

Approved Minutes

Balmullo Community Council – Monday 13th October 2025

Committee present: Colin Finlay (CF) *Convener*, Andrew Donald (AD), Mike Fearon (MF), Sue Smith (SS)

Public present: 15

Apologies: Cllr Louise Kennedy Dalby, Cllr Alan Knox, Cllr Jonny Tepp, Sheryl Morris

Minutes: Mike Fearon

Summary of Action Points	ACTION
Raise Clay Road safety concerns linked to new development with FC	JT/LKD
Raise developer communication issues with the developer/FC planning team	JT/LKD

1. Minutes of previous meeting

- a. Corrections
There were no errors or omissions
- b. Actions arising

	ACTION	OUTCOME
Request extension of consultation period and form a sub-group to take ownership of the playing fields	JT/MF	Complete
Escalate Campion Homes road surfacing defect on A914 as a safety concern	LKD/JT	Complete
Attend park meeting with Balmullo Park trust members	MF	Complete
Contact Greenbelt and request for a copy of the contract in place	SS	Complete
Confirm responsibility of the burn with Greenbelt and report flooding risk to SEPA	LKD/CF	Ongoing
Review website analytics to identify any improvements.	SM	Ongoing
Arrange temporary monitoring within the community – Breedon to install equipment at a local resident's house before the next blast date.	CF	Ongoing
Request an update on complaints process including contact details.	CF	Ongoing

2. Councillors Reports

- a. No updates provided

3. Treasurers Report

- a. 1 outstanding bill for hall hire covering June and September 2025 – transfer of account details to be confirmed before the next meeting.

4. Incoming Correspondence

- a. SS provided details of the current planning applications within the community including ([25/02625/CON](#))
- b. SS has circulated all incoming correspondence with committee members including.
 - Newsletters
 - Fife Climate festival
 - Scottish Road Expo
 - Police report (*appendix 1*)

5. Updates

- a. Save Lucklawhill – The Review of Old Minerals Permissions (ROMP) is now complete, clearing the way for Breedon to submit their planning extension application. Parts of the review were disappointing, with the council failing to consider climate change mitigation, arguing it should only be addressed in a future extension application. There was a lack of clarity on the extraction end date and while some local concerns were acknowledged and accepted as planning conditions, issues like noise and dust monitoring remain a concern. It was also noted that the Quarry Liaison Committee has been given significant responsibility to address these going forward.
- b. Local Development – Safety concerns have been raised regarding the new pavement installation on Clay Road. Vehicle speeds, the significantly reduced road width (narrowest point of 4.2m) and removal of passing places has been reported as a concern by local residents. The suggestion of using the bellmouth of the pub car park and residential properties detailed on page 23 of the [transport statement](#) is not a suitable adjustment. The CC and residents are requesting for FC to review the traffic management requirements on Clay Road and consider implementing a 1-way system. **[ACTION]**
- c. Local Development – Residents on Clay Road have reported loss of utilities over several days where there had been no communication from developers. Attempts have been made to contact the developers directly, but requests aren't being addressed. **[ACTION]**.
- d. Planting – no updates provided
- e. Balmullo Park – MF attended meeting with Fife Council to discuss the delegated consultation of Balmullo Park. This has now been stopped, and work is ongoing with the park trust to modernise the operating model.

6. AOB

- a. The CC were sad to hear of the sudden passing of Mike Ashburn and acknowledged his service to the community council as treasurer. His passion for ensuring the village planters were in colour all year round will be sorely missed.
- b. The village resilience plan has been reviewed by AD – no updates required.
- c. The local place plan question set will be updated and circulated in Q1 of 2026.
- d. Greenbelt responded to the CC request and provided the Written Statement of Service and site plan for Burnside (*appendix 2*)

7. Date of next meeting – Monday 10th November



**POLICE
SCOTLAND**
Keeping people safe

September 2025

Welcome to the Tay Bridgehead monthly report from your local community officers, PC P0738 Norman Kinloch and PC P0576 Daniel Strandberg.

CONTACT INFORMATION

Below is the local contact email address for your local community team.

This is **NOT** for reporting a crime but if you feel you require to contact your local community officer then our email address is the best way to do so.

If you do not have access to the internet, then you can call 101 and the call handler can send an email on your behalf.

Email us at: TayBridgeHeadCPT@scotland.police.uk



Please Note, this email address is NOT for reporting a crime or ongoing incidents and due to our shift pattern, is not monitored 24/7

Coffee with a Cop

If you are looking to arrange a day for officers to attend at a local café and set up a Coffee with a Cop appointment, please get in contact via the email provided.



