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Council Building
2 High Street
Perth
PH1 5PH

09/11/2023

A hybrid meeting of the **Kinross-shire Committee** will be held in **ICT Meeting Room, Loch Leven Community Campus** on **Thursday, 16 November 2023** at **17:00**.

If you have any queries please contact Committee Services on (01738) 475000 or email Committee@pkc.gov.uk.

THOMAS GLEN
Chief Executive

Those attending the meeting are requested to ensure that all notifications are silent on their device and other devices are in silent mode.

Please note that the meeting will be broadcast online and recorded. The recording will be publicly available on the Council's website following the meeting.

Members:

Councillor Dave Cuthbert (Convener)
Councillor Richard Watters (Vice-Convener)
Councillor Neil Freshwater
Councillor Willie Robertson
Neill Bingham
Sarah Bruce-Jones
Geoff Christie
Dave Morris
Hannah Phillips
Fran Principe-Gillespie

Kinross-shire Committee

Thursday, 16 November 2023

AGENDA

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF KINROSS-SHIRE LOCAL COMMITTEE OF 24 AUGUST 2023 FOR APPROVAL** **5 - 8**
(copy herewith)
- 4 OUTSTANDING BUSINESS STATEMENT (OBS)** **9 - 10**
(copy herewith 23/310)
- 5 KINROSS-SHIRE COMMITTEE - AVAILABLE FUNDING** **11 - 12**
Report by Head of Environmental and Consumer Services (copy herewith 23/313)
- 6 TACTRAN ACTIVE TRAVEL PLAN(TATP) UPDATE**
Presentation by Project Management Officer (Communities)
- 7 GRASSLAND MANAGEMENT APPROACH IN KINROSS-SHIRE**
Presentation and Report by Community Greenspace Manager
(copy to follow)
- 8 COMMUNITY TRANSPORT UPDATE**
Presentation by Mr D Smart, Chairman of Glenfarg Community Transport Group
- 9 BLAIRINGONE PRIMARY SCHOOL**
Verbal Update by Community Planning and Policy Team Leader
- 10 KINROSS-SHIRE COMMUNITY INVESTMENT FUND 2023/24** **13 - 20**
Report by Head of Culture and Communities Services (copy herewith 23/312)

11 BANKING HUB
Verbal Update by the Vice-Convener

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KINROSS-SHIRE COMMITTEE

Minute of hybrid meeting of the Kinross-shire Committee held in Loch Leven Community Campus, Milnathort on Thursday 24 August 2023 at 5.00pm.

Present: Councillors D Cuthbert, N Freshwater, W Robertson, and R Watters; S Bruce-Jones (Fossway Community Council); F Principe-Gillespie (Cleish & Blairdam Community Council); B Freeman substituting for H Phillips (Kinross Community council); D Morris (Portmoak Community Council); and N Bingham (Milnathort and Orwell Community Council).

In Attendance: M Butterworth, A Brown, B Cargill, L Haxton and F Robertson (Communities) L Simpson, K Molley, A Brown, and M Pasternak (Corporate and Democratic Services).

Apology: Glenfarg Community Council

Councillor D Cuthbert, Convener, Presiding.

1. WELCOME AND APOLOGIES

The Convener welcomed all present to the meeting and apologies were noted as above.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross-shire Local Committee of 24 August 2023 was submitted and approved as a correct record subject to the following amendment:

D Morris, Portmoak Community Council, raised concerns about not being able to join previous committee meetings online and participate fully due to technical issues in Perth and Kinross Council.

The Committee Clerk advised that further training would be made available to all Community Council members, to ensure they are able to join future committee meetings properly.

4. OUTSTANDING BUSINESS STATEMENT

The Convener advised that additional sessions would be arranged at the Loch Leven Campus to focus on areas such as Planning and Enforcement, Governance and the Powers of the Committee. Suitable dates would be arranged in due course.

The Convener added that members had put forward potential agenda items for the Kinross-shire Committee which included items on the Transport Forum in

Kinross-shire and Compulsory Purchase Orders (CPO). The Convener advised that a Community Transport Forum meeting would be set up, once more was known about the 202 bus route and CPO's would be covered in the Planning and Enforcement session. Both would be open to all Community Council Members.

