



West Lothian  
Council

**COUNCIL EXECUTIVE**

**TOWN CENTRE FUND CAPITAL GRANT 2019/20 - APPLICATIONS**

**REPORT BY FAULDHOUSE AND THE BREICH VALLEY LEAD OFFICER**

**A. PURPOSE OF REPORT**

The purpose of this report is to seek approval of the attached report which was heard at the Fauldhouse and the Breich Valley Local Area Committee on 1 October 2019. Members agreed with the report but could not approve it as the meeting was inquorate.

**B. RECOMMENDATION**

1. It is recommended that Council Executive approves the report.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	Outcome 1 – We make West Lothian an attractive place to do business.  Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.  Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.
<b>VI Resources - (Financial, Staffing and Property)</b>	A total of £1.826 million will be allocated to the Capital Fund through Scottish Government

	Grant Settlement.
<b>VII Consideration at PDSP</b>	Not applicable.
<b>VIII Other consultations</b>	The report was considered at the Fauldhouse & Breich Valley Local Area Committee on 1 October 2019. Members of the Local Area Committee agreed that the report should be forwarded to Council Executive for approval.

## **D. TERMS OF THE REPORT**

### **D1 Background**

The Fauldhouse and the Breich Valley Local Area Committee considered the attached report on 1 October 2019. The report recommends distribution of funds from the Town Centre Fund for the Fauldhouse and the Breich Valley ward. The two members present agreed with the report; however, as the meeting was inquorate, the committee could not approve the proposals. In such cases, the Lead Officer is required to present the report to the Council Executive asking that the views of the Local Area Committee be considered. This report fulfils that requirement.

## **E. CONCLUSION**

The members of the Fauldhouse and the Breich Valley Local Area Committee agreed the content of the attached report; however, due to the meeting being inquorate, it could not approve the proposals. Council Executive is now requested to approve the report on behalf of the Fauldhouse and the Breich Valley Local Area Committee.

## **F. BACKGROUND REFERENCES**

Fauldhouse and the Breich Valley Local Area Committee (1 October 2019)

Appendices/Attachments: One

Appendix 1: Fauldhouse and the Breich Valley Local Area Committee -  
Town Centre Fund – Capital Grant 2019/20

Contact Person: Douglas Benson, Community Regeneration Officer, Tel. 01506 281970,  
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**Alice Mitchell, Lead Officer, Fauldhouse and the Breich Valley Local Area Committee  
8 October 2019**



**FAULDHUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE**

**TOWN CENTRE FUND 2019/20: PROPOSED FUNDING AWARDS**

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

**A. PURPOSE OF REPORT**

The purpose of this report is to invite committee to consider the applications to the Towns Centre Fund and to agree the allocation of funding for the settlements within the ward.

**B. RECOMMENDATION**

It is recommended that the Local Area Committee:

1. notes that 15 applications have been received for projects within the ward;
2. notes the recommendations provided by officers within each town within the ward;
3. Agrees to award funding as set out in the report.
4. note that if the officer recommendation on funding is accepted there will be an unallocated sum of £24,763.06
5. agrees on the distribution of the unallocated sum which can be used for submitted projects in any settlement in the ward;
6. notes that any unallocated sums will be available for distribution to projects elsewhere in West Lothian and that it will be for Council Executive to decide on the distribution of unallocated funds;
7. notes that some of the funding costs remain as estimates and delegates the Head of Planning, Economic Development & Regeneration to finalise award amounts within the overall value of the funding available within the ward; and
8. Notes the terms and conditions associated to the awarding of grants as set out in the report.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.

<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	<p>Outcome 1 – We make West Lothian an attractive place to do business.</p> <p>Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.</p> <p>Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.</p>
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	A total of £1.826 million will be available to the Town Centre Fund.
<b>VII</b>	<b>Consideration at PDSP</b>	Not applicable.
<b>VIII</b>	<b>Other consultations</b>	Capital Asset Management Board

## **D. TERMS OF REPORT**

### **D1 Background**

In February 2019 the Scottish Government announced, as part of its budget, a new Town Centre Fund. The fund is a ring fenced capital allocation of £50 million for 2019/20. The fund is based on the Scotland's Town Partnership working definition of a town being a place with a population of 1,000 or more, which equates to 484 towns across Scotland, 23 for West Lothian. This allocation for West Lothian is £1.826 million.

Funding is aimed at addressing the core themes of the Scottish Government's Town Centre Action Plan 2013 and the Town Centre First Principle which requested that government, local authorities, the wider public sector, businesses and communities put the health of town centres at the heart of proportionate and best value decision making. It also encouraged a focus on delivering the best local outcomes regarding investment and de-investment decisions, alignment of policies, targeting of available resources to priority town centre sites, and encouraging vibrancy, equality and diversity. It committed to a collaborative approach which understands and underpins the long term plan for each town centre.

The themes of the Town Centre Action Plan include:

- **Town Centre Living** – footfall is key to achieving thriving, successful towns centre; and, the best footfall is residential for people who will use shops, services, and will care for its safety and security in the evenings
- **Vibrant Local Economies** – creating a supportive business environment including the involvement of Business Improvement Districts (BIDs) and other local partnerships

- **Enterprising Communities** – social enterprise, services, arts and events; and, community empowerment and community based activities which increase the health, wealth and wellbeing of town centres
- **Accessible Public Services** – creating and accessing public facilities and services, supported by economic, service and transport hubs
- **Digital Towns** – exploiting digital technology and promoting Wifi infrastructure to enable access to information, data analytics, marketing opportunities, branding, and communication with the wider world
- **Proactive Planning** – land reform and supporting the creation of sustainable, low-carbon and connected places which promote natural and cultural assets, designed in partnership with local communities and key stakeholders.

## D2 West Lothian Council's Approach

The Council Executive agreed on 11 June 2019 that the funding detailed above should be allocated to all 23 communities with populations over 1,000 through a grant application process (see background reference below). The deadline from receipt of applications was set for 31 August 2019 to allow for decisions to be taken and projects delivered within the stated delivery deadline of 31 March 2019.

The process agreed that decisions on the applications would be as follows:

- Local Area Committees will consider applications from each community to the fund and have the power to award funding in full or in part as they see fit up to the amount allocated to that community.
- After doing so, if there is a balance remaining of the aggregate amount allocated to the ward, Local Area Committees have the power to apply that balance to applications for the ward area which have not already been funded at all or fully.
- After doing so, if a balance remains, Council Executive will decide how and where all remaining balances from Local Area Committee should be spent across the whole council area.

## D3 Fauldhouse and the Breich Valley Applications

Within the Fauldhouse and The Breich Valley ward five towns were eligible for the funding and following the deadline of 31 August 2019 15 applications were received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation	No of applications received	Total requested	Over/under
Fauldhouse	£64,811	2	£43,217	-£21,594.00
West Calder	£56,279	6	£56,279	£0.00
Polbeth	£51,884	4	£51,840	-£44.00
Addiewell	£50,283	1	£47,157.94	-£3,125.06
Stoneyburn	£50,236	2	£71,517	£21,281.00
<b>TOTAL</b>	<b>£273,493.00</b>	<b>15</b>	<b>£270,010.94</b>	<b>-£3482.06</b>

Following receipt, all applications have been reviewed by officers through the Capital Asset Management Board and recommendations and advice is set out in Appendix 1.

The following tables give a summary of the applications received and the recommended allocations for each town.

#### Fauldhouse

<b>Code</b>	<b>Application Name</b>	<b>Amount Applied For</b>	<b>Recommended Allocation</b>
FLD01	Toilet Renovations	£14,786	£14,786
FLD02	The Hub: Restore & Preserve Historic Building	£28,431	£28,431
	<b>TOTALS</b>	<b>£43,217</b>	<b>£43,217</b>

#### West Calder

<b>Code</b>	<b>Application Name</b>	<b>Amount Applied For</b>	<b>Recommended Allocation</b>
WCA01	Urban Pod (office space)	£12,000	£12,000
WCA02	Height Restriction Barrier- Improving Community Access	£1,250	£1,250
WCA03	Village Centre Improvements	£21,414	£21,414
WCA04	Community Events	£14,429	£14,429
WCA05	Dog Poo Bins	£4,000	£4,000
WCA06	Community Growing, food access and waste minimisation	£3,186	£3,186
	<b>TOTALS</b>	<b>£56,279</b>	<b>£56,279</b>

#### Polbeth

<b>Code</b>	<b>Application Name</b>	<b>Amount Applied For</b>	<b>Recommended Allocation</b>
POL01	Urban Pod (office space)	£12,000	£12,000
POL02	Height Restriction Barrier- Improving Community Access	£1,250	£1,250
POL03	Our History our Future	£17,017	£14,744
POL04	Enterprising Community	£21,573	£19,874
	<b>TOTALS</b>	<b>£51,840</b>	<b>£47,868</b>

**Addiewell**

<b>Code</b>	<b>Application Name</b>	<b>Amount Applied For</b>	<b>Recommended Allocation</b>
ADD01	Town Improvements	£47157.94	£47,073.98
	<b>TOTALS</b>	<b>£47157.94</b>	<b>£47,073.98</b>

**Stoneyburn**

<b>Code</b>	<b>Application Name</b>	<b>Amount Applied For</b>	<b>Recommended Allocation</b>
STB01	Stoneyburn and Bents Heritage Trail Signage	£26,950	£20,000
STB02	Working Together	£44,567	£44,567
	<b>TOTALS</b>	<b>£71,517</b>	<b>£64,567</b>

The Committee is asked to note that there is unrequested funding of £24,763.06 across the Town Allocations. Members are therefore asked to consider the projects in Stoneyburn that have requested £21,281 more than the town allocation and consider the reallocation of funding to support these projects minus any ineligible factors.

Incorporating all requests and any ineligible factors there is an unallocated amount of £14,413.02 that will be reported back to the Council Executive and reallocated. Members are, however, asked to note that there may be some variance in the final costings for the projects and the recommendations seek delegated authority to the Head of Planning, Economic Development and Regeneration to approve minor variances within the total funding available to the local area committee. This may reduce or increase the level of the unallocated funds. This variation will relate only to the costs of the work. There is no provision for changing the scope of the work other than a reduction in the extent of the works in order to keep costs within the approved funding.

**D4 Delivery of Projects**

Following committee's decision on the funding requests all applicants will be notified of the outcome. Many of the projects will be delivered by the council on behalf of the community group. However, in some instances the grant funding will be paid direct to the community group. In the latter case the community group will hold full responsibility for delivery of the project. Where projects are to receive funding they will be required to agree to conditions of grant which will detail when the conditions which have to be met before the funding will be released.

As all projects have to be delivered, or contractually committed, by 31 March 2020 officers will, at the end of January 2020, contact any applicant who has not drawn down the grant funding. At that stage the applicant will be asked whether they still intend to progress the work and to confirm that any necessary contracts can be let by 31 March 2020. If this isn't confirmed, or where the council has reservations that it can be achieved the matter will be reported to Council Executive for a decision on the funding. Where possible that report will also detail a reserve list of applications which could be implemented to utilise the available funding, although at that time opportunities to do so will be very limited because of time constraints.

## **E. CONCLUSION**

The Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the Fauldhouse and The Breich Valley will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales.

## **F. BACKGROUND REFERENCES**

Council Executive, 11 June 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments>.

Appendices/Attachments: Appendix 1 – Applications recommendation spreadsheet  
Appendix 2 – Fauldhouse Application Forms  
Appendix 3 – West Calder Application Forms  
Appendix 4 – Polbeth Application Forms  
Appendix 5 – Addiewell Application Form  
Appendix 6 – Stoneyburn Application Forms

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**Craig McCorriston**

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

**1 October 2019**



## APPENDIX 1

### Fauldhouse and The Breich Valley

#### Town: Fauldhouse (£64,811)

Applic ation Code	Applicant (Group/Service)	Project Name	Brief Description	Scale of Funding	Delivered By:	Recommendation /Priority
FLD01	Lodge St John Crofthead 374 Social Club Fauldhouse	Toilet renovations	Remove and renovate all existing toilet partitions and sanitary ware, fit new cubicles, wall, floor and ceiling coverings. Install new eco-friendly water cisterns and low energy lighting and add efficient hand dryers, which will help reduce carbon footprint.	£14,786	Applicant	<p>The Building is one of several community buildings in Fauldhouse. Their application is supported by a number of wider community groups who use the facility or garden space.</p> <p>Funding is for 50% costs and is therefore subject to achieving required 50% match funding from Levenseat Trust. A decision is expected in November 2019.</p> <p>As this can't be guaranteed any support should be based on confirmation that the funding is in place and if not the funding released for other projects.</p>
FLD02	Fauldhouse CDT	The Hub: Restore & Preserve Historic Building	Repair Stonework, Repair/replace of metal broken guttering and down pipes, replace heating system, replace the shutters, erect scaffolding for all works, pest control.	£28,431	Applicant	Recommend - subject to achieving required permissions
			<b>TOTAL</b>	<b>£43,217</b>		

**Town: West Calder (£56,279)**

WCAO 1	Polbeth/West Calder Community Garden	Urban Pod (office space)	It has been identified that PWCCG need a separate office space that is robust, maintenance free, fits on site and low cost to run. After looking at options available, a local firm were identified as being able to build to fulfil the requirements of the project.	£12,000	Applicant	Recommend - subject to achieving required permissions. Duplicate bid of POL01 as application split across Polbeth and West Calder allocations.
WCAO 2	Polbeth/West Calder Community Garden	Height Restriction Barrier-Improving Community Access	An opening height restrictor barrier would allow access at all times to visitors and volunteers and still leave provision for access of larger vehicles when needed.	£1,250	Applicant	Recommend - Duplicate bid of POL02 as application split across Polbeth and West Calder allocations.  Applicant to liaise with Roads & Transportation to ensure is installed well off the main roads as to avoid it being a potential risk to the main A71 traffic.
WCAO 3	West Calder & Harburn CDT	Village Centre Improvements	<ul style="list-style-type: none"> <li>• In-Bloom Initiative - purchase of hanging baskets. Installation of these and planters, purchase of mobile watering system and hoses - £5950</li> <li>• Refurbishing the Burngrange Memorial - £5464</li> <li>• Repairing and upgrading</li> </ul>	£21,414	Applicant / WLC Construction Services	Recommend - subject to achieving required permissions  Burngrange Memorial - Construction Services would progress and manage work.

			the brick planting beds in Union Square - £10,000			
WCAO 4	West Calder & Harburn CDT	Community Events	Purchase of: <ul style="list-style-type: none"> <li>• Cashless Donation System - £750</li> <li>• Event Catering Kit - £2000</li> <li>• Outdoor PA system - £1500</li> <li>• Event Scaffolding to mount outdoor PA system - £1429</li> <li>• Santa Sleigh and trailer materials - £1250</li> <li>• Tool Kits - £500</li> <li>• Event Stalls - £7000</li> </ul>	£14,429	Applicant	Recommend
WCAO 5	West Calder & Harburn CDT	Dog Poo Bins	Buy, wrap and install 10 new bins	£4,000	Open Space	Services do not recommend support as the Council has recently approved a litter bin plan for the area that moves specific bins to multi use.

