

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

Wednesday, 3 March 2021 - 9.30 a.m.

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### AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of Meeting of North East Fife Area Committee of 20th January 2021. 3 - 6
4. **PRESENTATION - ST ANDREWS UNIVERSITY UPDATE** – Presentation by Derek Watson, Quaestor and Factor, St Andrews University.
5. **COMPLAINTS ON ENVIRONMENTAL/HOUSING ISSUES** – Discussion on issues raised by members.
6. **AREA ROADS PROGRAMME 2021/22** – Report by the Head of Assets, Transportation and Environment. 7 - 16
7. **APPLICATION FOR FUNDING FROM ST MONANS COMMON GOOD FUND** – Report by the Head of Communities & Neighbourhoods. 17 - 21
8. **APPLICATION FOR FUNDING FROM CUPAR LOCAL COMMUNITY PLANNING BUDGET** – Report by the Head of Communities & Neighbourhoods. 22 - 24
9. **APPLICATION TO HOWE OF FIFE LOCAL COMMUNITY PLANNING BUDGET** – Report by the Head of Communities & Neighbourhoods. 25 - 27
10. **UPDATE ON REPLACEMENT OF NORTHEDEN HOUSE, CUPAR** – Joint Report by the Director of Health and Social Care and the Head of Housing Services. 28 - 38
11. **NORTH EAST FIFE LOCAL COMMUNITY PLAN 2019-2022 PROGRESS REPORT** – Report by the Head of Communities & Neighbourhoods. 39 - 52
12. **CRIMINAL JUSTICE SOCIAL WORK SERVICE - COMMUNITY PAYBACK: UNPAID WORK SCHEME** – Report by the Head of Education & Children's Services (Children & Families and Criminal Justice Services). 53 - 73
13. **PROPERTY TRANSACTIONS** – Report by the Head of Assets, Transportation and Environment. 74 - 75
14. **NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME** 76 - 78

**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.**

Morag Ferguson  
Head of Legal and Democratic Services  
Finance and Corporate Services

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24 February 2021

If telephoning, please ask for:  
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**THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – REMOTE MEETING**

20 January, 2021

9.30 a.m. – 12.35 p.m.

**PRESENT:** Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, Linda Holt, Margaret Kennedy, Jane Ann Liston, David MacDiarmid, Tony Miklinski, Dominic Nolan, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner.

**ATTENDING:** Janice Laird, Community Manager (North East Fife), Communities & Neighbourhoods; Morag Millar, Strategic Growth & City Deals Programme Manager, Ryan McQuade, Property Gazetteer Officer, Economy, Planning & Employability Services; Jane Findlay, Lead Consultant, Climate Change & Partnerships, Roads & Transportation Services; David Thomson, Customer Experience Lead Officer / SPSO Liaison Officer, Customer & Online Services; Elizabeth Mair, Committee Officer, Legal & Democratic Services.

**ALSO ATTENDING:** Simon Baldwin, Destination Digital.

**302. DECLARATIONS OF INTEREST**

Councillor Andy Heer declared an interest in Para. 306 - Street Naming & Numbering Consultation - John Dott Avenue, Wormit - as an acquaintance of Mr Dott in the distant past, however, he was satisfied that the interest was so insignificant and remote that it would not prejudice discussion or decision making in his role as a Councillor and he would therefore remain in the meeting.

Councillor Brian Thomson declared an interest in Para. 304 - Presentation - Tay Cities Deal - as he was involved in the delivery of the Tay Cities Deal through his employment with the University of Dundee.

*Councillor Tepp joined the meeting at this stage.*

**303. MINUTE**

The Committee considered the minute of meeting of the North East Fife Area Committee of 9th December 2020.

**Decision**

The Committee agreed to approve the minute.

*Having declared an interest in the following item, Councillor Thomson left the meeting at this stage.*

**304. PRESENTATION - TAY CITIES DEAL**

Morag Millar, Strategic Growth & City Deals Programme Manager and Jane Findlay, Lead Consultant, Climate Change & Partnerships, gave a presentation highlighting the main points of the Tay Cities Deal which had been signed on 17th December 2019. The Deal had the potential to secure over 6000 jobs and lever in over £400m of investment in the region over the next 15 years and the presentation provided details of current projects in North East Fife.

**Decision/**

**Decision**

The Committee noted:-

- (1) the comprehensive information given in the presentation; and
- (2) that an annual update report would be submitted to the North East Fife Area Committee.

*Councillor Thomson re-joined the meeting following consideration of the above item.*

**305. STREET NAMING AND NUMBERING CONSULTATION - WORMIT**

Under Section 97 of the Civic Government (Scotland) Act 1982, the Committee considered a report by the Head of Business and Employability proposing that the name 'Iain Peter Place' be approved as a new street name at the Persimmon Homes development at land west of Kilmany Road, Wormit.

**Decision**

The Committee agreed that the name 'Iain Peter Place' be approved as a new street name at the Persimmon Homes development at land west of Kilmany Road, Wormit.

**306. STREET NAMING AND NUMBERING CONSULTATION - JOHN DOTT AVENUE, WORMIT**

Under Section 97 of the Civic Government (Scotland) Act 1982, the Committee considered a report by the Head of Business and Employability proposing that the name 'John Dott Avenue' be approved as a new street name at the Persimmon Homes development at land west of Kilmany Road, Wormit.

**Decision**

The Committee agreed that the name 'John Dott Avenue' be approved as a new street name at the Persimmon Homes development at land west of Kilmany Road, Wormit.

**307. APPLICATION FOR FUNDING FROM CRAIL COMMON GOOD FUND**

The Committee considered a report by the Head of Communities & Neighbourhoods in respect of an application received from the Crail Community Partnership for grant funding from Crail Common Good Fund.

**Decision**

The Committee approved a contribution of £20,000 from Crail Common Good Fund to the Crail Community Partnership towards the costs of refurbishing the kitchen at Crail Community Hall.

*Councillor Kennedy left the meeting during consideration of the above item.*

**308./**

**308. COMPLAINTS UPDATE**

The Committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the North East Fife area for the year from 1 April 2019 to 31 March 2020.

**Decision**

The Committee:-

- (1) noted the information in the report, including the decrease in complaints responded to in target timescales and the proportionality of Service complaints; and
- (2) agreed that the Convener of the Environment & Protective Services Sub-Committee, along with the relevant officers, attend a future meeting to discuss members' concerns regarding complaints on environmental and housing issues.

*Councillor Kennedy re-joined the meeting during consideration of the above item.*

*The meeting adjourned at 11.30 a.m. and reconvened at 11.40 a.m.*

**309. CUPAR NOW - ONE YEAR ON**

Simon Baldwin, Destination Digital, gave a presentation on Cupar Now, Scotland's first Digital Improvement District. The first annual report on the project was to be published shortly and Simon outlined the key points in the report, highlighting some of the successful initiatives implemented in the past year, along with the response to the COVID pandemic.

**Decision**

The Committee:-

- (1) noted the information given in the presentation, details of which would be circulated to members;
- (2) agreed that a further update be provided in around a year; and
- (3) thanked Simon for his interesting and comprehensive presentation.

*Councillor Kennedy left the meeting during consideration of the above item.*

**310. PROPERTY TRANSACTIONS**

The Committee considered a report by the Head of Assets, Transportation & Environment advising members of action taken using the List of Officer Powers in relation to property transactions.

**Decision**

The Committee noted the report.

**311./**

**311. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME**

The Committee considered the Forward Work Programme for the North East Fife Area Committee.

**Decision**

The Committee noted:-

- (1) the current Forward Work Programme;
  - (2) that a report on school attainment could not be provided at this time as the Scottish Government had not collected the necessary data in 2020 due to the COVID pandemic; and
  - (3) that a report on a replacement Cupar Care Home would be submitted to a future meeting.
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3<sup>rd</sup> March 2021  
Agenda Item No. 6

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## Area Roads Programme 2021-22

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

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**Wards Affected:** 16, 17, 18, 19 & 20

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### Purpose

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The purpose of this report is to identify the projects which are proposed for approval for the Area Roads Programme in the North East Fife committee area for delivery in the 2021-22 financial year.

### Recommendation(s)

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Committee is asked to:

1. Approve the report and appendices 1-3;
2. Delegate authority to the Head of Assets, Transportation & Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme develops, in consultation with the Area Convener;
3. Note Appendices 4 and 5.

### Resource Implications

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The Area Roads Programme is funded from capital and revenue and some ring-fenced budgets. Programmes of work will be adjusted, if required, to ensure that expenditure remains within the Service budget.

### Legal & Risk Implications

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There are no known legal implications. There is a risk that if capital budgets require to be reduced, we will be unable to deliver all the Area Roads Programme priorities.

### Impact Assessment

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

### Consultation

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Committee has been consulted through meetings with Members in the development of the lists of projects.

# 1.0 Background

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- 1.1 The operation, management and maintenance of a safe and efficient transportation network has a major impact on the Fife economy and the quality of life of residents. Delivering transportation projects at local level underpins the priorities of the Fife Council Plan. Roads & Transportation has a key supporting role in relation to promoting a sustainable society, improving quality of life in local communities and growing a vibrant economy. Roads and Transportation Services also provides support to activities which are part of reforming Fife’s public services.
- 1.2 The programme has been developed through the assessment and prioritisation of schemes identified by the processes below which follow the guidance identified in Table 5 of the Scheme of Decentralisation and Area Budgets approved by the Executive Committee on 17 November 2015: -
- Feedback from meetings with Elected Members,
  - Scheduled inspections, technical surveys, assessments and interrogation of maintenance management systems,
  - Local Area Transport Plans,
  - Suggestions received from Elected Members, Community Councils and the public.
- 1.3 At its meeting on 1<sup>st</sup> February 2018 the Economy, Tourism, Strategic Planning & Transportation Committee approved a methodology for allocating devolved budgets (2018, ETSP&T, 13 para 24 refers). The methodology can be summarised as follows: -
- The Area Committees determine local priorities for carriageway projects based on an Area Committee budget allocation commensurate with the Road Condition Index, as reported annually to the ETSP&T Committee,
  - Local priorities for footway projects are decided based on an Area Committee budget allocation commensurate with the proportion of urban mileage,
  - The remaining Road Safety & Traffic Management budget, combined with any available Cycling, Walking & Safer Streets grant funding aligned to safer streets, is allocated to local priorities based on an Area Committee budget commensurate with population numbers,
  - The foregoing is managed and reported via the relevant Area Roads Programme.
- 1.4 The current capital plan indicates that the carriageway and footway capital budget of £7.3m in 2020-21 will reduce to £6.5m in 2021-22 and will further reduce to £6m annually thereafter.

For the North East Fife Committee area, the budgets for 2021-22 are as shown below: -

<b>Devolved Budget</b>	<b>2021-22 Allocation</b>
Carriageways	£2400k
Footways	£236k
Road Safety & Traffic Management	£157k



- 1.5 The level of capital resource allocated for carriageways and footways is concerning for future road condition. However, the Council regularly reviews the capital plan, and should this lead to additional investment for 2021-22, the allocations to Area Committees would be increased allowing some schemes from the Category 2 list to be promoted.

## **2.0 Issues and Options**

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- 2.1 Appendices 1-3 provide a detailed list of the proposed Area Roads Programme projects for budgets devolved to area committee. Category 1 schemes are committed to the programme dependent on available funding. Category 2 schemes will be promoted into the programme should any of the Category 1 schemes need to be deferred or additional funding becomes available.
- 2.2 To improve access to how the carriageways and footways programme is progressing throughout the year, an on-line system will be made available once programmes are approved.
- 2.3 Appendices 4 and 5 provide information on street lighting column replacement and structures maintenance works. These budgets are not devolved to area committees, but the works locations are provided for information.

## **3.0 Conclusions**

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- 3.1 The attached Appendices contain the proposed North East Fife Area Roads Programme for 2021-22. The type of works, work location and provisional estimates are provided for each project.

### **List of Appendices**

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

### **Report Contact**

Neil Watson  
Roads & Lighting Asset Management, Lead Consultant  
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**North East Fife Area Committee  
Carriageway Scheme List for 2021-22**

<b>CAT1</b>	<b>To be approved by Committee for delivery in 2021-22</b>
<b>CAT2</b>	<b>To be approved by committee as 'reserve' schemes which can promote to CAT1 if an approved CAT1 scheme cannot be delivered.</b>

Available Carriageways Budget **£ 2,400,000**

Ward Name	Town	Road Class	Street	Location/Description	Scheme Type	Estimated Cost	Running Total	Proposed Category	Comments
St Andrews	St Andrews	C	C65	B939 to Balone	Carriageway	£ 201,802	£ 201,802	Cat 1	150th Open Golf Championship 2022 contingency evening diversion route. Patched in 2020-21. May require evening working due to issues with 2020-21 works. Discussion with Roads Network Management Team required.
East Neuk and Landward	Rural Road	C	C41	A915 to Q16 then northwards for 300m	Carriageway	£ 61,698	£ 263,500	Cat 1	150th Open Golf Championship 2022 route. Patched in 2020-21. Timing and traffic management to be discussed. Discussion required with Roads Network Management Team.
Tay Bridgehead	Leuchars	A	A919 Station Road / Main Street	South and west of mini roundabout	Carriageway	£ 50,701	£ 314,201	Cat 1	Major traffic management issues. Requires careful planning as there are likely to be other works in Guardbridge and restricted working will be required. Discussion required with Roads Network Management Team on timing of works and traffic management arrangements.
St Andrews	Rural Road	C	C4	B940 to B939	Carriageway	£ 171,007	£ 485,208	Cat 1	Patched in 2020-21.
St Andrews	St Andrews	U	John Knox Road Ph 1 of 2	A915 Roundabout to west of Morrisons Roundabout	Carriageway	£ 113,348	£ 598,556	Cat 1	Avoid tourist season, restricted working. Recycling centre takes access off this road. Discussion required with Roads Network Management Team.
Howe of Fife and Tay Coast	Gateside	A	A91	Section at Fife Boundary	Carriageway	£ 97,405	£ 695,961	Cat 1	150th Open Golf Championship 2022 route. 350m at Burnside to Fife Boundary. Traffic sensitive route, restricted working 0930-1530, avoid tourist season. Discussion with Roads Network Management Team required.
Tay Bridgehead	Rural Road	A	A91 East of Guardbridge Ph 1	West of Avalon Business Park east to end of Car Park	Carriageway	£ 83,181	£ 779,142	Cat 1	150th Open Golf Championship 2022 contingency evening diversion route. Will impact on other works in Guardbridge and Leuchars. Restricted working 0930-1530. Discussion required with Roads Network Management Team on timing of works and traffic management arrangements.
St Andrews	St Andrews	U	Gibson Place		Carriageway	£ 21,548	£ 800,690	Cat 1	Cannot proceed until works at Russacks Hotel are completed. Discussion required with Roads Network Management Team.
St Andrews	St Andrews	U	The Scores	From Golf Place to Murray Park Including Parking Area	Carriageway	£ 69,900	£ 870,590	Cat 1	
East Neuk and Landward	Pittenweem	C	C44 Phase 1 of 2	Dreel Burn Bridge to B9171	Carriageway	£ 65,356	£ 935,946	Cat 1	Patching in 2020-21. Surface Dressing in 2021-22. Avoid tourist season, road closure may be required. Ovenstone Farm Camp site and residents to be consulted.
Tay Bridgehead	Rural Road	C	C12	A92 to A914	Carriageway	£ 161,040	£ 1,096,986	Cat 1	Works to be co-ordinated with BEAR Scotland. Potential conflict with works in Leuchars and Guardbridge. Discussion with Roads Network Management Team required.
Cupar	Rural Road	U	U107 (formerly Q66)	Whole Road	Carriageway	£ 117,203	£ 1,214,189	Cat 1	
Howe of Fife and Tay Coast	Newburgh	A	A913	Burnside & Craigmill. Abbey Road to quarry entrance	Carriageway	£ 280,122	£ 1,494,311	Cat 1	Diversion route when the A92T to Tay Bridge is closed. Discussion required with Roads Network Management Team on traffic management and timing of works.
St Andrews	Strathkinness	C	C21 High Road	Extents of village	Carriageway	£ 152,486	£ 1,646,797	Cat 1	
Cupar	Ceres	C	C56 Phase 1 of 2	Ceres 20s to Coaltown of Callange	Carriageway	£ 68,310	£ 1,715,107	Cat 1	
Cupar	Ceres	C	C56 Phase 2 of 2	Coaltown of Callange to B940	Carriageway	£ 55,660	£ 1,770,767	Cat 1	

St Andrews	St Andrews	C	C41 Grange Road	A917 to derestriction	Carriageway	£ 146,161	£ 1,916,928	Cat 1	
East Neuk and Landward	Crail	C	C70 Marketgate	Tolbooth Wynd to Kirk Wynd	Carriageway	£ 67,940	£ 1,984,868	Cat 1	
East Neuk and Landward	Rural Road	U	U079 (formerly Q38)	U076 (formerly Q35) to U077 (formerly Q36)	Carriageway	£ 61,389	£ 2,046,257	Cat 1	
East Neuk and Landward	Anstruther	U	Hadfoot Wynd	Full length	Carriageway	£ 19,631	£ 2,065,888	Cat 1	Bin lorries may be an issue.
East Neuk and Landward	Kilrenny	A	A917	Northeast side of village, gradient on approach to 40s	Carriageway	£ 23,766	£ 2,089,654	Cat 1	Avoid tourist season. Discussion required with Roads Network Management Team.
East Neuk and Landward	Pittenweem	C	C85 South Loan	Tollcross to High Street	Carriageway	£ 31,870	£ 2,121,524	Cat 1	
East Neuk and Landward	Anstruther	A	A917 Ph 1 of 2	Pittenweem Road	Carriageway	£ 161,252	£ 2,282,776	Cat 1	
Tay Bridgehead	Tayport	U	Bell Street	Braid Road to boundary between house numbers 1 and 3.	Carriageway	£ 31,688	£ 2,314,464	Cat 1	
Tay Bridgehead	Tayport	U	Braid Road	Bell Street to B945 Albert Street	Carriageway	£ 7,560	£ 2,322,024	Cat 1	Do in conjunction with Bell Street
Tay Bridgehead	Tayport	U	Spearhill Road	From Grey Street north for 153 metres	Carriageway	£ 29,453	£ 2,351,476	Cat 1	Do in conjunction with Bell Street
Tay Bridgehead	Balmullo	A	A914 Main Street	A914 Part of the street.	Carriageway	£ 118,434	£ 2,469,910	Cat 1	
East Neuk and Landward	Anstruther	A	A917 Ph 2 of 2	High Street West / Elizabeth Place / High Street East	Carriageway	£ 83,656	£ 2,553,566	Cat 2	
Howe of Fife and Tay Coast	Ladybank	B	B938 Monkstown / Commercial Road	West gateway to Commercial Crescent	Carriageway	£ 151,627	£ 2,705,193	Cat 2	
East Neuk and Landward	Pittenweem	B	B943 Abbey Wall Road	Full length	Carriageway	£ 84,163	£ 2,789,356	Cat 2	
St Andrews	St Andrews	U	Canongate	Largo Road to Broomfaulds Avenue	Carriageway	£ 56,348	£ 2,845,704	Cat 2	
St Andrews	St Andrews	U	John Knox Road Ph 2 of 2	Canongate to Morrisons Roundabout (including Roundabout)	Carriageway	£ 60,319	£ 2,906,023	Cat 2	Avoid tourist season, restricted working. Recycling centre takes access off this road. Discussion required with Roads Network Management Team
Tay Bridgehead	Newport-On-Tay	U	U042 (formerly Q1)	B995 to A92	Carriageway	£ 18,338	£ 2,924,361	Cat 2	
East Neuk and Landward	Rural Road	U	U057 (formerly Q16)	B9131 at Stravithie to C41	Carriageway	£ 84,624	£ 3,008,985	Cat 2	
East Neuk and Landward	Rural Road	U	U068 (formerly Q27) Phase 1 of 2	C61 to south entance to Over Kellie	Carriageway	£ 78,100	£ 3,087,085	Cat 2	
East Neuk and Landward	Rural Road	U	U068 (formerly Q27) Phase 2 of 2	South entance to Over Kellie to B940	Carriageway	£ 64,350	£ 3,151,435	Cat 2	
Cupar	Rural Road	U	U108 (formerly Q67)	C30 to Q66	Carriageway	£ 18,788	£ 3,170,223	Cat 2	
Tay Bridgehead	Newport-On-Tay	U	Wellgate Street	Full length	Carriageway	£ 32,679	£ 3,202,902	Cat 2	
East Neuk and Landward	Pittenweem	U	West Braes	Full length	Carriageway	£ 53,652	£ 3,256,554	Cat 2	
Tay Bridgehead	Newport-On-Tay	U	Woodmuir Terrace	Adopted section	Carriageway	£ 39,628	£ 3,296,182	Cat 2	
East Neuk and Landward	Pittenweem	A	A917 James Street	Charles Street / Tollcross to Milton Place	Carriageway	£ 74,342	£ 3,370,524	Cat 2	
East Neuk and Landward	Boarhills	A	A917 Phase 1 of 4	Balmashie to west of Q17	Carriageway	£ 150,938	£ 3,521,462	Cat 2	
East Neuk and Landward	Boarhills	A	A917 Phase 2 of 4	West of Q17 to Boarhills	Carriageway	£ 187,493	£ 3,708,954	Cat 2	
East Neuk and Landward	Boarhills	A	A917 Phase 3 of 4	Boarhills to Falside	Carriageway	£ 198,106	£ 3,907,060	Cat 2	
East Neuk and Landward	Boarhills	A	A917 Phase 4 of 4	Falside to Pitmillly	Carriageway	£ 179,238	£ 4,086,298	Cat 2	
St Andrews	St Andrews	B	B939 Buchanan Gardens / Strathkinness Low Road		Carriageway	£ 179,379	£ 4,265,677	Cat 2	
Tay Bridgehead	Newport-On-Tay	B	B946 High Road	Boat Road to West Road	Carriageway	£ 157,696	£ 4,423,373	Cat 2	
East Neuk and Landward	Rural Road	U	Q39	Q40 to Q38	Carriageway	£ 62,108	£ 4,485,482	Cat 2	

