

North East Fife Area Committee

JP Court Room, County Buildings, Cupar

Wednesday, 18 June 2025 - 9.30 a.m.



AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of the North East Fife Area Committee of 23 April 2025. 5 – 10
4. **HEALTH AND SOCIAL CARE LOCALITY PLANNING – NORTH EAST FIFE** – Report by the Service Manager, Localities and Community Led Support. 11 – 17
5. **APPLICATION FOR FUNDING FROM CUPAR LOCAL COMMUNITY PLANNING BUDGET – CUPAR FOOD STATION PROJECT** – Report by the Head of Communities and Neighbourhoods Service. 18 – 25
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8. **NORTH EAST FIFE AREA LOCAL COMMUNITY AND COMMUNITY LEARNING AND DEVELOPMENT (CLD) PLANS** – Report by the Head of Communities and Neighbourhoods Service. 39 – 50
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11. **PROPOSED LIMITED WAITING RESTRICTION: HIGH STREET, ELIE** – Report by the Head of Roads and Transportation Services. 64 – 68
12. **DAIRSIE – SPEED LIMIT AMENDMENTS** – Report by the Head of Roads and Transportation Services. 69 – 73
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Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

Lindsay Thomson
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Finance and Corporate Services

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11 June 2025

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BLENDED MEETING NOTICE

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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.

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THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – BLENDED MEETING

JP Court Room, County Buildings, Cupar

23 April 2025

9.30 am – 1.10 pm

PRESENT: Councillors Jonny Tepp (Convener), Al Clark, Fiona Corps, Alycia Hayes, Stefan Hoggan, Gary Holt, Margaret Kennedy, Louise Kennedy-Dalby, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

ATTENDING: Kirstie Freeman, Community Manager - North East Fife, Vicky Wilson, Area Community Development Team Manager, Laiza Lorimer, Policy Officer, Communities and Neighbourhoods Service; Alan Paul, Head of Property Services; Alasdair Rankin, Lead Professional – Property Investment and Development, Business and Employability Service; Mark Barrett, Lead Officer Transportation Development Management, Janet Mackenzie, Environmental Strategy Officer (Climate Change and Zero Waste), Planning Services; Steven Sellars, Lead Consultant, Roads and Transportation Services; Joan Gallo, Lead Officer, Children and Families and Criminal Justice Services; Rona Weir, Education Manager, Lynn Black, Rector, Bellbaxter High School, Education Services; Claire Hallett, Housing Manager, Housing Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGIES FOR ABSENCE: Councillors John Caffrey and Sean Dillon.

207. DECLARATIONS OF INTEREST

Councillor Hayes declared an interest in paragraph 211 – Gillingshill Nature Reserve Local Management Group – as she was the Secretary to Friends of Gillingshill.

208. MINUTE

The committee considered the minute of the North East Fife Area Committee of 26 February 2025.

Decision

The committee approved the minute.

209. NORTH EAST FIFE – ANTI-POVERTY REPORT 2024/25; APPROVAL OF FUNDING 2025/26

The committee considered a report by the Head of Communities and Neighbourhoods Service, providing an update on the activity undertaken to meet outcomes of the North East Fife Rural Poverty Action Plan 2023-2026, and to seek committee approval of the budget proposals for 2025-2026.

The work detailed in the report was in alignment with the key priorities for the area in the 2023-2026 North East Fife Local Community Plan.

Decision

The committee:-

- (1) noted the progress relating to anti-poverty work in North East Fife during financial year 2024/25; and
- (2) approved the projected anti-poverty spend for financial year 2025/26, as detailed in the report's appendix - North East Fife Area anti-poverty report.

210. RE-ALLOCATION OF COMMUNITY RECOVERY FUNDING 2025-26 – DUTCH VILLAGE, CRAIGTOUN PARK PROJECT

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the allocated CRF funding that had been agreed for various local projects in February 2023 and seeking approval to reallocate an underspend of £87,828 for continuation of temporary staffing and to provide contingency funds of £25,000 to the Dutch Village, Craigtoun Park project.

Decision

The committee:-

- (1) noted the update on the allocated CRF to date; and
- (2) agreed to reallocate an underspend of £87,828 toward the Dutch Village, Craigtoun Park project.

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

211. GILLINGSHILL NATURE RESERVE - LOCAL MANAGEMENT GROUP

The committee considered a report by the Lead Professional, Property Investment and Development, Business and Employability Service seeking approval to enter into a management agreement and to establish a Local Management Group (LMG) to manage Gillingshill Nature Reserve (as shown in Appendix 1), subject to the conclusion of its proposed sale on the open market.

To ensure the retention of its designation as a nature reserve, the Council required to retain an interest in its management and it was proposed that an LMG would be established. The Council would be represented on the LMG by the Fife Coast and Countryside Trust (FCCT).

Decision

The committee agreed to continue consideration of the report to allow officers to provide further information to members in relation to the detail of the draft legal agreement and marketing information.

Councillor Hayes rejoined the meeting following consideration of the above item.

The meeting adjourned at 10.20 am and reconvened at 10.25 am.

212. OBJECTIONS TO ROADS CONSTRUCTION CONSENT FOR CARRON LODGE (PHASE 1), STRATHKINNESS LOW ROAD, ST ANDREWS – 24/02804/RCC

The committee considered a report by the Head of Planning Services relating to objections to the Roads Construction Consent application for the proposed road serving a housing development at Carron Lodge (Phase 1), Strathkinness Low Road, St Andrews.

This application required to be considered by committee as there were more than five objections.

Decision

The committee agreed to set aside the objections and allow the Roads Construction Consent to be granted subject to the standard conditions.

213. CUPAR ROAD, CUPAR MUIR SPEED LIMIT ORDER AMENDMENT

The committee considered a report by the Head of Roads and Transportation Services relating to an amendment to the 20mph and 40mph speed limit orders for Cupar Road, Cupar Muir.

Decision

The committee, in the interests of road safety:-

- (1) agreed to the speed limit order amendment as shown in drawing TRO23_63a (Appendix 1 of the report) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order amendment within a reasonable period unless there were objections.

214. PROPOSED WAITING PROHIBITION: MOATHILL ROAD AND BALGARVIE CRESCENT, CUPAR

The committee considered a report by the Head of Roads and Transportation Services relating to proposals to introduce 'No Waiting At Any Time' restrictions at Moathill Road and Balgarvie Crescent, Cupar.

Decision

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO25_11 (Appendix 1 of the report) with all ancillary procedures; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

215. OBJECTION TO CUPAR SPEED LIMIT AMENDMENTS

The committee considered a report by the Head of Roads and Transportation Services relating to an objection to the proposed 20mph and 40mph speed limit orders for Cupar.

Decision

The committee agreed to set aside the objection to the Traffic Regulation Order (TRO) to allow the speed limit orders to be made and implemented.

216. OBJECTION TO PROPOSED RAISED TABLE CROSSING AT BONNYGATE, CUPAR

The committee considered a report by the Head of Roads and Transportation Services relating to an objection to the proposed raised table crossing at Bonnygate, Cupar.

Motion

Councillor Tepp, seconded by Councillor Lawson, moved to agree the recommendations in the report to uphold the objection.

Amendment

Councillor Hoggan, seconded by Councillor Kennedy-Dalby, moved to reject the objection and that the proposal for a raised table be implemented.

Roll Call

For the Motion – 6 votes

Councillors Al Clark, Gary Holt, Allan Knox, Robin Lawson, Donald Lothian and Jonny Tepp.

For the Amendment – 7 votes

Councillors Fiona Corps, Stefan Hoggan, Margaret Kennedy, Louise Kennedy-Dalby, Jane Ann Liston, David MacDiarmid and Ann Verner.

Abstained – 1 vote

Councillor Alycia Hayes.

Decision

The committee agreed to reject the objection and requested the proposal for a raised table be implemented.

217. JUSTICE SOCIAL WORK SERVICE - COMMUNITY PAYBACK: UNPAID WORK SCHEME

The committee considered a report by the Head of Service, Children and Families and Criminal Justice Services providing an update on developments within Fife Council Justice Social Work Service relating to the work of the Community Payback Unpaid Work Team in the Area Committee's wards, from April 2023 to March 2024.

Decision

The committee:-

- (1) noted the contents of the report; and
- (2) agreed that further reports of the Unpaid Work Scheme by the Justice Social Work Service would be brought to this committee on an annual basis.

The meeting adjourned at 11.25 am and reconvened at 11.40 am.

218. REPORT ON EDUCATION OUTCOMES - 2023/24

The committee considered a report by the Executive Director, Education providing details of the attainment outcomes achieved by pupils within the area's schools during the school year 2023/24. The report also provided an overview of the range of strategies being developed to support the Service's key priority to raise attainment.

Decision

The committee noted:-

- (1) the overall progress in raising levels of attainment in 2023/24;
- (2) the strategies being implemented to raise attainment; and
- (3) acknowledged that arrangements had been made for an elected member workshop on 4 June 2025.

219. CUPAR RECYCLING AND REUSE HUB

The committee considered a report by the Head of Environment and Building Services providing an update on progress to establish a Recycling and Reuse Hub in Cupar.

Decision

The committee:-

- (1) noted the challenges and opportunities presented by a new recycling and reuse hub in Cupar; and

- (2) agreed that a working group comprising officers and local ward members and the Convener of the North East Fife Area Committee be established to investigate the recommendations and options detailed in the report.

220. AREA HOUSING PLAN UPDATE 2024/25

The committee considered a report by the Head of Housing Services providing an update on progress in delivering service priorities and performance information for the financial year 2024-25 where figures were available at an Area level, since the approval of the North East Fife Area Housing Services Plan 2024-2025 at its meeting on 23 October 2024.

Decision

The committee noted:-

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

Councillor Kennedy-Dalby left the meeting during consideration of the above item.

221. 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.

222. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN

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

Decision

The committee:-

- (1) noted the draft workplan for North East Fife Area Committee; and
- (2) agreed to request a report on the overall parking budget and devolved parking budget for North East Fife.

18 June 2025

Agenda Item No. 4

Health & Social Care Locality Planning – North East Fife

Report by: Roy Lawrence Principal Lead for Organisational Development & Culture
(Senior Leadership Team Lead for NEF)

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

Purpose

The purpose of this progress report is to provide the Area Committee with an overview of the Health and Social Care Partnership (H&SCP) Locality Planning Outcomes for North East Fife (NEF) during 2024.

Recommendation

The committee is asked to note:

1. the content of the annual Health and Social Care Locality Planning report providing evidence on the key outcomes and achievements attained by the locality planning group in 2024; and
2. the collaborative efforts and joint initiatives undertaken within the NEF Community Planning/People and Place Group as detailed in the report.

Resource Implications

There are no specific Resource Implications

Legal & Risk Implications

There are no legal or risk implications associated with this report. Each working group focused on the Key Priorities within the NEF Locality Delivery Plan 2024 maintains a risk register, which is regularly reviewed by the respective working groups.

Impact Assessment

An equality (EqIA) Impact Assessment is not required as this is a progress report on the performance of Locality Planning in 2024.

Consultation

Throughout the year, quarterly H&SCP Locality Meetings have been facilitated. In November 2023, a wider stakeholder event was held to inform priorities for 2024–2026. Additionally, a Fife-wide locality event took place on November 5, 2024. This event aimed to highlight the work undertaken by locality planning groups and to enhance

stakeholders' understanding of the role of these groups. The event was a resounding success, with over 115 delegates in attendance. The positive feedback received through a survey and emails confirmed that stakeholders gained a deeper understanding of locality planning and collectively agreed that the event was highly valuable and worthwhile.

1.0 Background

- 1.1 The locality priorities and delivery plan aim to achieve a range of local and national outcomes as outlined in legislation, policy, and strategies. The Public Bodies (Joint Working) (Scotland) Act 2014 provides the legislative framework for integrating health and social care services in Scotland. According to Section 29(3)(a) of the Act, integration authorities are required to operate within localities (appendix 1). In Fife, we have established seven locality groups that are aligned with the Fife Council local area committees.
- 1.1.2 Integration is about ensuring those who access health and social care services get the right care and support whatever their needs, at the right time and in the right place with a locality focus on community based preventive care. This report highlights areas of work to improve the support for people living in Fife, within NEF Locality.
- 1.1.3 Localities seek to deliver positive health and wellbeing outcomes for the people of Fife. The overarching goals of localities are to:
 - promote healthy lifestyle choices and self-management of long-term conditions.
 - support people to live healthy well independent lives while living in their own home for as long as possible.
 - reducing the number of avoidable emergency admissions to hospital and minimise the time people are delayed in hospital.
 - efficiently and effectively manage resources available to deliver Best Value.
 - support staff to continuously improve information and support and care that they deliver.
 - support unpaid carers, to reduce the impact of their caring role on their own health and wellbeing.
- 1.1.4 The NEF Locality Delivery Plan is aligned with the H&SCP Strategic Plan 2023-2026, Plan4Fife, and the NHS Fife Population Health and Wellbeing Strategy.
- 1.1.5 The NEF Locality Delivery Plan has identified specific outcomes to ensure meaningful improvements are demonstrated and delivered in a timely manner. Improvements will be measured through a combination of qualitative and quantitative methods. Here are some key approaches:
 1. **Regular Reviews:** The working groups will regularly review progress against the delivery plan. This includes assessing the effectiveness of implemented strategies and making necessary adjustments.
 2. **Stakeholder Feedback:** Input from stakeholders, including community members and partners, will be gathered to gauge the impact of the initiatives. This feedback will help identify areas of success and those needing improvement.
 3. **Risk Registers:** Each working group will maintain a risk register, which will be regularly reviewed to manage potential risks and ensure that any issues are promptly addressed.
 4. **Annual Reports:** The Health and Social Care Partnership (H&SCP) will provide annual reports to the Area Committee and Integration Joint Board, detailing

updates on locality delivery plans and highlighting collaborative efforts with community planning partners.

5. **Benchmarking:** Comparing performance with other localities or against established standards to identify best practices and areas for improvement.

2.0 Current Position

- 2.1 In 2024, Locality Planning has seen significant improvement, with the success largely driven by a collaborative approach and effective systems working. This approach has empowered locality groups to play a pivotal role in making integration successful across Fife. By leveraging insights, experience, and resources, the partnership has improved local networks, developed robust and productive professional relationships, and enhanced outcomes.

- 2.2 **Priority 1 Supporting Positive Mental Wellbeing - Mental Health and Wellbeing in Primary Care and Community Settings**

- 2.2.1 **Background**

The Mental Health & Wellbeing in Primary Care and Community Settings (MHWPCCS) Coproduction Group was established in 2023, adopting a coproduction approach that places service users and communities at the core of design and planning. Led by the MHWPCCS project team—which includes representatives from a wide range of services, an equalities officer, and members of the Lived Experience team—the group collaboratively developed and implemented a Year One coproduction engagement plan across three priority localities: Cowdenbeath, Levenmouth, and North East Fife. These areas were identified based on SIMD and rural deprivation data.

Aligned with the project's objectives, coproduction activities were intentionally designed to foster the relationships and conditions necessary for authentic, non-judgmental participation. This approach facilitated the elicitation of values and insights from lived experience, contributing to an ongoing learning process.

In January 2024, the group received an extension for the engagement process. The revised timeline allowed for broader engagement and more diverse representation, providing additional time to build relationships with underrepresented groups and incorporate a wider range of lived experiences.

- 2.2.2 **Key Objectives We Aimed to Achieve in 2024**

Phase 2 (July 2023 – February 2024):

In this critical phase, the group synthesised the information collected during the Discovery Phase to define priorities and co-design approaches for intervention.

Phase 3 (February – June 2024): Development Phase

Building on the defined priorities, this phase is focused on collaboratively developing and refining solutions, resources, and strategies. Emphasis will be placed on iterative feedback loops, ensuring that service users, providers, and planners remain equal partners in shaping the initiatives.

Phase 4 (June 2024 – Ongoing): Delivery Phase

The final phase involves the implementation and continuous evaluation of co-designed interventions, with a focus on sustainable change.

Overall Outcome:

The MHWPPCCS Coproduction Group's overarching goal is to engage and collaborate with those who use, deliver, and plan services in true equal partnership. By embedding coproduction principles throughout each phase, the group aims to drive meaningful, user-centred change that improves mental health and wellbeing outcomes across the priority localities.

2.2.3 Progress to Date

- The MHWPPCCS provided regular progress updates to the NEF Locality Planning Core Group throughout 2023 and 2024.
- Engagement activities were carried out across the three priority localities: North East Fife, Levenmouth, and Cowdenbeath.
- A detailed analysis of feedback was conducted, identifying key themes and insights.
- The final report and findings were presented to the MHWPPCCS Project Board in March 2024.
- Phase 3 (Development Phase) was implemented, resulting in the generation of innovative ideas for service improvement.

2.2.4 Next Steps for 2025

In November 2024, the MHWPPCCS Programme Board agreed that, due to capacity constraints, only one Test of Change (TOC) would be taken forward across the localities. It was decided that this TOC would be implemented in the North East Fife (NEF) Locality, based on its rural context and the specific needs identified through earlier engagement.

Following this, the NEF Locality Planning Group held an extraordinary meeting in January 2025, where they approved a six-month TOC titled "*How Services Work Together*". This initiative aims to explore and improve collaboration between services within the locality.

The TOC officially commenced in March 2025 and is scheduled to conclude in August 2025. An evaluation report summarizing the outcomes and learning from the NEF TOC will be presented to the MHWPPCCS Programme Board in September 2025.

2.3 Priority 2 Supporting Unpaid Carers – Community Chest Fund (CCF)

2.3.1 Background

The Fife Health and Social Care Partnership has established the Community Chest Fund (CCF) to support the region's unpaid carers. With over 47,000 unpaid carers in Fife and 8,014 in NEF (census 2022), these individuals provide essential care for friends or family members affected by illness, disability, mental health conditions, or addiction.

2.3.2 Key Objectives We Aimed to Achieve

The aim of this priority is to create greater opportunities for unpaid carers to enhance their knowledge and understanding of preventative care and to empower them to make positive choices that promote their own health and wellbeing. By providing access to valuable resources and information, this initiative seeks to equip unpaid carers with the tools and support they need to prioritise their own health while continuing to care for others.

2.3.3 Progress to Date

During the 2023/24 funding rounds, a total of 9 projects in the NEF area were successfully awarded grants, with a combined funding total of £56,509. These projects are focused on delivering meaningful impact for unpaid carers across Fife, ensuring that they have the necessary support and resources. For further information about the NEF groups that have been awarded funding, click on the links below.

<https://sway.cloud.microsoft/1eA9UfTIUiBVnm9z?ref=Link>

<https://sway.cloud.microsoft/38c2FxHkWsFmCyak?ref=Link>

Sporting Memories Group

- Following the success of Community Chest-funded events in Kirkcaldy, Dunfermline, Levenmouth, and Glenrothes, NEF Localities partnered with Sporting Memories and the NEF Active Fife Group to establish a new Sporting Memories Group in North East Fife. Launched in October 2024 at Duffus Bowling Club, Cupar, the group now has over 17 regular members and continues to grow—marking a significant achievement for the locality in promoting social connection and wellbeing through sport.

Carers Group (St Andrews)

- The Carers Group, which meets weekly at St Andrews Botanical Gardens and is supported by Fife Carers, showcased their Community Chest-funded project at the Localities Event in November 2024. They presented a heartwarming video that captured the positive impact of the initiative, highlighting how the funding provided carers with valuable time to focus on their own health and wellbeing. The project offered a much-needed break from their caring responsibilities, helping them recharge while continuing to support their loved ones.

2.3.4 Next Steps for 2025

The Locality Development Officer (LDO) is actively working with the funded groups to help them monitor and evaluate the impact of their projects. This ongoing support ensures that the initiatives are meeting their goals and making a positive difference in the lives of unpaid carers.

2.4 Priority 3 NHS Fife Greenspace opportunity for Community Garden at Skeith

2.4.1 Background

This priority aims to develop a Community Garden in Skeith, Anstruther, through a collaborative effort involving NHS Fife, HSCP, Fife Council, the local GP Practice, and the wider community. The project is part of the NHS Green Space initiative and seeks to enhance local wellbeing through access to nature.

2.4.2 Key Objectives

- Establish a Community Garden in Skeith, Anstruther.
- Improve mental health and wellbeing for the local population.
- Provide allotment space for community use.
- Support the development of a community orchard.
- Create a green space for the GP Practice to issue green prescriptions.
- Secure planning approval for the garden and allotments.

2.4.3 Progress to Date

- The SLWG has developed and agreed on plans for the Community Garden and allotments.
- All partners have agreed to proceed with a planning application for the site.
- The planning application is currently being prepared, though progress has been delayed due to limited resources.

2.4.4 Next Steps (2025)

- Submit the planning application to Fife Council for approval.
- Begin implementation of key objectives upon approval
- If approved, the SLWG will work in partnership with the Fife Council Place Group for further development and delivery.

2.5 Priority 4 – Reducing Health Inequalities in NEF

2.5.1 Background

In **September 2024**, a **Collaborative Working Group (CWG)** was established in response to the identified priority of reducing health inequalities across the **North East Fife (NEF)** locality. The group brings together partners from across sectors to provide targeted support to those most in need, empowering individuals to better manage their own health and wellbeing.

2.5.2 Key Objectives

- Develop a shared understanding of inequalities and inclusion.
- Review existing strategies and local plans aimed at reducing inequalities.
- Identify gaps and opportunities for improvement.
- Coordinate the delivery of agreed priorities.

2.5.3 Progress to Date

- The CWG meets monthly and includes representatives from HSCP, Fife Council Community Services, NHS Fife, the Third Sector, Care Homes, and the Fife Centre for Equalities.
- A comprehensive review of proposed projects from the NEF Locality Planning Group was completed. This helped identify:
 - Projects already underway elsewhere,
 - Initiatives outside the group's remit,
 - Opportunities for the CWG to lead.

Based on this review and local insight, Social Isolation and Loneliness was identified as a key health inequality in NEF, contributing to poorer health outcomes.

2.5.4 Next Steps for 2025

- Launch a Loneliness Awareness Campaign in NEF, anticipated for June 2025.
- Identify and target population groups most likely to benefit from support and information.
- Develop a Communication Strategy to support outreach and engagement.
- Review the upcoming Quality Report and NEF-specific health inequality data (provided by the Fife Centre for Equalities) to identify further targeted actions.

3.0 Conclusions

- 3.1 Locality Planning has been instrumental in fostering strong and positive relationships between H&SCP, Fife Council, NHS Fife, and the third and independent sectors. This report presents evidence of the ongoing work within the NEF area, showcasing the significant positive impact achieved through multi-agency collaboration. The concept of collaborative advantage plays a pivotal role in locality planning, raising awareness about the importance and value of joint efforts. While collaboration can sometimes present challenges—particularly when it involves broader strategic goals rather than specific projects—the members of the locality planning groups recognise that their primary responsibility is to ensure that services work in unison to enhance health and wellbeing outcomes for the residents of Fife.

List of Appendices

1 [Localities Guidance](#)

Background Papers

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

None

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18th June 2025

Agenda Item No. 5

Application for Funding From Cupar Local Community Planning Budget – Cupar Food Station Project

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward 20

Purpose

To seek approval from the Area Committee for a contribution from the Local Community Planning Budget (LCPB) for Ward 20.

Recommendation(s)

The Area Committee is asked to agree an allocation of £9,600 towards the costs of commissioning a technical study, and legal support to negotiate the sale/lease of the building thereafter.

Resource Implications

There is sufficient funding available in the Local Community Planning Budget for 2025-26 should this contribution be agreed.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

Ward 20 members have been consulted and are supportive of the application.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Budget requires authorisation from the Area Committee before amounts over £5,000 can be committed.
- 1.2 This report is to seek agreement from this Area Committee for a contribution from the Ward 20 element of the Local Community Planning Budget.

2.0 Details

- 2.1 Cupar Development Trust is a Scottish Registered Charity (SC053878) and Company Limited by Guarantee (SC522831)
- 2.2 The Cupar Food Station Project derives from Cupar Development Trust Community Action Plan and aims to create a new food-themed enterprise and welfare hub at premises in Ferguson Square, Cupar.
- 2.3 It is anticipated that the Cupar Food Station will host:
 - an expanded Cupar Foodbank, Community Larder, commercial kitchen and cafe
 - A GP referral scheme where patients could be prescribed fresh vegetables to tackle poor health outcomes
 - An artisanal food and drink market for local producers, supporting community wealth building and providing an income stream for Cupar Development Trust to sustain the Cupar Food Station
 - Event space for community groups
- 2.4 The project would regenerate a listed building in Cupar town centre (unused for > 2 years), provide a new home for the foodbank/larder, improve community wellbeing, stimulate economic benefit and generate sufficient income to operate the facility and allow CDT to be self-sustaining into the future. The project would assist >2,000 people a year (the mixed uses reduce stigma) and offers solutions to issues in the Plan4Fife including family poverty, food insecurity, lack of local training provision, local ill health and town regeneration.
- 2.5 An award of £4,999 from the Local Community Planning Budget in 2024/25 has allowed Cupar Development Trust to conduct a building survey and valuation (currently underway)
- 2.6 MKA Economics have been commissioned by Cupar Development Trust to undertake an Outline Business Case (OBC). The OBC will report in July 25 and if the outcome is positive, a Technical Study to draw up plans to fit out the existing shell to the standard defined in the OBC, and legal support to negotiate the lease/sale of the property will be required.
- 2.7 The OBC and Technical Study are a necessary prerequisite when applying for further grant funding to complete the acquisition and undertake building refurbishment works.

- 2.8 Activity 1: Technical Study by architect and quantity surveyor. Cost of activity £12,000 inclusive of VAT
- 2.9 Activity 2: Legal fees for negotiating the lease/purchase of the building. Cost of activity £7,200 inclusive of VAT
- 2.10 Cupar Development Trust will contribute £1,000 from unrestricted funds held by the organisation. Funding has not been sought from any other source.

