

Kirkcaldy Area Committee

Large Committee Room, 1st Floor, Town House, Kirkcaldy –
Blended Meeting



Tuesday, 26 August 2025 - 2.00 p.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(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 24 June 2025. 4 - 6

4. PETITION - SUPPORT KINGHORN COMMUNITY CENTRE 7 - 10

(a) **PETITION** – Submitted by Peter Gunn, in conjunction with Kinghorn Community Centre, containing approx. 750 signatures; and

(b) **PRELIMINARY SERVICE RESPONSE TO PETITION** – Verbal update by the Community Manager.

5. SUPPORTING THE PLAN 4 KIRKCALDY AREA - SUGGESTED BUDGET ALLOCATIONS – Report by the Head of Communities and Neighbourhood Services. 11 - 16

6. OBJECTIONS TO PROPOSED TRAFFIC CALMING - A921 KINGHORN ROAD, BURNTISLAND – Report by the Head of Roads and Transportation Services. 17 - 28

7. OBJECTION TO PROPOSED SPEED LIMITS - BURNTISLAND – Report by the Head of Roads and Transportation Services. 29 - 36

8. CHARGES FOR THE CLEANING OF THE COMMUNAL AREAS IN LOW/MID RISE BLOCKS – Report by the Head of Housing Services. 37 - 43

9. DELEGATED PROPERTY TRANSACTIONS – Report by the Head of Property Services. 44 - 48

10. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE - GENERAL ANNUAL REPORT 2024 – Report by the Head of Protective Services. 49 - 66

11. PROPERTY TRANSACTIONS – Report by the Head of Property Services. 67 - 71

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

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services

Fife House
North Street
Glenrothes
Fife, KY7 5LT

19 August, 2025

If telephoning, please ask for:
Elona Thomson, Committee Officer, Fife House 01(West Building)
Telephone: 03451 555555, ext. 475481; email: Elona.Thomson@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on
www.fife.gov.uk/committees

BLENDED MEETING NOTICE

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

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

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

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

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

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

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

THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING

Large Committee Room, 1st Floor, Town House, Kirkcaldy

24 June 2025

2.00 pm – 3.00 pm

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

ATTENDING: Julie Dickson, Community Manager, Communities and Neighbourhoods Service; Elaine Campbell, Housing Team Manager, Housing Services; Lesley Craig, Lead Consultant, Traffic Management, Vivian Dyas, Co-ordinator, Programme and Financial Management, Roads and Transportation Services and Elona Thomson, Committee Officer, Finance and Corporate Services.

APOLOGY FOR ABSENCE: Councillor Julie MacDougall.

160. DECLARATIONS OF INTEREST

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

161. MINUTE OF MEETING OF KIRKCALDY AREA COMMITTEE OF 22 APRIL 2025.

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 22 April 2025.

Decision

The committee agreed to approve the minute.

162. PROPOSED SPEED LIMITS - KIRKCALDY

The committee considered a report by the Head of Roads and Transportation Services seeking approval to introduce 20mph speed limits in various streets within Kirkcaldy, and a 30mph speed limit on Dunnikier Way.

Amendment

Councillor Ross, seconded by Councillor Cavanagh, moved an amendment to replace the report recommendations with the following:

“The committee agrees to ask officers to undertake a wider public consultation exercise on the proposed plans and to invite public views on what other areas might benefit from the introduction of a 20mph speed limit, before coming forward with proposals for Traffic Regulation Orders.”

Decision

The committee unanimously agreed to the amendment.

The meeting adjourned at 2.05pm and re-convened at 2.15pm during the above item.

163. AREA ROADS PROGRAMME 2024/25 - FINAL REPORT

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2024-25 Area Roads Programme (ARP).

Decision

The committee noted the contents of the report and appendices.

164. AREA HOUSING PLAN UPDATE

The committee considered a report from the Head of Housing Services providing an update on progress in delivering service priorities and performance information for the financial year 2024-25 where figures are available at area level.

Decision

The committee: -

- (1) commented on the work progressed through the Area Housing Plan for the 2024 – 2025 financial year; and
- (2) noted the expenditure for the HRA Locality Managed Budget for 2024 – 2025 as outlined in Appendix 2 of the report.

165. PROPERTY TRANSACTIONS

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

Decision

The committee noted the contents of the report.

166. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director of Finance and Corporate Services relating to the future work programme of the Kirkcaldy Area Committee.

Decision

The committee: -

- (1) noted the contents of the Kirkcaldy Area Committee forward workplan; and

2025 KAC 67

- (2) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included in the work plan, within the remit of the committee.

PETITION SUBMISSION FORM

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

Details of Lead Petitioner

Please enter your name and the organisation you represent (if applicable). Include a contact address to which correspondence may be sent, a contact telephone number and e-mail address if available so that we can contact you with any queries.

| | |
|----------------------|--|
| Name: | Peter GUNN |
| Address: | c10 Kinghorn Community Centre Rossland Place Kinghorn |
| Postcode: | K43 9SS |
| Telephone No: | 01592 890149 |
| Email Address | Kinghorncommunity@gmail.com |

Title of Petition and Petition Statement

Please enter the title of the petition and a statement covering the main subject of the petition or the action you would like the Council to take. *

| | |
|---|--|
| Title: | Support Kinghorn Community Centre |
| Petition Statement: (no more than 250 words) | Kinghorn Community Centre is a charity run community centre based within a council building - it is at risk of closing due to high utility bills and wage costs. The Community do not want this to happen, a member of the community designed a petition - it has gathered 900+ signatures in support of fife council helping it financially to survive. |

Signature of Lead Petitioner

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

Any additional sheets  attached to the form.

Signature

.....Date

3/7/25

Name of signatory in block capitals

PETER GUNN

Number of people who have signed the petition:

900 +

Please send petitions to:

Legal and Democratic Service
Fife House
Glenrothes
KY7 5LT

or email:

enquiry.petitions@fife.gov.uk

Further information.

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

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

Meetings with Fife Council Staff ✓
Meeting with Local Councillor ✓
Meeting with Public ✓
Meeting with MSP ✓

Please indicate the following to the best of your knowledge.

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

Petitions considered at Committee

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

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

*I DO wish the opportunity to make a brief statement at the meeting

☐

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

☒

*tick as appropriate

PETITION FORM APPENDIX

Mr Leslie has already submitted the petition

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

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

| NAME | RESIDENTIAL ADDRESS | SIGNATURE |
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*if you require additional space please use a separate sheet

28.6.23 V1.1

26 August 2025

Agenda Item No. 5

Supporting the Plan 4 Kirkcaldy Area: Suggested Budget Allocations

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

Wards Affected: 9,10,11 &12

Purpose

To provide members with the necessary information to allocate funding for various projects from the Local Community Planning Budget (LCPB), Anti-Poverty Underspends, Common Good, Settlement Trust, Area Trust Funds and the remaining Community Recovery Fund Allocation (CRF) for the Kirkcaldy Area.

Recommendation(s)

1. The Committee is asked to approve the following amount from underspend in the LCPB budget (approx. £80K):
 - 1.1 Signage and Wayfinding – £50K
 - 1.2 Glebe Park Centre adaptations – up to £20K
 - 1.3 Replacement of 10 Bins in the Beveridge Park - £4K
2. The Committee is asked to approve the following amount from Area Trust Fund, Smith and Gow Beveridge Bequest (approx. £10,925).
 - 2.1 Part of a cocktail of funding for lighting in the Beveridge Park Lighting Phase 1 – £10K
3. The Committee is asked to approve the following amount from Settlement Trust Funds:
 - 3.1. Kirkcaldy Area Settlement Trust (approx. £100K) – Wealth of Nations Celebrations Up to £40K
4. The Committee is asked to approve the following amount from underspend in the area Anti-Poverty Budget (Approx £100K):
 - 4.1 Towards soundproofing and decoration of Veronica Halls - £40K
 - 4.2 To continue with Warm Spaces Funding for 25/26 - £50K
 - 4.3 Rural Skills Scotland Grounds for Growth Programme - £10K
5. The Committee is asked to approve the following amount from The Kirkcaldy Common Good Fund (approx. £100K in revenue). In approval of these the committee is approving full use of the current revenue budget with no purchasing of further investments:

- 5.1. Part of a cocktail of funding for lighting in the Beveridge Park Lighting Phase 1 - £28K
- 5.2. Extension of the lighting on the waterfront – £63K
6. The Committee is also asked to approve the following amounts from the remaining Community Recovery Fund totalling £37K:
 - 6.1 The Polar Academy £25K
 - 6.2 Part of a cocktail of funding for lighting in the Beveridge Park Lighting Phase 1 – £12K

Resource Implications

There are sufficient funds are available in the various budgets:

Legal & Risk Implications

The recently approved Common Good Policy states: Within the Common Good Funds, any surplus balances accumulated over a three-year period, and after any maintenance costs and financial support for local projects, should be used 50% to purchase additional investments, 25% retained to finance the future maintenance of the heritable property associated with the Fund and 25% remaining as revenue balances to fund any additional projects the area would like to support. This does enhance and develop 2 areas which are Common Good assets.

Full allocation of the revenue accounts will mean there is no growth in the Kirkcaldy Common Good Fund for the next 3 years as there is no money available to purchase further investments. It also restricts available funding to community groups from this fund, for the rest of this financial year.

Impact Assessment

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

Consultation

The People and Place Leadership group have influenced and shaped the priorities in the new Plan 4 Kirkcaldy Area. Workshops to discuss and capture elected members priorities and actions for the new Plan 4 Kirkcaldy Area was held on the 25 October 2022.

A further budget workshop was held on the 12 December which included LCPB and Community Recovery. There were also 1:1 sessions as requested with members unable to make the workshop or for further clarification on detail.

More recently members have participated in an exercise to identify and score priorities associated with identified projects in the area. Members were asked to consider whether the projects are a Must/Should/Could and to consider whether it is a priority Now/Sooner or later. There will be a workshop to build on this and a paper before the October Area Committee.

The West Area Community Council have been consulted.

1.0 Background

- 1.1 Due to the impact of the pandemic, the significant additional covid and recovery related funding available and ability to carry forward underspent budgets, there has not been the same call on budgets over the last few financial years.
- 1.2 On 25th August 2022, the Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September approved the 'Help with Cost of Living: Extending Community Support' report which set out a general approach and criteria for the Fund, including the allocation of £9m across the seven Area Committees. Kirkcaldy Area has received an allocation of £1.36m as part of this allocation.
- 1.3 The specific criteria for the CRF fund is as follows;
 - Projects should link to Local Community Plan priorities
 - Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
 - Projects should provide assessment of benefit to ensure no unintended consequences.
- 1.4 The Plan 4 Kirkcaldy Area Priorities are: Progressing actions to address the climate change emergency and CWB pillars through...
 - Support With the Cost of Living
 - Early Intervention and Prevention of Crisis
 - Local Economy and Skills
 - Support and Development of Town Centres and Waterfront
 - Sense of Pride, Identity and Safer Communities
 - Outdoor Places and Spaces

2.0 Project Summary Information

- 2.1 **Beveridge Park Lighting, Phase 1** – for some time now there has been a request for lighting in the Beveridge Park from various groups. Lighting would support the Bowling Club members to safely make their way to the club in Autumn and Winter as well as other park users. There is an aspiration to extend the lighting towards the Rugby Club for Phase 2 when budget is available. Lighting in the park has been in the Beveridge Park Development Groups plan for a number of years. The cost of this is anticipated to be approximately £50K and the recommendation is to use a cocktail of funding including: A Charitable Trust Beveridge, Smith and Gow) that has been dormant for some time and Audit and the Office of the Scottish Charity Regulator (OSCR) are keen to see it used, Common Good Budget and the remaining CRF budget as outlined in the recommendations above – totalling £50K.
- 2.2 **Waterfront Lighting** – The Festoon Lighting on the waterfront gets lots of compliments and Officers and Elected members are often asked why the Festoon lighting that starts at the Heart end of the waterfront does not continue all the way along the waterfront. At the time, it was designed around available budget. It is proposed to implement festoon

lighting at the Basin Car Park end of the Prom to just before the junction at Nicol Street. The cost is estimated to be £63K and the suggestion is for this to be allocated from the Kirkcaldy Common Good Fund.

- 2.3 **The Polar Academy** is a teenage mental health charity dedicated to transforming lives of young people through incredible polar expeditions. This experience is life changing for the participants. Pupils from Balwearie High School have been invited to participate – the programme costs £25K per pupil. The suggestion is a contribution of £25K from the remaining CRF budget.
- 2.4 **Signage and Wayfinding.** A key tool in telling the story of the area, given us an opportunity to tell these stories to local people and visitors in a clear and engaging way. Complementing the digital app to give physical trails markers and interpretation panels. Helping to connect the town assets, provide a joined-up approach and improving the overall visitor offer Helping to encourage tourism and inward investment. Demonstrating social, cultural and economic confidence, providing a focus and stimulus for tourism and contribute to the local community. The ask is for £50K for signage, wayfinding and storyboards to compliment and help roll out the tourism app.
- 2.5 **2026 Wealth of Nations Celebrations.** 2026 is 250 years since the Wealth of Nations was Published. These milestones provide a platform for us and our partners to shine a light on Kirkcaldy and a reason for people to visit. Both Adam Smith Global Foundation and The Auld Kirk trustees are planning events to celebrate the milestone. It is anticipated that across the 2 organisations an ask of up to £40K. The Auld Kirk project if for a contribution towards a total project cost of almost £100K and will include 3 plays and workshops in schools and with the college. We are anticipating an ask from ASGF is to underwrite the costs of some very high-profile participants coming to the Town and will include schools and the college as well as general population. I am requesting agreement today to commit the funds. I have asked for more detail from both organisations. I am suggesting a cross-party group be established and the final decision delegated to the 3 cllrs on the group when the detail is available to avoid any delays in starting to get dates in diaries and use the commitment to lever in additional funding for the individual projects.
- 2.6 **Beveridge Park Replacement Bins.** Seagull proof bins avoid litter that has been disposed of appropriately then being retrieved by birds and strewn across the park. It is proposed to replace 10 bins at a cost of approximately £4K in the Beveridge Park from the Kirkcaldy Common Good Fund.
- 2.7 **Glebe Park Centre Adaptations.** Dysart Colliery Band are in the process of applying for a stage 2 Community Asset Transfer for Glebe Park Centre which has been out of use since the Community Testing Centre Closed down. The band have been trying to secure permanent, premises for several years. They are thriving and developing group. A recent development has led to a potential long-term partner to also use the building – Kirkcaldy Gaming Society. Both groups are looking for a licence to occupy whilst the CAT 2 application process is considered and worked through. There are some adaptations required before both groups can occupy including: A fire door changed to also be a lockable door for access and egress, alterations to an accessible toilet and the door into the squash court area widened to provide for wheelchair access. The

recommendation is to allocate up to £20K for the adaptations from last year's anti-poverty budget.