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OPERATION PARAMOUNT – ROAD SAFETY



PC's Kinloch and Strandberg have carried out Unipar enforcement deployments in the following areas in the month of September;

**A914, St Michaels
Main Street, Balmullo
Albert Street, Tayport
West Road, Newport**

This resulted in numerous stops, checks, warnings and tickets issued in relation to speeding.



COMMUNITY SPEED WATCH INITIATIVE



Community Speed Watch is a voluntary scheme driven by members of the community and is supported by Police Scotland (Fife Division). Essentially, it is a high visibility deterrent which strives to encourage motorists to reduce their speed, thus improving the safety and quality of lives of the local community.

The scheme runs during the summer months with both the Guardbridge and Largoward teams being deployed during this month.

We are looking to recruit more volunteers for this initiative. If you are interested in becoming a volunteer please contact the community email box. A big thank you to the work undertaken so far by our current volunteers.



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PARTNERSHIP WORKING RE FIRE SAFETY

PCs Kinloch and Strandberg continue to work alongside the Scottish Fire and Rescue Service and the Tentsmuir Rangers in responding to fires within forested areas, and to educate campers and holiday makers as to responsible camping and use of camp fires.



BODY WORN VIDEO



Body worn video (BWV) cameras are the small devices our officers wear, usually on their chest, to capture both audio and visual evidence when they attend all types of incidents or are executing any police powers. Police staff in custody suites also wear the cameras and switch them on when interacting with persons in custody. The position of the camera means that the images captured show the situation from the officer's perspective. The camera acts as an independent view.

Training for Fife Division Officers is underway, with the roll out commencing in September 2025.

How do the cameras work and what are they used for?

The camera records the footage onto an internal storage device. At the end of the officer's/ police staff member's shift, the footage is uploaded to a secure cloud so it can be used as evidence at court or in other legal proceedings, or deleted if it's not needed.

When the camera is turned on it will start capturing a rolling 30-second loop of video. This can be useful in circumstances where an incident has escalated quickly and on activation of the camera by the user, the previous 30 seconds of video has been captured. There is no audio for those 30 seconds. This 30-second loop is not saved by the camera unless the officer activates the camera to record. If the camera is not activated, each 30-second segment of recording automatically overwrites itself.

Body worn video is for use when officers are responding to an incident or executing any police powers. The camera is activated by the officer to record both audio and video footage.

Police staff in custody suites will have access to cameras and will record interactions with people in custody.

How will I know that the camera is recording me?

It is routine for the officer to inform the public when using their body worn video camera and when recording a red light will be visible on the device. You may hear a loud beep as the camera is switched on. An officer will advise as soon as is reasonably possible that the body worn video camera is recording.

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The body worn cameras will not be used covertly or for surveillance purposes.

Can I ask you not to record me?

Yes. If you have a genuine reason for objecting to being recorded on body worn video, it is important you let the police officer recording you know and explain the reason to them.

The presumption will always be that the police officer will continue to record unless, having assessed your request, they deem your reason for not being recorded to outweigh the benefits of them recording the incident. The police officer has lawful powers to record incidents, and, in many cases, it will be essential that they do so to collect evidence.

If the police officer does not agree with your objection, they will continue to record but will explain their decision to you.

Will you continue to record on the camera if there are children or people are in a vulnerable situation?

Yes. In the majority of incidents involving both adults and children in vulnerable situations, police officers will continue to record.

This recording will help to capture an accurate picture of the situation the vulnerable adult or child are in and can be essential in capturing evidence for future prosecutions or in assisting partner agencies in understanding the situation and putting appropriate support measures in place.

If the police officer does not deem it proportionate, legitimate or necessary to record someone in a vulnerable situation, they may decide not to record. This decision will always lie with the police officer and will be assessed on a case-by-case basis.

Lord Advocate's Guidelines

Find out about Lord Advocate's Guidelines on the provision of Body Worn Video evidence to the Procurator Fiscal in criminal cases (COPFS) using the link below:

<https://www.copfs.gov.uk/publications/lord-advocate-s-guidelines-body-worn-video-bwv/html/>

CALLS RECEIVED

**The Tay Bridgehead area 186 had calls.
Call breakdown is as follows -**

Area 17D received 11 Calls.

1 crime recorded for a vandalism.

GAULDRY

10 calls to the police.

BALMERINO & Kirkton of Balrmerino

1 call to the police.

BOTTOMCRAIG

0 calls to the police.

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KILMANY & ROADS

0 calls to the police.

