

AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of the North East Fife Area Committee of 9 December 2024. 4 – 7
4. (a) **PETITION - SCHOOL BRAE, LETHAM** – Submitted by Mr Alan Finnie, containing 125 no. signatures, request to adopt School Brae as a Fife Council road; and 8 – 31  
(b) **PRELIMINARY SERVICE RESPONSE TO PETITION** - Report by the Head of Roads and Transportation Services. 32 – 34
5. **'HUMANUTOPIA' SECONDARY SCHOOLS PROJECT** - Vaughan Clarke, Ambassador, Humanutopia.
6. **PROPOSED DISPOSAL AND CHANGE OF USE OF COMMON GOOD LAND AT EAST BENTS, ST ANDREWS** – Report by the Head of Communities and Neighbourhood Services. 35 – 54
7. **TOLL ROAD, GUARDBRIDGE & STATION ROAD, LEUCHARS – 30MPH EXTENSION** – Report by the Head of Roads and Transportation Services. 55 – 57
8. **OBJECTION TO PROPOSED NO WAITING RESTRICTION: MANSE ROAD, SPRINGFIELD** – Report by the Head of Roads and Transportation Services. 58 – 65
9. **COLINSBURGH – SPEED LIMIT AMENDMENTS** – Report by the Head of Roads and Transportation Services. 66 – 69
10. **MAIN STREET, BALMULLO – 30MPH EXTENSION** – Report by the Head of Roads and Transportation Services. 70 – 72
11. **AREA ROADS PROGRAMME 2025-26** – Report by the Head of Roads and Transportation Services. 73 – 82
12. **COMPLAINTS UPDATE** – Report by the Executive Director, Communities. 83 – 105
13. **LOCAL AREA ECONOMIC PROFILES 2023/24** – Report by the Service Manager, Employability and Employer Engagement. 106 – 151

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| <b>14.</b> | <b>PROPERTY TRANSACTIONS</b> – Report by the Head of Property Services.                                                     | 152 – 153 |
| <b>15.</b> | <b>NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN</b> – Report by the Executive Director, Finance and Corporate Services. | 154 – 166 |

**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

19 February 2025

If telephoning, please ask for:  
Diane Barnet, Committee Officer, Fife House 06 ( Main Building )  
Telephone: 03451 555555, ext. 442334; email: [Diane.Barnet@fife.gov.uk](mailto:Diane.Barnet@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.

## 2024 NEFAC 71

### THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – BLENDED MEETING

JP Court Room, County Buildings, Cupar

9 December 2024

10.00 am – 12.00 pm

**PRESENT:** Councillors Jonny Tepp (Convener), John Caffrey, Al Clark, Fiona Corps, Sean Dillon, Stefan Hoggan, Gary Holt, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

**ATTENDING:** Alan Paul, Head of Property Services; Morag Millar, Service Manager - Place Programmes and Policies; David Grove, Lead Officer, Town Centre Development; Gemma Slight, Economic Adviser, Place Directorate; Kirstie Freeman, Community Manager - North East Fife; Daryl Keddie, Area Community Use Team Manager, Communities and Neighbourhood Services; Lesley Kenworthy, Finance Business Partner, Louise Whyte, Capital Projects Manager, Community Projects Team; Eleanor Hodgson, Accountant; Jackie Johnstone, Accountant Finance Services; Philip Blair, Team Manager - Legal Services, Planning and Environment; and Diane Barnet, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Margaret Kennedy.

#### 187. DECLARATIONS OF INTEREST

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

#### 188. MINUTE

The committee considered the minute of meeting of the North East Fife Area Committee of 23 October 2024.

##### Decision

The committee approved the minute.

#### 189. CUPARNOW DIGITAL IMPROVEMENT DISTRICT (DID) RENEWAL PROPOSAL UPDATE

The committee considered a report by the Head of Property Services providing an update on CuparNow's Digital Improvement District renewal plan in terms of the previous report considered by North East Fife Area Committee at its meeting on 23 October 2024 (minute reference, paragraph 175. (3) of 2024.NEFAC.67 refers).

*Prior to determining this item, the committee adjourned between 11.00 am to 11.20 am to seek advice on governance matters.*

## 2024 NEFAC 72

### **Decision**

The committee:-

- (1) noted that the Proposer, CuparNow, formally submitted their BID Renewal Proposal to the council and the Scottish Government on 20 November 2024;
- (2) noted the update on the issues outlined in the previous committee report;
- (3) noted discussions were ongoing to agree a revised Operating Agreement between Fife Council, Destination Digital Limited and the CuparNow Steering Group, including Terms of Reference for the Steering Group;
- (4) agreed to consider an update report on progress relating to (3) above at its meeting on 23 April 2025;
- (5) agreed to amend the fourth recommendation detailed in the report to read:  
  
‘noted that the Renewal Ballot would proceed so that the levy payers could exercise their rights to decide;
- (6) agreed to remove the fifth recommendation detailed in the report – ‘delegated authority to the Head of Legal and Democratic Services to conduct the Renewal Ballot’ – as this authority already existed; and
- (7) agreed to amend the sixth recommendation detailed in the report to read:  
  
‘subject to the approval of Fife Council at its meeting on 12 December 2024 relating to consequential changes to the List of Committee Powers, that this committee would be authorised to determine the Council’s voting intention in relation to the CuparNow Digital Improvement District (DID) ballot – at its meeting on 26 February 2025.

*Councillor Knox left the meeting following consideration of the above item and Councillor Holt left the meeting during consideration of the following item.*

### **190. CORN EXCHANGE CUPAR, LED LIGHTS BUDGET APPROVAL**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement to allocate a sum of £4,047 to Cupar Corn Exchange LED lighting (the remaining unallocated funds from North East Fife Improving Health through Leisure and Sport, awarded in the 2017-27 Capital Plan).

### **Decision**

The committee agreed to the allocation of the remaining, unallocated budget of £4,047 towards Cupar Corn Exchange LED lighting. This match funding would allow the project to progress as the full funding package was secured.

**191. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2023-2024**

The committee considered a report by the Executive Director, Finance and Corporate Services advising on the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023-2024.

**Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good Funds and Trust Funds;
- (2) confirmed their continued support of the disbursement of Trusts funds to suitable projects which also included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts including transferring the funds to suitable third-party organisations who were providing similar support to local priorities; and
- (3) acknowledged that a further update report was to be submitted to all area committees for their consideration – at this committee’s meeting on 23 April 2025.

**192. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee:-

- (1) noted the draft workplan for North East Fife Area Committee;
- (2) noted that, in relation to ongoing concerns regarding traffic management issues in Strathkinness, that a meeting would be arranged with Roads and Transportation officers, the convener and ward members in due course;
- (3) noted that an update report relating to service provision for North East Fife Holiday Villages and St Andrews would be available for consideration at its next meeting on 26 February 2025;
- (4) as outlined at paragraph 189 (6) - CuparNow Digital Improvement District (DID) – a further report would be considered at its next meeting on 26 February 2025 to determine the council’s voting intention;
- (5) as outlined at paragraph 189 (3) – CuparNow DID - agreed to consider an update report at its meeting on 23 April 2025 on progress in developing the operating agreement and terms of reference for the steering group;
- (6) as outlined at paragraph 191 (3) - Common Good and Settlement Trust Funds Annual Report 2023-2024 – agreed to consider an update report at its meeting on 23 April 2025; and

## 2024 NEFAC 74

- (7) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

If you wish to submit a petition for consideration by Fife Council, please complete this form. For guidance, further information or advice on the submission of a petition please see separate Petitions Guidance or contact Legal and Democratic Services by email at [enquiry.petitions@fife.gov.uk](mailto:enquiry.petitions@fife.gov.uk)

<b>Details of Lead Petitioner</b>	
Please enter your name and the organisation you represent (if applicable). Include a contact address to which correspondence may be sent, a contact telephone number and e-mail address if available so that we can contact you with any queries.	
<b>Name:</b>	Alan Finnie
<b>Address:</b>	26 School Brae
	Letham
	Fife
<b>Postcode:</b>	KY15 7RN
<b>Telephone No:</b>	██████████
<b>Email Address</b>	████████████████████

<b>Title of Petition and Petition Statement</b>	
Please enter the title of the petition and a statement covering the main subject of the petition or the action you would like the Council to take. *	
<b>Title:</b>	Adopt School Brae as a Fife Council Road
<b>Petition Statement:</b> (no more than 250 words) Please see attached statement.	

\*if you require additional space please use a separate sheet



**Further information.**

Before a petition is submitted, petitioners are expected to have taken reasonable steps in attempting to resolve the issues.

Please enter below any measures already taken, or persons/organisations approached to attempt to resolve the issues, including copies of any relevant correspondence. This information will be made available when the petition is considered

- 1) Matter has been raised at Monimail Community Council periodically over many decades. Minutes available.
- 2) A public question was responded to by Ken Gourlay, Head of Assets, Transportation & Environment in March, 2018. (Letter attached)  
The Council indicated funding may in time be available but more assessment was required. The fundamental dispute it appears hinges around responsibility. The residents do not own the road or have responsibility for it in their Titles. FC contend the School Brae is private. Residents have evidence from a number of official sources attesting to the road being public in the past.
- 3) In 2009 residents of School Brae engaged with Fife Council specifically around lack of winter provision and the hazards it presents. No resolution resulted. (See attached)
- 4) In 2010 a planning application (10/00257/PPP) was approved which included a commitment from FC to adopt the road provided a Turning head was provided. Unfortunately the standard of the Turning head was not clearly defined and FC contend that works undertaken fell short of the standard required to proceed with road adoption.
- 5) Courier articles attached which capture some of the issues.

Please indicate the following to the best of your knowledge.

Are the issue(s) raised in the petition currently being handled or been submitted in the past as a formal complaint to Fife Council?	Yes/No
Are the issue(s) raised in the petition currently subject to any other formal processes in the council e.g. appeal or planning process	Yes/No
Are the issue(s) raised in the petition currently subject to any other legal proceedings, e.g. information contained within the petition is not subject to interdict or court order?	Yes/No

**Petitions considered at Committee**

The convener of the appropriate committee who hears the petition will invite the lead petitioner to appear before the meeting to speak in support of the petition. This is useful in assisting elected members to consider the petition.

Please indicate below whether you wish to submit a request to make a brief statement to the committee when it is considering your petition.

- \*I DO wish the opportunity to make a brief statement at the meeting**
- \*I DO NOT wish to make a brief statement at the meeting**

\*tick as appropriate

**Signature of Lead Petitioner**

When satisfied that the petition meets all the criteria outlined in the Petitions Guidance, the lead petitioner should sign and date the form in the box below.

Any additional documents should be attached to the form.

Signature ..... Date 29/11/2024

Name of signatory in block capitals  
...ALAN FINNIE.....

Number of people who have signed the petition: 125

Please send petitions to:

Legal and Democratic Service  
Fife House  
Glenrothes  
KY7 5LT

or email:  
enquiry.petitions@fife.gov.uk



## **STATEMENT – 250 words max**

### **Petition to Adopt School Brae**

School Brae is a “No-Through” road in Letham, Fife which provides vehicle and pedestrian access to private housing, a private nursery, a farm, and crucially to services provided by the council, namely a Primary School, council houses, and a council owned works depot. In addition to serving the needs of the above it also enables public buses to turn around in the village.

Historically the road was maintained by Fife Council (evidence available) but we understand that due to a “clerical error” through reorganisation(s) in the 90’s it is now deemed a “Private Road”. As such, maintenance and liability is considered to be the responsibility of the “frontagers”. The road has recently been “maintained” on a limited and ad-hoc basis by the council where some holes have been patched to a basic standard and occasionally the road is gritted, but neither with any regularity.

The condition of the road has deteriorated markedly over the last few years as usage has ramped up considerably – significantly more school vehicles, nursery traffic, delivery vans, etc to the point where there is now a genuine safety risk through either vehicle collision or pedestrians/cyclists potentially tripping/slipping on uneven ground.

There is no pavement so traffic and pedestrians alike navigate around pot-holes and parked cars, presenting health risks to all users.

It is the view of all the undersigned that the current arrangement is untenable and unsafe.

Adopting the road and maintaining it to a safe standard should be the responsibility of the Council.

**PETITION FORM APPENDIX**

A petition must be supported by at least 21\* signatures of residents living in the Fife Council area aged 16 or over and listed on the Electoral Register.

\*Petitions with less than 21 signatories may be accepted if the subject of the petition concerns a small community that could not reasonably muster 21 signatures.

NAME	RESIDENTIAL ADDRESS	SIGNATURE
1. ALAN FINNIE	SCHOOL BRAE LETHAM	
2. JUDITH FINNIE	26 School Brae Letham	
3. LINDA WEIR	The Bakehouse School Brae Letham	
4. ANDREW WEIR	The Bakehouse School Brae Letham	
5. ANDREW BLACK	ST MARGARET'S, MONIMAIL ROAD, LETHAM	
6. Andrew Gray	28a School Brae Letham (opposite 7th)	
7. IONA McFARLANE	28 School Brae Letham	
8. DON McALESTER	23 School Brae	
9. Molly Bullock	23 School Brae	
10. JUIE HARRIS	19 School Brae	
11. LANCE THOMPSON	19 SCHOOL BRAE	
12. FEDERICA PEDRINI	CLIMONELLI, School Brae	
13. WALTER PEDRINI	CLIVANDELL School Brae	
14. MALCOLM STOCK	NEROCHE SCHOOL BRAE	
15. Walter Gray	2 School Brae	
16. HOSEN JAMRANE	216 SCHOOL BRAE.	
17. JACQUELINE ELLIOTT	8 SCHOOL BRAE	
18. KEITH RODGER	14 SCHOOL BRAE	
19. DANNY CHRISTIE	20 SCHOOL BRAE	
20. ZAK YULE	10 School Brae	
21. Kirsten Ross	9 School Brae	
22. SOFIA MCGARRY	5 School Brae	
23. IAIN MCGARRY	5 School Brae	
24. David R. Butler	Garden Cottages	

\*if you require additional space please use a separate sheet



NAME	RESIDENTIAL ADDRESS	SIGNATURE
25. Chris Foster	Beech House	
26. Christine Bewley	STRONE	
27. Sam Paul Kitching	1 THE Paddock	
28. David M Stewart	Letham Farm	
29. Vickie Pollock	The Old Post Office	
30. LANTHELME Noira	30 Schoolbrae	
31. LANTHELME Guy	" "	
32. Jim Robertson	<sup>SUMMER BRAE</sup> The Terraces, Letham	
33. KAY STUART	WHITE COTTAGE, Letham	
34. Robin Mason	"	
35. CLAIRE REEKIE	Finty Cottage Letham	
36. JOHN REEKIE	Finty Cottage Letham	
37. Barry Robertson	BallaCraine, Letham	
38. Teresa Robertson	BallaCraine, Letham	
39. GRAHAM POLLINGTON	1/3 SUMMER BRAE	
40. GARY LANG	4 NISBETFIELD FARM	
41. KATE BLACK	NISBETFIELD FARM	
42. CATHERINE STEWART	<sup>THE DUNE</sup> MORNING HILL RD	
43. TIMOTHY NEWMAN	Westview, Morninghill Rd	
44. EVA LUNDELL	Westview, Morninghill Rd	
45. Sarah Newman	Westview, Morninghill Rd	
46. Susie Imber	Cargill House, Letham	
47. Mark Imber	Cargill House, Letham	
48. M FARRELL	Melville Pl, Letham	
49. A. HEMINSLEY	" "	
50. A. DOWNIE	10 School Brae	

NAME	RESIDENTIAL ADDRESS	SIGNATURE
51. C. Binnie	Bagin, The Row	
52. J. Allan	6 The Row	
53. Grant Robertson	11 LOUTHIAN K AUCHINCLOSS	
54. Melissa McNaughton	18 the row	
55. Debbi Smiley	Clune Monmouth Rd Letham	
56. Mike Mann	Lowland View, Colless	
57. William L. ...	4 Letham Brae, K75 7RA	
58. REBECCA O'HARE	Letham Lanes The square K15 7RA	
59. HELEN O'HARE	LETHAM LANS LETHAM	
60. CARISSA WYLIE	Teacher @ Letham primary school	
61. Suzie Anderson	The Row Letham	
62. Katie Dalrymple	THE ROW, LETHAM	
63. Peter Madill	" " "	
64. JENNY NACE	15 " " "	
65. STEWART SIMMONS	14 THE ROW	
66. G V Bury	11, THE ROW.	
67. BRIAN STONIE	8 THE ROW.	
68. JULIE GARDNER	10 THE ROW, LETHAM	
69. Dorothy Jack	7 The Row Letham.	
70. Rowena Leslie	The Smiddy, The Row, Letham	
71. John Vaughan	Sunnybank <del>The Row</del> The Square Letham	
72. Karin Vaughan	Sunnybank The Square Letham	
73. BARENS SPES	16 SCHOOL BRAE LETHAM K715 7RA	
74. JULIE HAMILTON	Saddles Cottage Letham	
75. Juliet Forrest	MERLIN, THE ROW LETHAM	



NAME	RESIDENTIAL ADDRESS	SIGNATURE
76. LAURA McDONALD	23 SAUCHIE CR, KINGLASSE, KY5 0YZ	
77. KAREN VALENTINE	29 Garrock Terrace Dunfermline KY12 7JF	
78. Naomi Ellis-Morton	104 Bank house Collesse	
79. CLAIRE M GYARRE	8 Leonard Rd, Fife KY15 7HF	
80. Emma Goodfellow	The Old School House, Strunton, KY15 4NB	
81. Angela Lumsden	1 Calder Court, Glenrothes KY7 6FW	
82. E. Brown	7 Sandbank, B.A. Cupar KY15 5SS	
83. M. Brown		
84. K. McLean		
85. L. Rennie	Letham Primary Sch	
86. M. Paton	" "	
87. DONALD DAHHS	BAHARRA WILKINSON LETHAM	
88. IVOR LEYD	Cedar House, Monimail Rd, Letham	
89. ROSEMARY WARD	Cedar House, Monimail Rd, Letham	
90. Gillian Magdalen	The Pleasance, Monimail Rd, Letham	
91. Alastair Magdalen	The Pleasance, Monimail Rd, LETHAM	
92. Willie Fenton	Balla-tager Farm	
93. Michael Alexander	CANNYHALL FARM	
94. HAZEL GRANT	PATRICKONIE FARM	
95. ANNA M'LEI	Broom Cottage	
96. K. Connolly	Monimail, Fife KY15 7RJ	
97. COLIN ARMSTRONG	1 WISTRETFIELD FARM UTTACLE, LETHAM	
98. ANNE MARE TAYLOR	SCHOOLHOUSE, SCHOOL GROVE	
99. Keith Taylor	SCHOOL HOUSE, SCHOOL GROVE	
100. DAVID HAMILTON	SADDLES COTTAGE, THE PARADE LETHAM FIFE	

NAME	RESIDENTIAL ADDRESS	SIGNATURE
101. Midge Robertson	The Tremings, Scotch Brae	
102. VAL FENTON	BALLANTYNE LETHAM	
103. J Shields	12 School Brae	
104. A Stewart	The Braes, Monimail Road <sup>Letham</sup>	
105. C Daly	CUPAR AVE, CUPAR. PARENT AT SCHOOL	
106. ANNA McCAFFERTY	LEMOND VIEW, COLLESSIE PARENT AT SCHOOL	
107. TONI WOODS	PARENT AT SCHOOL	
108. MARY FAIRBAIRN	17 BEECH GROVE LADYBANK	
109. KERRY JACK	1 MISBETFIELD FARM COTTES. LETHAM,	
110. Joan Macdonald	Roseleigh, Letham, KY15 4NU	
111. KIRI Stone	J the Bony Cupar.	
112. JENNA McMURRAN	WEST COTTAGE, BOW OF FIFE. KY15 4NH	
113. Catherine Cunningham	3 Sandylands South Rd	
114. Yolanda Vico Tienda	1A Maathill Road KY15 4AG Cupar	
115. RUTH DARBYSHIRE	31 TARVIT AVENUE, CUPAR KY15 5BN	
116. HANNAH KINNEAR	12 Charles Jarvis Court, Cupar	
117. DAVID RITCHIE	Blickbony Gardens, cotey KY14 6TZ	
118. Tom Dewick	75 Bonnygate Cupar	
119. David Jack	7 Row Letham	
120. Mike Black	Nisbet, Didd Fm	
121. H. Ritchie	Melnic cottage, Monimail	
122. J. Jamieson	2 Hospital Hill KY15 5RD	
123. MATT DALY	15 Tarvit W CUPAR KY15 5BN	
124. E. WOOLERTON	Braeside Cottage COLLESSIE	
125. DON HAMILTON	BALMEADOW, NEWBURGH, CUPAR. KY14 6JG	





The Scottish Parliament  
Pàrlamaid na h-Alba

**Willie Rennie**  
Member of The Scottish Parliament, North East Fife  
Leader of the Scottish Liberal Democrats

Judith Finnie  
26 School Brae  
Letham  
KY15 7RW

19 April

Ref: A8548/2017/SM

Dear 

Please find enclosed a copy of the most recent correspondence I have received from Fife Council regarding School Brae in Letham.

I hope this information is useful.

I will be back in touch once I have a further update.

Yours sincerely



Willie Rennie

Liberal Democrat Member of the Scottish Parliament for North East Fife

Willie Rennie MSP, The Scottish Parliament, EH99 1SP Tel: 0131 348 5804  
Email: [willie.ennie2@parliament.scot](mailto:willie.ennie2@parliament.scot)

Whilst Willie Rennie MSP will treat as confidential any personal information which you pass on, he will normally allow staff and authorised volunteers to see it if this is needed to help and advise you. The MSP may pass all or some of the information to agencies such as the local council if this is necessary to help with your case. Willie Rennie MSP may wish to write to you from time to time to keep you informed on issues which you may find of interest. Please let him know if you do not wish to be contacted for this purpose.

Morning Willie,

We took a report to the Area Committee in March which I have attached for ease of reference. Derek Crowe attended the meeting to discuss the situation.

You will note in the recommendations that further work is now required on the potential funding options. Derek is on leave this week but can give you more detail on the discussions at Committee next week?

Regards

Ken

Ken Gourlay

Head of Assets, Transportation and Environment

Bankhead Central

1 Bankhead Park

Glenrothes

KY7 6GH

28 March 2018

Agenda Item No.

## School Brae – Letham

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Report by: Ken Gourlay, Head of Assets, Transportation & Environment

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Wards Affected: 16.

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### Purpose

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This report is in response to a public question about the private road, School Brae, Letham on options for the upgrading and adoption to the public list of roads at the North East Fife Area Committee meeting on 6 December 2017 ( 2017.N.E.F.A.C.35 para 53 refers). The purpose of this report is to provide further information on this issue.

### Recommendation(s)

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It is recommended that committee agree that:

- (i) relevant Services (Communities & Neighbourhoods, Enterprise, Planning & Economy, Assets, Transportation & Environment and Education & Children's Services) work together to develop potential options for School Brae; and
- (ii) a report is presented in relation to Private Roads within North East Fife Area once a devolved budget and related governance arrangements have been determined by the Enterprise, Strategic Planning & Transportation Committee at its meeting on 31 May 2018.

### Resource Implications

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Roads & Transportation Services has no specific budget for work on private roads in 2017/18 however in the case of urgent safety repairs, optional powers are exercised and low cost repairs are implemented as required. As mentioned in paras 1.4 & 1.5 below, from 2018/19 onwards, Fife Council has approved £150,000 Fife-wide for work on private roads. The allocation to Area Committees and guiding principles for the use of any devolved budget is still to be determined by strategic committee. Based on the devolved Area Roads Programme budgets, it might be expected that the North East Fife share of this annual budget would be in the order of 30% of this budget but this is still to be decided. To deliver larger projects beyond the limitations of the devolved private roads budget, it would be open to Area Committees to use other local funding as available to achieve local outcomes.



## Legal & Risk Implications

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Subject to available resources, Fife Council can exercise optional powers under the Roads (Scotland) Act 1984 to carry out any essential safety repairs on this private road.

## Impact Assessment

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

## Consultation

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Liaison with the Head of Finance, Head of Legal Services and Head of Enterprise, Planning & Economy has been carried out in the development of this report.

## 1.0 Background

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- 1.1 The terms 'unadopted road' and 'grey area' are often used to describe roads not included on the Public List of Roads that are the responsibility of Fife Council as Roads Authority. Such roads are more correctly termed Private Roads.
- 1.2 There are numerous such locations across Fife and these are an inheritance from previous Roads Authorities. Some locations have historically received low cost safety repairs by the Council using optional powers as described above. Due to the extreme pressure on roads budgets it has become increasingly difficult to maintain the public road network for which we have a statutory responsibility and the level of optional maintenance has reduced on private roads through approved budget savings.
- 1.3 Within the Capital Plan, Fife Council has allocated capital funding towards the structural maintenance of Fife's roads and footways and these are delivered through the seven Area Roads Programmes. Road Condition is monitored and reported to strategic committee each year and maintaining the public road network in adequate condition is reliant on adequate investment. Such capital funding cannot be used for private roads maintenance.
- 1.4 At the Fife Council Budget setting meeting on 22 February 2018 (2018.F.C.53 refers) a permanent budget allocation of £150,000 has been added to the Roads & Transportation Budget in relation to Unadopted Roads/Grey Areas.
- 1.5 This budget is most welcome and as mentioned in the Joint Administration Budget papers it is intended that Area Committees are involved in the decisions relating to the use of this budget at an Area level. There are issues of governance and procedure to be established for this new budget and therefore it is planned to take a report to the Enterprise, Strategic Planning & Transportation Committee at its meeting on 31 May 2018. This will establish the delegated levels of expenditure to the seven Area Committees and clarify principles of governance for the use of these funds.

- 1.6 School Brae, Letham is one of many such private roads across Fife that are not included in the Public List of Roads and hence Fife Council has no statutory responsibility for its maintenance and management. In the case of School Brae, it is one of many locations inherited from the previous regime of County and Burgh Council Roads Authorities that were deemed unsuitable for adoption usually due to issues of inadequate road geometry, specialist problems (lack of drainage/weak structures etc.) or poor condition. When resources were available, the succeeding Roads Authorities have exercised optional powers under the Roads (Scotland) Act 1984 to carry out low cost repairs to keep the private road in safe condition.

## 2.0 School Brae, Letham

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- 2.1 School Brae is a narrow rural village access road serving a number of properties. A village school sits at its north end. The footpath provision is limited and in some places non-existent. Some drainage is present over part of its length for road surface water. There is no determinable end of School Brae and currently there is no turning head as required on a public road. It merges with a forestry track which is unbound part of the way up and has issues with adjacent field water run-off and a lack of drainage. The bound part of School Brae sits below a considerable area of woodland and farmland which are all at a higher elevation.
- 2.2 Like many such locations, Fife Council often after changes of house ownership or adjacent development or due to deteriorating condition arising from neglect, receive requests to upgrade and adopt private roads such as School Brae Letham at public expense. The Roads (Scotland) Act places the responsibility for maintenance on the adjacent landowner and householders however in many instances in the past those who gain access over the road have also been requested to contribute.
- 2.3 In the case of School Brae, the local community council have tabled public questions at committee meetings and members have asked for more information about this issue.
- 2.4 A budget estimate to bring the road to an adoptable standard is in the order of £80,000 - £100,000. There is the potential for this work to be carried out in phases and various legal processes would also be required. An area of unbound road from the proposed turning head to the bound part of School Brae would need repaired and brought up to acceptable standard. Significant repairs to formation and a new surfacing would also be required. This area of road would require to be provided with drainage, lighting and footpath provision. Current geometries are such that this may not be possible without adjacent land purchase and a more detailed design investigation is recommended.
- 2.5 As members may recall in 2011, a planning application (10/00257/PPP) was approved by the North East Fife Area Planning Committee with a condition attached to agree the standard of the turning head to be provided as part of a subsequent detailed application. The Head of Enterprise, Planning & Economy advises in relation to this condition that the applicant was advised in December 2017 that the construction of the turning head did not conform to the approved plans submitted as part of consent 11/06247/ARC. The turning head design was not required to be constructed to an adoptable standard however, as it was



considered in planning terms unreasonable to require the applicant to provide a turning head to that standard while the access to it via Letham Brae itself was not. Following further investigations on site, formal enforcement action is under consideration to enforce the design of the plan approved in application 11/06247/ARC.

- 2.6 Any immediate safety repairs will be carried out at School Brae as required however further consideration will be required in relation to the major expenditure required to bring the road up to a standard for adoption processes.

### 3.0 Conclusions

---

- 3.1 Significant work is required to potentially bring School Brae to a standard for adoption and sufficient funding requires to be established to bring this to fruition.
- 3.2 At its meeting on 31 May 2018, the Enterprise, Strategic Planning & Transportation Committee will establish delegated levels of expenditure on Private Roads to the seven Area Committees and clarify areas of governance for the use of these funds. Once that step has been completed, further consideration can be given to the many local priorities including School Brae, Letham.

#### Report Contacts:

Kevin Smith  
Lead Professional, Roads Network Management (North Fife)  
Assets, Transportation & Environment  
Cupar Depot, Cupar Trading Estate  
Telephone: 03451 55 55 55 Ext. 453360  
Email – [kevin.smith-tr@fife.gov.uk](mailto:kevin.smith-tr@fife.gov.uk)

Derek Crowe  
Senior Manager, Roads & Transportation Services  
Bankhead Central, Bankhead Park, Glenrothes, KY7 6GH  
Telephone: 03451 55 55 55 Ext. 450441  
Email – [derek.crowe@fife.gov.uk](mailto:derek.crowe@fife.gov.uk)

**Julie Harris and Lance Thompson**

Balmerino Cottage  
19 School Brae  
Letham  
Fife  
KY15 7RN  
Tel: 01337810434

10 March 2010

Mr R Hinds  
Chief Executive  
Fife House  
North Street  
Glenrothes  
KY7 5LT

Dear Mr Hinds

**Ice and Snow a Serious Danger on School Brae, Letham: Ref 09/597632**

We are writing to you under the provisions of Fife Council's Complaints Procedure. In brief, we have been in communication with Ms Sara Wilson (Roads Services) regarding our complaint about the complete lack of service during a period of 27-days through the winter period. The response we have received from the council is totally unacceptable, and under the provisions of the complaints procedure contacting your office is the next stage of the procedure.

**Overview:**

School Brae, Letham, is a minor road that connects Letham Primary School to the Letham-Monimail road.

The Brae precedes uphill from central Letham at a gradient varying between 10% and 13% - the steepest gradient being that just before the school at the top of the hill.

In the immediate vicinity of the school there are a number of households (four in total) where the average age is around 70-years.

School Brae, Letham, is listed on Fife Council's web site as "Not Adopted".

For a period of 27-days during the height of this winter's snows School Brae was completely covered in thick snow and ice. No attempt was made by the council to clear the snow, and there was no delivery of grit/salt to the three small grit-bins on the Brae, also refuse and waist collection ceased. Complaints from the residents of School Brae to the council were not acted upon.

The conditions of School Brae were made all the more problematic by a leaking culvert under the brae that has been malfunctioning for several years. The deposition of water on the lower brae froze, making the junction of the brae to the main village-road particularly dangerous.

**Documents enclosed:**

- Fife Council's Complaints Procedure
- Cover e-mail of our complaint to Fife Council (21 Dec 09)
- Our complaint to Fife Council (21 Dec 09)
- Cover e-mail of our addendum to our complaint (30 Dec 09)
- Addendum to our complaint (30 Dec 09)
- Cover e-mail to Ms Wilson responding to her letter (29 Jan 10)
- Letter from Ms Wilson responding to our complaint (27 Jan 10)
- Our third letter, responding to the above (29 Jan 10)
- Response from Ms Wilson to our third letter (9 Feb 10)
- Our e-mail requesting (again) for the complaints procedure (9 Feb 10)
- Our e-mail responding to the statements made by Ms Wilson (11 Feb 10)

We request that you read in full the enclosed documents.

The last communication we have had from Ms Wilson (other than a brief e-mail finally responding to our request for the complaints procedure on 12 Feb) stated that she had passed our complaint on to Roads Management, and that we would have a response before the end of February. It is now some 10-days past the date we were told we would get a response; we are therefore left with no alternative but to move to the next stage of the internal appeals process – contacting your office.

**Remedies:**

As is required by the SPSO, in order to attend in full to our complaint the council must:

1. Adopt School Brae, Letham.
2. Inform all residents of the Brae of this adoption.
3. Attend to the leaking culvert under the Brae.
4. Place larger grit/salt bins along the Brae.
5. Recognise that 27-days of dangerously iced-up, steep, road being left unattended by the Council is completely unacceptable.
6. A refund of council tax for the 27-day period.

We request that you investigate the above complaint under the auspices of Fife Council's Formal Complaints Procedure.

Yours truly,

Lance Thompson     Julie Harris



## FIFE COUNCIL TRANSPORTATION SERVICES

To: Development Services  
 Team Leader Development Control (East)  
 County Buildings  
 St Catherine Street  
 CUPAR  
 KY15 4TA

From: SENIOR MANAGER  
 EAST AREA  
 DEVELOPMENT MANAGEMENT  
 COUNTY BUILDINGS  
 ST CATHERINE STREET  
 CUPAR  
 KY15 4TA

FAO :- **Sharon Dorward**

Proposal:  
 Planning Permission in Principle for Erection of  
 Dwellinghouse, Access, Parking and Landscaping at  
 School House, School Brae, LETHAM

Planning App: 10/00257/PPP

Our Ref: GM/DC.01.34

Confirm No: 20020153

Date: 12/03/2010

Telephone: 08451 55 55 55 Ext 450 447

Map Ref	Construction Consent Required	Yes	Road Bond Required	Yes	Footway Crossing Permit Required:	No	OUTLINE
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I have assessed the above application and recommend **Approval**, subject to the conditions listed below, **all in the interest of road safety.**

- > All access driveways being constructed to the satisfaction of the Transportation Services Senior Manager at a gradient not exceeding 1 in 10 (10%) for the first 6m and shall thereafter have appropriate vertical curves to ensure adequate ground clearance for vehicles prior to house occupation.
- > There shall be off street parking spaces provided within the curtilage of the site in accordance with the current Fife Council Transportation Development Guidelines.
- > Provision of a turning facility at the top of School Brae to the satisfaction of the Senior Manager, Transportation Services and in accordance with the Fife Council Transportation Development Guidelines.

**Note to Planner:**

School Brae is currently unadopted and as there are many more houses than the maximum of 4 accepted on a private road, I would normally recommend refusal of an application such as this. However, if the applicant can provide a turning facility, I will be prepared to adopt School Brae and therefore recommend approval in this instance. It is unlikely that the applicant owns all of the land required and so this should be pursued through a Section 75 agreement.

This recommendation is consistent with that of our recommendation to application No. 05/04069/EOPP

**George MacDonald**

pp. SENIOR MANAGER

# Joy in Letham as Fife Council looks set to adopt School Brae

by News reporter

January 31 2011, 2:16pm

January 31 2011, 2:16pm

Share



A community that has been demanding Fife Council adopt one of its streets for years appears at last to have got its way.

Despite School Brae in Letham leading to the local primary school, the road has remained private and the authority has consistently refused to take full responsibility for it.

However, planning permission has been granted for construction of a new house in the street and the applicants intend to provide land for the creation of a turning area.



Before consent was granted by the north-east Fife area committee, the council's transport service agreed that if a turning area was made at the top of School Brae it would be able to adopt the road.

The road, which has around 20 houses on it and gives access to farm cottages beyond, became unadopted following local government reorganisation in 1975.

Chairman of the local community council, Dave Hamilton, said, "It's beginning to degrade and there's an ongoing problem with a culvert which floods. When the snow comes it is a nightmare.

"Last winter it was totally snowbound and there was no prospect of emergency vehicles getting to the school or the houses if anything happened."

Mr Hamilton said there were concerns that granting planning permission would set a precedent for further development, but a survey found the majority of residents were in favour. He said, "This will make a big difference for people in School Brae and the school. It's great we have got to this position. The local authority is the right place for that road to be for it to be looked after."

