

South and West Fife Area Committee

Civic Centre, Inverkeithing / Blended Meeting

Wednesday, 30 October 2024 - 9.30 am



AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **APPOINTMENT OF DEPUTE CONVENER**
4. **MINUTE** – Minute of meeting of the South and West Fife Area Committee of 4 September 2024. 3 - 8
5. **OBJECTIONS TO PROPOSED 20MPH SPEED LIMIT - A994, CAIRNEYHILL** – Report by the Head of Roads and Transportation Services. 9 - 12
6. **AREA ROADS PROGRAMME - VERBAL UPDATE** – Verbal update by the Lead Consultant (Roads and Lighting Asset Management), Roads and Transportation Service.
7. **INVERKEITHING CONSERVATION AREA DESIGN GUIDE** – Report by the Head of Planning Services. 13 - 41
8. **ANNUAL REPORT ON OUTCOMES OF CARE INSPECTORATE INSPECTION AND GRADING PROCESS (HEALTH AND SOCIAL CARE PARTNERSHIP)** – Report by the Interim Director of Health and Social Care. 42 - 47
9. **SOUTH AND WEST FIFE AREA HOUSING PLAN 2024-25 AND LOCAL LETTINGS PLAN 2024-27** – Report by the Head of Housing Services. 48 - 72
10. **STREET NAMING AND NUMBERING CONSULTATION** – Report by the Head of Property Services 73 - 75
11. **REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE - GENERAL ANNUAL REPORT 2023** – Report by the Head of Protective Services. 76 - 94
12. **FORWARD WEST FIFE - EVALUATION OF PARTICIPATORY BUDGETING 2023** – Report by the Head of Communities and Neighbourhoods Service. 95 - 111
13. **SUPPORTING THE LOCAL COMMUNITY PLAN - SUMMER PROGRAMME** – Report by the Head of Communities and Neighbourhoods Service. 112 - 128
14. **PROPERTY TRANSACTIONS** – Report by the Head of Property Services. 129 - 130

15. **SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2024-25** – Report by the Executive Director (Finance and Corporate Services).

131 - 137

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

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services
Fife House
North Street
Glenrothes
Fife, KY7 5LT

23 October 2024

If telephoning, please ask for:

Michelle McDermott, Committee Officer, Fife House, North Street, Glenrothes
Telephone: 03451 555555, ext. 442238; email: Michelle.McDermott@fife.gov.uk

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BLENDED MEETING NOTICE

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

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

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

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

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

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

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

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

Civic Centre, Inverkeithing

4 September 2024

9.30 a.m. - 12.00 pm

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

ATTENDING: Alastair Mutch, Community Manager (South and West Fife), Stephen Adamson, Project Manager (Anti Poverty and Community Wealth Building), Louise Whyte, Capital Project Manager and Clair Lovett, Parks Development Officer, Communities and Neighbourhoods Service; Lesley Craig, Lead Consultant (Traffic Management) and Vicki Storrar, Lead Consultant (Roads and Lighting Asset Management), Roads and Transportation Services; Sarah Else, Education Manager, Education Service; Dave Thomson, Customer Experience Lead Officer, Customer and Online Services; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

APOLOGY FOR ABSENCE: Councillor Andrew Verrecchia.

Prior to the commencement of business, the Convener advised that Item 6 on the agenda - "Supporting the Local Community Plan - Local Community Planning Budget Request - Whinny/Brankholm Burn River Restoration Project - had been withdrawn as the project had been paused awaiting confirmation of external funding. The report would be submitted to a future meeting of the committee.

154. DECLARATIONS OF INTEREST

As a matter of transparency and with reference to para. 165 - Supporting the South and West Fife Local Community Plan - Anti-Poverty Progress Update - Councillor Goodall declared he was a member of the Kingdom Community Bank. However, as this was not considered a connection under the Councillors' Code of Conduct for the purposes of this report, he remained and participated in the meeting.

155. MINUTES

- (a) The committee considered the minute of the meeting of the South and West Fife Area Committee of 12 June 2024.

Decision

The committee agreed to approve the minute.

With reference to para. 154 - Urgent Motion - Flooding in Rosyth - the committee wished to thank all those involved in attending the site visit, including officers and local residents, which had been very well received in looking at possible solutions to the issues involved.

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- (b) The committee considered the minute of the West Fife Area Common Good Sub-Committee of 3 June 2024.

Decision

The committee agreed to approve the minute.

156. RECYCLING CENTRE BOOKING SYSTEM: VERBAL UPDATE

The Convener advised that, following a recent meeting with Fife Resource Solutions and local councillors to discuss the issue of the booking system at Dalgety Bay, it was agreed that the booking system would be removed and Fife Resource Solutions had been tasked with identifying how to achieve this by the end of the year.

Councillor Barratt advised that a Working Group with officers and councillors was being established to agree the way forward in removing the booking system.

Decision

The committee agreed to invite the Head of Environment and Building Services and the Spokesperson for Environment and Climate Change to a future meeting of the committee to provide a verbal update on the removal of the booking system once details had been agreed.

157. AREA CAPITAL BUDGET REQUEST - HIGH VALLEYFIELD COMMUNITY CENTRE

The committee considered a report by the Head of Communities and Neighbourhoods Services seeking approval to allocate funds from the Area Capital budget 2024-25.

Decision

The committee agreed to a contribution of £25,000 from the Area Capital budget towards the overall cost of £45,000 to replace and upgrade the games hall floor within High Valleyfield Community Centre.

158. SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLANNING BUDGET REQUEST - WHINNY/BRANKHOLM BURN RIVER RESTORATION PROJECT

As confirmation of funding was awaited, the report was withdrawn.

Decision

Agreed that the report be submitted to a future meeting of the committee.

159. 20MPH B913 MAIN STREET AND WEST ROAD, SALINE

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a 20mph speed limit on the B913 Main Street and West Road, Saline and on various residential roads constructed, or soon to be constructed, within housing developments in Saline.

Decision

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 20mph speed limit as detailed in Drawing No. TRO24_40, with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

160. 30MPH B914 MAIN ROAD, STEELEND

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a 30mph speed limit on the B914 Main Road and associated side roads in Steelend.

Decision

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 30mph speed limit as detailed in Drawing No. TRO24_41, with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

161. AREA 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 Appendices.

162. EDUCATION - PUPILWISE AND PARENTWISE SURVEYS

The committee considered a report by the Head of Education Services presenting a summary of the Parentwise and Pupilwise survey process undertaken across Fife in academic session 2023/24 with a focus on the South and West area results.

Decision

The committee:-

- (1) noted the findings of the surveys and the next steps in response to the results; and
- (2) agreed that members should consult with schools collectively to discuss their approach in engaging with parents/carers and pupils, as well as how they were responding to the findings of the Parentwise and Pupilwise 2023/24 surveys.

163. COMPLAINTS UPDATE

The committee considered a report by the Executive Director (Communities) providing an overview of complaints received relating to the South and West Fife area for the year from 1 April 2023 to 31 March 2024.

Decision

The committee noted:-

- (1) the contents of the report; and
- (2) the complaints received and responded to in target timescales and the proportionality of service complaints.

164. PLAY STRATEGY IMPLEMENTATION - SOUTH AND WEST FIFE AREA

The committee considered a report by the Head of Communities and Neighbourhoods Service relating to the proposed implementation programme for South and West Fife area and seeking approval of the approach adopted, taking cognisance of the issues noted.

Decision

The committee:-

- (1) agreed the suggested approach to delivery;
- (2) delegated to officers to consult with ward members to agree a play park improvement programme for 2024/25 - 2025/26 and to progress the natural/open spaces listed; and
- (3) agreed to the approach to allocating investment identified for the programmed sites.

Councillor Downie left the meeting during consideration of the above item.

The meeting adjourned at 11.05 am and reconvened at 11.15 am.

165. ANTI-POVERTY PROGRESS UPDATE

The committee considered a report by the Head of Communities and Neighbourhoods Service detailing the activity and outcomes related to the anti-poverty work undertaken in South and West Fife in 2023/24, in alignment with the key priorities for the area contained in the 2022-2025 South and West Fife Local Community Plan.

Decision

The committee:-

- (1) noted progress made in terms of activity and outcomes in relation to ongoing anti-poverty work; and

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- (2) agreed that officers would now provide quarterly anti-poverty updates at ward meetings while still committing to provide an annual progress report to Area Committee.

Councillor Sarah Neal left the meeting during consideration of the above item.

166. PROPERTY TRANSACTIONS

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

Decision

The committee noted the contents of the report.

167. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2024-25

The committee considered a report by the Executive Director (Finance and Corporate Services) supporting the committee's consideration of the Forward Work Programme for future meetings of the committee.

Decision

The committee:-

- (1) reviewed and noted the South and West Fife Area Committee Forward Work Programme 2024/25;
- (2) agreed that the following reports within the unallocated section of the Forward Work Programme be scheduled to a specific committee date following consultation with the appropriate Service:-
 - Bike Park Strategy;
 - Building Fife's Future: Naming of Replacement Inverkeithing High School; and
 - Place Sufficiency Assessment and Play Parks Implementation Plan Update;
- (3) agreed that an update on actions agreed at the recent flooding site visit be submitted to ward meetings and that the Flooding Update within South and West Fife Area report be submitted to the 30 April 2025 meeting to allow surface water management plans and the appointment of contractors to be undertaken;
- (4) noted that the Trauma Informed Practice item had been dealt with via alternative forums within the council and therefore should be removed from the Forward Work Programme;
- (5) agreed to remove the Water Environment Fund (WEF) Project Update from the Forward Work Programme noting that if further updates were required, this could be undertaken via the Whinny/Brankholm Burn River Restoration Project; and

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- (6) agreed to request that a verbal update be provided at the October 2024 meeting on the current Area Roads Programme detailing what had been carried out and timescales for those projects still to be undertaken.

30 October 2024

Agenda Item No. 5

Objections to Proposed 20mph Speed Limit – A994, Cairneyhill

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

Wards Affected: Ward 1 – West Fife & Coastal Villages

Purpose

The purpose of this report is to allow the South and West Fife Area Committee to consider four objections to the proposal to introduce a 20mph speed limit on the A994 Main Street, Cairneyhill.

Recommendation(s)

It is recommended that committee agrees to set aside the four outstanding objections to the Traffic Regulation Order (TRO) proposing the 20mph speed limit in Cairneyhill, as shown in drawing no. TRO24_15 (Appendix 1), to allow the Order to be made and the speed limit put in place.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works is approximately £6,000 which covers Roads and Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met by Transport Scotland on behalf of the Scottish Government.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Police Scotland and Cairneyhill Community Council have been advised.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the TRO process was carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO were made available on Fife Council's website. The closing date for objections was 12 September 2024. During the formal consultation period, four objections were received.

1.0 Background

- 1.1 A report was brought to committee on 17 April 2024 proposing the 20mph limit (2024 SWFAC 56 Item 130 refers), in response to a motion raised on 6 February 2024 (2024 CoDAC 49 Item 118 refers) at the City of Dunfermline Area Committee, asking officers to reduce the speed limit on the A994 between Crossford and Cairneyhill to 40mph. The motion raised the concerns of residents in Crossford and Cairneyhill about speeding on entry and exit from both villages.
- 1.2 A report was tabled on 23 April at CoDAC (2024 CoDAC 51 Item 121 refers) proposing the 40mph speed limit on the A994 Cairneyhill Road and 20mph on Main Street and Waggon Road in Crossford.
- 1.3 Proposing 20mph on the A994 through both Cairneyhill and Crossford, in line with the Scottish Government's National Strategy for 20mph speed limits, supports the proposal for a 40mph speed limit on the adjoining A994 as a buffer to encourage slower speeds on approach to both village gateways.

2.0 Issues and Options

- 2.1 The main elements of the objections and Service responses to these are outlined below with full redacted correspondence available as a background paper.
 - 2.1.1 It was the objector's opinion that there was "no evidence of the benefit to the village of reducing the speed limit from 30 to 20mph on the main road and reducing speed will reduce driver concentration and increase frustration."

Service Response: Driving at 20mph should increase drivers' concentration, making it easier for drivers to react and avoid collisions because they will have more time to be aware of their surroundings. The objective is to improve the environment within the villages, making roads safer for vulnerable road users by reducing the speed of vehicles where there are likely to be pedestrians, etc. and increasing the options for people to walk, wheel or cycle when they make every day, short journeys.
 - 2.1.2 It was the objector's opinion that there was "no evidence of safety issues in the village...and that the Scottish strategy is appropriate for high density populations such as Towns and Cities; however, Cairneyhill is a Village."

Service Response: This proposal is proactively addressing speeding concerns raised by residents rather than waiting to react if any accident happens. Residents in villages deserve the same level of road safety and defence against speeding vehicles as those in town and cities.
 - 2.1.3 Lack of enforcement of 20mph zones / reducing the speed limit will have a minimal impact on road safety if the limit is not being enforced / use technology like speed cameras.

Service Response: The original 20mph zones that are already in place were introduced with speed reduction measures, like speed humps, etc. to make them as self-enforcing as they could be and remove the need for physical enforcement by Police Scotland. This proposal is for a 20mph speed limit without physical measures, however, compliance will be monitored and can be addressed if issues arise. Fife Council is a partner in the Scottish Camera Partnership, who operate the mobile camera units. Fixed speed cameras are not used in Fife at this time.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety and traffic management, that the objections have been considered and should be set aside allowing the 20mph speed limit to proceed.

List of Appendices

1. Drawing No. TRO24_15

Background Papers

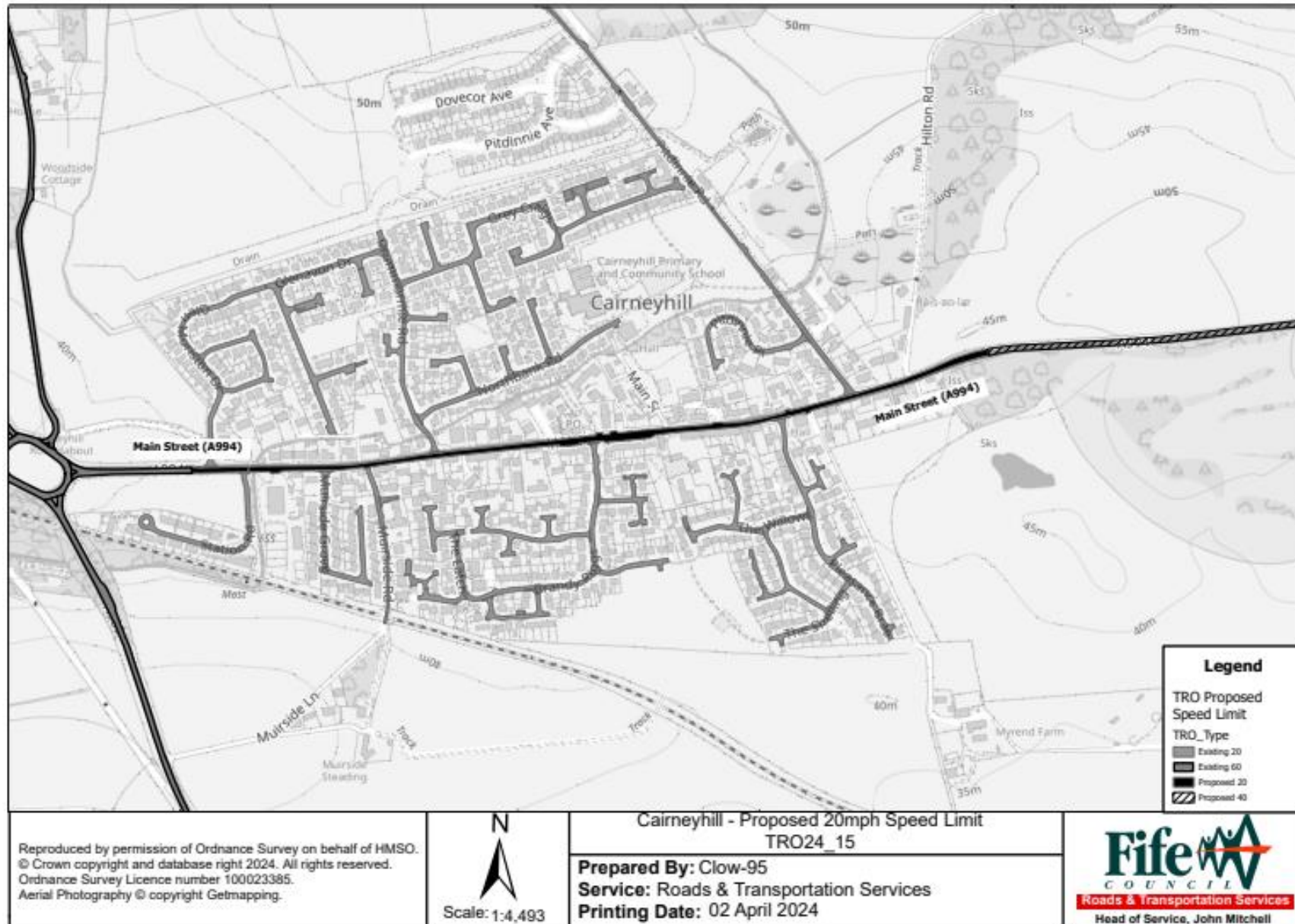
- Full Correspondence with Objectors (redacted)

Report Contacts

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

Sara Wilson
Service Manager, Roads Network Management
Roads & Transportation Services
Bankhead Central, Glenrothes
03451 55 55 55 Ext No 453348
Email: Sara.Wilson@fife.gov.uk

Appendix 1



30 October 2024
Agenda Item No. 7

Inverkeithing Conservation Area Design Guide

Report by: Pam Ewen, Head of Planning Services

Wards Affected: 6

Purpose

The purpose of this report is to present the *Inverkeithing Conservation Area Design Guide* for the committee's approval. The guide has been produced as a legacy document of the Inverkeithing Heritage Regeneration scheme (2019-2024).

Recommendation

The committee is asked to approve the *Inverkeithing Conservation Area Design Guide* as approved planning guidance to give it status as a material consideration in the determination of planning applications in Inverkeithing Conservation Area.

Resource Implications

There are no resource implications.

The *Guide* has been written and designed in-house by Fife Council's Planning Services. A public launch event, including the printing of a small number of hard copies, will be resourced using grant money awarded to the Fife Historic Buildings Trust for the delivery of the Inverkeithing Heritage Regeneration Scheme.

Legal & Risk Implications

There is a risk that without such policy protection the features that merit Conservation Area designation could be jeopardised. The *Guide* has been written to counter this risk and provide ongoing guidance on maintaining the special character of the historic town centre which has been invested in over the course of the regeneration scheme.

Impact Assessment

An Equalities Impact Assessment has not been completed and is not necessary for the following reason: The document has been prepared for planning development management purposes and will apply to everyone and has no individual impact on any of the nine equality protected characteristics.

Consultation

The document has been circulated for comment and approval from the Head of Service, from Development Management managers and from Fife Historic Buildings Trust who have project-managed the Inverkeithing Heritage Regeneration scheme. The heads of Legal & Democratic Services and Finance have also been consulted.

1.0 Background

Conservation Areas

- 1.1 Conservation areas are defined as “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. All planning authorities are required to determine which areas meet this definition and to designate them as conservation areas. Inverkeithing town centre was designated as a conservation area in 1985.

