

City of Dunfermline Area Committee

Due to Scottish Government guidance relating to Covid-19, this meeting will be held remotely.



Tuesday, 1st December, 2020 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of City of Dunfermline Area Committee of 20th October, 2020. 3 - 6
4. **PROPOSED LOADING BAY - SHAMROCK STREET, DUNFERMLINE** – Report by the Head of Assets, Transportation and Environment. 7 – 10
5. **AREA HOUSING PLAN UPDATE** – Report by the Head of Housing Services. 11 – 18
6. **DEVOLVED CAR PARKING INITIATIVE IN DUNFERMLINE** – Report by the Head of Assets, Transportation and Environment. 19 - 21
7. **CITY OF DUNFERMLINE AREA COMMITTEE WORK PROGRAMME** 22
8. **PROPERTY TRANSACTIONS** – Report by the Head of Assets, Transportation and Environment. 23 - 24

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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24th November, 2020

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2020 CODAC 87

THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – REMOTE MEETING

20th October, 2020

9.35 a.m. – 11.35 a.m.

PRESENT: Councillors Helen Law (Convener), James Calder, Ian Ferguson, Derek Glen, Garry Haldane, Jean Hall-Muir, Ross Paterson, David J Ross and Fay Sinclair.

ATTENDING: Vicki Connor, Coordinator (Programme & Financial Management), Assets, Transportation and Environment Services; Dawn Jamieson, Team Manager (Safer Communities), Brian Westwater, Lead Officer (Safer Communities), Housing Services; Chief Inspector Paul Dick, Community Inspector Jill Moss, Police Scotland; Andy Bennett, Station Manager, Scottish Fire and Rescue Service; David Thomson, Customer Experience Lead Officer/SPSO Liaison Officer, Customer & Online Services; Stuart MacArthur, Team Manager, Children & Families and Criminal Justice Services; Norman Laird, Community Manager (Glenrothes), Communities and Neighbourhoods; Gordon Mole, Head of Business and Employability, Economy, Planning & Employability Services; and Emma Whyte, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Jim Leishman and Gavin Ellis.

The Convener advised the Committee that Derek Bottom had recently resigned as the Chair of the Community Planning Partnership in Dunfermline and that she would write to him on behalf of the Committee to thank him for his contribution to community planning in the area.

The Convener advised that, in terms of Standing Order 3.8, she had agreed that an item of business relating to the funding of an Economy Adviser – Town Centre Development post be considered as a matter of urgency in order to expedite recruitment to the post. This item would be considered after consideration of the Dunfermline Local Community Planning Budget Update.

213. DECLARATIONS OF INTEREST

No declarations were received in terms of Standing Order 7.1.

214. MINUTE OF MEETING OF CITY OF DUNFERMLINE AREA COMMITTEE OF 8TH SEPTEMBER, 2020

The Committee considered the minute of the City of Dunfermline Area Committee of 8th September, 2020.

Decision

The/

The Committee agreed to approve the minute.

215. AREA ROADS PROGRAMME 2019/20 FINAL REPORT

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of the delivery of the 2019-20 Area Roads Programme (ARP).

Decision

The Committee noted the contents of the report.

216. SAFER COMMUNITIES ANNUAL REPORT

The Committee considered a report by the Head of Housing Services providing members with an update on the operational activity of the Safer Communities Team within the City of Dunfermline area during the twelve month period from 1st April, 2019 to 31st March, 2020.

Decision

The Committee noted the contents of the report.

217. POLICE SCOTLAND ANNUAL PERFORMANCE REPORT

The Committee considered a report by the Local Area Commander, Police Scotland providing members with an update on policing activity within the City of Dunfermline area. Members were also provided with a verbal update on activities for the previous six months as reporting to Committee had been delayed by Covid-19.

Decision

The Committee agreed to endorse action taken to date and supported Police Scotland moving forward in addressing priorities.

218. SCOTTISH FIRE AND RESCUE SERVICE ANNUAL PERFORMANCE REPORT

The Committee considered a report by the Station Commander, Scottish Fire and Rescue Service providing members with incident information for the period 1st April, 2019 to 31st March, 2020 for the City of Dunfermline Area. Members were also provided with a verbal update on activities for the previous six months as reporting to Committee had been delayed by Covid-19.

Decision

The Committee noted progress to date.

