

Tuesday, 1 December 2020 - 2.00 p.m.

AGENDA

Page Nos.

1. **APOLOGIES**
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 20th October 2020 1 - 7
4. **BURNTISLAND COMMON GOOD FUND- REPLACEMENT ELECTRICAL WORKS - BURNTISLAND LINKS AUDIT RESPONSE** – Report by the Head of Communities & Neighbourhoods 8 - 10
5. **PROPOSED WAITING AND LOADING RESTRICTION AMENDMENT - SANG ROAD / VICTORIA ROAD, KIRKCALDY** – Report by the Head of Assets, Transportation and Environment 11 - 25
6. **AREA ROADS PROGRAMME 2020-2021** – Report by the Head of Assets, Transportation and Environment 26 - 32
7. **GROUNDS MAINTENANCE SERVICE, DOMESTIC WASTE AND STREET CLEANSING SERVICE ANNUAL REVIEW 2020** – Report by the Head of Assets, Transportation and Environment 33 - 38
8. **ANNUAL COMMON GOOD UPDATE** – Report by the Executive Director - Finance & Corporate Services 39 - 49
9. **SETTLEMENT TRUSTS - ANNUAL UPDATE ON EXPENDITURE AND FUNDS HELD 2019-2020** – Joint Report by the Head of Communities & Neighbourhoods and the Executive Director - Finance & Corporate Services 50 - 55
10. **PROPERTY TRANSACTIONS** – Report by the Head of Assets, Transportation and Environment 56 - 57
11. **KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME** 58 - 60

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.

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Finance and Corporate Services

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24 November, 2020

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THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – REMOTE MEETING

20 October, 2020

2.00 pm – 5.05 pm

PRESENT: Councillors Neil Crooks (Convener), Lesley Backhouse, Alistair Cameron, Ian Cameron, Rod Cavanagh, Judy Hamilton, Zoe Hisbent, Gordon Langlands, Kathleen Leslie, Carol Lindsay, David Ross, Richard Watt

ATTENDING: Scott Blyth, Lead Consultant, Car Parking Strategy & Operations, Lesley Craig, Technician Engineer, Traffic Management (South Fife), John Mitchell, Service Manager, Sustainable Transport & Parking, Roads & Transportation Services; Donald Grant, Community Manager (Kirkcaldy), Communities and Neighbourhoods; Paul Coleman, Lead Officer (Safer Communities), Dawn Jamieson, Team Manager (Safer Communities), Joan Lamie, Housing Manager - Kirkcaldy, Housing Services; Michelle McDermott, Committee Officer, Lesley Robb, Lead Officer - Committee Services, Legal & Democratic Services

ALSO IN ATTENDANCE: Inspector Gordon Anderson, Police Scotland; Graham Hogg, Station Commander, Scottish Fire & Rescue Service

The Convener, in terms of Standing Order 3.8., agreed that an item of business relating to The Proposed Waiting Prohibition: East Toll R/A and Primary School Access Road Burntisland be considered as a matter of urgency, in order to address safety issues brought to the attention of Officers by Members. This item would be considered following consideration of Supporting The Local Community Plan – Kirkcaldy Area Local Budgets 2020/21 item and, in terms of Standing Order 3.9., the remaining items on the published agenda would be taken out of order and considered following the urgent item of business.

227. DECLARATIONS OF INTEREST

Decision

In terms of Standing Order No. 7.1., Councillors Lesley Backhouse and Ian Cameron declared an interest in para 230, as they were both Board Members of Fife Cultural Trust.

228. MINUTE

The Committee considered the minute of the meeting of the Kirkcaldy Area Committee of 8th September, 2020.

Decision

The Committee approved the minute.

229. NOTICE OF MOTION

Motion/

Motion

Councillor David Ross, seconded by Councillor Alastair Cameron moved as follows:-

Kirkcaldy Area Committee agree to the development of a new Kirkcaldy Town Centre strategy which captures in one place the various strands of activity which have developed in recent years.

We also agree to directly fund a member of staff dedicated to this work stream both in terms of coordinating and enabling delivery. We believe this officer should be funded using the former Area budget allocation to Kdy4All which ceased trading in March 2020.

We believe:

- Town centres will no longer be based on large national retailers.
- Communities still need a focal point where people can come together for a range of purposes, social, economic, cultural, leisure etc. and the town centre should continue to perform that function.
- The town centre should be the focus and the critical mass to provide activities, facilities and services for a wide community that would not be viable or for other reasons cannot be provided at a more local neighbourhood level.
- Our consultations confirm that people need to be attracted by the offering in the town centre when it is no longer a hub for major retailers.
- The restrictions necessary around Covid19 will continue to adversely affect activities in and around the town centre in the short to medium term.
- The overall aim is to create a vibrant and viable town centre that is sustainable over the long term as a focus for social, economic, cultural and leisure activity.

We agree that there are strong supporting documents like the Town Centre Framework 2015 which remain relevant but need updated and provide a platform for this piece of work.

The Committee agree that the following five pillars are a foundation for progress but not exclusively:

1. Town Centre Housing

A comprehensive town centre housing strategy is required to provide more housing so that more people will live in and around the town centre and make use of its facilities, and so that existing housing is seen as attractive and desirable, encouraging people to invest in it.

2. Retail Offering

The retail offering in the town centre can no longer be based on major retail anchor stores and has to take account of the growth in on-line shopping. The growth of small specialist shops in our town centre has been significant. Supporting them with an on line platform (Shopappy Kirkcaldy) is one example of how new thinking and activity can help the overall economic wellbeing of businesses. Browsing and ordering online from local High Street businesses and in some cases going to the shop to collect is working. This needs to be supported by appropriate approaches to rent, rates and the provision of suitable premises and we should view empty units as opportunities not lost causes.

3. Activities and Events

This was highlighted as an area with growth potential to increase footfall. We have established venues like the Leisure Centre, Kirkcaldy Galleries and Adam Smith Theatre and King Live lounge plus our many restaurants and bars. Regular events such as the Artisan's Market, Farmers Market and the Beach Highland Games increase footfall and these are areas of growth potential. The Waterfront also provides opportunities for informal leisure and recreation but has far more potential than has currently been realised.

4. Environment

Encouraging people to visit the town centre requires an attractive environment that provides the appropriate physical capacity to accommodate the activities and facilities that will draw people in, be that housing, appropriate retail space or space for formal or informal activities and events. Much has been done to improve the physical environment over the years and that work is continuing with remodelling of the Postings steps and the Esplanade roadway, and this needs to continue to be tied in closely with the other elements of the strategy.

5. Accessibility

Finally, if people are to be encouraged to visit the town centre then it has to be accessible. Being easily accessible on its own isn't enough. When we help create reasons for people to visit the town centre getting there and being there must be safe, welcoming and accessible.

Accessibility must encompass public transport and active travel access, but car parking pricing and more importantly availability and appropriateness of car parking provision are central to accessibility.

Lack of appropriate car parking for the Leisure Centre for instance puts it at a competitive disadvantage compared to local private gyms that have free surface car parking beside their premises. This is made worse by the Covid restrictions which mean changing facilities cannot be used.

The Area Committee believe progress of a Town Centre strategy requires to be community led and acknowledge the Council cannot itself deliver all these elements of the strategy.

We welcome the establishment of Love Oor Lang Toun as a new Community Interest Company looking to galvanise and enable town centre development and activity.

We commit to supporting these five pillars of focus and acknowledge the Council has a key leadership role in bringing people together around this strategy and does have key levers that it can use to help implement the strategy in terms of infrastructure and environmental improvement, planning conditions, housing, parking etc.

We agree that the next steps should be to:

1. Agree and start to build consensus around this strategy;
2. Begin the development of a practical action plan to implement each element of the strategy, not in isolation but as a holistic approach recognising the interconnection of each element – building on and drawing together all the work that is already happening or is planned;
3. Appoint an officer dedicated to implementing this workstream;
4. Establish some form of delivery vehicle or task group that will provide a clear focus for this work and that will have an oversight of the whole strategy and the ability to push forward on the action required to implement it.

Amendment

Councillor Kathleen Leslie, seconded by Councillor Richard Watt moved an amendment as follows:-

Kirkcaldy Area Committee believes that the development of a long-term strategy for Kirkcaldy Town Centre is desirable but that the development and implementation of such a strategy is impossible until the economic and social impacts of Covid-19 have become clearer. Committee further believes that allocation of scarce budgetary resource at this time is unwise.

Committee believes that a truly holistic approach to this question should take into account the whole of the Kirkcaldy Area including Fife Central Retail Park and Burntisland and Kinghorn. Failing to recognise the impacts of developments outside the town centre have been a major contributory factor in the decline of the High Street.

In the meantime, Committee believes that Council Officers should concentrate on short term achievable objectives to ameliorate the situation, concentrating on defraying business rates and parking charges. The reduction or elimination of parking charges would have an immediate impact on footfall, thereby improving the trading prospects of small scale town centre businesses and the Leisure Centre.

Roll Call

For the Motion - 10 votes.

Councillors, Backhouse, Alastair Cameron, Ian Cameron, Cavanagh, Crooks, Hamilton, Hisbent, Langlands, Lindsay and Ross.

For the Amendment - 2 votes.

Councillors Leslie and Watt.

Decision

The Motion was accordingly carried.

Councillor Richard Watt left the meeting prior to consideration of the following item.

230. PLACEMAKING & CAR PARKING OPTIONS REVIEW

The Committee considered a report by the Head of Assets, Transportation and Environment to agree the outcomes from the Placemaking and Car Parking Options Review/

Review for Kirkcaldy and the use of the £28,000 allocated to the Area Committee for devolved parking trials.

Decision

The Committee agreed:-

1. to the outcomes of the Placemaking and Car Parking Options Review for Kirkcaldy and that these recommendations would be presented to the Economy, Tourism, Strategic Planning and Transportation Sub-Committee as part of the consideration for devolved car parking;
2. that the following opinions, expressed by the Kirkcaldy Area Committee, also be presented, for consideration by the Economy, Tourism, Strategic Planning and Transportation Sub-Committee:

If local budget decisions were under the control of the Kirkcaldy Area Committee, the Committee would recommend the following:

- Disposal of one or both of the multi storey car parks, which would achieve a saving in non-domestic rates and provides a development site for the emerging Town Centre strategy;
 - Not introducing car parking charges at the Railway Station;
 - Continue to support reduced car parking season tickets
 - Support the principle of free after three or similar free parking initiatives;
 - Remove the parking charges on a Sunday;
 - In terms of the new parking created by the Phase 1 works at the Waterfront, consider parking time limitations and charging options to maximise churn in the vicinity; and
 - Further examination of the advantages and disadvantages of the confusing current wide variety of parking time restrictions in and around the town centre as part of the emerging Town Centre Strategy; and
3. to support the ongoing suspension of parking charges in the Postings Car Park up to and including the 3rd January, 2021, through the £28,000 funding allocated to Kirkcaldy Area Committee, as part of the devolved car parking trial.

231. SUPPORTING THE LOCAL COMMUNITY PLAN - KIRKCALDY AREA LOCAL BUDGETS 2020/21

The Committee considered a report by the Head of Communities and Neighbourhoods informing Members of the availability of local funding and requesting Member agreement to the allocation of spending for the Kirkcaldy Area Local Community Planning and Anti-Poverty Fund Budgets.

Decision

The Committee agreed to the proposed notional allocations, as outlined in sections 2 and 3 of the report.

232. URGENT ITEM: PROPOSED WAITING PROHIBITION: EAST TOLL R/A AND PRIMARY SCHOOL ACCESS ROAD, BURNTISLAND

The Committee considered a report by the Head of Assets, Transportation and Environment detailing proposals for the introduction of waiting restrictions in the vicinity of East Toll roundabout and on the primary school access road, Burntisland.

Decision

The Committee:-

1. agreed to the promotion of a Traffic Regulation Order to amend the restrictions, as detailed in drawing no. TRO/20/28 (appendix A to the report), with all ancillary procedures: and
2. authorised Officers to confirm the Traffic Regulation Order within a reasonable period, unless there were objections.