WCA06	West Calder & Harburn CDT	Community Growing, food access and waste minimisation	<ul style="list-style-type: none"> <li>• Provide durable and fire retardant (as per WLC regulation) materials for construction of raised beds and planters</li> <li>• Specific gardening tools that cannot be gathered through donation or partnership with the Community Garden - £2400</li> <li>• A large display freezer - £786</li> </ul>	£3,186	West Calder & Harburn CDT	Recommend - subject to agreement with appropriate council services
			<b>TOTAL</b>	<b>£56,279</b>		

**Town: Polbeth (£51,884)**

POL01	Polbeth/West Calder Community Garden	Urban Pod (office space)	It has been identified that PWCCG need a separate office space that is robust, maintenance free, fits on site and low cost to run. After looking at options available, a local firm were identified as being able to build to fulfil the requirements of the project.	£12,000	External	Recommend - subject to achieving required permissions. Duplicate bid of WCA01 as application split across Polbeth and West Calder allocations.
POL02	Polbeth/West Calder Community Garden	Height Restriction Barrier-Improving Community Access	An opening height restrictor barrier would allow access at all times to visitors and volunteers and still leave provision for access of larger vehicles when needed.	£1,250	External	Recommend - Duplicate bid of WCA02 as application split across Polbeth and West Calder allocations.  Applicant to liaise with Roads & Transportation to ensure is installed well off the main roads as to avoid it being a potential risk to the main A71 traffic.
POL03	Polbeth Community HUB	Our History our Future	Installation of 2 Community Notice Boards, installation of a map board within Limefield Park, redevelop 3 shop fronts and Polbeth United Club House	£17,017	External	Recommend £14,744 for capital works. £2273 listed for feasibility support is revenue can't be supported.
POL04	Polbeth Community HUB	Enterprising Community	Polbeth Village Hall Changing Room Redevelopment, Signage and Solar Panels	£21,573	Property	Recommend £19,874 for capital elements. £1,699 listed for feasibility support is revenue and can't be supported.
			<b>TOTAL</b>	<b>£51,840</b>	<b>£47,868 eligible</b>	<b>NOTE: only £47,868 eligible.</b>

**Town: Addiewell (£50,283)**

ADD01	Addiewell and Loganlea Community Council	Town Improvements	<ul style="list-style-type: none"> <li>• Benches for open space and community garden</li> <li>• Benches for miners social club smoking shelter</li> <li>• entrance to village signage</li> <li>• noticeboard</li> <li>• outdoor gym equipment</li> <li>• Container for football club and gala equipment</li> <li>• traffic mirrors for side roads</li> <li>• Community Garden</li> <li>• ride on mower</li> <li>• 2 defibrillators</li> <li>• Paint Loganlea Miners Club</li> <li>• Install 2 bike sheds at the school</li> <li>• Plant 20 trees in woodland replacing ones taken down for other works</li> </ul>	£47157.94	Open Space	<p>Recommend - subject to achieving required permissions and identification of suitable group to take forward Community Garden Project.</p> <p>Please note that roads mirrors are not authorised by the Roads Authority and are not permitted on the public road.</p> <p>Benches - £2875 Signage - £2895 Noticeboard - £2050 Outdoor Fitness - £10,550 Storage Container - £5460.94 Traffic Mirrors - £83.96 (not permitted legally) Ride on Mower - £4199 Defibs - £2645 (power source needs agreed) Miners Club Painted - £3180 Bike Store £939.60 Woodland Walk Trees - £959 Community Garden - £9540.44 (land would need leased from Council)</p> <p>Nets Comments</p> <ul style="list-style-type: none"> <li>• Benches for open space and community garden – service feels sufficient benches in the locality</li> <li>• outdoor gym equipment - If approved, could be facilitated by Nets OS Team</li> <li>• ride on mower - Could be delivered internally, however further dialogue would be needed to determine usage etc.</li> <li>• Plant 20 trees in woodland replacing ones taken down for other works - Could be delivered by Parks and Woodlands Team</li> </ul>
			<b>TOTAL</b>	<b>£47,157.94</b>	<b>£47,073.98 eligible</b>	<b>Note: only £47,073.98 eligible</b>

**Town: Stoneyburn (£50,236)**

STB01	Generation Arts Association	Stoneyburn and Bents Heritage Trail Signage	Creation of 10 boards/ signage at the 10 Celebrate Stoneyburn locations created in a previous project	£26950 Signage x 10 £20,000	External	<p>Recommend <b>£20,000</b>. Project Management costs of £6,950 are revenue and officers can advise on locations.</p> <p>Project management and contingency and achieving required permissions.</p>
STB02	Stoneyburn Community Education Association	Working Together	<p>1. Community Bowling Club- Replace the existing changing room by building a new hardstanding and purchase a Sibcas building, a planning application has been made for this.</p> <p>2. Our Lady's primary school- install circular picnic tables and benches, for the use of staff, pupils and families, within a safe environment.</p> <p>3a. Stoneyburn Community Centre- install a Traverse Climbing wall and safety mats</p> <p>3b. Footpaths Our village has no walkable paths to other villages and public transport is expensive for many families venturing out for leisure.</p>	£44,567	External / Property	<p>Recommend - subject to achieving required permissions</p> <p>Sibcas Unit and Foundations - £9900 Traversing Wall - £22,014 Safety Mats - £1800 Benches/Boxes/Picnic Tables - £814.80 Stacking Chairs - £996 Ipad/Tablets (10 of each) - £3790 Screen/Projector/Sound System and Install - £3878 Noticeboard - £375</p> <p>Climbing Wall (£22,014) will need to be costed by construction services and subject to full design development and statutory consent approvals (i.e. building control). Future maintenance and management would need to be responsibility of applicant.</p> <p>Large village involvement in application from various community groups and through engagement.</p>
			<b>TOTAL</b>	<b>£71,517</b>	<b>£64,567 eligible</b>	<b>Note: only £64,567 eligible.</b>

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Polbeth and West Calder Community Garden SCIO</b>
<b>Project title</b>	<b>Space to Grow</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Co-convenor</b>
<b>Address</b>	[REDACTED] [REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Scottish Charitable Incorporated Organisation (SCIO)</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>Our Charitable Objectives are:</b></p> <p><b>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting and through reducing, re-using and recycling of resources.</b></p> <p><b>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</b></p> <p><b>4.3 to advance; health and well-being through improved access to an outdoor environment, promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction.</b></p>



<b>For voluntary or charity applicants</b>		
<b>What date was your organisation formed?</b>	<b>28.02.2013</b>	
<b>If a charity, please quote your charity number</b>	<b>SC043818</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

## 2. Project details

<b>Council Ward</b>	<b>Polbeth – Garden for Life straddles the boundary between Polbeth and West Calder</b>
<b>Project location</b>	<b>Garden for Life, Parkhead Farm, Limefield Road West Calder EH55 8BQ</b>
<b>Project start date</b>	<b>Autumn 2019</b>
<b>Project finish date</b>	<b>January 2020</b>

### **Project description**

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

At the AGM in November 2018 Polbeth and West Calder Community Garden (PWCCG) volunteers identified the need to use the Shed at Garden for Life fully, three sessions per day, 7 days a week, to ensure the resource is used and to allow an income stream to help cover the running costs of the site. Since the AGM the site has become much busier with the Shed being used 5 days a week by volunteers to the many projects working on site, the Volunteer Co-ordinator and the two volunteer site managers, along with being used in evenings and weekends by Trustees and other groups such as Explorer Scouts, Polbeth Hub, weekend Green Gyms, workdays and Events. This has resulted in the Shed being well used and has resulted in the site managers and volunteer co-ordinator not having dedicated office space to conduct sensitive or private conversations with volunteers, visitors and clients.

It has therefore been identified that PWCCG needs a separate office space that is robust, maintenance free, fits on site and is low cost to run. After looking at options available within the existing structures and new structures, a local firm Urban Pods, were identified as being able to build a space that will fulfil the current and foreseeable future needs of the project.

**Evidence of need**

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

The Shed space is now so well used that it can no longer also serve as an office space to conduct sensitive or private conversations with volunteers, visitors and clients. This thus limits the working and development of the project.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living:**

Polbeth CAP has identified the community's wish to expand local food growing, expand the In Bloom project based at the Garden, develop, improve and increase the use of and access to the Community Garden.

Facilitating greater access to the Community Garden will allow more of the community to use the site over a greater part of the year.

The Mental and Physical health of our communities is dependant in access to open green spaces, opportunity to be with other people and healthy eating. As the Community Garden sits between two areas of high multiple deprivation the need for access to open space and the potential benefits are great.

**Vibrant Local Economies/Enterprising Communities:**

Being the base for the local In Bloom project and food growing provides the opportunity to help the community to be vibrant and healthy. To take this further PWCCG need to be able to work towards having leaders/staff on site at least 5 days a week working towards 7 days a week, supporting current volunteers, introducing new volunteers and selling produce.

**Proactive planning:**

By creating capacity for increased presence on site the potential capacity to support a greater number of volunteers, allowing Trustees to consider employing staff and thus run projects supporting a wider group of volunteers. This will also allow our site managers to work on site more often, increasing access to the site for more volunteers and visitors.

<b>Partners involved</b> (other local organisations you are working with)	We work with Polbeth Hub, Polbeth Community Council, local schools, West Calder and Harburn CDT, West Calder Community Education Association and other local groups both directly and through the Five Sister Partnership Group.
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### 3. Project Costs

<b>Total Project cost</b>	
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
<b>Urban Pod with heating</b>	<b>£25,000</b>	<b>£12,000</b>
<b>Moving Containers to create space</b>	<b>£3000</b>	<b>£0</b>
<b>Electricity</b>	<b>£2000</b>	<b>£0</b>
<b>Furnishings</b>	<b>£1500</b>	<b>£0</b>
<b>Preparation of base</b>	<b>£1000</b>	<b>£0</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>Town Centre Fund (Polbeth)</b>	<b>No co-ordinated application with West Calder and Harburn CDT</b>	
<b>Additional Costs and in kind</b>	<b>Yes</b>	
<b>Moving containers</b>	<b>Yes</b>	
<b>Electricity</b>	<b>Yes</b>	
<b>Furnishings</b>	<b>Yes</b>	
<b>Preparation base</b>	<b>Yes</b>	

#### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Urban Pods are designed, manufactures and erected by the Urban Pod Company. The design for the Massimo is attached to this application. They will also manage the Planning Permission application.

PWCCG will oversee the moving of the current containers on the site and the preparation of the base prior to installation.

The electricity supply to the site needs to be upgraded this will be arranged with a local contractor by PWCCG.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts – please note that though our bank account looks very healthy, our unrestricted funds at the end of April 2019 was £1537. This has changed little since then.	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Co-convenor
<b>Organisation</b>	Polbeth and West Calder Community Garden SCIO
<b>Date</b>	12/07/2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Polbeth and West Calder Community Garden SCIO</b>
<b>Project title</b>	<b>Improving Community Access</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Co-convenor</b>
<b>Address</b>	[REDACTED] [REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Scottish Charitable Incorporated Organisation (SCIO)</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>Our Charitable Objectives are:</b></p> <p><b>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting and through reducing, re-using and recycling of resources.</b></p> <p><b>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</b></p> <p><b>4.3 to advance; health and well-being through improved access to an outdoor environment, promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction.</b></p>

<b>For voluntary or charity applicants</b>		
<b>What date was your organisation formed?</b>	<b>28.02.2013</b>	
<b>If a charity, please quote your charity number</b>	<b>SC043818</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

## 2. Project details

<b>Council Ward</b>	<b>Polbeth – Garden for Life straddles the boundary between Polbeth and West Calder</b>
<b>Project location</b>	<b>Garden for Life, Parkhead Farm, Limefield Road West Calder EH55 8BQ</b>
<b>Project start date</b>	<b>Autumn 2019</b>
<b>Project finish date</b>	<b>January 2020</b>

### **Project description**

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

At the AGM in November 2018 Polbeth and West Calder Community Garden (PWCCG) volunteers identified as a priority improving the accessibility of the Garden for Life site for visitors. Since then the use of the site has increased significantly.

