



Whitburn and Blackburn Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

13 February 2018

A meeting of the **Whitburn and Blackburn Local Area Committee** of West Lothian Council will be held within the **Whitburn Community Centre, 33 Manse Road, Whitburn** on **Monday 19 February 2018 at 10:00am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence.
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business.
4. Confirm Draft Minute of Meeting of the Committee held on 27 November 2017 (herewith).
5. Police Ward Report - report by Police Inspector Gregor Forbes (herewith).
6. Fire and Rescue Service Report - report by Scottish Fire and Rescue Service (herewith).
7. Service Update - NETS, Land & Countryside - report by Head of Operational Services (herewith).
8. Housing, Customer and Building Services - report by Head of Housing, Customer and Building Services (herewith).

9. West Lothian Villages Improvement Fund - Applications - report by Herad of Planning, Economic Development Regeneration (herewith).
10. Community Regeneration Update - report by Head of Planning, Economic Development and Regeneration (herewith).
11. Timetable of Meetings 2018-19 (herewith).

NOTE **For further information please contact Lorraine McGrorty on 01506 281609 or e-mail lorraine.mcgrorty@westlothian.gov.uk**

MINUTE of MEETING of the WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE of WEST LOTHIAN COUNCIL held within EAST WHITBURN COMMUNITY CENTRE, HENS NEST ROAD, EAST WHITBURN, on 27 NOVEMBER 2017.

Present – Councillors George Paul (Chair), Kirsteen Sullivan and Bruce Fairbairn

Absent – Councillor Jim Dickson

In Attendance –

Alistair Shaw, Lead Officer, West Lothian Council
Scott McKillop, Community Regeneration Officer, West Lothian Council
Constable Keith Montgomery, Police Scotland
Des Donnelly, Scottish Fire & Rescue Service
Gary Stoddar, Housing Manager, West Lothian Council
Eirwen Hopwood, Country Park Manager, West Lothian Council
Lorna Kemp, Project Officer (IJB), West Lothian Council
Chris Nelson, The Advice Shop, West Lothian Council
Tracy Johnston, Whitburn Community Council

1. DECLARATIONS OF INTEREST

Agenda Item 13 (Pensioners' Groups Christmas Fund Allocation 2017) – Councillor Bruce Fairbairn declared a non-financial interest in that he was Chair of the West Lothian Financial Inclusion Network but would participate in the item of business.

2. MINUTE

The committee approved the Minute of its meeting held on 25 September 2017. The Minute was thereafter signed by the Chair.

3. FIRE AND RESCUE SERVICE REPORT

The committee considered a report (copies of which had been circulated) by the Scottish Fire and Rescue Service providing an update on activity in the ward for the period up to 30 September 2017.

Attached to the report at Appendix 1 was a series of graphs showing details of accidental fire dwellings, fire casualties and fatalities, deliberate fire, fires in non-domestic properties, non-fatal non-fire emergency casualties and unwanted fire alarm signals.

The Fire Officer then advised committee that the figure that had been stated in the chart for Unwanted Fire Alarm Signals was in fact 35 and not 64. He also explained that with regards to Unwanted Fire Alarm Signals whilst the fire service would continue to work with businesses to reduce these that from now on the fire services would also only be sending one appliance; all other incidents would continue to be attended by two

appliances.

The committee were also advised of another couple of initiatives being carried out by the service and these included improving Home Safety Visits and working with particularly vulnerable residents, RTA's and working with secondary schools on deliberate fire raising.

The officer then responded to a series of questions.

It was recommended that the local area committee note and provide comment on the Whitburn & Blackburn Multi-member Ward Quarterly Performance Report.

Decision

To note the contents of the report.

4. POLICE WARD REPORT

The committee considered a report (copies of which had been circulated) by Inspector Gregor Forbes, Police Scotland providing an update on performance, activities and issues across the ward for the period up to 31 October 2017

The report provided a range of statistics for the period April to October 2017 with comparison figures for the same period the previous year. Also provided were figures for the month of October 2017 alone and it was noted that there had been a rise in youth calls, ASB calls and hate crime incidents but there had been a decrease in vandalism/reckless conduct and fire raising incidents.

The report continued by providing an update on other initiatives taking place in the ward and included Prevention activities related to drug and alcohol misuse, making roads safer and tackling acquisitive crime. In relation to making roads safer the Chair requested if in future Police ward reports could detail those areas considered "hotspots" for speed checks as the committee would find this helpful.

A discussion was then undertaken with regard to concerns that had been raised in the community of Blackburn on bonfire night. The Chair explained that he would be looking to organise a further meeting in the community including fire service colleagues, police service colleagues, council officers and members of the public to explore these matters.

A number of other enquiries were also raised and included concerns over the use of cannabis and the powers the police had to tackle this and a request that Police Scotland give consideration to running a social media campaign to encourage people to monogram personal possessions, particularly tools, so if stolen then evidence could be produced to assist with the identification of the rightful owner.

Decision

1. To note the terms of the report;
2. To request that future Police Ward report contain further information on speed check “hotspots”; and
3. To request that Police Scotland give consideration to running a social media campaign encouraging people to monogram personal possessions, particularly tools, so that if stolen then evidence could be produced to reunite them with their rightful owner.

5. BLACKBURN PARTNERSHIP CENTRE

The committee considered a report (copies of which had been circulated) by the Depute Chief Executive providing an update on progress with the Blackburn Partnership Centre.

The report recalled that Blackburn Partnership Centre had been built through a partnership between the council and NHS Lothian. The centre would accommodate the GP practice, community health service, dentist, community centre, library, CIS office and the Blackburn and Seafield Credit Union.

The construction of the building was now complete, as was the internal fit-out of the building. Furniture had been installed, including tables, chairs and library shelving.

There had been some unforeseen delays in the handover of the building, originally scheduled for 4 September 2017. This had been caused by the lack of required certification for essential systems but this was now in place. NHS Lothian had accepted the building on 6 October 2017.

Work on the lease agreements was progressing but it was expected to continue in December 2017 delaying the move-in of council services. Some of the NHS services were starting to move in with the GP practice opening to the public on 13 November 2017.

The committee were further advised that the Community Consultation Group had last met in April 2017. It was agreed at that meeting that the project had surpassed the need for a separate consultation forum and that officers would instead keep the Blackburn Community Council and Blackburn Community Centre Management Committee informed of progress.

Therefore the council’s Lead Officer for the project continued to regularly attend Blackburn Community Council meetings and the Management Committee, which had recently generated very positive feedback.

And finally the committee were advised that Civic Architects, who had recently been awarded a Public Art Contract, had created a mural that would tell the story of Blackburn and which would dominate a long section of wall above the reception desk area. The design had been created following input from across the whole community including school

children, older people and users of the current community facilities.

It was recommended that the committee notes that the construction of Blackburn Partnership Centre was complete; and notes the revised timescales for council services opening in the new building.

Decision

1. To note the update on the new Blackburn Partnership Centre
2. To note that the construction of the partnership centre was behind schedule but it was hoped that council services would start to move in before the year end; and
3. To request that officers provided an update to the LAC members on progress on the community asset transfer of the existing Blackburn Community Centre.

6. ADVICE SHOP SERVICE UPDATE

The committee considered a report (copies of which had been circulated) by the Head of Finance and Property Service advising of the work undertaken by the Advice Shop Service from April 2016 to March 2017.

The Advice Shop was a free, impartial and confidential service to help the people of West Lothian with a focus to alleviate poverty and to promote inclusion and equality through advice, assistance and advocacy. The Advice Shop was funded through a core council budget, European social fund, McMillan Cancer Support and the Scottish Legal Aid Board.

All activity across the service was informed and prioritised by the “Better Off: West Lothian Anti-Poverty Strategy” with the overall purpose of the strategy being to minimise the impact of poverty on the people of West Lothian

Attached to the report at Appendix 1 was the number of people the service had worked with over the last year in the ward.

The Advice Shop had helped 2,276 customers to manage their money and to resolve benefit problems. This had resulted in 6,225 separate enquiry types which was an increase of 8% compared to the 2015-16 period and as a result of an improved referral process and session with Whitburn CIS and Whitburn Community Centre.

The Court Advice Project which was funded through the Scottish Legal Aid Board had helped 162 families in the ward and helped support them in sustaining their own home.

For 2016-17 the service had identified a number of priorities, details of which were summarised in the report. Whilst some of these priorities had been achieved, in 2017-18 work would continue on embedding these services in local communities, with work continuing towards National Standards for Advice Providers and increase awareness of the One-2-

One Project.

Attached to the report at Appendix 2 was the wider work of The Advice Shop and some of the specific campaigns which had been delivered across West Lothian alongside a range of projects which had been provided in partnership with key agencies.

It was recommended that committee :-

1. Notes the Advice Shop provision in the ward; and
2. Notes the impact the provision was having in terms of supporting the outcomes of the “Better Off: West Lothian Anti-Poverty Strategy”

Decision

To note the terms of the report

7. SERVICE UPDATE - NETS, LAND & COUNTRYSIDE

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the recent activity of the NETS, Land and Countryside Services teams for the period 1 August to 31 October 2017 and highlighting future works planned for the locality.

The report provided an overview of the routine works and enquiries that had been carried out by the grounds maintenance, garden maintenance and street cleansing teams. Information on the community involvement work of the enforcement wardens and the issuing of fixed penalty notices was also provided.

The report went on to provide a summary of the parks and woodland routine works and enquiries and concluded with the routine works and enquiries dealt with relating to open spaces and cemeteries.

The committee was invited to note the content of the report and advise of any areas requiring further investigation or inclusion in future work plans.

Arising from the discussion officers undertook to investigate a number of ward issues including the installation of a pedestrian crossing at the end of the town walkway, further details of the 46 incidents of fly-tipping, the funding of recovery operations of abandoned vehicles, information on the complaints made about cemeteries and burials and the flooding of those houses already occupied in the Heartland development. Members of the committee also expressed their disappointment at the low number of fixed penalty notices issued for dog fouling in the ward, with only one issued in the period.

Decision

To note the terms of the report

8. HOUSING, CUSTOMER AND BUILDING SERVICES

The committee considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an overview of housing performance for the period 1 July to 30 September 2017.

The performance figures for property void and let for mainstream and temporary tenancies were detailed in the report and the committee noted that for the period July to September 2017 there were a total of 57 properties for mainstream tenancies and 25 for temporary tenancies. There were 20 policy voids in the ward due to a variety of reasons including asbestos removal, fire damage and health & safety issues.

A graph within the report demonstrated the position for rent arrears in the ward for Q2 in 2017-18 against the same period the previous year noting that there was an increase of £29,237 on last year's position. The West Lothian overall position had also increased by £78,929 from last year. To continue to tackle arrears the staff would undertake a number of initiatives including the following :-

- Explaining the arrangements to pay rent;
- Making best use of resources through increased use of email and telephone to communicate with tenants
- Increase Direct Debit uptake
- Benchmarking with other local authorities; and
- Performance monitoring and review

Further information was also contained in the report on the following :-

- ❖ Whitburn & Blackburn Area Team Activity;
- ❖ Capital Programme and New Build Council Housing
- ❖ Tenant Participation
- ❖ Safer Neighbourhood Council Officer and Youth Work updates

The report recommended that members note the content of the Housing, Customer and Building Services report

Arising from discussion officers undertook to investigate a number of issues including further information on "Rate your Estates" pilot run in Armadale and further details on The Loch Scheme.

Decision

To note the terms of the report.

9. WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration inviting consideration of a number of applications received for funding from the West Lothian Villages Improvement Fund.

The report recalled that in 2012 the Council Executive agreed the eligibility criteria for a West Lothian Villages Improvement Fund. Funding of £1.65m was made available to support eligible schemes with funding phased over five years.

- Greenrigg - £55,000 (£51,045 remaining)
- Seafield - £55,000 (£47,750 remaining)
- East Whitburn - £55,000 (£55,000 remaining)
- Blackburn - £125,000 (£0 remaining)

The report the provided a brief narrative on each of the applications received with further information attached to the report in a series of appendices :-

- Greenrigg Environmental Enhancements - £24,541 requested by Central Scotland Green Network Trust to develop improvements to the woodland area close to the primary school; and
- Greenrigg Community Council – £2,184.36 requested to replace the existing fence either side of the path into the park area at Dyke Road/Polkemmet Drive

All applications were eligible to apply to the Village Improvement Fund and met the criteria for funding.

Decision

1. To approve the terms of the report; and
2. To request that officers continue working with those areas that had yet to make an application to the fund.

10. COMMUNITY REGENERATION UPDATE

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update on regeneration activity in the ward.

In Whitburn the regeneration plan would build on the ongoing Placemaking in Whitburn initiative and included an update on Whitburn “place-branding”, the heritage trail, town centre shopfront improvements, Whitburn traders, farmers market and use of the Harrison Hut. An update

was also provided on Whitburn Partnership Centre with planning permission having been received for this project with the decant of staff starting once the staff had moved from Blackburn Connect to the new partnership centre in Blackburn.

With regards to Blackburn the plan was to seek to build on the well-established partnership working and since the last local area committee meeting the Blackburn Regeneration Group had met once with attendees from local organisations and key partners. A number of activities had been undertaken and these were summarised in the report and included Community Action Blackburn, alcohol diversionary fund work and the continued development of the partnership centre.

The report also provided details of the Aspiring Committee Fund and the Villages Improvement Fund, which included a summary of those applications in progress and those that were in the development stage.

A discussion ensued with regards to the new Whitburn “place-brand” logo that was being developed by contractor Morrison Media in consultation with the council, key partners, stakeholders and the community. It was hoped that over the coming weeks the logo would be finalised.

It was recommended that the local area committee note :-

1. Progress to date with the Placemaking in Whitburn initiative and developing a regeneration plan for the town;
2. Updates on Whitburn town centre related matters;
3. An update on the progress of developing Whitburn Partnership Centre;
4. Progress in Whitburn with regards to planning towards developing a regeneration plan for the area;
5. The success of Whitburn Community Development Trust and Community Action Blackburn in obtaining Aspiring Communities funding; and
6. Updates on potential projects for the Villages Improvement Fund

Decision

To note the terms of the report

11. PENSIONERS' GROUPS CHRISTMAS FUND ALLOCATIONS 2017

Prior to consideration of the following item of business Councillor Bruce Fairbairn declared a non-financial interest in that he was Chair of the West Lothian Financial Inclusion Network but would participate in the item of business.

The committee considered a report (copies of which had been circulated)

by the Head of Planning, Economic Development and Regeneration advising of the allocations to be made from the Pensioner's Groups Christmas Fund 2017 to groups in the ward, Livingston-wide groups and West Lothian-wide groups.

Attached to the report at Appendix 1 were details of the eight organisations across the Whitburn and Blackburn ward who had completed and returned applications and which would all be supported.

Attached to the report at Appendix 2 were details of the one application by a Livingston-wide organisation and three applications by West Lothian-wide organisations who had also completed and returned applications and which would all be supported.

It was recommended that committee notes that thirteen groups within the Whitburn and Blackburn ward had applied to the fund and that all thirteen would be supported.

Decision

To note the contents of the report

12. WORKPLAN

The committee noted the contents of the workplan as of November 2017 (copies of which had been circulated)

Decision

To note the contents of the workplan



LOCAL AREA COMMITTEE

WARD 7, WHITBURN AND BLACKBURN,

REPORT BY POLICE INSPECTOR GREGOR FORBES

A. PURPOSE OF REPORT

Police Update for Whitburn and Blackburn

B. RECOMMENDATION

For discussion by the Chair.

C. SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs
Being honest, open and accountable
Providing equality of opportunities
Developing employees
Making best use of our resources
Working in partnership

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

III Implications for Scheme of Delegations to Officers

IV Impact on performance and performance Indicators

V Relevance to Single Outcome Agreement

VI Resources - (Financial, Staffing and Property)

VII Consideration at PDSP

VIII Other consultations

D. TERMS OF REPORT

To update the Local Area Committee on performance, activities and issues across the Ward for the period up to 31st January 2018.

Our Purpose

To improve the safety and wellbeing of people, places and communities in Scotland

Our Focus

Keeping People Safe

Our Values

Integrity, Fairness and Respect

NATIONAL PRIORITIES – DELIVERED LOCALLY

Police Scotland Priorities

1. Violence, disorder and antisocial behaviour
2. Protecting people at risk of harm
3. Road safety and road crime
4. Serious Organised Crime
5. Counter Terrorism

WEST LOTHIAN PRIORITIES

Your West Lothian Priorities

1. Protecting People
2. Reducing Anti Social Behaviour
3. Reducing Violence
4. Tackling Substance Misuse
5. Making our Roads Safer
6. Tackling Serious and Organised Crime

COMMUNITY ENGAGEMENT PRIORITIES

Your Local priorities

1. Preventing Violence and Anti Social Behaviour
2. Making our Roads Safer
3. Tackling Substance Misuse
4. Tackling Acquisitive Crime

ASB performance for period up to and including 31/01/2018

Whitburn and Blackburn Ward Nov 17-Jan 18				
Month	Nov 17-Jan 18	LYTD	TYTD	% Change
Youth Calls	62	272	291	7%
All ASB Calls	385	1265	1361	8%
Hate Crime	4	38	36	-5%
Vandalism & Reckless Conduct	45	193	160	-17%
Fire-raising	1	12	9	-25%
Public Space Assaults	36	94	100	6%

ISSUES OF NOTE

- **Exceptional Reporting on the above**

The above Anti Social Behaviour results are produced by the West Lothian Community Safety Unit and show the figures up to end of January 2018 and also include the year to date compared to last year to date.

April 2017 – January 2018

Youth Calls – Up by 7%, which equates to 19 more calls compared to last year to date. The CAT and Ward officers will continue to task to identified hotspot areas to detect and deter offending.

ASB Calls – Up by 8% in the year to date and this equates to 96 more calls this year to date.

Hate Crime – Down by 5% with 4 crimes reported in the relevant period. The year to date shows 2 fewer crimes in the year to date.

Vandalism / Reckless Conduct – Down by 17% on last year to date which equates to 33 less crimes. 45 crimes recorded between Nov 17-Jan 18.

Fire Raising – Down by 25% on last year to date - this equates to 3 less calls than last year to date. 1 fire raising incidents reported between Nov 17-Jan 18.

Public Space Assaults – Up by 6%, which equates to 6 more calls compared to last year to date. 36 crimes reported between Nov 17-Jan 18.

PREVENTION

- **Activities**

Reducing antisocial behaviour within our communities

The Ward Officers continue when available to carry out high visibility patrols in local parks and engage with youths as part of their daily tasking.

In an effort to maintain the reduction in youth calls and calls of Anti Social Behaviour the team continue to provide resources at key times in identified areas aimed at reducing ASB and youth calls to the ward.

Within the ward there are five tenancies which are subject to Antisocial Behaviour Orders. One such tenant who breached their ASBO was given bail conditions not to enter the property. There is currently an application submitted for an apprehension warrant after one tenant breached their ASBO. There have also been a further two separate tenants who have left the properties when they have been informed that

legal proceedings have started. Ward Officers and WLC SNT officers monitor these tenancies on a daily basis. CAT officers carried out mobile patrols and visits to problematic tenancies which resulted in one arrest.

Reducing community and social harm caused by drug and alcohol misuse

The Ward Officers and CAT continue to carry out stop and searches to deter, disrupt, divert and detect offenders.

During this period there have been 8 Misuse of Drugs Act warrants executed within the ward. Each warrant resulted in controlled drugs being found and persons being charged with various drug offences.

Management at Torcroft YPU liaised with officers from the Community Action Team regarding their concerns of drug misuse within the unit. CAT officers, with assistance from Police dog handler and Ward Officers attended to carry out a search of the young person's rooms. One young person was found to be in possession of a controlled drug and was reported for this offence.

15 persons were found in possession of controlled drugs as the result of Stop and Searches. These resulted in reports submitted to the Procurator Fiscal or Recorded Police Warnings being issued.

CAT officers carried out a plain clothes operation to locate and apprehend a recidivist drug dealer on a recall to prison warrant.

Making our Roads Safer

The Community Action Team carry out road checks to provide reassurance and carry out enforcement and education of young drivers to work towards reducing the communities fear in regards anti social driving by young persons.

Road Safety –

Local officers carried out static speed checks at various location resulting in 6 tickets being issued and 13 drivers warned. 11 breath tests carried out, all with a negative result. 1 person was arrested as they were found to be driving whilst disqualified. There were 8 vehicles seized due to there being no insurance in place.

The Ward Officers and CAT will continue to support local schools and Junior Road Safety Officer's with Parksmart schemes around their schools, identifying issues and speaking with parents to remind them of safe driving and parking near schools. A conference was held in Bathgate and Livingston to launch to new Parksmart scheme with WLC and police supporting this.

Tackling Acquisitive Crime

There were 7 incidents reported to police during this period.

3 were in relation to business premises with 2 attempts being successful. This resulted in a quantity of alcohol and plant machinery being stolen.

4 attempts were in relation to domestic premises with 2 attempts being successful. This resulted in a quantity of tools and a motorbike being stolen.

Enquiries continue into the crimes where persons have not been identified.

- **Initiatives**

Reducing Anti Social Behaviour

The Community Policing Team work closely with the WLC SNT officer for the area and continue to challenge ASB in the home, issue tenancy warnings, and this can lead to Anti Social Behaviour Orders being issued.

There are 5 Anti-Social Behaviour tenancies in the ward and these are subject to constant monitoring by police and SNT.

Local officers continue to work with staff from the local children's residential schools and homes in an effort to address missing person enquiries and anti-social behaviour which is contributing to a rise in Whitburn ward.

Tackling Substance Misuse

Local officers will act on intelligence received regarding misuse of drugs and will continue to utilise their powers where appropriate to stop and search people suspected of being in possession of drugs.

Making our Roads Safer

The local Ward officers and CAT officers will continue to address identified issues of speeding by carrying out Hand Held Radar checks on main arterial routes in the ward.

The ward officers will continue to patrol at Primary Schools at key times in an effort to deter inconsiderate and unsafe parking by parents and guardians.

Where hotspots are identified the local Ward Officers will liaise with Roads Policing to include on their patrol matrix to maximise opportunity of a police presence to address issue.

FORTHCOMING EVENTS

#Your View Counts – Please provide your views on policing – look out for your local officers at pop up events throughout summer.

Need the Police? – Call **101**. The 101 campaign is ongoing in an effort to raise awareness of the number for members of the public to use to call the police.

We also request that people sign up and follow your local policing team on Twitter [@WestLothPolice](#) and Facebook – [West Lothian Police](#)

CONTACTS

Sector Inspector

Inspector Gregor Forbes

Gregor.Forbes@scotland.pnn.police.uk

Sector Sergeant

Sergeant Vince Hughes

Vincent.Hughes@scotland.pnn.police.uk

Community Policing Team Whitburn

Mail to:

WhitburnBlackburnCPT@scotland.pnn.police.uk

PC Wilson and PC Middleton

The policing model has been developed providing a funded officer and ward manager (shown above) in each ward in West Lothian. In addition to this there is a team of 1 + 10 uniformed officers known as the Community Action Team available to assist with community enforcement duties and day to day community policing demands in the west side of the area.



West Lothian Council Area

Ward Performance Report

Quarter 3 2017/18

Whitburn and Blackburn

DISCLAIMER

The figures included in this report are provisional and subject to change as a result of quality assurance and review. The statistics quoted are internal management information published in the interests of transparency and openness.

The Scottish government publishes Official Statistics each year which allow for comparisons to be made over longer periods of time.

Please ensure any external partners in receipt of these reports are aware of this.

Introduction

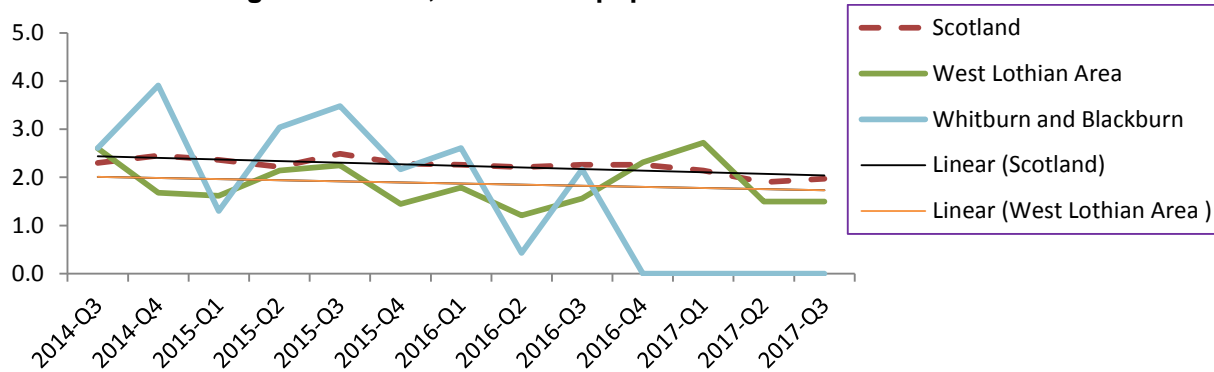
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

In addition to historical ward based activity, this performance report provides information on the historic activity in the West Lothian Council area and Scotland. To allow benchmarking to be undertaken, the units of measurement in the performance graphs in the report are based on incidents/events per head of population.

Whilst using historic statistical benchmarking data, consideration must be taken of the somewhat random nature of fire related incidents and events, and how this can pose difficulties in interpreting emerging patterns and trends. This is of specific relevance where ward level data is analysed due to the relatively small number of actual incidents/events that occur in ward areas.

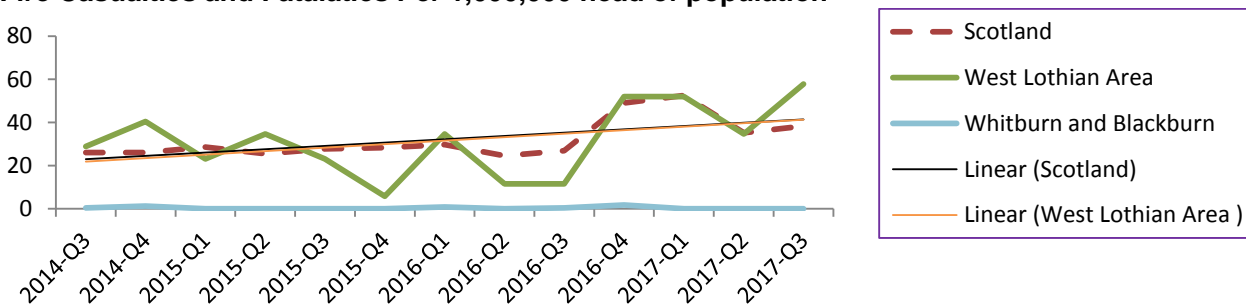
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



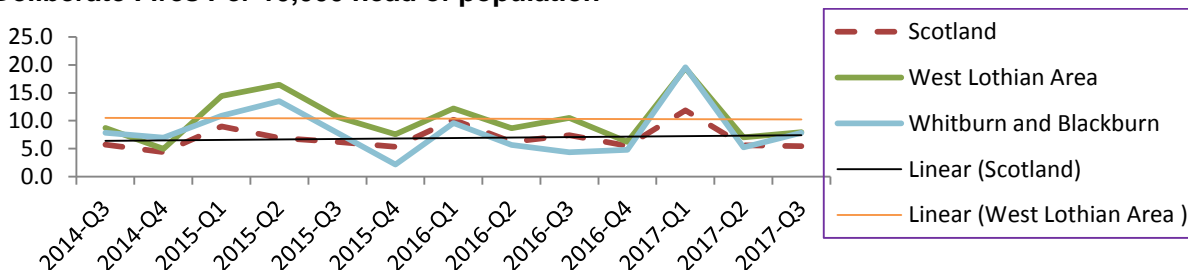
During the 2017-18 year to date reporting period SFRS have dealt with 6 accidental dwelling fires in comparison to 6 during 2016-17 year to date reporting period.

Fire Casualties and Fatalities Per 1,000,000 head of population



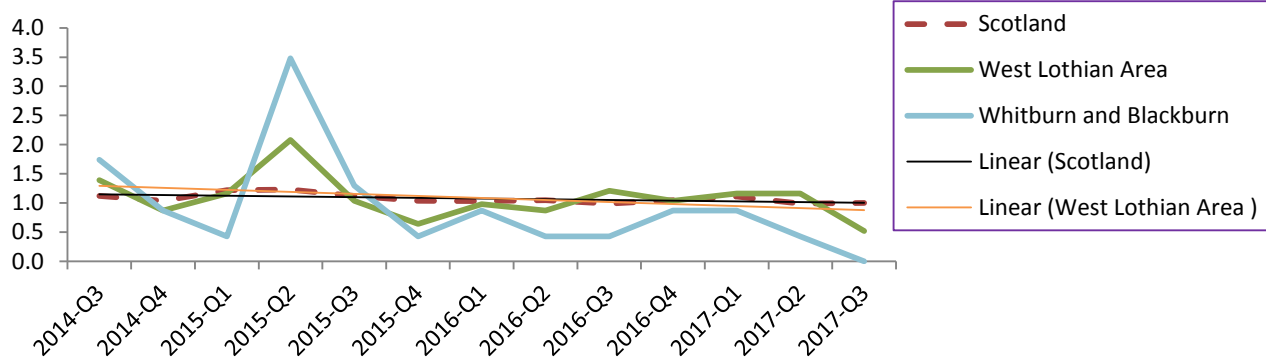
During the 2017-18 year to date reporting period SFRS have dealt with 0 casualties due to fire in comparison to 1 during 2016-17 year to date reporting period.

Deliberate Fires Per 10,000 head of population



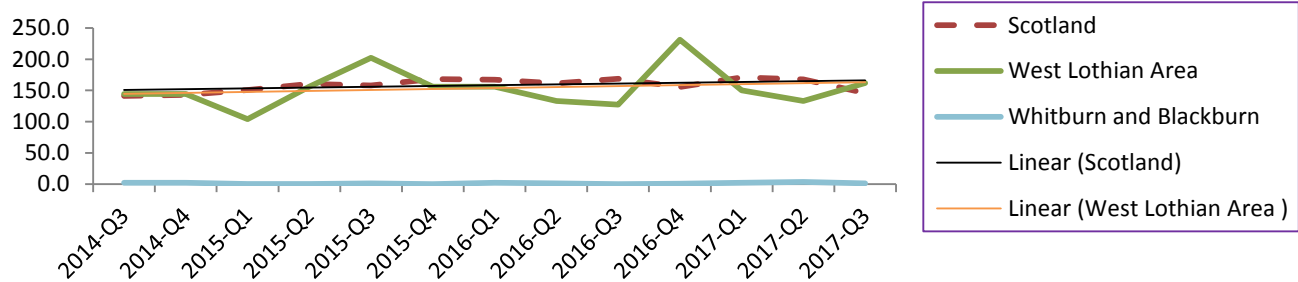
SFRS have dealt with 20 deliberate fires incidents during 2017-18 year to date reporting period in comparison to 10 during 2016-17 year to date reporting period.