Howe of Fife and Tay Coast	Falkland	U	Back Dykes Terrace		Carriageway	£ 59,924	£ 4,545,406	Cat 2	
St Andrews	St Andrews	U	Winram Place		Carriageway	£ 49,562	£ 4,594,968	Cat 2	
East Neuk and Landward	Pittenweem	U	Sandycraig Road	Full length	Carriageway	£ 30,976	£ 4,625,944	Cat 2	
Cupar	Cupar	A	A913	S-bends at Kilmaron Farm	Carriageway	£ 94,336	£ 4,720,280	Cat 2	
Cupar	Rural Road	B	B939	Sections between Craigrothie and Ceres	Carriageway	£ 71,544	£ 4,791,824	Cat 2	
Cupar	Cupar	C	C14 Crossgate	The Cross to South Bridge	Carriageway	£ 65,283	£ 4,857,107	Cat 2	

**North East Fife Area Committee  
Footway Scheme List for 2021-22**

<b>CAT1</b>	<b>To be approved by Committee for delivery in 2021-22</b>
<b>CAT2</b>	<b>To be approved by committee as 'reserve' schemes which can be promoted to CAT1 if an approved CAT1 scheme cannot be delivered.</b>

Available Footways Budget **£ 236,000**

Ward Name	Town	Street	Location/Description	Scheme Type	Estimated Cost	Running Total	Proposed Category	Comments
East Neuk and Landward	Kingsbarns	A917 South Approach to Kingsbarns	Junction of Back Stile and Main Street to the entrance to Kingsbarns Golf Links	Footway Feasibility	£ 2,000	£ 2,000	Cat 1	Assessment of options for surface/kerbing repair and possible improvement of vertical alignment of raised section of path required in advance of decision on treatment.
Cupar	Cupar	Moathill Road	o/s no's 23/24 Hill Crescent to Lady Wynd	Combined Footway & Lighting	£ 94,941	£ 96,941	Cat 1	Combined footway & lighting scheme. Excludes lighting costs.
St Andrews	St Andrews	Letham Place	Full length	Combined Footway & Lighting	£ 43,697	£ 140,638	Cat 1	Combined footway & lighting scheme. Carry over from 2019-20. Excludes lighting costs.
St Andrews	St Andrews	Canongate	Maynard Road to East of 22 (north side)	Combined Footway & Lighting	£ 68,686	£ 209,324	Cat 1	Combined footway and lighting scheme. Excludes lighting costs. To be carried out during school holidays.
Tay Bridgehead	Leuchars	Main Street	Rosebank to Main Street	Footway	£ 33,195	£ 242,519	Cat 1	Major traffic management issues - is on the A class road at mini roundabout. Carriageway scheme in the same location. Discussion required with Roads Network Management Team.
Tay Bridgehead	Newport-On-Tay	Boat Brae	Concrete footpath outside the Boat House on Boat Brae	Footway	£ 36,754	£ 279,273	Cat 2	Conservation Area.

**North East Fife Area Committee**  
**Road Safety & Traffic Management List for 2021-22**

<b>CAT1</b>	<b>To be approved by Committee for delivery in 2021-22</b>
<b>CAT2</b>	<b>To be approved by committee as 'reserve' schemes which can be promoted to CAT1 if an approved CAT1 scheme cannot be delivered.</b>

Available Traffic Management Budget **£ 157,000**

Ward Name	Town	Street	Location/Description	Estimated Cost	Running Total	Proposed Category	Comments
Cupar	Ceres	B939 Craighrothie Road / St Andrews Road	20 mph speed limit and traffic calming.	£ 30,000	£ 30,000	CAT 1	Cat 2 scheme in 2020-21 ARP.
Howe of Fife and Tay Coast	Gateside	A91 Main Road	Speed reduction measures in the vicinity of 'mothballed' school.	£ 15,000	£ 45,000	CAT 1	Cat 2 scheme in 2020-21 ARP.
St Andrews	St Andrews	A918 South Street	Zebra Crossing at Jannettas	£ 35,000	£ 80,000	CAT 1	Cat 2 scheme in 2020-21 ARP.
Tay Bridgehead	Tayport	Sandyhill Road	Speed reduction / traffic calming	£ 25,000	£ 105,000	CAT 1	Cat 2 scheme in 2020-21 ARP.
Cupar	Dairsie	C45 Station Road	Speed reduction measures at new housing development.	£ 15,000	£ 120,000	CAT 1	Cat 2 scheme in 2020-21 ARP.
St Andrews	St Andrews	A915 City Road	Pedestrian Crossing in area around West Port junction.	£ 35,000	£ 155,000	CAT 1	

**North East Fife Area Committee**  
**Lighting Scheme List for 2021-22**

Ward Name	Town	Street	Location/Description	Scheme Type	Estimated Cost	Running Total	Proposed Category	Comments
Cupar	Cupar	Moathill Road		Combined Footway & Lighting	£ 60,000	£ 60,000	Cat 1	CAT 2 in 2020-21 ARP. Combined footway and lighting scheme. Excludes lighting costs.
St Andrews	St Andrews	Letham Place	Full length	Combined Footway & Lighting	£ 7,500	£ 67,500	Cat 1	CAT 2 in 2020-21 ARP. Combined footway & lighting scheme. Excludes footway costs.
St Andrews	St Andrews	Phase 5		Lighting	£ 82,500	£ 150,000	Cat 1	
East Neuk & Landward	Anstruther		Harbour and Shore Street	Lighting	£ 73,500	£ 223,500	Cat 1	
St Andrews	St Andrews	Canongate	Maynard Road to East of 22 (north side)	Lighting Combined with Footway Scheme	£ 25,000	£ 248,500	Cat 1	Combined lighting and footway scheme. Excludes footway costs. To be constructed during school holidays.

**North East Fife Area Committee  
Structures List for 2021-22**

Ward Name	Town	Street	Scheme Type	Comments
East Neuk & Landward	St Monans	A917 Inverie Burn	Bridge deck replacement.	Design & Site Investigations 2021/2022. Construction 2022/23 depending on environmental constraints.
Cupar	Cupar	Riggs Place	Reconstruction of leaning retaining wall.	Construction Summer 2021.
Cupar	Ceres		Wall remediation	Stabilisation of Retaining Wall. Construction October 2021.
Cupar	Rural Road	C45 Dairsie Bridge	Heritage Structures Repairs	Repairs on Listed Structure (including RTA damage). Construction Apr-May 2021.
East Neuk & Landward	Pittenweem	B943 Abbey Wall Road	Heritage Structures Repairs	Repairs on Listed Structure - following on from Dairsie repairs above
Cupar	Kemback	U051 (formerly Q10)	Boss verge investigation and repair	Investigation & Repair of suspected void under footway
East Neuk & Landward	Pittenweem	Dreel Burn Bridge	Parapet repairs	RTA Repairs to parapet - on site early 2021
East Neuk & Landward	Rural Road	A917 Kenly Burn Bridge	Parapet repairs	RTA - On site early 2021 (Listed Structure)
Cupar	Rural Road	A916 Kame Bridge	Parapet repairs	RTA - on site early 2021



3 March 2021

Agenda Item No. 7

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## Application for Funding from St. Monans Common Good Fund

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: 19 – East Neuk and Landward

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### Purpose

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To present for consideration an application received from St. Monans Charitable Fund for £109,000 to create a new multi-accessible play park.

### Recommendation(s)

---

Members are asked to consider an application from St. Monans Charitable Fund for £109,000 from St. Monans Common Good.

### Resource Implications

---

St Monans Common Good Fund has £12,629 unallocated in 2020/21 in addition to £172,069 Revenue Balances giving a total of £184,698 available to spend.

### Legal & Risk Implications

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There are no legal or risk implications based on this report.

### Impact Assessment

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

### Consultation

---

The applicant has been working closely with St. Monans and Abercrombie Community Council on this project. A presentation on the final proposals was provided at a public meeting of the Community Council by the applicants Play Park Committee on 18 January 2021 and was fully endorsed. Local Elected Members support the proposal but one feels this should be capped at 50% (£90k). The proposal has also been publicised through the primary school's Facebook community page and discussed at the Parent Council.

A copy of the application has been circulated to the Play Park Strategy Officer and Grounds Maintenance Service for comment. Both have confirmed that the proposals are aligned with the Play Park Strategy and Grounds Maintenance will maintain the two new/upgraded parks.

## 1.0 Background

---

- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications for £5,000 and under can be determined under delegated powers if there is agreement between the local Elected Members. However, the amount applied for on this occasion will require that it is determined by the North East Fife Area Committee.
- 1.3 The grant application should normally be a maximum of 50% of the total project cost except in circumstances where funding is for the maintenance of Common Good property.

## 2.0 Project Proposal

---

- 2.1 The renovation and improvement of play parks within the locality was identified as one of the priorities of the St. Monans and Abercrombie Community Action Plan (2018 – 2022). Theme 5 (Sport and Recreation) refers specifically to this proposal.

- 2.2 There are currently 4 play parks within the locality which are poorly equipped with much of the equipment reaching the end of its lifespan:

**Queen Margaret Street Play Park** – A small site which has had several items of equipment removed for health and safety reasons. This park will be removed to allow for an access road into a new housing development on the outskirts of St. Monans. The developers have committed to building a small play area within the development.

**Shoreside Play Park** (beside the coastal path) - The park is very limited in the play equipment available – one swing and one mini roundabout - and it is not conveniently situated for the main population. It is earmarked for removal by Fife Council.

**Newpark Street Play Park** – Another small park designated for closure as the play equipment is at the end of its lifespan and there are concerns for its safety.

**Hope Place Play Park** (on St. Monans Common) – This has play equipment which is around 20 years old. Models are limited and provide limited stimulus to toddlers and children. There is also no accessible play equipment. There was a skateboard park on this site but equipment was removed approximately 3 years ago. However, the infrastructure remains in place and has been incorporated into the refurbished plans.

- 2.3 The project proposal is to develop an accessible play park for toddlers to early teens at the Hope Place site. It is well situated within St. Monans and is within easy walking distance of both the local primary and nursery schools. There is a road leading to the site and the terrain is flat allowing for accessibility for wheelchairs and buggies. There is scope for some improvements e.g. repositioning the current entrance gates to nearer the existing dropped kerbs.

Ownership of the play park (and associated public liability insurance) will remain with Fife Council.

- 2.4 The building of a local play park within the new housing development together with the development of the site at Hope Place will provide St. Monans with 2 play parks. This will mean that all residents will be within 5 minutes walking distance of a local play park in keeping with Fife Council's Play Park Strategy.

- 2.5 Working with the Park Development Officer, the applicants project team approached two companies late 2019/early 2020 to seek design concepts. The first was discounted as it did not provide sufficient support for children with disabilities. The preferred design, from Sutcliffe Play Ltd., was chosen for its ability to provide play equipment with inclusive elements that will enable children of all abilities to enjoy playing together. It is the UK's first and only employee-owned playground equipment manufacturer and its Scottish distributor is based in Dundee. Further discussions with the supplier were held in November 2020.

## 3.0 Project Costs

---

3.1 Project costs are as follows:

• To provide and install play equipment	£135,355
• Project management (Building Services)	£12,000
• Site survey and clearance	£22,645
• Re-siting entrance gate and path alignment	£10,000
<b>TOTAL COST</b>	<b>£180,000</b>

3.2 The following applications have been made to cover this cost:

• Common Good -	£109,000 (this application)
• Crowd Funding (including 20% tax reclaim) -	£13,000 (launched February 2021)
• Local Business Sponsorship -	£6,000 (pending)
• Fife Environmental Trust -	£50,000 (pending)
<b>TOTAL</b>	<b>£180,000</b>

## 4.0 Conclusion

---

- 4.1 The renovation and improvement of play parks within St. Monans is a key priority within the St. Monans and Abercrombie Community Action Plan and there is significant local support for the use of Common Good for this purpose.
- 4.2 The applicant acknowledges that the funding request is for 60% of the total project costs but hopes that Committee will view this favourably given the support for the project within St. Monans.

### List of Appendices

1. St. Monans Common Good Financial Statement
2. St. Monans Charitable Fund Financial Evaluation Form

### Background Papers

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

### Report Contact

Janice Laird  
Community Manager  
County Buildings, Cupar  
Tel: 03451 55 55 55 Ext no 471788  
Email: [janice.laird@fife.gov.uk](mailto:janice.laird@fife.gov.uk)

**FINANCIAL STATEMENT 2020/21  
AS AT DECEMBER 2020**

2019/20	2020/21 EXPENDITURE TO DATE	2020/21 FULL YEAR PROJECTION
£	£	£
<b>INCOME</b>		
23,000 RENTS	22,850	23,000
13,851 EXTERNAL INTEREST	5,111	10,388
1,236 INTEREST ON REVENUE BALANCES	0	1,236
0 OTHER INCOME	0	0
<b>38,087 TOTAL INCOME</b>	<b>27,961</b>	<b>34,624</b>
<b>EXPENDITURE</b>		
8,640 PROPERTY COSTS	1,775	1,775
7,515 GRANTS - Current Year	1,720	20,220
GRANTS - Previous years	0	146
7 OTHER EXPENDITURE	0	0
<b>16,163 TOTAL EXPENDITURE</b>	<b>3,495</b>	<b>22,141</b>
<b>21,924 SURPLUS/(DEFICIT) FOR YEAR</b>	<b>24,466</b>	<b>12,483</b>
REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	0	146
<b>21,924 SURPLUS/(DEFICIT) TOTAL</b>	<b>24,466</b>	<b>12,629</b>

**FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/20**

	£
HERITABLE PROPERTY	375,000
INVESTMENTS	253,718
PRIOR YEAR COMMITMENTS	146
REVENUE BALANCES (NET OF PRIOR YEAR COMMITMENTS)	172,069
	<b>800,932</b>

**ST MONANS COMMON GOOD**

**ANALYSIS OF GRANT PAYMENTS**

APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS																																																											
£	OUTSTANDING	PROJECT	REF	AWARDED DATE	£ PAID																																																						
146	St Monans & Abercrombie Community Action Plan		521	8/24/2018																																																							
<b>146</b>																																																											
				REMAINING AMOUNT STILL TO BE PAID	146																																																						
APPLICATIONS APPROVED IN 2020/21																																																											
£	COMMITTED	PROJECT	REF	AWARDED DATE	£ PAID																																																						
1,720	St Monans & Abercrombie Newsletter		NEF037	7/1/2020	1,720																																																						
6,000	Beautiful St Monans		NEF043	10/28/2020																																																							
12,500	Camera Collection Museum		NEF042	12/9/2020																																																							
<b>20,220</b>					1,720																																																						
					18,646																																																						
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## COMMON GOOD APPLICATION -FINANCIAL EVALUATION FORM

Appendix 2

Amount of Grant Application Number Grant Applicant 

Contact Name  
Address

Description of Project

Period of Accounts 1. One off Project 

## 2. Information available from the Annual Accounts

Income & Expenditure/Receipts & Payments Account Statement of Balances/Balance Sheet Accounts Audited/Independent Examiner Deficit or Surplus  
as % of Total Expenditure   
Have Funds at end of year increased   
If so, what is percentage increase on previous year Organisations Annual Income Organisations Annual Expenditure Expenditure items appropriate 

## 3. Comments from Evaluation of Accounts

## 4. Funding Breakdown

Detailed Breakdown of costs provided Detailed Breakdown of Funding Income provided 

<b>Income raised/applied for</b>		£
Current Application		109,000
Income raised		
	Crowd Funding	13,000 to be launched in January 2021
	Local Business Sponsorship	6,000 pending
	Russel Trust	2,000 pending
Other Grants		
	Fife Environmental Trust	50,000 pending
Others		
Total Income		<u>180,000</u>
Total Expenditure		<u>180,000</u>

## 5. Comments

Application for 60% funding. Organisation has no financial assets so any monitoring of the expenditure during the project will need to be efficient enough to keep it on budget as there is no room within the groups finances to fund any overspends.

Such a large request for funding means that £172k revenue balances for St Monans that have been built over a number of years will reduce substantially to £55k. This will affect the funds ability to purchase investments and generate future income.

Prepared By Mary O'Neill 2/3/2021

Checked By Eleanor 2/17/2021

Designation Accountant Date

3 March 2021

Agenda Item No. 8

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## Application for Funding from Cupar Local Community Planning Budget

---

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: 20 - Cupar

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### Purpose

---

To seek approval of funding of £13,645 from Cupar Local Planning Budget.

### Recommendation(s)

---

Members are asked to approve LCPB funding of £13,645 for the purpose of adding the name of a WW2 soldier to Cupar War Memorial.

