

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
  
In terms of Section 5 of the Code of Conduct, Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** - Minute of the Meeting of Kirkcaldy Area Committee of 22 October 2024. 4 - 6
4. **PETITION – Save Our Splash Park.** 7 - 9
  - (a) **PETITION** – Submitted by Fiona Embleton, in conjunction with Burntisland Primary School Parent Council, containing 204 signatures; and
  - (b) **PRELIMINARY SERVICE RESPONSE TO PETITION** – Verbal update by the Community Manager.
5. **SUPPORTING THE PLAN 4 KIRKCALDY AREA - APPLICATION FOR LCPB FUNDING - THE HIVE** – Report by the Head of Communities and Neighbourhoods. 10 - 12
6. **DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE ANNUAL REVIEW** – Report by the Head of Environment & Building Services. 13 – 22
7. **AREA HOUSING PLAN 2024-25** – Report by the Head of Housing Services. 23 - 58
8. **COMMON GOOD AND SETTLEMENT TRUST 2023-24 ANNUAL REPORT** – Report by the Executive Director Finance & Corporate Services. 59 - 72
9. **PROPERTY TRANSACTIONS** – Report by the Head of Property Services. 73 - 74
10. **KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME** – Report by the Executive Director Finance & Corporate Services. 75 - 82

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

Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

10 December, 2024

If telephoning, please ask for:

Elona Thomson, Committee Officer, Fife House 01( West Building )

Telephone: 03451 555555, ext. 475481; email: [Elona.Thomson@fife.gov.uk](mailto:Elona.Thomson@fife.gov.uk)

Agendas and papers for all Committee meetings can be accessed on  
[www.fife.gov.uk/committees](http://www.fife.gov.uk/committees)

## **BLENDED MEETING NOTICE**

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

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

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

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

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

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

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

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

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

**22 October 2024**

**2.00 pm – 3.50pm**

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

**ATTENDING:** Julie Dickson, Community Manager, Communities and Neighbourhoods Service; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Alan Cumming, Education Manager, Education and Children’s Services; Rob Bowditch, Service Manager, Public and Environmental Protection, Kenny Bisset, Lead Officer, Environmental Health, Protective Services; Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation Service; Lesley Robb, Lead Officer and Elona Thomson, Committee Officer, Legal and Democratic Services.

**119. DECLARATIONS OF INTEREST**

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

**120. MINUTE**

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 27 August 2024.

**Decision**

The committee agreed to approve the minute.

**121. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE - ANNUAL REPORT 2023**

The committee considered a report by the Head of Protective Services providing the findings of the latest 2023 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

**Decision**

The committee: -

- (1) noted the contents of the general report and, in particular, the continued large reduction in complaints following investment in improvement technologies at the complex;

## 2024 KAC 50

- (2) noted the latest noise and air quality monitoring arrangements introduced around the complex; and
- (3) provided feedback on additional information that could be included for future annual general reports.

### 122. EDUCATION - PUPILWISE AND PARENTWISE SURVEYS

The committee considered a report by the Head of Service Education, presenting a summary of the Parentwise and Pupilwise survey undertaken across Fife in academic session 2023/24, with a focus on the Kirkcaldy Area results.

#### **Decision**

The committee noted: -

- (1) the findings of the surveys and the next steps in response to the results; and
- (2) that schools would welcome contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they were responding to the findings of the ParentWise and PupilWise 2023/24 surveys.

### 123. COMPLAINTS ANNUAL UPDATE

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

#### **Decision**

The committee noted: -

- (1) the contents of the report, in particular, the complaints responded to in target timescales and the proportionality of Service complaints; and
- (2) that officers would speak to key staff to ensure complaints which were received via elected members were being logged appropriately.

### 125. SCHOOL EXCLUSION ZONE (SCHOOL STREET) TRIAL - ST MARIE'S RC PRIMARY SCHOOL KIRKCALDY

The committee considered a report by the Head of Roads and Transportation Services advising on the results of the School Exclusion Zone (SEZ) Trial Project for the pilot site at St Marie's RC Primary School, Kirkcaldy.

#### **Decision**

The committee noted: -

- (1) the contents of the report and appendix;
- (2) officers would continue to further review the trial with the school and ward members throughout the temporary period of the project; and

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- (3) officers agreed to consider other schools in the area on a case-by-case basis for school exclusion zone trials and elected members should advise on any school they wish to be considered.

### 126. PROPERTY TRANSACTIONS

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

#### **Decision**

The committee noted the contents of the report.

### 127. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

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

#### **Decision**

The committee:

- (1) noted and reviewed the Kirkcaldy Area Forward Work Programme;
- (2) agreed that a Members Workshop be arranged to allow for further discussion on Vacant and Derelict Land in the Kirkcaldy Town Centre Area;
- (3) requested that the upcoming Area Housing Plan report include details on any major housing projects being undertaken within the Kirkcaldy Area, including any programmes on roof replacements;
- (4) suggested that officers be approached to submit an update on any further proposed projects on conversion of buildings within town parks in the Kirkcaldy Area; and
- (5) requested a further update be provided on the redevelopment of Templehall Community Centre.



# PETITION SUBMISSION FORM

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>	Fiona Embleton, Burntisland Parent Council
<b>Address:</b>	[REDACTED]
	[REDACTED]
<b>Postcode:</b>	[REDACTED]
<b>Telephone No:</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]

<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>	Save our Splashpark
<b>Petition Statement:</b> (no more than 250 words) We, the undersigned, request that Fife Council replace the existing splash park on the Links with a similar splash park for the unique enjoyment of all for years to come.	

\*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

Members of the BPS Parent Council community have:

taken part in Fife Council's community consultation in July 2024, citing their request for a splash park  
taken part in Burntisland Community Council's consultation in 2022, with 86% of respondents stating that a splash park was very important to them  
raised concerns via the Community Council  
raised concerns with Cllrs Lesley Backhouse and Julie McDougal  
raised the issue with David Torrance MSP

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?	<b>Yes/No</b>
Are the issue(s) raised in the petition currently subject to any other formal processes in the council e.g. appeal or planning process	<b>Yes/No</b>
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?	<b>Yes/No</b>

**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

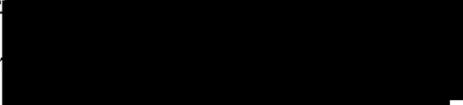
\*tick as appropriate

**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 sheets of signatures should be attached to the form.

Signature



Date 01/12/2024

Name of signatory in block capitals

*FRONA EMBLETON*

Number of people who have signed the petition: 204

Please send petitions to:

Legal and Democratic Service  
Fife House  
Glenrothes  
KY7 5LT

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

17 December 2024

Agenda Item No: 5

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## Supporting the Plan 4 Kirkcaldy Area - Application for LCPB Funding – The Hive

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: 9,10,11 and 12

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### Purpose

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To present an application for consideration received from The Hive for an allocation of funding from LCPB

### Recommendation

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Elected members are asked to consider this application from The Hive for a grant award of £6000 for the purchase and installation of a stair lift. The Hive will absorb the cost of future servicing and maintenance.

### Resource Implications

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It is proposed that this application is funded via a contribution from each of the Ward Budgets - £1500 from each.

### Legal & Risk Implications

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There are no legal or risk implications.

### Impact Assessment

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An Equality 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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Ward members will be consulted in advance of the meeting with updated figures on their current available budgets.

## 1.0 Background

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- 1.1 The Hive is an LGBT+ community hub based in Kirkcaldy, Fife. They are non-discriminatory and welcome everyone including the allies. They provide vital support services to the community and will always be a safe and affirmative place.
- 1.2 Their facilities include;
  - Cafe
  - Hot desks for people who need somewhere to work or study
  - Community Fridge
  - Support Groups
  - Community Room Hires
  - A Mental Health Suite
  - Soft Seating Areas
  - Exhibition Space
  - Recording Studios.
- 1.3 The Hive are currently working closely with Fife Voluntary Action (FVA) to become a Scottish Charitable Incorporated Organisation (SCIO).

## 2.0 Project Proposal

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- 2.1 The Hive is based in the building on the corner of Hill Street which is on 2 levels. There is currently no access to the upper level of the Hive for those with mobility issues.
- 2.2 The team at the Hive have identified a solution via the car park through the installation of a curved stair lift. They currently have 23 regular visitors who cannot access the upper level, however, they anticipate this number will increase.

## 3.0 Project Costs

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- 3.1 The overall cost for the project is £6000 for the purchase and installation of the stair lift. The Hive will use their own funds to have it serviced and maintained annually to ensure its safe use for years to come.

## 4.0 Conclusions

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- 4.1 Approval of this application will increase access to the whole facility at the Hive and ensure equality of access.

### Background Papers

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

### Report Contact:

Lesley Pringle  
Community Development Team Manager

Kirkcaldy Town House  
[lesley.pringle@fife.gov.uk](mailto:lesley.pringle@fife.gov.uk)

**Report Author:**

Julie Dickson  
Community Manager  
Kirkcaldy Town House  
[Julie.dickson@fife.gov.uk](mailto:Julie.dickson@fife.gov.uk)

17 December 2024

Agenda Item 6

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## **Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review 2023-24**

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Report by: John Rodigan, Head of Service (Environment and Building Services)

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Wards Affected: 9,10,11 & 12

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### **Purpose**

- The purpose of the report is to review the progress and performance of Domestic Waste, Street Cleansing and Grounds Maintenance Service for 2023/24
- Note the Service planning objectives for 2024/25 and the direction of travel.

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### **Recommendation(s)**

It is recommended that Committee note:

- the continuing Service development and performance in grounds maintenance, domestic waste collection and street cleansing services in 2024.
- the plans to deliver local priorities and help communities shape their environment.

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### **Resource Implications**

There are no additional resource implications arising from this report.

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### **Legal & Risk Implications**

The Environmental Protection Act 1990 imposes a duty on Fife Council to keep public roads and relevant land clear of litter and refuse so far as is practicable.

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

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### **Impact Assessment**

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

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### **Consultation**

No consultations are required in connection with this report.

## **1.0 Domestic Waste and Street Cleansing Performance**

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### **Domestic Waste**

- 1.1 Consistent levels of service provision remained a challenge for domestic waste collection in 2023-24. The new shift patterns introduced in October 2024 will hopefully have a positive effect on attendance and this will be monitored over the coming 12 months.
- 1.2 The procurement and deployment of new vehicles as part of the fleet replacement programme will hopefully continue to improve the reliability of the fleet. There have been 13 new vehicles added to the fleet to accommodate the new shift pattern. These will be paid back over 7 years from savings made.
- 1.3 The new free bulky uplift service has been in place since April 2024. There has been a fourfold increase in demand since this service was introduced. There were over 55,000 bulk uplifts in 2023/24 up from 14,000 the previous year.

### **Street Cleansing**

- 1.4 Teams continue to focus on ward priorities and although resource limitations prevent the delivery of a consistent standard across all areas, there is evidence of improvement in many localities.
- 1.5 Street Cleansing working with Business Technology Solutions have introduced a new digital asset management system. This will enable accurate data recording and more efficient work scheduling along with performance management.
- 1.6 The Environmental Training Academy continues to train young people for jobs in street cleansing and this is now an important recruitment avenue for the Service and is resulting in permanent jobs for the long term unemployed.
- 1.7 The dedicated verge cleaning teams created in 2021 are making a material difference to the environment. Their work is highly visible, and feedback has been very positive. Roadside verges and reservations that have never been cleaned, are now on routine schedules, and will be regularly attended.
- 1.8 Likewise the teams dedicated to the removal of fly tipping have been making a strong impact, ensuring that reported rubbish is lifted at the very earliest to avoid blighting the environment.
- 1.9 Additional resources continue to be deployed to tourist hotspots to mitigate visitor impacts over the summer months and this includes weekend working as required.

## **2.0 Domestic Waste and Street Cleansing - Future Developments**

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- 2.1 The single shift managing change project is now complete for Domestic Waste and has been underway since October 14, 2024. The new working pattern will be monitored for the next 12 months to see if the expected improvements to service delivery and absence are realised.
- 2.2 The creation of dedicated teams working in partnership with the Housing Service to address priority areas in Council housing estates, has been a success. This model will be extended in 2024/25.
- 2.3 Street cleansing specifications and schedules will be shared and discussed with Area Committees as part of the Council's decentralisation agenda. Area Committee's will be able to influence works in their communities, recognising the impacts and opportunity cost of resource deployment choices.

