



## **BROXBURN AND UPHALL LOCAL AREA COMMITTEE**

### **WEST LOTHIAN VILLAGES IMPROVEMENT FUND- APPLICATIONS**

#### **REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION**

##### **A. PURPOSE OF REPORT**

The purpose of this report is to advise the Local Area Committee of the applications received from within the local area committee area seeking funding from the West Lothian Villages Improvement Fund (WLVIF).

##### **B. RECOMMENDATION**

It is recommended that the Local Area Committee:

1. notes that one application has been received for funding;
2. notes that the proposal meets the eligibility criteria for supported projects;
3. supports funding for the Ecclesmachan and Threemiletown Village Hall Management Association project;
4. supports the request for an additional £5,000 to be ring fenced to support Winchburgh Community Council's delivery of the previously support project; and
5. agrees that the Head of Planning, Economic Development and Regeneration should make an offer of funding as per the details set out in this report.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; Making best use of our resources; Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The project meets the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the project does not raise any equality or health issue.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.

<b>V Relevance to Single Outcome Agreement</b>	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.  We live in resilient, cohesive and safe communities.
<b>VI Resources - (Financial, Staffing and Property)</b>	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
<b>VII Consideration at PDSP</b>	This project has not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development & Transport PDSP.
<b>VIII Other consultations</b>	Area Services.

## **D TERMS OF THE REPORT**

### **D1 Background**

In 2012 the Council Executive agreed the eligibility criteria for a West Lothian Villages Improvement Fund (WLVIF). Funding of £1.65m is available to support eligible schemes with the funding phased over five years. The fund has the following two work streams:

**1) A shop frontage/shop improvement scheme**, to which local independent retailers can apply. This operates in a similar way to the shop frontage improvement schemes for traditional town centres i.e. a grant of up to £750 and no more than 50% of the cost of the shop front improvement.

**2) Small scale village improvements and initiatives**, this can include a number of types of investment, including both physical improvements to the streetscape and investment in community provision:

- Provision of street furniture such as seating, cycle stands and direction signs.
- Improved village gateways (e.g.; through planting, landscaping and/or signage).
- Improved sense of place in village centres through hard landscaping, planting and soft landscape improvements.
- Tidying and landscaping of gap sites within villages.
- Access improvements in and around villages.
- Investment in projects that engage and support young people.
- Investment in other local community facilities.

Three villages within the Broxburn, Uphall and Winchburgh ward are eligible under the scheme.

Distribution of funding is based on village size. In April 2014 Council Executive agreed to full allocations to each village to add to the monies already announced for 2013-14 the following represent the full money allocated to each of the eligible villages in the ward and the amount remaining:

- Dechmont - £55,000 (£46,000 remaining)
- Ecclesmachan/Oatridge - £20,000 (£4,000 remaining)
- Winchburgh - £55,000 (£25,957 remaining)

## **D2 Applications**

The following application has been received for this round of funding:

### Ecclesmachan and Threemiletown Village Hall Management Association – Ecclesmachan Village Hall

Ecclesmachan and Threemiletown Village Hall Management Association are applying for £4,000 to support the upgrading of the village hall. The hall is used by a range of community groups and who have all noted the need for this work to be carried out. The work will cover thermal boards and installation of new fittings and decoration work.

## **D3 Additional funding for agreed project**

At the Local Area Committee meeting on 26 November 2015 Members supported an application from Winchburgh Community Council for £15,110 to support a project to improve the area at the Old Post Office site in the village. The start of the project has been delayed and based on quotes received the Community Council have indicated that they may require additional funding to deliver the project. To be able to address any potential shortfall the Committee is asked to agree that an additional £5,000 is made available to the project, giving a total of £20,110. The additional funding will only be drawn down if required. Any monies not required to deliver the project will go back to the overall village fund.

## **E. CONCLUSION**

Three villages within the Broxburn, Uphall and Winchburgh ward are eligible to apply to the Villages Improvement Fund. The application from Ecclesmachan and Threemiletown Community Council to refurbish the village hall is eligible under the scheme and the Local Area Committee is asked to support the application.

The additional funding for the Old Post Office project for Winchburgh Community Council allows officers and the applicant the flexibility to deliver the full project and the Local Area Committee is asked to support this ring fencing of that additional funds.

## **F. BACKGROUND REFERENCES**

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013) and Linlithgow Local Area Committee (September 2013).

