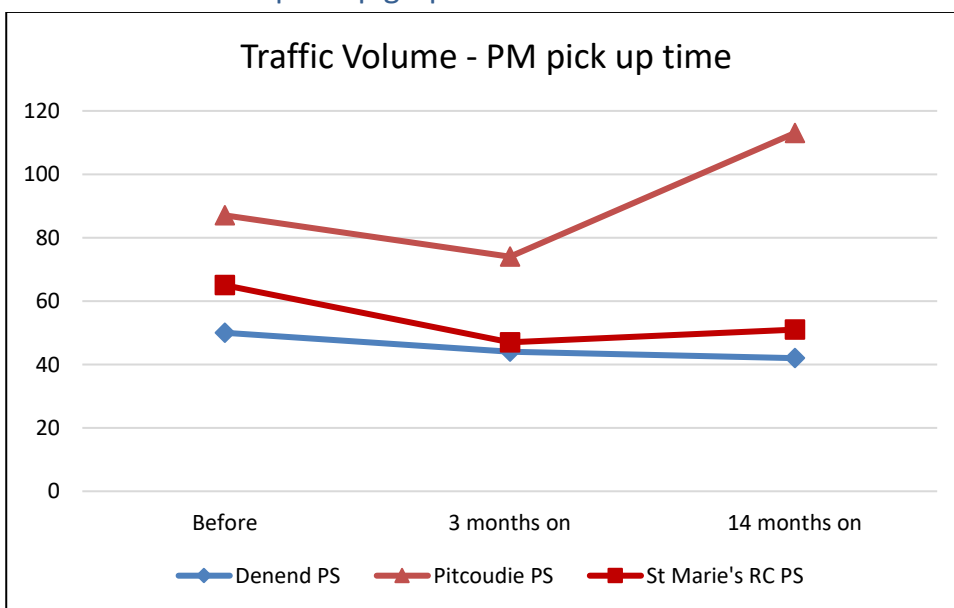
*It should be noted the survey equipment location was placed further into the street and would not detect traffic only travelling part way into the street and turning in the road.*

- 7.4 Traffic volume data indicates that in the initial 3 months volume has reduced at all three sites which would indicate some compliance with the restrictions. Repeat surveys 14 months following implementation provide mixed results. Denend PS has seen an increase in AM traffic, but a reduction in PM traffic. Pitcoudie Primary School has seen a significant increase in traffic volume since before the restrictions. St Marie's RC Primary School has seen a decrease in traffic volume since before the restrictions.
- 7.5 Based on resources available for the trial project it was decided that monitoring on adjacent and nearby streets would not be carried out.
- 7.6 The following graphs show the traffic volume from before implementation, 3 months and 14 months following the restriction.

Traffic Volume AM drop off graph



Traffic Volume PM pick up graph



## Air Quality Data

7.7 Air quality data was collected for a period of 5 days before implementation and 5 days during the trial period. Air quality in these areas is very good with very low carbon monoxide levels.<sup>3</sup> The following table shows data from before implementation of the SEZ and data recorded 3 months into the SEZ trial. Results provided are taken from weekdays only.

Table 1 – Air Quality Data

Denend PS	Before	During
	21/06/22 - 27/06/22	20/02/23 - 24/02/23
Max 8 hour running mean	0.25 ppm*	1.08 ppm
AM drop off	0.05 ppm	1.05 ppm
PM pick up	0.2 ppm	1.1 ppm

Pitcoudie PS	Before	During
	01/10/22 - 07/10/22	20/02/23 - 24/02/23
Max 8 hour running mean	0.11 ppm	0.08 ppm
AM drop off	0.15 ppm	0 ppm
PM pick up	0.1 ppm	0.05 ppm

St Marie's RC PS	Before	During
	01/10/22 - 07/10/22	20/02/23 - 24/02/23
Max 8 hour running mean	0.06 ppm	0.5 ppm
AM drop off	0.05 ppm	0.5 ppm
PM pick up	0.1 ppm	0.5 ppm

\*Parts per million

## Hands-Up Survey Data

7.8 The Hands-Up annual survey organised by Sustrans looks at how pupils across Scotland travel to school and nursery.<sup>4</sup> Percentages shown in the following summary are the percentage of the respondents using a mode of transport to get to school.

### Denend Primary and Nursery School

Active travel in the categories of walking, cycling, and scooting reduced from 49% to 42%.

Park & Stride use reduced from 28% to 23%.

Driven to school increased from 15% to 16%.

Bus use increased from 9% to 19%.

<sup>3</sup> Further information on Air Quality in Fife can be found here:

<https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health/air-quality>

<sup>4</sup> <https://www.sustrans.org.uk/our-blog/projects/uk-wide/scotland/hands-up-scotland-survey>

### Pitcoudie Primary School

Active travel in the categories of walking, cycling, and scooting reduced from 72% to 65%.

Park & Stride use remained the same.

Driven to school increased from 6% to 11%.

Bus use increased from 3% to 6%.

### St Marie's RC Primary School

Active travel in the categories of walking, cycling, and scooting reduced from 28% to 24%.

Park & Stride use increased from 35% to 38%.

Driven to school decreased from 4% to 3%.

Bus use remained the same.

All three sites saw a reduction in active travel under the walking, cycling, and scooting categories.

## 8 – Consultation and public view

- 8.1 Prior to each site launch, parents and residents were invited to take part in an online consultation. This consultation gave an indication of the community views on the proposal and whether individuals felt it would be successful.
- 8.2 Generally consultation respondents felt the SEZ would improve safety outside the school, however there was uncertainty over how drivers would obey the restrictions and the effect on active travel.
- 8.3 While some feel that safety outside the school gates has improved, many express concerns that risk has increased at other locations.
- 8.4 Key points from the consultation feedback are highlighted below for each site. These are grouped into the objective headings of 1) perception of road safety; 2) compliance of the restrictions; and 3) influence on active travel.
- 8.5 It should be noted that the level of response from the consultations was low.

### Denend Primary and Nursery School

Pre-SEZ consultation responses: 43

3-month consultation responses: 44

1 year consultation responses: 17

#### Perception of safety

Prior to the SEZ, 76% of consultation respondents felt that the SEZ would make the area outside the school gates safer. 3 months into the SEZ trial this reduced to 30% of consultation respondents agreeing the area outside the school gates is safer. After 1 year, only 12% of respondents felt the area outside the school gates was safer.

#### Compliance of restrictions

Prior to the SEZ 60% of respondents felt that motorists would not comply with the restrictions. 3 months into the SEZ trial 80% stated there was low or very low compliance. After 1 year, 94% stated there was low or very low compliance.

#### Influence on active travel to school

A key objective for the SEZ is to encourage more active travel to and from school. Although 51% felt that the SEZ would encourage more active travel prior to launch, 3 months in this reduced to 5%. However, after 1 year 18% of respondents felt the SEZ has encouraged more active travel.

### Pitcoudie Primary School

Pre-SEZ consultation responses: 15

3-month consultation responses: 72

1 year consultation responses: 40

### Perception of safety

Prior to the SEZ, 60% of consultation respondents felt that the SEZ would make the area outside the school gates safer. 3 months into the SEZ trial this reduced to 32% of consultation respondents agreeing the area outside the school gates is safer. After 1 year, only 17% of respondents felt the area outside the school gates was safer.

### Compliance of restrictions

Prior to the SEZ 53% of respondents felt that motorists would not comply with the restrictions. 3 months into the SEZ trial 74% stated there was low or very low compliance. After 1 year, 92% stated there was low or very low compliance.

### Influence on active travel to school

A key objective for the SEZ is to encourage more active travel to and from school. Although 33% felt that the SEZ would encourage more active travel prior to launch, 3 months in this reduced to 15%. However, after 1 year 5% of respondents felt the SEZ has encouraged more active travel.

## St Maries RC Primary School

Pre-SEZ consultation responses: 12

3-month consultation responses: 52

1 year consultation responses: 42

### Perception of safety

Prior to the SEZ, 67% of consultation respondents felt that the SEZ would make the area outside the school gates safer. 3 months into the SEZ trial this reduced to 52% of consultation respondents agreeing the area outside the school gates is safer. After 1 year, 50% of respondents felt the area outside the school gates was safer.

### Compliance of restrictions

Prior to the SEZ 42% of respondents felt that motorists would not comply with the restrictions. 3 months into the SEZ trial 35% stated there was low or very low compliance. After 1 year, 62% stated there was low or very low compliance.