Fires In Non Domestic Property Per 10,000 head of population



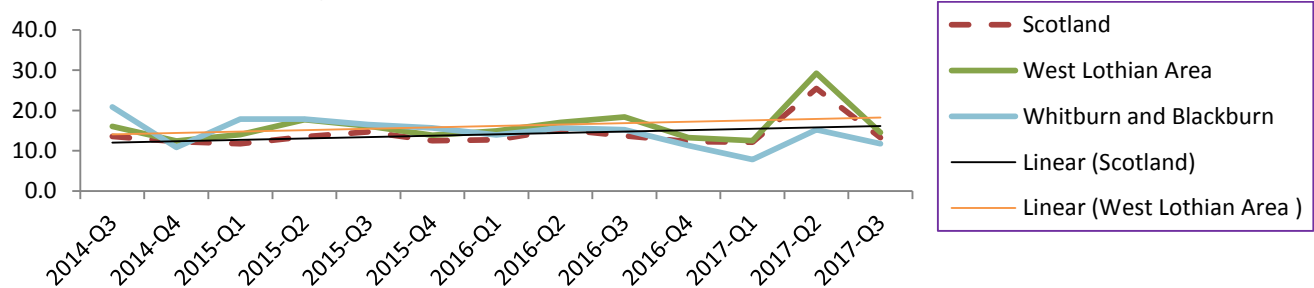
SFRS have dealt with 0 non domestic fires incident during 2017-18 year to date reporting period in comparison to 1 during 2016-17 year to date reporting period.

Non-fatal Non-Fire Emergencies Casualties Per 1,000,000 head of population



SFRS have dealt with 6 casualties from non-fire emergencies during 2017-18 year to date reporting period in comparison to 1 during 2016-17 year to date reporting period.

Unwanted Fire Alarm Signals Per 10,000 head of population



SFRS have dealt with 27 UFAS incidents during 2017-18 year to date reporting period in comparison to 36 during 2016-17 year to date reporting period.

Additional Comments

SFRS is committed to 'Working Together for a Safer Scotland' and to engage with business partners to reduce demand from Unwanted Fire Alarm Signals (UFAS).



WHITBURN & BLACKBURN LOCAL AREA COMMITTEE

SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To advise members of the recent activity of the NETs Land & Countryside Services' teams for the period 1 November 2017 – 31 January 2018.

B. RECOMMENDATION

The Local Area Committee is asked to:

1. Note the work carried out by the service within the local area.
2. Advise of any areas that require further information or investigation.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment
VI	Resources - (Financial, Staffing and Property)	In line with available revenue and capital budgets
VII	Consideration at PDSP	None
VIII	Other consultations	None

D1 TERMS OF REPORT

Report on activity for period 1 November 2017 – 31 January 2018.

D2 Grounds Maintenance Routine Works

All hedge cutting works have been completed on schedule. Shrub bed maintenance continues over the winter months.

The most recent Land Audit Management System, (LAMS) inspections in the West area was 64, the target figure is 67. The lower score was due to weather and staff holidays in December. LAMS inspections rate the quality of ground maintenance in randomly selected areas.

Grounds Maintenance Enquiries

In total 26 grounds maintenance related enquiries were received and dealt with during this reporting period.

Ball Game Enquiries	1
Enforcement Officer Enquiries	1
Fencing Enquiries	2
Ground Ownership Enquiries	2
Grounds Property Vandalised	1
Hedge Cutting Enquiries	2
Public Park Enquiries	1
Shrub Bed Overhanging Path	1
Tree Branches Overhanging	4
Tree Dangerous or Unsafe	2
Tree Enquiries General	6
Tree Leaves Causing Problems	2
Tree Preservation Orders	1

D3 Garden Maintenance Enquiries

In total 3 garden maintenance related enquiries were received and dealt with during this reporting period.

Garden Maintenance General Enquiries	3
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D4 Cleaner Communities Routine Works

Cleaner Communities staff are continuing to carry out routine works to remove litter, fly tipping and debris on roads, footpaths and open spaces throughout the ward.

Cleaner Communities Enquiries

In total 89 cleaner communities related enquiries were received and dealt with during this reporting period.

Dead Animals	2
Dog Fouled Grass/Open Space	2
Dog Fouling on Paths/Roads	13
Dog Waste Bin New Request	3
Glass on Paths or Open Spaces	3
Graffiti Racist or Offensive	1
Illegal Fly Tipping/Dumping	25
Litter Bin Full Overflowing	2
Litter General Enquiries	4
Litter in Grass/Open Space	2
Litter On Paths/Road Verges	13
Needles/Syringes Abandoned	1
Street Sweeping Enquiries	13
Vehicle Abandoned	5

Enforcement Community Action

Enforcement Officers have dealt with seventeen enquiries relating to environmental issues within the ward. These included dog fouling, litter, fly tipping and abandoned vehicles. In addition officers dealt with reports of anti-social behaviour that were relayed to the relevant agencies.

Officers continue to assist their colleagues in the Public Transport Service with compliance audits relating to school transport. They have also contacted a number of school leavers throughout West Lothian on behalf of Learning and Development Youth Services in order that accurate “destinations” details are maintained. In addition the Licensing department requested assistance in a number of matters that officers were happy to provide. This type of partnership working benefits both sets of staff as it allows prompt action and result where required and in return has increased officers knowledge and understanding of a number of legal and administrative procedures.

Education officers have been liaising with local primary and secondary schools as well as environmental groups regarding community clean ups now that the holiday break is over and we hopefully move towards some warmer drier weather. The “take up” from schools over the past number of years has been outstanding and it is expected to continue to be so throughout 2018.

Education officers are currently looking at several initiatives which they hope to take forward into the Spring. These will involve working with local communities alongside local environmental groups and national organisations.

Officers are also currently involved with “in house” focus groups looking at service delivery and improvement.

Throughout this period officers have engaged with various agencies and Council departments such as Woodland Trust, Police Scotland, DVLA, SEPA, WLC Housing and WLC Waste Services.

D5 Parks and Woodland Routine Works

Polkemmet Country Park

The Parks Friends group have set the 7th February for their AGM to officially form. There is also an event planning meeting on the 20th February for an Easter Family Friendly Event on the 31st March.

Main driveway upgrades for carriageway, Sustrans cycle and walkway path and new signage nearing completion over the following six weeks.

Works to situate a new pedestrian bridge over the water course at the new east entrance pathway / cycleway has started with a lead-in time for situating the bridge of six weeks.

Parks and Woodland Enquiries (8)

Country Park Forestry or Woods	1
Tree Branches Overhanging	3
Tree Broken or Damaged or Dead	1
Tree Dangerous or Unsafe	1
Tree Enquiries General	1
Tree Leaves Causing Problems	1

Tree and Woodland Projects

The Polkemmet Urban Woodland Management Plan 2018-2019 has been approved by Forestry Commission Scotland and detailed planning and sourcing external funding to cover a percentage of the works will be undertaken prior to the main capital work in 2019.

Once this has been progressed and discussed with the Friends of Polkemmet it will be made available on the Council's website.

D6 Open Space and Cemeteries

Open Space Routine Works

Drainage systems at King George V, Whitburn, have been investigated. Repair and improvement works have been programmed for spring 2018.

Drainage systems at Blaeberryhill Park (Glenalmond Play Area), Whitburn, have been investigated. Repair and improvement works have been programmed for spring 2018.

Planning Services have been advised of the appropriate level of Open Space provision required within the Heartlands development.

The Play Area at Redhouse West, Blackburn, is anticipated to be completed in spring 2018.

Open Space Enquiries

There were no Open Space enquiries for this reporting period.

Cemeteries Routine Works

Whitburn Cemeteries

Winter routine grass cutting, leaf lifting, grave reinstatement works and burial duties ongoing across the cemetery estates.

Cemeteries Enquiries (18)

Bench Donations	1
Cemeteries General Enquiries	10
Cemetery Property Vandalised	2
Lair Enquiries	2
Lair Sunken or Uneven	3

E. CONCLUSION

All hedge cutting works have been completed on schedule. Shrub bed maintenance continues over the winter months.

The Enforcement Officers been involved in a number of community projects within the ward, with the aim of raising awareness of environmental issues.

Main driveway upgrades for carriageway, Sustrans cycle and walkway path and new signage for Polkemmet Country Park nearing completion over the following six weeks.

F. BACKGROUND REFERENCES

Open Space Strategy

Capital Programme

Appendices/Attachments: None

Contact Persons: Eirwen Hopwood, Parks and Woodland Manager, 01506 284500

Eirwen.Hopwood@westlothian.gov.uk

Jim Jack

Head of Operational Services

19 February 2018



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

HOUSING CUSTOMER AND BUILDING SERVICES

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

To provide the Local Area Committee with an overview of the service activities within Whitburn and Blackburn ward for the period 1st October – 31st December 2017.

B. RECOMMENDATION

The Local Area Committee is asked to note Housing, Customer and Building Services activity as detailed in the ward report.

C SUMMARY OF IMPLICATIONS

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I	Council Values	Focusing on our customers' needs. Being honest, open and accountable. Making best use of our resources. Working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Housing (Scotland) Act 2001 Housing (Scotland) Act 2010
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	There is no impact
V	Relevance to Single Outcome Agreement	There are positive impact on the following SOA indicators: SOA4 – we live in resilient, cohesive and safe communities SOA8 – we make the most effective use of resources by minimising our impact on the built and natural environment
VI	Resources - (Financial, Staffing and Property)	None
VII	Consideration at PDSP	Yes
VIII	Other consultations	N/A

D TERMS OF REPORT.

Housing Performance Information

The purpose of this report is to provide the Local Area Committee with an overview of the activities of Housing, Customer and Building Services, specific to the Whitburn and Blackburn ward.

Property Void & Let Performance: Mainstream Tenancies

Void Period	October 2017	%	November 2017	%	December 2017	%	WL Target %
0-2 weeks	8	35%	9	60%	4	31%	55%
2-4 weeks	5	22%	3	20%	1	7%	30%
4+ weeks	10	43%	3	20%	8	62%	15%
Total Lets	23	100%	15	100%	13	100%	100%

Property Void & Let Performance: Temporary Tenancies

Void Period	October 2017	%	November 2017	%	December 2017	%	WL Target %
0-2 weeks	6	86%	10	77%	10	84%	80%
2-4 weeks	1	14%	2	15%	2	16%	15%
4+ weeks	0	0%	1	8%	0	0%	5%
Total Lets	7	100%	13	100%	12	100%	100%

Delays in re-letting can occur for a variety of reasons. The type or location of the property, the completion of void work or the identification of additional works not visible during the initial inspection.

Ensuring that vulnerable persons are appropriately supported through the viewing and sign up process can also add to timeframes. Some of our applicants have specific support requirements which require detailed planning and co-ordination by both social work and housing services prior to tenancy management.

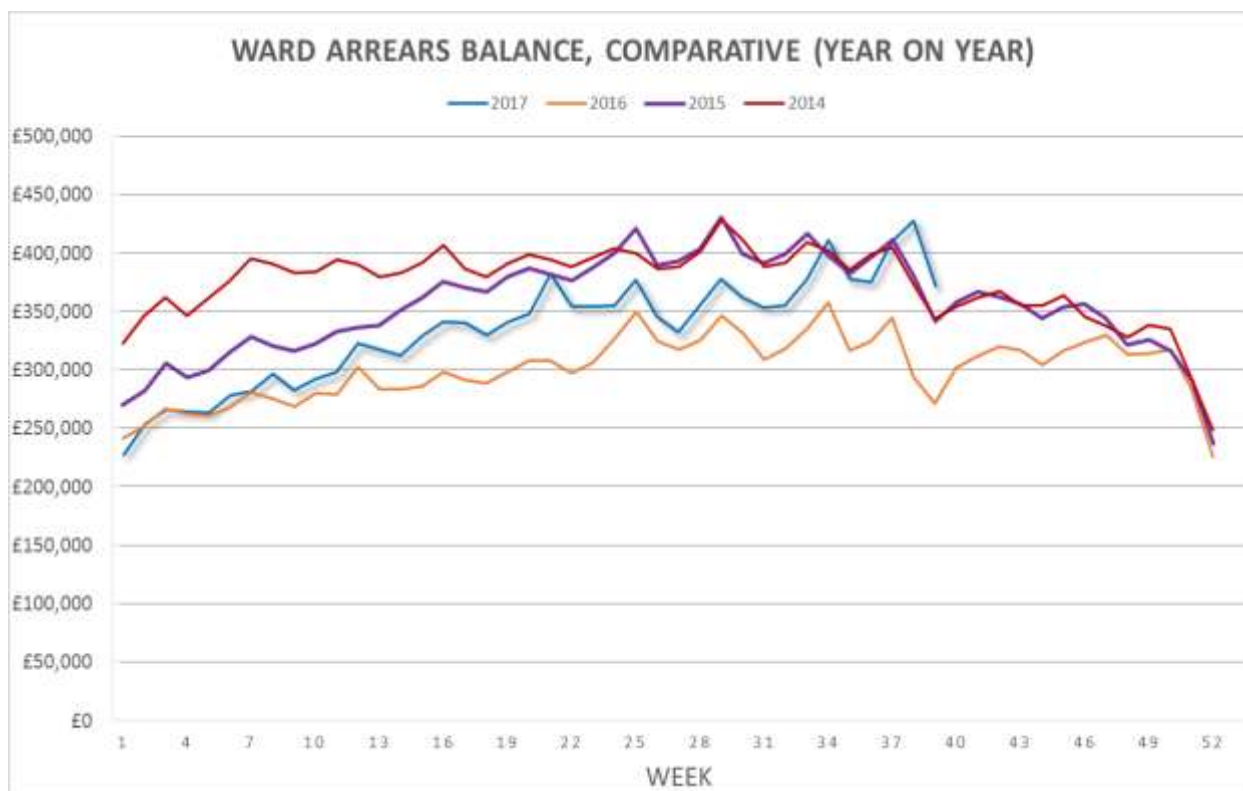
In the year to date there have been 147 mainstream tenancies and 75 temporary tenancies let by the Whitburn and Blackburn Housing Team.

There are 19 Policy Voids in the ward; this is due to properties requiring repairs for asbestos removal, fire damage and Health and Safety issues. Three properties are currently being used as decant properties which are all occupied.