233. SAFER COMMUNITIES TEAM UPDATE

The Committee considered a report from the Head of Housing Services providing Members with an update on the operational activity of the Safer Communities Team within the Kirkcaldy Committee Area, during the 12 month period 1st April, 2019 to 31st March, 2020.

Decision

The Committee noted the content of the report and commented on the activity to date.

Councillor Rod Cavanagh left the meeting during consideration of the following item.

234. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN KIRKCALDY AREA

The Committee considered a report by the Community Inspector, Kirkcaldy and Burntisland Ward Areas, Police Scotland providing elected Members with information on matters impacting on, or involving Police Scotland, which have relevance to community safety in the Kirkcaldy and Burntisland ward policing area during the period 1st April, 2019 to 31st March, 2020.

Decision

The Committee considered the content of the report and commented on the update provided.

The meeting adjourned at 4.21 pm

The meeting reconvened at 4.28 pm

Councillor Judy Hamilton left the meeting prior to consideration of the following item.

235./

235. SCOTTISH FIRE AND RESCUE SERVICE - KIRKCALDY AREA ANNUAL PERFORMANCE REPORT

The Committee considered a report by the Station Commander, Kirkcaldy Community Fire Station, Scottish Fire and Rescue providing an update on incident information for the period 1st April, 2019 to 31st March, 2020 and allowing the Committee to scrutinise the Scottish Fire and Rescue Service, Kirkcaldy Area against its key performance indicators.

Decision

The Committee considered the content of the report and provided comment on the progress across a range of key performance indicators detailed in the report.

Councillor Kathleen Leslie left the meeting during consideration of the following item.

236. AREA HOUSING PLAN UPDATE

The Committee considered a report by the Head of Housing Services providing Members with an update on progress in delivering service priorities and performance information for the financial year 2019/20.

Decision

The Committee noted:-

1. the work progressed through the Area Housing Plan for the financial year 2019/20;
2. the expenditure for the Housing Revenue Account Locality Managed Budget for 2019/20, as outlined in appendix 2 to the report; and
3. a revised Kirkcaldy Area Housing Services Plan for 2021/23 would be presented to the Committee once there had been the opportunity to consult on future priorities for the Kirkcaldy Area.

237. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee noted the content of the Kirkcaldy Area Committee Forward Work Programme 2020.

1st December 2020
Agenda Item No. 04

Burttisland Common Good Fund – Replacement Electrical Works – Burttisland Links Audit Response

Report by: Head of Communities & Neighbourhoods

Ward Affected: 9

Purpose

The purpose of this report is to advise the committee of the review of the decision taken in April 2019 and response to an action requested by External Audit in the Council's External Audit for 2019/20.

Recommendation

It is recommended that the Committee note the review that has been carried out and the response to the External Audit Report and confirms their original decision to allocate the money from the Common Good fund.

Resource Implications

There are no resource implications.

Legal & Risk Implications

This is a response to an action within the Fife Council External Audit for 2019/20.

Impact Assessment

An EqIA has not been completed and is not necessary for the following reasons - the report does not propose a change or revision to existing policies and practices.

Consultation

Head of Legal Services, Head of Finance and Senior Manager – Environment and Building Services have been consulted in the preparation of this report

1.0 Background

- 1.1 Kirkcaldy Area Committee agreed at its meeting of 23 April 2019 to support a common good funding request to provide a contribution of £100,000 to the replacement of electrical works at Burttisland Links.
- 1.2 In August 2019 the council's External Auditors received correspondence regarding this decision resulting in a review of the paper produced for the Committee. The view of the External Auditor was that the paper produced for area committee:

- 1.2.1 included an inaccurate policy reference and did not properly reference the 2014 common good policy,
 - 1.2.2 did not mention a notional fully repair and insure lease arrangement between the common good account and the council
 - 1.2.3 and did not include the Council's judgement (that this cost did not constitute a repair under this arrangement).
- 1.3 As a result, the view of the External Auditor was that the area committee was not fully informed at the time of reaching its decision to authorise the £100,000 contribution to the replacement electrical works and that in their view the Kirkcaldy Area Committee should request a revised paper and reconsider its decision based on complete and accurate information.
- 1.4 Given the nature of the External Auditor's view and recommendation, Legal Services were asked to review the original 2019 committee paper and decision. The rest of this paper addresses the External Audit recommendation.

2.0 Update

- 2.1 In relation to Common Good, the role of Area Committees is taking decisions on matters within their local area insofar as these have been remitted by Council or other Committees including considering all matters relating to expenditure from common good funds insofar as not delegated to officers. The External Audit Report points out that the only restrictions on using Common Good funds are that they must be used for the benefit of the community in question. The Council's approved List of Officer Powers provides for the Executive Director (Communities) to have responsibility for overall budgetary control for the Council's common good funds, including decisions relating to repair and maintenance of common good assets.
- 2.2 With regard to 1.2.1, the view of Legal Services is that the 2014 Policy was not referenced correctly. To address this issue, further clarity of the role of Common Good funds in providing investment and maintenance for non-movable and moveable assets is being looked at through a review of the 2014 Common Good Policy in line with further changes brought about by the Community Empowerment Act 2015.
- 2.3 With regard to 1.2.2 and the lease arrangement. Burntisland Links is actively managed by the Council and in line with policy a payment is paid 'reflecting rental and where the obligations of maintenance and other outgoings do not outweigh any income received by that Service for the property'. The ongoing rental agreement is historic and continues to be met by Grounds Maintenance. The payment to the Common Good fund for this rental is £500 per annum.
- 2.4 With regard to 1.2.3, the notional Fully Repair and Insure lease to Grounds Maintenance is an historic arrangement. The replacement of the entire electrical works on Burntisland Links is not regarded as falling within the scope of the rental agreement as these constituted major upgrade works. As was noted in the report in April 2019, temporary repairs were made to electrical supplies at Burntisland Links in 2018. The annual inspection of the electrical supplies identified that the installation was in a poor state and would need to be replaced for the 2019 Burntisland Fair, if the facility was to be retained and that the current installation was deemed to have failed its periodic electrical inspection and test and was not safe to use. It was also noted at Area Committee that neither common good funds nor Fife Council General

Fund alone were able to fund the replacement cables which is why both funds contributed a share. However, it is recognised that the 2014 Report could be clearer on the matters relating to common good assets actively managed by a council service and this will be included within the review of the 2014 Policy.

3.0 Conclusions

- 3.1 That Kirkcaldy Area Committee acted within its authority as defined by the List of Committee Powers when it took the decision to contribute £100k to the replacement electrical works is not within doubt.
- 3.2 The review undertaken by External Audit and by Legal Services of the April 2019 paper and the 2014 Policy paper have highlighted the need for clarifications. This is being taken forward as part of a review of the Common Good Policy agreed in 2014 and the subsequent changes brought about through the Community Empowerment Act 2015.
- 3.3 In light of the additional information presented in relation to 1.2.2 and 1.2.3 Committee is asked to confirm its original decision to allocate the money from the Common Good fund.

Report Contacts

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1st December 2020

Agenda Item No. 05

Proposed Waiting and Loading Restriction Amendments: Sang Road Area / Victoria Road, Kirkcaldy

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

Wards Affected: Ward 11 – Kirkcaldy Central & Ward 12 – Kirkcaldy East

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for amendments to existing No Waiting, No Loading and Limited Waiting Restrictions in Sang Road, Sang Place, Gow Crescent, Carlyle Road, West Albert Road, East Albert Road, Victoria Gardens, Townsend Crescent, Alexandra Street, Glebe Park, Victoria Road and John Pitcarin Place, Kirkcaldy.

Recommendation(s)

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

1. agrees to the promotion of a Traffic Regulation Order (TRO) to amend the restrictions as detailed in drawing nos. TRO/20/30A, B, C, D, E, F, G, H, J & K (Appendices 1-10), with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

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

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Parking Management team and Police Scotland been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available on Fife Direct.

1.0 Background

- 1.1 Residents vehicles displaying a resident's parking permit are exempt from the 30 minute waiting and loading limit in place on the residential streets around the Fife College building between 8am and 8.30pm, Monday to Saturday.
- 1.2 "No Waiting At Any Time / No Loading At Any Time" (NWNLAAT) restrictions require double yellow lines and poles with signs. (Double yellow kerb bars are optional) "No Waiting At Any Time" (NWAAT) restrictions only require double yellow lines. Removing the loading prohibition removes the need for poles and signs and the cost of maintaining them for the council.
- 1.3 Although standardising limited waiting to 30 minutes (no return with 30 mins) between the hours of 8am and 6pm, Monday to Saturday is possible where there are no exemptions for residents (in Victoria Road), it is not proposed to change the 30 minute waiting between the hours of 8am and 8.30pm around the college in this amendment. A wider consultation will be required to change the residents parking scheme.

2.0 Issues and Options

2.1 Sang Road (Appendix 1: TRO/20/30A)

The length of single yellow line on the north side of the road outside Dominos Pizza has already been doubled on the ground. It is proposed to make this length NWAAT in the TRO.

2.2 Sang Road (Appendix 2: TRO/20/30B)

On the north side of the Sang Road, both outside nos. 12 & 8, the double yellow lines (dyls) have already been reduced to increase the parking availability. It is proposed to reduce the double yellow lines on both ends of the south side outside nos.13/15 & the college and remove all of the loading prohibition on this junction.

2.3 Sang Place (Appendix 2: TRO/20/30B)

The double yellow lines have already been marked longer on the ground on both sides of the road at its junction with Sang Road, possibly to ensure easy access to

the nursery on the west side. This proposal will make the TRO match the markings in place on the ground.

2.4 Gow Crescent (Appendix 2: TRO/20/20B)

The existing 20m of dyls on both sides of the road are excessive. It is proposed to reduce this to 13m on the west side and 12m on the east side.

2.5 Sang Road (Appendix 3: TRO/20/30C)

It is proposed that the dyls should be extended on the south side from Carlyle Road, to a length of 50m to remove the need for the yellow box marking over the access to the college car park. And on the north side the dyls be reduced from 20m to 15m to increase the length of parking bay. The loading prohibition is to be removed from both these lengths.

2.6 Carlyle Road – North End (Appendix 3: TRO/20/30C)

The section of parking limited to 30mins on the east side outside nos. 24/26 is marked longer on the ground so this will be incorporated into the TRO. All of the loading prohibition will be take off the rest of the street.

2.7 Carlyle Road – South End (Appendix 4: TRO/20/30/D)

The dyls on the northeast side outside no. 20 will be reduced from 20m to 15m to allow one more parking space. All of the loading prohibition will be removed and the dyls in the bus stop will be replaced with a bus stop marking. The bus stop marking is enforceable without it being in the TRO.

2.8 Victoria Road (Appendix 5: TRO/20/30E)

The 20 minute limited waiting parking on the north side of the road will be standardised to 30 minutes waiting, no return within 30 minutes, between the hours of 8am and 6pm, Monday to Saturday. The restriction will be removed from the section of road outside nos. 42a to 50 to permit unrestricted parking.

2.9 Victoria Road / Roseberry Terrace / Townsend Crescent Junction (Appendix 5)

All loading prohibitions will be removed and left as NWAAT dyls.

2.10 Victoria Road (Appendices 5&6: TRO/20/30E & F)

The 20 minute limited waiting parking on the north side from the Windsor Hotel to Victoria Halls will be removed from the TRO. There is a bus stop marking outside the Windsor Hotel.

On the south side opposite this stretch the TRO has single yellow line restriction “No waiting, 8am-6pm, Mon-Sat”. This has already been marked as dyls on the ground, so this will be amended in the TRO.

2.11 Victoria Road (Appendix 6: TRO/20/30F)

The loading prohibition will be removed on the north side between Victoria Halls and John Pitcairn Place (Southwest end) and the TRO removed completely through the crossing because the white zigzag markings of the crossing prevent stopping/ parking and are enforceable by Police Scotland.

2.12 Alexandra Street (Appendix 6: TRO/20/30F)

The loading prohibition will be removed and the dyls reduced to 12 metres on both sides.