Inverkeithing Heritage Regeneration scheme

- 1.2 Since 2019, Fife Historic Buildings Trust (FHBT) has been working with Fife Council to deliver the Inverkeithing Heritage Regeneration scheme. The Scheme will conclude at the end of 2024. The project has included the restoration of the Town House, a building repair grant scheme and a community activity programme to raise awareness of the town’s heritage. £4.5 million has so far been invested in the project, from funders including the National Lottery Heritage Fund, Historic Environment Scotland, Fife Council and the Scottish Government.
- 1.3 In advance of the project, the Inverkeithing Conservation Area Appraisal and Management Plan (2011) was reviewed and approved by the South and West Fife Area Committee in February 2019.

2.0 Current Position

- 2.1 With the project concluding in 2024, the Inverkeithing Conservation Area Design Guide is intended as a legacy document to safeguard the Inverkeithing Heritage Regeneration scheme’s investment by continuing to provide residents, planners and others involved in development with advice on good conservation practice in Inverkeithing. The *Guide* offers a basic practical guide for those preparing planning applications and to help planners in their decision-making.
- 2.2 The document was a proposed outcome included in the original project application and has therefore been produced as a requirement of the funding awarded. It has been written by Fife Council Built Heritage Officers in consultation with FHBT and Planning Service managers.
- 2.3 Similar to the St Andrews Design Guidelines (2011), the document provides guidance on the repair and maintenance of historic buildings (both listed and unlisted) in the conservation area. The Inverkeithing *Guide* does not set formal policies or guidelines, but instead includes advice on:
 - Preserving local historic character
 - Use of materials
 - Retrofitting historic buildings
 - Repair and replacement of architectural features like roofs, chimneys, windows and doors
 - Shopfront design
 - Archaeology
 - Where to look for further information.
- 2.4 It also includes a Foreword from the Area Convener, Councillor David Barratt, by way of committee endorsement.

Next Steps

- 2.5 If committee approval is granted, the next required steps will be the launch event to be held in Inverkeithing, organised by FHBT. Following this, the document will be made available digitally under “Approved Planning Policy Guidance” on the Fife Council website and also on the Inverkeithing project page of the FHBT website.

3.0 Conclusions

- 3.1 Over £4.5 million is expected to have been invested in the heritage of Inverkeithing over the course of the last five years, supported in part by funding from Fife Council. The council therefore has an interest in safeguarding this investment by offering advice on good conservation practice to support ongoing maintenance and repair of buildings in the historic town centre. The Conservation Guide proposed for approval in this report will ensure that appropriate advice is available for property owners and will provide planners with guidance to support informed decision-making in managing change within Inverkeithing’s conservation area.
- 3.2 The approval of the *Inverkeithing Conservation Area Design Guide* will deliver on the commitment made in the funding application for the Inverkeithing Heritage Regeneration Scheme and will act as an enduring legacy of the Scheme.

List of Appendices

1. Inverkeithing Conservation Area Design Guide

Report Contact

Rory Lamb
Built Heritage Officer
Planning Services, Policy & Place Team
Telephone: 03451 55 55 55 + VOIP Number **443809**
Email: Rory.Lamb@fife.gov.uk

INVERKEITHING CONSERVATION AREA DESIGN GUIDE



Fife Council Planning Services

Fife House
North Street
Glenrothes
KY7 5LT

For advice, including specialist officers in
Archaeology and Built Heritage, contact:

development.central@fife.gov.uk

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Inverkeithing Parish Church

FOREWARD

Since 2019, the Inverkeithing Heritage Regeneration project has been investing in the town's historic built environment.

With the project ending in 2024, the Inverkeithing Conservation Area Design Guide will continue the work of safeguarding the distinctive character of this historic townscape by providing a consistent set of design principles to guide future development and decision-making.

The advice covers different aspects of Inverkeithing's buildings and cultural heritage, outlining the ways in which good design and materials can help enhance this heritage for the future. It will be a useful tool for anyone with proposals

to alter or extend buildings in the conservation area, as well as decision-makers and others wishing to comment on applications.

I hope this document will be an informative and practical guide to good practice in caring for the buildings of this historic burgh.

Councillor David Barratt

Convenor of the South and West Area Committee

INTRODUCTION

This document is to inform anyone intending alterations, repairs, or new development in Inverkeithing about how to preserve the character and appearance of Inverkeithing Conservation Area.

Caring for the conservation area helps draw attention to and celebrate what makes Inverkeithing distinctive. This guide has been written as part of The Inverkeithing Heritage Regeneration scheme to help people in Inverkeithing look after their heritage for years to come.

The Inverkeithing Heritage Regeneration scheme (2019-2024) has been funded by The National Lottery Heritage Fund (via its Townscape Heritage programme), Historic Environment Scotland (via its Conservation Area Regeneration Scheme), and Fife Council. Over £3.6 million has been invested in Inverkeithing's heritage during the five-year programme. This document should be read together with the [Inverkeithing Conservation Area Appraisal and Management Plan](#) which explains the special character of the conservation area.

You should contact Fife Council Planning Services as early as possible for advice on the need for planning consents. Complex development may benefit from using the Council's [pre-application service](#) to guide proposals towards a formal application.

What permissions are needed?

- ◆ In the conservation area, **Planning Permission** is required for most external works to buildings and **Conservation Area Consent** is required to demolish unlisted structures. More information and advice can be found [here](#).
- ◆ **Listed Building Consent** is required by law for all works affecting the character of a listed building. This includes the demolition, alteration, and extension of existing buildings. [Fife Council](#) and [Historic Environment Scotland](#) (HES) provide guidance on listed buildings.
- ◆ Applications are now assessed using the policies of [National Planning Framework 4](#) (adopted February 2023).



Inverkeithing Town House

Listed Buildings

Remember that all parts of the building are listed unless explicitly excluded in the HES listing description, including the interiors and any features deemed to be within its curtilage (often including things like boundary walls or outbuildings).

GENERAL MAINTENANCE

The most cost-effective method of conservation is to keep your historic building in good repair through regular maintenance. This will help avoid the need for larger and more expensive repairs. Protection from water and water ingress is especially important and first attention should be given to the condition of roofs, gutters and downpipes.

Carry out the following tasks regularly:

- ◆ Clear leaves and plant growth from downpipes and hoppers, gutters, gullies, and drain grilles;
- ◆ Remove/control plants like ivy and buddleia which can rapidly accelerate decay to mortar and cause structural damage (and increase repair costs);
- ◆ Remove bird droppings which contain damaging salts. (Larger deposits should be removed by specialists due to health and safety concerns.)
- ◆ Check ventilation, clear grilles to floor spaces, and look for signs of insect and fungal decay.



Roof-level maintenance issues



Plant growth to an external wall

To improve the lifespan of structural and/or decorative features, regular minor repairs can also help keep the building in good condition, such as:

- ◆ Repainting of external joinery, especially traditional shopfronts, windows, and doors;
- ◆ Maintenance of external finishes, such as the repairing and repainting of cracked renders and the limewashing of external stonework and lime harling;
- ◆ Replacement of failed pointing in a suitable repair mortar.

Regular maintenance reduces the need for major repairs, but some building elements will eventually need replacement.

A **"like-for-like" approach** to conservation will help preserve the character and appearance of the conservation area. This means that repair works should replicate the materials and detailing that they replace (as far as possible) so as not to affect the character of the building and its technical performance.

To assist those engaged in repairs in Inverkeithing, the Scottish Lime Centre Trust has produced a [Building Stone Survey](#) for the town centre. This provides general guidance on stone types in the area and on working with lime mortars and stonework.

For guidance on arranging maintenance for properties in multiple ownership, contact Fife Council's Environmental Health (Water, Caravans and Private Housing Standards) Team at ehprivatehousing@fife.gov.uk or visit [Under One Roof](#).



Plant growth in a downpipe



Gable with decayed mortar



Lime harled walling at Fordell's Lodging



Newly repointed stonework

ENERGY EFFICIENCY & RETROFIT

Retrofitting historic buildings is the process of applying measures to improve their energy efficiency and environmental performance.

In buildings of traditional construction, an evidence-based approach should be taken to retrofit. Some "off-the-shelf" technical solutions may not be suitable and can make problems worse rather than solving them. Replacing unsympathetic alterations (such as failing cement render) with traditional alternatives may make a big difference to the sustainability of a historic building.

Where a retrofit measure affects the exterior of a property, it should be designed, located and specified to minimise visual impact on the character and appearance of the conservation area.

[Advice and guidance](#) on retrofitting your home is provided by Historic Environment Scotland.

ROOFS

Grey stone slate is the most common traditional roofing material in Inverkeithing, most likely of Scottish origin. Some buildings have clay pantile roofs which were once much more common.

Slate or **pantile** should be the materials used for repairs, replacement, or re-roofing, and should match the originals as far as possible. Sound slates and tiles should be salvaged and reused wherever possible to reduce costs and wastage. Proposed roof replacements in synthetic slate or concrete tiles would be out of character and are unlikely to be permitted.

Historic roof leadwork should be retained or replaced "like-for-like". **Leadwork** (properly designed and of a suitable code thickness) is preferred for new flashings and gullies over synthetic alternatives.

For additional information on roofing materials and their repair in Inverkeithing see the [Building Stone Survey](#), especially pp.72-78 and Appendices K and L.



Chimneystacks (with historic thackstones) and dormer windows on a traditional stone slate roof



Chimney with historical pots

Chimneys and pots

The variety of original chimneys and pots adds to the historic character of Inverkeithing. Repairs to historic chimneys should preserve original pots where possible and replicate the detailing and materials of the original. New flues should be located within existing chimneystacks, where possible. The removal or lowering of chimneystacks is unlikely to be permitted.

Rainwater goods

Replacement gutters, downpipes, and hoppers should be of painted or powder coated metal (cast-iron is preferred). They should match originals in profile, style and fixings, especially on public-facing elevations. Parapet gutters and internal downpipes are also fairly common. Their repair or replacement must ensure careful specification of leadwork and plumbing to avoid internal water damage.

Flues and vents

New flues and vents, such as for boilers, should be located to rear elevations and rear roof slopes to reduce visual impact. They should be finished in black to give the appearance of cast-iron.

Roof masonry

Many buildings in Inverkeithing have roof-level stonework features like skewes, skewputts, thackstones, and crowsteps. These should be repaired or replaced using suitable traditional materials.



Rendered chimney and pantile roof



Poorly detailed roof maintenance – would not meet current standards of good conservation practice

WALLS

Buildings in Inverkeithing have many external wall finishes including ashlar and dressed stonework, harling, ruled-and-lined render, and painted stonework. The stone types are principally **sandstone** and **whinstone**. Chapter 3 of the [Building Stone Survey](#) provides details of the characteristics of the stone types used in the conservation area and their distribution. The survey also offers some technical guidance, such as on specifying mortars and working with building limes.

Stonework repairs should be done in a matching natural stone, with reference to the [Building Stone Survey](#) to ensure compatibility. Where stonework is badly decayed it should be cut back to a sound surface and indented with new stone to the same finish. Mortar mixes for the repair or replacement of pointing should be evidence-based and specified by a contractor with suitable conservation experience.

In general, walls should be repaired to match the existing materials. However,

where unsympathetic and/or failed later alterations to walls (such as impermeable cement renders or paints) are negatively impacting the technical performance of the building, their replacement with evidence-based appropriate lime finishes is encouraged.

Distinctive architectural wall features should be preserved and repaired. This includes things like door and window surrounds, pediments, cornices, string courses, heraldic panels and date stones.

Colour schemes

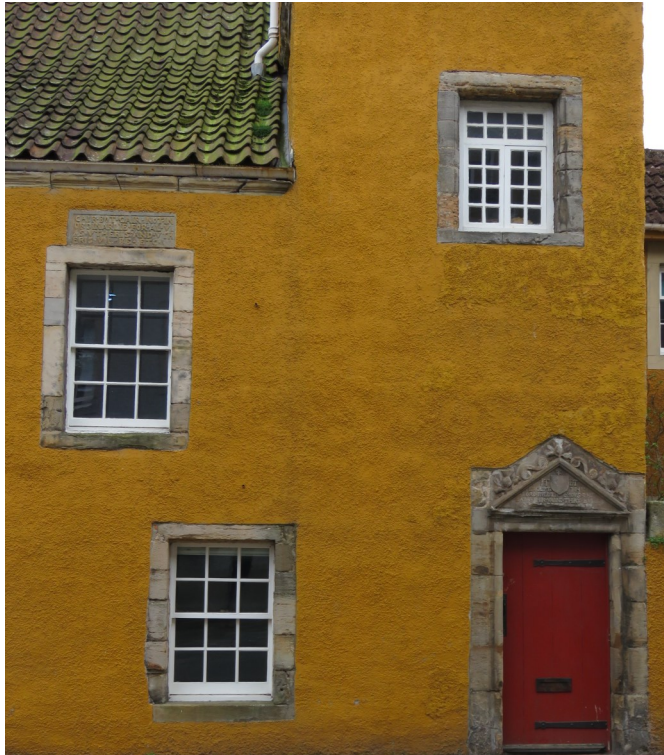
Colour schemes in the conservation area should maintain the local character and avoid bright modern colours. Unpainted ashlar walls should not be painted. Paint applied to stonework should be porous to avoid trapping moisture and causing deterioration. An appropriately coloured limewash, lime render, or lime harl may be an alternative to painting stonework (after the removal of any existing paintwork).



Ladder pinning at the Town House



Unsympathetic use of cement harling around historic masonry quoins (corner stones) – would not meet current standards of good conservation practice



Lime harled walling with decorative stonework



Fine quality whinstone walling with sandstone quoins



Failing impermeable paint on a masonry wall



The Town House (following repairs and repointing)

Public services, burglar alarms and satellite dishes

- ◆ **Piping, ducting, and electrical wiring** should be routed internally as far as possible, or located to the rear of the property if necessary.
- ◆ **TV Aerials** should be located in roof spaces, rather than on the chimneystack to avoid clutter to the roofscape of the conservation area.
- ◆ **Meter boxes** and **satellite dishes** should be located to the rear of the property.
- ◆ **Burglar alarm boxes** should be of a design and position which will not detract from the colour scheme or architectural features of the building.

Any disused or obsolete apparatus such as old TV aerials and satellite dishes should be promptly and carefully removed. Leaving them in place, particularly when in a poor condition can risk causing damage to the building.

WINDOWS AND DOORS

The design and detail of traditional windows and doors can be fundamental to the character of an individual historic property and the wider conservation area. The proportions, pane configuration, glazing bars, and historic glass used in traditional timber sash and case windows are all often important indicators of a building's age and historical interest.

The repair or replacement of historic windows and doors should be informed by an equal understanding of their repair condition and of their special interest, ideally through assessment by a professional with suitable conservation experience. Works should not damage ornamental door and window surrounds.

Repairs

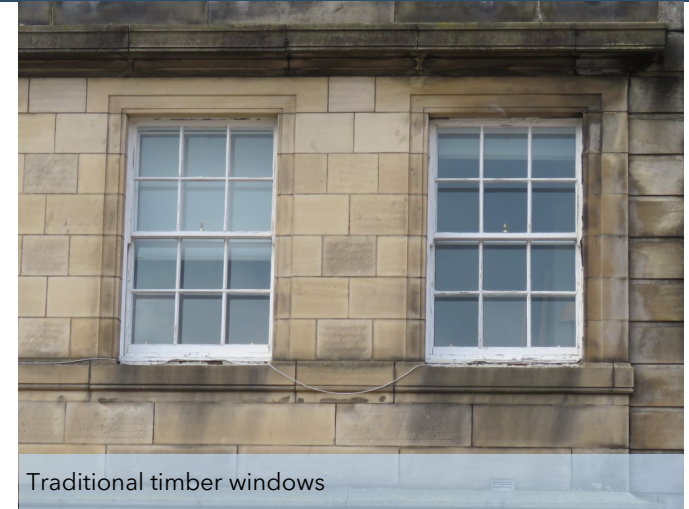
Many original timber windows and doors survive across Inverkeithing Conservation Area and these should be retained and repaired where possible. Owners and occupiers should be attentive to regular basic maintenance, such as repainting with



Historic door and masonry surround



Decorative pediment and door surround



Traditional timber windows



Canted bay front with timber sash windows

suitable paints, to prolong the life expectancy of timber windows and doors. While historic windows in Inverkeithing are principally timber sash and case units, other types (such as leaded lights and stained glass) should also be retained and repaired.

Where the repair, refurbishment, and upgrading of timber windows and doors is necessary, interventions are often possible at a fraction of the cost of full replacement which can help to achieve modern performance standards or to ensure that dilapidated windows run, fit, and close properly again. Replacement of individual elements by a suitably experienced joiner can address the deterioration of timber in sash windows, which occurs most often in the sill and lower sash. Similar selective repairs can also be the most sustainable and cost-effective option for repairing historic timber doors.

Measures for overhauling the performance of windows and doors (such as draught-proofing, secondary glazing and retrofit double-glazing or vacuum glazing) should respect and preserve the detailing of original features like period glazing bars, door mouldings and panelling.

Replacements

A “like-for-like” approach should be used in replacing historic windows. The use of modern materials like UPVC and plastic-coated aluminium to replace original timber windows and doors diminishes the special character and appearance of Inverkeithing's conservation area. These materials are out of keeping with the age, style, and character of most properties in the conservation area and cannot authentically replicate the appearance and detailing of traditional timber doors and windows. UPVC is sometimes incorrectly considered to be a cheaper alternative to timber. However, timber windows can last for 200 years, while UPVC can fail in under 20 years and is an environmentally damaging material.



Traditional timber door and masonry doorcase



Traditional pitched timber dormer



Unsympathetic replacement UPVC windows – would not meet current standards of good conservation practice

Instead, windows and doors should be replaced, when necessary, in timber and in a style and configuration appropriate to the age and character of the building.

- ◆ Replacement windows and doors should be “like-for-like”, including materials, metalwork and opening method of the original unit;
- ◆ Glazing bars of double-glazed sash and case windows should authentically reproduce those of the original windows. Stuck-on glazing bars do not achieve this and are often quick to fail;
- ◆ Listed building consent will be required for replacement of windows on listed buildings. LBC should be supported by a report showing the condition of the windows.



UPVC dormer and oriel window – would not meet current standards of good conservation practice

Rooflights

Rooflights will generally only be considered in the conservation area where they replace existing rooflights. They should be slender in frame profile, of a sympathetic sizing, and should be countersunk to fit flush with the roofing material and so minimise visibility.



Traditional dormer and rooflight (not flush – would not meet current standards of good conservation practice)

Dormers

New dormers should be in keeping with the character, proportions, and window alignment of the building. Generally, they should have a hipped or pitched roof matching the roofing material of the main roof slopes. Windows should be timber sash and case, and smaller than the main windows on the frontage below.



Traditional flat-roofed timber dormers



Pitched dormers with UPVC units – would not meet current standards of good conservation practice

BOUNDARIES

Although most properties around the High Street front directly onto the street, there are several historic boundary features which contribute positively to the character and appearance of the conservation area.

These include a mixture of historic rubble and ashlar sandstone boundary walls and ornamental cast-iron gates and railings. Historic boundary features should be retained and repaired using suitable matching materials.



Wall made of stone setts

STREET SURFACES AND PUBLIC REALM

Public realm enhancements (including street lighting, planters, benches, bins, and paving works) should make use of high-quality, durable materials and be of a high-quality traditional design to enhance the historic character of the conservation area.

Proposals affecting street surfacing in the conservation area should preserve historic surfaces where they survive, such as historic kerbs and setts. The Scottish Lime Centre Trust's [Building Stone Survey](#) should be used to inform proposals for replacement surfacing and the reintroduction of traditional stone surfaces is encouraged.



Boundary and railings to former Primary School



Inverkeithing Mercat Cross



Historic walling on Port Street

TREES AND GREEN CHARACTER

Trees and greenery contribute to the character and quality of the conservation area and individual trees may be of historic or cultural significance.

