

# City of Dunfermline Area Committee

Regency House, Halbeath – Blended Meeting

Tuesday 1 April 2025 - 9.30 a.m.



## AGENDA

### Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of the City of Dunfermline Area Committee of 4 February 2025. 4 - 7
4. **LOCAL ECONOMIC PROFILE 2023/24** – Report by the Head of Property Services. 8 - 53
5. **DESIGN & DEVELOPMENT FRAMEWORK FOR CITY CENTRE** – Report by the Head of Property Services. 54 - 110
6. **DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE - ANNUAL REVIEW 2024-25** – Report by the Head of Environment and Building Services. 111 - 120
7. **CRIMINAL JUSTICE COMMUNITY PAYBACK ANNUAL REPORT 2023 - 2024** – Report by the Head of Children and Families and Criminal Justice Services. 121 - 138
8. **PROPERTY TRANSACTIONS** – Report by the Head of Property Services. 139 - 142
9. **CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME** – Report by the Executive Director, Finance & Corporate Services. 143 - 149

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

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25 March, 2025

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## **BLENDED MEETING NOTICE**

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

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

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

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

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

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

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

## 2025 CODAC 75

### THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – BLENDED MEETING

Regency House, Halbeath

4 February 2025

9.30 am – 11.10 am

**PRESENT:** Councillors James Calder (Convener), Naz Anis-Miah, Lynn Ballantyne-Wardlaw, Aude Boubaker-Calder, Derek Glen, Jean Hall-Muir, Jim Leishman and Gordon Pryde.

**ATTENDING:** Andrew Gallacher, Community Manager, Communities and Neighbourhoods Services; Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management, Lesley Craig, Lead Consultant, Traffic Management, Roads and Transportation Services; Emma Whyte, Committee Officer, Finance and Corporate Services.

**APOLOGY FOR ABSENCE:** Councillor Cara Hilton.

Prior to the start of business, the Convener intimated the intention to vary the sequence of items from that on the agenda. Para 186 below was considered after Para 191 below.

#### 183. DECLARATIONS OF INTEREST

Councillor Glen declared an interest in Para 186 below - Community Recovery Fund Application - Media City - as he was a Trustee of the Dunfermline Regeneration Trust.

Councillor Hall Muir declared an interest in Para 186 below - Community Recovery Fund Application - Media City - as she was a Trustee of the Dunfermline Regeneration Trust.

#### 184. MINUTE

The committee considered the minute of the meeting of City of Dunfermline Area Committee of 10 December 2024.

##### Decision

The committee agreed to approve the minute.

#### 185. AREA ROADS PROGRAMME 2025 - 2026

The committee considered a report by the Head of Roads and Transportation Services which identified the projects which were proposed for inclusion in the 2025-26 Area Roads Programme for the City of Dunfermline Area.

##### Decision

The committee:-

- (1) approved the report and Appendices 1-3;

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- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener and Depute Convener; and
- (3) noted Appendices 4 and 5.

*The meeting adjourned at 10.30 am and reconvened at 10.35 am.*

*Councillors Glen and Hall Muir left the meeting prior to consideration of the following item having earlier declared an interest.*

*Councillors Anis-Miah and Boubaker-Calder joined the meeting prior to consideration of the following item.*

### **186. COMMUNITY RECOVERY FUND APPLICATION - MEDIA CITY**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement of a contribution of £24,100 from the Community Recovery Fund to support phase 1 of the Media City Vision by Dunfermline Regeneration Trust.

#### **Decision**

The committee agreed:-

- (1) to a contribution of £24,100 from the Community Recovery Fund (£14,500 for feasibility studies and £9,600 to appoint 2 temporary consultants for a 6 month period); and
- (2) that the Carnegie Hall and Music Institute Complex should be added to the list of properties already identified for inclusion in the feasibility studies.

*Councillors Glen and Hall Muir rejoined the meeting after consideration of the above item.*

### **187. LOCAL COMMUNITY PLANNING BUDGET APPLICATION - WINTER 2025 SUPPORT**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £30,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support residents of the City of Dunfermline over the Winter period of 2025/26.

#### **Decision**

The committee agreed a contribution of £30,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support residents of the City of Dunfermline over the Winter period of 2025/26.

### **188. LOCAL COMMUNITY PLANNING BUDGET APPLICATION - ANTI-POVERTY STAFFING 2025/26**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £78,338 from the Local Community Planning Budget (Anti-Poverty Fund) to continue to provide additional staff hours for a Welfare Support Assistant, Anti-Poverty Support

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Officer, Community Education Work and a Tutor in cooking skills. All of these positions focus on aspects of work across the City of Dunfermline that support the Tackling Poverty and Preventing Crisis agenda.

### **Decision**

The committee agreed a contribution of £78,338 from the Local Community Planning Budget (Anti-Poverty Fund) to support additional staff hours for the following posts:-

- Welfare Support Worker (FC6 x 18 hours = £20,129)
- Community Education Worker (FC7 - x 6 hours = £8,173)
- Anti-Poverty Support Officer (FC5 x 36 hours = £36, 663)
- Community Food Tutor (FC6 x 12 hours = £13,373)

#### **189. LOCAL COMMUNITY PLANNING BUDGET APPLICATION - HEALTH & SOCIAL CARE PARTNERSHIP COMMUNITY BASED WELL WORKER**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £19,827 from the Local Community Planning Budget (Anti-Poverty Fund) to allow for the continuation of a part-time Well Link Worker post for the City of Dunfermline in 2025/26.

### **Decision**

The committee agreed a contribution of £19,827 from the Local Community Planning Budget (Anti-Poverty Fund) to allow for the continuation of a part-time Well Link Worker post.

#### **190. LOCAL COMMUNITY PLANNING BUDGET REQUEST - COMMUNITY HOLIDAY AND EVENT CHEST FUND**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £20,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support the delivery of community events and holiday activities across the City of Dunfermline area.

### **Decision**

The committee agreed a contribution of £20,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support the delivery of community events and holidays activities across the City of Dunfermline area.

#### **191. LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE – A CITY BUILT ON HERITAGE/CULTURE LED CITY**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £45,000 from the Local Community Planning Budget (£15,000 split over three years from 2025 to 2028) towards the City Built on Heritage Project. The contribution would enable the project to focus on using built and natural heritage assets to celebrate and define, design and deliver a programme of cultural engagement to promote the history and future of the City of Dunfermline.

**Decision**

The committee agreed:-

- (1) a contribution of £45,000 to be divided over a three year period, equating to £15,000 per year for each year from the Dunfermline Area held portion of the budget due to the overall geographic benefit to the city;
- (2) that officers would identify and agree key deliverables with the project team for delivery for each year of the project's lifespan;
- (3) that officers would review the deliverable outputs each year with the project team, prior to agreeing future outputs for the succeeding years;
- (4) that a six monthly update on the project be provided to members through a megaward meeting and an annual progress report to this committee; and
- (5) to note that the project spreads across all Local Community Planning priorities.

**192. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**193. CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME**

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

**Decision**

The committee:-

- (1) noted the draft workplan for the City of Dunfermline Area Committee; and
- (2) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

1 April 2025

Agenda Item No. 4

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## Local Area Economic Profiles 2023/24

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Report by: Head of Property Services

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Wards Affected: Ward Nos. 2,3 and 4

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### Purpose

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The purpose of this report is to provide members with an annual overview of the performance of the local economy and labour market in the City of Dunfermline, along with the business support, strategic investment and employability activity carried out in the city by Business and Employability Services. The information presented is intended to provide background and context to Council activity within the committee area and to help inform area committee discussion and decision-making.

### Recommendation(s)

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Members are asked to:

- (1) review the activity undertaken by Business & Employability Services in 2023/24 and in 2024/25 to date; and
- (2) consider and comment on the issues raised by an analysis of the latest available economic data.

### Resource Implications

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There are no resource implications associated with this report.

### Legal & Risk Implications

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There are no specific legal and risk implications associated with this report.

### Impact Assessment

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An Equalities Impact Assessment has not been completed and is not necessary as it does not represent a change to policy.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The information presented in this report and accompanying presentation provide members with context on inequalities within their committee area and Fife as a whole.

### Consultation

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Key officers from within Business & Employability Services and the Heads of Legal and Finance Services have been consulted in the preparation of this report.

## 1.0 Background

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- 1.1 Appendix 1 provides the 2023/24 Fife Local Economic Profiles which give an overview of recent economic development and employability activities and the performance of the business base and labour market of each of the Council's seven committee areas.
- 1.2 Appendix 2 provides a dashboard for Dunfermline summarising the headline statistics for the city.
- 1.3 The profiles and dashboard are based on analyses of a range of labour market and economic data published by external sources that include the Scottish Government and Office of National Statistics (ONS).
- 1.4 The lag in the availability of much data means that the figures do not provide a completely up-to-date picture of Fife's economy and labour market. In addition, data about employment, unemployment and inactivity is provided by the Office for National Statistics Labour Force Survey and data for geographies below Fife can be unreliable or unavailable due to small sample sizes. As in previous years, comparisons are made with pre-pandemic figures to show how Fife's economy is recovering, adjusting and adapting.
- 1.5 These profiles and other Fife-wide economic analyses are used to inform a range of strategic planning activities. They informed the development of the new Fife Economic Strategy 2023-30 and similar data is being used to monitor progress in delivering the strategy. The data also informs the Plan for Fife.
- 1.6 The information within the profiles is intended to provide members with context and background on policy development and delivery and impact at a local and strategic level.

## 2.0 Wider Economic Perspective

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- 2.1 Although economic conditions in Scotland showed sustained improvements in 2024 compared to 2023, the pace of growth slowed notably during the second half of the year and business and consumer surveys indicate that uncertainty continues to be a concern for economic activity in the early part of 2025.
- 2.2 The economic outlook for Scotland in 2025 is for stronger GDP growth and more stable inflation, although current weaknesses in business and consumer confidence present risks as do geopolitical uncertainties which could impact trade and investment<sup>1</sup>.
- 2.3 Scotland's labour market continues to remain resilient with low unemployment, a drop in the rate of economic inactivity<sup>2</sup>, and a fall in the number of job vacancies indicating an easing of the recruitment difficulties companies experienced in 2022. However, some tightness does remain in the labour market; data from the Business Insights and Conditions

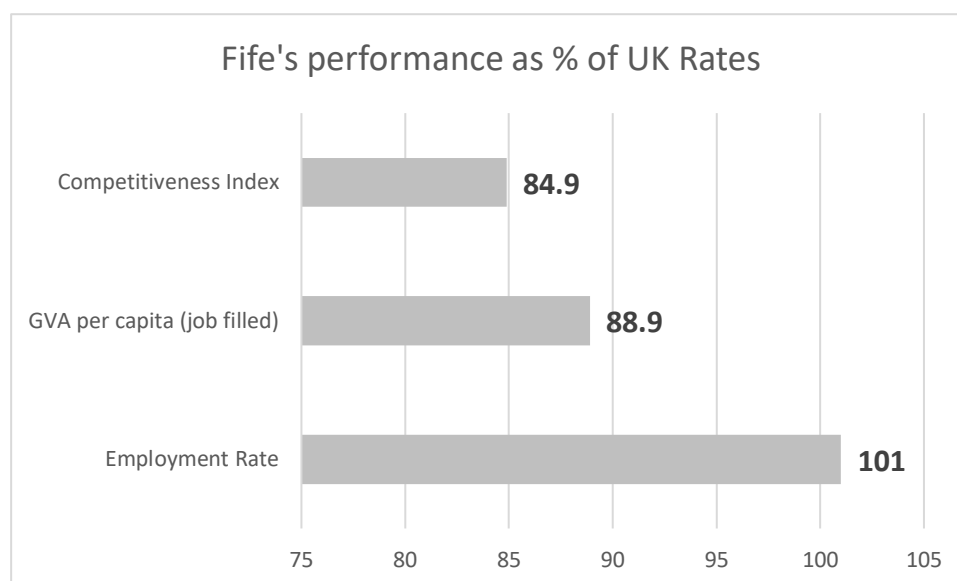
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<sup>1</sup> [Scottish economic bulletin: March 2025](#), Chief Economist Directorate, Scottish Government

<sup>2</sup> The economic inactivity rate is the proportion of the working age population neither in work nor seeking work.

Survey<sup>3</sup> weighted Scotland estimates indicate that in February 2025, over a fifth of businesses (22.6%) experienced a shortage of workers.

- 2.4 In most parts of Fife, employment rates in 2023/24 were above pre-pandemic levels and Fife's latest unemployment rate (for the 12 months to September 2024) was at a record low (3.1%) and lower than the Scottish unemployment rate (3.3%). The economic inactivity rate in Fife has also fallen to 21.2%, after reaching a record high of 26.9% in 2022. There are however still just under 50,000 people aged 16-64 who are economically inactive in the region, 38.4% of whom, over 18,000 people, cited long-term ill-health as the reason for their inactivity and 21% or 10,100 of whom wanted a job.
- 2.5 Fife's latest (January 2025) claimant rate (3.3%) is higher than the Scottish claimant rate (3.1%) and higher than a year ago in January 2024 (3.1%).
- 2.6 In 2024, the total number of businesses in Fife fell for the fourth consecutive year although the number of small and medium sized companies increased.
- 2.7 In 2022, Fife's labour productivity (GVA per job filled) was 11% lower than the UK average (as shown in Figure 1 below).
- 2.8 According to the UK Competitiveness Index (UKCI)<sup>4</sup>, between 2019 and 2023 Fife saw the largest fall in its competitiveness ranking of all UK local authorities, its position falling from 228th place to 279th. In 2023, Fife's competitive index score was 84.9, considerably lower than the UK average score of 100 and lower than the average Scottish local authority score (87.7).



Sources: UK Competitiveness Index 2023; Current Price (smoothed) GVA per job indices by Local Authority District (2022), ONS; ONS Annual Population Survey Jul 2023-Jun 2024.

<sup>3</sup> [Business Insights and Conditions Survey \(BICS\) weighted Scotland estimates: data to wave 126](#), Scottish Government

<sup>4</sup> [The UK Competitiveness Index \(UKCI\)](#) provides a benchmarking of the competitiveness of the UK's local authorities based on the performance and sustainability of an area's businesses and the economic welfare of its residents.



## 3.0 Delivering Fife's Economic Strategy in Dunfermline\*

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### Strategic Context

- 3.1.1 Fife's Economic Strategy 2023-30 sets out the Fife Partnership's approach to growing a stronger, greener and fairer economy. A summary of the Strategy can be seen [here](#).
- 3.1.2 The Strategy identifies three priorities where the Council's and its partners' economic development and employability activities will be focused over the next seven years:
- Supporting businesses
  - Investing in premises and infrastructure
  - Delivering skills, training and fair employment.
- A fourth priority, Working in Collaboration and Partnership, details how the Strategy will be delivered.
- 3.1.3 Fife's Economic Strategy also commits to both the adoption of a cross-cutting Community Wealth Building approach to maximise the local economic and social benefits of investment in projects and programmes, and to making sure that its interventions support the Partnership's commitment to tackling climate change.
- 3.1.4 The Strategy's Delivery Plan was finalised in early 2024; programmes and projects are being taken forward by members of the former Leading Economic Recovery (LER) Board<sup>5</sup> both individually and in collaboration, including through the existing City Region Regional Economic partnerships and the Forth Green Freeport. Fife is actively engaged in regional economic partnership working through both the Edinburgh & SE Scotland City Region Deal and the Tay Cities Region Deal.
- 3.1.5 Strategic context is also provided by the Local Community Plan priorities for the City of Dunfermline – Building strong and resilient communities; Making the city a better place to live, work and visit; and Promoting and supporting wellbeing.

### Supporting Businesses

- 3.2.1 Business Gateway Fife helped 96 new businesses to start-up in Dunfermline during 2023/24, support that is expected to have helped create 116 jobs. A further 464 existing businesses received support from Business Gateway Fife's business advisory services; this supported focused on addressing the challenges posed by the increased costs of doing businesses
- 3.2.2 41 companies in the area received financial support which is estimated to have created 252 jobs.

### Investing in premises and infrastructure

- 3.3.1 Tranche 1 of the ten-year £58 million Fife Industrial Innovation Investment Programme, (Fi3P), funded by the Edinburgh & South-East Scotland City Region Deal and delivered by Fife Council, supported the site servicing of Fife Interchange North. During Tranche 2

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<sup>5</sup> The former Leading Economic Recovery Board and Community Wealth Building Group have merged into a single Economy and Wealth Building Board to better align strategy and delivery across priorities.

of the programme, nine new business units are being built at the site for completion in early 2025.

- 3.3.2 The Council has sold the remaining development land at Fife Interchange North to Thomson UK Limited who are currently constructing new manufacturing premises extending to c 2,700 sq m. The development is expected to secure 50-70 jobs in Fife.
- 3.3.3 The Forth Green Freeport became operational in June 2024. An integrated energy system at Babcock's Rosyth site and the creation of new industry-led research and development space and skills accommodation at the Arrol Gibb Innovation Campus will be amongst the priority projects to receive seed capital once the Final Business Case is approved by the UK and Scottish Governments. A study examining the feasibility of re-introducing rail freight connections between Rosyth, Dunfermline and Cowdenbeath will also be funded.
- 3.3.4 To help promote the city's investment opportunities, a Dunfermline Investment Prospectus was published and the city's investment potential was showcased to national and international investors and developers at Scottish Cities Week in London in January 2024.
- 3.3.5 Funding from Fife's 2023/24 allocation from the Scottish Government's Place-Based Investment Programme supported the production of detailed designs for converting the Co-op gap site into a City Square.
- 3.3.6 As part of the delivery of the City of Dunfermline Tourism Action Plan, published in October 2023, four walking tours - the Dunfermline Discovery Trails – are being developed. These support the development of the City Quarters – social, culture & heritage, linen & industrial and green edges. The Council's Tourism Team is continuing to develop the travel trade market for the city and are working with partners to develop tourism products such as new cycle routes.

#### **Delivering skills, training and fair employment**

- 3.4.1 In 2023/24 508 people from Dunfermline participated in employability programmes commissioned by Opportunities Fife, 21.5% of whom went on to employment. Fife Council's Employability and Employer Engagement worked with a further 159 participants on programmes not funded through Opportunities Fife.
- 3.4.2 In February 2025, the council's Employability and Employer Engagement Team launched a new filmmaking academy to give practical industry experience to young unemployed people. Based at the Fire Station Creative, the academy aims to build participants' employability skills and confidence to help them progress in the industry. Initially planned as a standalone programme, due to its success, the Team is scoping options to run a further academy.

## **4.0 Headline Issues & Opportunities: City of Dunfermline\***

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### **Supporting Businesses**

- 4.1.1 In the 4-year period between March 2020 and March 2024, the number of businesses in the Dunfermline Scottish Parliamentary Constituency Area fell each year, although the rate of fall slowed in 2023 and 2024. Whilst the number of micro businesses fell by 185

enterprises (-12.7%) between 2020 and 2024, over the same period, the number of small and large businesses increased.

- 4.1.2 The Dunfermline Scottish Parliamentary Constituency Area's business density – there are 285 registered businesses per 10,000 resident adults - is lower than the overall Fife and Scottish densities (288 and 377 respectively). To reach the Scottish business density, the area would need 616 or a third more businesses.
- 4.1.3 The estimated number of jobs in the Dunfermline committee area fell by 3.3% from 30,000 to 29,000 in the 4-year period between September 2019 and September 2023. The largest falls in job numbers were in the Information & communication, Public Administration and Water supply & waste management sectors. Over the same period, Transport & storage, Human health & social work and Professional, scientific & technical activities saw increases in employment.
- 4.1.4 Dunfermline accounts for three-quarters of Fife's employment in Financial and insurance activities (2,250 jobs) and 64% of jobs in Information and communication (2,250 jobs). Human health and social work (4,000 jobs). Wholesale and retail (4,000 jobs) and Transport and storage (3,500 jobs) are also significant employment sectors.

#### **Investing in premises and infrastructure**

- 4.2.1 97% of the 61 business units in the Council's Business Property Portfolio in Dunfermline were occupied in March 2024.
- 4.2.2 Only 1.5% of Fife's vacant and derelict land (10.3ha) is located in Dunfermline.
- 4.2.3 Over a quarter (25.5%) of retail and service floorspace in Dunfermline is vacant compared to 11.5% in 2020.
- 4.2.4 The number of people visiting the Dunfermline Area during 2023 increased by 20% compared with the previous year, with visitor numbers 17.2% higher than the 2019 pre-pandemic levels.

#### **Delivering skills, training and fair employment**

- 4.3.1 The average employment rate in the Dunfermline committee area in 2023/24 was 81.8%. This highest employment rate in Fife, though slightly lower than the area's pre-pandemic employment rate (82.1%).
- 4.3.2 The estimated economic inactivity rate in Dunfermline fell from 15.0% in 2019 to 14.3% in 2023/24. This rate is the lowest in Fife and lower than the inactivity rates for Fife (21.3%) and Scotland (22.7%) as a whole.
- 4.3.3 The proportion of the working-age population claiming out-of-work benefits in Dunfermline (2.7%) is lower than the rate for Fife as a whole (3.3%) and is the third lowest rate in Fife. In 2023/24, the 16-24 year old age group had the highest rate of people claiming out-of-work benefits in the area (4.0%).
- 4.3.4 The Dunfermline Scottish Parliamentary Constituency Area saw the percentage of its 16-19 year olds participating in education, training or employment (participation rate) fall between 2023 and 2024. The SPCA's 2024 participation rate (92.2%) is above the rate for Fife as a whole (90.8%).
- 4.3.5 The Dunfermline & Dollar UK Parliamentary Constituency Area has the highest average resident and workplace earnings in Fife (£756.80 and £731.10 per week respectively). The area's resident wages are above Scottish average wages (£740.00).

[\* Note: Figures are given for the City of Dunfermline Committee Area unless stated otherwise. Where data are not available at this level, figures are given for the Dunfermline & Dollar UK Parliamentary Constituency Area (UKPCA) or Dunfermline Scottish Parliamentary Constituency Area (SPCA). Tourism data are given for the Dunfermline which constitutes the area covered by the Dunfermline & West Fife Local Tourism Association.]

## List of Appendices

1. Fife Local Area Economic Profiles 2023-2024
2. City of Dunfermline Economic Dashboard 2023-24

## Background Papers

- [Fife's Economic Strategy 2023-30](#)
- [Scottish economic bulletin: March 2025 Chief Economist Directorate of the Scottish Government](#)
- [Business Insights and Conditions Survey weighted Scotland estimates: data to wave 120](#)
- [City of Dunfermline Local Community Plan – The City Plan, City of Dunfermline Area Committee, 18 June 2024](#)

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# Fife Local Economic Profiles 2023-2024

These profiles provide a summary of business support, strategic investment and employability activity carried out by Fife Council's Business & Employability Services in 2023/24.

They also provide an overview of the characteristics and performance of Fife's business base and labour market. The profiles are based on a range of publicly-available socio-economic data. Whilst many of the data have a time lag, the figures presented are the most up-to-date available at the time of writing.

Unless otherwise stated, the data are broken down to the areas covered by each of Fife Council's seven [Local Area Committees](#).

## Contents:

Page 2 - Supporting Local Businesses Activity

Page 5 - Fife's Business Base

Page 11 - Creating Thriving Places – Investing in Premises & Infrastructure Activity

Page 20 - Delivering Skills, Training & Fair Employment Activity

Page 23 - Fife's Labour Market



Levenmouth Business Park



Forth Green Freeport's Rosyth waterfront vision



Fife fitout specialist Deanestor

## Supporting Local Businesses

### **Supporting new business start-ups and their early survival**

Business Gateway Fife supported a total of 614 new business start-ups during 2023/24, 111 more than the previous year and the highest number supported since 2019/20 (Figure 2). It is expected that this support will have helped create 812 new jobs (Figure 1).

### **Helping small and medium-sized local businesses to grow, accelerate their transition to net zero emissions and adopt digital technologies**

Over 2,800 existing businesses received support from Business Gateway Fife's business advisory services; this support focused on addressing the challenges posed by the increased costs of doing business. (Figure 1).

274 businesses received financial support; support which is estimated to have supported 1,276 jobs (Figure 3).

Funding from the UK Government's Shared Prosperity Fund was used to deliver a SME (Small & Medium-Sized Enterprises) Development Grants Scheme aimed at supporting the growth ambitions of local businesses. Grants up to £20k to support net zero and digital development ambitions were awarded to 105 businesses through a Business Efficiency Grant Scheme.

During 2023/24, the Trade Development Programme supported 273 businesses to attend and exhibit at 63 major trade shows, events and workshops.

The first Fife Food & Drink Week was held in March 2024. The week of events showcased local food producers and suppliers across the Kingdom and supported the 2024-29 Food4Fife Food Strategy's Food Economy Pillar.

A Skills & Training Needs in Fife survey was carried out with Fife College in February 2024 to help align the training provision on offer with businesses' evolving needs.

### **Developing and strengthening local supply chains and optimising the level of public sector expenditure retained within Fife's economy**

Over 690 attendees participated in 22 events at the 15<sup>th</sup> Annual Fife Business Week in November 2024. The week included the flagship Meet the Buyer event featuring a 'Construction Zone' connecting local businesses with major buyers and a 'Hydrogen Opportunities for Fife Businesses' session.

In September 2023 an inaugural 'Fit for Defence Programme' was delivered in partnership with Make UK Defence, providing targeted support to eight Fife-based businesses.

A new 'Build Fife Programme' took place for the first time over 8-weeks in February and March 2024. Delivered in partnership with Hub East Central Scotland and Tier 1 construction contractors, the programme provided 12 companies with skills and knowledge for trading in the construction sector.

The Alibaba Trade programme was also delivered for the first time in early 2024, giving six Fife businesses the opportunity to engage with Alibaba, the world's largest business-to-business e-commerce platform.



## Attracting and supporting inward investment

Investment prospectuses were produced for Levenmouth, Dunfermline and Kirkcaldy.

The City of Dunfermline's investment potential was showcased to national and international investors and developers at Scottish Cities Week in London in January 2024; in May Fife's top investment opportunities were showcased at the UK Real Estate Investment and Infrastructure Forum (UKREiF) in Leeds as part of the Scottish Cities Alliance.

**Figure 1: Businesses Supported by Business Gateway Fife (BGF) 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
No. of businesses receiving Expert Help	9	20	25	18	8	16	17	<b>113</b>
No. of businesses accessing business growth services	270	444	418	519	227	576	354	<b>2,808</b>
No. of Business Gateway-supported start-ups	73	96	88	115	64	92	80	<b>614*</b>
No. of jobs created from BGF start-up support	83	116	147	155	89	112	98	<b>812*</b>
Turnover generated	£2,149,500	£3,582,000	£3,681,300	£3,968,500	£2,081,000	£2,356,500	£2,626,500	<b>£20,595,300*</b>

Source: Business Gateway Fife.

Note: \* include 6 start-ups with an address outwith Fife which together created 12 jobs and generated turnover of £150,000.

**Figure 2: Number of Start-Ups supported by Business Gateway Fife (BGF) 2019/20 - 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife*
2019/21	51	96	103	121	44	111	88	<b>615</b>
2020/21	60	73	93	85	36	101	70	<b>518</b>
2021/22	80	102	80	125	51	93	72	<b>603</b>
2022/23	51	70	59	116	47	85	68	<b>503</b>
2023/24	73	96	88	115	64	92	80	<b>614</b>

Source: Business Gateway Fife.

Note: \* include start-ups with an address outwith Fife.

**Figure 3: Financial Support Given to Businesses in Fife 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
No. of businesses supported	33	41	47	48	16	53	36	<b>274</b>
Value of financial support approved	£28,134	£89,748	£84,257	£80,434	£19,554	£74,648	£73,716	<b>£450,490</b>
Jobs created as a result of financial support	82	252	212	245	45	208	232	<b>1,276</b>

Source: Fife Council Economic Development.

Note: includes support given to businesses by the Fife Investment Fund (Fife Council funded) and the SME Development Grant and Start-up Grant Schemes (funded by the UK Shared Prosperity Fund)



# Fife's Business Base

## Number and Size of Businesses

**Figure 4: Number of Enterprises 2024: Scottish Parliamentary Constituency Areas (SPCAs), Fife & Scotland**

	Cowdenbeath SPCA	Dunfermline SPCA	Kirkcaldy SPCA	Mid Fife & Glenrothes SPCA	North East Fife SPCA	Fife	Scotland
Number of Enterprises March 2024	1,505	1,845	1,650	1,565	2,390	8,950	172,255
Percentage of Fife Total	16.8%	20.6%	18.4%	17.5%	26.7%	-	-
Change 2020-2024	-425	-175	-255	-65	-20	-950	-5,440
Percentage Change 2020-2024	-22.0%	-8.7%	-13.4%	-4.0%	-0.8%	-9.6%	-3.1%
Change 2023-24	0	-20	+20	-5	-25	-30	+905
Percentage Change 2023-2024	0%	-1.1%	+1.2%	-0.3%	-1.0%	-0.3%	+0.5%

### Change in Number of Businesses 2020-2024:

Between March 2020 and March 2024, the number of enterprises in Fife fell by 950 businesses or -9.6% (Figure 4). This followed a period of sustained growth between 2015 and 2020.

Cowdenbeath SPCA saw the largest fall between 2020 and 2024 (-425 businesses or -22.0%) and North East Fife the smallest fall (-0.8%).

Micro-businesses (those employing 0-9 employees) were the only type of business to reduce in number. All areas, apart from Mid Fife & Glenrothes, saw an increase in the number of larger businesses (Figure 5).

Source: ONS UK Business Counts, 2024.

Note: The number of enterprises registered for VAT and/or PAYE that were live on 8 March 2024. Does not therefore include unregistered enterprises (sole traders and partnerships) who are not VAT and/or PAYE registered. As all numbers are rounded to the nearest zero or 5, all zeros are not necessarily true zeros, numbers below 10 should be viewed with caution and the Fife totals may not equal the sum of the five Fife SPCA figures.

**Figure 5: Change in the number of enterprises by Scottish Parliamentary Constituency Area (SPCA) and Size 2020-2024**

	Cowdenbeath SPCA		Dunfermline SPCA		Kirkcaldy SPCA		Mid Fife & Glenrothes SPCA		North East Fife SPCA		Fife	
	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24	2024	Change 2020-24
Micro (0 to 9 employees)	1,325	-435	1,640	-185	1,400	-260	1,340	-60	2,090	-30	7,790	-980
Small (10 to 49 employees)	150	10	170	10	210	0	185	0	255	5	975	25
Medium (50 to 249 employees)	25	0	30	0	35	5	30	-5	35	5	155	5
Large (250+ employees)	5	0	10	5	5	0	10	0	10	0	35	0

### Businesses by Size:

Kirkcaldy and the Mid-Fife and Glenrothes Scottish Parliamentary Constituency Areas have the highest proportions of small, medium, and large businesses (Figure 6).

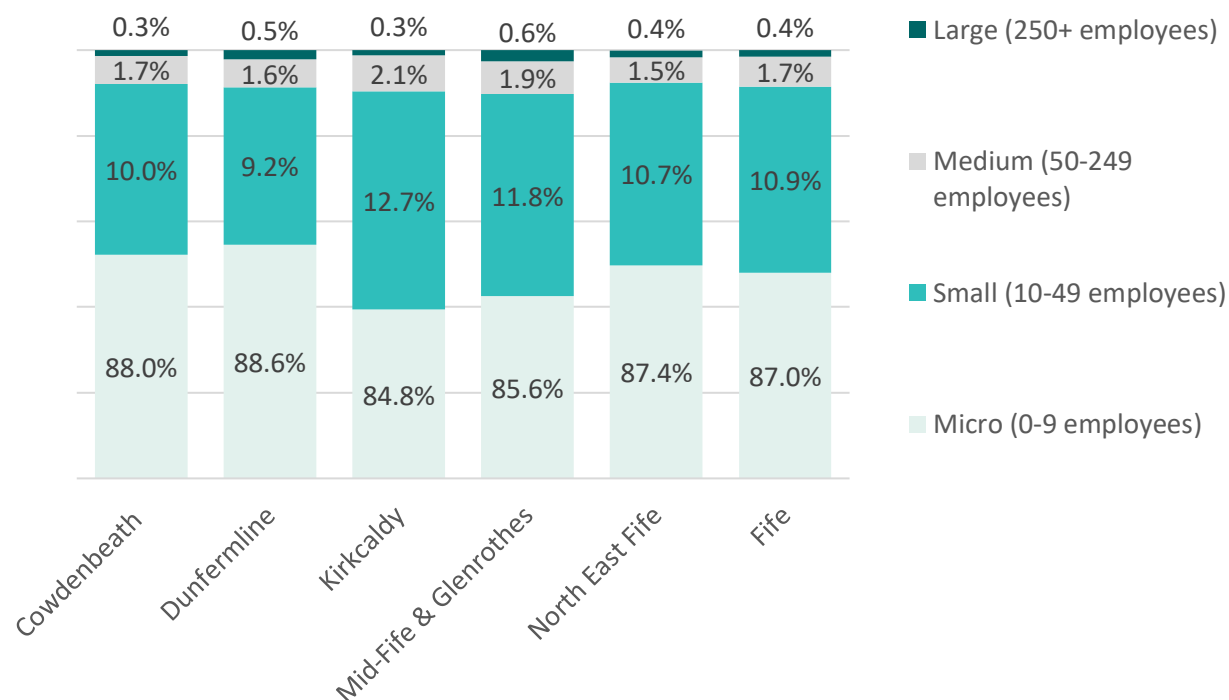
Dunfermline SPCA has the highest proportion of micro businesses (88.6%) followed by Cowdenbeath (88.0%) and North East Fife (87.4%).

Kirkcaldy and Cowdenbeath SPCAs have the lowest proportion of large businesses.

Source: UK Business Counts, 2024.

Note: The number of VAT and/or PAYE registered enterprises that were live on 8 March 2024. Does not therefore include unregistered enterprises (sole traders and partnerships) who are not VAT and/or PAYE registered. As all numbers are rounded to the nearest zero or 5, all zeros are not necessarily true zeros, numbers below 10 should be viewed with caution and the Fife totals may not equal the sum of the five Fife SPCA figures.

**Figure 6: Proportion of businesses by size, Fife, 2024**



## Business Births

In 2023, both the number of new business start-ups and the business start-up rate in Fife fell for a second year.

A total of 990 new businesses started up in 2023, 30 or 2.9% fewer than in 2022 when there were 1,020 new business registrations.

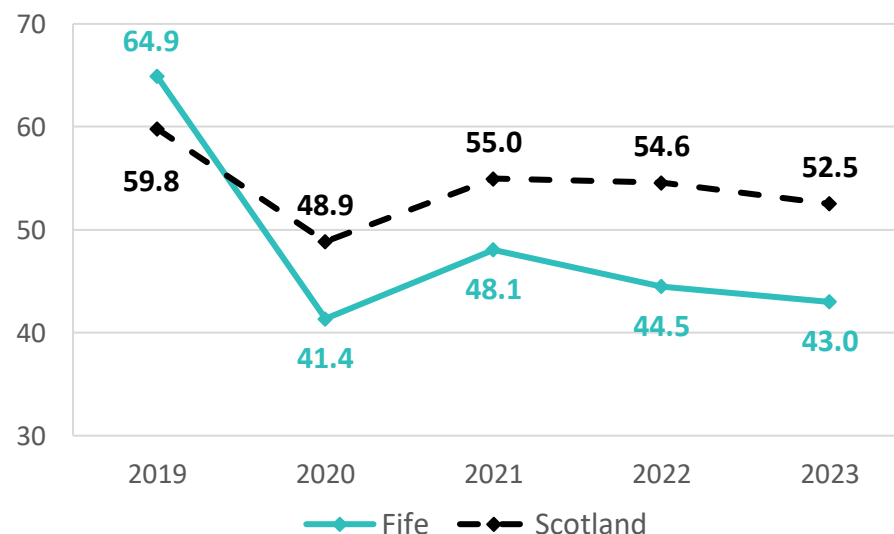
In Scotland as a whole, the number of business births fell at a slightly greater rate (-3.2%) between 2022 and 2023.

As a result, the gap between Fife's start-up rate and that for Scotland as a whole narrowed slightly after increasing in 2022. (Figure 7).

Source: ONS Business Demography, UK (2023).

Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered). They should be viewed with caution as they include registered holding companies and duplicate bank accounts.

**Figure 7: New business start-ups per 10,000 working age adults (16-64) 2019-2023**



## Business Survival Rates

**Figure 8: Survival of New Start Businesses 2023**

	Percentage of businesses surviving 1 year (born 2022)	Percentage of businesses surviving 2 years (born 2021)	Percentage of businesses surviving 3 years (born 2020)
Fife	92.6%	69.5%	54.2%
Scotland	92.5%	72.7%	56.0%

Whilst the proportion of new businesses in Fife surviving their first year of operation was the same as in Scotland as a whole, the proportions surviving a second and third year were below the Scottish rates.

In 2023, the 3-year survival rate of businesses in Fife (54.2%) was higher than in 2022 (44.8%) but lower than in 2020 (58.7%). Prior to the Covid-19 pandemic, Fife's 3-year business survival rates were higher than the national rates.

Source: ONS Business Demography, UK 2023.

Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered).

## Business Densities

In 2024, Fife had a business stock rate, or business density, of 288 registered businesses per 10,000 resident adults (aged 16+) compared with 377 businesses per 10,000 adults in Scotland as a whole (Figure 9)

The North East Fife Scottish Parliamentary Constituency Area (SPCA) is the only part of Fife with an overall business density above the Fife rate. It has a much higher density of micro and small businesses than the rest of Fife.

The Dunfermline SPCA has the second highest density of micro businesses and Kirkcaldy and Mid-Fife and Glenrothes have the second highest density of small businesses in Fife.

Cowdenbeath SPCA has the lowest business density in Fife, followed by Kirkcaldy. Cowdenbeath would need a 50% increase in the number of registered businesses (758 additional businesses) and Kirkcaldy would need a 47% increase (783 businesses) to reach the Scottish business density. The Cowdenbeath SPCA has the lowest rate of micro and small businesses in Fife.

Source: ONS Business Counts 2024 and National Records for Scotland Mid-2021 Population Estimates.

Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered).

**Figure 9: Number of registered businesses per 10,000 resident adults by enterprise size**

Area	Micro (0-9 employees)	Small (10-49 employees)	Medium (50-249 employees)	Large (250+ employees)	All sizes
Cowdenbeath SPCA	221	25	4	1	<b>251</b>
Dunfermline SPCA	253	26	5	2	<b>285</b>
Kirkcaldy SPCA	217	33	5	1	<b>256</b>
Mid-Fife & Glenrothes SPCA	234	32	5	2	<b>273</b>
NE Fife SPCA	324	40	5	2	<b>370</b>
Fife	250	31	5	1	<b>288</b>
Scotland	330	39	6	2	<b>377</b>

## Distribution of Employment

**Figure 10: Number of Jobs in Fife 2019-2023**

	Cowdenbeath Area	City of Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife*
September 2019	8,000	30,000	25,000	22,000	10,000	24,000	16,000	138,000
September 2020	8,000	28,000	25,000	23,000	9,000	23,000	15,000	133,000
September 2021	9,000	31,000	24,000	24,000	10,000	25,000	15,000	142,000
September 2022	9,000	32,000	22,000	25,000	10,000	25,000	15,000	140,000
September 2023	9,000	29,000	22,000	25,000	10,000	25,000	15,000	138,000
% change 2019-2023	+12.5%	-3.3%	-12.0%	+13.6%	0.0%	+4.2%	-6.3%	0.0%

### Change in Number of Jobs:

The number of jobs in Fife fell between 2022 and 2023, although employment in Fife in September 2023 was the same as before the pandemic in 2019.