School Brae resident Lance Thompson, who last year complained unsuccessfully to the Scottish Public Services Ombudsman about lack of winter maintenance by the local authority, said he was over the moon at the outcome of the planning application.

He said, "Last winter we were left completely on our own without any attempt to clear the brae. We have neighbours who are in their 70s and they could have needed an ambulance to get to hospital.

"Now that the go-ahead has been given for building this additional property I hope to see an almost immediate change in status of the road."

Planning officers recommended permission be declined for the house, next to the school, as the site is outwith the village boundary and construction would have gone against council policy.

However, councillors voted against the recommendation and also asked for a legal agreement relating to woodland north of the site to be gifted to the community.

Committee chairman and Howe of Fife and Tay Coast councillor Andrew Arbuckle said, "At my first community council meeting as a councillor in 1986 the first issue raised with me was the adoption of School Brae.

"It is an issue that has continued all the time I have been a councillor. Here at last is a solution. The majority of local residents are happy with the trade off."

Fellow ward councillor Donald Lothian said, "There's an opportunity here and I think it's reasonable to take it."

Fife

FOLLOW

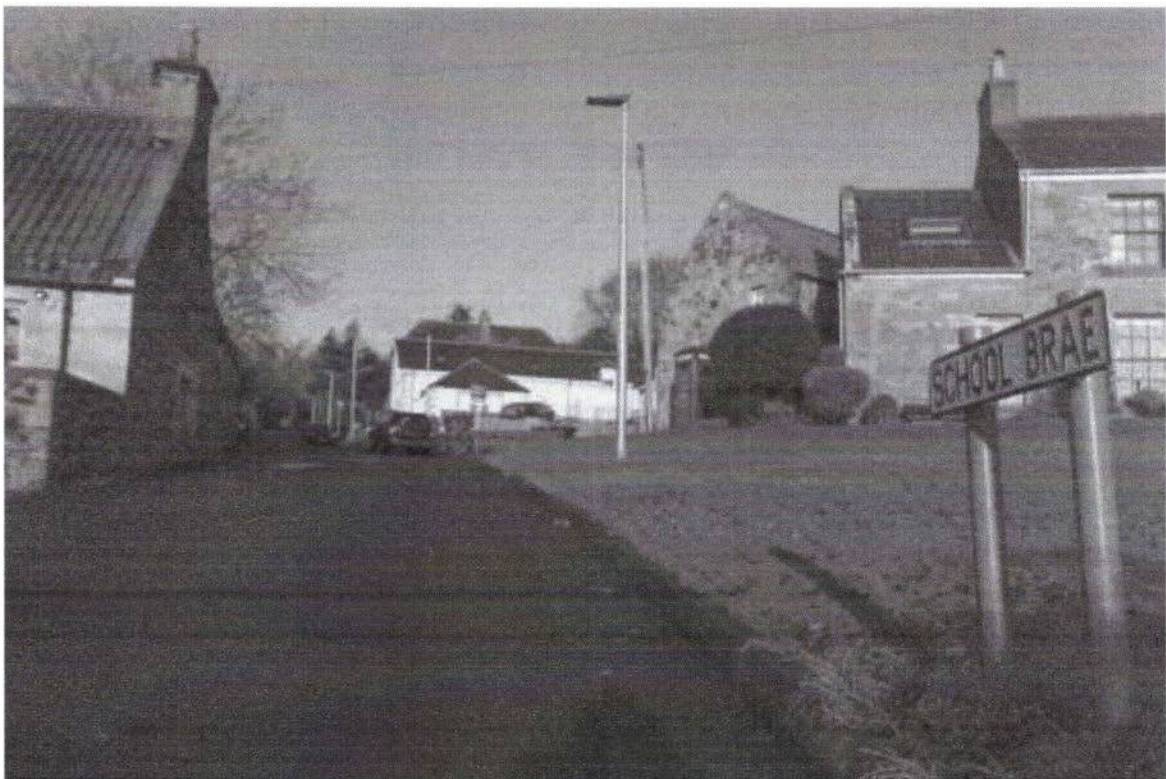
## Letham community 'let down' in unadopted school road saga

by Cheryl Peebles

January 4 2018, 8:41am

January 4 2018, 8:41am

Share



Letham's School Brae is out with Fife Council's remit

A community fighting for more than three decades for adoption of the road to its school has been warned it may never happen.



Letham Primary School is reached by a single track road for which Fife Council is not responsible and can become treacherous in winter.

Villagers believed years of campaigning had paid off in 2011, when the council agreed it could adopt it after construction of a bus turning circle as a condition of planning consent for a new house.

However, the turning circle never appeared and one councillor claimed the community had been let down.

A council transportation officer has warned adoption would be unlikely even if the planning obligation was enforced but councillors have agreed to try to find a solution when they debate the case next month.

Monimail Community Council member John Vaughan said: "Somewhere along the way an error has been made and we now have to deal with that situation.

"There are frustrations that no action has been taken. If we get another winter like 2010 when everything froze solid for weeks on end, this road will become treacherous once again."

He said he was pleased the issue was being reconsidered.

Transportation officer Kevin Smith told the council's north-east Fife area committee the crux of the issue was a substandard planning condition which could still be enforced.

However, he said even with the turning circle there would be a significant cost to the council in bringing the road up to an adoptable standard and maintaining it.

He said: "There is still a disconnection between the turning circle and the rest of School Brae.

"I don't think there's a lot of merit in pursuing the enforcement option. Fife Council will have to make a decision on whether we do the work necessary but there is a significant cost."

He estimated it would cost £80,000 but warned there were other unadopted roads in north-east Fife in similar conditions — at least one leading to a school — and a precedent could be set.

Councillor Tim Brett called for service head Ken Gourlay and planning and transportation convener Councillor Altany Craik to attend the committee's next

meeting when a report from the planning service will be presented. He said:  
“We’ve let the community down on this matter.”

Committee convener Councillor Donald Lothian said the committee would discuss its options and added: “We really need to put this matter to bed as quickly as possible.”

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26 February 2025

Agenda Item No. 4 (b)

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## School Brae - Letham

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

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Ward Affected: 16

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### Purpose

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The report is a response to the public petition dated 29 November 2024 in relation to the private road, School Brae, Letham. The petition may be seen in Appendix 1. Road users are requesting the Council considers options for the upgrading and adoption of School Brae to the list of public roads. The purpose of this report is to provide further information on this issue.

### Recommendation

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It is recommended that the Committee agree for relevant services, specifically Place and Education, collaborate with frontagers in developing options to potentially bring School Brae to a standard suitable for adoption.

### Resource Implications

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Roads & Transportation Services (RTS) manages a Private Roads budget to assist with safety repairs on Private Roads.

### Legal & Risk Implications

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Subject to available resources, Fife Council can exercise optional powers under the Roads (Scotland) Act 1984 to carry out any essential safety repairs on a private road.

### Impact Assessment

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

### Consultation

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Legal and Financial Services have been consulted in the development of this report.



## 1.0 Background

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- 1.1 The terms 'unadopted road' and 'grey area' are often used to describe roads not included on the Public List of Roads that are the responsibility of Fife Council as Roads Authority. Such roads are more correctly termed Private Roads.
- 1.2 There are numerous such locations across Fife, and these are an inheritance from previous Roads Authorities. Some locations have historically received safety repairs by the Council using optional powers under the Roads (Scotland) Act 1984 subject to available resources.
- 1.3 School Brae, Letham is not included in the List of Public Roads and so is not a public road as defined in the Road (Scotland) Act 1984. Therefore, the Council does not have a statutory duty to manage or maintain this road. However, School Brae has been optionally maintained intermittently.
- 1.4 There has been budget available for maintenance on Private Roads since 2018, with £65,700 available for North East Fife (NEF). The Fife Council budget setting meeting on 22 February 2018 (2018.F.C.53 refers).
- 1.5 The Private Roads budget is managed through consultation with Elected Members, and in general terms, maintenance issues are dealt with on request. Maintenance works completed in School Brae since 2018 include velocity patching, permanent carriageway patching and a minor upgrade to the drainage system.
- 1.6 There has been no material change in circumstances relating to School Brae since the consideration to adopt and maintain the road in 2018. (2018.N.E.F.A.C.59 refers).

## 2.0 Issues and Options

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- 2.1 School Brae is a narrow village local access road with a small village school at the North end. Footway access is limited and, on some sections, non-existent. There is no determinable end of School Brae and currently there is no turning head as required on a public road. It merges with a forestry track which is unbound and has issues with adjacent field water run-off and a lack of drainage.
- 2.2 As members may recall in 2011, a planning application (10/00257/PPP) was approved by the NEF Area Planning Committee with a condition attached to agree the standard of the turning head to be provided as part of a subsequent detailed application. The construction of the turning head did not conform to the approved plans submitted as part of consent 11/06247/ARC. The turning head design was not required to be constructed to an adoptable standard however, as it was considered in planning terms unreasonable to require the applicant to provide a turning head to that standard while the access to it via Letham Brae itself was not.
- 2.3 For road safety reasons, School Brae will need to be brought up to adoptable standards before it is consider for adoption, which may necessitate the requirement to make changes to the road layout e.g. repair and upgrade of the road construction, installation of suitable drainage or repair of existing and the provision of suitable lighting. Current geometries are such that this may not be possible without adjacent land purchase and a more detailed design investigation is recommended. This could potentially be expensive with the burden of cost for such upgrade being apportioned among all landowners or frontagers on an equal basis. The upgrade can only proceed if the majority of frontagers confirm their agreement.

- 2.4 Further consideration is required to apportion a share of the Private Roads budget to assist with improvement works, usually 10% of the total cost, on agreement with Elected Members.
- 2.5 Due to the extreme pressure on road budgets, it has become increasingly difficult to maintain the public road network for which we have a statutory responsibility, and without improvement works School Brae would place a further burden on existing resources. There are Private Roads that may never meet an adoptable standard, and the aim is to ensure these are kept at a safe condition rather than an adoptable condition.
- 2.6 R&TS will continue to assist with any safety issues and carry out maintenance repairs on an annual basis.

## **3.0 Conclusions**

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- 3.1 Significant funding is required to bring School Brae to an adoptable standard.
- 3.2 Improvement works and subsequent adoption may only proceed if the majority of landowners, frontagers and road users agree to fund the project.

### **Background Papers**

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

Road (Scotland) Act 1984

### **Report Contact**

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

26 February 2025

Agenda Item No. 6

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## **Proposed Disposal and Change of Use of Common Good Land at East Bents, St Andrews**

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Report by: Paul Vaughan, Head of Communities & Neighbourhoods

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Wards Affected: Ward 18

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### **Purpose**

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The purpose of this report is to seek the Committee's view on the disposal of land at East Bents, St Andrews by way of lease, which will be considered by Cabinet Committee when making a final determination on the proposal. The area of land in question is a Common Good asset.

### **Recommendation(s)**

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The Area Committee is asked to provide a view on the proposal to dispose and change the use of an area of land at East Bents, St Andrews by way of lease, for the purposes of siting a mobile sauna. It is recommended that the proposal is refused considering the objections received.

### **Resource Implications**

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Rental income from the lease of the land could result in income of approximately £15,000 per annum to St Andrews Common Good Fund.

### **Legal & Risk Implications**

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None.

### **Impact Assessment**

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An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### **Consultation**

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A formal consultation been carried out between 12 July 2024 and 12 September 2024. The consultation deadline was thereafter extended to 13 November 2024. Consultation was conducted through the display of notice at the site (appendix 2), and direct contact with St Andrews Community Council and Ward 18 elected members. Representations and responses are found in appendix 3.

## 1.0 Background

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- 1.1 Application for Full Planning Permission was registered with Fife Council on 28 February 2024, and referred to North East Planning Committee on 6 June 2024 due to the number of representations received which were contrary to the officer's recommendation. [Agenda Pack for North East Planning Committee 5th June 2024](#)
- 1.2 The application was approved at North East Planning Committee of 6 June 2024, subject to two conditions, found in the minute of North East Planning Committee of 6 June 2024. [Minute of North East Planning Committee 5th June 2024](#)
- 1.3 Following the granting of planning permission, an application was made to Fife Council in relation to leasing the area of land and it was identified that the land in question is a Common Good Asset. A site map can be found in appendix 1.

## 2.0 Details

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- 2.1 Public consultation is required as part of the process for considering the disposal of Common Good assets. Consultation was initially carried out by displaying appropriate notice in prominent areas in the vicinity of the land indicated in the site plan (appendix 1) and through direct contact with appropriate parties. The consultation initially ran from 12 July 2024 to 12 September 2024.
- 2.2 Communication was received from representatives of St Andrews Community Council who advised they had not been aware of the consultation and had received no direct communication. In order to ensure equitable opportunity for representations to be submitted, the consultation period was extended until 13 November 2024 by displaying relevant notices and making direct contact with relevant parties.
- 2.3 A total of 24 representations were received (appendix 3) and are summarised as follows:
  - 3 In Support
  - 21 Objections
- 2.4 Consultation with representatives from Fife Coast and Countryside Trust highlighted potential land and facilities management challenges in relation to the availability of facilities used by potential patrons for the purposes of changing, as well as the potential for deterioration of the ground the sauna will be sited on. Concerns were also raised regarding storage of wood and disposal of associated waste.
- 2.5 Proposed trading hours are Thursday – Monday, with opening times 1pm – 8pm on Thursday, and 10am – 6pm Friday to Monday. The structure, although mobile, will remain on site at all times.
- 2.6 Although the structure is mobile and therefore temporary in nature, the terms requested will require a Sheriff Court decree as the sauna is to remain on site out with trading hours. The owner of the proposed business will be liable for payment of all court costs.

## 3.0 Conclusions

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- 3.1 There is opposition from members of the public and St Andrews Community Council with regards to the disposal and change of use of an area of common good land by way of lease for the purposes of siting a mobile sauna for commercial use.

### List of Appendices:

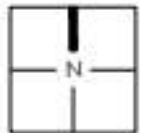
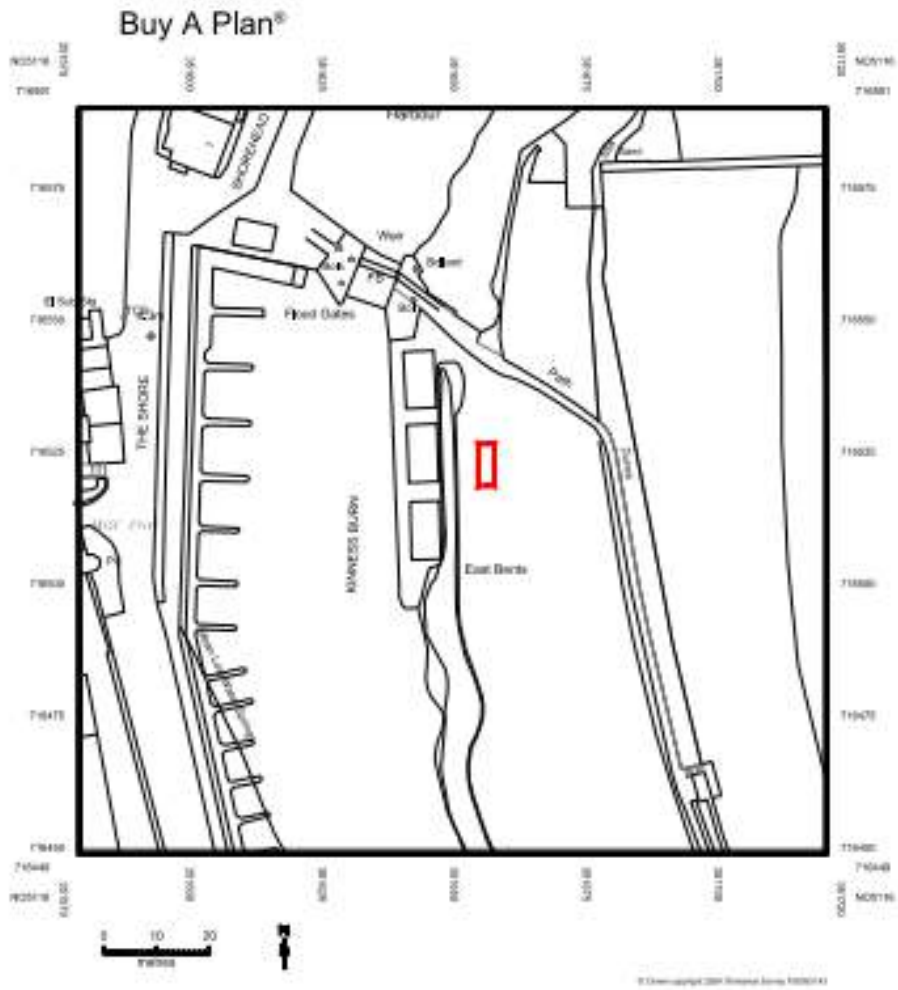
---

- 1 Proposed site location plan
- 2 Consultation notice
- 3 Representations

### Report Contact

Kirstie Freeman  
Community Manager  
County Buildings, Cupar  
Tel: 03451 55555 ext 446149  
Email: [Kirstie.Freeman@fife.gov.uk](mailto:Kirstie.Freeman@fife.gov.uk)

Appendix 1 – site plan and proposed location



SITE LOCATION PLAN

stage  
PLANNING

revision  
01

scale  
1:1250

**EX01**

PROPOSED MOBILE SAUNA  
LAND AT EAST SANDS  
ST ANDREWS

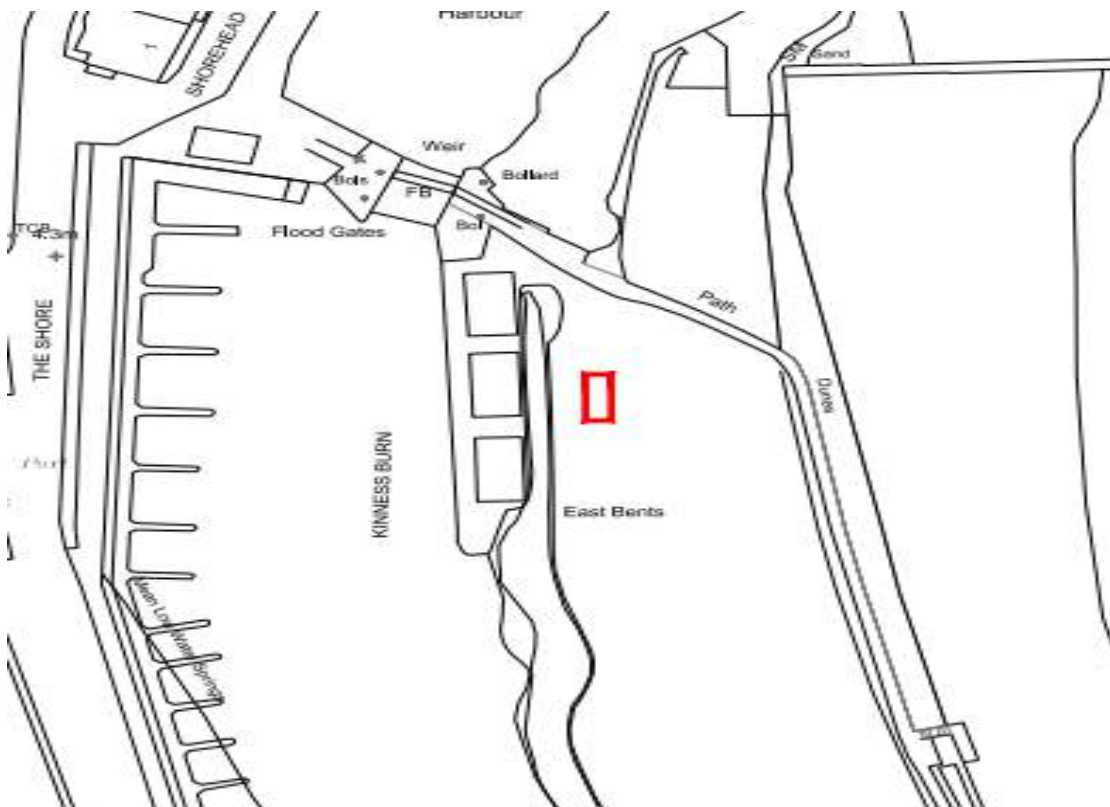
WILD SCOTCH SAUNA



# PUBLIC NOTICE

## THE COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 NOTICE OF CONSULTATION ON PROPOSED DISPOSAL BY LEASE & CHANGE OF USE COMMON GOOD PROPERTY

Fife Council propose to grant a lease and permit a change of use of part of Common Good land at **East Sands Beach, East Sands, St Andrews**. Before taking a decision, Fife Council requires to consult under Section 104 of the Community Empowerment (Scotland) Act 2015.



The land to be let on the former putting green at East Sands Beach is shown above outlined in red.

## **Background**

The land to be let comprises part of the former putting green at East Sands Beach, East Sands, St Andrews extending to 10 square metres or thereby.

Planning permission (ref: 24/00383/FULL) has been granted for the siting of a mobile sauna unit.

## **Disposal by lease & change of use**

It is proposed to grant a 5 year lease of the area shown above as a site for a mobile sauna unit.

## **Representations**

Anyone may make representations to Fife Council in respect of this proposed disposal by lease and change of use. Representations must be in writing and include the name and address of the person making it. All representations will be published on [www.fife.gov.uk](http://www.fife.gov.uk) at <https://www.fife.gov.uk/kb/docs/articles/council-and-democracy/land-and-property/common-good/previous-consultations>.

Representations must be received **by 13 November 2024**. Representations should be sent to either [Zahida.ramzan@fife.gov.uk](mailto:Zahida.ramzan@fife.gov.uk) or [communityasset.transfer@fife.gov.uk](mailto:communityasset.transfer@fife.gov.uk) or by post to Zahida Ramzan, Communities and Neighbourhood Service, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT.

**Date 18 September 2024**



## Appendix 3 - Representations

### PROPOSED DISPOSAL BY LEASE & CHANGE OF USE, COMMON GOOD PROPERTY

Fife Council propose to grant a lease and permit a change of use of part of Common Good land at **East Sands Beach, East Sands, St Andrews**. Before taking a decision, Fife Council requires to consult under Section 104 of the Community Empowerment (Scotland) Act 2015.

The following representations have been received in response to the consultation carried out under section 104 of the 2015 Act.

<b>Representations</b>	<b>AB</b> (received by e-mail 19 July 2024)
------------------------	---------------------------------------------

I wish to object to the above proposal to lease common good land at East Sands for commercial purposes, namely a mobile sauna.

The common good land at East Sands, also known as the East Bents, is of huge recreational benefit to both St Andrews residents and to visitors. It is used by parents playing with their children, people walking their dogs, students playing games, etc - not to mention the use of the whole area for the St Andrews Harbour Gala Day over one weekend each summer.

I am greatly concerned by the proposal to lease some of this land for commercial purposes. While the proposed mobile sauna would only require a small area of land, it would set a dangerous precedent and there would be pressure for other parcels of this common good land to be hived off for commercial purposes. In the end the entire East Bents would be lost and St Andrews would lose a very precious recreational area.

Planning permission has recently been given for a mobile sauna on land east of the St Andrews Leisure Centre which is a little further south along East Sands. Surely this will meet any need for a mobile sauna.

In summary, I object to the leasing of any of the common good land at East Sands for commercial purposes including for a mobile sauna on the grounds that this would not be for the common good of the town.

<b>Representations</b>	<b>CR</b> (received by e-mail 19 July 2024)
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I'm writing to express my views as part of the consultation exercise on the above proposal.

The common good land at East Sands, also know as the East Bents, is of enormous recreational benefit to residents of, and visitors to, St Andrews. I know this because I walk across it most days and witness its use by individuals taking a break from their stressful lives, parents playing with their children, people walking their dogs, students playing Frisbee, etc, not to mention the use of the whole area for the St Andrews Harbour Gala Day over one weekend each summer.

I am greatly concerned by the proposal to lease some of this land for commercial purposes – a mobile sauna. While the proposed mobile sauna would only take a small parcel of land, it would set a precedent and I fear that that other parcels of this common good land would in due course be hived off for commercial purposes.

Furthermore, while there may well be a need for a mobile sauna, that need is being met by planning permission having recently been given for a mobile sauna on land east of the St Andrews Leisure Centre which is a little further south along East Sands. Can any small beach really justify having 2 mobile saunas, especially when one will consume common good land?

In short, I object to the leasing of any of the common good land at East Sands for commercial purposes including for a mobile sauna as it is not for the common good.

<b>Representations</b>	<b>WL</b> (received by e-mail 23 July 2024)
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I write to strongly object to the above being placed on common good land.

1. The East Sands putting green should not be developed at all but should be left as is (nice green grass with no buildings temporary or permanent on it) for the enjoyment of people and children to play on.
2. It is common good land and should not be used by another agency/company to make money on it That is written into the Trustees for the use of common good land. Nobody should be allowed to profit from this land.
3. Saunas have a bad name with all sorts of unsavoury connotations with the potential for naked bodies to be on display and with alcohol involved.
4. This stretch of land should be returned to what it was i.e. a putting green for the enjoyment of everybody not for the few who will pay a ridiculous price to use a sauna, just a totally unsuitable use of the land.

<b>Representations</b>	<b>GW</b> (received by e-mail 29 July 2024)
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I write to OBJECT to a sauna being erected on Common Good Land in St Andrews. What was the old Putting Green is well walked by many people and is also used as a site for picnics and even day tents for young families sheltering from the sunshine. The Harbour Gala takes place on this land and children play football and other games on the grass throughout the year.

This land is for the use of the citizen and visitors to the town and should not be for business use.

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CSARA (The Confederation of St Andrews Residents Associations) wishes to comment on the proposal to site a sauna on the East Bents St Andrews.

While in principle we do not support any development of the green space at the East Bents, we think that a development of this limited nature and relationship to beach bathing is acceptable in this instance, but it should not be regarded as a precedent for further development in this area.

We suggest that conditions should be included in the lease to ensure that any evidence of the sauna's existence should be removed and ground reinstated on termination of the lease, unless renewed, and that any extension of the lease should be informed by the use made of this facility and the quality of its management during the period of the lease. Local advertisement of this facility should be subject to planning permission.

As all income from the lease would accrue to the St Andrews Common Good Fund, we also suggest that it would be appropriate for this income be applied, either formally or informally, to the improvement of the East Bents. For instance a bed of wild flowers was planted on the western boundary of the site some years ago, but it does not seem to be maintained and it is now more of an eyesore than an asset either visually or ecologically. Improvement and maintenance of this wild flowerbed would be a very useful and appropriate use of the income from the lease of the Sauna.

I know that some people have found it difficult to locate the notice inviting consultation responses and I wonder if there is any reason why it has not appeared on the Council list of Consultations affecting North East Fife. Your advice on this would be appreciated.

<b>Representations</b>	<b>RB</b> ( <i>received by e-mail 24 August 2024</i> )
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Dear Council,

I am writing to express my full support for the Wild Scottish Sauna's project at East Sands Harbour, which recently received planning permission from Fife Council. I was deeply saddened to learn that, due to the discovery that the land is classified as common good land, the project now faces a consultation process.

As someone who has suffered from depression for many years, I cannot overstate the positive impact that the combination of sea and sauna has had on my life. The regular use of the sauna at Kingsbarns Beach (their other location) has been transformative for my mental and physical well-being.

This experience is shared by many in the community, including my own family, who have found immense joy and health benefits from what Jayne and Jamie are doing.

The Wild Scottish Sauna is not just a business; it is a community initiative that has brought people together, provided a unique space for relaxation and healing, and contributed to the overall well-being of its users.

The environment they have created is supportive, welcoming, and deeply impactful for so many individuals.

I understand that common good land has a special status and must benefit the community. I believe the Wild Scottish Sauna is perfectly aligned with this principle. In fact, through their contributions and efforts, they not only respect the value of common good land but also enhance it by providing a service that deeply benefits the community.

Their continued operation and any financial contributions they make in relation to the use of common good land will directly support the community and its well-being. I strongly urge you to consider the significant good this project brings to the community and to support its continuation at East Sands.

The Wild Scottish Sauna has already made a profound difference in the lives of many, and I believe it has the potential to do even more. They regularly donate to charities and support many local business.

Thank you for your attention to this matter. I sincerely hope that, through the consultation process, the benefits of this initiative will be recognised and that the project can move forward successfully.

<b>Representations</b>	<i>DM (received by e-mail 4 September 2024)</i>
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I am writing in support of the below application.

The land to be let comprises part of the former putting green at East Sands Beach, East Sands, St Andrews extending to 10 square metres or thereby. Planning permission (ref: 24/00383/FULL) has been granted for the siting of a mobile sauna.

I am writing to wholeheartedly support the Wild Scottish Sauna project at East Sands Harbour, which recently received planning approval from Fife Council. It was with deep disappointment that I learned of the recent complications arising from the land's classification as common good land, necessitating a consultation process.

I have used this business and support their endeavours. The Wild Scottish Sauna extends far beyond the realm of business; it is a community-driven initiative that has brought people together, created a unique space for relaxation and healing, and significantly contributed to the well-being of its users. The atmosphere they have fostered is not only supportive and welcoming but has also had a lasting and meaningful impact on countless individuals. As a local to the town I am fully aware of the special status that common good land holds and the importance of ensuring it benefits the community. I strongly believe that the Wild Scottish Sauna is perfectly aligned with this principle.

Through their dedication and contributions, they not only honor the value of common good land but also enhance it by offering a service that is deeply beneficial to the community for mental health and wellbeing as well as fitness. Thank you for your time. I am in full support and hope that you can see the true benefits to the town and community.



<b>Representations</b>	<b>IC</b> (received by e-mail 12 September 2024)
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I wish to make representation in respect of this proposed disposal.

I was born in St.Andrews and returned here some 20 years ago and I do not see why the public amenity on Common Good Land should be used for an individual business and therefore a lease is not appropriate. As for a change of use there has never been a business of this ground, it is solely for public benefits and use.

<b>Representations</b>	<b>CH</b> (received by e-mail 8 October 2024)
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Dear Sirs,

I am a resident of St Andrews and am concerned to see the proposal to lease a section of the Common Good land on the East Sands for the purposes of housing a sauna.

1. Given the traditional usage of this land as a putting green and its more recent use by residents and visitors for exercise, I do not think that the proposal is appropriate. I do not know the proposed terms of the lease, but notwithstanding the fact that any revenue will accrue to the benefit of the St Andrews Common Good Fund, the lease will inevitably compromise the deployment of the site for the wider benefit of the town.

2. Has the issue of access been properly thought through? If vehicles are to be allowed, will this not endanger the integrity of the land (which is already significantly undermined by rabbit holes)? In wet conditions, permitting cars to access the site will inevitably damage the grass. If no cars will be allowed, how is this to be controlled?

<b>Representations</b>	<b>RW</b> (received by e-mail 8 October 2024)
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As a resident of St Andrews, I write to object very strongly to the possible renting out of Common Good Lane at the East Sands, St Andrews.

Green areas are very important and this area is well walked by many people throughout the whole year. The adjoining footpath is often busy and a walk across what was a putting green is very enjoyable. We are in need of maintaining our green areas.

There could also be issues with cars parking on this piece of ground and I believe that the Sauna may also operate from a wood burning fire which is really not good for the air quality.

Please note my objections to this proposal.

<b>Representations</b>	<b>CS</b> (received by e-mail 8 October 2024)
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Good afternoon – I am writing to record my objection to the application for a sauna to be erected on what is known as Common Good Land on what was the former putting green in St.Andrews. I cannot identify any strong argument that this would serve as a benefit to the broader residents of St.Andrews. It would also be setting a precedent for other business ventures to encroach on this Common Good Land. Furthermore, any businesses ‘setting up’ on the Common Good Land would need access and the only access to the current plan for the Sauna would be from Woodburn Place leading across the length of the old putting green which would destroy what is currently a safe, hazard free and calm walk for pedestrians and dog walkers. There is also the added issue of parking for those who have an appetite to use it – in an area that is already severely congested. I would also assume that as the Sauna will not have services it will be using a log burner, which is not in line with an environmental sustainability plan that Fife Council should be supporting.

<b>Representations</b>	<b>MM</b> (received by e-mail 8 October 2024)
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I would like to object to the proposed disposal by lease and change of use of common good land at the East Bents, East Sands, St Andrews.

In my opinion I do not think that the Common Good Land on the East Bents should be used for any business purposes.

One vehicle parking on the East Bents opens up the flood gates for everyone else to park there and I can see that it will end up being an overnight parking area for camper vans etc. This is a beautiful green space in an attractive area where many people enjoy walking and sitting.

No-one has mentioned how much the rental income would be, would the money be kept in St Andrews and who would benefit from it?

Please make a note of my strong objection.

Many thanks.

<b>Representations</b>	<b>GS</b> (received by e-mail 10 October 2024)
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I wish to object to the lease of 10 Square metres or thereby for a mobile sauna to be sited on St Andrews' Common Good land.

1. There is no access road to the requested position of the sauna which means that vehicles will have to be driven across the grass of the East Bents. There will inevitably be damage to the surface of the terrain to the detriment of the parkland amenity for those on foot.
2. There is no recognisable vehicular access and inevitably this would entail passing through a busy area that pedestrians use for picnicking, access to the food outlet

(normally with queues) and a well-used children's playground. There is an inherent safety issue here.

3. An unhealthy precedent would be set and cars and, worse still, camper vans would be parked on the Bents and walkers' amenity would be lost.
4. I am led to believe that the sauna would be heated by a log-burning stove. This would require to be using a lot of fuel and creating a smoke-filled and polluted environment at a sea-side location where people come for fresh air and relaxation. I strongly object to any pollution being allowed to take place at this site.
5. A further area will likely be required for log storage and car parking, exceeding the 10 metres granted by Planning, again restricting amenity.

In summary, there are access, safety, amenity and pollution issues that, in my opinion, cannot be resolved and I wish to object to this sauna being sited on Common Good land.

<b>Representations</b>	Royal Burgh of St Andrews Community Council ( <i>received by e-mail 16 October 2024</i> )
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At a recent meeting of the Community Council, there was a discussion relating to the proposal to grant a five year lease for a mobile sauna unit on Common Good land. The following points were raised:

- how much will the annual rental be and will the income be credited to the Common Good fund
- how will vehicles access the site given that there is no form of metalled roadway
- the form of heating for the sauna appears to be a wood burning stove which is inappropriate given that the smoke is considered to be a severe pollutant
- a sauna is not representative of what St Andrews is looking for or needs
- the granting of a lease would be further evidence of the undermining of the status of Common Good assets and would set an unwelcome precedent.

In summary, a motion was presented to oppose the granting of a lease and change of use of Common Good land as neither proposal was in the best interest of the people of St Andrews and as such were contrary to the way in which Common Good land and assets should be managed. The motion was carried unanimously.

<b>Representations</b>	<b>AC</b> ( <i>received by e-mail 21 October 2024</i> )
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I would like to object to this on the grounds of the following reasons:

- Wood burning smoke is a form of air pollution. We have seen a significant rise in the number of wood burners installed St Andrews over the past 2 years, which has negatively impacted the air quality particularly over the winter months. This would not only increase this impact, but being in such a public space, could see more people wanting to install this. With the British Lung Association, Asthma UK and Dementia UK all calling on these to be banned and with the imminent SEPA and Scottish Government review into these, it would not be wise to openly promote a fuel source that will increase smog in and around St Andrews for financial benefit to a company, whilst the residents are the ones negatively affected by it.

- The lease costs have not been agreed, do we know what the actual costs would be and where will this money go? If the land is common good land then surely any money made should go back to that pot.
- To access the sauna to fill it up with more wood for the stove, vehicles would likely drive over common good land over the East Pends, this would require a separate planning application for approval to drive over grass lands belonging to the common good fund. Has access to the site been approved? Is access to the site different to the development application?
- There will be an increase in parking for users of the sauna, which will impact an already challenged parking area at East Sands
- Beach goers will be subject to the fumes from the wood burner rather than the fresh air of the East Coast, not something that will support visitors wishing to visit St Andrews.

<b>Representations</b>	<b>JH</b> (received by e-mail 2 November 2024)
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I object to the use of common good land at the East bents for the use of a commercial sauna. Although this application has been approved, the fact that this site is part of common good land, was not mentioned anywhere in the report of handling. Many of the supporters of a sauna are not living in St Andrews and will not know that this area is common good land. The siting of this sauna will mean that users might hope to park on this grassy area, but this would destroy the delicate nature of the turf. Wood burning stoves can be polluting, surely against modern thinking for health of those passing near the sauna.