Resolved:

- (i) The contents of the Outstanding Business Statement, be noted.
- (ii) It be agreed that completed actions would be removed from the Outstanding Business Statement.

THE COMMITTEE AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT.

6. WINTER MAINTENANCE PROGRAMME

A Brown, Senior Engineer, delivered a ten-minute slide-based presentation on the Winter Maintenance Programme in Kinross-shire.

Members raised concerns over certain areas in Kinross-shire not being properly gritted throughout winter. A Brown agreed to share the contact details with members for any winter enquiries including applications for push along footway gritters following the meeting.

The Vice-Convener thanked A Brown for his informative presentation.

5. ROAD SAFETY UPDATE

There was a report by Head of Environmental and Consumer Services (Communities) (23/227) advising members of progress on the various road safety concerns raised about the public road network in Ward 8 raised with officers prior to the meeting.

Resolved:

- (i) The progress being made on the delivery of road safety schemes in Kinross-shire, be agreed.
- (ii) It be noted that a further update will be brought to the Committee at a future meeting in the new calendar year.

7. BLAIRINGONE PRIMARY SCHOOL

There was a verbal update by L Haxton, Community Planning and Policy Team Leader on Blairingone Primary School. L Haxton advised that once they had received the independent valuation of assets, it would be shared with Fossoway Community Development Trust (FCDT) to see if they wish to continue with a Community Asset Transfer Request. L Haxton added that if they do decide to proceed, FCDT would submit their Community Asset Transfer Request within the next 4-6 weeks and following this, there would be legal timescales that the Council

and FCDT must commit to. However, L Haxton added that if FCDT decide not to progress with a Community Asset Transfer Request, they could still seek to negotiate on a price for ownership/lease and there would be no legal timescales involved. The Convener asked that any decision to put the Former Primary School on the open market be brought to the Kinross-shire Committee. This was confirmed by officers.

8. KINROSS-SHIRE LOCAL COMMITTEE: INDEPENDENT EVALUATION FINDINGS

There was submitted a report by Head of Culture and Communities Services (23/229) (1) summarising key findings from an independent evaluation of the Local Area Committee (LAC) model piloted in Kinross-shire from 2021-2023; and (2) setting out next steps for the Kinross-shire Lac following a development session on 2 August 2023.

Resolved:

- (i) The key findings of the evaluation report summarised in section 5 of Report 23/229, be noted.
- (ii) The proposed responses to each recommendation, summarised in Appendix 3 of Report 23/229 and following a Development Day on 2 August 2023, be approved subject to the following changes:
 - Resolution item 8 – ‘Community Councils are contacted by PKC and the Convener to put forward potential agenda items before every Local Committee meeting’.
- (iii) The wider issues for Perth and Kinross Council, now being considered within the current Transformation Review of community engagement, with final recommendations due to come to Council in February 2024, be noted.
- (iv) It be noted that following additional funding to the Kinross-shire Local Committee approved by Council in February 2023 it will continue operating until 31 March 2024 and future operating arrangements will be considered by Council in February 2024 as part of the wider Transformation Review.
- (v) The SWOT Analysis which had been discussed at the Development Day (Appendix 4) to be shared with all Community Councils for their thoughts and an item on this would be brought back to a future meeting.

9. CHANGES TO THE KINROSS-SHIRE LOCAL COMMITTEE SCHEME OF ADMINISTRATION

Resolved:

The proposed changes to the Scheme of Administration as set out on the agenda, be agreed with the following amendment:

- A Meeting of the Committee shall be quorate if 50% of ward councillors and 50% of community council members are present.