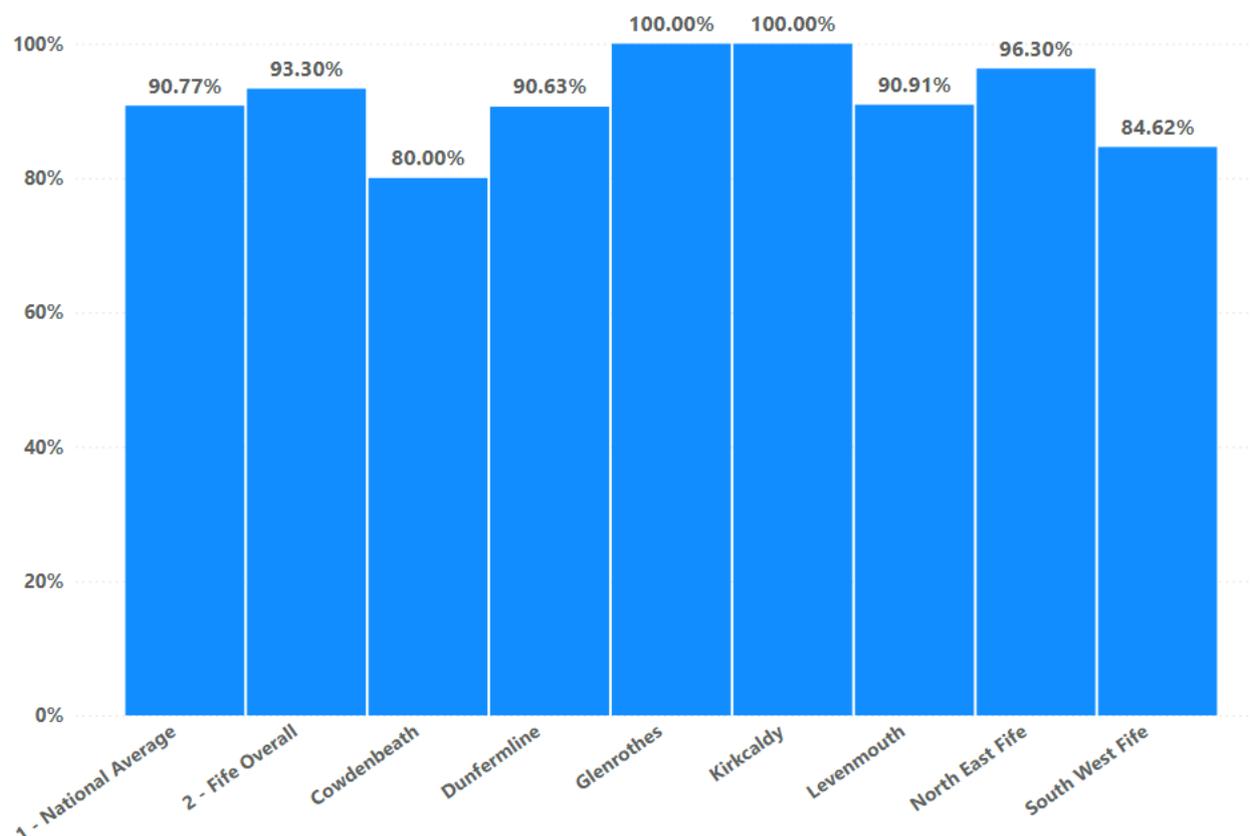
## **3.0 Grounds Maintenance Performance**

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- 3.1 The core Service Level Agreement specification is being met in most areas, with a minimum of 11 open space grass cuts delivered across Fife. Wet and inclement weather in March and April limited grass cutting operations and impacted the planned schedule. Machinery breakdowns and the availability of spare parts has at times restricted the deployment of specialist machinery.
- 3.2 The Service minimised the use of herbicides as part of an integrated weed management approach. The Service continues to monitor the development of new alternatives to replace the more traditional control measures employed. Dialogue with communities will assist in delivering local plans that consider an appropriate range of weed management criteria and a level of vegetation acceptable within a geographical space.
- 3.3 Grounds maintenance specifications and schedules were shared and discussed with Elected Members as part of the Council's decentralisation agenda. Area Committees and sub-groups are now able to influence works in their communities, recognising the impacts and opportunity costs of resource deployment choices.
- 3.4 Local teams continue to provide positive support to Elected Members and the wider network of community action, enabling the delivery of local priorities. The success of Growing Kirkcaldy at the Beautiful Scotland Awards recognises the support and contribution of the local GM team.
- 3.5 The Service has implemented a formal process of recording grounds maintenance activity standards in partnership with the Association of Public Service Excellence (APSE). The Land Audit Management System (LAMS) will assist in monitoring and benchmarking service performance both at a local level and across external organisations.

3.6 Between May and September, a total of 209 inspections were carried out across Fife. Areas of maintained land were assessed against a set criteria and graded A - Excellent, B - Acceptable, C - Unacceptable and D – Poor (Appendix A – Land Audit Management System Scorecard). Fife’s overall score of 93.3% compared favourably with the National Average of 90.77%.

LAMS - ACCEPTABLE GRADINGS COMPARISON



LAMS - INSPECTIONS PER WARD

WARD	NO OF INSPECTIONS	GRADE A	GRADE B	GRADE C
1 - FIFE OVERALL	209	24.88%	68.42%	6.70%
Burntisland, Kinghorn and Western Kirkcaldy Ward	11	36.36%	63.64%	0.00%
Kirkcaldy Central Ward	8	12.50%	87.50%	0.00%
Kirkcaldy East Ward	11	36.36%	63.64%	0.00%
Kirkcaldy North Ward	5	20.00%	80.00%	0.00%

3.7 The Service continues to support the Nature and Land outcomes through adapting operational activity, development of project work and collaborating with partners to enhance Fife’s Greenspace. A successful programme of Carbon Literacy training has been delivered to the extended management team.

- 3.8 The employment and retention of seasonal staff has improved over the April-October peak period. The Service continues to work with partner agencies such as Rural Skills Scotland and Fife Council's Employability Team to provide work placement opportunities for short term and longer term unemployed.

## **4.0 Grounds Maintenance - Future Developments**

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- 4.1 A new 'place making' approach to the management of greenspace is being developed. The Council recognises that officers responsible for greenspace design decisions across the Council should be working much more closely with the Grounds Maintenance Service and a new operating model is being explored.
- 4.2 The Service will invest additional resources into our 6 Major Parks with the aim of attaining Green Flag accreditation for all within 3 years. The award scheme is managed by Keep Scotland Beautiful and recognises the best parks and greenspaces in Scotland. Award applicants are judged against 27 quality standards and must submit an active management plan. In 2025 applications will be submitted for Beveridge Park, Letham Glen and Pittencrieff Park. The Green Flag judging criteria is detailed in the Field Assessment form (Appendix B)
- 4.3 In partnership with Fife Council's Employability Team, The GM Service will seek to support an 'Academy' route to employment for individuals who struggle to find opportunities through more traditional methods.
- 4.4 A further investment of £490,000 in the GM fleet of grass cutting equipment shall provide greater business continuity and increased performance outputs.
- 4.5 The Service will continue to improve biodiversity outcomes across our greenspaces, including grassland enhancement, action to support pollinators and adapting our methodology to secure good outcomes for nature.
- 4.6 Work continues to develop on a back-office management system that will provide efficiencies and performance improvements through the digital scheduling of work activity and data capture.

## **5.0 Conclusions**

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- 5.1 Service operating models continue to evolve in both Grounds Maintenance and Domestic Waste and Street Cleansing functions. The aim is to ensure the most effective use of resources to maintain consistent levels of service and address area priorities on a ward-by-ward basis.
- 5.2. Future developments such as digital system implementations and organisational redesign are all part of the modernisation process. The new Greenspace Service will develop a greenspace strategy that will focus on community priorities and be underpinned by smarter, more joined up operational working.

## **Report Authors and Contacts:**

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Service Manager – Grounds Maintenance Service  
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**APSE LAND AUDIT MANAGEMENT SYSTEM (LAMS)  
SCORECARD (GROUNDS MAINTENANCE STANDARDS)**

ZONE	A	B	C	D
	EXCELLENT	ACCEPTABLE	UNACCEPTABLE	POOR (INTERVENTION REQUIRED)
<b>1</b>	<ul style="list-style-type: none"> <li>• Excellent overall presentation</li> <li>• Grass cut to high standard</li> <li>• Virtually weed free</li> <li>• Cultivated soil areas</li> <li>• No arisings on paths/roads/beds</li> <li>• Hand cut / defined edges – soil banked up</li> <li>• Evidence of regular pruning and deadheading</li> <li>• No accumulation – leaves/branches/arisings</li> <li>• No defects</li> </ul>	<ul style="list-style-type: none"> <li>• Good overall presentation</li> <li>• Grass cut to standard</li> <li>• Low presence of weeds</li> <li>• Cultivated soil areas</li> <li>• No arisings on paths/roads/beds</li> <li>• Hand cut edges</li> <li>• Some evidence of regular pruning and deadheading</li> <li>• Low accumulation of leaves/branches on footpaths or roads</li> <li>• No (or only minor) defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Grass only cut to medium standard</li> <li>• Medium presence of weeds</li> <li>• Weathered soil surface</li> <li>• Some arisings on paths/roads/beds</li> <li>• Accumulation of leaves/branches on footpaths or roads</li> <li>• Evidence of defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Grass not cut to standard</li> <li>• Weed growth (high presence)</li> <li>• Weathered soil surface</li> <li>• Arisings on paths/roads/beds</li> <li>• Undefined edges</li> <li>• No evidence of regular pruning and deadheading</li> <li>• Decomposing accumulations of leaves/ branches/arisings</li> <li>• Overgrown vegetation</li> <li>• Evidence of defects</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Excellent overall presentation</li> <li>• Grass cut to high standard</li> <li>• Arisings collected or evenly spread</li> <li>• No arisings on paths/roads/beds</li> <li>• Defined edges</li> <li>• No presence of weeds</li> <li>• No accumulation – leaves/branches</li> <li>• Evidence of regular pruning</li> <li>• Evidence of a successful weed kill (summer)</li> <li>• Good overall presentation</li> <li>• Cultivated soil (winter)</li> <li>• No defects</li> </ul>	<ul style="list-style-type: none"> <li>• Good overall presentation</li> <li>• Grass cut to standard</li> <li>• Grass areas tidy; i.e. strimming work done on last cycle</li> <li>• Beds cleared of arisings</li> <li>• Low or only fresh accumulation of arisings on paths/roads</li> <li>• Defined edges; mechanical or herbicide</li> <li>• Low presence of weeds / Evidence of successful weed kill</li> <li>• Weathered soil surface</li> <li>• Some evidence of regular pruning</li> <li>• No (or only minor) defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Grass only cut to medium standard</li> <li>• Arisings on paths/roads/beds</li> <li>• Undefined edges</li> <li>• Medium presence of weeds</li> <li>• Medium accumulation of leaves/branches</li> <li>• No evidence of regular pruning</li> <li>• Evidence of defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Grass not cut to standard</li> <li>• Tails left after last cut</li> <li>• Arisings on paths/roads/beds</li> <li>• Cuttings left in beds</li> <li>• High accumulations of leaves /branches</li> <li>• Decomposing accumulations of leaves</li> <li>• Access paths obstructed by growth</li> <li>• Undefined edges</li> <li>• High presence of weeds</li> <li>• Overgrown vegetation forming obstructions</li> <li>• Evidence of defects</li> </ul>