:Arrears

For this area the cumulative rental charge this year (debit) for the housing stock is £8,043,625

The ward has collected £7,787,802 of these charges giving a strong collection rate of 96.82%



	2016/17 (WK39)		2017/18 (WK39)	
Arrears Banding	Balance	Tenants In Arrears	Balance	Tenants In Arrears
£0.01 to £99.99	£15,609	349	£13,868	322
£100.00 to £299.99	£50,952	271	£59,755	327
£300.00 to £499.99	£48,444	127	£61,979	160
£500.00 to £749.99	£40,464	66	£60,836	100
£750.00 to £999.99	£35,417	41	£50,267	58
£1000.00 to £1999.99	£54,051	41	£81,363	61
£2000+	£26,513	10	£43,226	15
Total	£271,450	905	£371,293	1043

The Ward position for Q3 of 2017/18 is £371,293. This is an increase of £99,844 on last year's position. The West Lothian overall position has increased by £371,576 from last year and at week 39 was £1,818,779

While there are 76 serious arrears cases (£1,000+) it should be noted 62% of cases are in the lower bands (£300 or less)

Although overall the position remains positive we will continue focusing on the following:

- Arrangements to pay - increase the visibility of tenants with arrangements within the performance model to identify trends in missed payments for follow up action
- Making best use of resources by considering communicating more with customers through email and

telephone

- Increase Direct Debit Take Up by targeted work for example tenants who currently pay by Standing Order
- Benchmarking with other local authorities to ensure we identify and consider implementing any best practice
- Performance Monitoring and Reporting will be reviewed and where appropriate streamlined to ensure information is meaningful and robust to assist with improving rent arrears due.

Whitburn and Blackburn Area Team Activity

Officers in the team have a number of tenancies under supervision for issues such as child & adult protection, anti-social behaviour and poor tenancy conditions. Our officers' work with a range of services and agencies to ensure tenants and residents are fully supported, tenancies maintained and sustained as far as possible and appropriate action taken where necessary. There are also issues within communal bin areas which officers deal with daily and liaise with other services.

Rent arrears activity continues to be a weekly priority task for the team and we will continue to work with all our tenants in offering the support, advice and assistance. Such assistance includes, referrals for money and debt advice, benefit health checks, completion of income and expenditure to help set up a sustainable payment plan and where appropriate, assist with applications for Discretionary Housing Payments.

Capital Programme and New Build Council Housing

Local New Build

Work started on site at Redhouse, Blackburn in June 2015. Lovell Partnerships are developing this site for 100 homes.

Ward	Site	No. of Units	Start Date	Houses handed over	Site complete
Blackburn	Redhouse	100	June 2015	26	No

Capital Programme

Blackburn	Ladeside	Upgrade BISF Properties to EESSH standard	66%	The roof and external wall upgrading works started on 7 th June and are progressing well. The works are now expected to complete in March 2018.
Whitburn	The Loch Scheme	Structural roof works: Stairs and balcony repairs: Insulation: render upgrades:paths: lintel & cills where required	5%	Individual properties completed that required urgent major repairs. Programme is in design development due to structural issues and how owners properties can be included to allow tenants properties to be completed
Whitburn	Empire Street, Baillie Street and Bog Road	Roofs & Roughcast to all: Heating upgrades chimney removals	100%	The 2017/18 programme is complete with no outstanding issues.
Whitburn	Glebe Road, Union Road, Armadale Road, Manse Avenue, Griffith Drive, Dick Gardens	Roofs & Roughcast to all: Heating upgrades and chimney removals:steps and paths	10%	Work is now onsite, upgrading due to be complete in May 2018

Tenant Participation TP update for Local Area Committee Reports October - December 2017

Annual Rent Consultation – a special edition of Tenants News was sent out to all Council tenants setting out the options for the annual rent increase and offering a free post reply paid survey card for tenants to express their views. Housing Services Staff held drop in surgeries over the two month consultation period in various locations to allow tenants an opportunity to seek further information and express their views. A reminder text was sent out to remind tenants of this consultation and to complete the online survey. This year's replies exceeded all previous rent consultation and the results will be feedback early in the New Year.

Good Neighbour Awards – Tenants are asked to nominate friends and neighbours for this annual award through Tenants News and the Facebook group. Members of the Tenants Panel met to decide the worthy winners and agreed that all nominees were deserving of an award. An event to recognise these 'Good Neighbours' and present them with flowers and their Good Neighbour Certificate was held in the Civic Centre on Friday 27th October.

Winter Edition Tenant News This year's Landlord Report, setting out information on how Housing, Customer and Building Services performed against the indicators contained within the Scottish Housing Regulators Annual Return on the Charter was published in the Winter edition of Tenants News. The Landlord Report can be viewed at westlothian.gov.uk > Housing > Council Housing > Tenant Participation > Landlord Report

Tenant Satisfaction Survey – The Scottish Housing Regulator requires all social landlords to carry out a Tenant Satisfaction Survey with their tenants at least every three years. The council presently do this every two years, due to the importance of providing tenants with an opportunity of expressing their views on the services they receive. This year's survey was posted out to all council tenants in October offering a free postal reply envelope or an online option to complete this survey. Having used text messaging to remind tenants of this survey, which offered a free prize draw, responses exceed all previous years' surveys and findings will be feedback to all tenants using social media and Tenants News.

Tenant Led Inspections (TLI) – Tenant Inspectors have been busy carrying out an inspection into the Council's New Build programme, looking at layouts and designs. The inspectors have been working closely with Housing Management and with officers from the Strategy & Development Team. The Inspectors have carried out a desk top review of information, interviewed staff and spoken to tenants about the specifications of the build as well as visiting several sites to see for themselves what finished new build properties look like.

The inspectors will finalise their report and present it to the Head of Service, Alistair Shaw and Senior Managers as well as staff and other tenant inspectors by the end of February 2018.

Homeless Network Award members of the sub group attended the TPAS awards in November, where they were named as a finalist in the category – 'Best Practice in Involving Customers' Award. This is a great achievement and highlights the partnership work service users carry out develop services we provide.

Safer Neighbourhood Council Officer Ward Information

The Safer Neighbourhood Teams (SNT's) across the nine multi member ward areas are an integral part of the Community Safety Unit and are a key feature of partnership working. In all the wards, partnership working involves the local housing team, youth worker, council officer with the SNT and officers from Police Scotland and the Scottish Fire and Rescue Service all working together to tackle antisocial behaviour in the wards. When necessary, the Community Safety partners will liaise with others from the voluntary organisations including Mental Health advisory workers and private landlords in order to reduce antisocial behaviour.

The SNT officers and other Community Safety Partners continue to provide early intervention to prevent crimes and antisocial behaviour from occurring and the further escalation of incidents. During the reporting period the team dealt with range of community safety/antisocial behaviour issues which include:

- Carrying out a letter drops to neighbours affected by particular reported incidents of anti-social behaviour and following up action through the issuing of appropriate warning letters.
- working with Police to tackle noise nuisance caused by youths accessing a property and working with housing colleagues to instigate the house abandonment processes as concerns tenant not occupying property

- Working with the Police regarding significant youths attending a property in the ward resulting in a number of missing persons being traced to the property preventing further complaints of loud music and youth disorder.

There were 7 new cases opened over the period reported with four interim Anti-Social Behaviour Orders and one full Anti-Social Behaviour Order in place. ASBOs are deemed as a last resort to all other methods of curtailing antisocial behaviour within communities. It is only when particular individuals refuse to heed warnings issued, that the Antisocial Behaviour Order is requested through the legal process.

E. CONCLUSION

To note the contents of the report.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Contact Person: Gary Stoddart, Housing, Customer & Building Services

Email; gary.stoddart@westlothian.gov.uk

Tel: 01501 678012

Date: 19th February 2018



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the Local Area Committee of the applications received from within the ward area seeking funding from the West Lothian Villages Improvement Fund in 2017/18.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that eleven applications have been received for funding;
2. notes that the proposals meet the eligibility criteria for supported projects;
3. supports funding for the projects; and
4. 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

I	Council Values	Focusing on our customers' needs. Making best use of our resources. Working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The projects meet the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the projects do not raise any equality or health issues.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<ul style="list-style-type: none">- Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.- We live in resilient, cohesive and safe communities.

VI	Resources - (Financial, Staffing and Property)	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
VII	Consideration at PDSP	These projects have not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development & Transport PDSP.
VIII	Other consultations	The relevant council services have been consulted for each application.

D. TERMS OF REPORT

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.

Four villages in the Whitburn and Blackburn ward are eligible under the scheme. Distribution of funding is based on village size. Total allocations per village are as follows, with the remaining budgets in brackets:

- Blackburn: £125,000 (£30,000)
- Seafield: £55,000 (£47,750)
- Greenrigg: £55,000 (£24,320)
- East Whitburn: £55,000 (£55,000)

Applications

The applications for each village are as follows:

Blackburn

The total amount applied for this round for the Blackburn allocation is £31,000. As the remaining allocation is £30,000, this means the applications exceed this by £1,000; therefore both cannot be funded in full.

Blackburn Bowling Club Road - (Appendix One)

Blackburn Bowling Club has applied for funding of £23,500 to resurface their approach road. Colleagues in Highways have estimated the cost for this will be £47,000. The Council is prepared to pay 50% of the costs for this, as their lease states that the Bowling Club are responsible for a 50% share of repair and maintenance costs for this road. Therefore, the Bowling Club is applying to this fund to fulfil their 50% obligation in full.

Past, Present, Future – (Appendix Two)

Blackburn Community Council is applying for £7,500 of funding to:

- relocate historical boulders to an identified site at Blackburn Partnership Centre which is the new hub of the village.
- install a touch screen, located within the partnership centre, to provide community with up to date information around all groups, and services, within Blackburn.
- provide raised flower beds and a small seating area within the external garden of the partnership centre, inside secure perimeter fencing.

Seafield

The total amount applied for this round for the Seafield allocation is £47,750. As the remaining allocation is £47,750, this means this will be fully utilised if these were to be approved in full.

Seafield Play Areas Improvements – (Appendix Three)

Seafield Community Centre Management Committee is applying for £40,218 to fund improvements to the play areas within the centre of the village. This would be the provision of additional play equipment in the play park, improvements to the multi-use games area (MUGA) and general park improvements.

Operational Services has agreed to purchase the new equipment, and manage installation, as well as deliver the improvement works at the MUGA.

War Memorial - (Appendix Four)

Seafield Gala Day Committee is applying for £7,532 of funding to create a memorial area at the existing millennium stone site, south west of the school grounds.

This would create a surrounding wall around the existing stone, with a commemorative plaque one on side honouring the war dead and a commemorative plaque on the other side honouring the Burngrange disaster.

The group will manage this project and seek any permission that is required.

Greenrigg

The total amount applied for this round for the Greenrigg allocation is £24,320.

As the remaining allocation is £24,320, this means this will be fully utilised if these were to be approved in full.

Greenrigg Puffin Crossing – (Appendix Five)

Greenrigg Community Council is applying for £18,216.50 of funding to contribute towards funding a crossing on the B7066 road to help residents cross from Baillie Avenue to the main part of the village.

The project would be delivered by Operational Services in line with the relevant standards and regulations.

Part 2 of Woodland Enhancements (Woodland Fence) – (Appendix Six)

Greenrigg Community Council is applying for £6,103.50 of funding to install a 1.8metre fence along the path just north of the playpark on Polkemmet Road to help prevent fly-tipping in the area.

These works would complement the adjacent woodland area project being undertaken by the Central Scotland Green Network Trust, which has also been granted villages improvement funding.

Building Services will manage a contractor for these works.

East Whitburn

The total amount applied for this round for the East Whitburn allocation is £55,000. As the remaining allocation is £55,000, which means this will be fully utilised if these were to be approved in full.

East Whitburn Enhancements – (Appendix Seven)

The Central Scotland Green Network Trust is applying for £35,200 of funding to improve the various greenspaces in the community. This includes improvements within the near side of the Blaeberry Woods to the west of the village; to the greenspaces at war memorial area and Pottishaw Cottages; between Drum Place and Redmill Park; and 'Colquhoun Pass', the path parallel to Redlands Court.

The site between Drum Place and Redmill Park is in private ownership and funding for that aspect of the project will be dependent on there being the relevant agreement and permissions in place.

Community Noticeboard – (Appendix Eight)

East Whitburn Community Education Centre is applying for £3,132 for a community noticeboard which they would be the key holders for. The proposed location for this would be outside the grounds of the Gothenburg store, at the corner of Hen's Nest Road and the Main Street. This is subject to a utilities search.

The Community Centre would be purchasing the noticeboard directly and Operational Services have agreed to manage the installation of it.

Defibrillator Units – (Appendix Nine)

East Whitburn Community Education Centre is applying for £6,800 to fund the purchase and installation of defibrillator units in the disused phone box in the village and in the community centre.

The management committee have already formally adopted the phone box from BT. It is planned that training will be provided to volunteers to ensure the facilities can be accessed and used when needed.

Mining Plaque and Seating and Remembrance Seating – (Appendix Ten)

East Whitburn Community Education Centre is applying for £6,268 to fund:

- remembrance themed seating at the War memorial;
- remembrance themed seating in the existing bus stop area; and
- a commemorative plaque and seating at the current mining wheel feature on Whitrigg bing.

These would be purchased and installed via a contractor on the management committee's behalf.

Christmas Lights – (Appendix Eleven)

East Whitburn Community Education Centre is applying for £3,600 for the purchase of six new Christmas light features for the village. These would replace the existing lights which are put up in the village and therefore would not have any additional maintenance implications for the council.

Funding will be dependent on continued discussion and agreement with Operational Services regarding suitable specification and annual installation/removal.

E. CONCLUSION

Four villages within the Whitburn and Blackburn ward are eligible to apply to the Villages Improvement Fund. The applications detailed above meet the eligibility criteria of the fund and the Local Area Committee is asked to support them but also note:

- the application for East Whitburn enhancements requires permissions with the relevant private landowner being received and the Local Area Committee is asked to support this.
- the application for Christmas lights require agreement from the council and the Local Area Committee is asked to approve this in principle at this time.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Eleven, as outlined above.

Scott McKillop, Community Regeneration Officer, Tel. 01506 281092,
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Hazel Hay, Town Centre Manager, Tel. 01506 283079,
hazel.hay@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration
19 February 2018

Appendix One

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

Organisation Name	Blackburn Bowling Club (BBC)
Project title	Access Road Replacement
Contact person	John Graham
Position	Club Secretary
Address	
Telephone number	
Email Address	
Type of organisation	Bowling Club
What date was your organisation formed?	1962
Are you a charity, please quote your number	N/A
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>BBC are a local community club which is available for and caters for various functions such as children's birthday parties, weddings, funerals, engagements and various other organisations meetings.</p> <p>We also provide facilities for Special Olympics bowling team for practice and coaching.</p> <p>A slimming club and bingo are on a Thursday night, entertainment every Sunday night with bingo and a treasure chest competition and we also arrange various acts and shows to provide entertainment for the local community.</p> <p>We will continue to provide gifts for charitable organisations such as foodbank West Lothian, local schools for raffle prizes and have raised funds for a local girl to attend a dance competition.</p> <p>We are open to the public for entertainment, functions and the bowling, we have a junior coach and child</p>

	protection officer and all are welcome to come along a try bowling with a member who can assist and provide advice on the game.
--	---

Do you have an equal opportunities policy or statement? If yes please provide a copy	/ No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes /

Are you applying for other funding, if so, please detail	Approved Anticipated
--	------------------------------------

2. Project details

Council Ward	Whitburn and Blackburn
Project location	Blackburn Bowling Club
Project start date	ASAP
Project finish date	
Estimated Outcome	2-3 weeks

Project description Describe fully the project for which grant is being sought (background and context of the project, description of works).	
Previously owned by West Lothian Council for access to bowling club, football pitches and tennis courts. WLC ceased using tennis courts around 1982 and Blackburn Bowling Club became 50% liable for access road, which has been repaired (Pot holes filled with loose stones) over the years. Now due to members falling on road and for disabled access we are seeking funds to allow the road to be brought up to adoptable standards. The road is in exceptionally poor state of repair and is access for two houses. We are applying for fund for Blackburn Bowling Clubs share of costs.	