219./

219. COMPLAINTS ANNUAL PERFORMANCE REPORT

The Committee considered a report by the Executive Director (Communities) providing members with an overview of complaints received relating to the City of Dunfermline area for the year from 1st April, 2019 to 31st March, 2020.

Decision

The Committee noted the contents of the report.

220. COMMUNITY JUSTICE PAYBACK ANNUAL REPORT - DUNFERMLINE

The Committee considered a report by the Head of Education & Children's Services (Children & Families & Criminal Justice) which provided members with an update on developments in relation to the work of the Community Payback Unpaid Work Team in City of Dunfermline area.

Decision

The Committee:-

- (1) noted the report; and
- (2) agreed that further reports on the Unpaid Work Scheme by the Criminal Justice Social Work Service be brought to the Committee on an annual basis

221. DUNFERMLINE LOCAL COMMUNITY PLANNING BUDGET UPDATE 2020/21

The Committee considered a report by the Head of Communities and Neighbourhoods providing members with an update on the Dunfermline Local Community Planning Budget for 2020/21.

Decision

The Committee:-

- (1) noted monies spent so far;
- (2) approved the applications for the Local Community Planning Budget 2020/21 (as set out in the Appendix to the report); and
- (3) approved an allocation of £36,000 from the Local Community Planning Budget to contribute to the further development of the Maygate Exchange in Dunfermline.

222. URGENT ITEM FUNDING FOR ECONOMY ADVISER – TOWN CENTRE DEVELOPMENT POST

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Business Employability which asked members to consider/

consider a proposal to fund the post of Economy Adviser - Town Centre Development for two years and a contribution towards the revenue costs of the Maygate Enterprise Centre for the current financial year only.

These costs would be funded from the Local Community Planning Budget. Officers clarified that the remainder of the funding for the post would be provided by Economy, Planning and Employability Services.

Decision

The Committee agreed:-

- (1) to allocate funding of up to £101,528 over the next three financial years to support a new town centre role in Dunfermline; and
- (2) to a contribution of up to £20,000 to support revenue costs in relation to the Maygate Enterprise Centre from the 2020/21 Local Community Planning Budget.

The meeting adjourned at 11.10 a.m. and reconvened at 11.20 a.m.

223. COMMON GOOD ANNUAL REPORT 2019/20

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2019-20.

Decision

The Committee noted the information contained in the relevant Appendices for the various Common Good funds.

224. AREA CAPITAL PROGRAMME 6 MONTHLY UPDATE

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the additional capital investment awarded to the City of Dunfermline Area in the 2017-20 budget.

Decision

The Committee noted the contents of the report.

225. CITY OF DUNFERMLINE AREA COMMITTEE WORK PROGRAMME

Decision

The Committee noted the work programme.

1st December 2020

Agenda Item No. 4

Proposed Loading Bay: Shamrock Street, Dunfermline

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

Wards Affected: Ward 2 – Dunfermline North

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of a loading bay in Shamrock Street, Dunfermline.

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 no. TRO/20/33 (Appendix A), 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 £3000 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 have been advised. A letter-drop was carried out to inform nearby residents.

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 Shamrock Street is a “No through road” off Townhill Road with a 20mph speed limit. It is a narrow 2-way street with a bowling club at the west end.
- 1.2 The local Co-op store is located on the south corner of Shamrock Street and Townhill Road with a loading entrance for deliveries on Shamrock Street.
- 1.3 There is a controlled pedestrian crossing on Townhill Road to the front of the Co-op where the white zigzags prohibit vehicles from stopping.

2.0 Issues and Options

- 2.1 Parking is at a premium along both sides of Shamrock Street.
- 2.2 All deliveries for the Co-op are made to the side entry by HGVs that have to reverse carefully into the street.
- 2.3 Parking beside the shop has a detrimental effect on the effective running of the business. Staff from the Co-op have been known to park their cars next to the shop so that they can be moved to allow the delivery lorries into the space. They sometimes have to ask residents to move their cars if they can identify them. If they cannot be moved, delivery vehicles are unsuccessful and have to return later in the day. This is affecting the business.
- 2.4 The Co-op distribution team have given assurances that all deliveries to the shop will be made between 10am and 12 noon.
- 2.5 It is proposed to introduce a “Loading Bay”, white box marking as detailed in dwg. no. TRO/20/33. This will clear 24 metres of the south side of Shamrock Street every day between 10am and 12 noon to allow delivery vehicles to park. With a temporary restriction customers, residents and visitors will still be able to park outwith these times.

