

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 OF MEETING OF KIRKCALDY AREA COMMITTEE OF 31 OCTOBER 2023.** 4 - 6
4. **PROPOSED SPEED LIMITS - KINGDOM PARK, KIRKCALDY** – Report by the Head of Roads and Transportation Services 7 - 10
5. **PROPOSED PARKING PROHIBITION - B928 WINDMILL ROAD AND VIEWFORTH HIGH SCHOOL, KIRKCALDY** – Report by the Head of Roads and Transportation Services 11 - 13
6. **AREA CAPITAL BUDGET TRANSFER REQUEST - KIRKCALDY COMMUNITY FOOTBALL PARTNERSHIP 3G SYNTHETIC PITCH, DEN ROAD** – Report by the Head of Communities and Neighbourhoods Service 14 - 20
7. **BEREAVEMENT SERVICES CEMETERY STRATEGY** – Report by the Head of Property Services 21 - 39
8. **AREA HOUSING PLAN 2023-26 UPDATE** – Report by the Head of Housing Services 40 - 42
9. **DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE - ANNUAL REVIEW 2022-23** – Report by the Head of Environment and Building Services 43 - 47
10. **COMMON GOOD AND SETTLEMENT TRUST ANNUAL REPORT 2022-23** – Report by the Executive Director Finance and Corporate Services 48 - 64
11. **PROPERTY TRANSACTIONS** – Report by the Head of Property Services 65 - 66
12. **KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME** – Report by the Executive Director Finance and Corporate 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  
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12 December, 2023

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## **BLENDED MEETING NOTICE**

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

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

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

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

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

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

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

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

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

**31 October 2023**

**2.00 pm – 3.00 pm**

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

**ATTENDING:** Julie Dickson, Community Manager (Kirkcaldy Area), Communities and Neighbourhoods Service; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Lesley Craig, Lead Consultant, Traffic Management, Keith Johnston, Technician Engineer, Roads and Transportation Services and Lesley Robb, Lead Officer - Committee Services, Finance and Corporate Services.

**ALSO ATTENDING** Paul Murphy, Chief Executive, Fife Golf Trust.

**APOLOGIES FOR ABSENCE:** Councillors Blair Allan and Kathleen Leslie.

**68. DECLARATIONS OF INTEREST**

Councillor Alistair Cameron declared an interest in Para. 72 - Dunnikier Park 2019 Course: Enhancement Work to Facilities – being a current member of the golf course and left the meeting for the duration of the item, taking no part in the discussions or voting on the item.

**69. MINUTE**

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 29 August 2023.

**Decision**

The committee agreed to approve the minute.

**70. COMPLAINTS ANNUAL UPDATE**

The committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the Kirkcaldy area for the period 1 April 2022 to 31 March 2023.

**Decision**

The committee:

- (1) considered the report on complaints received, noting the complaints responded to in target timescales and the proportionality of service complaints; and
- (2) noted that any formal complaints received directly by members should be passed to the Complaints Handling Team at [escalation.resolution@fife.gov.uk](mailto:escalation.resolution@fife.gov.uk) to be dealt with through Fife Council's official complaints process.

**71. HIGH STREET AND LINKS PLACE, BURNTISLAND - PROPOSED DISABLED PARKING BAYS**

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce additional disabled parking bays in High Street and Links Place, Burntisland.

**Decision**

The committee, in the interests of traffic management:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the disabled bays detailed in drawing no. TRO23\_45 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

*Councillor Alistair Cameron, left the meeting prior to consideration of the following item, having earlier declared an interest.*

**72. DUNNIKIER PARK 2019 COURSE: ENHANCEMENT WORK TO FACILITIES**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for funds previously allocated to Dunning Park Golf Club from the capital budget to be repurposed for course enhancement, full details of which were outlined in the report.

**Decision**

The committee agreed that previously allocated capital funds would be repurposed, with the remaining allocation of £16,000 to be used for course enhancement.

*Councillor Alistair Cameron rejoined the meeting following consideration of the above item.*

**73. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the content of the report.

**74. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME**

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

**Decision**

The committee noted:

- (1) the Kirkcaldy Area committee forward work programme;
- (2) a future report on “Simplifying Car Parking Charges” would be presented to the committee at a later date, after decisions had been made by the Investment Strategy Group and Cabinet Committee on the future of the Kirkcaldy Town Centre multi-storey car parks;
- (3) the Convener agreed to contact officers in Economic Planning and Employability Services to request an Economic Impact Assessment for Burntisland Fair, in the context of tourism;
- (4) the upcoming report on Bereavement Services Cemetery Strategy should include information on the Maintenance of Headstone Programme and communication of programme progress with the public, as requested by Councillor Patrick; and
- (5) a series of workshops would be arranged where members could discuss subjects such as the Beveridge Park future development, the Wider Playpark Strategy for the Kirkcaldy Area and NHS and Health and Social Care.

19 December 2023

Agenda Item No. 04

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## Proposed Speed Limits – Kingdom Park, Kirkcaldy

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

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**Wards Affected:** Ward No. 12 – Kirkcaldy East

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### Purpose

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The purpose of this report is to allow the Kirkcaldy Area Committee to consider a proposal to introduce speed limits within the Kingdom Park development site and to reduce the speed limits on A921 Rosslyn Street and A915 Randolph Road.

### Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce various speed limits as detailed in drawing no. TRO23\_47 (Appendix 1); and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### Resource Implications

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The cost to formally promote this TRO will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. Some sign works on the A921 and A915 will be carried out by Roads & Transportation Services costing around £1000 and these will be met from approved Service budgets. Delivery of the majority of new infrastructure will be carried out by the developer.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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

### Consultation

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The local Ward Councillors and Police Scotland have been advised. Two Ward Councillors have expressed their support.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details for the proposed TRO will be made available on [www.fife.gov.uk](http://www.fife.gov.uk).

## 1.0 Background

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- 1.1 The road network fulfils a variety of functions ranging from the strategic movement of traffic to vehicle access to individual premises. To fulfil these contrasting functions requires roads of different characteristics.
- 1.2 A road hierarchy has been developed for Fife in the Transportation Development Guidelines which helps developers design new housing development roads with a design speed appropriate for its function. These guidelines compliment other national standard and advice documents where residential roads are constructed to a design speed of 20 mph.
- 1.3 Residential roads in new housing developments should have the ability to be self-enforcing of vehicle speeds through the road layout and traffic calming measures. As far as possible, geometry and natural features should be used to encourage speed reduction and provide the most environmentally friendly layout.

## 2.0 Issues and Options

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- 2.1 Although new residential roads are constructed to a design speed of 20 mph as part of their approved planning consent, we still require a Traffic Regulation Order (TRO) for the 20 mph zone speed limit which requires Area Committee approval.
- 2.2 New roads constructed (or soon to be constructed) in the Kingdom Park area, Kirkcaldy as shown in drawing no. TRO23\_47 (Appendix 1) require a TRO for the speed limits to allow the developer to fulfil their obligations.
- 2.3 These new residential roads will be constructed to a design speed of 20 mph by means of road geometry and traffic calming features.
- 2.4 As part of the planning application (22/01642/PPP) the link roads from the proposed Mitchelston roundabout through the site are to have a 30 mph limit. These roads are known as Kingslaw Avenue, Dysart Muir Farm Road and the unnamed link road to the north. These are shown coloured black on drawing no. TRO23\_47 (Appendix 1). These roads will form the main routes for traffic within the site to access the key distributor roads on the wider road network.
- 2.5 As this large development will increase traffic movements on A915 Randolph Road, it is proposed to reduce the speed limit from 40 mph to 30 mph. This route has a few properties fronting onto the road at the east end, has footways, street lighting, and a pedestrian crossing. The changing environment means 30 mph is an appropriate speed limit that reflects the function of this route and provides consistency.
- 2.6 The dual carriageway A921 Rosslyn Street currently has the national speed limit which is appropriate for its current layout. The planning application for Kingdom Park includes provision of a new signalised roundabout just south of Redhouse Roundabout which will access Mitchelston Industrial Estate and Kingdom Park (and link eventually on to A915 Standing Stane Road). This will result in short lengths of road between roundabouts (<250 metres to Redhouse Roundabout and <550 metres to Gallatown Roundabout). It is proposed to reduce the speed limit for the A921 between Redhouse Roundabout and Gallatown Roundabout to 40 mph. It would be intended to implement this 40 mph once construction of the new Mitchelston Roundabout has progressed significantly.

## 3.0 Conclusions

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- 3.1 It is considered, in the interests of traffic management and road safety, that this Traffic Regulation Order be promoted.



## List of Appendices

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1. Drawing no. TRO23\_47 – Proposed Speed Limits Kingdom Park, Kirkcaldy

### Background Papers

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

Fife Council Transportation Development Guidelines

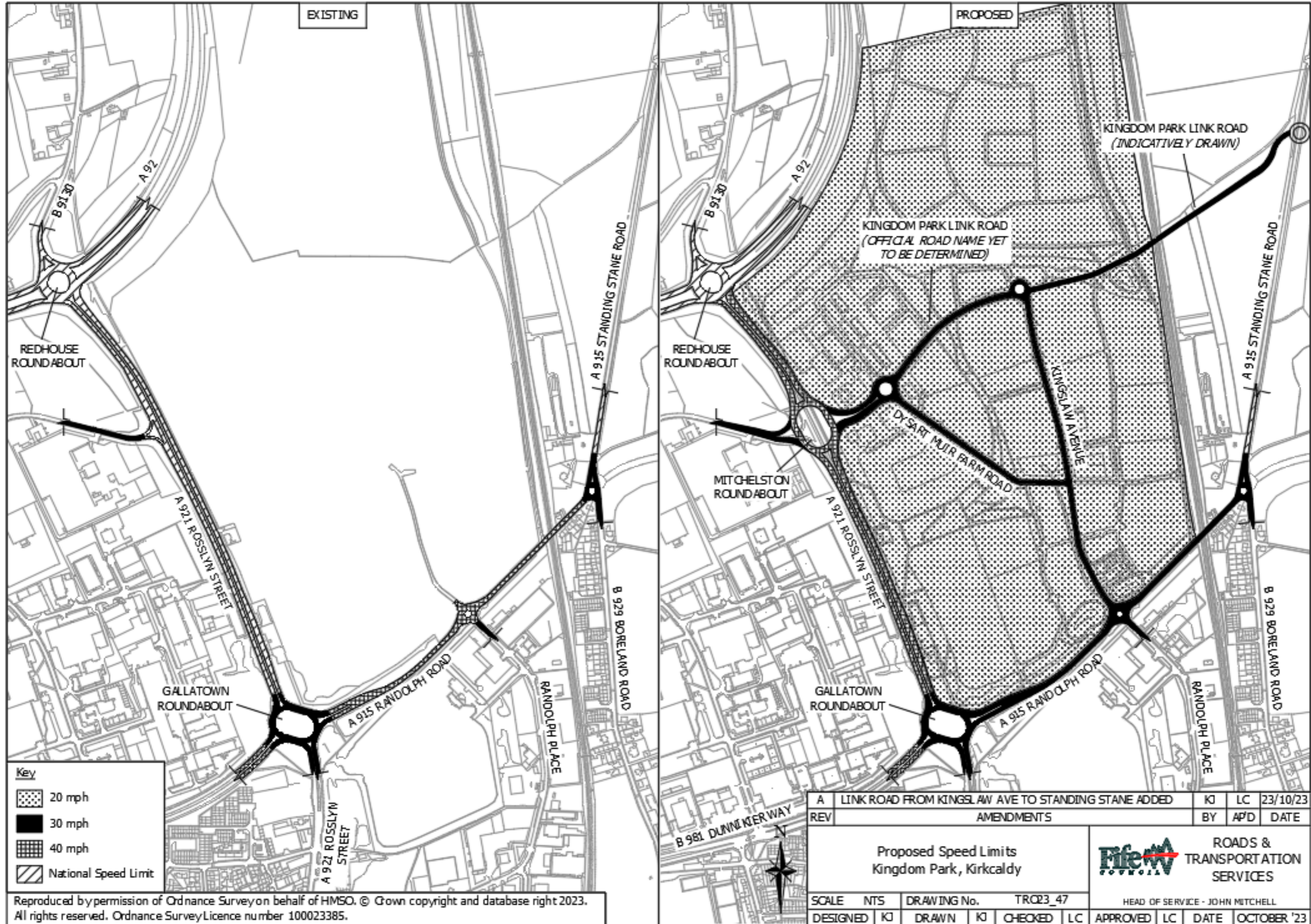
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Appendix 1 – Drawing no. TRO23\_47 Proposed Speed Limits Kingdom Park, Kirkcaldy



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19 December 2023

Agenda Item No. 05

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## Proposed Parking Prohibition – B928 Windmill Road & Viewforth High School, Kirkcaldy

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

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**Wards Affected:** Ward No. 12 – Kirkcaldy East

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### Purpose

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The purpose of this report is to allow the Kirkcaldy Area Committee to consider a proposal to introduce a “No Waiting at Any Time” parking prohibition on B928 Windmill Road at Viewforth High School, Kirkcaldy.

### Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce a parking prohibition as detailed in drawing no. TRO23\_52 (Appendix 1); and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### Resource Implications

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The cost to formally promote this TRO will be approximately £2,300 which covers Roads & Transportation Services’ and Legal Services’ staff costs, advertising, and installation. This will be met from approved Service budgets.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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

### Consultation

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The local Ward Councillors, Police Scotland, Parking Management, and the School Travel Plan team have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details for the proposed TRO will be made available on [www.fife.gov.uk](http://www.fife.gov.uk).

## 1.0 Background

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- 1.1 Viewforth High School is at the Windmill Community Campus accessed from B928 Windmill Road. There is a drop off area parallel to Windmill Road.

## 2.0 Issues and Options

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- 2.1 Some residents of Windmill Road choose to park in the drop off area. These vehicles, along with use by parents dropping off / picking up children can result in congestion at the entrance and exit.
- 2.2 Some drivers are parking on the junctions, which can cause an obstruction and increases road safety risks for pedestrians, including children walking to school.
- 2.3 Following discussions between the school, and the Community Police Team, it is proposed to introduce a “No Waiting At Any Time” (double yellow lines) prohibition at the entrance and exit of the drop off area as shown in Appendix 1.

## 3.0 Conclusions

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- 3.1 It is considered, in the interests of traffic management and road safety, that this Traffic Regulation Order be promoted.

### List of Appendices

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1. Drawing no. TRO23\_52

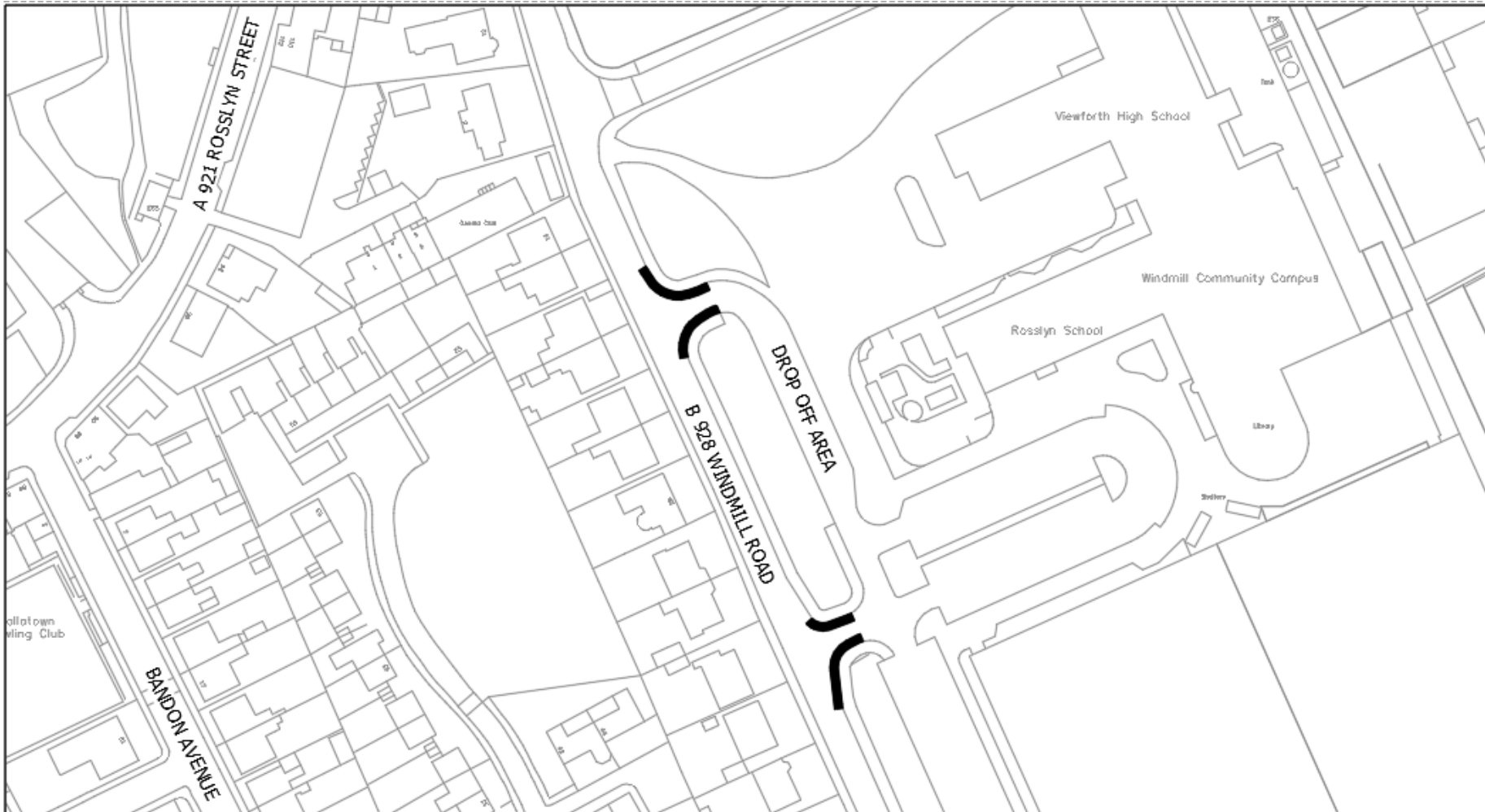
### Report Contacts


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Appendix 1 – Drawing no. TRO23\_52



Key	
	Proposed No Waiting At Any Time



REV	AMENDMENTS				BY	AP'D	DATE		
	Proposed No Waiting At Any Time (Double Yellow Lines) Viewforth High School, Kirkcaldy				 <b>ROADS &amp; TRANSPORTATION SERVICES</b> HEAD OF SERVICE - JOHN MITCHELL				
SCALE	NTS	DRAWING No. TRO23_52							
DESIGNED	KJ	DRAWN	KJ	CHECKED	LC	APPROVED	LC	DATE	OCTOBER '23

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19 December 2023

Agenda Item No. 06

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## Area Capital Budget Transfer Request – Kirkcaldy Community Football Partnership 3G synthetic pitch, Den Road

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**Report by;** Paul Vaughan, Head of Communities and Neighbourhoods Service

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

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### Purpose

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To seek agreement from the Area Committee to re-allocate funds from the Area Capital Budget to this project.

### Recommendation(s)

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The committee is asked to agree an allocation of £159,000 from the Area Capital Improving Health Through Leisure & Sport funding to Kirkcaldy Community Football Partnership (KCFP) towards the construction of a new 3G synthetic pitch and all associated works.

### Resource Implications

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The £159,000 was previously allocated to another Kirkcaldy Area Project KAC 22<sup>nd</sup> March 2022. As this project is not progressing further, members are asked to reallocate the funding.

### Legal & Risk Implications

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There is a risk if funding not approved, the KCFP will be unable to access significant external match funding opportunities.

### Impact Assessment

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

### Consultation

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Onsite consultation meetings have been held with colleagues in Grounds Maintenance, Roads and Transportation, Climate Change, Sustainable Travel and NHS to discuss the proposal and aspiration of KCFP.

There has been early discussion with NHS colleagues regarding the Denfield Connection and they are supportive of the proposal as this was initially agreed in the Kirkcaldy Charette 2013.

Further consultation will be carried out to ensure immediate neighbours and residents are supportive of the proposals.

## 1.0 Background

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- 1.1 Kirkcaldy Community Football Partnership is a community focused, SFA Quality Marked football club that provides a player pathway for boys and girls from children through to adults.
- 1.2 In 2019 KCFP brought together Kirkcaldy YMCA FC, Dysart AFT, Templehall United FC and Kirkcaldy FC. As a result, the YM changed their name to Kirkcaldy & Dysart FC and now play under this name in the Scottish Junior Football Association.
- 1.3 The KCFP acquired a 25-year lease (23 remaining) from Fife Council for the use of Denfield Park, Kirkcaldy. The lease covers two areas of ground including pavilion and outbuildings. The natural grass pitch is used by Kirkcaldy & Dysart FC plus all the associated user groups operating out of the KCFP SCIO. The Ash/blaes pitch needs significant refurbishment to bring back into a usable space.
- 1.4 Over the three partner clubs there are nineteen age groups both male and female involving over 400 people from the various player pathways.
- 1.5 These groups largely use external hires for providing football. Due to the increasing demand in the area, particularly local ladies football teams, KCFP approached Fife Council for assistance in progressing their aspiration to create a new full size 3G synthetic pitch adjacent to the existing grass facility.

## 2.0 Feasibility

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- 2.1 KCFP commissioned Sports Lab in November 2022 to assist them in exploring the possibility of constructing a new Synthetic Pitch within the location of their home ground at Alex Penman Park, Kirkcaldy, with the option to consider redeveloping the adjacent ash park.
- 2.2 The feasibility study considered site access, drainage, vegetation, topography, floodlighting, disability requirements and planning reports.
- 2.2 The Scottish Football Association (SFA) have been consulted as a significant funder in partnership with the Department for Culture Media & Sport (DCMS). An expression of interest was submitted in May 2023 to share the aspirations of the partnership and obtain feedback from SFA. Following a site visit with SFA, the recommendation to locate the new pitch adjacent to the existing grass pitch is the preferred option as this provides most efficient use of the club facilities overall. (See appendix 1)

## 3.0 Current Position

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- 3.1 Cross service meetings have taken place on site including, NHS, Roads & Transportation, Climate Change Team, Sustainable Travel, Grounds Maintenance and Capital Projects to discuss the proposal and aspiration of KCFP.
- 3.2 There is real benefit to the Kirkcaldy area if this project is realised:
  - Improved access to community football facilities

- Football camps, free play, coaching, access for other local sports clubs
  - Unique provision in Kirkcaldy out with education establishments
  - Improved active travel routes with connection to Victoria Hospital
  - Resolve current flooding issues
  - Future projects in partnership with NHS – Rain Garden being considered
- 3.3 Costs for the current proposal are estimated to be circa. £900k. The actual cost will be confirmed when the project is tendered.
- 3.4 KCFP intend to apply to the DCMS/SFA grassroots football fund in February 2024. This fund can fund up to 50% of the project. Projects are looked on favourably if match funding is available. Further funding applications will be submitted in due course.
- 3.5 The KCFP will apply to Paths4All to secure funding up to £100k towards the installation of a shared use path to deliver the 'Denfield Connection' with the previously allocated £45k Kirkcaldy Area Capital used as match funding.