Public green spaces around the Parish Church and War Memorial and around the Hospitium of the Grey Friars (the Friary), and Civic Centre should be preserved and enhanced with appropriate planting and maintenance. Works in private rear gardens should aim to preserve green character and should retain historic garden and boundary features, especially any relating to medieval riggs.

Trees in a conservation area are protected through the [Town and Country Planning \(Scotland\) Act 1997](#) and works to them require owners to notify Fife Council. For advice and information on protected trees see [here](#).



War Memorial Gardens



Lower Friary Gardens

ARCHAEOLOGY

All areas within the medieval burgh have the potential to contain important buried archaeological deposits, and all older buildings have the potential to contain important historic architectural features within their fabric.

To manage this vulnerable archaeological resource, the entire footprint of the medieval burgh of Inverkeithing is zoned by as an Area of Regional Archaeological Importance. Archaeological advice should be sought from the Council's Planning Service for all proposals that involve significant sub-surface ground disturbance, or significant change to any older building.



Upper Friary Gardens

SHOPFRONTS

Historic shopfronts have the potential to make a major contribution to the character and appearance of the conservation area. They help to maintain the commercial character of the High Street and make it an attractive place to visit, encouraging activity and footfall.

General design principles

- ◆ Proposals to retain traditional shopfronts will be preferred over their replacement.
- ◆ When a frontage is being renewed, the opportunity should be taken to restore its original proportions and features where these can be established.
- ◆ New shopfronts or alterations to frontages should be individually designed according to the age and style of the building in which they are located. Original features should be sympathetically incorporated.
- ◆ The proportions, colour and materials of new frontages should complement

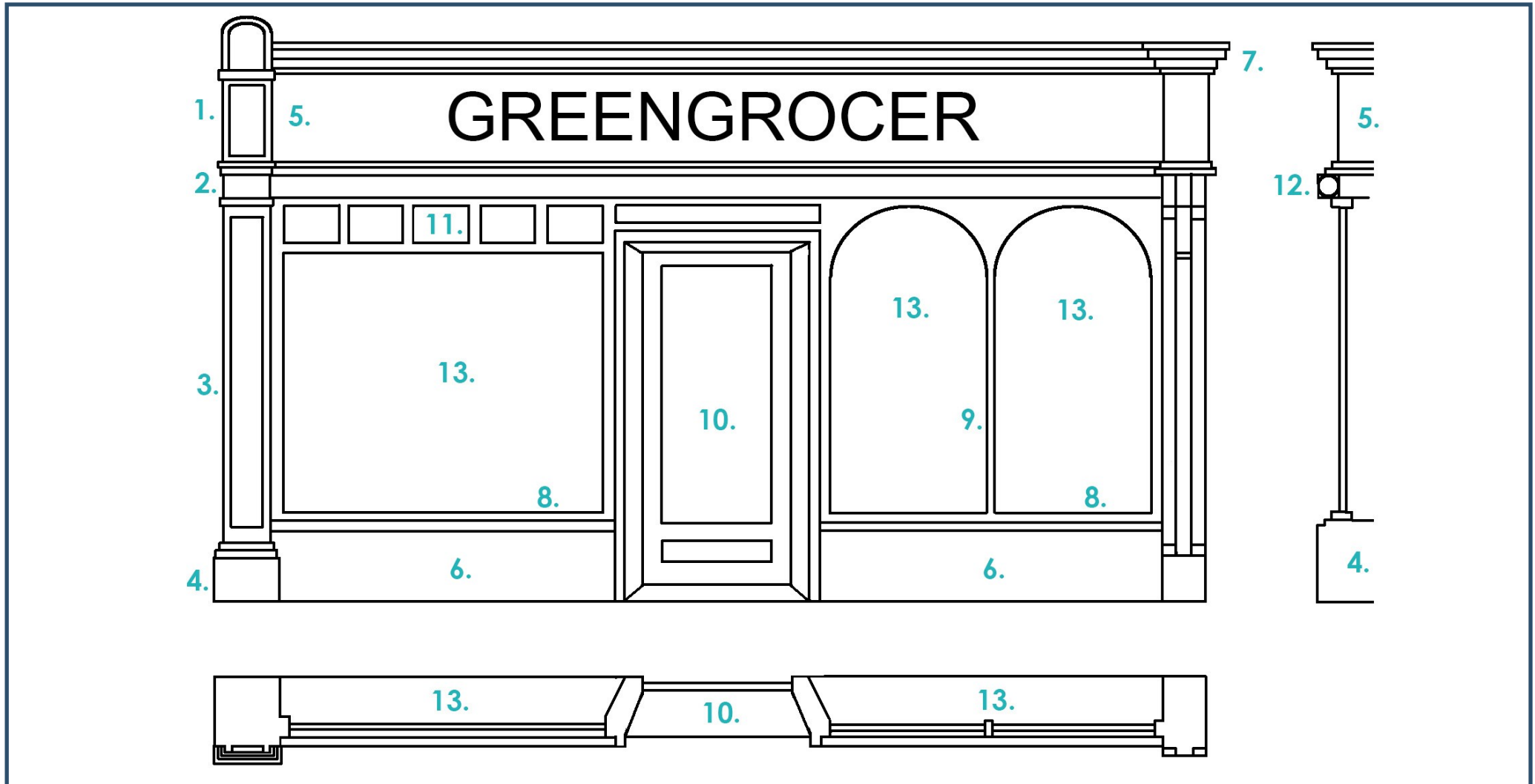
the characteristics of the building, the street elevation and any local design traditions. Traditional colours and materials should be used over garish, fluorescent colours. The use of plastic features should be avoided.

- ◆ Any modern additions such as security features or alarm boxes should be incorporated at the start of the design process and should be located as unobtrusively as possible.
- ◆ For further advice consult Fife Council's Built Heritage Officers at development.central@fife.gov.uk



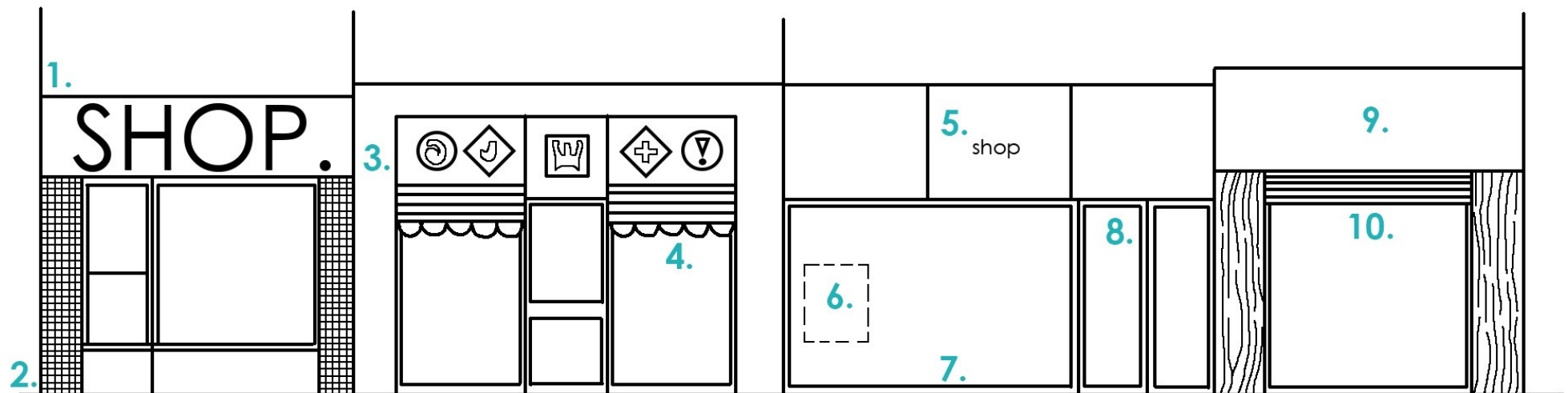
Examples of Inverkeithing shopfronts with a mixture of traditional features and proportions

Components of a traditional shopfront



- Key:**
- 1. Console
 - 2. Capital
 - 3. Pilaster
 - 4. Plinth/base
 - 5. Fascia/Frieze
 - 6. Stallriser
 - 7. Cornice
 - 8. Cill
 - 9. Mullion
 - 10. Inset doorway
 - 11. Transom window
 - 12. Canopy box
 - 13. Display window

Examples of bad practice in shopfront design



Key:

1. Oversized lettering 2. Inappropriate pilasters and materials 3. Generic house-style logos 4. Obtrusive canopy housing
 5. Undersized lettering 6. Window-mounted signage 7. No stallrisers 8. Off-centre door 9. Oversized, blank fascia
 10. External roller shutter

Fascias/Frieze

Modern fascias are often too deep and do not relate to the shopfront design or to adjacent buildings.

It may be preferable to remove the modern fascia during alteration works and restore the original level and depth. The original timber fascia might be concealed behind modern fascias, giving the opportunity for

their restoration and enhancement to the Conservation Area.

The maximum fascia depth should not exceed 20% of the total ground floor shopfront height. The fascia should be located directly below the cornice on a traditional shopfront and never extend above it.

Console brackets

Traditional shopfronts often have elaborately carved console brackets situated at the ends of the fascia boards. These start under the cornice and finish below the fascia board. Although purely decorative they can add character to an otherwise plain shopfront and should be retained or reinstated if appropriate.

Colour and materials

Traditional materials should be used for shopfronts and relate sympathetically to the external materials of the building. Wherever possible, timber shopfronts should be reinstated.

Shopfronts should be finished in one main material and colour, keeping others to a minimum.

Shopfronts should preferably be finished in a dark glossy paint of traditional colour, rather than a stained finish. Bright colours and modern materials should be avoided.



Console brackets

Windows and doors

Window and door proportions should be appropriate to those of the building and adjoining premises.

Large displays should be divided by vertical glazing bars or mullions to provide interest and variety.

Doors should be recessed to provide visual interest and shelter.

Proposals should avoid blocking up of windows where this will create a dead frontage.



Traditional shopfront

Stallrisers

A stallriser is the base of the shopfront from the window to the pavement. It protects the display windows from street level damage.

Stallrisers should be in proportion to the shopfront as a whole. They should be finished in durable materials suitable to their location, such as stone, glazed tiles, panelled timber or smooth render.

Ventilation

Alterations should ensure adequate air circulation to shopfront displays such as by maintaining existing ventilation grilles.



Surviving Inverkeithing shopfront with ventilated stallrisers, inset doorway, and closed canopy



Surviving Inverkeithing shopfront with fascia, dentilled cornice, and console brackets

Canopies and awnings

- ◆ Traditional retractable awnings or sun-blinds will be acceptable on traditional shopfronts provided the housing for the awning can be recessed flush within the frontage (curved Dutch canopies are not traditional).
- ◆ They should not obscure architectural features or extend across the pilasters.
- ◆ Awnings should be located below the fascia and be made from a traditional canvas.
- ◆ Traditional retractable awnings and sun blinds often survive behind modern alterations and fascias, giving the opportunity for restoring and enhancing the conservation area.

Alarm boxes and emergency power switches

These should not obscure any architectural features and should be as unobtrusive as possible - ideally on the door return or within the depth of the fascia.

Security features

- ◆ Solid roller shutters and projecting roller shutter boxes are unacceptable and have a negative impact on the whole street, especially when closed.
- ◆ To preserve the character of properties within the conservation area, the following may be acceptable, subject to permissions and consents:
 - Demountable mesh grilles (manually placed over windows and doors and padlocked into position);
 - Laminated glass;
 - Internally mounted non-solid (lattice/brick bond/open weave) shutters placed between the display and the window.
- ◆ Shutter boxes should be recessed behind the frontage and fitted directly below the lintel or structural steelwork.

SIGNS AND ADVERTISEMENTS

Signs and advertisements are integral to the commercial character of the High Street. However, many different signs together can have a negative impact. Advertising signs must be in keeping with the character and size of the property where they displayed. Advertisement consent may be required, Fife Council's guidance can be found [here](#).

General design principles

The design, size and positioning of signs should be appropriate to the individual building and the overall street and should not dominate either of these.

Multiple signs on a property will have a cumulative cluttering impact and should be avoided.

Projecting signs

- ◆ Only one projecting or hanging sign per shop will normally be permitted to avoid visual clutter.
- ◆ Projecting or hanging signs should be non-illuminated or trough-lit from above, and of traditional materials.

- ◆ They should not exceed 0.5m² in area nor project more than 1m from the building.

Fascia Signage

- ◆ Signage should be confined to the original fascia, not the sub-fascia, pilasters, nor cover the glazing.
- ◆ Lettering should be hand-painted or illuminated individual letters on a fascia of timber, or stone. Use of non-traditional materials is discouraged and is unlikely to be permitted.
- ◆ The size of lettering should be proportionate to the fascia size and be in a style appropriate to the shopfront.
- ◆ Signage should fill the fascia space within the pilasters and not extend over two or more properties.
- ◆ Internal illumination is only acceptable in the case of individually illuminated letters, not full fascias. External lighting should be provided by full-length trough lights rather than more obtrusive spotlights.



Hanging signage with trough light



Fascia signage with trough light and lamps



Fascia signage (mixture of individual lettering and hand-painted) with hanging sign

NEW BUILDINGS, EXTENSIONS, AND OUTBUILDINGS

Where there is scope for development within the conservation area, all new buildings, extensions, and outbuildings should respect the overall density and scale of buildings and plots. The open green character of gardens, riggs, and their boundaries should be retained where they survive.

Materials and detailing, including for proposals in a contemporary style, should complement the architectural character of the conservation area in terms of colours and textures.

Extensions should be located on the rear elevation of properties. They should not be greater in height than the existing building and should not exceed half the width of the main property. Roofs should either be pitched, hipped or lean-to. Flat roofs should be avoided.

Any new outbuildings, such as garages, should respect the character of surrounding properties and use similar materials and roof styles.



Extensions to the rear of High Street – largely not in keeping with local character – would mostly not meet current standards of good conservation practice

FURTHER INFORMATION

- ◆ Fife Council–Advertisement Guidance
https://www.fife.gov.uk/_data/assets/pdf_file/0027/162297/Advertising_Signs_for_Businesses-1.pdf
- ◆ Fife Council–Conservation Areas
<https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/built-and-natural-heritage/conservation-areas>
- ◆ Fife Council Listed–Buildings
<https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/built-and-natural-heritage/listed-buildings>
- ◆ Fife Council Pre-Application Service
https://www.fife.gov.uk/_data/assets/pdf_file/0015/162420/Pre-Application-Service.pdf
- ◆ Fife Council–Protected Trees
<https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/built-and-natural-heritage/trees>
- ◆ Fife Historic Buildings Trust–Inverkeithing Heritage Regeneration
<https://fifehistoricbuildings.org.uk/project/inverkeithing/>
- ◆ Historic Environment Scotland–Guide to Energy Retrofit of Traditional Buildings
<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=47c9f2eb-1ade-4a76-a775-add0008972f3>
- ◆ Historic Environment Scotland–Listed Buildings
<https://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/>
- ◆ Inverkeithing Stone and Slate Survey (2020)
<https://fifehistoricbuildings.org.uk/project/inverkeithing/#inverkeithing-stone-and-slate-survey>
- ◆ Under One Roof
<https://underoneroof.scot/>

30 October 2024
Agenda Item No. 8

Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process (Health and Social Care Partnership)

Report by: Fiona McKay, Interim Director of Health and Social Care

Wards Affected: South and West Fife

Purpose

This report informs members of the range of inspections that have been undertaken by the Care Inspectorate and highlights the inspection grades awarded for care services within the South and West Fife area.

The registered organisations included provide a range of care and support services to the Health and Social Care Partnership in Fife and represent a mixture of sectors, e.g. private and voluntary.

Recommendation(s)

Members are asked to note the outcome of the inspection process and grades awarded to care services in Fife.

Resource Implications

No resource implications

Legal & Risk Implications

No legal implications.

Impact Assessment

No impact assessment is required.

Consultation

Feedback from service users and carers form part of the care inspectorate's inspection process. No consultation is required.

1.0 Background

- 1.1 Fife Health and Social Care Partnership either directly provide care and support services or commission care and support services. All these services require to be registered and will be subject to inspection by the Care Inspectorate.
- 1.2 Inspections are used to ensure that services continue to meet the standards and the needs of people using the service. Inspections are also used to assess whether improvements have taken place in services where risks to service users have previously been identified or where enforcement action has been taken.
- 1.3 All care and support services are committed to continuous improvement and proactively take on board comments and suggestions made through the inspection process.
- 1.4 The Care Inspectorate began implementing a new Quality Inspection Framework in 2018. Some services have not yet been inspected using the new methodology. Where a service has not yet been inspected under a new Quality Framework the corresponding grade from the previous Quality Theme methodology is used instead.
- 1.5 A service's entire inspection and grading history, including grades under the previous Quality Theme methodology, can be viewed on the Care Inspectorate website. The datastore which is used for this report provides grades for all Key Questions but, as not all of the Key Questions are graded during any one inspection, the current gradings are often an amalgam of several inspections, often covering a period of several years.
- 1.6 Inspections evaluate (grade) services using the six-point scale set against 5 key questions. During an inspection all, some, or none of the key questions may be graded. The Quality Inspection Framework's Key Questions are:
 - How well do we support people's wellbeing?
 - How well is our care and support planned?
 - How good is our setting?
 - How good is our staff team?
 - How good is our leadership?

The grades are as follows:

- | | |
|----------------------------|--|
| • Grade 6 - Excellent | Outstanding or sector leading |
| • Grade 5 - Very good | Major strengths |
| • Grade 4 - Good | Important strengths, with some areas for improvement |
| • Grade 3 - Adequate | Strengths just outweigh weaknesses |
| • Grade 2 - Weak | Important weaknesses – priority action required |
| • Grade 1 - Unsatisfactory | Major weaknesses – urgent remedial action required |

- 1.7 The Partnership may suspend, or agree with a care service to suspend, new placements or services into the care service where the outcome from an inspection result in a score of two (weak) or less (unsatisfactory) in any themed area which could impact on the quality of care.
- 1.8 Where a care service has been evaluated as needing improvement, an action plan outlining improvement is produced and these are regularly monitored to ensure improvements are on track and that any enforcements, requirements or recommendations are dealt with within the timescale. The inspectors follow this up during future visits to ensure that these are progressed.

- 1.9 It should be noted that a few care providers have been inspected by the Care Inspectorate, with the outcome being a Grade 2 (Weak) awarded. This requires providers to make improvements within the service. During this time the Partnership will liaise and work closely with the care provider, linking in with the Care Inspectorate, on the actions the care service is or intends to take in order that the necessary improvements are achieved. Although a Grade 2 (Weak) has been awarded, the Partnership can continue to commission services with the care provider.

2.0 Issues and Options

- 2.1 The attached appendix highlights the current position of the Care Inspectorate inspection outcomes for care services being provided within the SW Fife area, for care homes, adult service and day care services, and care at home services.
- 2.2 The grading awarded to the inspected services within registered services are predominately in the Adequate, Good and Very Good categories.
- 2.3 There are currently no suspensions on services being commissioned across Fife.
- 2.4 Analysis of the Care Inspectorate Datastore information as at 31 August 2024 (latest datastore information available) is summarised below for care homes and care and support at home services.

Care Homes

- 2.5 As of 31 August 2024, there were six (6) care homes registered with the Care Inspectorate in the South and West Fife area for the provision of nursing or residential care.
- 2.6 All of these six (6) care homes are operated by independent sector providers, five (5) of which have been inspected in the last 12 months. One care home recently opened and has yet to be inspected. The average grade across the 5 key questions for those inspected was 4.25.