Partners involved (other local organisations you are working with)	50% share with West Lothian Council
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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.

Letters of complaints received due to state of repair of access road to club.
Bowling club has required to involve solicitors due to being sued as a result of falls on access road and 2 people attended hospital due to injuries received.
A member fell and lay on road in a puddle for over an hour, aged 89 years old.
Special Olympics Lothian bowling section are seriously considering looking for a new venue due to poor access.
Members of club and public's safety is our priority for the club. Taxi-cabs are refusing to uplift patrons due to access road.
People attending functions are leaving cars on main road due to several cars being damaged and numerous members' vehicles required repairs.
Our club has required to pay two undisclosed sums of compensation to two members of public who have fallen and injured themselves on access road.

Outcomes

Describe what your project will deliver.

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

The project will improve the road surface making the route safer for pedestrians, vehicle access and provide residents easier access to their properties.
It will provide improved parking for the bowling club, access for the disabled groups use and make deliveries to the bowling club less problematic.
The works required are stated within the attached email from Scott Hughes of West Lothian Council and on completion the road surface will be maintained and adopted by West Lothian Council.

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

The bowling club residents who utilise the access road and for West Lothian Council access to football pitch and will improve the access for all members, public and residents and prevent further accidents and legal cases against Blackburn Bowling Club.

3.Project Costs

Amount of funding requested	
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Item of expenditure	Cost
Full details on enclosed email from West Lothian Council	
Road repairs (50% of project costs)	£23,500

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

The work will be completed by West Lothian Council operational services. On securing funding we will work with operational services and the residents to identify the most appropriate time to undertake the works and complete the project.

4. Declaration

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.

Name	John Graham
Position	Club Secretary
Organisation	Blackburn Bowling Club
Date	26-01-2018

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

Appendix Two

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

3. Applicant Organisation Details

Organisation Name	Blackburn Community Council
Project title	The past, the present and the future.
Contact person	Alison Kerr
Position	Chairperson
Address	
Telephone number	
Email Address	
Type of organisation	Community Group
What date was your organisation formed?	Approx 1990
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	To represent and inform the residents of Blackburn, whilst working towards influencing change and improvements in the village.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated

4. Project details

Council Ward	Whitburn Blackburn Ward
Project location	Partnership Centre
Project start date	
Project finish date	
Estimated Outcome	

<p>Project description Describe fully the project for which grant is being sought (background and context of the project, description of works).</p> <p>The past - relocating of historical boulders to an identified site at Partnership Centre which is the new hub of the village. Blackburn's boulders have long been a key feature in the community with many being located throughout the village. They once lay underground and were excavated as part of the development of the Eastern side of the village. When this work began, early in the 1960s, to extend the village for the new workforce coming from Glasgow for the British Leyland, the boulders were unearthed and used as street furniture creating historical landmarks. The stone is unique to the area and the boulders provide favourable memories for a variety of generations within the community. Most residents, no matter what their age, have climbed and played on the boulders for many a happy hour. The new Partnership Centre was built directly where a large crop of boulders had originally been located and part of this project aims to reinstate some of them back to this location. This exciting artistic community project offers a method to combine the 'old with the new'</p>

The present – a touch screen located within the Partnership Centre to provide community with up to date information around all groups, and services, within Blackburn.

The touch screen would be an interactive map, medium, for community information and consultation, which all groups and services would be encouraged to utilise.

This is an action following recent community consultation being carried out for the Community Regeneration Planning. Touch screen would also provide method of keeping the community up to date with issues raised during ongoing consultation, action plans initiated and results of actions taken, and it would also allow the community to raise any other issues that they felt should be raised. Touch screen will be kept updated by the Community Development Worker employed through the Aspiring West Lothian project.

The future – provision of raised flower beds and a small seating area within the external garden of the Partnership Centre, inside secure perimeter fencing. Community groups using the facility and local school children will be encouraged to maintain the beds and will complement the Intergenerational Project delivered by Community Action Blackburn. Beds will contain low level maintenance plants i.e. herbs and fruit bushes which will then be offered to the community. The Community Council will approach charities for assistance with soil conditioner, we will contact local businesses for donations of plants and we will also provide the necessary tools required along with a storage solution for them.

The small seating area will encourage people to sit, socialise and mix with others and benefit their health and wellbeing. Location of beds and seating area would also enhance the garden and will be aesthetically pleasing.

To provide this would allow the community to take responsibility and ownership of part of the new facility and potentially encourage them to use the building.

Unfortunately due to the turnaround for this application, 2 days, the Community Council do not have written costings for the touch screen or the garden area part of the project. These have been sourced through discussions with supplying companies, Youth Action Project, Community Regeneration officer and Development Worker from Community Action Blackburn. We would however be in a position to supply all relevant written quotes following the Local Area Committee hearing this application. This also applies to the attachment checklist documents requested at end of application which will be provided at a later date.

Partners involved (other local organisations you are working with)

Blackburn Community Council have worked in partnership with NHS Lothian, Community Action Blackburn, Centre Management Committee, Gala Day Committee, WLC Arts Development and Civic Architects (Public Artist) WLC Regeneration, WSSC, Murrayfield, Blackburn and Our Lady of Lourdes P6+P7 Class Reps to develop the ideas for this project. This project also compliments the larger scale environmental work being carried out in the village by Community Action Blackburn.

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 boulders have a literal deep historical link to Blackburn and have become part of our culture for generations and as such require to be re-sited in a prominent location within the village. The boulders were sited where the new facility has been built and the Community Council along with partner community groups i.e. Gala Day Committee, Management Committee, Community Action Blackburn and WSSC would like to see them reinstated at our new Partnership Centre, combining the old with the new.

We consider this would provide a welcome example of 'The past, the present and the future' for residents of Blackburn.

Also the reinstating of the boulders will allow the Community Council to achieve their long term aim of commemorating the life of one of our stalwarts. Mrs Helen McDonald was our community nurse for decades and delivered over 1300 babies in the village. She passed away last year and the group wish to erect a plaque in her memory on the boulders, or etch the actual boulders themselves. As a resident of the village and being employed by the health service to commemorate 'Nellie the Nurse' in this way ties in both the community and NHS use of the new building. This is fully supported by all groups and organisations mentioned previously.

Touch screen is fully supported by respondents of consultations for Regeneration Plan as method of keeping community informed. This was a suggestion from some of the people who engaged in consultation.

Garden area part of the project is supported by other community groups who have a keen interest in using it. Further discussions will be had with the Gala day committee to assess how this area can assist them on the day of the crowning ceremony.

Outcomes

Describe what your project will deliver.

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

The past

By working in partnership with the public art project that has been undertaken in the Partnership Centre, we are able to match fund this application to bring a larger scale art project incorporating the boulders. This will undoubtedly benefit the community. The siting of the boulders in an area that is being designed by Civic Architects is allowing for the new facility's large wall panelled mural, depicting historical features of the village, to continue out into the external landscaping. Ever since the boulders were unearthed they have been a welcome addition to the imagination, development and recreation of children who used to climb

them and be adventurous. Therefore this project will not only be a visual installation but a physical one encouraging children, and others, to climb and sit on the boulders, allowing them to enjoy the same experiences many generations before them have had.

The present

Again through partnership working the touch screen would be able to provide the community with a method of being kept informed with accurate up to date information as well as allowing them the opportunity to raise any issues they may have. This will provide an excellent method to open the channels of communication for the community, also immediate feedback for actions and resolutions to meet these issues can be seen.

The future

Garden area with raised beds and small seating area will encourage the future use of the facility and offer benefits to resident's health and wellbeing, along with the opportunity for all age groups to work together and learn from each other. This addition would also encourage residents to have a sense of belonging and tie in with the longer term use of the facility for generations to come.

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

The boulders

The identified location for the siting of the boulders (see attached map) has been designed by Civic Architects to encourage holistic usage, whether it be to admire them or explore them and is in a prominent area that will be seen by visitors and users of our new Partnership Centre. Bringing the old back to the new.

Touch screen

Unique opportunity to keep community informed and will improve communications for residents, groups and services operating within Blackburn. Creating excellent method of current information which is happening now.

Garden area.

Encourage different generations to mix and learn from each other, offer fresh herbs and fruit to community, promote good mental and physical health enhance the area for community use for the future of the facility.

3.Project Costs

Amount of funding requested	
Item of expenditure	Cost
Lift/transport boulders - £980 + VAT	£1176
Ground prep and finishing - £1000 + VAT	£1200
Etching of boulders - £500 + VAT	£600
Touch screen (approx)	£1500
Raised beds and seating area (approx)	£2500
Contingency (approx)	£524

Total	£7500

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Attached are the quotes for moving boulders, preparing ground and fixing along with etching. Discussions with NHS Lothian of confirmation of location is currently underway, they are in agreement in principle with a final decision imminent. As of today, 2/02/18, NHS have confirmed no issues in theory for this project.

5. Declaration

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.

Name	<i>Alison Kerr</i>
Position	Chairperson
Organisation	Blackburn Community Council
Date	02/02/18

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Three

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

5. Applicant Organisation Details

Organisation Name	Seafield Community Education Centre Management Committee
Project title	Seafield Play Area Improvements
Contact person	Robert Fraser
Position	Chairperson
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Centre Management Committee
What date was your organisation formed?	Formed in 1940's and known as Institute Management Committee
Are you a charity, please quote your number	SC001629
What are the main activities of your organisation? (please answer in no more than 100 words)	To improve the conditions of life of the members of the Community in the area of benefit. To advance education and provide or assist in the provision of facilities for recreation or other leisure time occupation.

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

Are you applying for other funding, if so, please detail	Approved	Anticipated
N/A		

6. Project details

Council Ward	Ward 7/Whitburn & Blackburn
Project location	Cousland Terrace, Seafield
Project start date	To be agreed with Operational Services
Project finish date	To be agreed with Operational Services
Estimated Outcome	To be agreed with Operational Services

Project description

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

To further develop the children's play area in the village.

This would consist of three parts:

1. Improving the children's play area

The equipment would provide stimulating, teaching equipment that could be enjoyed by a broad age range within a safe environment.

The changes that would be made are shown in the Computer Aided Design drawing with the corresponding prices for each piece of equipment in the quote itself.

There would be a woodland zone for the youngest children. There would also be a climbing zone for younger children with a low level rope structure. For older children there would be a large slide.

2. Improving the multi-use games area (MUGA)

This would freshen the MUGA by painting the surrounding fence, relining the area itself and installing rubber surfaces around the goal areas.

3. General Park Improvements

Council officers are looking to develop other ways to improve the park as a central point in the village and we will work with them to make the desired changes.

Partners involved (other local organisations you are working with)	West Lothian Council Operational Services

<p>Evidence of need</p> <p>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.</p>
<p>The Management Committee believe that the Project is what the Community would like as this has been a long standing desire of the Community Council to enhance the play park in the Village for the Children and Young People.</p> <p>The need for more physical activity in the area would be met through the new Play equipment as there are numerous health benefits to playing outside.</p>

<p>Outcomes</p> <p>Describe what your project will deliver.</p> <p>Village Improvements; e.g Number of sites improved Area of landscaping</p>
<p>The project will provide a far greater range of equipment than is currently on site and would ensure that all age groups are catered for with purpose designed, long lasting, modern equipment. Looking to enhance the existing play area by providing the additional equipment.</p> <p>Giving Children the freedom of playing outdoors makes them more active, sociable, independent & happier.</p>
<p>Community Facilities: e.g number of facilities improved -Projected usage</p>

4. Project Costs

Amount of funding requested	£40,218
Item of expenditure	Cost
Children's play area improvements - please see attached itemised costings	£24,992

MUGA improvements	£5,503
General park improvements	£9,723

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Operational Services have been consulted by the Management Committee on this and, pending funding, have agreed to procure the equipment and manage the installation of this and incorporate this into their maintenance schedule.

Stephen Knox, Play Area Co-ordinator and David Cullen, Open Space and Cemeteries Manager have already been in discussion over the Project and have agreed on a joint Project Management strategy.

6. Declaration

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.

Name	Robert Fraser
Position	Chairperson
Organisation	Seafield Community Education Centre Management Committee
Date	

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Four

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

7. Applicant Organisation Details

Organisation Name	Seafeld Galaday Committee
Project title	War Memorial
Contact person	Mr William Marshall
Position	Chairperson
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Club
What date was your organisation formed?	
Are you a charity, please quote your number	N/A
What are the main activities of your organisation? (please answer in no more than 100 words)	To provide for the community the ability to come together throughout the year and at the Gala week to create a closeknit community that looks after everyone.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes / No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
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8. Project details

Council Ward	Whitburn and Blackburn
Project location	Existing millennium stone site
Project start date	Early summer
Project finish date	Late summer
Estimated Outcome	To be ready in time for Remembrance Sunday 2018.

Project description

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

The aim of the project is to place a memorial in the village for both the Burngrange Disaster and a War memorial. Whilst the village have these they are not seen due to being in the reading room at the Community Centre.

It is proposed to build a 1.75 – 2m high wall around the existing millennium stone which would flank at each side. One side of it will display a commemorative plaque to the Burngrange disaster and the other side to the World Wars.

This project would allow a focal point for the view of these which will copy the originals in the centre reading room.

This will allow the village/councillors/Armed Services to lay wreaths at Remembrance time including the possibility of some form of parade.

Partners involved (other local organisations you are working with)

Seafeld Community Centre

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.

Within the community the local Community Centre is utilised and has the original war memorial it is not accessible at all times. This will allow the village to see those who made the ultimate sacrifice in both war and the

pits.

Outcomes

Describe what your project will deliver.

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

This if approved will make a focal point within the area from WW1 through Burngrange to the millennium stone all in one area..

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

3.Project Costs

Amount of funding requested	£7532.00
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Item of expenditure	Cost
Bricks / bricklayer	£4500.00
Copies of memorials	£2000.00
Landscaping	£750.00
Planning costs	£282.00

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

The committee has 3 x dedicated member who are prepared to project manage the refurb including 2 of them who run their own business so fully understand what is required. The third member is in the process of completing a PRINCE 2 project management course.

We would intend using a local contractor to undertake the required works on our behalf, for which costings have been based on.

Early advice from planning is that given the proximity of the road to the site, planning permission would be required.

7. Declaration

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.	
Name	William Marshall
Position	Chairperson
Organisation	Seafeld Galaday
Date	02 Feb 2018

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Five

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

9. Applicant Organisation Details

Organisation Name	Greenrigg Community Council
Project title	B7066 Puffin Crossing
Contact person	Peter Kain
Position	Chairperson
Address	
Telephone number	
Email Address	
Type of organisation	Community Council
What date was your organisation formed?	April 2015
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	To communicate with the residents and village groups to further their wishes and views to improve the village.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
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10. Project details

Council Ward	Ward 7 Whitburn and Blackburn
Project location	B7066 between Baillie Avenue and Polkemmet Road entrances
Project start date	To be confirmed
Project finish date	To be confirmed
Estimated Outcome	Increased road safety for residents

Project description

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

The project will install a puffin crossing on the B7066 road as well as new footways going eastward and westward from the crossing on the south side. This is at a location which will support the safe crossing of residents going to and from Baillie Avenue and to and from the bus stop on the south side of the road.