## 4.0 Conclusions

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- 4.1 This initiative is consistent with key drivers and policy direction. The 2021-2024 Plan 4 Fife Recovery and Renewal strategy focuses on a number of themes which are consistent with the objectives of KCAT:
- Fife should be a place where communities really matter, where people set the agenda and contribute to how change is being delivered.
  - With fairness at the heart of everything, the Council's aim is for Fife to be a place of healthy connected communities, where people thrive, have enough money, and contribute to a sustainable and attractive environment.
  - It highlights the need to work in new ways to achieve these ambitions. In particular, the need to deliver services in more cross-cutting ways, recognising that activities often overlap and that collaborative approaches are likely to be more effective.
- 4.2 Investing in grassroots football facilities, programmes and activities involving a range of club, public and third sector partners would help to address inequalities within the most deprived areas of Kirkcaldy.

### List of Appendices

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Appendix 1 – Sports Lab Drawing – copyright 2022

Appendix 2 – ACPF01

### Background Papers

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

Kirkcaldy Area Committee – Tuesday 26<sup>th</sup> February 2019 – Item 11. Victoria Hospital/Denfield Connection

### Report Contact:

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## Appendix 1 – Sports Lab Drawing – copyright sports labs Ltd 2022



## Appendix 2 – ACPF01

<b>Project title</b>	<i>Kirkcaldy Community Football Partnership 3G pitch, Den Road</i>
<b>Local Community Plan reference</b>	
<b>Project Sponsor</b>	<i>Julie Dickson</i>
<b>Project Manager</b>	<i>Kirkcaldy Community Football Partnership</i>
<b>Approval Committee</b>	<i>Kirkcaldy Area Committee</i>
<b>Date</b>	<i>19<sup>th</sup> December 2023</i>

## Section 1: Proposal

### 1.1 What is the project going to do?

The Kirkcaldy Community Football partnership aim is to have, within the leased ground at Denfield Park Kirkcaldy, a new full size 3G synthetic pitch constructed adjacent to the existing grass pitch, with ancillaries such as provision of floodlighting and additional fencing. This will bring the current ash/blaes pitch back into a useful community asset available for all.

All other community based synthetic pitch provision in the area is based within an education setting, for curriculum use, and therefore not bookable by others. This facility offers a unique opportunity in Kirkcaldy to access a 3G surface, open to the community during school hours.

Siting the new 3G surface adjacent to the existing grass pitch will also allow us to progress with the Denfield Connection. This involves opening access to the Victoria Hospital with a shared use path and linking in with other existing path networks.

## 1.2 Which Local Community Planning priority does it meet?

**Opportunities for All** - The facility, once fully operational, will be open 359 days in the year, weather and ground maintenance works permitting to provide access to the facilities where member clubs, community groups and social users can come together, socialise with friends and get involved in a number of structured or free play activities – removing barriers to participation.

**Community Led Services** - The Kirkcaldy Community Football partnership will oversee the use of the pitch facility and will be open and available for the Kirkcaldy catchment area.

We expect a number of users for the pitch, including:

**Local Football Clubs** – Kirkcaldy has a range of local football clubs within the town with no 3G pitch option. It is anticipated that 3G pitches will be in high demand with an approach in place by the Fife Sunday Amateur Football League and Saturday amateur football teams when either of the two pitches could be made available.

Our main focus will be towards promoting our Saturday and Sunday and evening lets midweek.

**Football Camps** – It is envisaged that during holiday periods particularly the summer that there will be daytime use Monday to Friday for football camps for boys and girls.

**General Use by the Public** – The facility will be advertised to the general public. Within the pitch design, opportunities will exist for cross pitch 7-a-side lets. This market will be important during the summer months when it is projected there will be a reduced demand for the facility due to this period being out with the usual club playing season. Opportunities will exist for creating 7 -aside leagues.

### **Local Primary and Secondary Schools and Fife College –**

Our pitches will be made available to hire by local schools and college and can be booked for PE lessons and school sports days. Schools can book pitches anytime between 9am-4pm during term time.

### **Free Play**

The provision of free play, whereby young people have the opportunity to turn up and play without booking is vitally important in removing barriers to young people's participation in sport. Through the provision of specific timeslots, we will ensure that young people of all ages get the benefit of 'free play' without the disappointment of not being able to get on a pitch when they arrive. The available time set aside Monday to Friday will generally be from 4pm to 6pm for young people to turn up and play.

**Other Local Sports Clubs and Organisations** – The 3g pitch will be available for hire for other sports including Kirkcaldy Rugby Club with a local running group already using the changing facility and once floodlights in place offer the opportunity for other sporting groups.

**Community Organisations** - The pitch will also be made available for organisations involved in youth engagement, disadvantaged and underprivileged, walking football and diversionary activities, disability sports and organisations involved in sporting participation to promote healthy and active lifestyles. The time available will be daytime Monday to Friday.

### **Coaching**

The Kirkcaldy Community Football partnership is committed to the accreditation programme. There will be on-site training times given to the development of coaches at all levels to facilitate the activities which

can raise openings in training for employment and apprenticeship opportunities and in order the children, youths and senior players can progress and develop

### 1.3 What consultation/community engagement has taken place on this project?

Onsite consultation meetings have been held with colleagues in Grounds Maintenance, Roads and Transportation, Climate Change, Sustainable Travel and NHS to discuss the proposal and aspiration of KCFP.

There has been early discussion with NHS colleagues regarding the Denfield Connection and they are supportive of the proposal as this was initially agreed in the Kirkcaldy Charette 2013.

Further consultation will be carried out to ensure immediate neighbours and residents are supportive of the proposals.

### 1.4. What are the desired outcomes and benefits, and what measures will be used?

Outcome	Benefit	Measures
<p><i>Area of focus in Kirkcaldy Plan for Community led services – To Strengthen the capacity of community organisations to tackle local issues and develop solution focussed projects.</i></p> <p><i>Area of focus in Opportunities for all – Develop initiatives which increase opportunity for children and young people to realise their potential in spite of economic or social barriers.</i></p> <p><i>Nurture Programmes which bring together different generations</i></p>	<p>Building and expanding an already successful community facility, opening up to the wider community for use by removing barriers to participation</p>	<p>Record the increase in numbers using and visiting the facility when in operation.</p>

### 1.5 What are the known costs and timescale? How will this be funded?

#### 1.5.1 Costs

Total expected one-off cost	Maintenance strategy
£900,000	<p><i>KCFP currently lease the land at Den Road and therefore have the responsibility to make provision for regular ongoing maintenance of the new surface.</i></p> <p><i>Grounds Maintenance are aware of the current proposal and have no objections.</i></p>

#### 1.5.2 Funding requested

How much funding is being requested?

£159,000 from 2017 Improving Health Through Leisure & Sport for Kirkcaldy.

#### 1.5.3 Funding availability

List sources of funding including any match funding

KCFP will apply to Department of Culture, Media & Sport/Scottish Football Association - £450,000 February 2024.

They are also considering the following funding sources:

1. SPFL Trust
2. Lottery
3. Robertson Trust
4. Coalfield Regeneration
5. Sport Facilities Fund
6. Foyle Foundation (up to £10k)
7. Garfield Weston Foundation
8. Peoples Postcode Trust
9. FET
- 10 Northwood Charitable Trust

#### 1.5.4 Resource availability

*Identify availability and timescale of contractors*

KCFP will tender the work and manage the project with input from Fife Council periodically.

### 1.6 What are the known risks?

#### 1.6.1 Risk assessment

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
Insufficient funding	2	5	10
Planning permission	3	5	15

#### 1.6.2 Risk mitigation

Risk description	Mitigation Measures
Insufficient funding	Ensure all possible sources of funding explored
Planning Permission	Possibly submit Pre-application

### 1.7 Proposal sign-off

Approved by	Role	Date approved
Louise Whyte	Project Manager	24.11.2023
Julie Dickson	Project Sponsor	24.11.2023

19 December 2023

Agenda Item No. 07

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## Bereavement Services Cemetery Strategy

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**Report by:** Alan Paul, Head of Property Services

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**Wards Affected:** Wards 9, 10, 11 & 12.

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### Purpose

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Fife Council has a legal responsibility to provide and regulate cemeteries and make appropriate provision for the care and disposal of the dead. The importance of cemeteries is acknowledged in the current Programme for Administration which notes the importance of “making sure our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation.”

This report informs members of the outcome of the consultation which took place and strategy to be implemented moving forward.

### Recommendation(s)

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Kirkcaldy Area Committee is asked to:

- (1) note the key points from the consultation exercise; and
- (2) support the actions moving forward in the Cemetery Strategy 2023 – 2028 (Appendix 1).

### Resource Implications

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Capital funding for cemetery development has been made available over the 10-year period from 2023/24. Additionally, funding has been set aside to continue to address the failing infrastructure in many of the older burial grounds in the Council’s care.

Moving forward a sustainable funding policy is required to cover the increased revenue cost from additional sites while continuing to enhance and maintain the assets and resources already under Council management.

### Legal & Risk Implications

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Failure to address the reducing capacity available will result in no new burial provision. There is a legal requirement for the Council to provide burial.

### Impact Assessment

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An EqIA will be carried out as part of the development of any future cemetery.

An online consultation took place over January / February 2023 where local community groups, members of the wider public and elected members were invited to respond to the various points put forward.

The consultation received 3,147 views which converted to 228 responses (25% of the deep reads).

Almost 90% responded as individuals, showing a keen interest from residents of Fife to be involved in the consultation.

Greatest interest came from the North East Fife area with 30% of respondents representing this area, closely followed by Dunfermline with 20%.

## 1.0 Background

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- 1.1 Bereavement Services has identified which cemeteries are nearing capacity using statistical information. We need to ensure that our cemetery provision continues to evolve and meet the changing social and demographic needs of Fife.
- 1.2 There are currently 10 cemeteries identified as immediate priority where capacity available is less than 10 years. A further 7 cemeteries have less than 20 years capacity available. These include a range of town and more rural cemeteries of varying sizes.
- 1.3 There is growing interest in relation to 'green' burial which was reinforced by feedback received through the consultation. 'Green' burial is where the interment of the deceased is marked with a tree and/or wildflower planting as opposed to a traditional headstone. In time the site may become a woodland or meadow, enhancing local ecology.
- 1.4 The consultation provided background information and asked participants to comment on 5 options:
  - 1.4.1 Do nothing.
  - 1.4.2 Reimagine current provision.
  - 1.4.3 Extend current provision.
  - 1.4.4 One site replaces several closed sites.
  - 1.4.5 One site for whole of Fife.
- 1.5 Additionally, participants were asked to give consideration on what a sustainable funding model might look like.
- 1.6 Feedback focused strongly on options 3 (1.4.3) and 4 (1.4.4), with other suggestions for inclusion in provision being put forward such as more options for dispersal or burial of cremated remains in designated areas not necessarily within a cemetery environment. It was also clear that decision making around provision should be on an area-by-area basis.
- 1.7 Requirements of ethnic minorities have also been identified and consultation is taking place with those groups, in particular the growing Muslim community, to ensure their needs are accounted for. There is currently provision within Dysart Cemetery for the Muslim community however this is limited, and future requirements need to be accounted for.