- 2.8 **Rural Skills Scotland (RSS) Grounds for Growth Pre-Employability Programme.** RSS are looking to repeat their Grounds for Growth pre-employability programme. The programme provides hands on experience for those with an interest in moving to employment in the land-based sector. The land-based sector is desperate for new entrants to deal with pressures caused by a growing awareness of the part the environment plays in carbon reduction, e.g. tree planting, and an ageing workforce. The programme consists of two parts, firstly a 5-week voluntary programme where participants will undergo training in manual handling, health and safety, emergency first aid + F and finally an NPTC certificate in brush cutter and trimmer ticket. In addition, during the 5 weeks the participants will take part in a number of experiences to give them a flavour of what is involved in working outdoors. Following the 5-week programme, participants can apply to take part in a 12-week waged programme. The wages are supported by Fife Council's Employability team. Participants will thereafter work on a series of local projects to give them more in-depth experience and allow them to build skills that will help them in securing employment in the sector. They work with Fife Council Grounds Maintenance and other local employers to identify opportunities to line up the programme with upcoming vacancies. The ask is for £10K from last years antipoverty budget towards a £87K project funded via the Shared Prosperity Fund.
- 2.9 **Veronica Halls Soundproofing and general maintenance.** Veronica Halls sits in Smeaton Neighbourhood Development Area. The Centre was closed down last year after a noise nuisance complaint was upheld. Fife Council do not have the capacity to run the centre and there is an appetite locally for a group who have been working with Fife Voluntary Action to get their governance in the right place to take on a lease. We need to ensure we get work completed to replace doors and windows to deal with the noise leakage. The suggestion is to recommend £40K from the underspend from last years antipoverty budget.
- 2.10 **Warm Welcome Spaces.** The central funding for Warm Welcome Spaces (£40K last year and we added an additional 10K) is no longer available. Members received a report at a previous committee in the Anti-Poverty Report about the impact and success of last years programme. We are suggesting that we roll it out again for 25/26 and allocate £50K from underspend in the anti-poverty budget.

3.0 Conclusions

- 3.1 These proposals meet the broad criteria for the Community Recovery funding. They also contribute to the 'Plan 4 Fife 2021-2024' and 'Kirkcaldy Area Local Community Plan' themes.

Background Papers

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

- 'Help with Cost of Living : Extending Community Support'. Fife Council Cabinet Committee, 22nd September, 2022.

Report Contact:

Julie Dickson

Community Manager, Kirkcaldy Area

Workplace; Town House, 2 Wemyssfield, Kirkcaldy

Email: Julie.Dickson@fife.gov.uk

26 August 2025

Agenda Item No. 6

Objections to Proposed Traffic Calming – A921 Kinghorn Road, Burntisland

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

Wards Affected: Ward 9 – Burntisland, Kinghorn and Western Kirkcaldy

Purpose

The purpose of this report is to allow the Kirkcaldy Area Committee to consider objections to a proposal to install a raised table on A921 Kinghorn Road, Burntisland.

Recommendation(s)

It is recommended that Committee agrees to set aside the outstanding 2 objections to the Road Hump Notice to introduce a raised table on A921 Kinghorn Road, Burntisland as shown in drawing no. TRO25_20 (Appendix 1), to allow the works to be constructed.

Resource Implications

The project has been given approval by the Kirkcaldy Area Committee through the Area Roads Programme for 2025/26.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

Formal consultation required by the Roads (Scotland) Act 1984 for the Road Hump Notice process was carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details for the proposed road hump were made available on www.fife.gov.uk.

During the statutory consultation period 2 objections were received.

1.0 Background

- 1.1 On 25th February 2025, Committee approved the Area Roads Programme which included a Road Safety and Traffic Management project to provide traffic calming on A921 Kinghorn Road, Burntisland [Minute 2025.KAC.56 Item 139 refers].
- 1.2 On 22nd April 2025, Committee agreed to the promotion of a Road Hump Notice to install a raised table on A921 Kinghorn Road, Burntisland [Minute 2025.KAC.60 Item 149 refers].

2.0 Issues and Options

- 2.1 During the statutory consultation period, 2 objections were received to the proposal. The main elements of the objections and Service response to these are outlined below with full redacted correspondence available as a background paper.

- 2.2 *Money should be spent on road repairs and fixing potholes instead of on traffic calming features.*

Service Response: The Council Administration sets out our Service budgets and significantly more funds are allocated to road repairs and maintenance, such as resurfacing, pothole repairs and patching works than for road safety improvements. Given road traffic collisions have massive implications for those involved in such tragedy and the economic impacts of such incidents, road safety projects are proven to be well worth the investment.

- 2.3 *Road humps cause damage to vehicles.*

Service Response: There is no evidence that road humps cause damage to vehicles. National guidance stresses that vehicles travelling over road humps at appropriate speeds should not suffer damage.

- 2.4 *Road humps cause discomfort and pain due to pre-existing health conditions.*

Service Response: Road humps by their design do cause an element of discomfort to encourage drivers to adjust their speed to an appropriate level. Drivers with existing health conditions can adjust their speed accordingly to navigate these features in an appropriate way.

- 2.5 *Road humps slow down emergency service vehicles.*

Service Response: Emergency services are consulted on any proposed road hump and have not expressed concerns over delays to response times, nor has any emergency service had concerns with our traffic calming projects we have installed throughout Fife for decades. On the contrary, they are very supportive given the clear benefits such projects bring.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety, that the objections should be set aside allowing the raised table to be constructed.

List of Appendices

1. Drawing no. TRO25_20

Background Papers

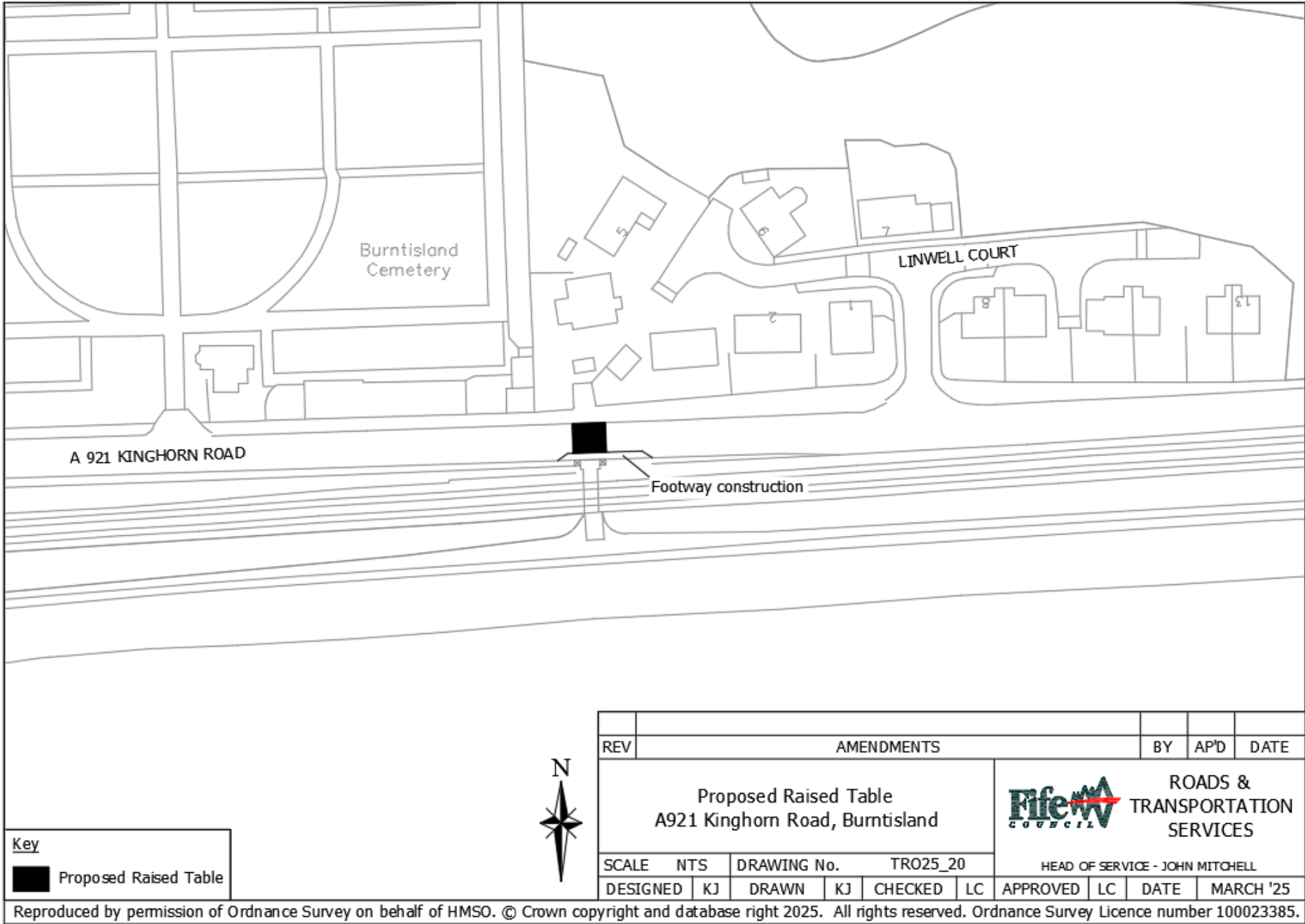
1. Full Correspondence (Redacted) with Objectors

Report Contacts

Lesley Craig
Lead Consultant, Traffic Management
Roads & Transportation Services
Bankhead Central, Glenrothes
Tel: 03451 55 55 55 Ext 480082
Email: lesley.craig@fife.gov.uk

Sara Wilson
Service Manager, Roads Network Management
Roads & Transportation Services
Bankhead Central, Glenrothes
Tel: 03451 55 55 55 Ext 453348
Email: sara.wilson@fife.gov.uk

Appendix 1 – Drawing no. TRO25_08



TRO25 20 A921 Kinghorn Road, Kirkcaldy – Proposed Raised Table Objections

Objection 1 – Page 2

Objection 2 – Page 5

Objection 1

From: [REDACTED]

Sent: 24 May 2025 1:06 PM

To: Traffic Management <Traffic.Management@fife.gov.uk>

Subject: Rejection of speed bumps A921 Kinghorn Road

Good afternoon, i am writing to object the need for speed bumps put in place on the above road. Surely fixing the road surfaces through the town would be a better way to spend money. Speed bumps are built poorly, they end up falling to pieces not long after they are built, leaving massive potholes at the base of the humps and causing more unnecessary vehicle damage.

Most of many people's car repair costs are due to Fife Council's neglect of road repairs and the input of stupid shaped speed humps.

If speeding was such a big concern on that road, i would suggest a fixed speed camera, or average speed camera as an alternative solution- preferably put in place after the roads have been repaired.

I really think speed humps are not the solution.

[REDACTED]

[REDACTED] Inchgarvie Avenue

Burntisland

KY3 0BU

Service Response 1

From: Keith Johnston <Keith.Johnston@fife.gov.uk>

Sent: Wednesday, June 04, 2025 1:21 PM

To: [REDACTED]

Subject: Fw: Rejection of speed bumps A921 Kinghorn Road

Afternoon [REDACTED],

Thank you for your email below and I hope your objection to the proposed speed bump for A921 Kinghorn Road, Burntisland. I have some comments for your consideration.

The Council Administration sets out our Service budgets and significantly more funds are allocated to road repairs and maintenance, such as resurfacing, pothole repairs and patching works than for road safety improvements. A small fraction of the budget is allocated for road safety improvements. Given that the consequences of road traffic collisions have massive implications for those involved in such tragedy and the economical impacts of such incidents, road safety projects are proven to be well worth the investment.

This proposal is only for one speed bump which is a kerb-to-kerb flat top style. This project is in response to many concerns raised with excessive speeding on that road. In addition the project will make it safer for pedestrians emerging from the railway underpass as currently pedestrians cannot see past the wall pillars and have to step out into the carriageway to see. The project will provide a section of footway there to improve visibility. The project will also make the bus stop at the underpass more accessible.

Speed camera deployment is under the jurisdiction of the Police. Fife Council have no responsibility for speed cameras. You can find out more about the Safety Camera Partnership here: [Home — Police Scotland Safety Cameras](#)

If there are any road repairs you would like us to address you can report them online here: [Road maintenance & reporting | Fife Council](#).

If, after considering my comments, you wish to withdraw your objection then please let me know **by 15th June 2025**. If you wish to continue with your objection then please advise me accordingly by the same date. If you continue with your objection it will be considered by the Area Committee for a decision and you would be informed of the outcome in due course.

Regards

Keith Johnston
Technician Engineer – Traffic Management
Roads & Transportation Services
Fife Council

Objector 1 response 1

From: [REDACTED]

Sent: Wednesday, June 04, 2025 3:24 PM

To: Keith Johnston <Keith.Johnston@fife.gov.uk>

Subject: Re: Fw: Rejection of speed bumps A921 Kinghorn Road

Hi, thanks for the reply.

However, i feel the small minority of people- mainly them that live in that area, are the only ones who may have a complaint.

I drive that road almost daily and have done for about 20years, the very very very rare occasion that someone is waiting to cross the road from the beach is so rare, its not a worthy arguement, i can count on one hand the amount of times iv actually seen people cross there. And also, the lack of accidents/collisions- again is so rare it doesnt need a speed bump. Its really a waste of money, it causes more damage to peoples car having speed bumps in place and causes alot more stress in drivers aswell, fife council do not have a clue how these speed bumps cost people hundreds every year on car repairs along with the shocking state of the roads and the poor attempts of filling in potholes where a week later there back to being big potholes again. The speedbumps are built

very poorly aswell and cause potholes at the bases of the humps, the tarmac pulls away easily aswell. The speed bumps are extremly poorly made that it causes more frustation and damage than it actually causes any good doing.

[REDACTED]

Objection 2

From: [REDACTED]

Sent: 10 June 2025 11:34 PM

To: Traffic Management <Traffic.Management@fife.gov.uk>

Subject: Traffic Orders Fife Free Press

Dear Sir/Madam

I wish to object to the Burntisland Speed limit orders as advertised in the Fife Free Press on May 15th 2025. 1. I feel that the current speed limits on the aforementioned roads in the order published in the Fife Free Press on 15th May 2025 are sufficient and should not be reduced any further. 2. In other areas of the UK and particularly in Wales some lower speed limits are being rescinded and put back up to a higher speed limit because 20mph in particular has not worked and there has been a huge public outcry. 3. Lower Speed Limits lead to price rises in the economy. It takes businesses and road users longer to complete journeys and in business time is money. Bus fares may need to rise to cover the cost of the lower speed limits and longer journey times and this may also have an effect of Driver Hours and food prices in the shops may have to rise for similar reasons. 4. Speed Limits should ideally be set using the 85th% Percentile method and I believe many of the aforementioned roads warrant either the current limit or perhaps indeed a higher limit.