3.0 Conclusions

- 3.1 The award of grant towards the costs of the Technical Study and thereafter legal fees associated with the acquisition of the building through lease or purchase will enable Cupar Development Trust to seek further grant funding to complete the acquisition and refurbishment of the building.
- 3.2 The application meets the criteria for local community planning funding

List of Appendices:

- 1 Project Proposal for Cupar Food Station

Report Contact

Kirstie Freeman
Community Manager
County Buildings, Cupar
Tel: 03451 555555 ext 446149
Email: Kirstie.Freeman@fife.gov.uk

Appendix 1

Project Proposal for The Cupar Food Station Project

This project is being developed by Cupar Development Trust (CDT), a Scottish registered charity SC053878 and Company Limited by Guarantee SC522831

1. Introduction to the Cupar Food Station project

The Cupar Food Station seeks to redevelop a vacant building in Cupar town centre (Ferguson Square, which is the former Argos building adjacent to Crossgate) into a food themed enterprise and welfare hub. Ferguson Square is our favoured site for this ambitious project as it is central, offers huge potential and has been vacant for >2 years. We are in touch with the owner, who is amenable to a long-term lease or community buy-out. He is currently paying circa £70k for rates on a vacant building, which is falling into disrepair. The project would rescue and renovate this prominent building to maintain it as a community asset for the future.

The project addresses 6 of the priority issues in our Community Action Plan (2023) including the high rates of local poverty and food insecurity; improving health and wellbeing; reinstating local catering training for young people following the closure of the Elmwood College campus; improving environmental sustainability; encouraging tourism and regenerating a prominent town centre building. The project would assist >2,000 people a year (arguably, the whole population of Cupar and area), would remove stigma about accessing help through the multi-use hub, and removes rural transport barriers by providing local assistance in the centre of Cupar.

The project also offers solutions to issues in the Plan4Fife through addressing family poverty and food insecurity, enhancing local training provision, improving local health outcomes and delivering much needed town centre regeneration in Cupar. With any surplus income generated, CDT would be able to pursue more projects that address the issues raised in the Community Action Plan.

In terms of the **welfare uses**, we are investigating the following possible uses within the Food Station hub:

- An expanded Cupar Foodbank with additional meeting rooms.
- An expanded Cupar Community Larder to alleviate food insecurity.
- A GP referral scheme where patients could be prescribed free weekly fresh vegetable boxes.
- A young persons' catering training scheme.
- Subsidised event space for community groups.
- Mental health support through Cupar Well.
- The possibility of including a banking hub if the last bank in town were to pull out of Cupar (Nationwide).

The **enterprise/revenue generating uses** we are investigating for the Food Station hub include:

- An artisanal retail food hall for local and national producers to market their products to support community wealth building and CDT income.
- Outdoor and indoor event space for weddings etc
- A whisky tourism centre representing all the Fife distilleries
- Commercial catering kitchens
- Secure parking

- Container storage (there is an additional car park on Waterend Road as part of the titles)

Critically, it is intended that this project will be financially self-sustaining once up and running. Revenue from potential enterprise uses will be used to support the welfare uses, and we are confident that sufficient revenue will be generated to manage the Food Station grant-free in the future. We will not proceed unless the full business case confirms viability. Once up and running, Food Station profits would be used to allow CDT to continue to employ our Community Development staff and to fund new community benefit projects within Cupar and District identified in our Community Action Plan.

2. Progress to date

N.B. It should be noted that CDT has secured staff funding for 2 part time staff (totalling £42k to work on action plan and the Cupar Food Station project for the 12 months from April 2024 to March 2025; and a further £37.5k has been earmarked by DTAS for the next 12 months, subject to Scottish Government confirmation. This has been through a Scottish Government Strengthening Communities Programme award.

Following the formation of a Food Station project Working Group in June 2024 and the production of a Scoping Paper in October 2024, we have now commenced the initial stages of project research. This has involved CDT staff conducting stakeholder interviews and researching potential enterprising uses for the site. Members of the Working Group have been assisting through provision of professional expertise. This information is being compiled into an Interim Report which will provide the baseline for the OBC.

In late February 2025, the Trustees of CDT realised that the scale and complexity of the project required professional support to take the project to the next stage, and the decision was taken to contract an external consultant with significant expertise in this field. Following consultation, the firm MKA Economics were selected. MKA Economics will now conduct an Outline Business Case (OBC) for all the potential usage scenarios on the building, based on the information in our Interim Report, assess viability and recommend the way forward.

CDT's Development Officer was tasked with obtaining funding for professional fees for the feasibility stage of the project. We have been successful in several grant applications so far (awarded by Fife Council's Local Community Planning Budget, Fife Rural Development Fund, Royal Society of Edinburgh, the Russel Trust, Benefact Group). The combined total of successful grants has allowed us to conduct a full valuation and condition survey on the building and external areas; and also to fund the full OBC mentioned above.

CDT has also investigated the Right to Buy process with assistance from the DTAS Community Ownership Team and compiled an information document with details of potential capital grant funders for purchase and refurbishment. Our Development Officer will start to make those applications as soon as the surveys and OBC have been completed. Our project plans incorporate a 3-month period for outcomes of these applications.

CDT would like to emphasise that, should the OBC not prove viability as is hoped, we will reimburse Fife Council for any awarded grant funds for legal fees and the Technical Study.

3. Project Timeline/ Plan

- **January - March 2025**

CDT staff and volunteers from the Working Group contacted a number of stakeholders to discuss their requirements and areas of potential collaboration. Research conducted on potential enterprise aspects such as container storage, commercial catering kitchens, whisky visitor centre etc. Obtained quotes for business case by specialist firm and valuation/schedule of condition. Started fundraising efforts. (*Staff time and expenses funded through our current SCP award*)

- **March 2025**

CDT staff and Board to compile an Interim Report summarising all research and stakeholder meetings to date ready for Outline Business Case (OBC). Obtained quotes for legal advice and technical survey. (*Staff time and expenses funded through our current SCP award*)

- **19th March 2025**

Market valuation survey to take place. On advice from the Working Group, CDT also commissioned an additional Schedule of Condition report and drone survey, which will list indicative repair costs for any defects found during the survey. Cost £6,800 +VAT. (*grant funding already secured*)

- **April 2025- June 2025**

Professional external consultant MKA Economics to produce an Outline Business Case (OBC) report based on the Interim Report and with input from the survey/valuation and external specialists such as architect and a food production consultant. Cost £10,000 +VAT (*grant funding already secured*)

- **July 2025 – September 2025**

If the OBC proves full viability, CDT to enter into legal negotiations with owner. Current thinking is that this is likely to be a long-term lease (with break points at years 3 and 5) with option to purchase at the end. Negotiations over tenants' improvements and state of building at termination of lease would be necessary. Indicative cost £6K +VAT + outlays (*grant funding sought from Fife Council Local Community Planning Budget*).

- **July 2025 – September 2025**

If the OBC proves full viability we will commission a Technical Study from an architectural firm. This will look at various issues such as flood risk and mitigation, planning consents and indicative renovation costs depending on the final agreed uses as outlined in the OBC. The Working Group have advised the Board that thorough preparation at this stage, through both a technical study and the OBC, will result in a much smoother process during to the refurbishment stages. A local architect has advised the Working Group that the "going rate" for this would be approximately £10K+VAT. We have therefore decided that the best course of action would be to advertise a brief with a set fee for competitive tender and choose a suitably experienced candidate (*grant funding sought from Fife Council Local Community Planning Budget*).

- **September 2025 – December 2025**

CDT Development Officer to concentrate on grant fundraising applications for refurbishment. A list of potential sources has already been compiled. The OBC and Technical Study will be essential for this. (*grant funding for staff time secured as SCP extension*)

- **January 2025 - February 2025**

CDT Board to review available funds and to make decisions on refurbishments. CDT staff to make preparations with Food Station tenant organisations (Food Bank, enterprise uses etc). A phased approach to start-up is likely to be most effective and manageable: CDT Board to consider arrangements. (*grant funding for staff time secured as SCP extension*).

- **March 2025 – July 2025**

Refurbishment commences. (*CDT Development Officer to act as Project Manager, with Board supervision*)

N.B. It should be noted that we will only proceed with the last five steps if the OBC proves financial viability.

4. Details of Project Funding

a) Cupar Food Station project - Grants **secured for CDT staff funding and core running costs to provide project management and administration:**

Awarding body	Sum awarded
Strengthening Communities Programme Grant award by DTAS and funded by the Scottish Government 12 months period April 2024- March 2025	£42,000
Strengthening Communities Programme Grant award by DTAS and funded by the Scottish Government 12 month extension April 2025-March 2026 (***awaiting confirmation from the SG***)	£37,500
Total	£79,500

b) Cupar Food Station Project - Grants **secured for the preparation/feasibility stage, includes surveys and Outline Business Case preparation costs**

Awarding body	Sum awarded
Fife Rural Development Fund	£7,200
Royal Society of Edinburgh Healthy Planet Healthy People Community Led Award	£5,000
Local Community Planning Budget	£4,999
The Russell Trust	£1,000
Benefact Group	£1,000
Total	£19,199

This sum was supplemented from our general reserves to cover the £6,800 +VAT required for market valuation Survey and Schedule of Condition and the £10,000+VAT required for the Outline Business Case (£20,160 total).

c) Cupar Food Station Project - Grants **applied for towards the Legal fees and Technical Study report**

Awarding body	Sum requested
Fife Council Local Community Planning Budget	£9,600
Fife Council North East Fife Area Common Good Fund	£9,600
Total	£19,200

£1,000 from our general reserves will be ring fenced to cover the estimated £1,000 for legal “outlays”.

d) Cupar Food Station Project - Grants **applied for towards refurbishment fund pot for project**

Awarding body	Amount requested
National Lottery - UK Connectors Trailblazers	£20,000
The Cruden Foundation	£20,000
Meikle Foundation	£2,500
Grants for Good/Matthew Good Foundation	£5,000
Hugh Fraser Foundation	£5,100
David William Traill Cargill Fund	£5,000
Truemark Trust	This fund asks not to request a specified amount – the Truemark Trust award a sum depending on need and project
Total	> £57,600

18 June 2025

Agenda Item No. 6

Application for Funding From Cupar Common Good Fund – Cupar Food Station Project

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward 20

Purpose

To seek approval from the Area Committee for a contribution from the Cupar Common Good Fund.

Recommendation(s)

The Area Committee is asked to agree an allocation of £9,600 towards the costs of commissioning a technical study, and legal support to negotiate the sale/lease of the building thereafter.

Resource Implications

There is sufficient funding available in the Cupar Common Good Fund for 2025-26 should this contribution be agreed.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

Ward 20 members have been consulted and are supportive of the application.

1.0 Background

- 1.1 The criteria for spend from the Common Good Fund requires authorisation from the Area Committee before amounts over £5,000 can be committed.
- 1.2 This report is to seek agreement from this Area Committee for a contribution from the Cupar Common Good Fund.

2.0 Details

- 2.1 Cupar Development Trust is a Scottish Registered Charity (SC053878) and Company Limited by Guarantee (SC522831).
- 2.2 The Cupar Food Station Project derives from Cupar Development Trust Community Action Plan and aims to create a new food-themed enterprise and welfare hub at premises in Ferguson Square, Cupar.
- 2.3 It is anticipated that the Cupar Food Station will host:
 - an expanded Cupar Foodbank, Community Larder, commercial kitchen and cafe
 - A GP referral scheme where patients could be prescribed fresh vegetables to tackle poor health outcomes
 - An artisanal food and drink market for local producers, supporting community wealth building and providing an income stream for Cupar Development Trust to sustain the Cupar Food Station
 - Event space for community groups
- 2.4 The project would regenerate a listed building in Cupar town centre (unused for > 2 years), provide a new home for the foodbank/larder, improve community wellbeing, stimulate economic benefit and generate sufficient income to operate the facility and allow CDT to be self-sustaining into the future. The project would assist >2,000 people a year (the mixed uses reduce stigma) and offers solutions to issues in the Plan4Fife including family poverty, food insecurity, lack of local training provision, local ill health and town regeneration.
- 2.5 An award of £4,999 from the Local Community Planning Budget in 2024/25 has allowed Cupar Development Trust to conduct a building survey and valuation (currently underway)
- 2.6 MKA Economics have been commissioned by Cupar Development Trust to undertake an Outline Business Case (OBC). The OBC will report in July 25 and if the outcome is positive, a Technical Study to draw up plans to fit out the existing shell to the standard defined in the OBC, and legal support to negotiate the lease/sale of the property will be required.
- 2.7 The OBC and Technical Study are a necessary prerequisite when applying for further grant funding to complete the acquisition and undertake building refurbishment works.
- 2.8 Activity 1: Technical Study by architect and quantity surveyor. Cost of activity £12,000 inclusive of VAT

- 2.9 Activity 2: Legal fees for negotiating the lease/purchase of the building. Cost of activity £7,200 inclusive of VAT
- 2.10 Cupar Development Trust will contribute £1,000 from unrestricted funds held by the organisation. Funding is also being sought from the ward 20 Local Community Planning Budget.

3.0 Conclusions

- 3.1 The award of grant towards the costs of the Technical Study and thereafter legal fees associated with the acquisition of the building through lease or purchase will enable Cupar Development Trust to seek further grant funding to complete the acquisition and refurbishment of the building.
- 3.2 The application meets the criteria for Common Good funding

List of Appendices:

- 1 Project Proposal for Cupar Food Station

Report Contact

Kirstie Freeman
Community Manager
County Buildings, Cupar
Tel: 03451 555555 ext 446149
Email: Kirstie.Freeman@fife.gov.uk

Appendix 1

Project Proposal for The Cupar Food Station Project

This project is being developed by Cupar Development Trust (CDT), a Scottish registered charity SC053878 and Company Limited by Guarantee SC522831

1. Introduction to the Cupar Food Station project

The Cupar Food Station seeks to redevelop a vacant building in Cupar town centre (Ferguson Square, which is the former Argos building adjacent to Crossgate) into a food themed enterprise and welfare hub. Ferguson Square is our favoured site for this ambitious project as it is central, offers huge potential and has been vacant for >2 years. We are in touch with the owner, who is amenable to a long-term lease or community buy-out. He is currently paying circa £70k for rates on a vacant building, which is falling into disrepair. The project would rescue and renovate this prominent building to maintain it as a community asset for the future.

The project addresses 6 of the priority issues in our Community Action Plan (2023) including the high rates of local poverty and food insecurity; improving health and wellbeing; reinstating local catering training for young people following the closure of the Elmwood College campus; improving environmental sustainability; encouraging tourism and regenerating a prominent town centre building. The project would assist >2,000 people a year (arguably, the whole population of Cupar and area), would remove stigma about accessing help through the multi-use hub, and removes rural transport barriers by providing local assistance in the centre of Cupar.

The project also offers solutions to issues in the Plan4Fife through addressing family poverty and food insecurity, enhancing local training provision, improving local health outcomes and delivering much needed town centre regeneration in Cupar. With any surplus income generated, CDT would be able to pursue more projects that address the issues raised in the Community Action Plan.

In terms of the **welfare uses**, we are investigating the following possible uses within the Food Station hub:

- An expanded Cupar Foodbank with additional meeting rooms.
- An expanded Cupar Community Larder to alleviate food insecurity.
- A GP referral scheme where patients could be prescribed free weekly fresh vegetable boxes.
- A young persons' catering training scheme.
- Subsidised event space for community groups.
- Mental health support through Cupar Well.
- The possibility of including a banking hub if the last bank in town were to pull out of Cupar (Nationwide).

The **enterprise/revenue generating uses** we are investigating for the Food Station hub include:

- An artisanal retail food hall for local and national producers to market their products to support community wealth building and CDT income.
- Outdoor and indoor event space for weddings etc
- A whisky tourism centre representing all the Fife distilleries
- Commercial catering kitchens
- Secure parking

- Container storage (there is an additional car park on Waterend Road as part of the titles)

Critically, it is intended that this project will be financially self-sustaining once up and running. Revenue from potential enterprise uses will be used to support the welfare uses, and we are confident that sufficient revenue will be generated to manage the Food Station grant-free in the future. We will not proceed unless the full business case confirms viability. Once up and running, Food Station profits would be used to allow CDT to continue to employ our Community Development staff and to fund new community benefit projects within Cupar and District identified in our Community Action Plan.

2. Progress to date

N.B. It should be noted that CDT has secured staff funding for 2 part time staff (totalling £42k to work on action plan and the Cupar Food Station project for the 12 months from April 2024 to March 2025; and a further £37.5k has been earmarked by DTAS for the next 12 months, subject to Scottish Government confirmation. This has been through a Scottish Government Strengthening Communities Programme award.

Following the formation of a Food Station project Working Group in June 2024 and the production of a Scoping Paper in October 2024, we have now commenced the initial stages of project research. This has involved CDT staff conducting stakeholder interviews and researching potential enterprising uses for the site. Members of the Working Group have been assisting through provision of professional expertise. This information is being compiled into an Interim Report which will provide the baseline for the OBC.

In late February 2025, the Trustees of CDT realised that the scale and complexity of the project required professional support to take the project to the next stage, and the decision was taken to contract an external consultant with significant expertise in this field. Following consultation, the firm MKA Economics were selected. MKA Economics will now conduct an Outline Business Case (OBC) for all the potential usage scenarios on the building, based on the information in our Interim Report, assess viability and recommend the way forward.

CDT's Development Officer was tasked with obtaining funding for professional fees for the feasibility stage of the project. We have been successful in several grant applications so far (awarded by Fife Council's Local Community Planning Budget, Fife Rural Development Fund, Royal Society of Edinburgh, the Russel Trust, Benefact Group). The combined total of successful grants has allowed us to conduct a full valuation and condition survey on the building and external areas; and also to fund the full OBC mentioned above.

CDT has also investigated the Right to Buy process with assistance from the DTAS Community Ownership Team and compiled an information document with details of potential capital grant funders for purchase and refurbishment. Our Development Officer will start to make those applications as soon as the surveys and OBC have been completed. Our project plans incorporate a 3-month period for outcomes of these applications.

CDT would like to emphasise that, should the OBC not prove viability as is hoped, we will reimburse Fife Council for any awarded grant funds for legal fees and the Technical Study.

3. Project Timeline/ Plan

- **January - March 2025**

CDT staff and volunteers from the Working Group contacted a number of stakeholders to discuss their requirements and areas of potential collaboration. Research conducted on potential enterprise aspects such as container storage, commercial catering kitchens, whisky visitor centre etc. Obtained quotes for business case by specialist firm and valuation/schedule of condition. Started fundraising efforts. (*Staff time and expenses funded through our current SCP award*)

- **March 2025**

CDT staff and Board to compile an Interim Report summarising all research and stakeholder meetings to date ready for Outline Business Case (OBC). Obtained quotes for legal advice and technical survey. (*Staff time and expenses funded through our current SCP award*)

- **19th March 2025**

Market valuation survey to take place. On advice from the Working Group, CDT also commissioned an additional Schedule of Condition report and drone survey, which will list indicative repair costs for any defects found during the survey. Cost £6,800 +VAT. (*grant funding already secured*)

- **April 2025- June 2025**

Professional external consultant MKA Economics to produce an Outline Business Case (OBC) report based on the Interim Report and with input from the survey/valuation and external specialists such as architect and a food production consultant. Cost £10,000 +VAT (*grant funding already secured*)

- **July 2025 – September 2025**

If the OBC proves full viability, CDT to enter into legal negotiations with owner. Current thinking is that this is likely to be a long-term lease (with break points at years 3 and 5) with option to purchase at the end. Negotiations over tenants' improvements and state of building at termination of lease would be necessary. Indicative cost £6K +VAT + outlays (*grant funding sought from Fife Council Local Community Planning Budget*).

- **July 2025 – September 2025**

If the OBC proves full viability we will commission a Technical Study from an architectural firm. This will look at various issues such as flood risk and mitigation, planning consents and indicative renovation costs depending on the final agreed uses as outlined in the OBC. The Working Group have advised the Board that thorough preparation at this stage, through both a technical study and the OBC, will result in a much smoother process during to the refurbishment stages. A local architect has advised the Working Group that the "going rate" for this would be approximately £10K+VAT. We have therefore decided that the best course of action would be to advertise a brief with a set fee for competitive tender and choose a suitably experienced candidate (*grant funding sought from Fife Council Local Community Planning Budget*).

- **September 2025 – December 2025**

CDT Development Officer to concentrate on grant fundraising applications for refurbishment. A list of potential sources has already been compiled. The OBC and Technical Study will be essential for this. (*grant funding for staff time secured as SCP extension*)

- **January 2025 - February 2025**

CDT Board to review available funds and to make decisions on refurbishments. CDT staff to make preparations with Food Station tenant organisations (Food Bank, enterprise uses etc). A phased approach to start-up is likely to be most effective and manageable: CDT Board to consider arrangements. (*grant funding for staff time secured as SCP extension*).

- **March 2025 – July 2025**

Refurbishment commences. (*CDT Development Officer to act as Project Manager, with Board supervision*)

N.B. It should be noted that we will only proceed with the last five steps if the OBC proves financial viability.

4. Details of Project Funding

a) Cupar Food Station project - Grants **secured for CDT staff funding and core running costs to provide project management and administration:**

Awarding body	Sum awarded
Strengthening Communities Programme Grant award by DTAS and funded by the Scottish Government 12 months period April 2024- March 2025	£42,000
Strengthening Communities Programme Grant award by DTAS and funded by the Scottish Government 12 month extension April 2025-March 2026 (***awaiting confirmation from the SG***)	£37,500
Total	£79,500

b) Cupar Food Station Project - Grants **secured for the preparation/feasibility stage, includes surveys and Outline Business Case preparation costs**

Awarding body	Sum awarded
Fife Rural Development Fund	£7,200
Royal Society of Edinburgh Healthy Planet Healthy People Community Led Award	£5,000
Local Community Planning Budget	£4,999
The Russell Trust	£1,000
Benefact Group	£1,000
Total	£19,199

This sum was supplemented from our general reserves to cover the £6,800 +VAT required for market valuation Survey and Schedule of Condition and the £10,000+VAT required for the Outline Business Case (£20,160 total).

c) Cupar Food Station Project - Grants **applied for towards the Legal fees and Technical Study report**

Awarding body	Sum requested
Fife Council Local Community Planning Budget	£9,600
Fife Council North East Fife Area Common Good Fund	£9,600
Total	£19,200

£1,000 from our general reserves will be ring fenced to cover the estimated £1,000 for legal “outlays”.

d) Cupar Food Station Project - Grants **applied for towards refurbishment fund pot for project**

Awarding body	Amount requested
National Lottery - UK Connectors Trailblazers	£20,000
The Cruden Foundation	£20,000
Meikle Foundation	£2,500
Grants for Good/Matthew Good Foundation	£5,000
Hugh Fraser Foundation	£5,100
David William Traill Cargill Fund	£5,000
Truemark Trust	This fund asks not to request a specified amount – the Truemark Trust award a sum depending on need and project
Total	> £57,600

COMMON GOOD APPLICATION - FINANCIAL EVALUATION FORM

Amount of Grant

£9,600

Grant Applicant

Cupar Development Trust

Contact Name

Anja Armstrong, Development Officer

Address

Description of Project

The Cupar Food Station project derives from our Community Action Plan (2023) and aims to create a new food-themed enterprise and welfare hub in Ferguson Square, Cupar. Subject to further analysis, we plan to host the following welfare uses within the hub, which would benefit all

Period of Accounts

2024/23

Application Number NEF129

1. One off Project

No

2. Information available from the Annual Accounts

Income & Expenditure/Receipts & Payments Account

Yes

Statement of Balances/Balance Sheet

Yes

Accounts Audited/Independent Examiner

Yes

Deficit or Surplus

Surplus

as % of Total Expenditure

13.18%

Have Funds at end of year increased

Yes

If so, what is percentage increase on previous year

36.37%

Organisations Annual Income

£66,470

Organisations Annual Expenditure

£58,731

Expenditure items appropriate

Yes

3. Comments from Evaluation of Accounts

4. Funding Breakdown

Detailed Breakdown of costs provided

Yes

Detailed Breakdown of Funding Income provided

Yes

Income raised/applied for		£
Current Application		9,600 Common Good
Income raised	Funding for staff salaries for project management and administration of the Food Station Project (April 2024 - March 2026).	79,500
	Funding for professional surveys/valuation and Outline Business Case prepared by a specialist external firm.	19,199
Other Grants		
Others		
Total Income		108,299
	Legal fees for negotiating the lease/purchase. CDT will contribute any "outlays" (please see screenshot of quote) up to £1,000 from reserves.	
		7,200
	Technical study by architect and quantity surveyor. We have been advised that the indicative cost is £10K +VAT, and have decided to advertise a tender brief with this set fee, then to select an appropriate candidate based on experience.	
		12,000
Total Expenditure		19,200

5. Financial Monitoring Information

Funds Available	£	Monitoring Statement
IN YEAR ESTIMATE 25/26	20,506	
APPLICATIONS PENDING APPROV	0	
UNCOMMITTED REVENUE BALAN	53,568	
Total Funds Available	74,074	

6. Comments

Funding available to support this application

Prepared By

S Mitchell

Finance Assitant

30/04/2025

Checked By

E Hodgson

15/05/2025

Designation

Accountant

Date

18 June 2025

Agenda Item No. 7

Application for Funding From St Andrews Common Good Fund – St Andrews Burgh Chambers Chair Refurbishment

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward 20

Purpose

To seek approval from the Area Committee for a contribution from the St Andrews Common Good Fund.

Recommendation(s)

The Area Committee is asked to agree an allocation of £14,637 for cost of replacement chairs.

Resource Implications

There is sufficient funding available in the St Andrews Common Good Fund for 2025-26 should this contribution be agreed

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

Ward 18 members have been consulted and are supportive of the application.