The Kirkcaldy Area saw the largest proportionate increase in employment between 2019 and 2023 followed by the Cowdenbeath Area; over the same period, the Glenrothes Area, Dunfermline and South and West Fife saw job numbers fall. (Figure 10).

Between 2022 and 2023, job numbers fell in Dunfermline, but remained the same in all other parts of Fife.

### Employment by Sector:

North East Fife has the largest share of Fife's jobs in Accommodation & Food Services, Arts, Entertainment & Recreation and Education (40.9%, 35.7% and 33.3% of Fife's jobs in these sectors respectively) (Figure 11 below).

50% of all employment in Public Administration & Defence Activities in Fife is located in the Glenrothes Area along with 25% of Fife's Manufacturing jobs.

41.5% of Fife's jobs in Agriculture, Forestry & Fishing\* are located in Levenmouth.

75% of all employment in Financial & Insurance activities in Fife is located in Dunfermline, along with 64.3% of Fife's jobs in the Information & Communication sector and 50% of jobs in Transport & Storage.

Over a third (36.4%) of people in Fife working in the Human Health & Social Work Activities sector are employed in the Kirkcaldy Area.

Source: ONS Business Register & Employment Survey 2019, 2020, 2021, 2022 and 2023. Note: \* The Fife totals include farm agriculture while the committee area figures exclude farm agriculture. Employment estimates include employees plus the number of working owners who receive a share of the profits but are not paid via PAYE.

**Figure 11: Employment by Sector, Fife 2023**

Sector	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
A : Agriculture, forestry and fishing*	25	40	25	50	400	300	125	<b>965</b>
B : Mining and quarrying	0	0	10	20	0	125	30	<b>125</b>
C : Manufacturing	1,250	1,750	3,500	1,250	1,750	1,250	3,000	<b>13,000</b>
D : Electricity, gas, steam and air conditioning	20	0	150	0	10	20	20	<b>400</b>
E : Water supply; sewerage, waste management	50	225	150	100	50	75	125	<b>600</b>
F : Construction	700	1,250	800	1,250	400	1,250	900	<b>8,000</b>
G : Wholesale and retail trade; vehicle repair	1,500	4,000	3,000	4,500	1,250	4,500	2,250	<b>21,000</b>
H : Transportation and storage	700	3,500	600	400	900	600	700	<b>7,000</b>
I : Accommodation and food service activities	450	2,000	1,000	1,750	700	4,500	900	<b>11,000</b>
J : Information and communication	50	2,250	125	350	20	175	600	<b>4,000</b>
K : Financial and insurance activities	10	2,250	125	175	35	75	400	<b>3,000</b>
L : Real estate activities	100	250	400	150	75	350	100	<b>1,250</b>
M : Professional, scientific and technical acts	225	2,000	600	900	350	1,000	1,500	<b>6,000</b>
N : Administrative and support service acts	300	1,500	600	1,000	250	900	800	<b>7,000</b>
O : Public admin, defence, social security	900	600	5,000	1,750	175	500	800	<b>10,000</b>
P : Education	1,250	2,250	1,500	2,250	1,000	5,000	1,250	<b>14,000</b>
Q : Human health and social work activities	1,250	4,500	2,250	8,000	2,000	2,500	1,000	<b>20,000</b>
R : Arts, entertainment and recreation	250	600	300	600	200	1,250	300	<b>4,000</b>
S : Other service activities	200	700	1,000	500	150	800	300	<b>3,500</b>
Total Employment*	<b>9,000</b>	<b>29,000</b>	<b>22,000</b>	<b>25,000</b>	<b>10,000</b>	<b>25,000</b>	<b>15,000</b>	<b>135,000</b>

Source: ONS Business Register & Employment Survey 2023.

Note: \* excludes farm agriculture. Employment estimates include employees plus the number of working owners who receive a share of the profits but are not paid via PAYE. They do not however include those who are self-employed operating below the VAT threshold with no employees. The level of rounding applied varies by estimate, so zeros may not be true zeros and the data may not add up to the totals shown.

## Remediation of Vacant & Derelict Land

**Figure 12: Extent of Vacant & Derelict Land in Fife 2024**

Area Committee	Proportion of Fife's total Vacant & Derelict Land	Total Amount of Vacant & Derelict Land (ha)	Change in amount of Vacant & Derelict Land 2023-24 (ha)
Cowdenbeath	8.3%	58.5	+1.3
Dunfermline	1.5%	10.3	+1.1
Glenrothes	17.0%	119.8	-7.7
Kirkcaldy	5.7%	40.1	-1.1
Levenmouth	10.4%	73	-0.1
North East Fife	7.9%	55.5	-4
South and West Fife	49.2%	345.7	0
Total Fife	100%	702.9	-10.5

Source: Fife Council Vacant & Derelict Land Audit 2024

In 2024, there were 200 vacant & derelict land sites across Fife amounting to 703 hectares (Figure 12). Over the last 12 months, 5 sites representing 12.85 hectares of land have been brought back into use.

Derelict land has a broader impact than vacant land both in terms of total area (594 ha) and in the number of individual sites (151).

South & West Fife contains the largest proportion of vacant & derelict land (49.2% of Fife's total) and the Dunfermline Area the lowest (1.5%).

Since 2015/16, Fife Council has been one of five local authorities to receive funding from the Scottish Government's Vacant & Derelict Land Fund; in 2023/24, Fife was awarded £1.621 million from the fund.

Figure 13 below details a selection of current, proposed and completed projects supported by the Vacant & Derelict Land Fund.

**Figure 13: Projects in Fife supported by the Vacant and Derelict Land Fund (VDLF)**

Area Committee	Project
Cowdenbeath	<ul style="list-style-type: none"> <li>• Ground stabilisation in support of Industrial estate regeneration at The Avenue, Lochgelly to support and unlock Fi3P investment*.</li> <li>• Demolitions, ground remediation and stabilisation in advance of proposed mixed-use affordable housing alongside commercial development in town centre sites in Cowdenbeath and Lochgelly (in partnership with Kingdom Housing). On the Cowdenbeath site it is intended that this will unlock support from the Fi3 Programme*.</li> </ul>
Glenrothes	<ul style="list-style-type: none"> <li>• Industrial estate regeneration at Queensway Industrial Estate with Phase 1 now complete and all new units let. Further VDLF investment now in place to support a work on units on Flemington Road which will be complemented by Fi3P investment*.</li> </ul>
Kirkcaldy	<ul style="list-style-type: none"> <li>• Regeneration of buildings on entry to the Ravenscraig Walled Garden which are now leased to Rural Skills Scotland and the Kirkcaldy Community Gardens and Allotments Group. This work is due to complete in Spring/early Summer 2025.</li> <li>• The proposed acquisition and remediation of a former Waste Transfer Site with Heads of Terms now agreed.</li> </ul>
Levenmouth	<ul style="list-style-type: none"> <li>• Making the former Flax Mill at Silverburn Country Park wind and watertight in advance of the ongoing redevelopment works.</li> <li>• Site remediation and preparation works for Cesscon Decom Ltd's oil and gas decommissioning facility at Energy Park Fife.</li> <li>• Industrial estate regeneration at Levenmouth Business Park (Muiredge) and ground investigation at Mountfleurie Industrial Estate to assess ground stability in advance of potential extension of the estate.</li> <li>• Ground investigations and remediation projects in support of the SEPA-led 'Leven Programme' one of which won a national (UK-wide) Brownfield Award for Best Preparatory Work in October 2022.</li> <li>• The proposed acquisition/leasing and stabilisation of ground at Chemiss Road /School Road in Methilhill in support of community-led nature-based learning provision for local young people.</li> </ul>
North East Fife	<ul style="list-style-type: none"> <li>• Ground remediation/preparation works to the east of the Eden Campus in Guardbridge for the installation of a solar photovoltaic array which was officially opened in May 2022.</li> <li>• Demolitions, ground investigations and preparation in advance of a mixed-use affordable housing and commercial development at the Bonnygate/Inner Court in Cupar in partnership with Kingdom Housing Association.</li> <li>• Ground de-contamination and preparation work at the site of the former Abertay Steelworks in Tayport. Ownership of the site was taken over by the local Community Trust and now hosts a new-build Community Hub, called the Larick Centre.</li> <li>• VDLF investment to match that provided by the Fife Council Capital Programme in support of early restoration and repair at the Dutch Village, Craigtoun Country Park with Listed Building Consent for these works secured in November 2024.</li> </ul>



**Figure 13: Projects in Fife supported by the Vacant and Derelict Land Fund (VDLF) (continued)**

Area Committee	Project
South & West Fife	<ul style="list-style-type: none"> <li>• Industrial estate regeneration at Hillend in Dalgety Bay to support Fi3P investment*.</li> <li>• Acquisition and ground remediation/preparation of a site in Rosyth in support of a partnership project involving the Polish Consulate in Edinburgh, Babcock International and others to commemorate the Polish Navy submarine, ORP Orzel, which was lost on patrol while operating out of Rosyth in World War II.</li> </ul>
All Fife	<ul style="list-style-type: none"> <li>• Support for the implementation of the Climate Fife Plan and its associated Sustainable Energy Action Plan (SECAP). This has included commissioning the Coal Authority to produce an Opportunity Map for Fife (with associated report) to assess potential locations for the use of mine water in geothermal district heat schemes. Support is also being given to the Fife Community Climate Action Network to assess the potential for community renewables (mainly ground-mounted solar PV) activity on a number of specified sites across Fife with the results of this expected in Spring/early Summer of 2025.</li> </ul>

Source: Fife Council

Note: \* Investment from the Fife Industrial Innovation Investment Programme (Fi3P) funded by the Edinburgh & South-East Scotland City Region Deal – see Figure 34 and the section below.

The **Fife Industrial Innovation Investment Programme (Fi3P)** is a £58 million ten-year programme delivered by Fife Council with grant funding from the Edinburgh and South-East Scotland City Region Deal. The programme is delivering new industrial, office and business space and serviced employment sites within existing business clusters in Mid and South Fife adjacent to growth corridors (M90 and A92) (Figure 14). The Fi3P started in April 2019 and is being delivered in 3 tranches; Tranche 1 was completed in March 2022. Tranche 2 is underway and will complete in March 2025. The Business Case for Tranche 3 has been approved and work will start in April 2025.

Investment in the Council's **Business Property Portfolio** in 2023/24 delivered a full internal refurbishment of Iona House in Kirkcaldy, new flooring at Kirkcaldy Business Incubator and new roofs at Fife Food Centre in Glenrothes and Dunfermline Business Centre. At the end of 2023/24, units in the Business Property Portfolio were 95% occupied and brought in £2.97m in annual rent income.

The **University of St Andrews' Eden Campus** in Guardbridge has completed the current phase of investment being funded as part of the **Tay Cities Region Deal**. Discussions are ongoing between the University and Fife Council to develop an Enterprise Hub which will provide space for innovative start-up businesses in the Campus.

The **Forth Green Freeport** (FGF), which became operational in June 2024, is set to attract new businesses and jobs into Burntisland, Rosyth, Grangemouth and Leith by means of financial and tax incentives, simplified customs processes and place-based investment. In September, the FGF's Final Business Case was submitted to the Scottish and UK Governments. Once it is approved, seed capital will be released to deliver a number of priority projects designed to address areas of underdevelopment and outdated infrastructure. These first projects include an integrated energy system at Babcock's Rosyth site and the creation of the AGIC Skills and Innovation Centre in Rosyth.

The **Levenmouth Reconnected Programme**, a £10 million fund managed by Fife Council to maximise the economic and social opportunities presented by the recently reopened Levenmouth Rail Link, has awarded circa £5million to a range of local projects. The remainder of the fund is in the process of being allocated. Funded projects have improved bus services around Levenmouth, developed new industrial units, improved greenspace and community participation in the local environment, helped young people learn trade skills, contributed towards the restoration of Silverburn Flaxmill, developed a new pumptrack and skatepark and helped a number of small businesses improve shop fronts and a range of local charities with their projects.

All funding for **Fife's UK Shared Prosperity Investment Plan** (£13.4m over the three years of the programme) is committed with delivery underway and to be completed by March 2025. The Plan is supporting 4 priorities: Communities & Place, Supporting Local Businesses, People & Skills, and Multiply and the projected outputs and outcomes that support the objectives of the Fife Partnership's Plan4Fife 2017-27 and Reform & Recovery Update 2021-24 are on track to be delivered.

The three-year **River Leven Regeneration Programme** was awarded £19.4m from the UK Levelling Up Fund for the regeneration of Riverside Park in Glenrothes (£4.98m) and Leven Connectivity Project (Active Travel and River Park Routes) (£14.43m). Delivery of the Active Travel Network providing links to the new railway stations at Leven and Cameron Bridge is scheduled to commence in Spring 2025 which will also see the completion of the regeneration of Glenrothes Riverside Park.

**Figure 14: Edinburgh & South East Scotland City Region Deal Fife Industrial Innovation Investment Programme (Fi3P) Investment Status**

Area Committee	Tranche 2 Sites	Status at November 2024	Tranche 3 (2025-29) Sites	Expected Completion
Cowdenbeath	The Avenue, Lochgelly.	Site servicing completed and conditional legal agreement in place for disposal of site.	-	-
	Creation of flexible business accommodation, Cowdenbeath	Work has commenced on site	-	-
Dunfermline	Fife Interchange North	New business units due for completion Q4 2024/25 and conditional legal agreement in place for disposal of site.	-	-
Glenrothes	Refurbishment of business units on Flemington Road	Works onsite Q4 2024/25	Glenrothes new build (site selection still to be confirmed).	2028/29
Kirkcaldy	New business units at John Smith Business Park	Works onsite Q4 2024/25	John Smith Business Park	2028/29
	-	-	Refurbishment of town centre offices into flexible business accommodation	2027/28
	-	-	Dunnikier Business Park	2028/29
Levenmouth	Levenmouth Business Park	7 new business units completed, 6 of which are let; phase 2 works onsite Q4 2024/25	-	-
South & West Fife	Ridge Way, Hillend & Donibristle Industrial Estate, Dalgety Bay	Site servicing completed; conditional legal agreement in place for disposal of site.	-	-
	West Way, Hillend & Donibristle Industrial Estate, Dalgety Bay	8 new business units completed: all units fully let.	-	-

**Figure 15: Grants awarded to businesses through the Town Centre Building Improvement Grant Scheme 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
Number of grants awarded	2	6	2	5	3	8	0	<b>26</b>
Value of grants awarded	£17,290	£58,182	£17,400	£42,447	£26,219	£73,052	£0	<b>£234,590</b>
Total value of grant funding claimed (as of 30 Sept 2024)	£17,290	£38,182	£17,389	£32,447	£26,219	£46,210	£0	<b>£177,737</b>

Source: Fife Council Business & Employability Service.

## Town Centre Activity:

Fife's £1.9m allocation for 2023/24 from the Scottish Government's **Place-Based Investment Programme** supported the following projects:

- The creation of a multifunctional community space at Volunteer's Green and Adam Smith Theatre Outdoor Space in Kirkcaldy.
- Public realm improvements on Leven High Street.
- Detailed designs for converting the Co-op gap site in Dunfermline into a City Square with work to progress during 2025/26.
- Fife-wide Town Centre Building Improvement Grant Scheme (see Figure 15 and below).
- Reconfiguring and refurbishing the Enterprise Hub Fife in Glenrothes.

The 5-year **Inverkeithing** regeneration programme is due to be completed in Spring 2025. The National Lottery Heritage Fund and Historic Environment Scotland approved the Round 1 applications for the **Buckhaven** Area Heritage Regeneration Scheme.

Fife Council continues to operate the **Town Centre Building Improvement Grant Scheme**, supporting 15-20 town centre businesses each year with grants of up to £10,000 for shopfronts, building improvements, energy efficiency and upper floor conversions (Figure 15).

In response to the specific challenges faced by **town centre and independent retail businesses**, a free business support programme was delivered.

**Fife Council's town centre capital investment** continues to be used to lever additional external funding. Recent investment includes improvements to Glenrothes bus station and pedestrian area at the Kino cinema, the completion of the Adam Smith Theatre refurbishment, the delivery of a place making project in Leven between the railway and bus stations and protective works at St Margaret's House in Dunfermline. The second phase of public realm improvements at Kirkcaldy waterfront and Volunteer's Green are now complete. Complex and protracted land acquisitions at Bonnygate Inner Court in Cupar are now complete with demolitions and site investigations beginning in October 2024, with delivery expected to start during Spring 2025.

**Figure 16: Town and city centre vacancy rates April 2024**

Area Committee	Town/City	% of Vacant Units	% of Vacant Floor Space
Cowdenbeath Area	Cowdenbeath	16.0%	14.1%
	Lochgelly	22.0%	24.8%
Dunfermline Area	Dunfermline	21.3%	25.5%
Glenrothes Area	Glenrothes	19.3%	22.7%
Kirkcaldy Area	Kirkcaldy	26.8%	27.7%
	Burntisland	10.0%	10.6%
Levenmouth	Leven	15.9%	12.1%
North East Fife	Anstruther	14.0%	14.8%
	Cupar	15.8%	16.1%
	St Andrews	6.7%	9.2%
South & West Fife Area	Inverkeithing	10.9%	9.7%
	Kincardine	24.0%	48.4%

St Andrews, Burntisland and Inverkeithing have the lowest vacancy rates of Fife's main town centres (Figure 16).

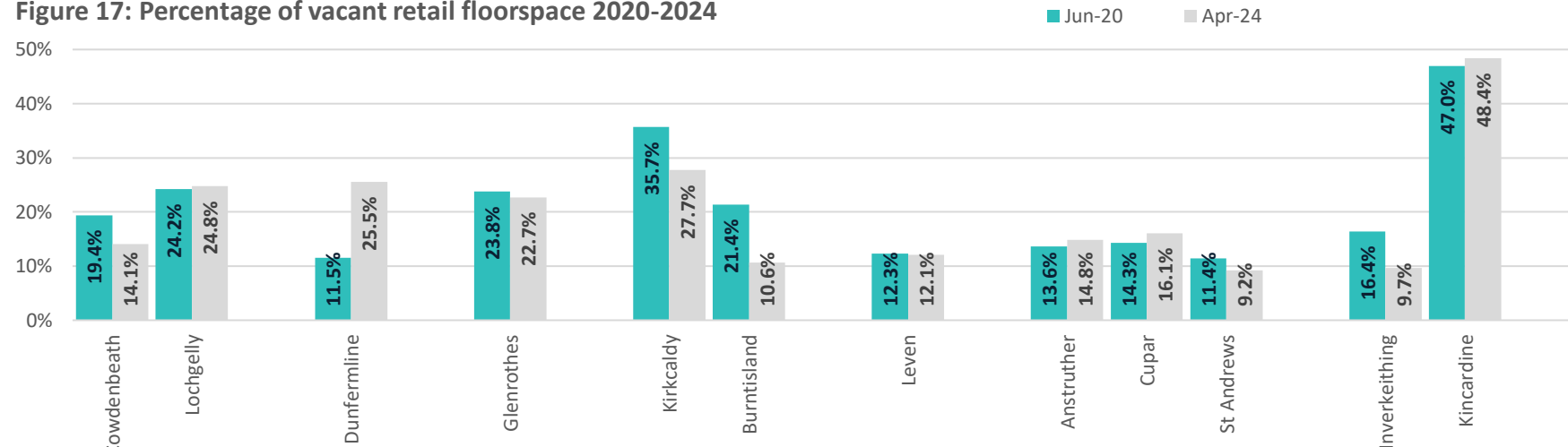
The highest vacancy rates are found in Kirkcaldy, Dunfermline, Lochgelly and Kincardine.

Dunfermline saw the proportion of vacant floorspace increase significantly between 2020 and 2024 (Figure 17), while Cowdenbeath, Kirkcaldy, Burntisland and Inverkeithing saw rates decrease.

Source: Experian Goad Town Centre Reports for Fife Council.

Note: these vacancy rates are not comparable with those shown in previous profiles due to methodology changes.

**Figure 17: Percentage of vacant retail floorspace 2020-2024**



**Figure 18: Volume and Value of Visitors, Jan-Dec 2023**

STEAM* Indicators	St Andrews	Dunfermline Area	Kirkcaldy and Mid Fife	NE Fife (exc. St Andrews)	Fife
<b>Visitor numbers</b>	<b>775,800</b>	<b>956,700</b>	<b>852,900</b>	<b>621,300</b>	<b>3.21m</b>
% change in visitor numbers 2022-2023	+10.7%	+20.0%	+24.5%	+18.8%	<b>+18.5%</b>
% change in visitor numbers 2019-2023	+14.0%	+17.2%	+16.1%	+10.2%	<b>+14.5%</b>
<b>Economic impact (direct, indirect &amp; induced)</b>	<b>£157m</b>	<b>£124m</b>	<b>£115m</b>	<b>£166m</b>	<b>£513m</b>
% change in economic impact 2022-2023**	-5.0%	-0.5%	+5.3%	+49.8%	<b>+0.4%</b>
% change in economic impact 2019-2023**	+15.2%	+8.7%	+3.1%	+79.7%	<b>+12.7%</b>
<b>Number of Full Time Equivalent (FTE) jobs supported by visitor expenditure</b>	<b>1,407</b>	<b>1,373</b>	<b>1,301</b>	<b>1,540</b>	<b>5,621</b>
% change in number of FTE jobs 2022-2023	-2.2%	+0.4%	+5.0%	+3.0%	<b>+1.4%</b>
% change in number of FTE jobs 2019-2023	+3.5%	-2.1%	-2.5%	+10.7%	<b>+2.4%</b>

Source: Fife STEAM Reports 2023 - FINAL, Global Tourism Solutions (UK) Ltd.

Notes:

\*STEAM is a tourism economic modelling tool owned by Global Tourism Solutions (GTS) UK Ltd and is used by most visitor destination areas in the UK. 'Visitors' include staying visitors (tourists staying overnight for at least one night) and day visitors visiting the area on a non-routine and non-regular leisure day trip from a home or holiday base.

\*\* Indexed to 2023

The areas relate to Fife's Local Tourist Associations (LTAs) as follows: St Andrews=St Andrews LTA; NE Fife=Cupar & North Fife and East Neuk LTAs; Kirkcaldy & Mid Fife=Levenmouth and Heartlands of Fife LTAs; Dunfermline Area=Dunfermline & West Fife LTA.

Figures are not available at a lower level than these four areas.

### **Volume and Value of Visitors (Figure 18 above):**

Tourism was one of the sectors worst affected by the economic impact of the Covid-19 pandemic and 2020 saw visitor numbers to Fife fall dramatically due to travel and social distancing restrictions.

In 2021 the sector started to recover and in 2023 visitor numbers to Fife and their economic impact were higher than before the pandemic; in 2023, Fife received over 3 million visitors who brought in an estimated £512.5 million to the area's economy. Visitors spent an average 4.1 nights in the region, a longer length of stay than the national average.

### **Fife Tourism Activity:**

A new **Welcome to Fife Tourism Strategy** was launched in December 2023.

Over 150 people attended the biennial **Welcome to Fife tourism conference** held in February 2024 at the newly refurbished Adam Smith Theatre.

Fife's biggest ever consumer marketing campaign promoting the Kingdom as an autumn/winter short break destination took place from October 2023 to February 2024. Targeting people in Scotland and North England, the campaign, **The Kingdom, where it all begins**, promoted Fife to an audience of over 8 million and inspired more than 46,000 people to visit the [welcometofife.com](https://welcometofife.com) website to find out more.

Fife Council continues to support a Fife-wide programme of **cultural events** that for 2024 included: Fife Food & Drink Week; The Bruce Festival in Dunfermline; Pittenweem Arts Festival; The Euro Fanzone at Dunfermline Football Club; Fife Fest; and Fife Outdoor Activities Week.

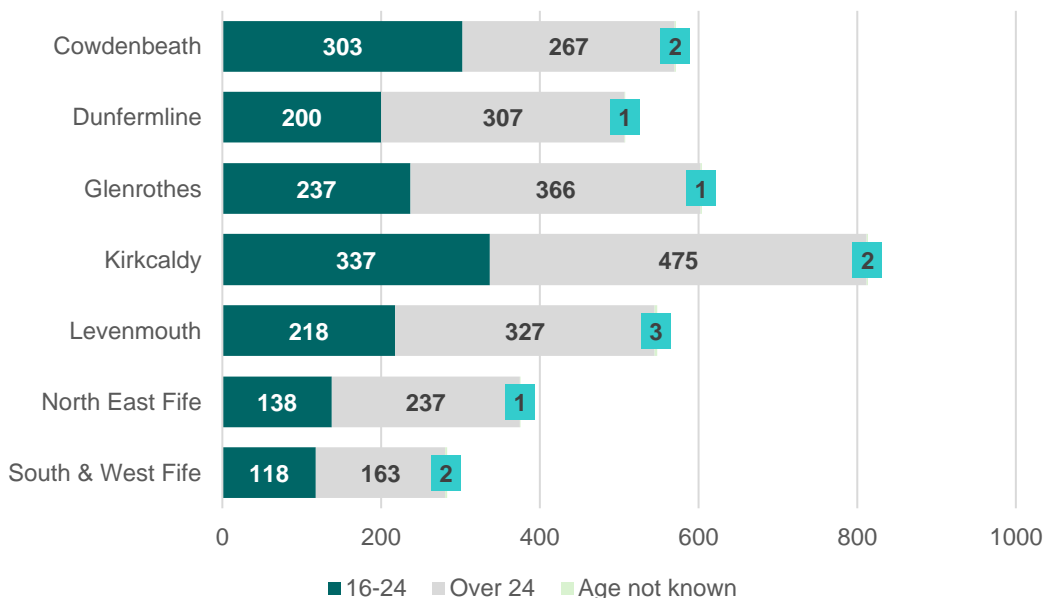
A **Dunfermline City Tourism Action Plan** was published in October 2023 to develop and promote Dunfermline as a city break destination. Progress to date includes a dedicated marketing campaign, travel trade training for businesses, an improved visitor website, and representation at VisitScotland Connect, putting the City in contact with over 40 tour operators.

A tourism action plan was also developed for **Levenmouth**, promoting the area as a new destination to visit by train.

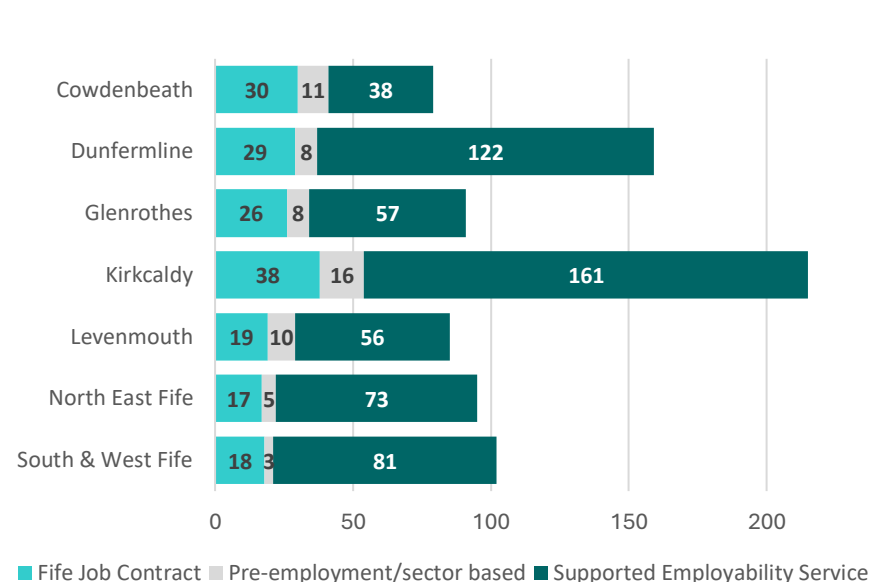
Further tourism interpretation and directional signage was added to the 5-mile circular **Forth Bridges Trail**, work partly funded by the UK Government's Shared Prosperity Fund. The Forth Bridges website and multi-channel social media programme continue to promote visits to the Forth Bridges area.

# Delivering Skills, Training & Fair Employment

**Figure 19: Participants\* on programmes commissioned by the Opportunities Fife Partnership (excluding those delivered by Fife Council) 2023/24**



**Figure 20: Participants\* on programmes delivered by Fife Council Employability & Employer Engagement Team 2023/24**



In 2023/24, there were **3,705 participants\*** on employability programmes commissioned by the Opportunities Fife Partnership (Figure 19).

The largest number of participants were resident in the Kirkcaldy Area (814) followed by the Glenrothes Area (604), Cowdenbeath Area (572) and Levenmouth (548).

41.9% of participants were aged between 16-24 years. The areas with the highest proportion of participants aged 16-24 years were the Cowdenbeath Area (53.0%), South & West Fife (41.7%) and the Kirkcaldy Area (41.4%).

Over the same period, there were 826 participants on employability programmes delivered by Fife Council's Employability and Employer Engagement Team (Figure 20). The largest number of participants were resident in the Kirkcaldy Area (215) followed by Dunfermline (159).

Source: Fife Council

Note: \* the number of participants on employability programmes is higher than the total number of people due to individuals participating in more than one programme. These figures exclude participants on Modern and Foundation Apprenticeships.



### **Targeting enhanced employability support to those most disadvantaged and furthest from the labour market**

Of the 628 people who participated in employability programmes run by the council's Employability and Employer Engagement Team, 413, or 65.8%, went on to employment.

82 Modern Apprenticeships (MAs) were supported across various council services and a further 257 Fife residents were supported to undertake MAs with other employers.

Pre-employment training academies were delivered to help people experiencing barriers to employment including a Community Improvement Squad Academy in Levenmouth, Lochore Meadows Green Skills Academy and Babcock Production Service Operators (PSO) Academy.

Matrix, Employability's sheltered workshop, continued to provide meaningful employment, training and development opportunities to individuals with disabilities and long-term health conditions. The team of 35 has completed several projects for customers including NHS Fife, NHS Glasgow, Edinburgh Council and HMP Grampian delivering: upholstery for theatre seating, hospital and clinic seating, refurbishment of Occupational Therapy equipment and private sales. Matrix was integral to the successful opening of the Methil Care Village in October 2023, providing the furniture and soft furnishings for this development.

A new progressive recruitment approach – the Life Chances Model - was piloted in 2023/24. The approach, which focuses on giving people experiencing barriers to employment access to hard-to-fill, entry-level positions within the council has now been fully integrated in the council's recruitment strategy.

The Edinburgh & SE Scotland City Region Deal Intensive Family Support Service targets significant pockets of persistent, entrenched worklessness and poverty by taking a whole family approach to tackle intergenerational disadvantage. In 2023/24, this service supported 185 individuals from 98 families in Fife's most disadvantaged areas. Of those supported, 82 people entered education and 13 found employment.

### **Ensuring school and college leavers have the skills, knowledge and opportunities to move on to positive destinations**

A programme of 82 different Culture of Enterprise activities was delivered to Fife's schools, providing a total of 2,177 instances of pupil engagement (see section below).

198 Foundation Apprenticeships were supported.

### **Encouraging the adoption of inclusive employment and fair work practices**

The 22nd Fife Business Diversity Awards took place in November 2024. Organised by the Supported Employment Service, the awards showcase the achievements of individuals and employers in ensuring that people from all backgrounds are able to fulfil their work ambitions.

**Figure 21: Participation in Fife Council's Culture of Enterprise (CoE) Programme, 2023/24**

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
Number of different CoE activities in which schools participated	8	17	11	22	12	19	13	<b>102</b>
Instances of pupil engagement with CoE activities	198	554	485	528	386	467	397	<b>3,015</b>

The **Culture of Enterprise Programme** led by Fife Council's Economic Development Team delivers programmes of activity in Fife's primary and secondary schools designed to support young people in developing abilities and confidence for lifelong enterprising contributions in their learning, life and work.

Teams from eleven primary and secondary schools pitched a range of social enterprise ideas in the 2024 **Dragon's Den** competition.

Two Fife College students have been named the recipients of the **Adam Smith 300 Enterprise Scholarship**.

**Race to Zero**, the digital replacement for The Enterprise Game, was rolled out in 2023 across 17 high schools and received 590 downloads.

Defence company **Babcock International Group** welcomed more than 300 primary school pupils to its annual Festival of Engineering at Rosyth, helping them explore the skills needed for a career in science, technology, engineering or maths.

Second year students from 4 of Fife's high schools participated in **Raytheon's 2024 RTX Quadcopter Challenge**.

A new project for primary school pupils, **4toFortune**, was launched challenging teams of four students to turn £4 into as much as they can within 4 weeks.

Source: Fife Council – Economic Development.

Note: Figures for previous years are not shown due to the introduction of a new way of recording instances of pupil engagement.

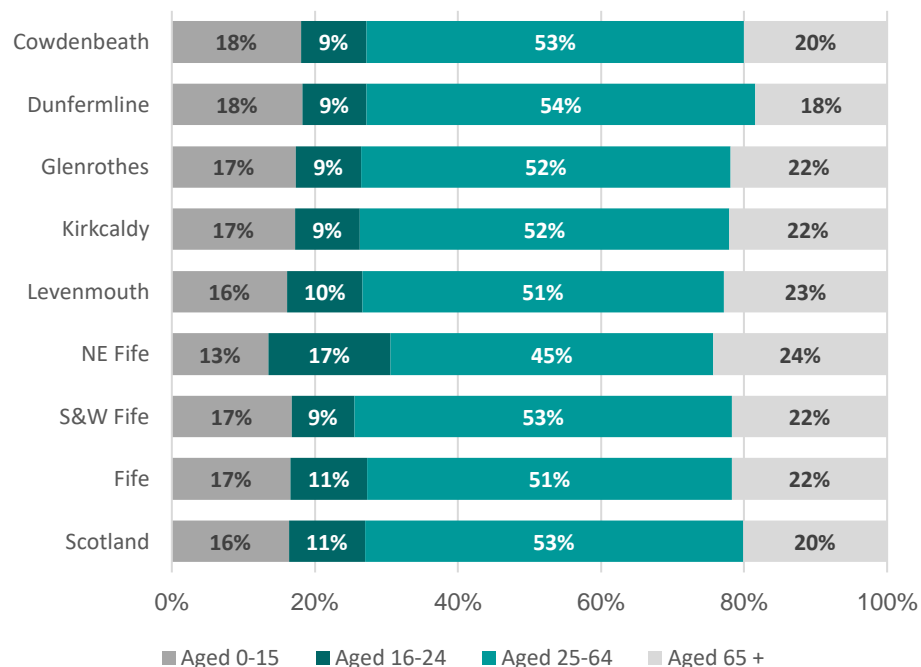
# Fife's Labour Market

## Population

**Figure 22: Mid-2022 Population Estimates - Fife & Local Area Committee Geographies**

Cowdenbeath Area	City of Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
41,579	60,767	48,461	60,276	38,599	72,191	49,517	<b>371,390</b>

**Figure 23: Population Structure - Local Committee Areas, Fife, Scotland Mid-2022**



Around 371,390 people live in Fife, 6.8% of Scotland's population (Figure 22). Looking at the population structure of Fife and its committee areas (Figure 23):

- Fife has a smaller proportion of its population of working age (aged 16-64 years) than Scotland as a whole – 61.7% of its population are of working age compared with 63.5% of Scotland's population.
- Kirkcaldy has the smallest proportion of people of working age (60.7%) in Fife.
- Dunfermline has the lowest proportion of people aged over 65 (18.4%) while North East Fife has the highest (24.3%).
- Dunfermline has the largest proportion of people who are of working age (63.3%) and the highest proportion of children (18.2%).
- North East Fife has the lowest proportion of children (13.5%) but the largest proportion of people aged 16-24 years (17.1%) and the lowest proportion aged 25-64 years (45.1%).

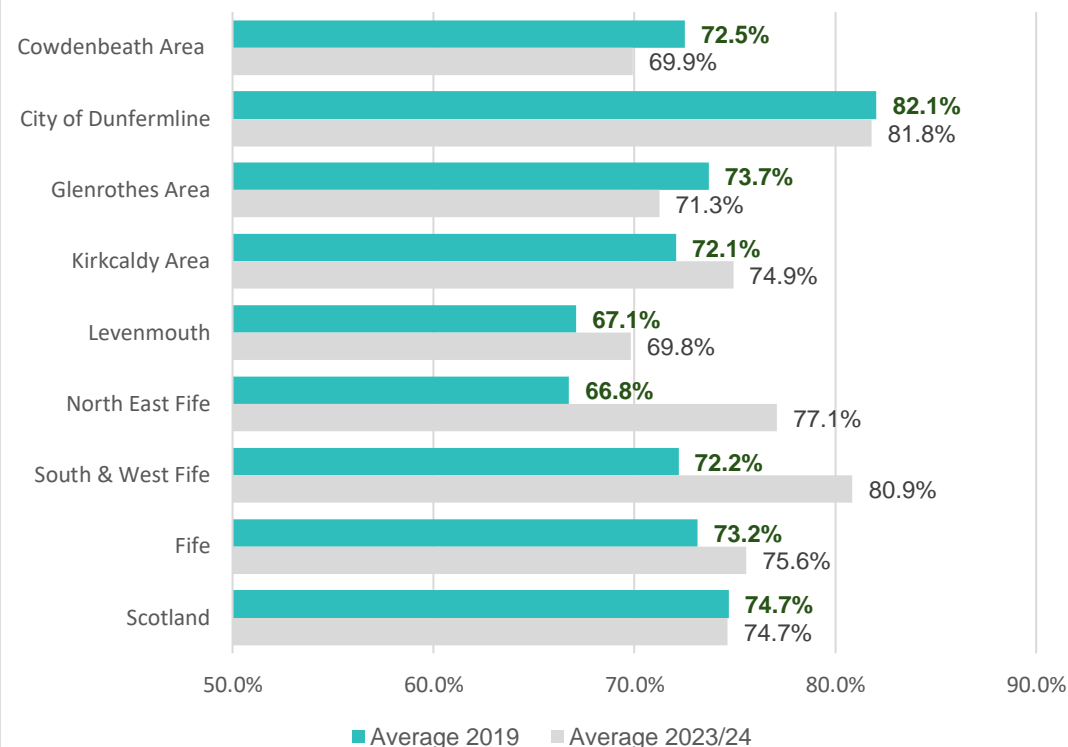
Source: Mid-2022 Electoral Ward Population Estimates, National Records of Scotland.

