



Armadale and Blackridge Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

15 February 2018

A meeting of the **Armadale and Blackridge Local Area Committee** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Thursday 22 February 2018 at 2:00pm**.

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 23 November 2017 (herewith).
5. Fire & Rescue Service Report - report by Scottish Fire & Rescue Service (herewith).
6. Police Scotland Ward Report - report by Police Constables Arnott and Munro (herewith).
7. Housing, Customer and Building Services Update - report by Head of Housing, Customer and Building Services (herewith).
8. Service Update - NETS, Land & Countryside - report by Head of Operational Services (herewith).

9. West Lothian Villages Improvement Fund - report by Head of Planning, Economic Development and Regeneration (herewith).
10. Community Regeneration Update - report by Head of Planning, Economic Development and Regeneration (herewith).
11. Workplan (herewith).
12. 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 ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE of WEST LOTHIAN COUNCIL held within CONFERENCE ROOM 1, WEST LOTHIAN CIVIC CENTRE, on 23 NOVEMBER 2017.

Present – Councillors Andrew McGuire (Chair), Stuart Borrowman, Sarah King

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee confirmed the Minute of its meeting held on 31 August 2017 as a correct record. The Minute was thereafter signed by the Chair.

3. ARMADALE ACADEMY - PRESENTATION BY THE HEAD TEACHER

The committee considered a presentation (copies of which had been circulated) by Carol McDonald, Head Teacher, Armadale Academy providing an update on the school.

The presentation provided details of the schools SIMD Profile and attainment levels in S4 numeracy and literacy. Details of S5 higher results were also provided. While it was noted that attainment was a constant challenge the school was continuing to improve and staff were working hard to engage with pupils in an effort to achieve higher attainment levels.

The Head Teacher concluded her presentation by providing an overview of the schools highlights including Achieving Pathways, Community Events, Parental and Family Working and National and International context.

Decision

To note the terms of the presentation.

4. POLICE WARD REPORT

The committee considered a report (copies of which had been circulated) by Inspector Andrew Elliot providing an update on performance, activities and issues across the ward for the period up to 3 September 2017.

The report provided information on national priorities, West Lothian priorities and the specific community engagement priorities for the ward. The report detailed recorded crime for the ward and for the whole of West Lothian providing comparisons to the same period the previous year.

The report then provided details of exceptional circumstances relating to the statistics provided. The report gave an overview of Community Police Team Model which allowed two dedicated Ward Officers to focus on local issues and priorities supported by the Community Action Team.

The report then provided details of the prevention activities carried out by the Community team across the ward and highlighted the activities and initiatives in place to reduce antisocial behaviour within the community and reduce community and social harm caused by drug and alcohol misuse.

The report then moved on to provide the committee with information on the initiatives within the ward to reduce anti-social behaviour, tackle substance misuse, make roads safer and tackle acquisitive crime. It concluded with information on forthcoming events including police surgeries and promotion of “Your View Counts” online survey for people to express their views and shape local policing priorities.

In conclusion it was noted that Ward Officer Hugh Callaghan was moving on and would be replaced by PC Munro.

The committee expressed a note of thanks to PC Callaghan and welcomed PC Munro as the new community officer for the ward.

Decision

To note the contents of the report.

5. FIRE & RESCUE SERVICE REPORT

The committee considered a report (copies of which had been circulated) by Station Manager Hall providing an update on Fire and Rescue Service activity within the Armadale and Blackridge Multi-Member Ward for the period to 30 September 2017.

The quarterly reports were produced to ensure delivery of the Local Fire and Rescue Service Plan for West Lothian for 2014-2017 which was a requirement of the Police and Fire Reform (Scotland) Act 2012, Section 41E. A list of the seven key priorities for the ward, against which performance had been monitored, was listed within the report.

Attached to the report, at Appendix 1, was a summary report that provided a series of graphs showing details of accidental dwelling fires, deliberate fires, fires in non-domestic properties, non-fatal non-fire emergencies and unwanted fire alarm signals for Scotland, West Lothian and the ward.

The report recommended that the local area committee note and provide comment on the Armadale and Blackridge Multi-member Ward Quarterly Performance report.

Decision

To note the contents of the report.

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, 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 1,150 customers to manage their money and to resolve benefit problems. This had resulted in 2,766 separate enquiry types which was an increase of 7% compared to the 2015-16 period and as a result of an improved referral process and sessions with Almond Housing Association and the Citizens Advice Bureau.

The Court Advice Project which was funded through the Scottish Legal Aid Board had helped 57 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. HOUSING, CUSTOMER AND BUILDING SERVICES UPDATE

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. Committee noted that for the period July to September 2017, a total of 20 properties had been let for mainstream tenancies and 16 properties had been let for temporary tenancies. There were 39 policy voids in the ward, 4 awaiting demolition, 5 being held or used for decant and the remainder due to major works such as electrical heating installation, dampness and roof repairs.

A graph within the report demonstrated the position for rent arrears to the end of the second quarter in the ward against the previous financial year. The current arrears balance in the ward was £189,891, an increase of £5,258 on last year's position at the end of quarter 2. Overall the arrears for West Lothian had increased by £78,929, from last year and at the end of the second quarter of 2017/18 was £1,829,932.

A table within the report provided members with an overview of the level of arrears banding and number of tenants in arrears in the ward for the second quarter of 2017/18 compared to the same period in 2016/17. Although there were 37 serious arrears cases where tenants owed more than £1,000, members noted that 67% of cases were in the lower bands with arrears of £300 or less. Officers would continue to focus on arrangements to pay, improving communications with customers through e-mail and telephone, increasing direct debit take up, benchmarking with other authorities and performance monitoring.

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

- Local Area Team Activity;
- New Build Council Housing and Capital Programme Updates;
- Tenant Participation Update; and
- Safer Neighbourhood Team and Youth Worker.

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

Decision

To note the contents of the report.

8. SERVICE UPDATE – NETS, LAND AND 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 2017 – 31 October 2017 and highlighting future works planned for the locality.

The report provided an overview of the works that had been carried out on grounds maintenance, garden maintenance and cleaner communities' routine operations. It also provided a summary of the enquiries dealt with and enforcement taken by the enforcement officers.

The report advised that with assistance of local residents groups Education and Engagement and Enforcement Officers carried out a large clean-up of the Barbauchlaw Burn, Blackridge which saw almost three tons of rubbish removed. It was also noted that with the assistance of local traders in an effort to curb the amount of cigarette litter in the ward a campaign and a number of other initiatives were being planned and would be rolled out in the coming weeks.

Officers also engaged in partnership working with various agencies such as Police Scotland, Housing Associations, Woodlands Trust Scotland, Forestry Commission, WLC Countryside Rangers, WLC Housing and WLC Waste Services on a range of issues.

The report concluded that the Garden Maintenance Scheme grass cutting cycles were completed for this year and hedge cutting had started and would be completed by end October.

The committee was invited to note the content of the report.

Decision

To note the terms of the report.

9. 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 progress with community regeneration activity in the Armadale and Blackridge Ward.

The report advised that officers from the Community Planning and Regeneration team were looking to develop the first version of the Regeneration Plans and have them in place for January 2018.

The initial launch of the planning process took place at the beginning of

October with representatives from 14 different organisations, groups and services in attendance. A mapping and visioning exercise was undertaken along with the plotting of a time line relating to key dates and tasks. The Regeneration Group was due to meet on 6 and 14 November 2017 in the Dale Hub.

The report went on to advise that engagement activities had begun with an interactive event which took place on 17 October 2017 with 28 young people from the holiday lunch club. Further sessions for engagement were scheduled and included sessions in ASDA with Police Scotland and WLC Community Youth Services as well as groups from the Dale Hub, Armadale Academy parents evening, Armadale Church Group and the Girls Youth Group.

The report concluded that the Armadale Regeneration Plan steering group was established and initial engagement had taken place. A further update on progress would be presented to the next Local Area Committee meeting.

Decision

To note the terms of the report.

10. PENSIONERS' GROUPS CHRISTMAS FUND PROVISIONAL ALLOCATIONS 2017

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 seven organisations across the Armadale & Blackridge 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 seven groups within the Armadale & Blackridge ward had applied to the fund and that all thirteen would be supported.

Decision

Noted the contents of the report

11. WORKPLAN (HEREWITH).

The committee considered the workplan (copies of which had been

circulated) by the Lead Officer for the Local Area Committee.

Decision

To note the contents of the workplan.



West Lothian Council Area

Ward Performance Report

Quarter 3 2017/18

Armadale and Blackridge Ward

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

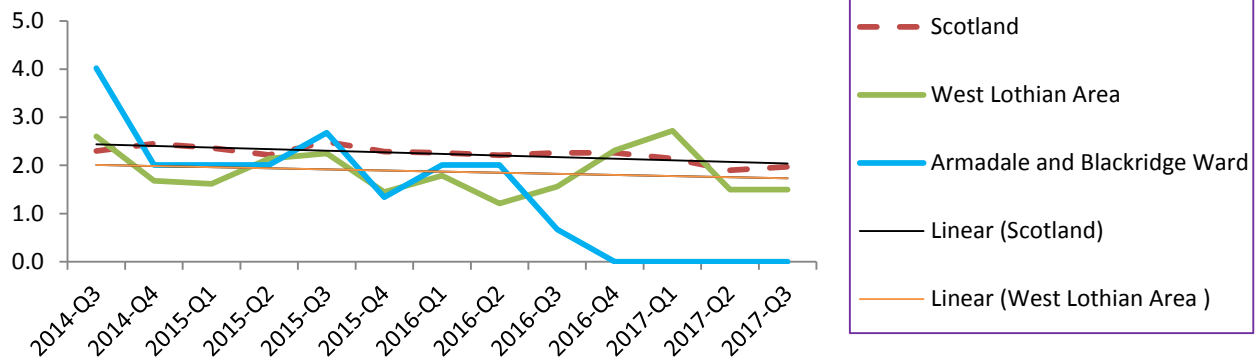
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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.

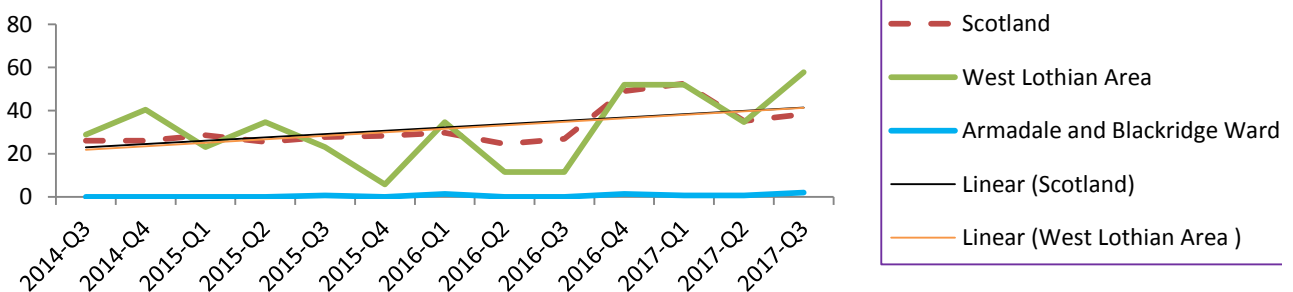
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



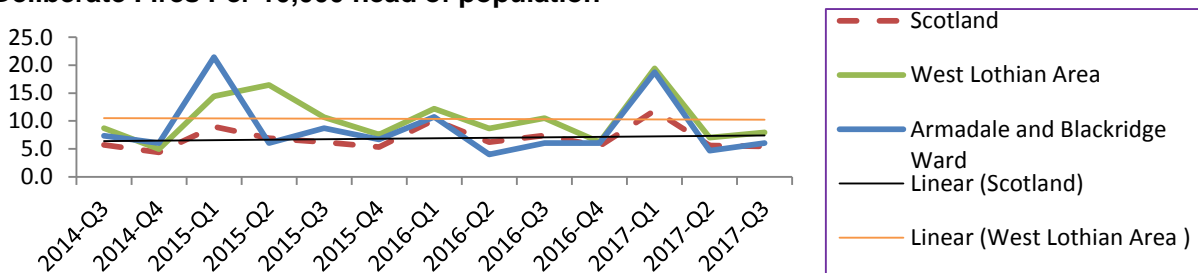
During the 2017-18 year to date reporting period SFRS have dealt with 5 accidental dwelling fires in comparison to 1 during 2016-17 year to date reporting period.