<p style="text-align: center;"><b>3</b></p>	<ul style="list-style-type: none"> <li>• Excellent overall presentation</li> <li>• Amenity grass cut to standard</li> <li>• No arisings on paths/roads/beds</li> <li>• No accumulation – leaves/branches</li> <li>• Evidence of regular pruning</li> <li>• Access paths clear of vegetation</li> <li>• Overhead clearance</li> <li>• No defects</li> </ul>	<ul style="list-style-type: none"> <li>• Good overall presentation</li> <li>• Amenity grass cut to standard</li> <li>• Minimal arisings on paths/roads/beds</li> <li>• Low accumulations – leaves/branches</li> <li>• Some evidence of regular pruning</li> <li>• Access paths clear of vegetation</li> <li>• Overhead clearance</li> <li>• No (or only minor) defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Amenity grass not cut to standard</li> <li>• Arisings on paths/roads/beds</li> <li>• Medium presence weeds in visible areas / paths</li> <li>• Medium accumulations – leaves/branches</li> <li>• No evidence of regular pruning</li> <li>• Access paths overgrown</li> <li>• Poor overhead clearance (tree/shrub branches)</li> <li>• Some evidence of defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Amenity grass not cut to standard</li> <li>• Arisings on paths/roads/beds</li> <li>• High presence weeds in visible areas/paths</li> <li>• Heavy accumulations – leaves/branches</li> <li>• No evidence of pruning</li> <li>• Poor overhead clearance (tree/shrub branches)</li> <li>• Access paths overgrown</li> <li>• Overgrown vegetation forming obstructions</li> <li>• Significant evidence of defects</li> </ul>
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## APPENDIX B

### GREEN FLAG FIELD ASSESSMENT CRITERIA/SCORECARD

<b>A WELCOMING PLACE</b>	<b>SCORE</b>
<ol style="list-style-type: none"> <li>1. Welcome</li> <li>2. Good and Safe Access</li> <li>3. Signage</li> <li>4. Equal Access for All</li> </ol>	
<b>HEALTHY, SAFE AND SECURE</b>	<b>SCORE</b>
<ol style="list-style-type: none"> <li>5. Appropriate Level of Facilities and Activities</li> <li>6. Safe Equipment and Facilities</li> <li>7. Personal Security</li> <li>8. Control of Dogs/Dog Fouling</li> </ol>	
<b>WELL MAINTAINED AND CLEAN</b>	<b>SCORE</b>
<ol style="list-style-type: none"> <li>9. Litter and Waste Management</li> <li>10. Horticultural Maintenance</li> <li>11. Arboricultural Maintenance</li> <li>12. Building and Infrastructure Maintenance</li> <li>13. Equipment Maintenance</li> </ol>	
<b>ENVIRONMENTAL MANAGEMENT</b>	<b>SCORE</b>
<ol style="list-style-type: none"> <li>14. Managing Environmental Impact</li> <li>15. Waste Minimisation</li> <li>16. Chemical Use</li> <li>17. Peat Use</li> <li>18. Climate Change Adaption Strategies</li> </ol>	
<b>BIODIVERSITY, LANDSCAPE AND HERITAGE</b>	<b>SCORE</b>
<ol style="list-style-type: none"> <li>19. Management of Natural Features, Wild Fauna and Flora</li> <li>20. Conservation of Landscape Features</li> <li>21. Conservation of Buildings and Structures</li> </ol>	
<b>COMMUNITY INVOLVEMENT</b>	<b>SCORE</b>
<ol style="list-style-type: none"> <li>22. Community Involvement in Management and Development</li> <li>23. Appropriate Provision for the Community</li> </ol>	

<b>MARKETING AND COMMUNICATION</b>	<b>SCORE</b>
24. Marketing and Promotion 25. Appropriate Information Channels 26. Appropriate Educational and Interpretational Information	
<b>MANAGEMENT</b>	<b>SCORE</b>
27. Implementation of Management Plan	
<b>TOTAL</b>	

17 December 2024  
Agenda Item No. 7

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## Area Housing Plan 2024-25

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Report by: John Mills, Head of Housing Services

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Wards Affected: 9, 10, 11 and 12

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### Purpose

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

### Recommendation

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

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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

## 1.0 Background

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- 1.1 The Council has a vision to create a Fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the Plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services, as the largest landlord in Fife, can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives.

- 1.2 The Area Housing Plan shows how we work with partners and local communities to improve housing services in the area. Tenant and residents have told us their concerns and issues where they live and together, we have identified what we can do to address these issues. We have looked at how well we are doing managing our homes to prioritise which services we need to improve.
- 1.3 The plan links into different policies and strategies across Fife including; Plan 4 Fife, Local Housing Strategy, Kirkcaldy Local Community Plan, Area Lettings Plan and Pathway to Improvement (Annual Return on the Social Housing Charter).

## **2.0 Development of the Area Housing Plan**

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

## **3.0 Local Issues Action Plans**

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- 3.1 It is recognised there is a need for more affordable housing in the Kirkcaldy Area. In year 2023/24, 14 properties were bought in the Kirkcaldy area.

There were 39 new build properties in the High Street/Oswalds Wynd development and a further 10 properties under development at Fair Isle Road.

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

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

## **4.0 Area Lettings Plan**

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

## **5.0 Conclusions**

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- 5.1 Through the Area Housing Plan, we have identified local issues through engagement with local communities and elected members and create action

plans to address these. This is intended to encourage member scrutiny of our work to address those concerns and demonstrate improved outcomes.

- 5.2 The Area Lettings Plan sets out the stock profile, identifying where there is housing need and how we intend to improve the lack of larger family homes, as well as a plan to create a balanced community.

### **List of Appendices**

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

### **Report Contact**

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Kirkcaldy Area Housing Manager  
Town House, Kirkcaldy  
Email: [elaine.campbell@fife.gov.uk](mailto:elaine.campbell@fife.gov.uk)



# Kirkcaldy Area Housing Plan 2024/25



## Introduction

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

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

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

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

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

Working in partnership with tenants, residents and elected members we have identified the key areas of focus for improvement, which have been described with in the content of this Kirkcaldy Area Housing Plan. The Kirkcaldy Area Housing Plan was approved by Kirkcaldy Area Committee on **xx/xx/xxxx**

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



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

**Ward 9 – Auchtertool, Burntisland, Kinghorn and Western Kirkcaldy**

**Ward 10 – Kirkcaldy North**

**Ward 11 – Kirkcaldy Central**

**Ward 12 – Kirkcaldy East and Dysart**

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

## Performance Information

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

	Stock by type	Fife	Stock by size	Fife
 <p><b>7009</b> <b>TOTAL HOMES</b></p>	Flat/Maisonette	688	Bedsit	66
	4 in a block	2172	1 bed	1638
	Flat/Tenement	1511	2 bed	3533
	High rise flat	337	3 bed	1328
	House	2301	4+ bed	194
	Sheltered	266		
		1659		196
		8152		7087
		4910		14032
		706		7329
		15666		1209

Kirkcaldy Area holds 22.5% of all Fife Council housing stock, of which 96.5% are lettable. Stock that is not available for let is due to housing regeneration or the properties being used for other purposes such as temporary accommodation, decant or unlettable stock due to issues with gas/electricity supply or pending major improvement.

Just over half of the stock in Kirkcaldy area are 2 bedroom properties. 33% of the stock are house types, 31% are 4 in a block, and the remainder are other flatted type properties. Less than 4% of the total stock are sheltered properties. Over 15% of our stock is accessible or adapted for the ambulant disabled with 1% being wheelchair adapted.

When properties become void (vacant), we need to ensure this time is kept to a minimum. However, we need to ensure that properties meet our standard and all health and safety checks are completed before a new tenant can move in. Rent loss for the void period affects the income to the council, in the previous year we lost

1.39% of rental income due to 557 properties being void across the Kirkcaldy area. Our average turnaround time is 39.31 days, which compared against the Fife wide average turnaround figure of 39.50 days.

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

- Urgent Housing
- Transfer list
- Housing List

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

The Fife Housing Register waiting list shows that 2580 applicants have Kirkcaldy **as their first area of choice**, this accounts for 18% of all applicants. In 2023/2024, we made 839 offers of housing of which 70% were accepted. Of the 591 lets made to the reported categories, we made 63.5% allocations to Urgent Housing Homeless (Fife 59.18%), 28.9% allocations to Transfer list (Fife 26.87%) and 7.6% to Housing List (Fife 13.95%). All new build properties are allocated to transfer list applicants, we have had 39 new build allocations and this has impacted the Transfer list numbers.



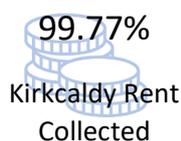
Lets and offers accepted differ due to some offers being made in different reporting periods, assignation of tenancies and joint to sole are not counted as allocations

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

The Kirkcaldy Area housing team work hard to meet a range of housing needs. The cost-of-living crisis and economic uncertainty is making it difficult for some households to pay basic bills or access benefits. We can provide support with money advice, please speak with your housing management officer if you would like further information.

## Rental Income

Rent collection figures as at 30<sup>th</sup> June 2024.



In the Kirkcaldy area, £30.5m rent was due to be collected for our properties during the period 01.07.2023-30.06.2024. At 30.06.2024, 6.30% of our total rent due for this reporting period was outstanding. However, for the same period, Kirkcaldy area collected 99.77% of total rent due, which includes the collection of rent arrears, so we will continue our efforts to address arrears.

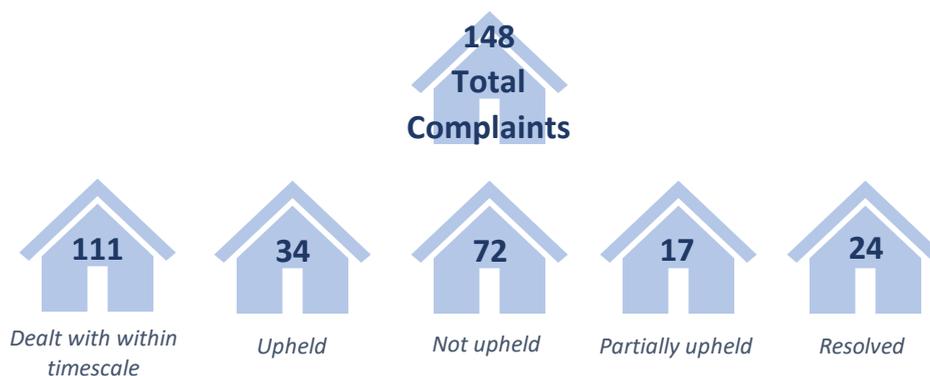
In our introduction, we confirmed that we support the Scottish Government Housing to 2040 strategy, and this includes addressing fuel poverty. It is estimated that 24% of Fife households are living in fuel poverty, through a partnership approach we continue to work towards reducing fuel poverty across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

## Customer Satisfaction

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

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

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



Resolved complaints are where we have taken action without reaching any conclusions about whether there were failings (for example, because we agreed a solution before we looked into the problem).

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

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

## Annual Area Housing Revenue Budget

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

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

Kirkcaldy Area with several pending costings and scheduling. These projects include:-

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

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

- Upgrading bin stores areas at Forth View blocks, and making compliant with Fire Service recommendations
- Improving uneven walkways in housing estates in Falkland Place to complete a phased programme of works. Work is due to be complete by the end of the financial year 2024/25
- Maintenance and replacement of railings at Turriff Place sheltered housing bungalows
- Cleaning of block, windows and railings at Park View
- Maintenance of uneven paved area in West Leven Street to create a useable safe communal space for residents

*Looking forward...*

We will continue to identify area projects through consultation with local communities and agree throughout the year with elected members at area Ward meetings. We are progressing several fencing requests for individual properties and will continue to identify projects for fencing in area's where lack of fencing is an issue.

## Estate Management

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

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

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

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

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

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

Both areas have seen improvements within the estates with issues being tackled in a joint approach with all partner services. Tenants and residents groups have direct communication and good relationships with their housing officers and tenant participation officers who also attend regular pop up events and TRA meetings, and are known to the local communities. The implementation of these action plans has resulted in more confidence in the communities in having issues resolved quickly and improvements being made.

## Housing Regeneration

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

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

10 Proposed new build houses in Fair Isle Road, Kirkcaldy

### *Looking Forward...*

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

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

## Stock Improvement and Affordable Housing Programme

The Plan for Fife 2017-2027 through the 'Thriving Places' theme identifies the challenge of a rapidly changing population with around 20,000 new homes, of all tenure, needed over ten years. To achieve this, we are committed to building new homes and in the Kirkcaldy area we have built 351 new homes since 2017 which include the 39 at High Street/Oswalds Wynd with a further 10 in development. We recognise that under the Right to Buy Scheme which was active between 1980 – 2016, 6688 properties were sold in the Kirkcaldy area. We are now purchasing properties back from the open market in the areas of greatest demand to assist those in the greatest need of housing to encourage transfer-led allocations for council tenants. In year 2023/24, 14 properties were bought in the Kirkcaldy area.