- 1.8 In 2018, Bereavement Services highlighted the need to review the condition of headstones in Fife cemeteries. To support this work the Service established best practice inspection and make safe processes. To date over 35k headstones have been inspected with 22 cemeteries completed. Dysart Cemetery has been completed.
- 1.9 There are 3 teams currently working throughout Fife, with additional staff being trained to support make safe work within cemeteries where unstable memorials are identified by the cemetery operatives during routine maintenance. Once all cemeteries have been inspected a rolling programme of inspections will remain in place to ensure the safety of each burial ground.

## 2.0 Issues and Options

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- 2.1 The key points that emerged from the consultation are:
  - 2.1.1 Discontinue the presale of lairs to preserve capacity.
  - 2.1.2 Reclaim lairs that have been sold over 50 years ago and never used for interment, providing no successors area available to claim Right of Burial.
  - 2.1.3 Strong interest in the development of provision of 'Green' burial. Fife Council is working with Kinghorn Community Land Association (KCLA) who are developing an Eco Cemetery on land adjacent to Kinghorn Loch.
  - 2.1.4 Improve the provision of dedicated areas for either burial or dispersal of cremated remains within new cemetery developments. There was also interest raised in areas for dispersal of ashes being provided within communities but out with existing or new cemeteries. Commemorative options where no burial has taken place was also raised as a consideration.
  - 2.1.5 Encourage and support development of community or 'friend' group involvement.
  - 2.1.6 Enhance biodiversity.
- 2.2 Investment is available to allow discussion on the priority areas needing addressed. Through consultation and required investigation, options exist to develop new sites where suitable ground can be identified or in some instances to add capacity within existing boundaries. Additionally, sustainable funding requires to be developed to continue ongoing maintenance of grounds and infrastructure.
- 2.3 Within the Kirkcaldy Area Committee area there are 3 cemeteries where capacity is a concern, namely Hayfield Cemetery, Dysart Cemetery and Kinghorn Cemetery. A replacement cemetery for Hayfield Cemetery is a priority. The current site is landlocked so an alternative location that meets ground water legislative requirements and is accessible needs to be identified.
- 2.4 The Council will also continue to support the work of others that complements council provision.
- 2.5 Further collaboration is planned to improve and enhance community involvement and develop better interpretation and connections of the history attached to many of Fife's burial grounds.

## 3.0 Conclusions

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- 3.1 How these key points will be achieved are detailed in the action plan within the Cemetery Strategy 2023-28. This includes further implementation of good management of lairs such as ceasing presales and reclaiming of lairs sold and not used, and Area by area

consultation with communities and elected members to address capacity issues in their areas.

- 3.2 Bereavement Services will continue to strive to improve the efficiency of how it carries out its working practices while aiming to achieve environmental standard ISO 14001 through reducing carbon emissions, increasing biodiversity and development of green projects.

## **List of Appendices**

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1. Cemetery Strategy 2023 – 2028
2. Consultation Summary

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# Cemeteries Strategy



2023 - 2028

# Cemeteries Strategy 2023-28

## Foreword

I am pleased to introduce Fife Council's cemetery strategy for the period 2023 to 2028. This sets out the principles that will help us make decisions as we continue to invest and reshape our cemetery estate to meet the needs of the people of Fife.

We recognise the importance of our cemeteries to our communities. They provide spaces that support contemplation, remembrance, reflection and mourning in a peaceful and tranquil setting. They are deeply rooted in the local community, linking past and present and providing a tangible sense of **place**.

In recognising these needs, the fundamental principles of our strategy are to improve the **fitness for purpose of our cemeteries** (by addressing suitability, capacity and condition), **improve effectiveness of our activities** (achieving better outcomes); and **improving leverage** through contributing to place, local wellbeing and broader change agendas, to include our contribution towards meeting our Net Zero obligations. Our strategy supports and aligns with the Recovery and Renewal Plan4Fife: all with the aim of ensuring our ***cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation in the years to come.***

**Alan Paul**  
**Head of Property Services**

## Introduction

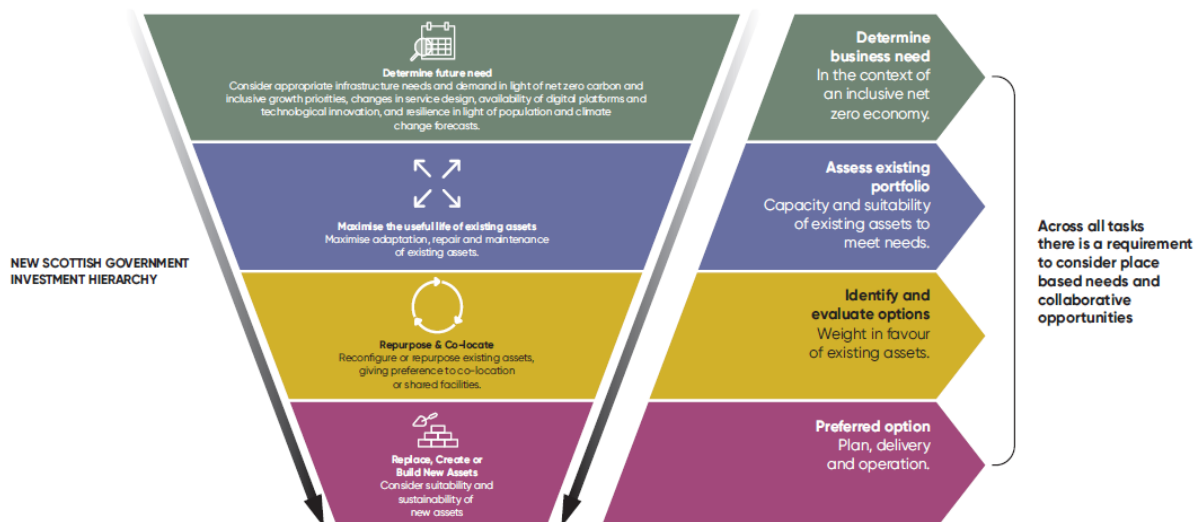
It is important that our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation in the years to come. The purpose of this strategy is to ensure that remains the case and that we maintain the strong bonds between our communities and their local cemeteries, whilst also making future provision as sustainable as possible. We also need to ensure that our cemetery provision continues to evolve to meet the changing social and demographic needs and expectations of Fife and Fifiers, whilst also contributing to the achievement of broader change agendas, such as the drive to meet our Net Zero obligations. It is also important to recognise that cemeteries contribute to our sense of place, as they connect us to our past and the history of our communities, and have the potential to improve local wellbeing, for example by improving biodiversity.

## Our approach

Our strategy includes guiding principles to act as a framework for decision-making which mirrors the four stages of the Scottish Government guidance:

- Determining future need,
- Assessing scope of existing assets to meet the need,
- Evaluating options and
- Delivery of the preferred option.

The hierarchy is illustrated below.



Our strategic approach to investing in our cemeteries builds on our extensive experience. We have invested in improving the condition and suitability of our cemeteries and will continue to do so. However, we still have a large and aging cemetery estate and in some locations we either have limited future capacity or indeed no capacity for new burials. Approximately half of our 115 cemeteries no longer take interments but still require to be maintained.

Whilst the demand for cremation has and continues to increase (and now accounts for around 70% of deaths in Fife), the demand for lairs in our cemeteries has remained broadly constant over recent years and we now need to replenish cemetery capacity in Fife to ensure we can meet future demand, whilst also making our current and any future provision as sustainable as possible.

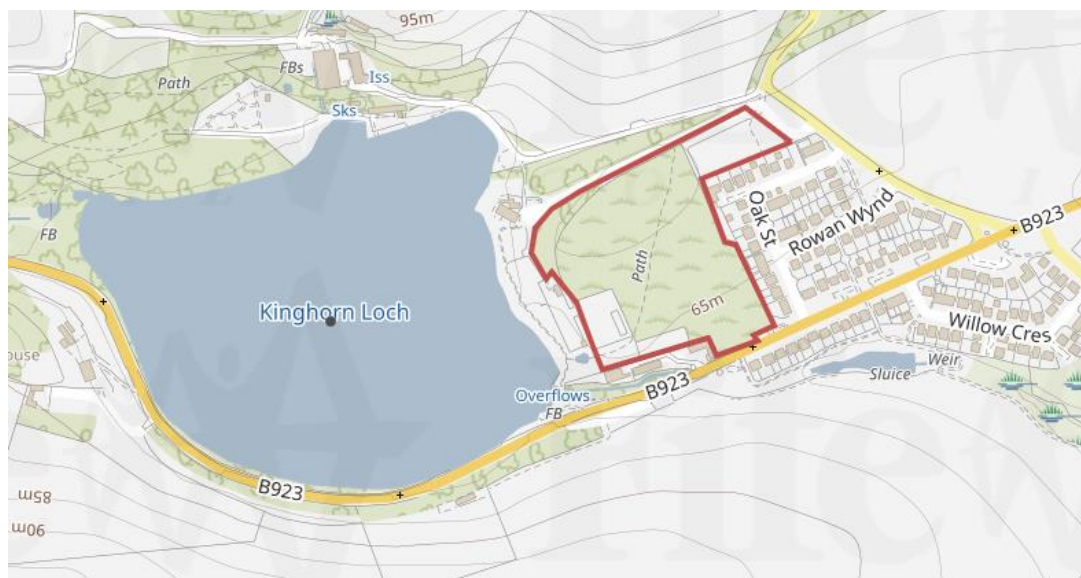
The fundamental principles of our strategy are to improve the **fitness for purpose of our cemeteries** (by addressing suitability, capacity and condition), **improve effectiveness of our activities** (achieving better outcomes); and **improving leverage** through contributing to local wellbeing and broader change agendas.

We will do that through:

- **Improving Stewardship of our Cemeteries**
- **Alignment with the Plan for Fife** to ensure we make best use of resources to meet the needs of our customers and local communities and to link with work being led by local partners.

### **CASE STUDY**

In 2015, the Kinghorn Community Land Association (KCLA) were successful in purchasing 3.5 hectares of land adjacent to Kinghorn Loch with a vision to develop an eco-cemetery, green corridor and growing space. The long-term operation of the eco cemetery is seen as providing a place of rest for people of Kinghorn and beyond who embrace the idea of natural burial and the contribution to biodiversity.



The KCLA propose to operate the eco cemetery with support from Fife Council for record keeping and operational gravedigging assistance. A close working relationship with The Ecology Centre has also been established.

The proposed plan will include areas for green burial, a celebration platform for services and reflection, a traditional long barrow style columbarium for the storage

of cremated remains, network of grass paths through the site linking areas of the site and beyond.



Proposed Site Plan

### Current Situation

Fife has 115 burial grounds and a plan showing their location is to be found at [Fife Cemeteries Locations](#)

### Condition

We have a duty of care to ensure that our cemeteries are safe for our community and for our workforce. To ensure this, we have a cyclical programme of safety inspections. We have also instigated a rolling programme of headstone inspections for which we have dedicated teams. In recent years we have invested approx £3m in repairing cemetery walls and other cemetery infrastructure which has included reconstructing walls such as Abbotshall Kirk, Kirkcaldy.