2.13 Glebe Park (Appendix 7: TRO/20/30G)

The loading prohibition will be removed from the junction and the dyls reduced to 10

metres on the west side of Glebe Park to permit parking if required on this wide road.

2.14 Victoria Road (Appendix 7: TRO/20/30G)

On the south side the TRO has single yellow line restriction “No waiting, 8am-6pm, Mon-Sat” stretching from Glebe Park through the bus stop to opposite no. 10. This will be changed to dyls and removed through the bus stop.

2.15 John Pitcairn Place (Appendix 7: TRO/20/30G)

Both junctions of the new development will have the standard 10 metres of dyls introduced and the 20 minute time limited parking will be removed between the junctions.

2.16 Victoria Road (Appendix 7: TRO/20/30G)

The 20 minute limited waiting parking on the north side outside the shops to John Pitcairn Place (Northeast end) will be standardised to 30 minutes waiting, no return within 30 minutes, between the hours of 8am and 6pm, Monday to Saturday.

2.17 Victoria Gardens (Appendix 8: TRO/20/30H)

The TRO will be amended to include all of the NWAAT, dyls that have already been marked on the ground and the loading prohibition removed from the northeast side.

2.18 Crossroads Junction, Townsend Crescent / East Albert Road / West Albert Road (Appendix 9: TRO/20/30J)

The loading prohibition will be taken off the whole junction and dyls reduced as follows:

- Townsend Crescent o/s no. 16 – reduce from 20m to 10m.
- East Albert Road (both sides) – reduce from 22m to 12m.
- Townsend Crescent o/s nos. 14 & 19 – reduce both side from 20m to 10m.
- West Albert Road o/s no. 19 Townsend Crescent – reduce from 20m to 15.

2.19 Gow Crescent (Appendix 10: TRO/20/30K)

Remove the loading prohibition from both sides and reduce to 15 metres from 20.

3.0 Conclusions

- 3.1 It is considered, in the interests of road management, that these traffic restrictions be promoted.

List of Appendices

1. Drawing No. TRO/20/30A: Proposed Traffic Restriction Amendments: Sang Road, Kirkcaldy
2. Drawing No. TRO/20/30B: Proposed Traffic Restriction Amendments: Sang Road/ Sang Place/ Gow Crescent, Kirkcaldy
3. Drawing No. TRO/20/30C: Proposed Traffic Restriction Amendments: Sang Road/ Carlyle Road, Kirkcaldy
4. Drawing No. TRO/20/30D: Proposed Traffic Restriction Amendments: West Albert Road/ Carlyle Road, Kirkcaldy

5. Drawing No. TRO/20/30E: Proposed Traffic Restriction Amendments: Victoria Road, Kirkcaldy
6. Drawing No. TRO/20/30F: Proposed Traffic Restriction Amendments: Victoria Road, Kirkcaldy
7. Drawing No. TRO/20/30G: Proposed Traffic Restriction Amendments: Victoria Road, Kirkcaldy
8. Drawing No. TRO/20/30H: Proposed Traffic Restriction Amendments: Victoria Gardens, Kirkcaldy
9. Drawing No. TRO/20/30J: Proposed Traffic Restriction Amendments: Townsend Crescent/ East & West Albert Road, Kirkcaldy
10. Drawing No. TRO/20/30K: Proposed Traffic Restriction Amendments: Gow Crescent, Kirkcaldy