I feel that the only sensible site for a sauna in St Andrews is the west sands, where there is a road and sea nearby.

<b>Representations</b>	<b>PF</b> (received by e-mail 1 November 2024)
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I **object** to this proposed use of St Andrews Common Good assets.

Background summary information

A)

“THE COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 NOTICE OF CONSULTATION ON PROPOSED DISPOSAL BY LEASE & CHANGE OF USE COMMON GOOD PROPERTY

Fife Council propose to grant a lease and permit a change of use of part of Common Good land at East Sands Beach, East Sands, St Andrews. Before taking a decision, Fife Council requires to consult under Section 104 of the Community Empowerment (Scotland) Act 2015.”

B)

Planning Application No: 24/00383/FULL  
 Proposal: Siting of mobile sauna unit



Address: East Sands Beach East Sands St Andrews Fife

Fife Council Planning officer Chris Smith 5 June 2024

“CONDITIONS:

1. The development to which this permission relates must be commenced no later than 3 years from the date of this permission.

Reason: In order to comply with the provisions of Section 58 of the Town and Country Planning (Scotland) Act 1997, as amended by Section 32 of The Planning (Scotland) Act 2019.

2. Permission is granted for the siting of a mobile sauna for a period of five years from the date of this decision and the mobile sauna shall be removed and the site reinstated within six months of the end of the five-year period.

Reason: The buildings and works are of a temporary nature and construction and are only acceptable as a temporary expedient.”

### Objection

The approval of the planning application 24/00383/FULL - Siting of mobile sauna unit on the East Sands Beach East Sands St Andrews Fife was precipitous and should only have been considered after the potential use of a St Andrews Common Good asset had been widely consulted with the people of St Andrews.

“By far the largest component of Common Good Funds is heritable property and while this mainly consists of public buildings and public spaces, such as parks, it also includes in some cases farm land and other heritable property, such as salmon fishings..... However, the long history of Common Good lands, the locations and character of the properties and their local importance make them, as the Scottish Government has commented, " an important part of the community landscape in many places".....(<https://www.gov.scot/publications/land-reform-review-group-final-report-land-scotland-common-good/pages/36/>)

*Extract from Community Engagement (Scotland) Act 2015*

#### *Part 8: Common Good property*

*Common Good is a type of property that local authorities may have, which has been passed down by former burgh councils. It often has strong historical and emotional value to local communities, as well as its practical use and financial value.*

*The Act places a statutory duty on local authorities to establish, maintain and publish a register of all property held by them for the common good. Local people must be consulted on the register, to make sure nothing has been left out. Local authorities will also be required to publish their proposals and consult community bodies before disposing of or changing the use of common good assets.*

Common Good land and assets generally should not be eroded at the whim of an individual especially a commercial individual/venture. If it is allowed to continue then eventually there will be no common good left.

As you will know St Andrews is on a bowl of special landscape significance. (LANDSCAPE CAPACITY ASSESSMENT and PROPOSED GREEN BELT STUDY of ST ANDREWS March 2003).

A sauna in this case is proposed to be fuelled by wood and, being commercially used, the stones must be replaced 3 times a year. Wood ashes must also be removed. How will the wood, ashes and stones be transported to/from the sauna? By-laws prohibit the use of wheeled or motorised vehicles across the East Bents unless under certain circumstances. Increase pedestrian foot fall will affect the grass. (There used to be a putting course on this site and is used as a picnic area).

Who will be sued if an accident should occur?

Wood burning stoves are currently regarded as an air pollutant.

“It is a condition that the mobile sauna shall be removed and the site reinstated within six months of the end of the five-year period.” Who makes the decision of the state of the land before construction and after demolition? What legal implementations of lack of care of or damage to the property may be incurred?

As has been evidenced in other approved planning applications, planning conditions may be altered with no public consultation nor notification. The decision is taken solely by one of the planning officers. What is preventing an extension of the 5-year period.

“It is a condition that the mobile sauna shall be removed and the site reinstated within six months of the end of the five-year period.” Does this mean within 6 months prior to the end of the five-year period or 6 months after the end of the 5-year period?

There is no toilet facilities included in the plans. There is a public toilet on the north side of the harbour which is seasonal but even so it is rarely open. Likewise, there is a public toilet to the west of the East Bents. What will users of the sauna use of a toilet? Probably the beach or the sea. Thus, putting the retention of the Blue Flag badge of the East Sands (2024), St Andrews at risk. It also potentially affects the livelihood of the local fishermen.

The siting of this sauna is yet another erosion of the St Andrews Common Good Assets with no consideration of the effects on local residents. Most users will be from out of town and profits will go to the owners of the sauna rather than St Andrews Common Good assets.

*Extract from APRS (action for protection of rural Scotland) and National Planning Framework (NPF4) section on Green Belts:.....“Green Belts can help safeguard the quality, character, landscape, and identity of towns and cities. They help prevent insensitive development that has historically harmed towns, such as out-of-town developments, coastal sprawl, and supermarkets on the fringes.” ...“Green Belts are not intended to prevent all development but to direct planned growth to the most appropriate locations.”*

In the St Andrews Local Place Plan there is high value put on access to public green spaces in the feedback by local people.

Thus, I **object** to this application to build on St Andrews Common Good assets.

If this development is allowed to proceed it must be agreed that the rent/lease is returned to the St Andrews Common Good assets and that restitution after demolition be paid immediately and without application for extension of time, by the owners of the sauna.

<b>Representations</b>	<b>RH</b> (received by e-mail 9 November 2024)
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Would you please record my objection to this planned sale.

1. A sauna is not what we need on this beautiful stretch of lovely beach.
2. I don't believe common good land should be sold at all. The clue is in the name. If we must have a sauna can we please lease the land for say five years so that it can be recovered.

<b>Representations</b>	<b>AC</b> (received by e-mail 10 November 2024)
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I **write to oppose** the lease of Common Good Land at East Bents (by East Sands, St Andrews), Title ID CG511600101, as the proposed siting of a mobile wood fired sauna.

The proposed location is the lovely communal grass amenity sitting behind East Sands beach where locals and tourists alike gather and enjoy the open grass area for recreation and relaxation.

The area is also designated as a coastal meadow as part of the St Andrews biodiversity challenge and Keep Scotland Beautiful to "bring biodiversity and provide a valuable habitat for pollinators and other wildlife whilst bringing colour and interest to the park".

As with many consultations around Fife planning, many locals do not see the notice (currently a small ripped notice where the back with details of who to contact etc is not visible without ripping it off the lamppost - attached) and are not aware of the potential change to their enjoyment of this valuable shared local resource for health and wellbeing.

There is very little common good land left in St Andrews, and it needs to be preserved for all local people to enjoy alongside the history and heritage of the town which is in close proximity to this site. As for tourists, they come to St Andrews to enjoy the history and beauty, and I have noticed increasing numbers coming down to East Sands/East Bents to marvel at the natural and historic beauty there where they can sit and have a picnic whilst enjoying the views and fresh air.

My concern is that if Fife Council allowed the change of use, it sets a precedent where disposing of common good land in favour of one business owner and their customers who want to pay for a private service is at the expense of the greater good for all the community who want to enjoy the grass meadow and fresh air.

If one business can get planning and acquire the common good land lease, then what is to stop others from doing the same? In time that would result in the whole area being taken up with private businesses and would prevent locals from enjoying the natural habitat.

There are many other places in St Andrews where businesses can locate and which are designated as commercial areas. To my knowledge a mobile sauna was recently granted planning to be located in the car park of the East Sands Leisure Centre which would be a

more appropriate location which would not reduce common good land although it would still cause air pollution due to the sauna's use of a wood burning stove.

Fife Council thankfully turned down an earlier planning application for a mobile wood burning sauna at the front of the Bruce Embankment car park.

Finally, I do not believe that a change of use is in line with the new Local Place Plan developed by St Andrew's community council which prioritises net zero, and the Built and Natural Environment.

<b>Representations</b>	<b>SC</b> (received by e-mail 10 November 2024)
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I **write to oppose** to lease of Common Good Land at East Bents (by East Sands, St Andrews), Title ID CG511600101, as the proposed siting of a mobile wood fired sauna. The proposed location is the lovely communal grass amenity sitting behind East Sands beach where locals and tourists alike gather and enjoy the open grass area for recreation and relaxation.

The area is also designated as a coastal meadow as part of the St Andrews biodiversity challenge and Keep Scotland Beautiful to "bring biodiversity and provide a valuable habitat for pollinators and other wildlife whilst bringing colour and interest to the park".

As with many consultations around Fife planning, many locals do not see the notice and are not aware of the potential change to their enjoyment of this valuable shared local resource for health and wellbeing (small ripped notice where the back with details of who to contact etc is not visible without ripping it off the lampost).

There is very little common good land left in St Andrews, and it needs to be preserved for all local people to enjoy alongside the history and heritage of the town which is in close proximity to this site. As for tourists, they come to St Andrews to enjoy the history and beauty, and I have noticed increasing numbers coming down to East Sands/East Bents to marvel at the natural and historic beauty there where they can sit and have a picnic whilst enjoying the views and fresh air.

My concern is that if Fife Council allowed the change of use, it sets a precedent where disposing of common good land in favour of one business owner and their customers who want to pay for a private service is at the expense of the greater good for all the community who want to enjoy the grass meadow and fresh air.

If one business can get planning and acquire the common good land lease, then what is to stop others from doing the same? In time that would result in the whole area being taken up with private businesses and would prevent locals from enjoying the natural habitat.

There are many other places in St Andrews where businesses can locate and which are designated as commercial areas. To my knowledge a mobile sauna was recently granted planning to be located in the car park of the East Sands Leisure Centre which would be a more appropriate location which would not reduce common good land although it would still cause air pollution due to the sauna's use of a wood burning stove.

Fife Council thankfully turned down an earlier planning application for a mobile wood burning sauna at the front of the Bruce Embankment car park.



Finally, I do not believe that a change of use is in line with the new Local Place Plan (attached) developed by St Andrew's community council which prioritises net zero, and the Built and Natural Environment.

<b>Representations</b>	<b>JG</b> <i>(received by e-mail 11 November 2024)</i>
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Permission for this needs to be considered in relation to the plans the Harbour trust has for the future. SELLING of the land is highly undesirable. A sauna near the East Sands leisure centre would be more sensible, and further away from the footpath over the weir which is very crowded in summer.  
Please plan more generally.

<b>Representations</b>	<b>AM</b> <i>(received by e-mail 12 November 2024)</i>
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I was very surprised to find that Fife Council had approved plans for a sauna on the Bents at the East Sands. This is a common good area of land and us used extensively for walking as the coastal path is very narrow. If this area is allowed to be used for a sauna it will create a precedent for other commercial use.

There is a lack of parking already for beach users as university staff park at the beach carparks. Smoke from a wood burning fire is a pollution hazard.

<b>Representations</b>	<b>CR</b> <i>(received by e-mail 12 November 2024)</i>
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I write to you to register my disagreement with the placing of a commercial Business on what is common ground.

With the continued expansion of St Andrews the limited green spaces that are open to the residents of St Andrews and outlying villages are becoming more and more important and even more sought after.

I would also point to the fact that it would be placed directly against the East Sands leisure centre amenities which includes a steam room.

As you are aware the continued economic climate places increased pressure on Fife council to keep facilities as profitable as possible to avoid closure.

Any direct competition against a Fife council funded aminity would seem to be ill thought out.

<b>Representations</b>	<b>DW</b> <i>(received by e-mail 13 November 2024)</i>
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I am responding on behalf of a client in respect of the Notice of Consultation on the proposed disposal by lease and change of use of Common Good Property at East Sands, St Andrews.

My client **formally objects** to this.

The subject lands are part of the wider area of Common Good Land at the East Sands. This wider area is self-contained with clear boundaries; particularly to the east (the beach) and the west (the harbour). Access over this area is unfettered and the area is currently enjoyed by locals and visitors alike.

The loss of the subject lands from this area will adversely affect this access and enjoyment. The area and location of the subject lands are a wholly artificial construct and have no logic in terms of the 'cutting out' of land from the remaining Common Good Land. Indeed, its adverse impact will go far beyond the area itself.

St Andrews has a very limited amount of Common Good Land. The loss of land will reduce this limited area further. In respect of the East Sands, it will fragment what is currently a complete and robust area of Common Good Land.

If this disposal is approved, it will set a precedent for further commercial proposals within the Common Good Land at East Sands. Rather than open the door to this, it is respectfully suggested that the door stays shut and the Common Good Land remains retained completely for the benefit of the community and visitors rather than the few who pay to use this commercial enterprise.

I trust that this objection and comments will be fully considered. I would be grateful for your response to the comments raised above.

26 February 2025

Agenda Item No. 7

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## Toll Road, Guardbridge & Station Road, Leuchars – 30mph Extension

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

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**Wards Affected:** Ward 17 – Tay Bridgehead

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### Purpose

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The purpose of this report is to allow the Area Committee to consider a proposal for the extension of the 30mph speed limit along Toll Road and Station Road for new housing development.

### Recommendation(s)

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It is recommended, in the interests of road safety, that Committee:

1. agrees to the extension of the 30mph speed limit as shown in drawing TRO24\_59 (Appendix 1) with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### Resource Implications

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The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Delivery of the new infrastructure is the responsibility of the developer.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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

### Consultation

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

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be 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 will be made available at [www.fife.gov.uk](http://www.fife.gov.uk).

## 1.0 Background

---

- 1.1 In October 2021 approval was granted for planning application 21/02722/RCC Toll Road Phase 2. This was for further residential development in land to the southwest of Toll Road.
- 1.2 As part of this development a new junction has been formed at Toll Road. This provides access/egress for pedestrian and vehicular traffic.
- 1.3 The speed limit on this section of Toll Road and Station Road is still 40mph, although the signs in place indicated the proposed speed limit change to 30mph.

## 2.0 Issues and Options

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- 2.1 It is necessary to promote an extension to the existing 30mph order on Toll Road to include the new access to the development with a continuation to the extent of the signed 30mph speed limit at Station Road.

## 3.0 Conclusions

---

- 3.1 It is considered in the interests of road safety that the 30mph speed limit extension should be promoted.

### List of Appendices

---

1. Drawing No. TRO24\_59

### Background Papers

1. EqIA Summary Report

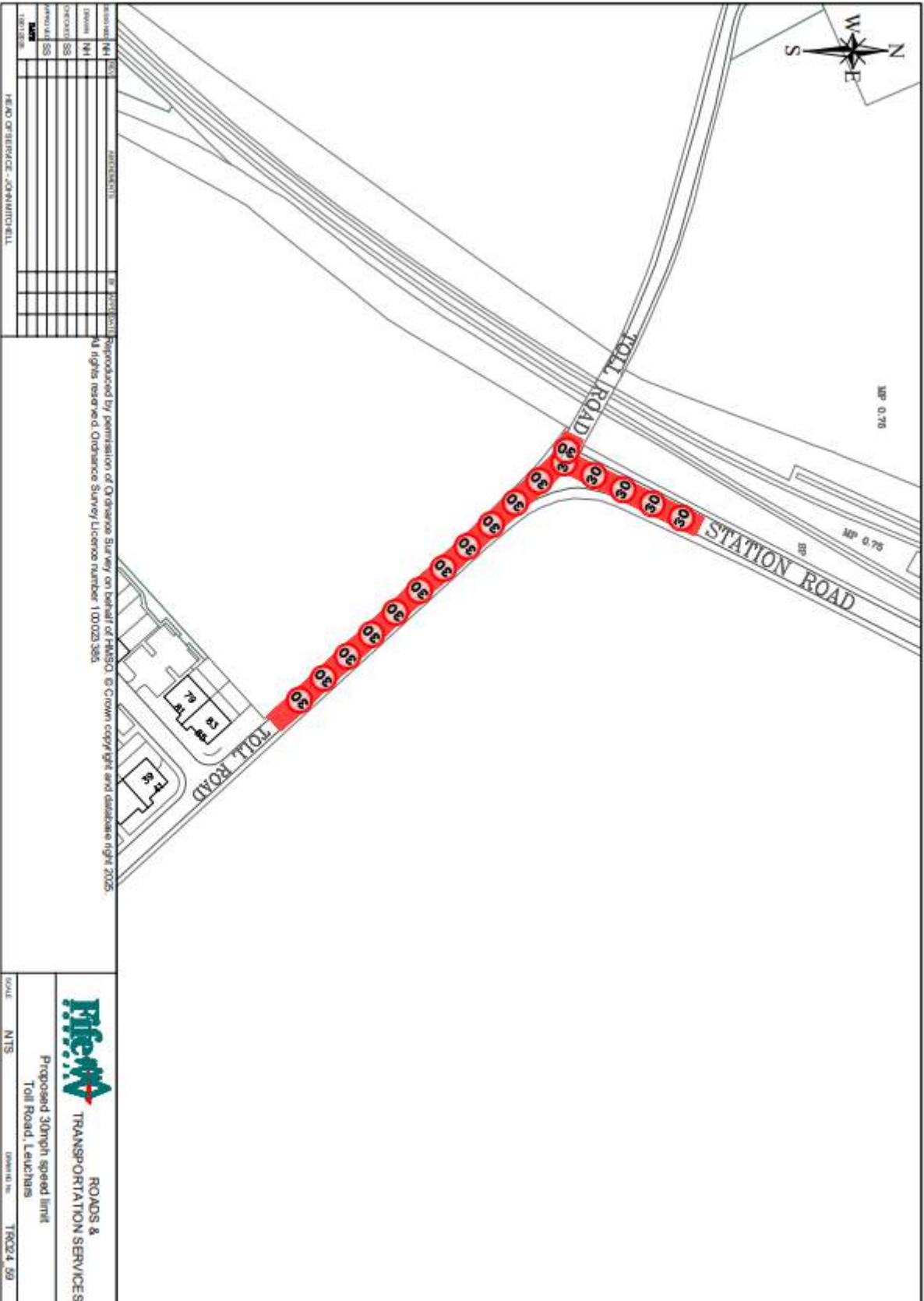
### Report Contacts

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Appendix 1



26 February 2025

Agenda Item No. 8

---

## Objection to Proposed No Waiting Restriction: Manse Road, Springfield

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

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**Wards Affected:** Ward 20 – Cupar

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### Purpose

---

The purpose of this report is to allow Committee to consider an objection to the proposed no waiting restriction at Manse Road, Springfield.

### Recommendation(s)

---

It is recommended that the Committee agrees to set aside the objection to the Traffic Regulation Order (TRO) to promote the restrictions detailed in drawing no. TRO24\_34.

### Resource Implications

---

The cost to formally promote the TRO and deliver the associated traffic management works will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising as well as the necessary markings required.

### 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 has been completed. No negative impacts have been identified.

### Consultation

---

The ward councillors, Parking Management team, Police Scotland and Springfield Community Council were advised.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the TRO process was carried out through the posting of legal notices in a local newspaper and on the affected length of road. In addition, details of the proposed TRO were made available online.

## 1.0 Background

---

- 1.1 Manse Road is a residential street, with some non-residential usage associated with the former church.
- 1.2 The no waiting at any time restriction was promoted due to reports, observation and photographic evidence of inconsiderate/obstructive parking.
- 1.3 On 28 August 2024, Committee agreed to the promotion of a TRO for a “No Waiting At Any Time” restriction on Manse Road, Springfield.
- 1.4 Formal consultation was carried out with notices being published on the 11 October 2024 with a closing date for objections of 1 November 2024.
- 1.5 During the objections period one objection was received.

## 2.0 Issues and Options

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- 2.1 The objection received is from a Manse Road resident.
- 2.2 The main grounds for the objection were:  
*The on-street parking does not obstruct the carriageway.*  
*Cars can park on the grass verge.*  
*The parking bay outside the former church should be excluded from the proposed restriction (n.b. – this is actually intended as a passing place and would be signed as such as part of the TRO implementation).*
- 2.3 Some of the objection contents refer to Planning consent for the new housing development. This would be outwith the scope of objections we could consider for a TRO and should have been submitted as part of the Planning objections process.
- 2.4 It is the view of this Service that the grounds for this objection are unsubstantiated.

## 3.0 Conclusions

---

- 3.1 It is considered that the objection should be set aside and the proposal implemented.

### List of Appendices

---

1. Drawing No. TRO24\_34
2. Details of objection and service responses

## Report Contacts

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Sara Wilson

Service Manager, Roads Network Management

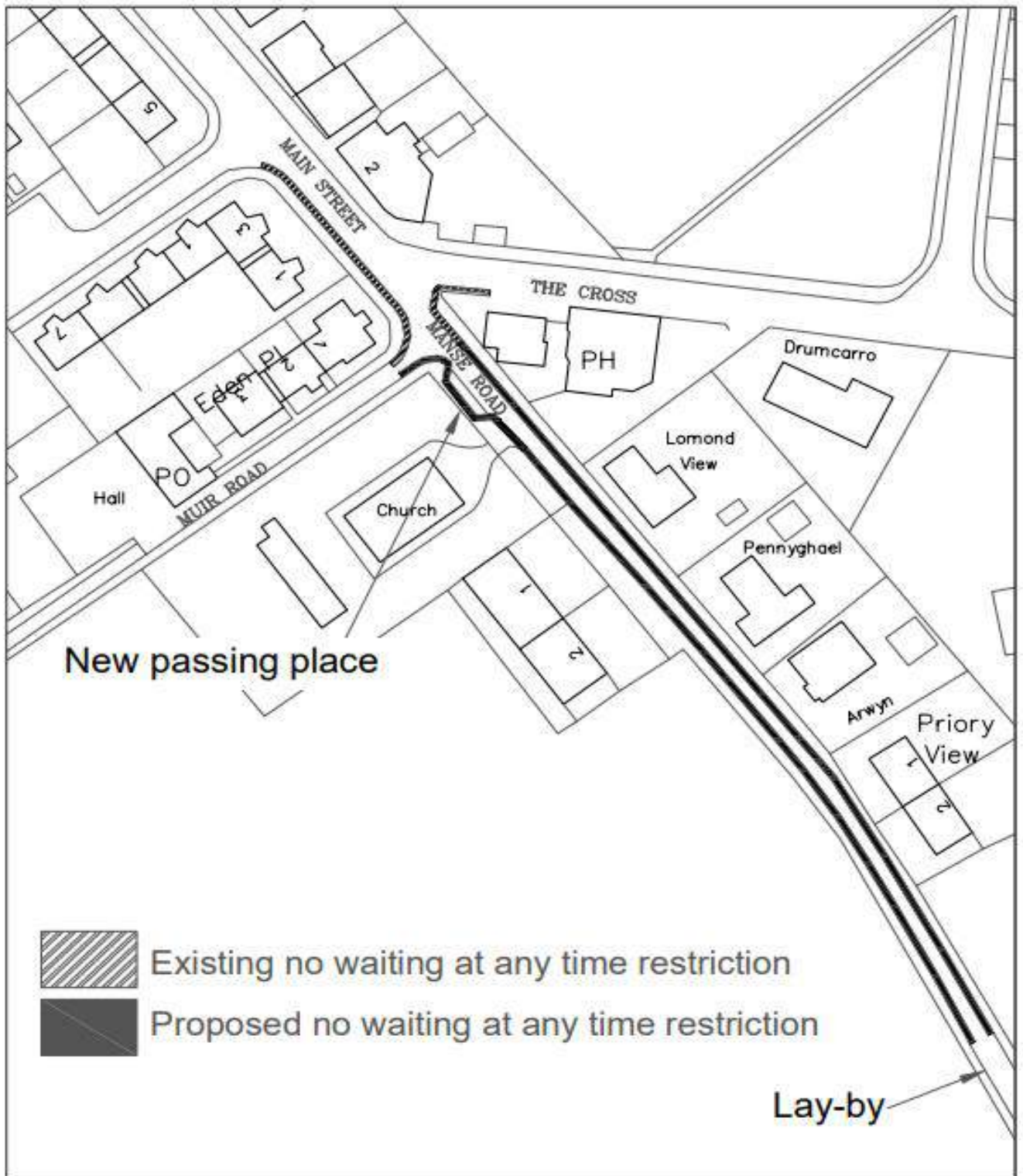
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REF	AMENDMENTS				BY	APP'D	DATE
DESIGNED	NH	DRAWN	NH	CHECKED	SS	APPROVED	SS
HEAD OF SERVICE - JOHN MITCHELL							DATE
							24/06/2024



**ROADS & TRANSPORTATION**

**Proposed no waiting at any time restriction  
Manse Road, Springfield**

SCALE: NTS      DRAWING No. TRO24\_34

## Appendix 2 – details of objection and responses:

### Service response 2

Good morning [redacted],

Thank you for coming back to me. The parking bay outside the church would be included within the no waiting restriction. This is because it is intended as a passing place, rather than a layby. As part of our implementation for the parking restrictions we would install a sign to indicate this. Unfortunately the restrictions do need to be for the extent proposed in order to be effective. The errant parking will simply move further along the road if it is not. There is a traffic regulation order already in place for Station Road, so this would not be included within the present proposal. With regard to the grass verges, the roadside verges are adopted up to the field boundary fence, likewise the verge outside the church is adopted up to the wall of the church grounds. Only the verge outside 1 & 2 Gladstone Terrace is private property. Vehicles parking on any of the verges in such a way that any part is on or over the double yellow lines could be issued with a penalty charge notice.

Regards,

Nigel.

### Objection part 2

**From:** [redacted]

**Sent:** 01 November 2024 11:17

**To:** Nigel Hampton <[Nigel.Hampton@fife.gov.uk](mailto:Nigel.Hampton@fife.gov.uk)>

**Cc:** Cllr Margaret Kennedy <[Cllr.Margaret.Kennedy@fife.gov.uk](mailto:Cllr.Margaret.Kennedy@fife.gov.uk)>

**Subject:** RE: Objection to proposed parking order on Manse Road and Muir Road, Springfield

---

Hello Nigel,

Thank you for your email. I'm sure there is unanimity on the need for restrictions on the narrow part of the road, from the junction with Station Road down to the end of Gladstone Terrace. I discussed this in detail with a couple of neighbours during the week and we are all of that opinion. I am also one of those who are inconvenienced by parking at the Gladstone Terrace frontage.

I would still ask for the parking bay at the church to be excluded, and also extend the order along the current length of restrictions on Station Road outside the Tavern.

I understand that the planning matters are separate, but note that your planning colleagues have ignored the full recommendations from your department when permission for the development was granted.

I also understand from Cllr Kennedy and others that the grass verge is private land, therefore the lines would not prevent parking on the grass.

Thanks again

Best regards

[redacted]

## **Service response 1**

**From:** Nigel Hampton <[Nigel.Hampton@fife.gov.uk](mailto:Nigel.Hampton@fife.gov.uk)>

**Sent:** 28 October 2024 08:07

**To:** [redacted]

**Cc:** Cllr Margaret Kennedy <[Cllr.Margaret.Kennedy@fife.gov.uk](mailto:Cllr.Margaret.Kennedy@fife.gov.uk)>

**Subject:** RE: Objection to proposed parking order on Manse Road and Muir Road, Springfield

Good morning [redacted],

Thank you for contacting us. Unfortunately I cannot comment on the planning issues and the decisions around them. The objections process for these is a separate issue to the no waiting proposal here and would need to be communicated to and considered by the Planning Committee. We cannot take those considerations into account with regard to the proposed no waiting restrictions.

With regard to the carriageway width and the ability of vehicles to pass parked cars, I would agree that this is sometimes possible, depending on the volume and exact positioning of the parked vehicles. However, I have seen photographic evidence of several occasions where the only way past a considerable number of parked vehicles has been for drivers to mount the pavement and this is obviously unacceptable.

The information I have is that most residents in Manse Road support the implementation of a no waiting restriction.

Regards,

Nigel Hampton MCIHT  
Technician Engineer, Traffic Management  
Roads & Transportation Services  
Fife Council

## **Objection part 1**

**From:** [redacted]

**Sent:** 25 October 2024 20:35

**To:** Traffic Management <[Traffic.Management@fife.gov.uk](mailto:Traffic.Management@fife.gov.uk)>

**Cc:** Cllr Margaret Kennedy <[Cllr.Margaret.Kennedy@fife.gov.uk](mailto:Cllr.Margaret.Kennedy@fife.gov.uk)>

**Subject:** Objection to proposed parking order on Manse Road and Muir Road, Springfield

Dear sir

Objection to proposed parking restrictions on Manse Road & Muir Road, Springfield, as described in "THE FIFE COUNCIL (MANSE ROAD AND MUIR ROAD, SPRINGFIELD) (PROHIBITION OF WAITING) ORDER 2024"

I object to the proposals, in part.

My comments below are based on actual experience of living in Manse Road for more than forty years, and, as the longest-serving resident in the street, I have observed first-hand some of the parking issues. I was also formerly chairman of Springfield Community Council for around ten years. Therefore my observations are solidly founded, and not theoretical.

It should also be noted that the transport assessment provided as part of the planning application for 22/00950/FULL (Housing to the east of Manse Road) has been proven to be flawed, which also wrongly influenced the dialogue both pre- and post-approval.

My comments for each section of the various roads are as follows.

#### Manse Road between junction of Muir Road with Manse Road and the entrance to the parish church.

This measures 5.2m at the junction, to 4.8m at the entrance to the church.

This includes as space marked as 'passing place' in the proposal. However in the planning application dialogue for the new housing development, this is described as 'parking space'. The current space is too short to accommodate funeral and wedding vehicles, so should not be described as such. Provided these vehicles park north of the church entrance there is no issue.

This width of the carriageway is wide enough for vehicles to pass, even if a vehicle is parked in the passing place. This has been proven to be possible and acceptable in the last few months since the space was created.

The road has a centre line marking, providing indication that the road is indeed wide enough for two vehicles to pass. This section has not been an issue at any time in the past.

I object to restrictions in the parking bay, this should be available for parking for all road users.

#### Manse Road between entrance to the church and south end of no. 2 Gladstone Terrace (opposite Pennyghael).

This section of the road narrows to 3.8m at the narrowest point, and requires parking restrictions on this stretch. I agree with the proposal for this short section of road.

#### Manse Road south of no. 2 Gladstone Terrace.

In the response to the planning application for 22/00950/FULL (Housing to the east of Manse Road), the consultation response document from Transportation Development Management states in paragraph 1.5 that the road should be widened into the existing grass verge. This has not happened.

The existing grass verge is wide enough to park cars on it without overhanging the tarmac surfaced road. I and neighbours have parked there on occasion without obstructing any road user, including the wide agricultural vehicles which regularly use the road.

Transportation Services is correct in noting that all the properties which have frontages on this section of road have some off-street parking. However this does not provide for any visitor parking and situations where the household has more than one vehicle or visiting tradesmen need to park. Some of the previous residents have had more than one car and have parked here without causing any issues for road users.

Including the verge, the road width (excluding the pavement) averages 6.0m which is adequate for unrestricted parking. This is no different from most of Station Road which has no parking restrictions and is considerably busier than Manse Road.

Therefore I object to any parking restriction on this stretch, and ask that the Transportation Services recommendation for road widening be pursued.

### Station Road.

The proposal notes some restriction on Station Road, however fails to note that the existing double yellow lines extend almost the full length of the frontage of Springfield Tavern. I feel that this should be re-stated as this section of road needs to be kept clear due to the blind corner on to Main Street.

### Muir Road

There are existing double yellow lines just into the north side of Muir Road.

Muir Road provides access to a number of houses, the car park behind the village hall and for agricultural vehicles accessing the farmland beyond.

The carriageway width at the end of the existing double yellow lines is 4.6m wide, excluding the pavement, and thus falls significantly short of the minimum width of Manse Road south of Pennyghael. Muir Road is significantly narrower than the new section of Manse Road facing the new development.

If Manse Road is to be restricted, then the full length of Muir Road should surely be restricted also on *both* sides?

There has not been any issue with parking on the north side of Muir Road adjacent to the housing, and therefore to ensure parity, there should also be no restriction on the south part of Manse Road which is wider.

I am not advocating introduction of restrictions on both sides of Muir Road, but using that existing situation to support the argument for no restrictions on Manse Road south of Pennyghael.

### Request for consultation and site visit

Prior to the decision on this proposal, I would ask for members of Transportation Services to carry out a site visit and consultation with the residents of Manse Road and our elected councillors, in particular Maragret Kennedy.

This would ensure that a pragmatic solution can be found relating to obstructions at the entrance to the church without disadvantaging the residents of Manse Road or making unnecessary parking restrictions beyond what is necessary to eliminate an occasional problem relating to a very short section of the road.

Finally, the road surface on parts of Manse Road is sub-standard, and I would ask for resurfacing before any yellow lines are painted.

I would be grateful if you would acknowledge the receipt of this email, and also your response to the points raised.

Thank you

Yours sincerely

[redacted]



26 February 2025

Agenda Item No. 9

---

## Colinsburgh – Speed Limit Amendments

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

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**Wards Affected:** Ward 19 – East Neuk and Landward

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### Purpose

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The purpose of this report is to allow the Area Committee to consider proposals for the introduction of an extension to the 20mph speed limit on Main Street east, with the introduction of 40mph speed limits on the B942 approaches on both sides of the village.

### Recommendation(s)

---

It is recommended, in the interests of traffic management and road safety, that Committee:

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the speed limits detailed in drawings TRO25\_02-1 and TRO25\_02-2 (Appendices 1 and 2) with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### Resource Implications

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The cost to formally promote this Traffic Regulation Order and deliver the associated traffic management works will be approximately £5,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising, which will be met from approved Service budgets.

### Legal & Risk Implications

---

There are no known legal or risk implications.

### Impact Assessment

---

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

### Consultation

---

The local Ward Councillors, Police Scotland, Colinsburgh & Kilconquhar Community Council and Colinsburgh Community Trust have been consulted.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be 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 will be made available at [www.fife.gov.uk](http://www.fife.gov.uk).

## 1.0 Background

---

- 1.1 Following discussions with Colinsburgh Community Trust and Colinsburgh & Kilconquhar Community Council we have agreed to promote the provision of 40mph buffer speed limits on the B942 on each side of the village.
- 1.2 Concerns have been raised by the community regarding vehicle speeds and road safety in Colinsburgh. This was explored further as part of the Local Place Plan for Colinsburgh.
- 1.3 An extension to the 20mph speed limit order is required to cover the new housing development on the east side of the village.

## 2.0 Issues and Options

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- 2.1 It is proposed to implement 20mph and 40mph speed limits on B942 Main Street and a 20mph speed limit within Nether Rires to the extents indicated on the attached plans.
- 2.2 While speed surveys for the B942 approaches have shown that the speeds are compliant with the national speed limit, speed surveys for the existing 20mph speed limit show poor compliance, with 85<sup>th</sup> percentile speeds between 26 and 33mph.
- 2.3 Traffic calming exists in the form of build-outs at each gateway. Further measures were approved as part of the area roads programme for 2024-25. Speed cushions or a raised table were proposed but neither were favoured by the community. The area roads programme funding will now be used to provide 'your speed' vehicle activated signs.
- 2.4 Provision of 40mph buffer speed limits (lowered from national speed limit) should provide mitigation for the 20mph speed limit due to the reduced approach speeds.

## 3.0 Conclusions

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- 3.1 It is considered, in the interests of traffic management and road safety, that both the 20mph and the 40mph speed limits should be promoted.