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



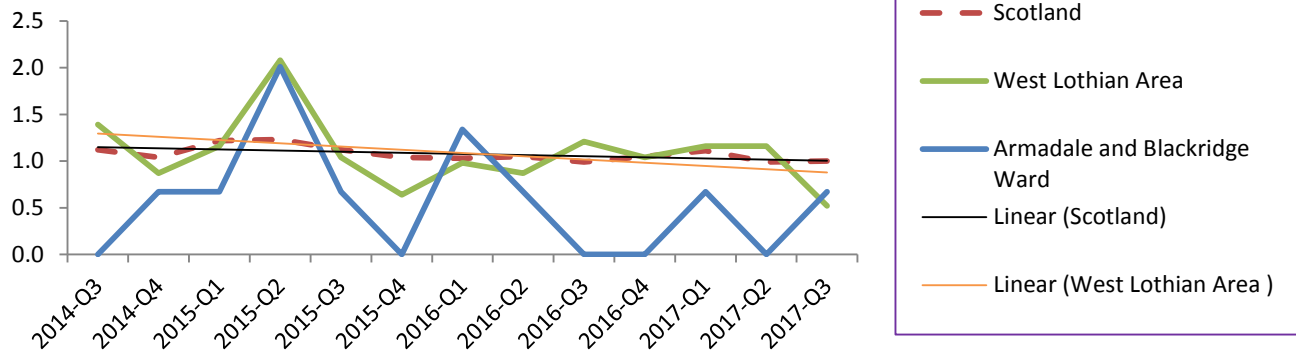
During the 2017-18 year to date reporting period SFRS have dealt with 0 casualties due to fire in comparison to 3 during 2016-17 year to date reporting period.

Deliberate Fires Per 10,000 head of population



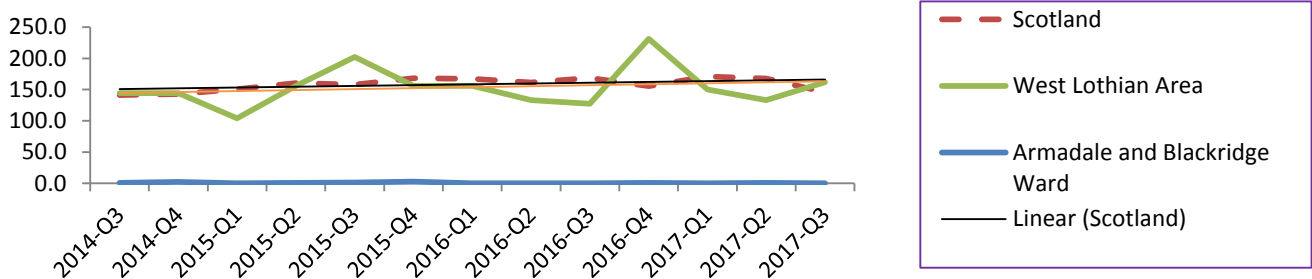
SFRS have dealt with 11 deliberate fires incidents during 2017-18 year to date reporting period in comparison to 10 during 2016-17 year to date reporting period.

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



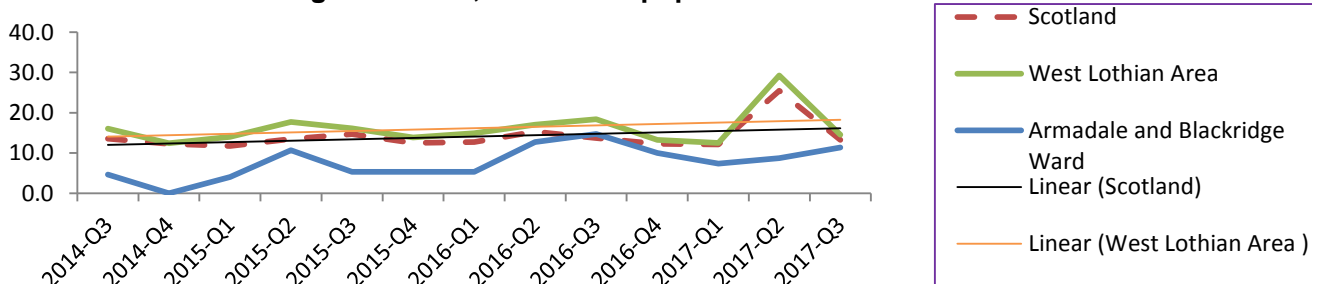
SFRS have dealt with 2 non domestic fires incident during 2017-18 year to date reporting period in comparison to 1 during 2016-17 year to date reporting period.

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



SFRS have dealt with 0 casualties from non-fire emergencies during 2017-18 year to date reporting period in comparison to 0 during 2016-17 year to date reporting period.

Unwanted Fire Alarm Signals Per 10,000 head of population



SFRS have dealt with 17 UFAS incidents during 2017-18 year to date reporting period in comparison to 23 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).



LOCAL AREA COMMITTEE

WARD 9, ARMADALE

REPORT BY POLICE CONSTABLES NADIA MUNRO AND DAVID ARNOTT

A. PURPOSE OF REPORT

Police Update for Armadale and Blackridge.

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 30 September 2017.

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 and Domestic Extremism
6. Acquisitive Crime

WEST LOTHIAN PRIORITIES

Your West Lothian Priorities

1. Domestic Abuse
2. Reducing Anti Social Behaviour
3. Tackling Violent Crime
4. Tackling Substance Misuse and Drug Supply
5. Making our Roads Safer/Road Crime
6. Tackling Serious and Organised Crime
7. Tackling Acquisitive Crime

COMMUNITY ENGAGEMENT PRIORITIES

Your Local priorities

1. Reducing antisocial behaviour
2. Tackling substance misuse
3. Making our roads safer
4. Tackling acquisitive crime

PERFORMANCE

Future statistics will be posted on the Police Scotland Website that can be accessed via the link below.

Ward plans and Community information can also be obtained by using the link to access the website and then tab into 'your community' and enter your postcode to find the Armadale Ward.

<http://www.scotland.police.uk/about-us/our-performance/>

ASB performance for period up to and including 31/12/2017.

Armadale and Blackridge Ward - to end Dec 2017				
Month	This month	LYTD	TYTD	% Change
Youth Calls	10	149	181	21%
All ASB Calls	70	758	765	1%
Hate Crime	2	12	13	8%
Vandalism & Reckless Conduct	6	105	120	14%
Fire-raising	0	12	3	-75%
Public Space Assaults	2	75	48	-36%

ISSUES OF NOTE

- **Exceptional Reporting on the above**

The Community Police Team model has allowed 2 dedicated Ward Officers covering the Armadale ward to focus on local issues and priorities supported by Community Action Team, CAT, officers.

The above Anti Social Behaviour results are produced by the West Lothian Community Safety Unit and show the figures up to end of Dec 2017 and also include the year to date compared to last year to date.

December 2017

There has been a steady decline in youth calls for the period between October and December 2017. 26 calls for October and 17 for November. This thereafter drops to 10 for December.

The ASB calls remained fairly steady in October (84) and November (87) however dropped significantly in December 2017 (70).

There were 2 hate crimes reported in October, 1 in November and 2 in December 2017. Your local police continue to work closely with partners to encourage reporting among communities.

There has again been a significant drop in vandalisms in December 2017 with only 6 being reported. There were 16 reported in October and 18 in November.

There were no fire raising calls at all during the period between October and December 2017.

Public Space assaults have steadily decreased over the past three months, 8 in October, 3 in November and 2 in December 2017.

Your Ward Officers continue to address local issues and work closely with the WLC Safer Neighbourhood Team officers to follow up on instances of noise.

PREVENTION

- **Activities**

Reducing antisocial behaviour within our communities

There are 2 dedicated Community Constables who are based at Armadale Police Station. They are regularly tasked with High Visibility patrols within the Ward in identified hot spot areas and to be both a deterrent for ASB but also a positive sight within the wider community.

There is a further team of officers, Community Action Team, who are regularly tasked with tackling any community related issues.

The Community Policing Team review all calls of ASB on a daily basis. They thereafter liaise with our partners at WLC and/or Education to help tackle these issues. This may involve reporting the person involved or tenancy warning via ASB legislation.

- **Initiatives**

Operation Jingle was implemented and ran over the Christmas period. All community officers were involved in this and included high visibility patrols in retail outlets/areas to deter thefts. There were regular visits/inspections of licenced premises throughout the festive period. These visits included delivering posters showing the “ONE PUNCH, TWO LIVES” campaign to deter assaults.

Several of the licenced premises in the Armadale ward have taken part in the “Best Bar None” Initiative as promoted and instigated by the Community Constables.

During October 2017 Police along with representatives from WLC, Scottish Fire & Rescue and other partnership agencies, conducted an environmental visual audit (EVA) in Blackridge near to the Louburn flats. This was with direct regard to youth disorder. The audit identified an area of overgrown bushes and trees that allowed people to hide and remain unidentified after any disorder. As a result several trees have been removed by WLC.

Reducing Anti-Social Behaviour

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

There are currently 5 tenants in the Ward who have been issued with interim ASBO's limiting their behaviour and giving Police and partners powers to enforce the legislation.

Tackling Substance Misuse

The Community Policing Team will continue to carry out licensed premises visits and inspections to ensure licensees are supported and patrons can enjoy their night out.

As previously mentioned the licenced premises visits have included handing out the "ONE PUNCH, TWO LIVES" campaign.

Local Community Officers have worked with and built up a good working relationship with all the licensees in the Armadale/Blackridge area and as such disorder and drunkenness from these licenced premises is minimal.

Making our Roads Safer

Local community officers are committed to making our roads safer. They are doing this by visiting local nurseries, primary and secondary schools and speaking to both parents and children about the risks to children by dangerous and inconsiderate parking.

Public awareness is key to road safety and as such it is spoken about regularly at school assemblies and Community Council Meetings.

Community officers continue to 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.

Parking complaints are also common place and these are addressed on an individual basis. The 'Parksmart' initiative has been introduced across West Lothian led by Education and supported by local Police at all schools in the area.

As a solution to making streets safer around schools and to deter the need for parents to drive that short distance to school, Community Police Officers have been promoting and delivering "Bikeability" which sees Primary 6 pupils put through basic cycle skills involving balance and control before being led out onto public roads for their final assessment. This is done in partnership with education and the newly appointed IBike officer to the Armadale cluster.

Eastertoun Primary school has taken the lead and have completed this initiative and there has been a significant uptake in the number of children riding their bikes to school.

There has been interest from Westfield, Torphichen, St Anthony's & Southdale primary schools in this initiative.

Tackling Acquisitive Crime

During December Operation Jingle was put in place. This saw officers out and about in retail areas, town centres and shops on foot patrols showing a high visibility for the community and to act as a deterrent.

There was a spate of thefts from motor vehicles in the Southdale area of Armadale. The perpetrators were caught and put to court. A residents meeting was arranged by the Community officers and was also attended by the local independent Councillor. This allowed good engagement with the residents, where their fears were alleviated. It also allowed officers to promote good home and car security.

On the back of this meeting residents made steps to arrange a residents association or Neighbourhood watch. The feedback from the attendees was very positive.

In December there were 3 Attempt housebreakings or housebreakings. 1 of these reports has been solved.

There have been some high profile robberies where the persons involved have brandished weapons at shop keepers before making good their escape.

Where there have been incidents letters with crime prevention messages have been delivered and work is ongoing by local and specialist unit officers to deter, disrupt and detect those responsible.

The email for the Armadale Community Policing Team has not changed and although not a method for reporting crimes this can be used to make contact with the local officers.

ArmadaleBlackridgeCPT@Scotland.pnn.police.uk

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

FORTHCOMING EVENTS

Your local community ward officers will continue to carry out surgeries locally offering advice to residents and handing out crime prevention leaflets.

'Your View Counts' – Police Scotland continue to promote the online survey for people to express their views and shape local policing priorities in the future. Events will be held throughout November and onwards.

CONTACTS

Sector Inspector

Inspector Gregor Forbes

Gregor.Forbes@Scotland.pnn.police.uk

Community Sergeant

Sergeant Vincent Hughes

Vincent.hughes@Scotland.pnn.police.uk

Community Policing Team Armadale and Blackridge

Mail to -

ArmadaleBlackridgeCPT@Scotland.pnn.police.uk

Ward Officers – Constables David Arnott and Nadia Munro are the community officers for the Armadale and Blackridge ward.

In addition to this there are 10 Community Action Team West officers supervised by Sgt Hughes who are available to deal with community issues and hot spot tasking in the ward.