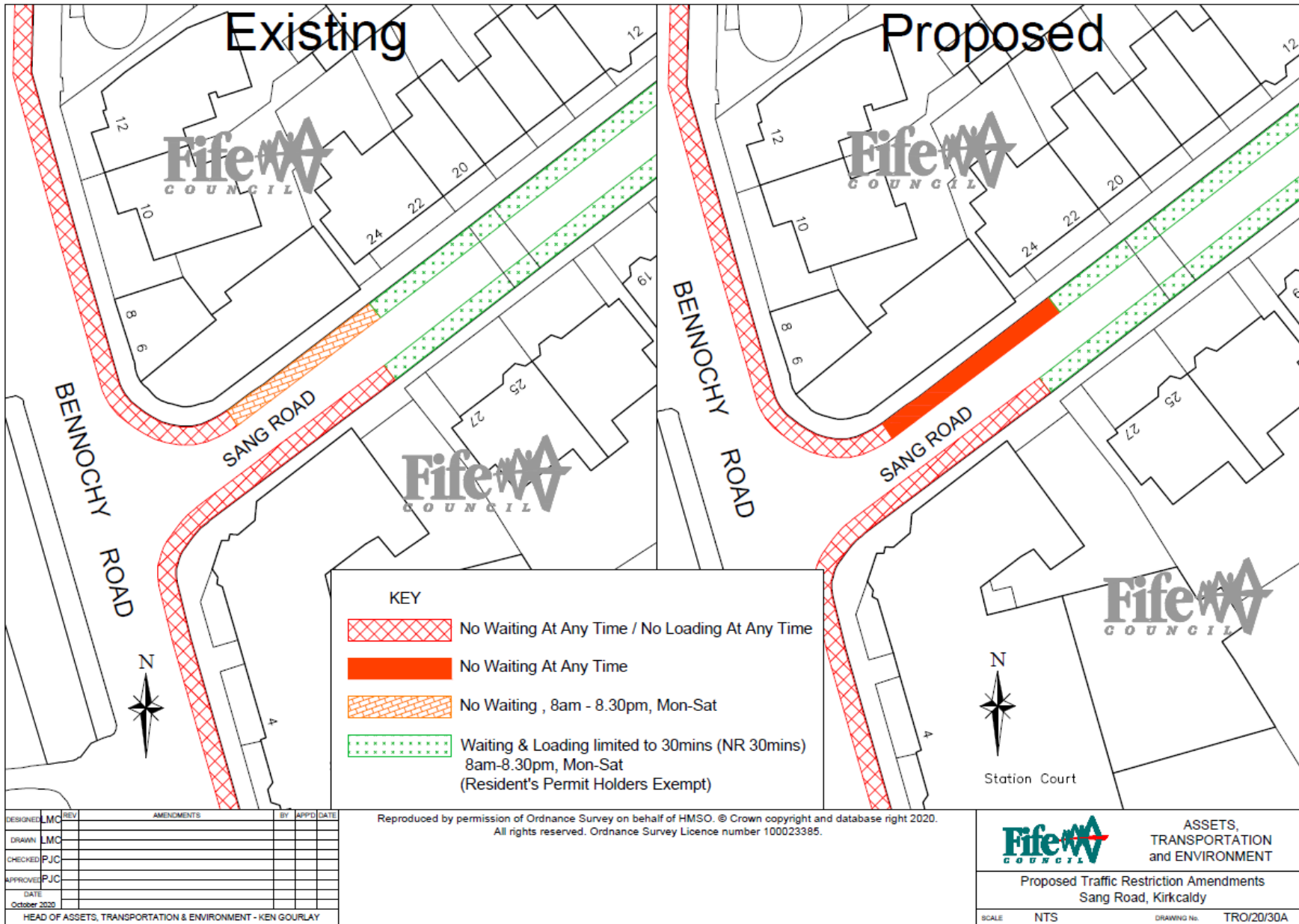
Background Papers

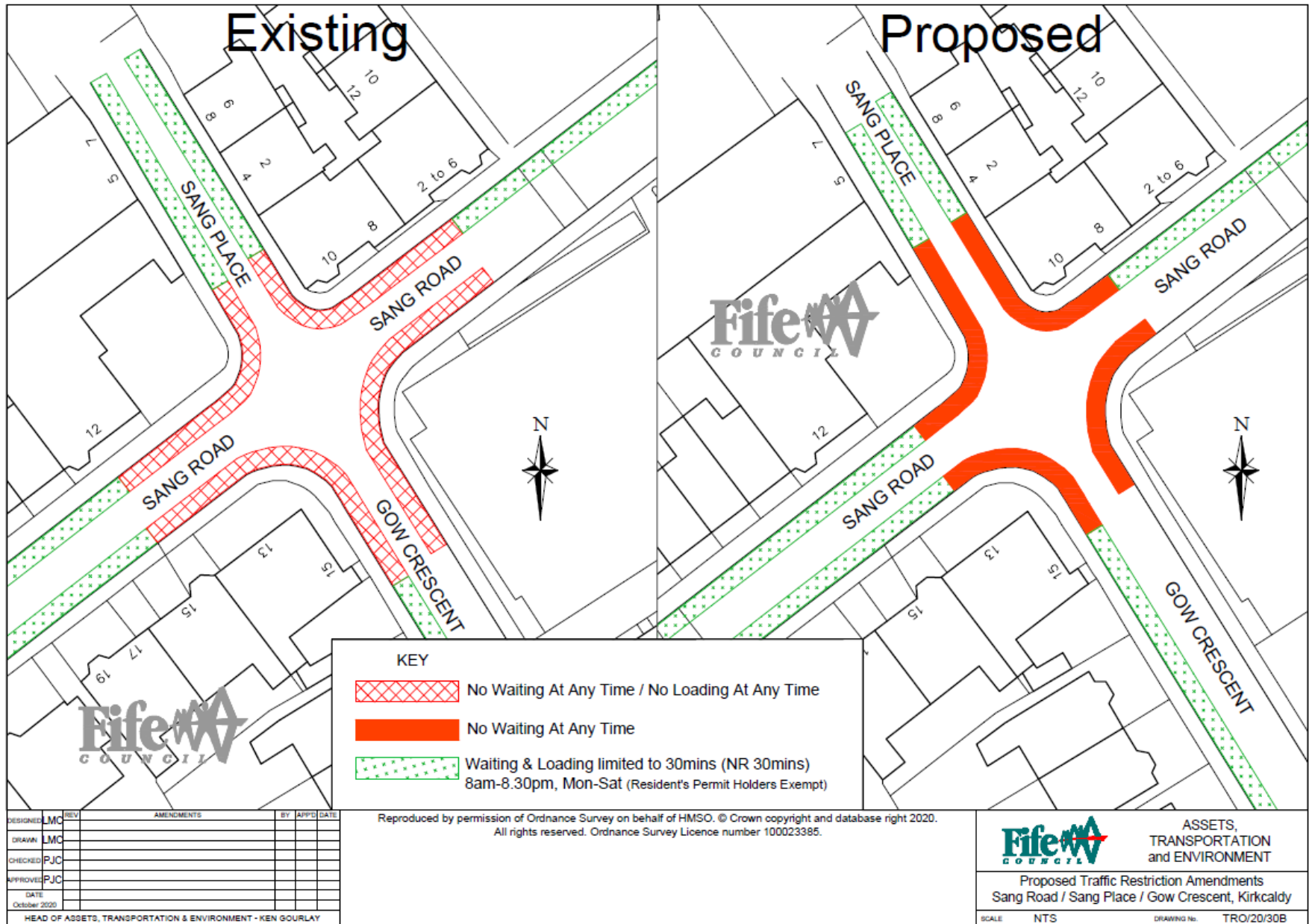
1. EqlA Summary Sheet

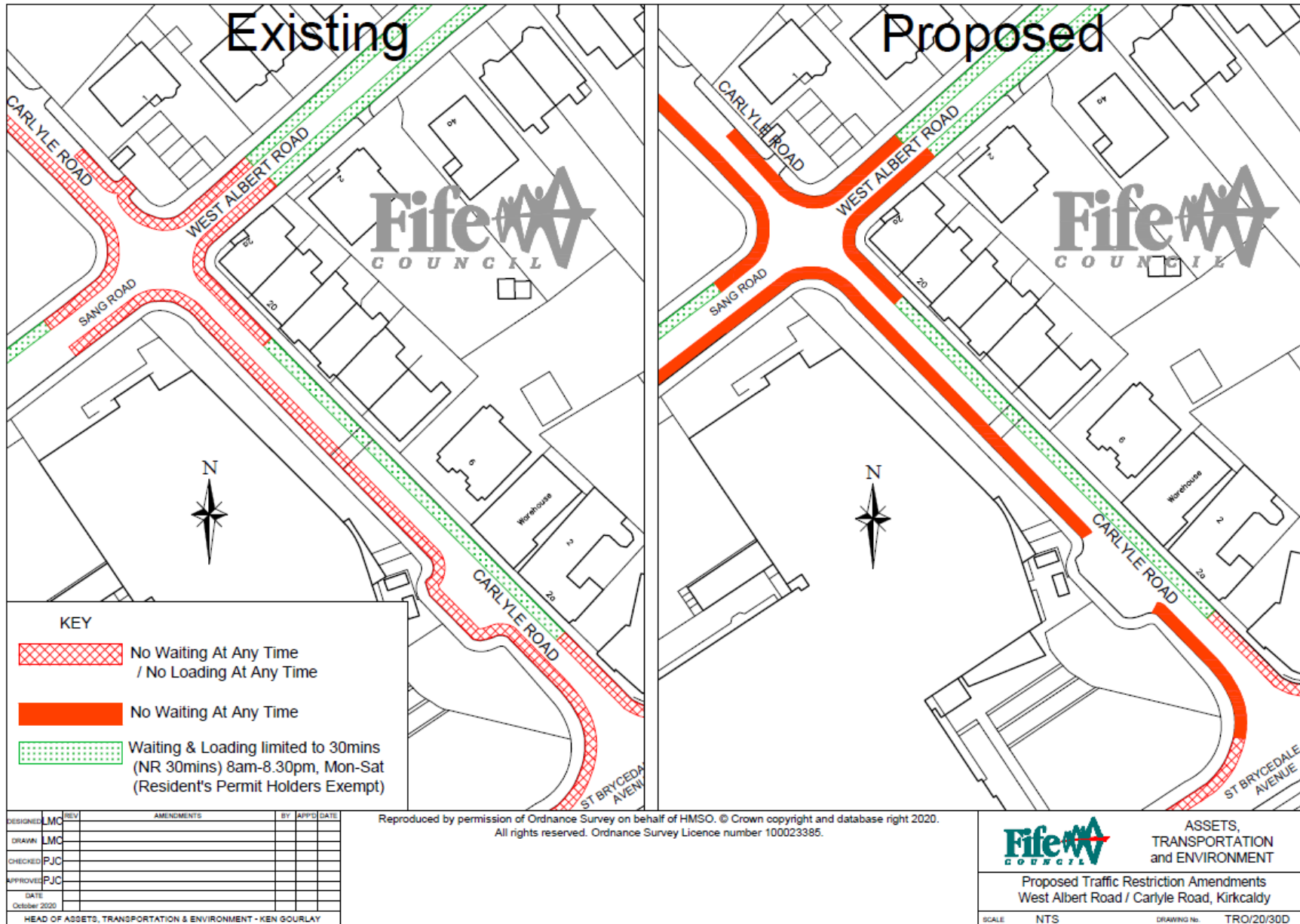
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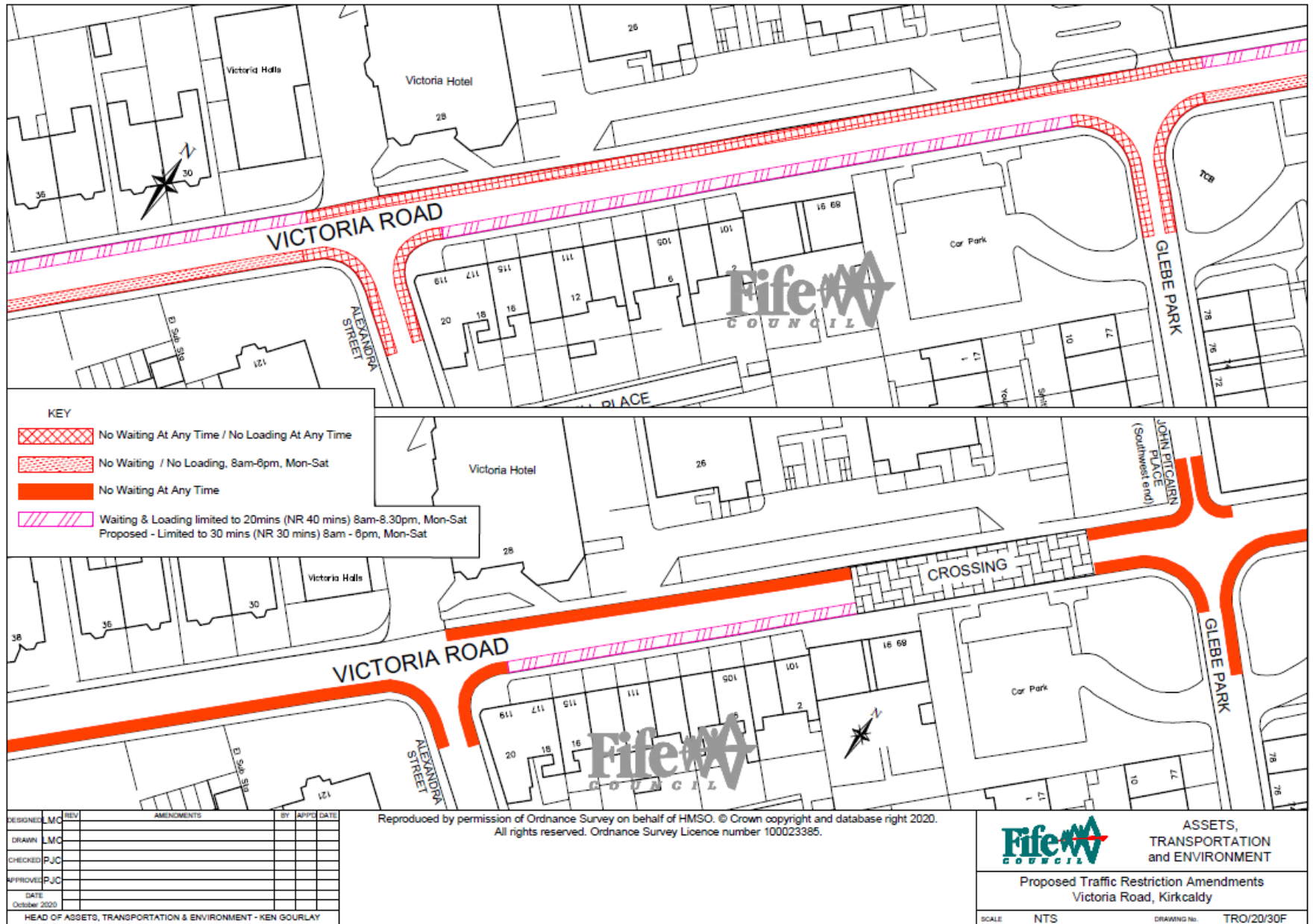
Appendix 1








Appendix 6



DESIGNED	LMC	REV	AMENDMENTS	BY	APPR	DATE
DRAWN	LMC					
CHECKED	PJC					
APPROVED	PJC					
DATE						
HEAD OF ASSETS, TRANSPORTATION & ENVIRONMENT - KEN GOURLAY						

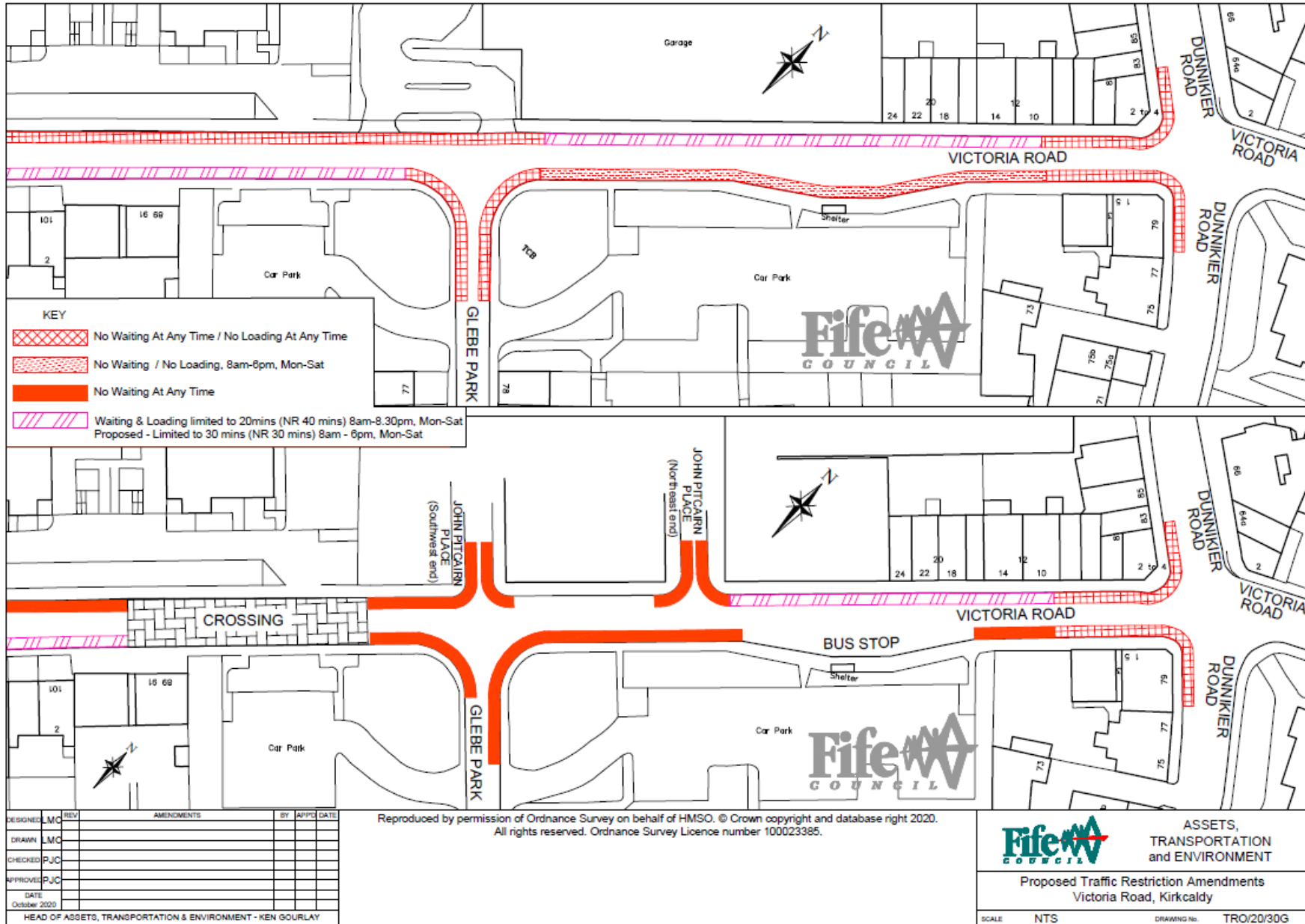
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**ASSETS,
TRANSPORTATION
AND ENVIRONMENT**

Proposed Traffic Restriction Amendments
 Victoria Road, Kirkcaldy

SCALE: NTS DRAWING No: TRO/20/30F

Appendix 7



1st December 2020
Agenda Item No. 06

Area Roads Programme 2020-21

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

Wards Affected: 9, 10, 11, 12

Purpose

The purpose of this report is to provide committee with the latest position statement on the delivery of the Kirkcaldy Area Roads Programme (ARP) 2020/2021.

Recommendation(s)

It is recommended that Committee:

- i. note the contents of the report and appendices and offer comment as appropriate.

Resource Implications

Delivery of the 2020/2021 ARP will be met from within the existing budget allocations. Programmes of work are adjusted, if required, to ensure that expenditure remains within the allocated budget. Slippage from 2019/20 has been included in the 2020/21 budgets for transparency and to clarify budget capacity.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Committee has been consulted through meetings with Members in the development of projects forming the 2020-2021 ARP, including the promotion of reserves.