### List of Appendices

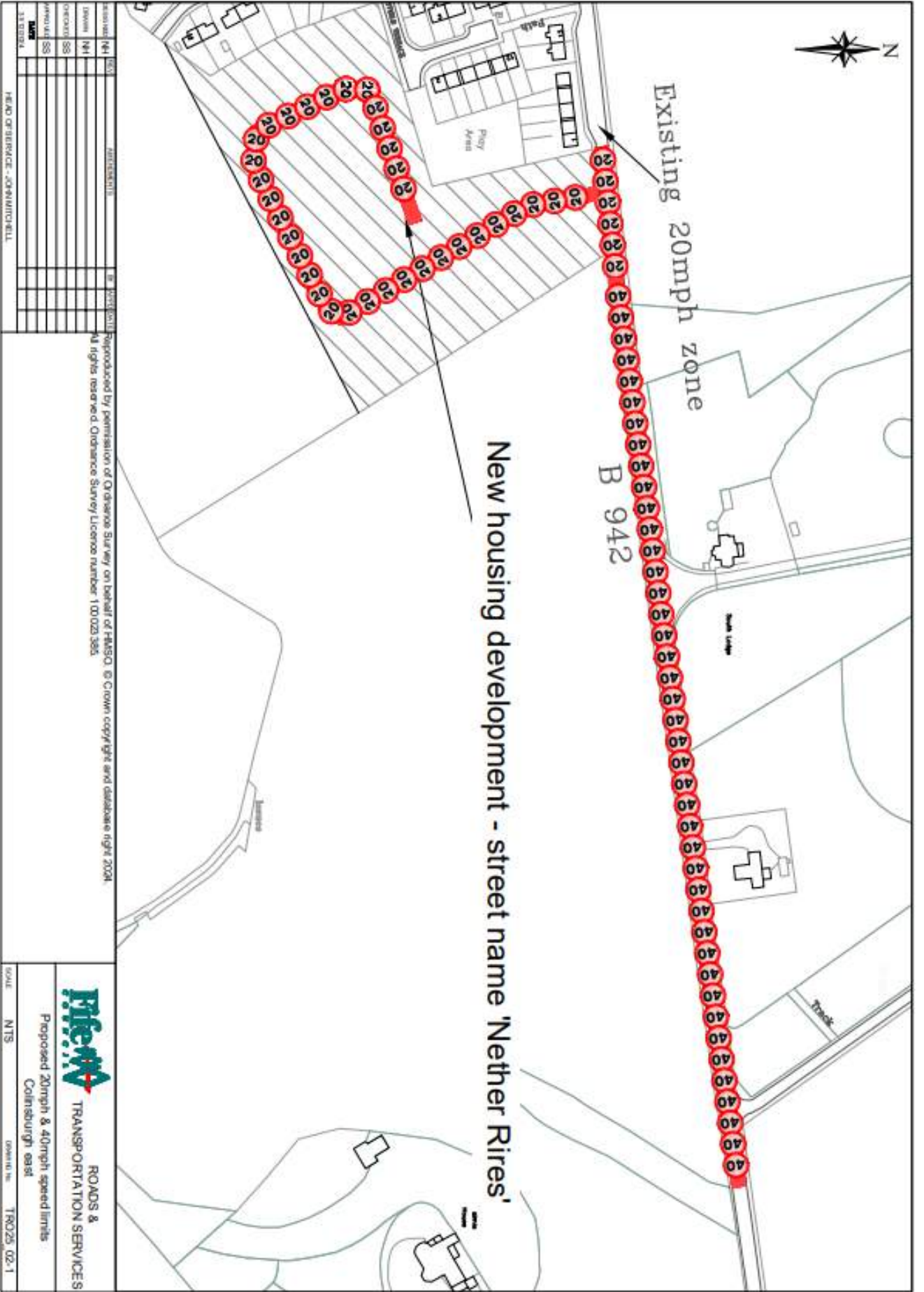
---

1. Drawing No. TRO25\_02-1 – Colinsburgh east proposed 20mph & 40mph speed limits
2. Drawing No. TRO25\_02-2 – Colinsburgh west proposed 40mph speed limit

### Report Contacts

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DATE	14/03/2024
BY	DR J. COLLINS
FOR	ROADS & TRANSPORTATION SERVICES
PROJECT	NEW HOUSING DEVELOPMENT - STREET NAME 'NETHER RIRES'
CLIENT	COLLINSBURGH EAST
SCALE	NTS
DATE	13/03/2024
BY	DR J. COLLINS
FOR	ROADS & TRANSPORTATION SERVICES
PROJECT	NEW HOUSING DEVELOPMENT - STREET NAME 'NETHER RIRES'
CLIENT	COLLINSBURGH EAST

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**Collinsburgh East**  
 TRANSPORTATION SERVICES

Proposed 20mph & 40mph speed limits  
 Collinsburgh east

SCALE: NTS

TR025 (02-1)



26 February 2025

Agenda Item No. 10

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## Main Street, Balmullo – 30mph Extension

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

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**Wards Affected:** Ward 17 – Tay Bridgehead

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### Purpose

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The purpose of this report is to allow the Area Committee to consider a proposal for the extension of the 30mph speed limit southwards along Main Street for new housing development.

### Recommendation(s)

---

It is recommended, in the interests of road safety, that Committee:

1. agrees to the extension of the 30mph speed limit as shown in drawing TRO24\_55 (Appendix 1) with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### Resource Implications

---

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Delivery of the new infrastructure is the responsibility of the developer.

### 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 has been completed. No negative impacts have been identified.

### Consultation

---

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

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be 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 will be made available at [www.fife.gov.uk](http://www.fife.gov.uk).

## 1.0 Background

---

- 1.1 In October 2024 approval was granted for planning application 24/01601/FULL. This was for a residential development in land to the south of Pitcairn Drive and west of Main Street, Balmullo.
- 1.2 As part of this development a new junction will be formed at Main Street. This provides access/egress for pedestrian and vehicular traffic.
- 1.3 The speed limit on this section of Main Street is 60mph.

## 2.0 Issues and Options

---

- 2.1 It is necessary to promote an extension to the existing 30mph order to include the proposed new access to the development.

## 3.0 Conclusions

---

- 3.1 It is considered in the interests of road safety that the 30mph speed limit extension should be promoted.

### List of Appendices

---

1. Drawing No. TRO24\_55

### Background Papers

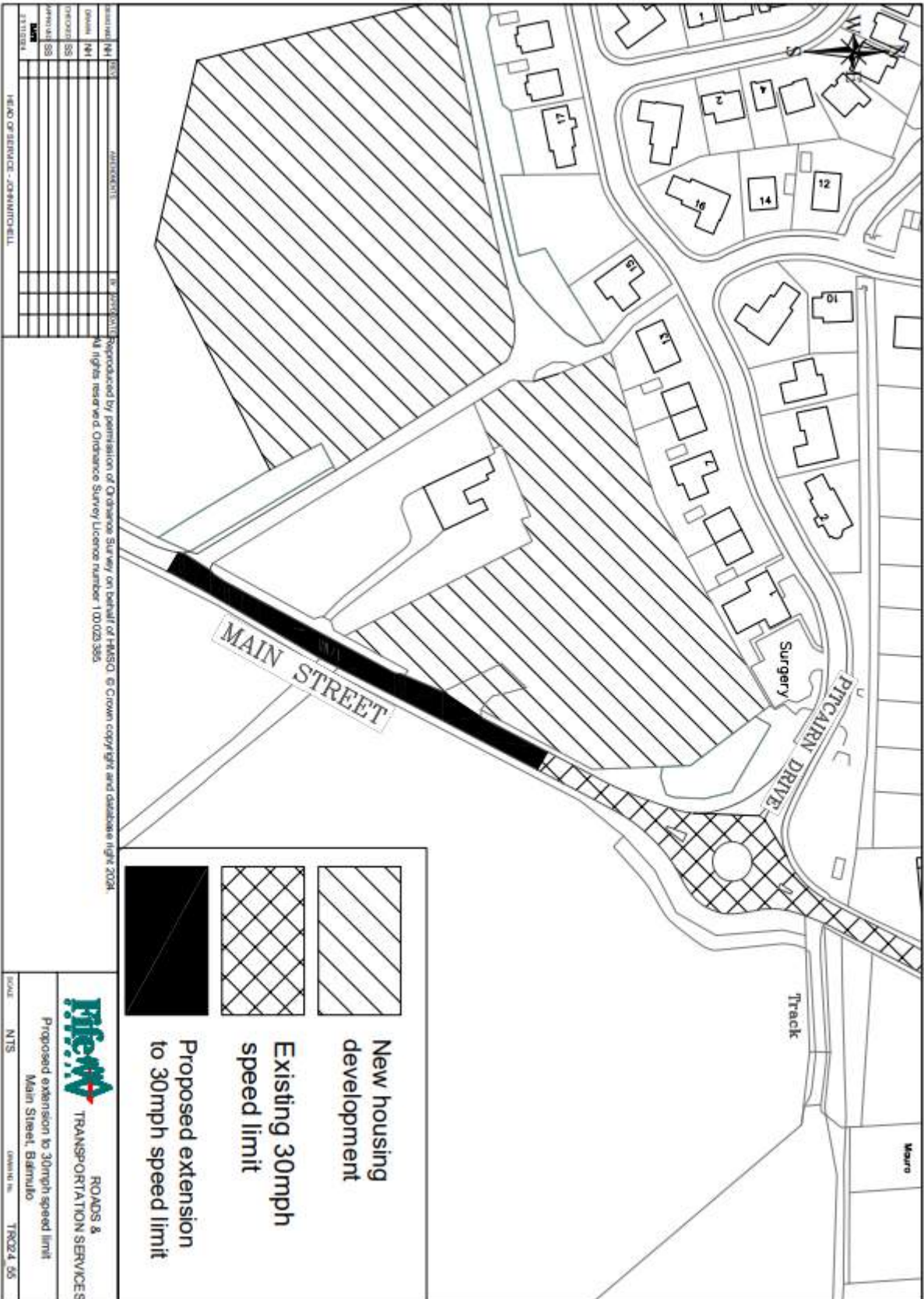
1. EqIA Summary Report

### Report Contacts

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Appendix 1



26 February 2025  
Agenda Item No 11

## Area Roads Programme 2025-26

---

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

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**Wards Affected:** 16, 17, 18, 19 & 20

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### Purpose

---

The purpose of this report is to identify the projects which are proposed for inclusion in the 2025-26 Area Roads Programme for the North East Fife area.

### Recommendation(s)

---

Committee is asked to:

- i. Approve the report and appendices 1-3;
- ii. Delegate authority to the Head of Assets, Transportation & Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme develops, in consultation with the Area Convener, Depute Convener and all elected members in the affected wards;
- iii. Note Appendices 4 and 5

### Resource Implications

---

The Area Roads Programme is funded from Capital and some ring-fenced budgets. Programmes of work will be adjusted, if required, to ensure that expenditure remains within the Service budget.

### Legal & Risk Implications

---

There are no known legal implications. There is a risk that if capital budgets require to be reduced, we will be unable to deliver all the Area Roads Programme priorities.

### Impact Assessment

---

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

### Consultation

---

Committee has been consulted through meetings with Members in the development of the lists of projects.

# 1.0 Background

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- 1.1 The operation, management and maintenance of a safe and efficient transportation network has a major impact on the Fife economy and the quality of life of residents. Delivering transportation projects at local level underpins the priorities of the Fife Council Plan. Roads & Transportation Services has a key supporting role in relation to promoting a sustainable society, improving quality of life in local communities and growing a vibrant economy. Roads and Transportation Services also provides support to activities which are part of reforming Fife's public services.
- 1.2 It is important to distinguish between reactive and planned maintenance works on carriageways and footways. Reactive maintenance is funded from the Service's Revenue budget and refers to the need to repair safety defects such as potholes, which are considered to be potentially dangerous or to constitute a considerable inconvenience to road users. Revenue planned preventative maintenance covers larger-scale patching, velocity patching and other surface treatments such as surface dressing, and thin surfacing (micro asphalt) which improves surface texture/skid resistance. The Capital investment is for planned corrective maintenance which deals with structural issues such as cracking, wheel track rutting and edge deterioration and requires full width re-surfacing over longer lengths of road.
- 1.3 The programme has been developed through the assessment and prioritisation of schemes identified by the processes below which follow the guidance identified in Table 5 of the Scheme of Decentralisation and Area Budgets approved by the Executive Committee on 17 November 2015: -
- Feedback from meetings with Elected Members,
  - Scheduled inspections, technical surveys, assessments and interrogation of maintenance management systems,
  - Local Area Transport Plans,
  - Suggestions received from Elected Members, Community Councils and the public.
- 1.4 At its meeting on 1<sup>st</sup> February 2018 the Economy, Tourism, Strategic Planning & Transportation Committee approved a methodology for allocating devolved budgets (2018, ETSP&T, 13 para 24 refers). The methodology can be summarised as follows: -
- The Area Committees determine local priorities for carriageway projects based on an Area Committee budget allocation commensurate with the Road Condition Index, as reported annually to the ETSP&T Committee,
  - Local priorities for footway projects are decided based on an Area Committee budget allocation commensurate with the proportion of urban mileage,
  - The remaining Road Safety & Traffic Management budget is allocated to local priorities based on an Area Committee budget commensurate with population numbers.
  - The foregoing is managed and reported via the relevant Area Roads Programme.

- 1.5 The current capital plan allocation for carriageways is £9.7m in 2025/26 and 2026/27 however this will reduce to £5.05m per annum from 2027/28. The footway budget in 2025/26 is £1.48m reducing to £1.45m per annum from 2026/27.

For the North East Fife area, the budgets for 2025-26 are as shown below: -

<b>Devolved Budget</b>	<b>2025/26 Allocation</b>
Carriageways	£3.293m
Footways	£257k
Road Safety & Traffic Management	£157k

- 1.6 The level of capital resource allocated for carriageways and footways is concerning for future road condition. However, the Council reviews the Capital Plan every two years so there will be opportunities to consider additional investment going forward.

## 2.0 Issues and Options

---

- 2.1 Appendices 1-3 provide a detailed list of the proposed Area Roads Programme projects for budgets devolved to area committee. Category 1 schemes are committed to the programme dependent on available funding. Category 2 schemes will be promoted into the programme should any of the Category 1 schemes need to be deferred or additional funding becomes available.
- 2.2 An on-line system is in place to show how the carriageways and footways programme is progressing throughout the year. Link to webpage [Area Roads Programme](#)
- 2.3 Appendices 4 and 5 provide information on the proposed Street Lighting Column Replacement works and Bridges and Structures works. These budgets are not devolved to area committees, but the works locations are provided for information.

## 3.0 Conclusions

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- 3.1 The attached appendices contain the proposed 2024/25 Area Roads Programme for the North East Fife area. The type of works, work location and provisional estimates are provided for each project.

### List of Appendices

---

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

### Report Contacts

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**North East Fife Area Committee  
Carriageway Scheme List for 2025-26**

**APPENDIX 1**

<b>CAT1</b>	<b>Proposed for approval by Committee for delivery in 2025/26</b>
<b>CAT 2</b>	<b>Proposed for approval by Committee as 'reserve' schemes which may be promoted to Cat1 if funding becomes available</b>

<b>2025-26 Budget Share</b>	<b>£3,392,746</b>
<b>Potential 2024/25 Carryover overspend</b>	<b>£100,000</b>
<b>2025/26 Available budget</b>	<b>£3,292,746</b>

<b>Ward</b>	<b>Ward Name</b>	<b>Town</b>	<b>Street</b>	<b>Location</b>	<b>Indicative Treatment</b>	<b>Estimate</b>	<b>Cumulative Total</b>	<b>Cat</b>
17	Tay Bridgehead	Rural Road	A919	A919 Guardbridge Inner Bridge to Toll Road, Leuchars	100mm Plane & Replace	£ 104,886	£ 104,886	cf
17	Tay Bridgehead	Guardbridge	A919 Main Street	A91 Roundabout to Inner bridge	100mm Plane & Replace	£ 386,812	£ 491,698	cf
20	Cupar	Cupar	A913 Balgarvie Road	A91 to De-restriction Signs	100mm Plane & Replace	£ 195,057	£ 686,755	cf
16	Howe of Fife and Tay Coast	Falkland	West Port	Adoption Section (First 165m)	45mm Plane & Replace (including regulating)	£ 35,195	£ 721,950	1
16	Howe of Fife and Tay Coast	Rural Road	C23 at Drummy Wood	A914 to U025	45mm Plane & Replace (including regulating)	£ 594,085	£ 1,316,035	1
17	Tay Bridgehead	Tayport	Nelson Street/Shanwell Road	Maitland Street to Bus Turning Circle	100mm Plane & Replace	£ 360,531	£ 1,676,566	1
17	Tay Bridgehead	Balmullo	Lucklawhill	Full road around Lucklawhill	Carriageway 45mm Overlay & Patching	£ 182,651	£ 1,859,217	1
16	Howe of Fife and Tay Coast	Newburgh	Mugdram Place	From Hill Road to the unadopted carpark	45mm Plane & Replace (including regulating)	£ 22,663	£ 1,881,880	1
16	Howe of Fife and Tay Coast	Newburgh	Anderson Street	Full Length	Carriageway 45mm Overlay & Patching	£ 60,587	£ 1,942,467	1
16	Howe of Fife and Tay Coast	Newburgh	Livingstone Street	Full Length	Carriageway 45mm Overlay & Patching	£ 61,739	£ 2,004,206	1
18	St Andrews	St Andrews	Craigtoun Road	Little Carron Gardens to west of Lawhead Road East	100mm Plane & Replace	£ 141,601	£ 2,145,807	1

20	Cupar	Cupar	Burnside North, Bank street and Upper Dalgairn	From Front Lebanon to Adamson Healthcare Campus	100mm Plane & Replace	£ 118,815	£ 2,264,622	1
16	Howe of Fife and Tay Coast	Rural Road	U095 (Near Gateside)	Leden Urquhart road from A912 to the first set of cottages at the Kinross and Perthshire boundary	45mm overlay & patching	£ 236,952	£ 2,501,574	1
17	Tay Bridgehead	Balmullo	Hayston Park	from Main Street(A914) to School Road.	45mm Plane & Replace (including regulating)	£ 70,389	£ 2,571,963	1
16	Howe of Fife and Tay Coast	Rural Road	B937	Quarry to Fife Zoo	45mm Plane & Replace (including regulating)	£ 103,984	£ 2,675,947	1
19	East Neuk and Landward	Rural Road	U067 (Near Carnbee)	At Kellie Castle	100mm Plane & Replace	£ 112,680	£ 2,788,627	1
19	East Neuk and Landward	Rural Road	U066	Kellie castle jct to Carnbee	Carriageway 45mm Overlay & Patching	£ 62,568	£ 2,851,195	1
17	Tay Bridgehead	Tayport	King Street	From Craig Rd to junction of B945	45mm Plane & Replace (including regulating)	£ 51,192	£ 2,902,387	1
19	East Neuk and Landward	Colinsburgh	B942 Main Street	Extents of Village	100mm Plane & Replace	£ 188,676	£ 3,091,063	1
19	East Neuk and Landward	Anstruther	Burnside Place	Burnside Place	100mm Plane & Replace	£ 105,168	£ 3,196,231	1
19	East Neuk and Landward	Anstruther	Burnside Terrace/ B9131 Caddies Burn		45mm Plane & Replace (including regulating)	£ 60,435	£ 3,256,666	1
17	Tay Bridgehead	Rural Road	U063	U063 Balmerino to Kirkton	45mm overlay & patching	£ 77,404	£ 3,334,070	1
20	Cupar	Cupar	Front Lebanon	Full length	45mm Plane & Replace (including regulating)	£ 59,724	£ 3,393,794	2
19	East Neuk and Landward	Rural Road	U076	U079 to A915	45mm overlay & patching	£ 105,312	£ 3,499,106	2
16	Howe of Fife and Tay Coast	Rural	B937	A92 jct. First section from the junction (170m)	45mm Plane & Replace (including regulating)	£ 39,283	£ 3,538,389	2
17	Tay Bridgehead	Tayport	Provost Road	Full Length	45mm Plane & Replace (including regulating)	£ 38,127	£ 3,576,516	2
19	East Neuk and Landward	Anstruther	Glenogil Gardens	Ladywalk to Glenburn Road	45mm Plane & Replace (including regulating)	£ 30,929	£ 3,607,445	2

19	East Neuk and Landward	Carnbee	U065	B940 south for 800m (North of Carnbee)	45mm Plane & Replace (including regulating)	£ 113,760	£ 3,721,205	2
16	Howe of Fife and Tay Coast	Falkland	East Port	A912 to High Street	45mm Plane & Replace (including regulating)	£ 91,986	£ 3,813,191	2
16	Howe of Fife and Tay Coast	Rural Road	U096 (Near Gateside)	A912 to Perth and Kinross boundary	45mm Plane & Replace (including regulating)	£ 25,774	£ 3,838,965	2
20	Cupar	Cupar	A91 West Port/Bonnygate	A913 Balgarvie Road to Bonnygate Car Park Entrance	100mm Plane & Replace	£ 87,098	£ 3,926,063	2
20	Cupar	Ceres	Main Street		45mm Plane & Replace (including regulating)	£ 73,944	£ 4,000,007	2
16	Howe of Fife and Tay Coast	Newburgh	Monkswell Road	Hill Road to End of Adoption	Carriageway 45mm Overlay & Patching	£ 39,393	£ 4,039,400	2

**North East Fife Area Committee  
Footway Scheme List for 2025/26**

**APPENDIX 2**

<b>CAT1</b>	<b>Proposed for approval by Committee for delivery in 2025/26</b>
<b>CAT 2</b>	<b>Proposed for approval by Committee as 'reserve' schemes which may be promoted to Cat1 if funding becomes available</b>

<b>2025/26 Budget Share</b>	<b>£256,850</b>
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<b>Ward</b>	<b>Ward Name</b>	<b>Town</b>	<b>Street</b>	<b>Location</b>	<b>Scheme Type</b>	<b>Indicative Treatment</b>	<b>Estimate</b>	<b>Cumulative Total</b>	<b>Cat</b>
17	Tay Bridgehead	Leuchars	Main Street	from Meteor Row to opposite Blair Road	Combined with Lighting	Footway Reconstruction	£ 51,525	£ 51,525	1
16	Howe of Fife & Tay Coast	Kettlebridge	A914 Cupar Road	North Street to Mid Street	Combined with Lighting	Footway Reconstruction	£ 38,811	£ 90,336	1
18	St Andrews	St Andrews	Cairnsden Gardens	Full extent	Footway	Surface Course Replacement	£ 60,102	£ 150,438	1
16	Howe of Fife & Tay Coast	Rural	A913 Cupar Road	at Burnside Cottages	Footway	Surface Course Replacement	£ 16,430	£ 166,868	1
18	St Andrews	St Andrews	James Street	replace slabs fronting flats 5 to 24	Footway	Footway Reconstruction	£ 7,628	£ 174,496	1
20	Cupar	Cupar	Westfield Road	Ph1 - from Bellbaxter High School access road heading east to Westfield Avenue	Footway	Footway Reconstruction	£ 40,283	£ 214,779	1
18	St Andrews	St Andrews	Lade Braes Walk	from 19 Lade Braes Walk to Queens Terrace	Footway	Surface Course Replacement	£ 21,200	£ 235,979	1
20	Cupar	Cupar	Braehead	Phase 1 - inner circle footpaths	Footway	Surface Course Replacement	£ 31,694	£ 267,673	1
20	Cupar	Cupar	Eden Park	fronting houses 19 to 25 plus cul de sac outside houses 47 to 53 Eden Park	Footway	Surface Course Replacement	£ 14,628	£ 282,301	2
20	Cupar	Cupar	Braehead	Phase 2 - outer circle footpaths	Footway	Surface Course Replacement	£ 41,658	£ 323,959	2
20	Cupar	Cupar	Westfield Road	Ph2 - from Bellbaxter High School access road heading west to The Lodge	Footway	Footway Reconstruction	£ 35,599	£ 359,558	2

**North East Fife Area Committee**  
**Proposed Road Safety & Traffic Management Scheme List for 2025/26**

**APPENDIX 3**

<b>CAT 1</b>	<b>Proposed for approval by Committee for delivery in 2025/26</b>
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<b>2025-26 Budget Share</b>	<b>£157,000</b>
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Ward	Ward Name	Town	Street	Location	Scheme Type	Estimate	Cumulative total	Category
20	Cupar	Springfield	C31	Footpath access to Laurel Brae	Footpath, kerbing and drainage alteration	£ 10,000	£ 10,000	1
16	Howe of Fife and Tay Coast	Newburgh	Abernethy Road	Abernethy Road	Raised crossing	£ 10,000	£ 20,000	1
19	East Neuk & Landward	Elie	The Toft / The Granary	The Toft / The Granary	New Footway	£ 20,000	£ 40,000	1
19	East Neuk & Landward	Elie	High Street	High Street	Parking alterations	£ 20,000	£ 60,000	1
20	Cupar	Ceres	St.Andrews Road	St.Andrews Road	Gateway treatment and 40mph buffer zone introduction	£ 15,000	£ 75,000	1
18	St.Andrews	St.Andrews	Strathkinness Low Road	Footpath to Lawhead PS	Raised table crossing	£ 10,000	£ 85,000	1
17	Tay Bridgehead	Newport	Tay Street	Tay Street	Build Out Islands	£ 10,000	£ 95,000	1
19	East Neuk & Landward	A915	North of Higham Toll	North of Higham Toll	Vehicle Restraint Barrier	£ 25,000	£ 120,000	1
20	Cupar	Pitlessie	A914	Pitlessie	Replace existing VAS slow down with Your Speed Signs	£ 5,000	£ 125,000	1
20	Cupar	Pitscottie	B939	Pitscottie	New VAS - 3 signs	£ 8,000	£ 133,000	1
17	Tay Bridgehead	Newport	West Road & Naughton Road	West Road & Naughton Road	Traffic Calming	£ 20,000	£ 153,000	1
16 & 20	Howe of Fife and Tay Coast & Cupar	Bow of Fife	A91	Bow of Fife	New VAS - 2 Signs	£ 5,000	£ 158,000	2
18	St.Andrews	St.Andrews	South Street	St.Leonards School	Raised crossing	£ 10,000	£ 168,000	2
20	Cupar	Craigrothie	A916/B939 junction	A916/B939 junction	New roundabout	£ 100,000	£ 268,000	2
17	Tay Bridgehead	Guardbridge	A91	A91	Puffin Crossing	£ 40,000	£ 308,000	2



**North East Fife Committee Area  
Lighting Scheme List 2025-26**

**APPENDIX 4**

<b>CF</b>	<b>Carried forward from 2024-25</b>
<b>CAT1</b>	<b>For delivery in 2025-26</b>
<b>Budget Allocation</b>	<b>£655,200</b>

<b>Ward No.</b>	<b>Ward Name</b>	<b>Town</b>	<b>Street</b>	<b>Location</b>	<b>Scheme Type</b>	<b>Estimate</b>	<b>Cumulative total</b>	<b>Category</b>
17	Tay Bridgehead	Leuchars	Main Street	near Army base	Combined with Footway	£ 164,400	£ 164,400	CF
19	East Neuk and Landward	Cellardyke	Lady Walk, Mayview Ave, March Cres, Shore Street Cellardyke.		Lighting	£ 78,000	£ 242,400	CF
19	East Neuk and Landward	Crail	Marketgate & Balcomie Road		Lighting	£ 67,200	£ 309,600	1
16	Howe of Fife and Tay Coast	Kettlebridge	Cupar Road		Combined with Footway	£ 54,600	£ 364,200	1
19	East Neuk and Landward	Pittenweem	Ninian Fields		Lighting	£ 39,000	£ 403,200	1
18	St Andrews	St Andrews	Canongate	columns 1,3,4,6,8-10, 26-31, 33-45,47-50	Lighting	£ 87,000	£ 490,200	1
18	St Andrews	St Andrews	Bogward Road		Lighting	£ 81,000	£ 571,200	1
18	St Andrews	St Andrews	Winram Place, Crawford Gardens, Balrymonth Court		Lighting	£ 84,000	£ 655,200	1

**North East Fife Area Committee**  
**Proposed Bridges & Structures Scheme List for 2025/26**

**APPENDIX 5**

<b>CAT 1</b>	<b>For delivery in 2025-26</b>
<b>Budget Allocation</b>	<b>£100,000</b>

<b>Ward</b>	<b>Ward Name</b>	<b>Town</b>	<b>Street</b>	<b>Location</b>	<b>Scheme Type</b>	<b>Estimate</b>	<b>Cumulative total</b>	<b>Category</b>
19	East Neuk and Landward	Upper Largo	Keil's Den	Keil's Den Bridge	Parapet Replacement (RTA Damage)	£ 10,000	£ 10,000	1
19	East Neuk and Landward	Boarhills	A917	Kenly Bridge	Parapet cope replacement and traffic management improvements	£ 10,000	£ 20,000	1
17	Tay Bridgehead	Guardbridge	A919 Main Street	Bridge over Motray Water	Concrete Defect inspection and testing. Further works to be determined.	£ 50,000	£ 70,000	1
20	Cupar	Kemback	Kemback Bridge	Retaining Wall adjacent to bridge	Repairs to RTA damaged retaining wall	£ 10,000	£ 80,000	1
20	Cupar	Pitscottie	B939	Bridge over Ceres Burn	Repairs to RTA damaged retaining wall	£ 20,000	£ 100,000	1

26 February 2025  
Agenda Item No: 12

## Complaints Update

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Report by: Mike Enston Executive Director - Communities

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Wards Affected: All North East Fife Wards

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### Purpose

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To provide an overview of complaints received relating to the North East Fife area for the year from 1 April 2023 to 31 March 2024.

### Recommendation

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The Committee is asked to consider the report on complaints received noting the complaints responded to in target timescales and the proportionality of Service complaints.

### Resource Implications

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There are no direct resource implications arising from this report.

### Legal & Risk Implications

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There are no direct legal and risk implications arising from this report.

### Impact Assessment

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An EqIA has not been completed and is not necessary for the following reason:

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

### Consultation

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No public consultation has been carried out in relation to this report however there is on-going consultation with key staff in Council services on complaint handling performance.

## 1.0 Background & explanatory notes

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- 1.1 Reports on customer complaints to the council are presented twice a year to Standards and Audit Committee. In November 2013, that committee agreed to refer the report to Area Committees for consideration, with the addition of area-based complaints information.
- 1.2 This is now the eleventh annual report to Area Committees, this report covering complaints relevant to the North East Fife Committee area.
- 1.3 Scottish Councils must follow the model complaint handling procedure developed by the Scottish Public Services Ombudsman (SPSO). The model was designed to provide a simpler, more consistent process for customers to follow and encourages local authorities to make best use of lessons learned from complaints. A revised version of the procedure with minor changes was launched in April 2021
- 1.4 The analysis by area in this report is based upon the address of the complainant rather than the geographic location of the complaint itself. It should be noted that this may occasionally give odd results, e.g. complaints concerning beaches in Dunfermline.
- 1.5 The council responds to over seven million contacts from customers across Fife every year. Results from historic satisfaction surveys, customers are generally satisfied with the services the council provides. Where customers do have cause to complain about services received, we aim to resolve these quickly and to learn from feedback to improve future services.

## 2.0 Area Complaints

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- 2.1 The following table provides the volume of complaints and the responsiveness to target timescales for the North East Fife Area Committee.

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	395	333	84% (85% 22-23)
Stage 1 (5 days)	334	295	88% (87% 22-23)
Stage 2 (20 days)	61	38	62% (73% 22-23)

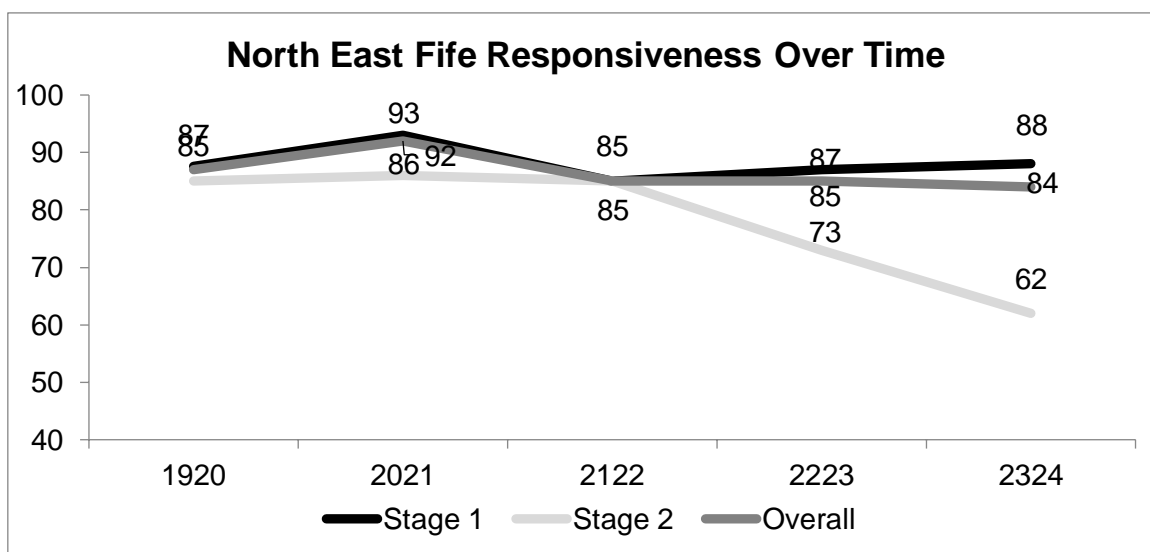
- 2.2 400 complaints were received relating to the North East Fife area in 2023-24 of which 395 were closed (the remainder were still open or pending an allocation decision). Complaints are categorised in the system upon closure. We aim to deal with stage 1 complaints immediately if we can but at least within five working days. Stage 2 should be dealt with in 20 working days, with updates if investigations will take longer. The procedure allows for extensions to these timescales, and these are frequently applied particularly in more complex cases.

2.3 Responsiveness (complaints completed in target timescales) has generally declined when compared against last year to stage 2 cases and overall. The average time to close all complaints was 6.4 working days longer than last year's 6.2 working days yet better than the council average of 6.5 working days. See 2.10 & 2.11.

2.4 The following table provides the volume of complaints and responsiveness to target timescales for Fife Council overall for comparison purposes.

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	2,836	2,385	84% (84% in 22-23)
Stage 1 (5 days)	2,301 (81%)	1,984	86% (86% in 22-23)
Stage 2 (20 days)	535 (19%)	401	75% (76% in 22-23)

2.5 North East Fife typically in and around the Council average in terms of responsiveness to target timescales however trend of a drop in stage 2 performance continues.



2.6 The contact channel used for complaints can be seen in the following graph. There has been a decrease in the use of the web this year (86% in 22-23) generally replaced by an increase in complaints by email.

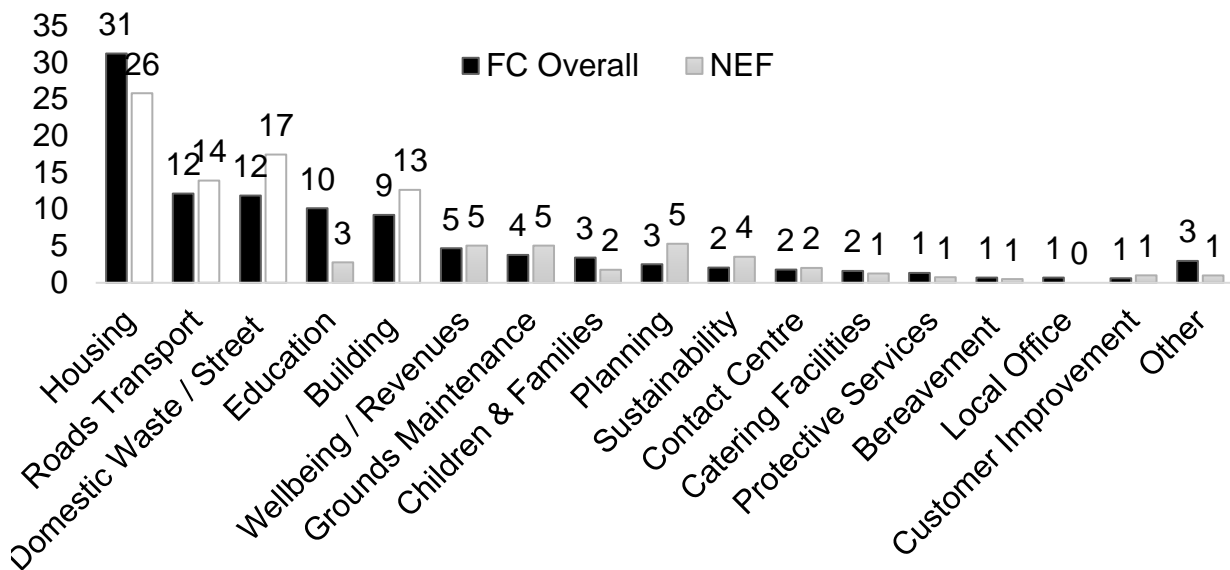
Receipt Channel	North East Fife	FC Overall
Web	73%	65%
Email	10%	16%
Contact Centre	9%	8%
F2F	2%	4%



Tel	3%	4%
Letter / Form	3%	3%

2.7 The following graph provides the proportionality of complaints arising per Service (includes all complaints made, regardless of whether the decision by the investigator was upheld or not upheld) when compared with Fife Council as a whole.