Care and Support at Home

- 2.7 As of 31 August 2024, there were 31 private or voluntary sector organisations registered with the Care Inspectorate from whom we commissioned care at home / support services to be delivered in the South and West Fife area, 20 of these were inspected in the last 12 months. The average grade across the key questions for the registered providers is 4.22.
- 2.8 There are six (6) internal Local Authority registered services providing care and support at home services across the South and West Fife area. Two (2) of the six (6) services have been inspected within the last 12 months. The average grade across the key questions for the Local Authority services is 4.58.

3.0 Conclusions

- 3.1 Fife Health and Social Care Partnership's goal is to strive to continuously improve the experience of service users and their carers, and the external inspection process is used as a tool to support the development and improvement processes.
- 3.2 This report highlights the current position of inspection outcomes and grading for registered care services, delivered or commissioned in the South and West Fife locality.

List of Appendices

1. Care Service Grading

Report Contact

Fiona McKay
Interim Director HSCP
Fife House
Glenrothes
KY7 5LT
Telephone: 03451 55 55 55 + VOIP Number 445978
Email: Fiona.McKay:fife.gov.uk

Appendix 1 – Care Service Grading

Each table shows the provider/care service name, the inspection date and the grading under each of the Key Quality Evaluation Questions

Table 1 – Private / Voluntary Sector Care Homes

Name of Care Service	Inspection Date	How well do we support people s wellbeing?	How well is our care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?
Bandrum Nursing Home, Saline	12/03/2024	3	4	3	3	3
Dalgety Bay Care Home, Dalgety Bay	Registered 05/10/2023 but not yet inspected					
Forth Bay, Kincardine	29/03/2024	4	4	4	4	4
Henderson House, Dalgety Bay	29/03/2024	4	4	4	4	5
Hilton Court Care Home, Rosyth	19/03/2024	5	5	5	5	5
Orchardhead House, Rosyth	15/11/2023	5	5	5	5	5

Table 2 – Fife Health & Social Care Partnership Adult Services

Name of Care Service	Inspection Date	How well do we support people s wellbeing?	How well is our care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?
Accommodation with Care and Housing Support	11/10/2023	4	5	Not inspected	4	4
Adult Services, Resources - Housing Support and Care at Home Service	20/02/2024	2	5	Not inspected	3	3
Shared Lives Fife	15/01/2018	6	6	Not inspected	5	5
West Fife Community Support Service	18/03/2016	6	6	6	6	6

Table 3 – Fife Health & Social Care Partnership Care at Home Provision

Name of Care Service	Inspection Date	How well do we support people s wellbeing?	How well is our care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?
West Fife Care at Home	07/02/2023	4	4	Not inspected	4	4
Short Term Assessment and Review Team (START)	07/02/2023	4	4	Not inspected	4	4

Table 4 - External Care & Support at Home Provision

Name of Service Provider (Private and Voluntary Sector)	Date of last Inspection	How well do we support people's wellbeing?	How well is our care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?
Ark Fife West	20/11/2023	5	4		4	5
Assisted Services	30/08/2024	3	4		3	3
Avenue Care Services - Fife	03/05/2024	5	4		5	5
Balmoral Health & Social Care	08/05/2024	4	4		4	4
Capability Scotland	08/12/2022	4	4		5	4
Care Partners Health Care Ltd	28/06/2024	4	3		4	3
Care1 Professional Services Ltd	03/06/2024	3	3		4	3
CERA - Perth & Kinross & Fife	14/11/2019	4	4		4	4
Chrystalkay Health	30/04/2024	3	3		3	3
Connected Care Services Ltd	26/04/2024	5	4		5	4
Constance Care Limited	18/07/2023	5	5		5	5
Eidyn Care Ltd	24/01/2024	4	4		5	4
ENABLE Scotland	06/03/2023	5	5		5	5
Excel Care PVT Ltd	Registered 09/5/2021 but not yet inspected					
Gentle Hands Healthcare Ltd	29/01/2024	4	4		4	4
Heart Link Health Care Services Ltd	22/01/2024	5	5		4	4
Integrity Social Care Solutions	30/08/2024	3	3		4	3
Kingdom Support and Care	17/06/2024	5	5		5	5
Leonard Cheshire Disability – Dunfermline	26/06/2023	5	5		5	5
Link Living	15/08/2023	5	5		5	5
Love @ Care	24/02/2023	5				4
Mitchell & Murdoch Care Ltd	Registered 20/07/2021 but not yet inspected					
Oran Homecare Ltd	22/09/2023	4	5		5	4
Penumbra	26/09/2023	5	5		6	5
Prestige Nursing and Care	20/03/2023	4	5		5	5
Quarriers	28/11/2023	5	5		5	5
Real Life Options – Dunfermline Services	25/01/2024	3	5		3	3
Scotia Homecare Solutions Ltd	08/03/2024	5	3		4	5
Support and Social Care Network Ltd	24/07/2024	3	3		4	3
The Richmond Fellowship – West Fife	12/07/2023	5	4		4	5
Wellness Social Care Services Ltd	26/08/2024	3	3		3	3

30 October 2024
Agenda Item No. 9

South and West Fife Area Housing Plan 2024-25 and Local Lettings Plan 2024-27

Report by: Head of Housing Services

Wards Affected: 1, 5 and 6

Purpose

The report seeks Area Committee approval for a revised Area Housing Plan for South and West Fife which sets out area performance, service delivery and highlights key housing issues for members' consideration.

Recommendation

Members are asked to consider and approve the South and West Fife Area Housing Plan for 2024 – 2025 and the South and West Fife Local Lettings Plan for 2024 – 2027.

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

An online consultation form was developed and shared with key stakeholders from 10/6/24 – 21/7/24. Consultation with tenants and elected members has and will continue to take place on estate walkabouts and at ward meetings.

1.0 Background

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

2.0 Development of the Area Housing Plan

- 2.1 The previous Area Housing Plan covered the period 2022-24. Since then, a new annual Area Housing Plan has been developed which focusses on key performance areas in line with discussions with the Area Committee Conveners and Depute Conveners.
- 2.2 Tenant participation is a key part of our housing strategy. Being part of organised groups gives our tenants and residents a greater voice when talking about local issues. We work closely with Tenant and Resident Associations and carry out area walkabouts with representatives and partner services to identify areas of concern, creating action plans and reporting on progress.
- 2.3 The Area Housing Plan highlights performance and states tenants in South and West Fife Area are 83.2% satisfied with the overall service provided. 84.6% of tenants are satisfied with the management of their neighbourhoods.
- 2.4 The council has delivered new affordable housing within South and West Fife in recent years. Currently, there is an acute need for more council new build properties in this Area. There is a link provided to the Strategic Housing Investment Plan (SHIP) to give members the opportunity to explore potential new builds sites in the South and West Fife area.
- 2.5 The role of the Housing Investment Programme has been highlighted and the council's intention to continue to invest in council houses. Investments include; kitchens, central heating, bathrooms, roofs, windows and doors, rewiring, electrical testing and roughcasting.

3.0 Local Issues Action Plans

- 3.1 It is recognised there is a need for more affordable housing in the South and West Fife area. In year 2023/24, four properties were bought in the area through the acquisitions scheme. Although no new council properties have been completed in the last year, work continues on the properties in Saline and there are proposals for new build council housing in Aberdour, Cairneyhill and Rosyth.

- 3.2 The lack of family housing / specific needs housing is recognised as a key housing issue throughout the area. We will provide feedback on the number of tenants who have downsized using the Tenant Incentive Scheme, we will build larger family homes where possible, we will try to ensure that 30% of the affordable housing programme is for specific needs customers including 5% for wheelchair housing and will carry out adaptations to existing homes to keep tenants at home where feasible.
- 3.3 We are committed to considering options to facilitate improvements to the drying areas of some of our flatted properties in Rosyth and the communal garden area at Glebe Terrace, Inverkeithing. We will continue to carry out estate walkabouts so that we can work together with the tenants and residents to identify further issues that they feel are important to address.
- 3.4 We will continue to work in partnership with Safer Communities and take robust action against perpetrators of anti-social behaviour. We will utilise allocation discretion where appropriate and increase the number of “Housing First” tenancies within the area.

4.0 Area Lettings Plan

- 4.1 There are more people looking for rehousing in the SWF area than we have housing becoming available. There is a lack of larger properties within the area and we are committed to identifying areas for development to include larger family homes and specific needs housing.
- 4.2 We continue to offer housing options advice which provides applicants with information on all tenure types available, maximising their opportunities for re-housing.
- 4.3 The Home Swap scheme continues to see increased number of households registering their interest in moving to more suitable properties with 11 completed exchanges taking place within the last year.

5.0 Conclusions

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

List of Appendices

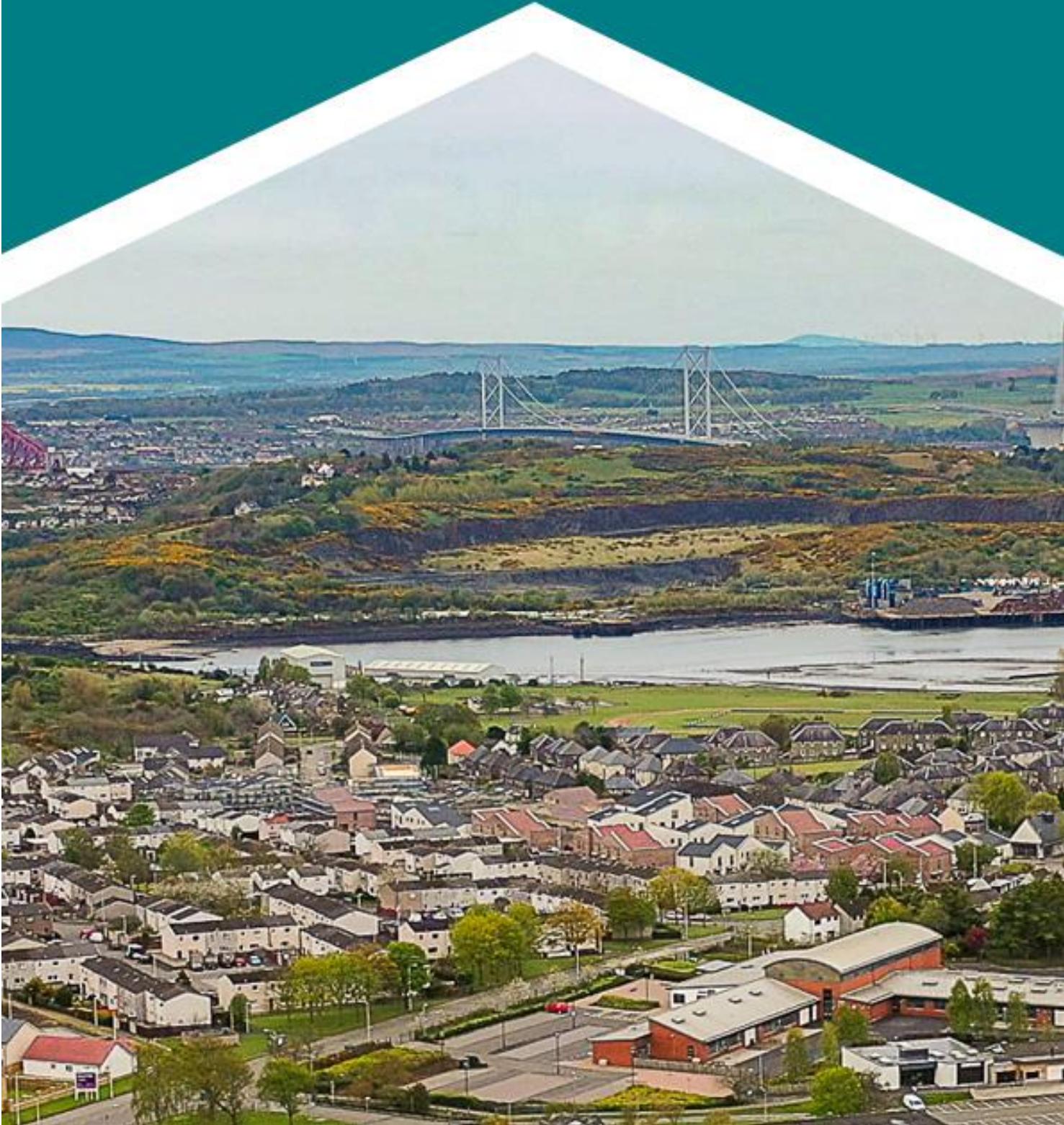
1. South and West Fife Area Housing Plan 2024-25
2. South and West Fife Lettings Plan 2024-27

Report Contact

Claire Mackinlay
South and West Fife Area Housing Manager
Town House, Kirkcaldy
Email: claire.mackinlay@fife.gov.uk



South West Fife Area Housing Plan 2024/25



South and West Fife Area Housing Plan 2024-2025

Introduction

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

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

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

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

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

Working in partnership with tenants, residents and elected members we have identified the key areas of focus for improvement, which have been described in the content of this South and West Fife Area Housing Plan. The South and West Fife Area Housing Plan was approved by South and West Fife Area Committee on 30th October 2024.

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



South and West Fife is part of the Dunfermline and Coast Housing Market Area and includes the electoral wards of:

Ward 1- West Fife and Coastal Villages

Ward 5- Rosyth

Ward 6- Inverkeithing and Dalgety Bay

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

Performance Information

Fife Council is the largest landlord in the South and West Fife area. The stock profile below shows that we are responsible for the management of 1961 homes.

	Stock by type		Fife	Stock by size		Fife
	Sheltered	55	1253	Bedsit	12	256
	Flat/Maisonette	62	1659	1 bed	329	7422
	4 in a block	323	8152	2 bed	857	14680
	Flat/Tenement	307	4910	3 bed	653	7515
	High rise flat	0	706	4+ bed	110	1220
	House	1269	15666			

South and West Fife Area contains 6.3% of all Fife Council stock, of which 96.4% is lettable. This means we have 1890 properties that are available to let as tenancies. Stock that is not available to let is due to stock improvements or the properties are being used for other purposes such as temporary accommodation.

South and West Fife area has a smaller proportion of properties which are flatted or 4 in a block type accommodation compared to the whole of Fife and it has a higher proportion of houses. It has a much lower proportion of 1 bed properties and has a higher proportion of properties with 3 or more bedrooms.

Voids & Allocations

When properties become void (vacant), we need to ensure this time is kept to a minimum. However, we need to balance that by ensuring the condition of the property meets our standard and that health and safety checks are carried out. Rent loss for the void period affects the income to the council. In the previous year 0.86% of rental income was lost due to 101 properties being void across the South and West Fife Area. Our average turnaround time is 26.67 days, compared against the Fife wide average turnaround figure of 39.5 days.

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

- Urgent Housing
- Transfer list
- Housing List

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

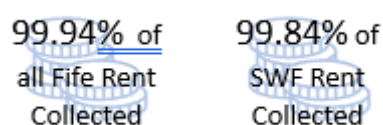
The Fife Housing Register waiting list shows that on the 1st July 2024, 1434 applicants had South and West Fife as their first area of choice which accounts for 11% of all applicants. With only 6.3% of all Fife Council stock, SWF has a greater demand for properties, compared to the whole of Fife. In 2023/24, South and West Fife area made 124 offers of housing of which 104 (83.9%) were accepted.



For all allocations performance information for South and West Fife area, please view our Area Lettings plan.

Alongside the Area Lettings Plan, Community Lettings Initiatives, or CLIs can also be put in place. CLI's allow a more flexible use of the allocations policy to address local need and demand and are developed in partnership with the local community. There is no requirement for these in the South and West Fife area at the moment.

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



During the period 1st July 2023 – 30th June 2024, £8.7mill rent was due to be collected for our properties in South and West Fife area. Currently, 5.94% of Rent due is outstanding, but through interaction with our tenants we aim to improve collection of rent due and address arrears. Support with money advice can be provided. Please speak with your Housing Management Officer if you would like further information.

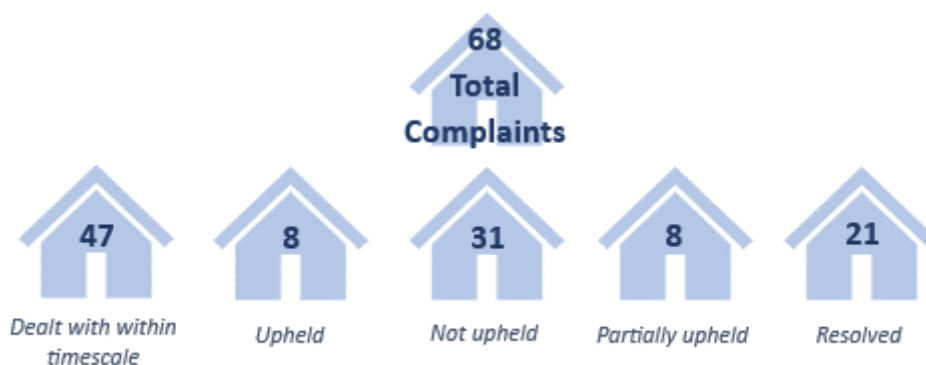
The introduction above confirms that the Fife Housing Partnership supports the Scottish Government Housing to 2040 strategy, and this includes addressing fuel poverty. It is estimated that 24% of Fife households are living in fuel poverty and through a partnership approach we continue to work to reduce this.

Every year, a customer satisfaction survey is carried out providing the opportunity to feed back to the Housing Service about how we are performing as landlord. The satisfaction survey is also used to report the annual return on the charter. The most recent satisfaction survey showed us that:

Customer satisfaction

	SWF	Fife
% satisfied with overall service provided by Fife Council	83.7%	83.2%
% who think we are good at keeping you informed about our services and decisions	69.4%	81.6%
% satisfied with the opportunities we give you to participate in our decision-making process	78.6%	78.1%
% satisfied with the quality of their home	84.8%	83.1%
% satisfied with the repair service we provide	81.4%	84.0%
% satisfied with our contribution to the management of your neighbourhood	68.4%	84.6%
% that think their rent is good value for money	68.4%	77.2%

The customer satisfaction results help to identify areas for improvement. Alongside the customer satisfaction survey, housing complaints are also a valuable source of information that help to identify recurring or underlying problems.



The top reasons for all complaints in South and West Fife area of between 1st July 2023 and 30th June 2024 are as follows:

Complaint Reasons	Total number
Poor communications, including lack of notice, consultation & engagement	8
Dissatisfaction with policy/current delivery arrangements eg timescale, priorities, criteria	8
Inappropriate staff attitude/ behaviour	8
Unsatisfactory response to previous complaint/ request for service enquiry/ reported fault	7
Delays in start/ completion	6

Annual Area Housing Budget

Housing Services activities are taking place within agreed Housing Revenue Account (HRA) budget. The HRA Capital Investment Plan for 2022-25 was approved at full committee on the 24th Feb 2022 and remains the approved capital investment plan for the HRA.

The area housing budget that was approved for South and West Fife by elected members was £241,508 for this financial year. Subsequent approval for a fencing budget of £113,900 and £14,408 for a project that was incorrectly funded by the SWF area housing budget last financial year, gives a total of £269,874. The area housing budget is used for local projects, and as at 8th October 2024 we have spent £94,552 on local projects in South and West Fife. These projects include:-

- Tenancy Assistance
- Estate Improvements
- Estate Clearances
- Garden Works

We have a remaining budget of £160,915 for the remaining 5 month period and have identified/agreed the following project(s):-

- Repairing and renewing fencing in priority cases
- Improvements to external communal areas at walk-up flats
- Continued Tenancy Assistance
- Continues Estate improvements and clearances

Communication with elected members about any further potential projects is ongoing through consultation at area ward meetings.