### Resource Implications

---

Cupar Local Community Planning Budget has £13,128 unallocated budget in 2020/21.

### Legal & Risk Implications

---

There are no legal or risk implications based on this report. There is a reputational risk to Fife Council should it fail to add the name of a Second World War soldier killed in action to Cupar War Memorial.

### Impact Assessment

---

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

### Consultation

---

Local Elected Members have been involved in discussions about the proposal. All Ward Members are supportive of using the remaining LCP budget for this purpose.

## 1.0 Background

---

- 1.1 In February 2019 a referral from an MP was received by Cllr Tony Miklinski from the niece of the late George Buglass.
- 1.2 Private George Buglass was one of 12 siblings. His parents Peter and Margaret Buglass were itinerant farm workers with links to the Kinglassie and Cupar areas. The family home was at Balmeadowside Farm, Cupar around the end of WW2.
- 1.3 Private George Buglass was killed at the age of 27 on 21 December 1941 while serving with the 2<sup>nd</sup> Battalion Royal Scots in Hong Kong. His death is recorded on the San Wan War Memorial's roll of honour but there is no memorial in his home country.

## 2.0 Project

---

- 2.1 A feasibility study to add Private George Buglass to the Grade B listed Cupar War Memorial has been undertaken by Property Services and Conservation Planning.
- 2.2 The work will involve cutting out a recess in the '1939' column below one of the existing plaques and fitting a new smaller one of the same material below. For reasons of symmetry the column on the other side of the monument will have to receive the same treatment.
- 2.3 Design Drawings are attached (Appendix 1). The total cost of the work is £13,645.

## 3.0 Conclusion

---

- 3.1 In February 2019 an approach to Fife Council about a WW2 soldier killed in action was researched and details corroborated by the Registration of Births, Deaths and Marriages Service.
- 3.2 A Feasibility Study was commissioned in May 2019. A final costed design approved by Conservation Planning was received in December 2020.

### List of Appendices

Appendix 1 – Design of Alterations to Cupar War Memorial

### Background Papers

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

### Report Contact

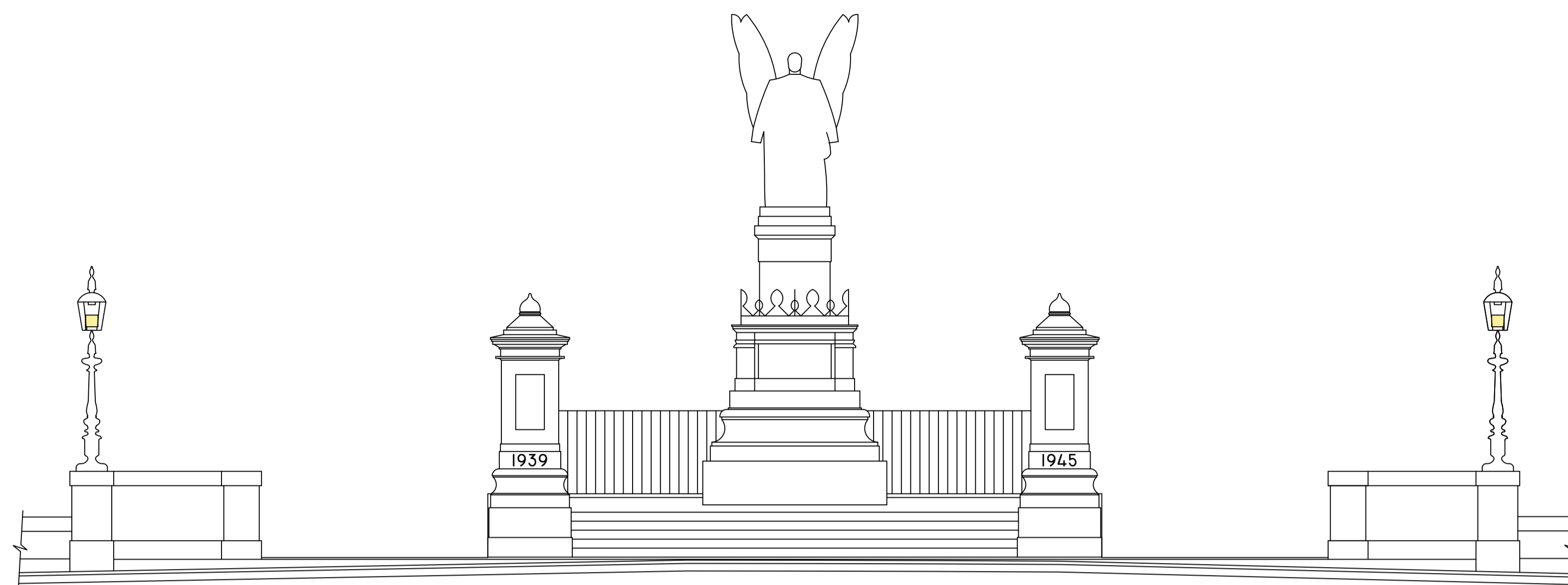
Janice Laird  
Community Manager  
County Buildings, Cupar  
Tel: 03451 55 55 55 Ext no 471788  
Email: [janice.laird@fife.gov.uk](mailto:janice.laird@fife.gov.uk)



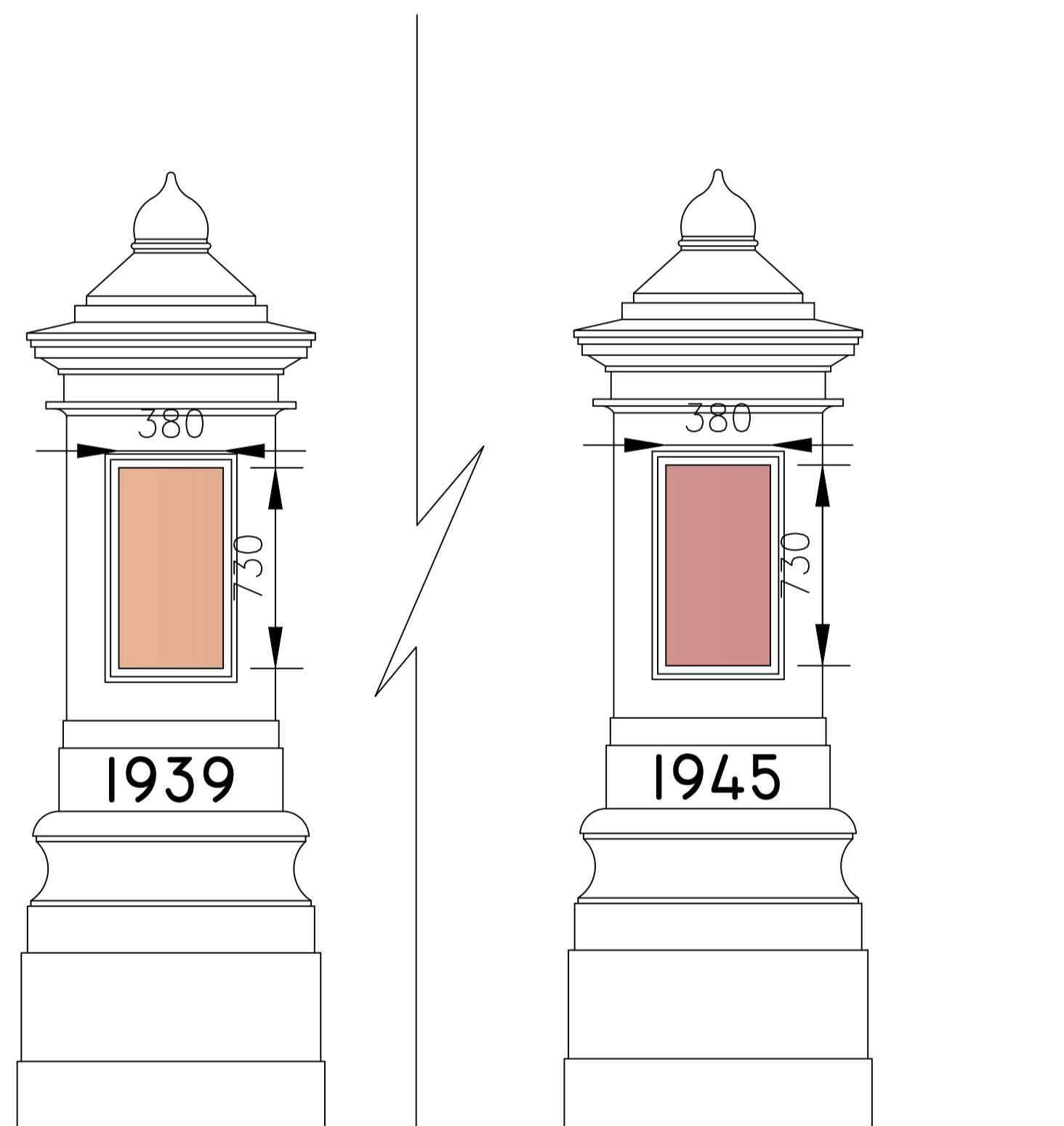
**HAZARDS AND RISKS WARNING**  
The items listed below indicate known hazards or areas of significant risk.

All sizes shown are approximate.  
Site Sizes must be taken prior to manufacture

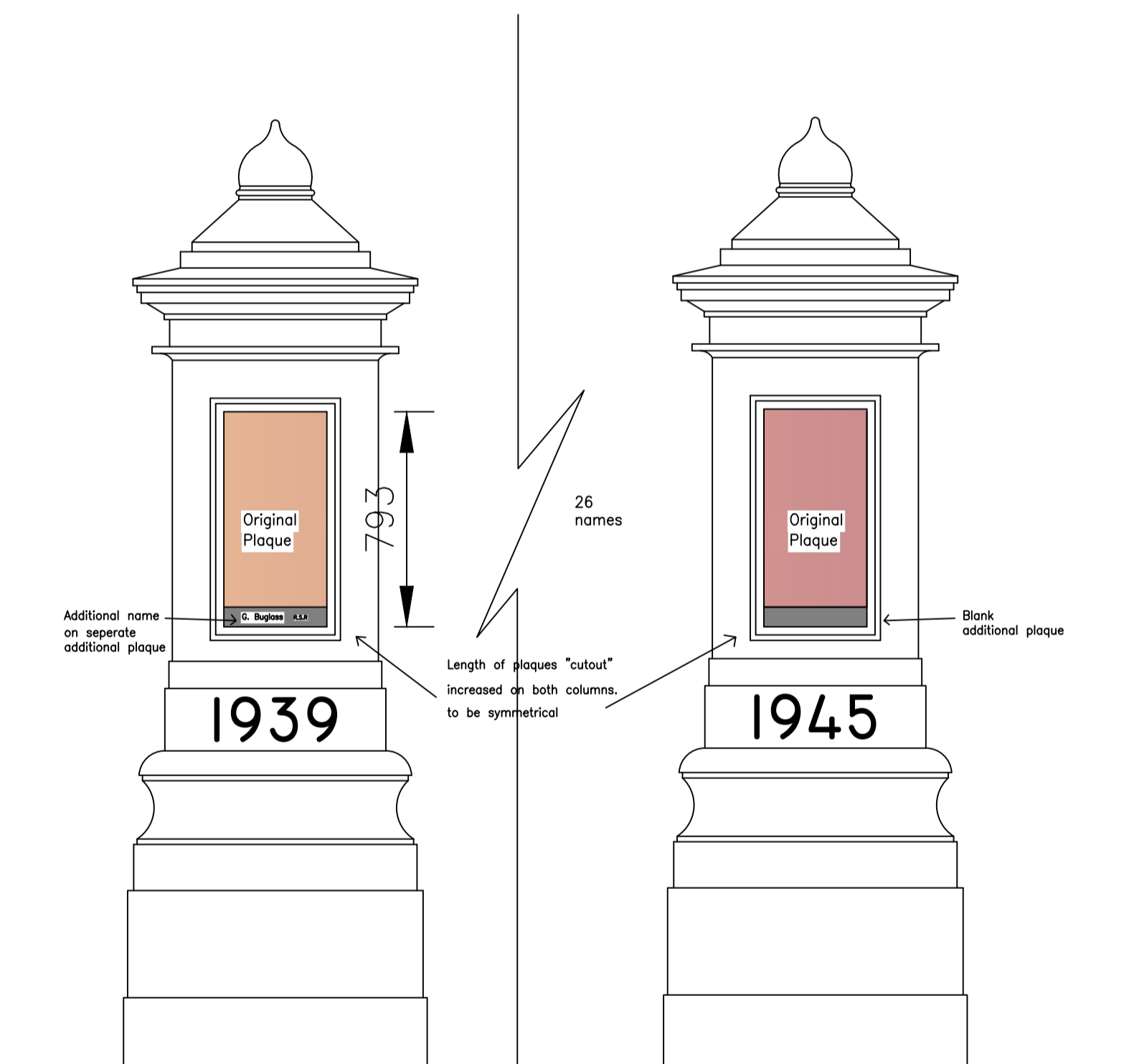
Ordnance Survey Licence number 100023385



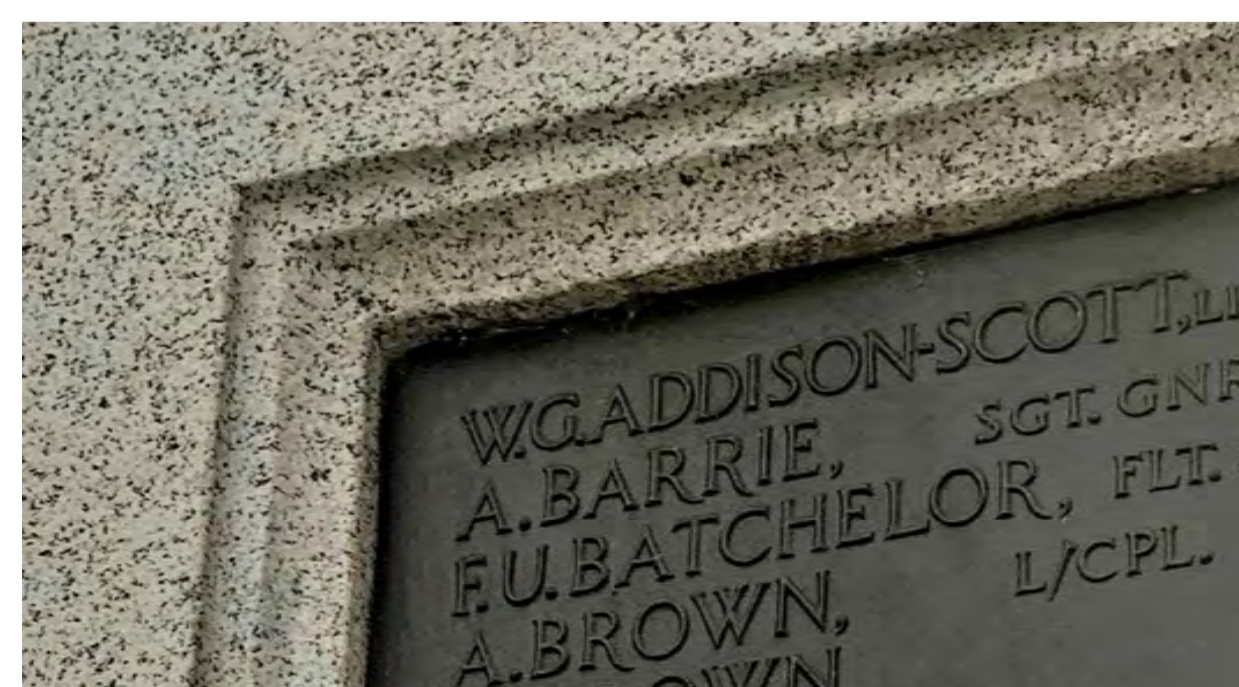
Existing Front Elevation 1:50



Existing Granite columns 1:20



Proposed Granite columns 1:20



Existing banding to be replicated at bottom of memorial to make good as existing.

**NOTES :**

Built by John Kinross in 1922, with Victory Statue by HS Garmley, Piers 1950 Square columnal war memorial with classic Greek detail, on ground falling steeply to the East.  
Wide steps flanked by 2 stage square section piers lead to rectangular plan paved platform with decorative ironwork railings to 3 sides and 3 stage square section memorial to the centre.  
Contrasting bronze and granite.

Memorial - Stepped granite plinth with pulvinated band below narrow frieze. Inscribed "IN MEMORY OF THE MEN OF CUPAR TOWN AND PARISH WHO FELL IN 1914-1918"

Each face of reduced 2nd stage with corniced and fielded bronze memorial tablet below decorative frieze and stylized fluted square section urns set into outer angles. Plain band above giving way to cresting of alternate large and small bronze acroteria. Further reduced 3rd stage with decorative frieze and cornice below monumental bronze winged Victory facing West.

Platform and boundary walls.: Narrow bull faced bands surmounted by plain ashlar band with inset decorative ironwork railings.

Commemorative flag stone at base of memorial, worded "QUEEN MARY PLACED A WREATH HERE ON AUGUST 30TH 1923"

East elevation : Voussoired, ogee topped, round headed door to centre with memorial high on top platform above.

North & South Elevations - Scale and platt steps with boundary walls.

**WORKS :**

Works to be carried out by qualified stonemasons only.  
Carefully wash down 2no. existing columns and surrounding area using only de-ionised water and a soft bristle brush.  
Carefully remove 2no. existing small bronze plaques from each column securely store for reinsertion on completion.  
Carefully cut out bottom recess of existing granite column to elongate plaque recesses on both columns downwards to allow a longer insert space to allow for additional plaques to be supplied and fitted to each column.  
Granite to be shaped to match existing "beading" effect around new bottom of recess to match existing.

2no. new small bronze plaque to be cast to fill new enlarged recess gap on left hand column and right hand column. Same width x same thickness as the existing plaques, to allow a single name addition to one side. Existing plaques to be carefully refitted. Allow for moulds to be taken of a section of existing plaque to match size/style/font/ banding/ spacing. New small plaque size to be approx 70mm. Exact size to be confirmed following site sizing of lettering and banding space. Width to remain the same. Site sizing is critical prior to any work commencing on site.

New name to be added to left hand plaque addition to be approx :  
Approx lettering sizes : Name - 20mm high, Rank - 15mm high, Regiment - 15mm high.  
**SITE SIZING IS CRITICAL. MOULDS MUST BE TAKEN AND UTILISED TO GET EXACT MATCH IF NECESSARY.**

Name to be added to new plaque is to be :  
PTE George Buglass  
New small plaques to have patination finish and all existing plaques including WWI to be marked with Smartwater protection fluid top left side of plaque by Contractor.

Existing plaques are to be fixed into the new recesses formed and be fitted back onto each column.  
Take note which plaque is removed from which column for fitting back to be as existing.