Currently the site has a gated entrance to prevent the car park being used for overnight parking. This results in the car park only being available to visitors on days when volunteers are able to open and shut the site. There has been parking created for one or two cars outside the gates but on busy days this quickly gets used and then cars can block the gates preventing access even once the gates are open. It also creates a risk as cars can be unable to turn and so reverse on to the busy A71.

At night volunteers need to wait for the last car to leave the car park before closing the site. On a few occasions, when parked cars have been unsighted from the gates the gates have been closed with visitors in, requiring them to call a keyholder to reopen the gates.

Having an opening height restrictor barrier would allow access at all times to visitors and volunteers, whilst still leaving provision for access to larger vehicles when needed.



**Evidence of need**

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

Keyholder, volunteers and the community have witnessed the congestion and potential collisions outside the gates when visitors using the site have had to park outside the locked gates. By having 24 hour access it will eliminate the congestion, reduce the risk of a collision on the A71 or a child being injured when accessing or egressing cars parked in such a disordered manner. It will also release volunteer capacity that can then be channelled into other area of the Garden project.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living:**

Polbeth CAP has identified the community's wish to expand local food growing, expand the In Bloom project based at the Garden, develop, improve and increase the use of and access to the Community Garden.

Facilitating greater access to the Community Garden will allow more of the community to use the site over a greater part of the year.

The Mental and Physical health of our communities is dependant in access to open green spaces, opportunity to be with other people and healthy eating. As the Community Garden sits between two areas of high multiple deprivation the need for access to open space and the potential benefits are great.

**Vibrant Local Economies/Enterprising Communities:**

Being the base for the local In Bloom project and food growing provides the opportunity to help the community to be vibrant and healthy. By removing barriers to accessing the site, the community's access to the site will be less restricted, and will allow the expansion of the reach of the Stickman Trail which attracts visitors not only from within our local communities but from throughout the central belt

**Proactive planning:**

By creating an accessible car park the site will be more accessible to a greater number of people. This will allow the SCIO to increase the number of groups using the site and the times that the site will be available through the week. It will also release volunteer time.

**Partners involved**

(other local organisations you are working with)

We work with Polbeth Hub, Polbeth Community Council, local schools, West Calder and Harburn CDT, West Calder Community Education Association and other local groups both directly and through the Five Sister Partnership Group.

### 3. Project Costs

<b>Total Project cost</b>	
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
<b>Height Restrictor barrier</b>	<b>£2500</b>	<b>£1250</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>Town Centre Fund (Polbeth)</b>	<b>No co-ordinated application with West Calder and Harburn CDT</b>	
<b>Additional costs – PWCCG</b>	<b>Yes</b>	

#### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The design for this has been reviewed by the Trustees to look at the best option. Placing the restrictor near to the current gate with a locked rotating arm to allow access for larger vehicles when needed fulfils the needs of the site.

The Trustees looked at several methods of delivery but felt that engaging a contractor to do the whole project would be most efficient method and result in the best quality

outcome. This will then cover the Public liability.  
For the barrier itself there will be a height warning to alert users to the risk of entering with any vehicle higher than the restriction.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts – please note that though our bank account looks very healthy, our unrestricted funds at the end of April 2019 was £1537. This has changed little since then.	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Co-convenor
<b>Organisation</b>	Polbeth and West Calder Community Garden SCIO
<b>Date</b>	12/07/2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	Polbeth Community HUB
<b>Project title</b>	Our History our Future
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Manager
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Scottish Charity Incorporated Organisation
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	<p>Polbeth Community HUB is a group of members who live or work within the area of Polbeth. The charity works towards the following objectives:</p> <p>The provision of recreational facilities, or the organisation of recreational activities within the object of improving the conditions of life for the persons who the facilities or activities are primarily intended.</p> <p>The advancement of community development (including the advancement of rural regeneration) principally within the Community.</p>
<b>For voluntary or charity applicants</b>	

<b>What date was your organisation formed?</b>	December 2018	
<b>If a charity, please quote your charity number</b>	SC048906	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

### Project details

<b>Council Ward</b>	Fauldhouse and Breich Valley
<b>Project location</b>	Polbeth
<b>Project start date</b>	1 <sup>st</sup> October 2019
<b>Project finish date</b>	31 <sup>st</sup> March 2020

### Project description

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

This project consists of several elements which are physical improvements primarily focusing on the village history and increase footfall into Polbeth. This project will mainly focus on the developments around Limefield Park and surrounding areas.

Community Notice Board – Working with Polbeth Community Council and other community groups it has been noted that not everyone within the community is fully aware of what is on offer within the village, ranging from events, activities and groups. Via the installation of 2 community notice boards within Polbeth we will increase people's awareness. Resulting in a more inclusive community which is empowered to be involved and become part of a more connected and inclusive Polbeth. The notice board will also support the delivery of a community newsletter, which will be disrupted every 3months in partnership with West Calder and Harburn Community Development (Funding for this aspect has already been secured by West Calder and Harburn CDT and not included within this project).

Our Falls History – the installation of a map board within Limefield Park will allow the community to celebrate its history of the Falls. The Falls has historical links to David Livingston and James Paraffin Young. At present people are not aware of the falls and its history. Installing this board as part of the wider Falls redevelopment project, we will increase footfall within the village from other parts of West Lothian and Scotland. This will also increase the economical

environment within the village, more visitors will result in more money being spent within the village.

Our Walks, Our Trails – Polbeth is linked to many of the trails and walks around West Lothian. However, we do not currently have any information published within the village focusing on these walks nor promote them. With the installation of a community map board of Limefield park we will be able to highlight how the trails link into other areas of West Lothian, and how to access many of the resources and facilities we have on offer within the village.

Shop Redevelopment - within Polbeth we have several shop fronts which are not attractive or welcoming. Working with community artists and other community groups we will redevelop 3 shop fronts and Polbeth United Club House. These improvements will improve the visual appearance of the area which will increase footfall and business. The artwork will directly link with our history and the business within each unit.

Feasibility Support – as part of this project we will work directly with business to ensure the delivery of elements of each project, this will include support to complete planning application, assist with the risk assessment developments etc

### **Evidence of need**

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

This project consists of several elements which are physical improvements primarily focusing on the village history and increase footfall into Polbeth. This project will mainly focus on the developments around Limefield Park and surrounding areas.

Community Notice Board – Working with Polbeth Community Council and other community groups it has been noted that not everyone within the community is fully aware of what is on offer within the village, ranging from events, activities and groups. Via the installation of 2 community notices board within Polbeth we will increase people's awareness. Resulting in a more included community which is empowered to get involved and become more connected. The notice board will also support with the delivery of a community newsletter disrupted every 3months in partnership with West Calder and Harburn Community Development (Funding for this aspect has already been secured by West Calder and Harburn CDT and not included within this project)

### **Polbeth Community Action Plan**

#### **Play, recreation and facilities**

- Improve activities on offer throughout the village and enhance provision within Polbeth Village Hall
- Develop more family and community events

- Improve communication with the local community to promote local activities.
- Enhance play facilities within the village and develop more opportunities for play

#### Environment and feeling safe

- carry out environmental improvements within the village
- Explore developing diversion activities for young people
- look at traffic safety throughout the village and explore safe walking routes to key locations.

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#### Poverty, Health and wellbeing

- Develop social opportunities for elderly, disabled and vulnerable adults
- Ensure all children are ready to start school
- Explore after school provisions and childcare
- Explore options for social prescription
- Raise awareness of benefits the community are entitled to

#### Polbeth Community Council Survey 2019

#### West Lothian Community Planning Partnership – Achieving Positive Outcomes

Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business

Retail occupancy within Polbeth increased

Number of businesses

Increases visitors to Polbeth and the wider community

We live in resilient, cohesive and safe communities

Volunteers within the community

Reducing crime

We live longer, healthier lives and have reduced health inequalities

Increase awareness of physical activities on offer

Development of social prescription

We make the most efficient and effective use of resources by minimising our impact on the built and natural environment

Increase in the number of people using an outdoor space

#### **Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible

## Public Services / Digital Towns /Proactive Planning

**Town Centre Living**

Through this project, we aim to increase the number of visitors visiting Polbeth from West Lothian and Scotland. This increase will result in more business trade, and more income generated within the local community supporting local business and increase the desire to run a business within the village. Ensuring that local people are involved with the project from the start will ensure community buy-in, allowing them to feel involved with giving individuals a sense of pride and ownership of the improvement,

**Vibrant Local Economies**

By redeveloping the shop front within Polbeth's highest area of deprivation it will increase business opportunities, reduce the number of empty units across the village and will increase the economic development of the community. More money being spent locally, supporting the development of the village. This development will also make the shop unit more vibrant and welcoming.

**Enterprising Communities**

Within each element of this project, we will run community workshops to ensure people feel involved, artists will work directly with the local community to develop the artwork for the shop fronts and Polbeth United Club House. Graphic Designers will work directly with Forth Rivers Trust and the local community to ensure the maps and broads express their views and ideas on the falls and our walks.

**Proactive Planning**

Through using our natural and cultural assets, we will be able to increase our footfall ensure we are working with our local business, agencies and services to ensure this project meets the needs of the local community, local government and helps address national agendas.

<b>Partners involved</b> (other local organisations you are working with)	Polbeth Community Council Forth Rivers Trust Green Central Scotland Network Polbeth United Community Football Team. St Marys Primary School Polbeth Nursery West Calder High School CLD Youth Service West Lothian Council
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**2. Project Costs**

<b>Total Project cost</b>	£17457
<b>Amount of funding requested from the Town</b>	£17017



<b>Centre Fund (TCF)</b>	
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<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Community Notice Boards	£3454	£3454
Falls and Park Map	£1674	£1674
Planning Permission	£880	£440
Design Work	£700	£700
Artwork Print	£200	£200
Delivery Costs	£250	£250
Install Costs	£1600	£1600
Shop Front Artwork	£4500	£4500
Polbeth United Club House Art Work	£2500	£2500
Project Management Costs	£1699	£1699

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
Polbeth Community Council – Discounted Planning Permission	Yes	
Forth Rivers Trust – Match funding for Falls and Park Maps	Yes	

### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The project delivery plan is currently being agreed between Polbeth Community HUB SCIO and other partners. This is likely to take the form of a partnership project with specific roles and responsibilities being clearly outlined for development and ongoing management.

As the lead organisation Polbeth Community HUB will be required to fully meet the planning, health and safety and tendering process as outlined with its own policies and procedures.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - dated within the last 3 months	x
Annual accounts	x

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	
<b>Position</b>	Manager
<b>Organisation</b>	Polbeth Community HUB SCIO
<b>Date</b>	29 <sup>th</sup> August 2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

Tel: 01506 281692

E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Polbeth Community HUB</b>
<b>Project title</b>	<b>Enterprising Community</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Manager</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Scottish Charity Incorporated Organisation
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	<p>Polbeth Community HUB is a group of members who live or work within the area of Polbeth. The charity works towards the following objectives:</p> <p>The provision of recreational facilities, or the organisation of recreational activities within the object of improving the conditions of life for the persons who the facilities or activities are primarily intended.</p> <p>The advancement of community development (including the advancement of rural regeneration) principally within the Community.</p>
<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	<b>December 2018</b>
<b>If a charity, please</b>	<b>SC048906</b>

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

**Project details**

<b>Council Ward</b>	<b>Fauldhouse and Breich Valley</b>
<b>Project location</b>	<b>Polbeth</b>
<b>Project start date</b>	<b>1<sup>st</sup> October 2019</b>
<b>Project finish date</b>	<b>31<sup>st</sup> March 2020</b>

**Project description**

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

This project includes several elements which will focus on the redevelopment of Polbeth Village Hall into a community space which is owned and led by the local community. Increasing the HUB's enterprising approach and allowing for investment back into the community.

Changing Room Redevelopment – Polbeth Community HUB currently has a changing room which is not fit for purpose or is used as initial purpose. As outlined within Polbeth Village Hall feasibility study there is a desire within the local community to have more community space or spaces available which is let able to local businesses and organisation for the funds to be used to deliver projects and activities needed and wanted by the community. Fund secured as part of this project will allow us to redevelop the changing room into a let able space, with heating, lighting and IT system. Income generated will be reinvested into the community and support the HUB mission statement to eradicate poverty within the village

Signage – the HUB currently side back of the A71, the main road linking the village to Edinburgh and Lanark, as part of this project to increase capacity and footfall within the building new signage is required on the A71. Signage will be installed on the grassy area off the A71, this will make the HUB more visible and attracted new clients.

Solar Panels – Currently the hall is owned by West Lothian Council and the HUB is actively involved in discussions with the council to transfer ownership over the to people of Polbeth, with this process the HUB would absorb all the cost associated with the building. The hub is purposing to install solar panels on the roof of the building to produce energy for the HUB which will reduce the energy costs. Savings made from installing solar panels will be reinvested into the

local community. Also as work will be completed within this financial year the Scottish Government Feed-In tariff will be awarded to the HUB allowing us to secure more funds to reinvest in the village. As part of the project, money saved and the feed-in tariff will be held in a community benefit grant which all community groups can apply for. This empowering the local community to have a direct say on how this money should be spent improving Polbeth.