3.0 Conclusions

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

List of Appendices

1. Drawing No. TRO/20/33: Shamrock Street, Dunfermline, Proposed Loading Bay

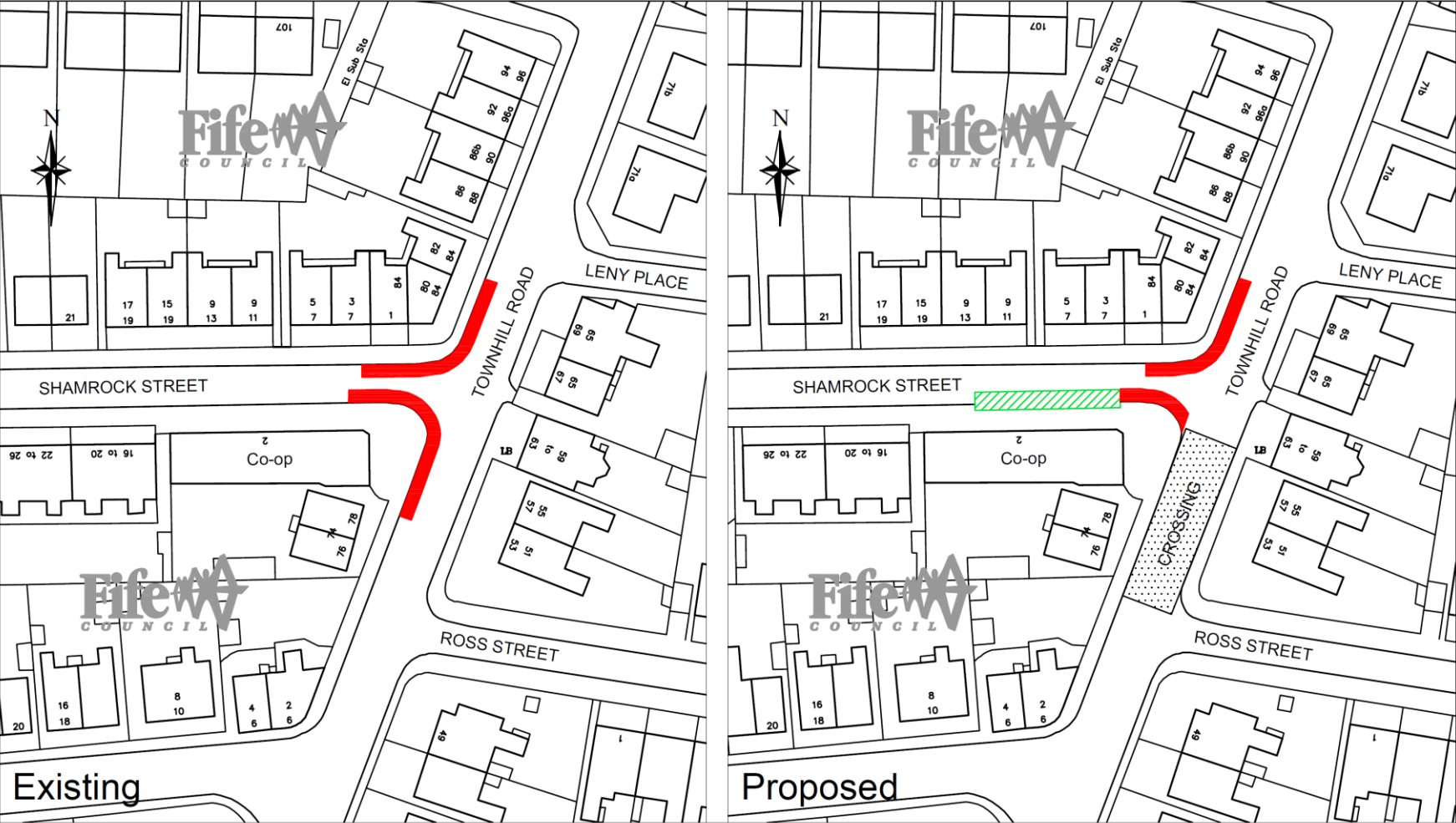
Background Papers



1. EqlA Summary Sheet

Report Contact

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Appendix A




KEY  No Waiting At Any Time / No Loading At Any Time
 Loading Only by HGV, 10am - 12pm (noon), Monday - Sunday