Area 18A received 77 calls.

11 crimes relating to Road Traffic offences and crimes of dishonesty & public disorder.

BALMULLO

9 calls to the police.

LEUCHARS

25 calls to the Police

GUARDBRIDGE

42 calls to the Police

ST MICHAELS & ROADS

1 call to the police.

Area 18B received 43 Calls.

5 crimes relating to Road traffic offences and legal procedure.

NEWPORT

20 calls to police.

WORMIT

10 calls to police.

Roads

12 calls to police.

Area 18C as a whole received 55 Calls.

10 crimes relating to road traffic offences, disorder, and dishonesty.

TAYPORT

41 calls to the police.

Tay Bridge & A92

10 calls to the police.

Tentmuir

2 calls to the police.

Drumoig

2 calls to the police.

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Other ways to pay

BACS

Send payment in full to:

- Sort Code: 60-30-20
- Account No: 31288383

Cheque

Make your cheque payable to Greenbelt Group and send to Greenbelt Group, McCafferty House, 99 Firhill Road, Glasgow, G20 7BE.

For either method don't forget to include your reference number on your payments!

Problems Paying

If you are unable to pay through any of the methods offered, or are having difficulties in paying, please contact us immediately.

Written Statement of Services

This document describes the nature of the arrangement between Greenbelt and homeowners on your Development. This Written Statement of Service does not form part of any contract, but it is required to be provided for your information.

Greenbelt has a duty to register as a property factor and comply with the Code of Conduct for Property Factors as provided in the Property Factors (Scotland) Act 2011. Our Property Factor Registered Number, which we require to use, is shown at the foot of this page.

Home owners should be aware that the details of their property (as listed under the management of Greenbelt) will be published by the Scottish Government on the register of property factors. This is a publicly available register and can accessed online at www.propertyfactorregister.gov.scot.

This document has been updated in accordance with the Property Factors (Scotland) Act 2011: Code of Conduct for Property Factors as revised, at Section 1.

If there is anything you do not understand, please feel free to contact Greenbelt by telephone on 0800 028 1749, or send us an email at customer@greenbelt.co.uk, and we'll be happy to help you.

Estate Management Arrangement

The Developer appointed Greenbelt to manage and maintain certain Land on your Development, as shown on the enclosed Plan. The initial charge was agreed between the Developer and Greenbelt prior to the sale of any properties on the development. Greenbelt is appointed by virtue of the Real Burdens contained in the Deed of Conditions (which forms part of the Title Deeds to each house on the Development) and the Developer transfers ownership of the Land to Greenbelt when all houses on the development (or each phase) are sold and the development (or each phase) is completed.

Development Details

Development Name

Burnside

Location and Use of Land

Greenbelt manages and maintains the Land on your development shown on the enclosed plan, comprising Amenity Trees, Grass, Pathways, Shrubs, SuDS, Woodland & Structure Belts.

Financial and Charging Arrangement

No. of Properties Contributing

135 properties on the Development contribute towards the management and maintenance costs of the Land.

Bill Issued

Annually in advance, (by post unless otherwise stated). Please refer to the enclosed document for full payment terms.

In response to reasonable requests which must be made within 6 months of the end of the period to which the bill

summary relates, Greenbelt will supply supporting documentation and invoices or other appropriate documentation for inspection or copying. Greenbelt may impose a reasonable charge for copying, subject to notifying you of this charge in advance. The summary documentation will be made available to you within one month of your request. This is not a tax invoice.

Paper Bill Charge

A Paper Bill charge of £4 will be applied to all our customers who receive a paper bill. This charge will be applied at the bill stage and is offset the cost of producing and supplying a paper bill. Those who sign up to our paperless billing services will not receive this charge. This charge is reviewed on an annual basis at the 1st April in each year.

Their first billing period, be this a newly billed property or newly purchased property, will not have this charge applied but from the second billing period, and thereafter.

Anticipated Charge Billing

This sum reflects the costs we anticipate incurring during the billing period to ensure the open spaces on your development continue to be managed to their current high standards. It includes elements to cover any increase in costs as a result of inflation or one-off non-routine works. Should any substantial non-routine works be required, we will notify you. As the requirements on your development will vary from time to time, the anticipated charge may also vary; potentially increasing or decreasing accordingly from period to period.

Value Added Tax

VAT is calculated at the point when this service is provided and by the standard rate of Tax at that point in time.

Late Payment Charges

On or after 28 days from the bill issue date, a Late Payment Notice will be issued and an administration fee of £26.00 including VAT will be charged to your account for the additional administrative work and costs involved in recovery of the outstanding payment.