In November 2023 we rehoused 19 households into phase one of the new build development in High Street/Oswalds Wynd, with the final 20 households in phase 2 were rehoused in February 2024.

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

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

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

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

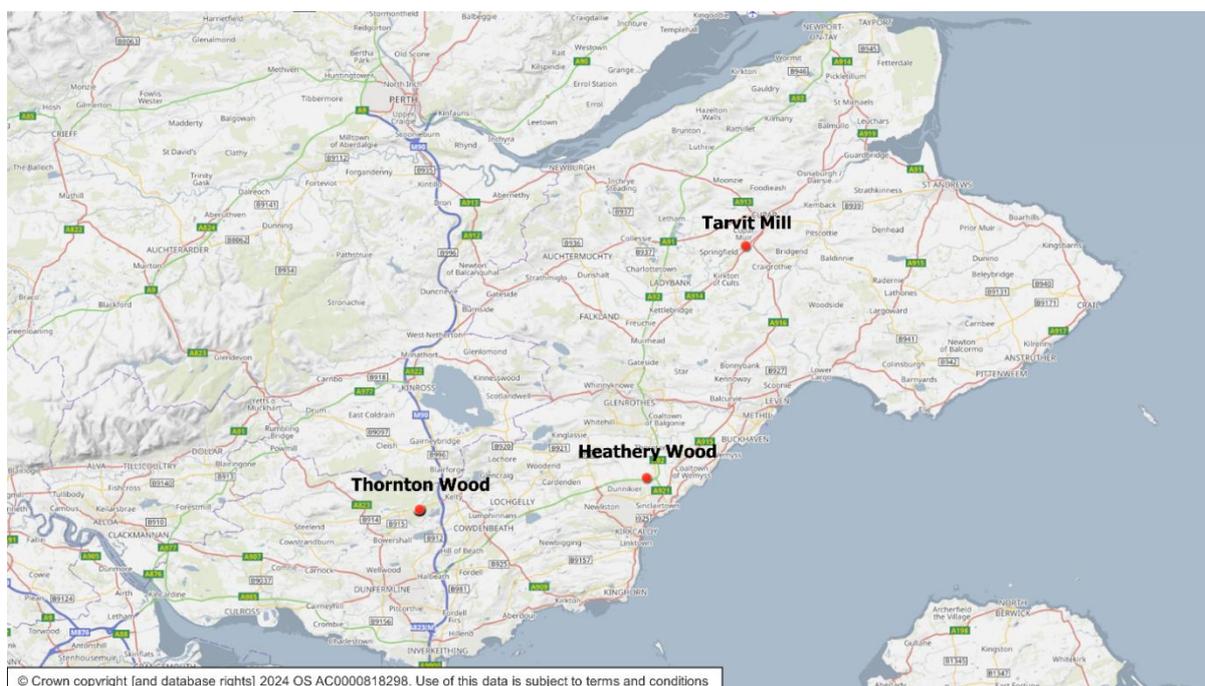
- Central Heating
- Double-glazed windows
- External doors
- Extractor fans for kitchen and bathroom
- Hard-wired smoke detectors
- Kitchen

- Roofs and rainwater goods
- Roughcasting
- Upgrading of electric consumer units
- Bathrooms

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

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

Gypsy Travellers are dedicated to living a travelling lifestyle and see travelling as an important part of their identity. In Fife we have three Gypsy Traveller sites which are undergoing improvement works to provide better facilities. The Heathery Wood site is located near Thornton and is the largest of Fife Council sites, it has 18 pitches. Gypsy Travellers at Heathery Wood site rent an amenity unit from us which is a brick-built structure with a pitched roof which provides a small kitchen and bathroom. Gypsy Travellers sleep in their own caravans which are pitched next to the amenity units.



### *Looking Forward...*

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

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

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

## Safer Communities

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

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

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

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

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

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

In 2023/24 there were 723 opened cases of antisocial behaviour in the Kirkcaldy area which is a reduction of 15% on the previous year. Warnings were issued to 225 of those cases.

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

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

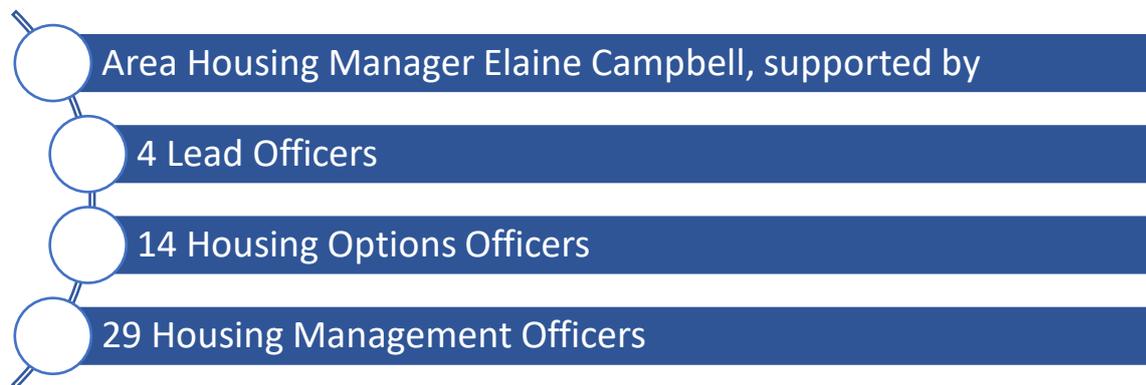
- Allan Court Tenants Association, Burntisland
- Central Burntisland TRA, Burntisland
- Forth View TRA, Kirkcaldy
- Highlands and Islands TRA, Kirkcaldy
- Inveriel TRA, Kirkcaldy
- Lindores and Katrine TRA, Kirkcaldy
- New Linktown TRA, Kirkcaldy
- Turriff Place Tenants Association, Kirkcaldy
- Lismore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

## Looking forward

Fife's Housing Emergency Programme Board is working to implement short term actions and further develop the medium and longer term actions in the Housing Emergency Action Plan (HEAP) focussing on a series of priority actions around the themes of 'maintain the supply of affordable housing, make the best use of existing properties and enhance housing access and homelessness prevention' A high level action plan was approved by Cabinet in June 2024 with work ongoing to investigate investment options, funding and resources issues, potential policy options and a number of strategic issues.

This Area Housing Plan recognises the positive work being carried out but also recognises there is still much to do. We are continually looking for ways to improve service delivery across the Kirkcaldy area.

## Useful Information



Housing Services are a part of Fife Councils Communities directorate.



03451 55 00 33



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



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

## Kirkcaldy Area Housing Action Plan 2024 2025

Area of Focus	Action	Action description	Time scale
Housing Allocations Performance	To maintain and improve allocations performance across Kirkcaldy Area	Following our transfer led allocations policy Kirkcaldy Area Housing team will continue to allocate: 65% Homelessness, Transfer 25% & Waiting List 15%	Update to be provided in April 2025
Number of empty council homes	Void Improvement actions to get to 30 days or less for property void periods in Kirkcaldy Area.	Continue to work towards reducing void turnover time to 30 days	Update to be provided at ward meetings and in April 2025
Void Rent loss reduction	Reduce rent loss of void properties to 1.3%	Reduced rent loss of void properties from 1.39% to 1.3% by the end of the financial year	Update to be provided at ward meetings and in April 2025
Maximising Rental Income	Through proactive tenancy management, we aim to reduce rent arrears and maximise rental income	Proactive and early intervention to reduce rent arrears from occurring. Through a partnership approach, sharing information and signposting our tenants to support.	Update to be provided at Committee & Ward Meetings
Affordable Housing Programme (New Builds)	Commitment to build new homes through the Affordable Housing Programme in Kirkcaldy Area	We have completed 39 new homes in the past year in Kirkcaldy area.  Complete 10 new homes in Fair Isle Road development  25 new properties Burntisland Road Kinghorn due to commence works in 2024/2025 and be completed in 2025/26.	Update to be provided at Committee & Ward Meetings
Affordable Housing Programme (Acquisitions)	Acquiring properties through the affordable housing supply programme.	We have completed the purchase of 14 properties between 01.07.2024-30.06.2024 and since then 10 more have been completed with a further 2 pending	Update to be provided at Committee & Ward Meetings

Area of Focus	Action	Action description	Time scale
		purchases that will be completed before the end of the financial year.	
Stock Improvement	Home improvements work planned to take place within the year (Bathroom Upgrades).	<p><b>217</b> properties will receive bathroom upgrades</p> <p><b>Burntisland:</b> Church Street, Cotburn Crescent, Dick Crescent, High Street, Melville Gardens, Nicol Drive, Rossend Terrace, Silverbarton Terrace, Somerville Street, West Leven Street.</p> <p><b>Dysart:</b> Alexander Street, Cook Street, Fraser Place, High Street, Howard Place, Randolph Crescent.</p> <p><b>Kinghorn:</b> Castlerig, Croft-an-righ, High Street, St Leonards Court, Strathmore Street, Viewforth Place.</p> <p><b>Kirkcaldy:</b> Adamson Avenue, Alexandra Street, Arran Crescent, Atholl Terrace, Bank Street, Birnam Road, Blackcraigs, Brodick Road, Buchanan Court, Cairns Street West, Cathness Place, Cawdor Crescent, Chestnut Avenue, Cheviot Road, Craigmount, Cramond Gardens, Cross Street, Dallas Drive, Davaar Drive, Duncan Street, Dunearn Drive.</p>	By the end of March 2025. Update to be provided approx April 2025
Stock Improvement	Home improvements work planned to take place within the year (Heating Upgrades)	<p><b>277</b> Properties will receive heating upgrades.</p> <p><b>Burntisland:</b> Broomhill Avenue, Colinswell Road, Harbour Place, Melville Gardens, Piper Crescent, Rossend Terrace, Silverbarton Terrace, Somerville Square, Somerville Street, West Leven Street.</p> <p><b>Dysart:</b> Cook Street, Cross Street, Edington Place, Fitzroy Street, Howard Place, Quality Street, Randolph Crescent.</p> <p><b>Kinghorn:</b> Baliol Street, Barton Buildings, Castlerig, High Street, Linties Nest, Strathmore Street.</p> <p><b>Kirkcaldy:</b> Adamson Avenue, Ailsa Grove, Alexandra Street, Alford Avenue, Alison Street, Atholl Terrace, Bandon Avenue, Barnet Crescent, Beatty Crescent, Birnam Road, Black Craigs, Brodick Road, Buchanan Court, Cairns Street East, Cairnwell Place, Caithness Place, Cedar Avenue, Chapelhill, Cheviot Road,</p>	By the end of March 2025. Update to be provided approx April 2025

Area of Focus	Action	Action description	Time scale
		Cramond Gardens, Dallas Drive, Denend Crescent, Dean Road.	
Stock Improvement	Home improvements work planned to take place within the year (Kitchen Upgrades)	<p><b>157</b> properties will receive kitchen upgrades</p> <p><b>Burntisland:</b> Church Street, Cotburn Crescent, Dick Crescent, Lonsdale Crescent, Meadowfield, Piper Crescent, Somerville Street.</p> <p><b>Dysart:</b> High Sreet.</p> <p><b>Kinghorn:</b> High Street, Strathmore Street.</p> <p><b>Kirkcaldy:</b> Alexandra Street, Alison Street, Beatty Crescent, Birnam Road, Blackcraigs, Cairns Street East, Cairns Street West, Caithness Place, Cedar Avenue, Chestnut Avenue, Cheviot Road, Christie Place, Craigmount, Cramond Gardens, Cullen Crescent, Dallas Drive, Davaar Drive, Dean Road, Duncan Street, Dunsire Street, Earn Road, Farne Court, Glamis Road, Harriet Street, Harris Drive, Hayfield Road, Invertiel Terrace, Katrine Crescent, Kinghorn Road, Laburnun Drive, Laurel Crescent, Lindores Drive, Links Street, Lismore Avenue, MacIndoe Crescent, Massereene Road, Myrtle Crescent, Napier Street, Orkney Place, Overton Mains, Park Road, Peeble Street, Raeburn Crescent, Ravenscraig, Roberts Street, Shetlands Place, St Kilda Crescent, Strathkinnes Road, Sutherland Place, Templehall Avenue, Torbain, Tyndrum Place, Valley Gardens, Veronica Crescent, West March Street, Westwood Avenue, Wilson Avenue, Windmill Green, Winifred Crescent, Winifred Street.</p>	By the end of March 2025. Update to be provided approx April 2025
Stock Improvement	Home improvements work planned to take place within the year (Rewiring works)	<p><b>341</b> properties will receive rewiring works.</p> <p><b>Burntisland:</b> Broomhill Avenue, Melville Gardens.</p> <p><b>Kinghorn:</b> Canmore Street, Queens Street.</p>	By the end of March 2025. Update to be provided approx April 2025