### Influence on active travel to school

A key objective for the SEZ is to encourage more active travel to and from school. Although 50% felt that the SEZ would encourage more active travel prior to launch, 3 months in this reduced to 21%. However, after 1 year 40% of respondents felt the SEZ has encouraged more active travel.

- 8.6 The consultations allowed respondents to provide written comments. The general theme of these comments expressed concerns with lack of enforcement and poor compliance of the restrictions. Some mentioned how risk has increased in other locations and driver behaviour is poor.
- 8.7 It was highlighted that increased time is required to carry out the school run which is affecting work. The SEZ makes it more challenging for working parents to get their children to school and then get to their place of work and vice versa.
- 8.8 The online consultation asked respondents if they would like to see the trial site made permanent and if they would like to see similar restrictions used at other schools in Fife.

72% of respondents are in favour of the trials being made permanent and 70% are in favour of SEZs being introduced at other schools in Fife. Despite the concerns raised with lack of enforcement, poor compliance, and underwhelming influence on perceived road safety and active travel, it seems that the public are in favour of this initiative. 23% of the respondents were residents within a SEZ. Throughout the trial period, various telephone conversations with residents revealed that some residents have the mistaken view that the objective of the SEZ is to reduce inconsiderate parking outside their homes.

- 8.9 [Table 2 – Consultation Results on Opinion of making SEZ permanent / using across Fife](#) on the next page provides a breakdown of responses for each school along with combined figures for all three schools. These results are taken from the consultation carried out one year after implementation of the trial. However, given the low response numbers it is inconclusive that the views reflect a consensus.



**Table 2 – Consultation Results on Opinion of making SEZ permanent / using across Fife**  
(results are taken from the consultation taken one year after implementation of the trial)

<b>Combined Results</b>	Responses	In favour of making trial site permanent	Percentage	In favour of using SEZs at other schools in Fife	Percentage
Total	99	71	72%	69	70%
SEZ Residents	23	21	91%	19	83%
Nearby area Residents	28	18	64%	18	64%
Parents*	63	43	68%	42	67%

<b>Denend Primary</b>	Responses	In favour of making trial site permanent	Percentage	In favour of using SEZs at other schools in Fife	Percentage
Total	17	12	71%	11	65%
SEZ Residents	2	1	50%	1	50%
Nearby area Residents	4	3	75%	3	75%
Parents*	14	10	71%	9	64%

<b>Pitcoudie Primary</b>	Responses	In favour of making trial site permanent	Percentage	In favour of using SEZs at other schools in Fife	Percentage
Total	40	29	73%	27	68%
SEZ Residents	7	6	86%	6	86%
Nearby area Residents	13	10	77%	8	62%
Parents*	26	18	69%	17	65%

<b>St Marie's RC Primary</b>	Responses	In favour of making trial site permanent	Percentage	In favour of using SEZs at other schools in Fife	Percentage
Total	42	30	71%	31	74%
SEZ Residents	14	14	100%	12	86%
Nearby area Residents	11	5	45%	7	64%
Parents*	23	15	65%	16	70%

\*Note – parents may also be counted as a resident of SEZ or nearby area

## 9 - Enforcement issues

- 9.1 In the first few weeks of operation, all three schools provided staffing support at the entry into the SEZ to inform drivers of the restriction and encourage compliance. While effective, this is not a resource that can be maintained in perpetuum, and occasionally verbal abuse and disregard by drivers led to a reduction in staffing presence.
- 9.2 It has been repeatedly reported by residents and others that there has been very little Police presence and claim no penalties were issued. Lack of enforcement seems to be the primary concern expressed. Traffic Management have requested enforcement on several occasions from the Police.
- 9.3 Confirmation from the Police has been received that during the trial period no fixed penalty notices were issued and that regular deployments to schools cannot be committed to. The Police cannot provide a specific number of deployments or warnings issued regarding the SEZ as this is not a statistic generally recorded.
- 9.4 As school staff cannot be allocated to marshal the SEZ and combined with low Police involvement, it is observed that compliance with the restrictions is reducing.
- 9.5 Although the Police still attend schools wherever possible, it should be made clear that if permanent or new SEZs are introduced, there would be negligible to zero enforcement by the Police.
- 9.6 In England there is different legislation<sup>5</sup> that gives local authorities powers to enforce certain traffic restrictions such as banned turns and yellow box junctions. Restrictions that have higher severity remain as criminal offences (red-light violations, speeding) and these remain with the Police to enforce. Even if similar legislation is introduced in Scotland, it is unlikely Fife Council would be able to introduce and maintain an automatic enforcement facility as the cost would outweigh income received from fines. It is anticipated that automatic number plate recognition (ANPR) enforcement camera installations will cost somewhere in the region of £25k to £35k per site<sup>6</sup> (plus initial set up of an ANPR system). Such a system would operate at a significant financial loss to the Council.
- 9.7 Research literature on SEZs or School Streets indicates that low compliance and enforcement are key pushbacks with many councils in England resorting to ANPR technology. Others use some engineering measures to encourage compliance, however as access must be maintained for exempted vehicles, these have low effect. Without daily marshalling or very regular Police presence compliance is low.

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<sup>5</sup> <https://www.gov.uk/government/publications/bus-lane-and-moving-traffic-enforcement-outside-london/traffic-management-act-2004-statutory-guidance-for-local-authorities-outside-london-on-civil-enforcement-of-bus-lane-and-moving-traffic-contravention>

<sup>6</sup> <https://www.pacts.org.uk/wp-content/uploads/Moving-Traffic-Briefing-Note-PACTS-MWiltshire.pdf>

## 10 – Costs

- 10.1 An important factor in determining if Fife Council should use SEZs going forward is the financial implication. Estimated costs to provide the trial project is £54,525. This works out at approximately £18,000 per site. It should be noted that the trial sites only had one entry sign each and any new sites would have multiple signs covering all entry points. It would be reasonable to estimate an approximate cost of £25,000 - £30,000 to introduce any future SEZ. This cost does not include ongoing maintenance, staff time, and electricity costs.
- 10.2 Introducing a SEZ has a staff resource implication. To have an effective SEZ requires the site to be marshalled by school staff. During the trial, school staff initially marshalled the entry points, but this could not be sustained. School staff were reallocated from other essential duties to try to make this work, however without a dedicated staff resource it must be accepted that any future SEZ projects will not have on-site marshalling support.
- 10.3 In Roads & Transportation Services, staff would need to be reallocated from other essential work and priorities to introduce and manage SEZ projects. Additionally, a staffing resource would need to be provided to manage a permit system.
- 10.4 Each SEZ site requires electronic signs that are connected by mains power and incur electricity costs. Solar powered signs were investigated; however, it was determined that insufficient solar power could be generated during winter months to activate the sign for the entire exclusion time.
- 10.5 As a comparison Edinburgh Council produced a report to their Transport and Environment Committee on 30<sup>th</sup> August 2016 which evaluated a School Streets pilot project at nine schools. The report detailed a total cost of the trial of £186,218 which covered various costs including sign works, permits, surveys and consultation work. This is approximately £20,690 per site. It should be noted that inflation costs have risen significantly since 2016.
- 10.6 As mentioned in the permits section [4.9](#) an electronic permit system would need to be investigated and developed for future SEZ roll out. Introducing this could be very costly and would likely incur annual subscription costs to a software provider.
- 10.7 A permanent SEZ would require ongoing communications and engagement with the community to inform and encourage compliance. Branding and a strong identity are required for a SEZ to achieve greater buy-in from residents and parents.<sup>7</sup> This will require a committed staff resource and strong support from the school for the life of the project (ongoing).

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<sup>7</sup> School Streets and Traffic Displacement Practitioner's Guide – Birmingham City Council

## 11 – Similar Schemes in Scotland

- 11.1 Numerous Scottish Councils have introduced SEZs with the same objectives to promote active travel, reduce vehicular traffic around schools, and improve air quality. Unfortunately, there are limited details available for these online to determine what level of success these schemes have had particularly in the long term. However, many Councils have made their trial sites permanent and introducing more sites in their areas.
- 11.2 A report by Edinburgh Napier University<sup>8</sup> reviewed existing literature on the impact of school street closures with semi-structured interviews. The report focused on whether any traffic displacement brought about by schemes was associated with negative safety issues in surrounding streets. The report considered sites across the UK, including sites in Edinburgh, Perth & Kinross, and East Lothian. Key points from the report are explained in the below sections.