1.0 Background

- 1.1 At its meeting on the 1st February 2018, the Economy, Tourism, Strategic Planning and Transportation Committee agreed the methodology for the division of Area Roads Programme resources to the seven area committees (2018, ETSP&T, 13 para 24 refers). Following approval of the Capital Investment Plan 2019-29 on 21st February 2019, the same committee agreed the devolved allocations for the 2020-21 ARP across the seven area committees.
- 1.2 Committee agreed the list of projects forming the 2020-21 ARP on the 3rd March 2020. This is the first progress report to committee on the delivery of the ARP programme.
- 1.3 The table below shows the ARP budget allocations for the Kirkcaldy area for 2020/21, including slippage from the previous year.

	Allocation including slippage	Expenditure to end October	Projected spend to 31/03/2021
Carriageways	£674,521 (includes slippage of £71,521)	£248,294	£656,151
Footways	£215,870 (includes slippage of - £15,129)	£133,229	£234,569
Street Lighting	£336,373	£20,529	£214,130
Traffic Management	£96,328 (includes slippage of -£30,672)	£484	£86,500

2.0 Issues and Options

- 2.1 Attached are Appendices 1-4 which provides a detailed progress statement of the current progress of individual projects in the programme.
- 2.2 Due to the shortened year as a result of the lockdown period, it may not be possible to deliver all schemes within the available construction time left in 2020/21. Note that increases to project costs have been applied to cover Covid-19 restriction costs and this may result in some projects being postponed due to budget availability. Any postponed projects will be programmed for early 2021/22.
- 2.3 The Service was awarded £1.638M of grant funding from the Scottish Government in March 2020 towards the provision of Cycling, Walking, Safer Streets. Due to the shortened year, and with the pressures of delivering the Spaces for People social distancing measures, the preparation of the cycleway programme has unfortunately been delayed. To ensure that the grant is fully utilised, the Service will need to re-allocate staff resources from other Fife wide projects to deliver this programme of

work, otherwise funding will be lost. This may impact on the delivery of some ARP projects in 2020-21.

- 2.4 To improve information on how the programme is progressing throughout the year, an ARP webpage has been developed to provide a 'live' statement of progress for each project. The following link provides access to the page: <https://fife-web-dev.squiz.cloud/sandbox/roads-capital-programme>.

3.0 Conclusions

- 3.1 Good progress is being made with the delivery of the programme, however it should be noted that due to the variable nature of civil engineering projects, some changes may be required within the planned schedule.
- 3.2 It is expected that the programme can be delivered within the available budget and funding for any project slipping into 2021-22 will be carried forward.

List of Appendices

1. Carriageway Schemes
2. Footway Schemes
3. Lighting Schemes
4. Road Safety & Traffic Management Schemes

Report Contact

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Roads & Transportation

Area Roads Programme 2020-21 - Kirkcaldy Area

Carriageway Schemes

Ward	Town	Street	Location/Description	Allocation/ Revised Estimate *	Billed to date	Work Stage	Programme Dates		Comments
							Start/ Estimated Start	Start/ Estimated Completion	
9	Kinghorn	Loch Road		£ 7,661	£ 7,661	Complete	Mar-20	Mar-20	Carryover from 2019/20 - Late billing
12	Kirkcaldy	Cairns Street West	Full length	£ 133,484	£ -	Postponed	Summer 2021		Postponed due to shortened year, scheme close to school (social distancing measures), to be programme during school holidays in 2021
12	Kirkcaldy	C98 Overton Road	Phase 2 of 3, Cairns Street West to Beatty Crescent	£ 173,131	* £ -	Design	Nov-20	Dec-20	Extended to include Phase 3
9	Burntisland	A921 Kinghorn Road	5m west of ped x-ing at Craighkennochie Terrace to east of	£ 55,992	* £ 59,541	Complete	Sep-20	Oct-20	Deferred from 2019/20. Anti-skid to be reinstated
9	Burntisland	A921 Cromwell Road	Full length	£ 82,258	* £ 84,884	Complete	Jul-20	Aug-20	
9	Auchtertool	B925 Main Street Phase 1 of 2	Gamekeepers Cottage to east of Moray Court	£ 80,000	* £ 82,202	Complete	Jul-20	Jul-20	
9	Kinghorn	Station Brae	To extents of adoption	£ 15,000	* £ 14,006	Complete	Sep-20	Sep-20	
11	Kirkcaldy	Ben Alder Place	Full length	£ 70,621	£ -	Design	Jan-21	Feb-21	Promoted to Cat 1 July 2020 due to savings across programme
11	Kirkcaldy	C48 Bennoch Road Phase 1 of 3	East of Broom Road to east of the east Longbraes Gardens junction	£ 60,000	* £ -	Design	Feb-21	Mar-21	Promoted to Cat 1 July 2020 due to savings across programme
11	Kirkcaldy	C48 Bennoch Road Phase 2 of 3	East of the east Longbraes Gardens junction to between Ben Alder Place and Lomond Gardens	£ 150,064	£ -	Design	Feb-21	Mar-21	Promoted to Cat 1 November 2020 due to saving in phase 1

Note: Billed to date does not cover potential Covid-19 cost increases

Roads & Transportation

Area Roads Programme 2020-21 - Kirkcaldy Area

Footway Schemes with Lighting

Ward	Town	Street	Location/Description	Footway Allocation/ Revised Estimate *	Lighting Allocations/ Revised Estimate *	Billed to date	Work Stage	Programme Dates		Comments
								Start/ Estimated Start	Start/ Estimated Completion	
12	Dysart	Hill Street	Grano section, Normand Brae to Tottenham Court	£ 19,529	£ 48,000	£ -	Design	Mar-21	Mar-21	
10	Kirkcaldy	Chapelhill	Phase 2 of 3	£ 54,794 *	£ 17,991 *	£ 16,283	On Site	Sep-20	Nov-20	
12	Kirkcaldy	Factory Road	Full length	£ 47,871 *	£ 17,500	£ 52,289	Complete	Sep-20	Oct-20	
11	Kirkcaldy	Meldrum Road Phase 1 of 2	Hendry Road to west of Katherine Street	£ 54,052 *	£ 30,000	£ 64,657	Complete	Jul-20	Sep-20	
10	Kirkcaldy	Redcraigs	Phase 4	£ 47,718 *	£ 30,000	£ -	On Site	Oct-20	Nov-20	

Note: Billed to date does not cover potential Covid-19 cost increases

Roads & Transportation

Area Roads Programme 2020-21 - Kirkcaldy Area

Lighting schemes

Ward	Town	Street	Location/Description	Footway Allocation/ Revised Estimate *	Lighting Allocations/ Revised Estimate *	Billed to date	Work Stage	Programme Dates		Comments
								Start/ Estimated Start	Start/ Estimated Completion	
11	Kirkcaldy	Adamson Avenue			£ 1,081	£ 1,081	Postponed			Lighting within Housing land remit, postponed until funding is confirmed.
12	Kirkcaldy	Overton Mains Ph1			£ 47,500	£ -	Design	To be Programmed		
11	Kirkcaldy	St Brycedale Avenue			£ 30,000	£ 8,690	Complete	Sep-20	Oct-20	

Lighting Schemes with Footways

Ward	Town	Street	Location/Description	Footway Allocation/ Revised Estimate *	Lighting Allocations/ Revised Estimate *	Billed to date	Work Stage	Programme Dates		Comments
								Start/ Estimated Start	Start/ Estimated Completion	
12	Dysart	Hill Street	Normand Brae to Tottenham Court	£ 19,529	£ 48,000	£ -	Design	Mar-21	Mar-21	
10	Kirkcaldy	Chapelhill	Phase 2 of 3	£ 54,794 *	£ 17,991 *	£ -	On Site	Sep-20	Nov-20	
12	Kirkcaldy	Factory Road		£ 47,871 *	£ 17,500	£ -	Complete	Sep-20	Oct-20	
11	Kirkcaldy	Meldrum Road Phase 1 of 2	Hendry Road to west of Katherine Street	£ 54,052 *	£ 12,058 *	£ 1,703	Complete	Jul-20	Sep-20	
10	Kirkcaldy	Redcraigs		£ 47,718 *	£ 30,000	£ 207	On Site	Oct-20	Nov-20	

Note: Billed to date does not cover potential Covid-19 cost increases

Roads & Transportation

Area Roads Programme 2020-21 - Kirkcaldy Area

Road Safety & Traffic Management Schemes

Ward	Town	Street	Location/Description	Allocation/ Revised Estimate *	Billed to date	Work Stage	Programme Dates		Comments
							Start/ Estimated Start	Start/ Estimated Completion	
9	Kinghorn	Burntisland Road	Pedestrian Refuge	£ 12,000		Design	Jan-21	Jan-21	
9	Burntisland	A909 Cowdenbeath Road	Gateway/traffic calming	£ 10,000		Design	Nov-20	Nov-20	
12	Kirkcaldy	Flesh Wynd/Mid Street	Build Outs/Pedestrian facilities	£ 15,000		Design	Nov-20	Nov-20	
12	Dysart	Townhead/ Westport	Footway widening	£ 10,000	£ -	Complete	Complete 2019/20		Complete, delivered as part of cycleway scheme in 2019/20
12	Kirkcaldy	Dunnikier Way	Controlled Crossing	£ 40,000	£ 484	Design	Nov-20	Dec-20	

Note: Billed to date does not cover potential Covid-19 cost increases

1st December 2020

Agenda Item No. 07

Grounds Maintenance Service Domestic Waste and Street Cleansing Service Annual Review 2020

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

Wards Affected: All Wards.

Purpose

The purpose of this report is to inform Committee of the performance of grounds maintenance, domestic waste collection and street cleansing services in 2020. The report will also inform Committee of the management changes in these services and identify how community-led decision making will shape operational delivery in future.

Recommendation(s)

It is recommended that Committee note:

- the extraordinary challenges faced in the delivery of grounds maintenance, domestic waste collection and street cleansing services in 2020;
- the structural and organisational measures being taken to improve and sustain service delivery; and
- the new decentralised way of working which will deliver local priorities and help communities shape their environment.

Resource Implications

There are no additional resource implications arising from this report.

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 & risk implications arising from this report.

Impact Assessment

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

Consultation

No consultations are required in connection with this report.

1.0 Grounds Maintenance Service Performance

- 1.1 The lockdown restrictions imposed at the end of March 2020, stopped all grounds maintenance activity for 6 weeks at the start of the new growing season. This left the service with a grass cutting legacy which was almost unmanageable because of staff redeployment to other critical services and the absence of seasonal workers that could not be recruited for safety reasons.
- 1.2 As a consequence of the staff shortages, the service was forced to take the unprecedented decision to stop cutting grass in areas of low public amenity.
- 1.3 Some uncut areas have been returned to because the amenity use was underestimated but most are now the subject of a forthcoming public consultation on grassland management and biodiversity. Should communities wish to see a rewilding strategy for their locality, they will choose the land they want to repurpose, and a new maintenance specification will be developed.
- 1.4 If communities embrace a new grassland management approach on any scale, resources will be released to raise standards of greenspace maintenance elsewhere within their locality.
- 1.5 Lockdown restrictions prevented the supply and planting of flower bedding in 2020. All parks, streets and open space were devoid of flower displays and hanging baskets over the summer. This provision will return in 2021, unless Covid constraints dictate otherwise.
- 1.6 The service is now returning to a business as usual position and routine winter maintenance is underway.
- 1.7 The service continues to work on an internal programme of projects to strengthen business infrastructure and improve the commercial focus of operations:
 - New service level agreements with clients.
 - Implementation of electronic asset management system.
 - New financial management processes/systems.
 - Public/private garden care review.
 - Green waste processing.
 - Grassland Management Strategy.
 - Lease review.
 - Ash Dieback Strategy.
 - Fife wide tree survey.
 - Procurement review.