DESIGNED	LMC	REV	AMENDMENTS	BY	APPRO	DATE
DRAWN	LMC					
CHECKED	PC					
APPROVED	PC					
DATE						
OCTOBER 2020						

HEAD OF ASSETS, TRANSPORTATION AND ENVIRONMENT - KEN GOURLAY

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 ASSETS, TRANSPORTATION AND ENVIRONMENT

Shamrock Street, Dunfermline
Proposed Loading Bay

SCALE	NTS	DRAWING No.	TRO/20/33	REV.	
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1st December, 2020

Agenda Item No. 5

Area Housing Plan Update

Report by: John Mills, Head of Housing Services

Wards Affected: Ward 3 - Dunfermline Central, Ward 2 – Dunfermline North, Ward 4 – Dunfermline South

Purpose

Members approved the Dunfermline Area Housing Plan 2017/19 in November 2017.

This interim report provides an update on progress in delivering service priorities and performance information for the financial year 2019/20 and for Quarter 2 in 2020/21 where figures are available at an Area level.

A revised Plan for 2021/23 will be presented at Committee once there has been the opportunity to consult on future priorities for the City of Dunfermline Area.

Recommendation(s)

Members are asked to:

- Comment on the work progressed through the Area Housing Plan for the financial year 2019/20 and 20/21

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Local tenants were involved in the development of the Area Housing Plan through local groups and events, as well as taking part in walkabouts with staff and members. We have also used feedback from complaints, elected members and the annual tenant survey to develop the plan.

1.0 Background

- 1.1 Members approved a report in 2018 which introduced the 2017/19 Area Housing Plan, a document which sets out how the Council aims to:
 - Understand what housing needs are in an area
 - Deliver effective housing management
- 1.2 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. We have a key role to work in partnership with others to reduce poverty in Fife and to ensure that we are acting 'one step sooner'. The plan is intended to complement the Plan for Fife, setting out how Fife Council as a major landlord in many estates works to improve the lives and opportunities of its tenants through effective neighbourhood management and improvement initiatives.
- 1.3 This report includes measures to outline how well we are performing and addressing housing need in the city of Dunfermline Area. Performance figures for the previous financial year are provided where this is available at an Area level. It also outlines how staff have adapted to deliver services during COVID lockdown. Housing Officers are now able to be more visible in local communities as we work our way through the Recovery Plan.
- 1.4 It is proposed that a revised Dunfermline Area Housing Plan will be produced for 2021-23. This will outline future priorities that are informed through discussions at Ward Meetings and reflect the views of our local communities who we will hopefully have greater opportunities to consult with, as our Services recovery plan is progressed.
- 1.5 The period of lockdown has been a difficult and challenging time for many in our communities. Housing staff have worked in partnership with others to help vulnerable households to obtain necessities such as food and prescriptions. We have also provided advice and support to tenants who were worried about their rent. Housing Services focused on delivering business critical services. This included gas safety inspections, emergency repairs, dealing with anti-social behaviour, welfare checks, urgent allocations to homeless and support to older people in sheltered housing. Staff in the Dunfermline Area Team volunteered for redeployment to critical parts of our business.

Throughout this time, we have had to adapt to change and new ways of working. It has presented us with the opportunity to become more agile and to review how we operate. As we evolve through the Recovery Plan period staff have now resumed undertaking estate inspections and in certain circumstances have been visiting tenants in their homes. We will focus going forward on improving the condition of our estates and addressing the welfare needs of our tenants

2.0 Issues and Options

2.1 This report will focus on the following Plan for Fife headings-

- Opportunities for all
- Thriving places
- Community led services

2.2 Attached to the report has one appendix –

- Appendix 1 is a Performance Summary document for the full financial year, 2018-19, 2019-20 and includes updates to the end of September 2020 (Quarter 2) in 2020-21 financial year where this is available

2.3 Opportunities for all

2.3.1 Appendix 1 provide a key performance summary for the period. The following performance areas are highlighted –

- Over the period our void turnover period further reduced from 25 days to an impressive 22 days as at 31/3/20. The process for turning a void property around is fairly complex involving many stakeholders. Unfortunately, performance more than doubled to 48 days in the first two quarters of the current financial year during the lockdown restrictions. We have analysed the reasons for this and have identified that
 - Outgoing tenants were finding it difficult to return keys
 - There was a large increase in furniture being left resulting in major and time-consuming clear outs having to be conducted. The closure of recycling points unfortunately did not help this situation although the situation has changed now
 - We found it difficult to organise accompanied viewings with prospective tenants

While the position is now starting to improve, we will continue to focus on reducing delays for new tenants setting up home and minimising rent loss over the period.