### Edinburgh

- 11.3 The Napier University report provided a summary of sites in Edinburgh where one-third of parents and one-quarter of peripheral residents still perceive non-compliance as an issue. Although the Police had issued numerous warnings to motorists disobeying the restrictions, insufficient resources were cited as the reasons for their irregular presence in the vicinity of schools.
- 11.4 Although survey results indicated a reduction in traffic volume in the restricted streets, the Edinburgh pilot project identified a need for infrastructure provision including works in peripheral streets to accommodate displaced traffic movements, can contain appropriate parking capacity and safe Park and Stride sites.
- 11.5 The evaluation of the Edinburgh pilot project identified that there was a reduction in vehicles and speed, improvements to air quality, and an increase in active travel.

### Perth and Kinross

- 11.6 The Napier University report focused on data from one of the trial sites in Luncarty which is a small village north of Perth (similar in size and population to Balmullo, Fife). It found that traffic volume decreased, and active travel increased. A majority of those surveyed wished for the restriction to be made permanent. There seemed to be concern with displaced vehicles causing an issue, however the Council explained this was “a diluted version of the parking congestion and very localised around a junction.”

### East Lothian

- 11.7 East Lothian Council was one of the first authorities in the UK to introduce a SEZ and already has a very high percentage of children travelling using a sustainable form. Survey data compared traffic volume between a restricted time and an unrestricted time (when a nursery afternoon session began) to provide an indication of difference in traffic volume. A report to East Lothian Cabinet<sup>9</sup> focused on the aims of SEZs and explained the road

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<sup>8</sup> Davis, A. 2020. School Street Closures and Traffic Displacement: A Literature Review and semi-structured interviews. Transport Research Institute, Edinburgh Napier University.

<sup>9</sup> East Lothian Council Cabinet Report “School Streets – Traffic Prohibition TROs – An Assessment Policy”

environment and problems are different outside each school. Key selection criteria were recommended to rank schools for treatment.

### East Ayrshire

11.8 East Ayrshire Council provide snapshot data to indicate substantial vehicular traffic reduction based on traffic surveys carried out in the third week of the trial. They reported that the community wished for their two trial sites to be made permanent (84% and 60% respectively in favour).<sup>10</sup>

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<sup>10</sup> <https://newsroom.east-ayrshire.gov.uk/news/school-streets-trials-deemed-a-success>

## 12 – Similar Schemes in London

- 12.1 A Transport for London (TfL) report on school streets<sup>11</sup> stated: “There was little evidence of mode shift to walking, cycling or scooting as the main mode of transport to school in either the Intervention [SEZ] or Control [unrestricted] group.” The report detailed that the way children and adults travel to school is relatively unchanged. Although the Fife trial is a much smaller scale than what was introduced in London, there is a clear similarity where no modal shift to active travel has occurred in Fife.
- 12.2 The same report stated that schools with a SEZ “also claim to see the benefits of reduced traffic / congestion and are happier with the greater ease and safety in which they can participate in active travel to and from school. Respondents at Intervention Schools [SEZ] also reported less dissatisfaction with air quality than at Control Schools [unrestricted].” The report indicated that active travel has increased however this was in conjunction with changes due to the Covid-19 pandemic where public transport usage reduced by up to 30%. The report stated that active travel increase is not due to School Streets alone. In Fife the Hands-Up survey has shown a decrease in active travel to school and traffic survey data indicates a small reduction in traffic within the street. This would suggest there are initial benefits of a slight reduction in traffic within the restricted street, however vehicular traffic has dispersed to other nearby streets. At a time of post-pandemic recovery, changes to methods of working and increased fuel costs may have influenced travel choices.
- 12.3 As particular concerns raised with Fife SEZ sites relate to enforcement the following quote from the TfL report is of note: “Although significantly lower than Control Schools [unrestricted], Intervention Schools [SEZ] still claim they face challenges of parking, onward journeys, and danger from traffic. They also spontaneously voice concerns around the perception that some School Streets are not fully enforced and continued frustration with congestion.” The report highlighted that 40% of respondents to their consultation felt that there were more parking problems in the surrounding streets than previously. This is similar to the consultation responses we have received for our Fife sites. Many respondents expressed concerns that parking problems have increased in the surrounding area and there is a high percentage expressing their view that the level of compliance is low.
- 12.4 Although some positives were found to introduction of SEZs in London, lack of enforcement is the main pushback to achieving their goals. In Fife, the level of enforcement has been minimal resulting in very low compliance.
- 12.5 In a report by the FiA Foundation<sup>12</sup>, it outlined various means of enforcement that are used across the world. These include using temporary barriers that are closed and sites marshalled by volunteers. Some sites used more significant physical measures and London use automatic number plate recognition (ANPR) cameras extensively. Use of such cameras can fuel opposition if they are seen as a ‘cash cow’, primarily motivated by raising money.

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<sup>11</sup> Transport for London: School Streets: Intervention Sites vs Control Sites Full Report January 2021 (unclassified report)

<sup>12</sup> FiA Foundation: School Streets: Putting Children and the Planet First: A Political Economy Analysis of the Rise of School Streets in Europe and Around the World April 2022

## 13 – Conclusions

- 13.1 Various reports from other locations in Scotland and beyond encourage introduction of School Exclusion Zones to improve perception of safety for children, improve air quality, and increase active travel. Successful schemes are reliant on severely restricted access into the street, significant support with marshals continually on site, and strong enforcement.
- 13.2 Determination of the success of the three trial SEZ sites is measured under the following criteria: 1) any increase in active travel to and from school; 2) any improved perception of road safety in the restricted street; 3) level of compliance with the restrictions; and 4) the impact of displacement of vehicles from the Zone to other streets.

### Influence on Active Travel

- 13.3 No increase in active travel has occurred with many parents choosing to take their children to school by car. Based on the Hands-Up Survey active travel has reduced. Parents that have onward journeys have now found life to be more challenging with introduction of a SEZ. As no modal change to active travel is evidenced, any future SEZ introduced on a through route would result in increased vehicle mileage.

### Perception of Road Safety

- 13.4 There are mixed views from the community on improvement to perception of road safety outside the school gates with increased concern raised for other areas in the vicinity. There is no clear indication from the community that the SEZ trial sites have significantly improved their perception of road safety.

### Level of Compliance

- 13.5 The trial sites in Fife were intended to operate realistically in terms of level of enforcement and staffing presence available. As there is currently no staff resource to marshal each site, success is dependent on Police enforcement and self-regulation. As little enforcement has been carried out by the Police, some drivers choose to ignore the restrictions with impunity, resulting in compliance levels continuing to reduce over time. According to the consultation responses, other correspondence received, and engineer observations low compliance is observed. It is expected that if the number of SEZ sites increased Police enforcement support would be spread thinner with negligible to zero enforcement taking place.

### Impact of Displacement of Vehicles

- 13.6 Some displacement of parking has occurred, and this is dispersed over an area with specific locations directly outside the SEZ identified as causing further issues. Some mitigating measures have been implemented to address road safety concerns. This echoes what was stated in a report by Edinburgh Napier University on School Street Closures and Traffic Displacement<sup>13</sup>: “Strong and consistent evidence that traffic displacement does not cause road safety issues of any significance and that mitigating measures, where needed, have been applied successfully.”

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<sup>13</sup> Davis. A. 2020. School Street Closures and Traffic Displacement: A Literature Review and semi-structured interviews. Transport Research Institute, Edinburgh Napier University.

## Feedback from St Marie's Headteacher

13.7 Feedback from the three school headteachers was requested with the following received from St Maries RC Primary School:

*"In St Marie's the SEZ has made a difference compared to the issues we had previously. There are less cars and it is safer for children, but we would say only marginally. Initially school staff were going out to police the road and when this happened there was good compliance with the restrictions, however, this could not be sustained. When staff are not out on the road the restrictions are not adhered to in the same way and this leads to unsafe incidents occurring. We still have local residents and parents complaining to school about the volume of cars and to report unsafe incidents. In terms of rolling out this initiative across Fife, we feel this is a good initiative in theory but without someone to police the restrictions it has very little impact."*

13.8 Although there have been some positives from implementation of the SEZs, they have fallen short of the desired objective goals with diminishing return over time. A credible SEZ is dependent on good compliance, and this cannot be achieved without a daily marshal presence and enforcement support. There is no indication that SEZs influence a mode change to active travel. A significant funding source would need to be identified for implementation, on-going costs, and human resources to manage and marshal each site.

## 14 – Recommendations

14.1 School Exclusion Zones can be introduced, but these should be carefully considered on a case-by-case basis, approved by the respective Area Committee, and funded from the Local Area Budgets. Any new SEZ site should be thoroughly consulted upon and implemented through an Experimental Traffic Regulation Order process.