2.0 Domestic Waste and Street Cleansing Performance

- 2.1 Despite having critical worker status, a significant number of waste collection staff went absent within days of the lockdown restrictions being applied. As a result, the service was forced to stop non-essential collection of paper and cardboard and delay the increased two-weekly summer collection cycle on compost.
- 2.2 Staff were brought in from Fife Resource Solutions, Building Services and Ground Maintenance to prevent service failure and maintain core landfill collections. A number of bins were missed during the summer months because the new staff were not familiar with routes, however the public were generally understanding of the challenges being faced by the service.
- 2.3 On June 1st 2020, all waste collection streams were back on schedule and normal service was resumed with new COVID safety measures in place. 100 street cleaners are in the process of being trained on mechanical waste collection and 40 waste collectors have been trained as HGV drivers, in order that future resilience can be found within the service. This additional resource will minimise reliance and impacts on other services should a second or third lockdown be declared.
- 2.4 As with grounds maintenance works, street cleansing was also suspended for 6 weeks at the start of lockdown and the consequences for the environment were highly visible. Litter and weeds became a feature on most streets and whilst the position with discarded rubbish has been improved, plant growth has been harder to control with a reduced workforce. A budget reduction in weed spraying has also added to the problem.
- 2.5 Additional street cleansing support has come from redeployed Building Services apprentices and voluntary organisations such as the Fife Street Champions. The service is now actively coordinating operations and collaborating with local groups wishing to help improve the environment in their areas.
- 2.6 Working with the Council's Skills and Employability Team the service has established an Environmental Training Academy to train unemployed young people for jobs in street cleansing and waste collection. To date 12 young people have been trained and recruited to full-time positions in both services.

3.0 Restructure

- 3.1 Parks, Streets and Open Spaces (PSOS) previously provided grounds maintenance and street cleansing services under one management structure. The original objective was a more flexible deployment of staff resources between the two functions. Limited benefits have accrued as budget cuts have removed one third of the workforce in the last seven years. Constant change and loss of local knowledge and experience have impacted significantly on the success of this model.
- 3.2 With growing financial challenges and dropping standards in service delivery it has been necessary to review and change the operating model. The main priorities have been greater transparency, financial stability and improved operational management.
- 3.3 In a complex supervisory structure, it was clear that the management of the street cleansing and grounds maintenance functions had to be separated. It was agreed

that street cleansing would return to the Domestic Waste Service and a new dedicated Grounds Maintenance Service would be created.

- 3.4 The revised organisational structure was introduced in July and despite all the COVID related impacts, both new services are already making improvements in the way in which they are working:
- Balancing and aligning resources with demand across areas.
 - New job profiles.
 - Return to ward area working.
 - Introduction of full cost recovery charging mechanism.
 - Standardisation of working practices.
 - Dedicated functional team approach.
 - Community-led decision making.
 - New Environmental Training Academy.
 - Increased collaboration with voluntary organisations.

4.0 Local Engagement / Community-Led Decisions

4.1 Day to day operations

The new service management structures are underpinned by the commitment to engage and communicate with elected members and community representatives on local priorities. Each Committee Area will have dedicated Managers and Supervisors (see Appendices 2 & 4) working to deliver community-led specifications balanced with available resources.

4.2 Strategic Decision Making

For more planned and longer-term matters such as greenspace management and purposing of land, there will be a Place Leadership model. Multi-disciplinary Local Leadership Teams comprising Community Managers, service representatives and community partners will consult, agree area strategies and shape service delivery to ensure place priorities are met.

5.0 Conclusions

- 5.1 Budget cuts over recent years totalling £5.5m and a one third reduction in the street cleansing and grounds maintenance workforce has had a significant impact on service delivery. The legacy created by lockdown restrictions at the start of the summer season only exacerbated dropping standards and confirmed the necessity for transformational change in these service areas.
- 5.2 The structural and organisational change that has been introduced will now support a whole programme of improvement projects which will increase service delivery and recover the environmental standards that the Council aspires to. A dedicated area-based approach will be central to how resources are deployed and what priorities can be targeted and delivered for communities on a locality by locality basis.
- 5.3 Local engagement and partnership working with community groups and representatives will be key to shaping day to day service provision. More significant

strategic decisions on place making and the environment will be developed by Local Leadership Teams.

- 5.4 The development of relationships and collaborative working with voluntary organisations will enhance local environments and see communities take more ownership of standards in their area. This form of partnership working will raise awareness and change cultures over time.

Report Author and Contact

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Appendix 1 – Grounds Maintenance Staff Resources per Area

SW Fife	NE Fife	Levenmouth	Kirkcaldy	Glenrothes	Dunfermline	Cowdenbeath
21	36	23	38	35	29	27

Total - 209

Appendix 2 – Grounds Maintenance Ward Contacts

Wards	Contact	Mobile	Area Manager
1	Darren Pierce	07984 498936	John O'Neil
2/3/4	Mark Blackman	07984 495188	John O'Neil
5/6	Darren Pierce	07984 498936	John O'Neil
7/8	Kevin Jolicoeur	07720 337589	John O'Neil
9	Richard Brown	07984 459888	Stephen Duffy
10/11/12	Craig Balfour	07984 496973	Stephen Duffy
13/14/15	Alex Lamond	07951 204370	Stephen Duffy
16/17/18/19/20	Roger Honeyman	07598 292114	Colin Davidson
21/22	Tam Templeman	07998 4496617	Colin Davidson
Trees			
1-8 / 13-15	Brian Taylor	07984 494617	Stephen Duffy
9-12 / 16-22	Robert Cunningham	07738 955588	Stephen Duffy

Appendix 3 – Street Cleansing Staff Resources per Area

SW Fife	NE Fife	Levenmouth	Kirkcaldy	Glenrothes	Dunfermline	Cowdenbeath
21	25	18	26	27	20	12

Total – 149

Appendix 4 – Street Cleansing Area Contacts

Wards	Contact	Mobile	Area Manager
1/2/3/4/5	Stephen Campbell	07874850594	Jim Stenhouse
6/7/8	Bruce Patrick	07984496243	Jim Stenhouse
9/10/11/12	Peter Gilmour	07740421510	John Easton
13/14/15	Michael Tasker	07984497077	John Easton
16/17/18/19/20	John Hopkins	07460878807	Alan White
21/22	James Palmer	07507870465	Alan White

1st December 2020

Agenda Item No. 08

Common Good Funds Annual Report 2019-2020

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

Wards Affected: 9, 10, 11, and 12

Purpose

The purpose of this report is to advise members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2019-2020.

Recommendations

Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds; and
- (2) offer comments as appropriate on the information provided.

Resource Implications

The additional work to produce these reports has been resourced from within Finance & Corporate Services Directorate.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation has taken place with Assets, Transportation and Environment Services and Fife Cultural Trust.

1.0 Background

- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good 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 fixed assets which are heritable property and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.

2.0 Common Good Fund - Key Elements

2.1 Revenue Account

2.1.1 Income

The cash income received during the financial year is mainly from rents, interest on investments and internal interest. Income from net gain on revaluation is a result of the revaluation of the funds investments at the year end.

2.1.2 Expenditure

In line with the Council's agreed policy, the first call on the Common Good Fund is maintenance of Common Good property. Disbursements/donations and other expenses are also funded from the Common Good Fund.

The amount spent on property costs and disbursements/donations are detailed within the notes to the accounts for the individual Common Good Funds.

The net effect of the income and expenditure on a Common Good account results in a surplus or deficit for the particular year. This amount is then transferred to balances.

3.0 Balance Sheet

3.1 Fixed Assets

3.1.1 Heritable Property

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

The attached accounts reflect the assets held on the Common Good Balance sheet as at 31st March, 2020. A complete list of all Common Good assets relative to this Area is also attached at Appendix 1(b).

3.1.2 Investments

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

The heritable property and investments represent the capital balances.

3.2 Current Assets

The Advance to Loans Fund comprises monies held in the Council's bank account which receive internal interest from Fife Council.

The advance to loans fund, plus debtors and less creditors, represents the revenue balances.

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

4.0 Moveable Property

4.1 Moveable property held as part of the Common Good comprises everything that is not land or buildings, e.g. Council Chains of Office, furniture, ceremonial robes and so on. Customer Service Improvement and Museums and Libraries can provide a list of this moveable property if required.

5.0 Conclusions

5.1 This reports and its appendices are intended to give Members greater information on the relevant Common Good Funds.

List of Appendices

1. Kirkcaldy Area Common Good fund Annual Reports 2019-20 (incorporating as Appendix 1(a)A-C the financial statements 2019-20 and as Appendix 1(b) the schedule of heritable property).

- A- Burntisland
- B- Kinghorn
- C- Kirkcaldy

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 2019-20

Report Contacts

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**BURNTISLAND COMMON GOOD FUND
ANNUAL REPORT 2019-20**

1. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £297,591. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £46,820. The total balances of Burntisland Common Good are £344,410, as shown in Appendix 1(a)-A.

2. Key Issues in Financial Year 2019-20

2.1 Income

Total income for 2019-20 is £22,744 (2018-19 £82,472). This reduction is due to a contribution from Enterprise & Environment Service for the electrical works on Burntisland Links during 2018-19.

2.2 Expenditure

Total expenditure for 2019-20 is £116,450, (2018-19 £15,792). The increase in expenditure is due to electrical works on Burntisland Links.

3. Management of Assets

3.1 There are currently 8 leased sites in Burntisland as detailed in Note 1 to the Accounts in Appendix 1(a)-A.

4. Value of Fund

4.1 The total value of the fund has reduced in 2019-20 by £120,358 as shown in Appendix 1(a)-A.

**KINGHORN COMMON GOOD FUND
ANNUAL REPORT 2019-20**

1. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £519,252. The revenue balances are £107,395. The total balances of Kinghorn Common Good are £626,648 as shown in Appendix 1(a)-B.

2. Key Issues in Financial Year 2019-20

2.1 Income

Total income for 2019-20 is £21,699, (2018-19 £20,488). This is an increase on the previous year due to an increase in interest from investments.

2.2 Expenditure

Total expenditure for 2019-20 is £6,408 (2018-19 £5,666). This increase from the previous year is mainly due to an increase in donations.

3. Management of Assets

3.1 There are 3 lease agreements in Kinghorn.

4. Value of Fund

4.1 The total value of the fund has reduced in 2019-20 by £45,636 as shown in Appendix 1(a)-B.

**KIRKCALDY COMMON GOOD FUND
ANNUAL REPORT 2019-20**

1. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £288,455. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £91,234. The total balances of Kirkcaldy Common Good are £417,044. as shown in Appendix 1(a)-C.

2. Key Issues in Financial Year 2019-20

2.1 Income

Total income for 2019-20 is £22,863, (2018-19 £21,506). This is an increase on the previous year due to interest from investments and rental income.

2.2 Expenditure

Total expenditure for 2019-20 is £4,020 (2018-19 £2,558). This is an increase on the previous year due to higher depreciation & impairment charges.