Partners involved (other local organisations you are working with)

West Lothian Council.

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 road has been of concern to the Community Council and many Greenrigg residents for a number of years, given the volume of cars at specific times of the day/week and speeding motorists.

Given the Baillie Avenue housing development has meant that a portion of the village is now on the south side of the road and parents, children and other residents cross this road daily, we feel it is necessary to have safer crossing measures in place.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved

Area of landscaping
A crossing is in place on this road to support the safe passage of residents across it, particularly at busy times.
Community Facilities: e.g number of facilities improved -Projected usage

3. Project Costs

Amount of funding requested	£18,216.50
------------------------------------	-------------------

Item of expenditure	Cost
Installation of crossing and footways	To be confirmed.

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

West Lothian Council will manage the installation works for this and have agreed to provide the remaining funding for this.

8. Declaration

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.

Name	Peter Kain
Position	Chairperson
Organisation	Greenrigg Community Council
Date	12th February 2018

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Six

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

11. Applicant Organisation Details

Organisation Name	Greenrigg Community Council
Project title	Part 2 of Greenrigg Environmental Enhancements
Contact person	Peter kain
Position	Chairperson
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Council
What date was your organisation formed?	April 2015
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	To communicate with the residents and village groups to further their wishes and views to improve the village.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
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12. Project details

Council Ward	Ward 7 Whitburn and Blackburn
Project location	Public footpath leading from NLC to Polkemmet Road Greenrigg
Project start date	March 2018
Project finish date	March 2018
Estimated Outcome	To erect new chain link fence.

Project description

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

To erect 125m of chain link fence in total. Part of the fence to the north side of the public foot path to discourage fly tipping. Part of the fence to be erected to the south side of the public foot path to complete the work to be completed by SGNT in March 2018 to improve landscaping and enhance community assets adjacent to Greenrigg Primary School and within Greenrigg Community Woodland.

Partners involved (other local organisations you are working with)

West Lothian Council.

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 fence work is required after the whole area has been cleaned up and the woodland project has been completed to avoid any further fly tipping.

Outcomes

Describe what your project will deliver.

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

To protect the whole area and ensure the woodland project to benefit Greenrigg School Children is protected from fly tippers.

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

3.Project Costs

Amount of funding requested	£6,103.50
------------------------------------	------------------

Item of expenditure	Cost
G. Ross Contractors Ltd to manufacture and install chain link fence.	

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Planning approval granted by WLC. The works will be managed by G. Ross Contractors Ltd.

9. Declaration

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.

Name	Peter Kain
Position	Chairperson
Organisation	Greenrigg Community Council
Date	10 th February 2018

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Seven

West Lothian Villages Improvement Fund Application form

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

13. Applicant Organisation Details

Organisation Name	Central Scotland Green Network Trust	
Project title	East Whitburn Enhancements	
Contact person	Carol Campbell	
Position	Development Officer	
Address	[REDACTED]	
Telephone number	[REDACTED]	
Email Address	[REDACTED]	
Type of organisation	Scottish Charity & Company Limited by Guarantee	
What date was your organisation formed?	Established 1985, Merged 1992, Name change 2014	
What is your charity number? (if applicable)	SCO 15341	
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>Central Scotland Green Network Trust helps realise the Vision for the Central Scotland Green Network. The Vision for the CSGN is that 'by 2050 Central Scotland will have been transformed into a place where the environment adds value to the economy and where people's lives are enriched by its quality'.</p> <p>CSGNT provides opportunities to maximise the health, education and biodiversity benefits of greenspace to communities particularly in disadvantaged areas. CSGNT's objectives are -</p> <ul style="list-style-type: none"> - To drive forward and co-ordinate CSGN's delivery; - Raise awareness of, and participation in the CSGN; - Provide support and capacity to partners and directly deliver projects with stakeholders. 	
Do you have an equal opportunities policy or statement? If yes please provide a copy		Yes - attached

Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?		Yes
Are you applying for other funding? If so, please detail:	Approved	Anticipated
Additional funding will be sought by CSGNT to carry out all works identified by the community. Sources will be identified and considered following the result of the VIF application.		£8,220

14. Project details

Council ward	Whitburn and Blackburn
Project location	East Whitburn Enhancements
Project start date	August 2018
Project finish date	October 2018
Estimated Outcome	<ul style="list-style-type: none"> • The community has pride in the village which gives a "well cared for" impression to those passing along the main road; • Hen's Nest and Blaeberry Community Woodlands are welcoming and accessible; • The area west of Redmill Park is formalised with improved access and picnic benches;

Project description

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

CSGNT was contacted by a WLC officer who was seeking assistance with delivering potential community improvements. The Trust also met and discussed potential community woodland improvements with Woodland Trust Scotland. A list of potential environmental improvements was then produced with estimated costs and discussed with representatives from the community.

Priority works were identified by the community and details finalised by CSGNT. Works identified by the community include a number of environmental improvements within East Whitburn:

- Path improvements within the community woodlands off A705 including re-surfacing and drainage, cut back vegetation, removal of redundant boundary fence, new entranceways and bridge;
- New street trees in verges near Gothenburg Stores and Pottishaw Cottages;
- Additional shrub planting at War Memorial;
- New stepped entrance off Drum Place Lane to car park area;

<ul style="list-style-type: none"> - Creation of surfaced paths at "Colquhoun Pass" with 2 metal picnic benches connecting to car park, Redmill Park and road underpass; - Scraping back path from underpass to Core Path. 	
Partners involved (other local organisations you are working with)	<ul style="list-style-type: none"> • East Whitburn community representatives including the Community Centre Management Group • Woodland Trust Scotland • West Lothian Council

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.

Woodland Trust Scotland identified entrance and path features which are in need of upgrading to improve accessibility through the community woodland.
Community representatives considered a range of potential environmental improvements and new features and prioritised those that that were needed, and would benefit the village, the most.

Outcomes

Describe what your project will deliver.

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

Community Woodlands

- 2 no. new access points;
- 1 no. replacement bridge;
- 200 linear metres of surfaced path upgrade and drainage;
- Removal of redundant fence line along rad edge;

Gothenburg Stores and Pottishaw Cottages

- Removal of 1 no. dead street tree and planting of 5 no. new;
- 3 no. new Rosa Rugosa shrubs in War Memorial shrub bed;

Off Drum Place Lane

- New access connection to car park off Drum Place from Main Street with new steps, removal of old fence line and hedge infill;

"Colquhoun Pass"

- Improved accessibility, with 172 linear metres of surfaced paths created and 2 no. metal picnic benches installed;

South of road bridge underpass

- Scrape path and spray off vegetation for 200m.

3.Project Costs

Amount of funding requested	£35,200
Item of expenditure	Cost (£)

Service checks	600
Contingency	1,724
CSGNT Design, Management & CDM fees	6,623
Contractor Preliminaries	3,134
<u>Community Woodlands</u>	
Entranceway upgrades	2,000
Path works – surface improvements, vegetation clearance & drainage	10,174
Boundary removal	1,072
Bridge replacement	3,700
Gothenburg Stores, Pottishaw Cottages and War Memorial	
Roadside trees and shrubs	2,164
Off Drum Place Lane	
Remove fence section, new steps and hedge infill	2,206
<u>“Colquhoun Pass”</u>	
Path improvements	6,623
Picnic benches on hardstanding	2,200
Connection to Core Path	1200
Total project costs	£43,420

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Central Scotland Green Network Trust will complete the designs, tender drawings, tender package and tender administration and undertake contractor management on site.

10. Declaration

We wish to apply for a Village Improvement Fund 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.

Name	Carol Campbell
Position	Development Officer
Organisation	Central Scotland Green Network Trust
Date	5 February 2018

Please email your completed application form to the Community Regeneration Officer for your ward:

Linlithgow (ward 1) - Dougie Grierson – 01506 281088
douglas.grierson@westlothian.gov.uk

Broxburn (ward 2) – Dougie Grierson - 01506 281088
douglas.grierson@westlothian.gov.uk

Livingston North (ward 3) – Scott McKillop – 01506 281092
scott.mckillop@westlothian.gov.uk

Livingston South (ward 4) – Laura Wilson – 01506 281085
laura.wilson2@westlothian.gov.uk

East Livingston and East Calder (ward 5) – George Scott – 01506 281099
George.scott@westlothian.gov.uk

Fauldhouse and the Breich Valley (ward 6) – Laura Wilson – 01506 281085
laurawilson2@westlothian.gov.uk

Whitburn and Blackburn (ward 7) – Scott McKillop – 01506 281092
scott.mckillop@westlothian.gov.uk

Bathgate (ward 8) – Douglas Benson – 01506 281970
douglas.benson@westlothian.gov.uk

Armadale and Blackridge (ward 9) – Douglas Benson - 01506 281970
douglas.benson@westlothian.gov.uk

For postal applications, please send to:

Community Regeneration
2nd Floor
St David House
Bathgate
EH48 1TT

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts with Reserves Statement	

Appendix Eight

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

15. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Notice Board
Contact person	Gwen Kempik
Position	Vice Chair
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17 th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
NO		

16. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Outside Gothenburg Shop on Main Street
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase and install exterior notice board.

Project description

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

After seeking opinions of villagers it was requested that we have a noticeboard to ensure villagers are kept up to date with local news and events.

Partners involved (other local organisations you are working with)

West Lothian Council

Keys will be kept with the Hall Management Committee

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.

A facebook survey was carried out via a community page and villagers were asked to give suggestions on what or where could improve the village.

We asked that villagers not on social media were asked to provide their opinion by posting a letter to the hall.

The village currently has no Community Notice Board.

Outcomes

Describe what your project will deliver.

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

The Notice Board will help inform villagers and visitors of local

news and events and it is hoped this will improve the village's community spirit and social cohesion.
Community Facilities: e.g number of facilities improved -Projected usage
Noticeboard on Main Street as this is the most prominent spot with a greater footfall.

3.Project Costs

Amount of funding requested	£3132.00
------------------------------------	-----------------

Item of expenditure	Cost
Notice Board	1632.00
Installation	1500.00

Project management Describe how your project will be managed and administered including details of any: <ul style="list-style-type: none"> - Design / plans - Implementation arrangements e.g contract tenders - Planning Approval
The area proposed for the Notice Board is the most prominent site. It's on Council land so we will work with the council to have the area checked for suitability and have them install the structure.

11. Declaration

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.	
Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30th January 2018

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

Appendix Nine

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

17. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Defibrillators
Contact person	Gwen Kempik
Position	Vice Chair
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development. It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated
NO		

18. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Phone Box on Main Street and Community Education Centre
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase and install 2 defibrillators

Project description

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

It was requested that we utilise the unused phone box for a defibrillator and also to have one installed in the Community Education Centre. Have spoken to HeartStart re training.

Partners involved (other local organisations you are working with)

**West Lothian Council
British Telecommunications**

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.

A facebook survey was carried out via a community page and villagers were asked to give suggestions where the village could be improved.

We asked that villagers not on social media were asked to provide their opinion by posting a letter to the hall.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved Area of landscaping
Have applied to adopt a phone box from BT and have sent contract off. Repurposing of defunct phone box into emergency appliance base, which could save lives.
Community Facilities: e.g number of facilities improved -Projected usage
2 – Phone Box (Main Street) and Com Ed Hall

3.Project Costs

Amount of funding requested	
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Item of expenditure	Cost
Defibrillator X 2	4040.00
Refurbishment of Phone Box + BT parts	2558.00
Planning WLC	202.00
Total	6800.00

Project management Describe how your project will be managed and administered including details of any: <ul style="list-style-type: none"> - Design / plans - Implementation arrangements e.g contract tenders - Planning Approval
East Whitburn Hall Management Committee will manage the defibrillators and pay for upkeep of new pads etc. estimated 5 yearly

12. 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>
--

Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30/1/18

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

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

19. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Mining Plaque and Seating and Remembrance Seating
Contact person	Gwen Kempik
Position	Vice Chair
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development. It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated
NO		

20. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Mining Plaque/Seating Pit Wheel – Bing Remembrance Seating – war memorial Seating - brick bus stop
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase and install commemorative plaque and mining seating/memorial seating

Project description

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

After seeking opinions of villagers it was requested that we do something to commemorate the achievements of the miners and dedicate a plaque to them. This and the seating would allow walkers of the wooded area and war memorial to be informed of the history of the site and to enjoy its current beauty.

Partners involved (other local organisations you are working with)

West Lothian Council

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.

A facebook survey was carried out via a community page and villagers were asked to give suggestions where the village could be improved.

We asked that villagers who knew others not on social media were asked to provide their opinion by posting a letter to the hall.

Outcomes

Describe what your project will deliver.

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

The area(s) proposed for the project will be informative and hopes to promote social cohesion and improve the village's community spirit, heritage and pride.

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

Seating at 3 sites:-

**Bing
War Memorial
South side (brick Bus stop)**

3.Project Costs

Amount of funding requested	
------------------------------------	--

Item of expenditure	Cost
Remembrance Seating	1637.00
Mining Seating	820.00
Memorial Hutch	1027.00
Plaque	384.00
Bus Stop Seating	820.00
Installation of items	1580.00
Total	6268.00

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

The Hall Management Committee will purchase the items and hire a contractor to intall them – we will consult (in the meantime) with Scott McKillop to ensure the Council are kept informed of events.

13. Declaration

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.

Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30/1/18

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

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

21. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Christmas Lights
Contact person	Gwen Kempik
Position	Vice Chair
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development. It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around	Yes

age, disability, gender, race, religion or belief?	
--	--

Are you applying for other funding, if so, please detail	Approved	Anticipated
NO		

22. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Main Street, East Whitburn
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase 6 x Christmas lights

Project description Describe fully the project for which grant is being sought (background and context of the project, description of works).
After seeking opinions of villagers it was requested that we use the funding to improve the Christmas decorations.

Partners involved (other local organisations you are working with)	West Lothian Council
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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.
A facebook survey was carried out via a community page and villagers were asked to give suggestions where the village could be improved. We asked that villagers not on social media were asked to provide their opinion by posting a letter to the hall.

<p>Outcomes Describe what your project will deliver.</p> <p>Village Improvements; e.g Number of sites improved Area of landscaping</p>
<p>More and more modern, classier Christmas decorations</p>
<p>Community Facilities: e.g number of facilities improved -Projected usage</p>
<p>Main street Lights to be installed instead of the current ones as Keith Garnet does not have the resources to install any more than we historically have had ie 6. Communicating with Keith Garnet (WLC) re specification and maintenance.</p>

3.Project Costs

Amount of funding requested	£3600.00
------------------------------------	-----------------

	Cost
Christmas lights/decorations X 6	3600.00

<p>Project management Describe how your project will be managed and administered including details of any:</p> <ul style="list-style-type: none"> - Design / plans - Implementation arrangements e.g contract tenders - Planning Approval
<p>We are in discussions with West Lothian Council regarding specification and maintenance and have agreed that WLC will install up to 6 decorations.</p>

14. 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>	
Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30/1/18

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

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

COMMUNITY REGENERATION UPDATE

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update members on regeneration activity within the Whitburn and Blackburn ward.