14.2 It should be clear that any future SEZ will have limited success based on lack of ongoing resources available in terms of Police enforcement, lack of marshal presence, and competing priorities for Roads & Transportation Services.

14.3 It is further recommended that no additional SEZ site is introduced until the resource implications for implementing and managing a permit system have been further explored.



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## Community Recovery Fund (CRF) Update

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

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**Wards Affected:** Ward 7 & 8

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### Purpose

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The purpose of this report is to seek approval from members to redirect funding from the Community Recovery Fund where necessary, following project developments, investigations and consultation.

### Recommendation

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It is recommended that Committee approve projects detailed in Appendix 1 and listed below:

1. Playground Grants - £95,000
2. Welfare Support Resource - £90,000
3. Community Education Resource - £85,000
4. Approve the overspend of £1,140 to be allocated from the Anti-Poverty budget.

### Resource Implications

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At its meeting on 25<sup>th</sup> August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. £9m was allocated across the 7 Area Committees with the remaining £1m to be used to support Fife wide initiatives. The Cowdenbeath Area Committee allocation was £1,297 million. As these projects are within the Cowdenbeath funding allocation there are no further resource implications.

### Legal & Risk Implications

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There are no legal implications inherent in this report.

### Impact Assessment

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

## Consultation

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In advance of projects being approved in March 2023 consultation was undertaken with elected members.

Throughout the year members have been kept up to date on project investigations, developments and delivery at ward meetings and an update report was presented to Area Committee on the 17 April. Further workshops were held with members to discuss and develop other potential projects on 14<sup>th</sup> May 2024 and 6<sup>th</sup> August 2024. This has helped shape the projects brought forward for approval as part of this report.

## 1.0 Background

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- 1.1 At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10m of revenue balances as a Community Recovery Fund (CRF). These funds were distributed between each Area Committee, with a central fund being retained for Fife wide projects.
- 1.2 On 29 March 2023 Cowdenbeath Area Committee members agreed to allocate £1.295m of the available £1.297m CRF fund to a number of projects. On the 17 April 2024 a project update report was presented to Area Committee to inform elected members of project developments and progress.
- 1.3 As part of the report on 17 April 2024 it was highlighted that after investigations, development work and discussions some funds that had been allocated to projects would potentially return to the CRF budget as not all funds allocated were spent in full and not all projects, after investigation, were able to progress.
- 1.4 As figures for reallocation became clearer, discussions were held with Members on potential additional projects that would support the community from the CRF budget.

## 2.0 Issues and Options

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- 2.1 **Unallocated - £2k**  
When funds were allocated to projects in March 2023, £2k was unallocated and held as a form of contingency in case of potential project overspent. As this has not been required this report seeks to allocated this to ensure all Community Recovery Funds for the Cowdenbeath Area are now fully committed.
- 2.2 **Community Social Work - £350k**  
As highlighted in the report of the 17 April 2024, not all funds allocated to the community social work project were fully spent. This allowed £266,860 to be returned to the Community Recovery Fund budget.
- 2.3 Taking on board both unallocated and returned CRF funds, a balance of £268,860 is now available for additional projects.

- 2.4 A workshop was held with Councillors on 6 August 2024 to discuss a number of potential options which could be delivered through the remaining CRF budget. These projects are detailed in appendix 1.

## 3.0 Conclusion

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- 3.1 It is recommended that Committee approve projects detailed in appendix 1.
1. Playground Grants - £95,000
  2. Welfare Support Resource - £90,000
  3. Community Education Resource - £85,000
  4. Approve the overspend of £1,140 to be allocated from the Anti-Poverty budget.
- 3.2 The projects proposed meet the criteria from the Community Recovery Funding. They also contribute to the Plan 4 Fife and the Plan 4 Cowdenbeath 2023-2026 Area priorities.

### List of Appendices

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1. Proposed CRF Projects

### Background Papers

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

- Plan 4 Cowdenbeath 2023-2026

### Report Contact

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## **Appendix 1 - Community Recovery Fund**

	<b>Budget</b>	<b>Running total</b>
Initial CRF Budget	£1,297,000	£1,297,000
Previously allocated	£1,295,000	£2,000
Funding returned for reallocation	- £266,860	£268,860
Grants for School Playgrounds	£95,000	£173,860
Welfare Support Assistants	£90,000	£83,860
Community Education Worker Resource	£85,000	-£1,140
<b>Remaining balance</b>		<b>-£1,140</b>

### **New CRF Projects**

#### **Grants for School Playgrounds - £95,000**

Opportunity for schools and stand-alone nurseries to apply for up to £5,000 for improvements to outdoor play spaces and resources (trim trails, playground markings, benches, etc.). These grants can be combined with other funding to deliver individual aspirations around their outdoor play spaces and activities.

#### **Welfare Support Resource - £90,000**

Two FTE Welfare Support Assistants were recruited in 2023 to work across the Cowdenbeath Area to deliver welfare outreach work, enhance the welfare support offering and to ensure sufficient resources were available to support members of the community. These contracts were due to end in March 2025, but this additional funding will see contracts extended to March 2026. This will ensure that we have more opportunity to deliver outreach work and engage with people who are harder to reach within the community, ensuring that those on low income and those in crisis are connected with support, are claiming all their benefit entitlements, are supported with social inclusion and have greater opportunities in terms of activities and engaging with employability.

#### **Community Education Worker Resource - £85,000**

Three FTE Community Education Workers were recruited in 2023/24 for a period of 24 months. The work delivered across the community has been highly valuable, demonstrating the merit in extending this work to the end of March 2026.

The areas covered include:

- Family Work – Building more opportunities to support families, getting more families engaged in CLD, connecting families with support, building capacity within the community to leave a legacy of enhanced family support within the community.
- Mental Health – Continuing to develop mental health support work in the area, offering support and opportunities to the community to engage with activities, sessions, support and advice to help build resilience for those who are socially isolated or are impacted by low mood or poor mental health. This helps lift people within the community out of the trap poor mental health can create, allowing them to raise their aspirations and connect with mainstream support with improved mental health and resilience.

- Community Food – Continue to support and develop the community food offering so that providers receive the support they need and we can move positively towards a more sustainable offering which best meets the needs of the community and volunteers. This will allow time to further develop cooking and budgeting courses, capturing a greater number of the community, to build greater resilience and dignity around food.

If members approve, the overspend of £1,140 will be deducted from the Anti-Poverty budget as the work being delivered by both the Welfare support officers and the Community Education workers meets the needs and criteria of the anti-poverty budget and supports the work being delivered to meet the Tackling poverty theme within the Cowdenbeath Area Local community plan 2023-2026.

30 October 2024

Agenda Item No. 7

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## **Cowdenbeath Area Local Community Plan 2023-2026 End of Year 1 Annual Report**

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

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Wards Affected: Wards 7 and 8

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### **Purpose**

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To update members on the progress made in delivering on the priorities set out in the Cowdenbeath Area Local Community Plan 2023-2026 (LCP).

### **Recommendation(s)**

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Members are asked to note the efforts, achievements and ongoing progress of projects under the 3 priority themes within the LCP. The 3 priority themes within the plan are Tackling Poverty, Raising Aspirations and Community Engagement. This annual report covers year one of the plan, September 2023-2024.

### **Resource Implications**

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Local Community Planning activities are funded through various sources, including the Local Community Planning Budget, Service and partner budgets and external funding where possible. Partners also contribute to delivery of the LCP by developing and delivering targeted projects and initiatives that support the local plan.

### **Legal & Risk Implications**

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There are no legal or risk Implications arising from this report

### **Impact Assessment**

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

### **Consultation**

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The Cowdenbeath Area Local Community Plan 2023-2026 was the result of consultation across the Cowdenbeath area involving community members, community partners and elected members. Dialogue continues on a regular basis with members and partners involved in delivering on the plan at the Cowdenbeath Area Partnership Group. (Formally the People & Place Group). Cowdenbeath Poverty Action Group and at Area Committee meetings.