3. Management of Assets

3.1 There are currently 4 leased sites in Kirkcaldy area as detailed in Note 1 to the Accounts in Appendix 1(a)-C.

4. Value of Fund

4.1 The total value of the fund has increased in 2019-20 by £1,866 as shown in Appendix 1(a)-C.

COMMON GOOD FUNDS - BURNTISLAND COMMON GOOD

Appendix 1(a)-A

Revenue Account Year Ended 31st March 2020

2018/19		2019/20
	Income:	
13,400.00	Rents	13,660.00
436.09	Interest on Revenue Balances	661.29
7,979.12	External Interest	8,422.90
60,656.25	Other Income	0.00
<u>82,471.46</u>	Total Income	<u>22,744.19</u>
	Expenditure:	
419.80	Property Costs	101,924.80
18.00	Donations	9,092.00
55.00	Other Expenditure	1,133.00
15,299.07	Depreciation & Impairment	4,300.00
<u>15,791.87</u>	Total Expenditure	<u>116,449.80</u>
66,679.59	Surplus / (Deficit) for Year	-93,705.61
15,299.07	Add Funding from Reval Reserve	4,300.00
<u>81,978.66</u>	Amended Surplus (Deficit) for year	<u>-89,405.61</u>

Balance Sheet as at 31st March 2020

	Fixed Assets:	
140,129.00	Heritable Property	143,309.00
188,417.55	Investments	154,284.78
	Current Assets:	
134,349.04	Advance to Loans Fund	44,851.40
1,876.34	Sundry Debtors	1,968.37
	Less Current Liabilities:	
0.00	Creditors	0.00
136,225.38	Net Current Assets	46,819.77
<u>464,771.93</u>	Net Assets	<u>344,413.55</u>
	Financed By:-	
-324,642.93	Useable Reserves	-201,104.55
-140,129.00	Unusable Reserves	-143,309.00
<u>-464,771.93</u>		<u>-344,413.55</u>

Notes to Revenue Account Year to 31st March 2020

1. Analysis of Rental Income:

Sub-Station Site The Links	500.00
96 High Street	2,750.00
102 High Street	500.00
106-108 High Street	4,500.00
Music Hall	250.00
40 Links Place, Unity Hall	3,950.00
30 West Leven Street	10.00
Seamill Workshop/Store, Haugh Road	1,200.00
	<u>13,660.00</u>

COMMON GOOD FUNDS - KINGHORN COMMON GOOD

Appendix 1(a)-B

Revenue Account Year Ended 31st March 2020

2018/19		2019/20
	Income:	
625.00	Rents	625.00
471.31	Interest on Revenue Balances	603.87
19,391.36	External Interest	20,469.88
0.00	Other Income	0.00
<u>20,487.67</u>	Total Income	<u>21,698.75</u>
	Expenditure:	
0.00	Property Costs	105.35
4,065.79	Donations	4,648.00
0.00	Other Expenditure	55.00
1,600.00	Depreciation & Impairment	1,600.00
<u>5,665.79</u>	Total Expenditure	<u>6,408.35</u>
14,821.88	Surplus / (Deficit) for Year	15,290.40
1,600.00	Add Funding from Reval Reserve	1,600.00
<u>16,421.88</u>	Amended Surplus (Deficit) for year	<u>16,890.40</u>

Balance Sheet as at 31st March 2020

	Fixed Assets:	
37,603.00	Heritable Property	144,301.00
457,904.14	Investments	374,952.54
	Current Assets:	
80,944.84	Advance to Loans Fund	102,611.57
4,560.00	Sundry Debtors	4,783.67
	Less Current Liabilities:	
0.00	Creditors	0.00
85,504.84	Net Current Assets	107,395.24
<u>581,011.98</u>	Net Assets	<u>626,648.78</u>
	Financed By:-	
-543,408.98	Useable Reserves	-482,347.78
-37,603.00	Unusable Reserves	-144,301.00
<u>-581,011.98</u>		<u>-626,648.78</u>

Notes to Revenue Account Year to 31st March 2018

1. Analysis of Rental Income:

Storage Shed St James Place	225
Greenhouse, Huts, Shed, Stables - Mid Myre	100
Kinghorn Coastal Rowing	300
	<u>625</u>

COMMON GOOD FUNDS - KIRKCALDY SUMMARY

Appendix 1(a)-C

Revenue Account Year Ended 31st March 2018

2018/19		2019/20	
	Income:		
7,568.00	Rents	8,058.00	
365.37	Interest on Revenue Balances	477.29	
13,573.22	External Interest	14,328.14	
0.00	Other Income	0.00	
<u>21,506.59</u>	Total Income	<u>22,863.43</u>	
	Expenditure:		
0.00	Property Costs	0.00	
-12.00	Donations	4,020.50	
2,569.58	Other Expenditure	0.00	
0.00	Depreciation & Impairment	0.00	
<u>2,557.58</u>	Total Expenditure	<u>4,020.50</u>	
18,949.01	Surplus / (Deficit) for Year	18,842.93	
0.00	Add Funding from Reval Reserve	0.00	
<u>18,949.01</u>	Amended Surplus (Deficit) for year	<u>18,842.93</u>	
	Balance Sheet as at 31st March 2018		
	Fixed Assets:		
26,003.00	Heritable Property	68,003.00	
320,515.65	Investments	262,452.66	
0.00			
0.00			
	Current Assets:		
69,199.68	Advance to Loans Fund	87,886.05	
3,191.82	Sundry Debtors	3,348.38	
0.00			
0.00			
0.00			
0.00			
72,391.50	Net Current Assets	91,234.43	
<u>418,910.15</u>	Net Assets	<u>421,690.09</u>	
	Financed By:-		
-392,907.15	Useable Reserves	-353,687.09	
-26,003.00	Unusable Reserves	-68,003.00	
<u>-418,910.15</u>		<u>-421,690.09</u>	0.00

Notes to Revenue Account Year to 31st March 2018

1. Analysis of Rental Income:

Dysart Harbour	1,103.00
Links Market	4,085.00
Ravenscraig Walled Garden	2,500.00
Andrew Whitson	370.00
	<u>8,058</u>

Burntisland Common Good Asset List as 31/03/20

SRN	Asset Name	Address	Town	Extent
000433	Unity Hall	Links Place	Burntisland	Whole asset
000434	The Young Community Hall	Thistle Street	Burntisland	Whole asset
000729	Burntisland Links	The Links	Burntisland	Whole asset
001395	Beacon Leisure Centre	Lammerlaws Road	Burntisland	Corner of site only
004152	Port Toilets	Links Place	Burntisland	Whole asset
005896	Links Place Car Park	Links Place	Burntisland	Whole asset
006131	Burntisland Local Office & Burgh Chambers	104-108 High Street	Burntisland	Whole asset
006132	Burntisland Heritage Trust	2/4 Kirkgate	Burntisland	Whole asset
030110	Park	Melville Gardens	Burntisland	Whole asset
030179	Shop	96 High Street	Burntisland	Whole asset
100057	Garage Site	Haugh Road	Burntisland	Whole asset
100190	Site of Derelict Hall	215 High Street	Burntisland	Whole asset
100259	Rosscend Point Park	Rosscend Terrace	Burntisland	Whole asset
100807	Burntisland War Memorial	Kinghorn Road	Burntisland	Whole asset
100977	Grazing Land	Haugh Road	Burntisland	Whole asset
100978	Seamill Workshop	Haugh Road	Burntisland	Whole asset
100979	Lockups	Kirkcaldy Road	Burntisland	Whole asset
101017	Haugh Road Play Park	Haugh Road	Burntisland	Whole asset
101018	Site	Shepherd Crescent	Burntisland	Whole asset
101070	Promenade	Galahill	Burntisland	Whole asset
101071	Beach	Kinghorn Road	Burntisland	Whole asset
101072	Footpath	Broomhill Avenue	Burntisland	Whole asset
101073	Amenity Land	Craigkennochie Terrace	Burntisland	Whole asset
101098	Esplanade	Kinghorn Road	Burntisland	Whole asset
101105	Amenity Ground	Haugh Road	Burntisland	Whole asset
101106	Amenity Ground adjacent Railway	Haugh Road	Burntisland	Whole asset

Kinghorn Common Good Asset List as 31/03/20

SRN	Asset Name	Address	Town	Extent
000625	Kinghorn Golf Course	Mcduff Crescent	Kinghorn	Corner of asset
000742	Car Park	Pettycur Road	Kinghorn	Whole asset
004164	Hall & Public Convenience	Beach Braes (St James Place)	Kinghorn	Whole asset
004313	Kinghorn Parks Depot	West Of Mid Road	Kinghorn	Most of asset
005086	Pettycur Harbour	Pettycur Road	Kinghorn	Most of asset
100070	Store	St James Place	Kinghorn	Whole asset
100071	Mires Park	Orchard Terrace	Kinghorn	Whole asset
100072	Life Boat Station	30 St James Place	Kinghorn	Whole asset
100375	North Mire Refuse Site	Orchard Road	Kinghorn	Most of asset
100996	Inch View Garage Site	Inch View	Kinghorn	Whole asset
100997	Inch View Play Park	Inch View	Kinghorn	Whole asset
100998	South Overgate Amenity Ground	South Overgate	Kinghorn	Whole asset
100999	Nethergate Play Park	Nethergate	Kinghorn	Whole asset
101000	Eastgate Play Park	Eastgate	Kinghorn	Whole asset
101001	Bowbutts Garage Site	Eastgate	Kinghorn	Most of asset
101055	Playground	Mid Road	Kinghorn	Whole asset
101057	Coastal Slopes	Pettycur Road	Kinghorn	Whole asset

Kirkcaldy Common Good Asset List as 31/03/20

SRN	Asset Name	Address	Town	Extent
000188	Kirkcaldy Galleries	Memorial Gardens, Bennoch Road	Kirkcaldy	Whole asset
000508	Adam Smith Theatre	St Brycedale Avenue	Kirkcaldy	Whole asset
000741	Beveridge Park	Abbotshall Road	Kirkcaldy	Whole asset
000745	Ravensraig Park	Dysart Road	Kirkcaldy	Whole asset
004177	Kirkcaldy Public Convenience	South Esplanade	Kirkcaldy	Whole asset
004318	Former Parks Depot	Southerton Road	Kirkcaldy	Whole asset
005914	Esplanade Car Park (A)	Esplanade	Kirkcaldy	Whole asset
005915	Esplanade Car Park (B)	Esplanade	Kirkcaldy	Whole asset
005916	Esplanade Car Park (C)	Esplanade	Kirkcaldy	Whole asset
005917	Esplanade Car Park (D)	Esplanade	Kirkcaldy	Whole asset
005925	Nicol Street Car Park	Nicol Street	Kirkcaldy	Part of asset
005928	St James Church Car Park	Port Brae (High Street)	Kirkcaldy	Part of asset
100359	Ravensraig Nursery	Dysart Road	Kirkcaldy	Whole asset
100602	Memorial Gardens	Bennoch Road	Kirkcaldy	Whole asset
100929	Ravensraig Castle	Dysart Road	Kirkcaldy	Whole asset
101002	Volunteer's Green	Volunteer's Green	Kirkcaldy	Whole asset
101003	Sang Road Drying Green	Sang Road	Kirkcaldy	Whole asset
101058	Esplanade	Esplanade	Kirkcaldy	Whole asset
101074	Foreshore	The Esplanade	Kirkcaldy	Whole asset
101075	Amenity Land	The Esplanade	Kirkcaldy	Whole asset
101076	Former Drying Green	Pool Lane	Kirkcaldy	Whole asset
101084	Amenity Land	Nicol Street	Kirkcaldy	Whole asset
006620	Site of Normand Hall (Demolished)	Rectory Lane	Dysart	Whole asset
006621	Dysart Harbour	Hot Pot Wynd	Dysart	Whole asset
100174	St Serf's Tower and Cemetery	Shore Road	Dysart	Whole asset
100565	Harbour Masters House	Hot Pot Wynd	Dysart	Whole asset
100990	Townhead Park	West Quality Street	Dysart	Whole asset
100991	Car Park	Shore Road	Dysart	Whole asset

1st December 2020

Agenda Item No. 09

Settlement Trust - Annual Update on Expenditure and Funds Held – 2019 /20

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 9,10,11 & 12

Purpose

This report is to give elected members a position on the expenditure relating to the Settlement Trusts in their area. The report also provides a Fife wide statement of funds held in both capital and revenue accounts as at April 2020.

Recommendation(s)

Members are asked to -

- note the expenditure statement for the financial year 2019/20 found in Appendix 1;
- note the funds available at the year-end relating to amounts held as interest, in Revenue accounts and as Capital;
- note and comment on the use of the funding as noted in section 2.0 of this report; and
- note the acceptable uses for this funding in Appendix 2 of this report.

Resource Implications

Members will note a total of £2,814 from the Settlement Trusts relevant to the Kirkcaldy area was distributed in the 2019/20 financial year

Legal & Risk Implications

This report raises no legal or risk implications. It would however be useful to advise that recent Audit Scotland overview of the levels of Settlement Trust dispersals within Fife, have revealed concerns that we are still showing a relatively low level of take-up from both groups and individuals in terms of applications. Community Managers have agreed to ensure that a more pro-active approach will be taken to promote the opportunity for these funds to be used locally.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices. An EqIA was submitted for the original proposal to change the process of disbursement for

Settlement Trusts, and there were no negative impacts noted. This document is on file and available to members on request.

Consultation

There was no specific consultation process aligned to this report. Access to the grant application form is available on Fife Direct and is open to all who feel their request would meet the criteria. The link to the grants page is noted below, while the relevant tab to use via this link is entitled '**Fife Grants**'.