## Employment Rate

Figure 24: Employment Rates, 2023/24



Figure 25: Employment Rate Change 2019-2023/24



### Latest Employment Rates\*:

Dunfermline's average employment rate (81.8%) in 2023/24 was the highest in Fife (Figure 24) followed by South & West Fife (80.9%).

The average employment rates in Levenmouth and the Cowdenbeath and Glenrothes Areas were lower than both the Fife and Scottish rates.

Levenmouth and the Cowdenbeath Area had the lowest employment rates of all the committee areas in Fife (69.8% and 69.9% respectively).

Dunfermline was also the only part of Fife where the female employment rate was higher than the male employment rate (Figure 24).

Source: ONS Annual Population Survey, 2019 and 2023/24 Average Rates.

Note: \*employment rate = the percentage of the working age populations (aged 16-64) who are in employment. As these employment estimates are obtained from a national survey, they are based on a sample rather than the entire population which means they are subject to uncertainty. In addition, rates for committee areas should be viewed with caution due to small sample sizes at this geographic level. Because of this, averages of the rates for 2019 and 2022/23 are given.

## Employment Rate Change:

In the Kirkcaldy Area, Levenmouth, North East Fife and South & West Fife, employment rates in 2023/24 were above the pre-pandemic 2019 levels (Figure 25).

In Dunfermline and the Cowdenbeath and Glenrothes Areas, average employment rates in 2023/24 were lower than in 2019.

North East Fife and South & West Fife saw the greatest increases in employment rates.

Source: ONS Annual Population Survey, 2019 and 2023/24 Average Rates.

Note: As these employment estimates are obtained from a national survey, they are based on a sample rather than the entire population which means they are subject to uncertainty. In addition, rates for committee areas should be viewed with caution due to small sample sizes at this geographic level. Because of this, averages of the rates for 2019 and 2022/23 are given.

## Unemployment

**Figure 26: Unemployment in Fife, Scotland and Great Britain**

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Fife (estimated number of people)</b>	7,100	8,700	6,600	6,100	6,400
<b>Fife (%)</b>	4.1%	5.1%	3.9%	3.4%	3.4%
<b>Scotland (%)</b>	3.4%	4.7%	3.4%	3.2%	3.5%
<b>Great Britain (%)</b>	3.9%	5.0%	3.8%	3.8%	3.7%

The latest unemployment figures for Fife are for the 12 months to June 2024.

Between 2019/20 and 2020/21 Fife's unemployment rate increased from 4.1% to 5.1% as an estimated additional 1,600 people became unemployed during the Covid-19 pandemic.

Fife's unemployment rate fell in the following two years and the latest rate is at a record low (3.4%) and for the first time since 2017 is lower than the Scottish rate (3.5%).

Source: ONS Annual Population Survey, model-based estimates of unemployment, 12 months to June 2021, 2022, 2023 and 2024.

Note: Numbers and percentages are for those aged 16 and over who are without a job but who are looking for and available to start work. The unemployment rate is the proportion of the economically active population who are unemployed. Unemployment figures are not shown below the Fife level as sample sizes are too small for reliable estimates.

Figure 27: percentage of the working age population who are economically inactive - Fife & Scotland

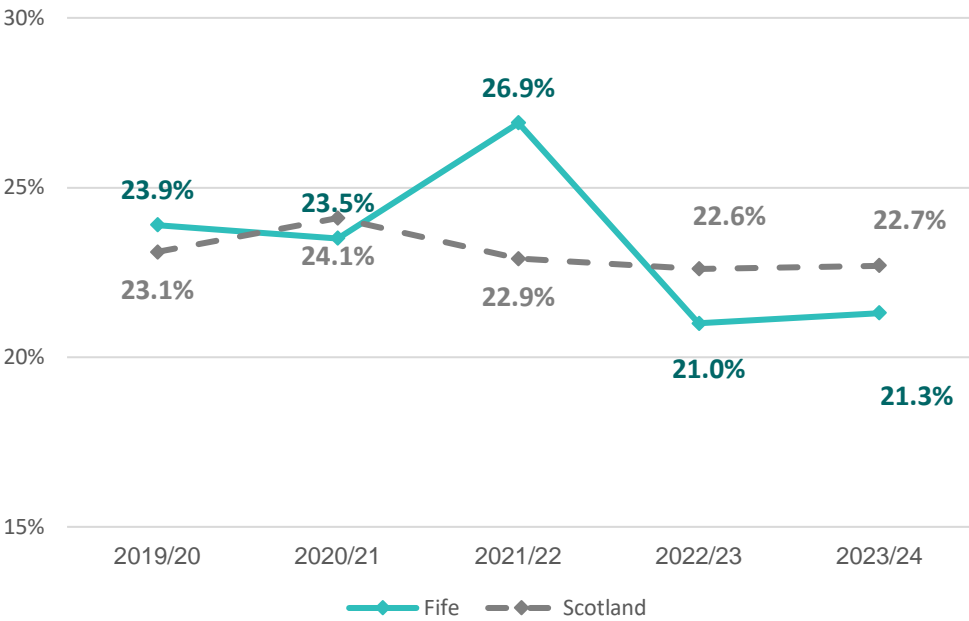
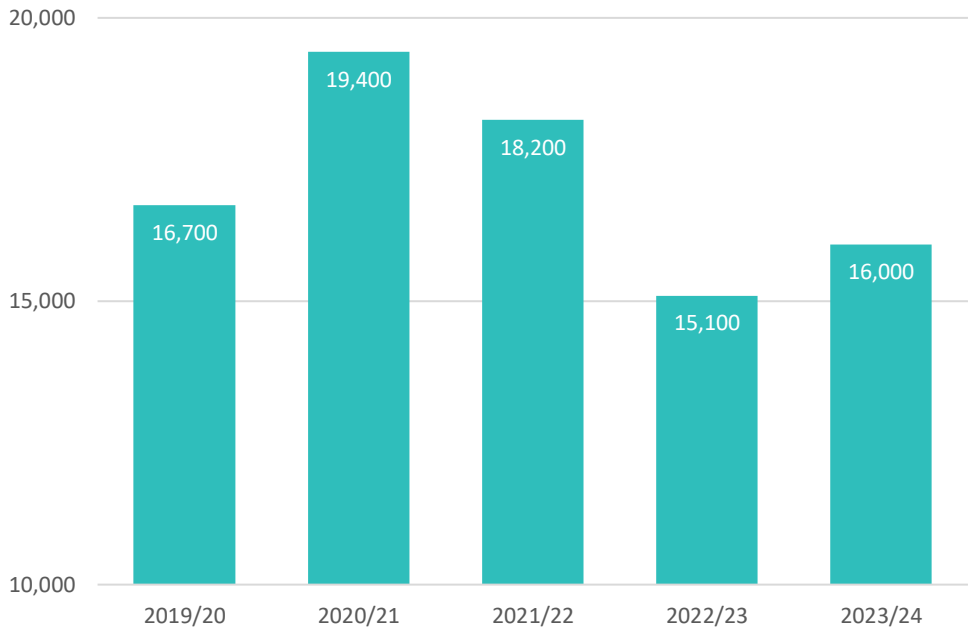


Figure 28: Estimated number of people in Fife economically inactive due to long-term ill health



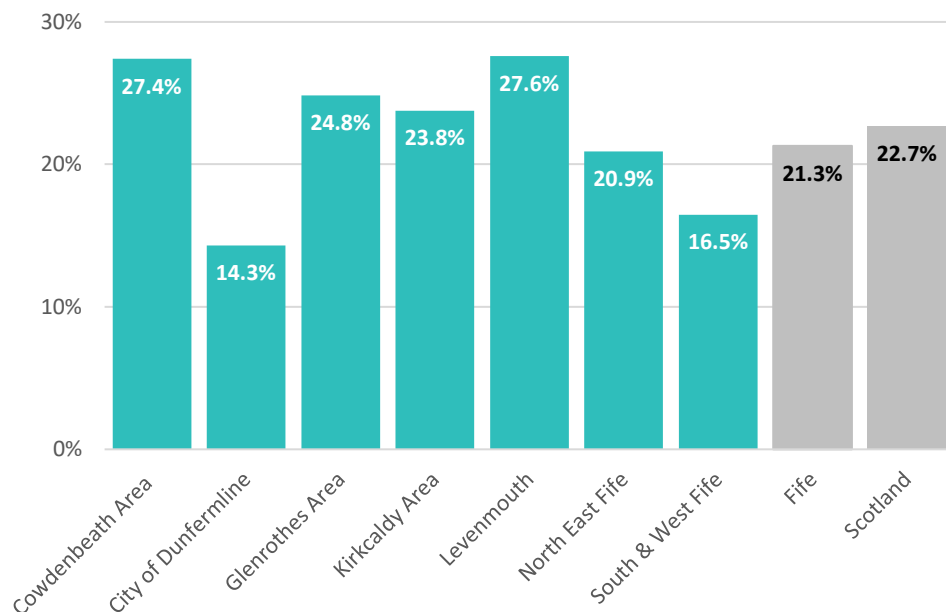
A fifth (21.3%) of Fife’s working aged population (people aged 16-64) was economically inactive in the 12 months to June 2024 - that is they were neither in employment nor actively seeking a job. This represents an estimated 48,400 people.

Fife’s inactivity rate was lower than the Scottish rate (22.7%) for the same period, and also lower than the record high rate recorded in Fife in 2021/22 (26.9%), the highest rate recorded in the times-series of this data (which goes back to 1999). It was also lower than prior to the Covid-19 pandemic in 2019/20 (23.9%) (Figure 27).

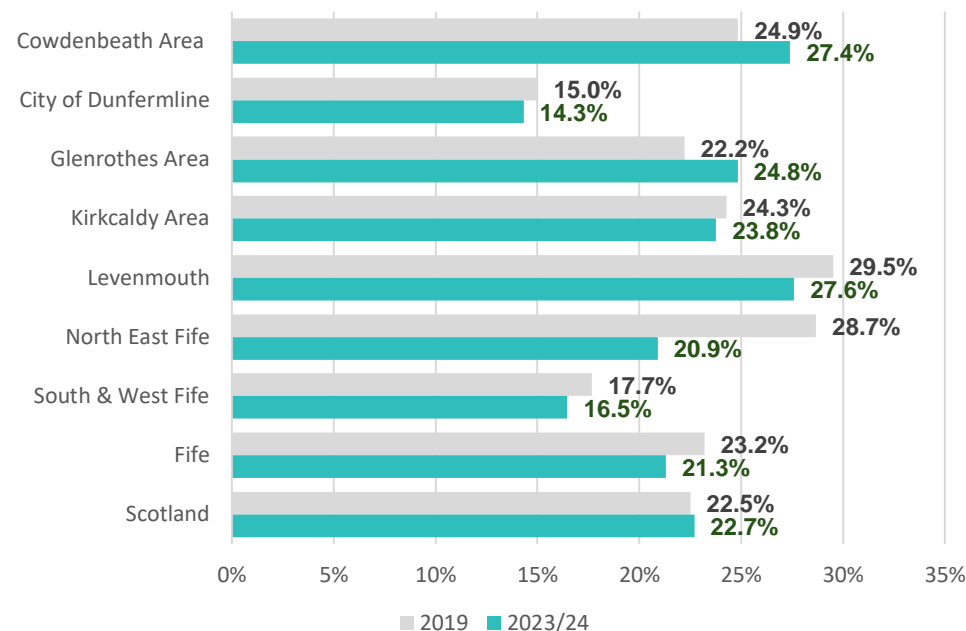
Long term ill-health is the reason a third of those who are economically inactive in Fife (an estimated 16,000 people) gave for not being in employment or seeking a job. Other reasons included being a student (14.9%), looking after the family/home (15.1%) and being retired (18.9%).

Source: ONS Annual Populations Survey, July – June 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24.  
Note: Those who are economically inactive are people aged 16 and over without a job who have not sought work in the last four weeks and/or who are not available to start work in the next two weeks, ie they are neither employed nor unemployed.

**Figure 29: Proportion of the working age population who were economically inactive (economic inactivity rate) 2023/24**



**Figure 30: Change in economic inactivity rates 2019-2023.24**



Between 2019 and 2023/24, the Glenrothes and Cowdenbeath Areas saw increases in the proportion of their populations who were economically inactive. In all other parts of Fife inactivity rates fell (Figure 30).

Dunfermline, South & West Fife and North East Fife are the only areas whose latest economic inactivity rate is lower than both the Fife and Scottish rates (Figure 29). Dunfermline has the lowest rate of inactivity in Fife.

Levenmouth has the highest economic inactivity rate (27.6%) followed by the Cowdenbeath Area (27.4%).

Due to small sample sizes at committee area levels, all these figures should be viewed with caution.

Source: ONS Annual Populations Survey, 2019 and 2023/24

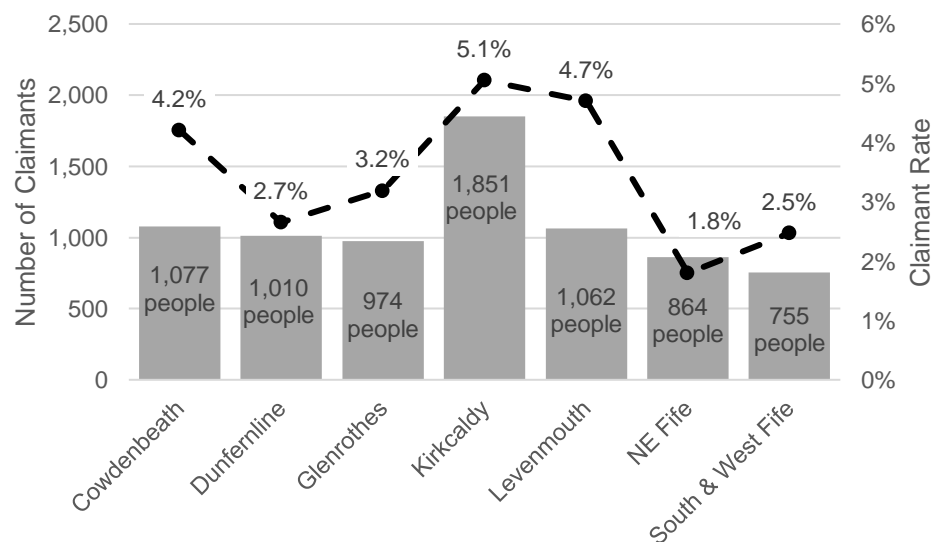
Note: Those who are economically inactive are people aged 16 and over without a job who have not sought work in the last four weeks and/or who are not available to start work in the next two weeks, ie they are neither employed nor unemployed. Economic inactivity rates for committee areas should be viewed with caution due to small sample sizes at this geographic level. Because of this, for the committee areas, averages of the rates for 2019 and 2022/23 are given; the rates for Fife and Scotland are for Jan-Dec 2019 and the 12 months to June 2024.

## People Claiming Out-of-work Benefits

Figure 31: Claimant count and rate change 2019 to 2023/2024

Committee Area	2019 Average		2023/24 Average		Difference	
	Claimant Rate	Claimant Count	Claimant Rate	Claimant Count	Claimant Rate	Claimant Count
Cowdenbeath	5.1%	1,328	4.2%	1,077	-0.9%	-251
Dunfermline	3.3%	1,213	2.7%	1,010	-0.6%	-203
Glenrothes	3.6%	1,108	3.2%	974	-0.4%	-134
Kirkcaldy	5.5%	2,002	5.1%	1,851	-0.4%	-151
Levenmouth	6.4%	1,450	4.7%	1,062	-1.7%	-388
North East Fife	1.7%	762	1.8%	864	+0.1%	+102
South & West Fife	2.7%	836	2.5%	755	-0.2%	-81
<b>All Fife</b>	<b>3.8%</b>	<b>8,753</b>	<b>3.3%</b>	<b>7,592</b>	<b>-0.5%</b>	<b>-1,162</b>
<b>Scotland</b>	<b>3.1%</b>	<b>108,093</b>	<b>3.1%</b>	<b>109,290</b>	<b>0.0%</b>	<b>+1,198</b>

Figure 32: The average number and rate of out-of-work benefit claimants,



North East Fife and South & West Fife have the lowest rates and numbers of people claiming out-of-work benefits of all the area committees (Figure 32).

The Kirkcaldy Area, Levenmouth and the Cowdenbeath Area have the highest claimant rates and numbers; this has been the case for some time.

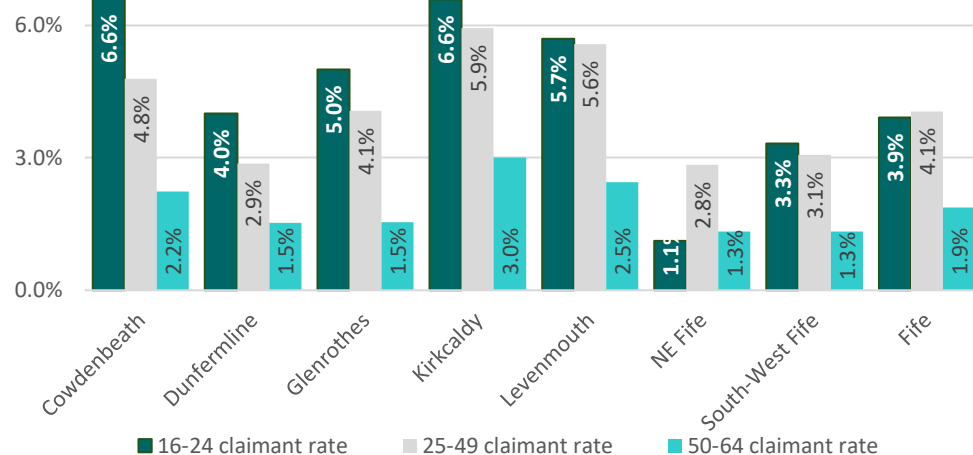
All claimant rates in Fife increased significantly in 2020 following the onset of the Covid-19 pandemic and remained considerably higher than pre-pandemic levels until they started to fall in April 2021.

In all parts of Fife, apart from in North East Fife, the average number of claimants and claimant rates for 2023/24 were lower than in 2019 (Figure 31); in Scotland the number of claimants rose.

Source: ONS Claimant Count, Oct 23-Nov 24. Note: The claimant rate is the percentage of working age (16-64yrs) residents claiming out-of-work benefits.



Figure 33: Claimant rates by age – 2023/24



In all parts of Fife with the exception of North East Fife, 16-24 year olds have the highest rate of people claiming out-of-work benefits of the three main age groups.

In the Kirkcaldy and Cowdenbeath Areas, the 16-24 age group's claimant rate is the highest rate of all age groups in Fife.

The Kirkcaldy Area has the highest claimant rates for all three age groups.

North East Fife has the lowest claimant rates for all age groups and has particularly low rates in its 16-24 and 50-64 age groups.

Source: ONS Claimant Count, Nov 2023- Oct 2024 average rates

## Qualifications of Working Age Population

Figure 34: Qualifications - Fife & Scotland 2023	Fife	Scotland
% of working age population with RQF 4+ (HNC, Advanced Higher)	52.5%	55.1%
% of working age population with no formal qualifications (RQF)	6.0%	8.2%

Just over half of Fife's working age population has a qualification equal to or higher than an HNC or Advanced Higher.

Fife has a smaller proportion of its working age population with no formal qualifications (6.0%) than Scotland as a whole (8.2%).

The ONS has changed the way it collects qualifications data, so comparisons cannot be made with previous years. Reliable figures are also not available for separate age groups or below the Fife geographic area due to small sample sizes.

Source: ONS Annual Population Survey, Jan-Dec 2023

Note: Regulated Qualifications Framework (RQF) level 4 = SCQF Level 6 (HNC, Advanced Higher or equivalent). No qualifications = no formal qualifications held.

## School Leaver Destinations and Attainment

**Figure 35: 2022/23 School Leaver Destinations and Attainment**

	Fife	Scotland
Percentage of school leavers achieving a positive <b>initial</b> destination*	95.3%	95.9%
Percentage of school leavers achieving a positive <b>follow-up</b> destination*	91.4%	92.8%
Percentage of school leavers achieving 1+ SCQF Level 5 or better	79.3%	84.8%
Percentage of school leavers achieving 1+ SCQF Level 6 (Higher) or better	50.6%	57.9%

95.3% of Fife's 2022/23 school leavers achieved a positive initial destination\*.

This was higher than the year before, when 94.8% of leavers achieved a positive initial destination and the highest proportion in the time-series of this dataset (which goes back to 2009/10).

The gap with the Scottish rate also narrowed.

The proportion of leavers in a positive destination in April 2024, 9 months after the end of the school year fell from 92.1% (the highest proportion in the time-series of this dataset) to 91.4%.

The percentages of 2022/23 school leavers achieving at least one Higher was lower than the previous year and Fife's attainment figures remain lower than those for Scotland as a whole.

Source: Scottish Government, Summary Statistics for Attainment and Initial Leaver Destinations and Summary Statistics for Follow-up Leaver Destinations, No 5: 2023 Editions.

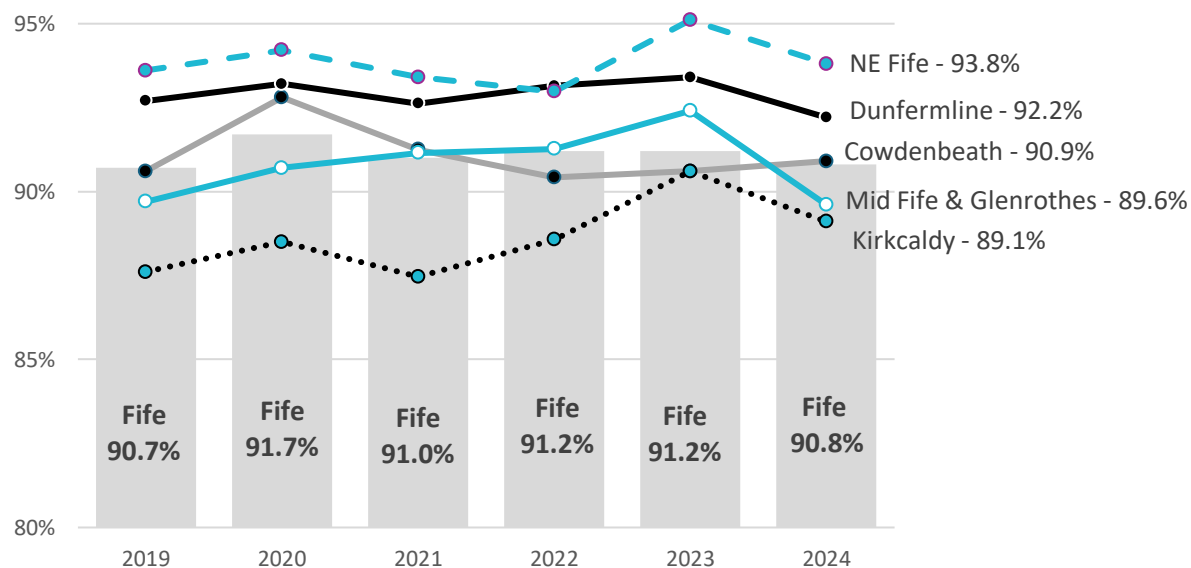
Note: \* A young person is deemed to be in a positive destination when they are actively engaged with an organisation for the purpose of learning, training or work (work includes volunteering).

## Annual Participation Measure for 16-19 Year Olds

Figure 36: Percentage of 16–19 year olds participating in education, training or employment 2018-2023 - Fife and Scotland

Year	Fife					Scotland				
	16-19 year olds	16-year olds	17-year olds	18-year olds	19-year olds	16-19 year olds	16-year olds	17-year olds	18-year olds	19-year olds
2019	90.7%	99.1%	93.6%	88.2%	82.2%	91.6%	99.0%	94.8%	89.1%	83.9%
2020	91.7%	98.6%	94.5%	89.6%	84.1%	92.1%	99.0%	95.0%	90.4%	84.1%
2021	91.0%	99.0%	92.6%	87.1%	85.0%	92.2%	99.1%	94.3%	89.4%	85.4%
2022	91.2%	99.0%	94.4%	88.7%	82.1%	92.4%	99.3%	95.7%	89.8%	84.2%
2023	91.2%	99.1%	95.0%	87.6%	82.6%	92.6%	99.1%	95.7%	90.8%	84.6%
2024	90.8%	99.0%	94.3%	88.1%	81.3%	92.7%	99.1%	95.5%	90.4%	85.3%

Figure 37: Percentage of 16-19 year olds participating in education, training or employment 2018-2023 by Scottish Parliamentary Constituency Areas (SPCAs) 16:



In 2024, Fife saw the proportion of its 16-19 year olds participating in education, training or employment fall from 91.2% in 2023 to 90.8%. (Figure 36).

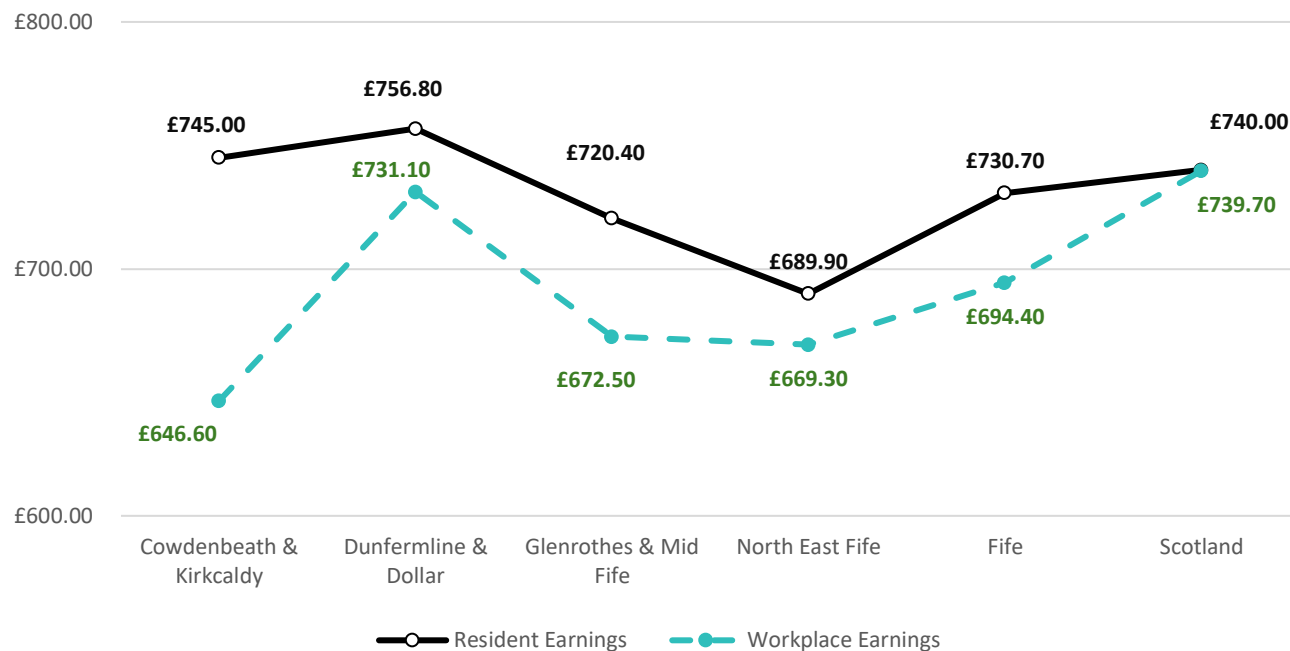
The only age-group to see an increase in participation between 2019 and 2024 was the 17-year-old age group (Figure 36).

Fife's participation rates are lower than the Scottish rates. In 2024 the gap widened across all age groups apart from 18-year-olds.

All parts of Fife saw participation fall between 2023 and 2024 apart from the Cowdenbeath Scottish Parliamentary Constituency Area (SPCA). The participation rates in the Mid-Fife & Glenrothes and Kirkcaldy SPCAs are below the rates for Fife as a whole (Figure 37).

Source: Skills Development Scotland, Annual Participation Measure of 16–19-year-olds in Scotland, 2024.

**Figure 38: Median Weekly Earnings, April 2024: UK Parliamentary Constituency Areas (UKPCAs), Fife, Scotland**



**Figure 39: Percentage of employee jobs with hourly pay below Living Wage Foundation Rates**

Area/UKPCA	Apr-23	Apr-24
Cowdenbeath & Kirkcaldy	13.8%	15.1%
Dunfermline & Dollar	N/A	N/A
Glenrothes & Mid Fife	N/A	12.7%
North East Fife	14.4%	18.2%
Fife	11.8%	13.1%
Scotland	10.2%	11.4%

Resident earnings represent the average earnings of people who live in the area, but do not necessarily work in the area. Workplace earnings are the average earnings of those who work in the area, but do not necessarily live there.

Dunfermline & Dollar and Cowdenbeath & Kirkcaldy UK PCAs were the only parts of Fife where resident earnings were above Scottish average earnings (Figure 38). Workplace earnings were below Scottish averages in all parts of Fife.

The Dunfermline & Dollar PCA had both the highest resident and workplace earnings and North East Fife had the lowest.

The largest gap between resident and workplace earnings was in the Cowdenbeath and Kirkcaldy PCA (a difference of £98.40).

After falling to its lowest level in 2023, the proportion employee jobs with hourly pay below the real living wage rose between 2023 and 2024 in both Fife and Scotland. Rates in Fife are still higher than the Scottish rate (11.4%) (Figure 39).

Source: ONS Annual Survey of Hours and Earnings.

Notes: Estimates below the Fife level should be viewed with caution due to small sample sizes. As the data is based on PAYE it does not include the self-employed. Median weekly earnings = the median gross weekly pay for full-time workers. The estimates in Figure 39 for Fife's UK Parliamentary Constituency Areas are considered to be 'acceptable' rather than precise; those shown as N/A are considered unreliable for practical purposes.

**Profile prepared by the Place, Programmes & Policies Team, Business & Employability Services, Place Directorate, Fife Council**

**For further information about the content of this publication please contact [fifemeansbusiness@fife.gov.uk](mailto:fifemeansbusiness@fife.gov.uk)**

Fife Council believes that the information contained within this publication was accurate as at December 2024. The Council is acting as a distributor (not publisher) of content supplied by third parties and does not guarantee the reliability of the data and is not liable for any party's reliance on the information contained.

## City of Dunfermline Economic Dashboard 2023/24

### Symbols used in dashboard:



These symbols denote a 5-step RAG (Red / Amber / Green) assessment of current performance against indicators.

Figures are given for the Committee Area unless stated otherwise.

Where data are not available at this level, figures are given for the Dunfermline & Dollar UK Parliamentary Constituency Area (UKPCA) or Dunfermline Fife Scottish Parliamentary Constituency Area (SPCA).

Tourism data are given for the Dunfermline Area (the area covered by the Dunfermline & West Fife Local Tourism Association).

Data Sources: ONS Annual Population Survey, Experian Goad Town Centre Report, ONS Annual Survey of Hours & Earnings, ONS Business Counts, ONS Business Register & Employment Survey, ONS Claimant Count, Mid-2022 Electoral Ward Population Estimates (National Records of Scotland).

# Fife Headline Statistics

## Population

**371,390**

0-15yrs 17%

16-64yrs 62%

65+yrs 22%

## Economic Inactivity Rate (16-64yrs)

**21.3%** (48,400)

33.0% long-term ill

14.9% students

15.1% looking after family/home

18.9% retired

*Lower than Scottish rate (22.7%) and the record high recorded in 2021/22 (26.9%)*

## Employment Rate

**75.6%**

male rate - 77.9% / female rate - 73.4%

*Above pre-pandemic rate (73.2%) and Scottish rate (74.6%)*

## Unemployment Rate

**3.4%**

*A record low for Fife; Below Scottish rate (3.5%)*

## Young People's Participation

**90.8%**

of 16-19year olds are in employment, education or training

*Rate fell between 2023 & 2024; 2024 rate below Scottish rate (92.7%)*

## Claimant Rate

**3.3%**

*Below pre-pandemic rate but higher than current Scottish rate (3.1%)*

## Median Weekly Resident Earnings

**£730.70**

*Scotland = £740.00*

## Median Weekly Workplace Earnings

**£622.80**

*Scotland = £739.70*

## % of Jobs Paid Less Than Real Living Wage

**13.1%**

*Rate increased between 2023 and 2024 after a steady fall between 2019 (when the rate was 18.9%) to 2023 (11.8%).*

# City of Dunfermline Business Base Performance

## VAT/PAYE Enterprises

**1,845\***

*The total number of businesses in the area registered for VAT and/or PAYE has fallen each year since 2020, although the rate of fall slowed in 2023 and 2024.*

*Whilst the number of micro businesses fell by -12.7% (-185) between 2020 and 2024; over the same period, the number of small & medium-sized businesses increased (these increases occurred between 2021 and 2023).*

*\*Dunfermline SPCA*

## Largest Employment Sectors

**4,500** Human health & social work

**4,000** Wholesale & retail

**3,500** Transport & storage

**2,250** Finance & insurance

**2,250** Information & communication

**2,250** Education

## Business Density

**283**

businesses per 10,000 adults\*

*Second highest business density in Fife; but lower than Fife business density (288) and Scottish business density (377).*

*\*Dunfermline SPCA*

## Number of Jobs

**29,000**

*1,000 fewer jobs (-3.3%) than in 2019; job numbers fell 2019-20, increased in 2021 and 2022 then fell 2022-2023.*

*65.5% of employee jobs were full-time, slightly fewer than in Fife and Scotland overall (67% of employee jobs).*

## Support given to businesses by Business Gateway Fife

**96** start-ups creating **116** jobs

**444** existing businesses

*Second highest number of new businesses supported*



# Creating Thriving Places in the City of Dunfermline

## Town Centre Vacancy Rates



**25.5%**

of Dunfermline floorspace is vacant

*Over a quarter of Dunfermline's retail and service floorspace was vacant in April 2024 and 21.3% of its retail outlets were vacant.*

*After increasing between 2020 and 2021, between 2021 and 2024, the amount of retail and service floorspace that is unoccupied has remained at around 25-26%.*

## Vacant & Derelict Land



**1.5%** of Fife's vacant & derelict land (10.3 ha)

*Between 2023-24, the amount of vacant & derelict land increased by 1.1 hectares.*

## Fife Council Business Property Portfolio



**97%** of units occupied

*59 of Fife Council's 61 business units in Dunfermline are occupied.*

## Tourism



**956,700** visitors\*

**£124.1m** economic impact\*

*In 2023, visitor numbers to the Dunfermline Area were 20% higher than the previous year and 17% higher than prior to the Covid-19 pandemic in 2019.*

*The economic impact of these visitors was 8.7% higher in real terms between 2019 and 2023 (ie taking price inflation into account).*

\*Dunfermline Area

# City of Dunfermline Labour Market Performance

## Population

**60,767**

0-15yrs	18.6%
16-24yrs	8.8%
25-64yrs	54.5%
65+yrs	18.2%

*Highest proportion of people of working age (63.3%); lowest proportion of people aged over 65., highest proportion of children.*

*Highest population density in Fife (23.8 people per hectare compared to 2.7 people per hectare Fife-wide).*

## Economic Inactivity (16-64yrs)

**14.3%**

*Lowest economic inactivity rate in Fife and lower (better) than overall Fife rate (21.3%) and Scottish rate (22.7%).*

## Employment Rate

**81.8%**

*Highest employment rate in Fife, higher than Scottish rate;  
Only part of Fife where the female employment rate is higher than the male employment rate.*

## Claimant Rate

**2.7%** (1,010 people)

*Third lowest rate in Fife;  
16-24 year age group has the highest claimant rate (4.0%).*

## Young People's Participation

**92.2%\***

*of 16-19 year olds are in employment, education or training  
Above Fife rate (90.8%);  
Lower than 2023 rate (93.4%); rate increased 2021-2023.*

\*Dunfermline SPCA

## Median Weekly Resident Earnings

**£756.80\***

*Highest average weekly earnings of people living in Fife;  
Higher than Scottish average weekly earnings (£740.00).*

\*Dunfermline & Dollar UKPCA

## Median Weekly Workplace Earnings

**£731.10\***

*Highest average workplace earnings in Fife.*

\*Dunfermline & Dollar UKPCA

# City of Dunfermline Key Challenges and Priorities

## Challenges:

- Continuing fall in the number of micro businesses
- Fewer jobs than 2019
- Claimant rate highest amongst 16-24 year-olds
- Recent fall in 16-19 year old participation rate
- High retail vacancy rates in Dunfermline town centre

## Priorities:

- Maximising the opportunities of Dunfermline's city status and adopting a roadmap for the city
- Progressing the Forth Green Freeport
- Delivering Fife Interchange North
- Redeveloping the High Street gap site (City Square) and finalising the City Design & Development Framework
- Continuing delivery of the Dunfermline Tourism Action Plan
- Identifying & delivering specific pre-employment activities for priority groups and continuing to deliver & grow the Life Chances progressive recruitment model

1 April 2025

Agenda Item No. 5

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## Dunfermline City Centre Design & Development Framework

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Report by: Head of Property Services

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Wards Affected: 3

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### Purpose

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This report seeks endorsement of Dunfermline's City Centre Design and Development Framework.

### Recommendation(s)

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It is recommended that Committee:-

- (i) Adopt the Design & Development Framework as a high-level conceptual strategy for the City Centre to inform future project planning and investment decisions.
- (ii) Note that the Framework will be used to inform the emerging Local Development Plan's spatial strategy and vision for the City Centre.
- (iii) Note that once adopted, the Framework does not form supplementary planning guidance but will be used when considering the development of projects and funding applications.

### Resource Implications

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None. There is no expenditure associated with the Framework, although detailed proposals emerging from the Framework may have future resource implications. Any resource implications will be picked up via approved business cases.

### Legal & Risk Implications

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There are no legal implications of this report. The Design and Development Framework is a high level, conceptual strategy. It is not a technical document with detailed solutions, which would be developed as part of a detailed, consultation, design and feasibility work.

### 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.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Both the Plan for Fife and Fife's Economic Strategy align with this Duty in their commitment to working towards achieving thriving places in Fife's towns and the City of Dunfermline.

## Consultation

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The Head of Legal and Democratic Services, the Head of Finance the Head of Planning and the Head of Roads and Transportation have been consulted during the preparation of this report. The Framework is presented to Committee following a limited consultation with key stakeholder groups and elected member input from a workshop held during the Summer of 2024.

## 1.0 Background

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- 1.1 The concept of Design and Development Frameworks, for Town and City Centres, is rooted in the Scottish Government's first National Town Centres Action Plan, published in 2013. This was in response to the independent, collaborative review of Town and City Centres (Community and Enterprise In Scotland's Town Centres) led by the Architect Malcolm Fraser.
- 1.2 The Action Plan included a call for expressions of interest in a series of pilot planning approaches, to be developed and tested. In 2014 Fife Council secured a grant of £12,000 from the Scottish Government to develop the master planning pilot approach.
- 1.3 The funded pilot approach focussed on Kirkcaldy Town Centre and Waterfront and was subsequently identified as good practice by the Scottish Government, with the final version forming part of a Scottish Government publication on practical ways to deliver the objectives of the Town Centre Toolkit (2015).
- 1.4 Fife Council's approach was, and remains, to develop visual and conceptual placemaking approaches, presented as Design and Development Frameworks for town and city regeneration.
- 1.5 The approach used to develop the pilot, has subsequently been rolled out successfully, in support of regeneration activity in Cowdenbeath, Inverkeithing, Glenrothes and Leven.