1.0 Background

- 1.1 The criteria for spend from the Common Good Fund requires authorisation from the Area Committee before amounts over £5,000 can be committed.
- 1.2 This report is to seek agreement from this Area Committee for a contribution from the St Andrews Common Good Fund

2.0 Details

- 2.1 St Andrews Town Hall Burgh Chambers is a Common Good asset, which is used extensively as a venue for public and private events.
- 2.2 £152,00 has been invested in works within St Andrews Town Hall Burgh Chambers, supported by service capital budgets. This work follows on from the other recently concluded works within the main part of St Andrews Town Hall. The previous refurbishment work within the building dates to the 1960's.
- 2.3 The Burgh Chambers work focussed on building compliance, in particular internal electrical compliance requirements. In addition to this, the entrance foyer and the Burgh Chambers have been upgraded and decorated in a manner sympathetic to the venue. The Burgh Chambers areas is heavily utilised for weddings and community activities such as the Heyday's group. The refurbishment works have also created a storage space for the local community council, who also utilise the facility.
- 2.4 The facility is home to a number of common good artefacts which have been in storage for the duration of the works, these are due to be returned to the venue from Easter 2025 onwards.
- 2.5 The three main feature chairs have recently been re-upholstered with Aston 105 indigo upholstery, this matches the new curtains which have been hung. The current remaining furniture is a mixed assortment of red upholstered furniture which in the main is beyond economical use or repair.
- 2.6 The final stage of the refurbishment is to replace the chairs within the Burgh Chambers. This would consist of 70 Myah chairs in Aston 105 Indigo & Heligan 706 Latter – 10 with arms and 60 without.
- 2.7 The estimated cost from local supplier Matrix Fife is £14,636.91. 100% of the cost is being sought.
- 2.8 Ward 18 elected members and the Royal Burgh of St Andrews Community Council are in support of the application.

3.0 Conclusions

- 3.1 The award of the monies required for the replacement of the chairs will complete the extensive refurbishment works carried out at the Burgh Chambers in St Andrews.

- 3.2 The application meets the criteria for Common Good funding and there are sufficient funds available.

List of Appendices:

- 1 Financial Evaluation Form

Report Contact

Kirstie Freeman
Community Manager
County Buildings, Cupar
Tel: 03451 555555 ext 446149
Email: Kirstie.Freeman@fife.gov.uk

COMMON GOOD APPLICATION -FINANCIAL EVALUATION FORM

Amount of Grant

£14,637

Application Number

NEF128

Grant Applicant

DARYL KEDDIE (FIFE COUNCIL)

Contact Name
AddressBUCKHAVEN BURGH CHAMBERS
BUCKHAVEN
FIFE

Description of Project

ST ANDREWS TOWN HALL - BURGH CHAMBERS SEATING

Period of Accounts

N/A

1. One off Project

Yes

2. Information available from the Annual Accounts

Income & Expenditure/Receipts & Payments Account

No

Statement of Balances/Balance Sheet

No

Accounts Audited/Independent Examiner

No

Deficit or Surplus
as % of Total ExpenditureSurplus
#DIV/0!Have Funds at end of year increased
If so, what is percentage increase on previous year

Organisations Annual Income

Organisations Annual Expenditure

Expenditure items appropriate

3. Comments from Evaluation of Accounts

NO ACCOUNTS WITH IT BEING FIFE COUNCIL

4. Funding Breakdown

Detailed Breakdown of costs provided
Detailed Breakdown of Funding Income provided

Yes

Yes

Income raised/applied for

Current Application

£
14,637 Common Good

Income raised

Other Grants

Others

152,000 Service Capital Budget

Total Income

166,637

Total Expenditure

166,637

5. Financial Monitoring Information

Funds Available	£	Monitoring Statement
IN YEAR ESTIMATE 24/25	55,299	
APPLICATIONS PENDING APPRO	0	
UNCOMMITTED REVENUE BALAN	214,206	
Total Funds Available	269,505	

6. Comments

Funding Available should you wish to support it,

Prepared By

J. DUNCAN

21/04/2025

Checked By

E Hodgson

25/05/2025

Designation

Accountant

Date

18 June 2025

Agenda Item No. 8

North East Fife Area Local Community and Community Learning and Development (CLD) Plans

Report by: Paul Vaughan

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

Purpose

To provide an annual update to members on the progress of the North East Fife Local Community Plan and Community Learning and Development Plan.

Recommendation(s)

The committee are asked to

- (1) Note the local area progress in both plans to deliver outcomes to meet the identified priorities
- (2) Consider work to date and assist officers in identifying any gaps in the delivery on community-based need

Resource Implications

Local Community Planning (LCP) activities are funded through various sources, including the Local Community Planning Budget, Service and Partner budgets, and external funding. Partners also contribute to the delivery of the LCP by developing targeted projects and initiatives. Spending from the Community Renewal Fund has been aligned to support the Local Community Plan priorities.

Legal & Risk Implications

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

Impact Assessment

An equality impact assessment is not required for this report

Consultation

Regular People and Place Leadership Group meetings have been facilitated throughout the year to support the review of the Local Community Plan. Ongoing partner and community consultation and engagement have been facilitated throughout the project developments, to support the ambitions, outcomes, and local actions. The Community Learning and Development plan has continuous review with partners through NEF youth

and adult partnership groups and engagement with local communities through ongoing work.

1.0 Background

- 1.1 At North East area committee on the 23rd February 2023 the Local Community Plan was presented and approved. The revised plan for 2023 to 2026 is in line with the Council's recovery and renewal priorities, with a focus on identifying the improvements and shifts in approach that are needed in the area. The plan contains 8 key areas of focus, each with details from the 2022 strategic assessment, outcomes, and actions attached to them.
- 1.2 The refreshed Fife Community Learning Plan 2024-27 was presented to elected members in a briefing in November 2024 to inform elected members and to outline the approach taken for developing actions for Year One of the plan.
- 1.3 The CLD Plan supports the Plan for Fife by contributing to two main themes:
 - Improved life chances through learning, personal development, and active citizenship.
 - Stronger, more resilient, supportive, influential, and inclusive communities.
- 1.4 Actions in year one included the development of refreshed area CLD delivery plans across all seven areas and the link to the North East Fife delivery plan can be found at the end of this report.
- 1.5 This report provides annual progress against both plans. Through regular reporting at ward meetings, Councillors are provided with ongoing details and discussion of progress.

2.0 Progress

Local Community Plan

Area Recovery Priority Theme 1 – Anti-poverty

- 2.1 The North East Fife Anti-Poverty update was presented to the committee on 23 April 2025 – this report contained detailed information on the areas of focus in food insecurity, family support, cost of living/crisis support, access to services, income maximisation, climate crisis, social isolation & mental health, and lived experience. Ongoing updates of progress will continue through local ward meetings, and the People and Place Leadership groups.
- 2.1.1 Local investment from the Community Recovery Fund has enabled the extension of temporary contracts of Project Assistants with direct experience who are focused on community engagement in local ward areas to promote and support the anti-poverty work being carried out across the area. The focus is providing support to council officers to ensure we are reaching those who are most in need and engaging locally to provide the correct models of wraparound support in North East Fife, as well as supporting the delivery of strategic outcomes and the facilitation of the Rural poverty Conference.

- 2.1.2 Support the development of the community food network (pantries/fridges/larders) and expansion to incorporate local food growers for longer-term sustainable food supply has included investment from the Community Recovery Fund to offer growing grants to local community groups. The Community Food Development Worker continues to support community groups to deliver food projects across NEF.
- 2.1.3 Work continues to make communities aware of the anti-poverty support available to them in local areas. The 'anti-poverty minimum offer' is maintained across all of North East Fife, with support being provided to local groups to deliver this. Welfare Support Assistants continue to develop outreach drop in sessions within communities alongside partners.
- 2.1.4 Financial inclusion initiatives for those most isolated within rural communities continue to be developed. Kingdom Community Bank have been engaging with communities in St Monans, and more recently Crail to educate communities on reedit unions and financial resilience and have seen a 16% increase in membership during the period October to March. All partnership operated holiday camps delivered in community use venues support a minimum of 15% protected places provision, with places allocated through referrals to Active Schools Co-ordinators.

Area Recovery Theme 2 – Mental Health and Social Isolation

- 2.2 Local investment from the Community Recovery Fund has supported local voluntary organisations to increase staffing and volunteer support for befriending.
- 2.2.1 The NEF Health and Social Care Partnership Locality Action Plan aligns with the NEF Local Community Plan.
- 2.2.2 A six month test of change for North East Fife commenced in March 2025, examining how services work better together in North East Fife. An evaluation will be presented to the Mental Health and Wellbeing in Primary Care and Community Setting's Programme Board in September 2025.
- 2.2.3 The Community Chest Fund funded 9 projects across North East Fife in 2024 for unpaid carers to improve their health and wellbeing.
- 2.2.4 The Reducing Health inequalities Collaborative Working Group was established in October 2024, focussing on social isolation and loneliness.

Area Recovery Theme 3 – Digital Inclusion

- 2.3 Local investment from the Community Recovery Fund and the local community planning budget allowed Cupar Now to extend its Wi-Fi network to deliver improved connectivity for the community, doubling the area of network coverage. In addition, a number of halls and Community Use venues now have free public access Wi-Fi provision across North East Fife; St Andrews Town Hall, Victory Memorial Hall, Gregory Hall, Blyth Hall, St Monans Town Hall, Cupar Corn Exchange, Waid Academy Community Use and Madras College Community Use.
- 2.3.1 Digital skills classes are available across Job Clubs and with Adult Basic Education. Promotion of classes is increased through outreach connections to local groups.

Area Recovery Theme 4 – Affordable Housing

- 2.4 Two new developments at Springfield have now been handed over to Fife Council and allocated. A further two sites at Strathkinness and Newburgh are ongoing, and will deliver 15 And 34 properties respectively. Fife Council Housing service in NE continues to work closely with partners at the People and Place leadership groups to ensure tenants receive tenancy assistance and are signposted/referred to support services where required. Councillors are kept up to date on housing progress at local ward meetings. Housing Options Officers continue to work towards maximising transfer chains, in turn increasing allocations to homeless applicants. Officers continue to offer advice and guidance to anyone threatened with homelessness and offer practical support where appropriate to retain their accommodation.
- 2.4.1 A total of 12 Local Place Plans (LPP's) have been submitted by North East Fife communities. Communities were also invited to take part in a 'Call for Sites and Ideas' consultation supporting the development of the Local Development Plan. LPP proposals and information gathered from the Call for sites and Ideas will be considered for inclusion in the Fife Local development Plan, with further consultation taking place in 2026.

Area Recovery Theme 5 – Climate Change

- 2.5 Improving local green space/grassland and changing how we manage our greenspaces to meet community needs and climate change. A number of areas identified have been sown with wildflowers, and engagement is ongoing with other services to identify further areas for both wildflower meadow and tree planting.
- 2.5.1 Engaging local communities in local solutions to reducing waste has included work with community gardens as well as food providers and increased climate-friendly approaches. Links continue to be developed with community gardens, and both Transitions and St Andrews Environmental Network are part of the Food Security and Growing Food Network and have a focus on reuse and recycling.
- 2.5.2 Each Community Use venue (12 across North East Fife) has committed to a minimum of two climate related pledges. Venues support active and sustainable travel options through the provision of information on facility web pages, including information regarding public transport options to get to and from venues across the area.
- 2.5.3 The creation of the Property Flood Resilience Grant provides financial assistance to home and business owners to improve the resilience of their property.

Area Recovery Theme 6 – Transport & Access to Services

- 2.6 Following the review of the local concessionary travel scheme in NEF, Moffat and Williamson tickets are now included and more agencies have become involved this year expanding the reach of the scheme in the area to ensure those most in need can access free transport. The development of the work with the local health and social care partnership has resulted in increased promotion of the patient transport scheme.
- 2.6.1 Continue to work with Transportation to promote the use of the Flexibus in rural locations with limited or no bus services.
- 2.6.2 The Fife Active Travel Strategy and Action Plan have developed a Fife wide aspirational map showing where urban and rural strategic and local routes are desired for cycle and walking. This covers the whole of North East fife. The final draft of the Active Travel Strategy has been completed and is awaiting consideration by Cabinet Committee.

- 2.6.3 In addition to online travel information tools, timetable and journey planning information is available at: 2,000 + bus stops which display the times of buses from individual stops; Five bus stations with stance information, electronic departure screens, timetable leaflets and other travel publications - all bus stations have staffed Stagecoach Travel Shops; 19 railway stations (11 staffed), providing timetable information; St Andrews Tourist Information Centre holds timetable leaflets and other travel publications; Local Council Offices and Libraries hold timetable leaflets and other travel publications; Victoria, St Andrews and Queen Margaret Hospitals, which hold timetable leaflets and other travel publications. More information is available on the Travel Fife website.
- 2.6.4 Fife Council support the St Andrews Rail project to reopen the St Andrews rail link and the Newburgh Rail Halt which proposes a new rail halt for Newburgh. Support is being provided to partners to deliver the St Andrews Transport Study, and the Newburgh Transport Appraisal.
- 2.6.5 Fife Council Electric Vehicle Strategy was approved at Cabinet Committee on 10 Oct 2024. This has developed an expansion plan for the Short/Medium/Long Term to increase the eFife Public Charging network across Fife. We are currently developing a contract to appoint a Charge Point Operator to support the existing network and develop the expansion plan.

Area Recovery Theme 7 – Economy and Employability

- 2.7 Areas of activity have included Employer Recruitment Incentives, Fife Job Contract working with private, public and third sector employers in North East Fife to create additional job opportunities for unemployed local residents to achieve a positive employment destination. We continue to monitor skills gaps for example Tourism & engineering and continue to work in collaboration with the Tourism & Skills group.
- 2.7.1 Working in collaboration with Business and Employability colleagues across the Service such as Supported Employment Service to support clients in NE Fife with disabilities, health conditions or mental health issues. Working in partnership with colleagues from Invest in Fife to support and attract business, making NE Fife a better place to work. DYW, Modern & Foundation Apprenticeships along with Entry Level Academy programmes is available to our young people.

Area Recovery Theme 8 – Community Participation

- 2.8 A total of twenty-two volunteers in CLD settings contributed 1237 hours between April 2024 and March 2025. This includes adult volunteers in ABE/ESOL and community-based adult learning and two young volunteers within the youth work service. There has been an increase in adult volunteers in CLD through community food initiatives. A celebration event was held in June 2024 attended by 8 volunteers. Community Use Venues supported 5 new volunteering opportunities, with volunteers supporting centre programmes and activities.
- 2.8.1 Recruitment started for the Rural Voice Panel, with work to commence in May 2025 focussing on the Rural Poverty Conference and the next Rural Poverty Action Plan.
- 2.8.2 A total of four groups in total including St Andrews, Crail, Auchtermuchty and Cupar have been supported with funding from the local community planning budget to support community engagement with local place plans. Fife Council Communities and Neighbourhoods staff have supported the engagement of young people's voices in the Auchtermuchty & Strathmiglo Place Plan and the Cupar Place Plan.

- 2.8.3 Community Use consulted with customers regarding our promotional activities scoring 6.6 out of 10 which was a 16% increase on last year, and regarding recommending CU to a friend scoring 83 out of 100. The feedback from this exercise has assisted us to improve elements of services highlighted by our customers and users. This includes eleven members of our team attending Worldhost Customer Service training.
- 2.8.4 Community Use supported 38,000 attendances at our two CU Schools specific to indoor sports and physical activities, 72,000 attendances at our two CU Schools specific to outdoor sport and physical activities and 115,000 attendances at our network of 10 halls and centres across the area.
- 2.8.5 Community Use venues in the area supported over 350 free or subsidised lets which equates to £41,000 investment in local communities.

3.0 Community Learning and Development (CLD) Plan

- 3.1 The North East Fife (NEF) CLD Year One Action Plan (2024–2025) is structured around several key themes aligned with the broader goals of the Fife CLD Plan. Here's a summary of the main themes and priorities:
- 3.1.1 Opportunities for All focus, ensuring equitable access to education, training, and support.
- Adult Learning: Expanding community-based adult learning (CBAL), digital skills, and literacy/numeracy support.
 - Family Learning: Delivering family learning roadshows and weekly sessions.
 - Wellbeing: Social prescribing and wellbeing-focused CLD activities.
 - Digital Access: Promoting digital inclusion through classes and outreach.
 - Community Capacity Building (CCB): Supporting local planning, governance, and food insecurity initiatives.
- 3.1.2 Youth Work focus: Empowering young people and supporting transitions.
- Recognition and Achievement: Increasing youth awards and celebrating achievements.
 - Transitions: Supporting school partnerships, P7 transitions, and employability programs.
 - Youth Voice: Developing youth voice groups, surveys, and local engagement.
 - Volunteering: Encouraging youth volunteering in CLD settings.
- 3.1.3 Anti-Poverty focus: Tackling rural poverty and improving access to support.
- Welfare Support: Outreach in all five wards and targeted support.
 - Collaboration: Strengthening the Rural Poverty Action Group (RPAG).
 - Cash-First Approaches: Promoting financial wellbeing and local banking solutions.
 - Community Engagement: Establishing a rural voices panel and warm spaces
- 3.1.4 Thriving Places focus, Creating safe, inclusive, and well-served communities.
- ESOL and Integration: Supporting New Scots through ESOL and community engagement.
 - Climate Action: Supporting food growing, community gardens, and STEM activities.
 - Energy Efficiency: Helping voluntary centres improve sustainability.

3.1.5 Community led focus, Empowering communities to shape and deliver services.

- Capacity Building: Supporting voluntary organisations and food providers.
- Mental Health: Promoting wellbeing through local networks.
- Governance and Funding: Helping groups with governance and funding applications.

3.1.6 Inclusive Growth and Jobs focus, Employability: Providing training, placements, and pathway support.

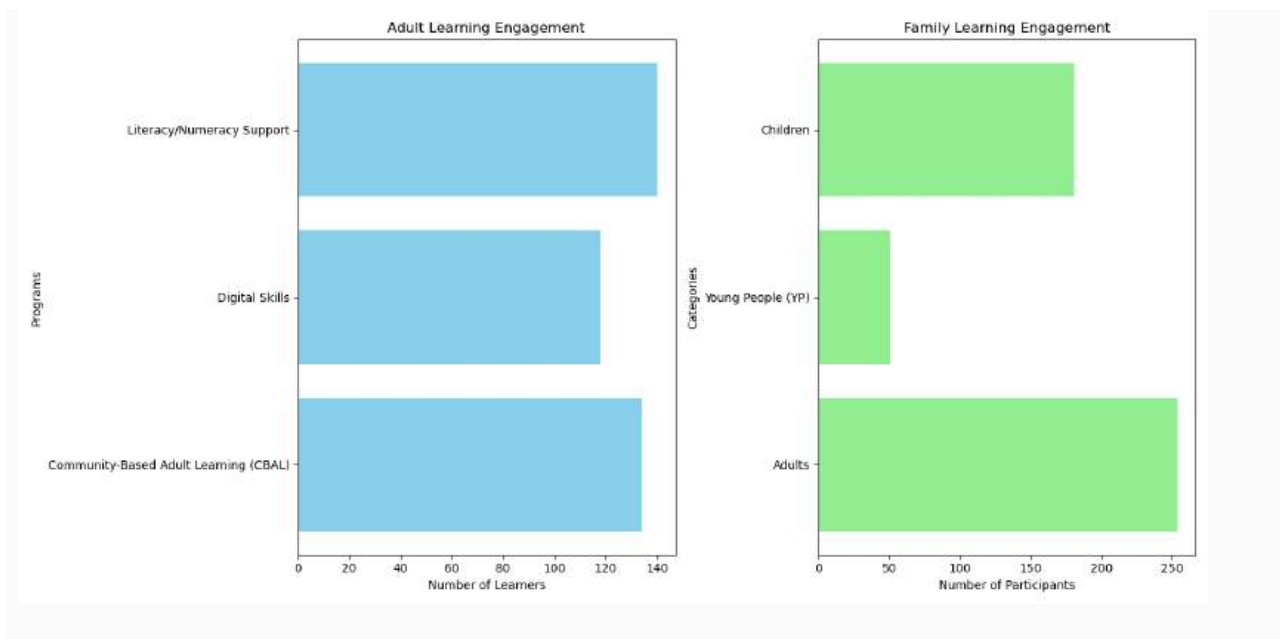
- Volunteering and Placements: Supporting CLD students and volunteers.
- Community Wealth Building: Expanding the “Fife Loves Local” voucher scheme and business engagement.

3.2 Progress against key themes 2024-25

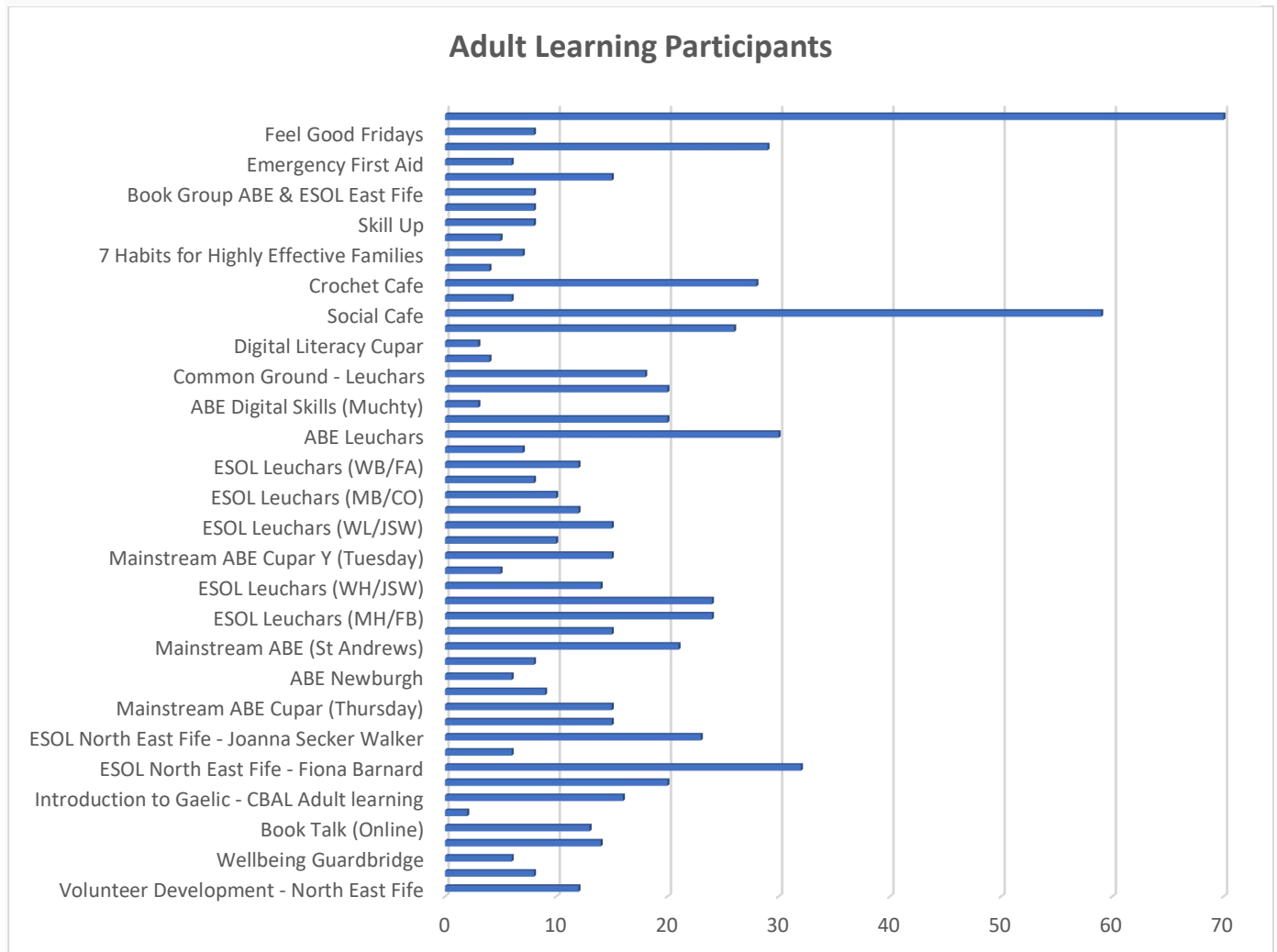
Adult Learning: 134 learners took part in community-based adult learning (CBAL), 118 participated in digital skills, and 140 learners engaged in literacy/numeracy support.

Family Learning: 254 adults, 51 YP and 181 children were recorded in family learning roadshows, family fun and holiday clubs.