Feasibility Support – as part of this project we will work directly with business to ensure the delivery of elements of each project, this will include support to complete planning application, assist with the risk assessment developments etc

### **Evidence of need**

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

#### Polbeth Community Action Plan

1. Play, recreation and facilities
  - Improve activities on offer throughout the village and enhance provision within Polbeth Village Hall
  - Develop more family and community events
  - Improve communication with the local community to promote local activities.
  - Enhance play facilities within the village and develop more opportunities for play
2. Environment and feeling safe
  - carry out environmental improvements within the village
  - Explore developing diversion activities for young people
  - look at traffic safety throughout the village and explore safe walking routes to key locations.
3. Poverty, Health and wellbeing
  - Develop social opportunities for elderly, disabled and vulnerable adults
  - Ensure all children are ready to start school
  - Explore after school provisions and childcare
  - Explore options for social prescription
  - Raise awareness of benefits the community are entitled to

#### Polbeth Community Council Survey 2019

#### West Lothian Community Planning partnership

Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business

Business is currently seeking a more flexible approach to work which the HUB could need by providing more informal meeting and office space

We live in resilient, cohesive and safe communities

We live longer, healthier lives and have reduced health inequalities

More opportunities to be outdoors

Volunteer opportunities

Increase opportunities to influence decisions

We make the most efficient and effective use of resources by minimising our impact on the built and natural environment

Reducing carbon usage

Reduce emissions

Energy generated from renewables

### **Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

### **Town Centre Living**

Throughout this project increase, the visibility of Polbeth Community HUB will increase the number of clients, residents and visitors using the building through its groups, services and provision which met the needs of the local community. By ensuring the community are directly involved in the HUB, we will develop a feeling of empowerment and ownership ensure that the HUB is the key community building for everyone and not the few.

### **Vibrant Local Economies**

By developing more space within the HUB we will attract new business and start-up to the area and increase money spent within the village, which will support the overall economic imprint of the community.

### **Enterprising Communities**

Through the Hub using social enterprise models, we will be able to increase funding and income into the village which will be reinvested. This includes income made via the install of solar panels. Money saved from Solar Panels and the feed-in tariff will be reinvested back into the community via the Community Grant model currently being developed.

### **Accessible Public Services**

By increase income generated by the HUB, we will be able to support the development of new services and provisions for the local community in

partnership with key stakeholders and other agencies.

### Proactive Planning

This project will reduce the amount of carbon produced within Polbeth, using our sunlight to produce energy for the building but also generate an income which will be available to the local community via a community grants scheme which will be developed in partnership with local organisations and stakeholders.

<b>Partners involved</b> (other local organisations you are working with)	Transition Linlithgow Linlithgow Community Development Trust Local Energy Scotland Polbeth Community Council Polbeth and West Calder Community Development Trust West Lothian Council Business Gateway
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## 2. Project Costs

<b>Total Project cost</b>	£26683
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	£21573

Item of expenditure	Total Cost	Cost (TCF)
<b>Solar Panel install</b>	£10,000	£5,000
<b>Signage</b>	£2,000	£2,000
<b>Planning Permission</b>	£220	£110
<b>Storage Outdoor</b>	£2,000	£2,000
<b>Room redevelopment</b>	£10,189	£10,189
<b>Feasibility Support</b>	£2,273.50	£2,273.50

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

Funding source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
SPEN Green Economy Fund Local Energy Scotland	Yes	
Polbeth Community Council – reduced planning permission costs	Yes	


**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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The project delivery plan is currently being agreed between Polbeth Community HUB SCIO and other partners. This will take the form of a partnership project with specific roles and responsibilities being clearly outlined for development and ongoing management.

As the lead organisation Polbeth Community HUB will be required to fully meet the planning, health and safety and tendering process as outline with its own policies and procedures.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - dated within the last 3 months	x
Annual accounts (from association HUB still within 1 <sup>st</sup> year of trading)	x

**4. Declaration**

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Manager
<b>Organisation</b>	Polbeth Community HUB SCIO
<b>Date</b>	29 <sup>th</sup> August 2019

**Please send your completed forms to:**



**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	Lodge St John Crofthead 374 Social Club Fauldhouse
<b>Project title</b>	Toilet renovations
<b>Contact person</b>	[REDACTED]
<b>Position</b>	project coordinator
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	We are a constituted organization formed within the village of Fauldhouse in 1856, and the oldest social establishments in the Village, supporting the local community over the past 163 years.
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	Our aims are to continue provide for the local community an ambient facility for public, private, social events and activities. We have, and will continue to support many local events such as the Children's Gala Days, Social Charity events. We are currently in the process of lending land adjacent to the side and rear of our premises to the two local primary schools in partnership with the West Lothian Inclusion and Wellbeing skill service, who are creating two educational garden allotments growing and harvesting vegetables and flowers and learning about their nutritional values.

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	5 <sup>th</sup> May 1856
<b>If a charity, please quote your charity number</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>

## 2. Project details

<b>Council Ward</b>	Fauldhouse and Breich Valley
<b>Project location</b>	Fauldhouse
<b>Project start date</b>	September 2019
<b>Project finish date</b>	November 2019

### **Project description**

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

Throughout the years we have managed to maintain the upkeep of our premises by hosting various fund raising events and from members donations. However we have now reached a point where we require some major renovations to our toilets and do not have the financial means to fund this. Our aim is to improve the Ladies and Gents toilets which service the main facilities and function hall area, modernising to a more environmentally energy efficient standard, making them more appealing to potential future customers.

We would like to remove and renovate all exiting toilet partitions and sanitary ware, fit new cubicles, wall, floor and ceiling coverings. Install new eco friendly water cisterns and low energy lighting and add efficient hand dryers, which will help reduce our carbon footprint.

**Evidence of need**

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

Our Social club has been and continues to be a local hub and social community venue to the families and residents of Fauldhouse for over 163 years.

Various organisations (listed below) who enjoy the use of our premises were invited to input comments which could lead to an improvement of our premises overall. These groups included:

Freemasons, Royal arch masons, Local Burns Club, Annual Remembrance day parade organisers, Children's and Adult dance club, Children's Tae kwon Do club, West Lothian Inclusion and Wellbeing skill service, Monday and Wednesday pensioners clubs., and various other charitable dinner groups.

We have obtained numerous letters of support for individuals

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living**

By carrying out the renovation required we hope to increase our annual footfall and generate new function and hall let opportunities by offering a more desirable and attractive venue facility to the local community and general public from within and out with the town.

**Vibrant Local Economies**

Increasing our footfall will help us guarantee new job opportunities whilst sustaining and securing existing employment in our organisation. As well as the of the organisations listed above, we provide and offer support to our local community with a venue to facilitate Christenings, Funeral receptions, Children's Christmas and Halloween events, Children's football award ceremonies and pensioner tea dances, Remembrance Day reception. And many fund raising events for various charities and good causes.

**Enterprising Communities**

The Tak Kwon Do classes and Dance school help promote the health and well being for many children and adults from local and surrounding towns. The Fauldhouse and Crofthead Burns club meet monthly in our building, offering historical insight into our National Bard. The club is home to 3

Past world presidents of the Robert Burns World Federation.

### Outcomes Cont:

#### Proactive Planning

We have been working with the Local Development trust and skills centre to donate Land adjacent to our building, which will be reformed and developed into two working garden allotments for both local primary schools for the children to learn how to plant, grow ,and cultivate and consume fruit and vegetables and to learn and understand the nutritional and sustainability values of horticulture. The club will be providing utilities such as water etc and security in order to help sustain the project.

#### Accessible Public Services

The above project is also intended to attract visitors from other schools out with the town in an effort to view the allotment and use it as a model in their respective areas. Therefore the need to offer attractive accessible toilet facilities is important.

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

Falla Hill Primary school, St John the Baptist Primary school.  
Fauldhouse community and Development Trust

### 3. Project Costs

<b>Total Project cost</b>	£29573
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	£14786

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Gents Toilets	£11,276	£5638
Ladies Toilets	£18,297	£9148

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
Levenseat Trust		November 2019

### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Design and plans have been drawn up by contractor and approved by project manager. All work and material specifications have been agreed between Project Committee and Contractor. while build standards will be overseen by two project managers.

Planning approval not required.

All works carried out by approved and qualified SNIPEF registered engineers, electricians and joiners.

Public liability will be covered by J.Fagen (contractor) and Lodge St John Crofthead.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts	X

## **4. Declaration**

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Project manager
<b>Organisation</b>	Lodge St John Crofthead Social Club
<b>Date</b>	30/8/2019

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Fauldhouse &amp; Breich Valley Community Development Trust</b>
<b>Project title</b>	<b>The Hub: Restore &amp; Preserve Historic Building</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Project Manager</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Registered Charity Social Enterprise</b>
<b>What are the main activities of your organisation?</b>  <b>(please answer in no more than 100 words)</b>	<ul style="list-style-type: none"> <li>• Address the social, economic, environmental, physical needs, issues, concerns and aspirations of our communities (Fauldhouse and the Breich Valley)</li> <li>• Relieve poverty, in particular fuel poverty and food insecurity, among the communities of Fauldhouse and the Breich Valley.</li> <li>• Advance education and, in particular, to promote opportunities for learning and skills development</li> <li>• Promote training with reference to skills which will assist the participants in obtaining paid employment.</li> <li>• Promote and protect the well-being, recreation and physical health of our communities and to assist in the relief of ill health and in the provision of health education</li> <li>• Promote, establish, operate and support other schemes and projects of a charitable nature for the benefit of the community in Fauldhouse.</li> </ul>

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	<b>2006</b>
<b>If a charity, please quote your charity number</b>	<b>SC038616</b>
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>

## 2. Project details

<b>Council Ward</b>	<b>Fauldhouse &amp; Breich Valley: West Lothian</b>
<b>Project location</b>	<b>Fauldhouse</b>
<b>Project start date</b>	<b>Flexible: Depending on award and date</b>
<b>Project finish date</b>	<b>31<sup>st</sup> March 2020</b>

### **Project description**

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

We are seeking a grant to enable us to Restore & Preserve one of the oldest buildings in Fauldhouse.

The building was erected in 1903, and it is indeed one of the oldest, most historic buildings in the village. The Sandstone used to erect the building came from an old school in the original village of Benhar, which was demolished in the late 1800s. The village of Benhar no longer exists. Originally the stone to build the old school was thought to come from Leavenseat.

As part of our consultation with the community regarding the restoration and preservation of the Hub, local people have imparted lots of stories and they have told us about the rich history of the building and its change of use over the years. It was a butcher shop, with the original slaughterhouse out the back, a hairdresser, it also had flats above the shops. It was also the Housing Office at one point, owned by West Lothian Council, so it has had a myriad of uses in its 115-year history, and the building is well loved by the community. The building now hosts a wide range of community led, community driven groups, projects and initiatives. The building is now owned by the community, via F&BV CDT.

The building was purchased by F&BV CDT from WLC in 2011. Since then the programme of activities and the footfall (among other things) have grown substantially.

The building also operates as a social enterprise, generating much needed income which is then used to further develop community projects based on the identified needs, issues, concerns and aspirations of the communities.

F&BV CDT have maintained the building since 2011, and they have carried out many repairs. However, the age of the building and the sandstone materials used when the building was erected have disintegrated over the years. WLC recently spent much needed funds to renovate and preserve the cottages on Main Street here in Fauldhouse. These cottages are of a similar age to the Hub, built using the same materials. It is the materials used that are causing the problems over 100 years later. The sandstone is a soft material and it weathers and crumbles over long periods of time. As WLC acknowledged with the cottages they renovated, the deterioration was not related to lack of maintenance on the councils part, it was the sheer age of the cottages. The WLC also recognised how important it was to save these old buildings, which reflect the rich and diverse history of our towns and villages.

There is a strong desire within Fauldhouse to see the Hub, and other historic buildings, preserved, and brought back into community use. As highlighted within F&BV CDT community consultations, and within the WLC Charrette findings.

They would also like to see new Social Enterprise Initiatives thriving at the Hub and they also want a Town Centre that attracts visitors and businesses alike. F&BV CDT aim to help



the community achieve these aims and aspirations. The Hub is the venue for much community activity and social enterprise initiatives, so there are many and varied reasons why we need to preserve our old Building/s: to preserve the original, historic fabric of the village. Once restored and preserved, the building will (like the cottages) last for another 100 years or so.

At present, Wind, Weather and Corrosion have seen the sandstone completely disappear from parts of the building. This has allowed water (rain) to get into the gaps in the stonework, this in turn has caused serious issues within the building itself. For example, water has got into the ceiling spaces and it is so bad that we have had to evacuate and close off a room we previously rented and received rental income for. This has a serious, detrimental effect on our ability to raise the core funds required to maintain our core projects, and indeed it means (as a charity who received no direct core funding) that F&BV CDT cannot afford the funds required to restore this old, historic building. We can maintain and repair, as we have done for many years, but F&BV CDT must emphasise that this is a request for funding to allow us to restore and preserve one of Fauldhouse oldest most historic buildings, not for general maintenance and repair!

F&BV CDT and the wider community are desperate to save this old building from further deterioration, and to preserve the asset for the community and for future generations. We believe (strongly) that our historic buildings are vital to the identity, and to the history of our communities.

Aesthetically, well preserved old/stone built/historic buildings can make a huge difference within a community if they are well preserved. They make the village a more attractive place to visit, more likely that local businesses will want to be a part of a thriving historic village/town centre.