## Cemetery Capacity

There are 61 sites within Fife that are 'active', meaning there are still regular burials. Of these 61, only 51 have lairs available to purchase and 10 have no additional capacity. 'Exclusive Rights for Burial' for lairs (burial plots) are purchased for a specified term. When all Rights of Burial have been purchased in a cemetery, there is no additional capacity left. Burials may continue for many years after that, where a lair is reopened to allow other family members to be buried in the same plot.

Within the next 20 years, 16 cemeteries are nearing capacity, 11 cemeteries have less than 10 years, 7 cemeteries have less than 5 years. Seven cemeteries are nearing capacity within next 30 years and 28 cemeteries have more than 40 years capacity. Most of these serve smaller communities.

*These projections relate to individual cemeteries, meaning that as a cemetery reaches capacity, the demand for lairs in nearby cemeteries is likely to increase. As a consequence, the number of lairs available in these cemeteries will reduce.*

## Inactive Cemeteries

An additional 54 cemeteries are maintained only. These cemeteries are historical or full, and no longer used for burials. These burial grounds are still maintained to the same standard as active cemeteries. Currently, funding for the maintenance of these cemeteries comes from burial fees. However, maintenance costs have risen over recent years and will continue to rise in line with inflation and as additional cemeteries are added to the inactive list.

### CASE STUDY

At Kirkton Cemetery, Burntisland we worked with a range of local partners to restore the ruins of this scheduled monument and surrounding churchyard to prevent further deterioration of the monument and to develop and encourage further the use of the site in local heritage trails and for educational use. This is supported with interpretation and informational boards on site along with leaflets and booklets for distribution within local outlets and online.



Before



After

A similar community heritage project is being established for Dunfermline Abbey grounds to focus on community engagement and involvement to enhance interpretation and management of the Abbey grounds.

## Consultation

In response to the various challenges around cemetery capacity, place, social and demographic changes, resources, Net Zero obligations and above all, the need to ensure cemetery provision meets the needs of Fife; an online consultation exercise was carried out in early 2023. With an initial focus on community groups, the consultation was widened to the public to allow individuals to respond.

The key points that emerged from the consultation are:

- Discontinue the presale of lairs in cemeteries to preserve capacity,
- Reclaim lairs that have been sold but never used for interment where there are no successors available to claim right of burial,
- The inclusion of dedicated areas for cremated remains within any new cemetery design,
- Research the possibility of the development of ash scattering areas throughout Fife, outwith existing or new cemeteries,
- A strong interest in the development of the provision for green burials,
- To encourage and support development of community or 'friend' group involvement,
- The need to increase awareness of direct cremation provision,
- Decision making to be based on the needs of specific areas, and not across Fife as a whole,
- Enhance biodiversity,
- Consider options for commemoration where burial is not involved.

## Where are we going?

Our vision is that:

***Our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation in the years to come.***

We will deliver this through:

1. Ensuring our cemetery estate is in good condition, fit for purpose and is sustainable.
2. Investing in additional cemetery capacity to meet future needs and support the work of others that complements council provision – for example the green burial provision that is being developed by KCLA at Kinghorn.
3. Collaborating with partners and local communities to leverage the wider benefits of our cemeteries – to enhance place and improve local wellbeing, to support biodiversity and to improve our understanding and connection to Fife's rich history.
4. Investing in our skilled and dedicated workforce to ensure we make the best of our available resources.



## What we will deliver

Key activities are given in the action plan below.

Ref	Description	Action	Timescale	Resources
CP1	Ease pressures on immediate priority cemeteries (less than 10 years capacity)	Cease presale of lairs where no interment is to be scheduled	Immediate	Bereavement Services staff
CP2	Ease pressures on medium term priority cemeteries	Plan for continued provision by identifying new sites or alternative provision	Ongoing work to identify suitable sites	Bereavement Services staff
CP3	Ease pressures on immediate and medium-term priority cemeteries	Reclaim previously sold unused lairs where no successors	Ongoing	Bereavement and Legal Services staff
CP4	Capacity Consultations	Consult local members and communities where capacity is limited	2023 to 2024	Bereavement Services staff
CP5	Improve/enhance existing cemetery provision	Improve boundary wall condition and infrastructure	2033	Capital funding allocated
CP6	New Cemetery Provision	Develop new cemeteries where prioritised needs identified	Develop business case including brief and client requirements, design, development and procurement strategy, options for location. 2023-2027	Capital funding allocated. Bereavement Services Staff, Property Services, Specialist Consultants, Contractors
CP7	Improve effectiveness	Assess maintenance regime and improve working practices	Ongoing	Bereavement Services staff
CP8	Reduce carbon emissions and enhance biodiversity	Develop green burial projects, including specific options. Implementation of ISO 14001:2015	Work toward attainment of ISO 14001:2015 in 2024 and ongoing environmental improvement thereafter.	Bereavement Services staff, Climate Change & Zero Waste Team

CP9	Cremated Remains Remembrance Areas	Research development of ash scattering areas throughout Fife	Ongoing – introduce areas as suitable locations found	Bereavement Services staff
CP10	Community Group Involvement	Foster community and 'friend' group involvement	Ongoing	Bereavement Services staff

## Future Provision of Cemeteries in Fife Consultation February 2023

### Summary

The consultation received 3,147 views, (1,419 glanced, 829 quick reads, 899 deep reads). This converted to 228 responses (25% of the deep reads)

Almost 90% responded as individuals, showing a keen interest from residents of Fife to be involved in the consultation.

Greatest interest came from the North East Fife area with 30% of respondents representing this area, closely followed by Dunfermline with 20%.

### What decisions need to be made?

92% stated that do nothing was not an option that Fife should consider.

#### Can we reimagine provision?

51% agreed with stopping the pre-sale of lairs across all Fife cemeteries to safeguard lair capacity for the future, 35% did not agree and 14% didn't know.

71% agree that the exclusive right of burial for unused lairs should be retrieved/renewed on expiry of the lease, (36% Yes for all cemeteries, 35% yes where financially viable), 27% did not agree.

88% agree that there should be more options for dispersal or burial of cremated remains (68% thought that there should be more designated areas and options around Fife where cremated remains can be dispersed, 39.9% would like to see more casket lair options for burial of cremated remains, and 38.6% would like to see more above ground storage options). 12% thought that there are enough options.

70% did not agree the reuse of lairs should be considered.

Some other options put forward were: green cemeteries returning to public use areas; land is left/reclaimed from developers for possible future use; different sized lairs for burial and cremation; after a period of years remains would be moved to a communal burial plot; offer an incentive to buy back lairs; make it easier for people to donate their bodies to medical research and training; increase awareness of direct cremations; education/awareness of options; set aside funding for its own department and to support and encourage Community Groups to participate in meeting the long term needs of the communities

### Decision Making

With 79.8% decision making needs to be made area by area, (17.1% thought one site replaces many could work and 3.1% thought one site for the whole Fife area could work).

### Sustainable

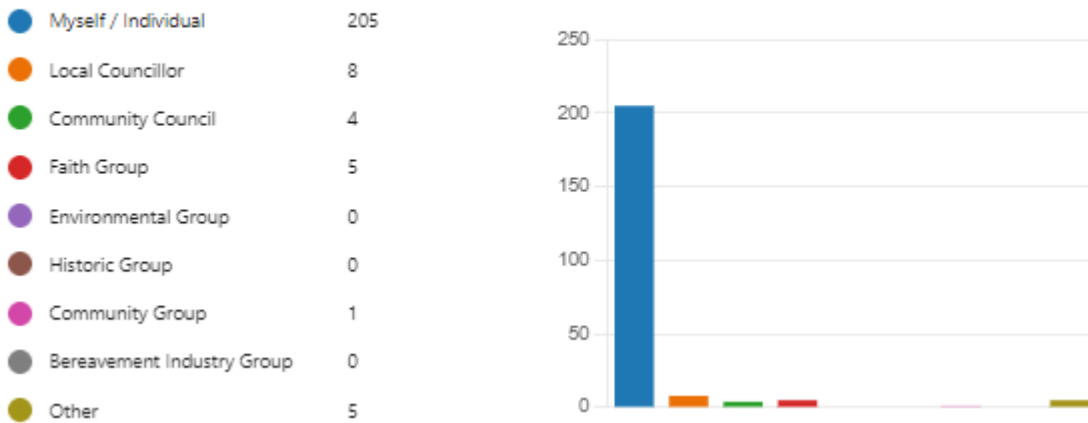
61.8% Welcome network of local constituted community groups to work support the conservation of historic sites.

60.5% Where possible encourage wildflower growth in retired cemeteries and churchyards. More environmentally friendly and less operation costs

Some other options put forward were: communal marker stone; families to maintain lairs; put prices up - a scarce resource has to cost more; shorter term right of burial options, un-constituted groups working with Community Associations; charge extra for anyone who is not a Fife resident; using full lairs for ashes is not making best use of the resources; cemeteries that are inactive can have their maintenance reduced by extending their grass cutting intervals by a few weeks that leaves extra availability for active cemeteries to have their grass maintained more regularly; increase the price for the pre-sale substantially

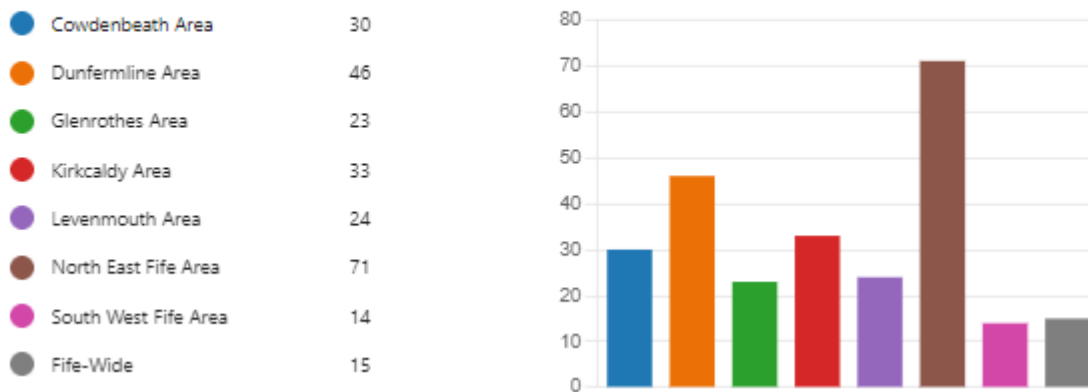
### Consultation Results

What group are you representing?



89.9% Individuals. Other = 2 individual, 1 Family and 2 Funeral Director

What area(s) of Fife do you or your group/organisation represent?



Greatest interest in the survey related to North East Fife, followed by, Dunfermline, Kirkcaldy, Cowdenbeath, Levenmouth, Glenrothes, South West Fife

## Do Nothing

- If we do nothing, year on year there would be less choice of where to be buried, until there are no lairs left. At that point burial would no longer be a choice.

Is do nothing an option that Fife should consider?

● No	210
● Yes	18



92% No, 8% Yes

### Why do you think we should do nothing?

There was a mixed response to this question, from those who believe burial is a thing of the past to those concerned about the proposal of reuse of graves therefore continued burial provision was important to them. For clarification however, at this stage, Fife Council is only proposing to claim back lairs sold over 50 years and would only claim these back where no lair holders/successors established their wish to retain their entitlement.