## 2.0 Dunfermline City Centre Framework

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- 2.1 The Dunfermline City Centre Design & Development Framework (DCCDDF) has been prepared by the Planning Service in collaboration with the Town Centres Development Unit (Business and Employability) with input from the Communities and Neighbourhoods Service. The objective of the Framework document is to provide an over-arching vision for the opportunities that the city centre may offer, in terms of development, streetscape, landscape, people movement and other improvements to make city centre a more successful place.

- 2.2 The Framework document identifies design and development opportunities or other interventions that may enhance the role, function, attractiveness, and therefore, the wider success of the city.
- 2.3 The document is a concept-based framework. It is not a technical document with detailed solutions to all the issues. It captures the essence, or ideas for action and displays them in a way that may help stimulate discussion or debate. In other words, the document can be seen to set the context for detailed project work.
- 2.4 The Dunfermline City Centre Design and Development Framework will be used to inform the Local Development Plan spatial strategy and vision for the City Centre. It will also be used as a consideration in project development and funding applications.
- 2.5 Officers from the Planning Service have revised the document, following consultation and stakeholder engagement over the summer and Autumn of 2024. This builds on conversations that have been taking place over several years and the development of key spatial strategies (see 3.2 below).
- 2.6 A full version of the final framework is attached at Appendix 1 to this report.
- 2.7 **Priorities** - Three priority project areas are emerging from the local consultation and the development of this Framework:-
- Public Realm including the High Street
  - A Building Audit and Action Plan focussing on buildings of historic or architectural merit, long-term (10 + years) vacant buildings and dilapidated buildings
  - Connectivity – connecting communities to the City Centre, assets and improved links to transport hubs
  - A further overarching theme of Dunfermline as a cultural City is also developing through separate, but interlinked work

## 3.0 Engagement and Consultation

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- 3.1 The DCCDDF is closely aligned to the Plan4Fife and the ambition for Thriving Places. It has been developed under the direction of the City Development Group (Place Leadership), led by the Community Manager.
- 3.2 The scope and content of the Framework has been informed by previous studies and reports including:
- Dunfermline City Centre Strategy and Framework for Action 2004 – Yellow Book
  - Dunfermline Urban Design Framework 2008 – Ironside Farrar
  - Design Dunfermline, the Community led Charrette held in 2018

- 3.3 Recognising that the background reports used to inform the DCCDDF had been subject to significant amounts of public consultation, and that in several cases these documents were over 10 years old, officers conducted small scale stakeholder engagement/consultation over the Summer and Autumn of 2024. These were undertaken to test the validity and relevance of the DCCDDF as a high-level conceptual document and check for omissions. More specific comments relating to ideas for projects will be kept in a “project ideas” log.
- 3.4 The DCCDDF was displayed at the City of Dunfermline Conference hosted in the Glen Pavilion in June 2023 which also resulted in several conversations and feedback.
- 3.5 Key feedback from the sessions/ event referenced at 3.3 and 3.4, is summarised below:
- 3.5.1 Several respondents mentioned support for the development of the four individual sectors of the City Centre (This approach is also being adopted through the Dunfermline Tourism Action Plan) and for the overall objective of making the City Centre a more accessible, attractive and lively place.
- 3.5.2 There is strong support to strengthen pedestrian, walking and wheeling connectivity to neighbourhoods out with the City Centre and environs.
- 3.5.3 A desire to embrace SMART technologies to make the City Centre more welcoming, accessible and attractive to individuals, families and visitors for a variety of reasons including business, leisure, fitness and activities.
- 3.5.4 A call to develop a strategy and action to deal with the historic fabric of Dunfermline, its historic buildings and long-term vacant and derelict buildings.
- 3.5.5 There was significant interest in further developing Dunfermline as a visitor destination, with several comments made regarding the development of a new City Centre Hotel and events programme.
- 3.5.6 A call to elevate the role and function of civic space, recognising Dunfermline’s formal award of city status.
- 3.6 Key updates to the DCCDDF following this stakeholder engagement and consultation phase includes:
- Re-introduction of the Glen Bridge Car Park redevelopment concept to raise awareness of the potential re-use and/or re-development opportunities within this area to create a high-profile destination within the city centre, that may also provide connections to existing leisure and recreation routes such as the tower Burn Trail and the Pilgrim’s Way
  - Emphasis on establishing active travel routes to play a greater role in connecting communities to the North of the City Centre and attracting visitors to associated heritage assets, such as St Margaret’s Cave, Wooers Alley and Buffies Brae Viaduct.
  - A focus on the links between the Train Station/ High Street in relation to signage and easy walking routes between these areas.
  - Clearer images to illustrate some of the key concepts within the document (all Quarters)

- A stronger emphasis on preserving and re-using, built heritage assets within the City Centre and re-using redundant buildings/assets. The DCDDF is a high-level document, but examples cited during consultation include the former Cinema (Robins) on East Port (in relation to the Media City Project), St Margarets House, the former Masonic Hall on New Row, as well as buildings at the Carnegie Hall complex and the former Debenhams store at the Kingsgate shopping Centre.

## 4.0 Conclusions

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- 4.1 The approach established by the DCCDDF has created a framework that facilitates a structured approach to implementing projects and initiatives in regenerating the city centre.
- 4.2 The document will clarify to agencies, stakeholders, funding bodies and potential developers the opportunities and the expectations in creating a modern and successful city centre.
- 4.3 The DCCDDF is not a formal Planning technical document and cannot be regarded as Supplementary Planning Guidance. However, it will be used as background material in developing projects and in support of funding bids.

## Appendices

### 1. Dunfermline City Centre Design & Development Framework

## Background Papers

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

- Scottish Government Town Centre Action Plan (2013)
- Scottish Government Town centre Action Plan 2 (2022)
- Scottish Government Town Centre Toolkit (2015)
- Design Dunfermline – Final Report (2018)
- (Yellow Book) Dunfermline City Centre Strategy and Framework for Action (2004)
- (Ironsides Farrar) Dunfermline Urban Design Framework (2008)

## Report Contact(s)

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Business & Employability

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DRAFT

CITY CENTRE DESIGN AND  
DEVELOPMENT FRAMEWORK

Dunfermline

March 2025



Prepared by Fife Council

The objective of the  
placemaking  
agenda is to

## CREATE SUCCESSFUL PLACES

Placemaking is enshrined in planning and development principles and policies across Scotland and Fife. At the Scottish Government level, the National Planning Framework, Designing Places, Designing Streets and Creating Places comprise a suite of policy documents that set the placemaking agenda for Scotland.

This is taken down to a Fife context through policies within the Development Plan and planning policy guidance “Making Fife’s Places”. This will continue through the emerging Local Development Plan.

Good quality, successful places will be assessed against the following principles, as set out by Fife Council in its Making Fife’s Places Planning Policy Guidance:

**Distinctive** - Design that makes the best use of site attributes and respects and enhances the character of surrounding buildings, streets and green networks to create places that have a sense of identity.

**Safe and Pleasant** - Attractive, well-managed and appropriately scaled places designed to encourage activity and overlooked by surrounding buildings and active frontages. With clear definition of public and private spaces, where parking does not dominate and there is natural traffic calming.

**Easy to move around and beyond** - A street design that considers all users and is well connected to existing movement networks, putting people and places before vehicular movement and meeting policy in the Scottish Government’s Designing Streets.

**Welcoming** - Places that encourage social interaction, where it is easy for people to find their way around and access local services in a walkable neighbourhood.

**Adaptable** - Places that can support a mix of compatible activities with built-in flexibility so that they can adapt to changes in the future.

**Resource Efficient** - Development designed to make best use of resources, achieve high environmental performance and minimise impacts on the built or natural environment.

The process of placemaking is complex. For new development to create places that are successful requires thinking beyond the boundary of a proposed development, and a proper assessment of how development will relate and respond to its wider surroundings.

Placemaking is more than just creating better design of buildings and public spaces. It is about understanding the nature and character of places, the interaction of buildings, spaces & movement, and how they are (or can be) used by people.

Proposals should then respond to this. Schemes that are parachuted into an area, taken from other, quite different places, and that do not have regard for local circumstances and characteristics, will quite often fail.

# Introduction

*“Meet the  
requirements of  
any design  
briefs or  
development  
frameworks  
prepared or  
required for the  
site.”*

This document identifies design and/or development opportunities, or other interventions, that may enhance the role, function, attractiveness and, therefore, success of Dunfermline city centre. The issues are portrayed in a concise, graphical and easy-to-digest format.

This Framework document offers firstly, a strategic overview of city centre-wide issues, before drilling down in more detail to look at the city centre as a place of 4 Quarters. The analysis of these areas examines the strengths, weaknesses, and opportunities, and provides an Action Plan alongside an overall concept or vision to help steer the thinking about future projects.

This document is a concept-based framework. It is not a technical document with detailed solutions to all the problems. It captures the essence of ideas for actions and displays them in a way that may help stimulate discussion or debate.

Or, in other words, the document can be seen as a vehicle for establishing a direction of travel for the area and setting the context for detailed project work.

The Local Development Plan for the area - FifePlan, sets out the expectation within Policy 1, Part C (6), that development proposals should:

In addition, Policy 6 - Town Centres First, sets out the Council's policy strategy for considering development proposals within our city centres.

The concepts and proposals within this document are consistent with the policy strategy established within FifePlan. Where relevant, FifePlan proposal references are included within this framework for ease of cross-referencing.

There are 5 sections to this study:

- 1. Strategic Overview**  
The 4 Quarters
- 2. Social Quarter**
- 3. Linen & Industrial Quarter**
- 4. Heritage & Culture Quarter**
- 5. Green Edges**

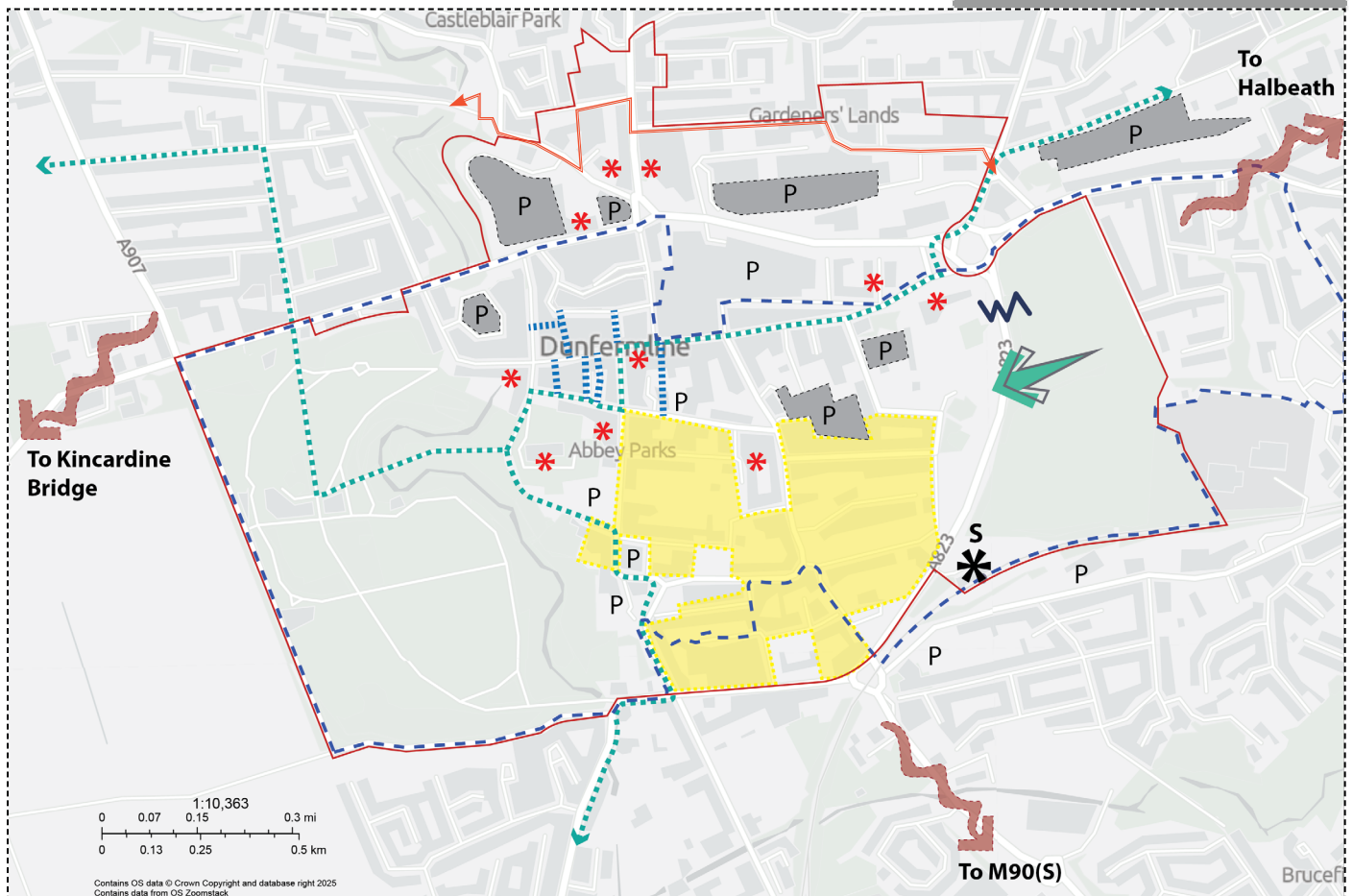
Within the analysis of each of the 4 Quarters, there is an assessment of the strengths, the issues, and opportunities alongside an overall concept/vision to help steer future discussions on the delivery of projects to make improvements to the city centre over a variety of timescales.

Photos by Fife Council. Additional photographs have been kindly provided by the Steve Tiesdell Collection and The Royal Borough of Kensington & Chelsea

CITY CENTRE DESIGN AND  
DEVELOPMENT FRAMEWORK

# Strategic Overview





\* Signature buildings with significant townscape / civic Presence

--- Dunfermline Conservation Area

\* Train Station

P Car Parking

Areas within city centre with significant presence residential properties

Study Area

S Subway

--- Pedestrian lanes/closes that enhances permeability through the city centre

W Footbridge over St. Margaret's Drive

--- Route of Fife Pilgrim's Way

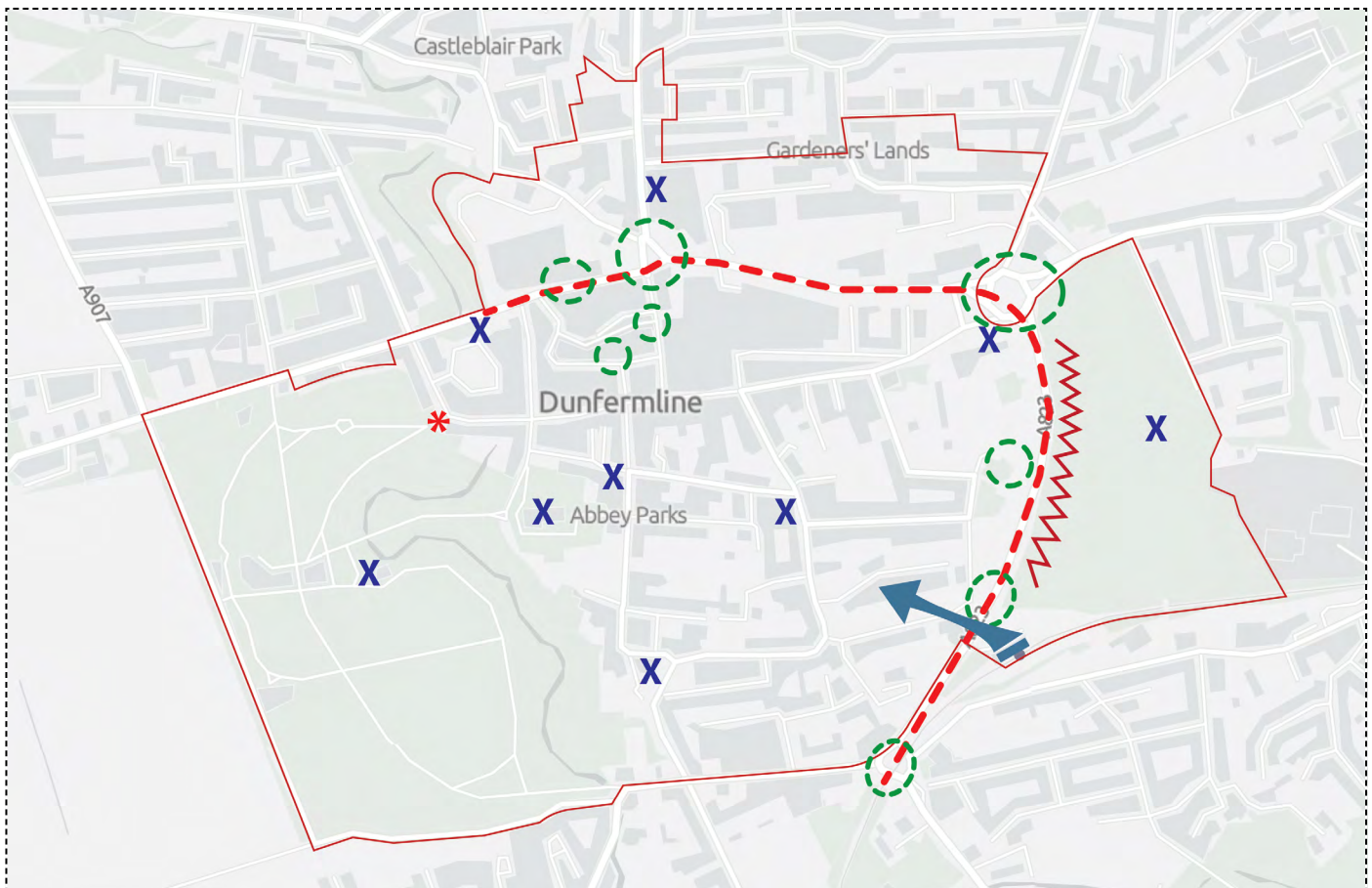
Key green assets serving the city centre and wider communities

National Cycle Route

### Key Assets

- Public Transport Accessibility – bus station in the heart of the city centre, train station more towards the periphery – good connections to regional and national networks.
- Range of car parking sites across the city centre – options for accessing different town centre “Quarters” or assets.
- General Accessibility – close to M90 and onwards to Edinburgh/Perth. Kincardine Bridge - 10 miles away for access to Glasgow/Stirling. A walkable city centre – 10 min walk end to end.
- Residential areas within or close to the city centre – people activity day and evening.
- Signature buildings – provide character and identity - e.g. Dunfermline Abbey, City Chambers, Carnegie Hall.
- City centre is compact, and generally permeable for pedestrians (with the exception of barriers formed by Carnegie Drive and St Margaret's Drive)
- Pilgrim's Way runs through the heart of the city centre – people movement, marketing/commercial opportunities for the city centre
- National Cycle Network route 764 runs across the northern parts of the city centre, and is considered a major connector to the city centre





\* Louise Carnegie Gate- what is the role/ function of the space? Active public realm, functional public space, visual setting for the Park?

■ Co-op gap Site future development/ role of space?

--- Significant pedestrian/ cycle movement barrier

➡ Train Station- physically & perceptually detached from heart of city centre

□ City Centre Study Area

X Key visitor/ leisure/ entertainment assets spread throughout the city centre

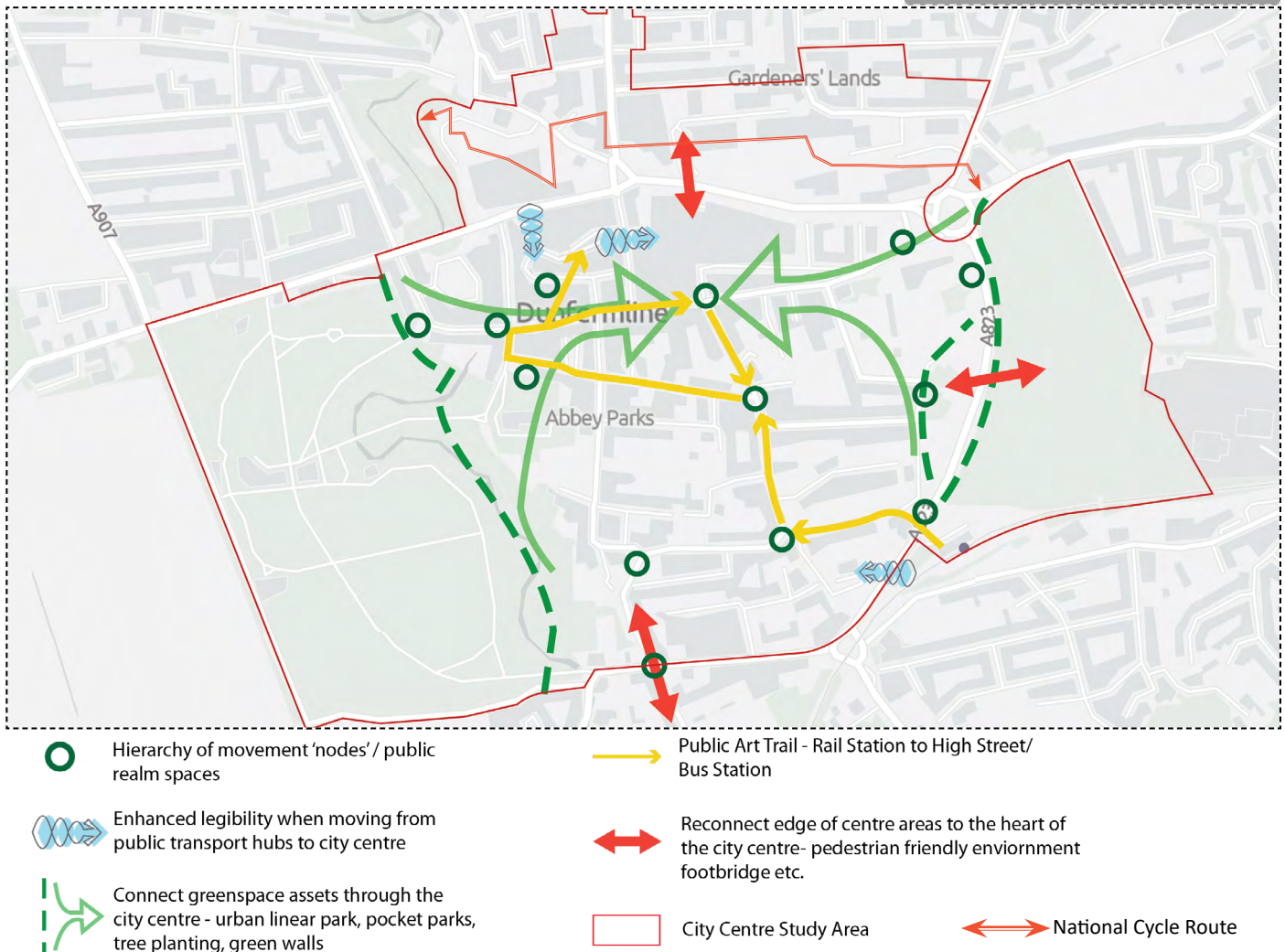
○ Key vehicular/ pedestrian entrance or gateway locations that are challenging for pedestrians visually confusing or unappealing for all users

⚡ Barrier to movement connectivity between town park & city centre

### Key Issues

- Absence of significant urban civic space – for events, gatherings, social meeting, markets etc.
- Carnegie Drive is a significant barrier for people movement, with 4 lanes of traffic and large roundabout/junctions to navigate. This physically and perceptually divides the town. It restricts people movement to and from the heart of the city centre and is not a comfortable or welcoming space for pedestrians. It is a vehicle dominated place in this pivotal location. Similarly, St Margaret's Drive is another movement barrier, although mitigated to a degree by footbridge and underpass connections
- The Train Station is physically and visually detached from the heart of the city centre – it can feel in an isolated position and not immediately connected into the Social Quarter
- Functions/assets and uses e.g., leisure and entertainment facilities, are spread out across the city centre which reduces the opportunity to grow the functional character of particular areas to help define and develop their roles further – e.g., a potential Leisure Quarter. In some regards, it is a real mixed-use city centre, which in itself, may be considered an asset
- Not many significant development sites to introduce change within the cityscape and complementary / supporting uses

# Opportunities



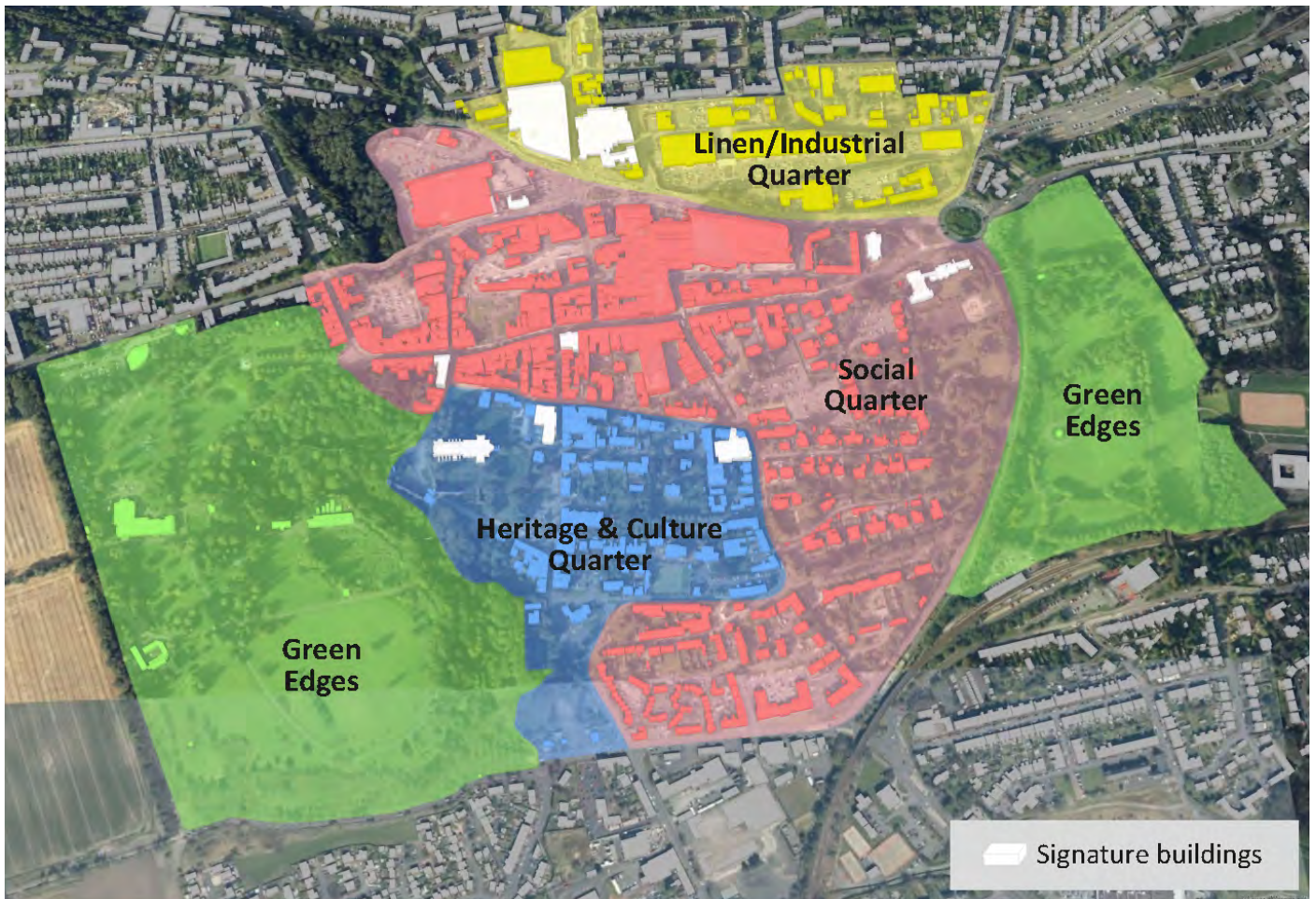
## Key Opportunities

- Build on international brand of cultural/historic identity – Linen/Weaving, a Royal Centre, Pilgrimage, Coal Mining, Andrew Carnegie, Music/Entertainment (Big Country, Skids, Nazareth, Barbara Dickson), the emerging Dunfermline Media City project, the potential for securing City of Culture status, and sporting destinations (Dunfermline Athletic)
- Enhanced legibility when moving from Bus/Train Station to High St – pavement surfacing, public art trail, distinctive signage
- Connect green assets through a scheme of green landscaping, pockets parks, street trees, green walls etc. – to enhance the sense of place, create a distinctive character, introduce more green social spaces, and enhance urban biodiversity
- Public art trail – rail station to High St.
- Create an enterprise hub, to promote enterprise and entrepreneurship in the City Centre
- Promote the development of secondary quarters, local nodes and place references offering a distinctive character and encouragement to explore and experience the City Centre further
- Promote the “walkable city” with pedestrian-friendly environments that reclaim streets for pedestrians and provide a quality setting for businesses, retail activity and events
- Improve the quality of pedestrian and cycle networks by offering safe, well-lit, overlooked and animated frontages along key routes and at major path connections
- Reconnect the Centre with the edge of Centre sites severed by roads
- Deliver the current proposals for the Co-op gap site to enhance the provision of quality civic space. Use connecting green infrastructure to connect this space into the wider public realm and green space network in the form of an urban linear park
- Ensure high quality streetscape design, and street furniture that is functional and makes a positive contribution to social interactions and well-being. Develop a public art and community art programme to enrich and express the narrative of the city – aka Bruce St
- Develop a clear urban structure based on gateways and urban thresholds – formed by e.g., Glen Bridge, Bothwell St Viaduct, Sinclair Garden junction – providing welcome and a sense of identity upon entering urban Centre
- Arrival nodes and car parks – these are major points of arrival – ensure good pedestrian connectivity/legibility and a welcoming environment
- Connect key pedestrian and cycle movement routes, including National Cycle Network 764, into the heart of the city centre, through barrier free, attractive and intuitive street design.



STRATEGIC ANALYSIS

# Dunfermline City Centre Quarters





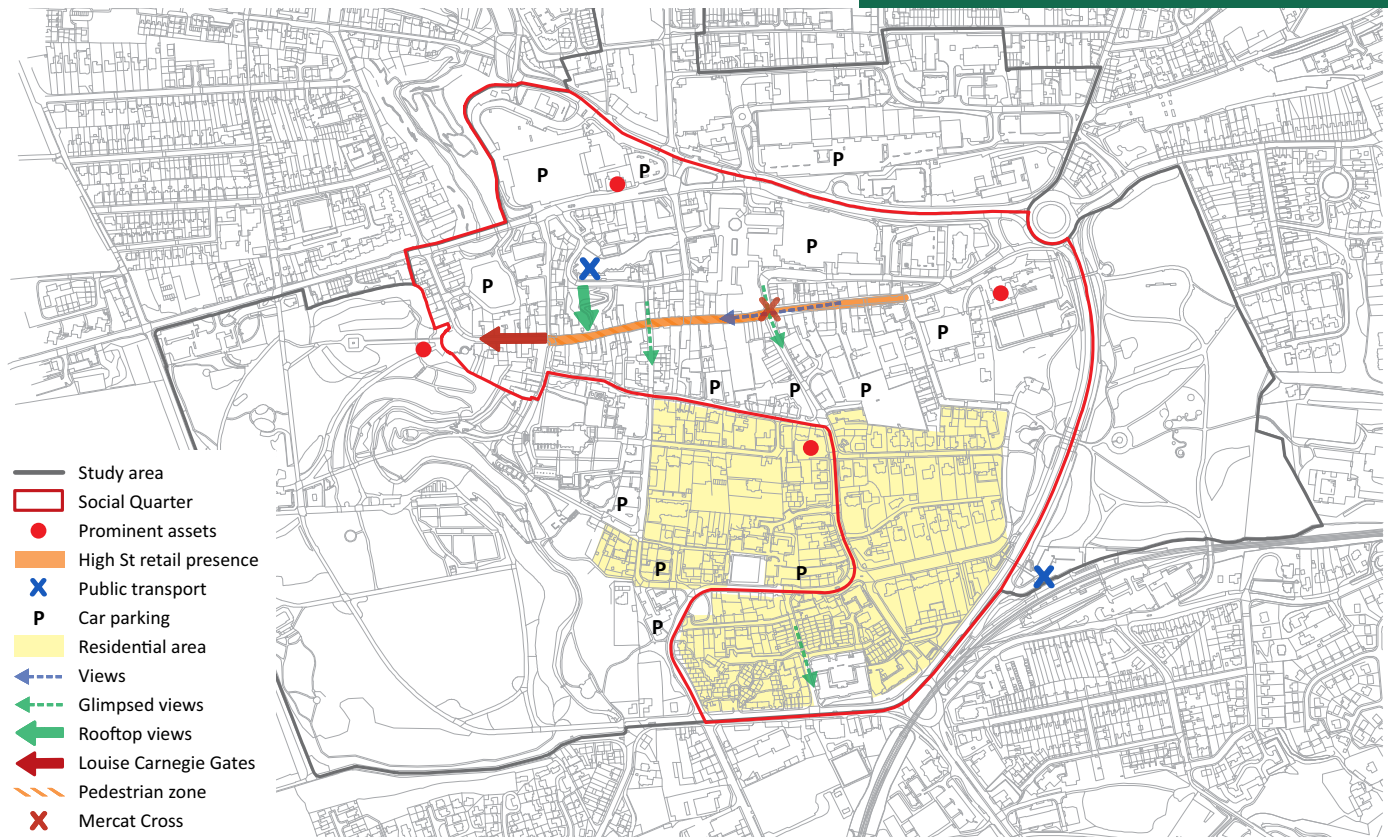


CITY CENTRE DESIGN AND  
DEVELOPMENT FRAMEWORK

# Social Quarter



## Assets / Strengths



1. A strong presence of (or proximity to) leisure & culture assets – Carnegie Hall, Alhambra Theatre, Pittencrieff Park, Fife Station Gallery, shops, cafes, restaurants and pubs.



2. Significant retail presence along the High St – including the Kingsgate Centre.



3. Public Transport Accessibility – bus station in the heart of city centre, train station more on the periphery – good connections to regional and national networks.

4. There are a range of car parking sites across the city centre to provide choice and accessibility.

5. Residential areas within or close to city centre which may support city centre commercial, cultural and leisure offerings and provide people movement and activity day and evening.



6. Dramatic views can be seen looking west along the High St - City Chambers and distinctive architecture.



7. Glimpsed views from the High St of Lothians, countryside, Pentland Hill looking south – connecting the countryside into the heart of the city centre.



8. From bus station to High St – impressive rooftop views of key buildings and traditional buildings along High St.



9. Sense of drama – looking west along High St to Louise Carnegie Gates, and the public space in front – creation of a strong entrance to this key city centre location.



10. South of Carnegie Drive – very permeable movement network for pedestrians.

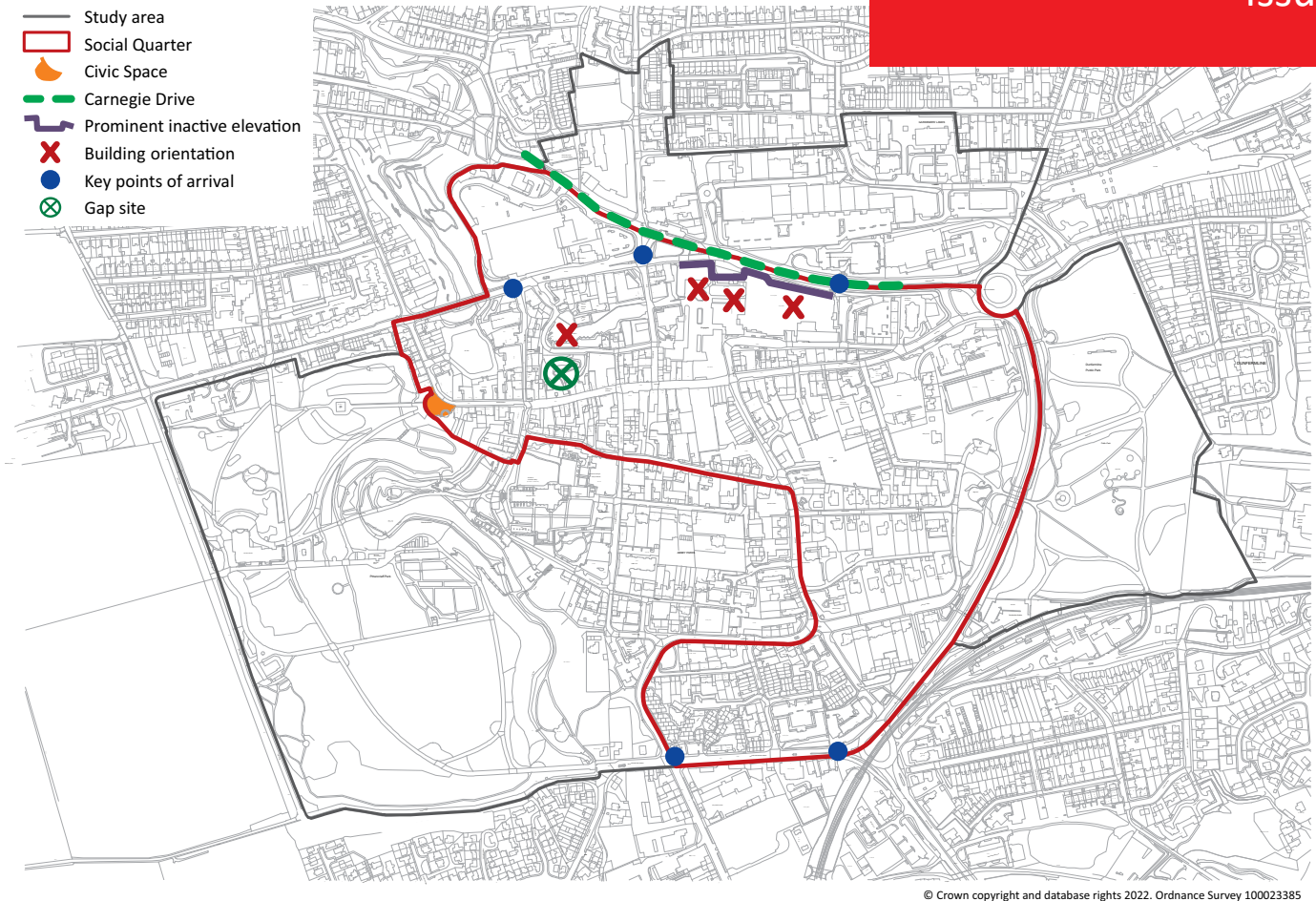
11. Pedestrian zone – can be a comfortable space for pedestrians, although vehicle access and movements inhibit this quality.