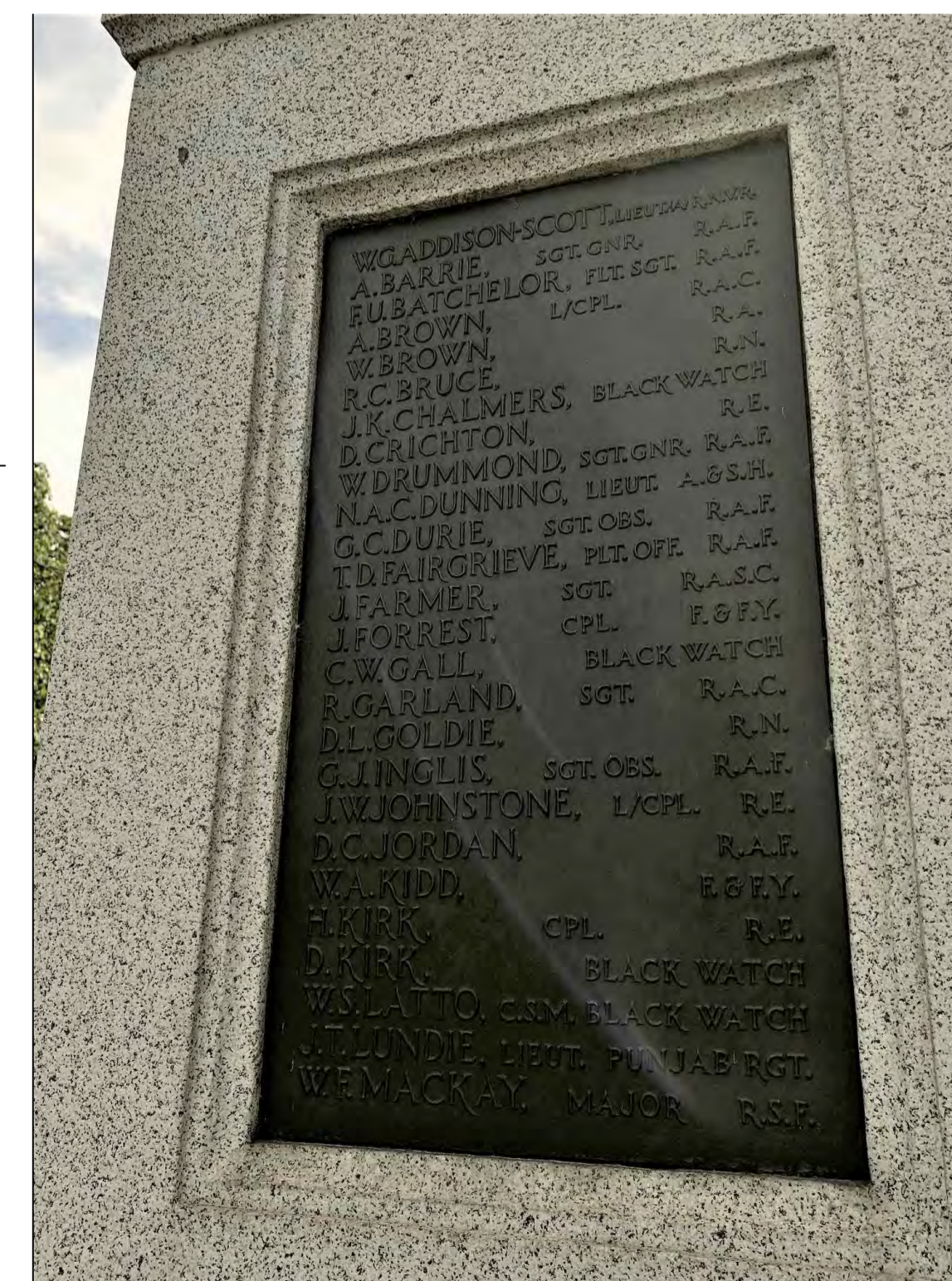


Photo of existing plaque

Rev	Date	Description	By
REVISIONS			



**ASSETS, TRANSPORTATION AND ENVIRONMENT: PROPERTY SERVICES**

Senior Manager: ALAN PAUL  
Bankhead Central, 1 Bankhead Park, Glenrothes, Fife, KY7 6GH  
Tel: (01592) - 583238 E-mail: Property.Clientgroup1@fife.gov.uk

Drawing Status :

**FOR COSTING**

Contract Administrator :

Nicola Pereira

Drawn By : Date : Scale : Checked By :  
NJP 10/04/20 As Shown

Property Address :

Cupar War memorial  
St Catherine Street  
Cupar

Project Title :

Name Addition to WWII plaque

Drawing Title :

Existing & Proposed Elevations

Computer Reference :

Works Request Number : UPRN :

Drawing Number : Revision :

**02**



3 March 2021

Agenda Item No. 9

---

## Application to Howe of Fife Local Community Planning Budget

---

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

---

Wards Affected: 16 – Howe of Fife

---

### Purpose

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To present for consideration an application received from Dunbog Community Hall (SC037704) for £9000 to help fund a maintenance plan for Dunbog Community Park.

### Recommendation

---

Members are asked to approve an award of £9000 to Dunbog Community Hall Management Committee.

### Resource Implications

---

Howe of Fife Local Community Planning Budget has unallocated funding of £9066 available to spend in 2020/21.

### Legal & Risk Implications

---

There are no legal or risk implications based on this report.

### Impact Assessment

---

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

### Consultation

---

Local Ward Members have been consulted. Cllr. Heer declared an interest as he is on the Management Committee. Cllrs. Lothian and MacDiarmid supported the application because of the specific circumstances and the fact that there is unallocated funding to cover this at this point in the financial year.

## 1.0 Background

---

- 1.1 The creation of Dunbog Community Park is an initiative of the Dunbog Community Hall Management Committee which started several years ago in response to the fact that there is no other park or play area in the Abdie & Dunbog Community Council area. Partners include the Community Council and Dunbog Primary School Parent Council.
- 1.2 The project objective was the acquisition of 2 acres of land adjacent to the Community Hall and Primary School to create a Community Park.
- 1.3 The park is well fenced and has been developed to accommodate:
  - A 7 a-side football pitch which would also serve as a games pitch for other sports and a flat area for other events such as the school sports day & Dunbog Hall's annual Gathering and Games;
  - A 100 metre running track;
  - A play area with 2 double swings, a toddler tower, an agility log rope, roundabout & sandpit;
  - picnic tables & a BBQ point;
  - additional parking as the Hall carpark is not large enough for popular events and cars cannot park on the busy A913; and
  - a small wooded area
- 1.4 The project is now nearing completion and Dunbog Hall Management Committee approached Fife Council for support with line marking, grass cutting and inspection of play equipment. Grounds Maintenance cannot however commit to taking on any new play parks.

## 2.0 Project Proposal

---

- 2.1 Following meetings with the Area Community Development Team & the Locality Response Team a creative solution emerged which requires a one off investment of £9000 from the Howe of Fife Local Community Planning budget.
- 2.2 The proposal is for the Dunbog Community Hall Management Committee to purchase a ride-on lawn mower (Tora Titan XC or similar) at £8160 and a second hand container for storing the mower at £1900. Trustees will then enter into a contract with the Locality Response Team to cut the grass and mark the pitches & running track. This offers a cost effective solution while at the same time providing training in grounds maintenance for local unemployed people in the LRT training squads.
- 2.3 Dunbog Hall Management Committee will pay the £1060 balance and will meet ongoing servicing, diesel and insurance costs.

## 3.0 Conclusion

---

- 3.1 Dunbog Hall Management Committee have raised funding to purchase 2 acres of land which required to be levelled to create a play park, sports pitches, picnic area and woodland.
- 3.2 Trustees can cover ongoing maintenance costs from hall letting and fund-raising activities but need this support for initial capital costs to bring the entire project to fruition.

### Background Papers

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

### Report Contact

Janice Laird  
Community Manager  
County Buildings, Cupar  
Tel: 03451 55 55 55 Ext no 471788  
Email: [janice.laird@fife.gov.uk](mailto:janice.laird@fife.gov.uk)

3<sup>rd</sup> March, 2021  
Agenda Item No. 10

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## Update on Replacement of Northeden House, Cupar

---

**Report by:** Nicky Connor, Director of Health and Social Care and John Mills, Head of Housing Services

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**Wards Affected:** Ward 20

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### Purpose

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To update NE Fife Area Committee on the replacement for Northeden House care home on the site of Dalgairn Centre in Bank Street Cupar. The replacement for Northeden House was approved at Policy & Coordination Committee on 24th January, 2019. However, following further development of the design and constraints due to the size and topographical nature of the site, it was evident it would not be possible to construct a 36-bed care home on the site. Therefore, a revised proposal for a 24-bed care home and 12 supported flats on the site was developed with Housing Services. The new building will also accommodate Older People's Day Service and Adult Community Support Service facilities.

### Recommendation(s)

---

It is recommended that the Committee notes the content of this report.

### Resource Implications

---

There is remaining funding within the care home programme that is available to meet the £6.6m cost of the care home and day service facilities.

Scottish Government Funding for the new supported flats will be allocated through the Strategic Housing Investment Plan 2018/19 - 2022/23 which was agreed by the Community and Housing Services Committee in November 2017. The remainder of the capital investment for the supported flats will be met through the HRA Capital Investment Programme. The Stage Two Cost Report indicates an estimated total cost of £3.2m.

### Legal & Risk Implications

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Key risks and legal implications are summarised in the attached paper.

### Impact Assessment

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A full Impact Assessment for the care home has been carried out as part of the consultation process.

## Consultation

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The indicative design of the care home with unit living for residents has been based on the exemplar model used in Kirkcaldy, Glenrothes and Lumphinnans new build care homes and extensive consultation around the design.

Updated briefing sessions have been provided for elected members and the Community Council and continued dialogue with North East Fife elected members and the Cupar Community Council has taken place at the end of January 2021. A Q&A Newsletter produced for elected members is attached (Appendix A).

Consultation has also taken place with the Care Inspectorate in respect of the new design.

A meeting was held with East Fife Tenants and Residents Association to discuss the proposal with positive feedback.

Staff, residents and families at Northeden House have been briefed with regular Newsletters providing an update on the Replacement Care Homes Programme. A specific newsletter was issued which allowed families and residents to give feedback on the new care home proposal. Initial feedback has indicated a strong liking for the balconies in the design and the opportunity to have a dedicated garden space.

A meeting has been held with families of service users in the Adult Services Community Support Service, and they are kept updated with regular Newsletters.

## 1.0 Introduction

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1.1 The new development will comprise of four major components:

- A 24-bed care home replacing Northeden House incorporating a hairdressing salon for use by residents and day service users as with our other care home facilities.
- 12 supported housing flats for people who may require additional support.
- A Day Service facility for older people with complex care and support needs who require a building-based service.
- Accommodation for Adult Services Community Support Service to operate the services from.

## 2.0 Update

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2.1 The new proposal was approved at Policy & Coordination Committee on 18<sup>th</sup> February 2021.

2.2 This proposal provides an opportunity to develop an innovative joint Health & Social Care Partnership and Housing Services building, taking forward the care village ethos in Fife.

2.3 The care home design is based on unit living of 12 and will have two units for 24 residents. Appendix B shows residential bed capacity in North East Fife.

2.4 The Housing Services' design is based on our Extra Care flats model comprising accessible one bedroom flats with communal meeting spaces in the building.

2.5 The Project Team are now at Stage Three of the detailed design and a Planning Application for the site will be submitted this month.

- 2.6 Work began on demolition of the existing Dalgairn Centre on 1<sup>st</sup> February 2021 and it is envisaged this will take up to four weeks to complete.
- 2.7 Following demolition and clearance of the Dalgairn site, the contractor will be instructed to secure the site with the padlocked steel gate and additional heras fencing to the front of the site. Appropriate signage will be displayed and CCTV security cameras if deemed necessary at that point.
- 2.8 Construction of the new care home/ supported housing building will commence immediately after completion of the new care home in Methil.
- 2.9 The current programme indicates that construction of the new building could commence in April 2022 with completion by September 2023.
- 2.10 The demolition of Northeden House will be scheduled to take place following completion of the new care home using the same process as the Dalgairn demolition.
- 2.11 The Health & Social Care Partnership will transfer the cleared Northeden site to Housing Services for affordable housing.

### **3.0 Conclusion**

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- 3.1 Development of the Dalgairn site in Cupar provides an exciting opportunity for Health & Social Care and Housing Services to continue the 'care village' model in Cupar building upon what we have learned throughout the Care Homes Replacement Programme to deliver innovative care and support for our older people in Fife.

#### **List of Appendices:**

Appendix A – Q&A Newsletter

Appendix B – Residential Bed Capacity – North East Fife

#### **Background Papers**

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

- Executive Committee Report - Options for Future Care Provision for Older People – dated 23<sup>rd</sup> October 2012
- Policy & Coordination Committee of 18<sup>th</sup> February 2021 – Replacement for Northeden Care Home

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**Introduction:**

Following the meeting held on 4<sup>th</sup> January 2021 with Elected Members the following table summarises responses to questions asked in relation to the replacement care home/ supported housing and day services proposed for the care village site at Dalgairn, Bank Street, Cupar.

Question	Answer
<b>Health &amp; Social Care</b>	
Detail the changes in design from initial design to now?	The changes from the initial 36-bed care home design with older people day services and adult day services facility are: 24-bed care home with 12 supported housing flats and no Meals on Wheels facility.
Detail the changes in allocated budget since inception. I recall, maybe?... we started with an equal split of the £18.3m	£18.3m was the total Phase Two allocation and notional split of £6.1m for each of the three homes. The Methil budget is now £7.2m; Cupar - £6.6m and Anstruther £6.6m, reflecting the difference in size and design between the three homes. Methil is a larger 36-bed home compared to the other two 24-bed homes, and its budget now includes Covid-19 contingency costs. Additional funds are being drawn from Capital Minor Works budget to meet the overrun against £18.3m.
Explain the rationale that drove the above design and budget changes at each decision point?	Care home design is based on 12-bed units as with our other new homes. The Dalgairn site is the only available site in Cupar and it is tight with no scope to build up to three storeys due to proximity to housing above and below the site which would generate community objections; the site is also on a slope. A 36-bed home and 12 flats would also increase the car parking requirement and further reduce limited garden space and there is no scope to do this on site. Therefore, only way to achieve the care village model in partnership with housing was to have 24-bed care home and 12 supported housing flats. Budget changes have been required with receipt of Cost Plans that are produced at the end of Stages 2 and 3 in the design. There are no other sites available and negotiation with Dalgairn was positive for this development.
Detail the impact, positive and negative, of the proposed design changes on the care services offered to NE Fife residents and the key risks?	The design change provides a positive opportunity to create an innovative mix of care and support services to residents of Cupar and surrounding area. The opportunity to develop a model which will be designed in conjunction with residents and families and the wider community for future planning is a priority. The negative impact will be the time factor in moving people over to the new home and therefore we would not wish a delay.
Summarise issues affecting the private sector	The Covid-19 situation affects all care home sectors. There were

now and in near future and their ability to absorb excess care bed requirements given demographic trends?	between 6% and 16% vacancies of registered beds across NE Fife in 2020. Detailed information on all the care homes in North East Fife will be made available along with projected care bed vacancies.
There is a 40% reduction in beds for Cupar. What evaluation has been undertaken of the impact of this on the provision of care home places?	There will be a reduction of 8 registered care home beds in Cupar and analysis has shown this will have minimal impact on the number of places available for those that will need them. Further to this there are plans with Housing Services to consider models of care in the surrounding housing development.
Was there a reduction of beds in the other new Council care homes?	Yes, with the new care homes built in Phase One, there was a reduction of 4 beds in Kirkcaldy, 12 beds in Glenrothes and 4 beds in Cowdenbeath/Lochgelly.
What is the waiting list for Northeden at the present time and historically?	We do not hold a waiting list. All referrals for long term care placements across NE Fife are considered for any vacancies in terms of their circumstances, i.e. urgency, hospital discharge, etc. Service Users and families are required to make three choices as per Government guidance and we therefore ensure that when people enter into care they have a choice.
How many beds are currently provided for respite care?	There are currently 8 beds provided for respite and provision will continue to be provided in the Cupar area based on the needs of those requesting respite. We are currently exploring different options for respite as more people are now opting for respite at home and we are in discussion with Housing colleagues around the possibility of using supported housing for respite provision.
What would the cost have been of building a 36-bed care home as had previously been agreed?	A 36-bed care home in Cupar would cost an additional £1.3m. Although we would need to consider a different site which might bring further additional costs.
What is the current day service provision in Northeden House and what is the new provision?	It is currently 50 places per week – 10 places each day, Monday to Friday, and this provision is allowed for in the new care home design.
Will the new home continue to be used as a Day Centre for individuals with a learning disability?	Yes, there is an Adult Services day service provision within the building separate from the body of the care home.
The Meals on Wheels service has now been relocated. Has this meant extra costs have been incurred with transporting meals to North East Fife?	The MOW service relocation to Kirkcaldy and Levenmouth was cost-neutral.
The revised design allows for future changes to be made to the fabric of the building. Can further information be provided on the likelihood of this occurring?	This would be dependent upon future need and demand and assessed at the relevant time.
The project is described as having a ten-place day service facility as well as a day facility for Adults Services Community Support Service. Will these be separate areas or joined up? How will the Care Home and other services be integrated?	The older persons' day service and adult services day service will be separate areas within the integrated building. There will be joint staffing facilities, multi-purpose rooms and access to day service areas when not used for their specific purpose, as well as safe, outdoor space.
What types of service are provided by the Adult Services Community Support Service? How many individuals are supported by them and how many staff are involved?	The Community Support Service supports adults who need support to access a range of activities during the day, evenings and weekends. There are 15 staff in total within the service and they support around 10-12 service users per day.
Rating relief for residential care homes – would this also apply to the housing?	Tenants would pay Council Tax as in other social rented properties.
Can more information be provided on Fair 4 Fife Approach and using assets more resourcefully?	This approach was about using assets more resourcefully to deliver joined-up services and the new building will incorporate four different services with the care home, supported housing, older persons and adult day services.
What contingency costs have been included in the project against Covid-19 measures?	The Project Team draw on advice from the Royal Institution of Chartered Surveyors and their Building Cost Information Service (BCIS). BCIS provide advice on projected cost increases on what is likely to happen over the next five years to construction tender prices



	due to difficulty in obtaining materials, material increases or labour shortages during the Covid-19 crisis. In line with guidance, the current cost plans have been updated up to Q1/22 – aligning with the current programme. An uplift of 7% on client direct costs are also included.
Why is there a commitment from H&SCP to demolish and clear the Northeden House site prior to transfer to Housing Services for affordable housing? What is the current value of the Northeden site?	The Northeden site requires to be demolished to minimise running costs: rates, maintenance, insurance, etc. Currently, our insurers are looking for increased security at vacant properties so if it is vacated and not to be reused or sold quickly it is expected that projects arrange this. Part of the agreement with Housing Services to deliver joint projects is that they will gain a cleared site to be developed for affordable housing. Housing Services may not build on this site immediately but 'bank' the land until required. We do not currently have a Market Value for the Northeden site.
Would it not be better to know how the building will operate now rather than leave this till the building is ready for occupation.	Development of the operating model will take place in the year prior to the facility opening through consultation with all services.
Can more information be provided on the value for money assessment as the design stage of the project progresses?	A fully coordinated approach is adopted by the project team by involving/working with key suppliers/ partners from the outset. Sensible suggestions are brought forward and assessed throughout the design stages and cost plans. Additionally, lessons learned assessments are carried out following delivery of each care home and continued improvements incorporated within future project proposals.
Can more information be provided on additional benefits – use of BIM/3D models?	Previous care home knowledge/exemplar designs can be reutilised and developed using existing 3D modelling assets and BIM software (building information modelling) BIM allows possible design solutions to be fully modelled, analysed and compared at an early stage and is beneficial as it allows the design team to consider construction costs alongside longer term operational expenditure – especially regarding the building services/ running costs etc.
Risk – market prices exceeding available budgets; absence of claims culture – what does this mean?	There is a risk that market prices of specific construction items could increase when compared to cost plans prepared pre-construction stages, i.e. steelwork, plasterboard etc. By utilising an in-house delivery model (Partnering by Property Services and Building Services) there is an absence of a "claims" culture as they are within the same directorate AT&E – e.g. no additional design team fees if a redesign required or programme delayed etc.
Will there be a fixed price contract for the new build.	No, typically a Lump Sum Contract with re-measurable elements is adopted while administered under SBCC Contract with Quantities for Use on Scotland (2016)
<b>Housing Services</b>	
Can you advise on the difference in service for extra care housing/ supported housing compared to sheltered and very sheltered housing? What will the additional support that is mentioned actually provide?	Extra Care flats are fully accessible, have access to a full 7 day a week Housing Support Service. The key difference with Extra Care is that we often provide meals services and there is access to Care related services.
In the Cupar report it states that there will be twelve supported housing flats for adults with additional support needs. Can you define what this means in this context are adults under 65 years? In paragraph 6.3 it states that housing demand for supported housing in the Cupar area is high and there is a demand for housing in North East Fife due to people who have been in Stratheden requesting accommodation in the Cupar area. How many people with a history of	As part of our work with Health & Social Care we have established a Housing Priorities Group to identify service users who Health & Social Care have identified as having an immediate priority to move due to their current home living situation being unsuitable. We also work to establish longer terms lists. Currently 30+ people have been identified as needing accommodation in North East Fife area. For any properties in Care Village situations the key thing we will be looking for to let these flats is people over the age of 60 who have on-going care & support needs who have the potential for independent living. We allocate these via a panel approach working

mental illness may be accommodated in the new Home? In addition, in appendix A, 1.2.3, it states that Housing Services have been working with Health and Social Care to establish the need for accommodation for adults with ongoing learning disabilities. The need for this type of accommodation relates to needing to move people out of hospital and Group Homes. How many people are in this situation and can you clarify how different categories of patient might use the extra care housing. It was noted that Ian Wilson expressed the view that individuals with a learning disability would not be accommodated in this type of accommodation - can this be clarified?	with a range of professionals who know the individuals concerned. We will continue to work with Health & Social care to get the optimum mix and benefit from this accommodation.
Will tenants be able to claim housing benefit?	Yes, tenants will be able to claim housing benefit as they would with any other social housing.