Estate Management

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

The condition of our neighbourhoods is monitored by carrying out regular walkabouts with tenants, residents and partner agencies. Changes to the [Scottish Index of Multiple Deprivation](#) (SIMD) and [Place Standard Tool](#) are monitored and this highlights estates that require attention. From recent area walkabouts we identified that there are many communal areas which require weeds attended to, shrubs and trees pruned and grass cut. Many issues were also raised around the condition of roads and pathways which we are working with our colleagues in Transportation Services to try and address.

A Housing Regeneration Programme for the period 2022-25 has been agreed and the programme ensures that People and Place are at the heart of the process. As part of the regeneration programme, the remaining phase of the Fraser Avenue regeneration is to be completed. A mix of social rented and mid-market rent properties with 2, 3, 4 and 5 bedrooms are to be delivered and managed by Kingdom Housing Association. Amenity and wheelchair properties are also included in this mix.

Stock Improvement and Affordable Housing Programme

The Plan for Fife 2017-2027 through the 'Thriving Places' theme identifies the challenge of a rapidly changing population with around 20,000 new homes, of all tenure, needed over ten years. To achieve this, we are committed to building new homes and in the South and West Fife area we have built 128 new homes since 2017. We recognise that under the Right to Buy Scheme which was active between 1980 and 2016, 3236 properties were sold in the South and West Fife area. We are now purchasing properties back from the open market in the areas of greatest demand to assist those in the greatest need of housing. In the previous year 4 properties were bought in the South and West Fife area.

Appendix 1

There are a number of new-build council developments in progress or in the planning stages within South and West Fife;

- 39 properties under development in Saline
- 18 properties proposed for Cairneyhill
- 21 properties proposed for Aberdour
- 30 properties proposed for Rosyth

More detail about what is planned in the South and West Fife area is available by viewing the [Strategic Housing Investment Plan](#) projects

Fife Council, as a landlord, is committed to ensuring that housing meets the Scottish Housing Quality Standard. The Scottish Housing Quality Standard sets priorities to ensure that houses are:

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

Housing Improvement Programmes are in place that help meeting the standard. Renewal programmes are in place for the elements listed below;

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

The following improvements to council housing stock with South and West Fife will take place during 2024/25;

- New central heating – 157 properties
- New windows – 98 properties
- Upgraded bathrooms - 74 properties
- Upgraded kitchens – 57 properties
- New roofs – 33 properties
- Renew roughcasting – 5 properties
- New front doors – 3 properties
- Rewiring – 2 properties

Appendix 1

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

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

Gypsy Travellers are dedicated to living a travelling lifestyle and see travelling as an important part of their identity. Fife has three Gypsy Traveller sites which are undergoing improvement works to provide better facilities. There are currently no Gypsy Traveller sites in South and West Fife.



Safer Communities

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

Our Safer Communities team has responsibility for the enforcement and issuing of fixed penalty notices. Between 1st July 2023 and 30th June 2024, the following cases were reported within the South and West Fife area;

Fixed Penalty notice / Order	Total number
Dog fouling fixed penalty notices	0
Dog control notices	3
Fly tipping fixed penalty notices	0
Littering fixed penalty notices	1
Noise fixed penalty notices	0
Antisocial Behaviour Orders (ASBO)	0

Appendix 1

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

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

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

In the past year there have been 29 warnings for reports of Antisocial behaviour in the South and West Fife area.

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

The best way to get involved is through one of the local Tenant and Resident Associations and we have 1 in the South and West Fife area;

- Walter Hay Court Tenant's Association, Rosyth

Useful Information



Housing Services are a part of Fife Councils Communities directorate.



03451 55 00 33



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



Inverkeithing Civic Centre, 10 Queen Street. Inverkeithing, KY11 1PA



South and West Fife Area Lettings Plan

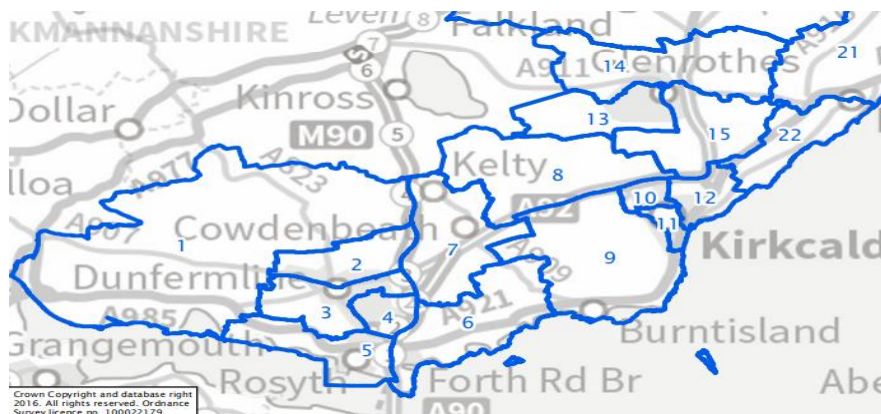
October 2024 to October 2027

Welcome

Welcome to the South and West Fife (SWF) Local Lettings Plan. We have produced an Area Housing Plan with our customers for each of the 7 Areas in Fife. This plan sets out how we aim to make the best use of housing available, respond to Council pressures and challenges as well as plan for new build and other changes within the housing stock in the area.

The SWF Local Lettings Plan covers 18 lettings areas across the 3 electoral wards (wards 1, 5 & 6 on fig 1 below).

Fig 1 – Electoral Wards in Fife



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

Link to other Documents:

Allocations Policy - [Housing-allocations-policy-March22a.pdf \(fife.gov.uk\)](#)

Area Housing Plan – [Area Housing Plan - South and West Fife 2022-24.pdf](#)

About the South and West Fife Area

Stock Profile

Fife Council

There is a total of 1961 Fife Council properties in the SWF area, spanning across 18 lettings areas. Table 1 below details this by property type and number of bedrooms;

Table 1: FC Housing Stock by Property Type/ No of Bedrooms

Fife Council Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	Totals
Sheltered Bungalow	7	24	21	1				53
Bungalow		109	36	9				154
Ground 4 in block	1	38	81	52	5			177
Ground Floor Flat	4	66	62	21				153
Ground floor sheltered								
House			472	494	92	3	4	1065
Maisonette		1	50	8	1			60
Multi-Storey								
Upper 4 in block		31	73	38	4			146
Upper Flat		60	62	30	1			153
Upper Floor sheltered								
Total	12	329	857	653	103	3	4	1961

Fife Housing Register (FHR) Partners

The FHR is made up of 13 organisations with Fife Council being the largest partner. There is a total of 1781 FHR partners' stock (excluding Fife Council) in the SWF area, belonging to 5 Housing Associations which are;

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

Table 2 below details this by property type and number of bedrooms.

Table 2 – FHR Partners’ Housing Stock by Property Type/ No of Bedrooms

FHR Partner Stock	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	Total
Sheltered Bungalow		4						4
Bungalow		25	143	20	2			190
Ground 4 in block		12	46	4				58
Ground Floor Flat	2	48	110		1			165
Ground floor sheltered		30	2					32
House	2		506	498	45	5	1	1057
Maisonette								
Multi-Storey								
Upper 4 in block	1	12	46					59
Upper Flat	3	56	134	23				216
Upper Floor sheltered								
Total	8	187	987	545	48	5	1	1781

- 30% of FHR Partner stock is 4+ bedroom.
- Cairn HA have the least stock of all FHR partners – 97% of their stock is sheltered/retirement housing and is in Rosyth
- Fife Housing Group have approx. 50% of FHR partner stock. 73% of their stock is house type with majority having 2 and 3 bedrooms.
- Kingdom are the second largest FHR partner landlord in South and West Fife with stock in Oakley, Blairhall, Saline, Carnock, High Valleyfield, Torryburn, Crombie, Cairneyhill, Rosyth, Inverkeithing and Kincardine.
- Ochilview HA have stock in Oakley, Blairhall, Newmills and High Valleyfield – Over 55% of their stock have 2 bedrooms and 27% of their stock is house type.
- Ore Valley have 6 properties in Rosyth, 1 in inverkeithing and 1 in Oakley

Stock profiles can be identified on FHR Website:

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

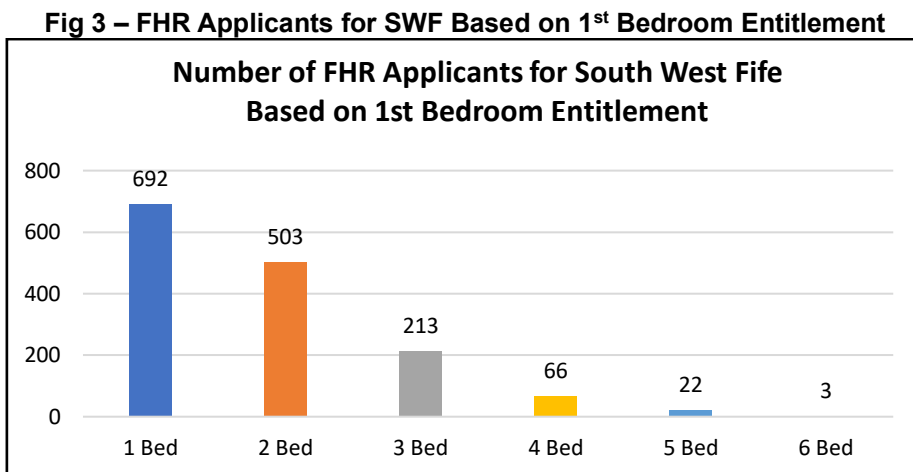
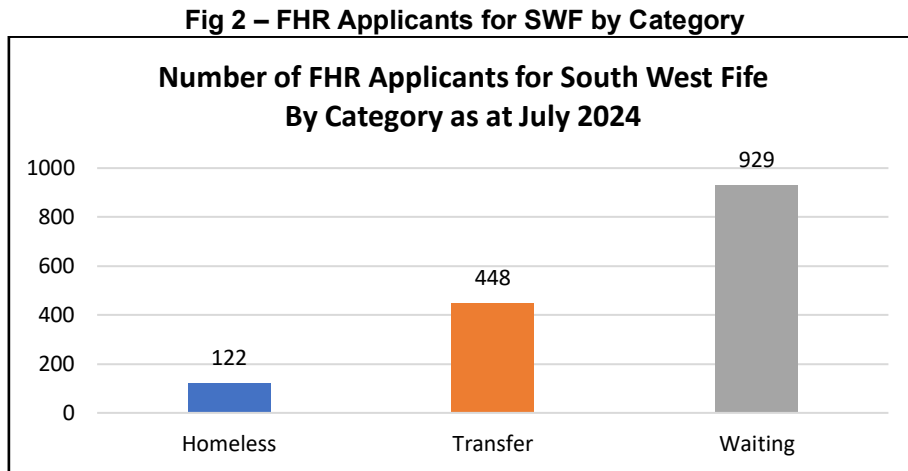
Alternative housing providers in the SWF area

There are also other housing providers in the SWF area who may help in meeting housing needs. These organisations are;

- Hanover Housing Association – properties in Inverkeithing and Kincardine
- Home Group – properties in Rosyth
- Horizon Housing Association – properties in Kincardine

Housing Need and Allocations

There are currently 1,499 applicants on the FHR for South and West Fife. Figures 2 and 3 below show the breakdown of applicant categories and bedroom entitlement. This information is correct as at 1st July 2024.



Fife Council allocated 125 properties in the SWF area between 1st April 2023 and 31st March 2024. Figures 4 and 5 below show the breakdown of allocations to applicant categories and based on number of bedrooms.

Fig 4 – Allocations Made by FC to Applicant Category

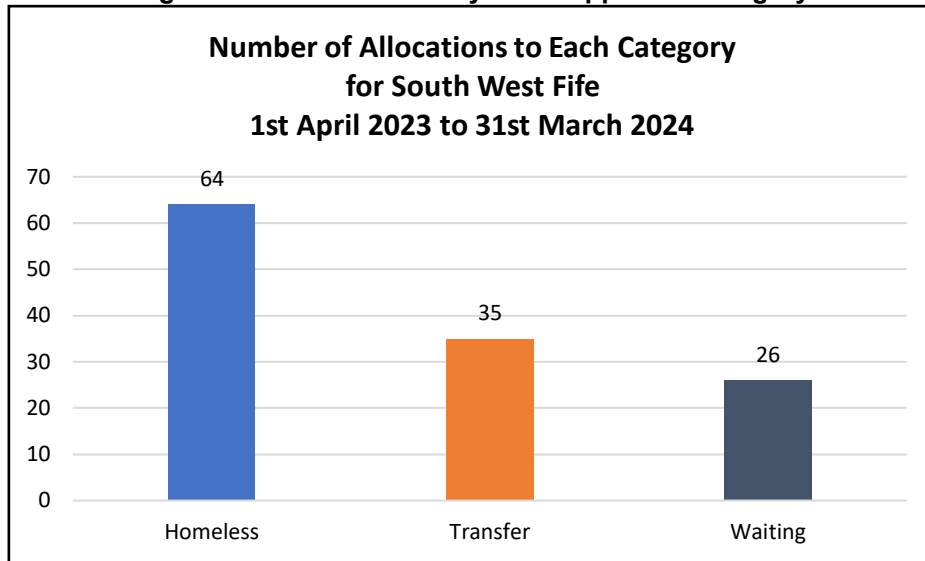
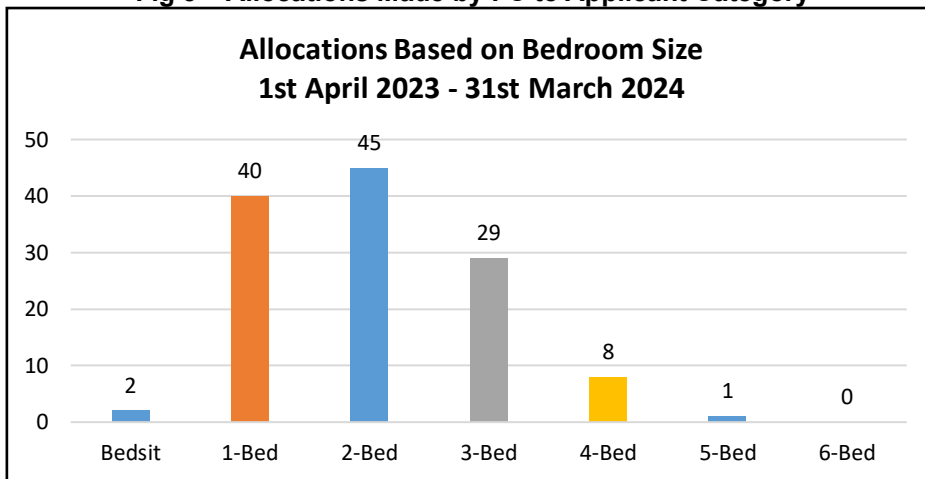


Fig 5 – Allocations Made by FC to Applicant Category



Housing Options

Low Cost Home Ownership

There are currently no low cost home ownership options in South and West Fife at this time.

Mid Market Rent

Kingdom Housing Association have some mid-market rent opportunities in the South and West Fife area and these are shown in table 3 below. MMR is a scheme to help working households on modest incomes to access good quality affordable rented accommodation. It aims to help people who have difficulty accessing social rented housing, buying their own home, or renting privately.

Table 3 – Mid Market Rent Properties in SWF

Street	Type	Size	No of properties
Oakley Road, Saline	2 storey house	2 beds	2
	2 storey house	3 beds	4
Devilla, Kincardine	2 storey house	2 beds	4
	2 storey house	3 beds	5
Burnbrae, Kincardine	2 storey house	2 beds	5
	2 storey house	3 beds	2

For more information please see the following link: <http://www.kingdomhousing.org.uk/housing/home-3/mid-market-rent/>

Mutual Exchange & Home Swap

A Mutual exchange between tenants can be an alternative option for those looking to move. This can often be quicker than waiting on a transfer through the Fife Housing Register and can maximise your choice and opportunity.

A mutual exchange can take place with a tenant with the same Local Authority Landlord, another Local Authority or a Housing Association as long as all tenants have a Scottish Secure Tenancy Agreement.

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

Figure 6 below shows there are 222 tenants living within the SWF Area that are currently registered on Fife Council's Home Swap site which is an increase of 58 on the previous year. This includes tenants of all FHR Partners.

Fig 6 – Tenants in SWF Currently Registered on Homeswap

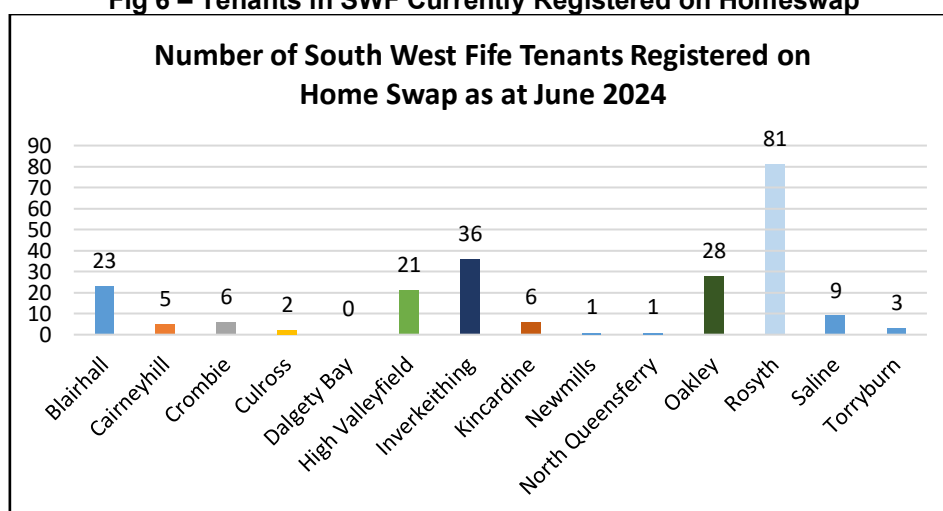
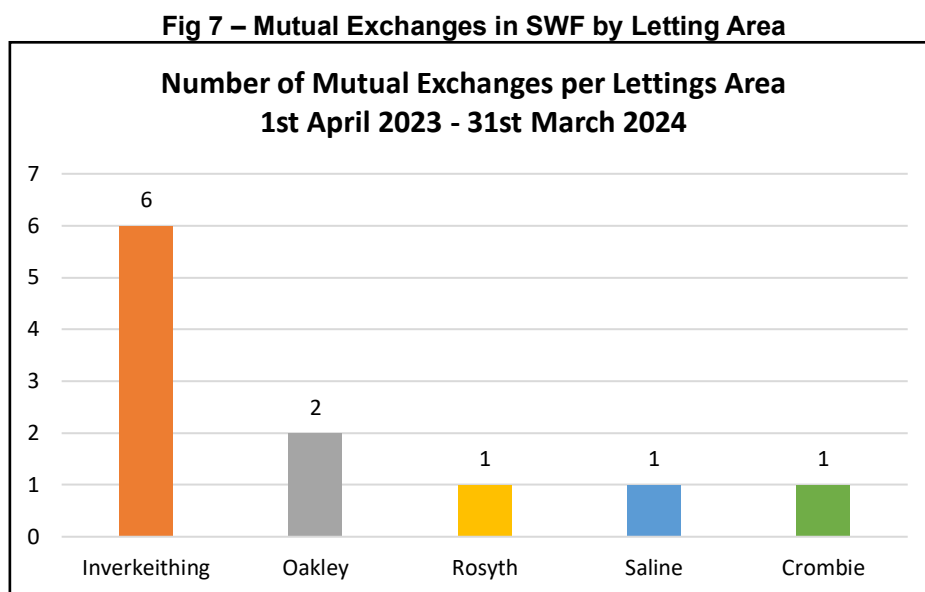


Figure 7 below shows there were 11 mutual exchanges in SWF by Fife Council tenants between 1st April 2023 and 31st March 2024 which is an increase of 2 on the previous year.