Area of Focus	Action	Action description	Time scale
		<b>Kirkcaldy:</b> Blackcraigs, Broom Gardens, Bute Wynd, Cheviot Road, Christie Place, Dean Road, Dunearn Drive, East March Street, Esplanade, Fair Isle Road, Inveriel Road, Lismore Avenue, Oaktree Court, St Kilda Crescent, Wilson Avenue.	
Stock Improvement	Home improvements work planned to take place within the year (Roof Replacements)	<b>7</b> properties will receive roof replacements. <b>Burntisland:</b> Somerville Square, Grange Road. <b>Kirkcaldy:</b> Templehall Avenue.	By the end of March 2025. Update to be provided approx April 2025
Stock Improvement	Home improvements work planned to take place within the year (Windows)	<b>117</b> properties will receive window upgrades. <b>Burntisland:</b> Church Street, Colinswell Road, Dollar Road, Harbour Place, High Street, Links Place, Melville Gardens, Nicol Drive. <b>Dysart:</b> Cook Street, Cross Street, East Quality Street, High Street, Howard Place, Quality Street. <b>Kinghorn:</b> Burt Avenue, Castlewynd, Orchard Road, Strathmore Street. <b>Kirkcaldy:</b> Clark Place, Craigmount, Dollar Crescent, Duncan Street, Farne Court, Gourlay Street, Greenloanings, Hayfield Road, Hendry Road, Kenmore Terrace, Kennedy Crescent, King Street, Lansbury Street, Laurel Crescent, Lawson Street, Links Street, Lothian Terrace, Massareene Road, Methven Road, Oaktree Square, Park Road, Peebles Street, Pottery Street, Ramsay Road, Rosabelle Street, South Row, St Clair Street, St Kilda Crescent, Templehall Avenue, Tiree Place, Union Street, Veronica Crescent, Westwood Avenue, Wilson Avenue, Winifred Crescent.	By the end of March 2025. Update to be provided approx April 2025
Fencing	Ensure that fencing projects identified in Kirkcaldy area for the 2024/25 financial year are completed.	In accordance with the New Fencing Policy and budget allocation. all works must be completed, billed and paid for prior to the end of the financial year (31.03.2025).	Update to be provided at Ward meetings & Area Committee

Area of Focus	Action	Action description	Time scale
		Project manage all works to conclusion to ensure that there is no cross over in billing between financial years.	
Tenancy Management	Continue to promote Transfer Incentive to single occupants in larger properties	Continue to promote transfer incentives to tenants under occupying current tenancies. This helps to free up larger properties for families.	Ongoing
Tenants Participation	Increase the number of active tenants and resident's groups across the Kirkcaldy area.	Work closely with tenant participation team to encourage active involvement with local people in local areas	Ongoing
Safer Communities and our local environment	Addressing dog fouling	<p>The children of Sinclairtown Primary School have created Anti- Dog Fouling Posters. Officers will be attending at the school to have these signs erected and will continue to carry out Dog Fouling patrols around the area over the festive period.</p> <p>In the Promenade and Ravenscraig areas we will continue to patrol over the winter months to carry out high visibility patrols of the these areas and issue Fixed Penalty Notices where necessary.</p>	Ongoing
Safer Communities and our local environment	Partnership approach with Police Scotland	Partnering with Police Scotland work is ongoing to address the issue of Off-Road Motorbikes and Quad bikes. Officers are going out in plain clothes along with Police Scotland and targeting areas which have seen an increase in the use of these vehicles.	Ongoing



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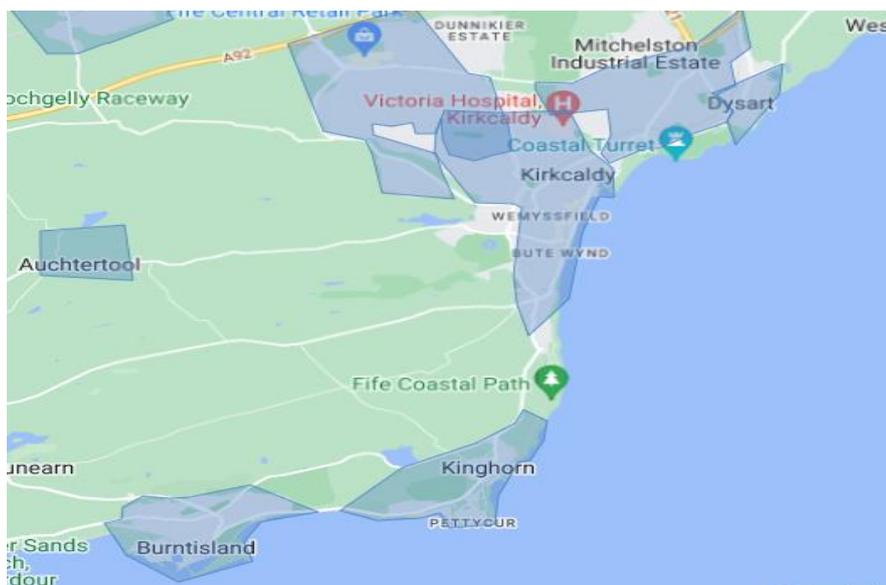
## Kirkcaldy Area Lettings Plan

August 2023 – August 2026

## Welcome

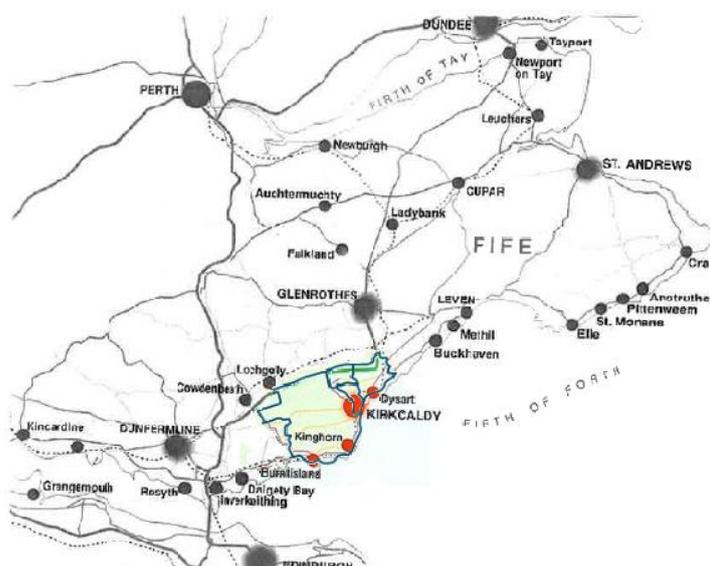
Welcome to the Kirkcaldy Area Local Lettings Plan. We have produced a Housing Area Plan with our customers for each of the 7 Areas in Fife.

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



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

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



Link to other Documents:

Allocations Policy – [https://www.fife.gov.uk/\\_data/assets/pdf\\_file/0023/163436/Housing-allocations-policy-March22.pdf](https://www.fife.gov.uk/_data/assets/pdf_file/0023/163436/Housing-allocations-policy-March22.pdf)

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

## About the Kirkcaldy Area

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

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

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

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

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

## Fife Housing Registers Partners

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

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

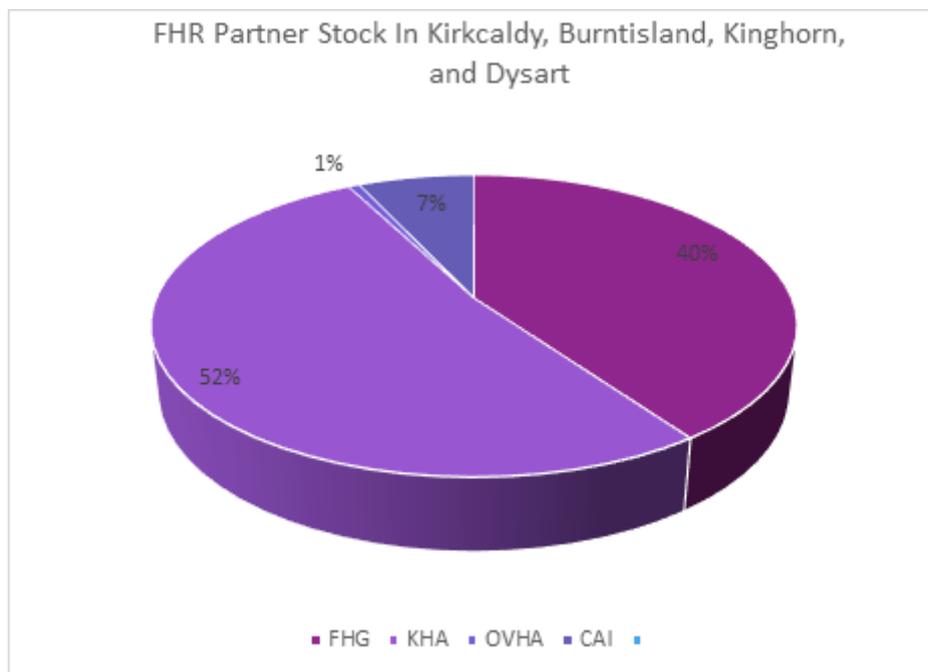
- Fife Council
- Kingdom Housing Association
- Fife Housing Group
- Ore Valley Housing Association
- Cairn Housing Association

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

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

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

- 81% of Cairn Housing's stock are 1 bedrooms.
- Ore Valley only have 6 properties in Kirkcaldy



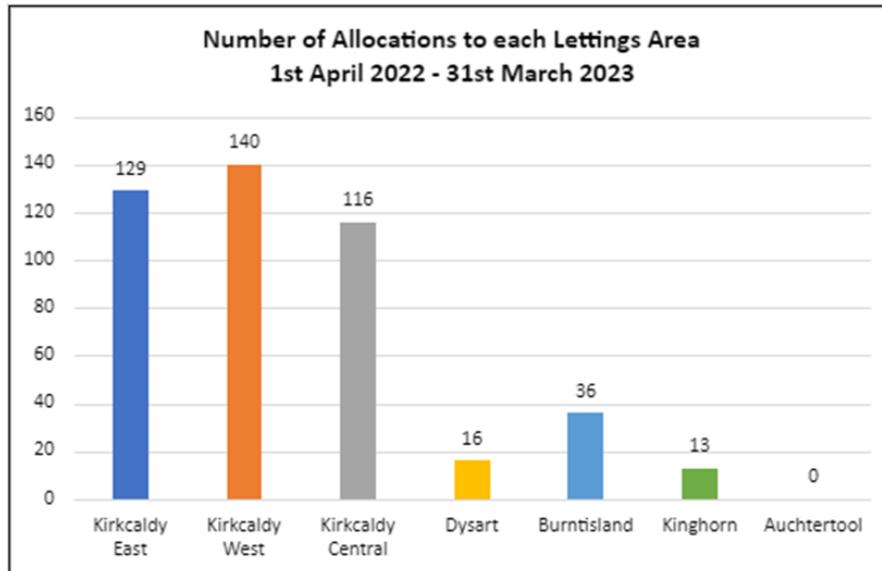
## Alternative Housing Providers in the Kirkcaldy Area