- The number of abandoned properties decreased during 2019/20 and has further decreased during 2020/21. The patch-based Housing Management Officers have uncovered some long-standing cases where tenants have not been occupying tenancies as their main residence, enabling properties to be reallocated to housing list applicants. The abandonment rate appears to have reduced as legacy cases are dealt with. The Housing Management Officers continue to offer a Tenancy Assistance service to tenants to help them to sustain their tenancies and make referrals for longer term and specialist support through our partner agencies.
- The number of routine and emergency repairs completed within timescales remains fairly static over a three-year period. Few repairs are completed out-with their targets and overall are dealt with quickly. Fife compares well in this area of service delivery and is a top performing council in Scotland

- The number of properties being terminated year on year in Dunfermline has reduced since 2018 which has reduced housing turnover. There has been an increasing trend to allocate available properties to Homeless applicants in line with allocation quota targets. During the early stages of lockdown 81% of all allocations were made to Homeless applicants which helped to ease the pressure on temporary accommodation. In September 2020, we started to allocate more properties for Transfers under a transfer led initiative and this will help to create more turnover. There continues to be a very high demand for larger homes in Dunfermline Area. We are building more 4 and 5 bedroomed properties in our new build projects which is helping to meet some of the demand however there are many families requesting this size of property in the Dunfermline Area with long waiting lists resulting. The table below shows the current stock profile with property sizes included.

As at 31/3/2020	stock by house & size											
Area	Total	Sheltered	Bungalow	Flats	Hi Rise	Houses	Lock ups + Garages	Bedsit	1 bed	2 bed	3 bed	4/5/6/bed
Dunfermline Area	3323	86	245	1671	211	1110	386	35	996	1464	715	113

- Regretfully recorded Breach of Tenancy actions for anti-social behaviour show an increasing trend over the recording period. Anti – social behaviour has been particularly challenging during the lockdown period when house calls were restricted, however, we are dealing with issues (and the backlog) more comprehensively now. The number of extreme cases recorded in the first six months of 2020/21 is now equal to the number of extreme cases during the whole of 2019/20. Additional opportunities for tenants to report anti-social behaviour are available, for example online via Fife Direct and through the Fife Housing Register site. Housing Services continues to work alongside the Safer Communities team to address issues.
- The number of stage 1 and 2 corporate complaints have been included in Appendix 1 for 2019/20 and summarised in the tables below. While the complaint performance outcomes are important there will be greater emphasis on analysing the reasons for the complaints. There has been an increasing number of complaints being made about anti-social behaviour related issues during the lockdown period as highlighted in table 2

Dunfermline Area Complaints	Total Complaints	Total Stage 1	%	Total Stage 2	%	Total not upheld	%	Total Partially Upheld	%	Total Upheld	%	Dealt with in time	%	Outwith Time	%
2019/20	57	46	81%	11	19%	35	61%	5	9%	17	30%	51	89%	6	11%
end Q2 30/9/20	29	23	79%	6	21%	22	76%	1	3%	6	21%	23	79%	6	21%

Dunfermline Area 2019/20	
Complaint Category (top 5 reasons for complaints being made)	No of complaints
Inappropriate staff attitude / behaviour	9
Poor communications including lack of notice, consultation & engagement	6
Dissatisfaction with Tenancy Mgt & ASB policy / current arrangements	4
Failure to respond to previous complaint / request for service / enquiry / reported fault	4
Quality of Workmanship including mess/damage, unsatisfactory completion, quality of products etc	4

Dunfermline Area as at 30/9/20	
Complaint Category (top 3 reasons for complaints being made)	No of complaints
Dispute with Neighbours	6
Dissatisfaction with Repairs & maintenance policy / current delivery arrangements eg timescales, priorities, criteria	3
Other Tenancy Management / Anti-Social Behaviour (noise/rubbish)	7

2.4 Thriving Places

2.4.1 Housing Services have continued to work in partnership towards the Area Anti-Poverty strategy albeit the management of Rent Arrears was curtailed during the early stages of the lock down period. Fife Council has been one of only two Councils in Scotland to reduce rent arrears between April – September 2020 while applying a no eviction policy during this period.