## 1.0 Background

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- 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 (LCP) to be produced in each area as: "...the key local delivery vehicles for the Plan4Fife." The four themes of the Plan4Fife were: Opportunities for All, Thriving Places, Inclusive Growth and Jobs and Community Led Services.
- 1.2 As part of the consultation undertaken in planning for the new LCP and with the emerging strategies for recovery and reform post covid, 3 key priorities emerged, in the Cowdenbeath area, that tied in with the Plan4Fife's 4 four key themes. These focused around Tackling Poverty, Raising Aspirations and better Community Engagement.
- 1.3 The Cowdenbeath Area Local Community Plan 2023-2026 thus sets out a clear and ambitious vision for the local area aligned with the 3 priorities. The vision was fully endorsed, owned and approved by the Cowdenbeath Area Committee in September 2023. Other delivery plans and services in the area should be clearly aligned with the LCP in order to help deliver its vision and aspirations. The Area Committee, as the owner of local vision and LCP process, is well placed to consider progress and scrutinise local partnership plans as part of their contributions to the delivery of the local vision.
- 1.4 At the April 2024 Cowdenbeath Area Committee an action plan was presented to inform members how services planned to deliver on the key priorities. Services have been working to deliver on actions outlined in the action plan to ensure the plan is a live, working document that services are aligned to.
- 1.5 It was agreed that the overall plan would be reviewed annually by the area committee, although regular updates are also provided at ward meetings and periodically throughout the year at Area Committee. This report provides the end of year one annual report covering the period September 2023 to September 2024.

## 2.0 Local Community Plan Annual Report 2023-2024

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- 2.1 The current Cowdenbeath Area LCP has three priorities - Tackling Poverty, Raising Aspirations and working to deliver better Community Engagement. Two partnership working groups have been formed to take this work forward, the Cowdenbeath Area Partnership Group and the Cowdenbeath Poverty Action Group. These groups meet every 8 weeks and are led by nominated staff within the Cowdenbeath Area Team.
- 2.2 The focus of this report is to highlight the key achievements and progress aligned with the 3 key priorities laid out in the Cowdenbeath Area LCP 2023-2026 in turn supporting the area to deliver on the bigger Plan4Fife themes.
- 2.3 To ensure partners and plans align, members of the area team are represented on key groups such as the Health & Social Care Cowdenbeath Locality Partnership Group. This is to ensure close collaboration between plans and to support each other in delivery.
- 2.4 As the number of actions taken to date are significant this report will highlight just a few that have been taken around areas identified for improvement. A full end of year one report can be accessed on the Council's 'Our Fife' website ([www.our.fife.scot/lets-talk-local/cowdenbeath-area](http://www.our.fife.scot/lets-talk-local/cowdenbeath-area)). This link will allow elected members and members of the community to view a fuller picture of all actions taken to date.

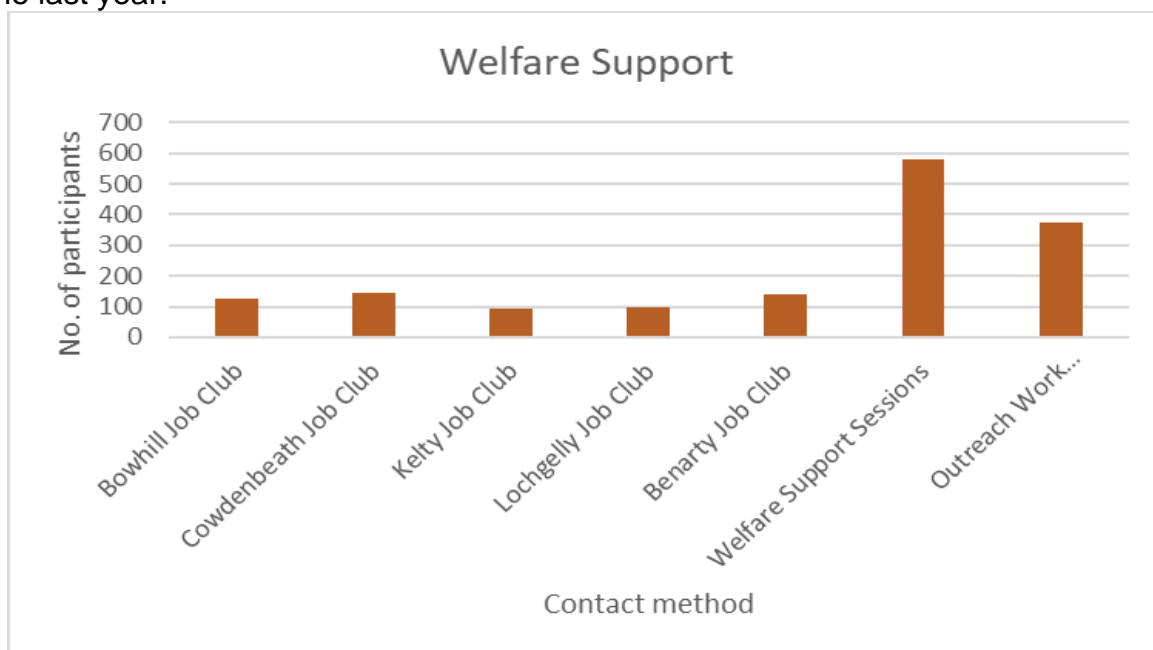
## 3.0 Tackling Poverty Highlights

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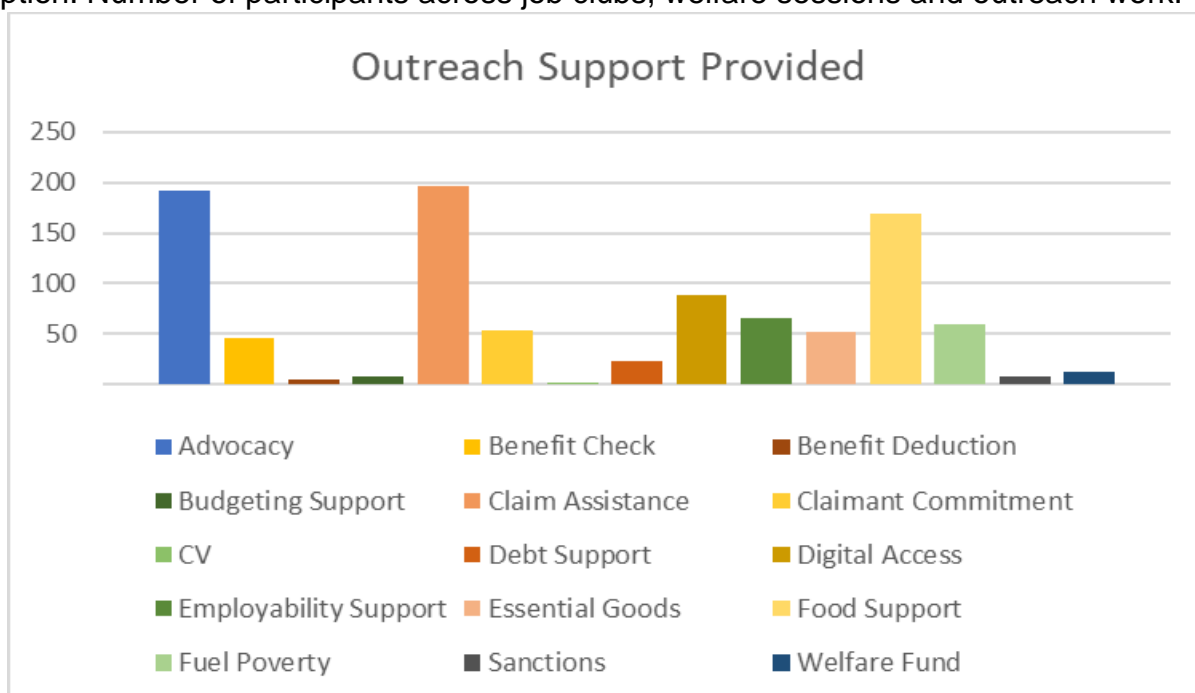
- 3.1 Addressing poverty at a local level depends on partnership working, to ensure professionals are supported in providing services which deliver preventative, interventions and are also able to assist where people present in crisis. Poverty can be incredibly complex and often relies on trusting relationships which helps individuals seeking and engaging with support. Therefore, a vital element of tackling poverty within the Cowdenbeath Area is strengthening partnership working and information sharing, bringing a wide range of professionals together to ensure households are connected with the right support at the right time.
- 3.2 The Tackling Poverty actions contained within the Local Community Plan help focus on specific areas of improvement. Below are some examples of work undertaken within year 1 of the Local Community Plan, however this only represents a sample of the work being undertaken across the area:
- **Poverty Action Group** – The Cowdenbeath Poverty Action Group was formed in March 2022, bringing together partners from various organisations and services to network and work together to tackle poverty across the Cowdenbeath Area. They have been meeting every 8 weeks, sharing information which enhances knowledge and ensures that opportunities to support households are maximised. They also support delivery of activities which support the aims of the Local Community Plan.
  - **Winter Support** – There have been a number of support mechanisms for the community over the winter period. In winter 2023/24 this included:
    - The area team worked with schools to distribute food vouchers, supporting families over the festive break.
    - The area team prepared and delivered Christmas hampers to households in need of additional support over the holidays.
    - Community groups delivered a Warm Welcome programme, providing free access to sessions which supported socialisation, activities, signposting to support and many included hot food and drinks. One participant commented “I attend primarily to have the company and make new friends as I was becoming a recluse after lockdown. It has greatly improved my mental health and given me something to look forward to, I can have a snack, a blether and I really enjoy it”.
    - ‘Winter Warmer’ items were provided to households experiencing fuel poverty, such as electric throws and fleece hoodies, alongside support and advice. Staff engaged with individuals receiving the items, following up later in the winter to offer further help if required. Feedback on the items was very positive and was shown to help people feel comfortable and warm at home.
    - Households were supported to access fuel support and advice in partnership with the Fuel Bank and Cosy Kingdom. The partnership with the Fuel Bank generated 605 vouchers across the Cowdenbeath Area, at a total value of £33,145.
  - **Cowdenbeath Resilience Fund** - This initiative supported households experiencing crisis access essential goods such as cooking appliances, washing machines and other large household items. 56 households were supported in 2023/24 by the provision of 71 items at a total cost of £8,762.14, which helped these households avoid financial crisis.