The stonework on the building has deteriorated to such an extent that there are gaping holes, this allows water to enter the building and effects the fabric of the building. The stonework needs to be restored to save the building from further damage. The building also needs to be made wind and watertight, access and security needs to be improved/updated, the metal gutters and guttering needs to be replaced/restored and the issue with pest control needs to be resolved (Pigeons on roof)

To do this we have asked several trades people to come out and assess the work and to give us quotes for the work. We have kept these quotes to the absolute basic of what needs to be done to preserve the building for our communities and for future generations. Work will include (and quotes are attached)

Repair stonework

Repair/Replace old metal broken guttering and down pipes

Replace Heating System to ensure the building is kept wind and watertight and fit for community (and other) use

Replace the shutters, to improve security and access issues, water is also getting in through the old shutters

Erect Scaffolding for all stonework, pipe work, pest control:

Quotes attached with this application.

**Evidence of need**

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

The building is one of the oldest in the village and it is well loved, well used by the community. It provides a focal point within the village and provides a wide range of community led/community driven projects, groups and initiatives, and much more. Our request for information on the building and its history generated a fantastic response from people within the communities, who remembered the building in its many previous guises.

To establish the level of support for the building and its much-needed preservation we constructed a letter outlining the reasons why people had told us they supported our desire to see the building restored and preserved. The letter also outlined some of the reasons why local people said they supported our application.

We were overwhelmed by the response. Local people were contacting the Hub, telling their stories about the building, we also received 203 letters of response, supporting our application for funding to restore and preserve this old building.

Fauldhouse & Breich Valley CDT (F&BV CDT) was set up in 2006 and we opened the Community Hub in 2011. Since then the F&BV CDT has become a very successful, well respected, active CDT. We have developed and we facilitate a wide range of projects. Projects aimed at addressing issues of social, economic, physical and environmental concern. (among others) We work with unemployed people, older people, young people, families and individuals. As well as working directly with local people, families and communities through the services, groups, projects we have developed/implemented. We also work with partners to maximise the services, resources on offer locally. We have nearly 400 members, 214 registered volunteers, our annual footfall 2017 – 2018 was 8,960 and 670 people attended our Septemberfest, many more attended the annual Christmas Parade and our other community events. (we organise 6 community events per year) . Many more attended our other events, projects, groups.

F&BV CDT have conducted several community consultations, and local research projects, F&BV CDT also participated in the Fauldhouse Charrette. All of these studies have highlighted the issues and concerns of our communities. F&BV CDT has and will continue to work to address these issues via our projects and services, such as our very successful Time Bank Project.

Currently F&BV CDT are researching who owns some of the derelict building, we have made information requests to the Scottish Land Registry. Once we have this information we will work with the community, partners and the owners of the derelict buildings to see if we can come up with a solution to improve these buildings and vastly improve the appearance of our Main Streets, to attract new visitors, businesses and people who want to live and work in our communities. As outlined in the criteria for this funding stream. To continue with this work, we must first restore and preserve our building here in Main Street, the Hub.

As well as meeting the criteria for the Town Centre funds, F&BV CDTs projects and initiatives also meet/fits with the following (and many more) strategic aims and outcomes for West Lothian:

**West Lothian Single Outcome Agreement Objectives:**

We live longer, healthier lives

We have strong resilient and supportive communities where people take responsibilities for their actions and how they affect others

**Sense of Belonging (SOB) Objectives:**

Reducing mental health inequalities

Increasing social capital

Increasing recovery

**Funders & Strategic Aims:**

Improve the health of the local community

Reduce health inequalities

Address Issues of Isolation, Loneliness and Exclusion

Investment in preventative medicine

Create Vibrant, Healthy, Active, Sustainable, Cohesive Towns.

The project has and will also continue to (if this funding application is successful) contribute to other policy initiatives, including;

- **National:** Programme for Government, Community Empowerment Act & Community Empowerment Action Plan, the Rural Strategy, Community Learning and Development, Equally Well Review 2010, Enterprising Third Sector, Good Places, Better Health,
- **Local:** West Lothian Single Outcome Agreement & Community Plan, Local Regeneration Plans, West Lothian Economic Strategy 2010-2020, West Lothian Open Space Strategy, West Lothian Local Plan 2009 and West Lothians Enterprising Third Sector Strategy.

All of the above highlight the need, and indeed the communities desire, to see the Hub restored and preserved. Without the Hub we would not be able to address the identified needs, issues, concerns and aspirations of our communities. Nor would we be able to provide the vital services, resources, projects and initiatives that are so important to creating strong, resilient, vibrant, sustainable, cohesive, active, healthy Communities, Villages and Towns



## Outcomes

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

We will/and do, work with partners and with our local communities to make Fauldhouse (and the Breich Valley) a vibrant, healthy community, where people want to live and visit. The Hub provides the facilities and services local people want, we are community led and community driven. We will (and do) attract local people to the area to use our services, resources and facilities. This helps to sustain the local economy and generates income locally. We need to regenerate our Hub, preserve a local historic building to enable us to continue to promote and develop healthy, sustainable Town Centre Living. F&BV CDT and local people are working hard to achieve this aim, we need the building to be fit for purpose, wind and watertight.

F&BV CDT is also a successful social enterprise, We are led by our communities and we provide a wide range of community-based services, resources, projects, community initiatives, education and skills development, drama, music, arts, events, and much more; The Hub is the venue for a wide range of community based activities, groups and projects. The F&BV CDT work with local people to address their identified needs, issues, concerns and aspirations. We firmly believe that communities have the power to influence their own futures, to address their own needs. The F&BV CDT provides support, information, advice, advocacy and much more. We help build the capacity of individuals, families and communities, empowering local people and building community capacity. Through the various projects and initiatives based here at the Hub we aim to address issues of Poverty, Unemployment, Education, Training and Skills Development (among others) we also address the social, economic and environmental issues, concerns and aspirations of our communities, providing a myriad of projects, groups and activities which increase the health, wealth and wellbeing of our people and our town centres.

F&BV CDT are also working with local communities and with partners to regenerate their local areas/town. For example, we are working with WLC and the regeneration team to address the findings of the Fauldhouse Charrette. The study highlighted areas such as housing, public transport links and the condition of our Main Street (empty/derelict buildings) There are several buildings which require renovation, we are at present trying to ascertain who owns the empty buildings and to enquire to see if Community Ownership might be an option for some of the buildings currently not being used. It is vital that we work with communities and partners to address the issues highlighted in our community research projects, we want to create healthy, thriving, happy places to live and work. The restoration of the Hub would see a community asset brought back to life, and it would mean that the building would be fit to be used by the communities for another 100plus years.

The Hub is currently very well used by local people, our footfall 2017 -2018 reached 8,967 people who directly accessed our services and resources. Many more attended F&BV CDTs annual events. We run 6-8 annual events, this includes Annual Fair Day, Septemberfest, Memorial Service, Spring Clean Up, Environmental Fair, Easter and

Halloween events and Santa Parade. We estimate that over 500 people attended each event. This highlights the importance of the building (the Hub) within our community, it highlights the desire and the need to get the building restored and to preserve it for future generations. The Hub is the heart of the village.

At present we are unable to operate the Hub to its full capacity, recent high rainfall has further damaged the building. The water has seeped in through the holes in the stonework and it has caused damage to the ceilings. We have moved a tenant out of the office upstairs (for example) and until the stonework is repaired and preserved, we are losing vital income from the rental of the office and community spaces. The building is just old, , it is a fantastic community asset which attracts people to the Town and surrounding villages. We help to generate income within the community, and we provide services, resources that are led by the community.

F&BV CDT are in the process of asset transferring the Eastfield Development Centre, and we are working with partners on the Benhar Bings Project. Both are large scale projects which will attract visitors to the area, it will help the local economy and it will allow us to work with the community to address their identified issues, concerns and aspirations. Without the Hub this work would not be possible. The Hub is the centre of our community, it's a beautiful historic building that is an asset to the community and to our partners who (as stake holders) have helped to design and shape our programme, the information supporting this application will highlight the scale of support for our application.

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

West Lothian Council, Forest Enterprise, Bridge Project, Home Start WL, CAB, Skills Centre, WLSN, DTAS, Wide Range Health and Well-Being service providers, DWP, Credit Union, FUFC, Schools, Police, GPs, Health Visitors, and many many more!!

### 3. Project Costs

<b>Total Project cost</b>	<b>£37.491</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£28.431</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
<b>Plastering &amp; Ceilings</b>	<b>1275</b>	<b>1275</b>
<b>Gutters, Down Pipes and Drains</b>	<b>2800</b>	<b>2800</b>
<b>Stonework repairs</b>	<b>7060</b>	<b>7060</b>
<b>Heating and Boiler Replacement</b>	<b>11936</b>	<b>11936</b>
<b>Shutters &amp; Security</b>	<b>8676</b>	<b>8676</b>
<b>Signage</b>	<b>575</b>	<b>575</b>
<b>Pest Control: Awaiting written quote from West Lothian Council: Estimate Approx £5.000 to erect scaffold, remove &amp; relocate position of our solar panels, to clean and make pigeon proof (Vital work, health and safety!)</b>	<b>5000</b>	<b>5000</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>Leavenseat Trust £7.060</b>	<b>yes</b>	
<b>Fauldhouse &amp; Breich Valley Fundraised by community volunteers £2.000</b>	<b>yes</b>	
<b>Total: £9.060</b>		

#### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The project (restoration) will be managed by the F&BV CDT Project Manager.

The F&BV CDT Trustees will have overall responsibility for the project.

The project manager will oversee the planning and design, contract trades and conduct all relevant health and safety risk assessments.

As an established CDT we have a wealth of experience and we are covered by insurance, which includes public liability. We have a range of (up to date and relevant) health and safety policies and procedure documents.

The trust/trustees have experience of building renovation and management. They overseen and managed the purchase of the Hub and the renovation of the building to create community spaces within the Hub.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	yes
Committee Members or Directors List	yes
Bank Statements - dated within the last 3 months	yes
Annual accounts	yes

#### **4. Declaration**

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████ ████████████████████
<b>Position</b>	Project Manager
<b>Organisation</b>	Fauldhouse & Breich Valley Community Development Trust
<b>Date</b>	30-8-2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

Tel: 01506 281692

E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)



**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Addiewell and Loganlea Community Council</b>
<b>Project title</b>	<b>Town Centre Fund</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Community Councillor</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Voluntary organisation</b>
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	<b>We work to promote the best interests of the wider community; we have a monthly newsletter explaining what is happening in the village, we host regular meetings to discuss any upcoming events or news, we try to involve and support many smaller groups and clubs throughout the community and have tried to encourage participation from all age groups.</b>

<b>For voluntary or charity applicants</b>	<b>Voluntary</b>
<b>What date was your organisation formed?</b>	<b>July 2012</b>
<b>If a charity, please quote your charity number</b>	<b>N/a</b>
<b>Do you have an equal opportunities policy or statement? If yes please provide a copy</b>	<b>No [ see item 14]</b>
<b>Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?</b>	<b>Yes</b>



## 2. Project details

<b>Council Ward</b>	<b>Fauldhouse and the Breich Valley</b>
<b>Project location</b>	<b>Loganlea/Addiewell</b>
<b>Project start date</b>	<b>Not yet confirmed – estimated November 2019</b>
<b>Project finish date</b>	<b>Not yet confirmed – estimated April/May 2020</b>

### **Project description**

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

- 1.5 x Heavy duty benches [£2875]**
- 2. 3x New signage [£2895]**
- 3. Notice board & varnish [£2050]**
- 4. Outdoor gym equipment [ £10550 & vat ]**
- 5. Storage container [£5460.94 & vat]**
- 6. Traffic mirrors [£83.96]**
- 7. Community garden [ £9540.44] & fence installation [£1780]**
- 8. Ride-on lawnmower [£4199]**
- 9.2 x Defibrillator [£2645]**
- 10. Miners' club exterior painted [£3180]**
- 11. Sheltered storage for bikes at Primary Schools [£939.60 & vat]**
- 12. Extra trees for woodland walk [£959]**

**1. Benches are needed in Meadowhead Terrace, (large grassy area) and the community garden to allow the community to rest and socialise. The Miners Social club has no seating in their smoking shelter. Hopefully by installing a bench this would encourage customers to use the shelter.**

**2. We would like signage at the three entrances into Loganlea and Addiewell. This signage improvement would allow us to keep in line with Polbeth and West Calder. These signs would show that we are a historical mining village. The emblem will be put to a vote in the village.**

**3. A notice board is needed in Addiewell to help the residents keep up with the local news. This would be placed between the two benches at Meadowhead Terrace. Our local community council neighbour has agreed to update the notice board and maintain it if varnish/paint is provided.**

**4. Outdoor gym equipment could be installed at the back of the small park next to the school or could be split between two play parks. There are two quotes for this equipment. Both sets have eight items, some allowing two or more to use the item. This would be ideal for our village as it would show the community how exercise**

and fun go hand in hand. This would allow our kids to lead a healthier lifestyle and encourage them to exercise as adults by using the gym

5. A container is needed as at the moment the football team and the gala day share one. A council garage is also used .Because of this, items are being moved around by different groups and being broken and ruined. Another container would make life a lot easier for both groups. The mower that is requested will also be kept safely in one of these.

6.Traffic mirrors are a must in our village. We have two avenues in Loganlea. When trying to enter the main road, visibility is very poor. Cars park very close to each entrance to the avenues. Drivers cannot see up and down the road until they have fully pulled out. Adjacent to these avenues are two lamp-posts. If the traffic mirrors were attached to these the view would be gratefully improved.