- The partnership approach to debt management has helped to promote early intervention and support new and existing tenants in particular. The number of tenants owing more than £250 has greatly decreased over the performance recording period
- Housing Services has successfully implemented a new system which uses algorithms to identify the rent accounts that need to be contacted to improve rent collection. The system identifies and predicts a change to an account at an earlier stage which allows Officers to contact tenants almost immediately when a payment has been missed or where there may be a change in circumstances that requires investigation. This has also helped us to manage and reduce rent arrears.

2.4.2 While it has been more difficult to do so during lockdown, we have continued to offer a Tenancy Assistance service to individual tenants who have been deemed to be vulnerable In addition;

- Housing Services were involved in contacting residents who were shielding during the lockdown period to ensure that they had the necessary support and contact. Many residents were pleased to receive this service and the offer of help at a particularly challenging time
- Unfortunately, “drop in” clinics at Broomhead Drive, City Chambers and ‘The Well’ project (Dunfermline Advice Hub) which offered support and assistance to tenants and residents had to stop during the lockdown period. At this stage, it is unclear when these clinics will resume.

2.4.3 The Affordable Housing Programme will deliver 37 new build properties during 2020/21 with more at an early stage of planning and identification new build homes in the Duloch area anticipated for completion by the end of 2020. The table below identifies the individual schemes and breaks down the numbers of units and sizes.

New Build Project	No of units	Current status	Comments

Dover site, Lapwing Dr Phase 1a	8	Completion planned for 11/12/20. Matching in progress. Offers to be issued but likely to be from 4/1/21	6 x 4 apt houses 2 x 5 apt houses
Dover site, Lapwing Dr Phase 1b	4	Completion planned for later in January or February 2021	2 x 3 apt houses 2 x 5 apt houses
Dover site, Lapwing Dr Phase 2	5	Completion anticipated for March 21	3 x 5 apt 2 x 3 apt
Kingseat (Halfway House Site), Main Street	18	Demolition in progress. On site Feb 21	8 Flats, 10 houses Site currently at demolition stage
Muir Road, Townhill	2	Anticipated start in 2021	2 semi-detached special needs bungalows 1 x 4apt, 1 x 3 apt

2.4.4 Progress in the regeneration focus areas at Touch and Golfdrum Street has regrettably been restricted during lockdown period. We are now attempting to refocus on this area of regeneration work. It is pleasing to note the completion of the panels and doors project at Golfdrum Street. The Property Acquisition Policy continues to be used to target “buy back” of properties in both areas where owners are willing to sell. Two properties have been bought back at Golfdrum Street The aim being to create a position where the Council have majority ownership within blocks, and therefore have the ability to seek “scheme decisions” through legislation to progress works.

2.4.5 A Fife wide rolling budget for the next 10 years has been allocated to carry out improvements to the lock-up provision in the area. This includes identifying sites for demolition due to condition and lack of demand. Visual surveys have been undertaken, and information collated regarding demand. The first phase has focused on the Touch area, in response to some community concerns and demand issues. There will be ongoing consultation regarding future phases.

2.5 Community Led Services

2.5.1 Tenant engagement has been a a key issue for the Housing Service and tenants in the last few years and it is pleasing to record an improvement in tenant satisfaction with neighbourhood management and in opportunities to participate. Having suggested this, it has not been possible to conduct our annual walkabouts during 2020

- Project expenditure from the Housing Projects budget is well below what would be anticipated half-way through the financial year (currently only 24% of budget has been spent with approximately £170,000 still to be spent). Regrettably, it has not always been possible or easy to receive quotes for projects during lockdown

and this has curtailed or slowed down work and progress on some projects which would have taken place or would have been identified. It may be the case that more of this budget may be used to support vulnerable tenants during the period when many tenants are confined to their properties because of the Covid virus as well as some environmental projects. This money has to be spent before 31st March and cannot be carried forward into the new 2021/22 financial year

2.5.2 Recently the Golfdrum Street Tenant & Residents Association meetings recommenced via social media and this approach may be seen as a new way of encouraging more tenants to get involved in local decision making and participating in local meetings.