The following questions were raised at further meeting with Councillors on 22<sup>nd</sup> January 2021, and meeting with Cupar Community Council on 26<sup>th</sup> January 2021:

Question	Answer
<b>Health &amp; Social Care and Housing Services</b>	
Why can we not have the building over 3 flights to make the 36 beds that were originally planned?	There are restrictions at the site that originally we were not aware of including: retaining wall; car parking facilities; garden capacity; Scottish Water availability already at a maximum; residential amenities; privacy to housing for overlooking gardens, and views of occupants to houses North and South of the site.
The site is right across from Adamson Hospital, part of the H&SCP – was consideration given to the use of this site?	Discussion was held with the hospital in regard to use of parking on their site however, there was no additional capacity. We will be working closely with the hospital considering new ways of working, i.e. hospital staff being able to come into the care home.
Are the vacancies across Cupar or the whole of North East Fife? Can we look at the residents of Northeden and find out where these people come from?	They are across the whole of North East Fife, and people have a choice in regard to their residential care.  There are currently 28 long term care residents in Northeden – 10 people lived in Cupar before admission others lived in other areas of North East Fife and Central Fife.
The reduction from 40 beds to 24 beds, does this not include respite availability?	H&SCP is currently looking at the respite provision cross the whole of Fife. Within the planned Cupar Care Village there will be 4 respite beds available in the care home and we are also looking at the possibility of using one of the flats as a respite provision. We have found that people are reluctant to go into care homes for respite now and would prefer to have a facility that is more of a home from home. This is a practice that is in place for adults who access respite provision and we will be looking at this for older people.
Will the 4 beds be for respite and not used for long term residents?	Yes, these beds will be safeguarded for respite.
Can we get the number of people who use Northeden and Ladywalk for respite?	Ladywalk Respite 2019 – 142 Ladywalk Respite 2020 – 17  Northeden Respite 2019 – 129 Northeden Respite 2020 - 31
Have additional costs been incurred with Meals on Wheels moving from the Dalgairn site and now	The restructure of Meals on Wheels service was brought about by the impending closure of the Dalgairn Centre MOW distribution

delivering to North East Fife from elsewhere.	centre. Despite research, no alternative sites were identified as appropriate and the feasibility of rationalising the existing production into three sites rather than four was undertaken. It was recognised that a three-production site option was acceptable. A 'Managing Change' process was adopted and existing staff were redeployed to the other centres or facilities within the Council's catering service. There was no increase in personnel costs as a result of this with an overall a reduction of one full time supervisor and weekend supervisor post. The savings helped to fund an additional coordinator post with social care/MOW. With no increase in vehicle requirement, or additional fuel and no capital cost for equipment, the exercise was cost neutral. Since the changes we have had no negative feedback from customers and have been able to deal with a significant increase in business due to the Covid-19 pandemic.
Within the report for Policy & Coordination Committee there is reference to changing the design in future – would this be used for the extra care housing?	There is clarity on what can be funded through the HRA and that is not care homes. The option to change the design in the future is around the possibility of the extra care housing being successful and the need for care home spaces reducing, then Housing could convert the care beds into extra care flats to fully utilise the property.
Why is the cost of demolishing Northeden included in the project cost and was this the case with the Methil project?	Yes, the cost of demolishing Methilhaven Home was included in the project costs. This cost is included in the projects as it keeps the overall cost down, through prevention of damage to the vacant properties.
Who will be offered the extra care housing properties? There was mention that these properties would be given to adults with learning disabilities, mental health or other disabilities. Will these people be able to mix within the care village.	The extra care housing is available to any older adult who meet the requirements. That does include anyone with a learning disability, mental health disability, etc. The mix is considered when people are being considered. There is a panel who assess the applications and a full assessment of the individual as well as the other tenants is considered at the panel meeting. The other provisions within the area are also considered by the panel. There is also support from local geriatricians, Care Inspectorate and social work staff.
Have local GPs been asked to comment on the proposal?	Yes, the proposal will also be taken forward through the Locality Plan.
Is the proposal constraint-led or budget-led?	We have been looking to establish and develop the care home models within Fife and we have also had to look at the impact that Covid-19 had had on the views of people towards care homes. Yes, we have had to look at the budget envelope and work to come within the budget that is available but the feedback we have been receiving is that people want to stay at home as long as possible and not have to go into care homes if at all possible.
Were the private sector asked to provide the entirety of the care home projects?	Going back a number of years the private sector were asked to take on our in-house care homes but they were not willing to do this, therefore, the only other option we had was to rebuild to ensure our care homes are fit for purpose.
On the paper that was issued to Policy & Coordination Committee, can you advise around the model of care?	From feedback received more and more people are looking to receive respite into their home or another homely setting rather than going into a care home.
How confident are we that the requirement of need will be accommodated in the proposed care village?	There have been no pin points to indicate that the need could not be accommodated.
Is the lump sum contract a fixed-price contract?	A lump sum contract (with remeasurement elements) is actually a fixed price contract for a clearly defined scope of works at the onset of a project between FC Clients and Building Services – however, in this case there are mechanisms within the contract for remeasurement and cost reimbursement for adjusting this agreed

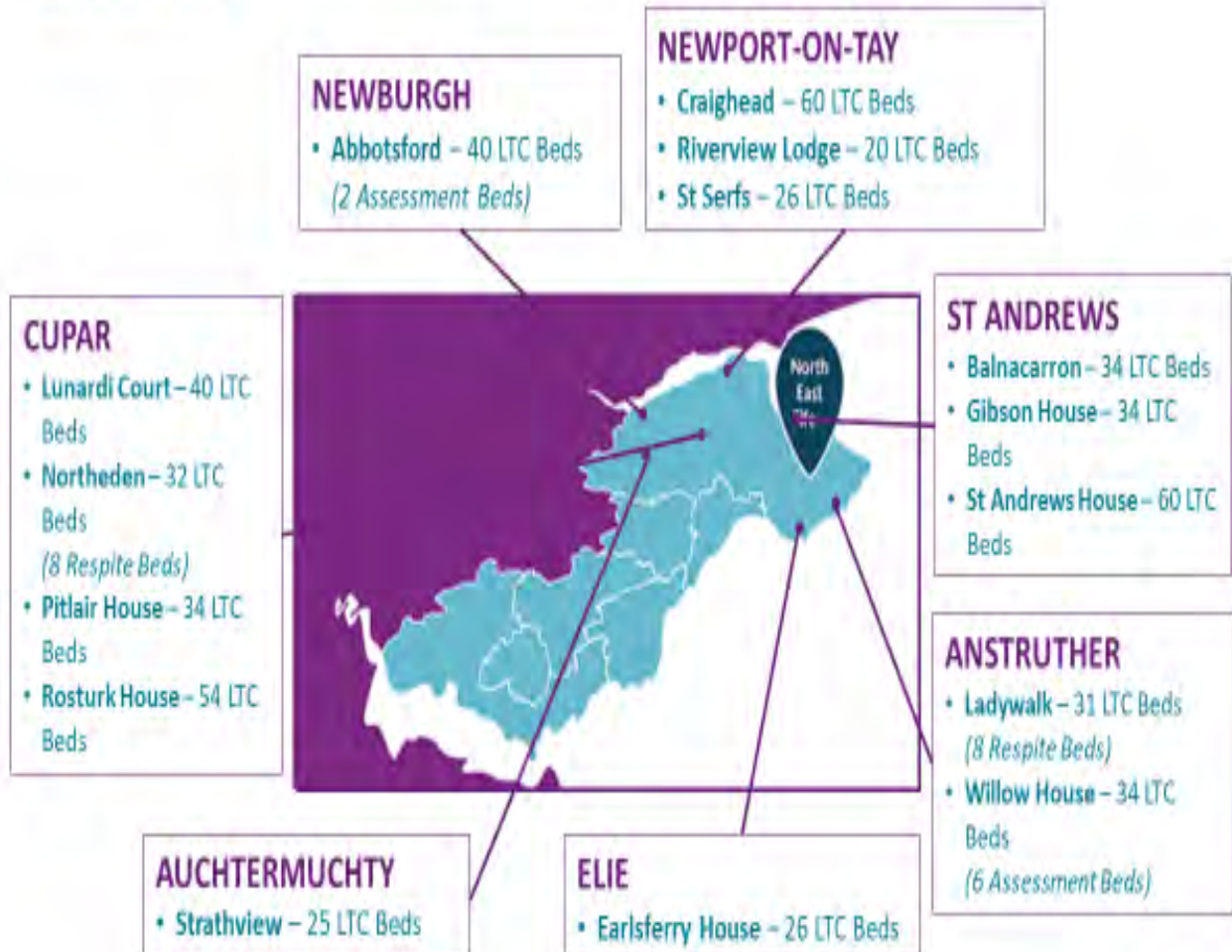
	fixed price. This could include re-measurement for ground works /foundations that are affected by unforeseen factors (e.g. soft ground encountered during foundations requiring more concrete or discovering unrecorded services requiring additional work etc). Additionally, the lump sum/fixed price can also change or be remeasured for other provisional works or works with approximate quantities in instances where these can't be firmly quantified in tender stage. Ultimately, it allows Building Services/ Sub-Contractors to fairly reclaim for any loss and expense for work not originally allowed for in the tender.
Permeability – don't see an East to West path on the site plan?	This was not raised as a planning requirement for the project therefore is not included.
Reduction from 36 to 24 beds?	This was due to consideration of size of the site, opportunity to create a care village and people wanting to stay at home longer. There is also interest from private providers to build in North East Fife.
Will this mixed economy be managed satisfactorily.	We are in regular contact with all care homes and providers to monitor vacancies and demand.
H&SCP links with Adamson Hospital?	There will be a joined up approach with the Adamson Hospital and we will be looking for example at hospital staff being able to come into the care home.
Could we keep Northeden House as well?	This would not be possible as staff will transfer to the new home. Significant investment would be required in Northeden House to bring it up to Care Inspectorate standards, for example, the provision of en-suite rooms.
How many respite beds will there be in total?	There will be 4 in the new care home and 1 flat in the housing, therefore 5 in total.

## Consultation:

- 19/01/21 – Information was sent out to Northeden House residents, families, day service users and staff seeking comments on the proposed design. Very positive response to date.
- 19/01/21 - Information was sent out to Community Support Service' service users and staff seeking comments on the proposed design.
- 20/01/21 - Q&A Information was sent out to Councillors.
- 22/01/21 - Presentation to Councillors.
- 26/01/21 - Presentation to Cupar Community Council.
- Housing Services meeting with East Fife Tenants & Residents Association on Friday 29<sup>th</sup> January 2021.
- Revised Report and Business Case to Policy & Coordination Committee on 18<sup>th</sup> February 2021.
- Spring 2021 - Information event planned for local community, subject to Covid-19 restrictions being relaxed.



Fiona McKay,  
Divisional General  
Manager (Interim),  
Fife Health & Social  
Care Partnership



3 March 2021

Agenda Item No. 11

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## North East Fife Local Community Plan 2019-2022 Progress Report

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: All

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### Purpose

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To provide an update on progress towards the Areas of Focus in the North East Fife Local Community Plan approved by Committee in May 2019.

### Recommendation(s)

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Members are asked to:

1. Consider and comment on progress made to address the priorities of the NEF Local Community Plan and identify areas for improvement
2. Note the impact of the Covid pandemic on communities in North East Fife and the actions taken to mitigate these impacts and to help protect the most vulnerable in our communities.
3. Support continuing work to achieve the outcomes of the LCP.

### Resource Implications

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Local Community Planning activities are funded through various sources, including the Local Community Planning Budget, service and partner budgets and external funding. Partners also contribute to delivery of the Local Community Plan by developing and delivering targeted projects and initiatives.

### Legal & Risk Implications

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There are no legal or risk implications based on this report.

### Impact Assessment

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An Equality Impact Assessment and summary form were completed for the NEF Local Community Plan (Ref. 663)

### Consultation

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There was extensive consultation involved in the production of the NEF Local Community Plan including consultation events in each of the 5 wards and a series of meetings with key stakeholders.

## 1.0 Background

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- 1.1 The Plan for Fife is the overarching local outcome improvement plan (LOIP) for Fife. It sits alongside Fife's Local Development Plan (FifePlan) which covers spatial and physical planning issues and the Climate Change Strategy. The Plan for Fife is delivered through 4 outcome delivery plans and 7 Local Community Plans, the latter reporting to Area Committee.
- 1.2 At the heart of the Plan for Fife is a firm commitment to continue to work towards the strategic priority of delivering a Fairer Fife for all. The 4 themes of the Plan for Fife, mirrored in the Local Community Plans, are:
- **Opportunities for All**  
Support for early years and families, school attainment and skills for jobs, affordability and better health outcomes
  - **Thriving Places**  
Improving community wellbeing, building affordable homes and supporting our town centres
  - **Inclusive Growth and Jobs**  
Strategic investment, fair work, connectivity, tourism and the green economy
  - **Community-Led Services**  
Working with communities to improve and change services focussing on prevention and early intervention and building capacity in our workforce and communities.
- 1.3 The refresh of the Plan for Fife, due to take place in 2020, has been postponed until 2021 to enable reform work, led by Executive Directors and Heads of Service working with Elected Member Stakeholder Groups, to be undertaken. The aim of the reform work is to build on lessons learned particularly as a result of the Covid-19 pandemic.
- There are 5 cross cutting areas of reform:
- Tackling Poverty and Crisis Prevention
  - Leading Economic Recovery
  - Community Wealth Building
  - Addressing the Climate Emergency
  - Sustaining Services Through New Ways of Working
- 1.4 The refreshed Plan for Fife will provide the context and direction for the NEF Local Community Plan 2022-25.

## 2.0 Current Position

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- 2.1 2020 has been disruptive, stressful and demanding for Council staff and the communities we serve as a result of the pandemic. This has impacted on progress against some of the Areas of Focus in the Local Community Plan but has accelerated action on others. Of particular note are:
- The breakdown of service silos as a result of collaborative working for a common purpose and a 'just do it' attitude
  - The shift of power to enable others to contribute more
  - The key role of communities in responding to the pandemic
  - Staff and community resilience and adapting quickly to change
  - New ways of working, particularly digital and remote.



- 2.2 At the outset of the first lockdown multi-disciplinary teams (MDTs) were set up in each area of Fife. MDTs created a vehicle for local staff to work together across professional disciplines to better join up support at the local level, reduce duplication and improve commissioning and resource allocation. Short focussed online meetings were held on a weekly basis to identify and respond to emerging issues.
- 2.3 Local communities played a key role in responding to the emergency. In North East Fife a wide range of local resilience groups, community groups and volunteers have provided a fast and flexible response to meeting the needs of local communities. This community effort underlines the importance of putting communities at the heart of future recovery reform plans.
- 2.4 The experience of new ways of working and close collaboration with communities present opportunities for service redesign and improvement, including how we work more flexibly and efficiently across the Council and with partners. In response the Council Executive Team remitted the Council Leadership Team Place Leadership Working Group and Community Managers to build on this experience and to identify working arrangements suitable for the area.
- 2.5 A proposal to set up ‘People’ and ‘Place’ Local Leadership Teams is now being taken forward. The former is based on the MDTs which worked so well in response to Covid. A People and Place approach is predicated on whole system change and further decentralisation empowering local staff to take decisions. Partner agencies and Council Services will need to:
- Consider complex issues from multiple perspectives as part of a whole area approach
  - Challenge culture and practice which holds us back
  - Invest in local leadership to drive improvements in outcomes
  - Design and deliver services in a way that is more responsive to the needs of people and communities
  - Consider how national policies can be implemented in a way which assists in delivering local priorities within the constraints and opportunities this may present.
- 2.6 People Leadership Teams will focus on person centred approaches to GIRFEC, learning, employability, social inclusion, mental wellbeing, poverty and inequality and access to services. The 3 priorities identified by the NEF Team for action in the short term are:
- Mental Health and Social Isolation
  - Poverty and Inequality
  - Homelessness
- 2.7 Place Leadership Teams will undertake area work focussing on Green Space, Play and Recreation, Facilities and Amenities, Transportation, Traffic Management and Parking, Skills Development and the local economy, Economic Regeneration, Climate Change, Community Wealth Building, Community Safety, Housing and Community-Led Services. The NEF Group has had 3 meetings and has only identified 1 short-term priority at this stage i.e. to ensure that NEF residents benefit from the new jobs created at Eden Mill.
- 2.8 The People and Place Leadership Teams will help to deliver on the NEF Local Community Plan.

## 3.0 Areas of Focus

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### 3.1 Opportunities for All

#### 3.1.1 *Develop and deliver an action plan to address issues which contribute to rural poverty*

The NEF Rural Poverty plan has three key areas of focus which were prioritised following a Narrative Inquiry and a Rural Poverty Conference held in 2018. The Narrative Inquiry was undertaken by local people, trained in research methods, and resulted in the report, 'NEF – A Good Place to Live for Some'. This has been updated in May 2020 by the report, 'Some People Struggle: Now More Than Ever' in North East Fife <https://sway.office.com/mQHDdqLGP9FzyfNi>

The areas of focus are:

- the cost of bus travel for those who are unemployed
- addressing fuel poverty
- food insecurity – developing community-led initiatives.