Adult and Family Learning Engagement:

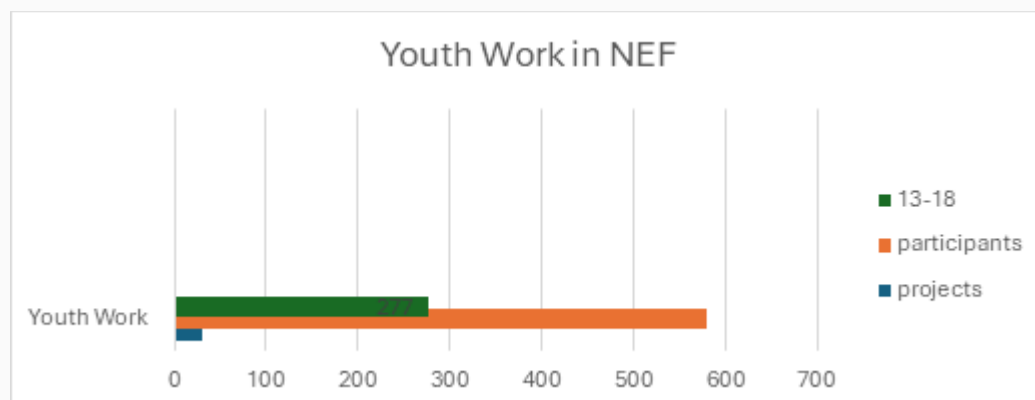


3.2.1 The graph below highlights the range of adult learning courses and the attendances

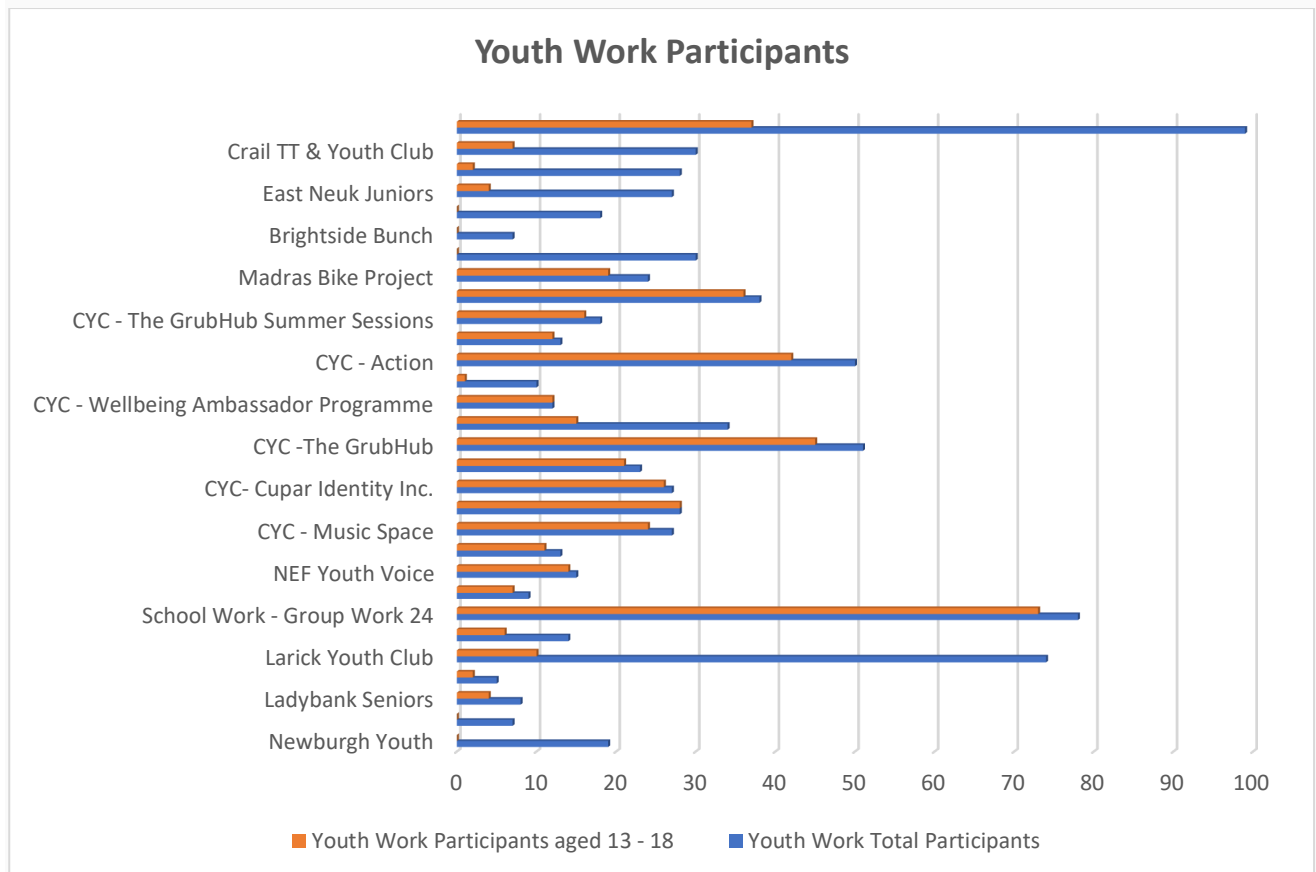


3.3 Youth Work Delivery

The data below shows in the NEF area, there were 30 projects ran across the 5 ward areas during 2024-25, a total of 579 participants attended and of these 277 were in 13-18 age group.



3.3.1 The projects are detailed in the graph below with the attendances



- 3.4 36 young people received awards in 2024-25, 14 gaining 36 different awards supported by the ABE service in the EASYP programme delivered in Cupar Youth Café. The awards achieved were NAT 4 Numeracy, ICT, Responsibilities of Employment, preparing for employment first steps, building own employability skills and the Employability award. A further 3 on this programme achieved the elementary food hygiene award. Ten young people were awarded a Hi5 youth achievement award in Crail and 8 from the Cupar youth café wellbeing ambassadors received a dynamic youth award.
- 3.5 28 young people have engaged in the EASYP programme delivered in partnership with Cupar Youth Cafe, EASYP contributes to Fife's Opportunities for All commitment to engage with young people at risk of not achieving a positive outcome and supporting them to progress to further learning, training and employability.
- 3.6 An overview of the EASYP programme is about the personalised support to engage young people to reach goals, the holistic assistance to allow young people to manage their own personal, family, financial and health circumstances and facilitating participation in training and employability in support that pathway to success.
- 3.7 Highlights from those that participated during 2024-2025, include successful transitions to the Step-In course working with Fife College, who are now delivering Level 5 courses in Cupar. Five young people have been attending these sessions and has led to applications for further study at college in August 2025. Progressions have included one young person attending the Film Academy set up and delivered by Supported Employment Service in Dunfermline. One young person is volunteering with the junior youth group at Cupar YMCA-YWCA.

- 3.8 Youth voice was a target area for 2024, and 14 young people have attended a local project to explore issues through art and creating areas for discussion in the year ahead. The Wellbeing ambassadors recruited 12 young people and have taken part in training and various local community projects in the town supported by Cupar Youth café and the Cupar YMCA/YWCA. Cupar Community Council have given Cupar Youth Café a seat and youth Work staff support young people to attend these meeting monthly to allow young people to engage effectively in advocating for the voice of young people in local community processes.
- 3.8.1 World YMCA Summit Mombasa – Representation from Cupar
Gemma Frail and Nathan Bushnell from Cupar YMCA-YWCA's Youth Café attended this summit in Kenya in late October '24. They led and participated in a range of workshops and shared their youth work experiences here in Cupar. Both have been exploring some of the key learning points and experiences from the summit and working towards areas of work for the year ahead from their experiences.
- 3.9 Anti-poverty welfare engagement
The increase in staff through the Community recovery fund has allowed for regular job clubs across the 5 wards and new outreach drop-ins to be established, this was detailed in the anti-poverty report to area committee on the 25 April 2025. Job clubs saw 1476 attendances by 287 attendees across the 5 ward areas that operate on a weekly basis.
- 3.9.1 The rural poverty action plan partnership has strengthened over the past year with more collaborative work approaches on focused areas of work which was detailed in the above area committee report. Cash-First approaches and the promotion of financial wellbeing and local banking solutions has been a key area of development across rural communities and an evaluation will provide areas of improvement to inform the work for 2025-26.
- 3.10 Thriving places and Community Led Focus
129 learners have been supported by the ESOL team in NEF and key areas of work include 139 attendances at classes with the Afghan community integration in Leuchars. Relationships established with CLD, Link Living, University of St Andrews, FIF, FVA to enable appropriate, community-based learning opportunities to be offered to learners living in that area. ABE IT class for Afghan women ran successfully and several of the men successfully progressed to Dundee and Angus College.
- 3.11 Community Capacity Building (CCB): the community Manager, team manager, policy officer and Community Education Workers provide regular link worker support to the organisations in NEF who receive recurring grants over £10,000. There was further support to a further 36 community groups provided by the CLD team ranging from governance support to help with funding and events. 111 people were engaged at one off community events and 366 have been engaged to influence local community activity.
- 3.12 NEF CLD Engagement Update: Shaping the Future Together
From January to April 2025, the NEF Community Learning and Development (CLD) team actively engaged with adult learners and young people to shape the next phase of our local community learning plan. Here's what we learned:

- 3.13 **Adult Learning Survey Highlights**
88 responses received across all five wards. Top learning interests were:
- Health & Wellbeing
 - First Aid
 - Cooking
 - Budgeting
- 49% of those surveyed told us they prefer in-person learning; 39% are flexible to the use of on-line delivery. Transport costs remain the biggest barrier to participation.
- 3.14 **Youth Survey Insights**
247 young people responded with the majority in aged 12–18 years, over half are already engaged in youth work and local clubs. The survey told us that young people felt that Youth work positively impacted on these key areas:
- Confidence and self-esteem
 - Feeling valued and included
 - Mental and physical wellbeing
 - Access to role models and new opportunities
- 3.15 The youth work supported by the CLD team will use the data from young people to help shape the youth work delivery locally over the coming year and the responses received on areas they are keen to be involved in were:
Mixed fun activities (games, coding, crafts, sports)
Physical health and outdoor activities
Mental health support
Arts and creative sessions
- 3.16 These insights along with further local community engagements will directly inform our planning for 2025-26, ensuring our CLD delivery is responsive, inclusive and community led.

4.0 Conclusions

- 4.1 Positive progress is being made to deliver on the key actions detailed in both plans and Officers will continue to review progress with key partners and communities providing updates to the area committee and at ward meetings.
- 4.2 Delivery in North East Fife will continue to be directed via the People and Place Leadership Groups for the Local Community Plan. The Community Learning and Development Partnerships will continue to be engaged and involved in the delivery of the action plan which is a blend of direct core service delivery of youth work, adult learning, and capacity building alongside valuable partnerships with community organisations, agencies, and other Council Services.

List of Appendices

None.

Background Papers

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

- North East Fife Area Committee 15 February 2023 Agenda Item 17 North East Fife Community Plan 2023-2026:
https://www.fife.gov.uk/_data/assets/pdf_file/0027/447930/Agenda-and-Papers-for-Meeting-of-North-East-Fife-Area-Committee-of-15-February-2023.pdf
- North East Fife Local Community Plan 2023-2026 [NEF-LCP-2023-26.pdf](#)
- North East Fife Area Committee 25 April 2025 Agenda Item 4 North East Fife Anti poverty update 2024-2025:
[Agenda and Papers - North East Fife Area Committee of 23 April 2025](#)
- Community Learning and Development Plan 2024-27 [CLD-plan-2024-final.pdf](#)
- North East Fife Community Learning and Development Plan 2024-25:
<https://our.fife.scot/lets-talk-local/north-east-fife>

Report Contacts

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18 June 2025

Agenda Item No. 9

Gillingshill Nature Reserve - Local Management Group

Report by: Alasdair Rankin, Lead Professional, Property Investment & Development, Economic Development

Wards Affected: Ward 19

Purpose

The report seeks approval from the North East Fife Area Committee to establish a Local Management Group ('LMG') to manage Gillingshill Nature Reserve (as shown on the attached Location Plan under Appendix 1), subject to the conclusion of its proposed sale on the open market. To ensure the retention of its designation as a Nature Reserve, the Council requires to retain an interest in its management, and it is proposed that an LMG will be established. The Council will be represented on the LMG by the Fife Coast and Countryside Trust ('FCCT'). The report provides further details in relation to the proposed Management Agreement and proposed marketing exercise as part of the disposal process.

Recommendation(s)

It is recommended that Committee approve, subject to the conclusion of the sale of Gillingshill Nature Reserve, to establish an LMG in respect of Gillingshill Nature Reserve and to appoint FCCT to represent the Council's interest on the LMG.

Resource Implications

There are no resource implications. FCCT will be appointed to represent the Council's interest on the LMG through the existing Service Level Agreement with the Council at no additional cost.

Legal & Risk Implications

None

In the event of a failure by a new owner to observe the terms of the Management Agreement the Council may require to intervene and undertake works to ensure the proper management of the Nature Reserve.

Impact Assessment

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

Ward 19 members have been consulted on the progress in relation to the proposed disposal of Gillingshill Reservoir and Nature Reserve and specifically in respect of engagement to date with local community groups. The Head of Legal and Democratic Services has been consulted in the preparation of this report.

1.0 Background

- 1.1 A report was submitted to this Committee on 23 April seeking approval to enter into a Management Agreement and to establish a Local Management Group to manage Gillingshill Nature Reserve. Committee agreed to continue consideration of the report to allow officers to provide further information to members in relation to the detail of the draft legal agreement and marketing information.
- 1.2 As stated in the Committee report of 23 April, the Council Executive Team (CET) approved the disposal of three reservoirs, including Gillingshill, Clatto, and Craigluscar Reservoirs, which are currently managed by the Business and Employability Service. Clatto Reservoir has since been sold following an open market disposal process.
- 1.3 Following approval of CET and prior to undertaking the marketing of each of the reservoirs, the Fife Coast and Countryside Trust (FCCT) was approached to confirm whether it would have any interest in assuming the management responsibility for each of the reservoirs. However, FCCT has advised that it would not be able to take on the responsibility of managing the reservoirs.
- 1.4 The Council decided not to proceed to actively market Gillingshill for sale until such time as the local community had been given an opportunity to consider and come forward with a proposal to potentially acquire and manage the reservoir and nature reserve. The Council more recently suggested that the community may want to consider a Community Asset Transfer, but such a proposal was declined. Given over 4 years has now passed, it is now proposed to progress with the disposal of the asset.

2.0 Present Position

- 2.1 As stated in the report of 23 April, a local authority in Scotland can designate a Nature Reserve without owning the land, provided it has a legal interest (for example, ownership, lease, or agreement). In this case, a Management Agreement will be established with the new landowner, and a Local Management Group (LMG) will be formed. The LMG will include the new owner, the Council, and community groups such as Carnbee and Arncroach Community Council and Friends of Gillingshill. However, the Arncroach and Carnbee Community Development Trust declined to participate.

2.2 The Management Agreement will set out the new owner's responsibilities in respect of the Nature Reserve and will require the owner to be a member of the LMG. The Management Agreement will be signed by the new owner and the Council and will include provision for the establishment of an LMG and preparation of a Management Plan. The LMG will operate in accordance with the objectives and management policies stated in a Management Plan (to be further agreed by the LMG). The LMG will regularly review and update the Management Plan. The Management Plan cannot be agreed until the disposal of the Nature Reserve has been concluded, and the new owner has secured title.

2.3 Subject to approval to enter into a Management Agreement and to establish an LMG it is intended to proceed with the marketing and disposal of the Nature Reserve.

2.4 The following sets out a summary of the principal objectives and key terms of the draft Management Agreement:

i) Nature Reserve Designation

The Council has declared the Reserve as a Nature Reserve under Section 19 of the National Parks and Access to the Countryside Act, 1949. This designation ensures the protection and conservation of the natural environment within the Reserve.

ii) Management Responsibilities

The new owner will be responsible for managing the reservoir in accordance with the Reservoirs (Scotland) Act 2011. This includes ensuring the safety and maintenance of the reservoir infrastructure. The Management Committee, comprising the Proprietors, Fife Council, Fife Coast and Countryside Trust, Friends of Gillingshill, and Carnbee and Arncroach Community Council, will oversee the management of the Reserve. The committee will regularly review and update the Management Plan to ensure effective management and conservation practices.

iii) Access Rights

The Council and authorized parties will have pedestrian and vehicular access to the Reserve for management, study, and research purposes, subject to the owner's approval.

This provision ensures that necessary activities for the upkeep and study of the Reserve can be carried out without hindrance.

iv) Works and Developments

The owners must obtain prior written consent from the Management Committee for any works on the Reserve. This ensures that any developments or changes within the Reserve are carefully considered and approved to maintain its ecological integrity. The Council and Management Committee can execute necessary works for the proper management of the Reserve.

This provision allows for proactive management and maintenance activities to be undertaken to ensure the Reserve is protected in terms of its ecology and management.

v) Financial Responsibilities

The Council will not be liable for any costs associated with the maintenance, repair, or renewal of the Nature Reserve.

This clause clarifies that the financial burden of managing the Reserve, which includes the reservoir, falls on the new owner, ensuring that the Council's resources are not impacted.

2.5 The following sets out a summary of the proposed marketing procedure:

- i) It is proposed that the subjects will be marketed for sale on the open market through external agents who have the experience of the disposal of similar rural assets. At this stage it is not known the nature and level of potential demand that will be forthcoming. The subjects are not allocated for any specific use on the Local Development Plan. It is therefore unlikely that the subjects would be suitable for any significant development particularly given the status of the subjects as a Nature Reserve. However, it may be expected that prospective purchasers could comprise, for example, local landowners who may be interested in securing subjects for the purposes of water abstraction and irrigation.
- ii) It would be expected that the subjects would be marketed for a reasonable period and that would be for at least a period of months. Prospective purchasers will be invited to submit expressions of interest setting out their proposals. Any proposal will be evaluated having regard to the nature of any proposal, commercial terms including price, confirmation of their willingness to enter into the proposed draft Management Agreement, financial status including any proof of funding for any proposal, any suspensive conditions of purchase as well as associated timescales for purification of such conditions.
- iii) Subject to the level of demand from prospective purchasers it may be decided to set a closing date at which time formal offers will be invited and any offer received will be evaluated based on the general criteria set out above. Following such an evaluation a preferred purchaser will be identified, and officers will consult with local Ward Members in the normal manner in accordance with the List of Officer Powers. It would not be expected that the price for the disposal of the subjects will exceed the delegated threshold requiring approval of the Council's Cabinet Committee.

3.0 Conclusions

- 3.1 The terms of the draft Management Agreement have been prepared by the Head of Legal and Democratic Services and it is intended that any prospective purchasers will be obliged to enter into that agreement on the same or similar terms all to the satisfaction of the Head of Legal and Democratic Services.

- 3.2 It is proposed to proceed with the marketing of the Gillingshill Reservoir and Nature Reserve and, subject to receiving an acceptable offer and identification of a preferred purchaser, it would be proposed to consult local Members in accordance with the List of Officer Powers.
- 3.3 As set out under Recommendations approval is sought to establish an LMG subject to concluding the disposal of the subjects.

List of Appendices

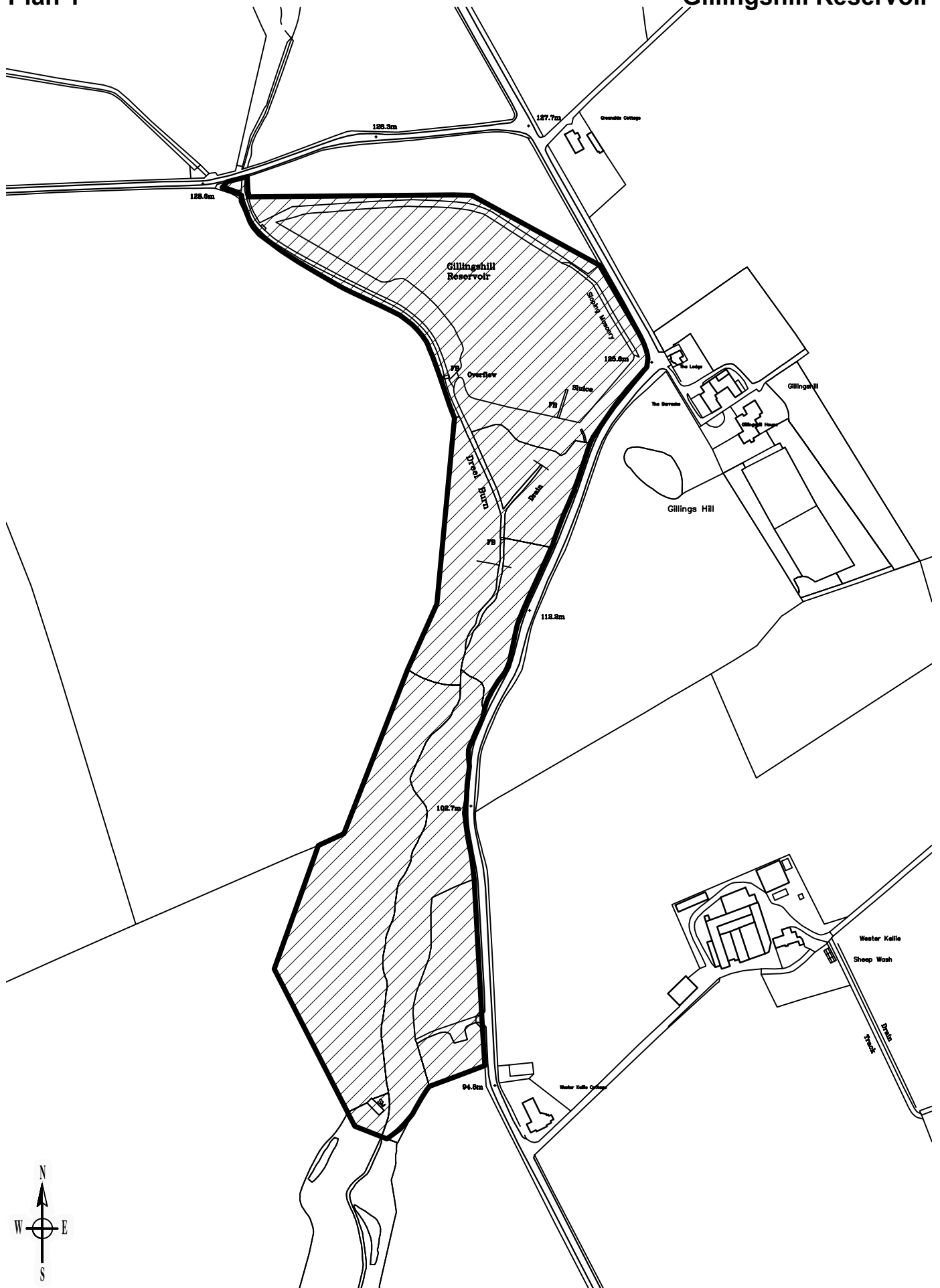
1. Location Plan

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Plan 1

Gillingshill Reservoir



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18 June 2025

Agenda Item No. 10

South Street St Andrews – Street Layout

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

Wards Affected: 18

Purpose

The purpose of this report is to allow Committee to consider proposals to amend various parking restrictions in St Andrews town centre.

Recommendation(s)

It is recommended, in the interests of traffic management, that Committee:

- 1) agrees to the promotion of a Traffic Regulation Order (TRO) to amend various parking restrictions as detailed in drawing nos. TRO25_18-Layout1 - 4 (Appendices 1 – 4); and
- 2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets.

The cost for installation of the five footway extensions is estimated at approximately £550,000. This will be funded from Active Travel Infrastructure Fund tier 1 funding received from Transport Scotland.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment.

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

Consultation

Fife Council's Planning, Finance and Legal Services have been consulted in preparing this report.

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

1.0 Background

- 1.1 At the meeting of the North East Fife Area Committee on 26 April 2023 (2023 NEFAC 24 para.67 refers), Committee agreed that the five current footway extensions in South St, St Andrews should be retained. Council officers have since advanced design work to convert these from temporary installations to permanent footway buildouts. The associated planning consent for permanent buildouts was granted on 12 March 2025 by the North East Planning Committee. (2025 NEPC 97 Para 225-229 refers)

2.0 Issues and options

- 2.1 The proposed new street layout for South Street will comprise five existing footway buildouts, additional disabled parking bays, new loading bays and a new zebra crossing. Vehicles have been observed parking next to the current footway buildouts, obstructing the eastbound traffic lane. This driver behaviour has also attracted a number of concerns and complaints. Therefore 'no waiting, no loading' restrictions are proposed for these areas. The proposed Traffic Regulation Order also makes provision for the loading bays and the disabled bays. These are described below and separated into areas as shown in the Appendices.
- 2.2 No loading – No waiting restriction and disabled bay to Drawing No. TRO25_18-Layout1 (appendix 1). This will have the effect of revoking the TRO for the pay and display parking bays put out of use by the build-out construction.
- 2.3 No loading – No waiting restriction and disabled bay to Drawing No. TRO25_18-Layout2 (appendix 2). This will have the effect of revoking the TRO for the pay and display parking bays put out of use by the build-out construction.
- 2.4 No loading – No waiting restriction, disabled bay and loading bay to Drawing No. TRO25_18-Layout3 (appendix 3). This will have the effect of revoking the TRO for the pay and display parking bays put out of use by the build-out construction.
- 2.5 No loading – No waiting restriction, disabled bay and loading bay to Drawing No. TRO25_18-Layout4 (appendix 4). This will have the effect of revoking the TRO for the pay and display parking bays put out of use by the build-out construction.

3.0 Conclusions

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

List of Appendices

1. Drawing No. TRO25_18-Layout1
2. Drawing No. TRO25_18-Layout2
3. Drawing No. TRO25_18-Layout3
4. Drawing No. TRO25_18-Layout4

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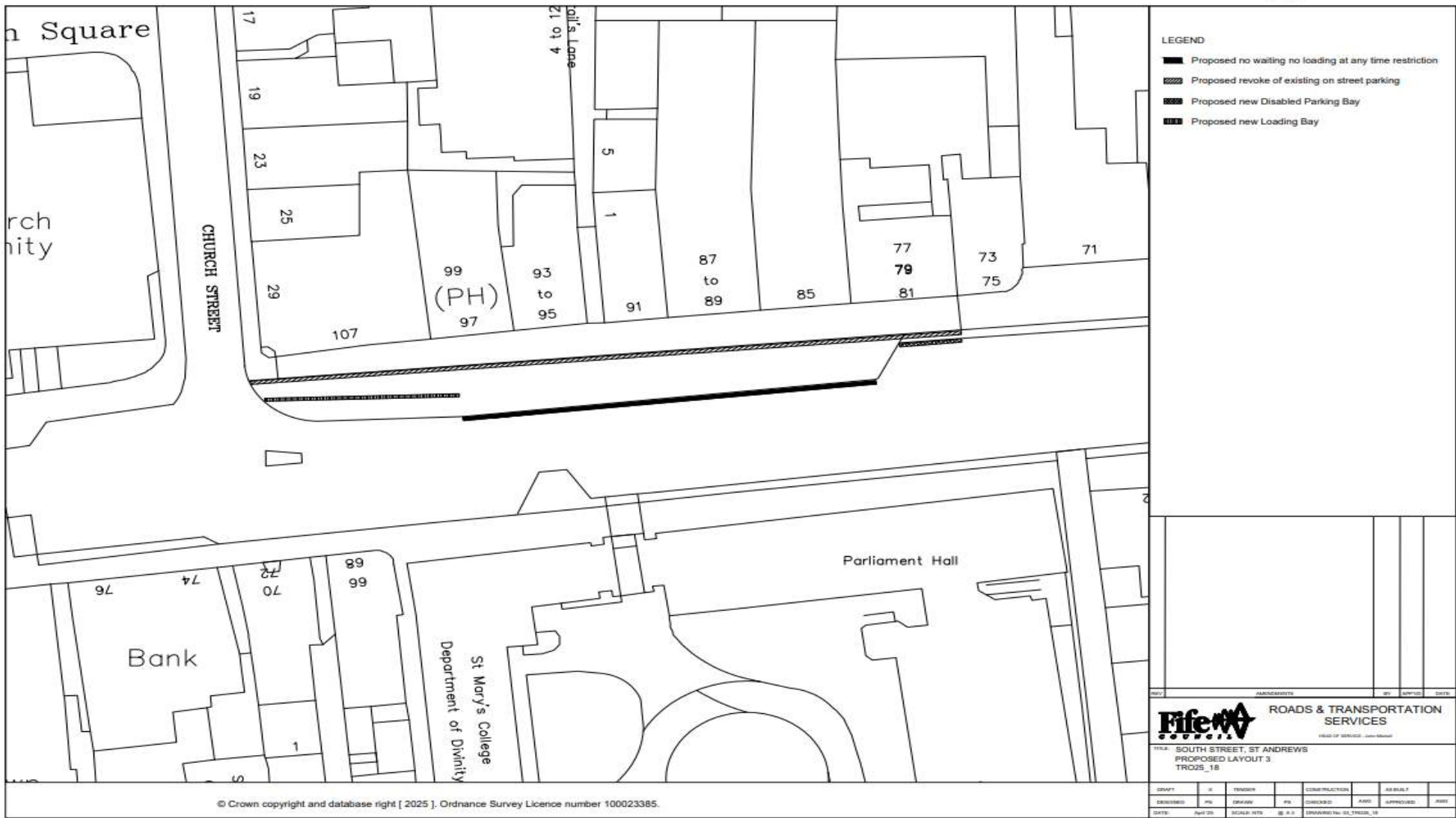
Appendix 1 - Drawing No. TRO25_18-Layout1



Appendix 2 - Drawing No. TRO25_18-Layout2



Appendix 3 - Drawing No. TRO25_18-Layout3



Appendix 4 - Drawing No. TRO25_18-Layout4



18 June 2025

Agenda Item No. 11

Proposed Limited Waiting Restriction: High Street, Elie

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

Wards Affected: Ward No. 19 – East Neuk and Landward

Purpose

The purpose of this report is to allow the North East Fife Area Committee to consider a proposal to introduce a limited waiting parking restriction at High Street, Elie.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO25_27 (Appendix 1) with all ancillary procedures;
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections; and
- (3) agrees to revoke the TRO for the redundant no waiting at any time order for Park Place.