2.5.3 In 2019/20 Specific projects were completed which addressed issues raised by tenants through TRAs and at walkabouts as follows;

- Bike stores at Broomhead Drive have been completed
- Pigeon proofing in flatted areas in Touch
- Relining parking areas on housing land at Mercer Place
- Additional recycling points at Abel Place and Gilfillan Road
- Creation of car parking spaces at Cluny Road and Lomond Crescent
- Creation of vehicle turning area at Calais View
- Extensive Tree works in the South of the town e.g. at St Andrews Street
- Notice boards placed in the communal areas of the flats in Touch

3.0 Conclusions

3.1 There is no doubt Coronavirus has impacted on how business has been delivered since March. However overall, the report continues to be positive and recognises the good work that local staff, members and tenants have carried out to help deliver better housing services across the Dunfermline area. The report highlights areas of good practice as well as identifying areas for improvement or development in the future

Background Papers

No papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

Report Contact

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Appendix 1

Indicator	Dunfermline		
	2018/19	2019/20	To end Q2 2020/21
Repairs & Turnover			
% of All Repairs completed in timeframe	98.40%	98.40%	97.10%
% of Emergency Repairs completed in Timeframe	99.35%	99.30%	99.00%
Average Time to turn around an empty property	25 days	22 days	48 days
% of rent lost to void properties/empty Houses	0.70%	0.71%	0.97%
No of terminations – mainstream council properties	307	261	74
Number of abandoned tenancies	38	29	9
Abandonments as % of No of terminations	12.4%	11.1%	12.2%
Rent & Arrears			
% of total rent collected	96.70%	98.14%	97.00%
Numbers of tenants in arrears	1173	973	898
Number of tenants due over £250	373	266	256
% of tenants with an agreement to pay	29%	25%	23%
No of tenants evicted	17	8	0
% of tenants claiming Housing Benefit	43%	38%	37%
Allocations & Support			
Total Number of Allocations Made	224	230	74
% of properties allocated Homeless	59%	62.10%	81%
% of properties allocated Transfer	24%	15.20%	14%
% of properties allocated Waiting	17%	22.80%	5%
Total Number of Applicants on Housing Lists	1769	1949	1945
% of offers of Housing refused	20.40%	18.90%	16%
Number of Enhanced Housing Option Interviews conducted	227	254	112
Number of Homeless Presentations	380	355	241
No of Mutual Exchanges	28	20	6
Estate Management			
Number of Breaches of tenancy recorded (Extreme anti-social behaviour 365 days)	24	44	44
Number of Breaches of tenancy recorded (Serious anti-social behaviour 182 days)	106	157	138
Number of Breaches of tenancy recorded Minor anti-social behaviour 56 days)	120	126	98
Housing Project Budget expenditure (Spending/Budget = %)	£228,167/£219,123 = 104%	£161.449/£220,936 = 73%	£53,006/£220,332 = 24%
Tenant Satisfaction with Neighbourhood Management/Estate	76%	85%	n/a for 2020
Customer Results (from Fife Customer Satisfaction Survey)			
Tenants overall satisfaction with Housing Service *	83%	82%	n/a for 2020
Tenant satisfaction with opportunities to participate *	82%	83%	n/a for 2020
Total of stage 1 & 2 corporate complaints received and dealt with	n/a	57	29
Total complaints dealt within timescale	n/a	51 (89%)	23 (79%)
Total number of complaints upheld/partially upheld	n/a	22 (39%)	7 (29%)

1st December, 2020
Agenda Item No 6

Devolved Car Parking Initiative in Dunfermline

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

Wards Affected: 2,3,4

Purpose

This report outlines the local car parking initiative planned within Dunfermline City Centre from 22 November 2020 to 14 February 2021.

Recommendation(s)

It is recommended that Committee:

1. Note the implementation of free Sunday car parking within Fife Council car parks and charged on-street parking bays from 22 November 2020 to 14 February 2021 in Dunfermline city centre; and
2. Note a contribution of £1,500 from the local area budget to support this initiative was agreed at the Dunfermline Area Mega Ward meeting on Monday 9 November 2020.

Resource Implications

As for 2019/2020, there remains a commitment within the Council revenue budget to invest £100,000 to facilitate the process of decentralisation of parking, giving each Area Committee a degree of flexibility in how it approaches parking charging, enforcement and maintenance issues in its Area.

The budget allocation for the City of Dunfermline Area for 2020/21 is £18,000.

The cost to provide free Sunday parking between 22 November 2020 and 14 February 2020 (incl.) is £19,500. Additional funding of £1,500 has been allocated from the Dunfermline Local Area Budget to support the initiative.