### % Service Complaints Comparison



2.8 Differences of note include that there are proportionally less complaints for Housing Services (expected that this is a likely due to the proportionality of council houses in the committee area). There were proportionally more complaints concerning Domestic Waste and Building Services where the main categories were failure to collect / empty bin and poor communications - poor regarding work being / to be undertaken, respectively. Education complaints were also notably lower compared with Fife as a whole.

2.9 The following table shows complaint responsiveness by Services. Ordered by the percentage of all in timescale from worst to best.

	Vol Stage 1	% Stage 1 In Time	Vol Stage 2	% Stage 2 In Time	Total Vol	% All in Time
Asset	0	100%	1	0%	1	0%
Education	4	75%	7	29%	11	45%
Planning	3	100%	18	44%	21	52%
Children Families	5	60%	2	50%	7	57%
Protective	0	100%	3	67%	3	67%
Housing	83	80%	19	74%	102	78%

	<b>Vol Stage 1</b>	<b>% Stage 1 In Time</b>	<b>Vol Stage 2</b>	<b>% Stage 2 In Time</b>	<b>Total Vol</b>	<b>% All in Time</b>
Catering	5	80%	0	100%	5	80%
Building	48	85%	2	100%	50	86%
Roads	52	87%	3	100%	55	87%
Contact Centre	8	88%	0	100%	8	88%
Grounds	19	89%	1	100%	20	90%
Sustainability	12	92%	2	100%	14	93%
Bereavement	2	100%	0	100%	2	100%
Employability	1	100%	0	100%	1	100%
CSI	4	100%	0	100%	4	100%
Domestic Waste	69	100%	0	100%	69	100%
Criminal Justice	1	100%	0	100%	1	100%
Wellbeing	18	100%	2	100%	20	100%
Legal Services	0	100%	1	100%	1	100%
<b>Grand Total</b>	<b>334</b>	<b>88%</b>	<b>61</b>	<b>62%</b>	<b>395</b>	<b>84%</b>

- 2.10 Please note that from the 62 cases that ran over target timescale, 40 of those cases had extensions agreed with customers (65%). This means that 94% of cases were completed in agreed rather than the procedural target timescale (extensions are a valid application of the complaints procedure).
- 2.11 Taking account of the valid extension greatly improves the tabled results e.g. Education, adjusting for the extension, would then have 91% of complaints in agreed timescale, Planning would have 100%, Children & Families would have 86% and Housing would have 93%.

2.12 Table showing the “root cause” category of main complaints received to the top x7 Services (by volume) and compared with previous year (ordered alphabetically).

<b>Service</b>	<b>Complaint Category</b>	<b>2022-23</b>	<b>2023-24</b>
Building Services	Card left when tenant in property	0	2
	Council vehicle - driving behaviour/standards	1	2
	Escalated to stage 2 based on timescale	1	0
	Failure to attend at time advised / agreed	3	5
	Failure to fix first time	6	7
	Failure to meet timescales for job	3	1
	Failure to respond to previous complaint / request for service / enquiry / FOI request / reported fault	1	0
	Health & safety / dangerous occurrence	3	0
	Inappropriate staff attitude / behaviour	3	4
	Poor communications - advance notice of work not given	1	1
	Poor communications - poor regarding work being/to be undertaken	6	15
	Standard of workmanship - damage	4	2
	Standard of workmanship - mess	1	2
	Standard of workmanship - tenant unhappy with work	7	8

Service	Complaint Category	2022-23	2023-24
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	2	1
<b>Building Services Total</b>		<b>42</b>	<b>50</b>
Domestic Waste and Street Cleansing	Anything that doesn't fit within other categories.	1	2
	Bin not returned properly / bin is missing	3	4
	Bulky not collected / only part collected	7	8
	Damage to vehicles / property during bin collection	3	2
	Dissatisfaction with policy / collection arrangements e.g., number of bins; frequency of collection etc	26	12
	Dissatisfaction with policy / organisational arrangements (includes frequency of street cleaning, routes, methods etc)	0	1
	Dissatisfaction with policy / organisational arrangements including charging policy	2	7
	Dissatisfaction with roadside litter	0	1
	Dissatisfaction with standard of street cleanliness	3	1
	Dissatisfaction with Take Out & Return TOR service	7	6
	Failure to collect / empty bin	17	16
	Failure to respond to previous complaint / request for service / enquiry / reported fault	9	2
	Household waste dumped in street / garden / yard	0	1

Service	Complaint Category	2022-23	2023-24
	Inappropriate staff attitude / behaviour	1	2
	Inconsiderate / inappropriate use of council vehicle	1	3
	No service following industrial action	1	0
	Service cancelled outside of council control	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	1	1
<b>Domestic Waste and Street Cleansing Total</b>		<b>83</b>	<b>69</b>
Financial Wellbeing and Revenues	Admin Error	0	2
	Disagree with Council policy	0	1
	Disagree with legislation	0	1
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	1
	Inappropriate staff attitude / behaviour	0	2
	Lack of/Incorrect information	2	5
	Poor communications (including lack of notice, consultation & engagement)	1	1
	Procedures/Policy	1	4
	Time taken to process enquiry	0	2
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	1
<b>Financial Wellbeing and Revenues Total</b>		<b>4</b>	<b>20</b>



<b>Service</b>	<b>Complaint Category</b>	<b>2022-23</b>	<b>2023-24</b>
Grounds Maintenance	Anything that doesn't fit within other categories.	0	1
	Change of Designation of Area	1	0
	Damage to Private Property	1	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	2	1
	Grass Cutting	6	5
	Grounds Maintenance Policy	1	1
	Inappropriate staff attitude / behaviour	3	3
	Inconsiderate / inappropriate use of council vehicle	0	1
	Lighting in Skate Park	0	1
	Overhanging / Damaged Trees & Shrubs	2	1
	Poor communications including lack of notice, consultation & engagement	0	3
	Quality of Footpath	1	0
	Untidy / Overgrown vegetation	0	1
	Weed Killing Areas	1	2
<b>Grounds Maintenance Total</b>		<b>18</b>	<b>20</b>
Housing	ASB neighbour dispute	2	3
	Assessment of FHR – Dissatisfaction with Common assessment of need/points awarded	0	1

Service	Complaint Category	2022-23	2023-24
	Assessment of FHR - Dissatisfaction with information/advice given	1	2
	Assessment of FHR - Dissatisfaction with time taken	1	3
	Damp Team	0	4
	Delays in Start / Completion	6	6
	Dispute with Neighbours	2	1
	Dissatisfaction with decant procedure	3	0
	Dissatisfaction with policy / current arrangements including allocations criteria	2	5
	Dissatisfaction with policy / current delivery arrangements	3	4
	Dissatisfaction with policy / current delivery arrangements e.g., rent levels, rent increases, collection	0	2
	Dissatisfaction with policy / current delivery arrangements e.g.,	11	8
	Dissatisfaction with tenancy support policy or current delivery arrangements	2	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	8	6
	Fencing	2	2
	FHR process – Dissatisfied as process not meeting applicants needs	0	1

Service	Complaint Category	2022-23	2023-24
	FHR Process - dissatisfied with time on housing list waiting to be made a fair offer	2	0
	Garden issues	1	0
	Garden Maintenance Service	0	1
	Homeless - Offer of temporary accommodation	0	1
	Housing Technical Officer	0	2
	Inappropriate staff attitude / behaviour	3	7
	Internal communal areas includes cleanliness, lighting etc	1	0
	Internal System issues	0	2
	Management of Communal Areas includes grass cutting, overgrown trees & bushes	0	2
	Missed from Programme	1	0
	Mutual repairs	1	3
	Pest control issues	3	0
	Pets & Animals	0	1
	Poor communications including lack of notice, consultation & engagement	7	9
	Poor Condition / Standard of Housing	4	6
	Poor standard/condition of property at start of tenancy	0	1
	Quality of information	1	0

Service	Complaint Category	2022-23	2023-24
	Quality of Workmanship including mess/damage, unsatisfactory completion, quality of products etc	8	2
	Rent Discrepancies includes delays in refund of credits	1	0
	Rubbish	0	2
	Snagging issues	2	0
	Staff behaviour	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	7	13
	Waiting Times	9	2
<b>Housing Total</b>		<b>95</b>	<b>102</b>
Planning	Anything that doesn't fit within other categories.	2	0
	Delays in decisions / non-compliance with timescales	3	3
	Dissatisfaction with policy / delivery arrangements	9	6
	Failure to follow process	0	1
	Failure to respond	5	2
	Inadequate consideration of objections	1	2
	Inappropriate staff attitude / behaviour	0	1
	Poor quality of assessment	2	5
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	1

Service	Complaint Category	2022-23	2023-24
<b>Planning Total</b>		<b>22</b>	<b>21</b>
Roads & Transportation	Anything that doesn't fit within other categories.	0	2
	Application process such as timescale/proofs/photographs/ Mobility Assessment	7	0
	Bus Stations. Quality, condition, layout, signage of bus stations including disabled access provision	0	1
	Card not received by customer	1	0
	Commercial and Subsidised Bus Service issues lack of provision, timetable changes, driver conduct, accessibility	0	1
	Complaint about blue badge application	1	0
	Damage to vehicles / property	1	0
	Dissatisfaction of service provided	0	1
	Dissatisfaction with car parking provision / charging policy	4	3
	Dissatisfaction with flood prevention / mitigation works	0	1
	Dissatisfaction with gritting / snow clearing policy including gritting routes, priorities etc	1	0
	Dissatisfaction with gritting / snow clearing response eg delayed response, poor performance, ineffective etc	0	1
	Dissatisfaction with service provided	2	0
Escalated to stage 2 based on timescale	0	1	

Service	Complaint Category	2022-23	2023-24
	Failure to respond to previous complaint / request for service / enquiry / reported fault	3	4
	Grit bin empty / not refilled	0	1
	Health & Safety / Dangerous Occurrences obstructions, spillages	1	0
	Inadequate notice of road and footpath works including road closures	0	2
	Inadequate notification or consultation about installation of new street lighting	1	1
	Inappropriate staff attitude / behaviour	1	1
	Inconsiderate parking of contractor vehicle	1	0
	Information provided by Fife Council	1	0
	Localised flooding due to blocked gullies / drainage eg roads, footpaths, gardens, property etc	0	1
	Localised flooding due to damaged drains / water mains	0	3
	Localised flooding due to run-off from fields / land	0	2
	Noise / disruption / delays / inconvenience including restrictions in place, but no work ongoing	3	1
	Poor communications including lack of notice, consultation & engagement	2	0
	Poor condition of footpath / cycle path	0	2



Service	Complaint Category	2022-23	2023-24
	Poor condition of town centres / pedestrianised areas including street furniture eg seats, bins, bollards etc	1	0
	Poor or inappropriate road signage/other street furniture unlit signs, unlit bollards, vehicle safety barriers, pedestrian guardrails, street nameplates, bus shelters, grit bins, trees, verge marker posts, weather stations	2	2
	Poor site management barriers, cones, temporary signs, materials, equipment, and site plant/vehicles	1	1
	Poor standard of footpath / cycle path repairs / maintenance work including incomplete work	0	1
	Poor standard of road repairs / maintenance work including incomplete work	0	1
	Potholes / poor condition of road surface	5	9
	School transport operation of Service i.e. late / did not arrive/condition of vehicle/driver conduct/behaviour of other passenger/route issues/timetable issues	0	3
	Street light repairs	2	4
	Traffic concerns including traffic noise / volume / speed	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	1	3
	Use / provision of disabled parking including on-street and off-street disabled parking bays	0	2

Service	Complaint Category	2022-23	2023-24
<b>Roads &amp; Transportation Total</b>		<b>43</b>	<b>55</b>

## Complaint examples

2.13 The following table provides summarised examples of actual complaints made:

Service Area	Category	Complaint (summarised / redacted)
Housing	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	<p><b>Example:</b> I lost the key fob to gain access to my flat. I ordered and paid for a replacement fob. My housing officer kept saying she was chasing this up and then went on annual leave without telling me when I would get my key fob. I contacted the number she left to contact in her absence. This person did the exact same thing. I'm chasing it up. No answer, no update, no date and no fob. Disgusting service raking my money and not providing me with the product. I am left with no access to my flat after 12. It is an absolute nightmare I'm relying on neighbours to let me in and if they are not in, I'll be on the street in the cold with my toddler.</p> <p><b>Outcome:</b> Complaint upheld, and apology offered.</p> <p>Issue related to a 3<sup>rd</sup> party and availability of key fobs however staff spoken with to remind them to keep customers updated even where no information forthcoming. Housing lead intervened at a senior level for ultimate action.</p>
Domestic Waste and Street Cleansing	Failure to collect / empty bin	<p><b>Example:</b> We placed our blue landfill bin out on the kerbside for collection, this collection did not happen (the house around us also did not get their blue bins collected). We then submitted a missed bin form within the given timeframe, and yet our bin was still not collected. This has meant that we've not been able to empty our bin in our kitchen as our landfill bin is already full, causing our kitchen to smell. Moreover, when our bin will be emptied on the next collection date, we will just have to fill it back up again, with the landfill waste from the past two weeks, causing the same issues. I am filing this complaint as we did what was needed to in terms of filling out the missed bin form, yet our bin was still not collected. This has caused issues both the past two weeks and will continue to cause issues due to that missed bin collection.</p> <p><b>Outcome:</b> Complaint upheld, and apology offered.</p> <p>Bin ultimately serviced and address on close monitor.</p>
Roads & Transportation	Potholes / poor condition of road surface	<p><b>Example:</b> Over the past two to three weeks, patching has taken place on our road. Unfortunately, patching has meant that parts of the road are now higher than others. This is particularly so around drains, which means water is now left standing on the road (it can't flow uphill!) when previously it had drained away. Outside our property, we now have standing water. The only way it now clears is by passing traffic spraying it across our garden, garage,</p>

Service Area	Category	Complaint (summarised / redacted)
		<p>and house. This is not acceptable as it has been caused directly by the work Fife Council has presumably commissioned. There is no point in having drains in roads if where they are located now sits higher than the road itself. Could you please confirm what remedial works will now take place to ensure that the drains actually work?</p> <p><b>Outcome:</b> Complaint upheld, and apology offered.</p> <p>Route inspected and a 65-metre channel repair scheduled to ensure water run off into gullies.</p>

### 3.0 Learning from Complaints

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- 3.1 One key element of handling complaints is using customer feedback to rectify or improve upon the service provided. It has previously been reported that the improvements introduced allowed for more and better corrective actions to be captured.
- 3.2 Every upheld or partially upheld complaint presents an opportunity for the council to address the failings identified and this is also a requirement of the procedure. Previous complaint update reports to this committee have described gaps in the volume and quality of corrective actions.
- 3.3 A few instances remain where corrective action statements refer simply to the outcome of the complaint rather than specific actions that would potentially prevent future reoccurrence.
- 3.4 There are good examples when the council listens to customer feedback and makes improvements to future service provision. Where complaints were about the actions of employees (behaviour, poor driving, wrong information provided, process / procedure not followed, etc.), the complaint has been addressed directly with employees, so they are aware of the impact on their customers.
- 3.5 One of the reasons for creating the new Communities Directorate was to increase customer responsiveness and this included setting up the Escalation and Resolution team.
- 3.6 To date, the team have focussed upon key aims, including:
- Improving upon current responsiveness rates, such as targeting poorer performing Services (more effective queue management and professional administrative support).
  - Improving the standard of customer communication, by increasing the volume of qualitative checks and supporting Services by peer review of resolution letters / emails.
- 3.7 Escalation & Resolution continue to support elected members, MPs and MSPs to resolve issues for constituents when the 'business as usual' process has not worked effectively. Support in the main has been to the local MP and MSP politicians that represent Fife. The team are resourced to have capacity to respond to local area elected members on constituents' cases and advise accordingly or indeed log any enquiry or complaint raised on behalf of Members.

3.8 The following tables provide the details of complaint decisions in the North East Fife area compared with the Fife Council overall results.

North East Fife	Not Upheld	Partially Upheld	Resolved	Upheld
Overall	36%	19%	12%	33%
Stage 1	33%	19%	13%	35%
Stage 2	52%	20%	7%	21%

**Comparison to the Fife Council overall results.**

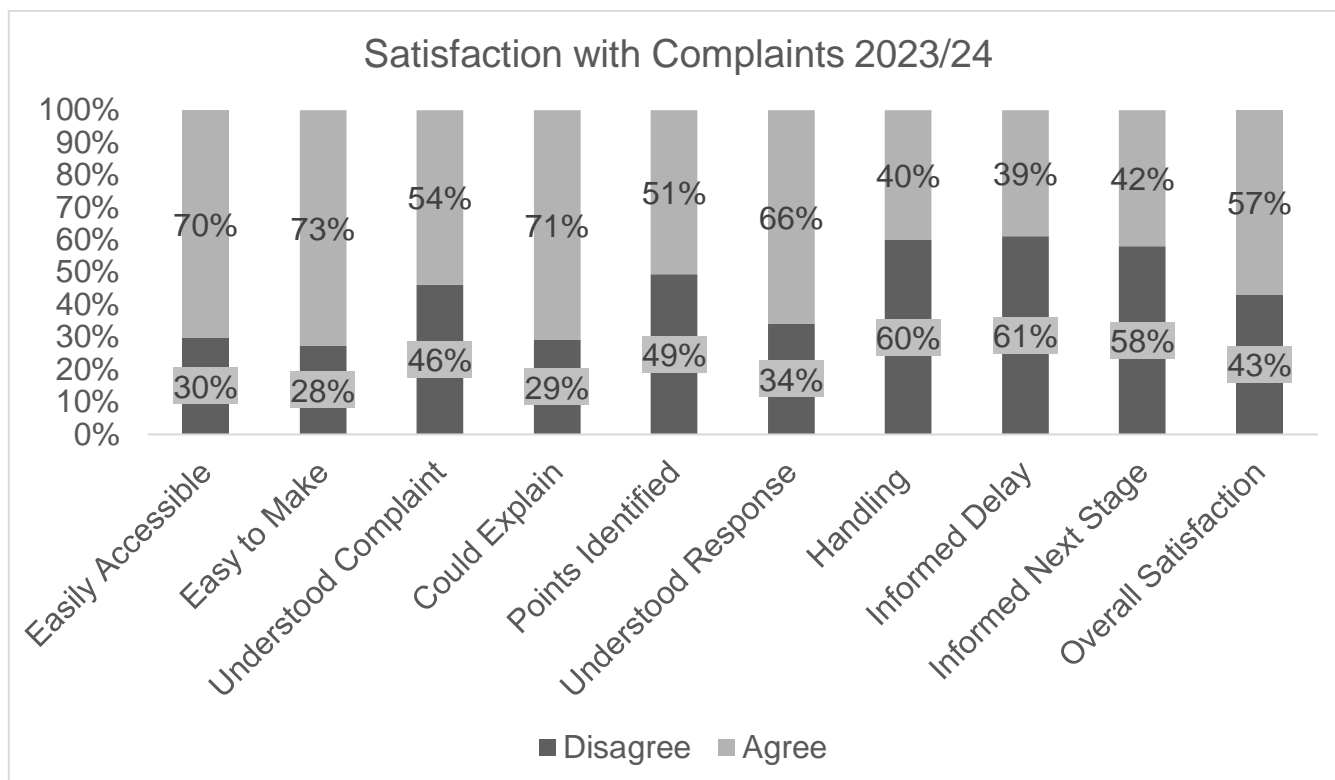
FC Overall	Not Upheld	Partially Upheld	Resolved	Upheld
Overall	35%	17%	17%	30%
Stage 1	32%	15%	20%	33%
Stage 2	50%	27%	4%	19%

## 4.0 Complaint Satisfaction

- 4.1 In historic reports to this committee, the data used to provide satisfaction with complaint handling amongst more general satisfaction was obtained from a generic transactional survey of four questions emailed out on a four-weekly basis. Following changes to both the council's website and the customer management system, this transactional survey became obsolete.
- 4.2 The complaints procedure requires that complainants are surveyed so the previous generic survey was replaced in January 2022 with a bespoke version that covers standard questions as agreed from the Local Authority Complaint Handlers Network. These questions will ultimately allow benchmarking amongst network members.
- 4.3 The replacement complaint satisfaction survey methodology has us ask customers how much they agree or disagree with the following statements generally four weeks after their complaint has closed.
- Information about the complaint procedure was easily accessible.
  - I found it easy to make my complaint.
  - I was happy that the person considering the matter fully understood my complaint.
  - I was given the opportunity to fully explain my complaint.
  - The points of my complaint were identified and responded to.
  - The response to my complaint was easy to understand.
  - Overall, I was satisfied with the handling of my complaint.
  - I was told if the response was going to take longer than the set timescales (five working days at stage 1 and 20 working days at stage 2).
  - I was clearly told what the next stage of the complaints process was for me.
- 4.4 This replacement survey now requires a manual issue of these questions by email however has added benefit over the previous generic transaction survey as the text from a complainant's actual complaint is given as a reminder to make the survey more focussed.
- 4.5 There were 91 replies from complainants claiming residency in the North East Fife Committee area. Comments included:

- The person who dealt with my complaint was very helpful.
- My complaint has not been dealt with effectively.
- The complaint was not dealt with.
- I was told it would be looked into then heard nothing else back.
- The issue has still not been resolved. I have reported the same issue many times since the complaint was made.
- Not dealt with at all in a suitable manner.
- Excellent! 110% satisfaction. Thank you.

Overall satisfaction was 57% and therefore better than last year's figure of 51%. The result is also above the council average of 50%. Satisfaction with each question is as shown on the following graph.



4.6 It would appear from the graph that improvement is required in the overall handling of a complaint and keeping customers updated in the event of delays. Services would also benefit from keeping complainants informed of the ability to escalate complaints from stage 1.

## 5.0 Scottish Public Services Ombudsman Cases

5.1 The SPSO are the last part of the procedure for all council complaints and therefore all stage 2 resolution letters must offer formal recourse to this organisation.

5.2 In 2023-24, there were 3 cases for this Committee area that reached this final stage of the procedure.

5.3 The following table provides a list of services and outcomes following the SPSO's consideration of the complaints. Not taken forward for investigation by the SPSO refers to where the SPSO consider the matter outside of their jurisdiction, the SPSO are satisfied that the council have done all they can with the matter raised, or that the SPSO are unlikely to achieve the desired outcome of the complainant.



Service	Complaint Summary	SPSO Decision
Planning	Objection to planning	Not taken forward for investigation
Planning	Planning enforcement	Not taken forward for investigation
Planning	Breach of planning conditions	Not taken forward for investigation

## 6.0 Other Customer Issues

- 6.1 The SPSO complaints procedure adopted by Fife Council includes a clear definition of a complaint which means that some customer issues are simply recorded as service requests rather than as complaints. Some of these issues may have been previously recorded as complaints (before April 2013) as the Fife Council definition at the time allowed issues to be considered as a 'complaint' where a customer requested this.
- 6.2 Historically, the following table included data on street cleaning requests, reports of illegal dumping, dog issues and abandoned vehicles amongst others. Data provided has always come with the caveat that this was a very simple database extract and likely different data from what would be expressed by owning services. The only data now available to the author is the volume of missed bins.

Enquiry Type	20/21	21/22	22/23	23/24	Note
Missed bins	2856	2705	1586	2089	Actual complaints around missed bins will overlap with service requests.

- 6.3 Annual figures for customer issues such as illegal dumping, abandoned vehicles, dog issues, etc. are available and likely to be included in this committee's diet, many provided by Safer Communities.

## 7.0 Compliments

- 7.1 By adding a database marker we can now report compliments by area committee level. Again, this analysis is based upon the address of the complainant rather than the geographic location of the service being complimented. From the examples obtained, it doesn't appear that this distinction matters.
- 7.2 The following table provides some details of the 31 compliments received from customers in the North East Fife area, the service areas complimented and some typical (redacted) examples of the type of compliments received.

Service	Vol	Example
Building Services	8	I was very impressed with the plumber who attended. He arrived speedily and resolved the issue quickly. He was extremely helpful, and I wanted to say thank you.

Service	Vol	Example
Catering Cleaning & Facilities	2	I was in reception for a meeting at around 3.45pm. Just ahead of me was a gentleman who appeared to be slightly confused and I think he was looking for somebody in a care home in the area? The gentlemen working on reception were extremely helpful and patient with him and spent a bit of time explaining directions etc to him. It was lovely to see such kindness and great service being given and I just wanted to record this!
Contact Centre	3	Customer called the contact centre to book a bulky uplift and spoke with Elaine Ritchie, he was very happy with the service provided by Elaine, and said Elaine was very helpful, warm, friendly, professional and was easy to talk too, and made the booking of the uplift easy to understand, He thinks Elaine should be recognised for her excellence customer service.
Domestic Waste	9	Customer would like to pass on a big thanks to the bulky uplift service team who collected his fridge/freezer from the bottom of the drive. Mr Smith said it has really helped him and wishes to pass on his thanks.
General	1	A quick "congratulations" to Ken Gourlay on his new post as CEO.  And well done to his Roads Team for running such an effective fault reporting system. Oh, and well done also to the recycling team and bin collections team here in St Andrews. They're doing a great job.  Keep up the good work!
Grounds Maintenance	1	Customer called to pass on her thanks for weeds and thistles being removed from communal area at her property.
Housing	1	Customer is a Fife Council tenant who suffers poor health. He is affected by stress and has recently suffered a stroke because of this. He was requiring help from his Housing Officer Brooke Bain who provided excellent assistance in solving his issues and received many thanks. Michelle Christie was also mentioned by the customer for providing much needed help. He is a happy tenant.
Local Office	1	Thank you very much for your very welcome, positive response to my enquiry this afternoon. You clearly demonstrated a will to listen and empathy regarding our regular home flooding plight and all implications and impact surrounding this devastating problem. For this, I am very grateful. Thank you too, for taking time to explain your systems and for arranging attention to address at least the immediate issues outlined, via the appropriate department. I look forward to our contact with your Transportation Department.
Roads & Transportation	5	I would like to say well done on a very swift service re the cutting back of vegetation along Ballas Den & Tarvit Woodland

Service	Vol	Example
		today! I was along there this afternoon with my dog & we were both suitably impressed by a job well done! Many thanks.

## 8.0 Conclusions

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- 8.1 Responsiveness (complaints completed in target timescales) was generally worse than last year particularly with stage 2 cases. The average time to close all complaints was 6.4 working days which was worse than last year yet better than the Council average of 6.5 working days. These figures are important as we consider responsiveness as a key driver of customer satisfaction. Generally, complaints are completed in timescales allowed by the procedure when extensions are included into the calculation.
- 8.2 The issues customers complained about within the North East Fife area are broadly like those made across Fife as a whole, however there were proportionally less complaints for Housing Services (expected that this is a likely due to the proportionality of council houses in the Committee area). There were proportionally more complaints concerning Domestic Waste and Building Services where the main categories were failure to collect / empty bin and poor communications - poor regarding work being / to be undertaken, respectively. Education complaints were also notably lower compared with Fife as a whole.

### Background Papers

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

1. SPSO revised model complaint handling procedure – <https://www.spsso.org.uk/sites/spsso/files/csa/LAMCHPPart3.pdf>

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26 February 2025  
Agenda Item No. 13

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## Local Area Economic Profiles 2023/24

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Report by: Kirsty Martin, Service Manager, Employability & Employer Engagement

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Wards Affected: Ward Nos. 16, 17, 18, 19 and 20

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### Purpose

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The purpose of this report is to provide members with an annual overview of the performance of the local economy and labour market in North East Fife, along with the business support, strategic investment and employability activity carried out in the area by Business and Employability Services. The information presented is intended to provide background and context to council activity within the committee area and to help inform area committee discussion and decision-making.

### Recommendations

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Members are asked to:

- (1) review the activity undertaken by Business and Employability Services in 2023/24 and in 2024/25 to date; and
- (2) consider and comment on the issues raised by an analysis of the latest available economic data.

### Resource Implications

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There are no resource implications associated with this report.

### Legal & Risk Implications

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There are no specific legal and risk implications associated with this report.

### Impact Assessment

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An Equalities Impact Assessment has not been completed and is not necessary as it does not represent a change to policy.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The information presented in this report and accompanying presentation provide members with context on inequalities within their committee area and Fife as a whole.

### Consultation

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Key officers from within Business and Employability Services and the Heads of Legal and Finance Services have been consulted in the preparation of this report.

## 1.0 Background

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- 1.1 Appendix 1 provides the 2023/24 Fife Local Economic Profiles which give an overview of recent economic development and employability activities and the performance of the business base and labour market of each of the council's seven committee areas.
- 1.2 Appendix 2 provides a dashboard for North East Fife summarising the headline statistics for the area.
- 1.3 The profiles and dashboard are based on analyses of a range of labour market and economic data published by external sources that include the Scottish Government and Office for National Statistics (ONS).
- 1.4 The lag in the availability of much data means that the figures do not provide a completely up-to-date picture of Fife's economy and labour market. In addition, data about employment, unemployment and inactivity is provided by the Office for National Statistics Labour Force Survey and data for geographies below Fife can be unreliable or unavailable due to small sample sizes. As in previous years, comparisons are made with pre-pandemic figures to show how Fife's economy is recovering, adjusting and adapting.
- 1.5 These profiles and other Fife-wide economic analyses are used to inform a range of strategic planning activities. They informed the development of the new Fife Economic Strategy 2023-30 and similar data is being used to monitor progress in delivering the strategy. The data area also used to inform the Plan for Fife.
- 1.6 The information within the profiles is intended to provide members with context and background on policy development, delivery and impact at a local and strategic level.

## 2.0 Wider Economic Perspective

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- 2.1 Economic conditions in Scotland across a range of indicators improved in the first half of 2024 and are indicative of an improving economic outlook of moderately strengthening growth and lower, more stable inflation. Although the recent improvement in economic conditions is promising, it is still modest at this stage of recovery and reflects, in part, a cyclical upturn in economic confidence and demand following the cost-of-living shock. In addition, household incomes have not fully recovered from the cost-of-living crisis, with living standards forecast to remain below 2021/22 levels for another two years.
- 2.2 Scotland's labour market continues to remain resilient with low unemployment, a drop in the rate of economic inactivity<sup>1</sup>, and a fall in the number of job vacancies indicating an easing of the recruitment difficulties which companies experienced in 2022. However, some tightness does remain in the labour market; data from the Business Insights and Conditions Survey<sup>2</sup> weighted Scotland estimates indicate that in November 2024, just under a quarter of businesses (23.9%) experienced a shortage of workers.
- 2.3 In most parts of Fife, employment rates in 2023/24 were above pre-pandemic levels and Fife's latest unemployment rate (for the 12 months to September 2024) was a record low (3.1%) and lower than the Scottish unemployment rate (3.3%). The economic inactivity rate in Fife has also fallen to 21.2%, after reaching a record high of 26.9% in 2022.

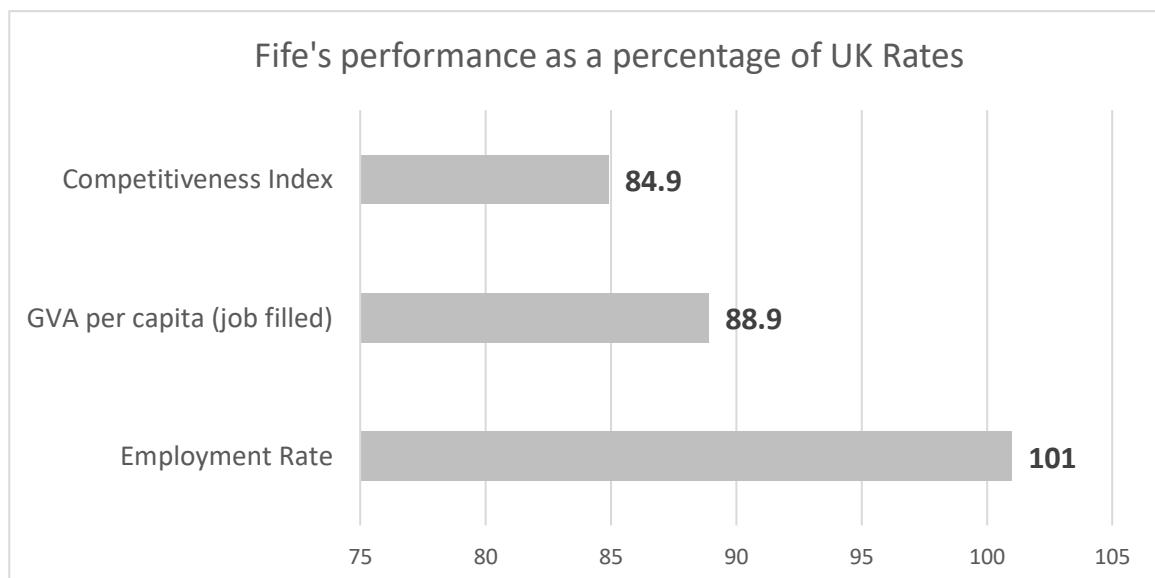
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<sup>1</sup> The economic inactivity rate is the proportion of the working age population neither in work nor seeking work.

<sup>2</sup> [Business Insights and Conditions Survey \(BICS\) weighted Scotland estimates: data to wave 120](#), Scottish Government

There are, however, still just under 50,000 people aged 16-64 who are economically inactive in the region, 38.4% of whom, over 18,000 people, cited long-term ill-health as the reason for their inactivity and 21% or 10,100 of whom wanted a job.

- 2.4 Whilst there are fewer people claiming out-of-work benefits in Fife than a year ago, Fife's latest (December 2024) claimant rate (3.3%) was higher than the Scottish claimant rate (3.1%).
- 2.5 In 2024, the total number of businesses in Fife fell for the fourth consecutive year although the number of small and medium sized companies increased.
- 2.6 In 2022, Fife's labour productivity (GVA per job filled) was 11% lower than the UK average (as shown in Figure 1 below).
- 2.7 According to the UK Competitiveness Index (UKCI)<sup>3</sup>, between 2019 and 2023 Fife saw the largest fall in its competitiveness ranking of all UK local authorities, its position falling from 228th place to 279th. In 2023, Fife's competitive index score was 84.9, considerably lower than the UK average score of 100 and lower than the average Scottish local authority score (87.7).



Sources: UK Competitiveness Index 2023; Current Price (smoothed) GVA per job indices by Local Authority District (2022), ONS; ONS Annual Population Survey Jul 2023-Jun 2024.

### 3.0 Delivering Fife's Economic Strategy in North East Fife\*

#### Strategic Context

- 3.1 Fife's Economic Strategy 2023-30 sets out the Fife Partnership's approach to growing a stronger, greener and fairer economy. A summary of the Strategy can be viewed [here](#).
- 3.1.1 The Strategy identifies three priorities where the Council's and its partners' economic development and employability activities will be focused over the next seven years:

<sup>3</sup> [The UK Competitiveness Index \(UKCI\)](#) provides a benchmarking of the competitiveness of the UK's local authorities based on the performance and sustainability of an area's businesses and the economic welfare of its residents.



- Supporting businesses
- Investing in premises and infrastructure
- Delivering skills, training and fair employment.

A fourth priority, Working in Collaboration and Partnership, details how the Strategy will be delivered.