Armadale Academy High School Youth Community Officer

PC Kirsten McLean



ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE

HOUSING CUSTOMER AND BUILDING SERVICES UPDATE

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 Armadale and Blackridge ward.

B. RECOMMENDATION

The Local Area Committee is asked to note Housing, Customer and Building Services activity as detailed in the ward report for the period 1st October – 31st December 2017.

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)	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. 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 Armadale and Blackridge ward.

Property Void & Let Performance: Mainstream Tenancies

Void Period	Oct 2017	%	Nov 2017	%	Dec 2017	%	WL Target %
0-2 weeks	7	70%	4	33.33%	3	37.5%	55%
2-4 weeks	2	20%	4	33.33%	3	37.5%	30%
4+ weeks	1	10%	4	33.33%	2	25%	15%
Total Lets	10	100%	12	100%	8	100%	100%

Property Void & Let Performance: Temporary Tenancies

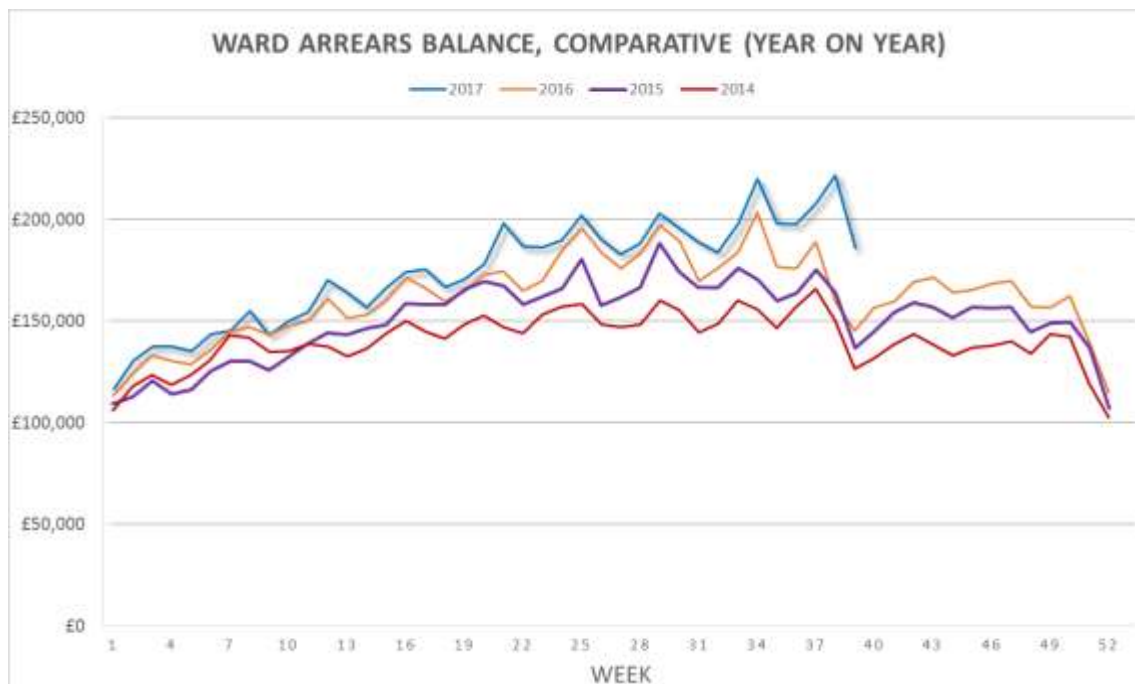
Void Period	Oct 2017	%	Nov 2017	%	Dec 2017	%	WL Target %
0-2 weeks	3	60%	3	75%	1	100%	55%
2-4 weeks	1	20%	1	25%	0	0%	30%
4+ weeks	1	20%	0	0%	0	0%	15%
Total Lets	5	100%	4	100%	1	100%	100%

Delays in re-letting can occur for a variety of reasons i.e. 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 commencement.

There are 37 Policy Voids in the ward - 4 awaiting demolition, 3 being held for decant, 1 flood and 29 due to undergoing major works i.e. specialist clean, electrical and either heating, kitchen, bathroom or door/window upgrades.

Rent Arrears

For this area the cumulative rental charge this year (debit) for the housing stock is £4,394,319. The ward has collected £4,331,823 of these charges giving a strong collection rate of 98.58%.



	2016/17 (WK39)		2017/18 (WK39)	
Arrears Banding	Balance	Tenants In Arrears	Balance	Tenants In Arrears
£0.01 to £99.99	£9,301	210	£8,554	184
£100.00 to £299.99	£31,260	174	£37,801	205
£300.00 to £499.99	£26,789	70	£33,606	89
£500.00 to £749.99	£23,978	39	£30,619	50
£750.00 to £999.99	£18,553	21	£20,885	24
£1000.00 to £1999.99	£29,928	23	£40,046	30
£2000+	£5,400	2	£14,278	6
Total	£145,210	539	£185,788	588

The Ward position for Q3 of 2017/18 is £185,788. This is an increase of £40,578 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 36 serious arrears cases (£1,000+) it should be noted 66% of cases are in the lower bands (£300 or less).

Although overall the position remains positive and we are tracking below last year 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.

Local 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 are maintained and sustained as far as possible and appropriate action taken where necessary.

Rent arrears activity continues to be a weekly priority task for the team and will continue to work with all our tenants in offering support, advice and assistance. Such assistance includes referrals for money, energy 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.

Environmental Visual Audit (EVA)

Following concerns from local resident in Louburn, Blackridge Police Scotland proposed and managed an EVA in the area with a view to resolving some of the issues. This took place on 15th November 2017 and a number of key personnel attended the meeting including partners from Youth Justice, SNT and NETs. An Action Plan has highlighted a number of issues with both short and long term measures, including ineffective locking mechanisms on entrance doors, overgrown/damaged trees and rubbish accumulating in the pram store areas. These issues continue to be actioned. Additional partnership working has also resulted in effective outcomes for the community.

Capital Programme and New Build Council Housing

Capital Programme Update

Street	Works	Progress 2017/18	
Bathville Flats	Major Refurbishment	99%	The upgrading of the flats at Bathville Cross, Armadale is tied in with new build flats. A total of 56 Flats are being externally upgraded with the stairs being redesigned to reduce antisocial behaviour and increase the privacy and security of the tenants and the local environment being upgraded. Issues of flooding have also been addressed. Issues with services, and also with obtaining utility service diversions, and asbestos issues, to allow safe working onsite, caused initial delays in the project but Building Services overcame these delays and are progressing very well with the works. No further delays are expected and the works will progress this year as planned and the whole project is expected to be fully completed by the end of 2018/19. 99% of the refurbishment work is completed at phases 1 and 2 and 97% of the new build also completed.

Mayfield	Roof & Roughcast	98%	The major works at Mayfield comprised a five year refurbishment programme upgrading a total of 218 properties in Mayfield Drive, 60 in Calder Crescent, 10 in Lower Bathville and 24 in Wotherspoon Crescent, totalling 312 houses. This year's work progressed very well, and with high levels of tenant satisfaction. The 5 year programme is expected to be complete on 22nd February 2018.
Park Road Flats	Repairs to path surface and repairs to security gates	100%	Works were completed by ISS. Some local vandalism caused damage that has been rectified.
Park Road Flats	Repairs to security gate magnetic locks and Common entry door systems.	0%	These works have been allocated to the Repairs Service.
Strathlogie	Roofs & Roughcast to deteriorated properties; steps, paths, lintel & cills where required	100%	The re-roofing and re-roughcasting, step and footpath repairs, along with any other required repairs will follow on from the previously completed homes, commencing October 2017 and expected to complete the budget expenditure in March 2018.
Strathlogie	PV Panels	3%	The tender has been awarded to a subcontractor and the works will start on site soon.
Other information	Planned programmes, central heating, aids & adaptations and testing (legionella, electrical condition etc.)	All progressing well.	Planned maintenance at 34 Strathavon Terrace, Westfield - Render Only - Job on hold due to issue with Scottish Power.

New Build Programme

Site	No of units	Site Start	No. of houses handed over	Site Completion
Nelson Park	26	To be confirmed	0	To be confirmed
Mayfield, Armadale	22	August - 16	0	To be confirmed
Bathville Cross	15*	Apr-16	0	To be confirmed

*Number of new build units reduced at Bathville will be replaced with buy backs in Armadale

Tenant Participation

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 also sent out to 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 on the council's website under > 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 completed new build properties look like. The inspectors will finalise their report and present it to senior management 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 to develop services we provide.

Job Fairs – Members of the Customer Participation Team took part in the job fair events in Craigshill Shopping Centre and Fauldhouse Partnership Centres to promote Tenant Participation and promote the many ways customers can volunteer to take part in shaping services and sharing their views.

Safer Neighbourhood Team

The Safer Neighbourhood Teams (SNT's) continue to work in two teams across the nine multi member ward areas as an integral part of the Community Safety Unit. 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 anti-social behaviour. When necessary, the partners will liaise with voluntary organisations including Mental Health advisory workers and private landlords in order to reduce anti-social behaviour.

In Armadale & Blackridge ward, staff have dealt with a number of complaints regarding a variety of issues during Q3. Partnership working with Police Scotland and the local housing team has taken place with joint visits and letter drops being completed. This has assisted with witness corroboration and supporting vulnerable residents in reporting mechanisms in order to resolve these complaints.

A total of 79 anti-social behaviour incidents were recorded in Q3 for the Armadale & Blackridge ward. Of the 79, 17 of these related to noise nuisance; 14 new cases were opened.

There are 2 interim ASBOs and 3 full ASBOs in the area.

There are no key ASB locations.

E. CONCLUSION

To note the contents of the report.

F. BACKGROUND REFERENCES

None

Contact Person: Lorraine.donnelly@westlothian.gov.uk Tel No.01501 678301

Date: 22nd February 2018



ARMADALE & BLACKRIDGE 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

Members are requested to:

1. Note the work carried out to date and future planned work.
2. Advise of any areas that require further investigation or inclusion in future work plans.

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	Relates to items 9 - We live our lives free from crime, disorder and danger & 12 – We value and enjoy our built environment and protect it and enhance it for future generations
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 22 grounds maintenance related enquiries were received and dealt with during this reporting period.

Burns or Watercourses	1
Complaint Grounds Maintenance	1
Grass Area Damaged	1
Public Park Enquiries	2
Shrub Bed Overhanging Path	2
Tree Advice or Consultations	2
Tree Branches Overhanging	2
Tree Dangerous or Unsafe	2
Tree Enquiries General	3
Tree Leaves Causing Problems	2
Tree Preservation Orders	2
Weed General Enquiries	2

D3 Garden Maintenance Enquiries

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

Garden Maintenance Hedge Cutting	1
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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 53 cleaner communities related enquiries were received and dealt with during this reporting period.

Dead Animals	3
Dog Fouled Grass/Open Space	4
Dog Fouling on Paths/Roads	18
Dog Waste Bin New Request	1
Dog Waste Bin Overflowing	1
Glass on Paths or Open Spaces	1
Graffiti Racist or Offensive	1
Illegal Fly Tipping	1
Illegal Fly Tipping Dumping	10
Litter General Enquiries	1
Litter on Paths Roads Verges	2
Needles Syringes Abandoned	1
Street Sweeping Enquiries	7
Vehicles Abandoned	2

Environmental Community Action

Enforcement Officers dealt with five enquiries in relation to various Environmental issues within the area and carried out targeted patrols in respect of Dog Fouling complaints.

Enforcement Officers carried out Audits on School Transport Buses and Taxi's on behalf of Transport Department as well as assisting colleagues in Community Learning & Development Youth Services through the positive destinations programme. They have also been assisting colleagues from Licencing Department on several occasions by checking Identification and authorisations of window cleaners. Carrying out Audits at licensed premises and ensuring the appropriate legal notices are being displayed.

Education & Engagement Officers attended residents and community group meetings and followed up any concerns raised.

With the assistance of local traders the butts out campaign designed to decrease the amount of cigarette litter is ongoing and there has been a decrease in the number of Litter related complaints.

Officers have also engaged in partnership working with various agencies such as Police Scotland, Housing Associations, Woodlands Trust Scotland, Forestry Commission, WLC Countryside Rangers, WLC Housing and WLC Waste Services on a range of issues.

Following consultation with local communities, letter drops to several homes and partnership working with local housing offices, there has been a noticeable decrease in the number of Illegal Fly Tipping reports throughout the ward.