Initial research on the **cost of rural transport** was carried out and a Test of Change followed the research giving a more detailed insight into the impact on the lives of those who are unemployed and living in North East Fife. The Test of Change meant a group of 30 people were given 10 free bus journeys which they tracked and reported on allowing us to see what they were able to access and do when they had the cost of travel removed as a barrier.

Economic models have been created to cost an extended concessionary scheme. An issues paper was taken to the Tackling Poverty Strategic Group and currently the cost of this extended scheme is being considered by Fife Council as part of the wider bus travel consultation.

An awareness raising training programme has been developed for key intermediaries (staff and organisations who work with people who need to have help with the cost of bus travel to access their services) and it will run between March and May 2021 with new leaflets and information on all the current concessionary schemes being promoted to these staff groups.

**Fuel Poverty** remains an issue of concern in the area and although it has been possible to increase the funding available for fuel top ups tackling the issue in new ways has not progressed. We have run awareness sessions from GP surgeries during the Flu vaccination surgeries and targeted specific geographies like St. Monans by leafleting houses and getting a coordinated community message out. This has resulted in an increase in the number of people accessing energy savings advice but it is not the large-scale change needed to address the need. Many people access crisis support but not the longer-term advice on reducing fuel costs through other measures. This needs to be the target now.

**Food Insecurity** is being tackled through the development of a community fridge network which is offering an alternative to the use of food banks for those struggling to make ends meet and afford food locally. The network operates fridges in Cupar, Tayport, and Anstruther with plans to extend to other communities where agreements can be made with local supermarkets. These fridges which primarily focus on addressing supermarket food waste are offering people on a low income a dignified way to get additional food on a weekly basis and they have the potential to be developed into hubs offering friendship, support and a weekly purpose for those in our communities who are lonely and isolated. The network has successfully secured funding for a worker for 2 years to support the development of the fridges and the volunteers who run them.

During this most recent Covid lockdown the Community Development Team has worked with local communities to run Pop-Up Larders to help with the extra shopping costs families are experiencing as they shop at small corner shops. There are 3 running currently in St Monans, Colinsburgh and St. Andrews and items are free.

We have two new food banks being run in Auchtermuchty and Newburgh which started through the first Covid lockdown and we have community organisations in each ward offering food and, in some cases, delivering food to families. In the East Neuk the East Neuk Emergency Planning Team (ENCEPT) worked with a local chef and they delivered over 100 hot meals on Christmas Day.

### 3.1.2 *Identify and take action to reduce the costs of the school day for families on low income*

There is a strong focus on 'Cost of the School Day' (COSD) in Fife. Poverty Matters Training is being rolled out across the authority. All schools are required to address the cost of the school day in their improvement plans. We have led professional learning sessions on the nature and impact of poverty for headteachers, probationer teachers, early years staff, pupil support assistants and supply staff. Pre and post evaluations indicated that poverty and its impact was better understood. Every Headteacher has been given the new Fife guidance and National information through cluster meetings.

Every Secondary school provides access to free sanitary products and one NEF high school is using its own funds to buy winter clothing for young people. Two high schools in NEF have removed the costs to all families for Home Economics and Design Technology. Schools provide free breakfast clubs and are linking with Fareshare and local supermarkets to mitigate food insecurity. Some Primary schools have reduced or completely removed the number days pupils require fancy dress. Schools have removed the costs for excursions and are supporting families with uniform swap shops. During lockdown schools have worked closely with the Local Authority to provide devices and connectivity to ensure all young people can access their home learning. Free stationery resources have been placed in local shops for families to collect and specific materials for art, cooking etc. have been delivered directly to families.

### 3.1.3 *Combat 'holiday hunger' and lack of access to holiday activities for families*

**Addressing holiday hunger** Cafe Inc ran through the school holidays of 2019 with the aim of addressing the issue of holiday hunger. There were unique issues for us in North East Fife being a large rural area. We were not ever going to be able to offer free meals in every rural school, so we used the free school meals data and the school rolls information to plan core places to prioritise. The approach of offering free activities and family play sessions where we were offering the food worked well with families supporting the sessions and valuing the chance to meet up with other families as well as the actual food on offer.

Due to Covid we have tried other ways of delivering programmes and have developed a model of issuing supermarket vouchers to the value of providing a set amount of family meals and run online cookery sessions on the cooking of the recipes which has meant we could reach very rural areas where there had previously been no meal offer. We have also offered picnic pick-ups under the banner of 'Food to Go' in partnership with small community food providers across the area. We offer this at the community fridges when it is the school holidays.

### 3.1.4 *Address barriers to accessing further education by further developing School-College Partnership provision offered in schools.*

There is an expanded college offer for young people while still at school in the area with a focus on employability skills and opportunities to study subjects such as childcare and horticulture as a start of a pathway into a college course post school. Planned twilight delivery from Fife College which provided a way for both young people and adults to access college courses in tourism and travel have stalled due to Covid and will be revisited.

### 3.1.5 *Improve access to health services including mental health and care at home.*

In February 2020 Health and Social Care Locality Planning work was paused in response to specific demand developing from the pandemic. Locality meetings will reconvene in March 2021 to reconsider priorities in the light of Covid. Some provision moved online and there has also been some work in the background which will enable things to move forward in the near future. Key points to note are:

#### **Mental Health**

- recruitment is in progress for a Local Area Coordinator and 7 Community Connectors who will have a role in the implementation of Fife's Mental Health Strategy. The posts will align with the 7 areas and will also link with GP surgeries. The role will be similar to the Social Prescribing post based with the Area Community Development Team in Cupar.
- In Spring 2021 a revamped Moodcafe will be launched. This website provides information and resources for those experiencing mental health difficulties.
- Prior to Covid the Wells provided a physical location linked to local organisations such as community sheds, lunch clubs and churches (the NEF pilot was with the NEF Community Hub in St. Andrews) but this service has now transitioned to a virtual offer. Operating under the banner 'The Well Near Me' it allows people to have a video or telephone conversation with a team member from the comfort of their own home, allowing people to speak to health and social care professionals about their health and wellbeing.
- Fife's Wellbeing Point is an online signposting tool to local and national health and wellbeing information. Supporting mental health and carer support sections have recently been updated.
- On Your Doorstep is a community website managed by H&SC which provides information on community provision in a local area.

#### **Care at Home Provision**

- Locality Carer Support Workers, funded by but independent of H&SC were recruited just before the first lockdown to provide support to unpaid and family carers. There are 7 posts in total each linked to an area. The NEF worker is Claire Chuehong - [claire.chuehong@fifecarers.co.uk](mailto:claire.chuehong@fifecarers.co.uk)
- Moving forward the Carers' Strategy will be focussed on early intervention and prevention
- The Care Providers Pathway is currently on hold due to the pandemic. A database of care providers and clients is being developed to make deployment more effective.

## 3.2 Thriving Places

### 3.2.1 *Develop and promote an affordable and connected travel plan for bus and cycle routes.*

Work has been undertaken through the Rural Poverty Transportation Research to collate information on concessions available from organisations such as DWP and NHS as well as offers available through the National Entitlement Card and from bus companies which can reduce the cost of travel. A booklet has been produced to ensure that the information is easily accessible as focus groups indicated that target beneficiaries for these concessions were often unaware that they existed. Awareness raising sessions with key intermediaries has helped to disseminate the information.

Anstruther Community Council and members of the Community Development Team are working on a Sustrans funded project which is one of 9 initiatives across Scotland looking to develop sustainable transport plans for their communities. There is a focus on reaching a wide range of people in the community and those who may most benefit from the increase in active travel solutions. Community activists and Council officers are undertaking training offered by Planning Aid Scotland (PAS) on using the Place Standards tool which is helping the pace of the development of both the consultation and the travel plan itself.

A proposal to second a member of staff from Sustrans to Fife Council to help produce a 5 to 10 year Active Travel Strategy failed to materialise. Transportation have now employed a Lead Consultant to take forward a local Transport Strategy which is expected to incorporate an Active Travel Plan. This is needed to bring together a range of projects into a coherent strategy.

Current and proposed Active Travel projects in NEF are:

- Bankie Park, Anstruther to Kilrenny – completed 2019
- Lade Braes Shared Use Path – out to tender.
- Newport to Wormit – Stage 1 and 2 Funding from Sustrans received. Preliminary designs and a business case are to be submitted to Sustrans by May for project delivery early 2022 or into 2022/23.
- Bankie Park, Anstruther to Waid Community Campus – land ownership issues to be overcome to provide access to the final 300 metres of the route.
- Anstruther to Pittenweem – meeting convened between Anstruther Cycle Group and Pittenweem Community Council to get consensus on the route to be followed.
- Elie to Anstruther -ENCAP have Sustrans funding for a feasibility study.
- St. Andrews to Crail – project being developed by Transition St. Andrews.
- St. Andrews Active Travel Network – at the consultation stage (Sustrans funded). Project is being led by Transition St. Andrews.
- Cupar 'Red Route' - project being developed by Sustainable Cupar but there are a number of stumbling blocks regarding the gradient, design and flood plain. There are however a number of routes within the town which could be taken forward in the next 2 or 3 years, for example the East Road from the town centre to the industrial estate would be an ideal utility route.
- Strathkinness to St. Andrews – feasibility study has been undertaken but there is a requirement for Capital Funding to match Sustrans funding.
- Dundee to Guardbridge – exploratory meeting facilitated by NatureScot. Have Sustrans funding for a feasibility study.
- Bridge of Earn to Newburgh – Perth and Kinross project which is currently on site. Newburgh section is in Phase 3 so unlikely to be completed for a year or so.

3.2.2 *Establish the demand and demographics for affordable homes at ward level to inform further action.*

The Area Housing Manager has produced statistics at Ward and sub-ward level to identify the extent of the problem. However, housing demand has increased in all categories (transfer, homeless and waiting list) over the last 3 years with the waiting list increasing the most year on year. The most significant pressure for housing is for family homes with NEF only having 17% of its housing stock as 3-bedroomed properties against a Fife average of 24%. The only ways to solve the issue are:

- New build housing
- Promote mutual exchanges
- Target under occupancy using the Tenant Incentive Scheme
- Property Acquisition – buying back ex-Council homes.

The tables below show the number of affordable homes completed in NEF from 2019 plus the number of programmed homes up to 2022. Sites that are at the early site identification stage have not been included as there is no certainty these will come to fruition.

**Number of units completed in NEF from 2019 to date**

Station Road	Kingsbarns	FC/Private	Completed June 2019	2
Monksmoss, Phase 2 (Campion)	Ladybank	FC/Private	Completed Mar. 2020	22
Trynmuir	Cuparmuir	KH-A	Completed June 2019	25
Station Road	Dairsie	KH-A	Completed Dec. 2019	8
Banklands	Newburgh	KH-A	Completed Feb. 2020	40
Crail NHT	Crail	KH-A	Completed Mar. 2020	23
Kilmany Road, Phase 1	Wormit	Initiatives KH-A	Completed Dec. 2019	11
Picketillum Inn	Forgan	Initiatives KH-A	Completed Dec. 2020	8
Property Acquisitions	Fife Wide	FC Other	Completed	7
Open Market Shared Equity	Fife Wide	OMSE	Completed	11
<b>TOTAL</b>				<b>157</b>

### Number of programmed units NEF up to 2022

Seggie Farm, Phase 1	Guardbridge	FC/Private	On-site	32	
Seggie Farm, Phase 2	Guardbridge	FC/Private	On-site	33	
Seggie Farm, Phase 3	Guardbridge	FC/Private	On-site	35	
Commercial Crescent	Ladybank	FC/Private	On-site	8	
Commercial Crescent	Ladybank	FC/Private	On-site	26	
Former Police Station, Carslogie Road	Cupar	SCAPE Framework/FC	Design, planning & acquisition/committee approval processes	13	
Inner Court	Cupar	FC		10	
South of Cupar Road	Newburgh	FC/Private		34	
Curling Pond Court	Ladybank	FC/Private		11	
Cash Feus	Strathmiglo	FC/Private		19	
Mansfield	St. Monans	KH-A		40	
Balgove Road	Gauldry	KH-A		30	
Main Street	Balmullo	KH-A		19	
Toll Road, Phase 2A	Guardbridge	KH-A		20	
Toll Road, Phase 2B	Guardbridge	KH-A		10	
Inner Court	Cupar	Initiatives KH-A		14	
Kilmany Road, Phase 2	Wormit	KH-A		Contract Negotiation & Tender Approval	50
Gilliesfaulds, Phase 1 (Social Rent)	Cupar	KH-A		Site identification only	13
<b>TOTAL</b>				<b>417</b>	

<b>Number of programmed units Fife Wide up to 2022</b>	<b>1679</b>
<b>Number of units completed Fife Wide from 2019 to date</b>	<b>1188</b>

### 3.2.3 *Work with communities to ensure there is high speed internet connections available for those out of scope of the R100 superfast broadband programme.*

Delays in the Scottish Government awarding a contract to its preferred supplier, BT Openreach, has meant that the Reaching 100 (R100) superfast broadband programme is only now becoming operational. This programme will provide superfast broadband direct to premises via fibre technology. Information on those premises in scope and when is now available at <https://www.scotlandsuperfast.com/> by inserting an address and postcode. We expect to get searchable data on the overall Fife position in early March which will enable us to identify how many premises in NEF are not covered and where they are.

For those out of scope, vouchers with a monetary value will be available which would enable neighbours to form a group to develop a community solution, <https://www.scotlandsuperfast.com/how-can-i-get-it/voucher-scheme>

Where appropriate the Area Community Development will help to facilitate this. Both the Scottish and UK Governments have Voucher Schemes which can be accessed. The UK vouchers come to an end at the end of March and the UK Government is currently consulting on the postcodes that will be eligible for the 2021/22 follow on scheme.

A number of options are currently available to communities:

- register their interest as a community fibre partnership with Openreach. <https://www.openreach.com/fibre-broadband/community-fibre-partnership#registercfp>
- contact Rapier Systems (based in Kirkcaldy) and Briskona (based in Stirling), 2 local suppliers who work in Fife to get quotes for fixed wireless and mobile technology solutions.
- Consider satellite as a temporary solution if fibre is not to be installed in the short term. <https://broadband.gov.uk/registered-suppliers/> (£400 voucher available to support this)
- Check coverage for mobile broadband products from mobile network operators such as EE and Vodafone.

A partnership between Rapier Systems and Destination Digital (Simon Baldwin of Cupar Now) is providing a vehicle for Rapier to engage with communities online to generate expressions of interest which could increase the financial viability of community led solutions.

### 3.2.4 *Facilitate Cupar Town Centre Inner Court/Bonnygate mixed use development*

Proposals for the urban regeneration of Cupar town centre including the Bonnygate gap site were developed as part of Cupar Development Trust's Charrette. A partnership of CDT, Fife Council, Kingdom Housing Association and Sinclair Watt Architects has now secured all the necessary funding to acquire and clear the site and to build 23 affordable housing units, 1 retail unit and associated infrastructure and public realm works. To date all design work has been completed, the site has been cleared with some old structures demolished and an application for planning permission has been submitted. If approved, it is likely that an archaeological dig will be required which could present an opportunity for community involvement.

Cupar has retained one of the finest medieval close patterns in Scotland in its historic centre. The proposed development will provide a new close off Bonnygate, re-open 2 existing closes off Crossgate, and provide a pedestrian way to Kirk Wynd from Bonnygate.



### **3.3 Inclusive Growth and Jobs**

#### **3.3.1 *Increase employability opportunities for Community Job Club participants and other targeted groups.***

The links being made with small local employers in the area are benefitting the local job club users and school pupils by giving them opportunities to develop skills, experience and build networks. Barista coffee courses have been delivered in St. Andrews by the social enterprise café Zest and the St. Andrews Botanic Garden is working to establish an employment pathway in horticulture for both pupils and unemployed adults. The Government Kickstart programme has been promoted with local community centres across the area a number of whom are considering recruiting through this route. The scheme is for young people up to the age of 25 years and the employers receive grants to pay the wages of the young person for 6 months.

Community Development is part of a consortium which has made applications to deliver employability programmes tackling barriers to employment for young people and those who are long-term unemployed. These programmes would be funded by the government's No One Left Behind programme. The outcome will be known in March and delivery will start in April 2021.

#### **3.3.2 *Collaborate with St. Andrews University and increase community engagement in the investment plans for Eden Campus.***

Delays in signing the Tay City Deal has impacted on progress but this action will now be addressed over the coming year. 500 – 600 jobs will be created and while many will be highly skilled there will also be opportunities for entry level employment. It will be important that local people are supported to benefit from any opportunities which arise. St. Andrews University has committed to inclusive growth and have developed an 'Guardbridge Guarantee' which will include apprenticeships for young people and support for women into enterprise.

#### **3.3.3 *Develop a pathway to raise awareness of opportunities in tourism and hospitality and the skills required to succeed.***

This action has not progressed due to the pandemic. Tourism and Hospitality are sectors which have been particularly badly hit by Covid. These sectors will feature in the Skills and Employability programme of the Tay City Deal. The NEF Place Leadership Team is to consider the 'Leading Economic Recovery Plan' and Community Wealth Building recommendations at its next meeting and agree local collaborative work which may support this ambition.

### **3.4 Community Led Services**

#### **3.4.1 *Empower Community Councils and Community Development Trusts to address identified local needs.***

Briefings on funding opportunities for community consultations and training on both the Community Empowerment Act and the new Local Place Plans have been offered to the 32 Community Councils and Community Development Trusts.

Three participatory budgeting events have been held. The latest one was run in Guardbridge working with the community and both the Community Council and Development Trust. There were 7 funded projects supported by the £20,000 available with over 17 projects suggested by the community overall. The community voted for projects which they felt developed a sense of community such as a community flag, Christmas tree and lights, seating and exercise equipment for the park and a community notice board. The PB was run via the CONSUL online platform.

#### 3.4.2 *Increase the number of communities in NEF which have developed a Community Action Plan and increase participation in the People's panel.*

There have been action plans developed based on identification of local need for Falkland, St. Monans, Elie and Earlsferry, Crail, Colinsburgh and Kilconquor, Springfield, Guardbridge and Gaudry and Balmerino. There are 4 communities planning consultation in 2021 in Kingsbarns, Cameron, Anstruther and Newport, Wormit and Forgan. These action plans act as a focal point for communities and supports them in bringing in substantial external funding into their communities for environmental, leisure, travel and community-led services.

Baseline data on the number and age bands of NEF residents participating in the People's Panel were collated. However with the impact of Covid and the volume of volunteers and community resilience groups which have stepped up alternative ways of engaging with local people about what was important to them and their communities have emerged. We have also had the opportunity to consult with those who have been in receipt of support during the pandemic to find out what kind of support they valued most to shape future service delivery.

#### 3.4.3 *Develop new ways of recruiting and supporting volunteers from a variety of backgrounds and age groups.*

We saw an immediate and substantial rise in people coming forward and offering to volunteer during the Covid pandemic. There were 439 NEF residents who contacted the Helping Hand helpline offering support. Contact was maintained with these individuals throughout lockdown and the following period of restrictions so that they were aware of our appreciation of their offer to volunteer. A short screening process was completed for 308 individuals and staff were able to match 120 to opportunities with Fife Voluntary Action and community groups. Some examples were qualified chefs supporting the making of meals in community centres, others taking up befriending roles, supporting foodbanks, picking up prescriptions and shopping and helping with the activities of the Covid Mutual Aid groups.