7.A community garden could get everyone involved. From the young to the old, villagers could have their part to play. The schools, individuals and any clubs could get access to the garden and help to set it up and keep it up and running. This would encourage everyone to enjoy and respect their environment. There is also the social element to getting everyone involved. We already have a few volunteers keen to help out on this project. The site we have chosen is behind two houses sitting on Church street in Addiewell. The land belongs to the council so planning permission will be needed. This looks to be an ideal site as it is easily accessible to everyone.

8.A ride on mower would be a great asset to our community. It would be used for the football, gala day and for any events held in the football field. With council cutbacks the grass is not being cut as regularly as it used to be, and the cuttings are not being lifted. The ride on mower cuts and collects, allowing the footballers or runners to see the white lines. It also has a five year warranty.

9. We would like two defibrillators.; one to be placed in Loganlea and one in Addiewell. The one in Loganlea could be placed at the Pit Stop. The one in Addiewell could be attached to the wall of the shop. These would be a perfect asset to the whole community. We thought of positioning them in phone boxes but both have been removed. Although the village is not huge, if help was needed at Faraday place it is quite a distance from the pit stop if only one was situated there.

10. The Loganlea Miners club is a bit of an eye sore at the moment. It was at the brink of closing just recently but everyone is rallying round to help to keep it open. With trustees and the committee the situation is improving. We would like to spruce it up a bit to make the village look a bit tidier. A new coat of paint on the outside could help do this.

11.Our school was broken into recently and the bike shed and outside play equipment was ruined. We would like to help make the kids bikes a bit safer at

**school by installing two bike sheds. This would help to protect the children's possessions while at school.**

**12. We have a woodland walk behind the schools. At present, building work is in progress to make a new temporary bridge. This cuts into the woodland walk. The contractors will replace some of the trees but we would like to help replace more by planting another twenty.  
This would benefit everyone who uses the woodland walk by allowing them to enjoy their natural surroundings.**

**14. Equality and equal opportunities**

**We do not have an official policy regarding these issues but we do not discriminate on race, gender, religion or belief. We have male and female members. We have members with different religious beliefs. We also have a member from the LGBT community.**

**We welcome opinions and participation from anyone who is passionate about improving our community, and creating a positive environment for our kids, family, friends and neighbours.**

**Evidence of need**

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

**To find out what is needed in our village we have approached the schools, the gala-day committee, the football team, our local Miners Club and also some of the public who attended our meetings. We have had two of these to establish the needs of the village. Our biggest expenditure will be our community garden. This will be accessible to everyone in the village.**

**We have letters of support from our gala-day, the schools ,our football team and the nursery.**

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living**

**We hope with help from this fund we will improve our town centre living. By starting our community garden we hope to improve the outlook for our residents by involving everyone. By installing traffic mirrors we hope to improve the safety of our roads. The bike sheds will also help protect the children's bicycles. We would like to make our community a better and safer place to live. The installation of our defibrillators will also help keep our community's minds at ease should an emergency arise.**

**Vibrant Local Economy**

**When applying for our fund we have had help from various groups. We are hoping to keep this momentum going. We have applied for painting our local miners club. This facility is used for weddings, funerals, parties, kids dance clubs and meetings. We**

are hoping that, by making the facility more inviting, people both in the local and wider community will be encouraged to make use of it. This will help to keep the facility open for the community. On a smaller scale, our community garden will survive and thrive by selling some produce to help keep it viable.

### **Enterprising Communities**

We have decided on our community garden as this will help everyone to understand the importance of healthy eating and wellbeing. In the future this would be an ideal place to hold workshops for groups to promote healthy eating and the beauty of nature. Our gym equipment further enhances this theme of healthy living, hopefully reducing the obesity epidemic we are experiencing. We have an adult football team but hope to start a kids' team. By keeping our park in good condition by using the sit on lawnmower, we are hoping to encourage more visitors to the area.

### **Accessible Public Services**

We are hoping to maintain the services provided in the village by enhancing the outside appearance of the Miner's Club. By creating our community garden this will be another option for the community to visit and get involved.

### **Proactive Planning**

The woodland walk at our primary schools is in a sorry state at the moment because of the building work for the bridge. The contractors have agreed to replace half of the trees. We have decided to plan ahead and apply for funding to help replace more. We have been planning how best to get started on our community garden taking into consideration the time of year we begin.

### **Summary**

All of the projects or items applied for are to try to improve the enjoyment of our total community. By getting everyone involved we are hoping to help with loneliness, mental health, obesity and the overall safety of life in our village. We hope you will help us do this by considering this application.

<b>Partners involved</b> (other local organisations you are working with)	We have had help from our local school, gala-day, football team, Polbeth Community hub and also [REDACTED] from West Calder and Harburn Community Trust.
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### 3. Project Costs

<b>Total Project cost</b>	<b>£47,157.94</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£47,157.94</b>

Item of expenditure	Total Cost	Cost (TCF)
<b>Benches</b>	<b>£2875</b>	<b>£2875</b>
<b>Signage</b>	<b>£2895</b>	<b>£2895</b>
<b>Noticeboard</b>	<b>£2050</b>	<b>£2050</b>
<b>Outdoor fitness equipment</b>	<b>£10,550</b>	<b>£10,550</b>
<b>Storage container</b>	<b>£5460.94</b>	<b>£5460.94</b>
<b>Traffic mirrors</b>	<b>£83.96</b>	<b>£83.96</b>
<b>Community garden</b>	<b>£954.44</b>	<b>£954.44</b>
<b>Ride on mower</b>	<b>£4199</b>	<b>£4199</b>
<b>Defibrillators</b>	<b>£2645</b>	<b>£2645</b>
<b>Miners club painted</b>	<b>£3180</b>	<b>£3180</b>
<b>Storage for bikes</b>	<b>£939.60</b>	<b>£939.60</b>
<b>Trees for woodland walk</b>	<b>£959</b>	<b>£959</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

Funding source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed

### Project management

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

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The community garden and signs will be located on council land. We will apply for planning permission via our community council. We are using the same company who have designed Polbeth's new sign-age, therefore the design is almost complete.

We were hoping the council would erect our notice board and benches. The gym equipment quotes both come from reputable companies who will do a site visit before installation.

No young children will be allowed on their own in the community garden unless an adult is present.

The suppliers of the container have checked if access to the park is available. Both companies who have quotes are reputable and have public liability.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Community Councillor
<b>Organisation</b>	Addiewell & Loganlea Community Councillor
<b>Date</b>	28.08.2019

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	Generation Arts Association
<b>Project title</b>	Stoneyburn and Bents Heritage Trail Signage
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Coordinator
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Charity
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	Generation Arts engages older people across West Lothian in non-competitive, expressive and creative activities that promote independence, confidence and good mental and physical health. We reach hundreds of people every year through our range of activities, which include arts groups, choirs, taster sessions, dance and intergenerational projects.

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	24 June 2004
<b>If a charity, please quote your charity number</b>	SC036084
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>



## 2. Project details

<b>Council Ward</b>	Generation Arts operates across West Lothian and has an admin base at Howden Park Centre, Livingston.
<b>Project location</b>	Stoneyburn and Bents
<b>Project start date</b>	30 <sup>th</sup> September 2019
<b>Project finish date</b>	31 <sup>st</sup> March 2020

### Project description

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

The project is a Heritage Trail focusing on 10 locations in Stoneyburn. These locations were researched and highlighted through a previous reminiscence project titled Celebrate Stoneyburn which was undertaken in 2016/17 celebrating the legacy of Stoneyburn, which has a population of 1900 people sited to the west of West Lothian. I have not included the SIMD information on Stoneyburn, or the WLC Regeneration Plan for the area, as you will be well versed in it.

Celebrate Stoneyburn worked with approximately 250 people – young and old - to gather stories, photographs and other historical information about the village. Along with an exhibition and school workshops, and in partnership with two artists, a book of 10 locations was created each with an accompanying dramatic story and illustration. A shorter map was also produced which could be picked up at various locations in Stoneyburn for a self-guided walk. Links to a digital copy of the book and map are below. Over 900 participated or attended aspects of this project. It cost £4500 to deliver and was funded by Big Lottery, SFVG and Generation Arts. It attracted former residents and family members from all over central Scotland, and books were sent to the far corners of the world: Canada, Australia, New Zealand, USA, South Africa and Europe. The project was such a success there was a motion passed in the Scottish parliament congratulating everyone involved.

LINKS TO : 1/ BOOK, 2/ MAP FRONT, 3/ MAP BACK

1. <https://generationarts.files.wordpress.com/2012/07/stoneyburn-stories.pdf>
2. <https://generationarts.files.wordpress.com/2012/07/web-complete-map.pdf>
3. <https://generationarts.files.wordpress.com/2012/07/web-map-back.pdf>

PLEASE DO TAKE TIME TO VIEW THESE FILES, PARTICULARLY THE MAP, AS THESE WILL GIVE YOU THE BEST DESCRIPTION OF THE 10 HERITAGE SITES.

This application is to create and site heritage boards / signage permanently positioned in the 10 Celebrate Stoneyburn locations, each with the story, the illustration and directions to lead walkers around the trail – please see the links for the actual trail. Our work will reach all age groups in the community, people with mental health issues, older people, people with disabilities, people on low income, families with young children, carers, young people, youths and relatives who have moved out of the area but still visit. We aim to reach as many people as possible through this activity.

We have had discussions with Uphall Community Council Chair about their recent

installation of signage within the Broxburn and Uphall area and have looked at the 12 signs which are describing either famous landmarks ie Houses, meeting places such as a tree, local Gala Days, local coaches that stopped on route from Edinburgh to Glasgow and signage outside landmarks that are still operating in the area. With a main board giving information where each sign/plaque is displayed.

Similar heritage boards will give more feature and prominence to the history of Stoneyburn and Bents as we know it and fits into the Town Centre Living and Enterprising Communities theme of the Town Centre Fund, to increase footfall and provide a creative, unique, celebratory and visual display which the people of the town have been involved in the creation of.

The signage at Broxburn and Uphall (12 signs) cost £20,000. We envisage a total of 10 signs, and are budgeting on a similar cost as we are aware that some of the signs in Uphall and Broxburn are so small that they are difficult to read.

We have sought support from Stoneyburn Community Council who were approached on our behalf by Stoneyburn and Bents Future Vision Group to collaborate with us to deliver this project.

### **Evidence of need**

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

This capital project is the final piece in the jigsaw of Celebrate Stoneyburn - a much larger creative community reminiscence project delivered across schools and community groups throughout Stoneyburn in 2016/17. The Stoneyburn Heritage Group, SFVG, primary schools and other community groups were strongly involved in Celebrate Stoneyburn, and would be re-engaged for this final part. The Heritage Group and SFVG have always been keen to create a long term physical legacy celebrating the history of Stoneyburn, and to share that with other residents, particularly young people, in the town and this fund is our first opportunity to do so. They originally set themselves the goal of one town centre trail but hope a further out of town trail may also be feasible linking a former viaduct, coal line and quaiting field (among other possibilities), providing one easy and one more rural trail for generations to enjoy together. Generation Arts are pleased to manage the project and coordinate with the multiple stakeholders.

### **Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

This project fits well within Town Centre Living and Enterprising Communities. Trails have a significant presence in the UK and demonstrate much potential as tools for social, cultural and economic regeneration and environmental management. The benefits of trails can be categorised as follows:

Social	Cultural	Economic	Environmental
Life-long learning	Preservation & memory	To attract funding and build stakeholder network	Rural renaissance / sustainability
Community engagement / participation	Celebratory	Destination image	Spatial planning and monitoring
Social inclusion	Identity	New visitor attractions and recreational opportunities	Visitor management
Widening access	Linking cultural attractions	Branding / marketing diverse attractions	Conservation built and natural heritage
Health / safety benefits	Context for the display of public art	Regeneration	Protection (wildlife; landscape; archaeology)
	Story telling		

The social and cultural impacts were much felt in the first stages of the project. The economic benefits to be gained from trail development are linked predominantly to their tourism potential. In a survey of Scottish trails developers (Leask and Barriere, 2000) discovered that trails encouraged longer stays, attracted more visitors, progressed product development and spread visitation across regions.

Given the urban / rural / industrial and historical complexities of towns in the Breich Valley completing Celebrate Stoneyburn with physical heritage trail markers will have the following impacts:

1. To explore, understand, record and celebrate character and diversity (**Cultural**)
2. To contribute to the perception of Stoneyburn and West Lothian as being a good place (**Economic**)
3. To encourage, promote and provide sustainable physical and intellectual access to the area's heritage (**Cultural/Social**)
4. To develop a sense of cohesion and community identity (**Cultural**)
5. To value everyone's heritage (**Cultural/Social**)
6. To support and build on heritage activities undertaken by voluntary organisations (**Social**)
7. To encourage and exploit links between culture, heritage and tourism (**Economic**)
8. To celebrate and promote local heritage. (**Cultural**)

<b>Partners involved</b> (other local organisations you are working with)	Stoneyburn and Bents Future Vision Group, Stoneyburn Gala, Stoneyburn Juniors, Stoneyburn Bowling, Auld Yins youth club, Stoneyburn Community Council and local primary schools.
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### 3. Project Costs

<b>Total Project cost</b>	<b>26,950</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>26,950</b>

Item of expenditure	Total Cost	Cost (TCF)
<b>10 Heritage Signs</b>	<b>20,000</b>	<b>20,000</b>
<b>Project Coordinator (30 days @ £150 p.d)</b>	<b>4500</b>	<b>4500</b>
<b>Contingency 10%</b>	<b>2450</b>	<b>2450</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

Funding source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed

#### Project management

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

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Generation Arts will undertake the project management of the heritage signage. The Stoneyburn Stories map gives an indication of where the signage will be located but plans and permissions have not yet been sought. We will work closely with council officers to determine the correct approach.