D5 Parks and Woodland

For the period, there were no major tree related enquires within the ward area.

D6 Open Space and Cemeteries

Cemeteries Routine Works

Winter routine grass cutting and burial duties ongoing across the cemetery estate.

Cemeteries Enquiries (4)

Cemeteries General Enquiries	2
Lair Enquiries	2

Open Space Routine Works

Outstanding drainage and path quality issues at St Anthony's Park have been investigated and additional works programmed for Spring 2018. Works will include drainage of the grass area to the immediate east of the school and resurfacing of the path along the northern boundary of the park.

The Watson Park pavilion project has been approved. Design for wider park improvements will be developed as and when a pavilion and associated infrastructure design is confirmed. Park improvements will focus on upgrading the existing path network with associated drainage and repairing the existing ball court.

Planning Services have been advised of the appropriate level of Open Space provision required within the CDA developments in South Armadale and in relation to the Armadale Stadium application.

Open Space Enquiries

There were no open space enquiries for this reporting period.

E CONCLUSION

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

With the assistance of local traders the butts out campaign designed to decrease the amount of cigarette litter is ongoing and there has been a decrease in the number of Litter related complaints.

F. BACKGROUND REFERENCES

Open Space Strategy

Capital Programme

Appendices/Attachments: None

Contact Person: Tony Fleming, Waverley Street Depot, 01506 776437,
tony.fleming@westlothian.gov.uk

Jim Jack

Head of Operational Services

22 February 2018



ARMADALE AND BLACKRIDGE 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 one application has been received for funding;
2. notes that the proposal meets the eligibility criteria for supported projects;
3. supports funding for the project; 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 project meets the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the project does not raise any equality or health issues.

III Implications for Scheme of Delegations to Officers

None.

IV Impact on performance and performance Indicators

None.

V Relevance to Single Outcome Agreement

- 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

D1 Background

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

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

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

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

Three villages in the Armadale and Blackridge 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:

- Blackridge: £55,000 (£13,308)
- Torphichen: £55,000 (£14,735)
- Westfield: £20,000 (£0)

D2 Applications

One application has been received and is as follows:

Blackridge Community Council/Beechbrae - (Appendix One)

Blackridge Community Council in partnership with Beechbrae has applied for funding of £13,300 to upgrade the main path to make access to the community woodland more accessible for wheelchairs, prams and people with mobility issues. This would include upgrading to existing grass path to hard core and carrying out any necessary drainage works associated with the upgrade. The work will be delivered by Beechbrae and is supported by Blackridge Community Council.

E. CONCLUSION

Three villages within the Armadale and Blackridge ward are eligible to apply to the Villages Improvement Fund. The application detailed above meets the eligibility criteria of the fund and the Local Area Committee is asked to support it.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: One
Blackridge Community Council/Beechbrae – Path Upgrade

Michelle Kirkbright, Community Regeneration Officer, Tel. 01506 283233,
michelle.kirkbright@westlothian.gov.uk

Hazel Hay, Town Centre Manager, Tel. 01506 283079,
hazel.hay@westlothian.gov.uk

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

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	Blackridge Community Council/Beechbrae SCIO
Project title	Beechbrae Grass Path Upgrade
Contact person	[REDACTED]
Position	Chair of Community Council/ Project Manager of Beechbrae SCIO
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address Website	
Type of organisation	Community Council/Scottish Charity
What date was your organisation formed?	4 November 2013 (Beechbrae)
Are you a charity, please quote your number	SC046994
What are the main activities of your organisation? (please answer in no more than 100 words)	Beechbrae was born out of a dream to live more sustainably and tread lightly on the resources we have. We are a young social enterprise and charity based in a 35 acre young woodland (Beechbrae Wood) in Blackridge, West Lothian. We are using this as a base to teach, learn & engage with our natural environment and for our local community to gain skills and knowledge in practical woodland management and sustainability. We do this through planting, growing, harvesting and cooking local seasonal vegetables. Doing nature walks, delivering mental health workshops

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
We will apply to the Wind Turbine Grants for any shortfall in funding for this as well as to continue to upgrade other paths in future, but for the purposes of this project we are looking simply to upgrade grass paths to hardcore footpaths that are wheelchair and pram friendly.	

2. Project details

Council Ward	9. Armadale & Blackridge
Project location	Beechbrae Wood, Heights Rd Blackridge EH48 3SW
Project start date	1 April 2018
Project finish date	Nov 1 2018
Estimated Outcome	Total Project Completion

Project description

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

Beechbrae was born out of a dream to live more sustainably and tread lightly on the resources we have. We are a social enterprise and charity based in a 35 acre young woodland (Beechbrae Wood) in Blackridge, West Lothian. We are using this as a base to teach, learn & engage with our natural environment and for our local community to gain skills and knowledge in practical woodland management and sustainability.

Our aims & objectives are:

- The advancement of education by providing educational activities for people of all ages and abilities to equip them with skills in developing, managing, and enhancing green space and woodlands and in community growing.
- The advancement of community development by encouraging the local community to take part in the green space, woodland and community growing activities of Beechbrae with the aim of improving the quality of life for the whole community.
- The provision of recreational facilities, or the organisation of recreational activities available to the local community and to members of the public at large with a view to improving their conditions in life, including (without prejudice to that generality) promoting and improving access to woodland, and through providing, developing and improving the facilities which support access to woodland and greenspace, biodiversity and wildlife.
- The advancement of environmental protection or improvement by helping protect, enhance & restore the biodiversity of Blackridge & West Lothian and promoting the sustainable use of natural resources.

Our aims are both social and environmental at the core and are met through a holistic woodland management programme combining the needs of people and the environment. We offer healthy, tasty, high quality, home grown produce created through sensitive use of the land and give training to show people better ways of using the land. We are a sustainable enterprise that creates a sustainable environment.

We are currently delivering a community carbon reduction project with funding from the Climate Challenge Fund which involves a community garden, but we also have other small environment and mental health projects happening throughout the year.

Partners involved (other local organisations you are working with)

Many people in the local community are excited about this improvement and the difference that making these paths more accessible will bring to people in the village. We've also tried to work with local contractors to get quotes and have had several organisations offer to give us special deals and help in order to make this happen.


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.

Questionnaires were hand-delivered to each door in Blackridge thanks to Blackridge Community Counsellors along with the Blackridge Community Council quarterly newsletter. An online survey was also available and was linked on Beechbrae's website and facebook page. Additional surveys and envelopes to return completed responses were available in various public places in Blackridge (Health Centre, Community Centre, School, Shops, Pharmacy, Pubs & Church). Two community events were held on Wednesday 30 September at 7:30pm and Thursday 01 October, 11am at the Craig Inn Centre and 9 people attended. These were facilitated by Rocket Science, an independent body.

Things Beechbrae could do to improve the woodland area

- 70% Upgrade and improve grass/mud paths (allow running, prams, wheelchairs etc)
- 62% Put in gates to discourage motorbikes but allow walkers
- 60% Create seating areas in the wood
- 59% Create a wildlife pond & rain garden with seating
- 53% Plant native wildflowers under the trees (bluebells, wild garlic, primrose, comfrey, sorrel etc)
- 51% Host seasonal guided biodiversity walks pointing out wildlife in Beechbrae Wood
- 48% Create space for community food growing (fruit, vegetables, polytunnel etc)

Other: Wildlife watching areas, tree swings, see wildlife, build dens, see badgers, climb trees, camping, bears, facilities, toilets so that it becomes a community asset, educational things like tree recognition, flowers and biology, stop dog fouling, stop horses



As seen from the responses above, improving footpaths and making greenspace and woodland more accessible were very high on the list. Research continues to show the many positive benefits to mental and physical health that result from being outside in greenspace and these upgraded paths will significantly increase the accessibility for those who currently aren't able to access them.

In summary, this project will have positive economic, social and environmental impact for the local environment as it will be free and easy to access by the public. It will encourage and cultivate care, concern and knowledge around biodiversity by the local community and the wider West Lothian area. This, we hope, will have a growing effect on the residents of Blackridge and the surrounding area.

Outcomes

Describe what your project will deliver. Village Improvements; e.g Number of sites improved, Area of landscaping

We will upgrade current grass and mud paths to hard core footpaths which will increase the accessibility for those in wheelchairs, prams and with mobility difficulties.

This is the main path that the pupils at Blackridge primary use when they walk up to Beechbrae and will make a notable difference in the decrease of mud that they return to the school and home with after their visits.

This project will vastly improve the access options as well as health and well-being opportunities for Blackridge residents.

Number of sites improved: 1

Estimated number of visitors increased: 50 in first year and people already using the paths will be less muddy and be able to visit more often regardless of the weather.

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

Paths that are currently grass and often mud due to the weather and waterlogging will be accessible to a much wider range of people than is currently available.

3.Project Costs

Amount of funding requested	
Item of expenditure	Cost
Grass Path upgrade to hard core footpath with any drainage needed to ensure longevity of path	£13,300
TOTAL	£13,300

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 Project will be managed by Beechbrae's Project Manager in conjunction with Blackridge Community Council. They will ensure that the project is delivered in the appropriate timescale and budget.

Design / plans- The Design for the grass path upgrade is attached in a map (the area in red is the path work to be undertaken) of the woodland and walking area. We will also install drainage where appropriate to ensure the tracks's longevity.

Implementation arrangements e.g contract tenders- We have quotes from several local businesses to construct the footpaths and install appropriate drainage. We intend to use G Ross Contractors both for this competitive price and good track record of work in West Lothian and the local authority.

Planning Approval- Planning approval is not necessary for this work to be undertaken.

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	
Position	
Organisation	Blackridge Community Council/Beechbrae SCIO
Date	9 February 2018

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)
Community Consultation	(x)
Maps of Path upgrades	(x)
Lease of Beechbrae Wood	(x)

Please send your completed forms to:
 Regeneration & Employability Area Services West
 Lothian Council 2nd Floor North
 West Lothian Civic Centre
 Howden South Road Livingston
 EH54 6FF



ARMDALE AND BLACKRIDGE 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 inform the Local Area Committee of progress towards developing a regeneration plan within the ward, and other related activities.

B. RECOMMENDATION

It is recommended that the Local Area Committee notes:

1. that community engagement activity has begun and is ongoing;
2. the updates on activity of regeneration partners within Armadale, including developments with the I-Bike project and The Dale Hub.

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)	Community regeneration reinforces the council's commitment to community planning at a local level.
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 environment.

VI Resources - (Financial, Staffing and Property)	Activities will be funded from existing budgets or external sources.
VII Consideration at PDSP	Annual updates on regeneration plans will be presented to PDSP.
VIII Other consultations	None.

D. Terms of the report

D1 Background to Regeneration Planning

The 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.

A report was provided to the Local Area Committee in September 2016 outlining the background to develop regeneration plans, including the processes, structures, and timescales involved.

D2 Regeneration Plan

Officers from the Community Planning and Regeneration team are looking to develop the first version of the Regeneration Plans and have them in place for January 2018 however, due to the initial launch of the planning process for Armadale being delayed, the initial version of the Regeneration Plan for the Armadale area will be March 2018.

Regular meetings are taking place with representation from members of the public and officers from the private and third sector agencies. It was decided that future meetings would be held during the day and then again early evening to provide an opportunity for those who are usually unable to attend meetings during the day to attend on the evening. This is proving successful, allowing barriers to participation to be removed.

An interactive map has been developed that has taken all the community asset mapping carried out previously and incorporated this 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 and more 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.

D3 Community Engagement in Armadale

Engagement activities in Armadale are gaining momentum with public sessions taking place in ASDA and at a Christmas Fayre utilising partnerships with the Police Scotland and residents. Group engagement sessions in various locations including The Dale Hub, Armadale Academy, Youth Space, Community Centre and Armadale Church Hall have also been undertaken, targeting different ages and using two different engagement tools: H-Diagrams and Place Standards.

A 'walkabout' is being organised with members of the public and council officers. This is to look at an issue that was brought to the regeneration meeting regarding out of

date bus timetables, and difficulty in accessing the local superstore, due to no suitable shelter while waiting for public transport during inclement weather.

Aspiring Communities Fund

D4

A consortium of voluntary organisations within five regeneration areas in West Lothian (from the wider West Lothian Key Community Organisations Network) including Family Community Development West Lothian (FCDWL) has successfully obtained funding from the Scottish Government's Aspiring Communities fund. The consortium has been closely supported by the Regeneration Team. This funding will allow both groups to employ a development worker to increase their own organisational capacity, work with other groups in the community to increase community capacity, and look to develop projects/initiatives over the next 16 months.