- 3.1.2 Fife's Economic Strategy also commits to both the adoption of a cross-cutting Community Wealth Building approach to maximise the local economic and social benefits of investment in projects and programmes and to making sure that its interventions support the Partnership's commitment to tackling climate change.
- 3.1.3 The Strategy's Delivery Plan was finalised in early 2024; programmes and projects are being taken forward by members of the former Leading Economic Recovery (LER) Board<sup>4</sup> both individually and in collaboration, including through the existing City Region Regional Economic partnerships and the Forth Green Freeport. Fife is actively engaged in regional economic partnership working through both the Edinburgh & SE Scotland City Region Deal and the Tay Cities Region Deal.
- 3.1.4 Strategic context for delivery within the area is also provided by the North East Fife Local Community Plan 2023-2026, in particular its Economy & Employability priority theme and desired outcome that people in North East Fife have access to local employment that pays the fair working wage.

### **Supporting Businesses**

- 3.2 Business Gateway Fife helped 92 new businesses to start-up in the North East Fife Area during 2023/24, support that has helped create 112 jobs. A further 576 existing businesses received support from Business Gateway Fife's business advisory services; this support focused on addressing the challenges posed by the increased costs of doing business.
- 3.2.1 53 companies in the area received financial support which is estimated to have created 208 jobs.
- 3.2.2 The Tay Cities Digital Skills Project (DigiTay) launched in November 2023 has been awarded over £1.5m of funding over a 3-year period to deliver a range of activities and training aimed at skilling, re-skilling, and up-skilling the workforce in digital and data skills to support the regional economy of Dundee, Angus, Perth & Kinross and North East Fife. The project has already surpassed its initial beneficiary target by 260% and overachieving the percentage of beneficiaries identifying as having a disability and coming from an ethnic minority background. In North East Fife, 108 individuals have benefited from the project to date.

### **Investing in premises and infrastructure**

- 3.3 The council has approval to enter into a joint venture partnership agreement with the University of St Andrews to invest in and support the delivery of an Enterprise Hub at the University's Eden Campus in Guardbridge which will provide space for innovative start-up businesses.

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<sup>4</sup> The former Leading Economic Recovery Board and Community Wealth Building Group has been merged into a single Economy and Wealth Building Board to better align strategy and delivery across priorities.

- 3.3.1 Following the completion of protracted and complex land acquisitions at Bonnygate Inner Court in Cupar, demolitions and site investigations began in October 2024 and the delivery of an affordable housing-led regeneration of the area is expected to start in spring/summer 2025.
- 3.3.2 The Town Centre Development Team is working with the Levenmouth and North East Fife Community Managers to consult the local business community in order to explore options for support packages aimed at town centre businesses to be piloted in Leven and Cupar.
- 3.3.3 Following VisitScotland's announcement that its visitor information centre in St Andrews would close at the end of January 2025, the Welcome to Fife team is working with the University of St Andrews to open the first #LoveFife information point at the University of St Andrews Shop in early spring 2025.

### **Delivering skills, training and fair employment**

- 3.4 In 2023/24, there were 376 participants from North East Fife on employability programmes commissioned by Opportunities Fife and 95 participants on programmes delivered by Fife Council's Employability and Employer Engagement Team. Eight people were supported to start a Modern Apprenticeship and 31 school pupils started a Foundation Apprenticeship.
- 3.4.1 The Service's Culture of Enterprise Programme is working with the North East Fife Coastal Alliance to bring together businesses and the education sector in order to both create opportunities in the Hospitality, leisure and tourism sectors for young people in North East Fife and to help prepare young people for employment in these sectors.

## **4.0 Headline Issues and Opportunities: North East Fife\***

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### **Supporting Businesses**

- 4.1 In the four-year period between March 2020 and March 2024, the number of micro businesses in the North East Fife Scottish Parliamentary Constituency Area fell by 30 enterprises (-1.4%); this was the smallest fall in business numbers in Fife. Over the same period the number of small and medium-sized businesses increased.
- 4.1.1 The North East Fife Scottish Parliamentary Constituency Area's business density – there are 370 registered businesses per 10,000 resident adults - is the highest in Fife and almost as high as the Scottish density (377).
- 4.1.2 The estimated number of jobs in the North East Fife committee area increased by 4.2% from 24,000 to 25,000 in the four-year period between September 2019 and September 2023.
- 4.1.3 62.5% of employee jobs in the area were full-time, the lowest proportion in Fife and lower than the proportion of full-time jobs in Fife and Scotland (67%).
- 4.1.4 The North East Fife Area accounts for 40% of Fife's employment in Accommodation & Food Services (4,500 jobs), 35% of employment in Arts, entertainment & recreation (1,250 jobs) and a third of jobs in Education (5,000 jobs). Wholesale & retail trade (4,500 jobs) and Human health & social work activities (2,500 jobs) are also important employment sectors.

## **Investing in premises and infrastructure**

- 4.2 92% of the 26 business units in the council's Business Property Portfolio in North East Fife were occupied in March 2024.
- 4.2.1 16.1% of retail and service floorspace in Cupar was vacant and 14.8% in Anstruther, whilst St Andrews had the lowest vacancy rate in Fife – only 9.2% of floorspace was unoccupied in April 2024.
- 4.2.2 The number of people visiting St Andrews during 2023 increased by 10.7% compared with the previous year, while the rest of North East Fife saw a 18.8% increase in visitor numbers.

## **Delivering skills, training and fair employment**

- 4.3 The average employment rate in the North East Fife committee area in 2023/24 was 77.1%. This was higher than the area's pre-pandemic employment rate (66.8%) and higher than the Fife employment rate (75.6%).
- 4.3.1 72.7% of those in employment were working full-time, a slightly lower proportion than for Fife and Scotland overall (75.9% and 75.3% respectively)
- 4.3.2 The estimated economic inactivity rate in North East Fife fell from 28.7% in 2019 to 20.9% in 2023/24. This rate is lower than the inactivity rates for Fife (21.3%) and Scotland (22.7%) as a whole.
- 4.3.3 North East Fife has the lowest number and rate of people claiming out-of-work benefits in Fife – 1.8% of the working age population.
- 4.3.4 The North East Fife Scottish Parliamentary Constituency Area (SPCA) saw the percentage of its 16-19 year olds participating in education, training or employment (participation rate) fall between 2023 and 2024. The SPCA's 2024 participation rate (93.8%) is the highest in Fife.
- 4.3.5 The North East Fife UK Parliamentary Constituency Area has the lowest average resident earnings in Fife (£689.90 per week) and 18.2% employee jobs in the area had an hourly pay below the Real Living Wage in April 2024. This rate was higher than the previous year (14.4%) and higher than the current rates for Fife and Scotland as a whole (13.1% and 11.4% respectively).

[\* Note: Figures are given for the North East Fife Committee Area unless stated otherwise. Where data are not available at this level, figures are given for the North East Fife UK Parliamentary Constituency Area (UKPCA) or Scottish Parliamentary Constituency Area (SPCA). Data on the volume and value of visitors are given for St Andrews (the area covered by the St Andrews Local Tourist Association) and North East Fife (the area covered by the North Fife and East Neuk Local Tourism Associations)].

## **List of Appendices**

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1. Fife Local Area Economic Profiles 2023-2024
2. North East Fife Economic Dashboard 2023-24

## Background Papers

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

- [Fife's Economic Strategy 2023-30](#)
- [Scottish economic bulletin: December 2024m Chief Economist Directorate of the Scottish Government](#)
- [Scottish economic insights: October 2024, Chief Economist Directorate of the Scottish Government](#)
- [Business Insights and Conditions Survey weighted Scotland estimates: data to wave 120](#)
- [North East Fife Local Community Plan 2023-2026, North East Fife Area Committee 15 February 2023](#)

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# Fife Local Economic Profiles 2023-2024

These profiles provide a summary of business support, strategic investment and employability activity carried out by Fife Council's Business & Employability Services in 2023/24.

They also provide an overview of the characteristics and performance of Fife's business base and labour market. The profiles are based on a range of publicly-available socio-economic data. Whilst many of the data have a time lag, the figures presented are the most up-to-date available at the time of writing.

Unless otherwise stated, the data are broken down to the areas covered by each of Fife Council's seven [Local Area Committees](#).

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Page 20 - Delivering Skills, Training & Fair Employment Activity

Page 23 - Fife's Labour Market



Levenmouth Business Park



Forth Green Freeport's Rosyth waterfront vision



Fife fitout specialist Deanestor

# Supporting Local Businesses

## **Supporting new business start-ups and their early survival**

Business Gateway Fife supported a total of 614 new business start-ups during 2023/24, 111 more than the previous year and the highest number supported since 2019/20 (Figure 2). It is expected that this support will have helped create 812 new jobs (Figure 1).

## **Helping small and medium-sized local businesses to grow, accelerate their transition to net zero emissions and adopt digital technologies**

Over 2,800 existing businesses received support from Business Gateway Fife's business advisory services; this support focused on addressing the challenges posed by the increased costs of doing business. (Figure 1).

274 businesses received financial support; support which is estimated to have supported 1,276 jobs (Figure 3).

Funding from the UK Government's Shared Prosperity Fund was used to deliver a SME (Small & Medium-Sized Enterprises) Development Grants Scheme aimed at supporting the growth ambitions of local businesses. Grants up to £20k to support net zero and digital development ambitions were awarded to 105 businesses through a Business Efficiency Grant Scheme.

During 2023/24, the Trade Development Programme supported 273 businesses to attend and exhibit at 63 major trade shows, events and workshops.

The first Fife Food & Drink Week was held in March 2024. The week of events showcased local food producers and suppliers across the Kingdom and supported the 2024-29 Food4Fife Food Strategy's Food Economy Pillar.

A Skills & Training Needs in Fife survey was carried out with Fife College in February 2024 to help align the training provision on offer with businesses' evolving needs.

## **Developing and strengthening local supply chains and optimising the level of public sector expenditure retained within Fife's economy**

Over 690 attendees participated in 22 events at the 15<sup>th</sup> Annual Fife Business Week in November 2024. The week included the flagship Meet the Buyer event featuring a 'Construction Zone' connecting local businesses with major buyers and a 'Hydrogen Opportunities for Fife Businesses' session.

In September 2023 an inaugural 'Fit for Defence Programme' was delivered in partnership with Make UK Defence, providing targeted support to eight Fife-based businesses.

A new 'Build Fife Programme' took place for the first time over 8-weeks in February and March 2024. Delivered in partnership with Hub East Central Scotland and Tier 1 construction contractors, the programme provided 12 companies with skills and knowledge for trading in the construction sector.

The Alibaba Trade programme was also delivered for the first time in early 2024, giving six Fife businesses the opportunity to engage with Alibaba, the world's largest business-to-business e-commerce platform.



## Attracting and supporting inward investment

Investment prospectuses were produced for Levenmouth, Dunfermline and Kirkcaldy.

The City of Dunfermline's investment potential was showcased to national and international investors and developers at Scottish Cities Week in London in January 2024; in May Fife's top investment opportunities were showcased at the UK Real Estate Investment and Infrastructure Forum (UKREiF) in Leeds as part of the Scottish Cities Alliance.

**Figure 1: Businesses Supported by Business Gateway Fife (BGF) 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
No. of businesses receiving Expert Help	9	20	25	18	8	16	17	<b>113</b>
No. of businesses accessing business growth services	270	444	418	519	227	576	354	<b>2,808</b>
No. of Business Gateway-supported start-ups	73	96	88	115	64	92	80	<b>614*</b>
No. of jobs created from BGF start-up support	83	116	147	155	89	112	98	<b>812*</b>
Turnover generated	£2,149,500	£3,582,000	£3,681,300	£3,968,500	£2,081,000	£2,356,500	£2,626,500	<b>£20,595,300*</b>

Source: Business Gateway Fife.

Note: \* include 6 start-ups with an address outwith Fife which together created 12 jobs and generated turnover of £150,000.

**Figure 2: Number of Start-Ups supported by Business Gateway Fife (BGF) 2019/20 - 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife*
2019/21	51	96	103	121	44	111	88	<b>615</b>
2020/21	60	73	93	85	36	101	70	<b>518</b>
2021/22	80	102	80	125	51	93	72	<b>603</b>
2022/23	51	70	59	116	47	85	68	<b>503</b>
2023/24	73	96	88	115	64	92	80	<b>614</b>

Source: Business Gateway Fife.

Note: \* include start-ups with an address outwith Fife.

**Figure 3: Financial Support Given to Businesses in Fife 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
No. of businesses supported	33	41	47	48	16	53	36	<b>274</b>
Value of financial support approved	£28,134	£89,748	£84,257	£80,434	£19,554	£74,648	£73,716	<b>£450,490</b>
Jobs created as a result of financial support	82	252	212	245	45	208	232	<b>1,276</b>

Source: Fife Council Economic Development.

Note: includes support given to businesses by the Fife Investment Fund (Fife Council funded) and the SME Development Grant and Start-up Grant Schemes (funded by the UK Shared Prosperity Fund)

# Fife's Business Base

## Number and Size of Businesses

**Figure 4: Number of Enterprises 2024: Scottish Parliamentary Constituency Areas (SPCAs), Fife & Scotland**

Number of Enterprises March 2024	1,505	1,845	1,650	1,565	2,390	8,950	
Percentage of Fife Total	16.8%	20.6%	18.4%	17.5%	26.7%	-	
Change 2020-2024	-425	-175	-255	-65	-20	-950	
Percentage Change 2020-2024	-22.0%	-8.7%	-13.4%	-4.0%	-0.8%	-9.6%	
Change 2023-24	0	-20	+20	-5	-25	-30	
Percentage Change 2023-2024	0%	-1.1%	+1.2%	-0.3%	-1.0%	-0.3%	

### Change in Number of Businesses 2020-2024:

Between March 2020 and March 2024, the number of enterprises in Fife fell by 950 businesses or -9.6% (Figure 4). This followed a period of sustained growth between 2015 and 2020.

Cowdenbeath SPCA saw the largest fall between 2020 and 2024 (-425 businesses or -22.0%) and North East Fife the smallest fall (-0.8%).

Micro-businesses (those employing 0-9 employees) were the only type of business to reduce in number. All areas, apart from Mid Fife & Glenrothes, saw an increase in the number of larger businesses (Figure 5).

Source: ONS UK Business Counts, 2024.

Note: The number of enterprises registered for VAT and/or PAYE that were live on 8 March 2024. Does not therefore include unregistered enterprises (sole traders and partnerships) who are not VAT and/or PAYE registered. As all numbers are rounded to the nearest zero or 5, all zeros are not necessarily true zeros, numbers below 10 should be viewed with caution and the Fife totals may not equal the sum of the five Fife SPCA figures.

**Figure 5: Change in the number of enterprises by Scottish Parliamentary Constituency Area (SPCA) and Size 2020-2024**

	Cowdenbeath SPCA		Dunfermline SPCA		Kirkcaldy SPCA		Mid Fife & Glenrothes SPCA		North East Fife SPCA		Fife	
	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24
Micro (0 to 9 employees)	1,325	-435	1,640	-185	1,400	-260	1,340	-60	2,090	-30	7,790	-980
Small (10 to 49 employees)	150	10	170	10	210	0	185	0	255	5	975	25
Medium (50 to 249 employees)	25	0	30	0	35	5	30	-5	35	5	155	5
Large (250+ employees)	5	0	10	5	5	0	10	0	10	0	35	0

**Businesses by Size:**

Kirkcaldy and the Mid-Fife and Glenrothes Scottish Parliamentary Constituency Areas have the highest proportions of small, medium, and large businesses (Figure 6).

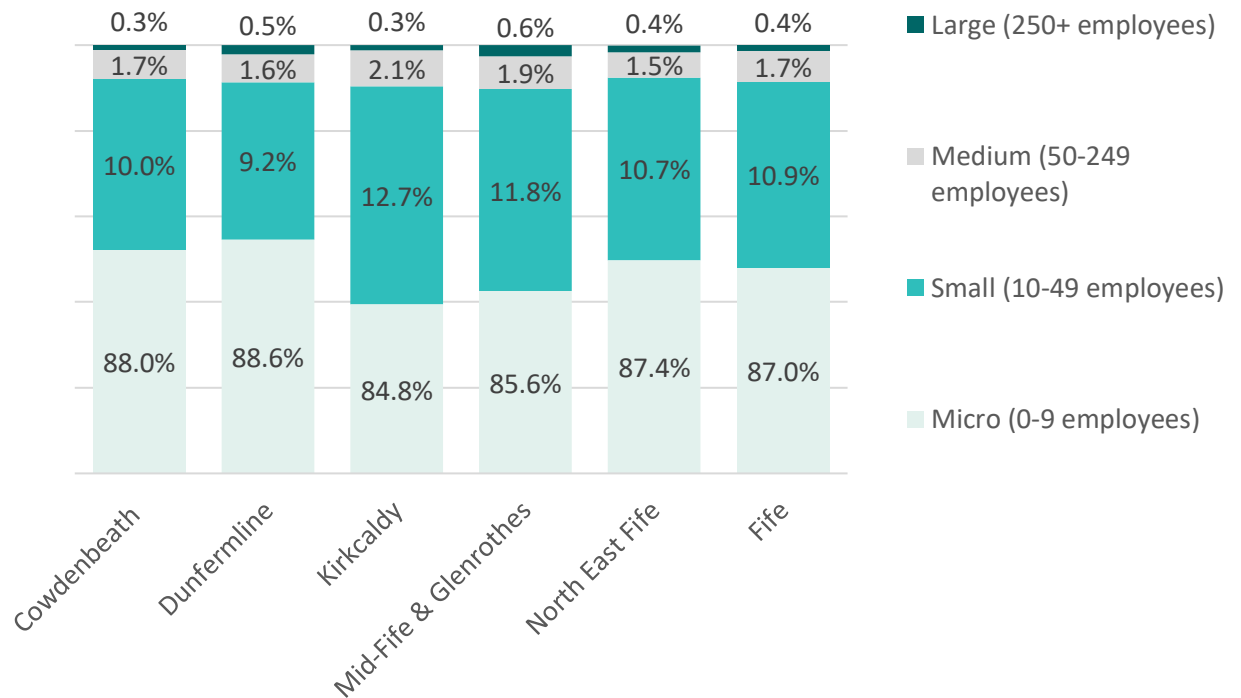
Dunfermline SPCA has the highest proportion of micro businesses (88.6%) followed by Cowdenbeath (88.0%) and North East Fife (87.4%).

Kirkcaldy and Cowdenbeath SPCAs have the lowest proportion of large businesses.

Source: UK Business Counts, 2024.

Note: The number of VAT and/or PAYE registered enterprises that were live on 8 March 2024. Does not therefore include unregistered enterprises (sole traders and partnerships) who are not VAT and/or PAYE registered. As all numbers are rounded to the nearest zero or 5, all zeros are not necessarily true zeros, numbers below 10 should be viewed with caution and the Fife totals may not equal the sum of the five Fife SPCA figures.

**Figure 6: Proportion of businesses by size, Fife, 2024**



## Business Births

In 2023, both the number of new business start-ups and the business start-up rate in Fife fell for a second year.

A total of 990 new businesses started up in 2023, 30 or 2.9% fewer than in 2022 when there were 1,020 new business registrations.

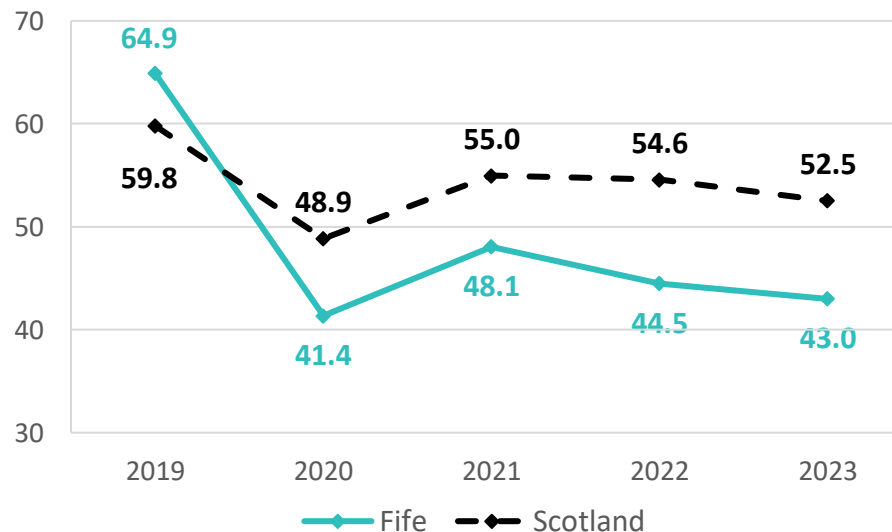
In Scotland as a whole, the number of business births fell at a slightly greater rate (-3.2%) between 2022 and 2023.

As a result, the gap between Fife's start-up rate and that for Scotland as a whole narrowed slightly after increasing in 2022. (Figure 7).

Source: ONS Business Demography, UK (2023).

Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered). They should be viewed with caution as they include registered holding companies and duplicate bank accounts.

**Figure 7: New business start-ups per 10,000 working age adults (16-64) 2019-2023**



## Business Survival Rates

**Figure 8: Survival of New Start Businesses 2023**

	Percentage of businesses surviving 1 year (born 2022)	Percentage of businesses surviving 2 years (born 2021)	Percentage of businesses surviving 3 years (born 2020)
Fife	92.6%	69.5%	54.2%
Scotland	92.5%	72.7%	56.0%

Whilst the proportion of new businesses in Fife surviving their first year of operation was the same as in Scotland as a whole, the proportions surviving a second and third year were below the Scottish rates.

In 2023, the 3-year survival rate of businesses in Fife (54.2%) was higher than in 2022 (44.8%) but lower than in 2020 (58.7%). Prior to the Covid-19 pandemic, Fife's 3-year business survival rates were higher than the national rates.

Source: ONS Business Demography, UK 2023.

Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered).

## Business Densities

In 2024, Fife had a business stock rate, or business density, of 288 registered businesses per 10,000 resident adults (aged 16+) compared with 377 businesses per 10,000 adults in Scotland as a whole (Figure 9)

The North East Fife Scottish Parliamentary Constituency Area (SPCA) is the only part of Fife with an overall business density above the Fife rate. It has a much higher density of micro and small businesses than the rest of Fife.

The Dunfermline SPCA has the second highest density of micro businesses and Kirkcaldy and Mid-Fife and Glenrothes have the second highest density of small businesses in Fife.

Cowdenbeath SPCA has the lowest business density in Fife, followed by Kirkcaldy. Cowdenbeath would need a 50% increase in the number of registered businesses (758 additional businesses) and Kirkcaldy would need a 47% increase (783 businesses) to reach the Scottish business density. The Cowdenbeath SPCA has the lowest rate of micro and small businesses in Fife.

Source: ONS Business Counts 2024 and National Records for Scotland Mid-2021 Population Estimates.

Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered).

**Figure 9: Number of registered businesses per 10,000 resident adults by enterprise size**

Area	Micro (0-9 employees)	Small (10-49 employees)	Medium (50-249 employees)	Large (250+ employees)	All sizes
Cowdenbeath SPCA	221	25	4	1	<b>251</b>
Dunfermline SPCA	253	26	5	2	<b>285</b>
Kirkcaldy SPCA	217	33	5	1	<b>256</b>
Mid-Fife & Glenrothes SPCA	234	32	5	2	<b>273</b>
NE Fife SPCA	324	40	5	2	<b>370</b>
Fife	250	31	5	1	<b>288</b>
Scotland	330	39	6	2	<b>377</b>



## Distribution of Employment

	Cowdenbeath Area	City of Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife*
September 2019	8,000	30,000	25,000	22,000	10,000	24,000	16,000	<b>138,000</b>
September 2020	8,000	28,000	25,000	23,000	9,000	23,000	15,000	<b>133,000</b>
September 2021	9,000	31,000	24,000	24,000	10,000	25,000	15,000	<b>142,000</b>
September 2022	9,000	32,000	22,000	25,000	10,000	25,000	15,000	<b>140,000</b>
September 2023	9,000	29,000	22,000	25,000	10,000	25,000	15,000	<b>138,000</b>
% change 2019-2023	+12.5%	-3.3%	-12.0%	+13.6%	0.0%	+4.2%	-6.3%	<b>0.0%</b>

### Change in Number of Jobs:

The number of jobs in Fife fell between 2022 and 2023, although employment in Fife in September 2023 was the same as before the pandemic in 2019.

The Kirkcaldy Area saw the largest proportionate increase in employment between 2019 and 2023 followed by the Cowdenbeath Area; over the same period, the Glenrothes Area, Dunfermline and South and West Fife saw job numbers fall. (Figure 10).

Between 2022 and 2023, job numbers fell in Dunfermline, but remained the same in all other parts of Fife.

### Employment by Sector:

North East Fife has the largest share of Fife's jobs in Accommodation & Food Services, Arts, Entertainment & Recreation and Education (40.9%, 35.7% and 33.3% of Fife's jobs in these sectors respectively) (Figure 11 below).

50% of all employment in Public Administration & Defence Activities in Fife is located in the Glenrothes Area along with 25% of Fife's Manufacturing jobs.

41.5% of Fife's jobs in Agriculture, Forestry & Fishing\* are located in Levenmouth.

75% of all employment in Financial & Insurance activities in Fife is located in Dunfermline, along with 64.3% of Fife's jobs in the Information & Communication sector and 50% of jobs in Transport & Storage.

Over a third (36.4%) of people in Fife working in the Human Health & Social Work Activities sector are employed in the Kirkcaldy Area.

Source: ONS Business Register & Employment Survey 2019, 2020, 2021, 2022 and 2023. Note: \* The Fife totals include farm agriculture while the committee area figures exclude farm agriculture. Employment estimates include employees plus the number of working owners who receive a share of the profits but are not paid via PAYE.

**Figure 11: Employment by Sector, Fife 2023**

Sector	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
A : Agriculture, forestry and fishing*	25	40	25	50	400	300	125	<b>965</b>
B : Mining and quarrying	0	0	10	20	0	125	30	<b>125</b>
C : Manufacturing	1,250	1,750	3,500	1,250	1,750	1,250	3,000	<b>13,000</b>
D : Electricity, gas, steam and air conditioning	20	0	150	0	10	20	20	<b>400</b>
E : Water supply; sewerage, waste management	50	225	150	100	50	75	125	<b>600</b>
F : Construction	700	1,250	800	1,250	400	1,250	900	<b>8,000</b>
G : Wholesale and retail trade; vehicle repair	1,500	4,000	3,000	4,500	1,250	4,500	2,250	<b>21,000</b>
H : Transportation and storage	700	3,500	600	400	900	600	700	<b>7,000</b>
I : Accommodation and food service activities	450	2,000	1,000	1,750	700	4,500	900	<b>11,000</b>
J : Information and communication	50	2,250	125	350	20	175	600	<b>4,000</b>
K : Financial and insurance activities	10	2,250	125	175	35	75	400	<b>3,000</b>
L : Real estate activities	100	250	400	150	75	350	100	<b>1,250</b>
M : Professional, scientific and technical acts	225	2,000	600	900	350	1,000	1,500	<b>6,000</b>
N : Administrative and support service acts	300	1,500	600	1,000	250	900	800	<b>7,000</b>
O : Public admin, defence, social security	900	600	5,000	1,750	175	500	800	<b>10,000</b>
P : Education	1,250	2,250	1,500	2,250	1,000	5,000	1,250	<b>14,000</b>
Q : Human health and social work activities	1,250	4,500	2,250	8,000	2,000	2,500	1,000	<b>20,000</b>
R : Arts, entertainment and recreation	250	600	300	600	200	1,250	300	<b>4,000</b>
S : Other service activities	200	700	1,000	500	150	800	300	<b>3,500</b>
<b>Total Employment*</b>	<b>9,000</b>	<b>29,000</b>	<b>22,000</b>	<b>25,000</b>	<b>10,000</b>	<b>25,000</b>	<b>15,000</b>	<b>135,000</b>

Source: ONS Business Register & Employment Survey 2023.

Note: \* excludes farm agriculture. Employment estimates include employees plus the number of working owners who receive a share of the profits but are not paid via PAYE. They do not however include those who are self-employed operating below the VAT threshold with no employees. The level of rounding applied varies by estimate, so zeros may not be true zeros and the data may not add up to the totals shown.

## Remediation of Vacant & Derelict Land

**Figure 12: Extent of Vacant & Derelict Land in Fife 2024**

Area	Percentage	Area (ha)	Change (ha)
Cowdenbeath	8.3%	58.5	+1.3
Dunfermline	1.5%	10.3	+1.1
Glenrothes	17.0%	119.8	-7.7
Kirkcaldy	5.7%	40.1	-1.1
Levenmouth	10.4%	73	-0.1
North East Fife	7.9%	55.5	-4
South and West Fife	49.2%	345.7	0
Total Fife	100%	702.9	-10.5

Source: Fife Council Vacant & Derelict Land Audit 2024

In 2024, there were 200 vacant & derelict land sites across Fife amounting to 703 hectares (Figure 12). Over the last 12 months, 5 sites representing 12.85 hectares of land have been brought back into use.

Derelict land has a broader impact than vacant land both in terms of total area (594 ha) and in the number of individual sites (151).

South & West Fife contains the largest proportion of vacant & derelict land (49.2% of Fife's total) and the Dunfermline Area the lowest (1.5%).

Since 2015/16, Fife Council has been one of five local authorities to receive funding from the Scottish Government's Vacant & Derelict Land Fund; in 2023/24, Fife was awarded £1.621 million from the fund.

Figure 13 below details a selection of current, proposed and completed projects supported by the Vacant & Derelict Land Fund.

**Figure 13: Projects in Fife supported by the Vacant and Derelict Land Fund (VDLF)**

Cowdenbeath	
Glenrothes	<ul style="list-style-type: none"> <li>• Industrial estate regeneration at Queensway Industrial Estate with Phase 1 now complete and all new units let. Further VDLF</li> </ul>
Kirkcaldy	<ul style="list-style-type: none"> <li>• Regeneration of buildings on entry to the Ravensraig Walled Garden which are now leased to Rural Skills Scotland and the Kirkcaldy</li> </ul>
Levenmouth	<ul style="list-style-type: none"> <li>• Site remediation and preparation works for Cesscon Decom Ltd’s oil and gas decommissioning facility at Energy Park Fife.</li> </ul>
North East Fife	

**Figure 13: Projects in Fife supported by the Vacant and Derelict Land Fund (VDLF) (continued)**

South & West Fife	
All Fife	<ul style="list-style-type: none"> <li>• Support for the implementation of the Climate Fife Plan and its associated Sustainable Energy Action Plan (SECAP). This has locations for the use of mine water in geothermal district heat schemes. Support is also being given to the Fife Community Climate</li> </ul>

Note: \* Investment from the Fife Industrial Innovation Investment Programme (Fi3P) funded by the Edinburgh & South-East Scotland City Region Deal – see Figure 34 and the section below.

The **Fife Industrial Innovation Investment Programme (Fi3P)** is a £58 million ten-year programme delivered by Fife Council with grant funding from the Edinburgh and South-East Scotland City Region Deal. The programme is delivering new industrial, office and business space and serviced employment sites within existing business clusters in Mid and South Fife adjacent to growth corridors (M90 and A92) (Figure 14). The Fi3P started in April 2019 and is being delivered in 3 tranches; Tranche 1 was completed in March 2022. Tranche 2 is underway and will complete in March 2025. The Business Case for Tranche 3 has been approved and work will start in April 2025.

Investment in the Council's **Business Property Portfolio** in 2023/24 delivered a full internal refurbishment of Iona House in Kirkcaldy, new flooring at Kirkcaldy Business Incubator and new roofs at Fife Food Centre in Glenrothes and Dunfermline Business Centre. At the end of 2023/24, units in the Business Property Portfolio were 95% occupied and brought in £2.97m in annual rent income.

The **University of St Andrews' Eden Campus** in Guardbridge has completed the current phase of investment being funded as part of the **Tay Cities Region Deal**. Discussions are ongoing between the University and Fife Council to develop an Enterprise Hub which will provide space for innovative start-up businesses in the Campus.

The **Forth Green Freeport (FGF)**, which became operational in June 2024, is set to attract new businesses and jobs into Burntisland, Rosyth, Grangemouth and Leith by means of financial and tax incentives, simplified customs processes and place-based investment. In September, the FGF's Final Business Case was submitted to the Scottish and UK Governments. Once it is approved, seed capital will be released to deliver a number of priority projects designed to address areas of underdevelopment and outdated infrastructure. These first projects include an integrated energy system at Babcock's Rosyth site and the creation of the AGIC Skills and Innovation Centre in Rosyth.

The **Levenmouth Reconnected Programme**, a £10 million fund managed by Fife Council to maximise the economic and social opportunities presented by the recently reopened Levenmouth Rail Link, has awarded circa £5million to a range of local projects. The remainder of the fund is in the process of being allocated. Funded projects have improved bus services around Levenmouth, developed new industrial units, improved greenspace and community participation in the local environment, helped young people learn trade skills, contributed towards the restoration of Silverburn Flaxmill, developed a new pumptrack and skatepark and helped a number of small businesses improve shop fronts and a range of local charities with their projects.

All funding for **Fife's UK Shared Prosperity Investment Plan** (£13.4m over the three years of the programme) is committed with delivery underway and to be completed by March 2025. The Plan is supporting 4 priorities: Communities & Place, Supporting Local Businesses, People & Skills, and Multiply and the projected outputs and outcomes that support the objectives of the Fife Partnership's Plan4Fife 2017-27 and Reform & Recovery Update 2021-24 are on track to be delivered.

The three-year **River Leven Regeneration Programme** was awarded £19.4m from the UK Levelling Up Fund for the regeneration of Riverside Park in Glenrothes (£4.98m) and Leven Connectivity Project (Active Travel and River Park Routes) (£14.43m). Delivery of the Active Travel Network providing links to the new railway stations at Leven and Cameron Bridge is scheduled to commence in Spring 2025 which will also see the completion of the regeneration of Glenrothes Riverside Park.

**Figure 14: Edinburgh & South East Scotland City Region Deal Fife Industrial Innovation Investment Programme (Fi3P) Investment Status**

Cowdenbeath	The Avenue, Lochgelly.	Site servicing completed and conditional legal agreement in place for disposal of site.	-	-
	Creation of flexible business accommodation, Cowdenbeath	Work has commenced on site	-	-
Dunfermline	Fife Interchange North	New business units due for completion Q4 2024/25 and conditional legal agreement in place for disposal of site.	-	-
Glenrothes	Refurbishment of business units on Flemington Road	Works onsite Q4 2024/25	Glenrothes new build (site selection still to be confirmed).	2028/29
Kirkcaldy	New business units at John Smith Business Park	Works onsite Q4 2024/25	John Smith Business Park	2028/29
	-	-	Refurbishment of town centre offices into flexible business accommodation	2027/28
	-	-	Dunnikier Business Park	2028/29
Levenmouth	Levenmouth Business Park	7 new business units completed, 6 of which are let; phase 2 works onsite Q4 2024/25	-	-
South & West Fife	Ridge Way, Hillend & Donibristle Industrial Estate, Dalgety Bay	Site servicing completed; conditional legal agreement in place for disposal of site.	-	-
	West Way, Hillend & Donibristle Industrial Estate, Dalgety Bay	8 new business units completed: all units fully let.	-	-



**Figure 15: Grants awarded to businesses through the Town Centre Building Improvement Grant Scheme 2023/24**

Number of grants awarded	2		2	5	3	8		<b>26</b>
Value of grants awarded	£17,290		£17,400	£42,447	£26,219	£73,052		<b>£234,590</b>
Total value of grant funding claimed (as of 30 Sept 2024)	£17,290		£17,389	£32,447	£26,219	£46,210		<b>£177,737</b>

Source: Fife Council Business & Employability Service.

- Detailed designs for converting the Co-op gap site in Dunfermline into a City Square with work to progress during 2025/26.

The 5-year **Inverkeithing** regeneration programme is due to be completed in Spring 2025. The National Lottery Heritage Fund and Historic Environment

Fife Council continues to operate the **Town Centre Building Improvement Grant Scheme**, supporting 15-20 town centre businesses each year with grants

In response to the specific challenges faced by **town centre and independent retail businesses**, a free business support programme was delivered.