I agree with stopping the pre-sale of lairs across all Fife cemeteries to safeguard lair capacity for the future

● Yes	116
● No	80
● Don't know	32



51% Yes, 35% No, 14% Don't Know

I agree that the exclusive right of burial for all unused lairs should be retrieved/renewed on expiry of the lease

● Yes, for all cemeteries	82
● Yes, where financially viable (onl...	85
● No	61



36% Yes for all cemeteries, 35% yes where financially viable, 27% No

I agree that there should be more options for dispersal or burial of cremated remains

- Yes, more above ground storag... 88
- Yes, more casket lair options for ... 91
- Yes, there should be more desig... 155
- No, there are enough options 28



*More than one option could be selected.*

38.6% Yes, more above ground storage options, such as Columbaria

39.9% Yes, more casket lair options for burial of cremated remains

68% Yes, there should be more designated areas and options around Fife where cremated remains can be dispersed

12% No, there are enough options

Should it become lawful in Scotland, I agree reuse of lairs should be considered

- Yes 68
- No 160



30% Yes, 70% No

**Do you have any other ideas for reimagining current provision?**

This question generated the most feedback. There was strong support for green or eco burial and for ensuring that sufficient provision is available for the interment or scattering of cremated remains. Additionally, suggestions for general areas within communities, not within a cemetery, for the scattering of ashes or remembrance purposes was put forward. A preference for existing cemeteries to be extended was suggested however this is only possible where suitable ground is available adjacent to an existing site.

How do you think decisions should be made?



- 79.8% Area by area - extend or replace sites most at risk
- 17.1% One site replaces many - better economy of scale and wider service to communities
- 3.1 % One site for the whole Fife Area

Which options would you consider helpful to support a future sustainable funding and operational model



*More than one option could be selected.*

61.8% Welcome network of local constituted community groups to work support the conservation of historic sites

60.5% Where possible encourage wildflower growth in retired cemeteries and churchyards. More environmentally friendly and less operation costs

**Other**

Working more with local communities and heritage groups was welcomed. Suggestions also included using community payback. Properly managed wildflower meadows that remain under Council maintenance was welcomed.

**Do you have any further feedback, ideas or concerns you would like to share with us?**

Many comments stress the importance of burial being available and where possible that it should be in local communities. The standard of maintenance was also raised as important to respondents.

19 December 2023

Agenda Item No. 08

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## Area Housing Plan 2023-26 – Performance Update

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Report by: John Mills, Head of Housing Services

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Wards Affected: 9, 10, 11 and 12

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### Purpose

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Members approved the Kirkcaldy Housing Services Plan 2023/26 in August 2023. This report provides an update on progress in delivering performance information for 2023 where figures are available at an area level.

### Recommendation(s)

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Members are asked to:

1. comment on the performance reports available for 2023; and
2. note that a revised Area Housing Plan will be brought to Committee from April 2024.

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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

### Consultation

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Local tenants have been involved in the development of the plan through local groups and events, as well as taking part in walkabouts with staff and members.

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## 1.0 Background

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- 1.1 The Council has a vision to create a fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the Plan



for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services, as the largest landlord in Fife, can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives. We have a key role to work in partnership with others to reduce poverty in Fife and to ensure that we are acting 'one step sooner'.

- 1.2 Members approved the Kirkcaldy Area Housing Plan 2023 – 2026 in August 2023 which included the Area Lettings Plan. This report provides a review of the performance areas of the plan for Kirkcaldy where figures are available at an area level.
- 1.3 As part of the Decentralisation workstream and Place redesign, Housing Services are working to revise the Area Housing Plan to ensure that more Housing Functions are reported and scrutinised at the Area Committee. The revised plans will be reported in the April-June 2024 round of Area Committees.

## 2.0 Issues and Options

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- 2.1 The positive work in Kirkcaldy Area shows that the efforts of our Area Team have led to improved performance results. A new reporting tool (Power BI) has been developed to provide key performance information and the data on the reports currently available has been used in this report.

### 2.2 Assets

Kirkcaldy Area have 6844 properties with 2.09% void. The stock is predominantly 2 bed properties (52%) with 83% of all properties in Central, East and West areas.

Acquisitions have seen an increase in housing stock in the Area of 59 purchases with 46 completed and 13 have work in progress to bring to standard.

### 2.3 Current Voids

Our current voids are 143 (2.09%). The highest turnover being in Kirkcaldy Central area with 55 properties (38%).

60% of void properties take 4 weeks or less which is better than the Fife average of 46%, and we have less properties taking longer than 12 weeks with 16%, again bettering the Fife average of 38%.

### 2.4 Time to Let

Time to let has decreased since May and is currently at 36.2 days. Improved efforts have included:

3. Voids Sprint – focus on rapid responses which have a positive impact on voids performance. E.g. – pre-allocation during the void period to reduce the number of days a property is void once works have been completed.
4. Regular meetings with building services to ensure target dates are being met.
5. Completing sign-ups as soon as possible (5 days from completion by BS)

Reporting in February and March showing 62 days to let was reported to have been caused by buy back properties counting days prior to purchase.

## 2.5 Allocations

There have been 559 allocations made in Kirkcaldy Area during 2023 with 359 (64%) to homeless applicants. The focus moving forward is to maximise the allocations to transfer applicants to create allocation chains again which generate further housing opportunities to households in need on the Fife Housing Register. This contributes to the intentions of Fife's Ending Homeless Together programme to stimulate turnover and ensure that a homelessness or priority need will be met as part of the allocations chain.

## 3.0 Conclusions

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- 3.1 The report shows the mechanism for capturing performance information using the newly developed reporting mechanism which will allow for regular monitoring of performance, identifying where improvements are being made or where focus is required.
- 3.2 Our aim is to be a top performing social landlord in Scotland. Through the revised plan, we have identified local issues and a plan to address these. Through this mechanism, we can ensure member scrutiny of our work to address those concerns and demonstrate improved outcomes. The plans can be updated to reflect where member scrutiny shows a need to quicken the pace of improvement.

### List of Appendices

None

### Background Papers

Kirkcaldy Area Housing Plan 2023-26

### Report Contact

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19 December 2023

Agenda Item No. 09

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## **Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review 2022-23**

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

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Wards Affected: 9,10,11 and 12

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### **Purpose**

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The purpose of this report is to inform committee of the performance of the Grounds Maintenance and Domestic Waste and Street Cleansing Services in 2022-23.

### **Recommendation(s)**

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It is recommended that Committee note:

- the continuing improved performance in grounds maintenance, domestic waste collection and street cleansing services in 2023; and
- the plans to deliver local priorities and help communities shape their environment.

### **Resource Implications**

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There are no additional resource implications arising from this report.

### **Legal & Risk Implications**

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

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

### **Impact Assessment**

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

### **Consultation**

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No consultations are required in connection with this report.

## 1.0 Domestic Waste and Street Cleansing Performance

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### Domestic Waste

- 1.1 Consistent levels of service provision remained a challenge for domestic waste collection in 2022-23. Despite coming out of Covid, staff absence remained high, and a shortage of qualified HGV drivers caused disruption to the service in some areas.
- 1.2 Supply chain issues that previously affected sourcing specialist spare parts have eased allowing vehicle repair times to improve.
- 1.3 The procurement and deployment of new vehicles as part of the fleet replacement programme will hopefully continue to improve serviceability and reliability of the fleet.
- 1.4 The new free bulky uplift service has been in place since April 2023. There has been a fourfold increase in demand since this service was introduced.

### Street Cleansing

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

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

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- 2.1 The single shift managing change project is ongoing for Domestic Waste and a complete route redesign is underway, as is the procurement exercise for 13 new refuse collection vehicles. The new working pattern is programmed to start in October 2024.
- 2.2 The creation of dedicated teams working in partnership with the Housing Service to address priority areas in Council housing estates, has been a success. This model will be extended in 2023/24.
- 2.3 Street cleansing specifications and schedules will be shared and discussed with Area Committees as part of the Council's decentralisation agenda. Area Committee's will be able to influence works in their communities, recognising the impacts and opportunity cost of resource deployment choices.

## **3.0 Grounds Maintenance Performance**

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- 3.1 The core Service Level Agreement specification is being met in most areas, although the challenge of inclement weather over the late summer months disrupted the grass cutting and weed management operations. Limitations in the supply chain for machinery spare parts has at times restricted the deployment of specialist machinery and limited performance.
- 3.2 Local teams continue to provide positive support to Elected Members through reactive and ad-hoc work requests enabling delivery of local priorities.
- 3.3 Building on the success of the Housing Estate Improvement work in 22-23, the Grounds Maintenance Service in partnership with the Housing Service will resource a dedicated team delivering a programme of environmental improvement works on Housing owned land.
- 3.4 The employment and retention of seasonal staff remains a challenge during the peak period of Grounds Maintenance activities. The Service continues to work with partner agencies such as Rural Skills Scotland and Fife Council's Employability Team to provide work placement opportunities for short term and longer term unemployed.
- 3.5 There is an aspiration to minimise the use of herbicides as part of any integrated weed management approach. The reduction in herbicide application and improved growing conditions for weeds will remain a perennial management challenge. The Service continues to monitor the development of new alternatives to replace the more traditional control measures employed. Dialogue with communities will assist in delivering local plans that consider an appropriate range of weed management criteria and a level of vegetation acceptable within a geographical space.

## 4.0 Grounds Maintenance - Future Developments

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- 4.1 A Managing Change proposal offering a 9-day working fortnight alongside a re-alignment of working hours is currently under consultation with staff. If agreed, this will create a more efficient operating model and support a better work-life balance for those staff affected.
- 4.2 The Service is committed to the implementation of a formal process of recording grounds maintenance activity standards in partnership with the Association of Public Service Excellence (APSE). The Land Audit Management System (LAMS) will assist in monitoring and benchmarking service performance both at a local level and across external organisations.
- 4.3 A review of the Services' back-office management systems concludes that the current approach is fragmented and does not facilitate the Services move to a digital platform. Investment in a single host system will provide efficiencies through the digital scheduling of work activity and data capture.
- 4.4 A decision to bring forward £350,000 Capital investment in the GMS fleet of grass cutting equipment shall provide greater business continuity and increased performance outputs.
- 4.5 Grounds maintenance specifications and schedules will be shared and discussed with Area Committees as part of the Council's decentralisation agenda. Area Committee's will be able to influence works in their communities, recognising the impacts and opportunity cost of resource deployment choices.
- 4.6 A new 'place making' approach to the management of greenspace is being developed. The Council recognises that officers responsible for greenspace design decisions across the Council should be working much more closely with the Grounds Maintenance Service and a new operating model is being explored.

## 5.0 Conclusions

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- 5.1 Service operating models continue to evolve in both Grounds Maintenance and Domestic Waste and Street Cleansing functions. The aim is to ensure the most effective use of resources to maintain consistent levels of service and address area priorities on a ward-by-ward basis.
- 5.2. Future developments such as digital system implementations and organisational redesign are all part of the modernisation process. Smarter, more joined up and efficient ways of working, with the latest technological support will give these services the best chance of improving local environments with limited resource envelopes.

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19 December 2023

Agenda Item No. 10

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## Common Good and Settlement Trust Funds Annual Report 2022-2023

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

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**Wards Affected:** All

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### Purpose

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The purpose of this report is to advise members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2022-2023.

### Recommendations

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Members are asked to:

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

### Resource Implications

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None.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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

### Consultation

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Consultation has taken place with Enterprise and Environment Directorate and Fife Cultural Trust.