Resource Implications

The cost to formally promote this TRO will be approximately £2,500, which covers Roads and Transportation Services' and Legal Services' staff costs, advertising, and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

The local Ward Councillors, Elie and Earlsferry Community Council, Parking Management team and Police Scotland have been consulted.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available on Fife Council's website.

1.0 Background

- 1.1 High Street, Elie has a combination of shops and residential properties, with a church on the north side. On street parking is available, with marked bays predominantly on the south side.
- 1.2 Parking can be in very high demand, especially during holiday periods and/or during warm weather, when the beach attracts many visitors, often parking for long duration.

2.0 Issues and Options

- 2.1 Elie and Earlsferry Community Council requested that we investigate implementing a limited waiting restriction for the parking bays outside the shops at no's 42-50 High Street. The shop proprietors report difficulty with parking for their customers due to long duration usage of the parking bays. A parking survey was carried out to confirm this.
- 2.2 We would therefore propose the promotion of a limited waiting parking restriction for Monday to Saturday, 9am to 6pm. Limited time 1 hour, with no return within 1 hour. This would be applied to the six parking bays outside the location as above. The disabled bay would be unaffected.
- 2.3 We would also propose to revoke the TRO for the no waiting at any time restriction in Park Place, as indicated on drawing no. TRO25_28 (appendix 2). The double yellow lines no longer exist, as they were removed to allow the pedestrian crossing to be installed. However, the TRO remains in place and now requires to be revoked.

3.0 Conclusions

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

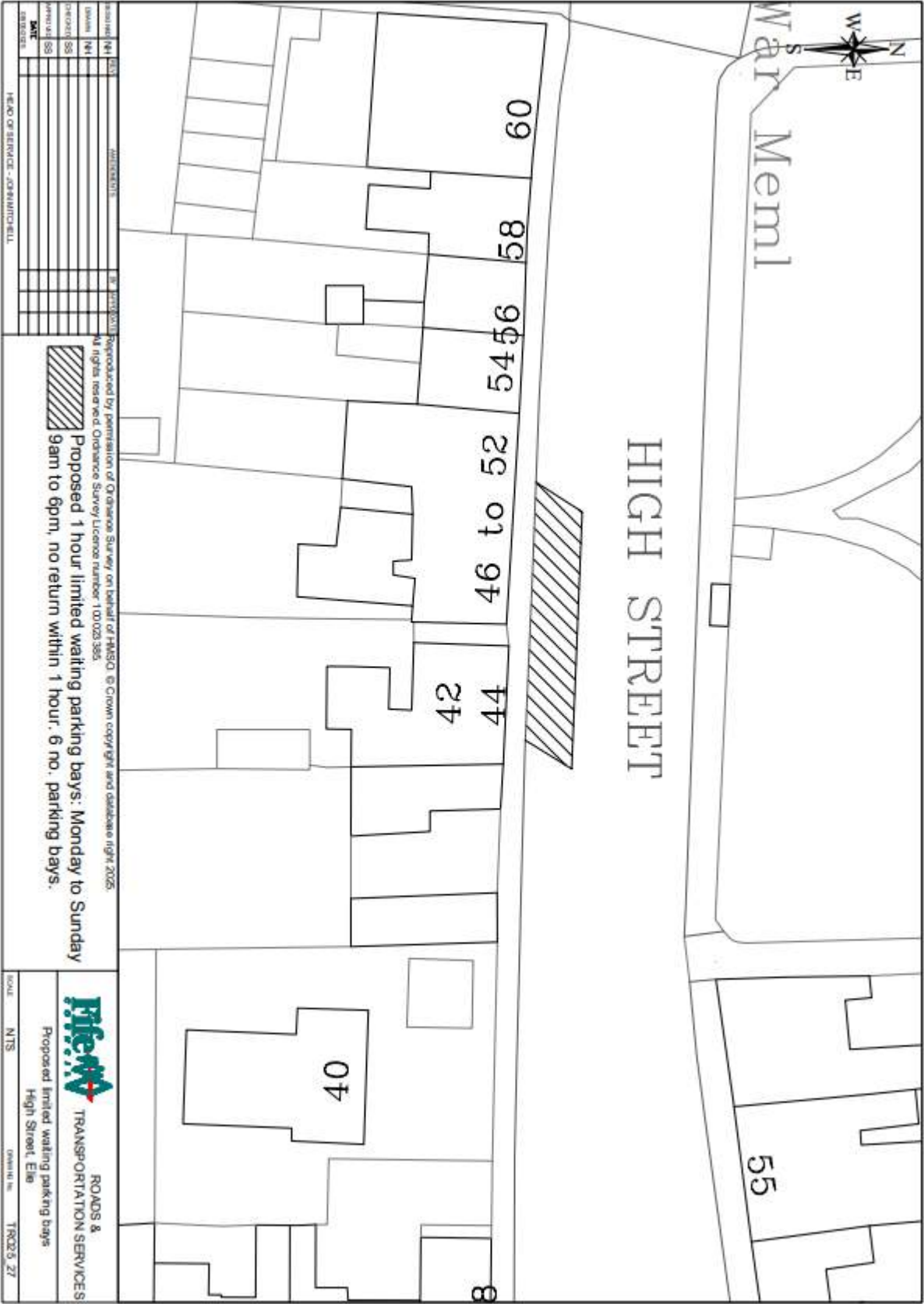
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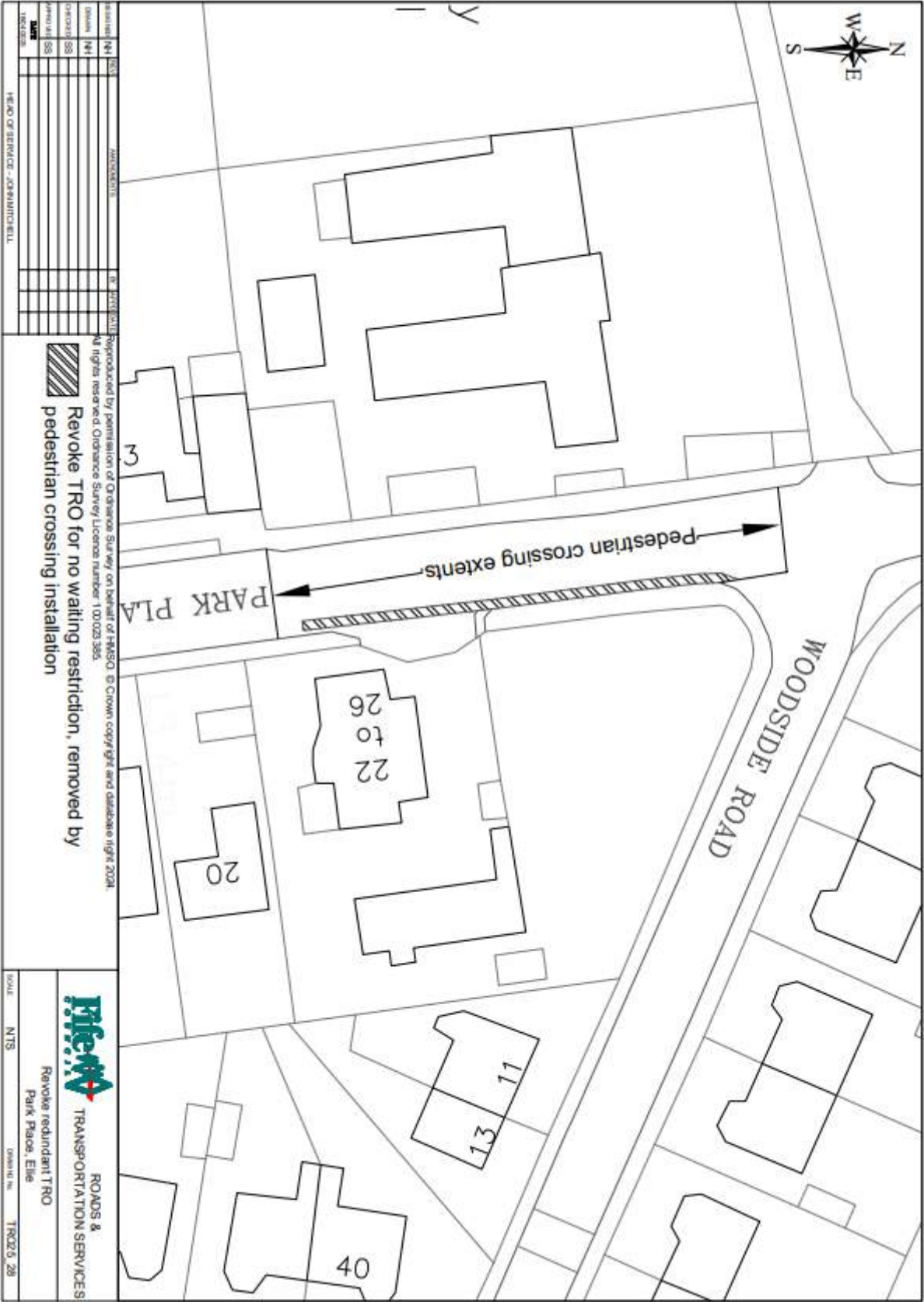
1. Drawing no. TRO25_27
2. Drawing no. TRO25_28

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18 June 2025

Agenda Item No. 12

Dairsie – Speed Limit Amendments

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

Wards Affected: Ward 20 – Cupar

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of 20mph speed limits on Main Street and Station Road with the introduction of appropriate 40mph speed limits on the A91 approaches.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO25_13a/b/c (Appendices 1 - 3) with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this Traffic Regulation Order and deliver the associated traffic management works will be approximately £7,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising, which will be met from approved Service budgets and delivery of the new infrastructure which will be met by Transport Scotland on behalf of the Scottish Government.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Police Scotland and Dairsie Community Council have been consulted.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and

on the affected length of roads. In addition, details of the proposed TRO will be made available at www.fife.gov.uk.

1.0 Background

- 1.1 The Scottish Government is committed to working with local authorities to reduce the speed limit in our towns, cities, and villages to 20 mph by the end of 2025, to help make these roads safer for all road users.
- 1.2 Roads & Transportation Services has been implementing new 20mph speed limits in line with the Scottish Government's 20mph strategy to address calls for reduced speed limits and improved road safety in many communities around Fife.
- 1.3 Concerns have been raised by the Community Council and ward members regarding the speed limit and road safety in Dairsie.

2.0 Issues and Options

- 2.1 It is proposed to implement 20mph speed limits on Main Street and Station Road to the extents indicated on the attached plans.
- 2.2 40mph buffer speed limits will be provided on the A91 approaches to the extents shown on the attached plans.
- 2.3 The existing part-time 20mph speed limit on Main Street will be revoked and the electronic signs removed.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that both the 20mph and the 40mph speed limits should be promoted.

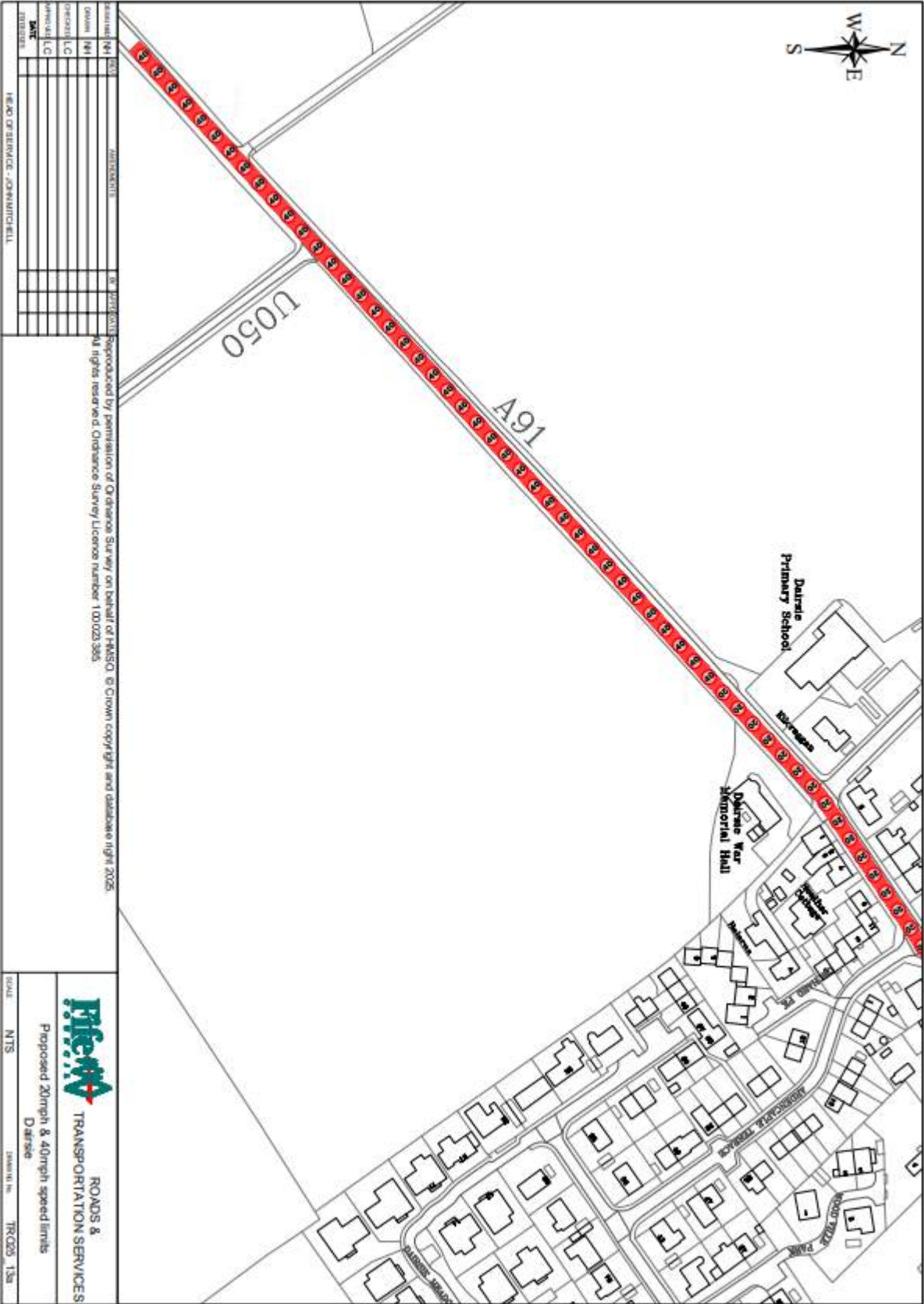
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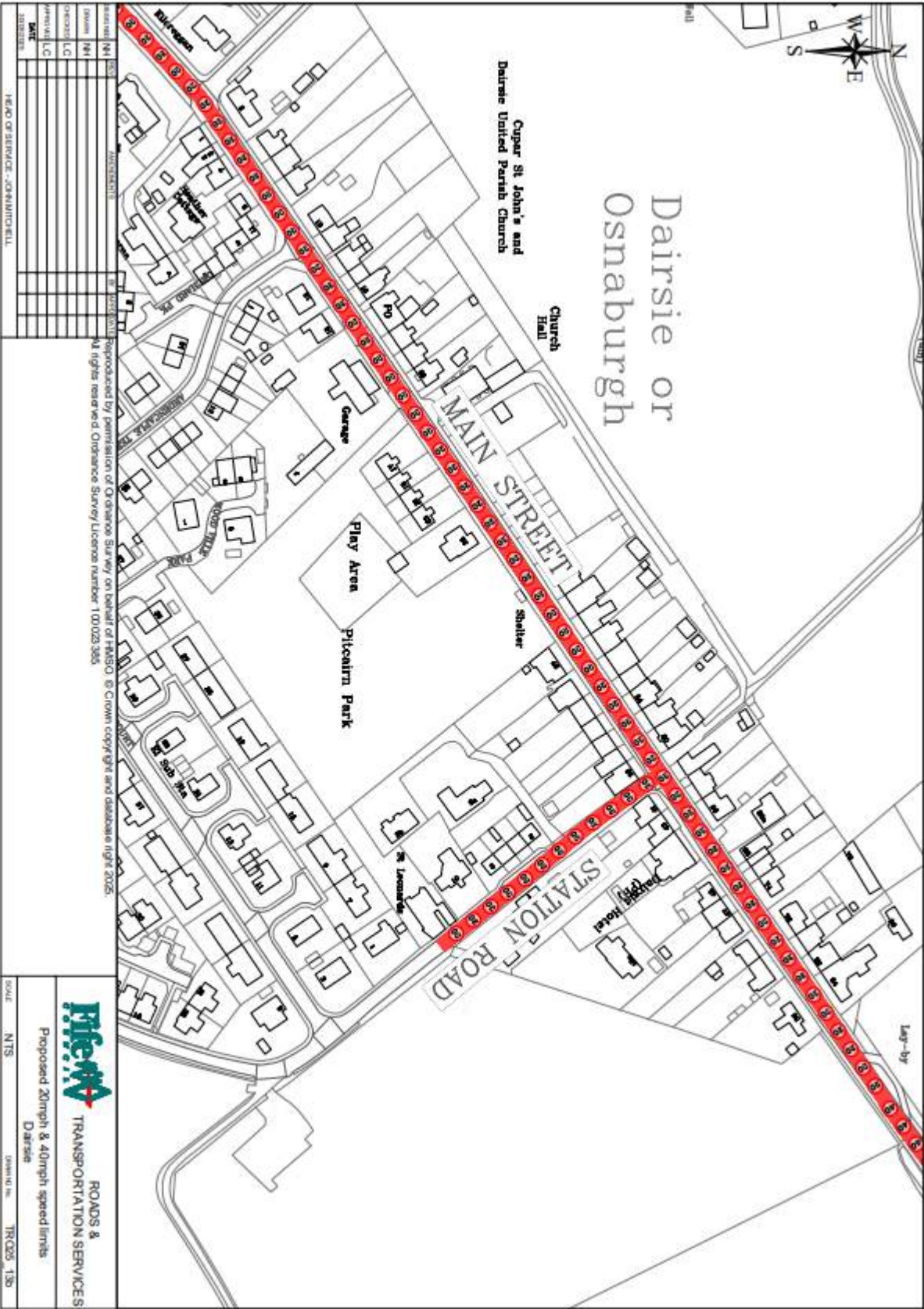
1. Drawing No. TRO25_13a – Proposed 40mph A91 west
2. Drawing No. TRO25_13b – Proposed 20mph
3. Drawing No. TRO25_13c – Proposed 40mph A91 east

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18 June 2025

Agenda Item No. 13

Newport-on-Tay – Speed Limit Amendments

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

Wards Affected: Ward 17 – Tay Bridgehead

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of 20mph speed limits on Cupar Road and Kirk Road.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO25_12-1 and TRO25_12-2 (Appendices 1 and 2) with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this Traffic Regulation Order and deliver the associated traffic management works will be approximately £5,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising, which will be met from approved Service budgets and delivery of the new infrastructure which will be met by Transport Scotland on behalf of the Scottish Government.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Police Scotland and Newport, Wormit and Forgan Community Council have been consulted.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and

on the affected length of roads. In addition, details of the proposed TRO will be made available at www.fife.gov.uk.

1.0 Background

- 1.1 The Scottish Government is committed to working with local authorities to reduce the speed limit in our towns, cities, and villages to 20 mph by the end of 2025, to help make these roads safer for all road users.
- 1.2 Roads & Transportation Services has been implementing new 20mph speed limits in line with the Scottish Government's 20mph strategy to address calls for reduced speed limits and improved road safety in many communities around Fife.

2.0 Issues and Options

- 2.1 It is proposed to implement 20mph speed limits on Cupar Road and Kirk Road to the extents indicated on the attached plans.
- 2.2 The existing part-time 20mph speed limit at the primary school will be revoked and the electronic signs removed.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that the 20mph speed limits should be promoted.

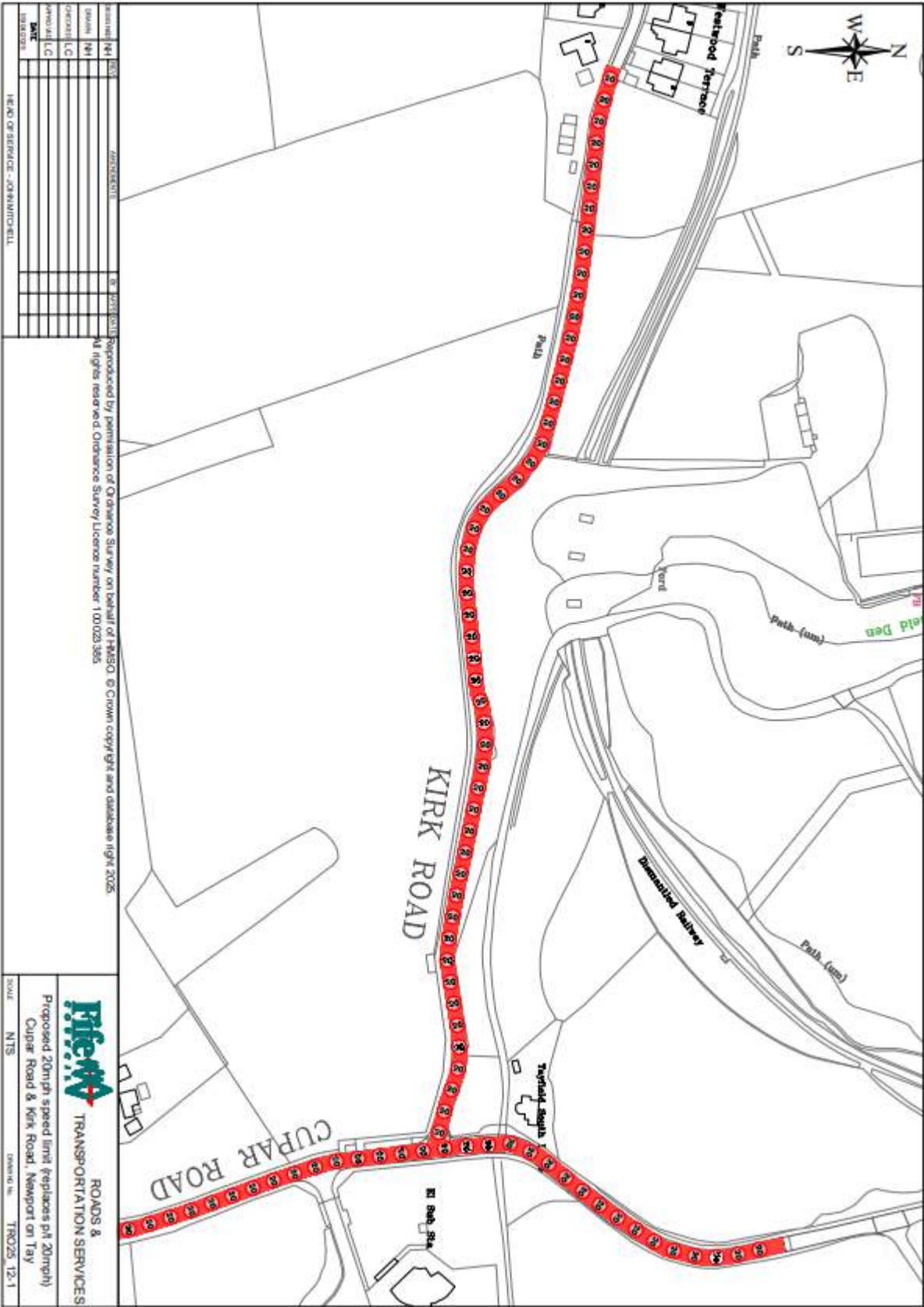
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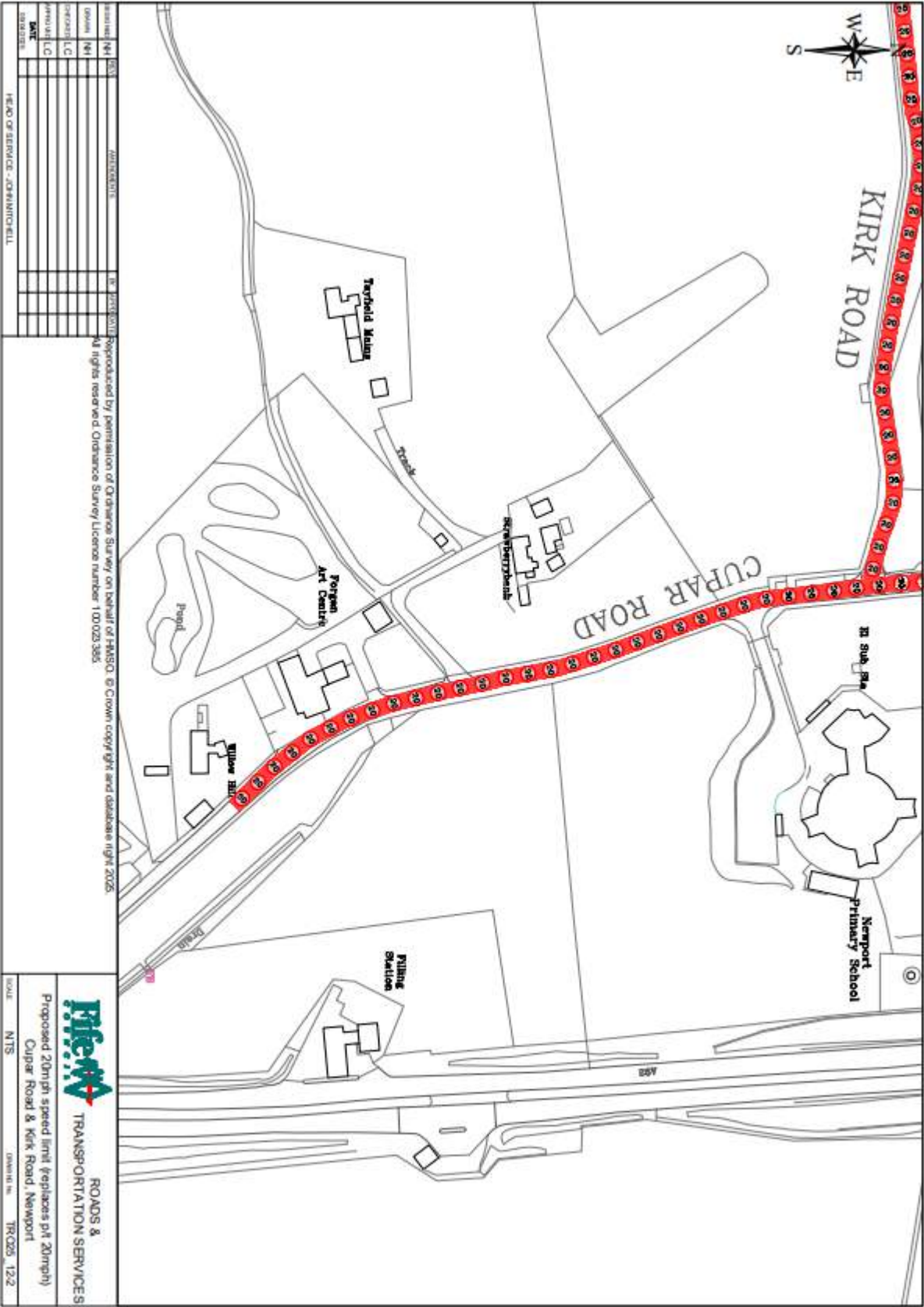
- 1. Drawing No. TRO25_12-1 – Proposed 20mph speed limit
- 2. Drawing No. TRO25_12-2 – Proposed 20mph speed limit