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

- Viewpoint Housing Association
- Trust Housing Association
- Link Group

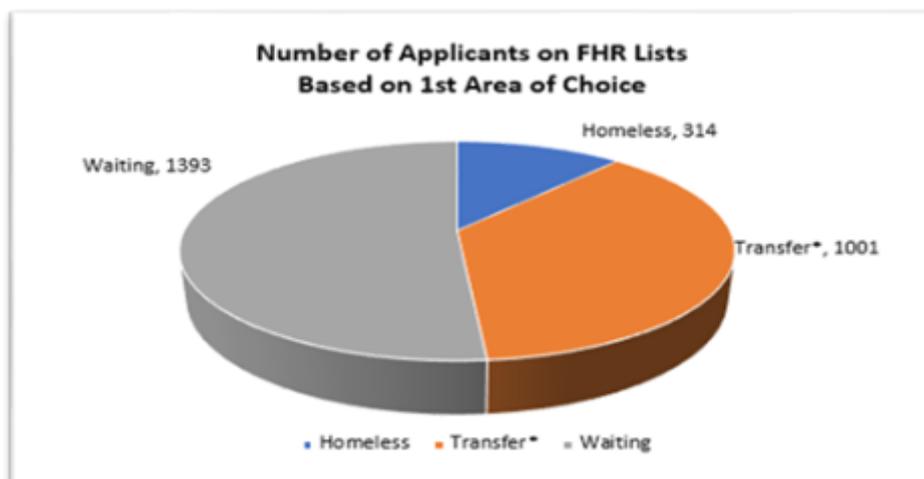
## Allocations

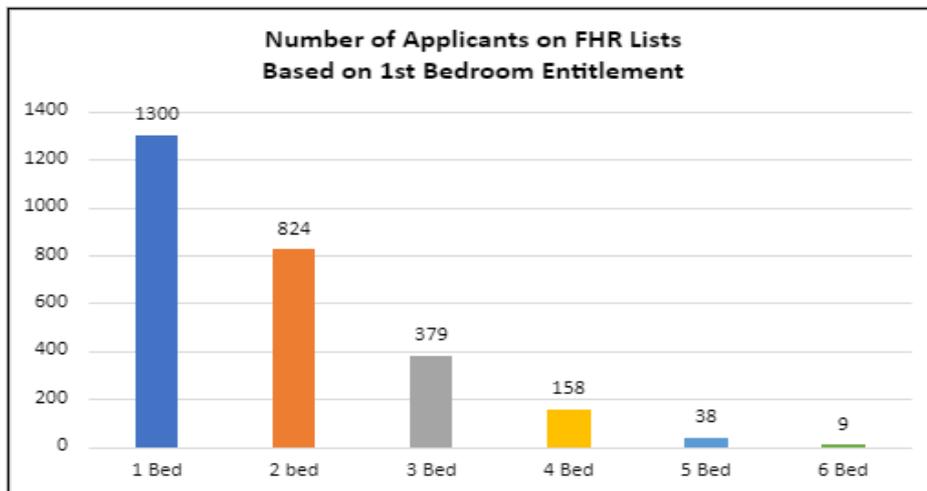
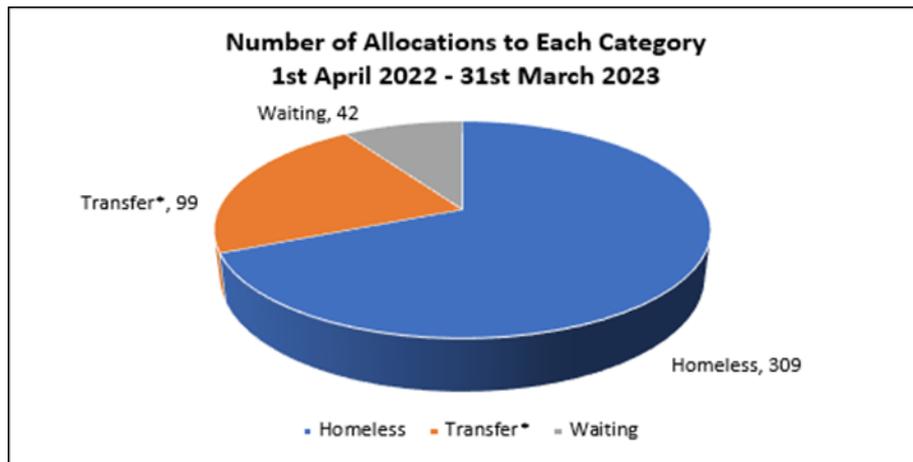
Fife Council allocated 450 properties in the Kirkcaldy area between 1 April 2022 and 31<sup>st</sup> March 2023.



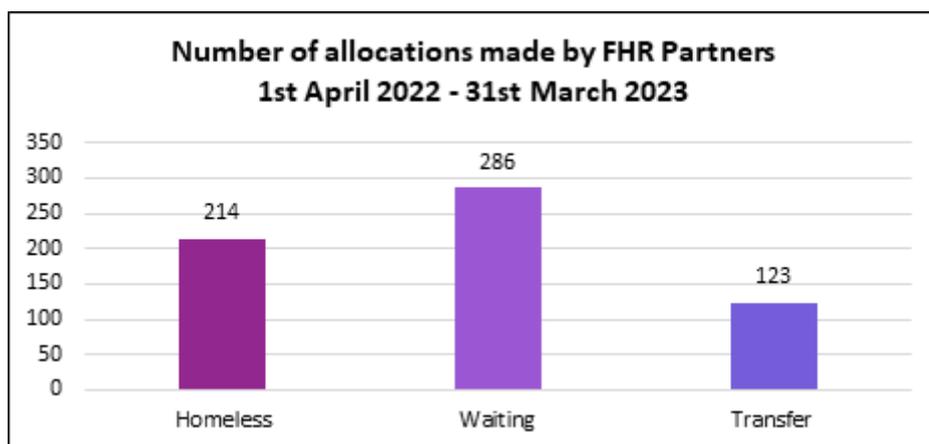
There are more people looking for housing than the number of properties becoming available.

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





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



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

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

## Housing Options: FHR Partners

### Low Cost Home Ownership

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

### Mid-Market Rent

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

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

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

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

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

\* Figures pending verification

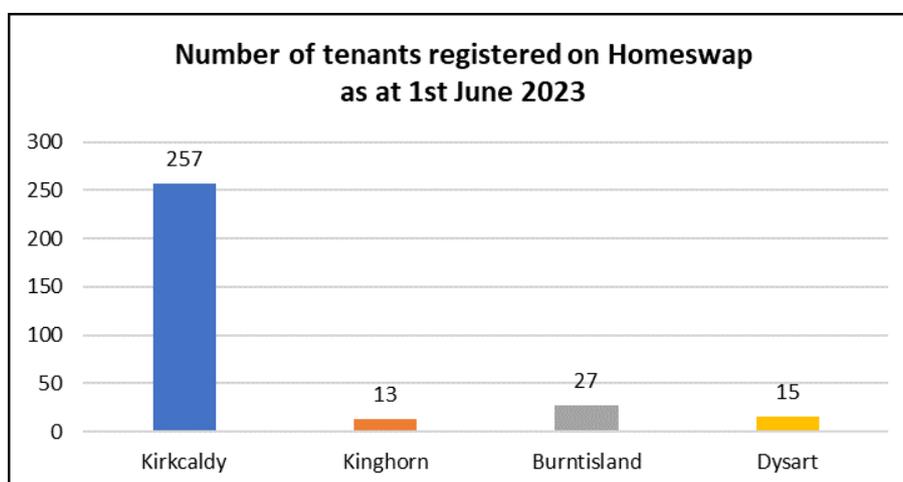
## Mutual Exchange (Home Swap)

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

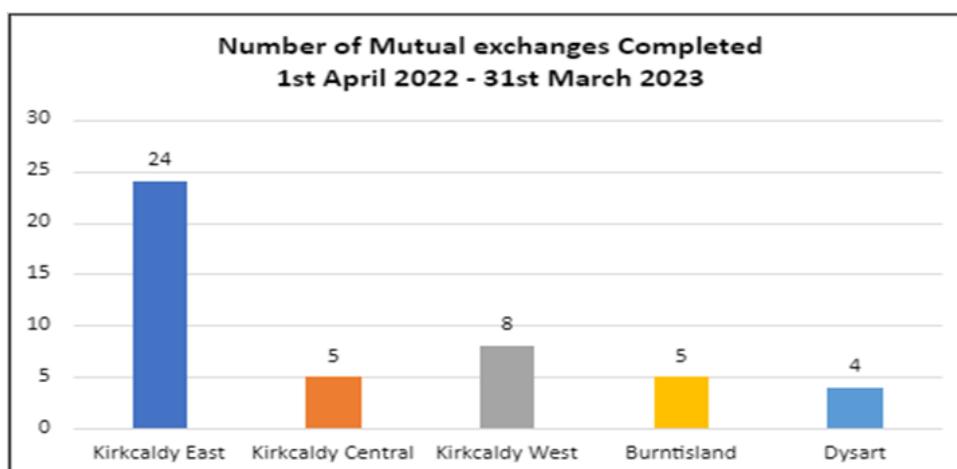
You can mutually exchange with a tenant of the same Local Authority, another Local Authority or a Housing Association if all tenants have a Scottish Secure Tenancy Agreement.

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

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



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



## Private Rented Sector

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

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

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

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

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

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

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

## Making the best use of our stock

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



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



### **Making the best use of different types of properties:**

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



### **Maximising Access to affordable housing:**

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



### **Meeting the Needs of families:**

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



### **Developing initiatives in response to specific lettings issues:**

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



### **Complaints and Appeals:**

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

## Local Housing Access issues

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

## Allocations Priorities

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

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

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

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

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

### Making the best use of available housing stock

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

## Community Lettings Initiatives

Lettings Issue	Neighbourhood	We will
<b>Lack of larger family houses</b>	Whole area	Contact tenants in a 5 or 6 apt to see if they are interested in help to move through Tenant Incentive Scheme
<b>Lack of play space and pressures on local schools</b>	High Street, Kirkcaldy (New build flats)	Make sensitive allocations which observe the planning conditions associated with pressures on local facilities and schools.  Tenant Led approach as part of the New Build Allocations Policy  Review in 6 months
<b>Clash of lifestyles where facilities are shared</b>	Ravensraig  High Rise Blocks x 3	Implement a sensitive allocation approach during the Active Housing List Management stage to ensure we:  - Create balanced communities  - Prevent clash of lifestyles where possible where communal areas such as elevators and laundry facilities are shared.  Review in 6 months

## Your Community

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

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

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

17 December 2024

Agenda Item No. 8

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## Common Good and Settlement Trust Funds Annual Report 2023-2024

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

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**Wards Affected:** All

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### Purpose

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The purpose of this report is to advise members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023-2024.

### Recommendations

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Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds and Trust Funds; and
- (2) continue to support the disbursement of Trusts funds to suitable projects which also include the amalgamation of individual trusts and where appropriate the dissolution of individual trusts including transferring the funds to suitable 3<sup>rd</sup> party organisation who are providing similar support to local priorities.

### Resource Implications

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None.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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An EqIA 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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Consultation has taken place with Place Directorate and Fife Cultural Trust.

## 1.0 Background

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- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good and Trust funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of assets which are heritable property, long term debtors and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.
- 1.3 Settlement Trusts comprise several individual trusts and bequests specific to a defined geography which were brought together in 2014 following consultation with Community Councils and the charities regulator OSCR and/or Lord Advocate. A list of Settlement Trust and a statement of fund balances is contained in Appendix 4.
- 1.4 Non-Settlement Trusts cover more than one geography or were designated for a specific purpose. A list of Non-Settlement Trusts and a statement of fund balances is contained in Appendix 4.

## 2.0 Common Good and Trust Fund - Key Elements

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### 2.1 Revenue Account

#### Income

- 2.1.1 The cash income received during the financial year is mainly from rents, interest on investments and external interest. Income from net gain on revaluation is a result of the revaluation of the fund's investments at the year end.

#### Expenditure

- 2.1.2 In line with the Council's policy, the first call on the Common Good Fund and Trusts funds is maintenance of heritable property. Disbursements / grants and other expenses are also funded from the Funds.
- 2.1.3 The amount spent on property costs and disbursements / grants are detailed within appendix 2.
- 2.1.4 The net effect of the income and expenditure on a Common Good and Trust account results in a surplus or deficit for the particular year. For 2023-24 there was an increase to Revenue Reserves of £59,716.

### 2.2 Projects Supported in 2023/24

#### Common Good

- 2.2.1 Common Good funds dispersed funding for projects totalling £10,528 in 2023/24, detailed in appendix 2.

#### Settlement Trusts

- 2.2.2 Settlement Trusts across Kirkcaldy, dispersed funding in 23/24, detailed in appendix 4.

#### Non-Settlement Trusts

- 2.2.3 Non-Settlement Trusts across Kirkcaldy, dispersed no funding in 2023/24.

## 3.0 Balance Sheet

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### 3.1 Long Term Assets

#### Heritable Property

3.1.1 Heritable Property comprises land and buildings held on Common Good and Trust accounts. In the main, this is municipal buildings and recreational land of various kinds.