We have had volunteers who via their businesses are taxi and minibus drivers who have provided their services and their vehicles. This has been invaluable for our delivery of emergency food during lockdown periods and through Test and Protect needs where people have required immediate shopping delivered to allow them to isolate.

The voluntary Community Centre Network is successfully offering longer-term roles to many in this new group of volunteers with the Tayside Institute in Newburgh being one example where they are now the umbrella organisation supporting local volunteers to run a foodbank from their centre.

#### 3.4.4 *Address social isolation and community cohesion through new approaches such as 'community meet-ups'.*

The issue of social isolation and loneliness has come into sharp focus during the Covid pandemic. The Welfare Support Workers in the area have carried out weekly phone calls to keep in touch with their service users and in order to increase the number of people who can access a similar service we have worked with the Fife Express group and secured funding for a Co-ordinator which has meant this preventative befriending work can be expanded.

We have started online chat and book groups with the Workers Educational Association (WEA) and through a platform named DISCORD, online sessions with young people. We have been able to flip our usual face-to-face delivery to one online and through the telephone with young people and those using our community job clubs.

## 4.0 Conclusion

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- 4.1 This report provides an update on activity to support the delivery of the Areas of Focus in the NEF Local Community Plan 2019-2022. Progress in some areas has been impacted by the pandemic but this will be addressed in the final year of the plan.
- 4.2 A new 3-year Local Community Plan will be developed following the refresh of the Plan for Fife. It is anticipated that the new focus will be on the cross cutting areas of reform agreed by Policy and Coordination Committee.

### List of Appendices

1. Plan 4 NEF Summary

### Background Papers

1. Plan for Fife
2. NEF Local Community Plan

### Report Contact

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## Plan 4 North East Fife Area

### Our Vision

We want North East Fife to be a place where all residents enjoy a good quality of life, tourists are keen to visit, and opportunity exists for all. We want to join up communities, providing opportunities for all age groups and building on the vibrant community spirit that exists. We want to promote and increase access to our assets and facilities, including our natural heritage and renowned tourist attractions, with the resulting benefits spread across the area.

#### Existing Strategic Delivery Plans

##### Economic Strategy and related action plans

- Lead on Strategic Growth and Tay City Deal.
- Facilitate Cupar Town Centre Inner Court / Bonnygate mixed use development.
- Develop a pathway to raise awareness of opportunities in tourism and hospitality and the skills required to succeed.

##### Local Transport Strategy

- Develop and promote an affordable and connected travel plan for bus and cycle routes.

#### Additional local actions to deliver the Vision

- Develop and deliver an action plan to address issues which contribute to rural poverty.
- Combat 'holiday hunger' and lack of access to holiday activities for families.
- Work with communities to ensure there is high speed internet connections available for those out of scope of the R100 broadband programme.
- Increase employability opportunities for Community Job Club participants and other targeted groups.
- Collaborate with St Andrews University and increase community engagement in the investment plans for Eden Campus.
- Empower Community Councils and Community Development Trusts to address identified local needs.
- Increase the number of communities in NEF which have developed a Community Action Plan and increase participation in the People's Panel.
- Develop new ways of recruiting and supporting volunteers from a variety of backgrounds and age groups.
- Address social isolation and community cohesion through new approaches such as 'community meet ups'

#### Existing Strategic Delivery Plans

##### Children's Services Plan

- Identify and take action to reduce the cost of the school day for families on low income.
- Address barriers to accessing further education by further developing School-College Partnership provision offered in schools.

##### Local Housing Strategy

- Establish the demand and demographics for affordable homes at ward level to inform further action.

##### H & SC Locality Plan

- Improve access to health services including mental health and care at home.

3 March 2021

Agenda Item No. 12

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## **Criminal Justice Social Work Service – Community Payback: Unpaid Work Scheme**

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Report by: Kathy Henwood, Head of Service (Education and Children’s Services)

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Wards Affected: 17, 18, 19, 20 and 21

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### **Purpose**

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The purpose of this report is to update members on developments within Fife Council Criminal Justice Social Work Service in relation to the work of the Community Payback Unpaid Work Team in the Area Committee wards between April 2019 and March 2020.

### **Recommendation(s)**

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The Committee is asked to: -

- a) consider and comment on the content of the attached report; and
- b) agree that further reports the Unpaid Work Scheme by the Criminal Justice Social Work Service will be brought to this Committee on an annual basis.

### **Resource Implications**

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There are no additional resource implications for Fife Council.

### **Legal & Risk Implications**

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There are no Legal & Risk implications for Fife Council.

### **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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There is no requirement for consultation.

## 1.0 Background

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- 1.1 The purpose of this report is to update members on developments within Fife Council's Criminal Justice Social Work Service in relation to the Community Payback Unpaid Work Scheme between **April 2019 and March 2020**. Other statistical information is provided within the report around the broader work of Fife Council Criminal Justice Services. Continuous improvement in the delivery of the Unpaid Work Scheme will assist the Council to meet its key objective of being a top performing Council.

## 2.0 Reducing Re-offending Partnership

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- 2.1 The Scottish Government and partners have been working together to look at alternative models and ways of working since 2012 to reduce re-offending; reduce the use of custody; and secure better outcomes for communities. The Fife and Forth Valley Community Justice Authority, which previously had oversight of the four local authorities delivering Criminal Justice interventions in its area, was dis-established in April 2017 and a '*New Model for Community Justice*' the Fife Reducing Offending and Re-offending Partnership Group' came into effect. This model places planning at a more local level where people who know their area best can make decisions. A legal duty is now placed upon statutory Community Justice Partners to engage in this planning process to ensure a joint approach that is both outcomes-focused and evidence-based. Further information on Fife's Reducing Offending and Re-Offending Plan can be found on Twitter @RORPGFife.

## 3.0 Funding

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- 3.1 The Unpaid Work Team is funded through the Criminal Justice budget. This constitutes consists of around £1,006,404 of which the largest percentage is accounted for under human resource costs. Other areas which the budget covers include vehicle hire, rental of facilities, equipment purchase and maintenance.
- 3.2 Whilst the Unpaid Work Team will provide the tools, transportation and manpower for specific projects, it is the responsibility of the recipients to provide the necessary materials for use.

## 4.0 Staffing

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- 4.1 The Community Payback Unpaid Work Team comprises of a Team Manager, a Senior Social Work Assistant, three Project Officers and fourteen full time Work Supervisors. Our Lead Officer departed post in July 2020 and the post responsibilities have been temporarily covered by our Senior Social Work Assistant.

## 5.0 Legislation

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- 5.1. This legislation requires Unpaid Work Orders to be completed within a specific timeframe as outlined below: -

**Level One Order** - 20 to a maximum of 100 hours can be imposed and should be completed within a 3-month timescale unless otherwise specified by the Sentencer.

**Level Two Order** - 101 to a maximum of 300 hours can be imposed and should be completed within a 6-month timescale unless otherwise specified by the Sentencer.

## 5.2 Immediacy/Visibility

One of the key elements of the legislation is to ensure that offenders begin work on Community Payback as soon as possible after sentence. To assist in this, Criminal Justice Service Social Work staff carry out post-sentence interview immediately after the person has appeared at Court. This ensures that unpaid work participants commence the unpaid work requirement of their order within five working days of their appearance at Court.

- 5.3 Fife Council's Criminal Justice Social Work Service has a duty to submit an annual report on the operation of Unpaid Work in Fife to the Scottish Government as required by legislation. Information will include up-to-date figures on the number of Orders imposed and successfully completed Unpaid Work Orders, types of projects undertaken and feedback from participants and recipients of Unpaid Work across Fife.

## 6.0 Service Delivery

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- 6.1 This report provides information on the Fife wide service delivery by Unpaid Work and also provides a breakdown of the activity within the North East Fife Area. It also provides information on the broader service delivery of Criminal Justice Services.

The Community Payback Unpaid Work Scheme normally operates Sunday through to Thursday and offers evening shifts four times per week. Sunday working is also normally available for those participants in employment or with particular care commitments.

With the advent of Covid – 19 in March 2020 all activity ceased in relation to the supervision of offender's subject to Unpaid Work in the Community and the staff resources were redeployed into assisting with the delivery of food aid around Fife including the North East Fife Area. A limited return to core business was achieved in July 2020 with ratio's of staff to offenders being reduced from 5:1 to 2:1 to be able to comply with the health and safety regulations put in place to combat the effects of the virus. We continued to work in this way until Christmas 2020 when further lockdown restrictions were imposed by government and based on advice from the Chief Medical Officer, Dr Gregor Smith who recommend that face to face unpaid work be suspended on a consistent basis in all local authority areas with enhanced level 4 stay at home restrictions; the scheme has remained closed in the first part of 2021 and will do so until further health advice is obtained to allow a return. The staff group have been offered the opportunity to volunteer to assist again with relief aid and also the asymptomatic testing centres that are being set up.

The cessation of work as described above has meant that many off the tasks and projects that we would normally have undertaken have had to be postponed in 2020

- 6.2 The scheme has three workshops located in Dunfermline, Kirkcaldy and Glenrothes and also operates fourteen vehicles.
- 6.3 Visibility of the projects plays an important part in raising the awareness of the positive contribution Unpaid Work can play in the local community and, throughout the year, there have been a number of positive news articles in the local press. At the conclusion of each project, a plaque is left indicating the Unpaid Work Scheme has carried out the work. This can have a positive impact on those who have participated in the work as well as informing others as to who carried out the work which can have a positive impact on others around the issue of reparation.

- 6.4 There is an increasing focus on the use of social media to promote the positive work being undertaken. In Fife the Community Payback Unpaid Work Team undertake a wide range of projects from painting, litter picking, supporting foodbanks, assisting vulnerable adults and parents of children in the community by completing tasks such as decorating, gardening and removals. Positive media information offers an opportunity to inform the public of the good work that can be achieved by those undertaking Community Payback.

Although not within the time frame of this report it is worth noting that Community Payback staff assisted in food relief throughout Fife during the initial phases of Covid-19. This will be highlighted in future reports to committee.

- 6.5 The scheme currently has forty-three personal placements throughout Fife suitable for both males and females and is actively working on establishing working relationships to create more personal placements across the local authority. Eight of these are located within the **North East Fife** area with on-going work being undertaken to continue to expand this number. The current placements include Age Concern, Cupar. Barnardo's Shop, Cupar. Castle Furniture, Cupar. Lighthouse Café, Cupar. Barnardo's Shop, St Andrews. Barnardo's Book Shop, St Andrews. Salvation Army Shop, St Andrews. Sue Ryder Shop, St Andrews.
- 6.6 Project Officers and Work Supervisors, undertook a Training for Trainers Course in 2018. This allows them to instruct and guide participants on the safe and effective use of relevant equipment. This will ensure the skill set of unpaid work participants is increased and will promote confidence and skills that can be utilised in the future when seeking employment. We are also investing in developing the staff group by offering training and development opportunities to enhance knowledge and awareness. Courses undertaken have been, NEBOSH (The National Examination Board on Occupational Safety and Health), CALM Training which addresses Crisis & Aggression Limitation Management and more recently the commencement of a Certificate in Leadership and Management Course. We also held two staff development days where team developments and improved working practices were developed. The learning undertaken has implemented into practice.

It had been planned for our supervisors to receive further training in 2020 from Community Justice Scotland along with colleagues across the country, but this had to be postponed due to the Covid -19 outbreak.

- 6.7 The Unpaid Work Team continues to work in close partnership with the Fife Coastal and Countryside Trust supporting the management and upkeep of areas managed by the trust.
- 6.8 To assist service users to attend and undertake their hours, local pick up points remain in place in North East Fife, Buckhaven, Dunfermline and Kirkcaldy. Post Covid these will be reassessed.
- 6.9 An Unpaid Work requirement also provides the opportunity within certain prescribed limits for a participant to undertake other activities designed to address identified deficits in the person's lifestyle that may improve a variety of areas in their life. Other activity must not exceed thirty percent of the specified number of hours in the requirement, or thirty hours, whichever is the lower. Such areas include specific training, which addresses issues of literacy, numeracy and/or problem solving. There may also be a need to address anger management issues, address alcohol and or drug related problems. Attendance at the Criminal Justice Service Road Traffic Offenders Programme, which has multi agency engagement from Community Safety, Transportation Services, the Procurator Fiscals Office, Police Scotland and the Scottish Ambulance Service has also been used for this purpose.



- 6.10 In response to the needs of women who offend, the Criminal Justice Social Work Service can provide a woman only work squad. The WINGS Project (Women, Inspiring, Nurturing, Goals and Safe) is a service that is tailored to provide a range of services in one place. Attendance by women to the Women Inspiring Nurturing Goals project is credited as part of the other activity project and runs four days a week in Dunfermline, Glenrothes, Methil, Cupar and Kirkcaldy.
- 6.11 The Community Payback Unpaid Work Team also strives to work in close partnership with other Social Work teams such as Children & Families and Adults teams assisting families in poverty or facing hardship. Examples of this include providing responsive support for individuals or families to move home at short notice, for safety purposes and providing support to vulnerable individuals within the community to maintain their properties to a good standard.
- 6.12 Currently 6 members of staff are trained in CPR Instruction in relation to babies/infants, children and adults. This enables them to instruct both Social Work staff and service users and provides them with certification once completed, and Naloxone Training has been provided to all Unpaid Work Supervisors should a service user present as being overdosing on drugs. In part, this aids the council's objective via the ADP to try and reduce the numbers of Drug Deaths in Fife that have seen an increase across Scotland in the last year.
- 6.13 Currently our Project Officers are undertaking NEBOSH training (The National Examination Board on Occupational Safety and Health) designed to meet the health, safety, environmental and risk management needs of all places of work in both the private and public sector.
- 6.14 The service works closely with corporate Health and Safety colleagues to ensure that the correct advice and guidance is in place for the safety and wellbeing of staff and service users alike.

## **7.0 Recipients Feedback**

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- 7.1 Following completion of a Project, a recipient's questionnaire is sent to recipients to gain feedback on the service they received. The following information has been collated from 28 questionnaires received over the period from **1 April 2019 to 31 March 2020**:

28 Recipients Questionnaires were returned between 1/4/19 – 31/03/2020. Work is being undertaken with the recipients of our service to encourage a larger response rate. Of those that have replied the feedback is generally very positive as can be seen below.

### **How much information were you given?**

About right = 89%

Not Enough = 4%

Blank = 7%

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### **Were you told when the job would start?**

Yes = 96%

Blank = 4%

Did it start on time?

Yes = 96%

No = 4%

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**How satisfied were you with the standard of work?**

Very Satisfied = 89%

Satisfied = 7%

Very Unsatisfied = 4%

**Comments**

- As the work has only material costs and no labour costs attached, the standard of work from potentially unskilled workers is very good.
  - Completed to a high standard.
  - Cannot fault the work carried out, always asked if I'm happy with the work done.
- 

**Were the Supervising staff helpful in their approach?**

Always = 82%

Most of the time = 4%

Blank = 14%

**Comments**

- The supervising staff are a joy to work with, they are very approachable and accommodating and always happy to help if possible.
  - So helpful and we are grateful that the community payback agreed to prepare the building for the family.
  - Their approach was always above and beyond the level of service expected.
  - Above expectations.
- 

**Were the clients helpful in their approach?**

Always = 82%

Most of the time = 11%

Blank = 7%

**Comments**

- The clients have always been happy and grateful for the service and work which has been provided by the pay back team.
- They went above and beyond what was expected as one client wanted to upgrade the young person's memorial at the end of the facility.

- The painting was carried out during a holiday period but i did meet some of the clients, one in particular was extremely proud of his work and was keen to show me.
  - I received no information advising that the service user was unhelpful. He was grateful that the work had taken place.
- 

### **In your opinion was supervision of the clients adequate?**

Always = 89%

Blank = 11%

#### **Comments**

- Yes, the supervisor was always in control of the team which they had working.
  - Never seen any issues when I've met the group, excellent supervision.
  - Very respectful.
  - There was an occasion when their radio was too loud, I had to ask them to turn it down, or close the door to prevent the noise travelling through our office. They were very accommodating.
- 

### **Was the Service prompt in completing your task?**

Yes = 96%

No = 4%

#### **Comments**

- Yes, the work was always completed on time.
  - Completed in good time.
  - Small delay due to staff shortage, communication was handled well.
  - No, the task has still to be completed.
  - Lots of workforce to carry out the task.
  - Task completed as predicted.
- 

### **Overall how satisfied were you with the Service?**

Very Satisfied = 96%

Unsatisfied = 4%

#### **Overall Comments**

- On occasions where we have used the service before I have been very satisfied. The work that has been completed so far is to a good standard and the members of the team work really hard. However, I feel lack of communication this time round has left myself and other staff members feeling unsatisfied with the service. For example, once dates have been arranged it would be beneficial if someone could contact myself to state that the work will not go ahead on the proposed dates. In addition, a follow up email or phone call to explain why, as well as an issue of new proposed dates would benefit us. Furthermore, I would appreciate if someone could also contact us to advise when the paint etc that has not been used will be dropped off and returned.

- I am very satisfied with the pay backs standard of work, the dedication the team show to the job which they have been tasked with and for the team to complete other adhoc work when it has been asked.
- Great service.
- Very much appreciated!
- The teams were amazing, they worked very well within their group and with the gala group. The boss was firm but an excellent leader! We were so grateful for their help this year and previous years. A huge thanks to all involved, we had a successful day.
- The assistance given and the work carried out was exceptional. The attitude of all involved was so positive and what was achieved was more than we could have hoped for. The ongoing support of the team continues to be highly valued and appreciated. Thank you.
- All projects I have requested have been carried out efficiently, taking into consideration the needs of the service users, your teams go out of their way to ensure that there is minimal disruption to the service users.
- Excellent job and all persons on site conducted themselves well.
- Staff and residents at Lindsay House are delighted with the pergola, wishing well and planters in the garden. The slab laying was done to such a high standard that we are thinking of asking for your assistance with some more.

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## 8.0 Unpaid Work Participant Feedback

8.1 CJS Client Feedback Survey 2019/2020. The key results from the CJS Service User Feedback Survey for the period April 2019 – March 2020 are given immediately below. This information covers respondents on **all** Criminal Justice Orders and not solely Unpaid Work which is detailed further below at the end of this section.

### **Response Rate**

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#### **CJS Client Feedback Survey 19/20**

The key results from the CJS Service User Feedback Survey for the period 1 April 2019 – 31 March 2020 are given below.

Response Rate

**Total number of Service Users who responded to the questionnaire was 127.**

10% of Service Users who terminated their order in the period responded.