I also wish to object to the A921 Kinghorn Road, Burntisland Raised Table order As advertised in the same edition of the Fife Free Press 15th May 2025. 1. I feel these speed tables and other similar structures cause damage to vehicles. This will also include Council vehicles and other Public service Vehicles and will lead to higher tax bills to cover repairs. This may include things such as broken springs and suspension parts and even blow out on tyres due to broken springs. This endangers the occupants of vehicles and other road users. 2. Public Money should be spent on repairing potholes rather than more speed tables and other similar structures. 3. These Speed tables and other similar structures cause pain in the human body and particularly in those who have Bone/Skeletal Disorders and may count toward Whole Body Vibration syndrome particularly for those who drive for a living and could pose a health and safety risk. 4. They slow down Emergency Services on their way to incidents which may be time critical.

I send you these objections in good faith and hope these will be forwarded to the appropriate committee.

Yours Sincerely.

[REDACTED]

[REDACTED] Webster Place

Rosyth

Fife KY112TU

[REDACTED]

Service Response 1

From: Keith Johnston <Keith.Johnston@fife.gov.uk>

Sent: 11 June 2025 9:31 AM

To: [REDACTED]

Subject: Fw: Traffic Orders Fife Free Press

Morning [REDACTED],

I note your objection below to the proposed speed limits in Burntisland and for the proposed raised table on A921 Kinghorn Road, Burntisland. I have some comments below for your consideration and will number them accordingly in reference to your points.

Burntisland Speed Limits

1. Each person is entitled to their opinion, and the national strategy as set out by the Scottish Government is to reduce roads that fall under their place criteria to 20 mph. This is supported by road safety professionals across the globe. This is backed up by evidence that if a pedestrian is hit at speeds of 30 mph, which is the current speed limit on these roads, their chances of surviving are slim. If fact studies have noted that the average person is seven times more likely to die if they are hit by a vehicle at 30 mph than they are at 20 mph.
2. Evidence has shown that speed limit reduction in Wales has significantly reduced the number of casualties on their roads. For example, once reference states "during the 12 months after the introduction of the speed limit (2023 Q4 to 2024 Q3), the number of casualties on 20 mph and 30 mph roads (combined) was 28% lower than the same period before." (Highways Magazine). It is also noted that the Stockholm declaration in 2020 was adopted by governments globally calling to mandate a maximum road travel speed of 20 mph in area where vulnerable road users and vehicles mix. Although there may have been a few streets where speed limits were adjusted in other parts of the UK after detailed review, the general ambition is for speed limit reduction in urban areas.
3. Research shows that any increases in travel times are negligible, and in some cases, they can be improved through reduced speed limits. In many of these streets the average speeds are already lower than the speed limit. With calmer driving and more time to react, delays can be reduced at junctions and other aspects of the road layout.
4. Setting speed limits according to an 85th percentile speed or a mean speed is a traditional method, and this prioritises vehicle flow and efficiency. Newer approaches to setting speed limits are based on a safe system approach. This concentrates on survivable speeds and reflects the mobility needs of vulnerable road users, such as pedestrians and cyclists, as well as their levels of safety, prioritising people. Even small reductions in speed lower the risk of fatal and serious collisions.

A921 Kinghorn Road, Burntisland raised table

1. There is no evidence that road humps cause additional damage to vehicles.
2. The Council Administration sets out our Service budgets and significantly more funds are allocated to road repairs and maintenance, such as resurfacing, pothole repairs and patching works than for road safety improvements. A small fraction of the budget is

allocated for road safety improvements. Given road traffic collisions have massive implications for those involved in such tragedy and the economical impacts of such incidents, road safety projects are proven to be well worth the investment.

3. Road humps by their design are to provide an element of discomfort to encourage drivers to adjust their speed to an appropriate level. Drivers with existing health conditions can adjust their speed accordingly to navigate these features in an appropriate way.
4. Emergency services are consulted on any proposed road hump and have not expressed any concerns over delays to response times, nor have any emergency service had concerns with our traffic calming projects we have installed throughout Fife for decades. On the contrary they are very supportive given the clear safety benefits such projects bring.

If, after considering my comments, you wish to withdraw your objection to either or both projects then please let me know **by 18th June 2025**. If you wish to continue with your objection to either or both projects then please advise me accordingly by the same date. If you continue with your objection it will be considered by the Area Committee for a decision and you would be informed of the outcome in due course.

Regards

Keith Johnston
Technician Engineer – Traffic Management
Roads & Transportation Services
Fife Council

Objector 2 Response 1

From: [REDACTED]
Sent: 11 June 2025 6:02 PM
To: Keith Johnston <Keith.Johnston@fife.gov.uk>
Subject: Re: Fw: Traffic Orders Fife Free Press

Dear Keith Johnston

Thanks for your e-mail. I still wish to continue with my objections. I note your point 4 in the Burntisland Speed Limits section where you mention cyclists and other vulnerable road users. Interestingly I was walking home on Saturday night from the Gothenburg Hotel on Saturday evening last weekend after having a few pints. As I was crossing the Kings Road by the roundabout at Park Road West junction a cyclist suddenly appeared out of nowhere without any lights. I shouted to him where are your lights and was met with a torrent of abuse. Cyclists currently are a law unto themselves and have no right to go on about road safety. When they face the same punishments as any other road user breaking the law then I will maybe hear their call. I know if I was driving along in my motor vehicle without lights it would not be long before the police were pulling me over. Much of the legislation you talk about is being forced upon us by the WEF and the WHO both of whom are UN organisations. There is no local democracy perhaps these

matters should be decided by local Referendums? If more than 50% of people in an area want a speed limit lowered then it may be more acceptable than the current method of doing so. When I read facebook comments most of the people were against the speed limit changes or speed tables being built.

Kind Regards

[REDACTED]

26 August 2025

Agenda Item No. 7

Objection to Proposed Speed Limits - Burntisland

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

Wards Affected: Ward 9 – Burntisland, Kinghorn and Western Kirkcaldy

Purpose

The purpose of this report is to allow the Kirkcaldy Area Committee to consider an objection to a proposal to introduce 20 mph speed limits in various streets, Burntisland and a 40 mph speed limit on A909 Cowdenbeath Road.

Recommendation(s)

It is recommended that Committee agrees to set aside the outstanding objection to the proposed Traffic Regulation Order (TRO) to introduce speed limits as shown in drawing nos. TRO25_05/PE (Appendix 1) and TRO25_05/PW (Appendix 2), to allow the restrictions to be installed.

Resource Implications

The cost of delivery of the new infrastructure will be funded by Transport Scotland as part of the National 20 mph Strategy.

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, Burntisland Community Council, and Police Scotland have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process was carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO were made available at www.fife.gov.uk.

During the statutory consultation period 1 objection was received.

1.0 Background

- 1.1 Fife Council's Cabinet Committee considered a report on a 20 mph strategy for Fife in which it was recommended Fife Council adopt 20 mph as the recognised speed limit on appropriate roads cognisant of the Scottish Government's Guidelines for implementation [Minute 2025 CC 183 Item 347 refers].
- 1.2 On 22nd April 2025, Kirkcaldy Area Committee agreed to the promotion of a Traffic Regulation Order (TRO) to introduce 20 mph speed limits and a 40 mph speed limit in various streets, Burntisland [Minute 1015.KAC.61 Item 150 refers].

2.0 Issues and Options

- 2.1 During the statutory consultation period, 1 objection was received to the proposal. The main elements of the objection and Service response to these are outlined below with full redacted correspondence available as a background paper.

- 2.2 *I feel the existing speed limits are sufficient.*

Service Response: The national strategy as set out by the Scottish Government is to reduce roads that fall under their place criteria to 20 mph. This is supported by road safety professionals across the country. This is backed up by evidence that if a pedestrian is hit at speeds of 30 mph, which is the current speed limit on these roads, their chances of surviving are slim. Studies have noted that the average person is seven times more likely to suffer fatal injury if they are hit by a vehicle at 30 mph than they are at 20 mph.

- 2.3 *In other areas of the UK and Wales lower limits have not worked and are being rescinded.*

Service Response: Evidence has shown that speed limit reduction in Wales has significantly reduced the number of casualties on their roads by 28% during the 12 months after introduction of the reduced speed limit. It is also noted that the Stockholm declaration in 2020 was adopted by governments globally calling to mandate a maximum road travel speed of 20 mph in areas where vulnerable road users and vehicles mix. Although there may have been a few streets where speed limits were adjusted in other parts of the UK after detailed review, the general ambition is for speed limit reduction in urban areas.

- 2.4 *Lower speed limits lead to price rises in the economy due to increased travel times.*

Service Response: Research shows that any increases in travel times are negligible, and in some cases, they can be improved through reduced speed limits. In many of these streets the average speeds are already lower than the speed limit. With calmer driving and more time to react, delays can be reduced at junctions and other aspects of the road layout.

- 2.5 *Speed limits should be set using the 85th percentile method.*

Service Response: Setting speed limits according to an 85th percentile speed or a mean speed is a traditional method, and this prioritises vehicle flow and efficiency. Newer approaches to setting speed limits are based on a safe system approach. This concentrates on survivable speeds and reflects the mobility needs of vulnerable road users, such as pedestrians and cyclists, as well as their levels of safety, prioritising people. Even small reductions in speed lower the risk of fatal or serious collisions.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety, that the objection be set aside to allow the speed limits to be installed.

List of Appendices

1. Drawing no. TRO25_05/PE Proposed Speed Limits – Burntisland (east)
2. Drawing no. TRO25_05/PW Proposed Speed Limits – Burntisland (west)

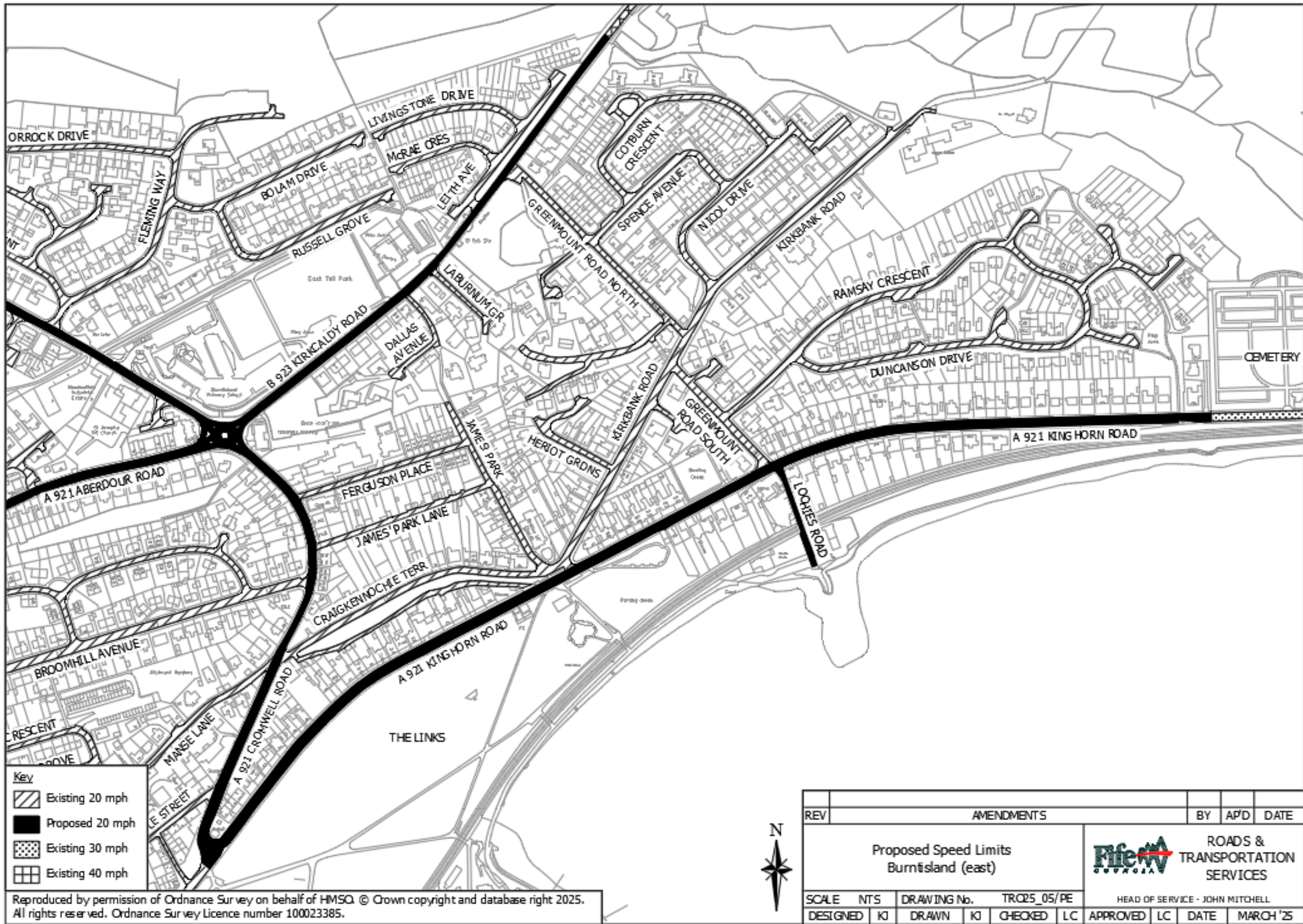
Background Papers

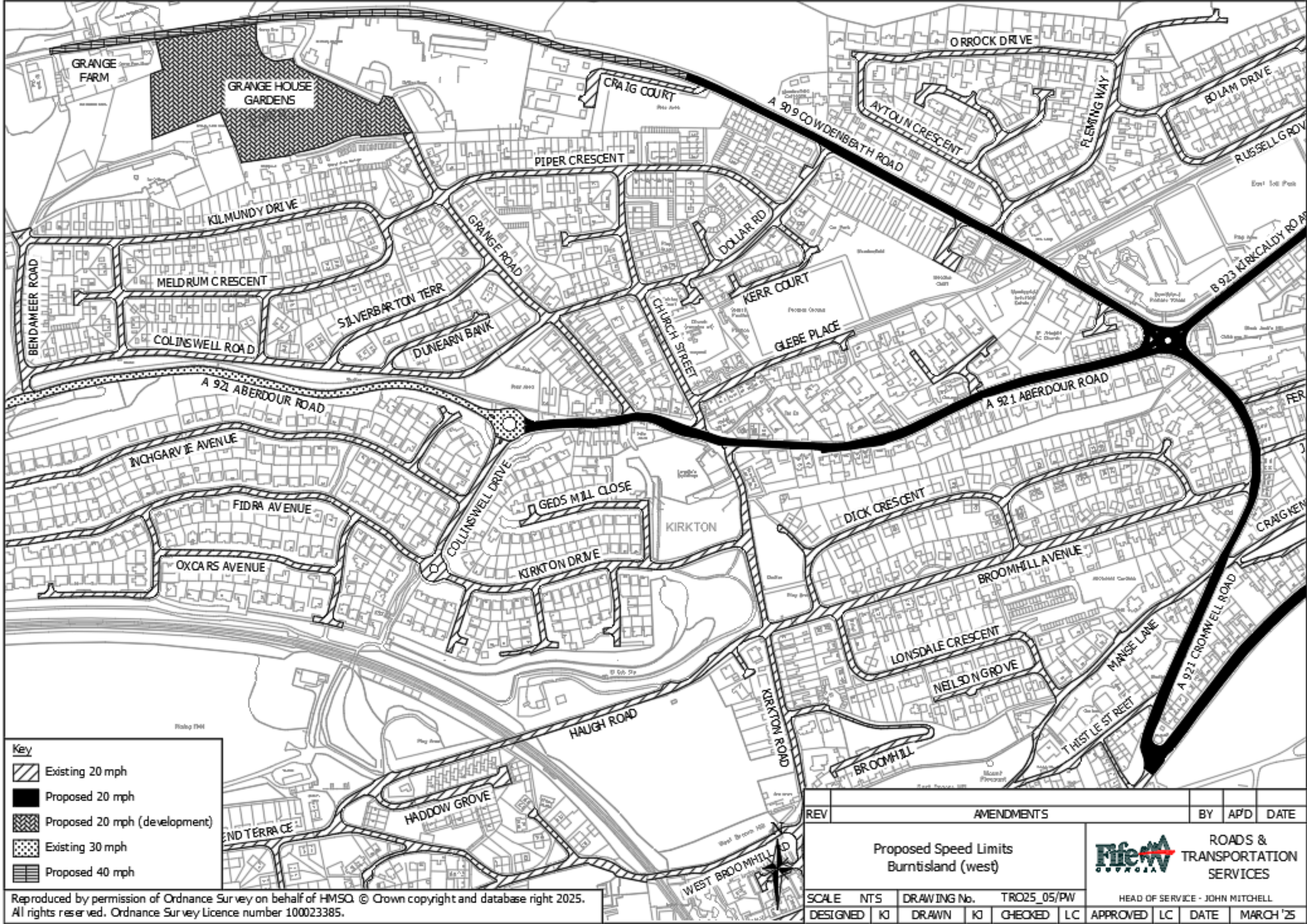
1. Full Correspondence (Redacted) with Objector