3.1.2 The attached accounts reflect the assets held on the Common Good Balance sheet and the Trust Funds as at 31st March 2024. A complete list of all Common Good assets relative to this Area is also attached at Appendix 3.

#### Investments

3.1.3 In addition to heritable property, each Common Good and Trust Fund also has investments. These investments form part of the fund's capital balances. Investments are made using the Council's standard investment strategy to maximise income to the fund.

3.1.4 The heritable property and investments represent the capital balances.

### 3.2 Current Assets

3.2.1 The cash & cash equivalents comprise of monies held in the Council's bank account which receive internal interest from Fife Council.

3.2.2 The investments, cash & cash equivalents, plus debtors and less creditors, represents the revenue balances which for 2023-24 is £1,283,577.

3.2.3 The revenue account and balance sheet form the financial accounts for the Common Good Fund and Trusts, and this is attached as Appendix 1 to 4 to this report.

3.2.4 The cash balances at 31<sup>st</sup> March 2024 are £410,214 of which £1,228 is committed for outstanding grants from previous years. The funds available for disbursement are £408,986.

## 4.0 Moveable Property

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4.1 Moveable property held as part of the Common Good and Trusts comprises everything that is not land or buildings, e.g., Council Chains of Office, furniture, ceremonial robes and so on. A list of these assets can be found on the Common Good Register.

## 5.0 Conclusions

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5.1 This report and its Appendices are intended to give members greater information on the relevant Common Good and Charitable Trusts Funds.

### List of Appendices

Appendix 1 – Combined Financial Statement and Balance Sheet

Appendix 2 – Rental Income breakdown; Property Cost breakdown; Grants Breakdown; Outstanding Grants

Appendix 3 – Property Asset breakdown

Appendix 4 – Charitable Trusts financial Statement

Appendix 5 – Statement of uses for Settlement Trusts

## **Background Papers**

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

- [Fife Council Annual Accounts 2023/2024](#)
- [Common Good Register as at 31/03/2024](#)

## **Report Contacts**

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**Financial Statement and Balance Sheet**  
**Total Kirkcaldy Area Common Good Funds**

2022-23	Revenue Account	2023-24
£		£
	<b>Income</b>	
(25,167)	Income from Rents (Appendix 2)	(24,553)
(50,689)	Income from sale of Heritable Property	0
(6,851)	Interest from cash balances	(17,574)
(45,251)	Interest from Investments	(37,070)
(86)	Other Income	0
<b>(128,044)</b>		<b>(79,198)</b>
	<b>Expenditure</b>	
6,186	Property Costs (Appendix 2)	2,326
18,000	Grants	10,528
5,745	Other Expenditure	0
<b>29,931</b>		<b>12,854</b>
<b>80,994</b>	(Increase) / Decrease in Investments value	<b>6,628</b>
<b>(17,120)</b>	<b>(Increase) / Decrease in Revenue Reserve</b>	<b>(59,716)</b>

31 March 2023	Balance Sheet	31 March 2024
£		£
	<b>Property Assets</b>	
464,016	Heritable Property	1,130,998
35,806,422	Property Leased to Fife Council	45,785,980
<b>36,270,438</b>		<b>46,916,978</b>
	<b>Other Assets and Liabilities</b>	
871,214	Investments	864,586
342,315	Cash & Cash equivalents	410,214
10,332	Debtors	8,777
0	Creditors	0
<b>1,223,861</b>		<b>1,283,577</b>
<b>37,494,299</b>	<b>Net assets</b>	<b>48,200,555</b>
(36,270,438)	Capital Reserves	(46,916,978)
(1,223,861)	Revenue Reserve (incl Investments)	(1,283,577)
<b>(37,494,299)</b>	<b>Total Reserves</b>	<b>(48,200,555)</b>

Movement in Property Assets & Capital Reserves	£
Heritable Property - Capital Expenditure	8,490
Heritable Property - Gain / Loss on disposals	0
Heritable Property - Depreciation & Revaluation	658,492
Leased Property - Depreciation & Revaluation	9,979,558
	<b>10,646,540</b>

**Financial Statement and Balance Sheet  
by individual Common Good Fund**

Burntisland      Kinghorn      Kirkcaldy

<b>Revenue Account</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Income from Rents (Appendix 2)	(14,610)	(625)	(9,318)
Income from sale of Heritable Property	0	0	0
Interest from cash balances	(5,911)	(6,298)	(5,127)
Interest from Investments	(7,224)	(17,557)	(12,118)
Other Income	0	0	0
	<b>(27,745)</b>	<b>(24,480)</b>	<b>(26,563)</b>
<b>Expenditure</b>			
Property Costs (Appendix 2)	234	1,718	373
Grants	10,528	0	0
Other Expenditure	0	0	0
	<b>10,762</b>	<b>1,718</b>	<b>373</b>
(Increase) / Decrease in Investments value	<b>1,292</b>	<b>3,139</b>	<b>2,167</b>
<b>(Increase) / Decrease in Revenue Reserve</b>	<b>(15,691)</b>	<b>(19,622)</b>	<b>(24,024)</b>

<b>Balance Sheet</b>	<b>31 March 2024</b>	<b>31 March 2024</b>	<b>31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Property Assets</b>			
Heritable Property	839,743	170,221	121,035
Property Leased to Fife Council	9,513,236	6,965,498	29,307,246
	<b>10,352,979</b>	<b>7,135,719</b>	<b>29,428,281</b>
<b>Other Assets and Liabilities</b>			
Investments	168,491	409,477	282,634
Cash & Cash equivalents	137,283	143,197	124,576
Debtors	1,710	4,157	2,869
Creditors	0	0	0
	<b>307,484</b>	<b>556,831</b>	<b>410,080</b>
<b>Net assets</b>	<b>10,660,463</b>	<b>7,692,550</b>	<b>29,838,360</b>
Capital Reserves	(10,352,979)	(7,135,719)	(29,428,281)
Revenue Reserve (incl Investments)	(307,484)	(556,831)	(410,080)
<b>Total Reserves</b>	<b>(10,660,463)</b>	<b>(7,692,550)</b>	<b>(29,838,360)</b>

**Financial Statement and Balance Sheet  
by individual Common Good Fund**

	Swan Memorial	Miss Russell	Anderson Bursary	Jack Stewart Fund
<b>Revenue Account</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>
	£	£	£	£
<b>Income</b>				
Income from Rents (Appendix 2)	0	0	0	0
Income from sale of Heritable Property	0	0	0	0
Interest from cash balances	(43)	(82)	(23)	(91)
Interest from Investments	(44)	(5)	(23)	(100)
Other Income	0	0	0	0
	<b>(87)</b>	<b>(86)</b>	<b>(46)</b>	<b>(191)</b>
<b>Expenditure</b>				
Property Costs (Appendix 2)	0	0	0	0
Grants	0	0	0	0
Other Expenditure	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
(Increase) / Decrease in Investments value	<b>8</b>	<b>1</b>	<b>4</b>	<b>18</b>
<b>(Increase) / Decrease in Revenue Reserve</b>	<b>(79)</b>	<b>(85)</b>	<b>(42)</b>	<b>(173)</b>

<b>Balance Sheet</b>	<b>31 Mar 2024</b>	<b>31 Mar 2024</b>	<b>31 Mar 2024</b>	<b>31 Mar 2024</b>
	£	£	£	£
<b>Property Assets</b>				
Heritable Property	0	0	0	0
Property Leased to Fife Council	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Assets and Liabilities</b>				
Investments	1,020	106	528	2,329
Cash & Cash equivalents	945	1,727	501	1,985
Debtors	10	1	5	24
Creditors	0	0	0	0
	<b>1,975</b>	<b>1,835</b>	<b>1,034</b>	<b>4,338</b>
<b>Net assets</b>	<b>1,975</b>	<b>1,835</b>	<b>1,034</b>	<b>4,338</b>
Capital Reserves	0	0	0	0
Revenue Reserve (incl Investments)	(1,975)	(1,835)	(1,034)	(4,338)
<b>Total Reserves</b>	<b>(1,975)</b>	<b>(1,835)</b>	<b>(1,034)</b>	<b>(4,338)</b>

## 2023-24 Rental Income Breakdown

Description	£
<b>Burntisland</b>	
96 High Street	3,000
Seamill Workshop/Store, Haugh Road	1,900
40 Links Place, Unity Hall	3,950
Sub-Station Site The Links	500
102 High Street	500
106-108 High Street	4,500
Music Hall	250
30 West Leven Street	10
<b>Total</b>	<b>14,610</b>
<b>Kinghorn</b>	
Storage Shed, St James Place	225
26 St James Place	300
Greenhouse, Huts, Shed, Stables - Mid Myre	100
<b>Total</b>	<b>625</b>
<b>Kirkcaldy</b>	
Dysart Harbour	1,103
Links Market	5,200
Ravensraig Walled Garden	3,015
<b>Total</b>	<b>9,318</b>
<b>Total Kirkcaldy Area Common Good Rental Income</b>	<b>24,553</b>

## 2023-24 Property Costs Breakdown

Description	£
<b>Burntisland</b>	
Fire Insurance -96 High Street	102
Fire Insurance - 40 Links Place	83
Fine Art Insurance 22-23	49
<b>Total</b>	<b>234</b>
<b>Kinghorn</b>	
NDR Pettycur Road Car Park	1,718
<b>Total</b>	<b>1,718</b>
<b>Kirkcaldy</b>	
Fire Insurance - Hot Pot Wynd	373
<b>Total</b>	<b>373</b>
<b>Total Kirkcaldy Area Common Good Property Costs</b>	<b>2,326</b>

## 2023-24 Grants Breakdown

Description	£
<b>Burntisland</b>	
Burntisland CC Video Conferencing	2,850
Burntisland Pipe Band Unifroms	1,728
Black Rocks Rowing Club	5,000
Annual Exhibition 2023	950
<b>Total Burntisland Area Grants</b>	<b>10,528</b>

## Outstanding Grants from previous financial years

Description	£
<b>Burntisland</b>	
Burntisland Common Good Assets Project	(560)
Black Rocks Rowing Club	1,788
<b>Total Burntisland Area Outstanding Grants</b>	<b>1,228</b>

## Analysis of Common Good Fund Property Assets

## Burntisland

	NBV (£)
<b>Heritable Property Assets</b>	
Unity Hall Links Place	669,389
Burntisland Heritage Trust Nos. 2/4 Kirkgate	34,000
Shop 96 High Street	26,150
Garage Site Haugh Road	35,200
Burntisland War Memorial Kinghorn Road	1
Grazing Land Haugh Road	40,000
Seamill Workshop Haugh Road	35,000
Promenade Galahill	1
Beach Kinghorn Road	1
Footpath Broomhill Ave to Lonsdale Cres	1
	<b>839,743</b>

<b>Property Assets Leased to Fife Council</b>	
The Young Community Hall Thistle Street	561,764
Burntisland Links Kinghorn Road	144,198
Beacon Leisure Centre Lammerlaws Road	7,346,736
Port Toilets Links Place	191,737
Links Place Car Park Links Place	698,119
Office (Vacant) & Burgh Chambers Nos. 104-108 High Street	570,681
Park Melville Gardens	1
	<b>9,513,236</b>

<b>Other Property Assets</b>	
Rossend Point Park Rossend Terrace	-
Site Shepherd Crescent	-
Burntisland Promenade Kinghorn Road	-
Amenity Ground Haugh Road	-
Amenity Ground adjacent Railway Haugh Road	-
Lockups Kirkcaldy Road	-
Haugh Road Play Park Haugh Road	-
Amenity Land Craigkennochie Terrace	-

**Kinghorn**

	<b>NBV (£)</b>
<b>Heritable Property Assets</b>	
Car Park Pettycur Road	166,220
Store St James Place	4,000
Coastal Slopes Pettycur Road	1
	<b>170,221</b>

<b>Property Assets Leased to Fife Council</b>	
Kinghorn Golf Course Mcduff Crescent	6,514,492
Hall & Public Convenience Beach Braes (St James Place)	215,982
Kinghorn Parks Depot West Of Mid Road	90,000
Mires Park Orchard Terrace	145,024
	<b>6,965,498</b>