Private Rented Sector

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

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

Since 1st December 2017, all private tenants are issued with a Private Residential Tenancy (PRT). Generally there is a deposit required (usually equal to one month's rent) and a month's rent in advance before moving into the property.

Data provided from the Registers of Scotland (as at 16th August 2024) shows that there are 898 private landlords operating in South and West Fife and there are 723 private rented properties.

Table 4 below shows information available on monthly rent costs in SWF compared to the Local Housing Allowance. This information is correct as at 1st July 2024.

Table 4 – Average Private Rent Costs in SWF and Local Housing Allowance

Area	Average Cost Per Month			
	1 Bed	2 Bed	3 Bed	4 Bed
Inverkeithing			£895	
Kincardine				
N.Queensferry			£1,475	
Oakley				
Roysth				
Dalgety Bay		£900		
High Valleyfield		£900		
Villages			£940	£1700
Local Housing Allowance	£414	£543	£658	£1,151

As the table illustrates, there is a substantial gap between the Local Housing Allowance and the average rent costs.

Making the best use of our stock

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



Pressures on the housing stock: The current council housing stock in South and West Fife equates to 1961 properties. There is a lack of 1 bedroomed and 4+ bedroomed larger family homes.



Making the best use of different types of property

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



Maximising Access to affordable housing

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



Meeting the Needs of families

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



Developing initiatives in response to specific lettings issues

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



Complaints and Appeals

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

Local Housing Access issues

Table 5 below shows some of the issues we have in SWF regarding housing access and proposals to try and address these.

Table 5 – Proposals to Address Housing Access Issues in SWF

We found	Where	What we will do
High demand for larger family sized homes with 4 or more bedrooms	All areas	Ensure input into the agreed housing mixes of new build properties to include larger family homes
		Promote transfer moves for existing tenants who wish to downsize
High demand for 1 bed properties	All areas	Ensure 30% of 2 bed properties are allocated to the 1 bed list
Lack of specific needs / wheelchair housing	All areas	Ensure input into the agreed housing mixes of new build properties to include 30% amenity and 5% wheelchair properties
Low turnover of tenancies	All areas	Ensure implementation of transfer led allocations to increase the turnover
		Continue to work with those in housing need to look at alternative housing options

Allocations Priorities

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

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

- help families with children move through temporary accommodation as quickly as possible

- provide a proportion of two bedroomed properties to single people in response to mismatches in supply and demand
- link offers of housing with appropriate help, support or care to ensure sustainable tenancies.

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

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

Making the best use of available housing stock

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

New Build Properties

During 2024/25, 39 new council houses are proposed for Saline. Allocations will be transfer led to create a chain of allocations to assist more households in housing need. The housing mix at Saline will consist of the following;

- 5 x 2 bed houses
- 5 x 3 bed houses
- 5 x 4 bed houses
- 2 x 3 bed wheelchair bungalows
- 8 x 1 bed retirement bungalows
- 12 x 2 bed retirement bungalows
- 2 x 2 bed wheelchair retirement bungalows

There is also council new build housing proposed for Aberdour (21 properties), Cairneyhill (18 properties) and Rosyth (30 properties)

Your Community

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

Your community plan is available online at [Plan-4-SWF-FINAL.pdf \(fife.scot\)](#) If you want to know more about it, your Area Housing Team Manager is Claire Mackinlay who can be contacted at claire.mackinlay@fife.gov.uk

30 October 2024
Agenda Item No. 10

Street Naming and Numbering Consultation

Report by: Head of Property Services

Wards Affected: (5) Rosyth

Purpose

Under Section 97 of the Civic Government (Scotland) Act 1982, this report proposes that the name '*Barry Martin Crescent*' is approved as a new street name at the residential development on land north of Primrose Lane, Rosyth. A copy of the site plan for the development is appended showing the layout of the new street.

Recommendation

It is recommended that the new street name '*Barry Martin Crescent*' is adopted for the J.Smart & Co (Contractors) PLC development at land north of Primrose Lane, Rosyth.

Resource Implications

There are no Resource Implications associated with this report.

Legal & Risk Implications

There are no Legal & Risk Implications associated with this report.

Policy & Impact Assessment

There is no Policy & Impact Assessment required for this report.

Consultation

The developer (J.Smart & Co (Contractors) PLC) was consulted on 25 April 2024 and did not submit any street name suggestions.

The local Community Council (Rosyth Community Council) was consulted on 25 April 2024 and provided suggestions to be considered by elected ward members.

The elected ward members (Councillor Brian Goodall, Councillor Andy Jackson and Councillor Andrew Verrecchia) were consulted on 11 June 2024.

The preferred street name for one of the streets at the new development is '*Barry Martin Crescent*' which has been approved by the elected ward members. The suggestion was proposed by the local Community Council.

As the proposed name refers to the deceased Barry Martin, in advance of this consultation being brought to the South and West Fife Area Committee, Rosyth Community Council has contacted Barry Martin's family members who have consented to the proposed street name '*Barry Martin Crescent*'.

1.0 Background

- 1.1 Four new street names are required for the roads serving the residential development at Land North of Primrose Lane, Rosyth.
- 1.2 One of the proposed names, '*Barry Martin Crescent*', honours Barry Martin, a Scottish Firefighter from Rosyth who died after attending the 2023 fire at the former Jenners building in Edinburgh.
- 1.3 The proposed name '*Barry Martin Crescent*' conflicts with Street Naming and Numbering Policies and Procedures section 2.12 which states: "*Names of living persons or persons who have been deceased for fewer than five years*" will not generally be accepted and will therefore be referred to the South and West Fife Area Committee for decision.

2.0 Conclusions

- 2.1 The proposed street name for this development honours Barry Martin, a Scottish Firefighter from Rosyth, who died after attending the 2023 fire at the former Jenners building in Edinburgh. The proposed name meets criteria set out in section 2.11 of Fife Council's Street Naming Policy which states that new street names should "*Honour noteworthy persons local to the area or to Fife*".
- 2.2 It is for the South and West Fife Area Committee to decide on the final approval of '*Barry Martin Crescent*' as an exception to Street Naming Policy section 2.12 which states that "*Names of living persons or persons who have been deceased for fewer than five years*" will not generally be accepted as new street names.

List of Appendices

1. Location plan: S_24007_Streetmap

Background Papers

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

- Fife Council Street Naming and Numbering – Policy and Procedures document dated November 2018.
- Proposed site layout, as per planning application 22/02607/ARC

Report Contact

Ryan McQuade
Fife Property Gazetteer Officer
Property.Gazetteer@fife.gov.uk

Location Plan: S_24007_Streetmap



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**Street Naming &
Address Registration
S_24007**

four new street names
BARRY MARTIN CRESCENT
BAKERY WYND
AUCHTERLONIE ROAD
LYLE GROVE



Agenda Item No. 11

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

Report by: Nigel Kerr, Head of Protective Services

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

Purpose

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

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

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

Legal & Risk Implications

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

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.

Consultation

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

- 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 and 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

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 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 27 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 25 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.

2.6 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

- 2.7 Significant investment and improvements have 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

- 2.8 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

- 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

Nigel Kerr
Head of Protective Services
Email: nigel.kerr@fife.gov.uk

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 24th 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 3rd 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 29th 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 1st 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 27th 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 25th 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 1st 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 25th 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 9th 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 27th 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 25th 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 (29th July through SEPA and 14th 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 14th and 22nd 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 16th 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. 12

Forward West Fife – Evaluation of Participatory Budgeting 2023

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

Wards Affected: Wards 1,5 and 6

Purpose

To update members on the outcomes of the recent participatory budgeting exercise which was led by the Forward West Fife Steering Group to distribute Scottish Power and South and West Fife Local Community Planning budget funding, with support from both Fife Council officers and Ward 1 elected members.

Recommendation(s)

Members are asked to:

- (i) note the efforts of the Forward West Fife (FWF) steering group and Fife Council officers to successfully deliver a large-scale participatory budgeting (PB) exercise; and
- (ii) agree this report to be the conclusion of the formal Forward West Fife exercise, while continuing to promote the work of the funded projects where appropriate.

Resource Implications

There are no significant resource implications for this report.

Legal & Risk Implications

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

Impact Assessment

An Equality Impact Assessment is not required for this report.

Consultation

Summary evaluations were gathered from the 28 projects funded through the Forward West Fife process which concluded in the spring of 2023.

1.0 Background

- 1.1 One of the many consequences of the closure of the Longannet Power Station in 2016 was the creation of a 'Legacy Fund' totalling £100k to be distributed to the local area. The sum was issued on the premise that a PB exercise be used to distribute the funds.
- 1.2 Between 11 April and 5 May 2017, there were emissions of dust from the Valleyfield Ash Lagoons, which are operated by Scottish Power Generation (Assets). The incident led to significant temporary impacts on the local community. Scottish Power provided further funding (an 'Amenity Benefit Contribution' of £50k) to Fife Council to be administered to the affected areas. This fund was referred to as the 'Energy and Climate Fund'.
- 1.3 Due to the pandemic, community events including PB weren't possible until late 2021. Once face-to-face activities were fully permitted again, the decision was made that the PB exercise could take place after the reforming of the Steering Group - Forward West Fife. At this stage, it was decided that £20k from the Local Community Planning Budget would be added to the overall pot, meaning that £170k was available to fund successful projects. The criteria for the both the Legacy and the Energy and Climate Fund can be viewed in Appendix 1.
- 1.4 The Forward West Fife Steering Group was re-formed in summer 2022 to oversee the whole process, from idea generation through to the voting event which took place in February 2023. The Steering Group consisted of representatives from the affected Community Council areas (Kincardine, High Valleyfield, Low Valleyfield, Culross and Newmills & Torryburn), Communities and Neighbourhoods Officers and a representative from the Ash Lagoons Liaison Committee. Elected members from Ward 1 were also invited to attend each meeting.
- 1.5 Scottish Power and Fife Council provided the legal framework for the distribution of the funds - this 'Impact Agreement' guided the Steering Group in the planning execution of the process.

2.0 Voting Event

- 2.1 There were 28 project ideas that would be eligible for the public vote, which was held on Saturday 25 February 2023.
- 2.2 The event itself attracted over 200 attendees and 28 exhibitors displaying information about their proposed projects. The format of the event allowed attendees to browse the hall and discuss projects with all stallholders. Attendees were given 90 minutes for this part of the event. Attendees were also given a voting form and the process for voting was explained when they signed in for the event.
- 2.3 After ensuring all groups were compliant with Fife Council terms and conditions of non-recurring grants, successful groups were provided with guidance around the administration of funds, timescale for delivery and an evaluation framework. An informal progress report was sought in late 2023 with a full evaluation of funded projects due by summer 2024.

3.0 Evaluation of Successful Projects

- 3.1 Below is a short evaluation of all 28 funded projects and, where provided, Appendix 2 contains photographs of the end results. The summary evaluations are listed in descending order of votes cast at the public event. In some instances, organisations delivering more than one project have had their evaluations combined.

The successful projects were asked to respond to the following questions:

- What was the money spent on? *e.g. new swings for playpark*
- What difference has it made to your group, service users and/or the wider community? *e.g. more activities for young people, improved facilities in village, greater social cohesion etc.*
- Were there any challenges you encountered in delivering on your project? *e.g. rising costs, inability to deliver on time*
- What lessons did you learn from delivering your project? *e.g. more community involvement, wider consultation*
- Do you want to share anything else with us about your funded project? *e.g. any other observations*

Valleyfield Sports Hub – Eco Floodlighting System (£10,000)

- 3.2 The Sports Hub secured funding to purchase and install energy efficient LED floodlights for the MUGA. The astro turf pitch is proving very popular with the school and the community groups that use it. The installation of these new floodlights maximises usage of the pitches, meaning year-round hires are possible.

The group reported no issues in delivering this project but learned to take advice from professionals when carrying out capital projects like this. The initial costs of seeking this advice ultimately saved money further down the line. See Appendix 2, Fig 4 for photo.

Culross Stables – Battery Storage (£6,000)

- 3.3 The funds were spent on the purchase and installation of a 6.5kWh solar battery to support their two arrays of photovoltaic panels. The Stables have been able to significantly reduce their grid electricity consumption [and thus save significant cost] when the Community Hub is open, and the Bakery is producing fresh bakery products. The project was delivered without any complications. The Bakery is working well and, on sunny days, fully off grid thus reducing their carbon footprint.

Grow West Fife – Sustainable Garden Kitchen (£10,000)

- 3.4 Grow West Fife (GWF) initially secured funding to install their own separate power supply cable (they operate from the Walled Garden, Blair Castle and relied on the Castle's power supply). After some discussion with the landlord, it was apparent a separate supply cable wasn't going to be feasible. After that initial challenge, they decided on a standalone system which will more than meet their own supply needs.

The work is now complete and GWF have a solar panel kit installed which powers all their activities and even sends excess energy back to the grid. The kit allows them to efficiently deliver their lunch clubs, cookery classes, repair cafes and the other activities on site. See Appendix 2, Fig 7 for photo.

Valleyfield Community Club – Solar Lighting in the Allotment (£4,912)

- 3.5 The Community Club were successful in securing FWF funding money for an off-grid solar power kit. The Club initially experienced some delays in finding a contractor to carry out the installation of the solar equipment. They now have an electrician lined up to do the work, but the panels require a frame to be built, so that work is being carried out at time of writing. The panels will be installed soon after.

The main challenge faced by the Club was finding an appropriate contractor. On reflection, it would have saved time to purchase the kit and installation at the same time from the same company – arranging these separately has been the main stumbling block.

The main learning from this experience for the Club is to seek professional advice on the more technical jobs. There's a keen and committed team of volunteers but it's not always appropriate to ask volunteers to undertake certain tasks. They're pleased to report that the panels should be installed soon.

High Valleyfield Community Council (CC), Low Valleyfield CC and Newmills & Torryburn CC – Remembrance Garden (£10,000)

- 3.6 For several years, the groups had wanted to create an area of remembrance for those individuals from the areas who had served in the forces and lost their lives. The plan is to provide the communities a tranquil space to visit and pay their respects. They were able to draw up plans, purchase the materials to build on the space, including bricks, tables and benches.

The main challenge in delivering this project is waiting for the completion of Stage 2 of the Community Asset Transfer process to conclude. Once that is confirmed, the garden area will be constructed – the Community Councils advise that everything is in place and ready to go.

Low Valleyfield Community Council – Defibrillator (£2,248)

- 3.7 The community had wanted to see the installation of a defibrillator for some time – there are two defibs in nearby Culross, but the distance between the villages could be prohibitive in an emergency. Funding was awarded to purchase and install a defibrillator in Low Valleyfield. This machine has provided reassurance to the residents of the village – a high proportion of whom are older people.

Trying to find the site for installation was the biggest challenge for the Community Council (CC) as there are very few community buildings to provide the necessary continual power supply; Scottish Power approved it being fitted on their power box, which is handily placed on Main Street.

One unplanned issue was the purchase of a GPS tracker to be fitted on the equipment. The CC had originally opted for a lock with code combination. The First Responders who delivered the training on using the machine advised against this because of the need for quick access in an emergency. The GPS tracker means that it's possible to see where the machine is at any given time.

Valleyfield Sports Hub – New Containers for Community Space (£10,000)

- 3.8 The Sports Hub received funding to purchase modular units for the various groups that use the multi-use game area (MUGA) in High Valleyfield. The first unit contains WC facilities, a kitchenette and office space while the second unit is a store space for equipment.

The site isn't fully operational yet, but the units have proved helpful in securing a safe space for all age groups in the community and surrounding area. The main challenges faced by the Sports Hub in delivering this project were arranging the installation of the units at a time where the weather was suitable but other than that, the project was delivered without any issues. See Appendix 2, Fig 10 for photo.

Culross Stables and Bakery – Bakery and Courtyard Improvements (£10,000)

- 3.9 The funding received was spent on constructing and fitting out The Stables Bakery. The investment this funding provided has allowed the Stables to produce bakery products for the wider community. The cost of building materials has risen considerably, and The Bakery had difficulty in sourcing a bread oven at a reasonable and affordable price, however, they did find a suitable oven eventually.

The Stables Bakery is going well, producing 8 kilos of scones each week and more than 130 loaves of bread and ciabatta every Friday. Without this funding at such a critical point in their journey, they would not have the facilities or equipment to do this. They are very grateful to have received funding through FWF and the trustees stated that “creating a lasting legacy, with wonderful aromas, each slice at a time.”

Newmills & Torryburn Community Council – Community Garden Hub Power (£5,500) and Shed Power (£3,000)

- 3.10 The funding was for the purchase of solar panels and a battery system for both the Hub in the Community Garden and the Shed on the site. The Community Council also applied successfully to the Lottery for funding to secure the battery systems – this was an important safety requirement as the nearby nursery use the garden and to also protect against vandalism/theft.

By having these systems installed and functional, it allows visitors to the garden to access hot drinks, recharge tools, lighting and other appliances.

The Community Council purchased the kits and the installation separately, which with the benefit of hindsight, they'd not do again as it led to some delays.

West Fife Woodlands – Improving Access to Woodland Area/Walled Garden (£10,000)

- 3.11 Over 500 metres of pathway were resurfaced throughout the woods, drainage pipes were replaced reducing water logging on certain areas of the path network. One of the main access bridges was completely refurbished, with extended handrails and improved grading of the paths leading to the bridge.

There was extensive work carried out on the Walled Garden, including re-grading the slopes, tree planting and the planting of over 4,000 daffodils to enhance the area. The group also added two heavy duty picnic tables. Additional handrails were fitted at certain points in the woods again for the safety and wellbeing of everyone.

The changes have been greatly appreciated by people using the woods, with lots of visitors to the woods complimenting the team on their work. The main challenges faced were prioritising which jobs to undertake, given the sheer size of the Woods.

The group's main observation was the overwhelming impact that can be achieved with the right resources and dedicated volunteers, while keeping project costs relatively low.

High Valleyfield Community Council – Valleyfield Benches (£1,068)

- 3.12 Seven bench kits were sourced with the funding. The West Fife Woodlands volunteers constructed and installed the benches at various bus stops and sites around the village for no charge. The feedback from residents has been overwhelmingly positive, with all bus stops now having space for people to sit. The benches are also fitted with planters at each side and a couple of dedicated locals have been maintaining the flowers and plants as the seasons change.

The group faced no challenges with this project and are grateful for the funding to bring this idea to life. The group would also like to thank West Fife Woodlands for the installation of the benches.

West Fife Woodlands – Replacement Tools (£6,000)

- 3.13 This funding was spent equipping the group with a vast range of tools and safety equipment, basically upgrading and renewing most of their hand tools which are essential for the group to undertake their projects. The tools purchased included new brush cutters, picks, spades and an assortment of other tools which are used weekly by the volunteers.

The remainder of the funding was also used to purchase ten pine marten den boxes which will help to increase the spread of red squirrels in West Fife. The new tools and equipment purchased allows the group to be more efficient, meaning they can carry out their tasks more efficiently.

The main challenge faced for this project was ensuring they maximised the volume of tools purchased. As with the funding for improving access in the Woods (see 3.11), their main observation was the difference volunteers can make to improving communities. See Appendix 2, Fig 1 for photo.