Report Contacts

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18 June 2025

Agenda Item No. 14

Elie, Pittenweem, Anstruther and Cellardyke – Speed Limit Amendments

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

Wards Affected: Ward 19 – East Neuk and Landward

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of 20mph speed limits on the A917 through Elie, Pittenweem, Anstruther and Cellardyke, B9131 at Anstruther and appropriate 40mph speed limits on the A917 approaches to Elie.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO25_14a/b/c/d/e/f/g/h/i (Appendices 1 - 9) with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this Traffic Regulation Order and deliver the associated traffic management works will be approximately £25,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising, which will be met from approved Service budgets and delivery of the new infrastructure which will be met by Transport Scotland on behalf of the Scottish Government.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Police Scotland, Elie & Earlsferry Community Council, Pittenweem and District Community Council and Anstruther Community Council have been consulted.

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

1.0 Background

- 1.1 The Scottish Government is committed to working with local authorities to reduce the speed limit in our towns, cities, and villages to 20 mph by the end of 2025, to help make these roads safer for all road users.
- 1.2 Roads & Transportation Services has been implementing new 20mph speed limits in line with the Scottish Government's 20mph strategy to address calls for reduced speed limits and improved road safety in many communities around Fife.
- 1.3 Concerns have been raised by community councils and ward members regarding the speed limit and road safety through Elie, Pittenweem, Anstruther and Cellardyke.

2.0 Issues and Options

- 2.1 It is proposed to implement 20mph speed limits on the A917 and B9131 to the extents indicated on the attached plans.
- 2.2 40mph buffer speed limits will be provided on the A917 approaches to Elie the extents shown on the attached plans.
- 2.3 The existing part-time 20mph speed limits on Park Place, Elie, James Street, Pittenweem and St Andrews Road, Anstruther will be revoked and the electronic signs removed.
- 2.4 The existing 20mph zone at Crail Road, Anstruther will remain in place with appropriate adjustment to the signs.
- 2.5 Existing 40mph speed limits will not be affected.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that the 20mph and 40mph speed limits should be promoted.

List of Appendices

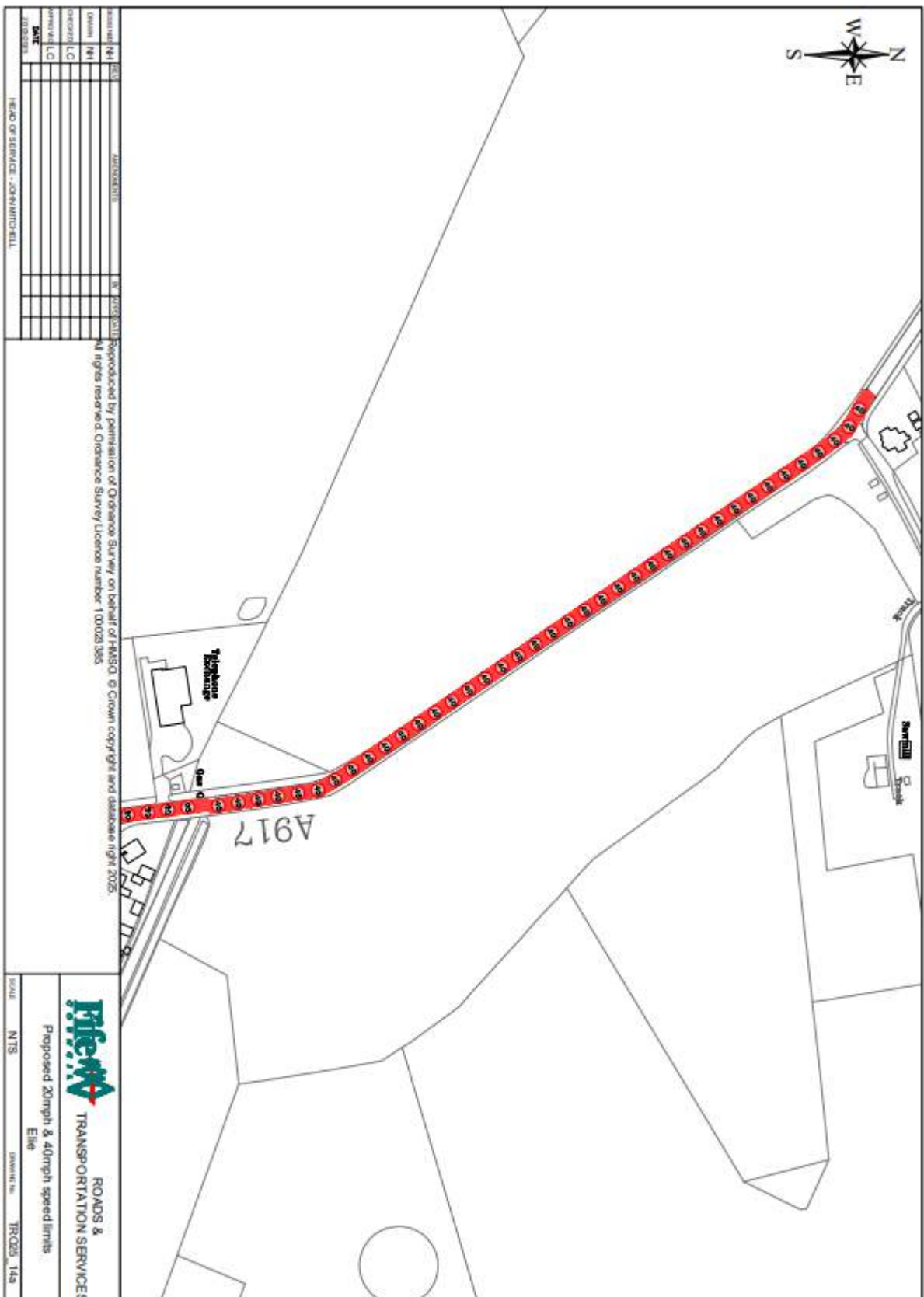
1. Drawing No. TRO25_14a – Proposed 20mph & 40mph speed limits at Elie
2. Drawing No. TRO25_14b – Proposed 20mph & 40mph speed limits at Elie

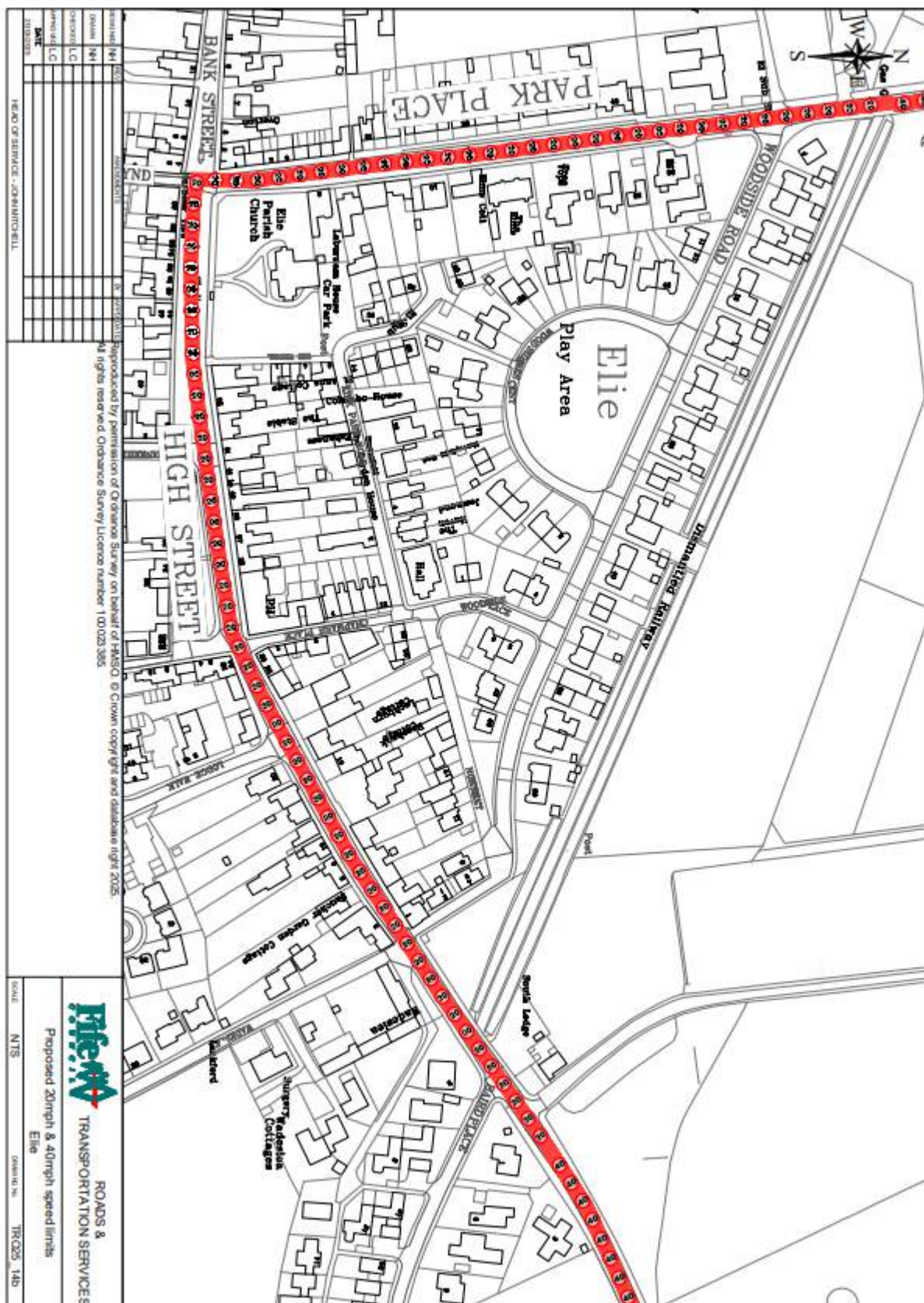
3. Drawing No. TRO25_14c – Proposed 20mph & 40mph speed limits at Elie
4. Drawing no. TRO25_14d – Proposed 20mph speed limit at Pittenweem
5. Drawing no. TRO25_14e – Proposed 20mph speed limit at Pittenweem
6. Drawing no. TRO25_14f – Proposed 20mph speed limit at Anstruther
7. Drawing no. TRO25_14g – Proposed 20mph speed limit at Anstruther
8. Drawing no. TRO25_14h – Proposed 20mph speed limit at Anstruther
9. Drawing no. TRO25_14i – Proposed 20mph speed limit at Anstruther/Cellardyke

Report Contacts

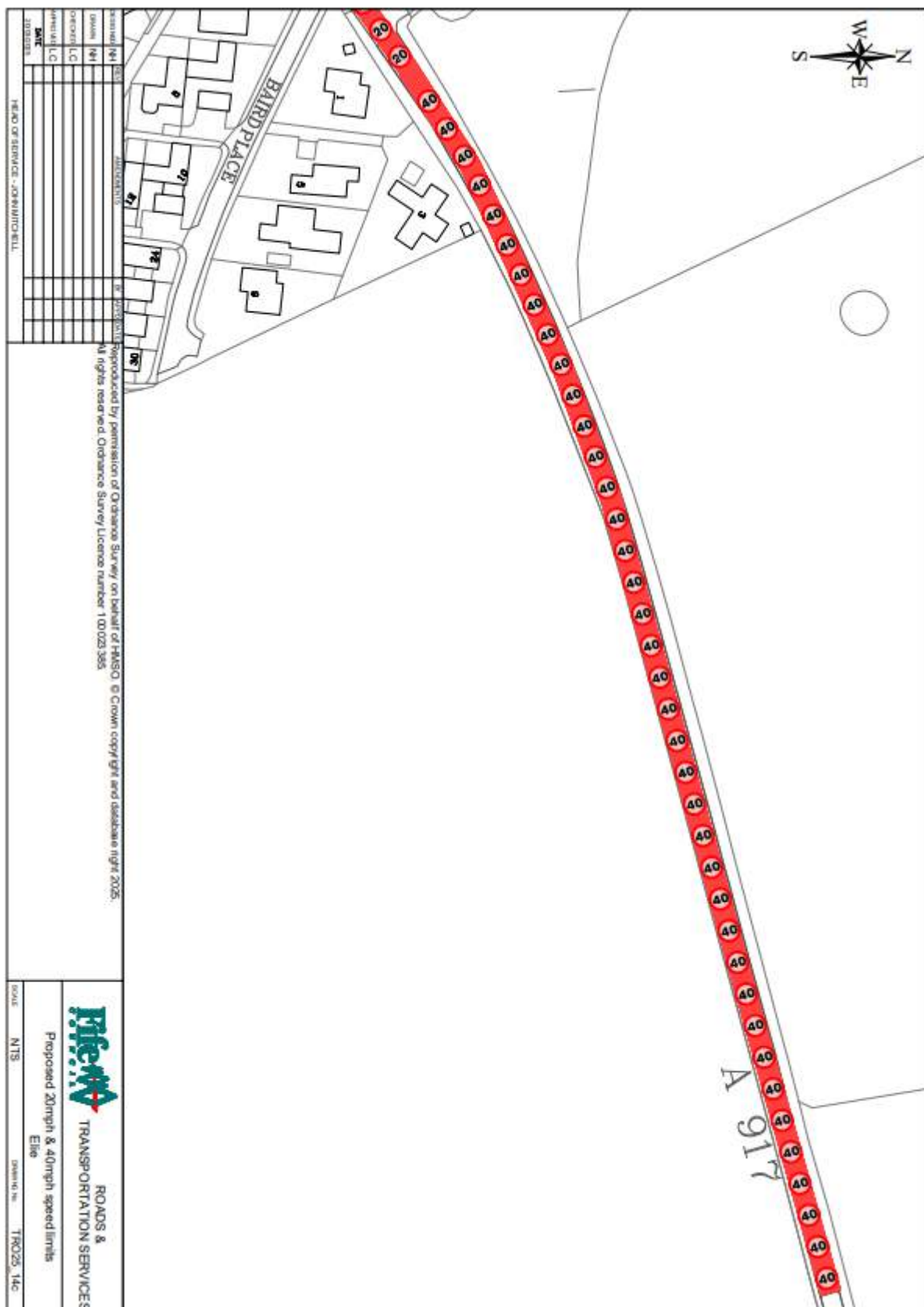
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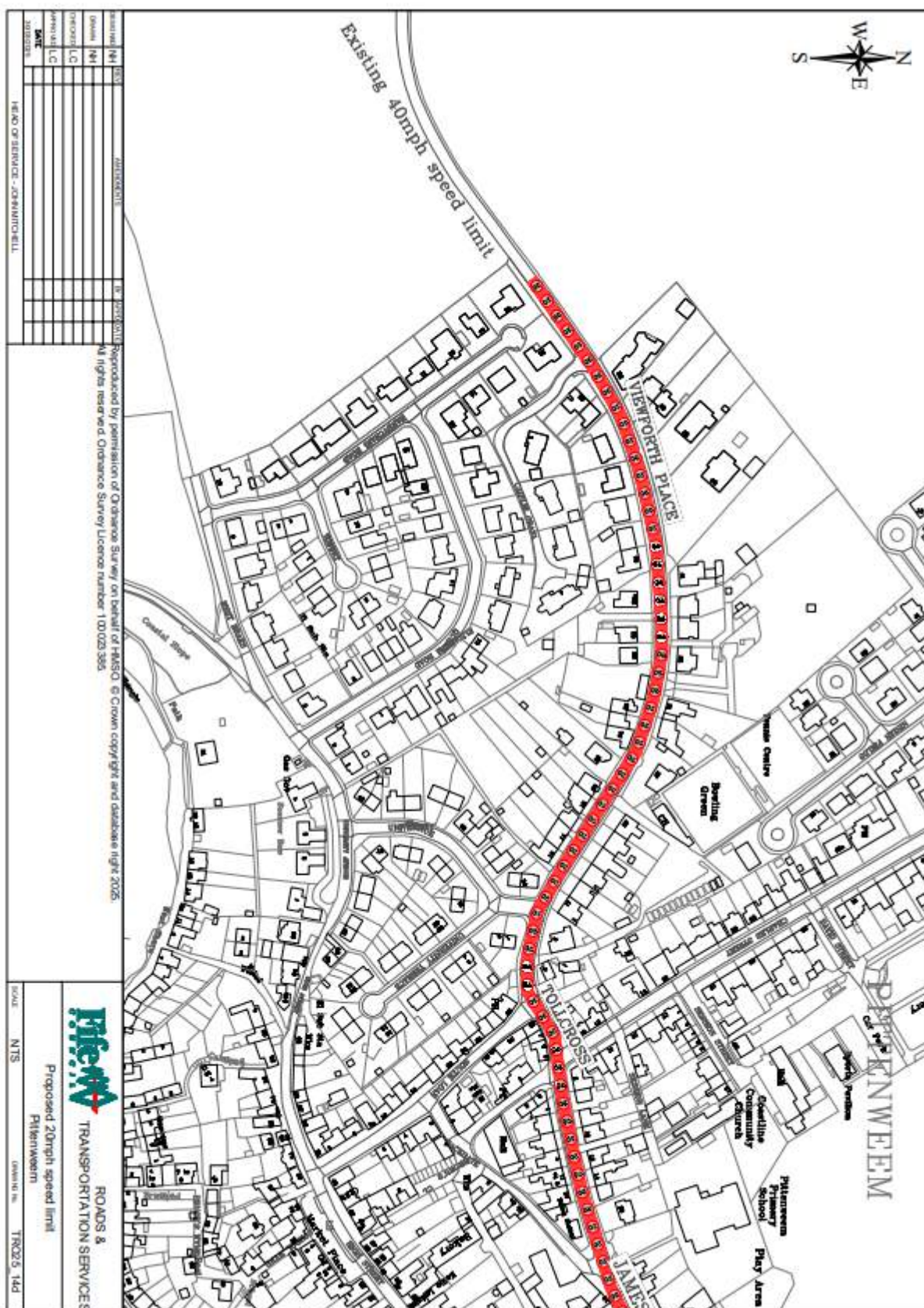