Following a joint recruitment process, some organisations made job offers to applicants. FCDWL however are re-advertising their post, with an expected start date of late March.

I-Bike Armadale

D5

I-Bike in Armadale launched in September 2017 in Blackridge Primary School, Eastertoun Primary School, Windyknowe Primary School, Armadale Primary School, Armadale Academy and St Anthony's Primary School. Each school received various introductory sessions including a bike breakfast where pupils and their parents who actively travelled to school were rewarded with a tasty breakfast, assemblies on the benefits of active travel, cycle skills sessions and playground games to build confidence and instil enjoyment. As a result of the project's activities in the Armadale and Blackridge ward, valuable partnerships have been formed between local businesses and social enterprises, including West Lothian Bike Lending Library.

Armadale Partnership Centre

D6

At the time of writing the report, the works to refurbish the foyer area and library are nearing completion, with the library set to return to its old space but looking very new. The new reception desk will allow for staff to be situated centrally and be there to meet and greet customers as they arrive.

This work required a new main entrance to be established and for a number of user groups to be accommodated in alternative spaces. The centre management committee, centre staff and user groups have all worked hard to make this work, minimising the disruption to activities. Good communication has been the key.

Work to build the new early years dedicated extension is coming along, albeit a number of weeks behind schedule partly due to the recent inclement weather. The new Council Information Service meeting rooms are nearly complete with the adjacent meeting room also near completion.

A small event will be held to thank the community for their support when the library has settled back into its new space.

The Dale Hub

D7

A successful 'Winter Wonderland' was delivered by Family Community Development West Lothian (FCDWL) in December. Over 40 families benefited from this festive event, with outdoor crafts, Christmas carols, warm soup and stovies, and gifts from Father and Mrs Claus.

E. CONCLUSION

Armadale Regeneration Plan is continuing to gain momentum with community members being actively involved in the process. The Armadale regeneration planning group are meeting at regular intervals and community engagement with various groups and individuals is progressing well. A further update on progress will be presented to the next Local Area Committee.

Further updates relating to progress to the I-Bike project will also be updated at the next Local Area Committee.

F. BACKGROUND REFERENCES

West Lothian Regeneration Framework 2014-2034

Appendices/Attachments: None.

Contact Person: Michelle Kirkbright, Community Regeneration Officer, 01506 283233

michelle.kirkbright@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

Date of meeting: 22 February 2018

**ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE WORKPLAN 2017 - 18
MAY 2018**

	Issue	Purpose	Lead Officer	Date	Referral
1	Housing Report	Quarterly update on housing issues	Lorraine Donnelly	May 2018	No
2	Police/NRT Report	Quarterly update on Police/NRT activity	Inspector Andrew Elliot	May 2018	No
3	Village Improvement Fund	Applications to the village improvement fund	Michelle Kirkbright	May 2018	No
4	Nets, Land and Countryside Services	Quarterly update on Nets, Land and Countryside Services	Tony Fleming	May 2018	No
5	Scottish Fire & Rescue	To provide a quarterly update	Richie Hall/ Desmond Donnelly	May 2018	No
6	Armadale Partnership Centre	Update on development of the partnership centre in Armadale	Karen Cawte	May 2018	No
7	Community Regeneration	Update on progress towards Armadale Regeneration Plan	Michelle Kirkbright	May 2018	No
8	St Kentigern's Academy	To provide an update on performance and activity	Andrew Sharkey	August 2018	No
9	Advice Shop	To provide an annual update on activity on the ward	Elaine Nisbet	November 2018	No
10	Armadale Academy	To provide an update on performance and activity	Carol McDonald	November 2018	No
11	Pensioners Christmas Fund	To advise the committee of final payments from the fund	Michelle Kirkbright	November 2018	No

DATA LABEL: Public

ARMADALE LOCAL AREA COMMITTEE

TIMETABLE OF MEETINGS 2018-2019

Reports to committee officer by 12 noon	Agenda Issue	Meeting Date	Venue
Thurs 13 Sept 2018	Friday 14 September 2018	Thursday 20 September 2018	Council Chambers
Thurs 6 Dec 2018	Friday 7 December 2018	Thursday 13 December 2018	Council Chambers
Thurs 14 Mar 2019	Friday 15 March 2019	Thursday 21 March 2019	Council Chambers
Thurs 6 Jun 2019	Friday 7 June 2019	Thursday 13 June 2019	Council Chambers

All meetings will be held at 2.00 pm unless otherwise advised



ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE

ARMADALE TOWN CENTRE IMPROVEMENT FUND UPDATE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform the Local Area Committee of the progress with the Armadale Town Centre Improvement Fund.

B. RECOMMENDATION

It is recommended that the Local Area Committee notes:

- the report contents for their information;
- the funding requests received from local community groups in Armadale for financial contributions to the identified projects; and
- advise of any areas that should require further investigation.

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)	Economic development and community regeneration and partnership activity reinforces the Council's commitment to community planning at a local level.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.
VI Resources - (Financial, Staffing and Property)	The Armadale Town Centre Improvement Fund is available for town centre projects, and projects can be met from this fund.

VII Consideration at PDSP Not applicable

VIII Other consultations None

D TERMS OF REPORT

This report to the Local Area Committee updates the Elected Local Members on the operation of the Armadale Town Centre Improvement Fund, which forms part of the Council's approved Capital expenditure Programme to the end of year 2017/18. At the start of this financial year 2017/18, the carry forward balance on the Armadale Town Centre Improvement Fund was circa £168,250. At the time of writing this report, the remaining uncommitted balance stands at circa £73, 625.

D1 Armadale Shed

Following recent discussion between Council officers and colleagues at the Armadale Shed, representatives at the successful community group have submitted a written request seeking a financial contribution from the Council's Armadale Town Centre Improvement Fund.

The purpose of the request is to assist the Armadale Shedders in the acquisition, supply and installation of additional ventilations and dust extraction system within the interior of the building. The group are seeking finance to the sum of £2,540.00 (Two Thousand, Five Hundred and Forty Pounds). Further information is contained within the attachment, to be found contained within Appendix 1.

D2 Armadale Scout Group

The 1st Armadale Scout Group have submitted a written funding request to West Lothian Council, Economic Development & Regeneration for support to contribute towards their planned refurbishment and repair to the established Scout Hall situated on South Street. The Scout Group are seeking financial support of up to £6,000 (Six Thousand Pounds) to assist in the overall project work costs which are expected to exceed £15,000.

They have outlined in their proposal that they have some other finance in place and therefore available to help meet some of the anticipated costs themselves, but not enough to allow completing them in their entirety. Further information is contained within the submission attachment in Appendix 2.

D3 Volunteer Park, Armadale Thistle Football Club

Volunteer Park is currently held on a long term lease by the Armadale Thistle Football Club from West Lothian Council. The Club have made a submission requesting the financial support of up to a sum of £35,000 to meet in part the £100,000 costs of a first phase of new improvements and refurbishment works to Volunteer Park. There are also aspirational plans for a subsequent second phase of park improvement works (outlined at an estimated cost of £63,000) albeit this is confirmed by the Football Club as not commencing until such time as appropriate funding had been secured.

The first phase of works is to be completed through means of in-kind support and materials, and funding support being made available from West Lothian Council Armadale Town Centre Improvement Fund, Heritage Lottery Fund and the Coalfields Regeneration Trust Ltd. The works to be funded from any Council contribution would include as follows: (a) Repair and replace damaged sections of the enclosure roof; (b) Refurbish the former food kiosk and Install a disabled toilet facility; and (c) Fabrication

and installation of a suitable ramp entry system to enable access to toilet and to rear of the enclosure itself. Further detail is contained within Appendix 3,

D4 Town Service and Local Transport Improvements.

Following the recent and ongoing consultation by West Lothian Council officers in relation to the preparation of the regeneration plan for Armadale, there have been a number of residents highlighting issues around the operation of the town bus service and expressing the desire for a potential new shelter(s) provision in the Southdale and Armadale Railway Station locale to assist users and shoppers.

The Council's Public Transport Unit have reacted to concerns about bus timetables and are considering suggestions made about the recently revised town service route to see if there are any potential timetable changes that could be implemented without tender or cost implications.

As noted above, the issue that has risen via the consultation is a need for a shelter(s) in the said vicinity. It is proposed to carry out a site visit with residents who initially raised this issue, on 15 February 2018, with the main purpose being to identify one or two appropriate locations for apt consideration. This will be fed back to the Local Area Committee as an update to that contained within the report.

Following dialogue with the Public Transport Unit, the likely costs to providing such shelter provision would be in the region of £3,000-£4,000 each, subject to confirmation of the design, specification, need for hardstanding and public utilities location and also local residents consultation (if required). As these sums are not available within the Public Transport Unit budget, the request is made for a financial contribution of £6,000 - £7,000 from the Armadale Town Centre Improvement Fund.

E. CONCLUSION

It is recommended that the Local Area Committee note the content of this report for their information.

The Local Area Committee is asked to support the identified project funding requests as received and presented to the Committee from local groups.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1: Armadale Shed

Appendix 2: Armadale 1st Scout Group

Appendix 3: Armadale Thistle Football Club

Contact Person: Nairn Pearson, BID & Town Centre Manager, Tel 01506 637537,
nairn.pearson@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development & Regeneration

22 February 2018

APPENDIX 1

T 01501 735 796 E armadaleshed@gmail.com
Masonic Place. 7 South Street, Armadale, EH48 3EN
11 /ArmadaleShed.1
SCIO No. 046618



17 January 2018

The Chairman

Armadale Town Centre Regeneration Fund

Dear Sirs

APPLICATION FOR FUNDING

We attach hereto our application for funding from the Regeneration Fund,

for your kind consideration.

This application is to cover the cost of installing a ventilation and dust extractor system within Armadale Shed. Should there be any further information required, please do not hesitate to contact our Secretary, Jan Pateman, on mobile number 0752 2269378.

Sincerely

W BALL

Chairman

For and on behalf of Armadale Shed

Project	VENTILATION AND DUST EXTRACTOR INSTALLATION
Organisation	Armadale Community Shed Masonic Place 7 South Street Armadale West Lothian EH48 3EN Scottish Charitable Incorporated Organisation (SCIO) #SC 046618
Partners	Scottish Government "People and Communities" Fund West Lothian Council's Armadale Town Centre Improvement Fund Castle Rock Edinvar Housing Association secured "investing in ideas" funding from Big Lottery Fund
Lead Name	Mrs Secretary Tel: Email:
The Shed	<p>The Shed is a community run and managed space, located in Armadale West Lothian. It offers a workshop where people can go to socialise with others while enjoying various arts and craft activities . It offers a place for members, known as "Shedders", to share tools, resources and materials, while working on projects of their choosing, at their own pace, and in a safe,friendly and inclusive environment.</p> <p>The project is open to all residents from across West Lothian and the surrounding areas . People of all abilities are encouraged to take part. There are several experienced "Shedders" who assist and teach people wishing to try out new skills.</p> <p>It advances the social needs, health and well being of people of all ages and backgrounds in West Lothian. It reduces isolation of people in the area, this contributes to their physical and mental wellbeing.</p>
Project Identification and Requirement	<p>The more that machinery is used, the more that dust created will increase. The Shed is 75sqm but is well equipped.</p> <p>As per our survey, the committee and "Shedders" acknowledge that this is a serious health risk that will only get worse as the popularity of The Shed grows, and requires attention as soon as possible.</p> <p>We have proposed a solution to this problem by installing a dust filtration system.</p> <p>The committee acknowledge that a filtration system fitted to the outer walls of The Shed would have an impact on the surrounding area and close by residents, through dust, noise and environmental issues. Such steps would also require planning permission, which would delay the project by some weeks, should that permission be granted at all.</p> <p>We therefore propose that a dust filtration system be installed within the confines of the building. This would deminish unnecessary noise and other environmental pollution affecting the neighbours.</p> <p>We have vigorously researched dust extraction and have found a suitable, cost effective system. The system uses replacable filters. Initial replacements have been costed in, but The Shed will purchase future replacements as and when required.</p> <p>We have identified a local, experienced and qualified electrician who has surveyed the work required and can undertake the installation as soon as funds are available.</p>