- **Community Food** – The Area Team have worked with Community Food providers to become more sustainable, helping ensure they're able to continue to support the community in the longer term. Funding has been distributed to support all parts of the community, with links between community food providers and welfare support staff being strengthened to help connect with households and work towards preventing poverty.
- **Welfare Outreach** – The Community Recovery Fund supported the recruitment of two, temporary, Welfare Support Assistants (WSAs) to enhance the level of outreach work across the area. WSAs have been attending a number of different groups and schools to speak with people about different types of support which are available. Ensuring that everyone within the community who needs support, knows where to go, is essential in tackling poverty. This work has allowed us to undertake 310 outreach sessions, with 375 people receiving support of which 325 people received 1 to 1 support sessions over the last year.



Caption: Number of participants across job clubs, welfare sessions and outreach work.



Caption: Number and types of support provided through outreach work.

- **Welfare Training** – Training to deliver benefit checks and basic energy advice has been rolled out to more professionals across the Cowdenbeath area. This helps ensure that services and partner organisations can delivery preventative work with clients, helping move away from crisis support.
- **Welfare Roadshows** – In October/November 2023 a Welfare Roadshow was delivered in 8 venues across the Cowdenbeath Area. Around 22 different services attended to provide information and advice to the public and professionals.



Caption: Image from roadshow showing stall holders in Lochgelly Town Hall.

- **Support & Connect** - This initiative from education includes a one-to-one support service and a group work provision which aims to coordinate welfare support, financial inclusion, and income maximisation across the education service. It works with families needing support with issues such as benefits, budgeting or debt, who require the direct support due to lack of understanding or health issues ranging from mental to physical health. Support and Connect worked with 10 families within the Cowdenbeath Area in 2023/24, achieving financial gains of £10.024.
- **Grounds for growth** – This project will support 50 local unemployed people receive training and work experience, with practical work taking part at Lochore Meadows Country Park. Participants gained qualifications, skills, experience and confidence which sets them up to secure paid work. Broader support is also provided for participants both during and after the course.
- **Outdoor Pursuits** - With support from elected members via the community recovery fund, financial barriers were removed to participation in physical activities allowing families/individuals, who otherwise couldn't afford to participate, to take part in activities helping to support physical and mental wellbeing. This was delivered through a mixture of options including vouchers for free activities, schools participating in free group sessions and families undertaking a programme of activities which built upon a family residential held earlier in the year.



3.3 The real key to success is where individuals and households are supported through a journey of different types of support, helping resolve underlying issues which can lead to poverty, and providing opportunities to build a healthier and more resilient community. Below are examples of this work in practice within the area.

### Case Study – Pantry @ BRAG

The Pantry@BRAG supports people in the local community who are experiencing food insecurity. They operate a pantry, which is set up to replicate a shopping environment, giving people choice and dignity. The pantry has developed, in consultation with its users and has strived for sustainability through utilising FareShare, sourcing the best value items, connecting with the Big Hoose and is even receiving free produce from its own community garden for users.

Locals visiting the pantry like to attend early to socialise, either at the pantry or the community cafe which operates from the same venue. Many have made new friends and see the experience as a social outing to get their shopping. This provides invaluable support, as poverty can significantly increase social isolation.

Not only does the pantry support food insecurity, but the wealth of programmes and experienced staff at BRAG connect with users on a number of levels. Staff and volunteers have formed trusting relationships with many users and help connect them with holistic support such as benefit checks, cooking classes, community gardening, connections with welfare support, energy advice and are a referring partner to Citizens Advice. They also support members connect with their 19+ No One Left Behind Employability Project (<https://brag.co.uk/employability/no-one-left-behind/>).

Some of the pantry users have become volunteers within the pantry, receiving training to help build confidence and bring value to the BRAG offering, as well as securing personal skills.

## Case Study - Oor Wee Cafe

Every Tuesday, a community group operate Oor Wee Cafe, which is a volunteer-led Pantry and a Community Café. Customers can choose to use one or both services, with most opting to use both.

One of the longer-term users is a single adult on low income. They were involved during the process of a membership and weekly fee being introduced. They understood the need for the pantry to be sustainable, and were happy to pay the £2 per week. They found this helped them feel like they were contributing and getting great value, promoting a greater sense of dignity when using the pantry.

They also attended the community cafe, where they built relationships and trust with volunteers and staff, which supported the user being comfortable in reaching out for additional help and support when needed.

When hit by an unexpected bill, they were unable to pay the £2, but the pantry ensured they still received food. As the pantry is supported by a Welfare Support Assistant, who they recognised and trusted, they discussed their situation and received additional support to alleviate the issues they were facing. Being able to have an open conversation allowed them to receive immediate support for an essential household item which had broken down and support with home energy. They were also connected with a Citizens Advice worker within the Cafe, who was able to help them with debt issues which would provide longer term stability. Being able to discuss their issues with someone helped reduce stress and provide assurance that support was available to help them.

Oor Wee Cafe won the Tackling Poverty Award at the Fife Voluntary Action awards in June 2024, which recognised the benefit the service brings to people in the area through supporting those experiencing food insecurity through a holistic approach.

## 4.0 Raising Aspirations Highlights

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4.1 Partners across the area have been offering training opportunities to help increase skills and knowledge and reduce barriers to building positive lives and improving job prospects. They have worked to ensure the learning initiatives are accessible, relevant and high-quality, that they build competence and confidence to improve health and wellbeing outcomes, reduce inequalities and improve job prospects. These have come in different formats such as online courses, in person courses, 121 sessions. There are too many to list individually so below is a small sample of the types of opportunities offered to the community: -

- **Training Calendar** - H&SC launched their new 2024/25 training calendar with over 100 courses available. Social workers worked with clients to build confidence to encourage them to engage in activities and courses.
- **No One Left Behind** - BRAG offered “No One Left Behind” (Spring Forward for Adults and Bright Futures for young people 19-24yrs) provision as part of a joint offer that is Fife wide. This covers all the strands of the employability pathway. They delivered pre recruitment retail drives for Tesco and Marks and Spencer’s whilst also continuing to provide confidence building early engagement sessions through Art Therapy, pottery, cycling and walk and talk groups. They supplied travel tickets and travel training across all groups and supported those with low mood and anxiety. When ready they completed interview preparation for work ready clients. BRAG continued to provide advice and

guidance to those with an offending background, completing letters of disclosure and support with job searching, ensuring that the field of employment chosen is appropriate to the background. This helps break down barriers to building positive lives.

- **Study spaces** - OnFife worked with Education and used their Libraries as spaces to support students not engaging with mainstream education. They also ran several classes to encourage communities to engage with their environment and take pride in their community. e.g. Mindfulness Group, It's in the hens, Crime squirrel investigators and whales from waste. These were aimed at helping the community take care of themselves and their environment.
- **Bikeability** –Roads & Transport (RTS) worked with Cycling Scotland to facilitate training for Bikeability Instructors - SCQF Level 7 Qualification. This was aimed at 16+ with supervision, 18+ without supervision. PVG checks and mentor support by RTS Bikeability staff was provided. 2 pupils from Beath High School were trained. Schools across the area now have 19 trained staff in 11 schools.
- **Digital** - Free digital support is offered at a variety of venues across the area. The offer includes free wifi, access to PCs, phones and tablets. This offer is available at all Onfife Venues and some community centres. OnFife are developing coding clubs to support young people to engage digitally and learn new skills. Adult Basic Education and local job clubs have also been working together to support members of the community with their digital needs. E.g. fill out of forms. Digital courses have been running at Benarty Community Centre.
- **Business** - Economic development worked with local business to help promote various digital courses available to them. E.g. Google analytics, social media, digital marketing plans via BGFife.