Appendices/Attachments: Appendix 1: Ecclesmachan and Threemiletown Village Improvement Fund Application

Contact Person:

Douglas Grierson, Community Regeneration Officer, Tel. 01506 281088,

[douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

Alice Mitchell, Economic Development & Regeneration Manager, Tel. 01506

283079, [alice.sinnet@westlothian.gov.uk](mailto:alice.sinnet@westlothian.gov.uk)

**Craig McCorriston**

**Head of Planning, Economic Development and Regeneration**

**16 January 2017**

## Appendix 1

### West Lothian Villages Improvement Fund

#### Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	<b>Ecclesmachan &amp; Threemiletown Village Hall Management Association</b>
<b>Project title</b>	<b>Ecclesmachan Village Hall</b>
<b>Contact person</b>	<b>Katrena Allan</b>
<b>Position</b>	<b>Chairperson</b>
<b>Address</b>	<b>Village Hall, Byburn, Ecclesmachan EH52 6NG</b>
<b>Telephone number</b>	<b>[REDACTED]</b>
<b>Email Address</b>	<b>[REDACTED]</b>
<b>Type of organisation</b>	<b>Voluntary Group</b>
<b>What date was your organisation formed?</b>	<b>1<sup>st</sup> January 1992</b>
<b>Are you a charity, please quote your number</b>	<b>SC020288</b>
<b>What are the main activities of your organisation?</b>  <b>(please answer in no more than 100 words)</b>	To advance education and to provide, or assist in the provision of, facilities for recreation or other leisure- time occupation where such provision or assistance in provision:' i) is in the interests of Social Welfare; and ii) is made with the object of improving the conditions of life of the members of the community in the area of benefits; and for those purposes to associate with West Lothian Council, voluntary organization's and inhabitants in the area of benefit.

Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>

Are you applying for other funding, if so, please detail:  Not for this project but we are applying for funds to cover another project from the same fund but from the Threemiletown Village allocation	<b>Approved</b>	<b>Anticipated</b>
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## 2. Project details

<b>Council Ward</b>	Broxburn
<b>Project location</b>	Ecclesmachan, please note the village hall provides a facility for both Ecclesmachan and Threemiletown
<b>Project start date</b>	May 2017
<b>Project finish date</b>	August 2017
<b>Estimated Outcome</b>	Provide much cleaner, healthier and more hygienic gents toilets within the facility

### Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

The hall is a very old building and has undergone many improvements in the last five years to reduce heat loss, running costs and improve energy efficiency. The gent's toilets are located at the rear of the building, these are extremely damp with water regularly running down the walls caused by condensation. This destroys the paint work and leaves a damp smell which can from time to time travel into the hall itself. This problem has been the centre of discussion at all regular hall meetings and community events (what a great facility - shame about the gent's toilets) Some local kids groups turned down the facility as a venue purely on the state of the gent's toilets. Lining the walls with thermal insulating boards and insulating the ceiling will eliminate the problem.

### Partners involved (other local organisations you are working with)

All works will be carried out by a local contractor.

### Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

The management committee receive many complaints about the Gents Toilets and as stated above something that has been discussed and need to find a solution to avoid any further damage to the building. The aftermath of such dampness is also visible as black mould has formed on the walls. It is our aim to ensure we provide what the users want and

need.

### **Outcomes**

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved  
Area of landscaping

Community Facilities: e.g number of facilities improved  
-Projected usage

This work will ensure that the village hall remains the centre of the local community and secure the continued running of the local groups in a much warmer, cleaner and energy efficient building.

We currently have the following groups using the hall on a regular basis

Mother and Toddlers

Craft and Coffee Morning

Ballroom Dancing

Line Dancing

Pony Club

SWRI

Trefoil Guild

Local Church Groups

Community Council

Community events such as coffee mornings or visiting Authors etc.

The Hall is proving very popular by the local community for Children's parties, wedding receptions and general celebration parties.

### **3.Project Costs**

<b>Amount of funding requested</b>	<b>£4000.00</b>
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<b>Item of expenditure</b>	<b>Cost</b>
<b>Thermal Boards and Installation</b>	<b>£3474</b>
<b>New fitments and decoration work</b>	<b>£750</b>
<b>Please note additional costs will be covered from our own funds</b>	

### **Project management**

Describe how your project will be managed and administered including details of any:

<ul style="list-style-type: none"> <li>- Design / plans</li> <li>- Implementation arrangements e.g contract tenders</li> <li>- Planning Approval</li> </ul>
<p>The project will be managed by two members of the committee; one is an architect and the other qualified in quality assurance. The contractor will have to demonstrate they hold all the relevant certificates and insurance to carry out the work.</p> <p>No planning permission is required for this work</p>

#### 4. Declaration

<p>We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
<b>Name</b>	Katrena Allan
<b>Position</b>	Chairperson
<b>Organisation</b>	Ecclesmachan and Threemiletown Village Hall Management Association
<b>Date</b>	6 <sup>th</sup> January 2017

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay  
Town Centre Manager  
Economic Development  
West Lothian Council  
1st Floor North  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 283098

E-mail: [Hazel.Hay@westlothian.gov.uk](mailto:Hazel.Hay@westlothian.gov.uk)

<b>Attachment checklist - as applicable</b>	<b>Please</b>
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	<b>Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	Included in accounts
Bank Statements - three statements	X
Annual accounts	X