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**KINROSS-SHIRE LOCAL COMMITTEE**

**OUTSTANDING BUSINESS STATEMENT (OBS)**

(Report No. 23/310)

Please note that this statement sets out outstanding decisions of this committee along with an update and estimated completion date. Actions which are overdue are shaded for ease of reference. Where an update reflects that an action is complete then the Committee's agreement will be sought to its removal from the OBS.

| <b>No</b> | <b>Minute Reference</b>    | <b>Subject Title</b>                                       | <b>Outstanding Action</b>                                                                                  | <b>Update</b>                                                                                                       | <b>Lead Officer /Service</b> | <b>Action due</b> | <b>Action Expected</b> |
|-----------|----------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------|------------------------|
| 1.        | 16 February 2023<br>Item 4 | Brunt Hill Windfarm                                        | An update to be provided on the process of Brunt Hill Windfarm Development regarding Community Engagement. | Convener to provide a verbal update at Committee on 24 August 2023.<br><br><b>COMPLETED</b>                         | Kristian Smith               | 24 August 2023    | 24 August 2023         |
| 2.        | 16 February 2023<br>Item 6 | Former Blairingone Primary School                          | An update to be provided on Blairingone Primary School.                                                    | An update to be brought back to Committee on 16 November 2023.                                                      | Lee Haxton                   | 16 November 2023  | 16 November 2023       |
| 3.        | 16 February 2023<br>Item 8 | Interim Evaluation Report of Kinross-shire Local Committee | The final version of the Evaluation Report of Kinross-shire Local Committee to be submitted.               | The final version of the Evaluation Report to be considered at Committee on 24 August 2023.<br><br><b>COMPLETED</b> | Fiona Robertson              | 24 August 2023    | 24 August 2023         |

| <b>No</b> | <b>Minute Reference</b> | <b>Subject Title</b> | <b>Outstanding Action</b>              | <b>Update</b>                        | <b>Lead Officer /Service</b> | <b>Action due</b> | <b>Action Expected</b> |
|-----------|-------------------------|----------------------|----------------------------------------|--------------------------------------|------------------------------|-------------------|------------------------|
| 4.        | 24 August 2023          | Winter Maintenance   | The presentation that was delivered to | Email response was issue to members. | Andy Brown                   | 16 November 2023  | 16 November 2023       |

|    |                          |                                                                |                                                                                                                                                                                                                            |                      |                  |     |     |
|----|--------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|-----|-----|
|    | Item 6                   | Programme                                                      | <p>Committee on the Delivery of Winter Service in Kinross-shire be shared with members.</p> <p>Contact information be shared with members for winter enquiries including applications for push along footway gritters.</p> | <b>COMPLETED</b>     |                  |     |     |
| 5. | 24 August 2023           | Member Training                                                | A further training session to be arranged for members on the use of Microsoft Teams.                                                                                                                                       | <b>NOT COMPLETED</b> | Kirsten Molley   | TBC | TBC |
| 6. | 24 August 2023           | Planning and Enforcement Session                               | A session to be arranged for members.                                                                                                                                                                                      | <b>NOT COMPLETED</b> | David Littlejohn | TBC | TBC |
| 7. | 24 August 2023<br>Item 8 | Kinross-shire Local Committee: Independent Evaluation Findings | A presentation to be delivered to members on the powers and decision-making process from PKC Legal and Governance Services followed by a question-and-answer session.                                                      | <b>NOT COMPLETED</b> | Lisa Simpson     | TBC | TBC |
| 8. | 24 August 2023           | Community Transport Forum                                      | An item to be brought to a future meeting of the Kinross-shire Committee.                                                                                                                                                  | <b>NOT COMPLETED</b> | Margaret Roy     | TBC | TBC |

**PERTH AND KINROSS COUNCIL**

**Kinross-shire Local Committee**

**16 November 2023**

**KINROSS-SHIRE COMMITTEE –AVAILABLE FUNDING**

**Report by Head of Environmental and Consumer Services**  
(Report No. 23/313)

**1. PURPOSE**

- 1.1 Further to the report presented to the Committee on 25 May 2023, the purpose of this report is to remind members of the monies available to the committee in the financial year 2023/24.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that Committee:
- (i) Notes the report.