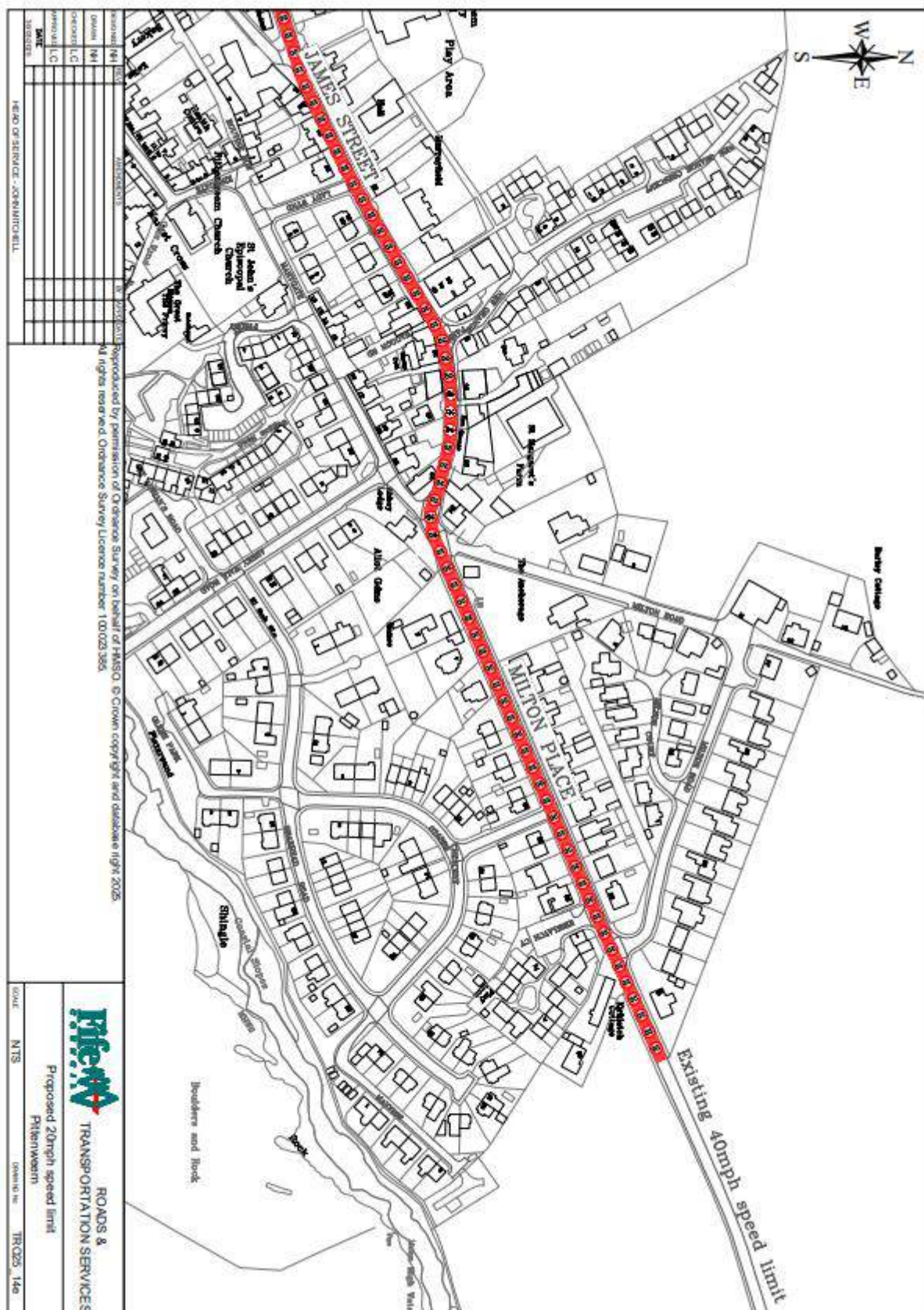
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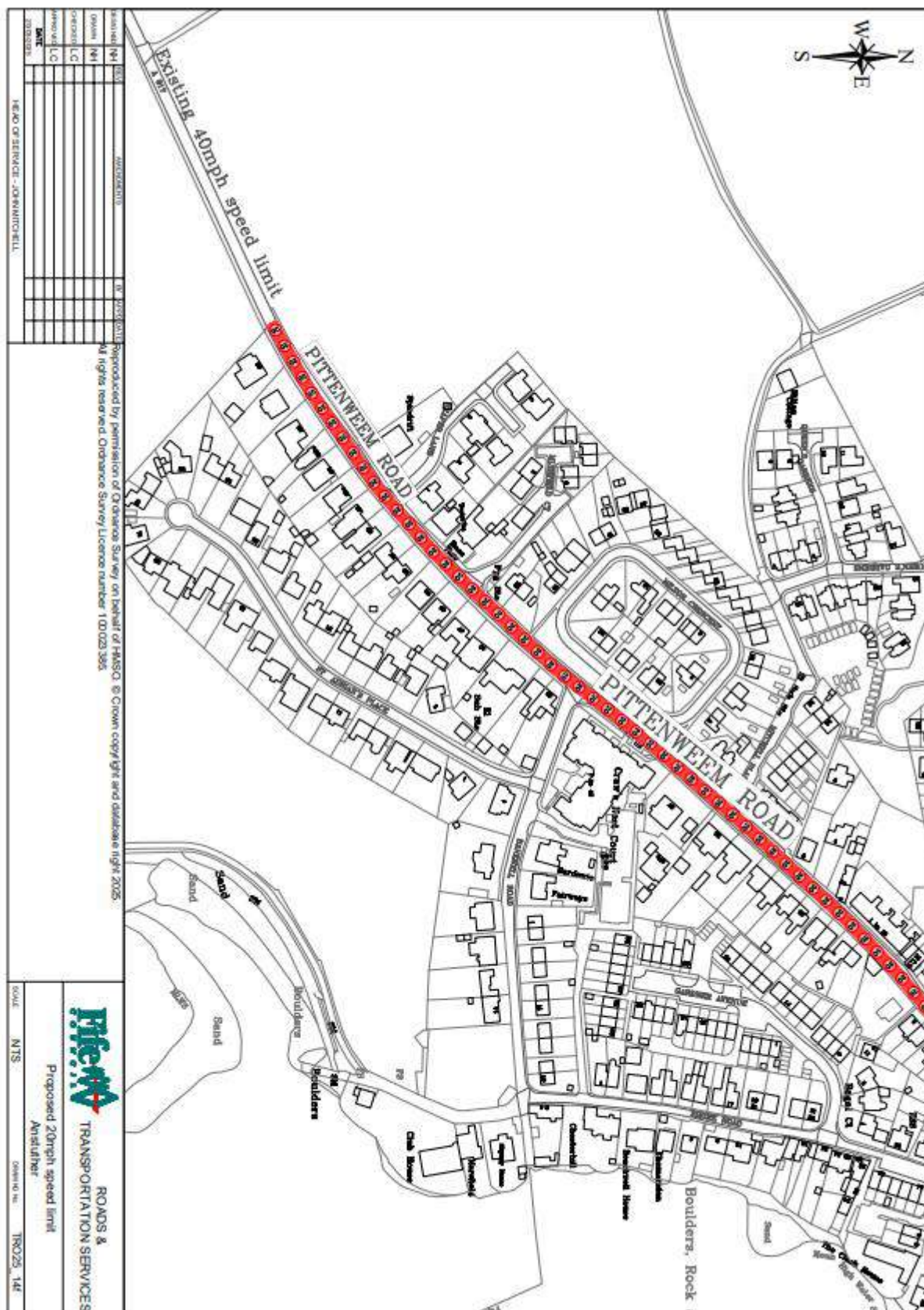
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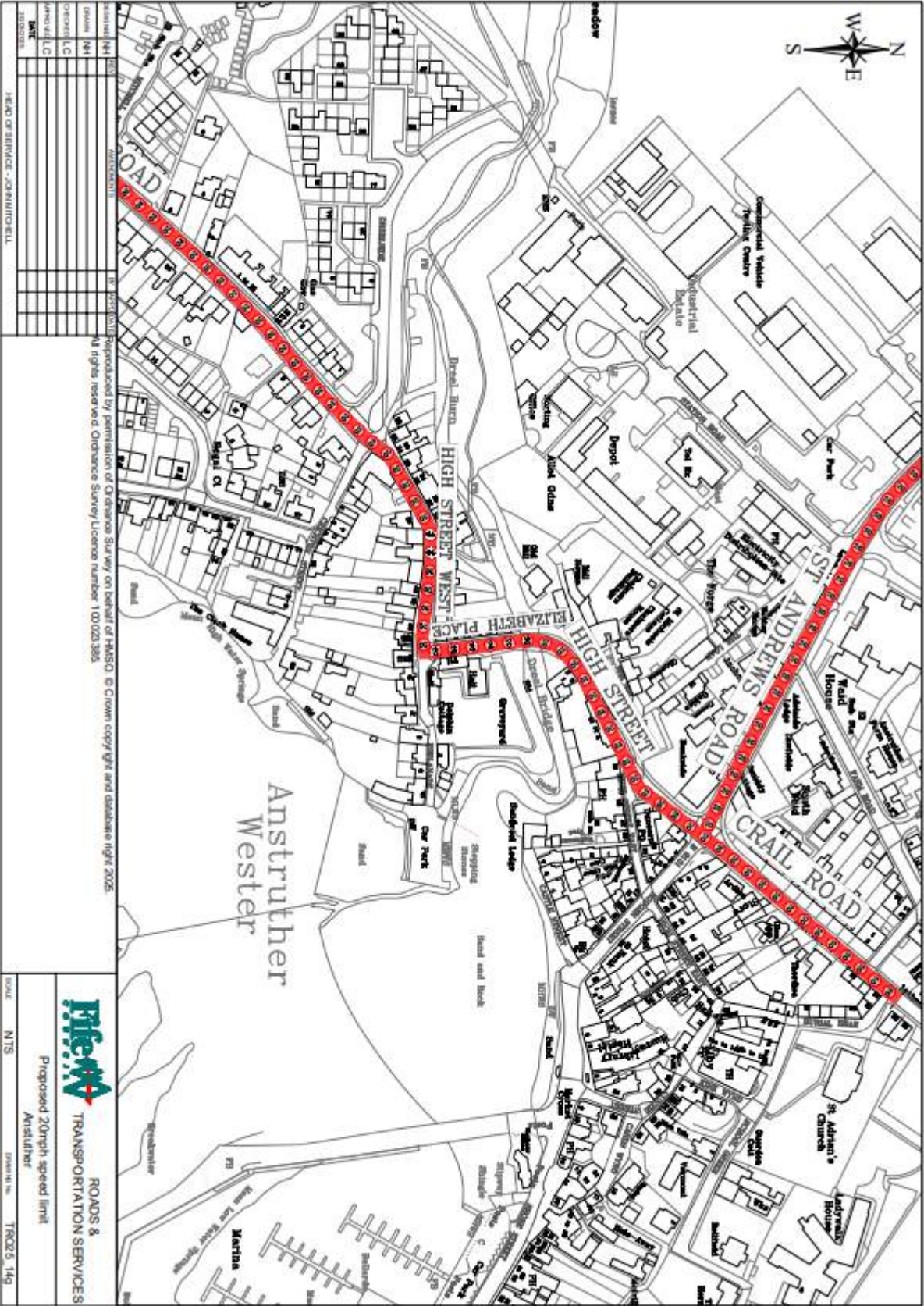


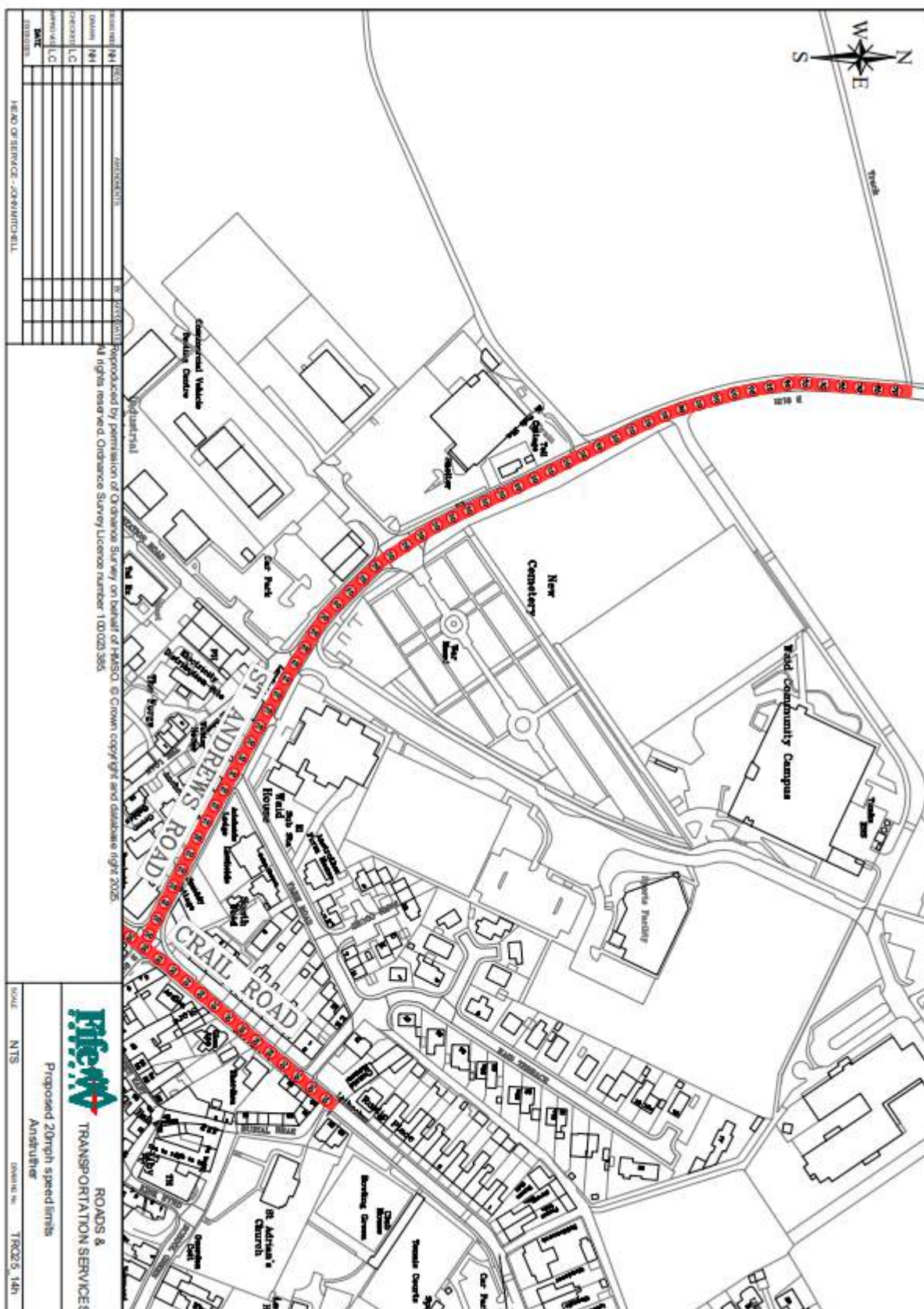
Appendix 5

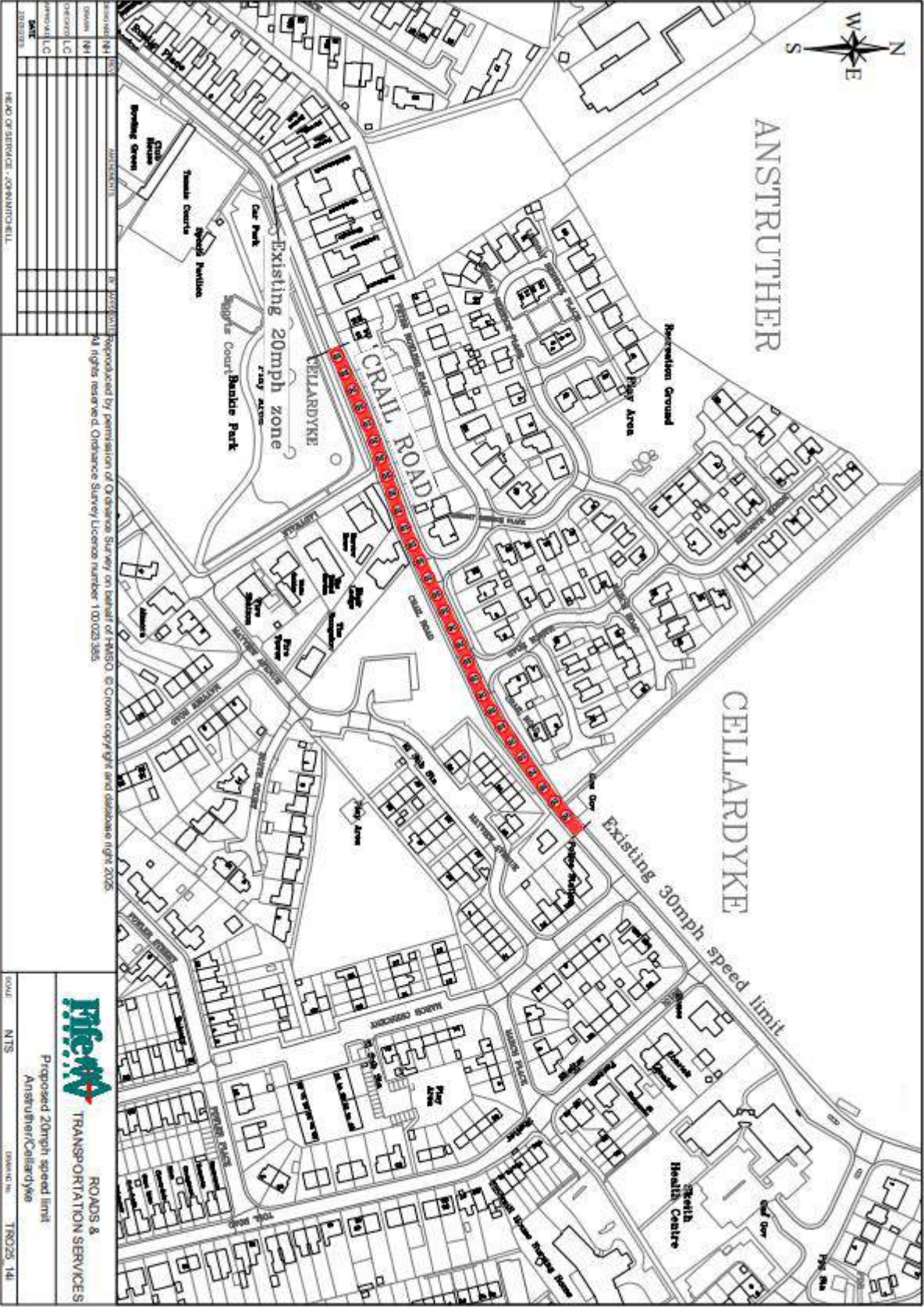


Appendix 6









18 June 2025

Agenda Item No. 15

School Brae, Letham Update

Report by: John Mitchell, Head of Roads and Transportation Services

Wards Affected: 16

Purpose

Road users are requesting the Council considers options for the upgrading and adoption of School Brae, Letham to the List of Public Roads (LOPR) in response to a public petition dated 29 November 2024. The purpose of this report is to provide the Committee with an update since its meeting on 26 February 2025.

Recommendation

It is recommended that the Committee agree:

- (1) for Roads and Transportation Services (RTS) to collaborate with relevant Services, specifically Education, as well as frontagers, in developing options to potentially bring School Brae, Letham to a standard suitable for adoption; and
- (2) for RTS to continue assisting with the repair of safety defects via the Service's Private Roads budget.

Resource Implications

RTS manages a Private Roads budget to assist with safety repairs on private roads.

Legal & Risk Implications

Subject to available resources, Fife Council can exercise optional powers under the Roads (Scotland) Act 1984 to carry out any essential safety repairs on a private road.

Impact Assessment

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

Consultation

Legal and Financial Services have been consulted in the development of this report.

1.0 Background

- 1.1 Following Area Committee on 26th February 2025 it was decided that RTS would provide an update specifically on the below points:
- 1.2 Legal evidence that School Brae is a private road.
- 1.3 Information about cost, details of the work required and relevant timescales relating to the upgrading of the road to an adoptable standard.
- 1.4 Details of landowners and frontagers responsible for the maintenance of School Brae.
- 1.5 Consideration of options and sources of funding to carry out the required work.

2.0 Issues and Options

- 2.1 Clarification that School Brae is a private road is contained within Appendix 1 Letham LOPR 1975, Appendix 2 Letham LOPR Plan 1980, and Appendix 3 Letham LOPR Plan 1994.
- 2.2 Works to bring School Brae up to an adoptable standard would involve the removal of the existing carriageway surface, replacing with regulating/shaping material and a new surface course back to existing levels and road width.
- 2.3 A new footway would also need to be constructed along School Brae's eastern edge by removing existing verge material, realigning/replacing kerbing as required, laying a new asphalt footway surface to existing available widths with binder course and type 1 sub-base, with new rear edging kerbs provided where required.
- 2.4 A plan highlighting the resurfacing and construction works required to bring School Brae up to an adoptable standard is contained within Appendix 4 School Brae Proposed Resurfacing and Construction Extents.
- 2.5 Contractor rates for both the carriageway to be resurfaced and a new footway to be constructed are estimated to cost £60,000.
- 2.6 If completed, RTS would add the areas highlighted within Appendix 5 School Brae Proposed Adoption Extents to its LOPR for future maintenance purposes.
- 2.7 Property details of frontagers who may potentially be responsible, in part, for the maintenance of School Brae have been extracted from the Council's Corporate Address Gazetteer and are contained within Appendix 6 School Brae Property Gazetteer Export.
- 2.8 Land ownership information is not held by the Council with Land Register of Scotland searches currently ongoing by Estates to assist with gathering this information.
- 2.9 RTS can usually provide 10% of total costs required to bring School Brae up to an adoptable standard from the Private Roads budget, equating to approximately £6,000, on agreement with Elected Members. The remaining 90%, equating to approximately £54,000, would need to be provided by a requisite number of frontagers and landowners.

3.0 Conclusions

- 3.1 Significant funding is required to bring School Brae up to an adoptable standard.
- 3.2 Improvement works and subsequent adoption may only proceed if the majority of landowners, frontagers and road users agree to fund the project.

List of Appendices

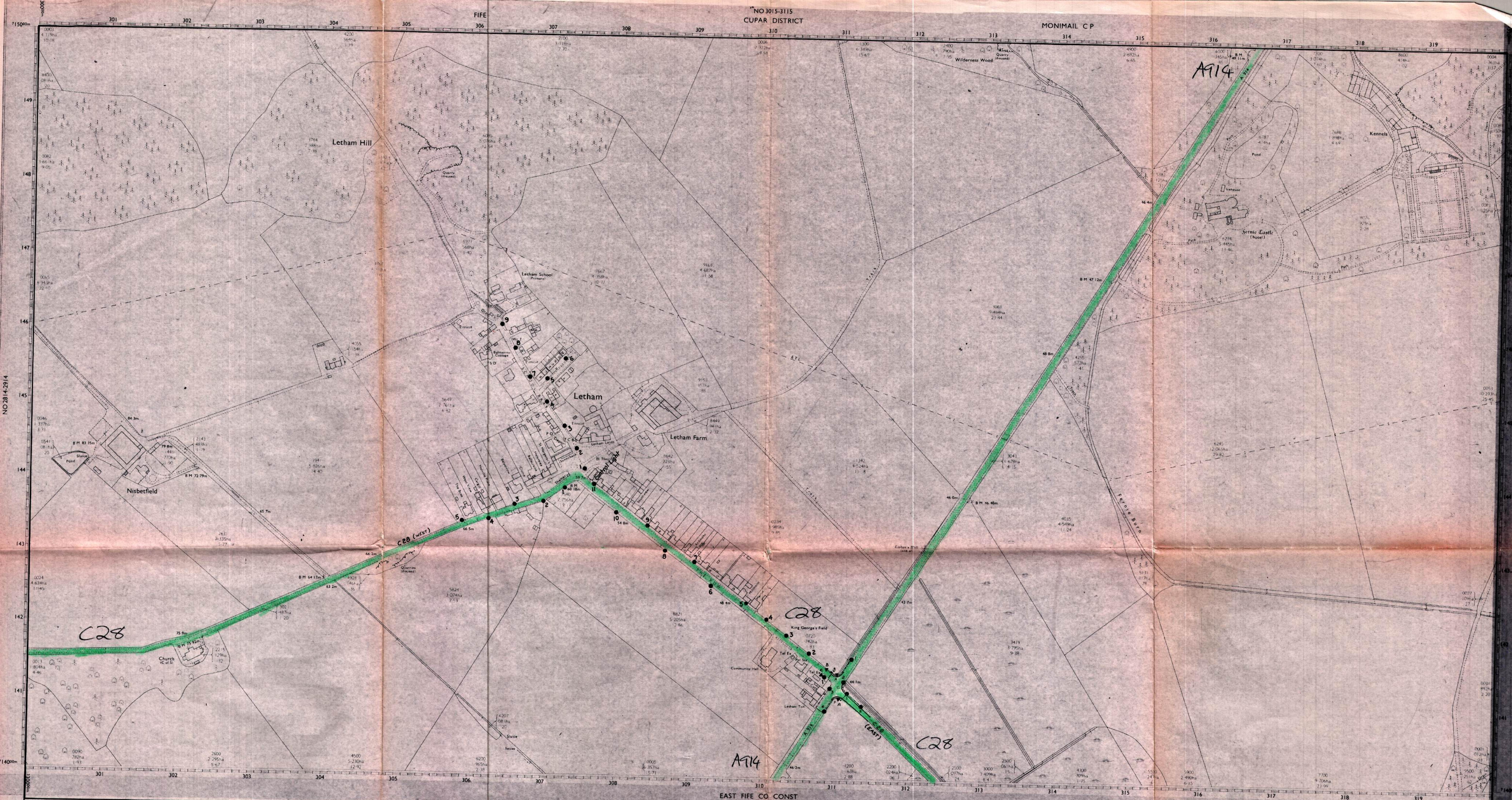
- 1. Appendix 1 Letham LOPR 1975
- 2. Appendix 2 Letham LOPR Plan 1980
- 3. Appendix 3 Letham LOPR Plan 1994
- 4. Appendix 4 School Brae Proposed Resurfacing and Construction Extents
- 5. Appendix 5 School Brae Proposed Adoption Extents
- 6. Appendix 6 School Brae Property Gazetteer Export

Report Contacts

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Sara Wilson, Service Manager (Roads Network Management)
Bankhead Central, Glenrothes
Telephone: 03451 55 55 55 + VOIP Number 453348
Email: sara.wilson@fife.gov.uk

C S S I	CLASSIFICATION	<u>Letham</u> D E S C R I P T I O N	LENGTH (m)
NC281MAB05	<u>Class II Roads</u> C28	<u>The Row</u> Junction with School Brae - Junction A914	455
NC281MAA05	C28	<u>Monmull Road</u> 30 M P II signs - Junction School Brae	171



NOTES

LEGEND

- | | |
|--------|--------------------------|
| 1:1250 | 1:2500 |
| ○ | ● |
| ⊗ | ✱ |
| ⊙ | ● |
| △ | ▲ |
| --- | --- |
| --- | --- |
| CP | CP |
| | Basic Light on Column |
| | Light on Wood Pole |
| | Post Top |
| | Illuminated Sign |
| | F.R.C. Underground Cable |
| | Road Crossing Duct |
| | Control Pillar |

THE FIFE REGIONAL COUNCIL
DEPARTMENT OF ENGINEERING



R.J. CAMERON STOBIE, B.Sc., F.I.C.E., F.I.W.E.S., F.G.S., M.B.I.M.
DIRECTOR OF ENGINEERING

REGIONAL LIST OF HIGHWAYS
04 JUL 1988
Certified correct

LETHAM
RECORD PLAN
OLD PLAN
(PRE 15/8/94)

No.	Amendment	Date	Designed	Approved
			Drawn	Date
				12-6-80
SCALE 1:2500				
ORG. No. NO 3014 3114				



LETHAM
(WORKING PLAN)

DESIGNED	DIS	REF	AMENDMENTS	BY	DATE
DRAWN	LC				
CHECKED					
APPROVED					
DATE		NOTE: THIS PLAN IS NOT COMPREHENSIVE AND NO INFERENCE SHOULD BE MADE AS TO THE STATUS OF ROADS AND FOOTPATHS WHICH ARE SHOWN UNCOLOURED			
DIRECTOR OF ENGINEERING J. T. ROWSON B.Sc.,C.Eng.,F.I.C.E.,F.I.H.T.					