Consultations undertaken:	<p>A survey of the users (Shedders) was undertaken in December 2017. The results are precised as folllows :</p> <p>100% of those surveyed agreed that The Shed is a friendly atmosphere, where instructors are an asset and believe that The Shed gives them a purpose. Over 88% of those surveyed said they get sufficient help from Shedders and that attending The Shed was good for their well-being.</p> <p>When asked if anything could be done to improve the environment within The Shed most pointed out that improved dust extraction would benefit all.</p> <p>Dust extraction was heavily remarked upon when asked if there was anything that could be done to improve safety within The Shed, while others wanted more training courses on safety.</p> <p>The final question was if what Shedders found beneficial by attending The Shed. Answers included the following: "Somewhere to go to help myself and others" "Companionship and sense of purpose" "As a disabled (wheelchair) and deaf person, it is a life saver to be active again" "Purpose in life and learning new skills and sharing knowledge" "Friendly, warm atmosphere allowing me to improve my physical and mental skills" "It gives me company, a good laugh, coffee and lets me fulfil my hobby" "A great excuse to get out of the house in the morning"</p>
Breakdown of Costs	A quotation for parts and labour to install a suitable dust filtration system, including 3 main dust extractors and 3 portable extractors has been obtained from David Whigham Electricians and is attached. The total cost is estimated at £2540.00
Timescales	Once funding has been secured, the electrician identified will be able to install the system as soon as possible thereafter.
Implications for other budgets (inlcuding revenue costs)	<p>More machinery can be used within The Shed if the filtration system is fitted.</p> <p>This would allow more Shedders to share the facility during the three open days and allow the prospect for a further day or days that The Shed can open.</p> <p>The impact would allow for an increase in members and therefore increased revenue through membership fees and ad hoc revenue through sale of materials.</p>
Benefits of the proposal	<p>Installation of the filtration system ensure cleaner air and less dust within The Shed. This would help combat associated respiratory problems and safeguard the health and safety of Shedders.</p> <p>An internal filtration system will reduce the impact on the surrounding environment and neighbouring households of The Shed.</p>
What happens if 100% funds are not secured	<p>The Shed would suffer greatly if this work is not carried out. Membership levels would have to be reviewed and participants restricted on a daily basis to ensure the well-being of the Shedders.</p> <p>The Shed could save funds to eventually have this work undertaken, but it wold take a number of years to get the amount required.</p> <p>We respectfully request that consideration be given to grant the costs of £2540 .00 in full in order to fund the much needed project.</p>



Mail@dwhigham.co.uk

DWhigham Electrical

Quote

For: The Armadale Shed
wullie.burt@yahoo.com

Quote No: 51
Date: 27/12/2017

Description	Amount
Supply and instal 1 no. W792 Dust extraction system	£2,540.00
Supply and instal 3 no. TF250 ambient air filters	
Supply and instal 2 no. TF470 ambient air filters	
the installation includes fitting units where required and as discussed. The installation includes all work being carried in accordance with current regulations including inspection and testing.	
Subtotal	£2,540.00
Total	£2,540.00
Total	£2,540.00

Notes

This quote is valid for 30 days from date of issue and excludes and suppliers materials increase. Acceptance of this quote will be regarded as acceptance of our terms which are strictly payment on completion of work.

APPENDIX 2

28th West Lothian (1st Armadale) Scout Hall South Street, Armadale

Project name;

Armadale Scout Hall Repairs and Refurbishment

Lead Applicant;

1st Armadale Scout Group

Lead Name, Position within Organisation and Contact Details;

Colin Thorpe,
Group Scout Leader and Assistant District Commissioner,
Dalyell Place,
Armadale.

Outline and Project Description;

To replace approximately 40% of existing floor and supporting joists to the North end of the hall which are beyond repair due to heavy damp and dry rot. In order to do this the internal partition walls will also need to be replaced. The internal walls contain Chrysotile asbestos cement boards which must be handled and disposed of by a registered company. As all the internal walls need to be replaced, we have a possible opportunity to introduce a second toilet which will be classified as fit for disabled people. It is also required due to the growing number of girls joining the Scout Group. We are also considering some other minor layout modifications eg. storage cupboards, that will make the hall a more suitable and usable space.

Consultations Undertaken;

Consultations have been taken with:

- Erith – Asbestos removal contractor
- Peter Cox – Building contractor
- Martin Dow – Building contractor
- Proper Access Ltd – All trades contractor
- Warrington Property Maintenance – All trades building contractor
- Colin Hardie – Architect
- Tom Laing – Flooring contractor

There have also been consultation meetings with the Group executive committee and the Group Section Leaders.

Estimated Project Costs (incl. Confirmation of funds secured);

From quotes received the estimated project cost is in the region of £11,000 which does not include the addition of a second toilet or other modifications.

With the addition of the second toilet and other modifications the cost would be £15,400.

The Group has approximately £6,000 in the bank to put towards the project costs.

West Lothian (Scout) District have agreed to loan the group £3,000 to be repaid over 3 years with no interest.

This would leave a shortfall of around £2,000, or, £6,000 to include the second disabled toilet and other modifications.

Estimated Timescales;

The work required will take two to three weeks to complete.

If possible we would schedule the work to be carried out during a school holiday period which would minimise the disruption to our weekly Scouting meetings (eg Christmas holidays), however no dates for commencement have been confirmed. Currently, a portion of the hall has been secured against entry as it is unsafe. Also, the existing toilet floor is beginning to give way therefore we would like the work to commence as soon as is practicable.

Implications for other Budgets, incl. Ongoing revenue costs;

The Group would be left with the minimum operating capital required to keep the hall open.

Future member subscriptions will pay for the ongoing operating costs.

It is anticipated that we will be holding further fund raising events to raise capital for future asset purchases such as tents and equipment.

The Group currently receives approximately £170 per month from the rental of the hall to other organisations which would be ring-fenced to repay the loan to West Lothian District.

Benefits of the Proposal;

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. The core values of Scouting are Integrity, Respect, Care, Belief and Cooperation. These are values which are highly relevant to the personal development of young people. Our aim is to engage with, and contribute to the community. Over the next six months the group plans to engage with people with dementia working with Alzheimer Scotland, and there would be many more community based schemes in the future. Last year the Group celebrated 90 years of Scouting in Armadale and enjoys a rich heritage of community involvement. The group is now stronger than ever with around 80 Beavers, Cubs and Scouts between the ages of 6 and 13. Should funding for the repairs be secured it would enable the Group to continue for many more years to come.

Other Information (such as what happens if 100% funds are not secured, etc.)

Should funding of the shortfall not be secured it would most likely lead to the closure of the Scout hall. Even with a concerted fund raising effort by the Group it would take a considerable amount of time to raise the required capital, and would make it a very difficult decision as to whether the Group would be viable. The Group owns the hall and so does not pay rent for the building and enjoys benefits from the Council allowing for greatly reduced ground rent. For the group to occupy a different building it would have a serious impact financially, and on the identity of the Group.

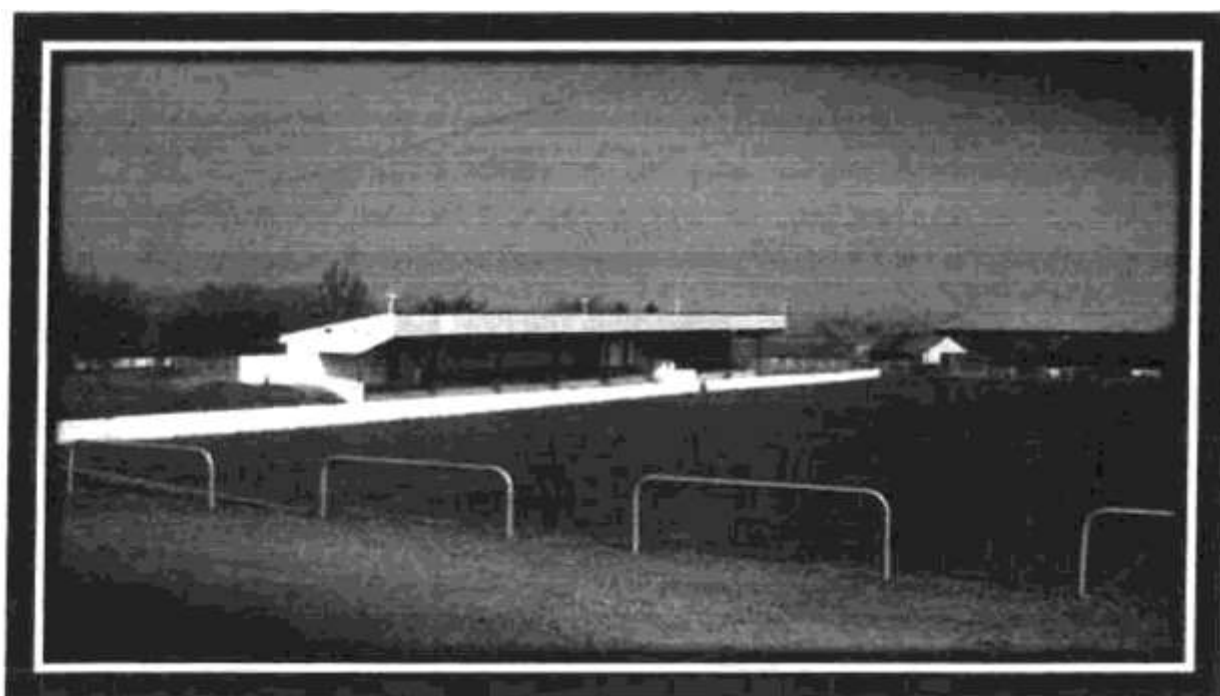


Title: Armadale Thistle Football Club
Volunteer Park, North Street, Armadale,
Funding Proposal

Date: 15 January 2018

By: Bill Baird, Club President

FAO: Director of Finance West Lothian Council



Volunteer Park view from the south terrace looking towards the enclosure.

Table of Contents

Table of contents	2
1. Executive Summary	3
2. Needs Statement	5
3. Goals and Objectives	8
4. Methodology and Timetable	9
5. Evaluation	10
6. Budget Summary	11
7. Detailed Budget	13
8. Future Funding Plans	14
9. Appendix Information	15

1. Executive Summary

1.1 Introduction

The purpose of this paper is to seek grant funding from West Lothian Council to assist with the upgrade of the Volunteer Park Armadale which is currently owned by the Council and operated by Armadale Thistle Football Club Supporters Club Committee.

This funding is necessary to allow the Club to make much needed improvements that will upgrade the venue and make it much more suitable as a community venue specifically for the people of Armadale and more generally for the people of West Lothian.

Using a variety of funding partners and donations from local businesses and individuals the Club currently has an ongoing improvement Plan to maintain and refresh the stadium over the coming years with special consideration for 2019 as the ground will be Officially 130 years old.

With this in mind the Club are seeking a grant from West Lothian Council in the Council's capacity as Landlord to the sum of £35,000 to conduct the following essential upgrades and repairs:

- To conduct essential roof repairs to the enclosure estimated cost £5k to supply and fit
- To assist with the effective removal of low grade asbestos roof sheets which were used to repair sections of the roof circa 1960's/70's estimated cost £15k to remove and dispose of via a licensed contractor
- To fabricate ramps and improve access to the main enclosure for non-ambulant visitors to the ground estimated cost £5k
- To reinstate a former food kiosk as a disabled toilet facility including ramp access to this part of the enclosure £10k.

1.2 National Lottery Heritage Fund Grant Application

The Club currently has a £10k application with the National Lottery Heritage Fund to carry out improvements to the area behind the south terrace. The aim is to convert this mostly derelict part of the ground into a usable community space that can host live music events, street fairs, farmers markets, antique fairs, car-boot sales, open days and community fund raising events.

The borders will also be landscaped and planted with a variety of shrubs and plants to create a small garden area with a central feature to commemorate the history of football in the town while also commemorating Armadale's many other historic sporting achievements as well as celebrating the rich history and heritage of the Volunteer Park.

The aim is to open this part of the ground during the day through the week so that during the summer months people can have an attractive community place in the centre of the town to stand and enjoy the views north over the ground towards the Campsie Fells thus providing access to the venue during the week when it is not used as a football ground.

Furthermore a 4 foot high 40 metre long gated fence will be installed behind the south terrace at the front of the space to allow this area to act as a self-contained facility with the ground. In addition this safety feature will also significantly improve crowd control on match days especially if a large crowd is anticipated.

1.3 Coalfield Regeneration Trust

In addition the Club are also in discussion with the Coalfield Regeneration Trust regarding a £15,000 grant to improve the East Terrace and to develop a children's play area and landscape this part of the ground so that local nursery children can access this facility during the week when the ground is not in use.