**3. BACKGROUND / MAIN ISSUES**

- 3.1 At the Council's 2021/22 budget setting meeting, an allocation of £40,000 was made in relation to the Kinross-shire Local Committee. This allocation was largely used to meet staffing and administration costs associated with the establishing and supporting the committee.
- 3.2 In the following year, at the Council's Budget setting meeting on 23 February 2022 for 2022/23, a further "one off" allocation of £40,000 was made from the Council's revenue budget to be allocated at the discretion of the Local Committee.
- 3.3 At the Kinross-shire Local Committee meeting on 16 February 2023, it was agreed £30,000 of the available funding should be awarded to the King George V Management Committee, to fund expansion to their pavilion, leaving a balance of £10,000.
- 3.4 At the Council's Budget setting meeting on 1 March 2023, a further £40,000 was allocated to the Committee, therefore with £10,000 brought forward from the 2022/23 allocation, the balance of funding for use at the discretion of the Committee currently stands at £50,000.

**4. CONCLUSION AND RECOMMENDATION**

- 4.1 This report provides clarity to the members of the committee of the funding available for use at the discretion of the Committee.

## Authors

| <b>Name</b>      | <b>Designation</b> | <b>Contact Details</b>  |
|------------------|--------------------|-------------------------|
| Mark Butterworth | Head of ECS        | MButterworth@pkc.gov.uk |

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**PERTH AND KINROSS COUNCIL**

**Kinross-shire Committee**

**16 November 2023**

**KINROSS-SHIRE COMMUNITY INVESTMENT FUND 2023/24**

**Report by Head of Culture and Communities Services**

(Report No. 23/312)

**1. PURPOSE**

- 1.1 This report asks Committee to homologate the decisions made by the Kinross-shire Ward Panel for the 2023/24 Community Investment Fund. The report also summarises the process for a further round of funding to be completed before the end of the 2023/24 financial year.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee:
- i. homologates the funding decisions taken by the Ward Panel
  - ii. notes the process and timescale for a further round of CIF funding in 2023/24
  - iii. agrees to organise and hold a further Ward Panel meeting for Kinross-shire in January 2024

**3. STRUCTURE OF REPORT**

- 3.1 This report is structured over the following sections:
- Section 4: Background
  - Section 5: Funding Decisions
  - Section 6: Conclusion

**4. BACKGROUND**

- 4.1 Since 2018/19 the Council has committed approximately £2m to over 400 community-led projects in Perth and Kinross through the Community Investment Fund (CIF). CIF supports community-led projects which improve quality of life across Perth and Kinross and helps the Council to deliver its priorities as set out in the Corporate Plan.

- 4.2 Following the establishment of the Kinross-shire Committee in 2021/22, decision making control on CIF funding in Kinross-shire has rested with the Committee. In 2021/22, £53,000 of CIF funding was allocated to support 18 projects and in 2022/23, £35k of CIF funding was allocated to support 11 projects.
- 4.3 [Report 23/194](#) set out the process for running CIF and PB in 2023/24. For CIF the application process opened on 26 June and closed on Friday 18 August. Ward Panels met throughout September to consider the applications and agree any funding to be awarded.
- 4.4 CIF 2023/24 followed a similar process to previous rounds, with one major change. Whereas previous rounds of CIF had followed a number of manual steps from application through to the final award and project monitoring, this round utilised an on-line portal through MyPKC. This meant that the administration of CIF was contained on one system, including:
- the submission and screening of applications, with the potential for officers and applicants to make amendments or additions as necessary
  - the assessment and scoring of applications by Ward Panel members
  - the recording of decisions on funding awards by Ward Panels and Kinross-shire Local Committee
  - the issuing of award letters to successful applicants
  - the development of databases to allow for payment of grants
  - the establishment of monitoring requirements for successful projects
- 4.5 Feedback from officers is that the system has allowed for greater efficiency and released capacity for them to complete other tasks. Feedback from applicants and Ward Panel members has also been positive.

## 5. FUNDING DECISIONS

- 5.1 In Kinross-shire, 10 applications were received, seeking £40,000 of funding, against an available budget of £36,000. Ward Panel members assessed and scored applications, before meeting on Wednesday 27 September to determine the level of funding to be awarded to each application.
- 5.2 The Ward Panel agreed to award £27,500 to 8 separate projects, summarised below. Funding was paid out to these projects in October 2023 and Committee is asked to formally homologate these decisions.