B. RECOMMENDATION

It is recommended that members note:

1. progress to date with the Placemaking in Whitburn initiative and developing a regeneration plan for the town;
2. updates on Whitburn town centre related matters;
3. an update on the progress of developing Whitburn Partnership Centre;
4. progress in Blackburn with regards to developing a regeneration plan for the area;
5. an update on the progress of developing Blackburn Partnership Centre; and
6. the progress of Aspiring West Lothian project which Whitburn Community Development Trust and Community Action Blackburn are participating in and receiving funding.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Community regeneration reinforces the council's commitment to community planning at a local level. Local authorities have a statutory requirement for developing locality plans for targeted communities in their area. Regeneration Plans will fit this requirement for West Lothian. The projects set out do not require a strategic environmental assessment. The projects to different degrees seek to address health and equality issues.
III	Implications for Scheme of Delegations to Officers	None.

IV	Impact on performance and performance Indicators	Performance indicators relating to the activity within the plans are captured within the set of Regeneration key performance indicators.
V	Relevance to Single Outcome Agreement	<ul style="list-style-type: none"> - We are better educated and have access to increased and better quality learning and employment opportunities. - We live in resilient, cohesive and safe communities. - We live longer, healthier lives and have reduced health inequalities. - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	The activities set out are funded from existing budgets and relevant external sources.
VII	Consideration at PDSP	Annual updates on regeneration plans will be presented to PDSP.
VIII	Other consultations	Whitburn Regeneration Group and Whitburn Town Centre Management Group regarding the review of the Placemaking in Whitburn masterplan.

D. TERMS OF REPORT

Background

The West Lothian Regeneration Framework, which was approved by Council Executive in February 2014, contains a commitment to develop regeneration plans in key areas of deprivation in West Lothian. Eight regeneration areas have been identified, based on the data zones within the bottom 20% of the Scottish Index of Multiple Deprivation. Whitburn and Blackburn are two of these eight communities.

Regeneration plans are being developed for these areas with the overarching aim of 'tackling inequalities'. A report was provided to the Local Area Committee in September 2016 outlining the background to developing regeneration plans, including the processes, structures, and timescales involved.

This report highlights the main regeneration activity within the ward. In Whitburn, the regeneration plan will build on the ongoing Placemaking in Whitburn initiative, whereas the plan in Blackburn will seek to build on the well-established partnership working there.

Whitburn Regeneration Planning

The finalised Placemaking in Whitburn masterplan was reported to the Development and Transport PDSP in December 2015. The Whitburn Regeneration Group is one of two groups which are tasked with implementing actions from the Placemaking in Whitburn masterplan. Therefore, this part of the report should be read alongside the Whitburn Town Centre Update report to this meeting of the Local Area Committee which highlights the main actions relating to the town centre.

Progress continues in taking forward the outcomes contained within the

Placemaking in Whitburn Masterplan. This is being developed through the Whitburn Regeneration Group (WRG) and the Whitburn Town Centre Management Group (TCMG). To date, since the last reporting, highlights include:

Regeneration Plan

In line with the other seven identified regeneration areas in West Lothian, covering thirteen communities, the first version of a regeneration plan is now being developed.

This will look to build on the previous placemaking/charrette work, with more of a focus on reducing inequalities going forward.

Officers have been reviewing the actions from the Placemaking in Whitburn masterplan. As in Appendix One, the progress of each action has been reviewed and a recommendation been suggested. These recommendations consider which actions require to be carried forward and if any are less relevant now due to changing circumstances i.e. reduced funding opportunities. Both the Whitburn Regeneration Group and Whitburn Town Centre Management Group have been consulted on this.

As well as including any actions to be taken forward, the regeneration plan will look to include, where relevant, the main existing and planned projects. However, the main focus of the plan going forward, in line with the policy aims of regeneration, will be exploring the social deprivation within the town, having more of a focus on the 'people' side.

Whitburn 'Place-branding'

Following the last meeting, the 'Whitburn logo' has been finalised. The contractor for this has provided council with a range of 'collateral' materials which allows the logo to be used in a range of ways i.e. from social media logos to templates for using on lamppost banners.

Community groups on the regeneration group have already begun using this and incorporating it into their own literature. It has also been shared with the wider network of services and community organisations in the town, encouraging them to incorporate it into their literature also. This is part of the efforts to get groups involved in promoting a new, positive image of the town, hopefully compounded by other efforts in terms of physical regeneration.

The Town Centre Management Group is funding lamppost banners on the four approach roads to/within the town centre. The regeneration group are considering other ways in which there can be place-branding.

Related marketing initiatives will be discussed with the Heartlands, who have launched their rebranding of their developments, and with Visit West Lothian, to see how Whitburn places of interest can help bring more visitors into the town.

Heritage Trail

Whitburn Community Development Trust (WCDDT), on behalf of the heritage trail sub-group, has submitted a Project Enquiry Form to the Heritage Lottery Fund (HLF) to enable further HLF support in the further development of the proposal.

It is anticipated that WCDDT's new development worker will also provide additional resource to help develop and deliver this project.

Friends of Polkemmet Park

Colleagues in Operational Services have been supporting community group

representatives and interested residents/users. There have been two meetings since the start of the year. There have been discussions around the long term plans for the park and the potential role for greater community involvement in the running of the park.

However, the current focus is on running more community events from the park. The first of these will be the Easter Egg Hunt on Saturday 31 March, from 11am-3pm. Group members have created a flyer for this which also includes the Whitburn logo.

The group are currently developing a constitution, with the inaugural AGM for the group planned for Wednesday 7 February. The next event planning meeting will be held on Tuesday 20 February at 6.30pm.

Town Centre Shopfront Improvement

Whitburn town centre traders and businesses continue to be eligible to apply for grant assistance through the Shopfront Improvement Scheme, to assist in costs associated with any external frontage improvements. Since the inception of the current operational scheme in autumn 2012, and at the time of writing this report, there have been a total of twenty-nine approved grants and awards made. There remain a number of enquiries with formal applications awaited and/or completion of works to be verified. The Shopfront Improvement Scheme is funded through the budget allocation from the council's Whitburn Town Centre Improvement Fund.

There is similar grant assistance available to local indigenous retail businesses that are situated out with the prescribed town centre boundary, but are located within the settlement boundary of the town of Whitburn. To date, whilst a number of enquiries have been received there has been no applications received or grants awarded in Whitburn. Eight awards in total have been made elsewhere in the ward; in East Whitburn and Blackburn. This shop front scheme element is funded through the budget allocation from the council's Village Improvement Fund.

Twin Town Initiative

As part of the Carnegie Trust UK Twin Town project, the Whitburn Traders and Whitburn & District Community Council continue to work with Oswaldtwistle in Lancashire, in progressing their Stage 2 award and local action plan. Whitburn and Oswaldtwistle are one of only three twins to make it to Stage 2 and implementing their action plan which has been refined to identify three main projects for Whitburn.

Whitburn Traders

Support continues to be provided to Whitburn Traders and the facilitation of identified town centre enhancement projects. This includes additional officer support for their successful grant award from the Council's 'Grassroots 2' Public Art Grant 2017/18, for their planned Shop Shutters Public Art initiative. The project is expected to be implemented during 2018. This project is also receiving financial support through the Whitburn Town Centre Improvement Fund.

Farmers Market

Whitburn Traders, with the support of council officers from Economic Development and Regeneration held their inaugural Artisan Farmers Market on Saturday 18 November 2017 at West Main Street, outside the public library. It included a range of stalls and suppliers and other free festive street performance entertainment provided by contacts from Mischief-la-Bas in Glasgow. The success of the event has inspired the development of the market concept and it is planned to run more markets a more frequent basis throughout 2018.

Harrison Hall

Whitburn Traders and Whitburn Community Council have been awarded £2,500 from the council's Community Development and Enterprise Fund. This is to support the activity of the facility over the next 12 months, as a number of groups will begin using the building from early 2018 onwards as part of the decant from the Burgh Halls as well as other and new user groups. The project has received a range of in-kind support from local tradespeople and suppliers to get the building into a suitable fit-for-purpose condition.

Town Centre Opportunity Sites

Council officers continue to engage with the relevant owners (and monitor the prospective actions) of vacant and under-utilised sites on West Main Street to establish future use intentions and encourage physical improvement and bringing back to active economic or social use.

Whitburn Partnership Centre

Whitburn Partnership Centre project remains ready to support the decant of staff from the building to the Blackburn Mill centre when it is vacated.

The cash kiosk has been installed in Whitburn library and will soon be available to the public to make payments.

Blackburn Regeneration Planning

Regeneration planning meetings are taking place on a more regular basis in order to progress with the final steps for the plan. Members of the public and officers from public and third sector agencies attend the meetings and are beginning to pull together possible actions for the priorities that have been identified. A pilot to run two meetings (one during the day and one early evening) was trialled, however, due to lack of attendees at the evening meeting this will not continue.

An interactive map has been developed which has taken all the community asset mapping previously gathered and incorporated it into an online resource that not only shows facilities but the activities that take place in these facilities. Open spaces, historical landmarks, cycle/walking routes etc. are also included, along with community comments. This tool will help address the need to share and coordinate information that has been mentioned by members of the community as a failing. Blackburn Community Council has applied for funds to allow a touch screen device to be installed in the new Partnership Centre, showing the mapping information for members of the public to access.

Engagement activities continue with the Change in Blackburn group organising a 'walkabout' to investigate some of the issues they have raised from carrying out the Place Standard engagement tool. Issues identified through this work are being formed into actions, with the intention that partners will take a lead on progressing these.

Support has been provided to both Blackburn Bowling Club and Blackburn Community Council to apply for Village Improvement Funds. These projects are covered in the separate report on the Villages Improvement Fund to this Local Area Committee.

Community Action Blackburn (CAB) has been supporting various activities in the area for a wide range of ages. The Women's Social Service Club (WSSC) meets every week and has a full syllabus planned in advance, with guest speakers and local schools among some of the invitees. The Change in Blackburn group (CIB)

has continued to be supported by CAB on a weekly basis and has been heavily involved in the regeneration planning process. Further activities delivered or supported by CAB include a children's club on a Friday afternoon, skateboarding lessons twice a month, an annual whole school poster competition, and the annual Family Fun Day.

Blackburn Partnership Centre

Officers are continuing to pursue concluding of legal agreements by mid-February, though this timescale may not be met. There are still outstanding agreements to make as to the content of the Partnership Interface Agreement and clarity is still being sought on payments. There still not a confirmed move-in date but IT Services are ready to mobilise as soon as this is confirmed.

The mural designed by the commissioned public artist is now installed in the partnership centre. There is still some art funding remaining and options are currently being explored as to how to utilise this.

Aspiring West Lothian

A consortium of five key community organisations in West Lothian successfully applied for £248k from the Scottish Government's Aspiring Communities fund for an Aspiring West Lothian project. This funding will allow each organisation to employ a full time development worker for 16 months to work in each of the five regeneration areas – Whitburn, Blackburn, Armadale, Polbeth and Livingston Central. Recruitment has recently taken place and the new officers will be in post at the beginning of March.

The overarching aim of the Aspiring West Lothian project is to build capacity in the host organisation and to build capacity in the local community. A project plan has been developed across the consortium to ensure that these outcomes are achieved, whilst still allowing for specific local needs to be met.

E. CONCLUSION

The process for developing regeneration plans is underway within the Whitburn and Blackburn ward. Local action groups have been established and have begun the process of evidence gathering and community engagement. In Whitburn, the Placemaking in Whitburn work provides the basis for regeneration planning.

F. BACKGROUND REFERENCES

Placemaking in Whitburn masterplan available on
<https://www.westlothian.gov.uk/whitburn>

West Lothian Regeneration Framework 2014-2034

Appendices/Attachments: Review of Whitburn Masterplan – January 2018

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Craig McCorriston, Head of Planning, Economic Development and Regeneration
19 February 2018.

Appendix One:

Review of Whitburn Masterplan – January 2018

Health and Wellbeing

Action No.	Action/Justification	Progress to date	Recommendation Going forward
CHW01	<p>Health and social care provision and integration</p> <p>The Community Planning Partnership should work in liaison with Whitburn's community groups to ensure that they are fully engaged in Community Planning process, particularly around the issue of health and wellbeing and where and how Community Planning partners resources are directed within Whitburn on health related projects and services.</p>	<p>There has been a link to the Integrated Joint Board through Margaret Douglas, Public Health Consultant. The group participated in an Early Years and Prevention Group consultation.</p> <p>West Lothian CPP has been successful in obtaining support from the SCDC's 'Supporting Communities' programme. This aims to <i>support better and more effective community involvement in community planning</i> and will be a programme of training and good practice sharing aimed at community organisations in regeneration areas.</p>	<p>It is recommended that there is representation from the Whitburn community sector in this programme which can then link with the other partners on the regeneration group and the wider Whitburn network.</p> <p>This would then be added as an action to the Regeneration Plan.</p>
CHW02	<p>Green Infrastructure Improvements: making and reviving the connections / interpretation</p> <p>Co-ordinated investment is required in Whitburn's green infrastructure to create a network that will support active living and have a positive impact on the Community's health and wellbeing. This is a large scale project with long term impacts on the town.</p>	<p>Improvements for Polkemmet Park are planned and there have been recent investments in KGV, Hunters Grove and Blaeberry Park (next to community centre).</p>	<p>To gauge what external funding could be brought in to compliment any Whitburn related projects in the capital programme.</p>
CHW03	<p>Encourage Walking and Cycling: enhancing + extending Infrastructure</p>	<p>Progress is ongoing will all three sections of the planned cycle connections: <u>B8084 Armadale to Whitburn</u> – design is</p>	<p>To ensure funding is put in place to carry these projects forward.</p>

	<p>In parallel with enhancing Green Infrastructure an overarching issue for Whitburn, that was reinforce throughout the charrette, was the need to enhance the quality and connectivity of cycle path and footpath networks throughout the town and beyond.</p>	<p>complete, council officers beginning process of Compulsory Purchase Order. <u>Greenrigg to Polkemmet</u> - The design to improvement this section of path is due to commence with construction being completed prior to 31 March 2018. <u>Whitdale Roundabout to Boghead roundabout</u> - Design work has been carried out by council officers to provide a cycle path from Whitdale Roundabout to the existing path east of Boghead roundabout. Although West Lothian Council has some funds set aside to implement this project, there is not sufficient budget to construct the whole length. A bid was made by officers for Community Links Project funding this year, unfortunately, funding was not forthcoming. <u>Town Walk</u> - Improvements to the west side of the Town Walk will take place during 2017/18. SUStrans are providing match funding for this. Plans have been shared.</p>	<p>These opportunities should be highlighted in any marketing materials for the town which is an action in the regeneration plan.</p>
CHW04	<p>Community gardens, orchards, allotments healthy eating / food poverty</p> <p>Promoting healthy eating and tackling food poverty emerged in the charrette as local issues that could be addressed through new / more growing and skills support opportunities in Whitburn.</p>	<p>Not implemented.</p> <p>It is questionable over the extent to which the supply of quality food in shops is the key issue in the context of poverty, though such a project could have benefits for volunteers and the provision of food could compliment efforts by other larger-scale project i.e. Food Banks.</p>	<p>This type of project could potentially form part of any future proposals at Polkemmet Country Park though such projects require community organisations to lead and manage.</p>
CHW05	<p>Community Sport Hub: promoting the wider benefits</p> <p>The Community Sports Hub proposal is coming forward through West Lothian Council. Awareness of the initiative need to be</p>	<p>The proposed development of a Whitburn Community Sports Hub was based on the previous model at Armadale Academy. Although initial discussions had taken place with the school and the local community, the Hub model was never fully developed at</p>	<p>No further action proposed.</p>

	increased. There is an opportunity to secure wider benefits for the community as this project moves forward.	<p>Whitburn.</p> <p>Following discussions with sportscotland, and with the transfer of the secondary school facilities to the management of West Lothian Leisure, the model for Community Sports Hubs in West Lothian has evolved from a 'facilities' based model to a 'geographic' model, not centred on any specific facilities (e.g. secondary schools).</p> <p>As such, officers are currently working to identify like-minded clubs and organisations who are keen to work together to increase participation across their respective sports. Three sites are currently proposed within the West area, located within Fauldhouse, Blackburn and Armadale.</p> <p>Following the transfer of PPP1 facilities, access to the sports facilities at Whitburn Academy will continue under the management of West Lothian Leisure.</p>	
CHW06	<p>Monitor Impacts on Community Health and Wellbeing.</p> <p>To measure the impact and effectiveness of implementation of the Action Plan.</p>	Community Profiles are currently being set for regeneration areas which will set indicators to track long term change in these communities.	One of the requirements for Regeneration Planning will be to set longer-term indicators for local activity, which in Whitburn can include relevant on-going masterplan activity.