Report Contacts

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

Sara Wilson
Service Manager, Roads Network Management
Roads & Transportation Services
Bankhead Central, Glenrothes
Tel: 03451 55 55 55 Ext 453348
Email: Sara.Wilson@fife.gov.uk





TRO25 05 Burntisland Speed Limits - Objection

Objection 1

From: [REDACTED]

Sent: 10 June 2025 11:34 PM

To: Traffic Management <Traffic.Management@fife.gov.uk>

Subject: Traffic Orders Fife Free Press

Dear Sir/Madam

I wish to object to the Burntisland Speed limit orders as advertised in the Fife Free Press on May 15th 2025. 1. I feel that the current speed limits on the aforementioned roads in the order published in the Fife Free Press on 15th May 2025 are sufficient and should not be reduced any further. 2. In other areas of the UK and particularly in Wales some lower speed limits are being rescinded and put back up to a higher speed limit because 20mph in particular has not worked and there has been a huge public outcry. 3. Lower Speed Limits lead to price rises in the economy. It takes businesses and road users longer to complete journeys and in business time is money. Bus fares may need to rise to cover the cost of the lower speed limits and longer journey times and this may also have an effect of Driver Hours and food prices in the shops may have to rise for similar reasons. 4. Speed Limits should ideally be set using the 85th% Percentile method and I believe many of the aforementioned roads warrant either the current limit or perhaps indeed a higher limit.

I also wish to object to the A921 Kinghorn Road, Burntisland Raised Table order As advertised in the same edition of the Fife Free Press 15th May 2025. 1. I feel these speed tables and other similar structures cause damage to vehicles. This will also include Council vehicles and other Public service Vehicles and will lead to higher tax bills to cover repairs. This may include things such as broken springs and suspension parts and even blow out on tyres due to broken springs. This endangers the occupants of vehicles and other road users. 2. Public Money should be spent on repairing potholes rather than more speed tables and other similar structures. 3. These Speed tables and other similar structures cause pain in the human body and particularly in those who have Bone/Skeletal Disorders and may count toward Whole Body Vibration syndrome particularly for those who drive for a living and could pose a health and safety risk. 4. They slow down Emergency Services on their way to incidents which may be time critical.

I send you these objections in good faith and hope these will be forwarded to the appropriate committee.

Yours Sincerely.

[REDACTED]

[REDACTED] Webster Place

Rosyth

Fife KY112TU

[REDACTED]

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From: Keith Johnston <Keith.Johnston@fife.gov.uk>

Sent: 11 June 2025 9:31 AM

To: [REDACTED]

Subject: Fw: Traffic Orders Fife Free Press

Morning [REDACTED],

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4. Setting speed limits according to an 85th percentile speed or a mean speed is a traditional method, and this prioritises vehicle flow and efficiency. Newer approaches to setting speed limits are based on a safe system approach. This concentrates on survivable speeds and reflects the mobility needs of vulnerable road users, such as pedestrians and cyclists, as well as their levels of safety, prioritising people. Even small reductions in speed lower the risk of fatal and serious collisions.

A921 Kinghorn Road, Burntisland raised table

1. There is no evidence that road humps cause additional damage to vehicles.
2. The Council Administration sets out our Service budgets and significantly more funds are allocated to road repairs and maintenance, such as resurfacing, pothole repairs and patching works than for road safety improvements. A small fraction of the budget is allocated for road safety improvements. Given road traffic collisions have massive implications for those involved in such tragedy and the economical impacts of such incidents, road safety projects are proven to be well worth the investment.
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If, after considering my comments, you wish to withdraw your objection to either or both projects then please let me know **by 18th June 2025**. If you wish to continue with your objection to either or both projects then please advise me accordingly by the same date. If you continue with your objection it will be considered by the Area Committee for a decision and you would be informed of the outcome in due course.

Regards

Keith Johnston
Technician Engineer – Traffic Management
Roads & Transportation Services
Fife Council

Objector Response 1

From: [REDACTED]
Sent: 11 June 2025 6:02 PM
To: Keith Johnston <Keith.Johnston@fife.gov.uk>
Subject: Re: Fw: Traffic Orders Fife Free Press

Dear Keith Johnston

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Kind Regards

[REDACTED]

26 August 2025

Agenda Item No. 8

Charges for the cleaning of communal areas in low/mid-rise blocks

Report by: John Mills, Head of Housing

Wards Affected: Ward Nos. Kirkcaldy (9,10,11,12)

Purpose

To consult with Area Committees about applying a consistent charging procedure where the Council cleans the stairwells and other communal areas on behalf of its tenants. This will address the current inequity and help recover the costs to the Council of providing the service.

Recommendation(s)

The Committee is asked to:

Agree to harmonise charges and apply this to all tenants in each Area. This will reduce pressure on the HRA from 2026/27 onwards through a two-year implementation programme.

Resource Implications

This proposal will help recover the cost of providing the service and increase income into the HRA. The exercise to harmonise charges applied for stairwell cleaning can be undertaken by existing staffing resources.

Legal & Risk Implications

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

Impact Assessment

An EqlA summary form has been completed –the summary form is attached in the appendix.

Consultation

A discussion has been held with Fife Tenants Forum, and they were supportive of this approach. Further consultation with the tenants affected by this proposal will be undertaken prior to any changes being implemented.

1.0 Background

- 1.1 The Revised Estate Management Approach has resulted in various initiatives to improve our housing estates. There needs to be a continued focus on improving the condition of stairwells, closes and other shared spaces particularly in our six in a block and maisonette flats. Stair cleaning is an important part of estate management in flatted dwellings, and it is important communal areas are maintained to a reasonable standard.
- 1.2 The Council tenancy agreement states it is the responsibility of tenants with internal communal areas to maintain these on a weekly basis. They must be kept clean, neat and tidy and always clear of obstruction. Where the Council cleans stairwells and other communal areas then the cost of providing this service should be recovered from the tenants in accordance with the Housing Services Charging Policy. This states all those who benefit from the service should pay for it equally and equitably.
- 1.3 A review was recently undertaken of the charges applied to tenants for the cleaning of stairwells in low/mid-rise blocks of flats. It was found there were variations in how this was applied across different locations. For example, in Glenrothes and Levenmouth there are currently no charges made to tenants for this service. Other areas show charges being applied inconsistently across different blocks. There are examples where neighbouring blocks are receiving the same level of service, and some are being charged for this work and others are not. Overall, the current income received from tenants does not fully recover the cost of the Council providing this service.
- 1.4 The reason for this lack of consistency in charging for stairwell cleaning seems to be historic. It is likely the arrangements currently in place pre-date the creation of Fife Council. We currently do not provide this type of cleaning service in Dunfermline and South West Fife and the responsibility therefore falls to the tenants in these areas to clean their own stairwells and communal areas. The former District Council opted not to provide this type of service for their tenants, and this position has remained unchanged.
- 1.5 The Factoring Service roll out has increased the number of mixed tenure blocks under our management where the Council has successfully been appointed as the factor. An exercise was undertaken to ensure the owners in these blocks were appropriately charged for their share of the services that are provided. In factored blocks, the owners share of the cleaning costs is fully recovered. However, this service charge is not always applied to the Council tenants who live within these same blocks.

2.0 Current position

- 2.1 The total cost in 2024/25 for providing stair cleaning services was £435,504 and for 2025/26 it is £459,650. It is anticipated this cost will continue to increase annually. The table below outlines the monthly costs of providing this service across the relevant Areas. It also shows the current income received from tenants where charges are in place and from owners who are in factored blocks.

Table one

| | NEF | LVN | GLN | KDY | COW |
|-------------------------------|----------|----------|----------|------------|----------|
| Service cost each month. | £5343.23 | £2454.17 | £6091.67 | £23358.19 | £1056.95 |
| No. Tenants receiving service | 321 | 207 | 361 | 1417 | 69 |
| No. Tenants charged | 83 | 0 | 0 | 1155 | 65 |
| Tenant Charge Income | £1734.88 | £0 | £0 | £6190.80 | £348.40 |
| Owner Charge Income | £441.72 | £84.55 | £1202.76 | £4126.61 | £71.07 |
| HRA subsidy | £3166.63 | £2369.62 | £4888.91 | £13,040.78 | £637.48 |

- 2.2 The income received from tenants does not meet the full cost of providing this service and there was a considerable annual shortfall of £284,307 in 2024/25 that had to be met by the HRA. This will increase to £289,241.04 for 2025/26. This is not sustainable going forward and the current charging structures applied are not equitable to tenants across different areas in Fife.
- 2.3 The current charges applied to tenants on a fortnightly basis are either £0, or the flat rate of £2.68 (caretaking charge) or £7.34 (stair cleaning charge) per fortnight. A higher stair cleaning charge is in place in St Andrews of £15.18 per fortnight.

3.0 Proposed approach

- 3.1 A phased approach will be taken to rectify the current anomalies in the charging procedure over two years. This will give us time to consult with the tenants who will be affected and update the housing system with the revised service charges. It is proposed the initial tranche will commence at the start of 2026/27 and includes 84 blocks located in the Kirkcaldy, Glenrothes and North East Fife areas.
- 3.2 Once the initial phase of this exercise is completed any feedback received will be considered and changes will be made to the process if required. It is planned that phase two will continue in the Summer of next year and include a further 114 blocks across Kirkcaldy and Levenmouth. There will be a phase three and four covering the remaining 295 blocks in North East Fife, Levenmouth, Glenrothes, Kirkcaldy and Cowdenbeath and these are scheduled to be completed towards the end of Financial Year 2026/27. Appendix two shows the number of properties that will be included in each of the four phases of this exercise. This includes a breakdown of how many tenants will have to either pay this service charge for the first time or where the existing charge will need to be amended.
- 3.3 Tenants will be required to contribute towards the cost of providing this service and the standardised fortnightly charge is expected to be in the region of £6. This will reduce most of the current shortfall in providing the stair cleaning service. For those tenants in

receipt of Universal Credit this is an eligible charge that should be covered by the DWP. Assistance will be offered to tenants to ensure they correctly notify the DWP and claim this additional charge along with their rent.

4.0 Conclusions

- 4.1 A revised charging procedure should be applied consistently and equitably for stair cleaning services across every Area. This should assist with the costs of providing this service and reduce the current level of subsidy from the HRA.
- 4.2 Consultation will be carried out with tenants affected by the implementation of new or revised charges for stair cleaning in their blocks. It is the responsibility of tenants to maintain their communal areas to a good standard of cleanliness and the cost of this must be passed on if the Council provides this service on their behalf.
- 4.3 As part of the Revised Estate Management Approach it will be explored whether there is a demand for this service in areas of Fife that have not benefited to date. This would involve consultation with tenants who live in low/mid-rise blocks in Dunfermline and South West Fife.

List of Appendices

- 1. EqlA Summary Form
- 2. Area breakdown of each phase of the exercise to rectify the current anomalies in the charging procedure.

Background Papers

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

None.

Report Contact:

Joan Lamie
Service Manager Housing Estates and Safer Communities
Email: joan.lamie@fife.gov.uk

Equality Impact Assessment Summary Report

(to be attached as an Appendix to the committee report)

Which Committee report does this IA relate to (specify meeting date)?

Area Committees

What are the main impacts on equality?

No impact as the cost of the stair cleaning service will now apply consistently to Council tenants Fife who receive this service.

What are the main recommendations to enhance or mitigate the impacts identified?

Whilst tenants within the protected characteristics living in Fife Council housing will be affected by the proposal, there will be no difference in the treatment of tenants who share a protected characteristic and those who do not.

If there are no equality impacts on any of the protected characteristics, please explain.

No recommendations other than to monitor any potential impacts through future review.

Further information is available from: Name / position / contact details:

John Mills, Head of Housing

John.Mills@fife.gov.uk

Appendix one – Area/phase breakdown

493 Blocks 2344 FC Properties

Blocks

| <u>Phase</u> | <u>Fife</u> | <u>NEF</u> | <u>LVN</u> | <u>GLN</u> | <u>KDY</u> | <u>COW</u> |
|--------------|-------------|------------|------------|------------|------------|------------|
| 1 | 84 | 10 | 0 | 29 | 45 | 0 |
| 2 | 114 | 0 | 3 | 0 | 0 | 0 |
| 3 | 162 | 22 | 24 | 22 | 88 | 6 |
| 4 | 133 | 41 | 5 | 29 | 51 | 7 |

Properties

| <u>Phase</u> | <u>Fife</u> | <u>NEF</u> | <u>LVN</u> | <u>GLN</u> | <u>KDY</u> | <u>COW</u> |
|--------------|-------------|------------|------------|------------|------------|------------|
| 1 | 317 | 29 | 0 | 131 | 157 | 0 |
| 2 | 489 | 0 | 20 | 0 | 469 | 0 |
| 3 | 952 | 106 | 158 | 100 | 556 | 32 |
| 4 | 586 | 176 | 29 | 130 | 214 | 37 |

New Charges

| <u>Phase</u> | <u>Fife</u> | <u>NEF</u> | <u>LVN</u> | <u>GLN</u> | <u>KDY</u> | <u>COW</u> |
|--------------|-------------|------------|------------|------------|------------|------------|
| 1 | 168 | 28 | 0 | 131 | 9 | 0 |
| 2 | 184 | 0 | 20 | 0 | 164 | 0 |
| 3 | 403 | 79 | 158 | 100 | 63 | 3 |
| 4 | 295 | 121 | 29 | 130 | 14 | 1 |

| <u>Amended Charges</u> | | | | | | |
|-------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <u>Phase</u> | <u>Fife</u> | <u>NEF</u> | <u>LVN</u> | <u>GLN</u> | <u>KDY</u> | <u>COW</u> |
| 1 | 149 | 1 | 0 | 0 | 148 | 0 |
| 2 | 305 | 0 | 0 | 0 | 305 | 0 |
| 3 | 549 | 27 | 0 | 0 | 493 | 29 |
| 4 | 291 | 55 | 0 | 0 | 200 | 36 |

26 August 2025

Agenda Item No. 9

Delegated Property Transactions

Report by: Alan Paul Head of Property Services

Wards Affected: 9,10,11 and 12

Purpose

The List of Officer Powers forms part of the Councils governance scheme, it provides Officers with delegated authority to undertake certain property transactions, with details of the use of those powers to be reported subsequently to the appropriate Area Committee for information.