### **Milnathort & Orwell Core Paths Group - £1,828.98**

Funding awarded to purchase a heavy-duty self-propelled petrol wheeled flail for use on core paths in the Milnathort & Orwell Community Council area.

### **Kinross Bowling Club - £4,750**

Funding awarded to install disability ramps to provide wheelchair access to the clubhouse and bowling green.

### **Glenfarg Community Transport Group - £3,000**

Funding awarded to help with the development of a website to provide the user with information about the community minibus and associated walking and cycling resources.

### **Broke not Broken - £4,800**

Funding awarded to support an infant food insecurity project, providing formula, nappies, wipes and weaning products to those in need.

### **Aero Space Scientific Educational Trust - £5,000**

Funding awarded to support free workshops for school and community groups in Kinross-shire. These workshops focus on issues of climate change through light pollution and how to reduce their own individual and collective impact.

### **KYTHE - £2,000**

Funding awarded as a contribution towards a larger project, which provides youth outreach activities in rural areas across Kinross-shire and elsewhere in Perth and Kinross.

### **Perth Autism Support - £4,047**

Funding awarded to support an outreach project for young people aged 4-18 in several rural communities, including Kinross-shire. Funding will ensure that the services are delivered at low, or no cost to the families involved.

### **Kinross Centre - £2,130**

Funding awarded to support a "ruby Anniversary" celebratory event for the Centre. A fortnight of special themed events involving local residents, volunteers, service users and schools is being offered.

- 5.3 These funding decisions left an underspend of £8,306.02 and elected members asked that the fund be reopened to allow additional groups to come forward and make use of these remaining funds. The funding portal was reopened in October and the link shared across community networks in Kinross-shire.
- 5.4 Applications will be accepted until **Friday 15 December**, with eligible applications shared with Ward Panel members for assessment thereafter. Committee is asked to agree to organise and hold a further Ward Panel meeting in January 2024 where funding decisions can be made.

## **6. CONCLUSION**

- 6.1 Kinross-shire Committee has decision making authority over the Community Investment Fund in the Kinross-shire Ward. A Ward Panel has previously agreed to award £27,500 to 8 projects in Kinross-shire.
- 6.2 The CIF portal for Kinross-shire has been reopened for a further round of funding and will close for applications on 15 December. Final decisions on funding will be taken in January 2024 and Committee homologation sought thereafter.

### Authors

| Name         | Designation                       | Contact Details                                                                                      |
|--------------|-----------------------------------|------------------------------------------------------------------------------------------------------|
| Lee Haxton   | Community Planning<br>Team Leader | (01738) 475000<br><a href="mailto:Comcommitteereports@pkc.gov.uk">Comcommitteereports@pkc.gov.uk</a> |
| David Stokoe | Service Manager -<br>Communities  |                                                                                                      |

### Approved

| Name           | Designation                         | Date            |
|----------------|-------------------------------------|-----------------|
| Barbara Renton | Executive Director<br>(Communities) | 8 November 2023 |

- **APPENDICES - NONE**

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
| Community Plan / Local Outcomes Improvement Plan    | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>Yes</b>        |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>Yes</b>        |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

-

#### Community Plan/Single Outcome Agreement

1.1 Supporting and investing in community-led solutions to locally identified issues contributes to the delivery of the Perth and Kinross Community Plan / LOIP in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

1.2 Supporting and investing in community-led solutions to locally identified issues contributes to the delivery of the Perth and Kinross Council Corporate Plan in terms of the following priorities:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

## 2. Resource Implications

### Financial

- 2.1 Community Investment Fund in Kinross-shire has a budget of £35,500 for 2023/24 and funding decisions of £28,500 have been made, leaving an underspend of around £8,000.00

## 3. Assessments

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment Process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

## 4. Consultation

### Internal

- 4.1 There has been consultation with the Finance Department, Communities and the Executive Leadership Team.

## **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