4.2 Partners have been working to provide volunteering, befriending and mentoring opportunities designed to develop & enhance skills, knowledge, experience and community wellbeing. FVA promoted befriending opportunities at local groups and community centres as part of My Cowdenbeath. As a result, 3 volunteer befrienders were recruited for Kingdom Companions. There was also a Befriending Coordinator recruited for Kingdom Companions covering Fife wide – This will increase activity in local community.

Gingerbread recruited 9 new volunteers increasing the active numbers of volunteers in the area to 26. 6 have now moved into positive employment, 1 has moved into a student placement, 3 have moved on to college. 8 gained accredited training and 12 gain non accredited training.

4.3 7 Habits for Families – this was piloted in Lochgelly for the first time with identified parents from the primary schools in the Lochgelly area. The programme enabled parents to clarify their families' purposes and priorities and provided them with strategies supporting them to create a plan to achieve desired family goals. The programme encouraged healthier relationships with their families. Feedback included - "This has actually been really good to make you think differently about how you respond to things.", "It's given me confidence in myself and reminded me of what really matters.", "it challenges your thinking and has been good and made me feel like a better person to my kids"

4.4 Volunteering opportunities for young people were also provided. Meetings with the guidance team took place at Lochgelly High School to promote the Volunteering into Work project, 17 young people were placed with organisations in the local community. Police Scotland also developed their Youth Volunteers programme in the area opened to 24 young people. The groups consist of 6 adult and 18 youth volunteers. The focus of the program is to strengthen relationships with young people, break down barriers and promote ways to make Scotland's communities safer. The programme supports and

develops youths to increase their self-confidence, increase their knowledge of policing and local community issues.

- 4.5 Significant investment has been made in the Cowdenbeath area with the Cowdenbeath Leisure Centre development well underway. The programme is on target for end of June 2025 completion.

The Cowdenbeath area seen investment from the UKSPF 2022-25 investment plan. This focuses on specific low carbon interventions or adaptations to Climate Change i.e. energy efficiency measures or to increase community resilience. Community projects approved to date include Auchterderran Church Hall, Lochgelly Brass Band, Lochore Meadows Climate Biodiversity project, Brucefield allotment project, the Knights Templar Community Orchard and Biodiversity project and The Clearing. All these approved projects will contribute towards Fife's net zero targets and targets for reduction in carbon dioxide equivalent (carbon) emissions.

- 4.6 Economic Development & Town Centre Development Unit, in partnership with Business Gateway provided advice, in year one, to 31 unique businesses attended 30 different event workshops, 175 businesses engaged with start-up adviser, 293 businesses engaged with a Growth Adviser, 11 businesses supported with 23 days of consultancy support with the following expertise - Business Development, Finance, Social Media & Online Presence.

Four Cowdenbeath Business were also awarded funds from UKSPF Business efficiency Grant totalling £53,479. This supported the climate emergency by reducing emissions from gas and electricity, reducing business running costs and helping generate electricity via solar power.

Ore Valley Business Centre, located in Lochgelly, provided the perfect place for new and emerging businesses. The centre, created by Ore Valley Community Initiatives, offers a range of office spaces, all tailored to individual business' needs with sizes ranging from four to fifteen desk spaces across three floors. Designed to help nurture business growth, the centre offers a number of additional services all included in the affordable monthly rent such as free access to three meeting spaces, onsite car parking, Wi-Fi and high-speed broadband, telephony, manned reception, 24 hour secure access, communal area cleaning, included power and heating, on-site EV charging, free access to e-bikes, on-site car club vehicles, shared kitchen and lounge area, wet floor changing room with shower and breakout areas on each floor.

- 4.7 Projects undertaken to help reduce Anti-Social Behaviour in the area include Punched Beyond/Kingdom of Road/Anti Spiking campaign/ bin clamp pilot. A fire skills diversion programme run with Safer Communities and SFRS to reduce fire setting & ASB in the community. The one-week programme delivered on a rolling basis in the whole town fire stations in Fife (Dunfermline, Lochgelly, Kirkcaldy, Methil) 3 times a school year. The program is for 8 participants who have set fires in the community or have been involved in ASB. The participants learn skills required in the fire service for the week as well as receiving inputs to address the behaviour of the individuals identified and support them to make positive choices.

- 4.8 As you can see from above and the link provided in the report a number of projects took place within the area to help raise aspirations. Learning opportunities were provided to increase skills, knowledge, reduce barriers that stop engagement, support job prospects and reduce digital inequality. There is an increased digital infrastructure with public Wi-Fi available in more facilities across the area helping to reduce digital inequality. With support from corporate communications there has been increased social media around training, volunteering opportunities and programmes of activities all helping to raise awareness of what was on offer. Programmes of activities were designed with young

people ensuring their needs and aspiration were met and they were made aware of routes into employment. New and existing businesses were supported to develop, thrive and grown and the Anti-Social Behaviour (ASB) Partnership Group worked to reduce ASB & ASB hotspots within the CB Area and improved cross-service working.

- 4.9 Below is a case study that reflects one of the areas of improvement identified within the Raising Aspirations section of the LCP 23-26. The improvement Focus was to “Engage with young people to support and understand their aspirations and work with partners to provide young people with routes to training, further education and employment ensuring they have an opportunity to reach their full potential (Developing the Young Workforce and the Young Persons’ Guarantee)”.

### **Case Study – Family Residential**

An action as part of this improvement was that we would work with parents to help them build confidence to support their young people. To do this effectively a family residential took place in July for a long weekend at Benmore Outdoor Centre. 19 families benefitted from a number of instructors led outdoor activities. This enabled an increased engagement of families from across the area, supported families to overcome barriers, build confidence and social skills. Quotes from feedback included “I would defo go again, I was really apprehensive about bringing XX but he was fine, and since then the dynamics in the family have changed”. Another family said “I didn’t actually mind that there was no Wi-Fi, neither did the bairns, which was a good thing. Ever since we got back it has brought my two sons closer together, made them more of a unit. It has definitely made a difference, made an impact on our family”. As this was such a success, a free Family Outdoor Programme with the Outdoor Education Team at Lochore Meadows was arranged. This was a fantastic opportunity for families to develop and build on their previous experiences, encouraging families to be more aware of how positive family and peer group relationships can have a positive effect on children’s emotional health and wellbeing. This is going extremely well and is being well attended within the community.





Caption: Families at the residential weekend.

## 5.0 Community Engagement Highlights

- 5.1 Participatory budgeting, where local people decide how to spend public funds, has run across 6 of our 8 communities, the remaining 2 will take place in Oct. Over 60 groups have applied to access the funding and over 1000 people have made their views known by attending the voting events. Engagement and information sessions were held in each community to allow interested community members and organisations the opportunity to attend and gain support and advice on their proposed application. All applications were asked to show how their project would improve the local community. Once the application deadline passed a panel met to look at the applications and ensure each organisation applying was eligible – only community groups, voluntary organisations and social enterprises were permitted to apply. Organisations were invited to have a table at the voting event to be able to share further info with potential voters. At the events, each of the projects were numbered and labelled and people could choose who to vote for based on the information given on the supporting info sheets or indeed the conversations they had had with hopeful groups. Only those who lived in the local town or village the event was being held in were eligible to vote ensuring local people decided how money was spent in their local area. A full report will be available once all 8 events have taken place.
- 5.2 Cowdenbeath PSYV is a new group that was formed in April 2024 and started in May 2024. The group consists of 20 youth volunteers from both wards 7 and 8 and is supported by 7 adult volunteers. The sessions run every week during the school term. The main aims are to promote a practical understanding of policing, encourage the spirit of adventure and good citizenship; Support local policing priorities through volunteering in local events and initiatives to raise awareness; Give young people a chance to be heard. The group has supported a number of community events to include all the galas within the area, pipe band competition, sports events and community safety events. Contributing to the success of events. This has resulted in us being requested to support further events. The group has supported local policing priorities to include shut



out scammer's initiative, community speed watch training, in addition to receiving Police inputs

- 5.3 In an effort to reach as many people as possible and utilise our online presence a group of staff were trained in both using QR codes and Microsoft forms. Both methods have been used regularly over the last 6 months and have allowed more local people to be involve in consultations, register for groups and sessions and provide feedback.
- 5.4 Based on feedback given by groups after a task requested by elected members around gala group support, a need was identified for more intensive support for our local community groups. Partnership work between the area team and FVA saw 8 support sessions held, one in each of our local communities, offering local organisations the opportunity to ask questions around their support needs. Conversations were had and support was provided around funding, good governance, social media as well as recruitment and retention of volunteers.
- 5.5 Feedback from community conversations showed that promotion and increasing number of social groups were important to local people as a means of improving health and wellbeing. A focus on raising the profile of these groups highlighted some gaps and as a result working together, as a partnership and with communities, has increased the number of these available. Over the last year of the LCP numbers have risen in existing groups and new social groups have developed in our communities working with local people to shape what these should look like. This has resulted in an Over 50's groups in Kelty, a community choir in Cowdenbeath, a women's group in Lochgelly and a newly emerging group for older young people (16-25 years) in Benarty area
- 5.6 Below is a case study that reflects one of the areas of improvement identified within the Community Engagement section of the LCP 23-26. The improvement Focus was to "Enhance the communities' sense of pride in local assets and open spaces through improvement projects and new initiatives".