This will further will increase access to the venue during the week when the stadium is not in use as a football ground. An additional benefit means that parents can bring young children to matches and the children can play safely in the play area while their parents supervise them but can still watch the game. In the meantime the Club will also isolate damaged sections of the terrace in this area by erecting appropriate fencing.

1.3 Cemex

The Club has signed a deal with a national company called Cemex who are one of the country's top suppliers of industrial concrete. The company has a number of construction projects currently under development in the Central Belt area. As a result Cemex have agreed to supply Annadale Thistle with any concrete overruns that they may have as this can prove costly to the company to dispose of at landfill sites. The concrete will be used to hard surface the following areas:

- Resurface the dirt track into the ground leading from the northeast gate behind the north goal and the compound area to the north of the enclosure estimated value £20k
- hard surface the large area behind the east terrace £10k
- hard surface the large unused area behind the south terrace estimated value £10k.

This resource will be supplied to the club free of charge and the total value for this work, based on quotes received from an independent building company, is in the region of £40k.

1.4 Future Plans

The Club has an ambitious second phase Improvement Plan in mind for the stadium and as such some of these improvements include the following:

- Reinstall the floodlight system last used in the 1980's for winter training purposes, estimated cost £6k to install and fit second-hand
- reinstate the east terrace and repair sections of the south terrace to eliminate slip and trip hazards and to make both terraces fully functional estimated cost £12k
- the establishment of a small covered enclosure in the east terrace with a capacity for approximately 50 spectators will require a capital budget of approximately £25k based on similar structures at other grounds
- improve the pitch drainage system and top dress the pitch to eliminate flooding in the south corner of the pitch anticipated cost £10k
- create a seated area in the main enclosure, seats to be acquired from other stadium redevelopments, estimated cost £10k.

1.5 Conclusion

The Club anticipate that between grant funding and donations in kind a spend of £100,000 in the year 2018/19 will see the ground dramatically upgraded and more significantly leave the Volunteer Park fit for purpose as a community stadium in the 21st century. This refresh will also coincide with the commemoration of 130 years of Senior professional and Junior semi-professional football at the Volunteer Park Armadale.

2- Needs Statement

21 Background

The Volunteer Parle is currently owned by West Lothian Council and operated by Armadale Thistle Supporters Club Committee on behalf of the Council and the People of Armadale.

Armadale Thistle Junior Football Club who are a not for profit organisation, currently occupy the ground and have been based at the Volunteer Parle since 1936. The Club emerged following the wind up of the town's Senior football team Annadale FC who were disbanded in 1935 after they were expelled from the Scottish Football League (SFA) for failing to honour their debts. Berwick Rangers replaced Armadale FC in the Senior League.

The ground was previously known as the Volunteer Field and acted as the drill ground for the Royal Scots Volunteers whereupon the name was changed to the Volunteer Parle in 1879. As a result in 2019 the ground will celebrate 130 years as a football ground making it one of the oldest football grounds in both the county and Scotland. Consequently the Club would like to celebrate this important milestone by carrying out important improvements around the ground to make it fit for purpose and ensure that it remains an important part of Annadale and West Lothian's sporting heritage and culture.

22 Community Use

It is important to consider that the ground is not only used by Armadale Thistle but a number of other organisations also use the venue for a variety of purposes. For example:

- East of Scotland Junior Football Association have used the ground as a neutral venue for cup finals and semi-finals in the past
- Armadale Children's Gala-day Committee use the ground for their annual sports event which includes all 4 Annadale Primary Schools and can see up to 1,500 people visit the parle.
- The local Nursery often use the parle for their fundraising sponsored walks as it is an enclosed environment free from litter and dog fouling.
- An annual parade takes place in Armadale and concludes at the Volunteer Parle
- Various amateur football associations use the ground to host show-case cup-finals
- The highly successful Gary McVittie and Jock Nimmo charity fundraising football matches are held at the parle each summer which raises much needed money for local charities and good causes
- The Armadale annual 5k fundraising charity fun-run concludes at the Volunteer Parle
- There is a successful physiotherapy clinic which operates from the ground on Tuesday and Thursday evenings principally for Armadale Thistle playing staff however sessions are available to the general public on request
- The Club Room is available for public meetings or events on request.

23 Current Estimated Usage:

As a result of the various activities that take place within the ground throughout the year, it is estimated that the ground attracts some 7,700 unique visits to the ground each year including spectators, players and match officials, charity events, sponsored walks, meetings, the Armadale 5k Fun Run and gala-day events etc.

This is broken down in table 2.1 below Events and Approximate User Information.

Table 2.1 Events and Approximate User Information

Event	Approximate Number of Events	Estimated User Numbers
Home match spectators including league matches, cup matches, friendlies and charity matches	26 matches x 150 spectators (based on average attendances)	3,900
Players and match officials	26 matches x 30 players and match officials	780
Gallop Hay Sports Night	1 event x 1500 participants and	1,500
Sponsored walks	4 sponsored walks x 50	200
Committee Meetings	48 meetings x 10 committee members	480
Physio sessions	80 x 5 consultations	400
Lundy Parade Event	1 x 150 participants	150
Armada Fun Run Event	1 x 300 participants and	300

**Please note that the above figures are generally based on average attendances.*

2.3 Annadale Thistle Football Club Affiliations

Armada Thistle is affiliated to the Scottish Junior Football Association and currently play in the East of Scotland Junior Football League South Division. The Club also play in the Fife and Lothians Cup, the East of Scotland Cup and the Scottish Junior Cup.

This means that visitors specifically visit Annadale from across Scotland. Consequently it is imperative that the ground is properly presented and gives a good impression of both the town and the county of West Lothian.

It should be noted that Junior Football is unique to Scotland and is the semi-professional tier which operates below the professional Senior level of football. Therefore Junior football should not be confused with youth or children's football, the equivalent level of football in England and Wales is classed as Semi-professional Non-League football.

2.4 Ownership of the Ground

Due to a long-standing dispute regarding the past ownership of the ground, which has now been resolved and due also in part to a number of other pertinent factors, certain areas of the ground unfortunately fell into a state of disrepair. However the ground is now owned by West Lothian Council and leased by Armada Thistle Supporters Club who over the last few years have been working extremely hard to improve all areas within the ground.

2.5 Ongoing Improvements

The addition of several new committee members in recent years has resulted in a number of significant improvements at the Volunteer Park. For example:

- The changing rooms have been upgraded with new ceilings, upgraded lighting, new showers, wet wipe walls installed and fully redecorated
- The Club Room has had a new ceiling installed, new lighting fitted, the serving area upgraded and the room has been fully redecorated and new heating installed

- The food kiosk has been completely refurbished with new ceiling, new lighting, work tops and wet wipe walls installed
- New improved dugouts have been installed on the pitch
- 2 reclaimed port-a-cabins have been delivered to the site with the view of creating male and female public toilets for spectators and a new meeting room
- The south terrace has been dug out and a temporary footpath installed to reduce the slip and trip hazard when ascending and descending the south terrace
- Temporary fencing has been installed on the east terrace to isolate damaged sections of the terrace in this area
- A clear up of the ground has begun to remove years of litter and detritus that has been allowed to build up throughout the ground over many years.

26 Grant Funding

Consequently Armadale Thistle are keen to improve the Volunteer Park to make a sporting venue that the people of West Lothian in general and the people of Armadale in particular can be extremely proud of.

We believe that an effective way of doing this is to obtain a grant from West Lothian Council to the value of £35,000 in the Council's capacity as the owners of the ground to help improve the infrastructure within the ground. Furthermore, the approval of such a grant will also allow the Club to seek match funding from other funding providers.

In turn West Lothian Council can rest assured that the Club's Committee will continue to manage the ground effectively on behalf of the Council and the people of Armadale. The Club will set up a capital fund to ensure that all grant money raised for the development of the ground will be accounted for and properly receipted off with the appropriate audit trail.

27 Considerate Contractor Scheme

The Club have also recently been accepted into the Considerate Contractors Scheme whereby the Club will benefit from various UK wide companies donating materials and work in kind to the Club. Examples of where the Club has already benefitted from this scheme include:

- A company called Cemex have provided the Club with 2 former porta-cabins for use as a public toilet block and an office free of charge subject to transport costs
- Cemex have also promised the Club access to concrete to carry out resurfacing work free of charge that was estimated to cost £40k from an independent builder.
- Another company called Bowmer and Kirkland have provided the Club with 2 flagpoles and 20 metres of hessian security fencing again at no cost to the Club other than transport costs.

In addition to the above the Club will continue to proactively seek funding from other sources such as an existing £10k Lottery Heritage Fund application, the Levenshaye Trust and the Coalfields Regeneration Trust in an effort to improve the infrastructure and deliver a stadium that retains much of its unique heritage and atmosphere but is fit for purpose in the 21st century.

3 Goals and Objectives

3.1 Introduction

The Club's principal goals and objective are as follows:

3.1 Goals

- To continually improve the infrastructure of the Volunteer Park in an effort to make the ground compliant with current safety legislation and to align it as much as possible with the Health and Safety Executive's Green Guide for Stadium Safety
- To make the ground more accessible for non-ambulant and elderly spectators.
- To make the stadium more inviting to female spectators and female participants
- To create a more child friendly environment within the Volunteer Park
- To create a venue that can be used by the people of Annadale all year long for a variety of sport and recreational uses and not just on match days and occasional events
- To increase the range of activities that the ground can accommodate such as live music events, open days, farmers markets, antique fairs, car boot sales etc.
- To continue to fundraise to ensure that Armadale retains a semi-professional football team in the town
- To encourage local youths to get involved with the Club and to play football with the view of playing for their local semi-professional team. At present there are 7 Armadale based players who either grew up or currently reside in the town in the squad for season 2017/18. This is a goal that the Club is keen to develop and is key to the long-term survival of the Club.

3.2 Objectives

- To increase overall footfall at the venue by 25% over a 4 year period current footfall at the venue is estimated at around 7,500 unique visits per year. The intention is to increase this to around 10,000 unique visits a year by 2022.
- To improve access and facilities for non-ambulant visitors to the venue by improving the access and egress routes into the ground specifically at the northeast entrance gate and the southeast entrance turnstile, the area behind the south terrace plus the access to the covered enclosure.
- To provide a proper toilet facility on site for disabled users. Presently the Club has an arrangement with Armadale Xcite Swimming Pool whereby disabled visitors to the ground can use their toilet facilities in the meantime. However, this is less than an ideal arrangement.
- To make the venue more user friendly for women and children by installing proper toilet facilities. (There are toilet facilities available in the Clubhouse however due to security issues it is preferred to restrict the amount of people in the Clubhouse during matches to players, match officials and committee members only.)
- To improve landscaping, infrastructure and terracing to make the venue easier for the Committee to maintain. (Many of the committee members are old age pensioners and as such it is difficult to maintain such a large facility with a small group of dedicated volunteers. Therefore it is imperative that the ground is made as low maintenance as possible so that the committee can keep on top of both maintenance and ground maintenance within the venue effectively.)
- To encourage more young people to take an interest in their local team by issuing free season tickets to under 12's.

4 Methodology and Timetable

4.0 Introduction

This part of the paper aims to set out the methodology and anticipated timescales for carrying out improvements at the Volunteer Park.

4.1 Methodology

The Club aims wherever possible to make use of the many skills and talents that currently exist within the current Committee in an effort to keep costs down and maximise resources available to the Club. For example the Committee currently contains a number of qualified and skilled trades people who continually offer up their time to carry out work on and around the ground free of charge in an effort to keep costs to a minimum.

In addition the Club also has access to an experienced Project Manager who has significant experience operating and managing a wide variety of leisure facilities and who along with a Project Steering Group is willing to project manage the refresh programme as and when funding becomes available.