Generation Arts is an independent Scottish charity based in West Lothian established in 2004. We have PLI in place and have undertaken a range of projects in the public realm. We work closely with the Council's arts team and community support officers in response to need and demand from local towns and villages.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X – included in accounts
Bank Statements - dated within the last 3 months	Oct 18 inc. More recent to follow ASAP
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Coordinator
<b>Organisation</b>	Generation Arts
<b>Date</b>	30 Aug 2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	Stoneyburn Community Education Association
<b>Project title</b>	Working Together
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Chairperson
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Voluntary Organisation/ Charity
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	<p>Promotion and support of the community centre and its usage for everyone regardless of age, abilities, race or sexual orientation by regularly consulting the views, needs / expectation of villagers and find ways to fulfil them.</p> <p>Providing, recreational / leisure opportunities to reduce social isolation, improve, the physical / mental health and of villagers and promote lifelong learning for all.</p> <p>To work in partnership with the community education workers, other village groups and West Lothian Council to obtain the best outcomes for the village.</p>

<b>For voluntary or charity applicants</b>		
<b>What date was your organisation formed?</b>	<b>1974</b>	
<b>If a charity, please quote your charity number</b>	<b>Sc000001</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

## 2. Project details

<b>Council Ward</b>	<b>Breich Valley</b>
<b>Project location</b>	<b>Stoneyburn Community Centre/ Our Lady's primary school/ Stoneyburn Community Bowling Club</b>
<b>Project start date</b>	<b>October 2019</b>
<b>Project finish date</b>	<b>March 2020</b>

### Project description

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

#### Background

**"Working Together"** as a project is part of our regeneration work, to improve our community, increase footfall in our village, utilise the existing and stimulate new facilities by taking an enterprising approach to improve the health and wellbeing of all which in turn may improve the wealth of the village.

1. Our community bowling club has improved the main hall facilities, but to encourage new members and other clubs to use our green, we badly need to replace the existing changing room which is a very rundown cabin. We plan to build a new hardstanding and purchase a Sibcus building, a planning application has been made for this.

2. Our Lady's primary school has recently had a playground painted with cycle paths and decorated with elements designed by the children. This playground is open to all out with school times and parents and carers are encouraged to use the facility but there is no seating, The headteacher has welcomed the opportunity to have a couple of circular picnic tables and benches, for the use of staff, pupils and families, within a safe environment.

3a. Stoneyburn Community Centre is the hub of the village and we are always looking for ways to invigorate usage and promote health and wellbeing for all. Earlier this year our Vision group, hired a climbing wall for an event and this was a very successful enterprise, especially with our young people. We plan to install a Traverse Climbing wall and safety

mats for the use of adults and children from within and out with the village, this will offer opportunity to increase footfall and income as well aid health and wellbeing.

3b. Our village has no walkable paths to other villages and public transport is expensive for many families venturing out for leisure.

Our Vision group held an outdoor movie night last year as part of our fun run day and this was a huge success for families. This is an opportunity to install a large projector screen along with a projector and sound system in our community centre youth lounge, which could be used by our children's clubs, elderly / community groups / local charities and business hire etc., this would be an asset, which could be used for fundraising and enterprise. We would also need more chairs for centre use.

3c. Currently there is no WIFI in Stoneyburn Centre, but installation is planned for by March 2020 by West Lothian Council. As there are many families, individuals, elderly who have no access to the internet or tablets, it has been on the wish list of the children's clubs to use iPads for film and music making, the youth leaders say that these would be valuable tools in promoting education, social inclusion and promotion of digitalisation for children and adults. Our elderly groups have had to go to externally, WILFIN offered training at their office but attendance was difficult because of transport.

3d. Wooden benches and planters would offer attractive seating outside the community centre and offer an opportunity for volunteers to maintain the tubs as well as a resting place and area for socialising, offering enhancement to this area shared with the NHS building.

3e Replacement of the currently unusable external noticeboard at the community centre, would enable improved information dissemination and offer a more pleasing aspect to the entrance area

## **Description of Works**

**Stoneyburn Bowling Club** – purchase & installation of Foundation  
Purchase & installation of Sibus Building

**Stoneyburn Centre** – purchase & installation of Traverse climbing wall  
purchase of safety mats  
purchase & installation of electric projector screen  
purchase of projector and accessories including sound  
purchase of 40 stacking chairs  
purchase of iPads for clubs/groups in preparation for Wi-Fi (March)

**External** – purchase and installation of 3, 6-foot benches and 3 square planters  
purchase of new noticeboard for centre external wall

**Our Lady's Primary school** – purchase and installation of 2 picnic tables and attached benching



**Evidence of need**

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

- Stoneyburn Regeneration Plan – ongoing survey – local plan
- Previous use of hired climbing wall and positive feedback from users
- Previous use of hired outdoor cinema night and positive feedback from users
- Consultation with village groups on different proposals, feedback from head teachers and PTA, feedback from Community Council, Stoneyburn and Bents future vision group, Stoneyburn Community Education Association management committee and feedback from WLC staff and officers.
- The need to increase footfall in the village and its facilities and revitalisation of social, educational and leisure pursuits, in an area of social deprivation, where some families struggle to feed their families
- Promotion of Working Together and its resulting positive outcomes for all
- No current WIFI but planned for March, survey of children and youth leader's highlights need for tablets, educational and leisure use plus elderly groups looking for instruction

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

” **Working Together**” to pursue and achieve outcomes, that will ensure our village facilities have increased footfall from villagers and others from outside by offering vibrant and innovative services and facilities, that meet the needs of all generations, abilities, financial and physical. The recent loss of our GP practice had a negative effect on the population our hope is that we can put new life back in again.

Our lives will be enhanced by using the opportunity of working together, listening to people responding positively and appropriately. Using the project to look at social enterprise and how community empowerment can lead to increasing and improving village-based activities, which in turn can support the health, wealth and wellbeing of our small village and its residents.

As I have said above, our outcomes fit well within the themes of Town Centre Living by achieving increased footfall and use of services and facilities and also Enterprising Communities through community empowerment and activities which improve the health and wellbeing of all and gives opportunity for social enterprise.

<b>Partners involved</b> (other local organisations you are working with)	Stoneyburn & Bents Future Vision Group, Our Lady's Primary school, Stoneyburn Primary School, Stoneyburn children's clubs, Stoneyburn Regeneration Group, Stoneyburn Community Bowling Club, Stoneyburn Community Council, WILFIN, MOOD
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### 3. Project Costs

<b>Total Project cost</b>	<b>£44567:00</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£44567</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
<b>Sibcus Building</b>		<b>£8700:00</b>
<b>Foundations</b>		<b>£2200:00</b>
<b>Traversing Wall</b>		<b>£22014:00</b>
<b>Safety Mats</b>		<b>£1800:00</b>
<b>Benches/ boxes/picnic tables</b>		<b>£814:80</b>
<b>Stacking Chairs</b>		<b>£996:00</b>
<b>IPads x 10/ tablets x 10</b>		<b>£3790:00</b>
<b>Screen, projector, sound and installation</b>		<b>£3878:00</b>
<b>Noticeboard</b>		<b>£375:00</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>

#### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

**Bowling Club** cabin and foundation laying will be carried out by Sibus a local company, with an excellent reputation and will be overseen by committee members. All works will be covered by following of Health & Safety/Risk Assessments and ensuring Public Liability is in place.

**Climbing Wall** will be installed by Innovative Leisure an adventure attraction specialist, all safety rules will be followed before and after installation and required safety mats used. Risk Assessment will be completed before use. See quotation & photos

**Large screen, Projector and sound system** will be fitted by Purple Cat a specialist company who provide all aspects of the installation. All Health & Safety requirements followed, and any risk assessment completed.

All other items included in the project will be worked with ensuring any Health & Safety / Risk Assessments followed and completed as necessary.

Future maintenance needs kept up date and goods added to the asset register, as always, we will regularly inspect assets and respond accordingly to need. Insurance cover will be obtained for electronic equipment and protection for accidental damage put in place. It is essential that we look for best value and fitness for purpose in all things.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Chairperson
<b>Organisation</b>	Stoneyburn Community Education Association
<b>Date</b>	28/08/2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

**DRAFT**

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

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

**1. Applicant Organisation Details**

<b>Organisation Name</b>	Polbeth and West Calder Community Garden SCIO
<b>Project title</b>	Improving Community Access
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Co-convenor
<b>Address</b>	[REDACTED] [REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation ect)</b>	Scottish Charitable Incorporated Organisation (SCIO)
<b>What are the main activities of your organisation?</b>  <b>(please answer in no more than 100 words)</b>	<p>Our Charitable objectives are:</p> <p>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of good environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting, and through reducing, re-using and recycling of resources.</p> <p>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</p> <p>4.3 to advance; health and well-being through improved access to an outdoor environment; promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction.</p>
<b>For voluntary or</b>	

<b>charity applicants</b>	
<b>What date was your organisation formed?</b>	28.02.2013
<b>If a charity, please quote your charity number</b>	SC043818
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes / No</b> Yes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes / No</b> Yes

## 2. Project details

<b>Council Ward</b>	West Calder
<b>Project location</b>	Garden for Life, Parkhead Farm, Limefield Road,
<b>Project start date</b>	Autumn 2019
<b>Project finish date</b>	January 2020

### Project description

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

At the AGM in November 2018 Polbeth and West Calder Community Garden (PWCCG) volunteers identified the need to use the Shed at Garden for Life 3 sessions per day 7 days a week, to ensure the resource is used and to allow an income stream to cover the running costs of the project. Since the AGM the site has become much busier with the Shed being used 5 days a week by volunteers to the many projects working on the site, the Volunteer Co-ordinator and the two volunteer site managers, along with it being used in an evening and at weekends by Trustees and other groups, Explorer Scouts, Polbeth Hub, weekend Green Gyms, work days and Events. This has put pressure on the Shed and results in the site managers and volunteer co-ordinator not having dedicated office space to conduct sensitive or private conversations with volunteers and other visitors to the site. Nor is there a secure place to keep documents and administrative equipment other than the safe which has reached capacity. Currently the safe and locked filing cabinets are within the Shed space which is used by volunteers, visitors and clients including young children. It has therefore been identified that PWCCG need a separate office space that is robust, maintenance free, fits on site and low cost to run. After looking at options available within the existing structures and out with, a local firm Urban Pods were identified as being able to build to fulfil the requirements of the project and locally.

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<b>Partners involved (other local organisations you are working with)</b>	We work with West Calder and Harburn CDT, West Calder Community Education Association and other local groups both directly and through the Five Sisters Partnership Group.
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<b>Evidence of need</b> 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, see guidance for examples of how you can evidence this.
As we have stated above, the site is now used sufficiently that the Shed space can no longer be used as an office space, a meeting room or be a private space as the Shed is used by many groups. This limits Leaders, Trustees and the volunteer co-ordinator ability to hold sensitive conversations with volunteers or visitors. It also limits the opportunity for meetings and so limits the further development of the Garden.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies / Enterprising Communities / Accessible Public Services / Digital Towns / Proactive Planning

Town Centre Living:

~~West Calder and Harburn CAP has identified the community's wish to expand local food growing, expand the In Bloom project based at the Garden, develop improve and increase the use of the and access to the Garden.~~

Facilitating greater access to the Community Garden will allow more of the community to use the site over a greater part of the year.

The Mental and Physical Health of our communities is dependant on access to open, green spaces, opportunity to be with other people and healthy eating. As the Garden sits between two areas of high multiple deprivation the need for access to open space, and the potential benefits are great.

Vibrant Local Economies/Enterprising Communities:

Being the base for In Bloom and food growing provides the opportunity to help the community be vibrant and healthy. To take this further PWCCG need to be able to work towards having leaders/staff on site at least 5 days a week working towards 7 days a week to be able to support volunteers, introduce new volunteers and sell produce.

Proactive Planning :

By creating capacity for increased presence on site we increase the potential capacity to support a greater number of volunteers, allowing the Trustees to consider employing staff and run projects supporting a wider group of volunteers. This will also allow our site managers to work on site, increasing access to the site to more volunteers and visitors.

<b>Total Project cost</b>	
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Urban Pod with heating	£25000	£12,000
Moving Containers to create space	£3000	£0
Electricity	£2000	£0
Furnishings	£1500	£0
Preparation of base	£1000	£0

<p>If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)</p> <p>Please confirm whether it is approved and in place or the date that you expect this to be confirmed.</p>		
<b>Funding source (i.e lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
Town Centre Fund (West Calder)	No working with WC&HCDT	
Additional Costs - PWCCG and in kind	Yes	
Moving Containers to create space	Yes	
Electricity	Yes	
Furnishings	Yes	
Preparation of base	Yes	

<p><b>Project management</b></p> <p>Describe how your project will be managed and administered including details of any:</p> <ul style="list-style-type: none"> <li>- Design / plans</li> <li>- Implementation arrangements e.g contract tenders</li> <li>- Planning Approval</li> </ul>
<p>Urban Pod</p> <p>Urban Pods are designed, manufactured and erected by the Urban Pod company. The Design for the Massimo is attached to this application.</p> <p>The Trustees at the SCIO have looked at currently available options and alternatives - sheets attached - which have clarified that a fit for purpose building rather than a temporary wooden building is required</p> <p>The SCIO has arranged for the current containers to be moved allowing space for the UrbanPod, and have identified hard core to be level the site prior to installation. The electrical supply is being installed from existing funds.</p> <p>As the Urban Pod will be on site longer than 28 days the Planning Department have confirmed it will need planning permission but not a building warrant. This is costed in the application.</p>

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

Please note that though our bank account looks very healthy our unrestricted funds at the end of April 2019 was £1537.00 . This has changed little since then.