If the debt remains outstanding after a further 28 days, a 7-Day Notice will be issued and a further administration fee of £28.00 including VAT will be charged to your account.

Where provided for in the property titles, interest will be applied at the rate defined in the relevant property titles on all sums which remain unpaid 12 months after the bill issue date; interest will apply from the bill issue date until the sum due is paid in full.

For homeowners in Scotland, where it is appropriate following the grant of decree against a homeowner, a Notice of Inhibition may be instructed to be registered against a property title.

All late payment charges are reviewed on an annual basis as at 1st April in each year.

Debt Recovery Procedure

This is available on request, and can be viewed on line via our website, www.greenbelt.co.uk.

Complaint and Dispute Resolution

This is available on request, and can be viewed on line via our website, www.greenbelt.co.uk.

Communications Arrangement

Full details are contained in our Customer Care Charter, which is included with each resident's first bill; it can also be viewed online via our website, www.greenbelt.co.uk.

Declaration of Interest

Greenbelt owns or will take ownership of the Land, so there is no common ownership by homeowners.

Ending the Arrangement

Where there is going to be a change of ownership of your property, as homeowner, you should inform us at least 28 clear days in advance of this impending change by contacting billing@greenbelt.co.uk. Where this is not possible, you should inform us as soon as reasonably practicable prior to the change. We apply an administration

charge which is presently £40.00, reviewed annually on 1st April.

Core Services (Regular)

Maintenance

The contractor carries out routine maintenance each month, including (where present) shrub bed maintenance, litter picking, grass cutting and SUDS maintenance. The contractor has to carry out this work in line with the specification, and their performance is measured based on the same. The contractor invoices in 12 equal monthly instalments, matching the 12 equal monthly invoicing points, (a review may occur during the billing year). This is in order to even out the difference in invoicing between the busier summer and quieter winter months. This also evens out the cost of works which contractors have a longer window to carry out - e.g. pruning or forking shrub beds, which can be done at any time over the winter months, weather permitting.

Site Management

Our Operations team routinely reviews the condition and maintenance of all areas and features of the site, including litter picking; grass, tree and shrub maintenance; weather, drainage and ground conditions; and potential vandalism, wear and tear, or gaps in planted stock.

These activities form a written record of monitoring and oversight, used to identify and address any issues as part of our adaptive maintenance regime. All Operations and contractor reports are reviewed to ensure maintenance and management activities adhere to specification and all relevant legislation.

Admin Charge

The admin charge covers various elements associated with providing our services, including the online customer portal, enquiry management and customer liaison services, as well as general documentation, correspondence and business overheads.

Property Factors (Scotland) Act (PFSA) Charge

This charge covers the administrative costs of PFSA compliance, such as keeping site information up to date in accordance with the terms of the Act. This is a flat charge; the figure is the same across all developments in Scotland, regardless of size, location or number of plots billed.

Grass

Prior to all grass cutting operations, all litter and debris will be collected and removed. All growth at and around obstacles, fence lines, shrub beds etc. will be cut at the same time as the grass. Where grass abuts a horizontal hard surface, the turf will be cut back to the back of the hard surface. In the event that the grass height falls outside the parameters of the Specification, then the Contractor will collect and lift all arisings and remove same from the site. All arisings scattered on roads, paths etc. shall be removed before leaving site. Where bulbs are planted in grass areas, they should not be cut down, until at least 6 weeks after cessation of flowering.

Grass - Amenity (Collected)

Amenity grass will be cut at a frequency to be regulated that at no time the height exceeds 65mm. Height to be maintained between 25-65mm. Cuttings to be collected and removed from site.

Shrubs

Shrub beds will be maintained during each routine maintenance visit. Weeds will be controlled by chemical or mechanical means with all dead vegetation removed. Formative pruning will be carried out for each species at the appropriate time of the year. Perimeter growth will be pruned as and when required. All dead, diseased, dying or damaged plants will be removed at each visit. All grass edges to shrub beds will be re-formed once annually and edgings will be removed off site.

Shrubs - Without Mulch

Shrub beds where there is no covering of bark mulch will be forked once per year, until shrubs reach maturity.

Amenity Trees

Young trees will be checked and stakes and ties adjusted when necessary. Any tree which still requires support after the end of the third growing season shall have the stake reduced to a height of 750mm and be re-secured. Any tree which has failed to establish satisfactorily by the end of the fifth growing season shall be removed from site and replaced

during the next planting season. Epicormic growth will be removed as and when required. Any dead or damaged trees will be removed at every visit. Mature trees will be inspected for health on an annual basis. Where the tree is located in grass, edges will be re-formed once annually and edgings shall be removed off site.