# 1.0 Background

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- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good and Trust funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of assets which are heritable property, long term debtors and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.
- 1.3 Settlement Trusts comprise several individual trusts and bequests specific to a defined geography which were brought together in 2014 following consultation with Community Councils and the charities regulator OSCR and/or Lord Advocate. A list of Settlement Trust and a statement of fund balances is contained in Appendix 8.
- 1.4 Non-Settlement Trusts cover more than one geography or were designated for a specific purpose. A list of Non-Settlement Trusts and a statement of fund balances is contained in Appendix 9.

# 2.0 Common Good and Trust Fund - Key Elements

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## 2.1 Revenue Account

### Income

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

### Expenditure

- 2.1.2 In line with the Council's policy, the first call on the Common Good Fund and Trusts funds is maintenance of heritable property. Disbursements / donations and other expenses are also funded from the Funds.
- 2.1.3 The amount spent on property costs and disbursements / donations are detailed within appendices 5 and 6.
- 2.1.4 The net effect of the income and expenditure on a Common Good and Trust account results in a surplus or deficit for the particular year. This amount is then transferred to balances.

## 2.2 Projects Supported in 22/23

### Common Good

- 2.2.1 Common Good funds dispersed funding for projects totalling £18,000 detailed in appendix 5.

### Settlement Trusts

- 2.2.2 Settlement Trusts across Kirkcaldy , dispersed funding in 22/23, detailed in appendix 10.

### Non-Settlement Trusts

- 2.2.3 Non-Settlement Trusts across Kirkcaldy , dispersed funding in 22/23, detailed in appendix 10.

## 3.0 Balance Sheet

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### 3.1 Long Term Assets

#### Heritable Property

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

3.1.2 The attached accounts reflect the assets held on the Common Good Balance sheet and the Trust Funds as at 31st March 2023. A complete list of all Common Good assets relative to this Area is also attached at Appendix 8.

#### Investments

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

3.1.4 The heritable property and investments represent the capital balances.

### 3.2 Current Assets

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

3.2.2 The cash & cash equivalents, plus debtors and less creditors, represents the revenue balances.

3.2.3 The revenue account and balance sheet form the financial accounts for the Common Good Fund and Trusts, and this is attached as Appendix 1 to 8 to this report.

## 4.0 Moveable Property

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

## 5.0 Conclusions

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

### List of Appendices

- Appendix 1 – Combined Financial Statement
- Appendix 2 - Income Statement
- Appendix 3 - Rental Income breakdown
- Appendix 4 – Expenditure Statement
- Appendix 5 – Grants/Donations breakdown
- Appendix 6 – Property Cost breakdown
- Appendix 7 – Balance Sheet
- Appendix 8 – Property Asset breakdown
- Appendix 9 – Outstanding Grants/Donations from previous years
- Appendix 10 - Charitable Trusts financial Statement
- Appendix 11 – Statement of uses for Settlement Trusts

## **Background Papers**

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

- Fife Council Annual Accounts 2022/2023

## **Report Contacts**

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<b>COMMON GOOD FUNDS - KIRKCALDY</b>		
<b>Revenue Account</b>		
<b>2021/22</b>		<b>2022/23</b>
£		£
	<u>Income</u>	
-18,838	Income from Rents	-25,167
0	Income from Sale of Heritable Property	0
-380	Interest from Cash Balances	-6,851
-38,763	Interest from Investments	-45,251
0	Other Income	-86
<b>-57,981</b>		<b>-77,355</b>
	<u>Expenditure</u>	
4,320	Property Costs	6,186
17,149	Donations	18,000
0	Other Expenditure	5,745
<b>21,469</b>		<b>29,931</b>
-821	(Increase) / Decrease in value of Investments	80,994
<b>-37,333</b>	<b>(Increase) / Decrease in Revenue Reserve</b>	<b>33,569</b>
<b>Balance Sheet</b>		
<b>31st March 2022</b>		<b>31st March 2023</b>
£		£
	<u>Property Assets</u>	
382,711	Heritable Property	464,016
27,402,689	Property Leased to Fife Council	35,806,422
0	Capital Grant Unapplied	0
<b>27,785,400</b>		<b>36,270,438</b>
	<u>Other Assets and Liabilities</u>	
952,208	Investments	871,214
296,666	Cash & Cash Equivalents	342,315
8,556	Debtors	10,332
0	Creditors	0
<b>1,257,430</b>		<b>1,223,861</b>
<b>29,042,830</b>	<b>Net assets</b>	<b>37,494,299</b>
	<u>Financed by:</u>	
-27,785,400	Capital Reserves	-36,270,438
-1,257,430	Revenue Reserve (incl Investments)	-1,223,861
<b>-29,042,830</b>	<b>Total Reserves</b>	<b>-37,494,299</b>

## Income Statement

Income					
<b>Common Good Funds</b>	<b><u>Interest on Cash Balances</u></b>	<b><u>Investment Interest</u></b>	<b><u>Other Income</u></b>	<b><u>Rents</u></b>	<b><u>Total Income</u></b>
Burmtisland	-2,366	-8,819	-86	-15,235	<b>-26,506</b>
Kinghorn	-2,461	-21,432	0	-625	<b>-24,517</b>
Kirkcaldy	-1,922	-14,793	0	-9,307	<b>-26,022</b>
Swan Memorial	-18	-53	0	0	<b>-72</b>
Miss Russell	-36	-6	0	0	<b>-42</b>
Anderson Bursary	-10	-28	0	0	<b>-37</b>
Jack Stewart Fund	-38	-122	0	0	<b>-160</b>
<b>Total Common Good</b>	<b>-6,851</b>	<b>-45,251</b>	<b>-86</b>	<b>-25,167</b>	<b>-77,355</b>

## Rental Income Breakdown

<b>Burntisland</b>	<b>£</b>
96 High Street (AV7224)	3,000
Seamill Workshop/Store, Haugh Road (AV6830)	1,900
40 Links Place, Unity Hall (AV7055)	3,950
Sub-Station Site The Links	500
102 High Street	500
106-108 High Street	4,500
Music Hall	250
30 West Leven Street	10
Rent For 20169834 (AV7482)	625
<b>Burntisland Total</b>	<b>15,235</b>
<b>Kinghorn</b>	
Storage Shed, St James Place (AV6623)	225
26 St James Place	300
Greenhouse, Huts, Shed, Stables - Mid Myre	100
<b>Kinghorn Total</b>	<b>625</b>
<b>Kirkcaldy</b>	
Dysart Harbour	1,103
Links Market	4,584
Ravenscraig Walled Garden (AV6302)	3,620
<b>Kirkcaldy Total</b>	<b>9,307</b>
<b>Total S&amp;WF Rental Income</b>	<b>25,167</b>

## Expenditure Statement

Common Good Funds	Expenditure			Total Expenditure
	Grants	Property	Other Expenditure	
Burntisland	0	275	5,745	6,020
Kinghorn	3,000	5,456	0	8,456
Kirkcaldy	15,000	454	0	15,454
Swan Memorial	0	0	0	0
Miss Russell	0	0	0	0
Anderson Bursary	0	0	0	0
Jack Stewart Fund	0	0	0	0
<b>Total Common Good</b>	<b>18,000</b>	<b>6,186</b>	<b>5,745</b>	<b>29,931</b>

## Grants/Donations Breakdown

<b>Grants/Donations</b>	
<b>Kinghorn</b>	<b>£</b>
Kinghorn Parent Council Outdoor Activity Project	3,000
<b>Kinghorn Total</b>	<b>3,000</b>
<b>Kirkcaldy</b>	
Kirkcaldy Old Kirk Tower Restoration	15,000
<b>Kirkcaldy Total</b>	<b>15,000</b>
<b>Total S&amp;WF Grant/Donations</b>	<b>18,000</b>



## Property Costs

<b>Burntisland</b>	<b>£</b>
Fine Art Insurance	49
Fire Insurance 40 Links Place	101
Fire Insurance 96 High Street	125
<b>Total</b>	<b>275</b>
<b>Kinghorn</b>	<b>£</b>
Old Life Boat Shed, St James Place	- 527
Pettycur Road Car Park	1,718
The Braes	871
Saff Costs	504
Pettycur Road/Coastal Path	126
Staff Costs	1,658
Staff Costs	382
Staff Costs	724
<b>Total</b>	<b>5,456</b>
<b>Kirkcaldy</b>	<b>£</b>
Fire Insurance Hotpot Wynd	454
<b>Total</b>	<b>454</b>
<b>Total</b>	<b>908</b>

## Balance Sheet

Net Worth						
	<u>Heritable Property</u>	<u>Property Leased to Fife Council</u>	<u>Investments</u>	<u>Debtors</u>	<u>Cash &amp; Cash Equivalents</u>	<u>Total</u>
Burntisland	198,773	8,233,458	169,782	2,013	119,997	8,724,024
Kinghorn	150,091	6,925,357	412,616	4,893	119,700	7,612,657
Kirkcaldy	115,152	20,647,607	284,801	3,377	97,878	21,148,815
Swan Memorial	0	0	1,028	12	856	1,896
Miss Russell	0	0	107	1	1,641	1,749
Anderson Bursary	0	0	532	6	454	993
Jack Stewart Fund	0	0	2,347	28	1,790	4,165
<b>Total Common Good</b>	<b>464,016</b>	<b>35,806,422</b>	<b>871,214</b>	<b>10,332</b>	<b>342,315</b>	<b>37,494,299</b>

## Heritable property and Leased to Fife Council breakdown

## Burntisland Assets

SRN	Description	NBV (£)	
433	Unity Hall, Links Place, Burntisland	29,700	Heritable Property
6132	Burntisland Heritage Trust, 2/4 Kirkgate, Burntisland	35,000	Heritable Property
30179	Shop, 96 High Street, Burntisland	27,000	Heritable Property
100057	Garage Site, Haugh Road, Burntisland	35,200	Heritable Property
100807	Burntisland War Memorial, Kinghorn Road, Burntisland	1	Heritable Property
100977	Grazing Land, Haugh Road, Burntisland	40,000	Heritable Property
100978	Seamill Workshop, Haugh Road, Burntisland	31,869	Heritable Property
101018	Shepherd Crescent Site, Shepherd Crescent, Burntisland	-	Heritable Property
101070	Promenade, Galahill, Burntisland	1	Heritable Property
101071	Beach, Kinghorn Road, Burntisland	1	Heritable Property
101072	Footpath, Broomhill Avenue, Lonsdale Crescent, Burntisland	1	Heritable Property
101098	Esplanade, Kinghorn Road, Burntisland	-	Heritable Property
101105	Amenity Ground, Haugh Road, Burntisland	-	Heritable Property
101106	Amenity Ground adjacent Railway, Haugh Road, Burntisland	-	Heritable Property
	<b>Total Heritable Property</b>	<b>198,773</b>	
434	Young Community Hall (Music Hall), Thistle Street, Burntisland	398,120	Leased to FC
729	Burntisland Links, The Links, Kinghorn Road, Burntisland	144,198	Leased to FC
1395	Beacon Leisure Centre , Lammerlaws Road, Burntisland	6,340,000	Leased to FC
4152	Port Toilets, Links Place, Burntisland	110,924	Leased to FC
5896	Links Place Car Park, Burntisland	686,304	Leased to FC
6131	Office (Vacant) & Burgh Chambers, 104-108 High Street, Burntisland	553,911	Leased to FC
30110	Park, Melville Gardens, Burntisland	1	Leased to FC
100259	Rossend Point Park, Rossend Terrace, Burntisland	-	Leased to FC
	<b>Total Leased to Fife Council</b>	<b>8,233,458</b>	
100979	Lockups, Kirkcaldy Road	-	Other