This report sets out a variety of transactions within the Kirkcaldy area covering the period 2017 to March 2025 which may not have been reported to Committee.

Recommendations

Committee is asked to note the transactions set out in this report and note the future reporting proposals.

Resource Implications

There are no resource implications arising from this report.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Housing, Legal and Finance Services have been consulted in the preparation of this report.

1.0 Background

- 1.1 As a result of a query at the People and Community Scrutiny Committee in May 2025 in respect of affordable housing acquisitions, a subsequent investigation determined that not all delegated transactions had been reported to the various Area Committees for information as required under the List of Officer Powers.
- 1.2 Though annual reconciliation exercises are undertaken ensuring that the legal status of assets both acquisitions and disposals are accurately recorded in the relevant systems, historically there has not been a check on Committee reporting.

2.0 Delegated Transactions

- 2.1 Analysis has determined that over the eight-year period from 2017 to date, details of 44 acquisitions and 13 disposals appear not to have been reported to this committee. A full breakdown of individual transactions is provided in the Appendices.
- 2.2 As some transactions may have been reported and authorised by Cabinet Committee (or predecessors) as part of a larger project eg a single regeneration project may have multiple individual property acquisitions, the list of transactions appended is considered to overstate the under reporting

3.0 Future reporting

- 3.1 To avoid the risk of repetition in the future, an annual reconciliation of transactions and reporting is to be undertaken. Proposals for a combined Estates and Legal case management system are well advanced and it is anticipated that the preferred system will enable automated processes to be introduced following procurement of the system.
- 3.2 Some Members have expressed a desire for additional information on the individual transactions to be included in the Committee reporting to provide context, as often the reporting of the transaction is many months after the Member consultation which takes place in advance of acquisition/disposal. In future it is proposed that a short descriptor will be included alongside the core transaction details.

4.0 Conclusion

- 4.1 Members are invited to review the transactions detailed and note the future reporting arrangements.

Report Contact

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Acquisitions

Appendix 1

| Description | Town | Acquired | Price | Purpose |
|--|-------------|-------------|----------|--|
| 152.99sqm At Overton Road, Kirkcaldy | Kirkcaldy | 07 Mar 2017 | £6,000 | Acquired to complete ownership within larger housing area. |
| 34 and 36 Hazel Avenue, Kirkcaldy | Kirkcaldy | 29 Jun 2018 | £290,000 | Acquisition of property previously leasehold. |
| 110 Valley Gardens, Kirkcaldy | Kirkcaldy | 07 Feb 2020 | £85,000 | Add to Housing Stock |
| 14 Duncan Street, Kirkcaldy | Kirkcaldy | 21 Feb 2020 | £50,000 | Add to Housing Stock |
| Shops, 251-255 High Street, Kirkcaldy | Kirkcaldy | 09 Jul 2020 | £187,000 | New Affordable Housing |
| 87 Hayfield Road, Kirkcaldy | Kirkcaldy | 15 Sep 2020 | £82,500 | Add to Housing Stock |
| St Clair Tavern (2-4 St Clair St), 4a St Clair Street and 1 Dysart Road, Kirkcaldy | Kirkcaldy | 25 Feb 2021 | £240,000 | Acquired for redevelopment by Housing |
| 41 Cheviot Road, Kirkcaldy | Kirkcaldy | 01 Apr 2021 | £120,000 | Add to Housing Stock |
| 70 Blackcraigs, Kirkcaldy | Kirkcaldy | 09 Apr 2021 | £147,000 | Add to Housing Stock |
| 257, 259 & 261 High Street, Kirkcaldy | Kirkcaldy | 08 Jun 2021 | £385,000 | New Affordable Housing |
| 212 Valley Gardens, Kirkcaldy | Kirkcaldy | 08 Jul 2021 | £130,000 | Add to Housing Stock |
| 53 Lismore Avenue, Kirkcaldy | Kirkcaldy | 09 Aug 2021 | £110,000 | Add to Housing Stock |
| 61 Howard Place, Dysart | Dysart | 10 Dec 2021 | £65,000 | Acquired for demolition |
| 26 Shepherd Crescent, Burntisland | Burntisland | 20 Jan 2022 | £148,500 | Add to Housing Stock |
| 175 Dunearn Drive, Kirkcaldy | Kirkcaldy | 04 Mar 2022 | £66,150 | Add to Housing Stock |
| 19 Methven Road, Kirkcaldy | Kirkcaldy | 31 Mar 2022 | £270,000 | Add to Housing Stock |
| 13 Buchanan Court, Kirkcaldy | Kirkcaldy | 29 Apr 2022 | £77,000 | Add to Housing Stock |
| Flat 38 Links Place, Burntisland | Burntisland | 17 Jun 2022 | £165,000 | Add to Housing Stock |
| 258 Ravens Craig, Kirkcaldy | Kirkcaldy | 21 Oct 2022 | £74,000 | Add to Housing Stock |
| 33 Buchanan Court, Kirkcaldy, KY1 1QP | Kirkcaldy | 04 Nov 2022 | £65,000 | Add to Housing Stock |
| 22 Stewart Street, Dysart | Dysart | 10 Mar 2023 | £100,000 | Add to Housing Stock |
| 23 Lothian Terrace, Kirkcaldy | Kirkcaldy | 14 Apr 2023 | £90,000 | Add to Housing Stock |

| Description | Town | Acquired | Price | Purpose |
|---|-------------|-----------------|--------------|--|
| 25 Castlerig, Kinghorn | Kinghorn | 28 Apr 2023 | £90,000 | Add to Housing Stock |
| Flat, 20 Harbour Place, Burntisland | Burntisland | 15 Sep 2023 | £78,000 | Add to Housing Stock |
| 50 Lismore Avenue, Kirkcaldy | Kirkcaldy | 22 Sep 2023 | £40,000 | Add to Housing Stock |
| Flat, 71 Howard Place, Dysart | Dysart | 03 Oct 2023 | £80,200 | Acquired for demolition |
| 11 Buchanan Court, Kirkcaldy | Kirkcaldy | 06 Oct 2023 | £58,000 | Add to Housing Stock |
| Housing on site of former Fair Isle Clinic, Fair Isle Road, Kirkcaldy | Kirkcaldy | 27 Oct 2023 | £265,000 | New Affordable Housing |
| 91 Howard Place, Dysart | Dysart | 16 Nov 2023 | £80,200 | Acquired for demolition |
| West Mill House and The Dairy House, Mill Street, Kirkcaldy | Kirkcaldy | 20 Dec 2023 | £600,000 | Acquired for residential development for Children & Families. |
| Flat, 97 Howard Place, Dysart, KY1 2UW | Dysart | 09 Jan 2024 | £65,000 | Acquired for demolition |
| Flat, 43 Strathmore Street, Kinghorn, KY3 9UU | Kinghorn | 19 Feb 2024 | £92,500 | Add to Housing Stock |
| 25 Roberts Street, Kirkcaldy, KY1 3HD | Kirkcaldy | 23 Feb 2024 | £92,000 | Add to Housing Stock |
| 33 Percival Street, Kirkcaldy, KY2 5QB | Kirkcaldy | 23 Feb 2024 | £80,000 | Add to Housing Stock |
| 211 Overton Mains, Kirkcaldy, KY1 3JR | Kirkcaldy | 01 Mar 2024 | £68,000 | Add to Housing Stock |
| Flat, 27 Sutherland Place, Kirkcaldy | Kirkcaldy | 15 Mar 2024 | £42,000 | Add to Housing Stock |
| House, 8 Harris Drive, Kirkcaldy, KY2 6RX | Kirkcaldy | 21 Mar 2024 | £80,000 | Add to Housing Stock |
| Bus Shelter, Oriel Road, Kirkcaldy | Kirkcaldy | 30 Apr 2024 | £6,000 | Acquisition of bus shelter site. |
| 21A Melville Gardens, Burntisland | Burntisland | 21 Jun 2024 | £58,000 | Add to Housing Stock |
| 77 Howard Place, Dysart | Dysart | 19 Jul 2024 | £70,000 | Acquired for demolition |
| Site of new Northern boundary wall at Auchtertool Cemetery, Auchtertool | Auchtertool | 18 Oct 2024 | £2,500 | Acquired to allow construction of a new boundary wall at the cemetery. |
| 145 Valley Gardens South, Kirkcaldy | Kirkcaldy | 14 Mar 2025 | £140,000 | Add to Housing Stock |
| Templehall Parish Church, Beaully Place, Kirkcaldy | Kirkcaldy | 26 Mar 2025 | £200,000 | Acquired for demolition and redevelopment . |
| 11 Duncan Street, Kirkcaldy | Kirkcaldy | 26 Mar 2025 | £63,000 | Add to Housing Stock |

Disposals

Appendix 2

| Description | Town | Disposed | Price | Purpose |
|--|-----------|-------------|---------|--------------------------------|
| Servitude at Kidd St/ Overton Rd, Kirkcaldy | Kirkcaldy | 21 Feb 2017 | £1 | Right of Servitude |
| 230sqm of Land at Randolph Court, Kirkcaldy | Kirkcaldy | 03 Aug 2017 | £3,500 | Additional Land (Non-domestic) |
| 45.56 sqm at 1 Westwood Avenue, Kirkcaldy | Kirkcaldy | 27 Sep 2019 | £3,670 | Additional Land (Domestic) |
| Servitude, Bruce Street, Kinghorn | Kinghorn | 03 Feb 2020 | £0 | Right of Servitude |
| Servitude, Bruce Street, Kinghorn | Kinghorn | 03 Feb 2020 | £0 | Right of Servitude |
| 38, 38A and 38B Hunter Street, Kirkcaldy | Kirkcaldy | 27 Oct 2020 | £90,000 | Disposal of asset |
| 90sqm at 97 Dothan Road, Kirkcaldy | Kirkcaldy | 16 Jun 2021 | £6,000 | Additional Land (Domestic) |
| 476sqm of Land at 1-3 Kinghorn Road, Kirkcaldy | Kirkcaldy | 17 Nov 2021 | £10,000 | Additional Land (Non-domestic) |
| Ground and Outhouse at 4 Pettycur House, Pettycur Road, Kinghorn | Kinghorn | 03 Dec 2021 | £5,000 | Additional Land (Domestic) |
| 38sqm Gallatown Bike Hub, Oswald Road, Kirkcaldy | Kirkcaldy | 10 Mar 2022 | £1 | Community Asset Transfer |
| Eastbank House, Loughborough Road, Kirkcaldy | Kirkcaldy | 22 Aug 2022 | £62,750 | Disposal of asset |
| Shop at 240 Dunearn Drive, Kirkcaldy, KY2 6LE | Kirkcaldy | 09 Sep 2022 | £98,150 | Disposal of asset |
| 83sqm land south of The Hall, St Leonard's Place, Kinghorn | Kinghorn | 28 Feb 2025 | £10,000 | Additional Land (Non-domestic) |

Review of Mossmorran and Braefoot Bay Community and Safety Committee – General Annual Report 2024

Report by: Nigel Kerr, Head of Protective Services

Wards Affected Kirkcaldy

Purpose

The purpose of this report is to provide the findings of the latest 2024 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

Recommendation

Members are asked to:

- (i) note the contents of the general report (Appendices A-D) and, in particular, the continued large reduction in complaints following investment in improvement technologies at the complex,
- (ii) note the ongoing noise and air quality monitoring arrangements introduced around the complex and
- (iii) provide feedback on what additional information could be included for future annual general reports.

Resource Implications

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

Legal & Risk Implications

This annual report will ensure that any developments at the complex are known, to better brief communities on any incidents or potential future impacts and allow the views of the community to be expressed. This approach supports delivery for the Plan for Fife and, in particular, to protect and enhance health and wellbeing.

Impact Assessment

An equalities assessment has not been completed and is not necessary as no change to policy or service provision are being proposed at this time.

The Fairer Scotland Duty, which came into force on 1st April 2018, requires the council to consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. There are no negative impacts identified as part of this review as it will aim to protect and enhance health and wellbeing for all.

Consultation

The Head of Service for Finance has been consulted in the preparation of this report.

The Mossmorran and Braefoot Bay Community and Safety Committee has also been consulted.

1.0 Background

- 1.1 Members are referred to the background section of the Review of Mossmorran and Braefoot Bay Community and Safety Committee – General Annual Report 2024 as reported to Environment, Transportation & Climate Change Scrutiny Committee of Tuesday 27th May 2025 available at:
https://www.fife.gov.uk/__data/assets/pdf_file/0029/675452/Agenda-and-Papers-Environment,-Transportation-and-Climate-Change-Scrutiny-Committee-of-27-May-2025.pdf
- 1.2 This latest general report for 2024 provides a relevant update to the operation and monitoring of the Mossmorran and Braefoot Bay facilities. This was presented to the Environment, Transportation & Climate Change Scrutiny Committee of Tuesday 27 May 2025 and was well received. It is now being provided to Southwest Fife Area, Cowdenbeath and Kirkcaldy Area Committees for noting.

2.0 Mossmorran and Braefoot Bay 2024 General Report

General

- 2.1 Significant progress has been made in reducing complaints and concerns through the ongoing investment/improvements along with increased monitoring and more robust communication with communities.
- 2.2 A summary of operations, monitoring, regulation, improvements and community benefits is included in the Mossmorran and Braefoot Bay 2024 General Report provided in the Appendices of this report (Appendices A - D).