Legal & Risk Implications

There are no known legal risks.

Impact Assessment

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

Consultation

There were 3 on-line meetings with members from the City of Dunfermline Area Committee to explore parking issues and options for Dunfermline. These were the mega ward meeting on 28 September 2020, meeting on 29 October 2020 and mega ward meeting on 9 November 2020.

1.0 Background

- 1.1 As part of the Programme for Administration 2017-22, a commitment to explore devolved car parking to Area Committees was approved. On 21st February 2019, the Council approved the revenue budget for 2019/22 which included the commitment to the following:

“In line with the Joint Administration’s commitment to decentralising control over local parking to Area Committees, so that local solutions can be developed according to local circumstances, £100,000 will be invested to facilitate this process of decentralisation, given each Area Committee a degree of flexibility in how it approaches charging, enforcement and maintenance issues in their area.”
- 1.2 On 3 December 2019, the City of Dunfermline Area Committee approved the proposed parking initiatives for 2019/20 (2019 CODAC 75 para 187 refers). The parking initiatives in 2019/20 were a shuttle bus service from Leys Park Road car park to the city centre at weekends over the festive period and free Sunday parking (from 12 January to 1 March 2020).
- 1.3 A report on the evaluation of the devolved parking initiatives that ran in 2019/20 was presented to the City of Dunfermline Area Committee on 8 September 2020 (2020 CODAC 85 para 209).
- 1.4 The budget allocation for the City of Dunfermline Area for 2020/21 is £18,000.

2.0 Issues & Options

- 2.1 Free Sunday Parking (22 November 2020 – 14 February 2021 incl.)

Free Sunday parking will be offered from Sunday 22 November 2020 to Sunday 14 February 2021 (incl.). This will be available in all Fife Council car parks and on-street parking bays within Dunfermline.
- 2.2 The initiative is being offered to support the city centre during the festive period and into early 2021. It is unclear how shopping and travel patterns will develop as the Scottish Government tiered approach to containing Covid -19 impacts on Fife.
- 2.3 When free Sunday parking was offered during Spring 2020, there was positive feedback from businesses, with support to continue free parking on Sundays in Dunfermline city centre.

- 2.4 The cost to offer free Sunday parking for this period is £19,500. This cost will be met from the devolved parking budget (£18,000) and the Dunfermline Local Area Budget 2020/21 (£1,500).
- 2.5 A communications plan has been developed by the Dunfermline Area team (with the support of the Communications & Insight team) to promote the initiative.
- 2.6 Roads & Transportation Services will monitor the initiative.

3.0 Conclusions

- 3.1 Free Sunday car parking will be offered within Dunfermline City Centre from 22 November 2020 until 14 February 2021 (incl).

List of Appendices

None

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City of Dunfermline Area Committee of 2 March 2021			
Title	Service(s)	Contact(s)	Comments
School Performance and Attainment		Sarah Else	
Area Roads Programme 2021/22		Neil Watson	
Greenspace Forum Update		Kevin Okane	

City of Dunfermline Area Committee of 27 April 2021			
Title	Service(s)	Contact(s)	Comments
Dunfermline Local Area Community Plan Year End Performance 2020/21		Shirley Melville	
Local Community Planning Budget Update 2021/22		Shirley Melville	

City of Dunfermline Area Committee of 8 June 2021			
Title	Service(s)	Contact(s)	Comments
Area Housing Housing Plan and Decentralised Budget - 6 Monthly Update		Alistair Black, Mhairi Mullen	
Complaints Annual Performance Report 2020/21		David Thomson-CRM	
Area Capital Programme - 6 Monthly Update		Eleanor Hodgson	
Common Good Annual Report 2020/21		Eleanor Hodgson	
Pupil Equity Fund - Dunfermline Area		Sarah Else	

1st December 2020

Agenda Item No. 8

PROPERTY TRANSACTIONS

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

Wards Affected: 2, 3 and 4

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

2.1.1 202.59 sqm. of additional ground at 6 McDonald Square, Halbeath, Dunfermline

Date of Sale:	1 October 2020
Price:	£9,680
Purchaser:	Grahame and Emma Penny

2.2 Leases by the Council – New Leases

2.2.1 Site of Sub Station at Woodmil High School, Shields Road, Dunfermline

Date of commencement:	5 December 2019
Rent amount:	£1 per annum
Tenant:	SP Distribution plc

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

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