12. Mercat Cross – focal point for the High St, meeting space/ place, reinforces sense of place.







1. Absence of significant urban civic space – for events, gatherings, social meeting, markets etc. Louise Carnegie Gates – what is the role/function? Is it an entrance to the Park, is it a civic space, is it a space to meet/spend time in? The space is functionally unclear, and as the city centre's only current notable civic space, perhaps should perform a stronger or clearer role within the life of the city centre.



2. Carnegie Drive is a significant barrier for people movement, with 4 lanes of traffic and large roundabout/ junctions to navigate. This physically and perceptually divides the city. It restricts people movement to and from the heart of the town centre and is not a comfortable or welcoming space for pedestrians. It is a vehicle dominated place in this pivotal location.



3. From Carnegie Drive there are few visual cues to indicate that there is a busy and pedestrianized High St nearby. Buildings turn their back on Carnegie Drive, so there is limited active building elevations in places, there is limited or no gateway feature and/or public realm or landscaped environment to announce and direct pedestrians where the heart of the city centre is located. Cycle parking is located to the rear of buildings or in inactive spaces or service yards – poor location – does not encourage cyclists to enter the High St area as parking facilities are not overlooked by buildings and in an area of limited people movement.



4. The orientation of some buildings reduces the townscape quality or awareness of connections to the city centre environment/High St – eg Kingsgate Centre.



5. Key points of arrival by road, and bus are drab and unappealing; the pedestrianisation of the High St is compromised, the city is still a vehicle dominated environment.

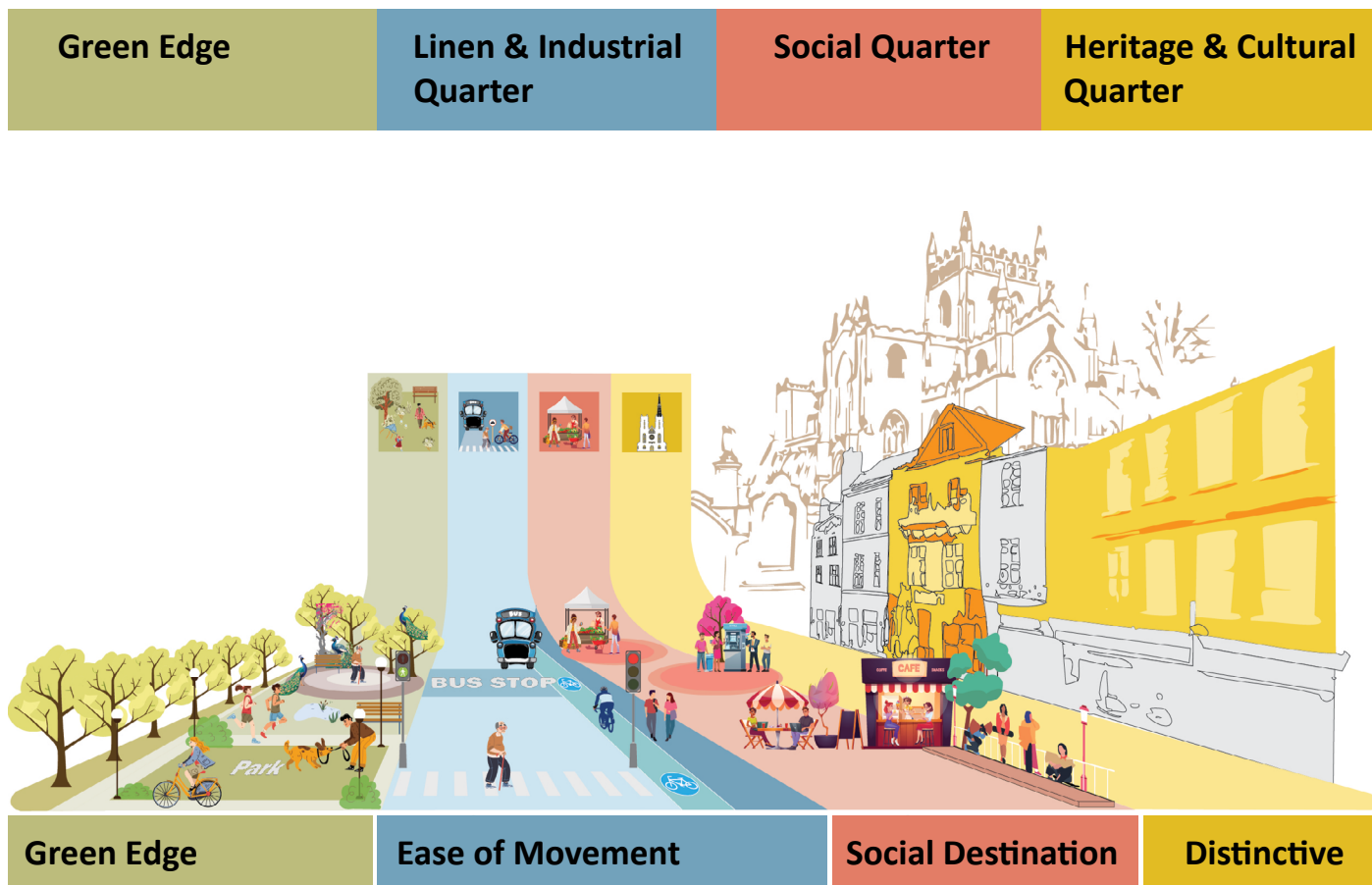


6. City centre challenges (common to many communities) – eg., vacant shops and changing nature of retail.

7. The gap site within the High St with very visible with dominant blank gables framing the space.



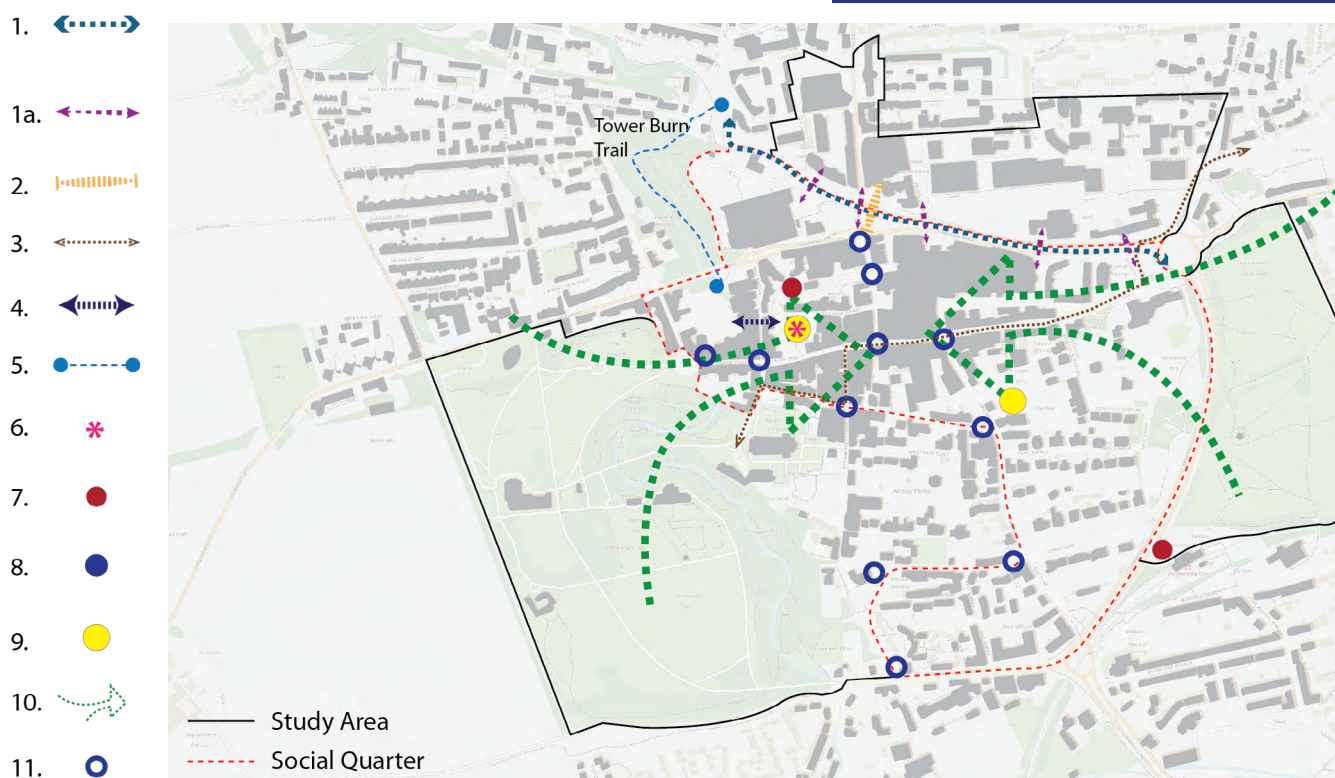
8. Limited housing within the heart of the city centre – eg along the High St. and the streets off this.



### The Social Quarter will:

- continue to be the heart of a growing and distinctive destination
- be physically, visually and perceptually re-united with adjacent areas- the Social Quarter is the heart that connects and helps move people into the other city centre areas
- be a destination for locals and visitors alike, inclusive and accessible for all, a place where people socialise, sustaining and developing the liveliness and range of activities that feeds the surrounding city centre areas
- be a walkable, well connected, and green city centre
- be part of a linear park, which connects Pittencrieff Park to the Town Park through a series of interconnected green fingers, spaces and/or landscaped areas





1. Carnegie Drive – potential for the rationalization of road space – re-position this road within the road hierarchy to make a more positive contribution towards pedestrian/public transport movement. Enliven the public realm with-in and around Carnegie Drive, reduce car dominance, create an environment which makes pedestrian movement easier and safer, introduce additional connections north-south to integrate the north part of the city centre into the High St area, reflecting desired lines. Any future redevelopment facing Carnegie Drive should respond appropriately and address the street with active building edges.

1a. Enhanced pedestrian connections

2. Key connection between the Social Quarter and Linen Quarter. Delivered through the scheme of public realm enhancements to pedestrian crossings alongside road re-configuration

3. Pilgrim's Way runs through heart of city centre – opportunity for visitor facilities to service those walking the route – accommodation, water stops. Build on branding. This could generate more economic benefit for the city centre through an even wider range of events and activities

4. Connect Bruce St to the Gap Site and on to Bus Station – through a safe, pleasant and visually appealing route - create additional movement permeability

5. Creation and enhancement of the Tower Burn Trail as a key green access route to the city centre

6. Enhanced public realm, - Carnegie Drive, Louise Carnegie Gates and the High St Gap Site. Identify the role and function of potential public realm spaces and improvements – for example commercial opportunities, social opportunities (pocket parks, sociable seating), environmental opportunities (soft landscaping/biodiversity). Existing proposals for the Gap Site represent a positive approach to providing enhanced civic space, social spaces, and facilitation of connections between the High St. and bus station

7. Enhanced legibility when moving from Bus/Train Station to High St – pavement surfacing, public art trail, distinctive signage

8. City Square Proposal – or derivative thereof, presents an opportunity to provide additional high quality, distinctive and multifunctional civic space within a public realm context

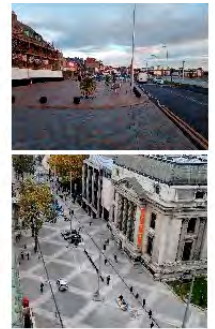
9. Development or improvement opportunity Sites – Walmer Drive, Gap Site – potential positive change to land uses/street form and character

10. Connect greenspace assets through the city centre and the High St in particular – including concepts of an urban linear park, pocket parks, tree planting, green walls etc.

11. Promote the creation of a strategy to identify a clear hierarchy of movement nodes and public realm spaces offering a distinctive character, easy pedestrian movement which can encourage people to explore and experience the city centre further

**1.** Carnegie Drive Restructuring

Design Study to examine the feasibility for rationalizing the existing roadspace along Carnegie Drive; creation of space for enhanced public realm; new development; and enhanced pedestrian crossings. The aim is to encourage people to move to/ from the High St area to this Quarter, and the facilities/services in between. This should be via easy to navigate, safe, intuitive routes, alongside a wider range of uses/functions to create more people activity and reduce the sense of car domination.



**2.** Pedestrian Movements & Environment Improvements

Design study for the general pedestrian environment, particularly along and across Carnegie Drive but also routes from the Bus Station to its surrounds, including High St, the Gap Site and Bruce St. Identify a scheme of improvements, through materials, lighting, public art enhancements for example, to facilitate safe and pleasant movement, help foster a strong sense of identity and maximize connectivity options between the coast and the High St. This would have the objective of encouraging people to use the pedestrian spaces and any other function offered within this area, creating an active and busy place.



**3.** City Centre Linear Park

Design scheme to connect greenspace assets through the city centre and the High St in particular – including concepts of an urban linear park, pocket parks, tree planting, green walls etc.



**4.** Social Spaces/ Visual Markers

The identification, design and implementation of a series of clear, attractive, functional and easily accessible social spaces, with strong visual markers to signal and attract users. There may be an opportunity to create new social spaces, as well as enhance/ upgrade existing ones. Opportunity to design in the needs of users of the Pilgrim's Way – rest stops, water, café/refreshments within urban spaces



**5.** Major Development Opportunities

Identify major development opportunities and prepare appropriate level of design guidance for key sites



**6.** Green Access Route- Tower Burn Trail

Creation and enhancement of the Tower Burn Trail as a key green access route to the city centre.





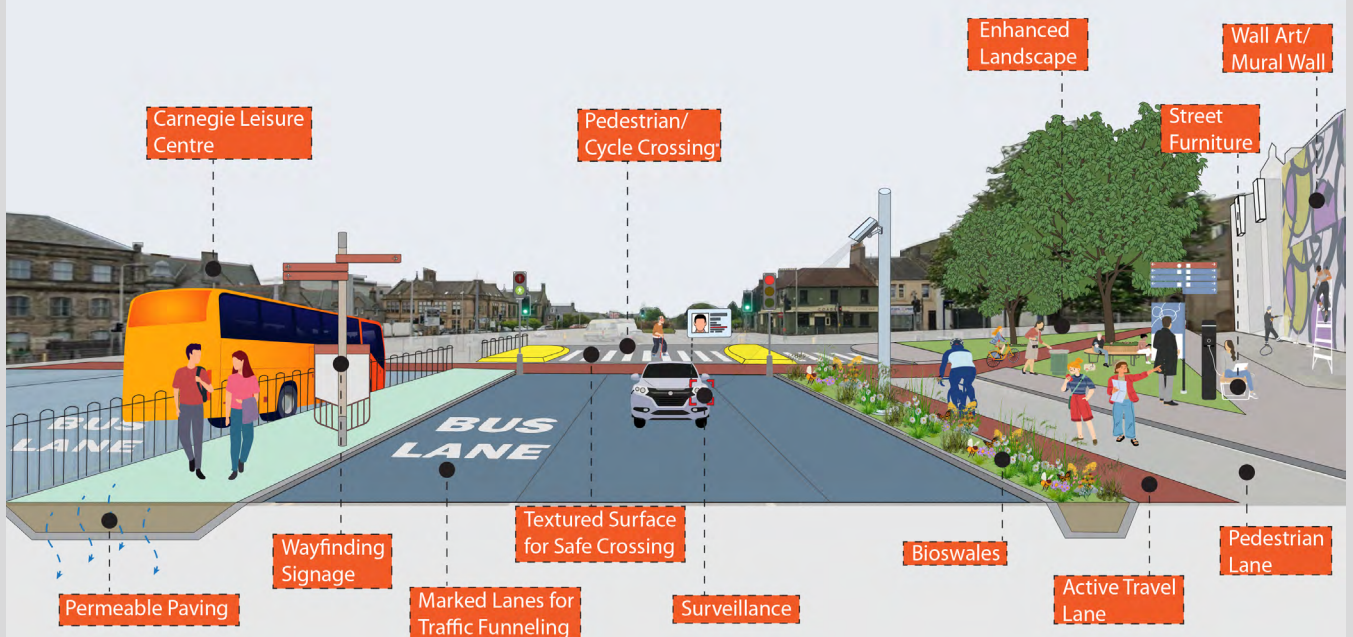
# Action Plan Details

## 1. Carnegie Drive Restructuring

Design Study to examine the feasibility for rationalizing the existing roadscape along Carnegie Drive; creation of space for enhanced public realm; new development; and enhanced pedestrian crossings. The aim is to encourage people to move to/from the High St area to this Quarter, and the facilities/services in between. This should be via easy to navigate, safe, intuitive routes, alongside a wider range of uses/functions to create more people activity and reduce the sense of car domination.



Before  
After



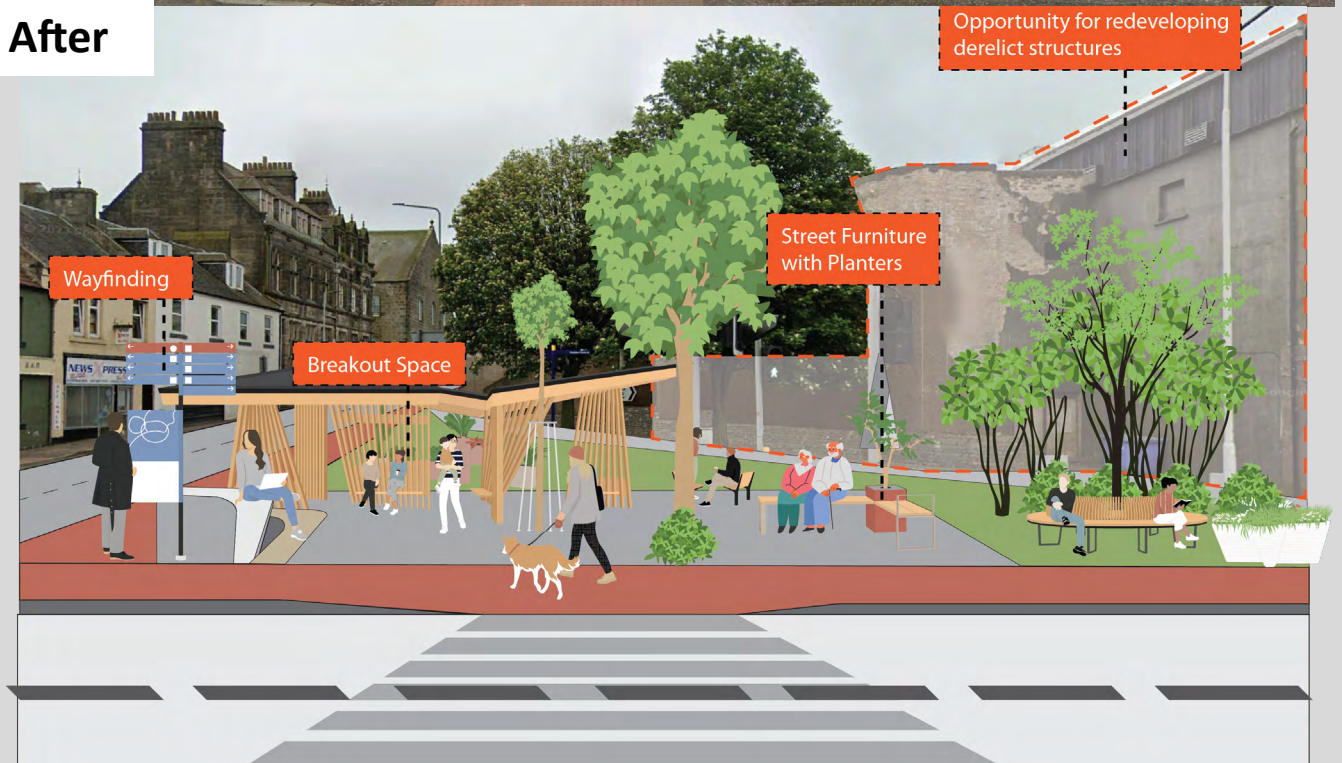


## 2. Pedestrian Movement & Environment Improvements

Design study for the general pedestrian environment, particularly along and across Carnegie Drive but also routes from the Bus Station to its surrounds, including High St, the Gap Site and Bruce St. Identify a scheme of improvements, through materials, lighting, public art enhancements for example, to facilitate safe and pleasant movement, help foster a strong sense of identity and maximise connectivity options between the coast and the High St. This would have the objective of encouraging people to use the pedestrian spaces and any other function offered within this area, creating an active and busy place.



**Before**  
**After**



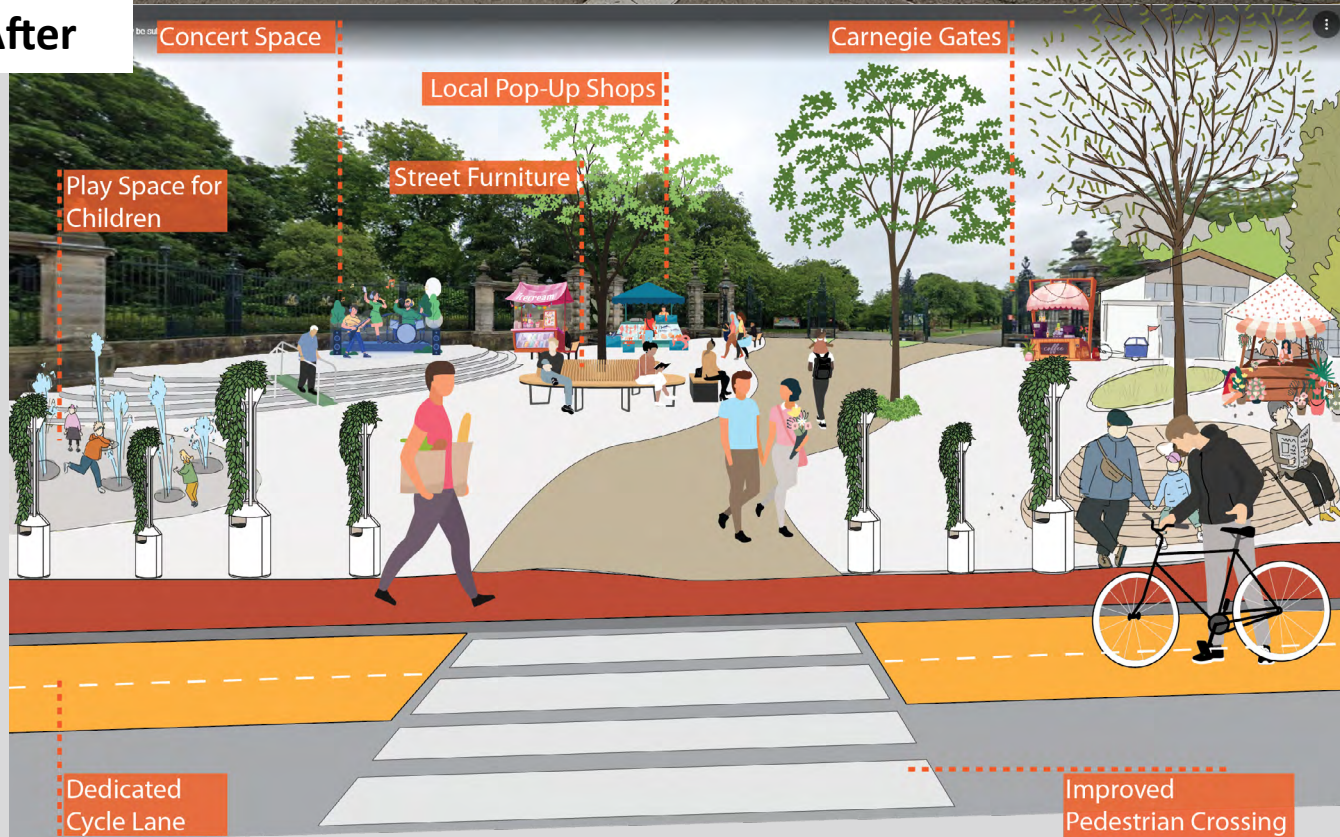


### 3. Social Spaces/ Visual Markers

The identification, design and implementation of a series of clear, attractive, functional and easily accessible social spaces, with strong visual markers to signal and attract users. There may be an opportunity to create new social spaces, as well as enhance/ upgrade existing ones. Opportunity to design in the needs of users of the Pilgrim's Way – rest stops, water, café/refreshments within urban spaces.



**Before**  
**After**





4.

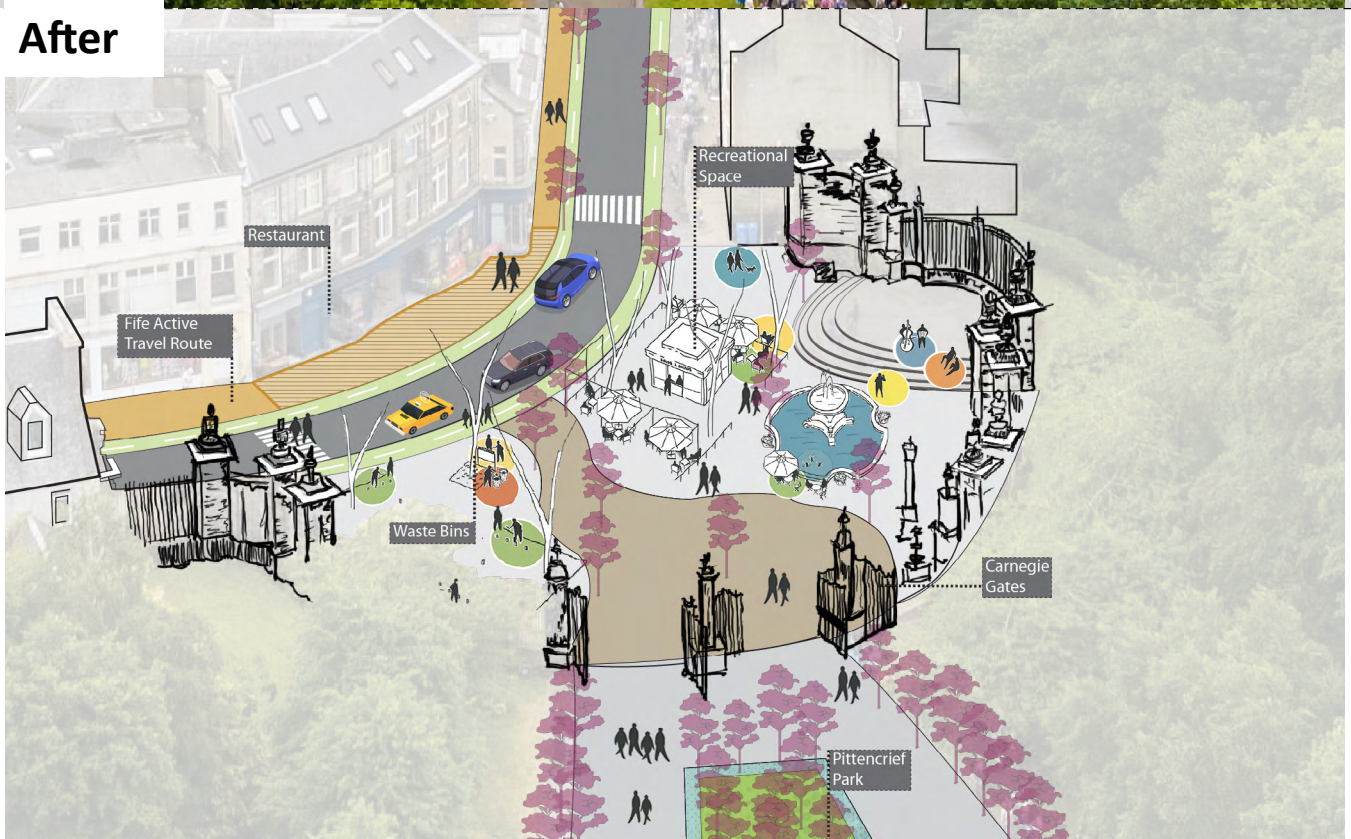
## Louise Carnegie Gates- Social Space

Design study to identify, and implement a series of clear, attractive, functional and easily accessible social spaces, while enhancing the sense of a place. There may be an opportunity to create new social spaces, as well as enhance/ upgrade existing ones. Opportunity to design in the needs of users of the Pilgrim's Way – Opportunity to design a social space in front of Louise Carnegie Gates into rest stops, water, café/ refreshments, pop-shops within urban spaces.



Before

After





## 5. Improvements to pedestrian environment

Design/Development strategy to assess opportunities for creating a stronger sense of welcome for people arriving by bus, train, pedestrians etc., at key arrival/movement nodes to create attractive, comfortable and navigable spaces for users to commence their journey into the city centre and through its constituent set of Quarters.



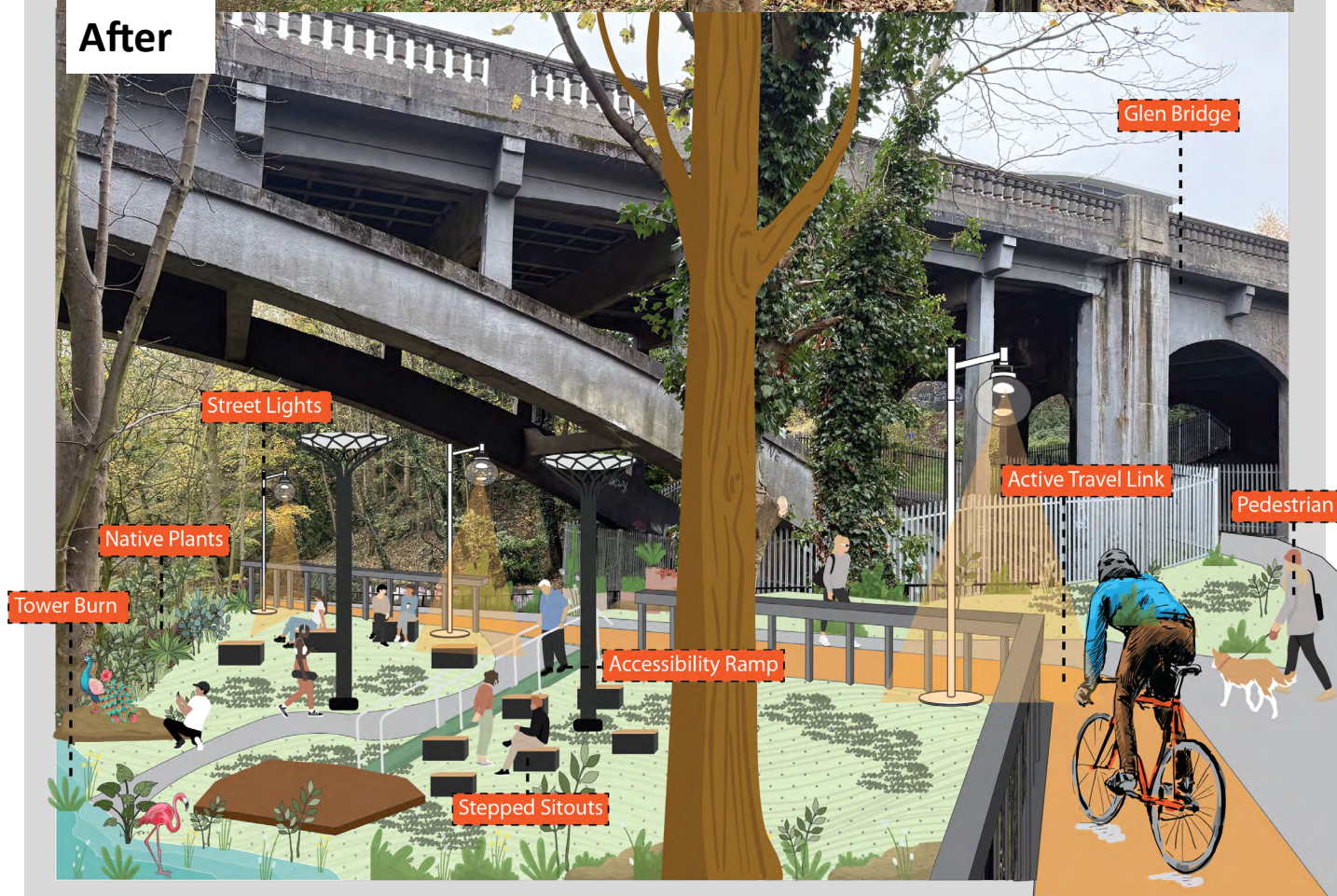


## 6. Green Access Route- Tower Burn Trail

Creation and enhancement of the Tower Burn Trail as a key green access route to the city centre.



**Before**  
**After**





7.

## Glen Bridge Car Park Development

Creation of a Design/Development strategy/feasibility study to examine the potential for alternative uses within the car park. Looking ambitiously to the future by retaining the car parking while providing multi-use space on a raised platform above.



Before  
After



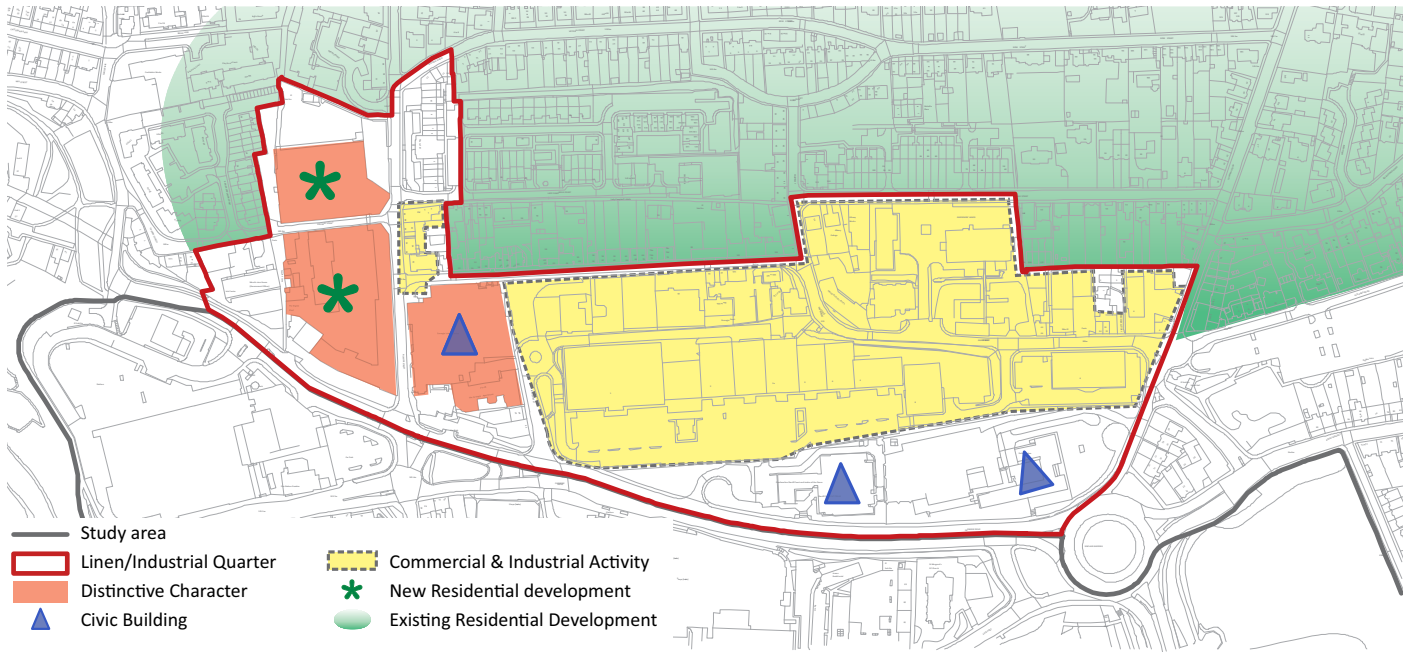


CITY CENTRE DESIGN AND  
DEVELOPMENT FRAMEWORK

# Linen/Industrial Quarter







### 1. Industrial Heritage

Industrial heritage – weaving – four linen mills within the city centre – sites now re-used. A significant ‘story’ to tell redevelopment, public art, streetscape design etc.



### 2. Distinctive Character

Visually distinctive character, defined by key streets/buildings e.g. Pilmuir St.



### 3. Civic Buildings

Civic buildings/uses within the area – Leisure Centre and Sheriff Court



### 4. Commercial & Industrial Activity

Commercial Activity – retail park, industrial uses



### 5. New Residential Development

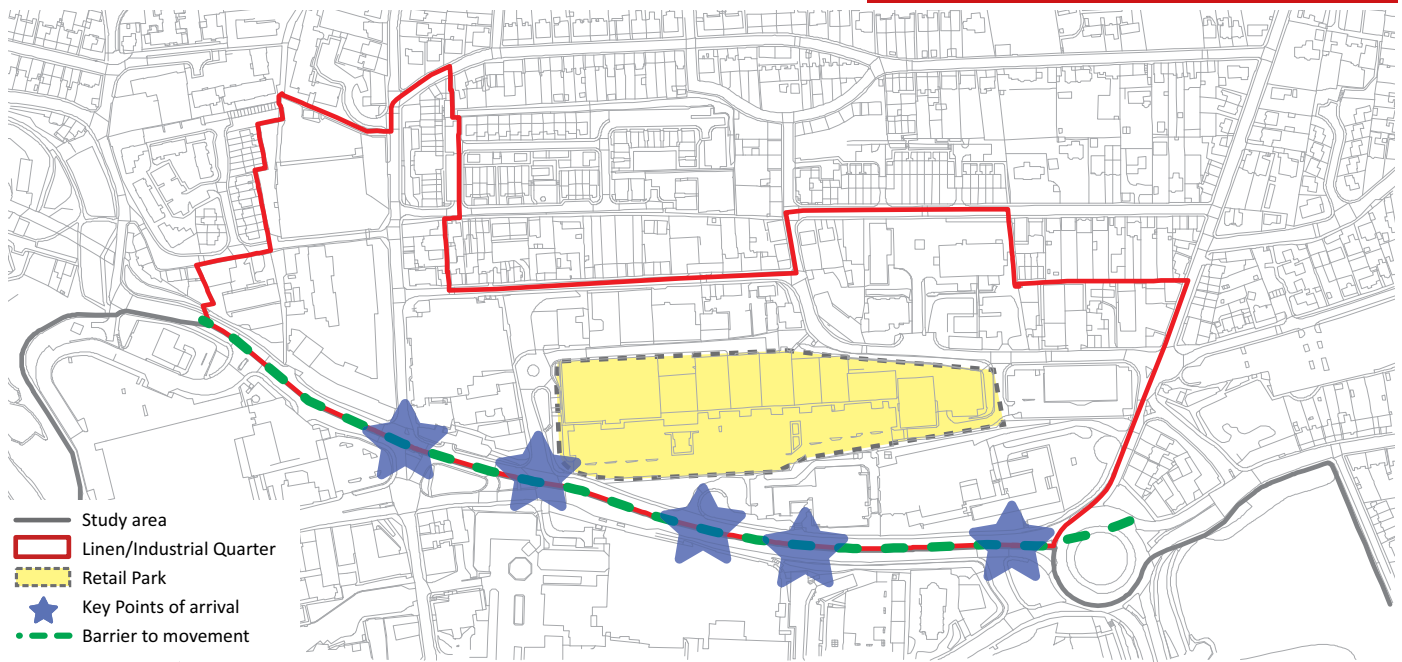
New residential development emerging, alongside nearby existing residential areas, provides people movement / activity.



### 6. Mixed Use Environment

Residential, Commercial, Industrial, Leisure, Civic Uses. Overall, a strong mix of uses.