Woodland & Structure Belts - Semi-Mature

Semi-mature woodlands are classified between 8-10 to 18-20 years dependent on species and growth. Any vegetation will be cut back from formal or informal footpaths throughout the woodland (buffer zones excluded). All pernicious weeds such as Rumex, Thistle, Ragwort, Willowherb, Himalayan Balsam will be controlled. A visual inspection will be made at each visit and any dead, diseased or damaged trees reported to Greenbelt for recording and any necessary action.

Woodland & Structure Belts - Structure Belt

An area of planting that as part of the landscape formation of any development is to serve to define the perimeter and or the space between areas of the built environment within the development, also referred to as shelterbelt. The plant composition normally comprises of a mix of long and short lived tree species inter planted with woodland edge native type shrubs (non ornamental) to provide lower and higher foliage cover for the purpose of visual and aural screening. All pernicious weeds such as Rumex, Thistle, Ragwort, Willowherb, Himalayan Balsam will be controlled. A visual inspection will be made at each visit and any dead, diseased or damaged trees reported to Greenbelt for recording and any necessary action. An annual health inspection report will be undertaken and any recommended actions will be undertaken as appropriate subject to permissions being granted.

SuDS - Wet Detention Basin

Sustainable urban drainage systems (SuDS) (including fencing thereto where applicable) will be maintained in accordance with current industry best practice (as recommended by the Construction Industry Research and Information Association, CIRIA). Greenbelt also works in close partnership with Abertay University's Urban Water Technology Centre who provide specialist advice and support for our SuDS portfolio. This best practice meets or exceeds the requirements of Deeds of Conditions or Structure Specifications.

Pathways

Pathways will be checked as part of the routine supervisory inspections. The condition of the path will be monitored and any repairs instructed as and when required.

Litter

Litter will be picked, collected and removed to an off site tipping or recycling facility as required.

Core Services (as required)

Maintenance

The following is a list of services or works that do not fall within routine maintenance and that may incur fees and charges, including when and how they may arise, together with details of how these charges are notified. This list provides examples only and is not exhaustive. Residents will be notified at specified levels in advance of additional charges (which will be calculated at cost). The notification level applying until 31 March 2025 will be where additional charges total £16.00 ex VAT or above per household and from 1 April 2025 it will be £17.00 ex VAT or above per household. Thereafter the notification levels will be reviewed annually as at 1st April in each year and will be linked to Retail Price Index increases.

Fly-Tip Removal

Fly Tipping will be identified during the routine supervisory inspections. Tipped material will be removed and costs may be recovered from residents if the perpetrators cannot be found.

Vandalism

Any form of vandalism will be identified during the routine supervisory inspections. Any works will be undertaken – the list is not exhaustive - but will include damage to grass, shrubs, woodland, specimen trees, fences, walls, Play Area

equipment, Works of Art etc. and costs may be recovered from residents if the perpetrators cannot be found.

Third party damage

Any form of third party damage will be identified within the routine supervisory inspections. Any works required will be undertaken – the list is not exhaustive - but will include damage to grass, shrubs, woodland, specimen trees, fences, walls, Play Area equipment, Works of Art etc. and costs may be recovered from residents if the perpetrators cannot be found.

Dog Foul removal from land

Dog foul will be removed to a licensed site by a suitably qualified contractor and costs will be recovered from residents.

Pest control (moles, rats etc.)

Pest/Vermin control treatments will be undertaken by a suitably qualified contractor following specialised recommendations and costs will be recovered from residents.

Shrub Replacement

Shrub replacement works identified within the annual snagging inspection will be undertaken by a suitably qualified contractor and costs will be recovered from the residents.

Suds Repairs and Non-routine Maintenance

Works required to repair/refurbish/replace the structure of the SuDS will be identified during the routine supervisory inspections and/or the annual technical inspection. This also includes rotational clearance works (e.g. thinning of emergent vegetation) and de-silting of attenuation structures (e.g. ponds or basins). All works will be undertaken by a suitably qualified contractor and costs will be recovered from the residents.

Path Repairs

Path repairs/replacement works required due to wear and tear identified during the routine supervisory inspections will be undertaken by a suitably qualified contractor and costs will be recovered from the residents.

Paths Loose Surface

Loose surface paths will be checked as part of the routine supervisory inspections. The condition of the path will be monitored and any repairs instructed as and when required.