2.3 Fife Expert Advisory Groups (EAGs) - Appendix A

Summary

Mossmorran and Braefoot Bay EAGs on Air Quality, Noise, Vibration and Light

- 2.3.1 The Independent Air Quality Report for 2022 (February 2023) and 2023 (April 2024) are finalised and elected members briefing notes produced for these. Both reports conclude that overall, based on the data available from the Scottish Environment Protection Agency for 2023 and 2024, emissions from the Shell and ExxonMobil facilities at Mossmorran and Braefoot Bay have not resulted in exceedances of the Scottish air quality objectives for the monitored pollutants, indicating that air pollution in the region has not reached levels considered harmful to the community.
- 2.3.2 Fife Council Protective Services attended Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 19 March 2024 at which the Mossmorran and Braefoot Bay General Annual Progress Report 2022 was well received and was subsequently presented to South West Fife Area, Cowdenbeath and Kirkcaldy Area Committees in June 2024 for noting.
- 2.3.3 Fife Council Protective Services also attended Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 3rd September 2024 to present the Mossmorran and Braefoot Bay General Annual Progress Report 2023. Again, this report was well received. Thereafter it was presented to each of the three Area Committees (Cowdenbeath, Kirkcaldy and South/West Fife Area Committee) in October 2024 for noting.

2.3.4 In view of the above, it was agreed by the Mossmorran and Braefoot Bay Community and Safety Committee, that meetings of the Noise, Vibration and Light and Communications Expert Advisory Groups would only be as/when required given the relatively small number of complaints now received regarding Mossmorran and Braefoot Bay facilities. Any issues could be raised at the Community and Safety Committee and dealt with as a task and finish project.

2.4 **ExxonMobil - Appendix B**

Summary

2.4.1 During 2024, there was one planned flaring event and one unplanned flaring event. Two events in total – one using a small amount of elevated flaring followed by the Enclosed Ground Flare (EGF) alone. The second event was entirely within the ground flare.

2.4.2 Over the next two years the site will conduct a rolling programme to upgrade and install new technology on the furnaces and gas turbine to secure benefits including improved energy efficiency and reduced emissions to air (including Green House Gases (GHGs) and Nitric Oxides (NOx).

2.4.3 The Enclosed Ground Flare (EGF) was commissioned in June last year, and since then has been proven to significantly reduce disturbance to local communities compared to the elevated flare. The unit itself is a new design and the only one of its kind and size currently operating in Europe.

2.4.4 In addition to Liaison Committee Members, ExxonMobil continue their engagement with key local stakeholders as listed in Appendix B.

2.5 **Shell Fife Natural Gas Liquids (NGL) – Appendix C**

Summary

2.5.1 In 2024, Shell Fife NGL had one planned flaring event (1 event – using a mixture of a small amount of elevated flaring and majority ground flaring).and no unplanned flaring events.

2.5.2 Shell continued their programme of steam outages to enhance and improve their steam pipelines across systems. The latest short outage commenced on Monday 18 November. A community notice was issued and SEPA were informed.

2.5.3 Shell started Phase 1 of the new Fife NGL Ground Flare project (Enclosed Ground Flare) and started preparing the site for the 'construction village.

2.5.4 There were no reportable process or personal safety incidents recorded in 2024

2.5.5 Shell reviewed the draft MMBB 2022 Independent Air Quality report and provided comments to Fife Council

2.5.6 SEPA issued the site with a Pollution Prevention Control (PPC) permit variation covering a number of areas, including a change to the definition of major flaring at the site to make it more consistent with similar oil/gas and petrochemical sites. Shell will report all instances of major flaring to SEPA in accordance with this definition - flaring of 15 tonnes or more for a continuous period of 60 minutes or more under the requirements of their permit. This is likely to be an infrequent event for the site.

- 2.5.7 In 2024 Shell received and responded to five queries from local stakeholders including:
- (1) two land maintenance requests,
 - (2) a complaint from a local community group relating to their community fund portal,
 - (3) a ground flaring query which was not attributed to operations at Fife NGL, and
 - (4) a complaint relating to a burst water main that was passed to Scottish Water to repair.

2.6 Scottish Environment Protection Agency SEPA - Appendix D

Summary

2.6.1 Complaints - 36 received in 2024

- (1) Use of Fife Ethylene Plant (FEP) Enclosed Ground Flare between 6 to 8 February 2024 – 3
- (2) General flaring complaints – 30
- (3) FNGL Emergency shutdown test – 1
- (4) Odour complaint – 1 and
- (5) Fly tipping on Fife Ethylene Plant Land – 1

2.6.2 Air Quality Monitoring – SEPA continued air quality monitoring in 2024 using the network of eight indicative analysers (AQMesh analysers) deployed in local communities around the Mossmorran Complex and the reference analyser located in Auchtertool. SEPA's dedicated air quality webpages continued to share the data from the indicative and reference analysers with the public, in near real time.

2.6.3 Noise Monitoring – SEPA maintained continuous unattended noise monitoring at two locations in 2024.

2.6.4 Site work – Desk based and site visits were carried out at both Mossmorran Sites, alongside monthly online meetings with Environment staff. The focus of this work has been on maintenance, FEP ground flare use, reduction of nitrogen dioxide emissions, drainage, winterisation and the FNGL ground flare plans. All Data returns were reviewed and a visit to Shell at Braefoot Bay was completed.

2.6.5 Communications – SEPA continued to update the SEPA Mossmorran Hub with details of SEPA's work and community updates in 2024

2.6.6 Conclusion – SEPA are satisfied that there were no significant impacts from the Mossmorran and Braefoot Bay facilities on local communities during 2024

2.7 Complaints

2.7.1 Significant investment and improvements have seen a dramatic reduction in total complaints received by the operators and the Scottish Environment Protection Agency (SEPA).

Year Number of Complaints

| | | |
|------|---|------|
| 2019 | - | 1421 |
| 2020 | - | 1671 |
| 2021 | - | 32 |
| 2022 | - | 42 |
| 2023 | - | 45 |
| 2024 | - | 41 |

- 2.7.2 Please note for 2024, not all complaints related to flaring - some related to fly tipping, land maintenance and burst water main etc (these are all described in Appendices B to D).

3.0 Conclusion

- 3.1 There continues to be significant improvements at the Mossmorran complex since the flaring events in 2019 and 2020. This is clearly demonstrated in the 2024 general report for Mossmorran and Braefoot Bay.
- 3.2 Investment in new technology together with improved monitoring and communication networks has reduced the number of overall complaints from over 1600 in 2020 to less than 50 in 2024.
- 3.3 The updated Constitution and Terms of Reference provide a robust framework for oversight and scrutiny for Mossmorran and Braefoot Bay going forward (includes provision of general annual reports) and a solid foundation for alleviating any concerns local residents may have.

List of Appendices

- A – Fife Council Update
- B – ExxonMobil Update
- C – Shell Fife NGL Update
- D – SEPA Update

Background Papers

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

- Mossmorran and Braefoot Bay General Report (2024)– Appendices A-D
- The Plan4Fife <https://our.fife.scot/plan4fife>
- A Plan for Fife 2021-24 Update <https://our.fife.scot/plan4fife/plan-for-fife-2021-24>

Report Contact

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Appendix A – Fife Council

The Independent Air Quality Report for 2023 was finalised (April 2024) and an elected members briefing note produced. The 2023 report was also accompanied by a two-sided leaflet summarising the content of the report in a non-technical format. These documents are available on the dedicated Fife Council Mossmorran and Braefoot Bay (MMBB) web pages at:

<https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health/mossmorran-and-braefoot-bay>

Questions & Answers for noise, light and vibration have been posted on the new Fife Council Mossmorran web pages at:

<https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health/mossmorran-and-braefoot-bay>

The Mossmorran and Braefoot Bay General Annual Progress Report 2022 was presented to the Environment, Transportation and Climate Change Scrutiny Committee meeting on March 19th 2024 and was well received. This report was then presented to South West Fife Area, Cowdenbeath and Kirkcaldy Area Committees in June 2024 for noting.

Fife Council Protective Services then attended the Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 3rd September 2024 to present the Mossmorran and Braefoot Bay General Annual Progress Report 2023. This was again well received. Thereafter it was presented to each of the three Area Committees (Cowdenbeath, Kirkcaldy and South/West Fife Area Committee) in September 2024 for noting.

It was agreed at the Mossmorran and Braefoot Bay Community and Safety Committee that meetings of the Expert Advisory Groups on Noise, Light and Vibration and also Communications would only be as/when required given the small number of complaints/concerns now received regarding Mossmorran and Braefoot Bay facilities. Any issues could be raised at the Community and Safety Committee and dealt with as a task and finish project.

A Mossmorran and Braefoot Bay General Annual Progress Report 2024 report is to be submitted to the Environment, Transportation and Climate Change Scrutiny Committee in Spring 2025. This is to include number of flaring incidents at MMBB facilities.

Appendix B – ExxonMobil

Mossmorran & Braefoot Bay

Fife Council Scrutiny Committee Report

Report covering operations at Fife Ethylene Plant 2024

Personnel Safety

FEP was selected as one of the first sites worldwide to introduce ExxonMobil's new Personnel Safety Management System (PSMS). Underlining our commitment to 'nobody gets hurt' the new system has a more targeted approach that focuses on safeguard management and improving worker response to variability/changes experienced during work. The system has now been fully rolled out with very positive support from our combined ExxonMobil and Contactor team.

We have continued our strong performance with no significant operational, reliability or safety issues.

Operations & Regulatory Updates

During 2024 there was 1 planned flaring event: the EGF was utilized on 6th February '24 due to a proactive maintenance opportunity identified through the site's routine inspection programme. To safely execute the required maintenance, several pieces of equipment were required to be shutdown, which resulted in excess gas to be flared. During the initial phases of the shutdown, usage of the elevated flare was required for short, intermittent periods but 98.7% was contained in the EGF. Maintenance and operations teams worked quickly, and site returned to normal in the evening of Thursday 8th February.

Proactive communications were made to inform the community and SEPA of the flaring event, with three complaints received between site and SEPA.

On the evening of 26 October, to allow us to safely manage an unplanned increase in feedstock via the FNGL site, we diverted this excess ethane gas to the EGF. This was a short, transient event lasting just six minutes.

The EGF unit is designed to help us safely manage just such a requirement, ensuring we do not have to deploy our elevated flare and minimising potential community disturbance.

Due to the unplanned nature, combined with the short duration, we did not issue any advisory communications.

Multi-year NOx reduction project commenced in April. Over the next two years the site will conduct a rolling programme to upgrade and install new technology on the furnaces and gas turbine to secure benefits including improved energy efficiency and reduced emissions to air (including GHG and NOx).

We have commenced a multi-year project to upgrade the original site cooling tower with a more energy efficient design. The foundations for the tower's new substation are ready with the prefabricated substation, which arrived late 2024.

Planning permission for new offices to accommodate up to 200 skilled workers supporting a range of onsite Projects and Maintenance has been submitted to Fife Council.

One complaint received via SEPA regarding cabling waste left on ExxonMobil owned land. It was concluded that this waste was not associated with any maintenance work conducted by either

ExxonMobil or Shell, and we suspect this was a result of fly-tipping. We raised the concern with the Site Security Team to increase vigilance around such an activity to prevent a repeat. Our maintenance team has organised the safe and responsible disposal of the waste.

More broadly, regular engagement with SEPA and HSE continues in-line with the planned inspection programme.

Enclosed Ground Flare (EGF) engineering assessment

The EGF was commissioned in June last year, and since then has been proven to significantly reduce disturbance to local communities compared to our elevated flare. The unit itself is a new design and the only one of its kind and size currently operating in Europe. As with many new designs, our monitoring identified areas where performance is not meeting the agreed design specifications required a short 'pit stop' to determine the scope of work. During the outage we utilised the neighbouring ground flares at the Shell NGL plant to minimise community impact.

This 'pit stop' was successfully completed ahead of schedule, with no community impact, and we are continuing to work with the manufacturer of the unit to engineer the necessary improvements. We have subsequently shared our findings with other operators to help them maximise this best available technology. These findings have also been discussed and shared with SEPA.

New Emergency Response Vehicle for FEP and Braefoot Bay

With four decades of safe operations behind us at FEP, our commitment to invest, train and prepare ensures we remain ready to respond to any event.

We have further improved our onsite fire-fighting capabilities with the addition of a state-of-the-art response vehicle, bolstering our existing technology and mutual aid arrangements with Scottish Fire and Rescue Service.

This ensures we have the best possible response standing ready for both our FEP and Braefoot Bay sites.

Built by Emergency One Group Ltd right here in Scotland, we are equally proud to support home grown skills and businesses.

Process Safety Award Nomination

We are pleased that our commitment to continuous improvement in Process Safety at FEP has saw us shortlisted for a national award through the Chemical Industries Association.

ExxonMobil Operational Excellence Award

We are also proud that our Process Safety commitment has been recognised with a global ExxonMobil Operational Excellence Award.

Stakeholder Engagement

In addition to Liaison Committee Members, we continue our engagement with key local stakeholders. Since November '23 Committee meeting, we have welcomed Neale Hanvey MP, Annabelle Ewing MSP and Cllr Bailey-Lee Robb to our site.

In March, we were pleased to welcome Gillian Martin MSP, Energy Minister with the Scottish Government. Alongside Shell, we shared our vision for lower emissions technology at Mossmorran and will continue to work collaboratively with Government to advance our plans for Carbon Capture and hydrogen production.

In October, Dr Alasdair Allan, Scottish Government Minister for Climate Action visited site. Meeting the growing demand for ethylene while lowering emissions were the focus of our discussion during the Minister's visit to FEP.

We explored the potential for investment in decarbonisation technology that will help to protect and grow the skilled jobs, and economic contribution, that FEP has made in Fife for almost 40 years.

We heard how the Scottish Government is pressing the case with counterparts in Westminster for the advancement of The Acorn Project and associated Hydrogen projects, and we remain committed to playing our part.

We believe FEP can have a long-term future in Scotland with lower emissions technology at the heart of a just transition for the site.

Real jobs, real skills

For the first time ever, we captured around half of our combined ExxonMobil and contractor team together in one image. We are proud that for almost 40 years we have provided a large number of skilled, high value jobs and contributed directly to the Fife local economy.

So, what does it take to safely produce up to 800,000 tonnes of ethylene every year?

500 skilled staff and contractors 70+ qualified engineers

100+ different skills

40 years of apprentices 17 contracting companies

120 supply chain companies

Workforce as of 26 August

- Approximately 400 ExxonMobil and Contractor personnel
- 11 ExxonMobil apprentices

Investing in our people and site

As part of our commitment to the long-term development of our site and our team, we are making a series of key investments. From new offices and Shift Manager Command Hub to a refurbished gym and a new training centre, we are improving the working environment for our team and equipping them to succeed. With training at the heart of everything we do, our new training centre will allow us to expand our capabilities as well as welcome colleagues from other ExxonMobil sites to share knowledge.

Recruitment

We have recruited a Lead Inspector, Machinery Engineer and Mechanical Integrity Engineer.

Three new apprentices join FEP.

Three young people have started their new careers this month after successfully securing apprenticeships at our site.

Rhys Davidson, Finlay Sutherland and Caleb Meikle have been recruited to join the plant's apprenticeship programme. Their training will last four years and will lead to each securing a Modern Apprenticeship.

Rhys from Glenrothes will join as an Analyser Technician, Finlay, a former pupil at Levenmouth Academy, as a Machinery Technician, and Caleb from Falkirk, as an Instrument Technician.