<b>Other Property Assets</b>	
Inch View Garage Site Inch View	8,000
Bowbutts Garage Site Eastgate	11,000
Pettycur Harbour Pettycur Road	-
Life Boat Station 30 St James Place	-
North Mire Refuse Site Orchard Road	-
Inch View Play Park Inch View	-
South Overgate Amenity Ground South Overgate	-
Nethergate Play Park Nethergate	-
Eastgate Play Park Eastgate	-
Playground Mid Road	-
Alexander III Monument Burntisland Road	-

## Kirkcaldy &amp; Dysart

	NBV (£)
<b>Heritable Property Assets</b>	
Former Parks Depot Southerton Road	6,000
Ravenscraig Nursery Dysart Road	58,783
Ravenscraig Castle Dysart Road	42,001
Dysart Harbour Hot Pot Wynd	14,250
St Serf's Tower and Cemetery Shore Road	1
	<b>121,035</b>

<b>Property Assets Leased to Fife Council</b>	
Kirkcaldy Galleries Abbotshall Road	12,271,418
Adam Smith Theatre St Brycedale Avenue	11,175,334
Beveridge Park Abbotshall Road	1,495,406
Ravenscraig Park Dysart Road	735,865
Kirkcaldy Public Convenience South Esplanade	206,777
Esplanade Car Park (A) Esplanade	453,704
Esplanade Car Park (B) Esplanade	410,001
Esplanade Car Park (C) Esplanade	566,571
Esplanade Car Park (D) Esplanade	1,055,320
Nicol Street Car Park Nicol Street	402,454
Normand Hall Ornamental Garden Rectory Lane	1,000
Harbour Masters House Hot Pot Wynd	180,000
Car Park Shore Road	353,396
	<b>29,307,246</b>

<b>Other Property Assets</b>	
St James Church Car Park Port Brae (High Street)	-
Memorial Gardens Bennochty Road	-
Volunteer's Green Volunteer's Green	-
Sang Road Drying Green Sang Road	-
Esplanade Esplanade	-
Foreshore The Esplanade	-
Amenity Land Heggies Wynd / Esplanade	-
Former Drying Green Pool Lane	-
Amenity Land Nicol Street	-
Townhead Park West Quality Street	-
Nursery School Dysart Road	-

Total Heritable Property	1,130,998
Total Leased to Fife Council	45,785,980
<b>Total</b>	<b>46,916,978</b>

2023-24 FINANCIAL STATEMENT - TRUSTS & FUNDS		2023-24 Income and Expenditure				Balances Held at 31st March 2024		
KIRKCALDY AREA		Grants Awarded	Bank & Investment Interest	(Gains) / Losses on Investments	(Surplus) / Deficit for year	Investments	Cash at Bank & Debtors	Total
	Area	£	£	£	£	£		£
<b>KIRKCALDY</b>								
<b>Settlement Trusts</b>								
Auchtertool		0	(40)	7	(33)	880	70	949
Burntisland		0	(1,190)	37	(1,153)	4,774	21,013	25,787
Kinghorn		0	(1,396)	97	(1,299)	12,690	18,233	30,924
Kirkcaldy		2,698	(9,197)	774	(5,724)	101,004	112,433	213,437
<b>Other OSCR Registered Trusts</b>								
<u>Beveridge, Smith &amp; Gow Bequests</u>								
Purposes connected to Adam Smith Theatre, Library, and Beveridge Park	Kirkcaldy	0	(490)	34	(456)	4,381	6,545	10,925
<b>Other Trusts &amp; Funds</b>								
<u>War Memorial</u>								
Upkeep of War Memorial	Burntisland	0	5	0	5	23	(131)	(109)
<u>Silver Band Fund</u>								
Given to Council when the band disbanded	Burntisland	0	(108)	7	(101)	905	1,487	2,392
<u>Mrs Orrells Legacy</u>								
Upkeep of burial ground	Burntisland	0	(19)	1	(17)	168	251	418
<u>Spence Memorial</u>								
Upkeep of monument in cemetery	Burntisland	0	(138)	9	(129)	1,186	1,880	3,066
<u>Dobbie Bequest</u>								
Upkeep of 4 lairs in churchyard - Rev WJ Dobbie and family	Kinghorn	0	(1)	0	(1)	9	13	22
<u>Graves Dressing Funds</u>								
Dysart Cemetery	Dysart	0	(296)	20	(276)	2,590	4,012	6,602
Kinghorn Burial Ground	Kinghorn	0	(233)	16	(217)	2,035	3,156	5,191
Abbotshall Churchyard Bequest	Kirkcaldy	0	(9)	1	(9)	79	129	208
* Ex Fife County Council Burial Grounds	Ex Kirkcaldy	0	(671)	44	(627)	5,760	9,178	14,937
* Other Burial Grounds	District Council	0	(6)	0	(6)	52	85	137

\* These two funds are shared across the area committees covering the Former Kirkcaldy District Council area

**Charitable Purposes**

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty.
- b) The advancement of education.
- c) The advancement of religion.
- d) The advancement of health.
- e) The saving of lives.
- f) The advancement of citizenship or community development (including rural or urban regeneration).
- g) The advancement of the arts, heritage, culture, or science.
- h) The advancement of public participation in sport.
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- j) The advancement of human rights, conflict resolution or reconciliation.
- k) The promotion of religious or racial harmony.
- l) The promotion of equality and diversity.
- m) The advancement of environmental protection or improvement.
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
- o) The advancement of animal welfare.
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

17 December 2024

Agenda Item No. 9

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## PROPERTY TRANSACTIONS

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Report by: Alan Paul, Senior Manager – Property Services

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Wards Affected: 10 and 12

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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 officials.

## 2.0 Transactions

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### 2.1 Acquisitions

**2.1.1 133 Dallas Drive, Kirkcaldy**

Date of Acquisition: 6 September 2024  
Price: £78,000

**2.1.2 48 Ravensraig, Kirkcaldy**

Date of Acquisition: 18 October 2024  
Price: £75,000

### 2.2 Leases by the Council – New Leases

**2.2.1 Units 14 and 15 Enterprise Centre, Mitchelston Industrial Estate, Kirkcaldy**

Term: 2 December 2024 for 5 Years  
Rent: £8,200 per annum  
Tenant: Barry Fimister t/a Autotint

**2.2.2 Unit 9 Business Incubator, Myregormie Place, Kirkcaldy**

Term: 18 December 2024 for 3 Years  
Rent: Stepped – Yr 1 £2,363.22, Yrs 2 and 3 £3,375.96 per annum  
Tenant: Melanie Hope

## 3.0 Conclusions

---

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

### List of Appendices

1. N/A

### Report Contact

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Author’s Job Title Service Manager  
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17 December 2024

Agenda Item No. 10

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## Kirkcaldy Area Committee Workplan

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

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**Wards Affected:** 9, 10, 11 and 12

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### Purpose

---

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

---

None required for this paper.

### Consultation

---

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

## 1.0 Background

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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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<b>Kirkcaldy Area Committee of 25 February 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Parking Charges in Kirkcaldy	Roads & Transportation	Andy Paterson-ts	Original report requested at KAC meeting 24.8.21 as part of submitted motion (Para. 278 of 2021. KAC.121 refers). 27.2.24 - Convener requests that report be submitted to committee after other car parking reports have been considered i.e. ISG report and report re demolition of multi storey car parks.
Area Roads Programme 2025-26	Roads & Transportation	Vicki Storrar, Lesley Craig, Alistair Donald	Annual report last presented February 2024.
Health & Social Care Locality Planning - Kirkcaldy	Health and Social Care	Jacquie Stringer-fc	Annual report last presented February 2025.
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Local Area Economic Profiles - Annual Report	Economy, Planning and Employability	Alison Laughlin	

<b>Kirkcaldy Area Committee of 22 April 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Supporting the Community Plan - Kirkcaldy Area Local Budgets Review 2024-25	Communities and Neighbourhoods Service	Julie Dickson	
Supporting the Local Community Plan - Plan 4 Kirkcaldy Area 2023-2026 Progress Review	Communities and Neighbourhoods Service	Julie Dickson	Annual progress report and new year budget allocations. Last report 27.2.24.
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Report on Educational Outcomes - 2023/24	Education	Jackie Funnell	Annual report - last presented 30 April 2024.

<b>Kirkcaldy Area Committee of 22 April 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Annual Area Anti Poverty Review 2024-25	Communities and Neighbourhoods Service	Julie Dickson	
Supporting the Community Plan Kirkcaldy Area Local Budget Proposal 2025-28	Communities and Neighbourhoods Service	Julie Dickson	

<b>Kirkcaldy Area Committee of 24 June 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Operational Briefing on Policing Activities within Kirkcaldy Area - 2024-2025	Police Scotland		Annual report last presented 25.6.24. Contact Inspector Kim Stuart, Police Scotland.
Scottish Fire and Rescue Service - Kirkcaldy Area Annual Performance Report - 2024-2025	Scottish Fire & Rescue Service		Annual report last presented 25.6.24. Contact Niall Miller, Scottish Fire and Rescue Service.
Safer Communities Team Annual Update Report - 2024-2025	Safer Communities	Dawn Jamieson, Suzanne Scobie	Annual report last presented 25.6.24.
Ravensraig Vacant and Derelict Land Funding Update on Project Completion.	Business and Employability	Ian Mccrory	

<b>Kirkcaldy Area Committee of 26 August 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Annual Area Anti Poverty Review 2024-25	Communities and Neighbourhoods Service	Julie Dickson	
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	

<b>Kirkcaldy Area Committee of 26 August 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Area Roads Programme 2024/25 Final Report		Vicki Storrar	

<b>Kirkcaldy Area Committee of 28 October 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Review of Mossmorran and Braefoot Bay Community and Safety Committee- Annual Report	Protective Services	Rob Bowditch	Annual Report
Complaints Annual Update	Customer Services Improvement Service	David Thomson-CRM	Annual Report

<b>Kirkcaldy Area Committee of 9 December 2025</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	

<b>Kirkcaldy Area Committee of 24 February 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Local Area Economic Profiles - Annual Report	Economy, Planning and Employability	Alison Laughlin	Annual Report

<b>Kirkcaldy Area Committee of 21 April 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Report on Educational Outcomes 2024/25	Education	Jackie Funnell	Annual Report

<b>Kirkcaldy Area Committee of 16 June 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Scottish Fire and Rescue Service - Kirkcaldy Area Annual Performance Report 2025/26	Scottish Fire & Rescue Service		Annual Report
Operational Briefing on Policing Activities within Kirkcaldy Area 2025/26	Police Scotland		Annual Report

<b>Kirkcaldy Area Committee of 1 September 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	

<b>Kirkcaldy Area Committee of 27 October 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Review of Mossmorran and Braefoot Bay Community and Safety Committee - Annual Report	Protective Services	Rob Bowditch	Annual Report

<b>Kirkcaldy Area Committee of 27 October 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Complaints Annual Update	Customer Services Improvement Service	David Thomson-CRM	Annual Report

<b>Kirkcaldy Area Committee of 1 December 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	

<b>Kirkcaldy Area Committee of 2 February 2027</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	
Local Area Economic Profiles - Annual Report	Economy, Planning and Employability	Alison Laughlin	Annual Report

<b>Kirkcaldy Area Committee of 23 March 2027</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Legal & Democratic Services	Elona Thomson	

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Supporting the Local Community Plan - Kirkcaldy Area Local Budgets 2023/24	Communities and Neighbourhoods Service	Julie Dickson	Report last presented 7.2.23. (Update report only required if variation to any funding previously approved).
Capshard Play Park Development and Enhancement Progress Report	Communities and Neighbourhoods Service	Andy Maclellan	Progress report to be presented to committee (date TBC) as agreed at KAC 29.8.23 (Para 65 of 2023 KAC 27 refers).

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
			Andy Maclellan advised Members will be issued with briefing note in the first instance and committee report may not then be required.
Review of Experimental Traffic Regulation Order on High Street Kirkcaldy (between Kirk Wynd and Oswald's Wynd)	Roads & Transportation	Andy Paterson-ts	Experimental TRO approved by committee 25.6.24 (Minute Reference 2024 KAC 43 Para. 105) for 18 months. Further report to be presented to committee following conclusion.
Director of Public Health Report and Health and Wellbeing Survey Results	NHS Fife	Pamela Colburn	Annual report last presented 2024. Contacts Joy Tomlinson NHS and Pamela Colburn.
Area Roads Programme 2024-25 Final Report	Assets, Transportation and Environment	Vicki Storrar	