101017	Haugh Road Play Park, Haugh Road	-	Other
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### Kinghorn Assets

SRN	Description	NBV (£)	
742	Pettycur Car Park, Pettycur Road, Kinghorn	146,090	Heritable Property
100070	Store, St James Place, Kinghorn	4,000	Heritable Property
100072	Life Boat Station , 30 St James Place, Quarrel Brae, Kinghorn	-	Heritable Property
100375	North Mire Refuse Site, Orchard Road, Kinghorn	-	Heritable Property
101057	Coastal Slopes, Pettycur Road, Kinghorn	1	Heritable Property
	<b>Total Heritable Property</b>	<b>150,091</b>	
625	Kinghorn Golf Course, Mcduff Crescent, Kinghorn	6,314,525	
4164	Hall & Public Convenience, Beach Braes (St James Place), Kinghorn	307,640	Leased to FC
4313	Kinghorn Parks Depot, West Of Mid Road, Kinghorn	90,000	Leased to FC
5086	Pettycur Harbour, Pettycur Road, Kinghorn	1	Leased to FC
100071	Mires Park, Orchard Terrace, Kinghorn	213,191	Leased to FC
	<b>Total Leased to Fife Council</b>	<b>6,925,357</b>	
100996	Inch View Garage Site, Inch View		Other
100997	Inch View Play Park, Inchview		Other
100998	South Overgate Amenity Ground, South Overton		Other
100999	Nethergate Play Park, Nethergate		Other
101000	Eastgate Play Park, Eastgate		Other
101001	Bowbutts Garage Site, EastGate		Other
101055	Playground, Mid Road		Other
101287	Alexander III Monument, Burntisland Road		Other

### Kirkcaldy & Dysart Assets

SRN	Description	NBV (£)	
4318	Former Parks Depot, Southerton Road, Kirkcaldy	6,000	Heritable Property
6620	Ravenscraig Nursery, Dysart Road, Kirkcaldy	52,150	Heritable Property
100174	Ravenscraig Castle, Dysart Road, Kirkcaldy	42,001	Heritable Property
100929	St Serf's Tower and Cemetery, Shore Road, Pan Ha, Dysart	1	Heritable Property
100602	Dysart Harbour, Hot Pot Wynd, Dysart	15,000	Heritable Property
	<b>Total Heritable Property</b>	<b>115,152</b>	
188	Kirkcaldy Galleries, Memorial Gardens, Bennoch Road, Kirkcaldy	6,410,800	Leased to FC

508	Adam Smith Theatre, St Brycedale Avenue, Kirkcaldy	8,153,700	Leased to FC
741	Beveridge Park, Abbotshall Road, Kirkcaldy	1,449,312	Leased to FC
745	Ravenscraig Park, Dysart Road, Kirkcaldy	1,188,713	Leased to FC
4177	Kirkcaldy Public Convenience, South Esplanade, Kirkcaldy	121,400	Leased to FC
5914	Esplanade Car Park (A), Kirkcaldy	440,680	Leased to FC
5915	Esplanade Car Park (B), Kirkcaldy	398,268	Leased to FC
5916	Esplanade Car Park (C), Kirkcaldy	547,686	Leased to FC
5917	Esplanade Car Park (D), Kirkcaldy	1,018,325	Leased to FC
5925	Nicol Street Car Park, Kirkcaldy	392,570	Leased to FC
5928	St James Church Car Park, Port Brae (High Street), Kirkcaldy	-	Leased to FC
6621	Memorial Gardens, Bennoch Road, Kirkcaldy	-	Leased to FC
100359	VOLUNTEERS GREEN, KIRKCALDY PROM	-	Leased to FC
101002	Car Park Shore Road Dysart KY1 2TQ	345,153	Leased to FC
100565	Site of Normand Hall (Demolished), Rectory Lane, Dysart	1,000	Leased to FC
100991	Harbour Masters House, Hot Pot Wynd, Dysart	180,000	Leased to FC
	<b>Total Leased to Fife Council</b>	<b>20,647,607</b>	
101003	Sang Road Drying Green		Other
101058	Esplanade		Other
101074	Foreshore, Esplanade		Other
101075	Amenity Land, Heggies Whyn, Esplanade		Other
101076	Former Drying Green, Pool Lane		Other
101084	Amenity Land, Nicol Street		Other
101316	Outdoor Nursery, Ravenscraig Park		Other

<b>Total Heritable Property</b>	464,016
<b>Total Leased to Fife Council</b>	35,806,422
<b>Total</b>	<b>36,270,438</b>

### Outstanding Grants/Donation from previous financial years

<b>Burntisland</b>	<b>£</b>
Toll Community Centre	842
Burntisland Common Good Assets Project	560
Burntisland CC Video Conferencing	2,850
Burntisland Pipe Band Unifroms	1,728
<b>Burntisland Total</b>	<b>5,980</b>
<b>Kinghorn</b>	
Kinghorn Eco-Cemetery and Columbarium	12,098
Secure storage at Kinghorn Community Centre	1,228
<b>Kinghorn Total</b>	<b>13,326</b>
<b>Kirkcaldy</b>	
Kirkcaldy West Community Council	1,000
Kirkcaldy Common Good Fund	4,400
Annual Armistice Day Parade 2018	699
<b>Kirkcaldy Total</b>	<b>6,099</b>
<b>Total Kirkcaldy Outsanding Grants/Donations</b>	<b>25,405</b>



## Charitable Purposes

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

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



19 December 2023

Agenda Item No. 11

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## PROPERTY TRANSACTIONS

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Report by: Alan Paul, Head of Property Services

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Wards Affected: 9, 10, 11 and 12

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### Purpose

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

### Recommendation(s)

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

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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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

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

## 1.0 Background

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

## 2.0 Transactions

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### 2.1 Acquisitions

- 2.1.1 123 Ravenscraig, Kirkcaldy**  
Date of Acquisition: 29 September 2023  
Price: £90,000

### 2.2 Leases by the Council – New Leases

- 2.2.1 Site of Substation at Mid Street, Kirkcaldy**  
Date of commencement: 10 November 2023  
Rent: £1 per annum  
Tenant: SP Distribution plc

## 3.0 Conclusions

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

### List of Appendices

1. N/A

### Background Papers

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

N/A

### Report Contact

Author Name	Michael I McArdle
Author's Job Title	Lead Professional
Workplace	Property Services – Estates Bankhead Central Bankhead Park Glenrothes, KY7 6GH
Telephone	03451 555555 Ext No 440268
Email	<a href="mailto:Michael.mcardle@fife.gov.uk">Michael.mcardle@fife.gov.uk</a>

19 December 2023

Agenda Item No. 12

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## Kirkcaldy Area Committee Workplan

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

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

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### Purpose

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

### Recommendation(s)

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

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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None required for this paper.

### Consultation

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

## 1.0 Background

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

## 2.0 Conclusions

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

### List of Appendices

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1. Workplan

### Background Papers

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

None

### Report Contact

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

**Kirkcaldy Area Committee**  
**19 Decemember 2023**  
**Agenda Item No. 12**

<b>Kirkcaldy Area Committee of 27 February 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Parking Charges in Kirkcaldy	Roads & Transportation	Andy Paterson-ts	Report requested at the meeting 24.8.21 as part of submitted motion. As per Convener report to be submitted to Area Committee after other car parking reports have been considered i.e. ISG report and report re demolition of multi storey car parks.
Putting People First: Kirkcaldy Test of Change	Communities and Neighbourhoods Service	Julie Dickson, Aileen Morris	Agreed at KAC meeting 20.9.22 that follow up report was required. Deferred to next meeting as per Community Manager as Members workshop to take place prior to report being submitted.
Local Area Economic Profiles Annual Report	Business and Employability	Peter Corbett	Update report required for KAC. Last presented February 2023.
Supporting the Local Community Plan - Kirkcaldy Area Local Budgets 2023/24	Communities and Neighbourhoods Service	Julie Dickson	Annual Report - last presented 7.2.23.
Kirkcaldy Area Local Community Plan - Plan 4 Kirkcaldy Area 2023-2026 Progress Report	Communities and Neighbourhoods Service	Julie Dickson	Annual progress reports to be submitted. Last report 7.2.23.
Supporting the Plan 4 Kirkcaldy Area - Funded Projects Progress Report	Communities and Neighbourhoods Service	Julie Dickson	Progress report required on projects awarded funding at meeting on 7.2.23 as requested by members. As per Community Manager report to be deferred until next meeting as Members workshop is required to take place prior to report to committee.
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	

**Kirkcaldy Area Committee**  
**19 Decemember 2023**  
**Agenda Item No. 12**

<b>Kirkcaldy Area Committee of 27 February 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Health and Social Care Locality Planning Report	Health and Social Care	Jacquie Stringer-fc	Members workshop to take place prior to report to committee.

<b>Kirkcaldy Area Committee of 30 April 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	

<b>Kirkcaldy Area Committee of 25 June 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Common Good and Settlement Trust 2023-24 Annual Report	Finance and Corporate Services	Eleanor Hodgson	Annual progress report to be presented post April 24.
Safer Communities Team Annual Update Report	Housing Services	Dawn Jamieson, Suzanne Scobie	Annual update report due to be presented June 24.
Operational Briefing on Policing Activities Within Kirkcaldy Area	Police Scotland		Annual report last presented June 2023. Contact: Inspector Nicola Black.
Scottish Fire and Rescue Service - Kirkcaldy Area Annual Performance Report	Scottish Fire & Rescue Service		Annual report last presented June 2023. Contact: Station Commander Michael Henderson.
Educational Outcomes Annual Report	Education and Children's Services	Shelagh McLean, Jackie Funnell	Annual report last presented June 2023.
Kirkcaldy Area Committee Forward Work Programme	Finance and Corporate Services	Lesley Robb	
Area Housing Plan 2023-2026 - 6 monthly update reports	Housing Services	Elaine Campbell	6 monthly update report due. Last report presented December 2023.

**Kirkcaldy Area Committee**  
**19 Decemember 2023**  
**Agenda Item No. 12**

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Pupilwise, Parentwise and Staffwise Survey Report	Education and Children's Services	Deborah Davidson, Shelagh McLean, Jackie Funnell	Confirmed with Shelagh Maclean that next surveys will be carried out in 2024 with report to committee after that.
Member Update on Skills Development Scotland reporting of Positive Destinations	Business and Employability	Gordon Mole	Agreed report required at meeting of KAC 19.1.21.
Area Roads Programme 2023-24 Final Report	Assets, Transportation and Environment	Neil Watson	Original report approved at KAC meeting 7.2.23. Progress report to be presented after April 2023, post summer recess.
Capshard Play Park Development and Enhancement Progress Report	Communities and Neighbourhoods Service	Julie Dickson	Progress report to be presented to committee (date TBC) as agreed at KAC 29.8.23.
Complaints Annual Update	Customer Services Improvement Service	David Thomson-CRM	Annual report last presented 31.10.23.
Domestic Waste, Street Cleansing and Grounds Maintenance Service Annual Review	Environment & Building Operations (AT&E)	Alexander Anderson-Es, Scott Clelland	Annual report last presented 19.12.23.
Common Good and Settlement Trust Annual Report 2023-24	Finance and Corporate Services	Eleanor Hodgson	Annual report last presented 19.12.23.