The trio will initially undertake their training at Forth Valley College on a full-time basis for a year, followed by a further two years of day release mixed with on-site working before a final year at the plant.

Finlay, Rhys and Caleb were welcomed to the plant last week by Plant Manager, Toby Hamblin and Maintenance Manager, Kyle Aldridge.

Toby Hamblin, plant manager, said: "We are thrilled to welcome Finlay, Rhys and Caleb as our new apprentices as they start their new careers with ExxonMobil. At Fife Ethylene Plant we look to recruit the best and brightest and invest in their futures. Many of our team continue to work for us after they complete their training, which is a testament to the commitment and competence we see in our workforce. I look forward to seeing our newest recruits around the site once they have completed their initial spell at college."

New Safety Security Health and Environment Manager

We are pleased to welcome Susannah Storey as our new SSHE Manager. Susannah has worked with ExxonMobil for over 17 years and joins us from our Fawley facility in Hampshire.

Fife Students Technology Challenge

Our experienced team shared their knowledge and guidance with students from Queen Anne, Dunfermline and Woodmill High Schools at the recent Rotary Club Technology Challenge.

Supported by ExxonMobil Fife, the Challenge brought together over 20 students who were tasked to work as teams to design and build a vehicle capable of moving aid packages across a flowing river. A major event that highlights the skills and qualities STEM employers are seeking in future talent.

But there can only be one winner, so many congratulations to the team from Queen Anne High School who emerged victors on the day.

Supporting Our Community

As part of our site safety initiative, we are proud that our valued contractors from Altrad achieved zero safety incidents during almost one hundred days delivering a major maintenance project on one of our furnaces, enabling an amazing contribution of £4800 to the Kelty-based charity, Gordon Cottage.

In a display of amazing teamwork, a group of colleagues from FEP took on the challenge of running over 20 miles from Mossmorran to Edinburgh to raise money for the brilliant and important work of the Change Mental Health charity.

More than 40 colleagues also got their cycling gear on for a near 1500-mile virtual cycle challenge from Mossmorran to Monaco raising hundreds of pounds for the local Meedies Bike Club that encourages hard to reach groups to take up cycling.

Burntisland First Aid Services Trust needed furniture for its new facility. This coincided with our own site upgrades, enabling us to donate high quality pieces. These enhanced facilities will allow the Trust to expand its offerings in first aid and CPR training to the community.

We visited Fife College to deliver certificates and goody bags to students who won our scholarship programme. Ten Care and Social Science students from Fife will soon have access to £10,000 worth of scholarship opportunities. The funding is available to students in need, helping with their educational expenses while providing opportunities for personal and academic development.

We donated a sensory table to Lyndsey House in Kelty. The sensory table, which displays a 40" interactive screen, offers a variety of experiences on a touch-activated tabletop device. It is specifically designed to encourage interaction among users with memory impairment.

We donated £8000 to renovate Beath High School's netball court. The court will be used by pupil across the school in competitions and by adults in the community at evenings and weekends.

Our staff and contractors have also made donations to Dunfermline Foodbank and Fife Young Carers as part of a safety recognition programme.

In response to an appeal from Cardenden Community Council and the Ramblers Scotland Fife Access Forum, we have restored two local bridges, which form a valued route for local walkers.

The dedication, skills and teamwork from ExxonMobil staff and valued contractors from Bilfinger UK and Kaefer UK & Ireland ensured the results matched the exceptional workmanship of an FEP team that built the original bridges over 25 years ago. Total project represented a £10k+ investment in our community.

Safety is at the heart of everything we do, and this bridge restoration is no different. We look forward to welcoming many community members to enjoy the newly restored bridges on their walks.

We have donated a football table to Fife Young Carers in Glenrothes. The table had been part of a Euro Football Championship promotion for our team so following the Championship we were delighted to donate it to this brilliant organisation. It is now in their recreation room and will be available to young carers seeking some important respite.

We have donated £50,000 to enhance future STEM talent across 20 local schools by supporting the purchase of equipment and learning aids.

This contribution is part of our long-standing commitment to provide financial and skills support to benefit learning experiences, inspire the next generation of innovators, and help students apply their knowledge to real-life situations.

Following a malicious fire that caused damage and the loss of all toys at Lumphinnans Primary School, we stepped up to offer help. Our team and contractors proudly came together to donate hundreds of toys to pupils affected by this unfortunate event.

We are pleased to have made a £10,000 donation to Beath High School to launch a coffee shop initiative, which will provide hands on experience to support a Barista Level 5 vocational qualification. Working with DYW Fife, the initiative will also help develop self-confidence and people skills required in the world of work. Our funding enabled the purchase of all equipment and materials to get the project off the ground.

We are also progressing a series of financial contributions to support projects and the work of Beath Academy, St Columba's High School, Crossgates Primary School, Lumphinnans Community Council, Cardenden Walking Club, Burntisland Civic Week and Lochgelly Children's Gala

Appendix C – SHELL FIFE NGL

Fife Council Scrutiny Committee Report

Annual Operations Report – 2024

Shell Fife NGL

Mossmorran and Braefoot Bay

This annual report is made up of Shell Fife NGL Mossmorran and Braefoot Bay Community & Safety Liaison Committee quarterly reports that were submitted to Fife Council in 2024.

1. Safety & Environmental
2. Emergency Planning Exercises
3. Fife NGL Plant Activities
4. Braefoot Bay Activities
5. Workforce
6. Community, including Notices & Feedback
7. Social Investment & Community Development

About us

The 'Mossmorran complex' in Fife includes two plants operated by two separate companies: the Fife NGL plant operated by Shell U.K. Ltd. and the Fife Ethylene Plant operated by ExxonMobil.

The Shell Fife NGL Plant is operated 24/7 all year round in a system of critical national infrastructure that transports, processes and distributes gas from the North Sea (UK & Norway), enabling about 20% of UK gas supply. The plant helps meet industry and domestic power needs every day and provides feedstock to manufacture a wide range of household products in Scotland and the UK.

Safety & Environmental

Operational updates

Fife NGL had a steady period of operations throughout 2024.

January – February 2024

We planned the stages for upcoming maintenance activities, including the annual test of our emergency shutdown valves in March.

March – May 2024

On Monday 18 and Tuesday 19 March we completed routine maintenance of important safety equipment at site. We needed to remove the hydrocarbons from some of our tanks. We prioritised the use of the ground flares to minimise the impact on the community.

In April we commenced maintenance works on one of our gasoline tanks.

We started Phase 1 of the new Fife NGL Ground Flare project and started preparing the site for the 'construction village.'

June – August 2024

Tyne Bradley took over from Craig Burnett as Plant Manager. Tyne began her career with Shell U.K as a Production Chemist and has since held a variety of roles across the business, both onshore and offshore. Most recently she was Engineering Lead at the Fife NGL plant where she was based for three years.

On her appointment Tyne said: “I am extremely proud to be appointed Plant Manager at Fife NGL. Having worked here for number of years already, I know I am inheriting a very experienced and motivated team, which is fantastic.”

In early June we concluded the internal inspection of one of our two Gasoline storage tanks and returned it to full service.

We took a short steam outage to allow us to conduct some maintenance to our steam suppression system for our ground and elevated flare systems.

In July we started a maintenance scope on Module 1 to allow us to upgrade our furnace burners. Over the coming months we aimed to complete the same scope across Modules 2 and 3.

We held our annual group Safety Day in June which is a global event. The theme was ‘before I start work’ and we were extremely proud to have our workforce and operations at Mossmorran and Braefoot Bay featured on a specially produced video that was streamed to all Shell employees and contractors globally.

September – December 2024

We undertook the three mini modular outages to enhance our safety systems onsite.

We continued our program of steam outages to enhance and improve our steam pipelines across systems. The latest short outage commenced on Monday 18 November and is set to run for five days. A community notice was issued and SEPA were informed.

We held our 40th anniversary event in September to celebrate forty years of operation at the Fife NGL plant. It was a fantastic opportunity to celebrate the milestone with colleagues from across the site.

Process and personal safety.

There were no reportable process or personal safety incidents recorded in 2024.

In our June to August 2024 report, we recorded one Health & Safety Executive inspection which resulted in no follow-up actions.

In our September to December 2024 report, we recorded two SEPA inspections - one in September focused on the ground flares, and one in November in relation to winterisation.

Environmental

January – February 2024

We reviewed the draft MMBB 2022 Independent Air Quality report and provided comments to Fife Council. We attended the Air Quality EAG meeting on 20th February 2024. Discussion took place around provision of data for the 2023 Independent Air Quality report.

In our March to May and June to August 2024 reports we had no environmental updates recorded.

September – December 2024

SEPA issued the site with a PPC permit variation covering several areas, including a change to the definition of major flaring at our site to make it more consistent with similar oil/gas and petrochemical sites. We will report all instances of major flaring to SEPA in accordance with this definition - flaring of fifteen tonnes or more for a continuous period of 60 minutes or more, and the requirements of our permit. This is likely to be an infrequent event for our site.

Flaring

Following publication of the 2023 Scrutiny Report, a request was made from an Area Committee that the operators include the number of planned and unplanned flaring events in this report. We submit all flaring and emissions data to the annual Air Quality report which is independently developed by the Institute of Occupational Medicine (IOM) for the Air Quality Expert Advisory Group as required under the planning permits for FEP and FNGL. The Air Quality full and summary reports can be found here - <https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health/mossmorran-and-braefoot-bay>

The Air Quality report for 2024 has not yet been produced and we ask that if the flaring numbers are required for this report, that both the Air Quality and Scrutiny Committee report are brought in to the same publishing timeline, so the readers of the reports have access to detailed and technical information as well as flaring numbers.

In 2024, Shell Fife NGL had one planned flaring event and no unplanned flaring events. The planned event took place during important maintenance work in March 2024 where 20 tonnes of LPG product was flared resulting in an emission of 60 tonnes of CO₂. The community was notified at the start of the maintenance and when the work concluded via community notices.

Emergency planning exercises

Emergency planning exercises take place every month (usually the second Thursday) and cover a multitude of scenarios throughout the year.

January – February 2024

We completed two emergency response exercises in the period covering low likelihood scenarios at Mossmorran.

March – May 2024

We completed three emergency response exercises covering low likelihood scenarios. One of the exercises was at the Mossmorran site looking at a scenario involving a scaffold collapse. The other two were at Braefoot Bay practicing the response to a hydrocarbon release.

June – August 2024

We completed two emergency response exercises covering low likelihood scenarios. One of the exercises was based at Braefoot Bay looking at how to respond to a spill to sea from a vessel. The other exercise was based at Mossmorran practicing the response to a fire where there were missing people and managing multiple casualties.

September – December 2024

We completed two emergency response exercises, the first was a scenario related to a fire in the control room basement involving several casualties. The other scenario related to a reported gas release on a propane storage tank and its associated pipework.

Fife NGL Activities

2024 NGL Processed (Tonnes)

January

NGL Processing (Tonnes) – 162,421

Planned – 16,106

Average/ Day – 5,239

February

NGL Processing (Tonnes) – 181,978

Planned – 176,757

Average/ Day – 6,275

March

NGL Processing (Tonnes) – 198,870

Planned – 206,206

Average/ Day – 6,254

April

NGL Processing (Tonnes) – 204,493

Planned – 226,797

Average/ Day – 6,597

May

NGL Processing (Tonnes) – 194,392

Planned – 218,295

Average/ Day – 6,271

June

NGL Processing (Tonnes) – 214,240

Planned – 221,434

Average/ Day – 7,141

July

NGL Processing (Tonnes) – 192,648

Planned – 206,589

Average/ Day – 6,214

August

NGL Processing (Tonnes) – 170,598

Planned – 174,356

Average/ Day – 5,503

September

NGL Processing (Tonnes) – 144,475

Planned – 169,220

Average/ Day – 4,816

October

NGL Processing (Tonnes) – 190,081

Planned – 196,724

Average/ Day – 6,132

November

NGL Processing (Tonnes) – 194,518

Planned – 206,416

Average/ Day – 6,484

December

NGL Processing (Tonnes) – 188,036

Planned – 195,280

Average/ Day – 6,066

Braefoot Bay Activities

2024 Shipping (number of vessels)

January

- Propane - 1
- Butane - 2
- Propane/Butane - 1
- Gasoline - 3
- Total - 7

February

- Propane - 1
- Butane - 1
- Propane/Butane - 0
- Gasoline - 3
- Total - 5

March

- Propane - 2
- Butane - 2
- Propane/Butane - 0
- Gasoline - 4
- Total - 8

April

- Propane - 2
- Butane - 3
- Propane/Butane - 0
- Gasoline - 3
- Total - 8

May

- Propane - 2
- Butane - 1
- Propane/Butane - 0
- Gasoline - 3
- Total - 6

June

- Propane - 2
- Butane - 2
- Propane/Butane - 1
- Gasoline - 2
- Total - 7

July

- Propane - 3
- Butane - 2
- Propane/Butane - 0
- Gasoline - 3
- Total - 8

August

- Propane - 1
- Butane - 1
- Propane/Butane - 0
- Gasoline - 2
- Total - 4

September

- Propane - 2
- Butane - 1
- Propane/Butane - 0
- Gasoline - 2
- Total - 5

October

- Propane - 1
- Butane - 2
- Propane/Butane - 1
- Gasoline - 2
- Total - 6

November

- Propane - 2
- Butane - 2
- Propane/Butane - 0
- Gasoline - 4
- Total - 8

December

- Propane - 1
- Butane - 1
- Propane/Butane - 1
- Gasoline - 3
- Total - 6

Average Workforce numbers for 2024

Shell employees: 63

Contractors: 158

Trainees (Shell): 8

Total: 229

Community, including notices and feedback.

Community Notices 2024

Shell Fife NGL issues Community Notices to communicate with local stakeholders. The notices are uploaded to our website and circulated via a distribution list. In 2024, we issued five Community Notices and they can be viewed here: <https://www.shell.co.uk/about-us/projects-and-sites/shell-fife-ngl/contact.html>

Feedback and complaints in 2024

In 2024 we received and responded to five queries from local stakeholders including:

- Two land maintenance requests.
- A complaint from a local community group relating to our community fund portal.
- A ground flaring query which wasn't attributed to operations at Fife NGL.
- A complaint relating to a burst water main that was passed to Scottish Water to repair.

Social Investment & community development

Shell UK continued to support a number of community development and STEM education programmes in Fife including Shell Girls in Energy, STEMovators (previously

Young Engineers and Science Clubs), Shell Twilight, Learning through Football, Career Ready and learning commenced at the Shell Energy Transition Skills Hub at Fife College.

We also made a number of donations to local charities through our community grants and annual charity awards. More information about our local initiatives can be found on our website and in our Mossmorran and Braefoot Bay quarterly committee reports that are submitted to the MMBB Safety Liaison Committee.