High Valleyfield Community Council – Valleyfield Stitchers (£1,840)

- 3.14 The funding allowed the group to expand in numbers by purchasing an additional six sewing machines and a variety of associated materials. The group meets every Thursday with a minimum of 12 stitchers attending every week, with attendees ranging from 21 to 80+. The group has become 'tight-knit' and now carry out large scale projects for the benefit of the village – their next big challenge is the production of Christmas stockings and other knitted items. The group faced no challenges in delivering this project and have experienced an upsurge in interest from potential attendees as a direct result of the funding received. See Appendix 2, Fig 5 for photo.

Newmills & Torryburn Community Council – Eco Toilet at the Ness (£10,000)

- 3.15 The funding allowed the Community Council (CC) to purchase an eco-toilet for The Ness playpark and for the Shore Road area. The area attracts lots of campervans, not all of which are 'off-grid', so a toilet would allow campervan users and indeed users of the playpark to have a toilet facility nearby. Consultation completed by the Coalfields Regeneration Trust further evidenced this requirement for the area.

The project has experienced a delay with installation as some residents have questioned whether The Ness is the best location. The Community Council have committed to further consult on this matter and consider a relocation of the toilet to the Community Garden. The CC feel that it's best to carry out a thorough consultation with residents to ensure the best outcome for everyone.

This delay won't result in any increase to cost as purchase of the toilet is complete and the works are agreed with a local contractor.

Valleyfield Fishing Club – Equipment and Permits (£3,000)

- 3.16 They have used some of the money to purchase fishing tackle, bait and other equipment for the new young members to get them started on their journey with the Club. The money has also been used to subsidise their travel and fishing costs, removing barriers for those on low incomes to join the Club.

The Club members use their own personal cars, which limits the number of people they can carry in the vehicles along with the equipment. Attracting new members has been a long-standing issue for the Club but they hope to use the remaining funds to do some local promotional work. They hope that any new young members that join will bring an adult with them to support existing travelling arrangements.

West Fife Community Trading Ltd – Don't Drive, Cycle (£7,000)

- 3.17 From the award of £7,000 they added £3,000 from their own funds to make a total project cost of £10,000. They purchased a two-tier cycle rack and cover, complete with charging points for bikes on the lower level and the cost was inclusive of installation. Unfortunately, their contractor did not completely fulfil their side of the contract and consequently, they have still to wire up the charging points.

The cycle storage is used not only by patrons of the Red Lion Inn but also peddling visitors to the village and its various attractions. This new feature has significantly reduced the number of abandoned bicycles on green spaces and there are now no reports of bicycle thefts in the village.

The main challenge faced by the group was negotiating with the contractor to make good on the sales promises and unfortunately the dispute means that more funding is required to wire up the charging points. When funding becomes available, they will connect the charging points, and the facility will be fully operational. See Appendix 2, Fig 8 for photo.

Culross Community Council – Pier Restoration (£2,800)

3.18 The funds were for two items:

- a) An information panel that gives some context and information on the history of the harbour area and its importance as part of a trading Royal Burgh.
- b) A marker post and compass points at the southern tip of the pier.

The info panel has resulted in greater awareness of the pier project, and this has led to more funds being paid into the honesty box on the pier and has also encouraged visitors and residents to enjoy the harbour area in greater numbers. Recent filming in the harbour area has also increased visitor footfall.

The info panel is in place and the final concrete pour took place on 13 July 2024, with the marker post being fitted shortly thereafter. See Appendix 2, Fig 2 for photo.

Culross Community Council – Tin School (£1,300)

3.19 The funding was spent on purchasing an interpretation board for the history of the Community Garden and Tin School. The sign provides information about the history of the Tin School and its place in Culross' history.

Visitors and residents (many of whom attended the Tin School) have commented on informative the sign is and the role the Tin School played in the history of the village.

Thankfully, the Community Council encountered no challenges in delivering this project. A resident of the village installed the sign so there was no installation costs for this project. See Appendix 2, Fig 6 for photo.

Valleyfield Bowling Club – Mighty Oaks from Little Acorns Grow (10,000)

3.20 The Club used the funding to make a series of improvements around the grounds and behind the scenes, including: solar panels, a compost box and plants/flowers for the perimeter. By installing the solar panels, the Club has reduced its carbon footprint, while also allowing them to light the green and provide refreshments on matchdays. The Club have also started composting where peelings and cuttings are put into pots to sustain the plants and flowers around the bowling green.

The main challenge in delivering this project was that after the installation of the panels, the company carrying out the work ceased trading. This meant that the Bowling Club had to source another contractor to connect the battery to achieve the full benefits of having solar panels. This incurred additional costs, which were covered by the Club. The decorative improvements to the green have been well received and commented on by members and visitors alike.

Simply Local Kincardine – Garden Compost Toilet (£6,750)

- 3.21 The funding was granted to allow the group (which oversees the community garden in the grounds of Tulliallan Police College) to purchase and install an eco-toilet, shed-style surround and accessible ramp for those users with mobility issues. The space was also used frequently by the local primary school as an outdoor learning area, so the group wanted to provide facilities which would allow the children to stay there for longer periods.

Operational changes in Police Scotland recently have made it difficult for the children to be on site as frequently as they had been previously. The primary school secured funding for raised beds, which means the children access outdoor learning more conveniently on the grounds of the school. Police Scotland have also re-purposed some of the land, which has impacted the group's plan for expansion.

After discussions with Police Scotland and the school, the group have decided they are unable to deliver this project. Fife Council officers will work with Simply Local Kincardine to explore all potential options.

Newmills & Torryburn Community Council – Picnic Benches (£8,950)

- 3.22 The purchase of six picnic benches for people walking in and around Torryburn and Newmills was possible thanks to funding through Forward West Fife. Four benches were also positioned by The Ness playpark, one of which is wheelchair accessible.

These benches replaced some older, rotting benches and some are completely new. Many locals have commented on the difference that's been made by the replacement benches. One gentleman had been using the old benches for a while and was growing concerned about the poor state they were in. He's delighted with the new seats that now take pride of place and uses them every day while out walking.

No issues were encountered with this project – the aesthetic of the villages has improved significantly thanks to this funding.

Kincardine Community Association Ltd – Kincardine Cinema (£7,760)

- 3.23 The association installed the community cinema equipment in December 2023. Their project was delayed by rising costs. Consequently, they met with other providers for advice before ordering suitable alternative equipment.

The Group has recruited volunteers to take the project forward and they are putting a plan together with support from consultants and other community cinema project representatives. This wider networking has been beneficial to the group.

Although disappointed by the delays in installing the equipment, the extra time gave them a chance to discuss the project further and they decided to install the equipment permanently in one of their rooms instead of it being mobile. The Cinema is proving very popular with residents, with movie nights attracting healthy numbers of attendees. See Appendix 2, Fig 9 for photo.

Valleyfield Community Club – The Witches Garden (£6,700)

- 3.24 For the Witches Garden project, the Community Club spent the money on a mural, silhouettes and a solar off-grid kit to give them power in the garden to run lights.

The silhouettes are made but the Club were waiting to paint the rest of the outside walls before mounting them on the walls. The Scottish weather proved to be the main challenge in completing this project.

Lots of people have stopped by to look at the mural and asked about the witch trials and Lilas Aidie – the Club committee and the community are keen to see the finished area in all its glory. See Appendix 2, Fig 3 for photo.

Newmills & Torryburn Community Council – Local History Signs and Mural (£8,000)

- 3.25 The mural in the pedestrian tunnel linking Torryburn with Newmills under the railway bridge was completed in summer 2023 and has made a huge difference to what was a dark and dingy space. A local artist was commissioned to do the painting and her work is there for everyone to see. The mural displays 12 famous Scottish landmarks.

The nearby nursery children love to use the tunnel and look at the painting - there's also a game to count the haggis throughout the tunnel! Network Rail were very accommodating after an initial delay with permission to paint the tunnel. That brief delay was the main challenge with this project.

The implementation of the signs is sitting with the Local History Group as they decide on the final designs. There's been a slight delay in scanning the images onto large display signs as most are taken from old photographs. The Group are confident in completing this project soon as they have identified a local contractor to carry out this task.

Kincardine Community Council – Wildlife Mural (£4,200), Kincardine Fair Days (£2,100) and Kincardine Events Kit ((£1,790)

- 3.26 After some negotiations about location for the mural, a site has been identified and agreed, with a local artist commissioned to carry out the work. The Community Council (CC) hope this work can happen soon. The rising costs for materials has been a slight issue as the overall cost of delivering this project is higher than the initial quotes received, but the CC hope to be able to meet these.

Kincardine Fair Days as a separate entity never materialised, but with the funding the CC was able to have a presence at the village gala and the Christmas lights switch-on last year. The children very much enjoyed the Christmas treats made available by the funding. With the remaining funds, there will be a community event and another presence at this year's Christmas lights event.

The purchase of gazebos, tables, chairs, a battery power pack, and presentation support frames were all used for the funding awarded for Kincardine Events kit. The kit is available for use by community groups for any future community events, including a Mining Trail walk the CC have planned.

The biggest challenge faced by the CC for all three projects was the high turnover of community councillors in the intervening period, so the newly elected community councillors took some time to get up to speed on what was required for each project to be delivered successfully.

4.0 Conclusion

- 4.1 From the information gathered in the above evaluation, it's clear that many local groups have delivered exciting, informative and, in some cases, transformational projects for their communities, all possible thanks to the funding provided by Scottish Power and the Fife Council South and West Fife Local Community Planning Budget.
- 4.2 Most of the groups delivering these projects are made up solely of volunteers who, to their credit, take a great pride in where they live and wish to improve their village for residents and visitors alike.

- 4.3 The Steering Group too deserve huge credit for shaping the process from the beginning through to the voting event which was the conclusion of the application procedure. The power of people working together and doing good things was evident throughout the Forward West Fife process.
- 4.4 Finally, this whole process highlighted the significant impact participatory budgeting can make in the allocation of funding and local decision making. By promoting this method of participation and local democracy, the Council can continue to show its commitment to responding to local priorities.

Background Papers

Fife Council Best Value Thematic Review (pages 13-16)

https://audit.scot/uploads/2024-05/bv_2223_fife.pdf

South and West Fife Area Committee Report - Initial report detailing process and initial outcomes (pages 55-64)

https://www.fife.gov.uk/_data/assets/pdf_file/0022/471217/Agenda-and-Papers-for-Meeting-of-South-and-West-Fife-Area-Committee-of-26-April-2023.pdf

List of Appendices

Appendix 1 – Forward West Fife Funding Criteria

Appendix 2 - Photos from Forward West Fife Projects

Report Author

Stephen Adamson

Project Manager – Anti-poverty and Community Wealth Building

Inverkeithing

Email: stephen.adamson@fife.gov.uk



Forward West Fife

Funding pot - £120k Scottish Power Legacy Fund (including £20k contribution from Fife Council)

Eligible towns/villages: Five closest villages to Longannet Power Station site – Kincardine, Culross, Newmills and Torryburn, Low Valleyfield, High Valleyfield

Applications that include any of the following themes will be considered:

- Protection of environment and reduction of climate change impact
- Development of knowledge, skills and education
- Development of “good neighbours” practices and community development
- Development of heritage, culture and creativity within the local community
- Support of the most disadvantaged or needy with a focus on poverty prevention

Applications which meet the goals of the four key strands of the Plan 4 Fife will also be considered:

Opportunities for All

Opportunities for All is about ensuring that no-one is left behind. We aim to ensure that everyone can access opportunities in education, training, jobs and wider society and have equal access to the support and advice they might need to support a fulfilling and decent life.

Thriving Places

Thriving Places are safe, well designed and maintained places that promote wellbeing, where people are proud to be, and where they have access to the services and facilities they need at different stages of their lives.

Inclusive Growth and Jobs

Growth in the local economy should benefit everyone and should not pass people and places by. We will therefore focus on improving investment, growth and participation by businesses, people and communities. We aim to support businesses to grow and to make sure that communities benefit from new business investment.

Community Led Services

Community Led Services means putting communities and service users at the heart of how we design services and building on the strengths and assets we have in our workforce and in our communities in order to deliver valued services.



Forward West Fife Energy & Climate Fund

Funding pot - £50k Scottish Power Funding (as a result of ash lagoons incident in 2017)

Eligible towns/villages: Kincardine, Culross, Newmills and Torryburn, Low Valleyfield, High Valleyfield

Applications that include either of the following two themes will be considered:

- Environmental improvements
- Renewable energy or energy efficiency

Some possible examples of projects which include the above themes could be:

- Renewable energy – solar / wind power sources for local projects
- Transportation – cycling schemes and other low carbon choices
- Initiative to get people walking rather than using the car
- Growing your own food and improving local facilities to do so
- Training / Education of environmental and wildlife issues
- Anything that promotes re-use, re-cycling or sustainability
- Protection of flora and fauna

Please note this is not an exhaustive list. Any applications which meet either of the two themes listed above will be considered.

Forward West Fife Project Photos



Figure 1 - West Fife Woodlands volunteers with their new tools



Figure 2 - An image of the work being undertaken to restore Culross Pier



Figure 3 - The Witches Garden area at Valleyfield Community Club



Figure 4 - Valleyfield Sports Hub Eco Floodlights



Figure 5 - One of the new sewing machines purchased by Valleyfield Stitchers



Figure 6 - The Culross Tin School information board



Figure 7 - The Grow West Fife sustainable kitchen with solar panels



Figure 8 - The bike rack in the car park of the Red Lion Inn purchased by West Fife Community Trading Ltd



Figure 9 - Kincardine Community Cinema



Figure 10 - Valleyfield Sports Hub containers

30 October 2024

Agenda Item No. 13

Supporting the Local Community Plan – Summer Programme

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

Wards Affected: 1, 5 and 6

Purpose

To provide members with feedback on the contribution from Local Community Planning Budget to part fund aspects of the Summer Programme for Adults, Families and Children and Young People.

Recommendation

The committee are asked to note the programme of activities and pass comment on the range of engagement opportunities that took place throughout the seven week summer holiday period.

Resource Implications

The committee approved an allocation of £18,000 split equally across Wards 1, 5 and 6 amounting to £6,000 each from the Local Community Planning Budget to support the programme of activities. The committee also approved an allocation £18,000 from the central Local Community Planning Budget to be utilised for the summer programme.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

The programme was developed in collaboration with young people, adults and families. The summer programme partnership group which comprises of Community Development officers, Community Use officers, Active Schools officers, Education staff and Voluntary organisations including Eats Rosyth developed activities spanning across the seven week holiday period. Evaluations from all activities took place and has informed findings in the report. Community centre management committees also support by providing access to local resources and volunteers.

1.0 Youth Work

Universal Youth Club Sessions

- 1.1 Each universal youth club provision met once a week over five weeks of the summer break. Activities were planned around young people's current interests and in line with the national youth work outcomes. Each area followed the same programme of three weeks of centre-based activities and two weeks of trips out. Except North Queensferry that only ran for three weeks due to both staff and young people's availability.
- 1.2 Oakley and Blairhall provision both seen 28 individual young people attending with a total of 96 attendances across the five weeks. In High Valleyfield there was 46 individual young people with 110 attendances, Kincardine saw 34 young people with 134 attendances and in North Queensferry there were 10 individual young people with a total of 19 attendances. These numbers have increased by 27% against last summers figures.
- 1.3 Some of these groups were large in number and in rural locations so coaches were required to get them to their final destination. The costs of coaches have increased by around 30% since last year. This increase adds to the overall costs of providing and enjoyable trip away for the young people.
- 1.4 Activities ranged from roller discos and mini music festivals to the Safari Park and cinema. All sessions included lunch or snacks. We have received great feedback this year from young people, parents/carers and staff that the mix of activities, times, durations, etc. worked really well and that for many it was their first ever trip to the Safari Park or the Odeon.
- 1.5 Appendix 1 highlights some of the activities that young people took part in during the holiday period.
- 1.6 A large proportion of the monies requested cover staff costs; youth work staff are contracted/budgeted for only 36 weeks per annum, therefore, this does not cover school holiday periods. Having youth work provision throughout the summer allows us to provide consistency for the young people that engage in our provision throughout term time.
- 1.7 Appendix 2 details funding allocated and spend against activities and provision throughout the summer.

HVF Gala Parade

- 1.8 In conjunction with High Valleyfield Gala Committee, staff supported 12 young people over three days to make banners, props and decorations to decorate a youth club gala float. There was a music festival theme and young people loved making banners, flowers and butterflies to decorate the float.
- 1.9 The young people learned about the gala committee and volunteering and how volunteers raised funds all year round for the gala to take place. Volunteering can be important for many reasons including helping others, personal growth, connecting with your local community, gain valuable work experience and a sense of purpose. The young people also took part in the parade on the Saturday morning and then went on to enjoy their gala day. In Appendix 1 you can also see some of the photographs on the young people building their gala float.

1.10 Young people and their families provided feedback to officers regarding their time during the holiday provision. Feedback was gained through a variety of methods including individual impact statements, session reviews by staff and facebook comments. Below are some examples of the feedback received.

- “Thank you all for your efforts. B had a fab time with the youth club this summer 😊”
- “Thanks so much for all you do. It’s fantastic for the kids to have this available to them. 🥰”
- “Great, roller-skating part was my fav. This day was great”
- “I like that people help when we feel like we are not ready”

EASYP and Next Steps Employability Programmes

1.11 EASYP is a Scottish Government funded programme which allows for 52 weeks per year engagement for young people this means they have a two week break in the school holidays. Next Steps is funded through the local Poverty Action Group and is delivered over 36 weeks per year and is an employability programme offered to young people aged between 18-24. Young people work in small groups to gain life skills, work experience and gain qualifications such as literacy and numeracy.

1.12 Both groups joined forces and ran for the first five weeks of the school break taking the last two as holidays. This allows those from EASYP who may be moving to Next Steps to meet and interact with staff and other participants. Both groups met for two longer days per week to allow for travel to and from different venues.

1.13 Places the young people visited over summer included the Edinburgh National Museum; Dynamic Earth and their climate exhibition; Glasgow Science Centre and SKY Academy in Livingston.

1.14 Young people also engaged in centre-based activities including *Climate Warriors Project*. This project is an independent organisation that supports educational settings in advancing and inspiring children and young people to choose to take action for climate change. The young people took part in weekly challenges that involved learning about carbon footprints, what is natural carbon as well as engaging young people thinking around impacts of climate change and how this is felt by children and young people round the world. Young people also engaged in weekly fitness and wellbeing sessions.

1.15 SKY academy is always a popular input and teaches a range of skills on presentation as well as introducing young people to the variety of opportunities there are to work within such a large organisation. They can try out a range of roles both in front and behind screen. See the link below:

https://fifecloud-my.sharepoint.com/:v:/g/personal/craig_mitchell_fife_gov_uk/EcBS9vGmOoZELiHEDFBXfYIBnGn4IT-o9usLh9uok6PSUA

1.16 Both groups ended summer with their annual awards ceremony for completion of their respective course. 23 young people collected 14 different SQA awards totaling an amazing 69 individual accreditations, ranging in SCQF level 4 and 5. Subjects as varied as Youth and Adult achievement awards, Introduction to Customer Care, Introduction to Tourism Communication and Numeracy.

1.17 Over the year, young people also completed personal development courses such as 6 Pillars of Self Esteem, 7 Habits of Effective Teens, First Aid and Health Issues in the Community (HICCS).

- 1.18 All young people have moved on to their next destination in either work or further education.