### 1. Absence of civic space

Absence of significant urban civic space – for events, gatherings, social meetings, markets etc.



### 2. Isolated from heart of town centre

Area feels isolated from the 'heart' of the city centre – a place on its own.



### 3. Barrier to movement

Carnegie Drive is a significant barrier for people's movement, with 4 lanes of traffic and large roundabout/junctions to navigate. This physically and perceptually divides the city. It restricts people's movement to and from the heart of the city centre and is not a comfortable or welcoming space for pedestrians. It is a vehicle-dominated place in this pivotal location.



### 4. Key arrival points

Key points of arrival by road, and by pedestrians from the High St area, are drab, unappealing and unwelcoming in relation to its location within the city centre and the role that should be played in encouraging people to move

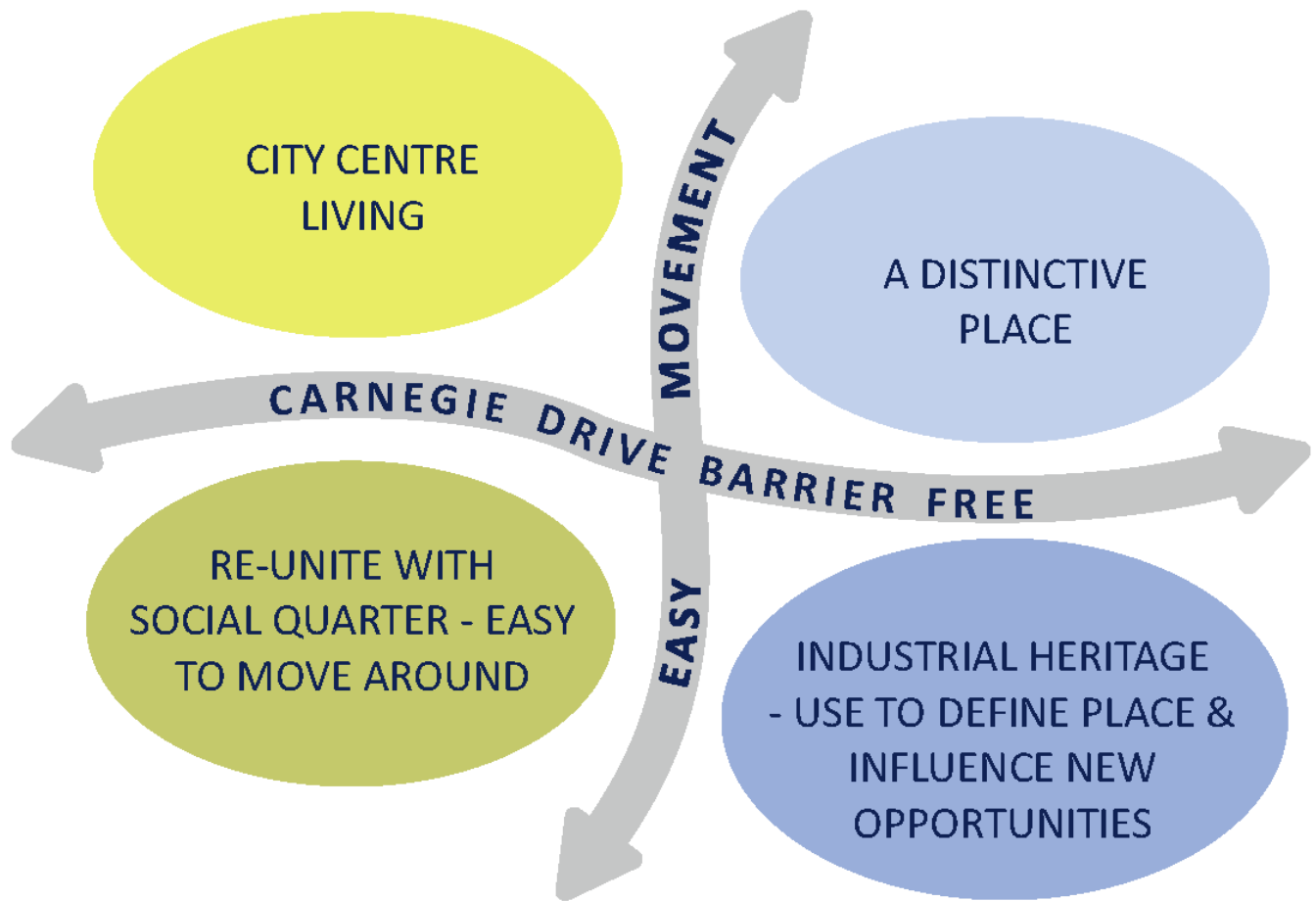


### 5. Retail park

Retail park - potentially competing rather than complementing the city centre. Visually it is dated and vehicle dominated.



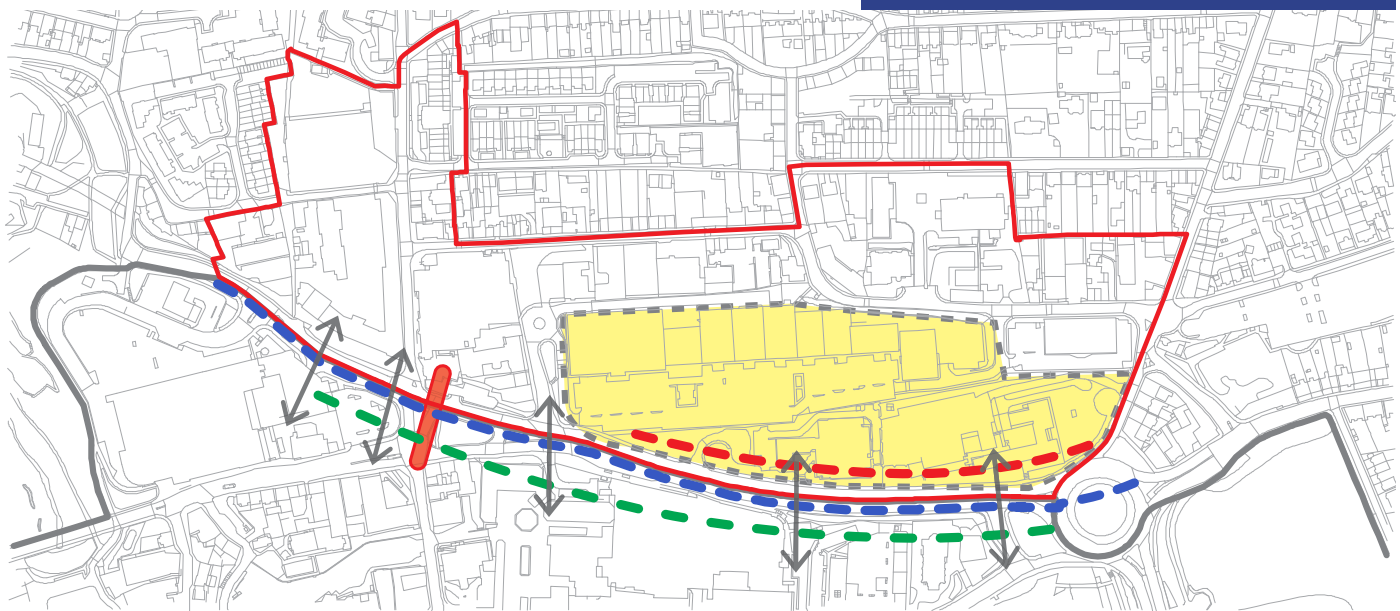
# Concept and Vision



## The Linen & Industrial Quarter will:

- Offer a distinctive place to live, work and visit within the city centre
- Be a well-connected, inclusive and accessible for all, vibrant etc., attractive area with a strong sense of identity and place – re-united to the heart of the city centre through improved pedestrian/cycle connections
- Capitalize on the industrial heritage to inform the distinctiveness and character of future development





- Study area
- Linen/Industrial Quarter
- Retail Park
- Enhanced landscaping, green network, social spaces, active buildings facing Carnegie Drive
- Enhanced pedestrian / cycle connections
- Active building frontage to Carnegie Drive
- Potential feature bridge

1. Carnegie Drive – rationalize roadspace – re-position this road within the road hierarchy to make a more positive contribution towards pedestrian / public transport movement. Enliven the public realm within and around Carnegie Drive, reduce car dominance, create an environment which make pedestrian movement easier and safer, introduce additional connections north-south to integrate the north part of the city centre into the High St area, reflecting desire lines.

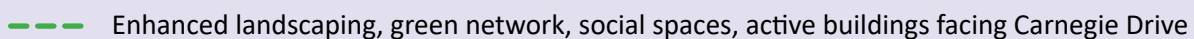


2. Retail Park and civic buildings – potential redevelopment or rationalization opportunity. Introduce more of a mix of uses and building frontage to Carnegie Drive, turning it into a street.



3. Increased people activity - Carnegie Drive

More active building fronts to Carnegie Drive(Kingsgate) or enhance scheme of landscaping to help define the place for people



4. Enhanced public realm - Identify the role and function of spaces – commercial opportunities, social opportunities (pocket parks, sociable seating), environmental opportunities (soft landscaping/biodiversity). Spaces, landscaping and any public art should reflect the story of the industrial history.

5. Enhanced cycle/pedestrian connections over Carnegie Drive at this key location to connect the Linen Quarter into the heart of the city centre.

## 1. Carnegie Drive Restructuring

Design Study to examine the feasibility for rationalizing the existing roadspace along Carnegie Drive; creation of space for enhanced public realm; new development; and enhanced pedestrian crossings. The aim is to encourage people to move to/ from the High St area to this Quarter, and the facilities/services in between. This should be via easy to navigate, safe, intuitive routes, alongside a wider range of uses/functions to create more people activity and reduce the sense of car domination.



## 2. Pedestrian Movements & Environment Improvements

Design study for the general pedestrian environment, particularly along and across Carnegie Drive but also routes from the Bus Station to its surrounds, including High St, the Gap Site and Bruce St. Identify a scheme of improvements, through materials, lighting, public art enhancements for example, to facilitate safe and pleasant movement, help foster a strong sense of identity and maximise connectivity options between the coast and the High St. This would have the objective of encouraging people to use the pedestrian spaces and any other function offered within this area, creating an active and busy place.



## 3. Major Development Opportunities

Identify major development opportunities and prepare appropriate level of design guidance for key sites.



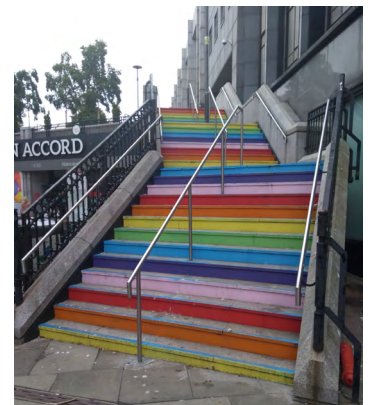
## 4. Retail Park - Major Development

Prepare an appropriate level of design guidance for this important city centre site, with the objective of providing a modern residential/retail/leisure led, but mixed use, city centre facility, ensuring it is connected into the High St, and the wider city centre, with a positive frontage to Carnegie Drive. The potential for expanding beyond the existing footprint and height may be explored to assess any opportunities to



## 5. Social Spaces/ Visual Markers

The identification, design and implementation of a series of clear, attractive, functional and easily accessible social spaces, with strong visual markers to signal and attract users. There may be an opportunity to create new social spaces, as well as enhance/ upgrade existing ones. Opportunity to design in the needs of users of the Pilgrim's Way – rest stops, water, café/refreshments within urban spaces





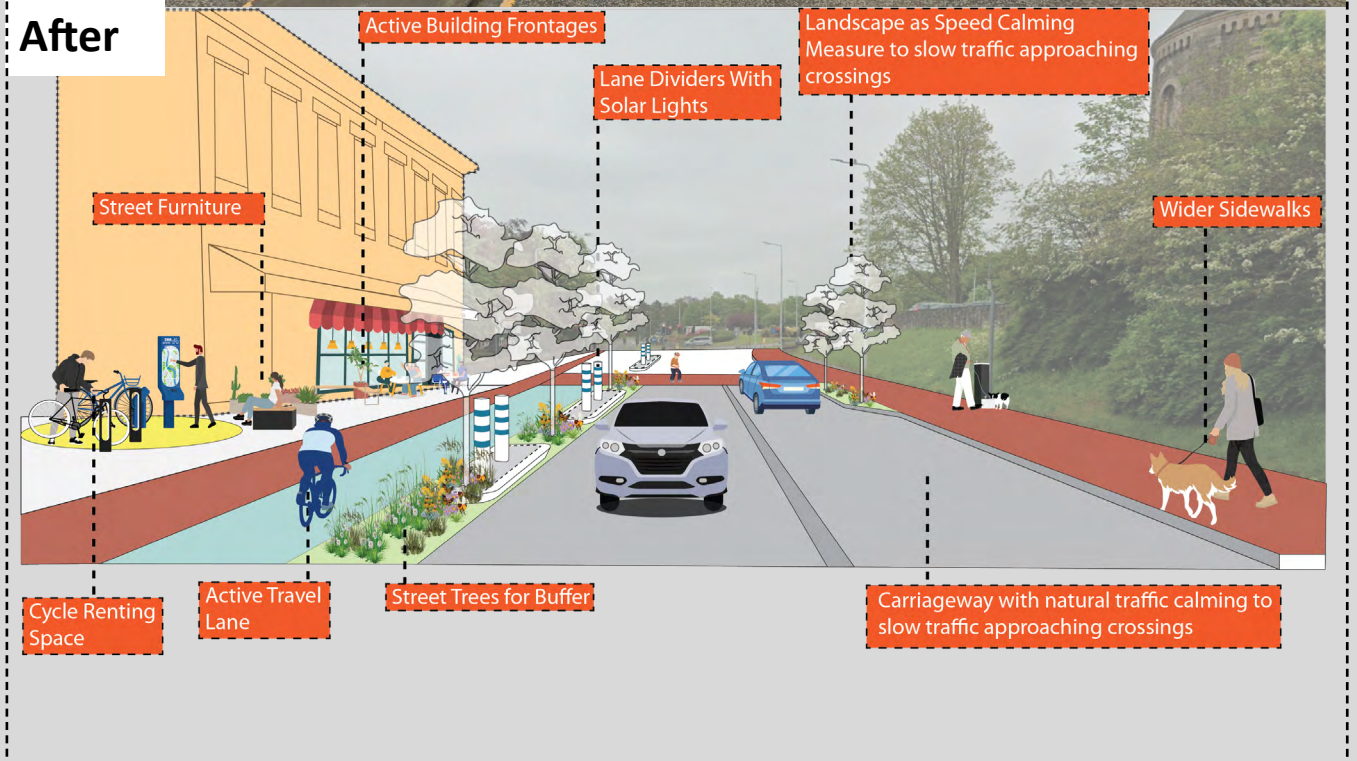
# Action Plan Details

## 1. Carnegie Drive Restructuring

Design Study to examine the feasibility for rationalizing the existing roadscape along Carnegie Drive; creation of space for enhanced public realm; new development; and enhanced pedestrian crossings. The aim is to encourage people to move to/from the High St. area to this Quarter, and the facilities/services in between. This should be via easy to navigate, safe, intuitive routes, alongside a wider range of uses/functions to create more people activity and reduce the sense of car domination.



**Before**  
**After**





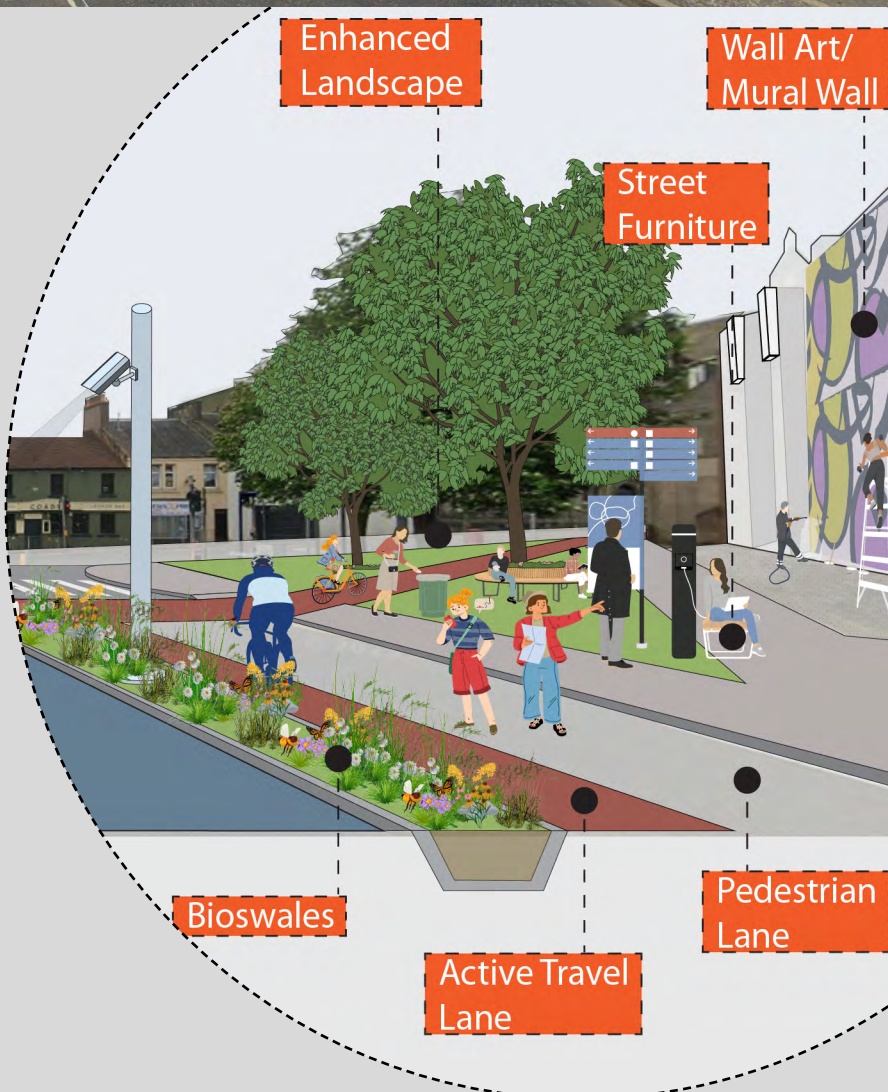
## 2.

### Improvements to Pedestrian Environment

Design Study to examine the feasibility for rationalizing the existing roadscape along Carnegie Drive; creation of space for enhanced public realm; new development; and enhanced pedestrian crossings. The aim is to encourage people to move to/from the High St area to this Quarter, and the facilities/services in between. This should be via easy to navigate, safe, intuitive routes, alongside a wider range of uses/functions to create more people activity and reduce the sense of car domination.



Before  
After





### 3. Retail Park Major Development Opportunity

Prepare an appropriate level of design guidance for this important City Centre site, with the objective of providing a modern residential/retail/leisure led, but mixed-use, City Centre facility, ensuring it is connected to the High St, and the wider City Centre, with a positive frontage to Carnegie Drive. The potential for expanding beyond the existing footprint and height may be explored to assess any opportunities to maximize the use/value of the land.



**Before**

**After**





# 4.

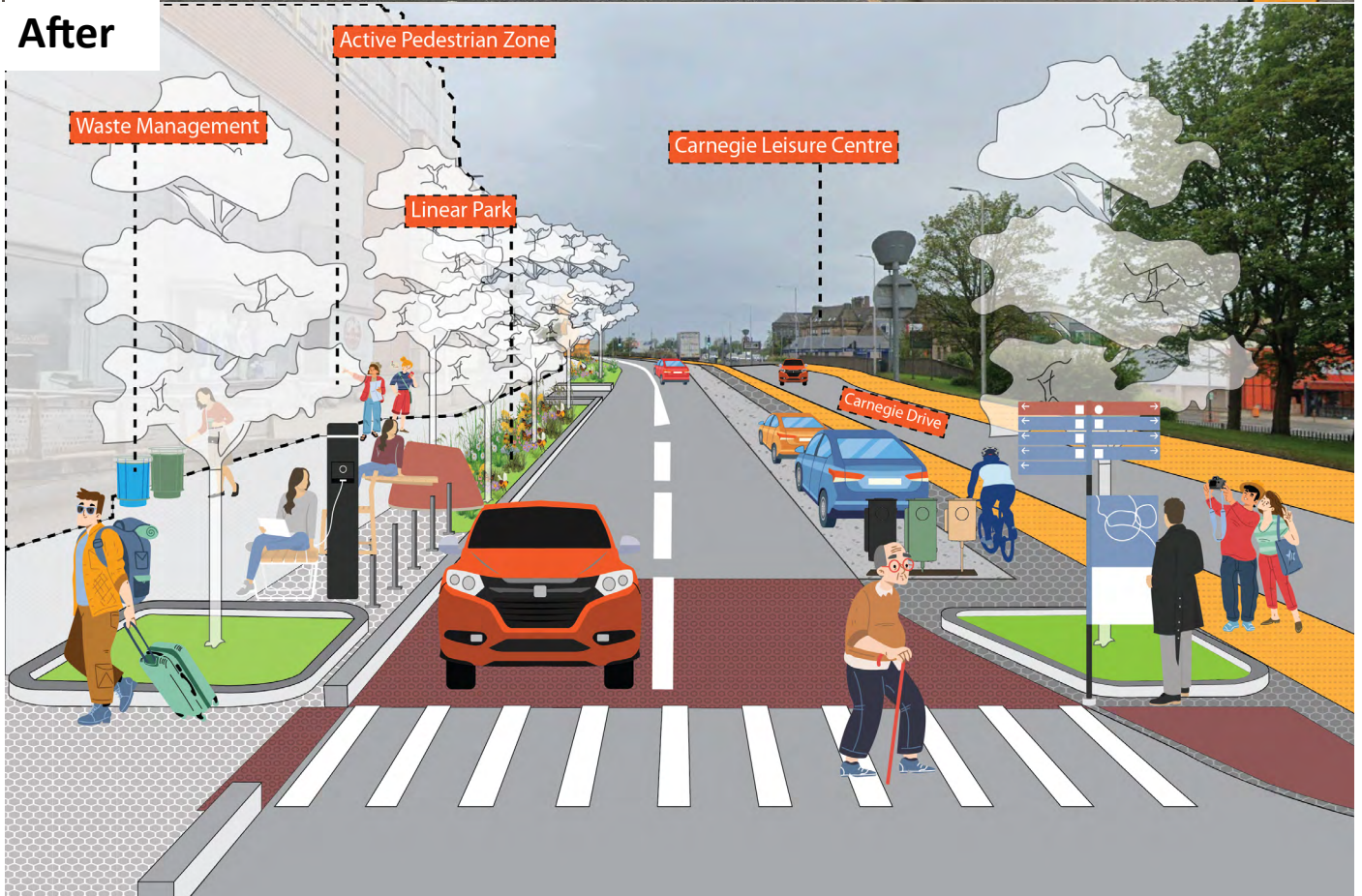
## Social Spaces/ Visual Markers

The identification, design and implementation of a series of clear, attractive, functional and easily accessible social spaces, with strong visual markers to signal and attract users and offering a clear relationship to the industrial heritage within design concepts and principles. There may be an opportunity to create new social spaces, as well as enhance/upgrade existing ones nities and prepare appropriate level of design guidance for key sites.



Before

After



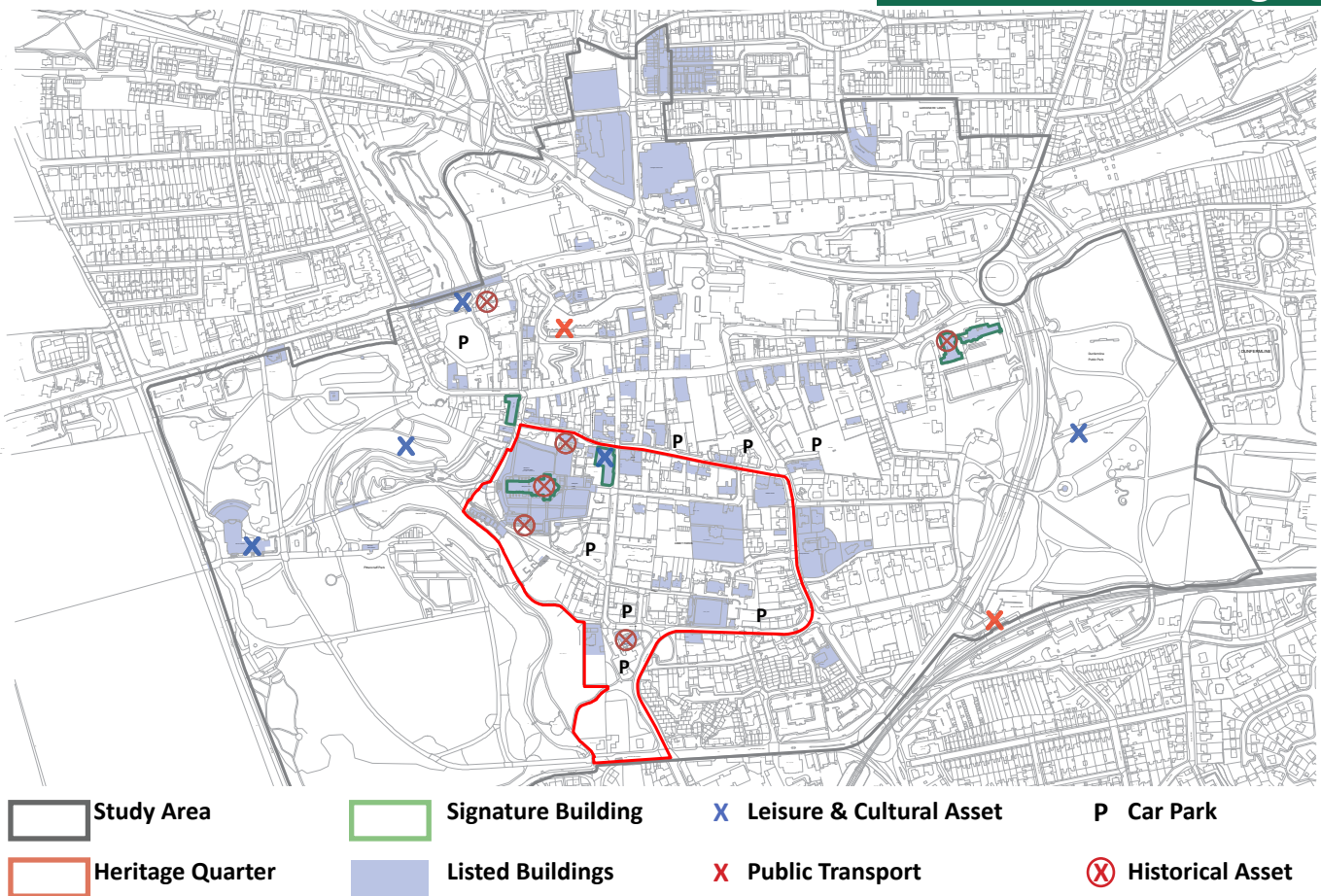


CITY CENTRE DESIGN AND  
DEVELOPMENT FRAMEWORK

# Heritage & Culture Quarter







1. History as a significant city centre asset – St Margaret’s Cave, Carnegie Hall, Dunfermline Abbey, Abbot House, Dunfermline Palace with a concentration of historic assets located in the Cultural & Heritage Quarter.



2. Leisure & Cultural assets within or close to this Quarter – Pittencrieff Park, Glen Pavilion, Carnegie Birthplace Museum, Dunfermline Public Park, Dunfermline Carnegie Library and Museum, St Margaret’s Cave.



3. Music legacy – Skids, Big Country, Nazareth, Barbara Dickson – internationally recognised artists.



4. Public Transport Accessibility – bus station in heart of city centre, train station more on the periphery – good connections to regional and national networks



5. Built Heritage – concentration of listed buildings, scheduled ancient monuments, and a site located within the Inventory of



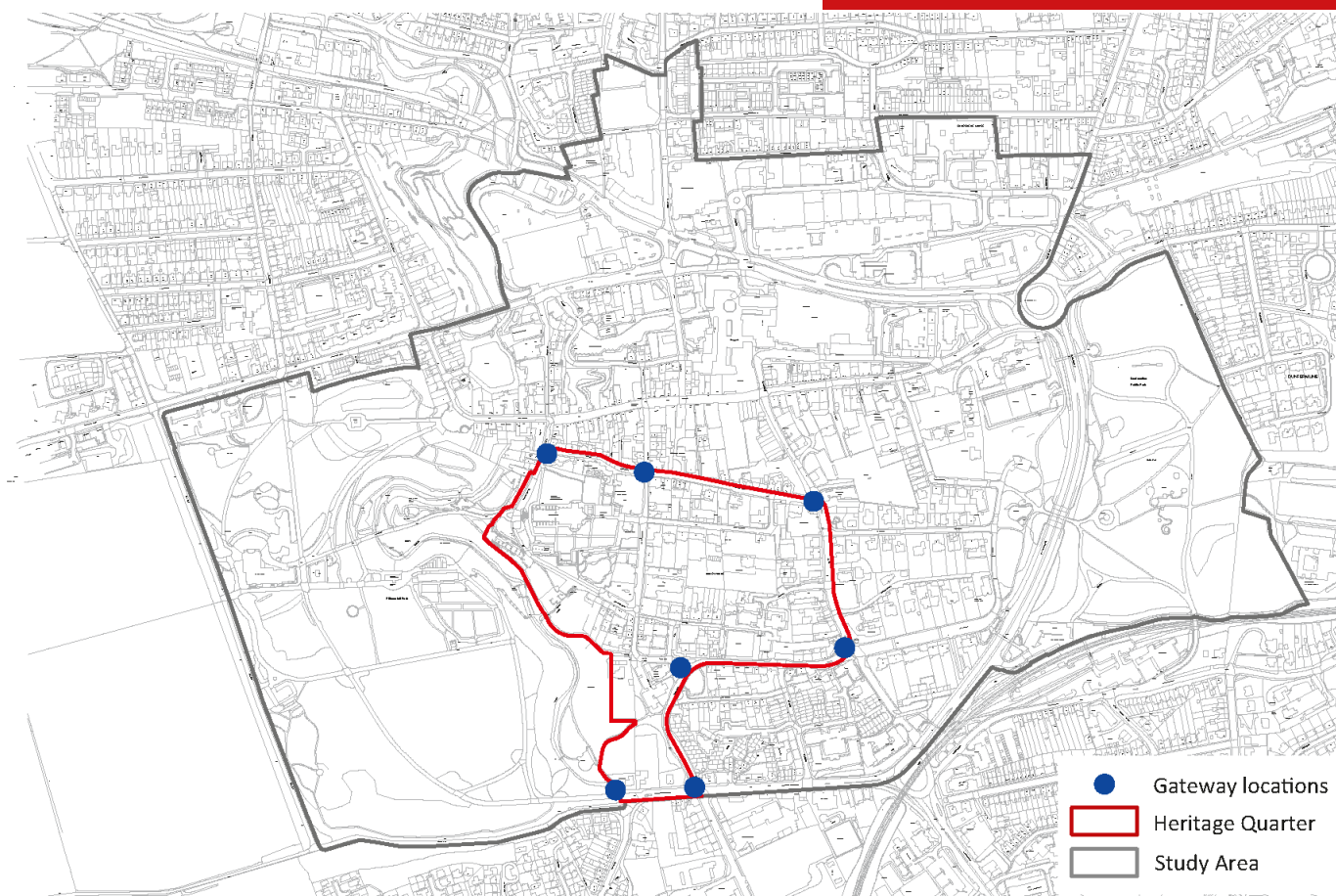
6. Range of car parking sites across the city centre to provide access options to these assets.

7. Signature buildings within the Quarter and wider city centre – provides character and identity - eg Dunfermline Abbey, City Chambers, Carnegie Library and Museum.



8. Heritage assets are generally concentrated on the western edge of the city centre – this offers a strong sense of place/function and an opportunity to develop the character, role and identity of this particular area as a Heritage Quarter.





1. Absence of significant urban civic space – for events, gatherings, social meeting, markets, or to visually define the character of the area etc

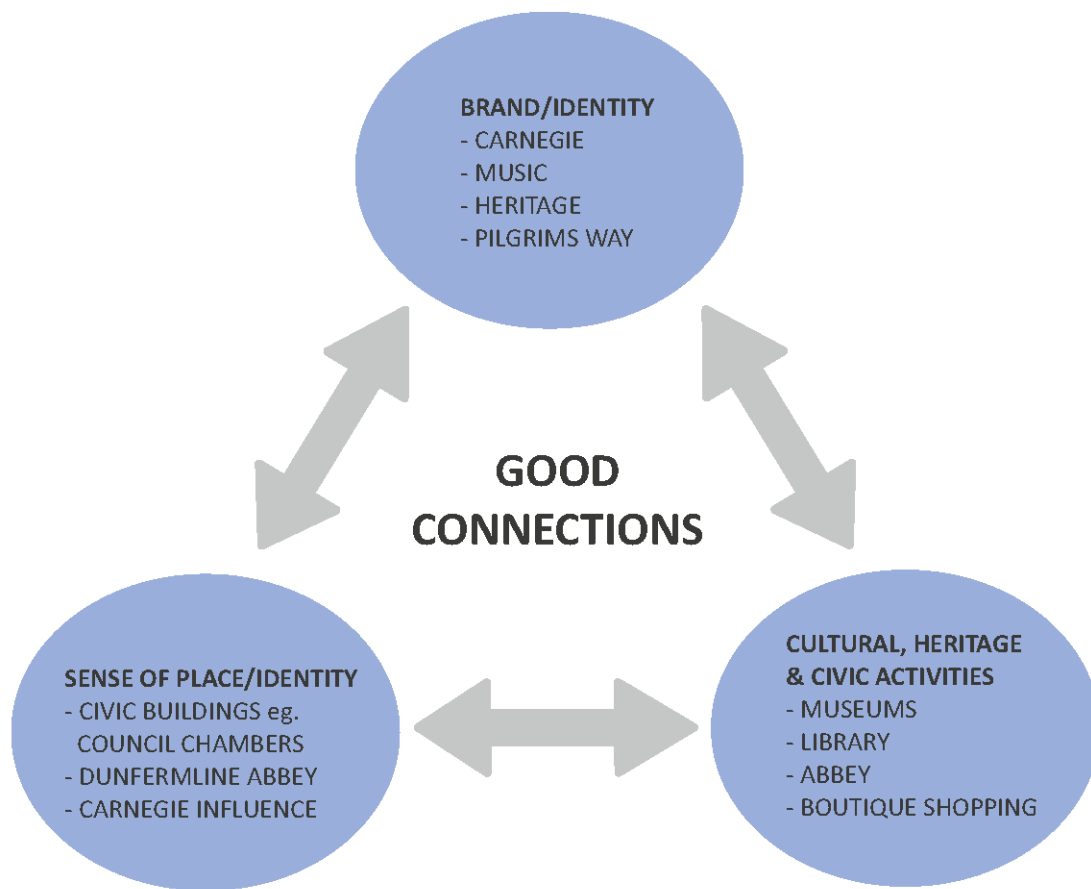


2. Sense of place, gateway environment or character areas is not visually strong which can be used to define this Quarter.



3. Lack of a comprehensive or clear narrative used to define the area - what is this area trying to offer or achieve?

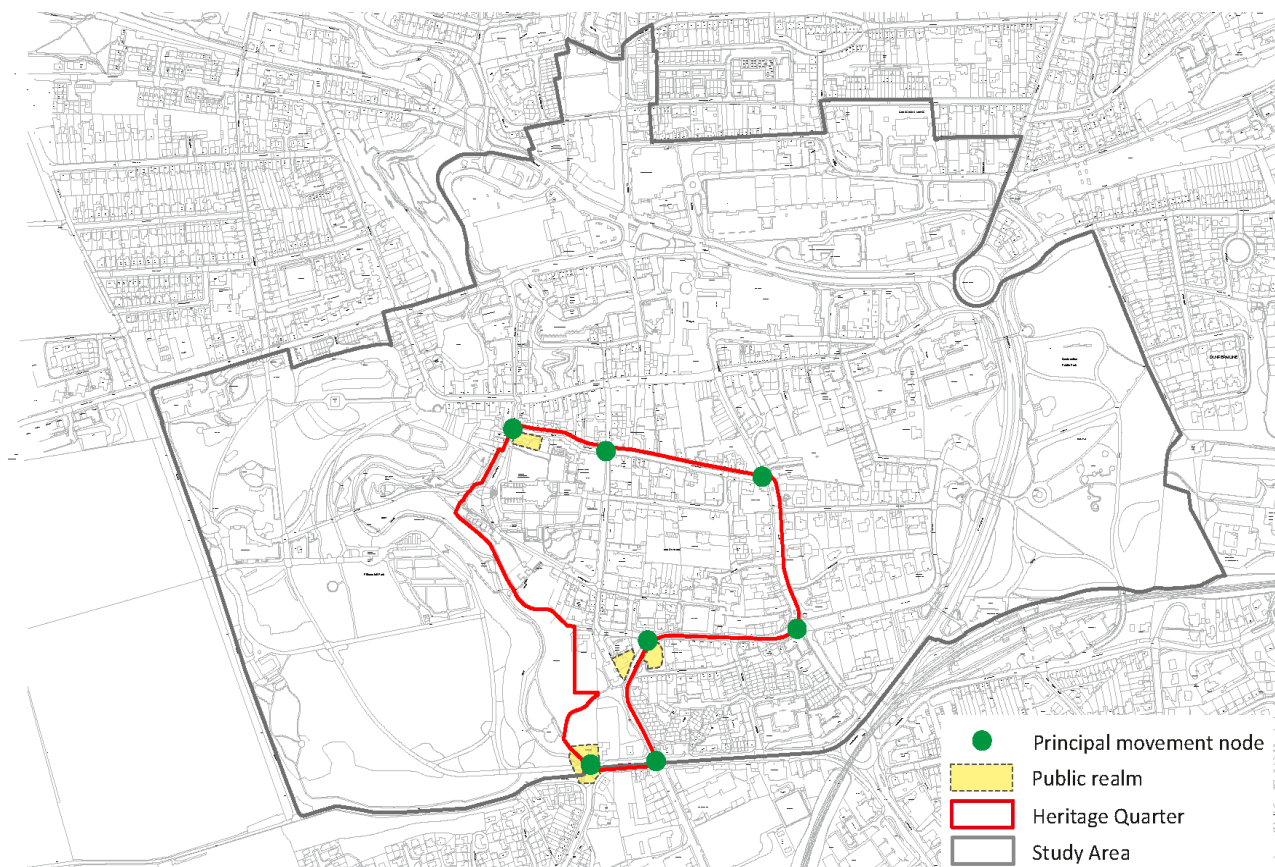
4. Significant number of vacant (and deteriorating) heritage buildings.