Appendix D – Scottish Environment Protection Agency



SEPA 2024 Summary

Complaints - 36 received in 2024:

- Use of FEP Enclosed Ground Flare between 6 to 8 February 2024 - 3
- General flaring complaints - 30
- FNGL Emergency shutdown test - 1
- Odour complaint – 1
- Fly tipping on FEP Land – 1

Monitoring - Air Quality – SEPA continued air quality monitoring in 2024 using the network of eight indicative analysers (AQMesh analysers) deployed in local communities around the Mossmorran Complex and the reference analyser located in Auchtertool. SEPA's dedicated air quality webpages continued to share the data from the indicative and reference analysers with the public, in near real time. There were some issues with the AQ Mesh equipment, but a minimum network was maintained by SEPA while repairs were conducted. Work has continued to include Volatile Organic Carbon (VOC) data. This will be backdated by SEPA to January 2023 when it becomes available.

SEPA Contractors completed stack monitoring work at both Mossmorran sites. No issues of concern were identified by SEPA.

Noise – SEPA maintained continuous unattended noise monitoring at two locations in 2024. Analysis of the data from both the elevated flare and EGF use is ongoing.

Site work - Desk based and site visits were carried out at both Mossmorran Sites, alongside monthly online meetings with Environment staff. The focus of this work has been on maintenance, FEP ground flare use, reduction of nitrogen dioxide emissions, drainage, winterisation and the FNGL ground flare plans. All Data returns were reviewed and a visit to Shell at Braefoot Bay was completed.

The permit held by Shell at Mossmorran under the Pollution Prevention and Control (Scotland) Regulations was varied as follows:

1. Update definition of Major Flaring in line with neighbouring FEP Site.
2. Move to current raw material and waste management Conditions.
3. Update water monitoring standards.
4. Update emission locations.
5. Remove completed upgrade Conditions.
6. Bring in Medium Combustion Plant (MCP) Directive requirements.

Communications - SEPA continued to update the SEPA Mossmorran Hub with details of SEPA's work and community updates.

2024 Conclusion - SEPA are satisfied that there were no significant impacts from the MMBB facilities on local communities during 2024.

26 August 2025

Agenda Item No. 11

PROPERTY TRANSACTIONS

Report by: Alan Paul, Senior Manager – Property Services

Wards Affected: 9, 11, 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 Council Officers.

2.0 Transactions

2.1 Acquisitions

2.1.1 12 Park View, Kirkcaldy

Date of Acquisition: 27 June 2025
Price: £60,000

2.1.2 86 Ravenscraig, Kirkcaldy

Date of Acquisition:
Price: £55,000

2.1.3 29b Adamson Avenue, Kirkcaldy

Date of Acquisition: 14 July 2025
Price: £95,000

2.2 Leases by the Council – New Leases

2.2.1 3.75 hectares of land at Burntisland Links, Kinghorn Road, Burntisland

Term: 25 May 2025 to 26 August 2025
Rent: £88,785
Tenant: The Showman's Guild of Great Britain (Scottish Section)

2.2.2 12.47 Hectares of Land or thereby at Balbarton Refuse Tip, Auchtertool (grazing lease)

Term: 77 days from 18 April 2025
Rent: £1,732 per annum – pro-rata
Tenant: Amanda Slack

2.2.3 Office Unit 26, Business Incubator Units Kirkcaldy, Myregormie Place, Kirkcaldy

Term: 3 years from 27 May 2025
Rent: £3,376
Tenant: Colin Bissett

2.2.4 Boating pier, putting green/crazy golf, bouncy castles and additional expansion area at Beveridge Park, Bogleil Road, Kirkcaldy

Term: 5 years from 24 May 2025
Rent: £4,600 per annum
Tenant: Andrew Masterton t/a King of the Castle Scotland

2.2.5 Area of ground at Beveridge Park, Abbotshall Road, Kirkcaldy (licence)

Term: 5 years from 25 June 2025
Rent: £10,000 per annum
Tenant: Geoff Nicholson

2.2.6 Units 28 & 29 Dunnikier Business Park, Midfield Drive, Kirkcaldy

Term: 3 years from 1 July 2025
Rent: £16,664 per annum
Tenant: Strata Scotland Ltd

2.2.7 Office 2, Business Incubator Kirkcaldy, Myregormie Place, Mitchelston Industrial Estate, Kirkcaldy

Term: 3 years from 1 July 2025
Rent: Year 1 £1,963.50, Years 2 and 3 £2,805
Tenant: Longmuir Financial Planning Ltd

2.2.8 Unit 27 Dunnikier Business Park, Midfield Drive, Kirkcaldy

Term: 3 years from 1 July 2025
Rent: £8,352 per annum
Tenant: Pro Consultants Ltd

2.2.9 Unit 4, Station Yard Industrial Estate, Station Brae, Kinghorn

Term: 5 years from 1 November 2024
Rent: £4,800 per annum
Tenant: The Secretary of State for Housing, Communities and Local Government c/o The Maritime and Coastguard Agency

2.2.10 Fishermans Hut Site 1, Pettycur Road, Kinghorn (lease continuation)

Term: Lease started on 6 September 2004 until 5 September 2005 and continuing year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years
Rent: £60 per annum
Tenant: Isaac Hutchison

2.2.11 Fishermans Hut Site 2, Pettycur Road, Kinghorn (lease continuation)

Term: Lease start date is 30 July 2009 until 29 July 2010 and continuing from year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.
Rent: £80 per annum
Tenant: James McIlravie

2.2.12 Fishermans Hut Site 3, Pettycur Road, Kinghorn (lease continuation)

Term: The Lease term is 15 May 1991 to 14 May 1992 and continuing year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.
Rent: £50 per annum
Tenant: Mr S Shepherd

2.2.13 Fishermans Hut Site 3A, Pettycur Road, Kinghorn (lease continuation)

Term: Lease terms is 16 May 1991 to 15 May 1992 and continuing year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.
Rent: £50 per annum
Tenant: Mr A R McAndrew

2.2.14 Fishermans Hut Site 4, Pettycur Road, Kinghorn (lease continuation)

Term: Lease terms is 16 May 1991 to 15 May 1992 and continuing year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.

Rent: £50 per annum

Tenant: Mr J Allan

2.2.15 Fishermans Hut Site 6, Pettycur Road, Kinghorn (lease continuation)

Term: Lease start date is 31st May 2000 until 30th May 2001 and continuing year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.

Rent: £50 per annum

Tenant: Mr William Poulton

2.2.16 Fishermans Hut Site 7, Pettycur Road, Kinghorn (lease continuation)

Term: The lease duration is from 16th May 1998 to 15th May 1999 and continuing from year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.

Rent: £50 per annum

Tenant: Mr A McAndrew

2.2.17 Fishermans Hut Site 8, Pettycur Road, Kinghorn (lease continuation)

Term: Lease start date is 1st March 2004 until 28th February 2005 and continuing from year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.

Rent: £60 per annum

Tenant: Robert Grainger

2.2.18 Fishermans Hut Site 11, Pettycur Road, Kinghorn (lease continuation)

Term: Lease start date is 1st April 2004 until 31 March 2005 and continuing from year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.

Rent: £60 per annum

Tenant: Mr Thomas Shepherd

2.2.19 Fishermans Hut Site 12, Pettycur Road, Kinghorn (lease continuation)

Term: Lease start date is 10 October 2005 to 9 October 2006 and continuing from year to year thereafter. This lease is currently under review and until such review takes place, it is expected that this lease will continue for a further 3 years.

Rent: £80 per annum

Tenant: Wendy Stodart

3.0 Conclusions

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

List of Appendices

1. N/A

Report Contact

| | |
|--------------------|--|
| Author Name | Michael O’Gorman |
| Author’s Job Title | Service Manager |
| Workplace | Property Services – Estates Bankhead Central Glenrothes KY7 6GH |
| Telephone | 03451 555555 Ext No 440498 |
| Email | Michael.Ogorman@fife.gov.uk |

26 August 2025

Agenda Item No. 12

Kirkcaldy Area Committee Workplan

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

Wards Affected: 9, 10, 11 and 12

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

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

2.0 Conclusions

- 2.1 The current workplan is included as appendix one and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

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

| Kirkcaldy Area Committee of 28 October 2025 | | | |
|---|--|-------------------------------------|--|
| Title | Service(s) | Contact(s) | Comments |
| Operational Briefing on Policing Activities within Kirkcaldy Area - 2024-2025 | Police Scotland | | Annual report last presented 25.6.24. Contact Inspector Kim Stuart, Police Scotland. |
| Scottish Fire and Rescue Service - Kirkcaldy Area Annual Performance Report - 2024-2025 | Scottish Fire & Rescue Service | | Annual report last presented 25.6.24. Contact Niall Miller, Scottish Fire and Rescue Service. |
| Safer Communities Team Annual Update Report - 2024-2025 | Safer Communities | Dawn Jamieson, Suzanne Scobie | Annual report last presented 25.6.24. |
| Community Recovery Fund Review | Communities and Neighbourhoods Service | Julie Dickson | Moved from August meeting to allow information to be included from programmes which are due to be completed in August/September. |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Complaints Annual Update | Customer Services Improvement Service | David Thomson-CRM | |
| Ravenscraig Vacant and Derelict Land Funding Update on Project Completion. | Business and Employability | Ian Mccrory | |
| Options for Leisure Centre Parking in the Kirkcaldy Area | Roads & Transportation | Andy Paterson-ts | Moved from August meeting to allow officers time to clearly articulate various options which need to be considered. |
| Seasonal Grazing, 2.34 Hectares, Haugh Road, Burntisland | | David Campbell and Michael O'Gorman | Moved from August meeting to allow officers to seek further clarification. |

| Kirkcaldy Area Committee of 9 December 2025 | | | |
|--|-----------------------------|-------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |

| Kirkcaldy Area Committee of 9 December 2025 | | | |
|--|-------------------|---------------------------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Domestic Waste, Street Cleansing and Grounds Maintenance Service Annual Review | | Alexander Anderson-Es, Scott Clelland | |
| Common Good and Settlement Trust 2024 - 25 Annual Report | | Eleanor Hodgson | |

| Kirkcaldy Area Committee of 24 February 2026 | | | |
|---|-------------------------------------|-------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Local Area Economic Profiles - Annual Report | Economy, Planning and Employability | Alison Laughlin | |
| Area Roads Programme 2026-27 | Roads & Transportation | Vicki Storrar | |

| Kirkcaldy Area Committee of 21 April 2026 | | | |
|---|--|---------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Report on Educational Outcomes 2024/25 | Education | Jackie Funnell | |
| Health and Social Care Locality Planning - Kirkcaldy | Health and Social Care | Jacquie Stringer-fc | |
| Supporting the Local Community Plan - Kirkcaldy Area Local Budgets Review 2025 - 26 | Communities and Neighbourhoods Service | Julie Dickson | |
| Supporting the Local Community Plan - Kirkcaldy Area Local Budgets 2026 -28 | Communities and Neighbourhoods Service | Julie Dickson | |

| Kirkcaldy Area Committee of 21 April 2026 | | | |
|--|--|---------------|----------|
| Title | Service(s) | Contact(s) | Comments |
| Supporting the Local Community Plan, Annual Kirkcaldy Area Anti-Poverty Review | Communities and Neighbourhoods Service | Julie Dickson | |

| Kirkcaldy Area Committee of 16 June 2026 | | | |
|---|-----------------------------|-----------------|----------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Area Housing Plan 2025-26 Update | Housing Services | Elaine Campbell | |

| Kirkcaldy Area Committee of 1 September 2026 | | | |
|---|-----------------------------|---------------|----------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Area Roads Programme 2025/26 Final Report | Roads & Transportation | Vicki Storrar | |

| Kirkcaldy Area Committee of 27 October 2026 | | | |
|--|---------------------------------------|-------------------|----------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Review of Mossmorran and Braefoot Bay Community and Safety Committee - Annual Report | Protective Services | Rob Bowditch | |
| Complaints Annual Update | Customer Services Improvement Service | David Thomson-CRM | |

| Kirkcaldy Area Committee of 27 October 2026 | | | |
|---|--------------------------------|-------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Operational Briefing on Policing Activities within Kirkcaldy Area 2025-2026 | Police Scotland | | |
| Scottish Fire and Rescue Service - Kirkcaldy Area Annual Performance Report 2025-2026 | Scottish Fire & Rescue Service | | |
| Safer Communities Team Annual Update Report 2025-2026 | Safer Communities | Suzanne Scobie | |

| Kirkcaldy Area Committee of 1 December 2026 | | | |
|--|--|---------------------------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Domestic Waste, Street Cleansing and Grounds Maintenance Service Annual Review | Environment & Building Operations (AT&E) | Alexander Anderson-Es, Scott Clelland | |
| Common Good and Settlement Trust 2025/26 Annual Report | Finance and Corporate Services | Eleanor Hodgson | |

| Kirkcaldy Area Committee of 2 February 2027 | | | |
|--|-------------------------------------|-------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Local Area Economic Profiles - Annual Report | Economy, Planning and Employability | Alison Laughlin | |
| Area Roads Programme 2027/28 | Roads & Transportation | Vicki Storrar | |

| Kirkcaldy Area Committee of 23 March 2027 | | | |
|---|-----------------------------|---------------|----------|
| Title | Service(s) | Contact(s) | Comments |
| Kirkcaldy Area Committee Forward Work Programme | Legal & Democratic Services | Elona Thomson | |
| Report on Educational Outcomes 2025/26 | Education | Alan Cumming | |

| Unallocated | | | |
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| Title | Service(s) | Contact(s) | Comments |
| Parking Charges in Kirkcaldy | Roads & Transportation | Andy Paterson-ts | Original report requested at KAC meeting 24.8.21 as part of submitted motion (Para. 278 of 2021. KAC.121 refers). 27.2.24 - Convener requests that report be submitted to committee after other car parking reports have been considered i.e. ISG report and report re demolition of multi storey car parks. |
| Supporting the Local Community Plan - Kirkcaldy Area Local Budgets 2023/24 | Communities and Neighbourhoods Service | Julie Dickson | Report last presented 7.2.23. (Update report only required if variation to any funding previously approved). |
| Capshard Play Park Development and Enhancement Progress Report | Communities and Neighbourhoods Service | Andy Maclellan | Progress report to be presented to committee (date TBC) as agreed at KAC 29.8.23 (Para 65 of 2023 KAC 27 refers). Andy Maclellan advised Members will be issued with briefing note in the first instance and committee report may not then be required. |
| Review of Experimental Traffic Regulation Order on High Street Kirkcaldy (between Kirk Wynd and Oswald's Wynd) | Roads & Transportation | Andy Paterson-ts | Experimental TRO approved by committee 25.6.24 (Minute Reference 2024 KAC 43 Para. 105) for 18 months. Further report to be presented to committee following conclusion. |

| Unallocated | | | |
|--|------------|----------------|---|
| Title | Service(s) | Contact(s) | Comments |
| Director of Public Health Report and Health and Wellbeing Survey Results | NHS Fife | Pamela Colburn | Annual report last presented 2024. Contacts Joy Tomlinson NHS and Pamela Colburn. |