#### **Case Study – Climate Action Fife Project**

An action as part of this improvement was that the Climate Action Fife Project would work to support Local Place Plans which links to the LCP. The Climate Action Group co-ordinator worked with Benarty Community Council to do just that. They used the Climate Place toolkit to help them get started. This was very beneficial in supporting Benarty Community Council consider climate friendly actions within their places that they could consider as part of their Place Plan. Alongside Architecture & Design Scotland, who were working with Benarty as a Climate Action Town, they used this toolkit to support the delivery of a workshop in the town as part of the development of the Local Place Plan in Benarty.

Having built relationships with the community groups in Benarty they undertook the plans in tandem with colleagues in the Cowdenbeath Area Partnership Group. The public sector co-ordinator was able to support a session where the community shared ideas from their plans. This led to dynamic discussions around the table to support for climate actions including active travel, community food growing and tree planting. An example proposal was illustrated with the illustrative support provided via A&DS to bring the idea to life. As part of this meeting discussions were held on the site which helped to visualise the ambition for place-based climate action.

It has also since led to subsequent actions and dialogue between community groups, third sector organisations and public sector workers including identification of funding opportunities, developing volunteer capacity and further peer learning potential.

This session was the first of its kind and is being developed as a model to adopt in other places of this area and sharing the approach with other People & Place area teams. This is an area the public sector engagement co-ordinator is looking to develop and an important part of ensuring that people feel heard.



Caption: Group looking at maps as part of partnership work in Benarty.

## 6.0 Summary

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- 6.1 This report is an update of the work that has been undertaken over the period September 2023 – September 2024 in the Cowdenbeath area to meet the priorities laid out in the LCP 2023-2026
- 6.2 Much has been achieved over the year since the introduction of the plan, but of course and as ever, work needs to continue. The vision and can-do approach of colleagues, partners, elected members and with the spirit and the commitment of the wider community working together makes anything and everything possible.

## 7.0 Conclusion

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- 7.1 Officers will continue to review progress and to reflect on the exiting mechanisms that are in place to gather information and evidence to provide succinct and informative updates to Area Committee and at Ward meetings.
- 7.2 Members are asked to note the efforts, achievements and ongoing progress of projects undertaken within the 1<sup>st</sup> year of the Cowdenbeath Area Local Community Plan 2023-2026.

## List of Appendices

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None

### Background Papers

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

- The Plan4Fife
- Cowdenbeath Area Local Community Plan 2023-2026
- Cowdenbeath Area Local Community Plan Action plan
- Recovery and Renewal Plan4Fife 2021 - 2024 Update (August 2021)

### Report Contact

Anne Marie Vance

Community Manager

Brunton House, Cowdenbeath

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30 October 2024

Agenda Item No. 8

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## PROPERTY TRANSACTIONS

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Report by: Alan Paul, Head of Property Services

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Wards Affected: 7 and 8

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### Purpose

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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)

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The Committee is asked to note the contents of this report.

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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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

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

## 1.0 Background

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- 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

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### 2.1 Disposals

**2.1.1 25sqm for new sub station site, Lochgelly Industrial Park, The Avenue, Lochgelly**

Date of Sale: 27 March 2024  
Price: £1

### 2.2 Acquisitions

**2.2.1 Former sub station site, Lochgelly Industrial Park, The Avenue, Lochgelly**

Date of Acquisition: 13 June 2024  
Price: £1

### 2.3 Leases by the Council – New Leases

**2.3.1 Unit 2 Kelty Business Park, Cocklaw Street, Kelty**

Term: 5 years  
Rent: £5,650 per annum  
Tenant: Fiona & John Hogwood t/a The Green Cockatoo

**2.3.2 Unit 10 Cardenden Business Court, Gammie Place, Cardenden**

Term: 5 years  
Rent: £6,150 per annum  
Tenant: Springwater Direct Ltd

## 3.0 Conclusions

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

### List of Appendices

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1. N/A

### Report Contact

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Service Manager  
Property Services – Estates  
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Email [Michael.Ogorman@fife.gov.uk](mailto:Michael.Ogorman@fife.gov.uk)

30 October 2024

Agenda Item No. 9

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## Cowdenbeath Area Committee Forward Work Programme

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

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**Wards Affected:** 7 and 8

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### Purpose

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

### Recommendation(s)

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It is recommended that the committee review the Forward 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

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

### Legal & Risk Implications

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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

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None required for this paper.

### Consultation

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

## **1.0 Background**

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- 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 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**

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

### **List of Appendices**

1. Cowdenbeath Area Committee Forward Work Programme

### **Report Contact**

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Committee Services Manager  
Telephone: 03451 55555 Ext. No. 441096  
Email- [helena.couperwhite@fife.gov.uk](mailto:helena.couperwhite@fife.gov.uk)

<b>Cowdenbeath Area Committee of 11 December 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute - 30 October 2024			
Play Spaces Catergorisation - Progress Report and Implementation Plan	Communities and Neighbourhoods Service	Kevin Okane	
Common Good and Settlement Trust Funds Annual Report 2021-2022	Finance and Corporate Services	Eleanor Hodgson	
Community and Learning Development Holiday Programme – Summer & Autumn 2024	Communities and Neighbourhoods Service	Izzy Scott-Trimmm	
Carriageway Repairs	Roads & Transportation	Gordon Henderson	

<b>Cowdenbeath Area Committee of 5 February 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute - 11 December 2024			
ARP Report 2024-25, including report on Road Defects (potholes etc)	Roads & Transportation	Vicki Storrar	
Annual Update report on status of the Lochore Meadows Development Plan	Communities and Neighbourhoods Service	Sarah Roxburgh	
Forward Work Progamme			

<b>Cowdenbeath Area Committee of 30 April 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute - 5 February 2025			
Health and Social Care Annual Report	Health and Social Care	Jacquie Stringer	
Forward Work Programme			



<b>Cowdenbeath Area Committee of 25 June 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute - 30 April 2025			
Police Scotland Annual Update	Police Scotland		
Scottish Fire and Rescue Service Annual Update	Scottish Fire and Rescue Service		
Community Safety Annual Update	Community Safety		
Forward Work Programme			

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Single Amendment to the Core Path Plan Cardenden	Communities and Neighbourhoods Service	Bill Lindsay	Advised by Bill Lindsay/Andy McLelland, passed to Fife Coast and Countryside Trust, update to be provided when available.
Children's Services in Fife	Education		
Local Community Planning Budget	Communities and Neighbourhoods Service	Anne-Marie Vance	
Area Capital Update Report	Communities and Neighbourhoods Service	Andy Maclellan	advised by Anne-Marie Vance that Andy Maclellan may submit this report, email sent Andy 22.08.23
Mary Pit Head - Restoration Work	Communities and Neighbourhoods Service	Sarah Roxburgh	Provide update when available
Community Learning and Development Holiday Programme Update	Communities and Neighbourhoods Service	Izzy Scott-Trimmm	expected when programmes completed, date tbc.
Report on Cowdenbeath High Street and BRAG Enterprises Ltd	Finance and Corporate Services	David Grove	TBC
Area Roads Programme	Roads & Transportation	Vicki Storrar	FOR INFORMATION - explanation for underspends/overspends against

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
			projects to be included in ARP final report. Briefing note will be issued with the ARP 2025/26 consultation papers and will include a section to explain the reasons. The consultation meetings will be arranged for Nov/Dec