**The Heritage & Cultural Quarter will be:**

- a place that is easy for people to move around in and between the wider city centre
- a well-connected, inclusive and accessible for all, vibrant and attractive area with a strong sense of identity and place
- a place to find boutique shopping, and which maximises heritage assets, offering strong identity and 'branding' – telling a story of the area
- a place that enhances the identity and opportunities of the area and offers a focus for cultural, heritage and civic activity









1. Enhanced public realm - identify the role and function of spaces – commercial opportunities, social opportunities (pocket park, sociable seating), environmental opportunities (soft landscaping/biodiversity)

2. Promote the creation of a clear hierarchy of movement nodes and public realm spaces offering a distinctive character, easy pedestrian movement which can encourage people to explore and experience the city centre further.

3. Heritage Quarter – reinforce the character and sense of place – signage, street material, distinctive palette/design, gateway features – ‘branding’ as a destination. Use a clear narrative from heritage assets – eg connection to royalty, music, Andrew Carnegie etc - to inform the story and provide context for public realm, streetscape improvements etc.

# Action Plan

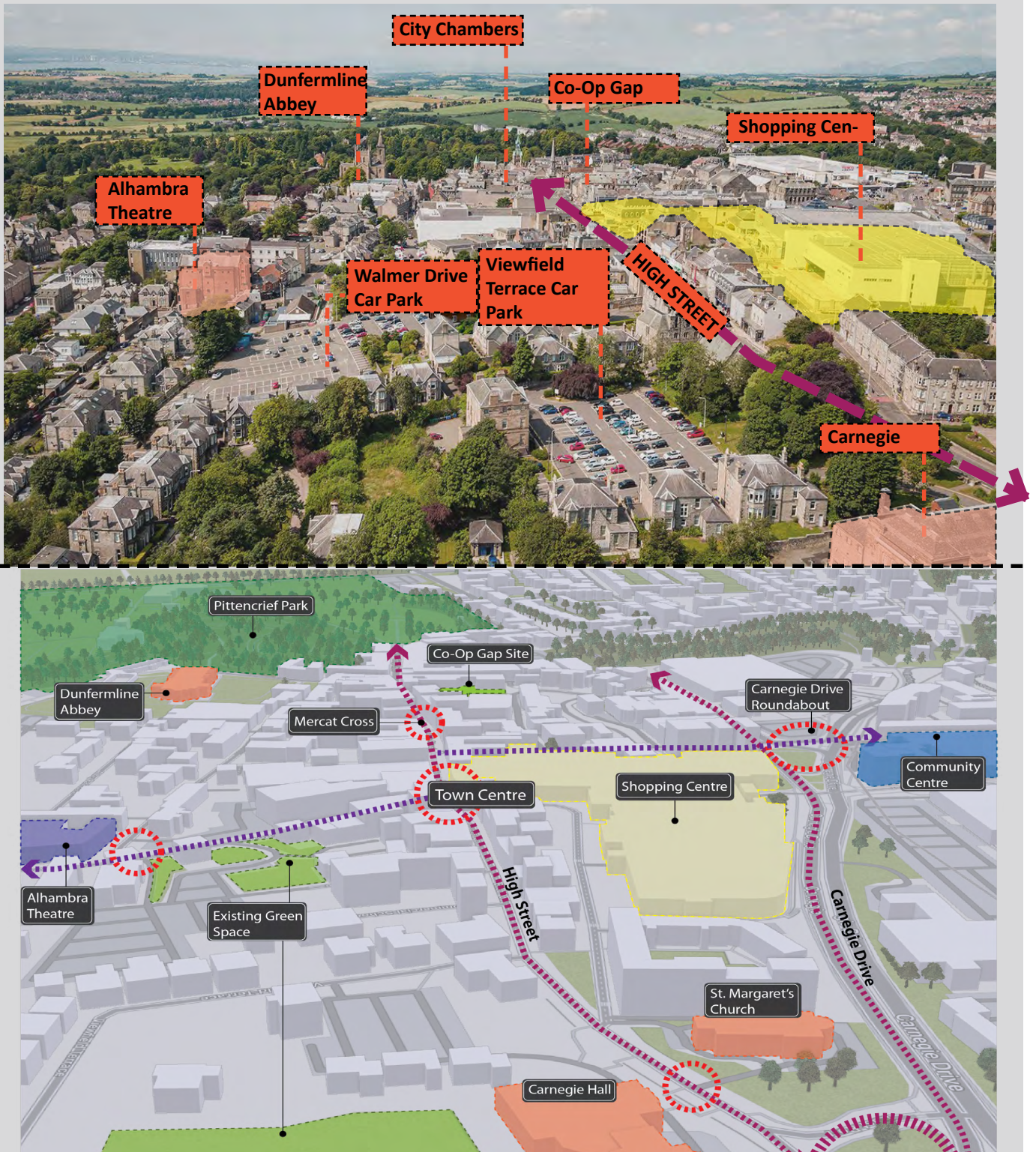
1.	The Heritage Quarter Brand	Creation of a strategy to create a strong brand/image for the Heritage Quarter -focusing on assets such as independent shops, visitor destinations, connections to royalty, music legacy, Carnegie etc., evening economy, history, City Centre living opportunities, whilst also setting out an appropriate level of design principles for future buildings/public realm areas to help reinforce the Heritage Quarter as a distinctive place.	
2.	Social Spaces/ Visual Markers	The identification, design and implementation of a series of clear, attractive, functional and easily accessible social spaces or movement nodes, with strong visual markers to signal and attract users and make movement by pedestrians, cyclists or wheeled users easy, attractive and intuitive. Creation of a design code for new or improved public realm areas. There may be an opportunity to create new social spaces, as well as enhance/upgrade existing ones.	
3.	Major Development Opportunities	Vacant and derelict heritage buildings - preparation of a strategy to secure the preservation and re-use of these buildings, working with Fife Historic Buildings Trust and the use of Architectural Heritage funding to identify opportunities and undertake design and feasibility work.	
4.	Civic Space Development Opportunity	As a popular visitor draw, a strategy should be prepared to maximise the potential of this Quarter through identification of additional civic spaces to support events or act as spill out areas for cafes/restaurants/venues. maximize the use/value of the land	



# Action Plan Details

## 2. Social Spaces / Visual Markers

The identification, design and implementation of a series of clear, attractive, functional and easily accessible social spaces or movement nodes, with strong visual markers to signal and attract users and make movement by pedestrians, cyclists or wheeled users easy, attractive and intuitive. Creation of a design code for new or improved public realm areas. There may be an opportunity to create new social spaces, as well as enhance/upgrade existing ones.





### 3. Major Development Opportunities

Vacant and derelict heritage buildings - preparation of a strategy to secure the preservation and re-use of these buildings, working with Fife Historic Buildings Trust and the use of Architectural Heritage funding to identify opportunities and undertake design and feasibility work.



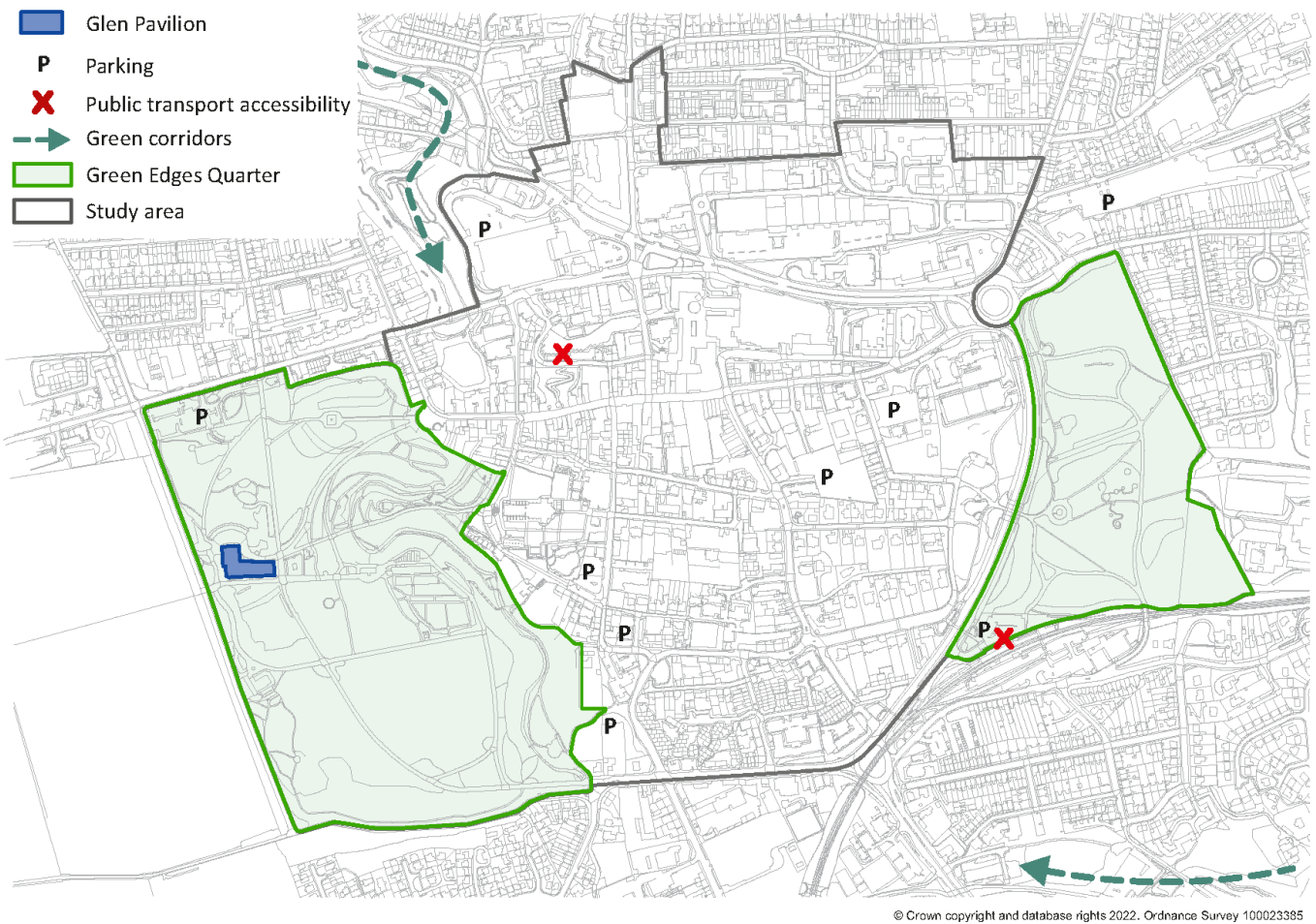




CITY CENTRE DESIGN AND  
DEVELOPMENT FRAMEWORK

# Green Edges





1. Leisure & Culture assets include – Pittencrieff Park, Glen Pavilion, and Dunfermline Town Park.



2. The range of car parking sites within close proximity to these areas provide good accessibility options.



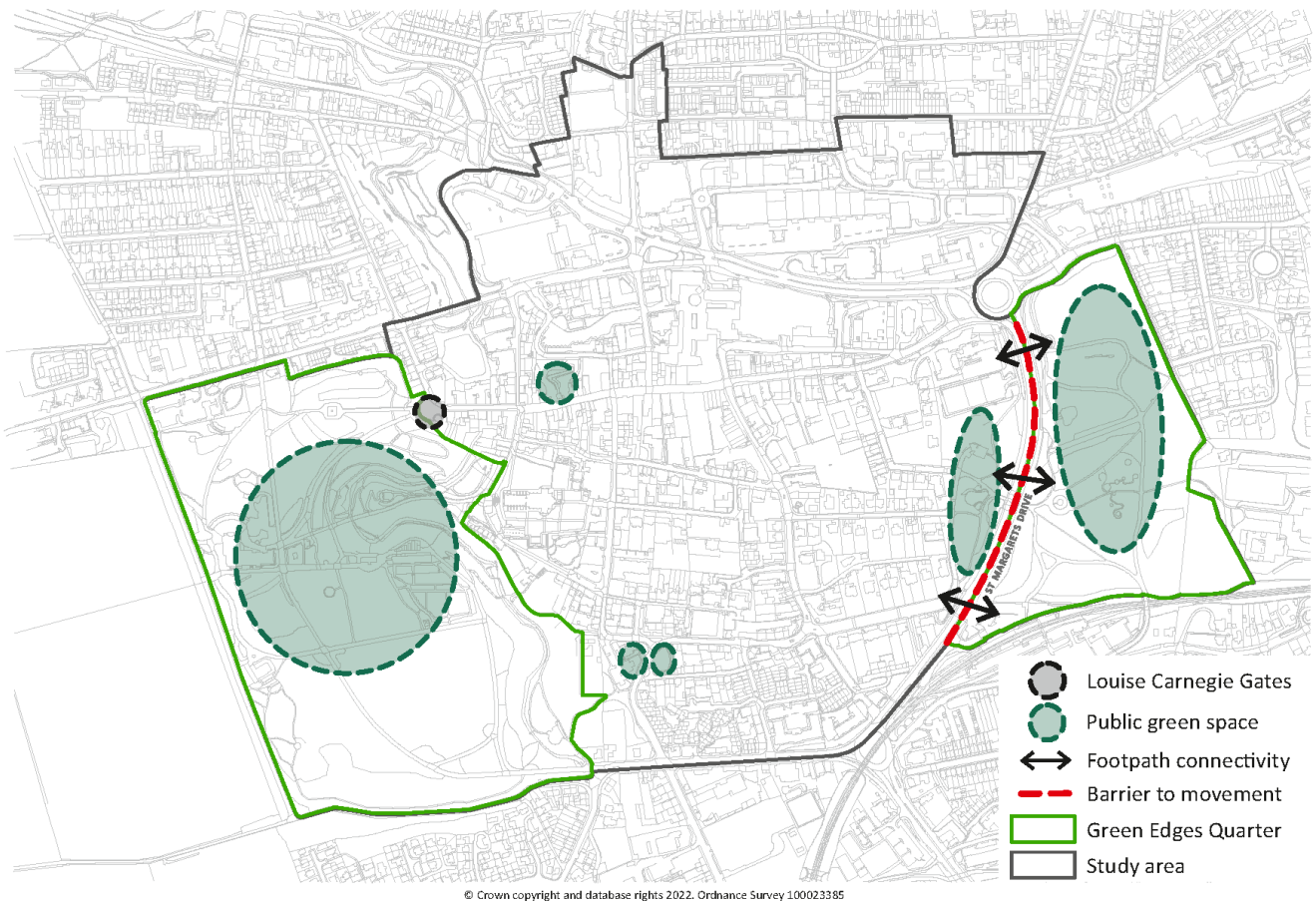
3. Public Transport Accessibility – bus station in the heart of the city centre, train station more on the periphery – good connections to regional and national networks.



4. 2 green corridors connecting outlying areas to the town centre – Tower and Baldrige Burns, and the Lyne Burn – potential for biodiversity and public amenity network to be expanded.







1. Louise Carnegie Gates – what is the role/function? Is it an entrance to the park, is it a civic space, is it a space to meet/spend time in? The space is functionally unclear, and as the city centres only current notable civic space, perhaps should perform a stronger or more clear role within the life of the town centre. (see opportunities and actions in the Social Quarter above).

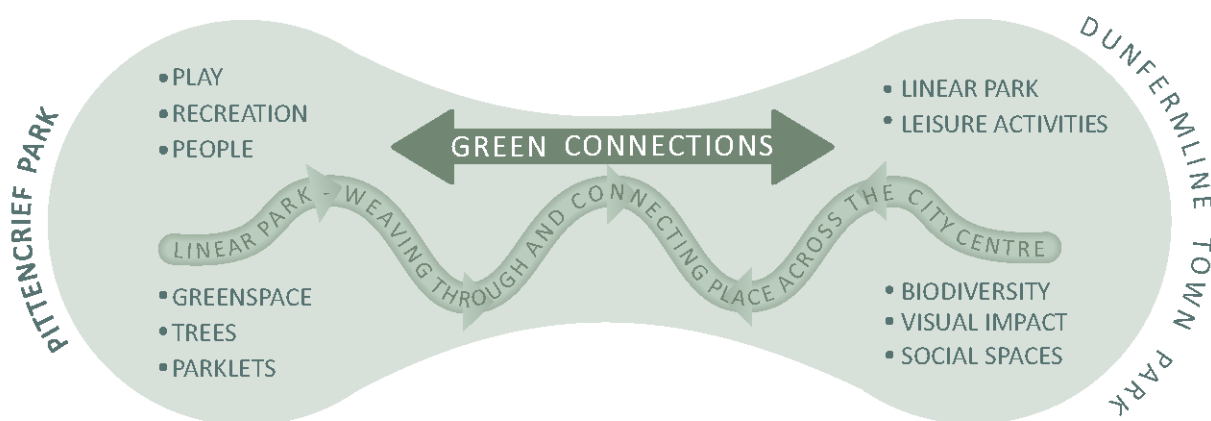


2. Dunfermline Public Park is dissected and cut off from the city centre by St Margaret's Drive – this is a significant barrier to the integration of the space to the activity and movement of people to/from the city centre. There are limited pedestrian connections – and these are principally underpasses - even though it is close to the edge of the city centre.



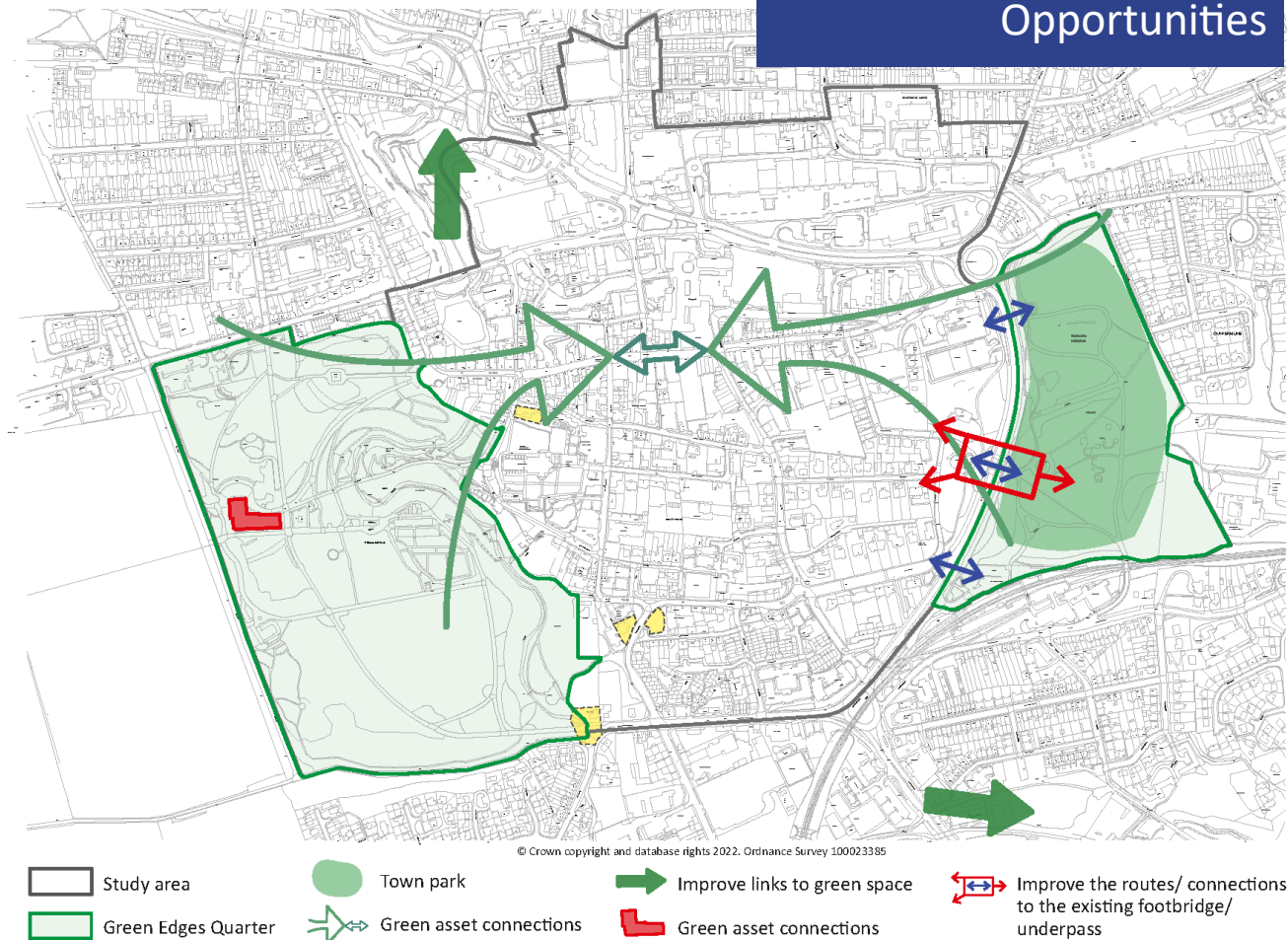
3. No strong sense of connectivity between the public green spaces across the city centre – physically, visually, and perceptually isolated from each other





### The Green Edges will:

- continue to be the 'lungs' of the city centre – breathing life, biodiversity, nature, green space, and people connectivity into the city centre
- be easy to walk/cycle from anywhere in the city centre to these open spaces – movement routes will be improved
- form the edges of a linear park running through the city centre – weaving city assets and spaces together, connecting people and nature within, and across the city centre
- be places that are inclusive and accessible for all



1. Town Park – increase the sense of connectivity and interaction between this Park and the life/activity of wider city centre – activity, commerce, events etc. Make it feel part of the city centre.



2. Connect green assets across the city centre (particularly through the High St) through a potential linear park, scheme of tree planting in streets/green walls, pocket parks etc – provide sense of place, distinctive character, urban biodiversity.



3. Improve links to green space and connections to the wider green network



4. Build upon the positive work of the Pittencrieff Park Ambitions Group, including opportunities at the Glen Pavillion, Pittencrieff House, the Steadings and the wider Park itself.



5. Maximise the use of Dunfermline's Greenspaces for leisure and wellbeing



6. Improve the routes/connections to the existing footbridge/ underpass.



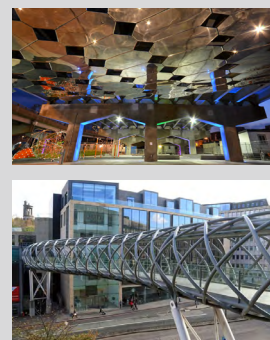


# Action Plan

1.

St. Margaret's  
Drive  
Footbridge

Design study to establish the feasibility for refurbishment of the existing footbridge and underpass to connect the City Park into city centre – being contemporary in design, attractive, welcoming, easy to get to and from, and functional. This work prepared alongside a scheme for improvements to the existing footbridge and underpasses.



2.

City Centre  
Linear Park

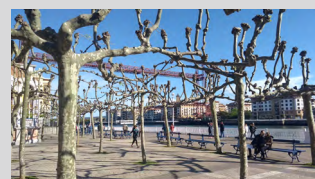
Design scheme to connect greenspace assets through the city centre and the High St in particular – including concepts of an urban linear park, pocket parks, tree planting, green walls etc. increase the sense of connectivity and interaction between the Parks and the life/activity of the wider city centre – make them feel part of the city centre



3.

Greenspace  
connections

Design scheme to deliver green connections (trees, pocket parks, urban spaces etc) between a city linear park and wider structural green spaces – Lyne Burn Corridor and Tower Burn Corridor, for example.



4.

Activities in  
the Parks

Feasibility study to examine the potential to incorporate more leisure and/or commercial activities and events within both Pittencrieff Park and Dunfermline City Park

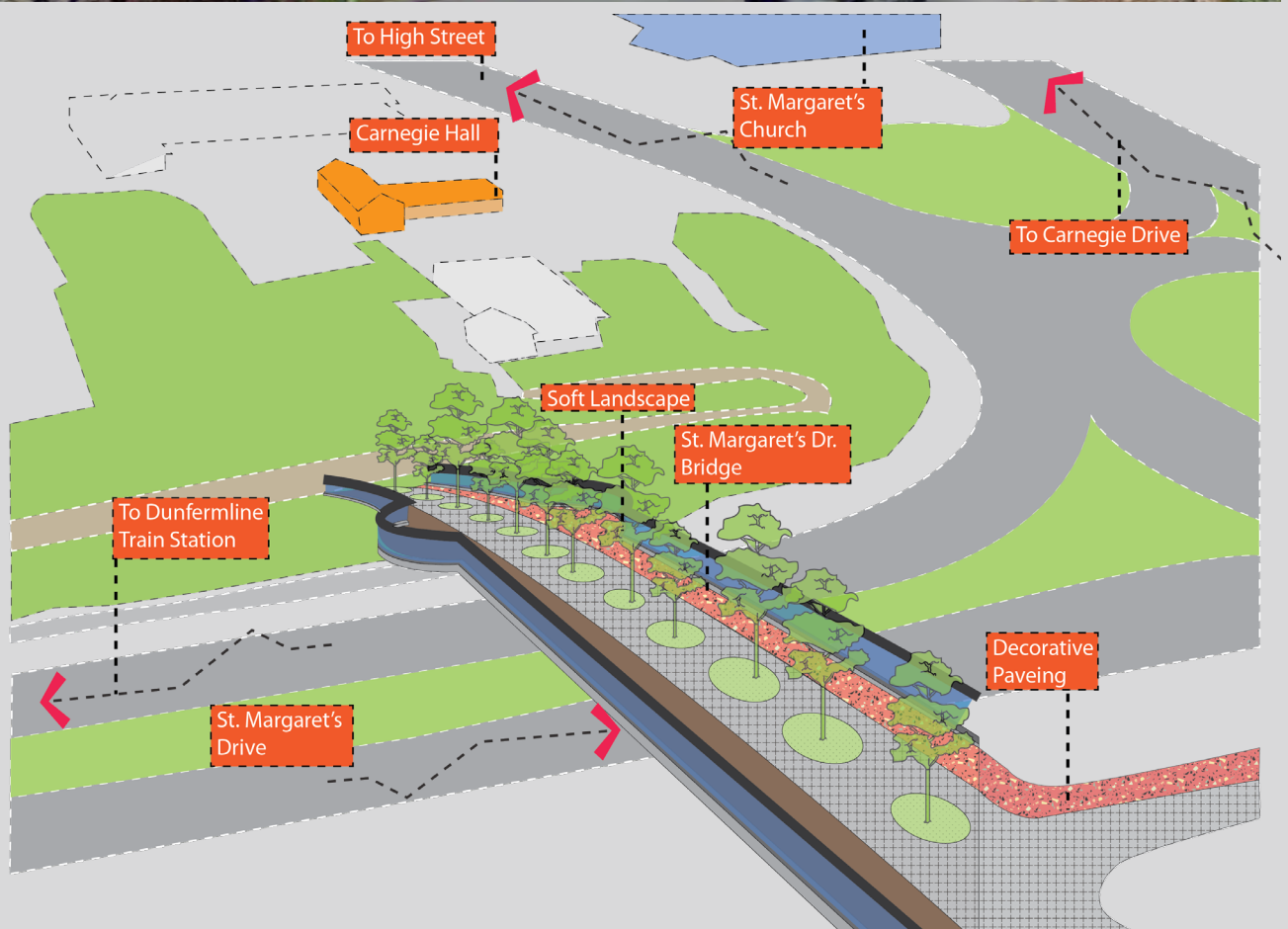




# Action Plan Details

## 1. St. Margaret's Drive Footbridge

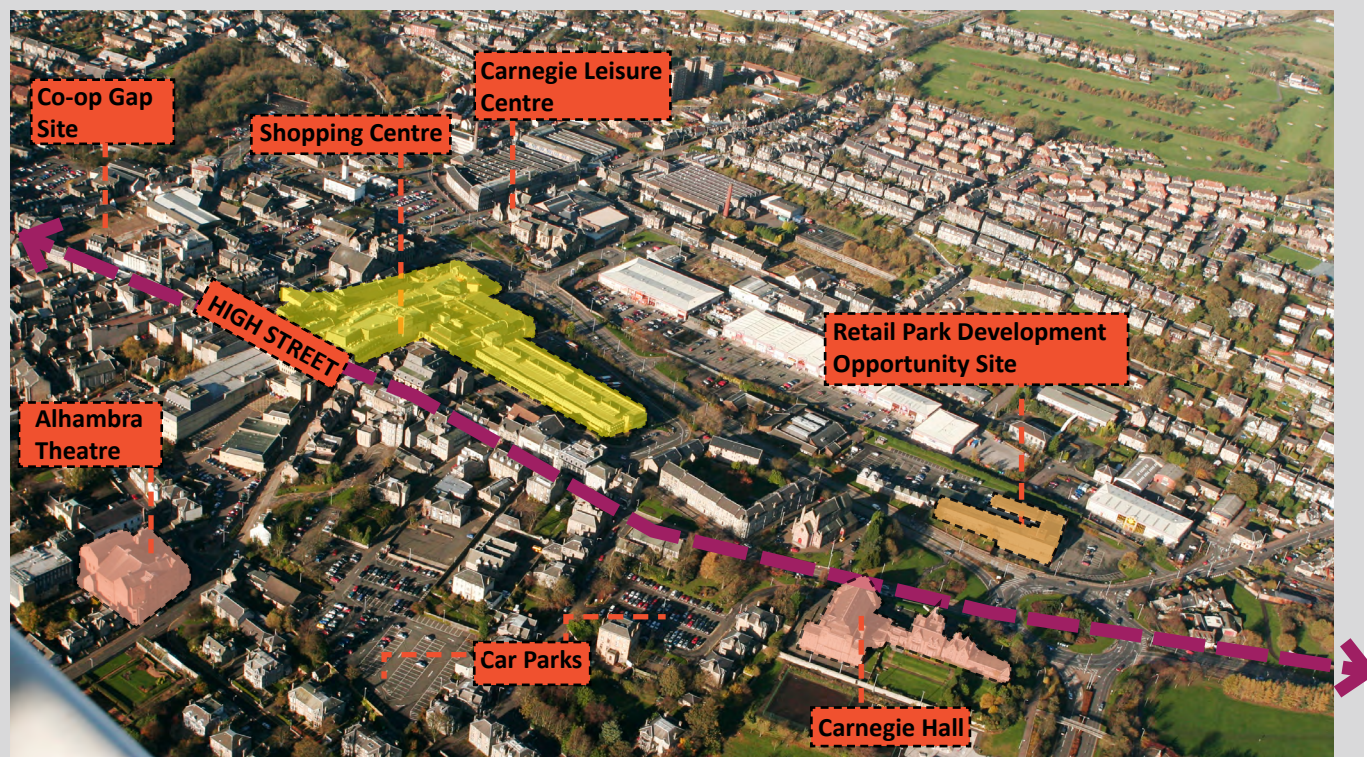
Design study to establish the feasibility for refurbishment of the existing footbridge and underpass to connect the City Park into city centre – being contemporary in design, attractive, welcoming, easy to get to and from, and functional. This work prepared alongside a scheme for improvements to the existing footbridge and underpasses.





## 2. City Centre Linear Park

Design scheme to connect greenspace assets through the city centre and the High St in particular – including concepts of an urban linear park, pocket parks, tree planting, green walls etc. increase the sense of connectivity and interaction between the Parks and the life/activity of the wider city centre – make them feel part of the city centre.





CITY CENTRE DESIGN AND  
DEVELOPMENT FRAMEWORK

# Dunfermline

March 2025



Prepared by Fife Council

1 April 2025

Agenda Item No. 6

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## **Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review 2024-25**

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

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Wards Affected: 2,3 and 4

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### **Purpose**

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The purpose of the report is to review the progress and performance of Domestic Waste, Street Cleansing and Grounds Maintenance Service for 2024/25 and note the Service planning objectives for 2024/25 and the direction of travel.

### **Recommendation(s)**

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It is recommended that Committee note:

- the continuing Service development and performance in grounds maintenance, domestic waste collection and street cleansing services in 2024-25.
- the plans to deliver local priorities and help communities shape their environment.

### **Resource Implications**

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There are no additional resource implications arising from this report.

### **Legal & Risk Implications**

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

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

### **Impact Assessment**

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

### **Consultation**

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No consultations are required in connection with this report.



## 1.0 Domestic Waste and Street Cleansing Performance

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### Domestic Waste

- 1.1 Consistent levels of service provision remained a challenge for domestic waste collection in 2023-24. The new shift patterns introduced in October 2024 will hopefully have a positive effect on attendance and this will be monitored over the coming 12 months.
- 1.2 The procurement and deployment of new vehicles as part of the fleet replacement programme will hopefully continue to improve the reliability of the fleet. There have been 13 new vehicles added to the fleet to accommodate the new shift pattern. These will be paid back over 7 years from savings made.
- 1.3 The new free bulky uplift service has been in place since April 2023. There has been a fourfold increase in demand since this service was introduced. There were over 55,000 bulk uplifts in 2023/24 up from 14,000 the previous year.

### Street Cleansing

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

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

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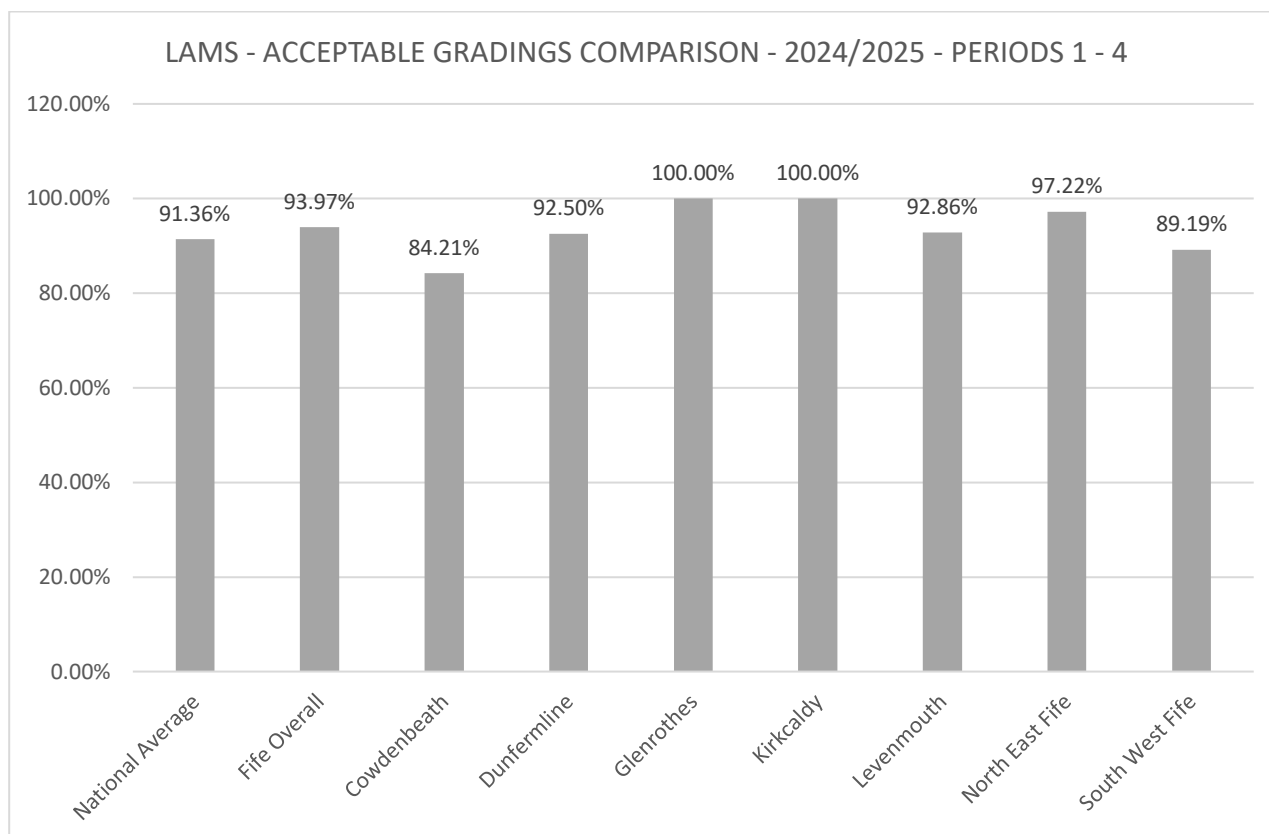
- 2.1 The single shift managing change project is now complete for Domestic Waste and has been underway since October 14 2024. The new working pattern will be monitored for the next 12 months to see if the expected improvements to service delivery and absence are realised.
- 2.2 The creation of dedicated teams working in partnership with the Housing Service to address priority areas in Council housing estates, has been a success. This model will be extended in 2024/25.
- 2.3 Street cleansing specifications and schedules will be shared and discussed with Area Committees as part of the Council's decentralisation agenda. Area Committee's will be able to influence works in their communities, recognising the impacts and opportunity cost of resource deployment choices.

## **3.0 Grounds Maintenance Performance**

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- 3.1 The core Service Level Agreement specification is being met in most areas, with a minimum of 11 open space grass cuts delivered across Fife. Wet and inclement weather in March and April limited grass cutting operations and impacted the planned schedule. Machinery breakdowns and the availability of spare parts has at times restricted the deployment of specialist machinery.
- 3.2 The Service minimised the use of herbicides as part of an integrated weed management approach. The Service continues to monitor the development of new alternatives to replace the more traditional control measures employed. Dialogue with communities will assist in delivering local plans that consider an appropriate range of weed management criteria and a level of vegetation acceptable within a geographical space.
- 3.3 Grounds maintenance specifications and schedules were shared and discussed with Elected Members as part of the Council's decentralisation agenda. Area Committees and sub-groups are now able to influence works in their communities, recognising the impacts and opportunity costs of resource deployment choices.
- 3.4 Local teams continue to provide positive support to Elected Members and the wider network of community action, enabling the delivery of local priorities.
- 3.5 The Service has implemented a formal process of recording grounds maintenance activity standards in partnership with the Association of Public Service Excellence (APSE). The Land Audit Management System (LAMS) will assist in monitoring and benchmarking service performance both at a local level and across external organisations.
- 3.6 Between May and November, a total of 282 inspections were carried out across Fife. Areas of maintained land were assessed against a set criteria and graded A - Excellent, B - Acceptable, C - Unacceptable and D – Poor (Appendix A – Land

Audit Management System Scorecard). Fife's overall score of 93.97% compared favourably with the National Average of 91.36%.



LAMS - INSPECTIONS PER WARD			
OVERALL GROUNDS MAINTENANCE GRADE			
MAY – NOVEMBER 2024			
WARD	NO OF INSPECTIONS	ACCEPTABLE GRADING	UNACCEPTABLE GRADING
FIFE OVERALL	282	93.97%	6.03%
Dunfermline Central Ward	19	94.74%	5.26%
Dunfermline North Ward	12	83.33%	16.67%
Dunfermline South Ward	9	100.00%	0.00%

- 3.7 The Service continues to support the Nature and Land outcomes through adapting operational activity, development of project work and collaborating with partners to enhance Fife's Greenspace. A successful programme of Carbon Literacy training has been delivered to the extended management team.
- 3.8 The employment and retention of seasonal staff has improved over the April-October peak period. The Service continues to work with partner agencies such as Rural Skills Scotland and Fife Council's Employability Team to provide work placement opportunities for short term and longer term unemployed.