Glenrothes bus station and pedestrian area at the Kino cinema, the completion of the Adam Smith Theatre refurbishment, the delivery of a place making project in Leven between the railway and bus stations and protective works at St Margaret's House in Dunfermline. The second phase of public realm improvements at Kirkcaldy waterfront and Volunteer's Green are now complete. Complex and protracted land acquisitions at Bonnygate Inner Court in Cupar are now complete with demolitions and site investigations beginning in October 2024, with delivery expected to start during Spring 2025.

**Figure 16: Town and city centre vacancy rates April 2024**

Area Committee	Town/City	% of Vacant Units	% of Vacant Floor Space
Cowdenbeath Area	Cowdenbeath	16.0%	14.1%
	Lochgelly	22.0%	24.8%
Dunfermline Area	Dunfermline	21.3%	25.5%
Glenrothes Area	Glenrothes	19.3%	22.7%
Kirkcaldy Area	Kirkcaldy	26.8%	27.7%
	Burntisland	10.0%	10.6%
Levenmouth	Leven	15.9%	12.1%
North East Fife	Anstruther	14.0%	14.8%
	Cupar	15.8%	16.1%
	St Andrews	6.7%	9.2%
South & West Fife Area	Inverkeithing	10.9%	9.7%
	Kincardine	24.0%	48.4%

St Andrews, Burntisland and Inverkeithing have the lowest vacancy rates of Fife’s main town centres (Figure 16).

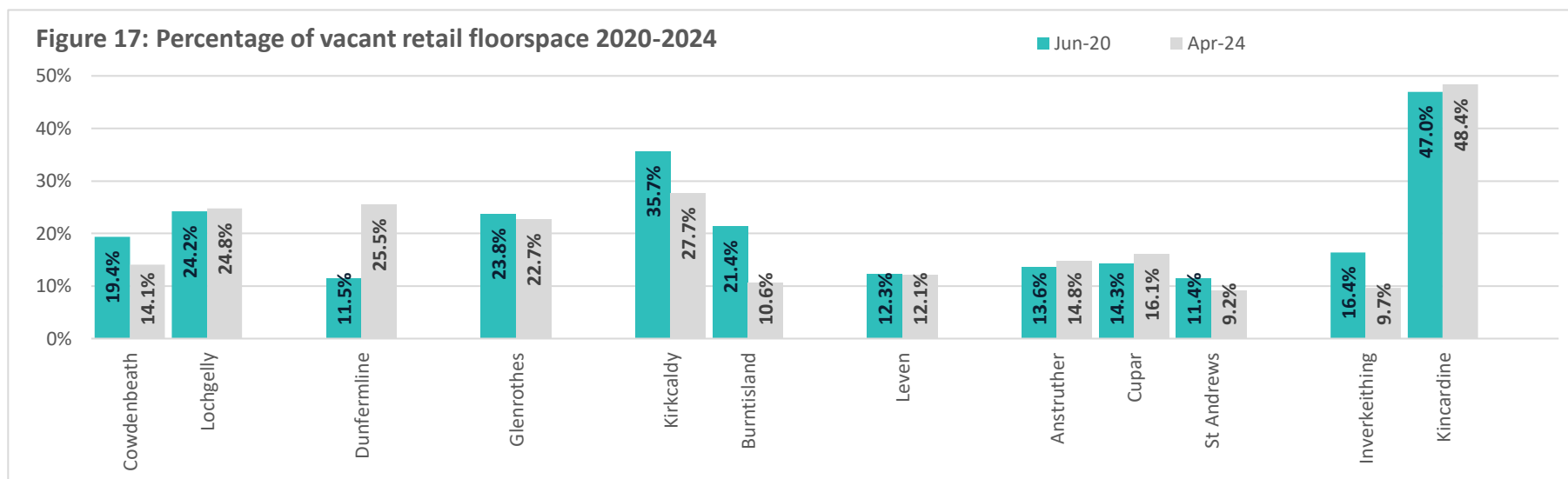
The highest vacancy rates are found in Kirkcaldy, Dunfermline, Lochgelly and Kincardine.

Dunfermline saw the proportion of vacant floorspace increase significantly between 2020 and 2024 (Figure 17), while Cowdenbeath, Kirkcaldy, Burntisland and Inverkeithing saw rates decrease.

Source: Experian Goad Town Centre Reports for Fife Council.

Note: these vacancy rates are not comparable with those shown in previous profiles due to methodology changes.

**Figure 17: Percentage of vacant retail floorspace 2020-2024**



**Figure 18: Volume and Value of Visitors, Jan-Dec 2023**

STEAM* Indicators	St Andrews	Dunfermline Area	Kirkcaldy and Mid Fife	NE Fife (exc. St Andrews)	Fife
<b>Visitor numbers</b>	<b>775,800</b>	<b>956,700</b>	<b>852,900</b>	<b>621,300</b>	<b>3.21m</b>
% change in visitor numbers 2022-2023	+10.7%	+20.0%	+24.5%	+18.8%	<b>+18.5%</b>
% change in visitor numbers 2019-2023	+14.0%	+17.2%	+16.1%	+10.2%	<b>+14.5%</b>
<b>Economic impact (direct, indirect &amp; induced)</b>	<b>£157m</b>	<b>£124m</b>	<b>£115m</b>	<b>£166m</b>	<b>£513m</b>
% change in economic impact 2022-2023**	-5.0%	-0.5%	+5.3%	+49.8%	<b>+0.4%</b>
% change in economic impact 2019-2023**	+15.2%	+8.7%	+3.1%	+79.7%	<b>+12.7%</b>
<b>Number of Full Time Equivalent (FTE) jobs supported by visitor expenditure</b>	<b>1,407</b>	<b>1,373</b>	<b>1,301</b>	<b>1,540</b>	<b>5,621</b>
% change in number of FTE jobs 2022-2023	-2.2%	+0.4%	+5.0%	+3.0%	<b>+1.4%</b>
% change in number of FTE jobs 2019-2023	+3.5%	-2.1%	-2.5%	+10.7%	<b>+2.4%</b>

Source: Fife STEAM Reports 2023 - FINAL, Global Tourism Solutions (UK) Ltd.

Notes:

\*STEAM is a tourism economic modelling tool owned by Global Tourism Solutions (GTS) UK Ltd and is used by most visitor destination areas in the UK. 'Visitors' include staying visitors (tourists staying overnight for at least one night) and day visitors visiting the area on a non-routine and non-regular leisure day trip from a home or holiday base.

\*\* Indexed to 2023

The areas relate to Fife's Local Tourist Associations (LTAs) as follows: St Andrews=St Andrews LTA; NE Fife=Cupar & North Fife and East Neuk LTAs; Kirkcaldy & Mid Fife=Levenmouth and Heartlands of Fife LTAs; Dunfermline Area=Dunfermline & West Fife LTA.

Figures are not available at a lower level than these four areas.

### **Volume and Value of Visitors (Figure 18 above):**

Tourism was one of the sectors worst affected by the economic impact of the Covid-19 pandemic and 2020 saw visitor numbers to Fife fall dramatically due to travel and social distancing restrictions.

In 2021 the sector started to recover and in 2023 visitor numbers to Fife and their economic impact were higher than before the pandemic; in 2023, Fife received over 3 million visitors who brought in an estimated £512.5 million to the area's economy. Visitors spent an average 4.1 nights in the region, a longer length of stay than the national average.

### **Fife Tourism Activity:**

A new **Welcome to Fife Tourism Strategy** was launched in December 2023.

Over 150 people attended the biennial **Welcome to Fife tourism conference** held in February 2024 at the newly refurbished Adam Smith Theatre.

Fife's biggest ever consumer marketing campaign promoting the Kingdom as an autumn/winter short break destination took place from October 2023 to February 2024. Targeting people in Scotland and North England, the campaign, **The Kingdom, where it all begins**, promoted Fife to an audience of over 8 million and inspired more than 46,000 people to visit the [welcometofife.com](http://welcometofife.com) website to find out more.

Fife Council continues to support a Fife-wide programme of **cultural events** that for 2024 included: Fife Food & Drink Week; The Bruce Festival in Dunfermline; Pittenweem Arts Festival; The Euro Fanzone at Dunfermline Football Club; Fife Fest; and Fife Outdoor Activities Week.

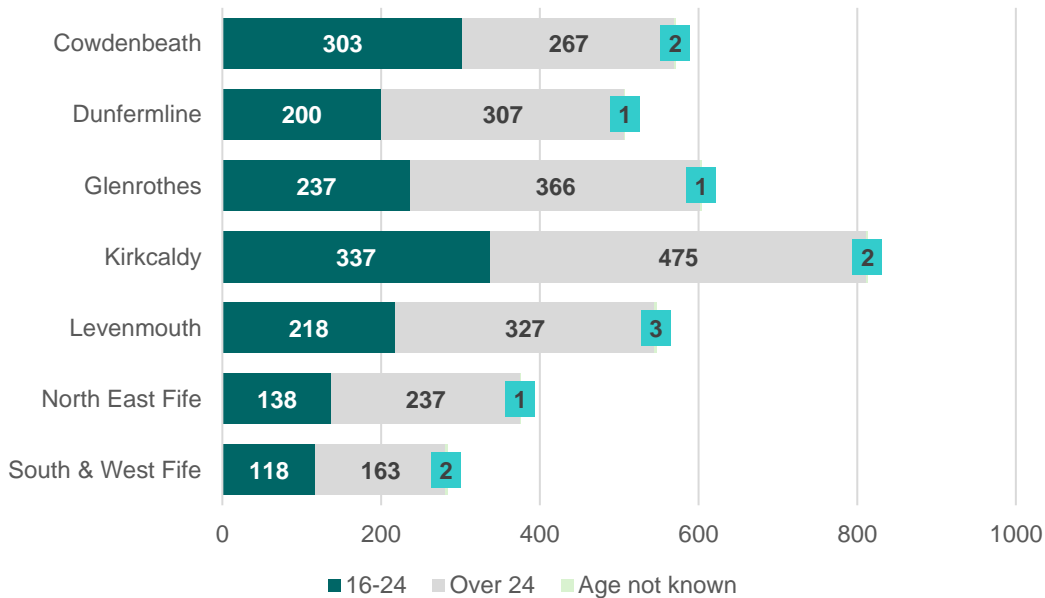
A **Dunfermline City Tourism Action Plan** was published in October 2023 to develop and promote Dunfermline as a city break destination. Progress to date includes a dedicated marketing campaign, travel trade training for businesses, an improved visitor website, and representation at VisitScotland Connect, putting the City in contact with over 40 tour operators.

A tourism action plan was also developed for **Levenmouth**, promoting the area as a new destination to visit by train.

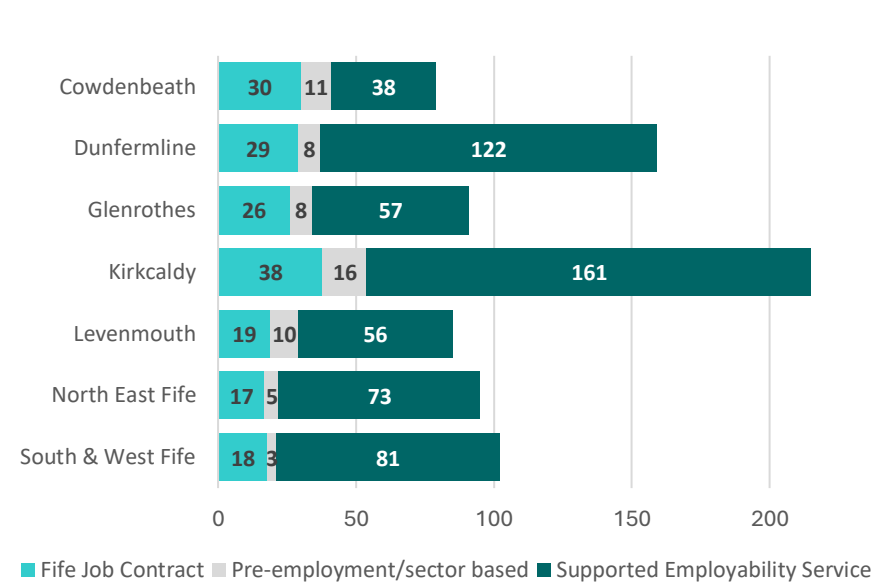
Further tourism interpretation and directional signage was added to the 5-mile circular **Forth Bridges Trail**, work partly funded by the UK Government's Shared Prosperity Fund. The Forth Bridges website and multi-channel social media programme continue to promote visits to the Forth Bridges area.

# Delivering Skills, Training & Fair Employment

**Figure 19: Participants\* on programmes commissioned by the Opportunities Fife Partnership (excluding those delivered by Fife Council) 2023/24**



**Figure 20: Participants\* on programmes delivered by Fife Council Employability & Employer Engagement Team 2023/24**



In 2023/24, there were **3,705 participants\*** on employability programmes commissioned by the **Opportunities Fife Partnership** (Figure 19).

The largest number of participants were resident in the Kirkcaldy Area (814) followed by the Glenrothes Area (604), Cowdenbeath Area (572) and Levenmouth (548).

41.9% of participants were aged between 16-24 years. The areas with the highest proportion of participants aged 16-24 years were the Cowdenbeath Area (53.0%), South & West Fife (41.7%) and the Kirkcaldy Area (41.4%).

Over the same period, there were 826 participants on employability programmes delivered by Fife Council’s Employability and Employer Engagement Team (Figure 20). The largest number of participants were resident in the Kirkcaldy Area (215) followed by Dunfermline (159).

Source: Fife Council

Note: \* the number of participants on employability programmes is higher than the total number of people due to individuals participating in more than one programme. These figures exclude participants on Modern and Foundation Apprenticeships.

### **Targeting enhanced employability support to those most disadvantaged and furthest from the labour market**

Of the 628 people who participated in employability programmes run by the council's Employability and Employer Engagement Team, 413, or 65.8%, went on to employment.

82 Modern Apprenticeships (MAs) were supported across various council services and a further 257 Fife residents were supported to undertake MAs with other employers.

Pre-employment training academies were delivered to help people experiencing barriers to employment including a Community Improvement Squad Academy in Levenmouth, Lochore Meadows Green Skills Academy and Babcock Production Service Operators (PSO) Academy.

Matrix, Employability's sheltered workshop, continued to provide meaningful employment, training and development opportunities to individuals with disabilities and long-term health conditions. The team of 35 has completed several projects for customers including NHS Fife, NHS Glasgow, Edinburgh Council and HMP Grampian delivering: upholstery for theatre seating, hospital and clinic seating, refurbishment of Occupational Therapy equipment and private sales. Matrix was integral to the successful opening of the Methil Care Village in October 2023, providing the furniture and soft furnishings for this development.

A new progressive recruitment approach – the Life Chances Model - was piloted in 2023/24. The approach, which focuses on giving people experiencing barriers to employment access to hard-to-fill, entry-level positions within the council has now been fully integrated in the council's recruitment strategy.

The Edinburgh & SE Scotland City Region Deal Intensive Family Support Service targets significant pockets of persistent, entrenched worklessness and poverty by taking a whole family approach to tackle intergenerational disadvantage. In 2023/24, this service supported 185 individuals from 98 families in Fife's most disadvantaged areas. Of those supported, 82 people entered education and 13 found employment.

### **Ensuring school and college leavers have the skills, knowledge and opportunities to move on to positive destinations**

A programme of 82 different Culture of Enterprise activities was delivered to Fife's schools, providing a total of 2,177 instances of pupil engagement (see section below).

198 Foundation Apprenticeships were supported.

### **Encouraging the adoption of inclusive employment and fair work practices**

The 22nd Fife Business Diversity Awards took place in November 2024. Organised by the Supported Employment Service, the awards showcase the achievements of individuals and employers in ensuring that people from all backgrounds are able to fulfil their work ambitions.

## Fife Council's Culture of Enterprise Programme

**Figure 21: Participation in Fife Council's Culture of Enterprise (CoE) Programme, 2023/24**

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Number of different CoE activities in which schools participated	8	17	11	22		19	13	
Instances of pupil engagement with CoE activities	198	554	485	528		467	397	

The **Culture of Enterprise Programme** led by Fife Council's Economic Development Team delivers programmes of activity in Fife's primary and secondary schools designed to support young people in developing abilities and confidence for lifelong enterprising contributions in their learning, life and work.

Teams from eleven primary and secondary schools pitched a range of social enterprise ideas in the 2024 **Dragon's Den** competition.

Two Fife College students have been named the recipients of the **Adam Smith 300 Enterprise Scholarship**.

**Race to Zero**, the digital replacement for The Enterprise Game, was rolled out in 2023 across 17 high schools and received 590 downloads.

Defence company **Babcock International Group** welcomed more than 300 primary school pupils to its annual Festival of Engineering at Rosyth, helping them explore the skills needed for a career in science, technology, engineering or maths.

Second year students from 4 of Fife's high schools participated in **Raytheon's 2024 RTX Quadcopter Challenge**.

A new project for primary school pupils, **4toFortune**, was launched challenging teams of four students to turn £4 into as much as they can within 4 weeks.

Source: Fife Council – Economic Development.

Note: Figures for previous years are not shown due to the introduction of a new way of recording instances of pupil engagement.

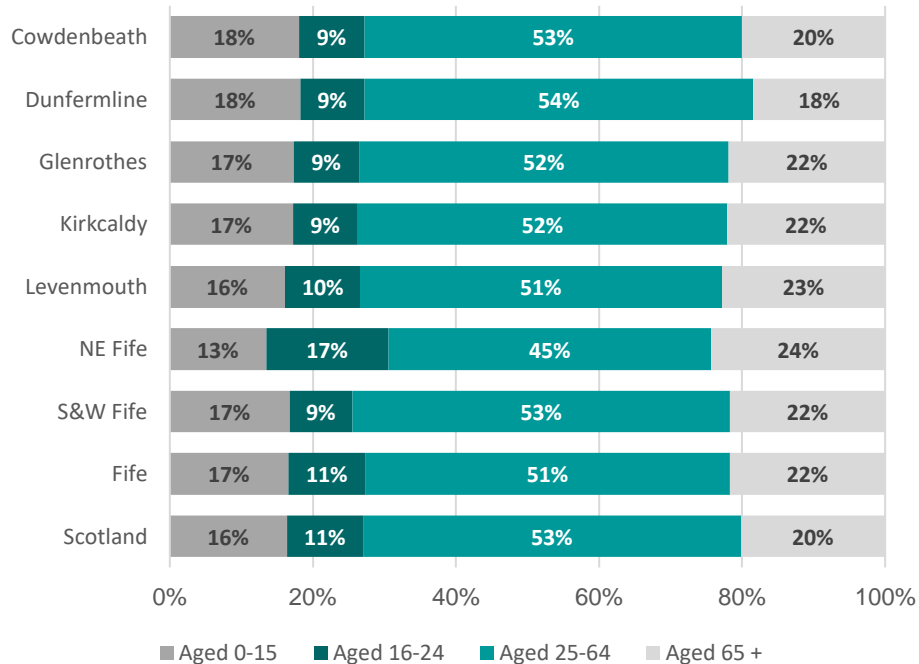


# Fife's Labour Market

## Population

41,579	60,767	48,461	60,276	38,599	72,191	49,517	<b>371,390</b>
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**Figure 23: Population Structure - Local Committee Areas, Fife, Scotland Mid-2022**



Around 371,390 people live in Fife, 6.8% of Scotland's population (Figure 22). Looking at the population structure of Fife and its committee areas (Figure 23):

- Fife has a smaller proportion of its population of working age (aged 16-64 years) than Scotland as a whole – 61.7% of its population are of working age compared with 63.5% of Scotland's population.
- Kirkcaldy has the smallest proportion of people of working age (60.7%) in Fife.
- Dunfermline has the lowest proportion of people aged over 65 (18.4%) while North East Fife has the highest (24.3%).
- Dunfermline has the largest proportion of people who are of working age (63.3%) and the highest proportion of children (18.2%).
- North East Fife has the lowest proportion of children (13.5%) but the largest proportion of people aged 16-24 years (17.1%) and the lowest proportion aged 25-64 years (45.1%).

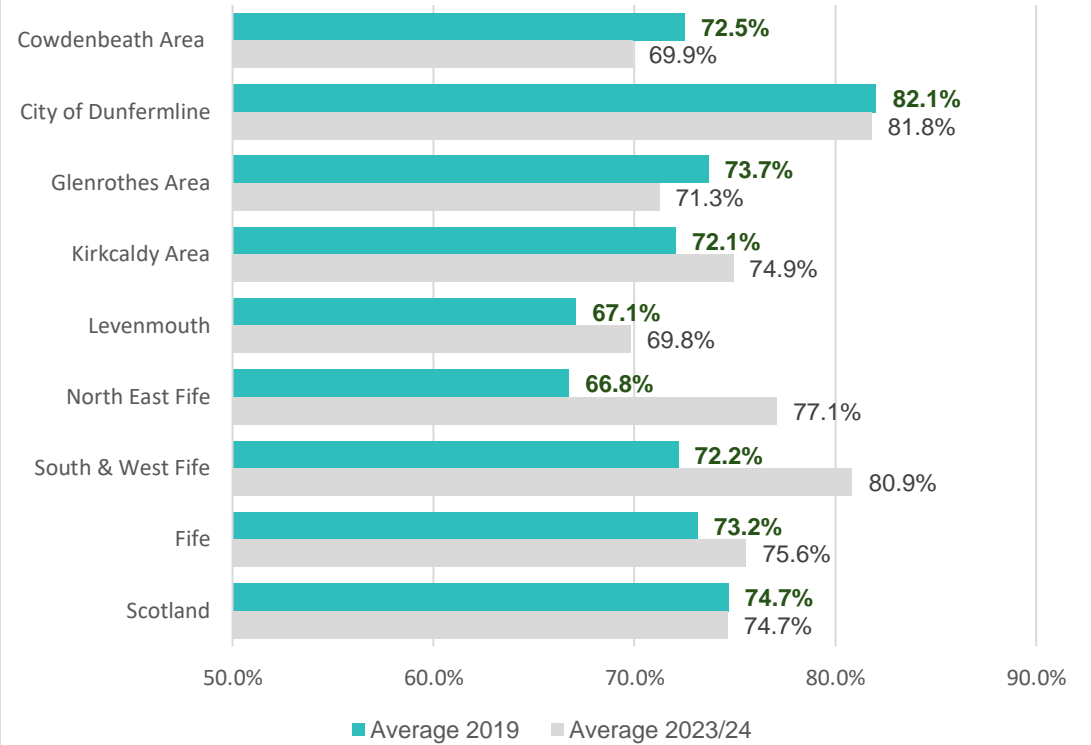
Source: Mid-2022 Electoral Ward Population Estimates, National Records of Scotland.

# Employment Rate

Figure 24: Employment Rates, 2023/24



Figure 25: Employment Rate Change 2019-2023/24



## Latest Employment Rates\*:

Dunfermline’s average employment rate (81.8%) in 2023/24 was the highest in Fife (Figure 24) followed by South & West Fife (80.9%). The average employment rates in Levenmouth and the Cowdenbeath and Glenrothes Areas were lower than both the Fife and Scottish rates. Levenmouth and the Cowdenbeath Area had the lowest employment rates of all the committee areas in Fife (69.8% and 69.9% respectively). Dunfermline was also the only part of Fife where the female employment rate was higher than the male employment rate (Figure 24).

Source: ONS Annual Population Survey, 2019 and 2023/24 Average Rates.

Note: \*employment rate = the percentage of the working age populations (aged 16-64) who are in employment. As these employment estimates are obtained from a national survey, they are based on a sample rather than the entire population which means they are subject to uncertainty. In addition, rates for committee areas should be viewed with caution due to small sample sizes at this geographic level. Because of this, averages of the rates for 2019 and 2022/23 are given.

## Employment Rate Change:

In the Kirkcaldy Area, Levenmouth, North East Fife and South & West Fife, employment rates in 2023/24 were above the pre-pandemic 2019 levels (Figure 25).

In Dunfermline and the Cowdenbeath and Glenrothes Areas, average employment rates in 2023/24 were lower than in 2019.

North East Fife and South & West Fife saw the greatest increases in employment rates.

Source: ONS Annual Population Survey, 2019 and 2023/24 Average Rates.

Note: As these employment estimates are obtained from a national survey, they are based on a sample rather than the entire population which means they are subject to uncertainty. In addition, rates for committee areas should be viewed with caution due to small sample sizes at this geographic level. Because of this, averages of the rates for 2019 and 2022/23 are given.

## Unemployment

**Figure 26: Unemployment in Fife, Scotland and Great Britain**

	2019/20	2020/21	2021/22	2022/23	
<b>Fife (estimated number of people)</b>	7,100	8,700	6,600	6,100	6,400
<b>Fife (%)</b>	4.1%	5.1%	3.9%	3.4%	3.4%
<b>Scotland (%)</b>	3.4%	4.7%	3.4%	3.2%	3.5%
<b>Great Britain (%)</b>	3.9%	5.0%	3.8%	3.8%	3.7%

The latest unemployment figures for Fife are for the 12 months to June 2024.

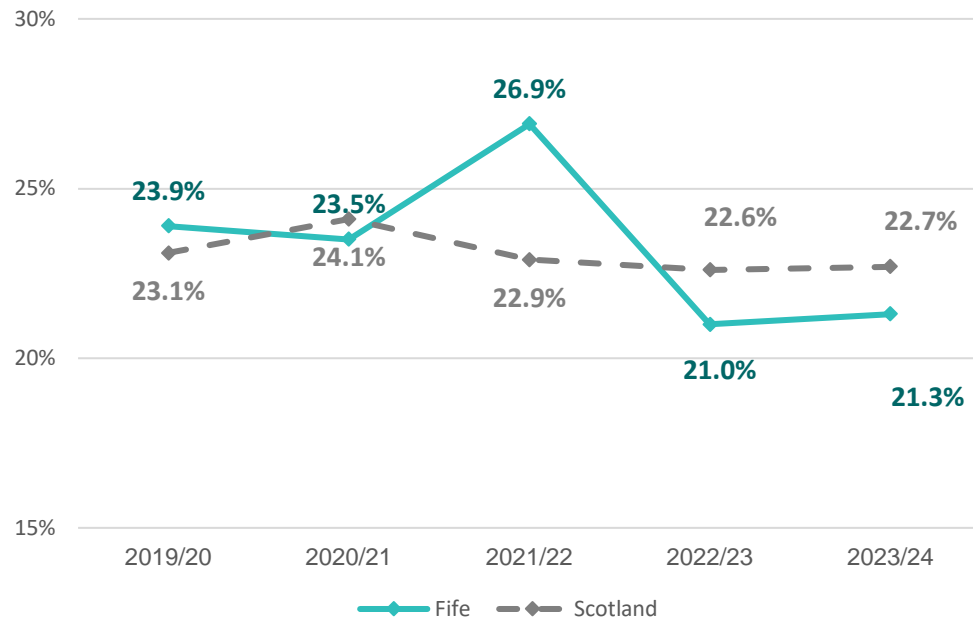
Between 2019/20 and 2020/21 Fife's unemployment rate increased from 4.1% to 5.1% as an estimated additional 1,600 people became unemployed during the Covid-19 pandemic.

Fife's unemployment rate fell in the following two years and the latest rate is at a record low (3.4%) and for the first time since 2017 is lower than the Scottish rate (3.5%).

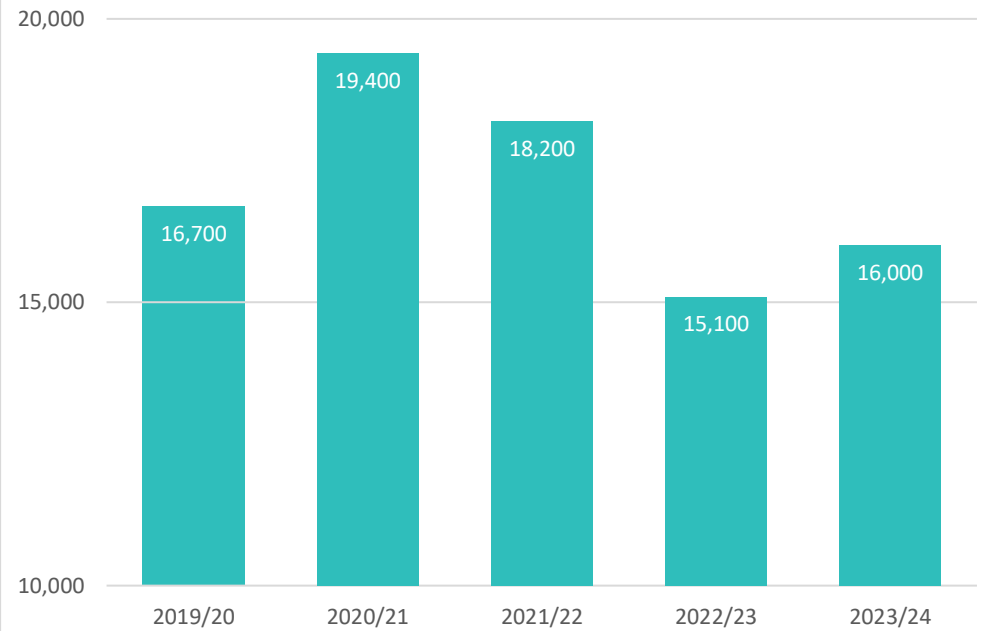
Source: ONS Annual Population Survey, model-based estimates of unemployment, 12 months to June 2021, 2022, 2023 and 2024.

Note: Numbers and percentages are for those aged 16 and over who are without a job but who are looking for and available to start work. The unemployment rate is the proportion of the economically active population who are unemployed. Unemployment figures are not shown below the Fife level as sample sizes are too small for reliable estimates.

**Figure 27: percentage of the working age population who are economically inactive - Fife & Scotland**



**Figure 28: Estimated number of people in Fife economically inactive due to long-term ill health**



A fifth (21.3%) of Fife’s working aged population (people aged 16-64) was economically inactive in the 12 months to June 2024 - that is they were neither in employment nor actively seeking a job. This represents an estimated 48,400 people.

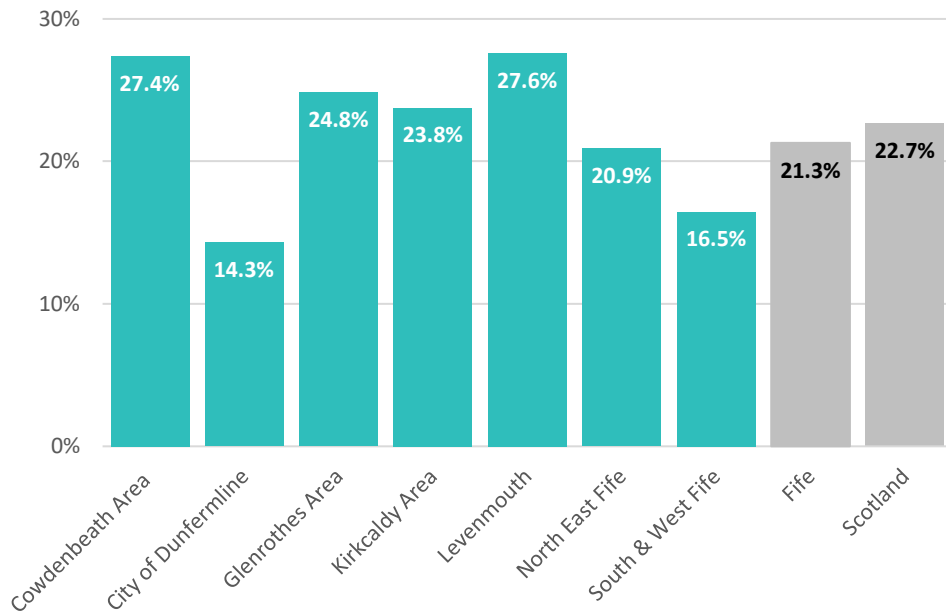
Fife’s inactivity rate was lower than the Scottish rate (22.7%) for the same period, and also lower than the record high rate recorded in Fife in 2021/22 (26.9%), the highest rate recorded in the times-series of this data (which goes back to 1999). It was also lower than prior to the Covid-19 pandemic in 2019/20 (23.9%) (Figure 27).

Long term ill-health is the reason a third of those who are economically inactive in Fife (an estimated 16,000 people) gave for not being in employment or seeking a job. Other reasons included being a student (14.9%), looking after the family/home (15.1%) and being retired (18.9%).

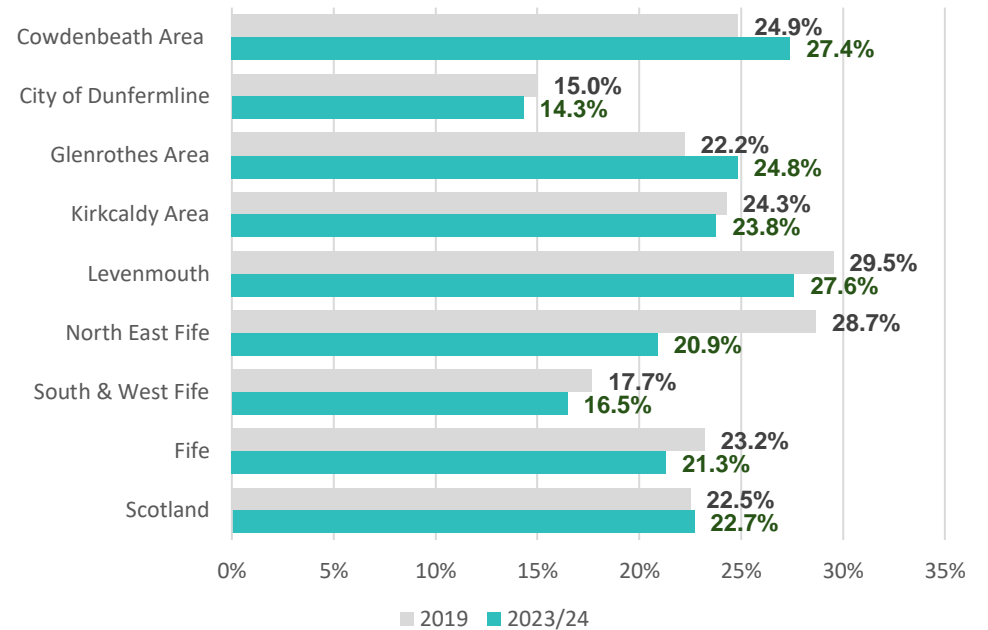
Source: ONS Annual Populations Survey, July – June 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24.

Note: Those who are economically inactive are people aged 16 and over without a job who have not sought work in the last four weeks and/or who are not available to start work in the next two weeks, ie they are neither employed nor unemployed.

**Figure 29: Proportion of the working age population who were economically inactive (economic inactivity rate) 2023/24**



**Figure 30: Change in economic inactivity rates 2019-2023.24**



Between 2019 and 2023/24, the Glenrothes and Cowdenbeath Areas saw increases in the proportion of their populations who were economically inactive. In all other parts of Fife inactivity rates fell (Figure 30).

Dunfermline, South & West Fife and North East Fife are the only areas whose latest economic inactivity rate is lower than both the Fife and Scottish rates (Figure 29). Dunfermline has the lowest rate of inactivity in Fife.

Levenmouth has the highest economic inactivity rate (27.6%) followed by the Cowdenbeath Area (27.4%).

Due to small sample sizes at committee area levels, all these figures should be viewed with caution.