4.2 Timetable

The timetable for conducting the refresh programme is as set out in the table below 4.1 Refresh Timetable:

Table 4.1 Refresh Timetable 2018-19

Project	Anticipated start Date	Anticipated Completion Date	Responsibility
Resurface north entrance road and compound.	Jan-18	Jun-18	Scott Watson & Cemex
Resurface area behind the south terrace	Feb-18	Jun-18	Bill Baird & Cemex
Landscape area and install security fence behind south terrace. (subject to successful funding bid)	Jul-18	Aug-18	Bill Baird & the Mill Garden Centre
Resurface area behind east Terrace from the north east gate to the halfway line and fence off the damaged sections of the east terrace.	Feb-18	Jun-18	Scott Watson & Cemex
Landscape east terrace (subject to successful funding bid)	Jul-18	Aug-18	Bill Baird & the Mill Garden Centre
Repair enclosure roof (subject to successful funding bid)	May-18	Aug-18	Scott Watson, Andy Brown, John Sykes and Contractor
Install disabled toilet and fabricate a suitable ramp system within the enclosure (subject to successful funding bid)	May-18	Apr-19	John Sykes, Andy Brown, Scott Watson and Contractor
Install children's play area in the east terrace (subject to successful funding bid)	Sept-18	Oct-18	Scott Watson, Bill Baird Contractor

5 Evaluation

5.0 Introduction

This part of the paper will set out the evaluation process for the refresh programme.

5.1 Project Steering Group

A Project Steering Group will be formed from the Supporters Committee which will include the four Office Bearers and the Club's Commercial Manager:

- Club President: Mr Bill Baird who has both extensive leisure management and project management experience and is the current Chair of the Scottish Leisure Network Group.
- Club Vice President Mr John Sykes who is an experienced self-employed builder who runs his own successful business.
- Club Secretary: Mr Scott Watson who by trade is an experienced roofer and is currently a Manager with a large national construction company. Scott also has considerable experience working on a number of high profile construction projects.
- Club Treasurer: Mr John Lee who has been the Club's Treasurer for almost 20 years. Mr Lee is due to step down at the end of 2017-18 season and it is anticipated that his replacement will be Mrs Susan Brown who has extensive management experience working with Sky Television.
- Club Commercial Manager: Mr Andy Brown who is a self-employed electrician and has considerable experience working on a number of large construction projects.

5.2 Frequency of Meetings

The Team will meet on a regular basis to review progress and release funds as and necessary to ensure that the project remains on schedule and in budget. It is anticipated that the group will meet on at least a weekly basis and feedback to the main committee meeting each Sunday.

The steering group will also prepare a monthly evaluation report which will be sent to the West Lothian Council's Director of Finance for scrutiny and evaluation. The evaluation report will detail where the project is meeting the relevant goals and objectives and will detail corrective action should this be required to allow the project to remain on course.

As the venue is a Council asset the Director of Finance or his representative, will be more than welcome to attend project meetings by contacting the Club Secretary.

6 Budget Summary

6.0 Introduction

This part of the paper will summarize the anticipated costs associated with the proposed refresh programme. The costs outlined in this proposal have been collated from a variety of sources including individuals and organisations who have been invited to provide the Club with estimated costs based on their experience and expertise.

6.1 Duration of the Project

The first primary phase of the project is anticipated to run from April 2018 till April 2019 with all costs being receipted off in May 2019 to coincide with the end of the Club's financial year 2018-19.

The second phase of work will not commence until proper funding has been secured.

6.2 Bank Account

The Club has a Club Bank Account with the Royal Bank of Scotland to cover day to day revenue expenses such as wages, utility ground maintenance fees from money raised via gate receipts, the Daily Lotto and the various fund raising events that the Club regularly hold.

However the monies raised from grant awarding bodies will be considered capital funding and as such a second account in the Club's name will be opened up and all money raised from grant awarding agencies will be deposited into this account and deemed to be capital money to be spent on the refurbishment of the stadium only. This means that the capital money and revenue money will be kept separate in the interests of transparency and accountability.

The Club are currently seeking advice from the Royal Bank of Scotland's Clubs and Societies Officer.

6.3 Current Financial Position

At the start of the season 2017-18 the Club started the year with a deficit of (£2,614.41). However, following a series of successful fundraising events, increased season ticket sales for 2017-18 and increased advertising revenue the Club has now completely eliminated the deficit.

Furthermore, fundraising events have proved so successful that as of the start of 2018 the Club now enjoys a positive bank balance despite a number of games being postponed over the winter due to poor weather conditions.

6.4 Costs

The overall cost of the first phase of the project is broken down as follows in the table 6.1 Anticipated Refresh Costs First Phase:

Table 6.1 Anticipated Refresh Costs First Phase

Project Outcome	Anticipated Cost	Comments
Resurface north entrance road and compound.	£20k	To be constructed under the considerate contractor scheme via Cemex
Resurface area behind the south terrace	£10k	To be constructed under the considerate contractor scheme via Cemex
Landscape area and install security fence behind south terrace (subject to successful funding bid)	£10k	To be funded pending a successful Lottery Heritage Fund bid
Resurface area behind east Terrace from the north east gate to the halfway line and fence off the damaged sections of the east terrace.	£10k	To be constructed under the considerate contractor scheme via Cemex
Landscape east terrace and fence off damaged areas of the east terrace (subject to successful funding bid)	£5k	To be funded pending a successful Coalfields Regeneration Trust bid
Repair enclosure roof (subject to successful funding bid)	£20k	To be funded pending a successful Grant Funding bid to West Lothian Council
Install disabled toilet and fabricate a suitable ramp system within the enclosure (subject to successful funding bid)	£15k	To be funded pending a successful Grant Funding bid to West Lothian Council
Install children's play area in the east terrace (subject to successful funding bid)	£10k	To be funded pending a successful Coalfields Regeneration Trust bid
Total Anticipated Funding:	£100k	



Armadale Children's Gala-day Sports Night June 2017

7 Detailed Budget

7.1 Introduction

A summary of the budget associated with the proposed refresh programme is contained in the table below Table 7.1 Budget Summary.

Table 7.1 Detailed Budget Summary

Project Outcomes	Anticipated Cost	Additional Comments
Resurface north entrance road and compound. <ul style="list-style-type: none"> Remove spoil prepare shutters and s read ured concrete 	£20,000	To be completed FOC as part of the Considerate Contractor Scheme.
Resurface south entrance road and compound. <ul style="list-style-type: none"> Remove spoil prepare shutters and s read ured concrete 	£10,000	To be completed FOC as part of the Considerate Contractor Scheme.
South <ul style="list-style-type: none"> Landscape and plant area Topsoil Weed prevention Sleepen; Install circular bench feature Supply /install safe mesMop fence behind 	£3,900 £800 £300 £1,200 £1,000 £2,800	To be funded pending a successful Lottery Heritage Fund bid.
Resurface area behind east Terrace from the north east gate to the halfway line. <ul style="list-style-type: none"> Remove spoil prepare shutters and s read ured concrete 	£10,000	To be completed FOC as part of the Considerate Contractor Scheme.
Landscape east terrace and fence off damaged areas of the east terrace <ul style="list-style-type: none"> Landscaping Supply /install mesh-top safe fence behind 	£2,000 £3,000	To be funded pending a successful Coalfields Regeneration Trust bid.
Repair enclosure roof. <ul style="list-style-type: none"> Repair and replace damaged sections of the enclosure roof Remove sections of bw grade asbestos sheeting via a licensed contractor and replace with an a ate alternative 	£5,000 £15,000	To be funded pending a successful Grant Funding bid to West Lothian Council.
Install disabled toilet and fabricate a suitable ramp system within the enclosure <ul style="list-style-type: none"> Refurbish the old food kiosk and install a disabled toilet facility Fabricate a ramp system to allow access to the toilet facility and the rear of the enclosure 	£10,000 £5,000	To be funded pending a successful Grant Funding bid to West Lothian Council in addition the Club will use the experience of trade's people already serving on the Committee to restore this area.
Install children's play area in the east terrace <ul style="list-style-type: none"> Install a 25 metre play area with appropriate equipment for children up to the age of 10 years to play Install a safe mesh top fence with a d rid and te 	£7,000 £3,000	To be funded pending a successful Coalfields Regeneration Trust bid
Total Cost:	£100k	

8. Future Funding Plans

8.0 Introduction

This section of the paper will outline future funding plans that the Club aim to apply for in an effort to see the continuous improvement of the Volunteer Park and to ensure that the ground does not fall back in to a state of disrepair and that it remains a much loved part of the local community.

8.1 Second Phase Improvement Plan

Assuming the various funding applications are successful in relation to the first phase refresh programme, some future improvements that the Club aim to achieve include the following upgrades and improvements:

- Reinstall the floodlight system last used in the 1980's for winter training purposes, estimated cost £6k to install and fit second-hand
- reinstall the east terrace and repair sections of the south terrace to eliminate slip and trip hazards and to make both terraces fully functional estimated cost £12k
- the establishment of a small covered enclosure in the east terrace with a capacity for approximately 50 spectators. This will require a capital budget of approximately £25k based on similar structures at other grounds
- improve the pitch drainage system and top dress the pitch to eliminate flooding in the south corner of the pitch anticipated cost £10k
- create a seated area in the main enclosure, seats to be acquired from other stadium redevelopments, estimated cost £10k.

8.2 Future Funding Plans

The Club are committed to fundraising to ensure the following principles:

- Armadale can continue to support a semi-professional football team within the town
- The Club will continue to explore ways of attracting significant capital investment to ensure that the Volunteer Park becomes a respected and valued recreational venue for the townspeople of Annadale and West Lothian.

With this in mind the Club have arranged a fundraising sub-committee who will engage with funding providers at all levels in an effort to allow the Club to achieve its key aims and objectives.

9. Appended Information

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ARMADALE TFFISTLE FC

FINANCIAL STATEMENT SEASON 2016/17

1ST JUNE 2016-31ST MAY **2017**

JOHN LEE
TREASURER

Sheet1

INCOME	2015/16	2016/17	
LOTTO	£27,314.40	£24,823.00	— £2,491.40
GATES	£6,074.00	£3,755.00	— £2,319.00
FUND RAISING	£10,496.71	£7,919.31	— £2,577.40
RAFFLES	£3,360.49	£2,189.00	— £1,171.49
DONATIONS	£868.00	£3,411.76	+ £2,543.76
FARES	£3,050.00	£2,025.00	— £1,025.00
LETS	£5000	£000	— £5000
SEASON TICKETS	£525.00	£430.00	— £95.00
BANNERS	£90000	£1,30000	+ £4
TRANSFER FEES	£4,100.00	£1,40000	— £2,70000
FINES REC	£249.00	£23300	— £1600
MEMBERSHIP	£20000	£180.00	— £19800
GATE SHARE	£265.00	£9000	— £8735.00
MERCHANDISE	£2850	£9800	+ £6950
SNACK BAR	£1,55000	£1,745.10	+ £195.10
TOTALS	£59,031.10	£49,639.17 £9,391.93

Sheet1

EXPENDITURE	2015/16	2016/17	p/m
LOTTO PRIZE	£6,300.00	£6,000.00£300.00
LOTTO COMBINATION	£1,275.19	£1,110.00	-£165.19
WAGES/BONUS/EXPENSE	£34,568.50	£29,379.30	-£5,189.20
TRAVEL	£5,670.00	£3,470.00	-£2,200.00
OFFICIALS	£1,351.00	£787.50	-£563.50
GROUND UPKEEP	£3,362.22	£2,544.42	-£817.80
PLAYER UPKEEP	£632.15	£2,888.80	+£2,256.65
TRANSFER FEES	£400.00	£2,300.00£1,900.00
FUND RAISING COSTS	£756.82	£797.86	+£41.04
ASSOCIATION FEES	£312.05	£203.00	-£109.05
GATE SHARE	£385.50	£170.00	-£215.50
ADMIN	£325.16	£378.30	+£53.14
BANK CHARGES	£36.02	£33.74	-£2.28
HOSPITALITY/GRAT	£946.00	£712.60	-£233.40
RAFFLE PRIZES	£222.00	£232.00	+£10.00
MISC	£408.90	£232.00	-£176.90
BANNERS	£0.00	£0.00	£0.00
INSURANCES	£1,012.00	£589.14	-£422.86
DONATIONS	£120.00	£40.00	-£80.00
LETS	£1,752.46	£1,978.68	£226.22
EQUIPMENT	£100.00	£40.50	-£59.50
BALL BOYS	£0.00	£0.00	£0.00
WASHING	£690.00	£0.00	-£690.00
FINES	£307.00	£225.00	-£82.00
MERCHANDISE	£179.95	£228.56	+£40.61
"			
TOTALS	£61,112.92	£54,333.40	-£6,779.52

SUMMARY

SEASON 20 16/ 17

INCOME : £49,639.17

EXPENDITURE : £54,333.40

BALANCE : - £4,694.23

BALANCE 15/ 16 : +£2,081.82

BALANCE 31/05/ 17 : -£2,612.41