## 4.0 Grounds Maintenance - Future Developments

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- 4.1 A new 'place making' approach to the management of greenspace is being developed. The Council recognises that officers responsible for greenspace design decisions across the Council should be working much more closely with the Grounds Maintenance Service and a new operating model is being explored.
- 4.2 The Service will invest additional resources into our 6 Major Parks with the aim of attaining Green Flag accreditation for all within 3 years. The award scheme is managed by Keep Scotland Beautiful and recognises the best parks and greenspaces in Scotland. Award applicants are judged against 27 quality standards and must submit an active management plan. In 2025 applications will be submitted for Pittencrieff Park, Letham Glen and Beveridge Park. The Green Flag judging criteria is detailed in the Field Assessment form (Appendix B)
- 4.3 In partnership with Fife Council's Employability Team, The GM Service will seek to support an 'Academy' route to employment for individuals who struggle to find opportunities through more traditional methods.
- 4.4 A further investment of £490,000 in the GM fleet of grass cutting equipment shall provide greater business continuity and increased performance outputs.
- 4.5 The Service will continue to improve biodiversity outcomes across our greenspaces, including grassland enhancement, action to support pollinators and adapting our methodology to secure good outcomes for nature.
- 4.6 Work continues to develop on a back-office management system that will provide efficiencies and performance improvements through the digital scheduling of work activity and data capture.

## 5.0 Conclusions

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- 5.1 Service operating models continue to evolve in both Grounds Maintenance and Domestic Waste and Street Cleansing functions. The aim is to ensure the most effective use of resources to maintain consistent levels of service and address area priorities on a ward-by-ward basis.
- 5.2. Future developments such as digital system implementations and organisational redesign are all part of the modernisation process. The new Greenspace Service will develop a greenspace strategy that will focus on community priorities and be underpinned by smarter, more joined up operational working.

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**APSE LAND AUDIT MANAGEMENT SYSTEM (LAMS)**  
**SCORECARD (GROUNDS MAINTENANCE STANDARDS)**

ZONE	A	B	C	D
	EXCELLENT	ACCEPTABLE	UNACCEPTABLE	POOR (INTERVENTION REQUIRED)
1	<ul style="list-style-type: none"> <li>Excellent overall presentation</li> <li>Grass cut to high standard</li> <li>Virtually weed free</li> <li>Cultivated soil areas</li> <li>No arisings on paths/roads/beds</li> <li>Hand cut / defined edges – soil banked up</li> <li>Evidence of regular pruning and deadheading</li> <li>No accumulation – leaves/branches/arisings</li> <li>No defects</li> </ul>	<ul style="list-style-type: none"> <li>Good overall presentation</li> <li>Grass cut to standard</li> <li>Low presence of weeds</li> <li>Cultivated soil areas</li> <li>No arisings on paths/roads/beds</li> <li>Hand cut edges</li> <li>Some evidence of regular pruning and deadheading</li> <li>Low accumulation of leaves/branches on footpaths or roads</li> <li>No (or only minor) defects</li> </ul>	<ul style="list-style-type: none"> <li>Poor overall presentation</li> <li>Grass only cut to medium standard</li> <li>Medium presence of weeds</li> <li>Weathered soil surface</li> <li>Some arisings on paths/roads/beds</li> <li>Accumulation of leaves/branches on footpaths or roads</li> <li>Evidence of defects</li> </ul>	<ul style="list-style-type: none"> <li>Poor overall presentation</li> <li>Grass not cut to standard</li> <li>Weed growth (high presence)</li> <li>Weathered soil surface</li> <li>Arisings on paths/roads/beds</li> <li>Undefined edges</li> <li>No evidence of regular pruning and deadheading</li> <li>Decomposing accumulations of leaves/ branches/arisings</li> <li>Overgrown vegetation</li> <li>Evidence of defects</li> </ul>
2	<ul style="list-style-type: none"> <li>Excellent overall presentation</li> <li>Grass cut to high standard</li> <li>Arisings collected or evenly spread</li> <li>No arisings on paths/roads/beds</li> <li>Defined edges</li> <li>No presence of weeds</li> <li>No accumulation – leaves/branches</li> <li>Evidence of regular pruning</li> <li>Evidence of a successful weed kill (summer)</li> <li>Good overall presentation</li> <li>Cultivated soil (winter)</li> <li>No defects</li> </ul>	<ul style="list-style-type: none"> <li>Good overall presentation</li> <li>Grass cut to standard</li> <li>Grass areas tidy; i.e. strimming work done on last cycle</li> <li>Beds cleared of arisings</li> <li>Low or only fresh accumulation of arisings on paths/roads</li> <li>Defined edges; mechanical or herbicide</li> <li>Low presence of weeds / Evidence of successful weed kill</li> <li>Weathered soil surface</li> <li>Some evidence of regular pruning</li> <li>No (or only minor) defects</li> </ul>	<ul style="list-style-type: none"> <li>Poor overall presentation</li> <li>Grass only cut to medium standard</li> <li>Arisings on paths/roads/beds</li> <li>Undefined edges</li> <li>Medium presence of weeds</li> <li>Medium accumulation of leaves/branches</li> <li>No evidence of regular pruning</li> <li>Evidence of defects</li> </ul>	<ul style="list-style-type: none"> <li>Poor overall presentation</li> <li>Grass not cut to standard</li> <li>Tails left after last cut</li> <li>Arisings on paths/roads/beds</li> <li>Cuttings left in beds</li> <li>High accumulations of leaves /branches</li> <li>Decomposing accumulations of leaves</li> <li>Access paths obstructed by growth</li> <li>Undefined edges</li> <li>High presence of weeds</li> <li>Overgrown vegetation forming obstructions</li> <li>Evidence of defects</li> </ul>

3	<ul style="list-style-type: none"> <li>• Excellent overall presentation</li> <li>• Amenity grass cut to standard</li> <li>• No arisings on paths/roads/beds</li> <li>• No accumulation – leaves/branches</li> <li>• Evidence of regular pruning</li> <li>• Access paths clear of vegetation</li> <li>• Overhead clearance</li> <li>• No defects</li> </ul>	<ul style="list-style-type: none"> <li>• Good overall presentation</li> <li>• Amenity grass cut to standard</li> <li>• Minimal arisings on paths/roads/beds</li> <li>• Low accumulations – leaves/branches</li> <li>• Some evidence of regular pruning</li> <li>• Access paths clear of vegetation</li> <li>• Overhead clearance</li> <li>• No (or only minor) defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Amenity grass not cut to standard</li> <li>• Arisings on paths/roads/beds</li> <li>• Medium presence weeds in visible areas / paths</li> <li>• Medium accumulations – leaves/branches</li> <li>• No evidence of regular pruning</li> <li>• Access paths overgrown</li> <li>• Poor overhead clearance (tree/shrub branches)</li> <li>• Some evidence of defects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor overall presentation</li> <li>• Amenity grass not cut to standard</li> <li>• Arisings on paths/roads/beds</li> <li>• High presence weeds in visible areas/paths</li> <li>• Heavy accumulations – leaves/branches</li> <li>• No evidence of pruning</li> <li>• Poor overhead clearance (tree/shrub branches)</li> <li>• Access paths overgrown</li> <li>• Overgrown vegetation forming obstructions</li> <li>• Significant evidence of defects</li> </ul>
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**\* ZONE DEFINITIONS:**

All areas maintained are allocated a zone type

**Zone 1** – High amenity (high maintenance) - e.g. bowling greens, golf courses, civic building gardens, crematorium grounds

**Zone 2** – General/medium amenity (standard maintenance – e.g. Housing sites, open spaces, education grounds, grass areas of 8 to 16 cuts per year

**Zone 3** – Low amenity (low maintenance) - e.g. Woodlands, Rights of ways, rural road verges, wild flower zones, grass areas of 7 cuts or less per year

## APPENDIX B

### GREEN FLAG FIELD ASSESSMENT CRITERIA/SCORECARD

<b>A WELCOMING PLACE</b>	<b>SCORE</b>
1. Welcome 2. Good and Safe Access 3. Signage 4. Equal Access for All	
<b>HEALTHY, SAFE AND SECURE</b>	<b>SCORE</b>
5. Appropriate Level of Facilities and Activities 6. Safe Equipment and Facilities 7. Personal Security 8. Control of Dogs/Dog Fouling	
<b>WELL MAINTAINED AND CLEAN</b>	<b>SCORE</b>
9. Litter and Waste Management 10. Horticultural Maintenance 11. Arboricultural Maintenance 12. Building and Infrastructure Maintenance 13. Equipment Maintenance	
<b>ENVIRONMENTAL MANAGEMENT</b>	<b>SCORE</b>
14. Managing Environmental Impact 15. Waste Minimisation 16. Chemical Use 17. Peat Use 18. Climate Change Adaption Strategies	
<b>BIODIVERSITY, LANDSCAPE AND HERITAGE</b>	<b>SCORE</b>
19. Management of Natural Features, Wild Fauna and Flora 20. Conservation of Landscape Features 21. Conservation of Buildings and Structures	
<b>COMMUNITY INVOLVEMENT</b>	<b>SCORE</b>
22. Community Involvement in Management and Development 23. Appropriate Provision for the Community	



<b>MARKETING AND COMMUNICATION</b>	<b>SCORE</b>
24. Marketing and Promotion 25. Appropriate Information Channels 26. Appropriate Educational and Interpretational Information	
<b>MANAGEMENT</b>	<b>SCORE</b>
27. Implementation of Management Plan	
<b>TOTAL</b>	

1 April 2025

Agenda Item No. 7

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

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Report by: James Ross, Head of Service (Children & Families & Justice Services)

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Wards Affected: 2, 3 and 4

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### Purpose

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The purpose of this report is to update members on developments within Fife Council Justice Social Work Service concerning the work of the Community Payback Unpaid Work Team in the Area Committee wards from April 2023 to March 2024.

### 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 of the Unpaid Work Scheme by the 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 This report aims to update members on developments within Fife Council's Justice Social Work Service concerning the Community Payback Unpaid Work Scheme. Continuous improvement in the delivery of the Unpaid Work Scheme will assist the Council in meeting its key objective of being a top-performing Council.
- 1.2 All statistical information and projects undertaken relate to the period of April 23 to March 24, however, I have included some changes to the service delivery to enable the committee to have a foresight into the current provision.

## 2.0 Funding

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- 2.1 The Unpaid Work Team is funded through the Justice budget. This consists of around £1 014 967 of which the largest percentage is accounted for under human resource costs. Other areas the budget covers include rental of facilities, vehicle hire, equipment purchase, maintenance, and training.
- 2.2 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.

## 3.0 Staffing

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- 3.1 The Community Payback Unpaid Work Team comprises a Lead Officer, a Senior Justice Worker, three Project Officers, eleven full-time and three part-time Work Supervisors.

## 4.0 Legislation

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- 4.1. 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.

- 4.2 **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, Justice Service Social Work staff carry out post-sentence interviews by telephone immediately after the person has appeared in Court. This ensures that unpaid work participants commence the unpaid work requirement of their order within five working days of their appearance in Court.

- 4.3 Fife Council's Justice Social Work Service must 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 Unpaid Work Orders imposed and completed. Types of projects undertaken and feedback from participants and recipients of Unpaid Work across Fife.

## 5.0 Service Delivery

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- 5.1 The statistical information relates to the period 2023/24. However, it is important to make the committee aware of the current operations of unpaid work and the vision for the future (5.16). Two links have also been included to showcase the work undertaken and partnership working with Street Cleansing.
- 5.2 The scheme has two workshops located in Dunfermline and Kirkcaldy. The Dunfermline Workshop serves the Dunfermline City, South, and West Fife Area. Five vehicles transport materials, equipment, and service users to projects in this area.
- 5.3 The Community Payback Unpaid Work Scheme normally operates seven days a week. Saturday and Sunday work is available for those participants in employment or with particular care or educational commitments.
- 5.4 The working day is 9.30 am to 4.30 pm. Shorter working days can be arranged as required to accommodate work patterns and health issues.
- 5.5 Visibility of the projects plays an important part in raising the awareness of the positive contribution Unpaid Work can make in the local community. Throughout the year, there have been several positive news articles in the local press.
- 5.6 There is an increasing focus on the use of social media to promote the positive work being undertaken. In the City of Dunfermline Area, the Community Payback Unpaid Work Team undertakes a wide range of projects from painting and litter picking to assisting communities by completing tasks such as decorating, gardening, and ground clearance. Positive media information offers an opportunity to inform the public of the good work that can be achieved by those undertaking Community Payback, which now has its own X page (previously Twitter) to showcase the work of the service.
- 5.7 The Service has taken advantage of the opportunities presented through social media, particularly our X page @fcjusticesw, to spread the word on the work we undertake in the community, why we do it, and how it helps. This has already proved a highly effective strategy with a focus on continuing communication between partners, the wider group of stakeholders, and communities. Improved communication will continue to stimulate dialogue, enhance knowledge, and further develop confidence in justice systems for the public and key stakeholders.



- 5.8 Unpaid work raised £800 for local and national charities during the festive period in 2023. The money raised was from making Christmas holly wreaths and Christmas crafts and selling them to the local community. This was an ideal opportunity to share the work of the unpaid work scheme.
- 5.9 The scheme currently has 36 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. Five of these are located within the City of Dunfermline area, with ongoing work being undertaken to continue to expand this number. The current placements include:

Barnardo's Retail Shop

Barnardo's Kids Shop

Salvation Army Shop

Sue Ryder Shop

Street Cleansing

- 5.10 Our staff are trained in the Training for Trainers model. 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.

IOSH Institute of Occupational Safety & Health

We are also investing in developing the staff group by offering training and development opportunities to enhance knowledge and awareness. Courses undertaken include COSHH (Control of Substances Hazardous to Health),

CALM Training, which addresses Crisis & Aggression Limitation Management

Train the Trainer (Manual Handling). One staff member has been trained in this and trains other staff members.

Woodwork training to enable staff to utilise woodwork machinery.

First Aid training is ongoing.

HAV'S Hand arm vibration, two staff members have been trained to raise awareness of the dangers associated with vibration and the practical steps that can be taken to minimise and control the risks that it presents. They are taking the lead on Risk Assessments for all necessary garden machinery for safe usage.

Becoming Trauma Informed, Levels 1, 2 & 3.

Community Justice Scotland Unpaid work learning enhances knowledge of the wider Social Work task, shared information, and ideas about the delivery of Community Payback/Unpaid Work in other local authority areas. 10 staff members have undergone this training to date, and it is hoped all staff members will complete this training in the future.

All staff are due to undertake mandatory training looking at Recognising & responding to suicide risk – this will be completed over the coming months.

- 5.11 The Unpaid Work Team continues to work in close partnership with the Fife Coastal and Countryside Trust three days each week, supporting the management and upkeep of areas managed by the trust. Discussions are ongoing to expand this partnership into other areas in Fife. A recent pilot project was undertaken throughout Fife with Roads Maintenance. Grit bins were filled in preparation for the winter months. It is hoped Community Payback can assist more areas next winter. There are ongoing discussions with Communities to assist with community allotments.
- 5.12 To assist service users in attending and undertaking their hours, local meeting points remain in place throughout Fife, including the Dunfermline Area. This assists by allowing clients to attend directly at a work site.
- 5.13 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. Some examples of other activities are listed below:

Fife Connect Women's Project.

Grace's Chocolates (empowers women to make positive change).

Turn Men's Programme.

Fife Included (provided via The Wise Group – online life skills learning platform).

Gym Group Initiatives.

Road Traffic Group.

SMART recovery groups.

'Short-Term Long-Lasting Therapies', which offer individuals trauma-informed tools, techniques, programmes, and therapies at a level suitable to their needs.

Alternative therapies.

Parenting groups · Engagement with educational supports.

Engagement with employability agencies.

Mental health-related work/appointments.

Engagement with support services for substance use.

Engagement with support services for money management, including specific training, which addresses literacy, numeracy, and/or problem-solving.

There may also be a need to address anger management issues, alcohol, and or drug-related problems.

5.14 In response to the needs of women who offend, the Justice Social Work Service works in partnership with Fife Deer Centre and Lochore Meadows. Women attend one day a week, working on projects throughout the parks. Women also undertake learning in their educational facilities at the Centre. The Fife Connect Project works in partnership with Greener Kirkcaldy and a volunteer seamstress. Women learn new sewing skills while making bonding squares for babies in the Neonatal Unit within the Fife maternity ward.

5.15 The service works closely with corporate Health and Safety colleagues to ensure that the correct advice and guidance are in place for the safety and well-being of staff and service users.

5.16 **Current and future service delivery.**

We are embarking on connecting with other services within the Council to assist with Community engagement. Partnership working will assist both Justice Services and areas of the Council that can benefit from additional support.

- A recent pilot project was undertaken throughout Fife with Roads Maintenance. Grit bins were filled in preparation for the winter months. It is hoped Community Payback can assist more areas next winter.
- Pilot project with Communities to assist with the clearance of community allotments. This helps with the turnaround of vacant allotments to new occupiers.
- Working in partnership with Street Cleansing. Personal placements throughout Fife working alongside Street Cleansing Staff. A service user completed 130 hours based at the Halbeath Fife Council Depot. The service user has now been accepted on a 12-week, full-time, paid Life Chances Placement Programme. Once his LCPP is completed, he will then start as a temporary seasonal member of staff for a further 26 weeks. If all goes well, the expectation is that he will apply for any permanent posts, which he will be in the running to secure.
- Link to interview undertaken by Justice Service and Street Cleansing, including the service user who completed his unpaid work order <https://youtu.be/PY-ZwdtigT8?feature=shared>.

Fife Justice Service currently operates from two industrial premises located in Kirkcaldy & Dunfermline. The Kirkcaldy unit is in very poor condition with insufficient heating/insulation and is not a suitable facility to work with those individuals issued with Community Payback Orders.

During the winter months, the service users work mainly indoors due to inclement weather, and this can be limited due to the condition of the Kirkcaldy unit. As a result, the Service has sought alternative, suitable premises to develop an Unpaid Work and Opportunities Hub.

The Service suggested a larger unit to incorporate the wider team and possible incorporation of the Dunfermline unit in the future to create a Fife-wide hub with meet points throughout Fife, reducing barriers to engagement. This will include the eventual closure of the Dunfermline Workshop, resulting in savings for the Service.

The proposed lease of this building will provide a significant opportunity for Justice Services to build on the provision of Unpaid Work, benefitting both service users and the community. There will be the opportunity to focus on employability and positive destinations, working towards the outcome of reducing re-offending rates and promoting public protection.

## 6.0 Recipients Feedback

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6.1 The service regularly seeks feedback from those to whom we have provided a service. The Committee will be aware that from previous reports, our feedback has, in the main, been extremely positive. 25 recipients returned questionnaires. This reduction in feedback has been addressed, to ensure all recipients receive the link to complete a questionnaire following the completion of work. Also, many recipients send personal emails, which will be included in future figures.

6.2 A sample of quotes is provided below:

*I feel this is an excellent service and I am completely satisfied and do use this service often.*

*Very happy with the service provided. The work was carried out was very satisfactory.*

*We had excellent communication between ourselves and the Project Officer and were kept updated with what was happening. We thought it was great that some of the service users who had built the beds got to install them and see the difference they were making to the local community. It was nice for us to be able to thank everyone in person for their hard work and excellent service and to let those involved in the project.*

*The supervisor linked in with me on all aspects of the jobs - the coordinator advised what equipment/tools were required, such as paint/paint brushes, etc in advance so*



*they could be available as soon as the job started. The supervisor advised if there were any issues and offered alternative solutions if required.*

*The payback team is brilliant. No issues or improvement suggestions.*

*Thank you, my kinship carer was really appreciative,*

*The communication with the area supervisor is prompt and professional with agreed site visits being on time where a review of the work and planned time frame takes place in a cordial manner.*

*Feedback when the work has been completed is prompt where further action by my team may be required to help to complete the task. The clients are courteous where interaction has taken place on occasions.*

*My client was extremely appreciative of the service provided. He had been paying a significant amount of money for the storage facility with no means of getting his belongings to his new address.*

*Amazing service which made a huge difference to the presentation of the playground making it clean, colourful and fun environment for the children.*

*We were delighted at the service we received - the supervisor was a joy to work with and the people carrying out the work were friendly, obliging and helpful.*

## **7.0 Service User Feedback**

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7.1 The key results from the Service User Feedback Survey for the period of April 2023 – March 2024 are given immediately below. This information covers respondents on **all** Justice Orders and not solely Unpaid Work.

### **Response Rate**

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#### **Justice Service User Feedback Survey 2023/24**

A QR code has also been introduced and is on all appointment cards as well as posters exhibited throughout the service. Service users can share their views at any time during their Court Order.

#### **Justice Service User Feedback Survey 2023/2024**

The service user feedback questionnaire has been shortened to make it easier to complete.

The key results from the Justice Service User Feedback Survey for the period 1 April 2023 – 31 March 2024 are given below.

### **Response Rate**

- Total number of Service Users who responded to the questionnaire was 24.

### **Type of Order**

- 100% of the respondents were subject to a Community Payback Order

**What do you think about the amount of information given?**

- Too much – 13%
- About right – 83%
- Not enough – 4%

**How easy or difficult was it to understand the information given?**

- Very easy – 63%
- Fairly easy – 33%
- Fairly difficult – 4%
- Very difficult –

**During your contact with us, did you feel that you were treated with respect?**

- Always – 22%
- Most of the time -8%
- Sometimes –
- Never –

**During your contact with us, do you think your circumstances were considered?**

- Yes, completely – 88%
- Yes, partly – 8%
- No, not much –
- No, not at all – 4%

**Do you think that being on an Order has helped you?**

- Strongly agree – 63%
- Agree – 37%
- Disagree -
- Strongly disagree -

**Do you believe this Order has helped you to stop or reduce offending?**

- Helped stop offending – 92%
- Helped reduce offending – 8%
- It didn't help -

**Overall, how satisfied were you with the service received?**

- Very Satisfied – 83%
- Satisfied – 17%
- Unsatisfied –
- Very unsatisfied –

**Are there any other comments you wish to add that would help us improve our service?**

*I had a very good experience mostly I think because of the worker I was assigned.*

*My supervising officers were, at all times, completely professional and extremely supportive.*

*My social worker was very professional and supportive. I couldn't have asked for better I also learned a lot from the driving awareness course.*

*We have all made mistakes in life, but I was encouraged, guided, and made to feel I can make a difference to society. I really gained very valuable life lessons from attending the modules.*

*I think that some people turning up out there face on drugs is no good for other people I can't fault any of the gaffers that looked after me.*

## 8.0 Unpaid Work in Fife – Demand

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- 8.1 The total number of Community Payback Orders with an Unpaid Work requirement imposed in Fife from 1st April 2023 to 31st March 2024 is 547 (614 in the previous year). In demographic terms, males represent the largest cohort of participants with 489 Orders imposed on men and 58 women.
- 8.2 The number of hours completed by unpaid work participants in Fife over the period covering 1st April 2023 to 31st March 2024 was 63,219 (65,815 in the previous year). Using the Living Wage of £11.44 per hour as a guide, this equates to £723,225 of financial benefit to Fife communities and Unpaid Work Recipients.
- 8.3 The total number of Community Payback Unpaid Work Requirements completed in Fife from 1st April 2023 to 31st March 2024 was 417 males (301 in the previous year) with a total of 57,816 hours completed and 41 females (43 females in the previous year) with a total of 5403 hours completed.
- 8.4 A few comparisons from bordering Local Authorities:

Local Authority Area	Number of Individuals
Dundee City	481
Falkirk	413
Fife	547
Perth & Kinross	258

## **9.0 Work Undertaken in Wards**

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9.1 The work undertaken by the Community Payback Scheme and its participants benefits 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 churches
- Litter picking

## **10.0 Projects Undertaken in the Committee Area**

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10.1 A description of some of the work undertaken in the City of Dunfermline Area over the period from 31st March 2023 to 1st April 2024 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 whom we facilitate personalised placements.

## **11.0 Conclusion**

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11.1 Community Payback has continued to assist a variety of projects over the last year, from individual householders to schools and nurseries and voluntary organisations throughout Fife.

11.2 Community Payback through unpaid work 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 to support them in integrating within their local communities.

11.3 As ever, 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.



- 11.4 Development of Unpaid Work (UPW) - Consider ways to increase the throughput of UPW Orders and provide individuals with the opportunity to complete hours in creative and flexible ways. It is also vital that the Service continue to prioritise the development of new initiatives and projects to develop skills and experience for service users. Although Unpaid Work can be viewed as one of the more punitive community-based disposals, it is recognised that providing service users with new skills and increased confidence may result in a greater likelihood of employability. With employability being one of the protective factors linked to the reduction in risk of further offending, providing development opportunities supports the reduction in recidivism and community safety.

## **List of Appendices**

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Appendix 1 - Work undertaken in the Dunfermline City Area

### **Background Papers**

None.

### **Report Contact**

Joan Gallo  
Lead Officer  
Town House Kirkcaldy  
Telephone: 07515290069  
Email: joan.gallo@fife.gov.uk

**Dunfermline City Area Committee  
Community Payback  
Unpaid Work Projects**

**1st April 2023 to 31st March 2024**





## **SERVICE / ORGANISATION /RECIPIENT/PROJECT/TASK**

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- Fife Council Communities – Removals – Touch Community Centre, Townhill Community Centre, and New City House
- Community Group - Touch Community Garden – Gardening
- Fife Council Social Work – Gardening – Kames Place
- Fife Council Social Work – Gardening – Piggies Lane
- Fife Council Social Work – Gardening– McLelland Crescent
- Fife Council Retirement Housing – Gardening – Balfour Court
- Fife Council Aged Care – Bulky uplift – Jean Mackie Centre
- Fairway Fife – Bulky uplift – Dunfermline
- Fairway Fife – Removal – Dunfermline
- Fife Council Economic Advisor Town Development – painting bollards – Dunfermline High Street
- Fife Council Grounds Maintenance – painting benches – Pittencrieff Park
- Fife Council Social Work – Bulky uplift – Dunfermline
- Fife Council Communities – indoor painting – Baldridgeburn Community Centre
- Fife Council Communities – bulky uplift – Townhill Community Centre to Baldridgeburn Community Centre
- Fairway Fife – Removal – furniture delivery – New City House to Fairway Fife
- Fife Council – Bulky uplift - Estates
- Fife Council Grounds maintenance – path edging Robertson Road Dunfermline
- Fife Council Fife Violence Against Women Partnership – woodwork creating billboards – Dunfermline
- Fife Council Communities – Removals furniture – New City House to Baldridgeburn Community Centre
- Fairway Fife – Removal – Dunfermline
- Fife Council BRAG – Removal – Dunfermline to Cupar
- Fife Council Communities – indoor painting – Baldridgeburn Community Centre
- Fife Council Communities – indoor painting – Touch Community Centre
- Fife Council Communities – indoor painting – John Marshall Community Centre
- Fife Council Communities – indoor painting – Del Farquharson Community Centre
- Fife Council Grounds Maintenance – gardening/path clearing – Glen bridge
- Fife Council Grounds Maintenance – bench painting – Guttergates Road
- Fife Council Aged Care – Bulky uplift – Jean Mackie Centre
- Fife Council TRA – Railing painting – Canon Lynch Court
- Fife Council Social Work – Gardening– McLelland Crescent

### **Regular litter picking across City of Dunfermline Area:**

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- Dunfermline Glen bridge
  - Townhill Park
  - Townhill Loch & surrounding areas
  - Dunfermline public park – Robertson Road
  - Pitreavie running complex
  - Pitreavie Industrial estate
  - Leys Park Road
  - Fife Cycle Way
- 

### **Regular Garden Rota across City of Dunfermline Area:**

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- Matthew Fyfe
  - David Millar Court
  - Dollar Court
  - Camdean Primary School Garden
  - Jean Mackie Centre
  - Balfour Court
  - Donald Fountain Dunfermline Public Park
  - Touch Community Garden
  - Piggies Lane
- 
- Link to projects undertaken: [https://youtu.be/lkoIU\\_MwJ7k](https://youtu.be/lkoIU_MwJ7k)





## **COMMUNITY PAYBACK UNPAID WORK SCHEME**

### **INTRODUCTION**

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Community Payback Orders are issued by the Court as a direct alternative to custody and are managed and supervised by Justice Social Work Services. Orders vary from 20 to 300 hours. The Justice Service reports on any issues or problems relating to the management of Orders directly to the Courts.

### **RISK ASSESSMENT**

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The community payback scheme is delivered throughout Fife by Project Officers and Supervisors. Working with Social Workers/Social Work Assistants 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

### **PROJECTS**

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The Projects Team is responsible for the provision of unpaid work placements, projects, and the direct supervision of participants. Community Payback runs 5 days per week Sunday to Thursday 09.30 – 16.30 in our Glenrothes and Kirkcaldy bases, Our Dunfermline base runs 7 days a week. 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 particular 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 PROJECT REQUESTS**

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Community Payback has a very strict criteria in place that must be adhered to when allocating and assessing a project which are detailed below. Please familiarise yourself with the criteria and confirm with the area Project Officer that, the recipient, or the organisation you represent fully meets our criteria. Thereafter an assessment appointment can be arranged, to assess what work may be required and if we can assist. We then will provide advice regarding the requested project and any required materials needed to complete the job.

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

If you are Fife Council service requesting this work you **MUST** ensure you follow the correct procedure seeking assistance through the proper channels before contacting the Unpaid Work Teams i.e., Contacting the FC fencing team before requesting assistance with a fencing project. UPW cannot be seen to be taking paid work away from other services.

## **COMMUNITY PAYBACK CRITERIA**

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- You, the recipient, or the organisation you represent has no help available to carry out the requested work.
- You, the recipient, or the organisation has no monies available to pay for professional services /labour to carry out the requested work.
- You, the recipient, or the organisation you represent has no support network, family, or friends, regardless of their commitments, that can assist with carrying out the work.
- Work will only be considered for non-profit making, charitable or community related recipients or organisations.

In addition, all materials must be purchased, supplied, and made available on the requested project site by the beneficiary or recipients prior to any work commencing.

The work undertaken must benefit the local community of Fife and includes, charities, community organisations/centres, care homes, and local community groups.

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

Dunfermline & SW Fife

**Kimberly Cherrie**

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

07712542569

Kirkcaldy, Kinghorn & Burntisland

**Gary Meldrum**

[Gary.meldrum@fife.gov.uk](mailto:Gary.meldrum@fife.gov.uk)

07515290821

Glenrothes & NE Fife

**Craig Hutton**

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

07515291032

1 April 2025

Agenda Item No. 8

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## PROPERTY TRANSACTIONS

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Report by: Alan Paul, Head of Property Services

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Wards Affected: 3

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### Purpose

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

### Recommendation(s)

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

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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

### Consultation

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



## 1.0 Background

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

## 2.0 Transactions

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### 2.1 Leases by the Council – New Leases

- 2.1.1 Unit 2 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
Term: 5 years – lease renewal – from 20 October 2024  
Rent: £8,450 per annum  
Tenant: Shared Care Scotland
- 2.1.2 Unit 3 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
Term: 5 years – lease renewal – from 6 June 2024  
Rent: £4,620 per annum  
Tenant: Abbey Whiskey Ltd
- 2.1.3 Unit 4 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
Term: 5 years – lease renewal – from 23 May 2024  
Rent: £6,831 per annum  
Tenant: Dunfermline Podiatry Centre Ltd
- 2.1.4 Unit 5B Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
Term: 5 years – lease renewal – from 18 September 2024  
Rent: £1,900 per annum  
Tenant: Sarah Louise McLinden
- 2.1.5 Units 8 & 12 Dunfermline Business Centre, Izatt Avenue, Dunfermline,**  
Term: 5 years – lease renewal – from 5 February 2025  
Rent: £7,200 per annum  
Tenant: Talk Matters
- 2.1.6 Unit 9 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
Term: 5 years – lease renewal – from 1 January 2025  
Rent: £2,600 per annum  
Tenant: Derek Scott trading as Derek Scott Planning
- 2.1.7 Unit 11 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
Term: 5 years – lease renewal – from 9 August 2024  
Rent: £4,050 per annum  
Tenant: Kindred Advocacy
- 2.1.8 Unit 14 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
Term: 5 years – lease renewal – from 18 October 2024  
Rent: £12,775 per annum  
Tenant: Taskmaster Resources Ltd

- 2.1.9 Unit 17 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 8 November 2024  
 Rent: £3,350 per annum  
 Tenant: John Mauchline trading as Count Accountants
- 2.1.10 Units 17B & D Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 26 November 2024  
 Rent: £2,625 per annum  
 Tenant: Anchor Nursing and Social Care Ltd
- 2.1.11 Unit 17C Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 8 November 2024  
 Rent: £1,300 per annum  
 Tenant: Angela Paterson
- 2.1.12 Unit 21 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 18 October 2024  
 Rent: £2,450 per annum  
 Tenant: Dunfermline Central Apartments Ltd
- 2.1.13 Unit 21A Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 1 November 2024  
 Rent: £4,925 per annum  
 Tenant: Jo Beauty & Training Academy Ltd
- 2.1.14 Unit 22 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 23 June 2024  
 Rent: £2,475 per annum  
 Tenant: Managed IT Experts Ltd
- 2.1.15 Units 24 & 28 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 14 June 2024  
 Rent: £10,168 per annum  
 Tenant: Safe Space Ltd
- 2.1.16 Units 30 & 31 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 5 September 20124  
 Rent: £2,975 per annum  
 Tenant: June Wood
- 2.1.17 Unit 33 Dunfermline Business Centre, Izatt Avenue, Dunfermline**  
 Term: 5 years – lease renewal – from 31 August 2024  
 Rent: £1,050 per annum  
 Tenant: Shelagh Dougall

## 3.0 Conclusions

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

### List of Appendices

1. N/A

## Report Contact

Author Name	Michael O’Gorman
Author’s Job Title	Service Manager
Workplace	Property Services – Estates Bankhead Central Glenrothes KY7 6GH
Telephone	03451 555555 Ext No 440498
Email	<a href="mailto:Michael.Ogorman@fife.gov.uk">Michael.Ogorman@fife.gov.uk</a>

1 April 2025

Agenda Item No. 9

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## City of Dunfermline Area Committee Work Programme

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

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**Wards Affected:**

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### Purpose

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

### Recommendation(s)

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

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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None required for this paper.

### Consultation

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



## 1.0 Background

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

## 2.0 Conclusions

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

### List of Appendices

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1. Workplan

### Background Papers

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

None

### Report Contact

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

City of Dunfermline Area Committee of 10 June 2025			
Title	Service(s)	Contact(s)	Comments
UK Government Levelling-Up Funding: City of Dunfermline Culture Funding		Morag Millar	TBC
Report on Educational Outcomes 2023 - 2024 (tbc)		Alan Cumming	
Dunfermline City Vision & Roadmap		Hilary Roberts	
Area Capital Update Report 2024/25		Andrew Gallacher	

City of Dunfermline Area Committee of 19 August 2025			
Title	Service(s)	Contact(s)	Comments
Area Roads Programme 2024/25 - Final Report		Vicki Storrar	
Complaints Update 2024/25		David Thomson	
City of Dunfermline Local Community Plan Delivery		Andrew Gallacher	
Anti Poverty Budget Update		Lindsay Gilfillan	

City of Dunfermline Area Committee of 28 October 2025			
Title	Service(s)	Contact(s)	Comments
Supporting the Local Community Plan - Operational Briefing on Policing within Dunfermline	Police Scotland	Neil McGurk, Police Scotland	
Scottish Fire and Rescue Service City of Dunfermline Area Annual Performance Report	Scottish Fire & Rescue Service	Craig Robertson, SFRS	
Safer Communities Team Update Report	Housing Services	Michael Collins	

City of Dunfermline Area Committee of 28 October 2025			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan 2025/26		Lynne Johnston	
Education - Pupilwise and Parentwise Surveys		Alan Cumming	

City of Dunfermline Area Committee of 16 December 2025			
Title	Service(s)	Contact(s)	Comments
Common Good and Settlement Trust Funds Annual Report 2024/25		Eleanor Hodgson	

City of Dunfermline Area Committee of 3 February 2026			
Title	Service(s)	Contact(s)	Comments
Area Roads Programme 2025/26		Vicki Storrar	
Health and Social Care Locality Planning Annual Update		Jacquie Stringer	
Local Economic Profile 2024/25		Alison Laughlin	

City of Dunfermline Area Committee of 31 March 2026			
Title	Service(s)	Contact(s)	Comments
Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review 2025/26		Scott Clelland	
Criminal Justice Community Payback Annual Report 2024/25		Joan Gallo	
ONFife Annual Report			
Area Capital Update Report 2025/26		Andrew Gallacher	

City of Dunfermline Area Committee of 9 June 2026			
Title	Service(s)	Contact(s)	Comments
Report on Educational Outcomes 2024/25 (tbc)		Alan Cumming	

City of Dunfermline Area Committee of 25 August 2026			
Title	Service(s)	Contact(s)	Comments
Complaints Update 2025/26		David Thomson	
Area Roads Programme 2025/26 - Final Report		Vicki Storrar	

City of Dunfermline Area Committee of 6 October 2026			
Title	Service(s)	Contact(s)	Comments
Supporting the Local Community Plan - Operational Briefing on Policing within Dunfermline		Neil McGurk, Police Scotland	
Scottish Fire and Rescue Service City of Dunfermline Area Annual Performance Report		Craig Robertson, SFRS	
Safer Communities Team Update Report		Michael Collins	
Area Housing Plan 2026/27		Lynne Johnston	
Education - Pupilwise and Parentwise Surveys		Alan Cumming	

City of Dunfermline Area Committee of 15 December 2026			
Title	Service(s)	Contact(s)	Comments
Common Good and Settlement Trust Funds Annual Report 2025/26		Eleanor Hodgson	



<b>City of Dunfermline Area Committee of 2 February 2027</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Area Roads Programme 2026/27		Vicki Storrar	
Health and Social Care Locality Planning Annual Update		Jacquie Stringer	
Local Economic Profile 2025/26		Alison Laughlin	

<b>City of Dunfermline Area Committee of 23 March 2027</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review 2026/27 (tbc)		Scott Clelland	
Criminal Justice Community Payback Annual Report 2025/26 (tbc)		Joan Gallo	
ONFife Annual Report (tbc)			
Area Capital Update Report 2026/27 (tbc)		Andrew Gallacher	

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Update on Flood Issues in Dunfermline			
Update of Maintenance of Trees in Dunfermline			
Relocation of Woodmill and St Columbas High Schools - Impact on the local economy.			Workshop to be arranged for members.

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
School support for cost of living impact on families		Zoe Thomson, Sarah Else	
Pavement Parking Ban		John Mitchell	
OnFife Annual Report		Sheona Small	
Pittencrieff Park Status		Shirley Melville	tbc
Young People Health and Wellbeing (smoking)	Education	Pamela Colburn	Survey results considered 23.04.24, Para 131 of 2024.CODAC.55 refers. Members requested further report on young people smoking.
Breakfast clubs in schools, and after school clubs			Requested at meeting 23.04.24. Date and author tbc.
Area Roads Programme 2025/26 - Final Report		Vicki Storrar	
Local community planning budget application - Community Group & Organisational Holiday & Event Fund			
Community Use Update		Scott Fenton	