Source: ONS Annual Populations Survey, 2019 and 2023/24

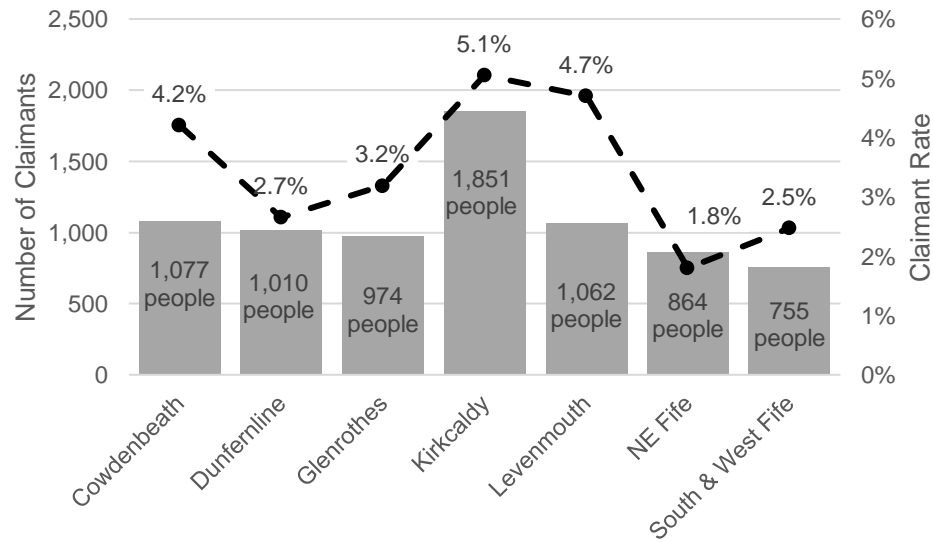
Note: Those who are economically inactive are people aged 16 and over without a job who have not sought work in the last four weeks and/or who are not available to start work in the next two weeks, ie they are neither employed nor unemployed. Economic inactivity rates for committee areas should be viewed with caution due to small sample sizes at this geographic level. Because of this, for the committee areas, averages of the rates for 2019 and 2022/23 are given; the rates for Fife and Scotland are for Jan-Dec 2019 and the 12 months to June 2024.

# People Claiming Out of work Benefits

**Figure 31: Claimant count and rate change 2019 to 2023/2024**

			Claimant Rate		Claimant Rate	
Cowdenbeath	5.1%		4.2%		-0.9%	
Dunfermline	3.3%		2.7%		-0.6%	
Glenrothes	3.6%		3.2%		-0.4%	
Kirkcaldy	5.5%		5.1%		-0.4%	
Levenmouth	6.4%		4.7%		-1.7%	
North East Fife	1.7%		1.8%		+0.1%	
South & West Fife	2.7%		2.5%		-0.2%	
<b>All Fife</b>	<b>3.8%</b>	<b>8,753</b>	<b>3.3%</b>	<b>7,592</b>	<b>-0.5%</b>	<b>-1,162</b>
<b>Scotland</b>	<b>3.1%</b>	<b>108,093</b>	<b>3.1%</b>	<b>109,290</b>	<b>0.0%</b>	<b>+1,198</b>

**Figure 32: The average number and rate of out-of-work benefit claimants,**



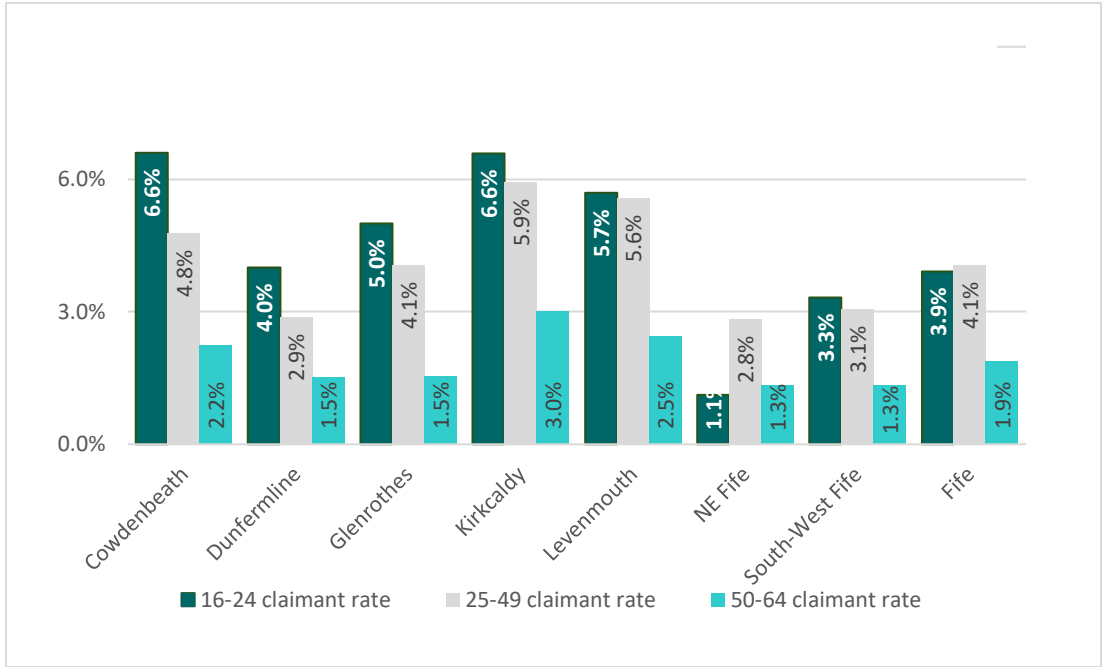
North East Fife and South & West Fife have the lowest rates and numbers of people claiming out-of-work benefits of all the area committees (Figure 32).

The Kirkcaldy Area, Levenmouth and the Cowdenbeath Area have the highest claimant rates and numbers; this has been the case for some time.

All claimant rates in Fife increased significantly in 2020 following the onset of the Covid-19 pandemic and remained considerably higher than pre-pandemic levels until they started to fall in April 2021.

In all parts of Fife, apart from in North East Fife, the average number of claimants and claimant rates for 2023/24 were lower than in 2019 (Figure 31); in Scotland the number of claimants rose.

Source: ONS Claimant Count, Oct 23-Nov 24. Note: The claimant rate is the percentage of working age (16-64yrs) residents claiming out-of-work benefits.



In all parts of Fife with the exception of North East Fife, 16-24 year olds have the highest rate of people claiming out-of-work benefits of the three main age groups.

In the Kirkcaldy and Cowdenbeath Areas, the 16-24 age group's claimant rate is the highest rate of all age groups in Fife.

The Kirkcaldy Area has the highest claimant rates for all three age groups.

North East Fife has the lowest claimant rates for all age groups and has particularly low rates in its 16-24 and 50-64 age groups.

Source: ONS Claimant Count, Nov 2023- Oct 2024 average rates

## Qualifications of Working Age Population

<b>% of working age population with RQF 4+ (HNC, Advanced Higher)</b>	<b>52.5%</b>	<b>55.1%</b>
<b>% of working age population with no formal qualifications (RQF)</b>	<b>6.0%</b>	<b>8.2%</b>

Just over half of Fife's working age population has a qualification equal to or higher than an HNC or Advanced Higher.

Fife has a smaller proportion of its working age population with no formal qualifications (6.0%) than Scotland as a whole (8.2%).

The ONS has changed the way it collects qualifications data, so comparisons cannot be made with previous years. Reliable figures are also not available for separate age groups or below the Fife geographic area due to small sample sizes.

Source: ONS Annual Population Survey, Jan-Dec 2023

Note: Regulated Qualifications Framework (RQF) level 4 = SCQF Level 6 (HNC, Advanced Higher or equivalent). No qualifications = no formal qualifications held.



## School Leaver Destinations and Attainment

**Figure 35: 2022/23 School Leaver Destinations and Attainment**

	Fife	Scotland
Percentage of school leavers achieving a positive <b>initial</b> destination*	95.3%	95.9%
Percentage of school leavers achieving a positive <b>follow-up</b> destination*	91.4%	92.8%
Percentage of school leavers achieving 1+ SCQF Level 5 or better	79.3%	84.8%
Percentage of school leavers achieving 1+ SCQF Level 6 (Higher) or better	50.6%	57.9%

95.3% of Fife's 2022/23 school leavers achieved a positive initial destination\*.

This was higher than the year before, when 94.8% of leavers achieved a positive initial destination and the highest proportion in the time-series of this dataset (which goes back to 2009/10).

The gap with the Scottish rate also narrowed.

The proportion of leavers in a positive destination in April 2024, 9 months after the end of the school year fell from 92.1% (the highest proportion in the time-series of this dataset) to 91.4%.

The percentages of 2022/23 school leavers achieving at least one Higher was lower than the previous year and Fife's attainment figures remain lower than those for Scotland as a whole.

Source: Scottish Government, Summary Statistics for Attainment and Initial Leaver Destinations and Summary Statistics for Follow-up Leaver Destinations, No 5: 2023 Editions.

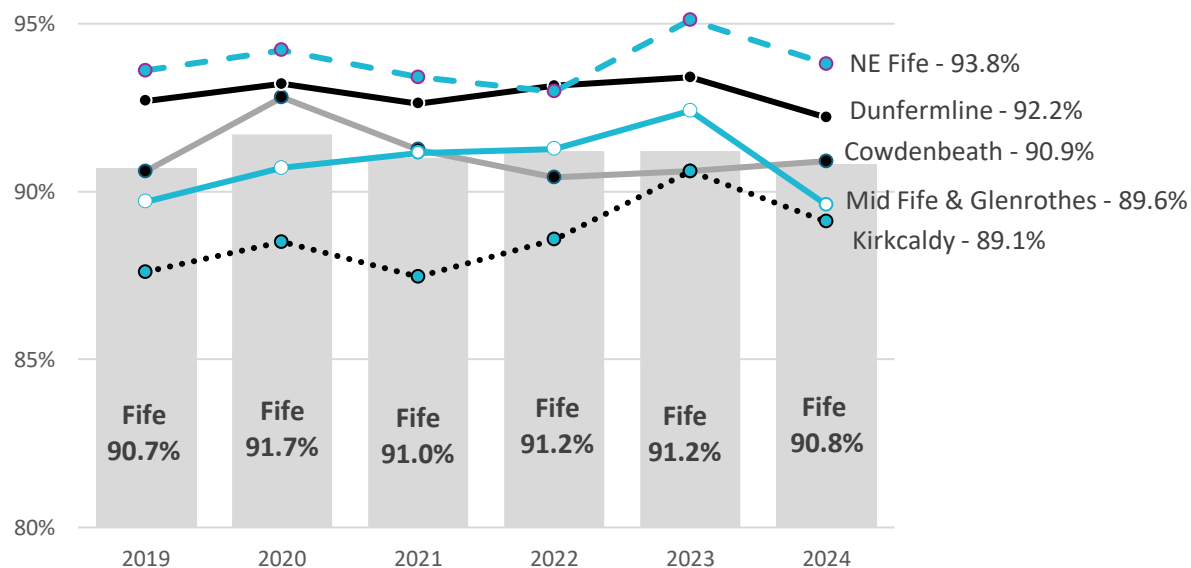
Note: \* A young person is deemed to be in a positive destination when they are actively engaged with an organisation for the purpose of learning, training or work (work includes volunteering).

# Annual Participation Measure for 16 19 Year Olds

Figure 36: Percentage of 16–19 year olds participating in education, training or employment 2018-2023 - Fife and Scotland

Year	Fife					Scotland				
	16-19 year olds	16-year olds	17-year olds	18-year olds	19-year olds	16-19 year olds	16-year olds	17-year olds	18-year olds	19-year olds
2019	90.7%	99.1%	93.6%	88.2%	82.2%	91.6%	99.0%	94.8%	89.1%	82.2%
2020	91.7%	98.6%	94.5%	89.6%	84.1%	92.1%	99.0%	95.0%	90.4%	84.1%
2021	91.0%	99.0%	92.6%	87.1%	85.0%	92.2%	99.1%	94.3%	89.4%	85.0%
2022	91.2%	99.0%	94.4%	88.7%	82.1%	92.4%	99.3%	95.7%	89.8%	82.1%
2023	91.2%	99.1%	95.0%	87.6%	82.6%	92.6%	99.1%	95.7%	90.8%	82.6%
2024	90.8%	99.0%	94.3%	88.1%	81.3%	92.7%	99.1%	95.5%	90.4%	81.3%

Figure 37: Percentage of 16-19 year olds participating in education, training or employment 2018-2023 by Scottish Parliamentary Constituency Areas (SPCAs) 16:



In 2024, Fife saw the proportion of its 16-19 year olds participating in education, training or employment fall from 91.2% in 2023 to 90.8%. (Figure 36).

The only age-group to see an increase in participation between 2019 and 2024 was the 17-year-old age group (Figure 36).

Fife’s participation rates are lower than the Scottish rates. In 2024 the gap widened across all age groups apart from 18-year-olds.

All parts of Fife saw participation fall between 2023 and 2024 apart from the Cowdenbeath Scottish Parliamentary Constituency Area (SPCA). The participation rates in the Mid-Fife & Glenrothes and Kirkcaldy SPCAs are below the rates for Fife as a whole (Figure 37).

Source: Skills Development Scotland, Annual Participation Measure of 16–19-year-olds in Scotland, 2024.

Figure 38: Median Weekly Earnings, April 2024: UK Parliamentary Constituency Areas (UKPCAs), Fife, Scotland

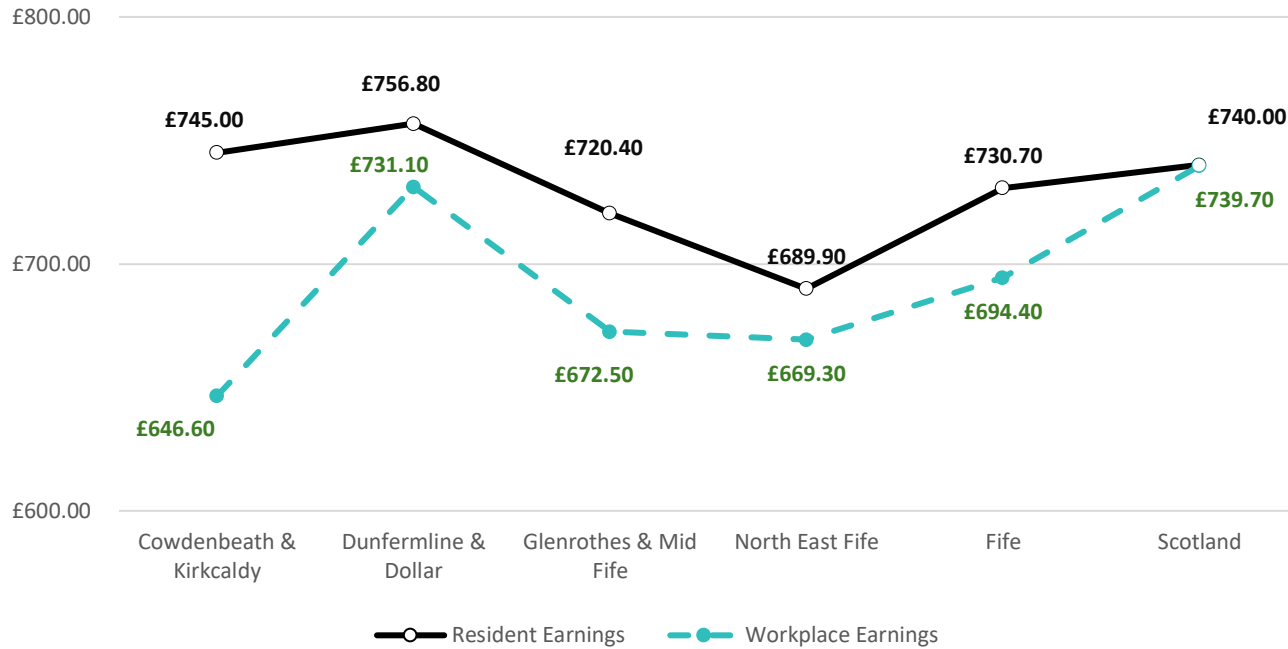


Figure 39: Percentage of employee jobs with hourly pay below Living Wage Foundation Rates

Area/UKPCA		Apr-24
Cowdenbeath & Kirkcaldy	13.8%	15.1%
Dunfermline & Dollar	N/A	N/A
Glenrothes & Mid Fife	N/A	12.7%
North East Fife	14.4%	18.2%
Fife	11.8%	13.1%
Scotland	10.2%	11.4%

Resident earnings represent the average earnings of people who live in the area, but do not necessarily work in the area. Workplace earnings are the average earnings of those who work in the area, but do not necessarily live there.

Dunfermline & Dollar and Cowdenbeath & Kirkcaldy UK PCAs were the only parts of Fife where resident earnings were above Scottish average earnings (Figure 38). Workplace earnings were below Scottish averages in all parts of Fife.

The Dunfermline & Dollar PCA had both the highest resident and workplace earnings and North East Fife had the lowest.

The largest gap between resident and workplace earnings was in the Cowdenbeath and Kirkcaldy PCA (a difference of £98.40).

After falling to its lowest level in 2023, the proportion employee jobs with hourly pay below the real living wage rose between 2023 and 2024 in both Fife and Scotland. Rates in Fife are still higher than the Scottish rate (11.4%) (Figure 39).

Source: ONS Annual Survey of Hours and Earnings.

Notes: Estimates below the Fife level should be viewed with caution due to small sample sizes. As the data is based on PAYE it does not include the self-employed. Median weekly earnings = the median gross weekly pay for full-time workers. The estimates in Figure 21 for Fife’s UK Parliamentary Constituency Areas are considered to be ‘acceptable’ rather than precise; those shown as N/A are considered unreliable for practical purposes.

**Profile prepared by the Place, Programmes & Policies Team, Business & Employability Services, Place Directorate, Fife Council**

**For further information about the content of this publication please contact [fifemeansbusiness@fife.gov.uk](mailto:fifemeansbusiness@fife.gov.uk)**

Fife Council believes that the information contained within this publication was accurate as at December 2024. The Council is acting as a distributor (not publisher) of content supplied by third parties and does not guarantee the reliability of the data and is not liable for any party's reliance on the information contained.

## North East Fife Area Economic Dashboard 2023/24

### Symbols used in dashboard:



These symbols denote a 5-step RAG (Red / Amber / Green) assessment of current performance against indicators.

Figures are given for the Committee Area unless stated otherwise.

Where data are not available at this level, figures are given for the North East Fife UK Parliamentary Constituency Area (UKPCA) or North East Fife Scottish Parliamentary Constituency Area (SPCA).

Tourism data are given for St Andrews (the area covered by the St Andrews Local Tourist Association) and North East Fife (the area covered by North Fife and East Neuk Local Tourism Associations).

Data Sources: ONS Annual Population Survey, Experian Goad Town Centre Report, ONS Annual Survey of Hours & Earnings, ONS Business Counts, ONS Business Register & Employment Survey, ONS Claimant Count, Mid-2022 Electoral Ward Population Estimates (National Records of Scotland).

# Fife Headline Statistics

## Population

**371,390**

0-15yrs 17%

16-64yrs 62%

65+yrs 22%

## Economic Inactivity Rate (16-64yrs)

**21.3%** (48,400)

33.0% long-term ill

14.9% students

15.1% looking after family/home

18.9% retired

Lower than Scottish rate (22.7%) and the record high recorded in 2021/22 (26.9%)

## Employment Rate

**75.6%**

male rate - 77.9% / female rate - 73.4%

Above pre-pandemic rate (73.2%) and Scottish rate (74.6%)

## Unemployment Rate

**3.4%**

A record low for Fife; Below Scottish rate (3.5%)

## Young People's Participation

**90.8%**

of 16-19year olds are in employment, education or training

Rate fell between 2023 & 2024; 2024 rate below Scottish rate (92.7%)

## Claimant Rate

**3.3%**

Below pre-pandemic rate but higher than current Scottish rate (3.1%)

## Median Weekly Resident Earnings

**£730.70**

Scotland = £740.00

## Median Weekly Workplace Earnings

**£622.80**

Scotland = £739.70

## % of Jobs Paid Less Than Real Living Wage

**13.1%**

Rate increased between 2023 and 2024 after a steady fall between 2019 (when the rate was 18.9%) to 2023 (11.8%).

# North East Fife Business Base Performance

## VAT/PAYE Enterprises

**2,390\***

*Highest number of businesses in Fife; the number of micro businesses fell by only -1% (-30) between 2020 and 2024; the number of small & medium-sized businesses increased.*

\*North East Fife SPCA

## Largest Employment Sectors

<b>5,000</b>	Education
<b>4,500</b>	Accommodation & food services
<b>4,500</b>	Wholesale & retail
<b>2,500</b>	Human health & social work
<b>1,250</b>	Public administration & defence
<b>1,250</b>	Construction
<b>1,250</b>	Manufacturing

## Business Density

**370**

businesses per 10,000 adults\*

*Higher than Fife business density (288); similar to Scottish business density (377).*

\*North East Fife SPCA

## Number of Jobs

**25,000**

*1,000 more jobs (+4%) than in 2019;*

*62.5% of employee jobs were full-time, fewer than in Fife and Scotland overall (67% of employee jobs).*

## Support given to businesses by Business Gateway Fife

**92** start-ups creating **112** jobs

**576** existing businesses

*Highest number of existing businesses supported*



# Creating Thriving Places in North East Fife

## Town Centre Vacancy Rates

A

**16.1%**

of Cupar floorspace is vacant

**14.8%**

of Anstruther floorspace is vacant

**9.2%**

Of St Andrews floorspace is vacant

*Between 2020 and 2024, vacancy rates increased in Cupar and Anstruther but fell in St Andrews.*

## Vacant & Derelict Land

G

**7.9%** of Fife's vacant & derelict land (55.5 ha)

*Between 2023-24, the amount of vacant & derelict land fell by 4 hectares.*

## Fife Council Business Property Portfolio

G

**92%** of units occupied

*24 of Fife Council's 26 business units in North East Fife are occupied.*

## Tourism

G

**775,800** visitors to St Andrews

**£157m** economic impact St Andrews

*In 2023, there were 14.0% more visitors than 2019; who had a +15.2% greater economic impact than 2019.*

**621,300** visitors to NE Fife (excluding St Andrews)\*

**£166m** economic impact NE Fife (excluding St Andrews)\*

*In 2023, there were 10.2% more visitors than 2019; who had a +79.7% greater economic impact than 2019.*

\*North Fife & East Neuk Local Tourism Associations

# North East Labour Market Performance

## Population

**72,191**

0-15yrs	13.5%
16-24yrs	17.1%
25-64yrs	45.1%
65+yrs	24.3%

*Largest population in Fife but lowest population density (0.9 people per hectare compared to 2.7 people per hectare Fife-wide).*

*Lowest proportion of children; Largest proportion of 16-24 yr olds; Highest proportion of +65 yr olds.*

## Economic Inactivity (16-64yrs)

**20.9%**

*Lower than pre-pandemic rate (28.7%); Lower than Fife & Scottish rates.*

## Employment Rate

**77.1%**

*Higher than Fife & Scottish employment rates; 72.7% of those in employment were working full-time, a lower rate than overall Fife (75.9%) and Scottish rates (75.3%).*

## Claimant Rate

**1.8%** (864 people)

*Lowest rate in Fife; More claimants & higher rate than 2019.*

## Young People's Participation

**93.8%\***

*of 16-19 year olds are in employment, education or training*  
*Above Fife rate (90.8%); Lower than 2023 rate (95.1%).*

\*North East Fife SPCA

## Median Weekly Resident Earnings

**£689.90\***

*Lowest average weekly earnings of people living in Fife.*

\*North East Fife UKPCA

## Median Weekly Workplace Earnings

**£669.30\***

*Second lowest average workplace earnings in Fife.*

\*North East Fife UKPCA

## % of Jobs Paid Less Than Real Living Wage

**18.2%\***

*Highest rate in Fife (Fife rate 13.1%); Rate increased 2023-2024.*

\*North East Fife UKPCA

# North East Fife Key Challenges and Priorities

## Challenges:

- Fall in the number of micro businesses
- Highest proportion of people aged over 65 years
- Fall in 16-19 year old participation rate
- Lowest average resident earnings in Fife, 2<sup>nd</sup> lowest workplace earnings & increase in the proportion of jobs paid less than the real living wage
- High proportion of part-time jobs

## Priorities:

- Regenerating Bonnygate Inner Court in Cupar
- Piloting a support package for town centre businesses in Cupar
- Delivering an Enterprise Hub at the Eden Campus
- Launching a pilot #LoveFife information centre in St Andrews
- Identifying & delivering specific pre-employment activities for priority groups
- Continuing to deliver & grow the Life Chances progressive recruitment model

26 February 2025

Agenda Item No. 14

---

## **PROPERTY TRANSACTIONS**

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Report by: Alan Paul, Head of Property Services

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Wards Affected: 18 and 20

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### **Purpose**

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

### **Recommendation(s)**

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

### **Resource Implications**

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

### **Legal & Risk Implications**

---

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

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

## 2.0 Transactions

---

### 2.1 Acquisitions

#### 2.2.1 Lynburn, Riggs Place, Cupar

Date of Acquisition: 28 August 2024  
Price: £15,000

### 2.2 Leases by the Council – New Leases

#### 2.2.1 0.133 Ha Land, Tom Stewart Lane, St Andrews (lease assignment)

Rent: £6,500 per annum  
Assignment Date: 18 November 2024  
Tenant: KLG Holdings Ltd – previous tenant Bassaguard Garage Ltd

#### 2.2.2 Unit 4 Riverside Court, Coal Road, Cupar

Term: 10 years  
Rent: £8,608 per annum  
Tenant: Greenbee Landscapes Ltd

#### 2.2.3 Unit 9 Riverside Court, Coal Road, Cupar

Term: 5 years from 3 March 2025  
Rent: £8,600 per annum  
Tenant: Makein & McNab Ltd

#### 2.2.4 Unit 1 Riverside Court, Coal Road, Cupar

Term: 5 years from 11 March 2025  
Rent: £3,970 per annum  
Tenant: Swilken Joiners Ltd

## 3.0 Conclusions

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

### List of Appendices

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1. N/A

### Report Contact

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26 February 2025

Agenda Item No. 15

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## North East Fife Area Committee Work Programme

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

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**Wards Affected:**

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### Purpose

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

### Recommendation(s)

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

### Resource Implications

---

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

### Legal & Risk Implications

---

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

### Impact Assessment

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None required for this paper.

### Consultation

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

## 1.0 Background

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

## 2.0 Conclusions

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

### List of Appendices

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1. Workplan

### Background Papers

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

None

### Report Contact

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Committee Services Manager  
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Email- [helena.couperwhite@fife.gov.uk](mailto:helena.couperwhite@fife.gov.uk)



<b>North East Fife Area Committee of 23 April 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
North East Fife - Anti-poverty 2023/24 - 'Access' to Services	Communities and Neighbourhoods Service	Laiza Lorimer	Previously considered 24.04.24, para 139 and 144 (2) refer.
Tay Cities Deal Annual Report and Benefits Realisation Plan	Business and Employability	Carlene Simpson, Morag Millar	Annual Report – previously considered 24.04.24.
Justice Social Work Service - Community Payback: Unpaid Work Scheme		Joan Gallo	Annual Report – previously considered 24.04.24 - para 141 refers.
Report on Education Outcomes - 2023/24	Education	Rona Weir, Stuart Booker, Alan Cumming	Annual Report – previously considered 24.04.24, para 142 refers.
Update Report - Common Good and Settlement Trust Funds	Finance and Corporate Services	Eleanor Hodgson	Update report since consideration on 09.12.24 - para 191 (3) refers.
Area Housing Plan and Area Lettings Plan Update	Housing Services	Claire Hallett	6-monthly update. Previously considered 23.10.24, para 181 refers.
Common Good and Settlement Trust Funds 2023-24	Finance and Corporate Services	Eleanor Hodgson	Annual report - previously considered 09.12.24 - Para 191 refers.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 18 June 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Health & Social Care Locality Planning - North East Fife	Health and Social Care	Jennifer Rezendes, Michelle Mclaughlin	Annual report - previously considered 28.02.24 - Para 121 refers. Service request to defer from January meeting.

<b>North East Fife Area Committee of 18 June 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
North East Fife Area Local Community and Community Learning and Development (CLD) Plans	Communities and Neighbourhoods Service	Vicky Wilson, Laiza Lorimer	Annual report - previously considered 19.06.24, para 155 refers.
Kingdom Greenways - Speed limits	Roads & Transportation	Allan Maclean	Roads & Transportation to report to the committee before the end of the current cycle on the implementation of the proposed Kingdom Greenway routes. The report to include an update on a proposed pilot project to identify and evaluate for a specific case the costs and benefits of enhanced signage and speed limit reductions on the route. The report should include recommendations regarding how the findings might inform future projects on the Kingdom Greenway routes.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 27 August 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Play Strategy Implementation - North East Fife Area Update	Communities and Neighbourhoods Service	Louise Whyte	Annual report – previously considered 28.08.24, Para 166 refers.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 29 October 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Area Housing Plan and Area Lettings Plan Review 2025-26	Housing Services	Claire Hallett	Annual report - previously considered 23.10.24 - Para 181 refers.
Safer Communities Team Update Report	Housing Services	Paul Coleman, Sara Gray	Annual report - previously considered 19.06.24, para 147 refers. Deferred from June meeting at request of Safer Communities, January 2025. To be reported September/October going forward.
Operational Briefing on Policing Activities within North East Fife April 2024 - March 2025	Police Scotland		Annual report - previously considered 19.06.24, para 148 refers. Deferred from June meeting at request of Safer Communities, January 2025. To be reported September/October going forward.
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service		Annual report - previously considered 19.06.24, para 149 refers. Deferred from June meeting at request of Safer Communities, January 2025. To be reported September/October going forward.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 17 December 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Common Good and Settlement Trust Funds Annual Report 2024/25	Communities and Neighbourhoods Service	Eleanor Hodgson	
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 25 February 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Local Area Economic Profiles 2024/25	Business and Employability	Kirsty Martin	Annual report.
Complaints Update	Customer Services Improvement Service	David Thomson	Annual report.
Area Roads Programme 2026-27	Roads & Transportation	Vicki Connor	Annual report.
Common Good and Settlement Trust Funds Annual Report 2024-2025	Communities and Neighbourhoods Service	Eleanor Hodgson	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 22 April 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Report on Educational Outcomes - 2024/25	Education	Stuart Booker	Annual report.
Justice Social Work Service - Community Payback: Unpaid Work Scheme	Education	Joan Gallo	Annual report.
Tay Cities Deal Annual Report and Benefits Realisation Plan	Business and Employability	Morag Millar, Carlene Simpson	Annual report.

<b>North East Fife Area Committee of 22 April 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
North East Fife – Anti-Poverty Report 2024/25	Communities and Neighbourhoods Service	Kirstie Freeman	Annual report.
Health and Social Care Locality Planning - North East Fife	Health and Social Care	Jacquie Stringer-fc	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 17 June 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
North East Fife Area Local Community and Community Learning and Development (CLD) Plans	Communities and Neighbourhoods Service	Vicky Wilson, Laiza Lorimer	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 26 August 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Play Strategy Implementation - North East Fife Area Update	Communities and Neighbourhoods Service	Louise Whyte	Strategy originally considered 28.08.24, Para 166 refers. Annual update?
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 28 October 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Area Housing Plan & Area Lettings Plan Review 2026-27	Housing Services	Claire Hallett	Annual report.

<b>North East Fife Area Committee of 28 October 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Safer Communities Team Update Report	Housing Services	Sara Gray, Paul Coleman	Annual report.
Operational Briefing on Policing Activities within North East Fife April 2025 - March 2026	Police Scotland	Michael Reilly, Police lead officer.	Annual report.
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Police Scotland	Niall Miller, Police lead officer.	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 16 December 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Common Good and Settlement Trust Funds Annual Report 2025-2026	Communities and Neighbourhoods Service	Eleanor Hodgson	
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 3 February 2027</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Local Area Economic Profiles 2025/26	Business and Employability	Kirsty Martin	Annual report.
Complaints Update	Customer Services Improvement Service	David Thomson	Annual report.
Area Roads Programme 2027-28	Roads & Transportation	Vicki Connor	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>North East Fife Area Committee of 17 March 2027</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Cupar Recycling/Reuse Hub	Planning, Environment & Building Operations (AT&E)	Robin Baird, Ross Spalding	Para 173 of meeting 23.10.24 refers - update report on options for Cupar. John Rodigan leading - advised report going to WG w/c 10.02.25 and suggesting an EMB meantime (06.02.24).
Update Report on Service Provision for North East Fife Holiday Villages and St Andrews	Business and Employability	Kirstie Freeman	<b>ISSUED AS A BRIEFING NOTE 17.02.25</b> Motion agreed at meeting 29.09.21 - "We request that officers prepare a report to the Area Committee outlining the proposed levels of service in respect of toilets maintenance, refuse collection, parking management and traffic safety including harbours and Management of Wild Camping, Motorhomes and Countryside Access during the busy summer period of 2022 and subsequent years, to address the challenges experienced in areas of North East Fife, particularly the East Neuk and Landward' Holiday Villages



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			and St Andrews this year?" Moved to March 2023 for short life working group to report - advised by Paul Vaughan email 13.12.21; briefing note was to be issued as approach at early stage of process - advised by Gordon Mole email 22.02.22. No briefing note was sent; GM suggested by email 13.06.23 update report early 2024; scheduled for 07.02.24 then deferred to April; further deferred to a future meeting (tbc) (Carlene Simpson/Gordon Mole); 21.08.24 - email from PV to CS suggesting Kirstie Freeman take this forward if now necessary (3 years on). 09.12.24 - Community Manager to submit an update report on 26.02.25 (para 192 (3) refers).
Review of Position following implementation of 50 mph speed limit at Strathkinnes Crossroads	Assets, Transportation and Environment	Steven Sellars	Agreed at meeting 24.11.21 - Para. 387 (3) - review one year after implementation of speed limit.  14.08.24 - Steven Sellars advised 50mph in place. Further feedback to follow.  Following meeting between the convener, ward members and

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			service representative, Community Manager to advise date for an update report to committee. Discussed at meeting 09.12.24, para 192 (2) refers.
Pupil Equity Fund	Education	Sarah Else, Zoe Thomson	Previous report 26.01.22. 05.10.23 - advised by Zoe PEF would be included in a member Workshop on attainment for each area (pm, 23.10.24). Outcome/follow up report to come to committee following the workshop ( <b>service to confirm which committee date</b> ).
Capital Plan Projects in North East Fife	Communities and Neighbourhoods Service	Kirstie Freeman	Requested at meeting on 21.06.23. Deferred from 28.08.24 meeting.  <b>FOR INFO - TO BE ISSUED AS AN EMB</b> to include projects' status and spend to date (Kirstie Freeman).
South Street, St Andrews	Roads & Transportation	Allan Maclean	Previously considered 24.11.23 (para. 392); 26.04.23 (para. 67) - '(3) agreed that officers would progress preliminary design work for the footway extensions on South Street, St Andrews and submit a further report to the committee once these designs had been developed'; member

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			briefing proposed as an alternative, 21.11.23. Planning consent to be sought in the first instance.
Director of Public Health Annual Report	Health and Social Care	Joy Tomlinson	Previously considered 19.06.19. Joy Tomlinson (Director of Public Health). Advised not finalised until December, publication in January 2025. <b>(Committee date tba).</b>
OnFife Six-Monthly Update	Fife Cultural Trust	Sheona Small	Previously considered 25.10.23. Change of staffing. Advised, in the interim, the newsletter is available online. <b>(Committee date tba).</b>
Disposal of Coal Tar Waste	Roads & Transportation	Mark Dewar	<b>For info</b> - EMB requested 01.09.24 - to include cost implications for the council, impact on the area roads programme - the impact of this issue across Fife and how it is being dealt with. 09.10.24 - Kirstie to progress chase.
Planning Obligations Update	Planning	Kathleen Illingworth, William Shand	<b>FOR INFO</b> - workshop held 30.01.25 - providing comments on the status of obligations and their spend. <b>Possible future report to NEFAC (tba).</b>
Chief Social Work Officer Annual Report	Children & Families/Criminal Justice Social Work	James Ross	People & Communities, agenda Item 7 refers - download-document-sharepoint. JT requested briefing note in the first

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			instance to inform committee on the scope and complexities of work in NEF (14.11.24).
Active Travel Strategy and Action Plan	Roads & Transportation	Holly Hunter	<b>FOR INFO:</b> Workshop, arranged by the Service, for each Area Committee to be held late February/early March 2025.
Bereavement Services Cemetery Strategy 2023 – 2028 Update	Property Services	Liz Murphy	Previously considered 06.12.23, para 116 refers.
Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review	Environment & Building Operations (AT&E)	Alexander Anderson-Es	Update - previously considered 06.12.23, para 113 refers.
Education - Pupilwise and Parentwise Survey	Education	Rona Weir	Previously considered 28.08.24, Para 165 refers - <b>next survey date to be advised.</b>