Boosting Enterprise

Action No.	Action/Justification	Progress to date	Recommendation Going forward
BE01-Indigenous	Ensure there is a supply chain of property and opportunity in place for indigenous growth and inward investment. There is a high level of	One of the objectives of the marketing and branding work in Whitburn is to help attract business to all parts of the town. The	Consider joint marketing with the Heartlands and encourage them, other local businesses, to use the Whitburn community branding

Growt h & Inwar d Invest ment: supply chains	occupation in local industrial estates with vibrant micro enterprises generating demand for smaller units, which then grow. Scope to develop supply chain of larger businesses locating at Heartlands.	development of a logo and subsequent marketing materials in being planned in conjunction with the Heartlands own re-branding exercise which will complement each other.	materials.
BE02- Review of Econ omic Devel opme nt and Busin ess Gatew ay servic e delive ry	<p>Review of Economic Development and Business Gateway service delivery to ensure that the needs and requirements of the customers within Whitburn are being met through service provision delivery. Consideration to be given to the viability of an SME and enterprise incubator</p> <p>There has been long held ambition for a social enterprise to be started within Whitburn that would also provide on-site training for young people looking to develop practical skills to enhance employment prospects. A town centre based social enterprise would both address town centre regeneration objectives and skills development.</p> <p>Encourage and accelerate this positive trend with provision of SME and enterprise incubator within Whitburn to provide a physical hub for support and mentoring. A thriving small enterprise economy could be expanded further with additional, targeted support based within Whitburn itself. The creation of a 'ladder of accommodation', fit for purpose with flexible terms available would greatly assist in enabling growth.</p>	<p>No formal review has taken place. The manager of Business Gateway attended a Whitburn Regeneration Group meeting and discussed the service and its record in Whitburn. No changes to service delivery were identified as necessary as part of that discussion. At present, a council-led SME/incubator hub is not possible within current funding climate and similar projects elsewhere have/are struggling to get sustainability.</p> <p>Whitburn CDT have recently commissioned Community Enterprise to undertake feasibility work regarding developing a strategy and business plan for them. This will likely identify any social enterprise opportunities within the town. The community Council have been developing a proposal for Miners Welfare site that could have income generation within it.</p>	<p>Investigate the possibility of a whether social enterprise would now be viable within Whitburn given the planned vacancies of the Royal Bank and library buildings.</p> <p>This could be considered as part of any feasibility work into the future use of library/old RBS building. Funding support for this would appear to be increasingly difficult therefore only feasible option would be something that was fully self-sufficient.</p>
BE03-	There is scope for a workshop to enable skills	No progress. West Lothian College's focus is	No further action. The college are one of the

Review of college provision in area	development and entrepreneurship in partnership with West Lothian College. This initiative would aid youth employability and there is potential for sites on / near existing Industrial Estates to help refresh activity in these established locations.	<p>on developing community learning in outlying areas and working with partners to provide this, including delivery of curriculum within the community.</p> <p>Given that the BLES project, with similar aims, has closed down, it is unclear if there is a market for such work to make such a project sustainable. However, that does not exclude the opportunity for partnership working between local businesses, Heartlands and associated businesses, the college and various council services to develop links and training opportunities.</p>	partners in the development of community learning plans, therefore the focus on further education and learning opportunities in the town will be explored via that.
BE04- Traders Association 'Rebooted'	<p>A trader's association will be essential to help push through other actions recommended by this charrette that need buy in from the local business community.</p> <p>Scope to undertake a shop doctor scheme providing specialist business development advice (and funding support) perhaps involving Whitburn Town Centre Improvement Scheme. This could be augmented by a 'Shop Local' initiative.</p>	<p>Traders association has been established in the area and is very active, implementing a number of projects in the town centre area.</p> <p>Also successfully applied to participate in the Carnegie Trust's Twin Towns UK project which also involves the other main community organisations who participate in the Whitburn Regeneration Group.</p>	The existing and future work of the traders group should be acknowledged in the Regeneration Plan, in particular the implementation of the action plan from the Twin Towns project.
BE05- Shopfront Improvements	Many of the existing retail and business units along Main Street are scruffy or of poor quality in appearance and presentation. This results in an unprepossessing and unattractive impression of the type and quality of retail / businesses in Whitburn town centre.	<p>Shop Front Improvement Scheme has continued to be available to Whitburn shop tenants and the existing programme will continue until the end of March 2018.</p> <p>The Town Centre Shop Shutter Art project, led by Whitburn Traders, has been granted funding from the council's Grassroots programme, with some match funds being provided by the Town Centre Management</p>	<p>Need to await future council capital programme to see if there is continuation of this scheme from 2018/2019. Prior to then, there will be ongoing support and encouragement to traders to take up this offer.</p> <p>The Shop Shutter Art Project should be referenced in the regeneration plan moving forward.</p>

		Group.	
BE06-Vacant Units	There are several vacant units that should be brought back in to positive usage. Moreover there are many others that could be used more productively to support and promote town centre regeneration.	WLC Economic Development, in association with local stakeholders, continue to work with local property agents and land owners to explore and encourage active economic or other meantime re-use of vacant and gap units; many or most of which, continue to be held within private ownership.	Continuation of pro-active planning approach by Planning, Economic Development and Regeneration to these sites.
BE07-Shop Local Initiative	Need for support and promotion of local retailers as part of concerted effort to sustain existing businesses and enhance quality of retail offer.	No progress on a specific shop local initiative. However, a 'Farmers Market' has been trialled in the town and it is expected to repeat this. Even though this involves external traders, it encourages people to shop within the town centre area and increase familiarity with local traders.	The Farmers Market should be referenced in the regeneration plan moving forward.
BE08-Monitor or Impacts on Boosting Enterprise	To measure the impact and effectiveness of implementation of the Action Plan.		One of the requirements for Regeneration Planning will be to set longer-term indicators for local activity, which in Whitburn can include relevant on-going masterplan activity.

Consolidating and Adapting Town Centre

Action No.	Action/Justification	Progress to date	Recommendation Going forward
CATC01-Review of Development Framework Projects	Ensure alignment of Action Plan and Development Framework.	Both Town Centre Management Group and the Regeneration Group have been presented with the Development Framework to inform the group's planning.	The Development Framework in particular continues to be ongoing reference point/supporting evidence for utilising and obtaining funds by Planning (re LDP and planning applications), Operational Services

(Shared)			(regarding Capital Programme and open space planning) as well as these groups.
CATC02- Review of Policy Context	Ensure alignment of Charrette Action Plan and current / emerging policy context (notably the Local Development Plan)	The Masterplan document is included in the Proposed LDP and a material consideration in determining planning applications	As above.
CATC03- Proactive planning: simplified planning zones	During the charrette it was suggested that a Simplified Planning Zone be established in Whitburn Town Centre which allows greater flexibility in changes of use and proscribes uses within a defined area. This would remove potential barriers within a defined area and allow greater flexibility to respond to market changes/ requirements. This would help diversify uses in the Town Centre.	At this point it is not recommended that a SPZ be established. It would not add any value as informal discussions with local developers appear that viability is the concern at the moment over and above the planning process. The current planning system including the Masterplan allows enough flexibility to remove any barriers and allow diverse uses in the town centre.	To review this position annually and to allow an ongoing assessment and/or reaction to market changes and further research. The Planning Bill (Scotland) is out for consultation at presents and includes provision to revise the SPZ processes. This includes a focus on housing in the town centre. Planning Services will review this for Whitburn as part of their general response to the consultation. There is also a focus on local area planning within the proposed Bill which Planning will consider and see what applies to Whitburn.
CATC04- Vacant / Derelict Land: Buy-in from landlords and appropriate levers for action.	During the charrette there was suggestion that WLC discuss with owners of vacant / derelict sites potential for sale to interested parties. If site owners unwilling to sell, WLC / CDT to examine options to secure potential end user to allow CPO option to be progressed. The Community Empowerment Bill will potentially introduce a compulsion to sell clause which will allow community groups to purchase neglected or derelict land or	WLC Planning has established a dialogue with local property and land owners to explore and encourage active economic reuse of vacant and gap areas. At present the old Labour social club is up for sale though the likely need to demolish the building may discourage potential buyers. The community asset transfer element of the Community Empowerment Act only relates to buildings/land which is in public ownership which is not relevant in the	Continue to have dialogue with owners.

	buildings. This may offer a potential longer term solution to those vacant / derelict sites currently in private ownership in Whitburn.	existing derelict/vacant sites in the town; the properties are held within private ownership.	
CATC05- Town Centre living	Throughout the charrette there was consideration of using gap sites / underutilised sites to accommodate housing for town centre living (affordable/ private / sheltered). This could be self-build / custom build / local builders.	No action yet as awaiting outcome and contact with site owners through action CATC04.	WLC Housing will consider whether any of these sites are suitable and viable for social housing.
CATC06- Meanwhile uses – A+DS Stalled Spaces / MAKLab?	There are a number of vacant sites / properties within the town centre that could be used for short term uses to introduce more vibrancy into the town centre. Temporary uses allow vacant spaces to be used and introduce vibrancy and a talking point into the town centre.	The suggested projects were time-specific initiatives. All gap/vacant sites at present in Whitburn are in private ownership which would mean any temporary use of sites would require to be a. in a safe and suitable condition and b. some form of agreement for any party to even temporarily use the site.	Combine any short-term use with above actions to remedy the vacant/gap sites.
CATC07- Monitor Impacts on Consolidating and Adapting the Town Centre	To measure the impact and effectiveness of implementation of the Action Plan.		Indicators for regeneration are being developed for the regeneration areas across West Lothian. These can be supplemented by local –specific indicators which reflect local priorities.

Community Infrastructure and 3rd Sector

Action No.	Action/Justification	Progress to date	Recommendation Going forward
CI01- Regeneration Plan - Community Capacity Building	Whilst there already exists a committed and capable series of community and 3rd sector organisations with a stake in Whitburn's future success it is vital that support is provided to continue to build community capacity, particularly amongst young people.	The Whitburn Regeneration Group has allowed representatives from the main community groups in the town to be involved in the decision-making processes regarding regeneration and to work with officers to develop the plan and associated	

		<p>actions.</p> <p>Whitburn CDT has been successful in obtaining funding from Aspiring Communities Fund which intended outcomes include to developing community capacity.</p>	Implementation of Aspiring Communities Project in Whitburn
CI02- Information Hub / Community Organisations Group	<p>Better promotion + communication between Community Planning Partnership, Community Development Trust, Community Council, Community Education + other community groups / front line officers.</p> <p>Throughout the charrette there were instances where improved communication and coordination would ensure more efficient and effective community action in Whitburn, to optimise the efforts invested by the Community Council, Community Development Trust and others.</p>	<p>The purpose of the Whitburn Network event is to create the space for information sharing within and between services and community groups in the town.</p> <p>All services and community groups are being invited to participate in this. There is a focus on recording information gathered from this to use with the wider community and other stakeholders.</p>	<p>The development of the Whitburn Network as an action in the regeneration plan which will include an action to review the success or otherwise of this.</p> <p>Additional focus should be placed on sharing the information gathered out with these events and, in line with the branding and marketing, utilised for marketing purposes as well as to inform Community Planning partners service planning.</p>
CI03- Social enterprises & third sector	<p>Business gaps (eg. working kitchen / café / training opportunity?) + Specialist advice via WLC There is a need to enable support and advice to social entrepreneurs and provide space for arts/creative industries; pop-up & community driven uses.</p>	<p>It is unclear what the previously identified need for arts/creative industries now is</p> <p>Whitburn CDT have recently commissioned Community Enterprise to undertake feasibility work regarding developing a strategy and business plan for them. This will likely identify any social enterprise opportunities within the town.</p>	<p>Any future feasibility work to identify opportunities for the town could take account of the outcomes of WCDT research. This could also be aligned to any feasibility work over potential uses for the RBS building and for the Library building.</p>
CI04- A 'Gathering	<p>The lack of a suitable meeting / workshop venue throughout the charrette</p>	<p>Gathering space is to be part of the new Partnership Centre.</p>	<p>No further action.</p>

Space' - Enhancing infrastructure with Partnership Centre?	demonstrated the need for better provision within Whitburn of spaces to meet, gather and discuss.		
CI05- Events programmes: Gala + festivals, youth, culture, heritage	<p>Early Priority Action: GALA +: Develop an Events programme. Community Development Trust keen to play lead role in this and wider initiatives, alongside Community Council and others.</p> <p>Short Term (next 18 Months): Trial new events and enhanced Gala Day as part of renewed events programme.</p> <p>Longer Term Actions: Review success of events programme. Further cultural programme required? WLC, Community Council, Community Development Trust</p>	<p>As part of the branding and marketing work, the community events have been highlighted as an asset and the major draw to the town for residents, visitors/ex-residents. There is a desire to promote this.</p> <p>There has also been interest in utilising Polkemmet Country Park for more events which is resulting in the relaunch of the Friends of Polkemmet Group. This can be support the development and promotion of the park, but also to look to build on the programme of events there, thereby also utilising the park as a Whitburn asset.</p>	<p>As part of developing communications and marketing of the town, a calendar of events can be central to this.</p> <p>Aligned to this the action should be to utilise other opportunities – promotional materials.</p> <p>Any new events, such as new events at Polkemmet Country Park, from discussions between community group representatives and council officers should form such a programme as well as existing events such as the Gala Day, Christmas Cracker events, Armistice Day commemorations etc.</p>
CI06- Monitor Impacts on Community Infrastructure and Third Sectors	To measure the impact and effectiveness of implementation of the Action Plan.		One of the requirements for Regeneration Planning will be to set longer-term indicators for local activity, which in Whitburn can include relevant on-going masterplan activity.

DATA LABEL: Public

WHITBURN LOCAL AREA COMMITTEE

TIMETABLE OF MEETINGS 2018 - 2019

Finalised Reports to committee officer by 12 noon	Final Agenda Issue	Meeting Date	Venue
Monday 3 September 2018	Tuesday 4 September 2018	Monday 10 September 2018	TBC
Monday 26 November 2018	Tuesday 27 November 2018	Monday 3 December 2018	TBC
Monday 25 February 2019	Tuesday 26 February 2019	Monday 4 March 2019	TBC
Tuesday 27 May 2019	Tuesday 28 May 2019	Monday 3 June 2019	TBC

All meetings will be held at 10.00 am unless otherwise advised