#### **Type of Order:**

- 92% of the respondents who responded were subject to a CPO
- 1% of the respondents who responded were subject to a DTTO
- 1% of the respondents who responded were subject to a Fiscal Work Order
- 1% of the respondents who responded were subject to a Non-Parole Order
- 1% of the respondents who responded were subject to a Parole Order
- 2% of the respondents who responded were subject to a Supervised Release Order
- 2% of the respondents who responded were subject to another type of order

## **Supervision Details**

- 13% of the respondents had supervision

### ***During the Supervision of your Order did you look at why you offended?***

- 75% said they looked at why they offended completely
- 6% said they looked at why they offended partly
- 13% said they did not look at why they offended
- 6% of the respondents did not answer this question at all

### ***During the Supervision of your Order, did the people supervising you encourage you to consider how your offending had affected your victims?***

- 63% said the people supervising them encouraged them to consider how their offending had affected the victims completely
- 13% said the people supervising them encouraged them to consider how their offending had affected the victims partly
- 19% said the people supervising them encouraged them to consider how their offending had affected the victims not much or not at all
- 5% of the respondents did not answer this question at all

## **Groupwork**

### ***Did you attend any Groupwork Programmes?***

- 17% said they attended Groupwork
- 29% DAG
- 5% MFMC
- 5% RTG
- 5% Smart Recovery
- 5% Wings
- 38% Other types of groups

### ***Did you complete the Groupwork Programme?***

- 62% said they completed the Groupwork
- 24% said they didn't complete the Groupwork
- 14% did not answer this question

## **How was the Order Carried Out?**

### ***What do you think about the amount of information you received about your Order?***

- 57% said the information they received was about right
- 2% said the information they received wasn't enough
- 1% said the information they received was too much
- 40% did not answer this question

### ***How easy or difficult was it to understand the information about your order?***

- 38% said the information was very easy to understand
- 17% said the information was fairly easy to understand
- 3% said the information was fairly difficult to understand
- 42% did not answer this question

### ***During your contact with Criminal Justice Service, did you feel that you were treated with respect?***

- 72% said they were treated with respect always
- 22% said they were treated with respect most of the time
- 2% said they were treated with respect sometimes
- 4% did not answer this question

### ***Do you think your circumstances were taken into account during your contact with Criminal Justice Service?***

- 62% said their circumstances were taken into account completely
- 18% said their circumstances were taken into account partly
- 6% said their circumstances were taken into account not much at all
- 2% said their circumstances were not taken into account at all
- 2% did not answer this question

### ***If you attended on time, how often were you seen on time?***

- 43% said they were seen on time always
- 14% said they were seen on time most of the time

- 2% said they were seen on time sometimes
- 41% did not answer this question

***Has the Order helped you?***

This order was helpful?

- 51% agreed or strongly agreed that being on an order was helpful.
- 6% disagree or strongly disagree that being on an order was helpful
- 43% did not answer this question

***Has your attitude to offending changed during the course of your Order?***

- 62% believed that their attitude to offending had either partly or completely changed during the course of their Order.
- 10% believed that their attitude to offending hadn't changed much or not at all during the course of their Order.
- 28% did not answer this question

**Life Issues**

The percentage of respondents who felt that being on an Order had helped improve various life issues range from:

- 24% for Alcohol
- 15% for Drugs
- 17% for Education
- 17% for Employment
- 21% for Family
- 9% for Housing
- 28% for Relationships
- 10% for Money/Budgetary

***Did you carry out any unpaid work or other activity?***

- 65% of the respondents had unpaid work or other activity

***During your Order were you charged with other offences?***

- 8% were charged with other offences during their order

### ***Do you think that this Order has helped you to stop or reduce offending?***

- 62% of the respondents thought the order has helped them stop offending
- 13% of the respondents thought the order has helped them reduce offending
- 9% of the respondents thought the order didn't help
- 16% did not answer this question

### **Overall how satisfied were you with the way that Criminal Justice Services helped you complete your Order?**

- 58% of the respondents were very satisfied or satisfied by the way that CJS helped them to complete their Order
- 2% of the respondents were unsatisfied by the way that CJS helped them to complete their Order
- 40% did not answer this question

## **9.0 Unpaid Work in Fife – Demand**

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- 9.1 The total number of Community Payback Orders with an Unpaid Work requirement imposed in Fife over the period of 1st April 2019 to 31st March 2020 is 812 (936 in the previous year). In demographic terms, males represent the largest cohort of participants with 706 Orders imposed on men and 106 women.
- 9.2 The number of hours of completed by unpaid work participants in Fife over the period covering 1st April 2019 to 31st March 2020 was 86664. Using the Living Wage of £9.30 per hours as a guide, this equates to £805,975 of financial benefit to Fife communities and Unpaid Work Recipients.
- 9.3 The total number of Community Payback Unpaid Work Requirements successfully completed in Fife over the period of 1st April 2019 to 31st March 2020 was 489 males and 78 females.

## **10.0 Work Undertaken in Wards**

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- 10.1 The work undertaken by the Community Payback Scheme and its participants benefit local schools; charities; and community organisations. The range of work can include:
- ground clearance
  - recycling projects
  - building maintenance and landscaping
  - Improvements to park and community facilities
  - General gardening projects
  - Painting and decorating in community centres and individual homes



## 11.0 Projects Undertaken in the Committee Area

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- 11.1 A description of some of the work undertaken in the North East Fife Area over the period 31st March 2019 to 1st April 2020 is noted in Appendix 1 of this report. Also included within the Appendix is a list of organisations that have benefited from work undertaken and the organisations that we currently have arrangements in place with who facilitate personalised placements.

## 12.0 Conclusion

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- 12.1 Community Payback has assisted a large variety of projects over the last year from individual householders to schools and nurseries and voluntary organisations throughout Fife. It plays a significant and positive role in local communities and repairs some of the harm caused by those who have committed offences. In addition to the benefits to local communities, the use of the other activity has been utilised to ensure that we are meeting any identified needs of service users with a view to supporting them to integrate within their local communities. While the number of Orders has decreased in the last year by 124 we anticipate that with the backlog of orders now in the Criminal Justice system the service will have a continuous work stream for some time to come.

The Unpaid Work in the Community Team would welcome the opportunity to continuously develop links with other Fife Council directorates in the coming year to improve the range of activities it can offer to those on the order as well as fill gaps where the council is unable to provide a service due to budgetary constraints. While we are ambitious for continued development and improvement in the coming year the we anticipate this will be a challenging period in which to deliver services in the same way as before due to the issues of Covid-19, however having now had the experience of re-opening in July 2020 I am confident that our recent experiences have allowed us to be ready to remobilise when it is safe to do so for both service users and staff alike.

### List of Appendices

Appendix 1 - Work undertaken in the North East Fife area

### Background Papers

None.

### Report Contact

Stuart MacArthur  
Team Manager  
Town House Kirkcaldy  
Telephone: 03451 55 55 55 Ext 470694  
Email: [stuart.macarthur@fife.gov.uk](mailto:stuart.macarthur@fife.gov.uk)

**North East Fife Area Committee  
Community Payback  
Unpaid Work Projects**

**01/04/19 to 31/03/20**

<b><u>SERVICE / ORGANISATION / RECIPIENT</u></b>	<b><u>PROJECT / TASK</u></b>
Ongoing Ext/Int Partnerships:	
Fife Coastal and Countryside Trust (FCCT) -Robbie Blyth – ongoing twice week	Large scale litter picking, path maintenance and repairs, painting of fixtures and fittings rubbish removal and basic tree work
Friends of Craigtoun Country Park – Paul Dixon – various annual events	General assistance erecting and dismantling marquee's, and the removal of litter following event. Putting the crazy golf equipment in storage and placing back around park, assist removing boats from the water subsequently assisting to put them back in for summer months.
Safer Communities FC – Mark Reddie	Environmental clearance - following investigation assisting removal of Fly tips.
Parks and Open Spaces FC - Colin Davidson -	Gardening, Ground Clearance and hard cutbacks in parks across East Fife
Facilities Services FC – Cliff Prestage	Gardening and Ground clearance in communities
Education & Children Services Supporting Learners – Access officer – Mark Rochford	Painting markings to aid partially blind children in playgrounds in East Fife and across Fife
Housing Allocation and Assisting sustained Tenancy – Carolanne Bell – various addresses	Painting and decorating including general gardening task

St David's Resource Centre – St Andrew's – Danielle McAlister – regular request	General garden and ground clearance, community uplifts
St Andrew's – Heather Marsden/Daniel Craig - annual event	Delivery assembly and deconstruction of community stage
Noor Spring Charity Festival – St Andrews Alexandra George-Picot - annual event	Delivery assembly and deconstruction of community stage
Wormit – path clearance – Cllr Tim Brett X 2 annually	Large scale strimming and ground clearance
Social Work Services – Various Addresses in East Fife	Ground Clearance/ Painting & Decorating/Gardening
Older People's Services – North Eden - Anne Bell	Removal and Gardening
Silverburn – Duncan Stewart	Delivery assembly and deconstruction of community stage
Education Service – Lundin Mill Primary – Janet Barker	Painting & Decorating
Cllr Tepp - Wormit	Ground clearance-Basic landscaping
Cllr Linda Rosier - Star	Basic Landscaping
Community Centre Tayport - Bruce Davidson	Repairs to fencing/Ground clearance
Cupar Youth Café	Painting and Decorating
Tennis Courts Tayport/Wormit - Linda Baird	Gardening clearance
Housing Services – Ross Glancy	Gardening
Family Support - Maureen Davidson	Community uplift
Lundie Theatre Group – Lundin Links – Robert Stirling	Delivery assembly and deconstruction of community stage
Cllr David Graham	Repairs to wooden furniture
Leng resource centre – Jan Maltman	Community Uplift
Cupar Corn exchange – Damien Pedrick	Painting and Decorating
Leng resource centre to Northeden – Christopher Smith and Anne Bell	Large scale removal due to Leng closure General assistance erecting and dismantling and removal

Crail – Simon Steveley	Repairs to wooden furniture
St Andrews Harbour Trust – Marion Mason – annual event	Marquee's, and Removal of litter following event
Stephen Smith, Workforce Development Lead Officer	Removal of Furniture – Tree Centre to Leng
Children's accommodation additional support needs - 55-56 Eden Park Cupar - Lisa Stewart	Gardening
Housing Services – Manse Place NE Melanie McAndrew	Painting and Decorating

### **Community Payback – Unpaid Work Garden**

#### **Maintenance Rota**

Respite Care Unit - Eden Park Cupar  
 Northeden House – Cupar  
 Leng care Home – Newport  
 St David's – St Andrew's-  
 Age Concern – Provost Wynd Cupar  
 Group Home – Pittenweem Road Anstruther  
 Care Home – Lady Walk Anstruther

### **Community Payback – Unpaid Work Litter Picking Programme**

#### **Picking Programme**

Balmullo Quarry Road  
 Coastal Path – Earlsferry to Elie  
 Coastal Path – Balmerino to Newburgh Road  
 Footpath and Cycleway – Tayport to Tay Bridge  
 Footpath and Cycleway – Newport to Tayport  
 Footpath and Cycleway – Tentsmuir Forest  
 Footpath and Cycleway – Guardbridge  
 St Andrews – Bruce Embankment  
 St Andrews – West / East Sands / Castle Sands  
 Kingsbarns – Beach Area  
 Crail – Roome Bay / Harbour Area  
 Crail – Kilminning Car Park and Paths  
 Footway up to Tarvit Mill traveller site - Cupar

**Community Payback – Unpaid Work  
Personal Placement Providers**

Age Concern – Cupar

Barnardos – Cupar

Castle Furniture – Cupar

Lighthouse Café – Cupar

Barnardo's – St Andrews

Barnardo's Book Shop – St Andrews

Salvation Army Shop – St Andrews

Sue Ryder – St Andrews



**FIFE COUNCIL  
CRIMINAL JUSTICE SERVICES  
COMMUNITY PAYBACK  
UNPAID WORK SCHEME**

**1.0 INTRODUCTION**

Community Payback Orders are issued by the Court as a direct alternative to custody and are managed and supervised by Criminal Justice Social Work Services. Orders vary from 40 to 300 hours. The Criminal Justice Service reports on any issues or problems relating to the management of Orders directly to the Courts.

**2.0 RISK ASSESSMENT**

The Community Payback by Offenders Scheme is delivered throughout Fife by Project Officers and Supervisors. Working with Social Workers responsible for the assessment, supervision and management of the Order and the participant to whom it relates. This role includes assessing an individual's suitability for the Order using risk assessment tools and managing the participant's compliance with the Order; feedback is provided to the Court on the compliance and performance of the individual undertaking Community Payback within the local Community.

**3.0 PROJECTS**

The Projects Team is responsible for the provision of the unpaid work placements, projects and the direct supervision of participants. Community payback runs 5 days per week Sunday to Thursday 09.30 – 16.30. We can provide personalised placements for individuals in a variety of settings such as charity shops and other voluntary organisations.

Each project is assessed by a project officers who will link with recipients of the service to consider the needs and demands of a project that is being requested. The UPW Project Officers contact details are provided below and you should make contact depending on which area the work is required.

The aim of Community Payback is to provide opportunities for participants to make reparation to the local community, for example local schools, charities and community organisations. A further objective of unpaid work placements in the community is to help offenders to learn and acquire new work and life skills. To improve their employability prospects and help them break the cycle of reoffending and to move away from crime.

Community Payback has a criterion that must be adhered to when allocating and assessing a project which is detailed below. Please familiarise yourself with the criteria and confirm with the Project Officer that you, your organisation or individual recipient meets our criteria. Thereafter an assessment appointment can be arranged, with you to assess what work you require and if we can assist. We will provide advice regarding the required materials needed to complete the job.

Please note that any recipient of our service must cover the costs of their own materials, all labour is free. Once the project has been agreed a date will be confirmed by the Project Officer as to when the work will commence. Please note that some flexibility will be required around completion dates due to the availability of resources.

**The criteria that we work to in Community Payback Unpaid Work are:**

*All Fife Council service providers such as Children and Families and Adults must go through appropriate local authority teams/providers and have explored alternative supports before approaching Community Payback i.e. for a fencing project Fife Council must be contacted prior to Community Payback to ensure paid work is not being taken away from other services.*

You must ensure:

- Individuals cannot do the work themselves.
- The individual / organisation has no monies available to pay someone to complete the work.
- They have no family or friends, regardless of their commitments that cannot do the work for them.
- Work will only be considered for non-profit making charitable organisations.
- We are unable to replace any Fife Council Service who have responsibility for completing the task you are requesting.
- In addition, all materials must be purchased and supplied by the beneficiary or recipients prior to any work commencing

The work undertaken benefits both the local and wider communities of Fife and includes charities, community organisations/centres, care homes, and the disabled. The range of work can include:

- litter picking;
- rubbish removal (MUST be double bagged before uplift)
- recycling projects;
- wooden fencing repairs and painting;
- metal railings painting (with approved lead testing only)
- basic landscaping & basic path work
- improvements to park and community facilities;
- general gardening projects
- painting and decorating in community centres, voluntary organisations and individual homes.
- making and repairing garden furniture.
- community festivals/events
- snow and ice clearing



**Contacts for the 3 areas across Fife are as below**

Dunfermline & SW Fife

Kimberly McIntyre

[Kimberly.mcintyre@fife.gov.uk](mailto:Kimberly.mcintyre@fife.gov.uk)

07712542569/01383 621469

Glenrothes & NE Fife

Catriona Henderson

[Catrionam.henderson@fife.gov.uk](mailto:Catrionam.henderson@fife.gov.uk)

07718969205/01592 771346

Kirkcaldy, Kinghorn & Burntisland

Craig Hutton

[Craig.hutton@fife.gov.uk](mailto:Craig.hutton@fife.gov.uk)

07515291032/03451 555555 400010

3 March 2021

Agenda Item No. 13

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## PROPERTY TRANSACTIONS

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

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Wards Affected: 16, 17, 18, 19 and 20

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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 EqlA 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 Disposals

**2.1.1 17.00 sqm of land, existing substation site, Auld Burn Park, St Andrews**

Date of Sale:	14 December 2020
Price:	£1,500
Purchaser:	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

Michael I McArdle  
Lead Professional  
Property Services – Estates  
Bankhead Central  
Bankhead Park  
Glenrothes, KY7 6GH  
Telephone: 03451 555555 Ext No 440268  
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**Agenda Item No. 14**

**North East Fife Area Committee**

**Forward Work Programme as of 22/02/2021 1/3**

<b>North East Fife Area Committee of 3 March 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute	Legal & Democratic Services	Elizabeth Mair	
Presentation - St Andrews University Update		Derek Watson	
Complaints on Environmental/Housing Issues		Cllr Vettraino/Gordon Binnie/David Thomson	
Area Roads Programme 2021/22	Assets, Transportation and Environment	Neil Watson/Paul Hocking	
Application for Funding from St Monans Common Good Fund	Communities and Neighbourhoods Service	Janice Laird	
Application for Funding from Cupar Local Community Planning Budget	Communities and Neighbourhoods Service	Janice Laird	
Application to Howe of Fife Local Community Planning Budget	Communities and Neighbourhoods Service	Janice Laird	
Update on Replacement of Northeden House, Cupar	Health and Social Care	John Cooper/Paul Short	
North East Fife Local Community Plan 2019-2022 Progress Report	Communities and Neighbourhoods Service	Janice Laird	
Criminal Justice Social Work Service - Community Payback: Unpaid Work Scheme	Education and Children's Services	Stuart MacArthur	
Property Transactions	Assets, Transportation and Environment	Michael McArdle	
North East Fife Area Committee Forward Work Programme	Legal & Democratic Services	Elizabeth Mair	

**Agenda Item No. 14**

**North East Fife Area Committee**

**Forward Work Programme as of 22/02/2021 2/3**

<b>North East Fife Area Committee of 21 April 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Review of Council Lock Ups	Housing Services	Gordon Binnie/Donna Christie	
School Attainment & Achievement Report	Education and Children's Services	Lynn Porter	Awaiting national data to be published, estimating April.
Minute	Legal & Democratic Services	Elizabeth Mair	
North East Fife Area Committee Forward Work Programme	Legal & Democratic Services	Elizabeth Mair	
St Andrews BID Renewal	Economy, Planning and Employability	David Grove	

<b>North East Fife Area Committee of 9 June 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute	Legal & Democratic Services	Elizabeth Mair	
North East Fife Area Committee Forward Work Programme	Legal & Democratic Services	Elizabeth Mair	
St Andrews BID Renewal Update	Economy, Planning and Employability	David Grove	

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Pupilwise and Parentwise Surveys	Education and Children's Services	Deborah Davidson	3-yearly report - last reported 12/9/18
Lammas Market		Janice Laird	20th March, 2019 para 166 Management of Lammas Market to be reviewed annually and, if necessary report to Committee. Members to be briefed on the financial position.

**Agenda Item No. 14**

**North East Fife Area Committee**

**Forward Work Programme as of 22/02/2021 3/3**

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Common Good Investments	Finance and Corporate Services	Eleanor Hodgson	Withdrawn from January meeting to enable review to be undertaken. Review now complete, awaiting Hymans Robertson draft Investment Policy/Strategy for submission to Committee.
Health & Social Care	Health and Social Care	Fiona McKay	Awaiting confirmation of date.
Director of Public Health Report 2019-20	NHS Fife	Dona Milne	Date to be confirmed.
Pupil Equity Fund	Education and Children's Services	Sarah Else	Due to the current situation in schools it is not possible to bring individual area committee papers regarding PEF. A full report on Attainment Scotland Funding went to Education and Children's service committee in October 2020.
Parks, Streets & Open Spaces Performance Review	Assets, Transportation and Environment	Scott Clelland	Date to be agreed.
Early Learning & Childcare	Education and Children's Services	Clark Graham	No reports for this session due to Covid pandemic.
Option Appraisal on B939/C4 Crossroads, Strathkinnes	Assets, Transportation and Environment	Colin Stirling	As agreed at meeting on 9/12/20
Green Routes in North East Fife	Assets, Transportation and Environment	Derek Crowe	As agreed at meeting on 9/12/20