2.0 Community Based Adult and Family Learning

- 2.1 Programmes and support were targeted to the following groups in line with the Family Learning within a CLD Context - Community Learning and Development (CLD) Regulations (2013) which place a requirement on local authorities to initiate, maintain and facilitate a process which ensures that CLD in that area is secured in such a way that it:
- Identifies target individuals and groups
 - Considers the needs of those target individuals and groups for CLD
 - Assesses the degree to which those needs are already being met
 - Identifies barriers to the adequate and efficient provision of relevant CLD
- 2.2 The Adult Learning Planning and Delivery Group delivered six Adult and Family Learning Events (Fun Days) at various locations in South and West Fife and a 7 Habits Residential for Effective Families at Lagganlia Outdoor Centre during the summer of 2024.
- 2.3 The Family Fun Day Events were held at the following locations. Although these events took place in specific centres, they were open to everyone in surrounding areas:
- Oakley Community Centre – Tuesday 09 July 2024 – 1-3 pm
 - Ballast Bank Community Centre – Tuesday 16 July 2024 – 1-3 pm
 - Valleyfield Community Centre – Wednesday 17 July 2024 – 1-3 pm
 - Kincardine Community Centre – Tuesday 23 July 2024 – 1-3 pm
 - Parkgate Community Centre – Tuesday 30 July 2024 – 1-3 pm
 - Blairhall Community Centre – Friday 09 August 2024 – 1-3 pm
- 2.4 The Family Fun Day events provided families with various free activities during the school holiday period.
- 2.5 Due to the impact of the rising cost of living, many families are now living in poverty and struggle with the cost of taking part in meaningful activities during the school holidays. Furthermore, food and transport costs are contributing factors that stop many families from going out/engaging. A lot of disadvantaged families face social isolation, most especially those who are living in SIMD communities. Therefore, by delivering these events free of charge, council officers and partners were able to be more inclusive and stop families from being excluded.
- 2.6 Moreover, these events were an opportunity for the Community-Based Adult Learning Team to engage with potential learners by promoting our extensive range of adult learning programmes. It is important to continuously promote learning so that adults are aware of the opportunities that are available to them and know that these can be accessed at any point in their lives.
- 2.7 There was also a presence from different organisations offering advice and information on health and wellbeing, welfare support, family support, money advice and energy-saving tips. This allowed families to have access to wrap around support that not only they could access on the day but gained knowledge that they could access services and support any day. The organisations that were there are listed below:

- BRAG – Square Start Families
- Greener Kirkcaldy – Cosy Kingdom
- Kingdom Community Bank
- The Well
- Clued Up Project

2.8 This project contributed towards achieving the ‘S&WF Local CLD Plan priority number two - Thriving Places - point 2.3’. Continue to develop and deliver an inclusive, holiday programme provision which runs in local community venues and provides high quality family learning opportunities. Programmes will be determined on learner feedback and in conjunction with learners. Programmes will be targeted at SIMD communities in the first instance.

2.9 The events were well attended. Blairhall was the exception to this, because it was affected by bad weather.

Oakley – 79

Ballast Bank - 69

High Valleyfield – 85

Kincardine – 89

Parkgate – 95

Blairhall – 38

2.10 Activities provided were as follows:

- Air Fryer – Pizza Making
- Balloon Modelling
- Facepainting
- Sewing Tasters
- Bird Feeder Making
- Arts and Crafts
- Outdoor and Indoor sports
- Circus Skills
- Scavenger Hunts
- Inflatables
- Lunch and light Refreshments
- Dream Catcher, jewellery making
- Mates Make Music – Performance

Lagganlia Residential – Kingussie, Inverness-shire

2.11 The Lagganlia residential took place on the last week of the summer holidays 12th–15th August with nine adult learners taking part. Four members of the Community Based Adult Learning team worked together to deliver the residential which lasted three nights / four days.

2.12 Three briefing meetings took place prior to the residential so that participants could meet each other, hear about what to expect from the residential and any questions or concerns that they may have about the residential could be addressed, as well as staff being able to ensure any additional support needs could be met.

2.13 Participants ranged from across the South and West Fife area, from Kincardine, Oakley, High Valleyfield and Rosyth.

- 2.14 Time was built in for learners to participate in outdoor learning opportunities which included archery, jungle float and a day walk into a remote bothy in Glen Feshie. This enabled participants to build new relationships, improve their confidence and increase their communication and team building skills.
- 2.15 The residential was also offered free of charge to participants and everything was provided including accommodation, transport, food and any outdoor equipment.
- 2.16 Participants who took part in the residential felt that they needed this learning opportunity to improve their well-being by allowing them to reflect and get away from their normal routine. In our experience, learning residentially and staying on campus provides an immersive and calm learning experience with fewer distractions. Learners find that it improves their concentration, aspirations, motivation, resilience, and mindset. Some of the feedback below has been taken from our evaluation where participants were asked to describe their learning journey:
- *Gave me the kick to get out there and do it*
 - *Changed my perspective about a lot of things*
 - *Made me feel I can do things*
 - *I can say no*
 - *More confidence*
 - *You can always learn something from course content/peers*
 - *To gain more confidence, techniques to cope with challenges*
 - *Positive effects of meeting new friends*
 - *To be more appreciative to those who love me*
- 2.17 Appendix 4 highlights activities and spend for all Family Learning and Community Based Adult Learning spend. Costs were broken down to highlight estimated cost against actual spend.

3.0 Café Inc

- 3.1 Throughout the Summer, Café Inc was delivered across a number of community food providers spanning from Inverkeithing to Kincardine. The community food providers were as follows:
- Inverkeithing Tree Top
 - Rosyth EATS
 - Kings Road Primary (Council provision)
 - Oakley Community café
 - Valleyfield community club
 - Saline/Steelend Pantry
 - Kincardine Pantry
- 3.2 The provision in the summer must be credited to the Community Food Providers dedication and commitment of the volunteers. Seven week provision is a challenge to deliver high quality food with wrap around support. Families in attendance shared their gratitude in how the provision in South and West Fife is dignified and they enjoyed the activities that were on offer and not 'just lunch bags'. Some stated that the café feel where there was choice and an opportunity to pick from a menu enhanced their experience.

- 3.3 Appendix 4 demonstrates the number of families who engaged in Café Inc provision throughout the summer holiday across the community food providers.
- 3.4 A member of the central council team who has responsibility for Café Inc across Fife visited S&WF provision. Below is some feedback:
- *On Monday the 12th of August as part of the Cafe Inc Family Research Project we visited the Orchard at Rosyth Eats with the aim of gathering views of families and measuring the impact of Cafe Inc.*
 - *The Orchard was busy with around 20 families in attendance. Families were eating together on picnic benches, blankets and engaging in conversation. There was hot and cold food on offer including fresh vegetables produced by Rosyth Eats.*
 - *There were also craft activities available, and families took great delight in watching the chickens and showing us the frogs. The wrap around activities added extra to an already, welcoming environment.*
 - *Feedback from families was positive and many parents shared that without Cafe Inc they would've skipped lunch for themselves.*

4.0 Conclusion

- 4.1 The summer programme has been a huge success in the main, demonstrated by number of attendances and feedback from participants. Many adults, families' children and young people engaged in activities and trips that was a first for them.
- 4.2 The summer period particularly this year with being seven weeks can be particularly challenging with the additional anxiety of keeping children and young people entertained and also with the additional financial burden this brings to families.
- 4.3 It is also a challenging time for families where the daily routine and support from educational engagement is not there. Therefore, providing these activities help sustain contact with the most vulnerable of households.
- 4.4 The committee were asked to approve in total £36,000 of funding in order to provide this programme. These were estimated costs and the actual spend for all summer activity was £28,177.57. This excludes Café Inc as this funding sits with Fife Council's central budget.
- 4.5 The Community Development team will continue to lead this agenda from the front engaging in dialogue with local communities, partners and members.

List of Appendices

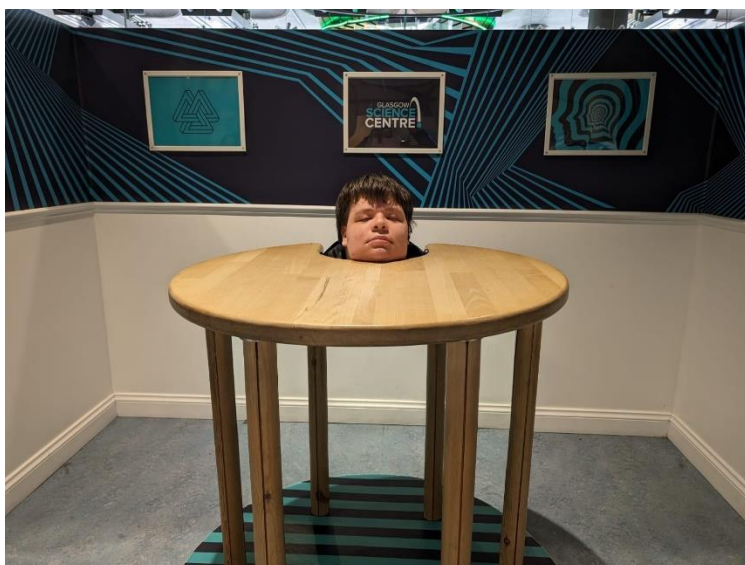
- Appendix 1 – Youth Work photographs of young people engaging in the activities
Appendix 2 – Youth Work spend
Appendix 3 – Community Based and Family learning spend
Appendix 4 – Café Inc summer engagement figures

Report Author

Mandy MacEwan
Community Development Team Manager

Mandy.MacEwan@fife.gov.uk

Appendix 1



Glasgow Science Centre





Trip to the Odeon cinema.



Float for High Valleyfield Gala Day



Blair Drummond Safari Park



Roller Disco



Activity	Cost
EasyP/Next Steps Trips/activities	£548.75
Youth Club trips/activities	£4,750.26
Resources	£3,577.84
<u>Transport Costs</u>	
Safari Park	£2,160.00
Odeon	£1,780.00
Misc	£121.97
EasyP/Next Steps	£227.50
<u>Food for trips/activities</u>	£951.83
<u>Youth Worker Wages</u>	£9,352.50
Total	£23,470.65

Café Inc - Summer
Holidays 2024

DATE / VENUE	DALGETY BAY	TREETOPS INVERKEITHING	ROSYTH EATS	VALLEYFIELD CAFE	OAKLEY	KINGS ROAD	SALINE CHURCH	STEELEND MINERS	KINCARDINE CAFE
	HOT & COLD	PACKED LUNCHES	HOT & COLD	HOT & COLD	HOT & COLD	HOT & COLD	COLD	HOT & COLD	HOT & COLD
	11.30-2PM	11.30-1PM	12-2PM	12-1.30PM	12-2PM	11.45-1PM	11.30-12.30	12.30-1.45	12-2PM
1.7.24	74		86	33	56	90			
2.7.24	88			34		100			
3.7.24	107					100			
4.7.24	101			43		90			
5.7.24	89			36	72	100			
TOTAL	459	550	86	146	128	480	0	**combined with Saline**	58
COSTINGS									
8.7.24	79		153	24	61	69			
9.7.24	82			27		100			
10.7.24	69					98			
11.7.24	94			39		84			
12.7.24	90			31	80	100			
TOTAL	414	550	153	121	141	451	248	**combined with Saline**	47
COSTINGS									
15.7.24	77		164	22	public holiday	public holiday			
16.7.24	79			29		88			
17.7.24	81					88			
18.7.24	70			31		61			
19.7.24	65			34	76	92			
TOTAL	372	450	164	116	76	329	240	**combined with Saline**	22
COSTINGS									
22.7.24	83		113	24	73	100			
23.7.24	88			29		100			
24.7.24	62					94			
25.7.24	91			27		65			
26.7.24	88			41	69	100			
TOTAL	412	460	113	121	142	459	240	**combined with Saline**	46
COSTINGS									
29.7.24	79		175	36	64	92			
30.7.24	81			38		84			
31.7.24	71					90			
1.8.24	82			41		85			
2.8.24	81			29	78	95			
TOTAL	394	350	175	144	142	446	240	**combined with Saline**	67
COSTINGS									
5.8.24			100	29	51	100			
6.8.24				27		87			
7.8.24						60			
8.8.24				33		55			
9.8.24				26	58	72			
TOTAL	411	500	100	115	109	374	240	**combined with Saline**	62

COSTINGS									
12.8.24			112	19	45	100			
13.8.24				23		100			
14.8.24						70			
15.8.24				26		100			
16.8.24				31	77	100			
TOTAL	439	350	112	99	122	470	240	**combined with Saline**	61
COSTINGS									
HOLIDAY TOTALS	2901	3210	903	862	860	3009	1448	**combined with Saline**	363
FINAL COSTINGS									

30 October 2024

Agenda Item No. 14

Property Transactions

Report by: Alan Paul, Head of Property Services

Wards Affected: 6

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

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

1.0 Background

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

2.0 Transactions

2.1 Leases by the Council – New Leases

2.1.1 Suite 1 Forth House, North Road, Inverkeithing (lease extension)

Term:	5 years
Rent:	£21,250
Tenant:	Nuvideo Ltd

3.0 Conclusions

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

Report Contact

Michael O’Gorman
Service Manager
Property Services – Estates
Glenrothes
Telephone: 03451 555555 Ext. 440498
Email: Michael.Ogorman@fife.gov.uk

30 October 2024
Agenda Item No. 15

South and West Fife Area Committee Forward Work Programme

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

Wards Affected: All

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

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

2.0 Conclusions

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

List of Appendices

1. South and West Fife Area Committee Forward Work Programme

Report Contact

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

South and West Fife Area Committee

11th December, 2024			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Paul Dale/Nina Patton / Dick Harker	Six monthly update – last update 12th June, 2024
Dalgety Bay Recycling Centre Booking System - Verbal Update	Roads and Transportation	John Rodigan / Councillor Jan Wincott	As agreed at 4th September, 2024 meeting
Common Good and Settlement Trust Funds Annual Report 2023-2024	Finance and Corporate Services	Eleanor Hodgson	Annual report - last update 13th December, 2023
Community Recovery Fund Update	Communities and Neighbourhoods Service	Alastair Mutch	

5th February, 2025			
Title	Service(s)	Contact(s)	Comments
Local Area Economic Profile	Business and Employability	TBC	Annual report – last update 14th February, 2024
Grounds Maintenance Service / Domestic Waste and Street Cleansing Service Annual Review	Environment and Building Services	John Rodigan / Scott Clelland	Annual report – last update 14th February, 2024
Area Roads Programme 2025-26	Roads and Transportation Services	Vicki Connor	Annual Report - last update 14th February, 2024
Patching Performance Report (Carriageway Repairs)	Roads and Transportation	Gordon Henderson	As agreed at 12th June, 2024 meeting - annual report to be submitted (to coincide with ARP)
Health and Social Care Partnership Locality Planning – South and West Fife	Health and Social Care	Audrey Valente / Jacquie Stringer	Annual report – last update 14th February, 2024

30th April, 2025			
Title	Service(s)	Contact(s)	Comments
School Attainment and Achievement Report	Education and Children’s Services	Sarah Else	Annual report – last update 17th April, 2024
Area Capital Update Report 2024/25	Finance and Corporate Services	Eleanor Hodgson	Annual report - last update 12th June 2024
Flooding Update within South and West Fife Area	Roads and Transportation	TBC	As requested by Councillor Goodall at 14th February, 2024 committee meeting
Area Housing Update	Housing Service	Claire MacKinlay	Six monthly update - Last update 30th October, 2024
South and West Fife Area Local Community and CLD Plan	Communities and Neighbourhoods	Alastair Mutch / Stephen Adamson / Mandy MacEwan	Annual report - last update 17th April, 2024
Justice Social Work Service – Community Payback: Unpaid Work Scheme	Children and Families	Joan Gallo	Annual report – last update 17th April, 2024

11th June, 2025			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Paul Dale/Nina Patton / Dick Harker	Six monthly update – last update 11th December, 2024
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Michael Collins	Annual report – last update 12th June, 2024
Operational Briefing on Policing Activities within South and West Fife Area	Police Scotland	Chief Inspector Kathryn Fairfield / Inspector Cheryl Young	Annual report – last update 12th June, 2024

South and West Fife Area Committee

11th June, 2025			
Title	Service(s)	Contact(s)	Comments
Scottish Fire and Rescue Service Annual Performance Report 2023/24	Scottish Fire and Rescue Service	Station Commander Craig Robertson	Annual report – last update 12th June, 2024
OnFife Update Report	Fife Cultural Trust	TBC	Annual update – last update 21st June 2023

3rd September, 2025			
Title	Service(s)	Contact(s)	Comments
Area Roads Programme 2024-25 – Final Report	Roads and Transportation	Vicki Storrar	Annual report
Complaints Update	Customer Services Improvement	David Thomson	Annual report
Welfare Support and Anti-Poverty Annual Report 2024-25	Communities and Neighbourhoods	Stephen Adamson	Annual report
Education - Pupilwise and Parentwise Surveys	Education and Children’s Services	Sarah Else	Annual report

5th November, 2025			
Title	Service(s)	Contact(s)	Comments
Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process	Health and Social Care	Alan Adamson	Annual report
South and West Fife Area Housing Plan	Housing Service	Claire MacKinlay	
Review of Mossmorran and Braefoot Bay Community and Safety Committee - General Annual Report 2024	Protective Services	Kenny Bissett	Annual report

South and West Fife Area Committee

5th November, 2025			
Title	Service(s)	Contact(s)	Comments
Summer Provision Activities	Communities and Neighbourhoods	Mandy MacEwan	Annual report

10th December, 2025			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Paul Dale/Nina Patton / Dick Harker	Six monthly update
Common Good and Settlement Trust Funds Annual Report 2024-2025	Finance and Corporate Services	Eleanor Hodgson	Annual report

Unallocated			
Title	Service(s)	Contact(s)	Comments
Building Fife's Future: Naming of Replacement Inverkeithing High School	Education / Property	Shelagh McLean / Alan Paul / Louise Playford	As agreed at SWFAC 17th April, 2024 - report to be brought back to Area Committee on decision of the school name - para. 132 of 2024.SWFAC.56 refers.
Report on Road Safety particularly in relation to speeding	Roads and Transportation	John Mitchell	As requested by Councillor Patrick Brown at SWFAC 17th April, 2024
Housing Service – Allocations Process Update	Housing Services	TBC	To be invited to a meeting of the Committee to provide an update on the allocations process undertaken in relation to new builds as agreed at 1st March, 2023 meeting
Bike Park Strategy	Communities and Neighbourhoods	Kevin O’Kane	Report request from Councillor Goodall at 10th August, 2022 Committee
Additional Nursery Hours Update	Education and Children’s Services	Shelagh McLean	As agreed at 4th March, 2020 meeting
Place Sufficiency Assessment and Play Parks Implementation Plan Update	Communities and Neighbourhoods Service	Kevin O’Kane / Louise Whyte / Andy MacLellan	As requested by Councillor Goodall at 14th February, 2024 committee meeting

Unallocated			
Title	Service(s)	Contact(s)	Comments
Whinny/Brankholm Burn River Restoration Project	Communities and Neighbourhoods Service	Alastair Mutch	As agreed at 4th September, 2024 meeting (awaiting confirmation of external funding)
<i>Children's Services Report</i>	<i>Education and Children's Services</i>	<i>Deborah Davidson</i>	<i>No report submitted in 2020 – Agile Action Plan for Children's Services in Fife was emailed to Conveners and Community Managers in September, 2020. Deborah will advise on new date for submission (2021)</i>
<i>Early Learning and Childcare</i>	<i>Education and Children's Services</i>	<i>Jacqueline Price</i>	<i>Last update 2nd October, 2019. No report submitted in 2020. Jacqueline will advise on new date for submission.</i>
<i>WORKSHOP – Educational Outcomes</i>	<i>Education and Children's Services</i>	<i>Shelagh McLean</i>	<i>Date to be confirmed</i>
<i>WORKSHOP – Pupil Equity Fund (PEF)</i>	<i>Education and Children's Services</i>	<i>Zoe Thomson</i>	<i>Date to be confirmed</i>