REGIONAL LIST OF PUBLIC ROADS
FOR
LETHAM

FIFE REGIONAL COUNCIL

FIFE

ENGINEERING DEPARTMENT

Coloured 15/8/74

LEGEND

ADOPTED

UNADOPTED

OPTIONALLY MAINTAINED



QUERIES


SCALE 1:2500

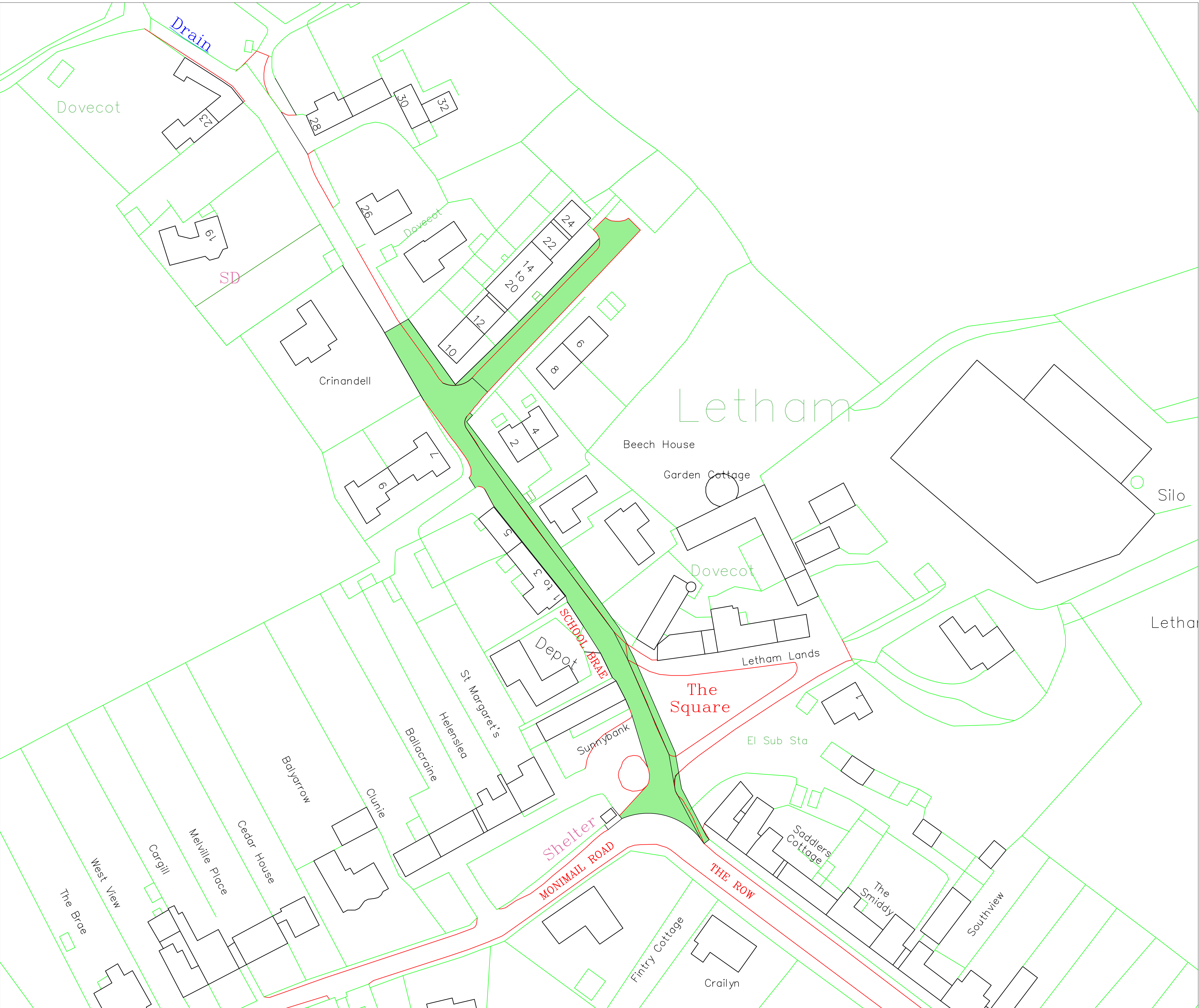
DRAWING No. MRLR 3.1 (LM)



LEGEND

-  CARRIAGEWAY RESURFACING
-  NEW FOOTWAY CONSTRUCTION

REV		AMENDMENTS				BY	AP'VD	DATE
		ROADS & TRANSPORTATION SERVICES						
		HEAD OF SERVICE - John Mitchell						
		School Brae, Letham Improvement Project General Details						
DRAFT	X	TENDER		C'STRUCTION		AS BUILT		
DESIGNED	PS	DRAWN	PS	CHECKED	AWG	APPROVED	AWG	
DATE	MAR '25	SCALE	@ A1	DRAWING No.	01/SBL/001			



LEGEND



PROPOSED NEW
ADOPTION AREA



ROADS & TRANSPORTATION
SERVICES

HEAD OF SERVICE - John Mitchell

School Brae, Letham
Improvement Project
Extents of Proposed Adoption

DRAFT	X	TENDER		C'STRUCTION		AS BUILT	
DESIGNED	PS	DRAWN	PS	CHECKED	AWG	APPROVED	AWG
DATE	MAY '25	SCALE	@ A1	DRAWING No.	01/SBL/002		

Starting from south end heading up the west side

1. SUNNYBANK, MONIMAIL ROAD, LETHAM, CUPAR, KY15 7RW
2. THE DEPOT, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
3. 1-3 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
4. 5 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
5. 7 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
6. 9 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
7. CRINANDELL, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
8. 19 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
9. HIGH DOOCOT, 23 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN

Starting at north end heading down east side

10. THE TREMLINS, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
11. LETHAM PRIMARY SCHOOL, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
12. SCHOOL HOUSE, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
13. 28 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
14. 28A SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
15. 30 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
16. 26 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
17. NEROCHE, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
18. 10 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
19. 12 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
20. 14 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
21. 20 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
22. 18 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
23. 16 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
24. 22 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
25. 24 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
26. 6 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
27. 8 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
28. 4 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
29. 2 SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
30. GARDEN COTTAGE, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
31. BEECH HOUSE, SCHOOL BRAE, LETHAM, CUPAR, KY15 7RN
32. THE BAKEHOUSE, SCHOOL BRAE LETHAM, CUPAR, KY15 7RN

These ones are adjacent to the grass triangle area at the south end

33. STRONE, THE SQUARE, LETHAM, CUPAR, KY15 7RP
34. LETHAM LANDS, THE SQUARE, LETHAM, CUPAR, KY15 7RP
35. 1 THE PADDOCK, LETHAM FARM, THE SQUARE, LETHAM, CUPAR, KY15 7RP

Area Roads Programme 2024/25 – Final Report

Report by: John Mitchell, Head of Roads and Transportation Services

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

Purpose

The purpose of this report is to advise the committee on the delivery of the 2024-25 Area Roads Programme (ARP).

Recommendation(s)

The committee is asked to note the contents of the report and Appendices.

Resource Implications

The 2024-25 ARP was funded from capital and revenue and some ring-fenced budgets. Programmes of work are adjusted, if required, to ensure expenditure remains within the Service budget.

Legal & Risk Implications

There are no known legal or risk implications arising from the report.

Impact Assessment

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

Consultation

Members were consulted on the list of projects forming the 2024-25 ARP.

1.0 Background

- 1.1 Committee agreed the list of projects forming the 2024-25 ARP on 28th February 2024 (2024 NEFAC 47, Para 125 refers).

2.0 Issues and Options

- 2.1 Attached are Appendices 1-5 which detail the final position on the progress of individual projects in the programme.
- 2.2 To improve information on how the programme is progressing throughout the year, an on-line system is in place and continues to be developed.

3.0 Conclusions

- 3.1 The attached appendices show the North East Fife Area Programme for 2024-25. The type of works, work location and expenditure are provided for each project. Any underspend or overspend is carried through to the following years allocation for the committee area.
- 3.2 Appendices 1-3 provide a detailed list of the proposed Area Roads Programme projects for budgets devolved to area committee. You will note some difference between the Estimated and Final Outturn costs. Please refer to the comments against each scheme for further explanation.
- 3.3 Appendices 4, 5 provide information on the Street Lighting works, Bridges and Structures works that were programmed for 2024/25. These budgets are not devolved to area committees, but the progress of the works is provided for information.

List of Appendices

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

Report Contacts

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North East Fife Area Committee
Area Roads Programme 2024-25

Carriageway Schemes Outturn

Appendix 1

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2025	Comments
17	Guardbridge	A919	A91 Roundabout to Inner Bridge	£386,812	£0.00	Postponed	Persimmon Homes programmed works for 20 weeks into winter period. Scottish Power major upgrade including A91 Guardbridge Roundabout to Papermill to follow after Persimmon works.
17	Rural	A919	Guardbridge Inner Bridge to Toll Road, Leuchars	£104,886	£0.00	Postponed	Persimmon Homes programmed works for 20 weeks into winter period. Scottish Power major upgrade including A91 Guardbridge Roundabout to Papermill to follow after Persimmon works.
20	Cupar	A913	Balgarvie Road, A91 to de-restriction signs	£197,136	£0.00	Postponed	Network access issues Scottish Power
19	Rural	B940	A915 junction to B9131 junction	£985,477	£1,381,134	Complete	
19	Rural	B940	B9171 to B9131	£756,895	£565,263	Complete	
16	Ladybank	B9129	Commercial Crescent	£126,158	£250,784	Complete	
19	Arncroach	C61	Main Road	£87,945	£86,238	Complete	
19	Rural Road	B9131	From B940 to North of U057 (before Beley Bridge)	£115,830	£359,459	Complete	Additional surface dressing works carried out.

North East Fife Area Committee
Area Roads Programme 2024-25

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2025	Comments
17	Rural Road	B945	U045 to A914 St Michaels	£602,468	£2,320	Postponed	Drainage issue to be resolved. Programmed for October 2025.
19	Rural Road	B942	Colinsburgh B9171 West to Easter Pitcorthie	£201,987	£252,504	Complete	
16	Rural Road	A912	New Inn to Falkland	£320,568	£130,483	Complete	Extensive patching instead of full surfacing scheme.
16	Rural Road	U089	A92 to A913	£148,781	£133,816	Complete	
16	Auchtermuchty	U094	Mournipea B936 West for 500 metres	£74,363	£100,256	Complete	
16	Ladybank	B9129	Melville Road	£94,660	£53,475	Complete	
16	Rural	U113	East Lomond Car Park to A912	£222,000	£82,125	Complete	
20	Cupar	Prestonhall	Industrial Estate	£146,736	£82,270	Complete	
16	Auchtermuchty	MacDuff Place		£32,801	£28,736	Complete	
17	Newport	St Mary's Lane		£9,372	£17,334	Complete	
16	Rural	U023	Ward boundary to Falkland	£140,225	£70,749	Complete	
TOTAL				£4,755,100	£3,596,946		

North East Fife Area Committee
Area Roads Programme 2024-25

Footway Schemes Outturn

Appendix 2

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2025	Comments
18	St Andrews	Queens Gardens	Ph 1 (west side)	£100,000	£71,007	Complete	
20	Cupar	Lady Wynd		£34,907	£31,077	Complete	
19	Pittenweem	A917 Viewforth Place		£52,149	£46,362	Complete	
19	Pittenweem	A917 James Street		£52,330	£0.00	Postponed	Requires road closure, works restricted to school holidays, also requires to be out with tourist season. Programmed for October 2025
18	St Andrews	Scooniehill Road Phase 1		£44,882	£0.00	Postponed	Network access issues, utility works.
18	St Andrews	Kilrymont Road Ph2		£70,010	£106,869	Complete	
	Rural Road	A913 Cupar Road		£55,169	£77,996	Complete	
18	St Andrews	Hepburn Gardens		£10,234	£18,821	Complete	
19	Elie	Stenton Row and The Toft		£50,017	£0.00	Postponed	Delay with planning permission.
18	Rural Road	A91	The Lodge Edenside to end of Adoption	£104,112	£0.00	Postponed	Network access issues.
18	St Andrews	Jamie Anderson Place		£25,360	£25,360	Complete	
TOTAL				£599,170	£377,492		

North East Fife Area Committee
Area Roads Programme 2024-25

Road Safety & Traffic Management Schemes Outturn

Appendix 3

Ward	Town	Street	Location/Description	Estimate	Outturn Cost	Progress at 31st March 2025	Comments
17	Guardbridge	Main Street	Speed reduction measures	£15,000	£0.00	Postponed	c/f to 2025/26 awaiting completion of housing development
16	Letham	The Row	Speed reduction measures	£10,000	£0.00	Cancelled	Objections received and upheld by Area Committee.
20	Craigrothie	A916 & B939	Traffic calming & junction improvements	£30,000	£1,634	Partially Complete	Complete April 2025
19	Colinsburgh	B942	Main Street Speed reduction measures	£15,000	£0.00	Postponed	c/f to 2025/26 Resource availability.
20	Cupar	A91	Bonnygate @ Provosts Wynd Gateway improvements	£10,000	£0.00	Postponed	c/f to 2025/26 Consultation Delays
19	Pittenweem	Charles Street	Speed reduction measures	£10,000	£0.00	Postponed	c/f to 2025/26 Vehicle Activated Signs to be initial objections followed by further consultation.
20	Cupar	Brighton Road	20mph extension with physical measures	£25,000	£0.00	Postponed	To be included in town wide 20mph scheme being implemented in 2025/26
19	Crail	A917	Speed reduction measures	£20,000	£0.00	Postponed	c/f to 2025/26 Resource availability.
17	Rural (Newport)	B946	135m new footway	£45,000	£43,244	Complete	
17	Guardbridge	A919	Main Street Feasibility study to create parking bay	£0.00	£0.00	Complete	Feasibility shows land not within Council control and landowner unwilling to sell
20	Auchtermuchty	B936	Distillery Street Traffic calming – speed cushions	£20,000	£11,137	Complete	
TOTAL				£200,000	£56,015		

North East Fife Area Committee
Area Roads Programme 2024-25

Lighting Schemes Outturn

Appendix 4

Ward	Town	Street	Location/ Description	Estimate	Outturn Cost	Progress at 31st March 2025	Comments
18	St Andrews	North Castle Street East Scores/The Scores		£150,000	£27,758	Ongoing	To be completed by May 2025
19	Pittenweem	Pittenweem Harbour		£56,000	£42,518	Complete	
19	Anstruther	Anstruther Harbour and Shore Street		£73,500	£0.00	Postponed	Delay with planning permission.
18	St Andrews	Queens Gardens		£2,000	£713	Partially complete	Complete April 2024
20	Cupar	Lorraine Drive and Scotstarvit View		£60,000	£63,709	Complete	
20	Cupar	Millbank	Brighton Road	£48,000	£8,070	Complete	
20	Cupar	Sandylands Road	Area	£87,000	£96,775	Complete	
18	St Andrews	Jamie Anderson Place		£72,000	£39,786	Complete	
17	Leuchars	Main Street	Near the army base	£134,000	£8,753	Postponed	Delayed due to SP major works c/f to 2025-26
17	Tayport	Link Road North	Caravan Park	£21,000	£0.00	Postponed	c/f to 2025-26 Resource availability
16	Ladybank	Commercial Road		£18,000	£0.00	Postponed	c/f to 2025-26 Resource availability
18	St Andrews	Scooniehill Road Ph1		£87,000	£0.00	Postponed	c/f to 2025-26 Network access issues
19	Anstruther	St Andrews Road and access at Waid Academy		£25,200	£0.00	Postponed	c/f to 2025-26 Resource availability

North East Fife Area Committee
Area Roads Programme 2024-25

Ward	Town	Street	Location/ Description	Estimate	Outturn Cost	Progress at 31st March 2025	Comments
19	Anstruther	Lady Walk	Mayview Ave, March Cres, Shore Street Cellardyke.	£78,000	£0.00	Postponed	c/f to 2025-26 Resource availability
18	St Andrews	Moir Crescent	Leonard Gardens, Armit PI, Doocot Road, Lawhill Gardens, Morton Cres, Carron Place, path 491/158, Windsor Gdns, Reid Gdns, Aikman PI	£225,000	£6,597	Postponed	c/f to 2025-26 Resource availability Update: Start on site 02-06-25
19	Crail	Marketgate and Balcomie Road		£6,000	£0.00	Postponed	Design only
TOTAL				£1,142,700	£294,726		

North East Fife Area Committee
Area Roads Programme 2024-25

Structures Schemes Outturn

Appendix 5

Ward	Town	Street	Location/Description	Estimate	Outturn Costs	Progress at 31st March 2025	Comments
17	Leuchars	St Bunyan's Place	In front of No.19 Replacement manhole access to tunnel under A919	£10,000	£3000	No longer required	Inspection of confined space culvert was undertaken via drone Survey
20	Ceres	Main Street	Near Kirk Wynd Retaining wall stabilisation	£100,000	£160,000	Complete	
20	Cupar	Riggs Place	Lyneburn Retaining wall stabilisation	£250,000	£342,000	Complete	
TOTAL				£360,000	£505,000		

18 June 2025

Agenda Item No. 17

PROPERTY TRANSACTIONS

Report by: Alan Paul, Head of Property Services

Wards Affected: 16, 18, 19 and 20

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

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

1.0 Background

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

2.0 Transactions

2.1 Disposals

2.1.1 Amenity land adjacent to 1 Muirfield Court, Anstruther

Date of Sale: 26 February 2025
Price: £4,750

2.1.2 Area of ground at Feddinch Mains, to the south of Cairnsmill Caravan Park, St Andrews

Date of Sale: 19 December 2024
Price: £50,000

2.1.3 40 sqm of additional ground at 1 Muirfield Court, Anstruther

Date of Sale: 26 February 2025
Price: £4,750

2.1.4 66 sqm or thereby at Collessie Church Yard, Collessie

Date of Sale: 8 May 2025
Price: £9,000

2.2 Leases by the Council – New Leases

2.2.1 Unit 9 Riverside Court Industrial Estate, Coal Road, Cupar

Term: 5 Years from 3 March 2025
Rent: £8,600
Tenant: Makein and McNab Limited

2.2.2 Unit 6 Riverside Court Industrial Estate, Coal Road, Cupar

Term: 5 years from 7 July 2025
Rent: £3,970 per annum
Tenant: USONEPRODUCTION Ltd.

2.2.3 25 sqm at former Dalgairn Centre, Bank Street, Cupar

Term: 175 years from 19 March 2025
Rent: £1 per annum
Tenant: SP Distribution plc

3.0 Conclusions

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

List of Appendices

1. N/A

Report Contact

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Author’s Job Title	Service Manager
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18 June 2025

Agenda Item No. 18

North East Fife Area Committee Work Programme

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

Wards Affected:

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

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

2.0 Conclusions

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

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

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Committee Services Manager
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Email- helena.couperwhite@fife.gov.uk

North East Fife Area Committee of 27 August 2025			
Title	Service(s)	Contact(s)	Comments
Play Strategy Implementation - North East Fife Area Update	Communities and Neighbourhoods Service	Louise Whyte	Annual report – previously considered 28.08.24, Para 166 refers.
Improving the safety of the cycle path between St Andrews and Guardbridge	Roads & Transportation	Allan Maclean	Update report following petition on 23.10.24, Para 171 refers. Update: deferred from 18.06.25 - feasibility study for the National Cycle Network at Edenside is not yet available.
Parking Budget/Devolved Parking Budget for North East Fife	Roads & Transportation	Andy Paterson	Provisional date - Para 222 (2) of 2025.NEFAC.86, meeting of 23.04.25 refers. Requested by Cllr Lawson. Deferred at request of service 02.06.25.
Property Transactions - 'Mop Up' Report (one off)	Property Services	Michael O'Gorman	
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 29 October 2025			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan (and Area Lettings Plan) Update 2025-26	Housing Services	Claire Hallett	Six-monthly update - previously considered 23.04.25, para 220 of 2025.NEFAC.86 refers.
Safer Communities Team Update Report	Housing Services	Sara Gray	Annual report - previously considered 19.06.24, para 147 refers. Deferred from June meeting at request of Safer Communities, January 2025. To

North East Fife Area Committee of 29 October 2025			
Title	Service(s)	Contact(s)	Comments
			be reported September/October going forward.
Operational Briefing on Policing Activities within North East Fife April 2024 - March 2025	Police Scotland		Annual report - previously considered 19.06.24, para 148 refers. Deferred from June meeting at request of Safer Communities, January 2025. To be reported September/October going forward.
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service		Annual report - previously considered 19.06.24, para 149 refers. Deferred from June meeting at request of Safer Communities, January 2025. To be reported September/October going forward.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 17 December 2025			
Title	Service(s)	Contact(s)	Comments
Common Good and Settlement Trust Funds 2024/25	Finance and Corporate Services	Eleanor Hodgson	Annual report - previously considered 09.12.24 - Para 191 refers.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 25 February 2026			
Title	Service(s)	Contact(s)	Comments
Local Area Economic Profiles 2024/25	Business and Employability	Kirsty Haydock	Annual report.
Complaints Update	Customer Services Improvement Service	David Thomson	Annual report.
Area Roads Programme 2026-27	Roads & Transportation	Vicki Storrar	Annual report.
Common Good and Settlement Trust Funds Annual Report 2024-2025	Communities and Neighbourhoods Service	Eleanor Hodgson	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 22 April 2026			
Title	Service(s)	Contact(s)	Comments
Report on Educational Outcomes - 2024/25	Education	Stuart Booker, Rona Weir	Annual report - previously considered 23.04.25, Para 218 of 2025.NEFAC.85 refers.
Tay Cities Deal Annual Report and Benefits Realisation Plan	Business and Employability	Morag Millar, Carlene Simpson	Annual report.
North East Fife – Anti-Poverty Report 2024/25	Communities and Neighbourhoods Service	Kirstie Freeman	Annual report.
Health and Social Care Locality Planning - North East Fife	Health and Social Care	Jacquie Stringer	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 17 June 2026			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Local Community and Community	Communities and Neighbourhoods Service	Vicky Wilson, Laiza Lorimer	Annual report.

North East Fife Area Committee of 17 June 2026			
Title	Service(s)	Contact(s)	Comments
Learning and Development (CLD) Plans			
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 26 August 2026			
Title	Service(s)	Contact(s)	Comments
Play Strategy Implementation - North East Fife Area Update	Communities and Neighbourhoods Service	Louise Whyte	Strategy originally considered 28.08.24, Para 166 refers. Annual update?
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 28 October 2026			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan and Area Lettings Plan Review 2026-27	Housing Services	Claire Hallett	Annual report.
Safer Communities Team Update Report	Housing Services	Sara Gray, Paul Coleman	Annual report.
Justice Social Work Service - Community Payback: Unpaid Work Scheme	Education	Joan Gallo	Annual report. Previously considered 23.04.25, Para 217 of 2025.NEFAC.85 refers. Request from Service to consider in October/November to ensure availability of the most up to date information.
Operational Briefing on Policing Activities within North East Fife April 2025 - March 2026	Police Scotland		Annual report. Michael Reilly, Police lead officer.

North East Fife Area Committee

Forward Work Programme as of 10/06/2025 5/9

North East Fife Area Committee of 28 October 2026			
Title	Service(s)	Contact(s)	Comments
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Police Scotland		Annual report. Niall Miller, Police lead officer.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 16 December 2026			
Title	Service(s)	Contact(s)	Comments
Common Good and Settlement Trust Funds Annual Report 2025-2026	Communities and Neighbourhoods Service	Eleanor Hodgson	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 3 February 2027			
Title	Service(s)	Contact(s)	Comments
Local Area Economic Profiles 2025/26	Business and Employability	Kirsty Haydock	Annual report.
Complaints Update	Customer Services Improvement Service	David Thomson	Annual report.
Area Roads Programme 2027-28	Roads & Transportation	Vicki Storrar	Annual report.
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

North East Fife Area Committee of 17 March 2027			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services		

Unallocated			
Title	Service(s)	Contact(s)	Comments
Proposed Kingdom Greenways	Roads & Transportation	Allan Maclean	Update: EMB being issued in lieu of a report 18.06.25. Any further report to be advised by Service.
Review of Position following implementation of 50 mph speed limit at Strathkinnes Crossroads	Assets, Transportation and Environment	Steven Sellars	<p>Agreed at meeting 24.11.21 - Para. 387 (3) - review one year after implementation of speed limit.</p> <p>14.08.24 - Steven Sellars advised 50mph in place. Further feedback to follow.</p> <p>Following meeting between the convener, ward members and service representative, Community Manager to advise date for an update report to committee. Discussed at meeting 09.12.24, para 192 (2) refers.</p>
Pupil Equity Fund	Education	Sarah Else, Zoe Thomson	<p>Previous report 26.01.22. 05.10.23 - advised by Zoe PEF would be included in a member Workshop on attainment for each area (pm, 23.10.24). Outcome/follow up report to come to committee following the workshop (service to confirm which committee date).</p>

Unallocated			
Title	Service(s)	Contact(s)	Comments
Capital Plan Projects in North East Fife	Communities and Neighbourhoods Service	Kirstie Freeman	For Info - six-monthly update reports circulated to members by email. Previously circulated September 2024. 02.04.25 - update issued by Kirstie, by email.
Director of Public Health Annual Report	Health and Social Care		Previously considered 19.06.19. Joy Tomlinson (Director of Public Health). Advised not finalised until December, publication in January 2025. (Committee date tba).
Tay Cities Deal Annual Report and Benefits Realisation Plan	Business and Employability	Carlene Simpson, Morag Millar	Annual Report – previously considered 24.04.24. To be issued as a briefing note - with any new projects being considered at committee as and when required.
OnFife Six-Monthly Update	Fife Cultural Trust	Sheona Small	Previously considered 25.10.23. Change of staffing. Advised, in the interim, the newsletter is available online. (Committee date tba).
Cupar Recycling/Reuse Hub	Planning, Environment & Building Operations (AT&E)	Robin Baird	Para 173 of meeting 23.10.24 refers - update report on options for Cupar. John Rodigan leading - advised report going to WG w/c 10.02.25 and suggesting an EMB meantime (06.02.24).
Disposal of Coal Tar Waste	Roads & Transportation	Mark Dewar	For info - EMB requested 01.09.24 - to include cost implications for the council, impact

Unallocated			
Title	Service(s)	Contact(s)	Comments
			on the area roads programme - the impact of this issue across Fife and how it is being dealt with? 09.10.24 - Kirstie to progress chase.
Planning Obligations Update	Planning	Kathleen Illingworth, William Shand	FOR INFO - workshop held 30.01.25 - providing comments on the status of obligations and their spend. Possible future report to NEFAC (tba).
Chief Social Work Officer Annual Report		James Ross	People & Communities meeting 14.11.24, agenda Item 7 refers. Briefing note requested in the first instance to inform committee on the scope and complexities of work in NEF.
Active Travel Strategy and Action Plan	Roads & Transportation	Holly Hunter	FOR INFO: Workshop held on 18.02.25 - comments made will feed into the strategy which will be considered by Scrutiny Committee prior to agreement at Cabinet Committee.
Review of Settlement Trust Funds	Finance and Corporate Services	Eleanor Hodgson	To be issued as an EMB - review of all the trusts with a view to amalgamating/winding them up.
Bereavement Services Cemetery Strategy 2023 – 2028 Update	Property Services	Liz Murphy	Previously considered 06.12.23, para 116 refers.
Domestic Waste, Street Cleansing and Grounds Maintenance Service - Annual Review	Environment & Building Operations (AT&E)	Alexander Anderson	Update - previously considered 06.12.23, para 113 refers.

Unallocated			
Title	Service(s)	Contact(s)	Comments
Education - Pupilwise and Parentwise Survey	Education	Rona Weir	Previously considered 28.08.24, Para 165 refers - next survey date to be advised.
Cupar Recycling and Reuse Hub - Update	Enterprise and Environment	Janet Mackenzie	Previously considered 23.04.25, para 219 of 2025.NEFAC.85 refers - agreed to establish W/G.