<http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=31C9D369-AE5B-46ED-BABE-5AE516541980&themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90>

Local areas will ensure that the availability of these funds is advertised as widely as possible with local groups and service providers. It should be noted that some of the trusts noted in this report do not produce significant levels of income, accordingly their practical use is somewhat limited. However, where they can be used in conjunction with local community planning budget, or as a stand-alone payment to an individual in need, they will be.

1.0 Background and Context

- 1.1 During 2016 all Area Committees were presented with an update report in terms of the first year of operation of the Settlement Trusts, this covered the period after the Trusts were reorganised and devolved to the seven areas for administration.
- 1.2 Members were informed that there would be advantages to Fife Council through the reorganisation of the 183 individual trusts administered by the authority, into 30 distinct Settlement Trusts. It was highlighted that the reduction to 30 Settlement Trusts would significantly reduce the reporting requirements to the Office of the Scottish Charity Regulator (OSCR), as the body that oversees the dispersal of charitable funds.
- 1.3 The reorganisation into Settlement Trusts has had the effect of releasing funds for charitable purposes, which would otherwise potentially be unused. The acceptable uses for Settlement Trusts are attached to this report as Appendix 2 and are those utilised by OSCR to clarify the legal definition for charitable activities.

2.0 Projects Supported in 2018/19

- 2.1. The majority of grants made were to groups or individuals for the "prevention of poverty" or "advancement of education"
- 2.2 Members will note the balances available in Appendix 1 and would be encouraged to promote projects that would be able to use this funding.
- 2.3 While it is accepted practice that we would normally only utilise income from the Settlement Trust to ensure the budgets remain in perpetuity, it is within the gift of Councillors to consider the use of revenue if they are so minded.

3.0 Conclusions

- 3.1 By devolving, the administration of the Settlement Trust funds to the areas we have freed up a resource that can be used alongside other area held funding for the direct benefit of local people.
- 3.2 The introduction of Settlement Trusts administered locally has benefitted the current area approaches in relation to mitigating the negative impacts of Welfare Reform, and the on-going work around poverty and equality issues.

Background Papers

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

- PFAM Reports March 2010/March 2012
- Audit Services Management Letter 251 – Issued, 5th December 2011
- Settlement Trust Application Form (Individuals)
- Settlement Trust Application Form (Groups)

Appendices

- Appendix 1 – Financial Statement – Settlement Trusts – 2019/20
- Appendix 2 – Acceptable Uses

Report Contact

Donald Grant
Community Manager (Kirkcaldy)
Town House, Kirkcaldy
Telephone: 03451 55 55 55 x446109
Email – donald.grant@fife.gov.uk

Appendix 1

	Income & Expenditure Statement										
	Expenditure			Income			(Surplus) /Deficit				
	Grants	Other Expenditure	Total Expenditure	Interest on Revenue Balances	Investment Interest	Total Income	Income Less Expenditure	Investments	Debtors	Advances to Loans Fund	Total
DUNFERMLINE	1,900	2,000	3,900	(315)	(1,800)	(2,115)	1,785	32,978	421	48,185	81,584
BALLINGRY	0	0	0	(35)	(258)	(293)	(293)	4,729	60	5,463	10,253
LOCHGELLY	0	0	0	(73)	(402)	(475)	(475)	7,365	94	11,366	18,825
LESLIE	0	1,000	1,000	(8)	(87)	(94)	906	1,586	20	418	2,024
AUCHTERTOOL	0	0	0	(5)	(44)	(49)	(49)	805	10	858	1,674
BURNTISLAND	238	0	238	(122)	(239)	(361)	(122)	4,372	56	18,705	23,133
KINGHORN	0	0	0	(99)	(634)	(733)	(733)	11,620	148	15,179	26,948
KIRKCALDY	2,126	450	2,576	(601)	(5,049)	(5,650)	(3,074)	92,488	1,180	100,522	194,190
BUCKHAVEN AND METHIL	100	0	100	(60)	(25)	(85)	15	467	6	304	776
KENNOWAY	0	0	0	(4)	(26)	(30)	(30)	467	6	684	1,157
LEVEN	250	0	250	(34)	(230)	(264)	(14)	4,207	54	5,555	9,816
ANSTRUTHER & CELLARDYKE	5,992	0	5,992	(383)	(5,907)	(6,290)	(298)	108,202	1,380	65,620	175,203
AUCHTERMUCHTY	0	0	0	(74)	(307)	(380)	(380)	5,615	72	6,384	12,071
COLLESSIE	0	0	0	(8)	(54)	(63)	(63)	994	13	1,317	2,324
CRAIL	2,000	0	2,000	(335)	(2,432)	(2,767)	(767)	44,544	568	50,777	95,889
CUPAR	1,850	0	1,850	(176)	(1,834)	(2,009)	(159)	33,586	428	27,168	61,183
ELIE	0	0	0	(53)	(367)	(420)	(420)	6,725	86	8,357	15,168
FALKLAND	0	0	0	(9)	(81)	(90)	(90)	1,486	19	1,466	2,971
FREUCHIE AND AREA	146	0	146	(28)	(126)	(154)	(8)	2,306	29	4,300	6,635
KILCONQUHAR	0	0	0	(20)	(157)	(177)	(177)	2,874	37	3,136	6,047
KINGSKETTLE	0	0	0	(7)	(50)	(57)	(57)	912	12	1,153	2,077
LADYBANK	0	0	0	(27)	(220)	(247)	(247)	4,021	51	4,315	8,388
NEWBURGH	2,563	0	2,563	(175)	(2,597)	(2,772)	(209)	47,566	607	26,764	74,936
PITTENWEEM	0	0	0	(74)	(445)	(519)	(519)	8,154	104	11,522	19,779

ST ANDREWS	4,789	0	4,789	(385)	(3,393)	(3,778)	1,011	62,154	793	53,412	116,359
ST MONANS	1,400	0	1,400	(154)	(1,428)	(1,582)	(182)	26,162	334	23,145	49,641
TAYPORT	259	0	259	(51)	(222)	(273)	(14)	4,075	52	7,686	11,813
CULROSS	0	0	0	(23)	(165)	(188)	(188)	3,021	39	3,622	6,681
KINCARDINE	0	0	0	(89)	(720)	(809)	(809)	13,197	168	14,028	27,394
LIMEKILNS	200	0	200	(5)	(192)	(196)	4	3,513	45	764	4,322
Settlement Trusts Total	23,813	3,450	27,263	(3,428)	(29,491)	(32,919)	(5,657)	540,193	6,892	522,175	1,069,259

Notes

Capital balance is made up of the Funds controlled by Hendersons as the Investment Manager.

Advances to Loan Funds is cash held in a Fife Council Account on which interest is also applied. Periodically this money is moved into the capital balance for investment purposes.

Debtors is Investment Income from Hendersons. This is paid quarterly to the Council and the fourth quarter comes in after 31st March so we have to accrue. This creates a debtor figure.

Appendix 2

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.

1st December 2020

Agenda Item No. 10

PROPERTY TRANSACTIONS

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

Wards Affected: 9, 10, 11 and 12

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

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

1.0 Background

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

2.0 Transactions

2.1 Disposals

2.1.1 Servitude – Right to lay electricity and other cables etc at new Fife Council Units, Midfield Drive, Kirkcaldy

Date of Sale: 28 October 2020
Price: £0
Purchaser: Energy Assets Network Limited

2.1.2 3 Raith Grove, Kirkcaldy

Date of Sale: 14 October 2020
Price: £375,000
Purchaser: Dana & Sean Crombie

2.1.3 1 Raith Grove, Kirkcaldy (Plot 5 Raith Gates)

Date of Sale: 21 October 2020
Price: £365,000
Purchaser: Derry Pitcaithly & Mark Sreeves

2.1.4 4 Raith Grove, Kirkcaldy (Plot 2 Raith Gates)

Date of Sale: 11 September 2020
Price: £410,000
Purchaser: Andrew and Sarah McCormick

3.0 Conclusions

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

List of Appendices

1. N/A

Background Papers

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

N/A

Report Contact

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1st December, 2020

Agenda Item No. 11

Kirkcaldy Area Committee of 19 January 2021			
Title	Service(s)	Contact(s)	Comments
Objections to Proposed Waiting Restriction Amendments and One-Way System: West Primary School, Kirkcaldy	Assets, Transportation and Environment	Keith Johnston	Per email K Johnston 17.11.20

Kirkcaldy Area Committee of 27 April 2021			
Title	Service(s)	Contact(s)	Comments
Review of Lock-Ups	Communities and Neighbourhoods Service, Communities	Mark Mccall, Joan Lamie	5/12/19 - Joan Lamie advised that the lock-up work programme is progressing and will be circulated to members when ready along with a short progress update with the next area housing plan report.
Area Housing Plan Update	Housing Services	Joan Lamie	Amended to April 2021 meeting as per email J Lamie.
School Attainment and Achievement 2019/20	Education and Children's Services	Sarah Else	Update Report due Sept to Nov 20 as per report to 3.3.20 Committee.Moved to April 2021 meeting as per email S Else.
Neighbourhood Development Plan Update - Burntisland Castle	Communities and Neighbourhoods Service	Izzy Whyte	Moved to Dec 20 per D Grant Moved to 19 Jan 2021 per D Grant Moved to April 2021 per D Grant
Neighbourhood Development Plan Update - Gallatown	Communities and Neighbourhoods Service	Izzy Whyte	Moved to Dec 20 per D Grant Moved to 19 Jan 2021 per D Grant Moved to April 2021 per D Grant
Neighbourhood Development Plan Update - Linktown and Inveriel	Communities and Neighbourhoods Service	Leah Levein	Moved to Dec 20 per D Grant Moved to 19 Jan 2021 per D Grant

1st December, 2020
Agenda Item No. 11

Kirkcaldy Area Committee of 27 April 2021			
Title	Service(s)	Contact(s)	Comments
			GrantMoved to April 2021 per D Grant
Neighbourhood Development Plan Update - Templehall	Communities and Neighbourhoods Service	Leah Levein	moved to Dec 20 per D GrantMoved to 19 Jan 2021 per D GrantMoved to April 2021 per D Grant
Area Roads Programme 2021/22	Assets, Transportation and Environment	Neil Watson	To approve programme for 2021/22. Report due prior to April 2021
Area Roads Programme 2020/21 Update	Assets, Transportation and Environment	Neil Watson, Vicki Connor	2020/21 Final progress report. Due after April 2021
Supporting the Local Community Plan - Kirkcaldy Area Local Budgets 2021/22	Communities and Neighbourhoods Service	Donald Grant	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Kirkcaldy Charrette Progress Report	Economy, Planning and Employability	Ian Mccrory, Pam Ewen	
Pupilwise and Parentwise Survey	Education and Children's Services	Jacqueline Thompson	Reported 3 yearly - last reported 30 October 2018
Common Good Investment	Finance and Corporate Services	Eleanor Hodgson	
Mid-Fife Economic Action Plan Consultative Draft Report	Economy, Planning and Employability	Sandra Montador-Stewart, Peter Corbett	Further draft report to be submitted as agreed at KAC 14.01.20. Date TBC.
Safer Communities Annual Update	Housing Services	Dawn Jamieson	Annual Report. Usually due around June each year.
Operational Briefing on Policing Activities within Kirkcaldy Area	Police Scotland		Annual report. Usually due around June each year
Complaints Annual Update Report	Communities	David Thomson-CRM	Annual update report

1st December, 2020

Agenda Item No. 11

Unallocated			
Title	Service(s)	Contact(s)	Comments
Neighbourhood Development Plan Update - Burntisland Castle	Communities and Neighbourhoods Service	Izzy Whyte	Regular update report.
Neighbourhood Development Plan Update - Gallatown	Communities and Neighbourhoods Service	Izzy Whyte	Regular update report
Neighbourhood Development Plan Update - Linktown and Inveriel	Communities and Neighbourhoods Service	Leah Levein	Regular update report
Neighbourhood Development Plan Update - Templehall	Communities and Neighbourhoods Service	Leah Levein	Regular update report