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#### 4. Declaration

<p>We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
<b>Name</b>	
<b>Position</b>	Co-convenor
<b>Organisation</b>	Polbeth and West Calder Community Garden SCIO
<b>Date</b>	12/07/2019

#### Please send your completed forms to:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

Tel: 01506 281692

E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)

**DRAFT**

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

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

**1. Applicant Organisation Details**

<b>Organisation Name</b>	Polbeth and West Calder Community Garden SCIO
<b>Project title</b>	Improving Community Access
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Co-convenor
<b>Address</b>	[REDACTED] [REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation ect)</b>	Scottish Charitable Incorporated Organisation (SCIO)
<b>What are the main activities of your organisation?</b>  <b>(please answer in no more than 100 words)</b>	<p>Our Charitable objectives are:</p> <p>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of good environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting, and through reducing, re-using and recycling of resources.</p> <p>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</p> <p>4.3 to advance; health and well-being through improved access to an outdoor environment; promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction.</p>
<b>For voluntary or</b>	

<b>charity applicants</b>	
<b>What date was your organisation formed?</b>	28.02.2013
<b>If a charity, please quote your charity number</b>	SC043818
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes / No</b> Yes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes / No</b> Yes

## 2. Project details

<b>Council Ward</b>	West Calder
<b>Project location</b>	Garden for Life, Parkhead Farm, Limefield Road,
<b>Project start date</b>	Autumn 2019
<b>Project finish date</b>	January 2020

<b>Project description</b>
Describe fully the project for which grant is being sought (background and context of the project, description of works).
<p>At the AGM in September 2018 the volunteers identified as a priority improving the accessibility of the Garden for Life site. Since then the use of the site has increased significantly.</p> <p>Currently the site has a gated entrance to prevent the car park being used for overnight parking. This means the car-park is only available to visitors when volunteers are able to open and shut the site. There is parking for one or two cars outside the gates but on busy days this quickly gets used and then can block volunteers from accessing the site to open the gates. It also creates a risk as cars can be unable to turn and so reverse on to the busy A71.</p> <p>At night volunteers need to wait for the last car to leave the car park before closing the site. Having an opening height restrictor barrier would allow access at all times to visitors and volunteers and still leave provision for access of larger vehicles when needed.</p>

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<b>Partners involved (other local organisations you are working with)</b>	We work with West Calder and Harburn CDT, West Calder Community Education Association and other local groups directly and through the Five Sisters Partnership Group
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<p><b>Evidence of need</b></p> <p>What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey, see guidance for examples of how you can evidence this.</p> <p>Key holders, volunteers and the community have witnessed conjection and potential collisions outside the gates when visitors are using the site while the gates are locked. By having 24 hour access it will eliminate the conjection at the gates, the risk of a collision on the A71, or a child being injured when cars are parked in a disordered manner. It will also release volunteer capacity that can be channeled into other areas of Garden maintenance and development.</p>
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**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies / Enterprising Communities / Accessible Public Services / Digital Towns / Proactive Planning

Town Centre Living:

~~West Calder and Harburn CAP has identified the need to support PWCCG's development. Allowing greater access to the car park will allow more of the community to use the site over a greater part of the year.~~

The Mental and Physical Health of our communities is dependant on access to open, green spaces, opportunity to be with other people and healthy eating.

Vibrant Local Economies/Enterprising Communities:

Being the base for In Bloom and food growing provides the opportunity to help the community be vibrant and healthy. By removing barriers to accessing the site, the community will be able to use the Garden for Life site, it will also allow the Garden to develop the Stickman trail to bring in visitors from out with the community increasing footfall in the Town.

Proactive Planning :

Creating an accessible car park will make the site more accessible to a greater number of people. This will allow the SCIO to increase the number of groups using the site, and the times that the site is available through the week.

**3. Project Costs**

<b>Total Project cost</b>	
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Height Restrictor Barrier	£2500	£1250

<p>If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)</p> <p>Please confirm whether it is approved and in place or the date that you expect this to be confirmed.</p>		
<b>Funding source (i.e lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
Town Centre Fund (Polbeth)	Coordinated application with Polbeth Hub and Polbeth Community Council to Polbeth Town Centre Fund	
Additional Costs - PWCCG	Yes	

<p><b>Project management</b></p> <p>Describe how your project will be managed and administered including details of any:</p> <ul style="list-style-type: none"> <li>- Design / plans</li> <li>- Implementation arrangements e.g contract tenders</li> <li>- Planning Approval</li> </ul>
<p>Height Restrictor Barrier</p> <p>The design for this has been reviewed by the Trustees to look at the best option. Placing the restrictor near to the current gate with a locked rotating arm to allow access of larger vehicles if needed fulfills the needs of the SCIO.</p> <p>A local contractor who has recently completed work at the site as part of the West Lothian Council Community Benefits has given a quote of £2500 installed. To buy a similar item without installation would cost £1500 - £1800 prior to installation.</p> <p>The SCIO's understanding is that this would not require planning permission.</p>

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

Please note that despite a healthy looking bank account our unrestricted funds as of end April 2019 were £1537.00 and have increased very little since.

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#### 4. Declaration

<p>We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
<b>Name</b>	
<b>Position</b>	Co-convenor
<b>Organisation</b>	Polbeth and West Calder Community Garden SCIO
<b>Date</b>	12/07/2019

#### Please send your completed forms to:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

Tel: 01506 281692

E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	West Calder & Harburn Community Development Trust (with West Calder & Harburn Community Council)
<b>Project title</b>	Village Centre Improvements
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Trust Manager
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Community Development Trust (company limited by guarantee with charitable status)
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>WC&amp;HCDT is a community led organisation that, through direct delivery of projects and support of other groups, works towards the vision of West Calder &amp; Harburn being:</b></p> <p><b>“A thriving family friendly, lively and enterprising community with its own unique rural identity.”</b></p> <p><b>Its guiding document is the Community Action Plan and we are involved in a range of initiatives across three themes:</b></p> <p><b>Our Place: homes &amp; livelihoods</b>  <b>Our Lives: health, wellbeing &amp; opportunity</b>  <b>Our Community: engaged and engaging</b></p> <p><b>Current initiatives include: a community café, community newsletter, a skatepark, path improvements and mental health support.</b></p>



<b>For voluntary or charity applicants</b>		
<b>What date was your organisation formed?</b>	<b>April 2013</b>	
<b>If a charity, please quote your charity number</b>	<b>SCO 43914</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

## 2. Project details

<b>Council Ward</b>	<b>Fauldhouse &amp; Briech Valley</b>
<b>Project location</b>	<b>West Calder</b>
<b>Project start date</b>	<b>Dec 2019</b>
<b>Project finish date</b>	<b>June 2020</b>

### Project description

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

Improvements to Main Street and Union Square have always come towards the top of the action list in community surveys and were identified in both of our community action plans (2013-18 and now 2019 Onwards) as a priority.

An Urban Realm Study of 2014 confirmed this and looked at physical improvements that might be possible. Community organisations have been unable to fund large scale capital works to the areas of Main Street and Union Square that define the village centre but have embarked on a number of initiatives to improve the area in order to encourage community use and involvement , increase footfall, increase pride and care in our spaces and heritage. Essentially to make it a nicer place for residents and visitors to be.

This has included: refurbishing the war memorial, new street lights, village signs, planters and hanging baskets, map boards and fingerposts, a heritage bench, regular community events in the centre and art projects.

This project aims to build on this progress by:

- “growing” and improving the community in-bloom initiative and making it more sustainable
- Adding to our public art project
- Refurbishing the burngrange memorial
- Repairing and upgrading the brick planting beds in Union Square

### In-Bloom

This project has been very successful so far and we wish to expand it by:

- purchasing additional hanging baskets to allow more premises to take advantage of the project and to make transition from summer to winter flora easier and more seamless
- Installing more wooden planters in the village centre and repairing and painting the existing (now 5 years old) ones
- Investing in a mobile watering system and hoses

### **Phonebox Art**

Our initiative to decorate the old phone boxes in the village centre has been received very positively by the community and visitors. With TCF funding we intend to add to the external decoration of the Main Street and Parkhead boxes with internal artwork created in conjunction with West Lothian College and based on the heritage of West Calder. The exact nature of the works has not been agreed as this will be developed as part of the project but it is likely to be in the form of printed laminate boards, paintwork and decals on the interior walls and windows.

### **Burngrange Memorial**

The memorial plaques to the Burngrange mining disaster are (as the ones on the war memorial were) in need of renovation, cleaning and re-fixing by specialist contractors. This is something that both the community and the local authority are keen to see happen. Costs for this work are based on quotes gathered by WLC.

### **Union Square and memorial bed walls**

The brick beds in Union Square (to the East that houses the burngrange memorial and to the West opposite Scotmid) are physically in a state of poor repair. We have gathered the opinion of a number of contractors and have two options available to us within this budget:

To repair and reface the bed walls

To repair and render the bed walls

We are still awaiting detailed reports from contractors on the most effective use of the budget and the technical specifications of the best approach (there is an inevitable element of “get as much done with what we can afford”) but with Trust match funding we are confident a good and long term solution can be found.

### **Replanting of Union Square beds**

We propose to have a detailed planting design developed which will:

- Safeguard the best of the existing shrubs
- Remove invasive shrubs
- Augment, improve and raise soil levels
- Create a coherent and low maintenance design involving input from our volunteer gardeners
- Add new shrubs and perennials in gap areas
- Create an accessible front area for ongoing volunteer management

The main works will be carried out by a professional contractor but the volunteer led In-bloom project will contribute to the annuals and front perennials which can be propagated at the Community Garden

**Evidence of need**

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

Our Community Action Plan “2019 and onwards” was published in June. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

The projects proposed in this application are all identified as priority projects and actions in the plan which is attached with this application.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living**

These projects are designed to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep.

**Vibrant local economies**

These projects are designed to encourage visitors by improving the look of the area and highlighting and celebrating the local heritage in order to improve the visitor and customer experience which will benefit local businesses.

**Enterprising communities**

The improvement of spaces where the community holds annual events and markets is part of a plan to boost the visibility and sustainability of key local events that help generate funding for local services.

**The celebration of local heritage and creation of public art is also part of a plan to increase visitor numbers throughout the year as well as during key events.**

**Proactive Planning**

West Calder is growing with large new housing developments. These projects aim to make the village centre fit for purpose as the village focal point for a new and larger population and to encourage community cohesiveness during this period of growth.

<b>Partners involved</b> (other local organisations you are working with)	<p>West Calder &amp; Harburn Community Council are a partner in this application and delivery will involve Polbeth and West Calder Community Garden as our partner in In-Bloom and volunteer activities.</p> <p>The Trust also works with the Five Sisters Community Partnership and local schools.</p>
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### 3. Project Costs

<b>Total Project cost</b>	<b>25414</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>21414</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Refurbishing Burngrange Memorial (quote)	<b>5464</b>	<b>5464</b>
Repair and render/reface brick beds (est)	<b>12500</b>	<b>10000</b>
Replant flower and shrub beds (est)	<b>6800</b>	<b>5300</b>
Additional hanging baskets and brackets	<b>450</b>	<b>450</b>
Mobile watering system and hoses	<b>200</b>	<b>200</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>WCHCDT</b>	<b>YES</b>	

#### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

This suite of projects will be managed by the WC&HCDT staff team with oversight from the board of trustees. WC&HCDT has a proven track record of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT has full public liability insurance and undertakes risk assessments and complies with health and safety in all of its activities.

#### In Bloom

This is an expansion of a project which has been proven over 4 years and has been delivered by WC&HCDT in conjunction with a team of volunteers and in partnership with Polbeth& West Calder Community Garden.

We have and will gain the necessary and appropriate approvals from WLC for any additions to street furniture.

#### Burngrange Memorial

This element of the project is based on quotes received by WLC and discussion is required to ascertain whether the specialist contractors are contracted by WC&HCDT or WLC. Necessary approvals will be gained in either circumstance

#### Union Square Planting and Beds

These beds were created by WLC and are under their jurisdiction. WC&HCDT intends to negotiate with WLC the necessary permissions and agreements for access, upkeep and ongoing management. We are aware that this aspect of the suite of projects in particular will require detailed planning with WLC in order to settle on the most efficient and effective use of the budget allocated.

#### Phonebox Art

WC&HCDT have taken official ownership and responsibility for two of the phoneboxes in West Calder from BT and will ensure that any permissions that are required are gained in advance of works commencing.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Trust Manager
<b>Organisation</b>	WC&HCDT
<b>Date</b>	30 Aug 2018

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

Tel: 01506 281692

E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	West Calder & Harburn Community Development Trust
<b>Project title</b>	Community Events
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Trust Manager
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Community Development Trust (company limited by guarantee with charitable status)
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	<p>WC&amp;HCDT is a community led organisation that, through direct delivery of projects and support of other groups, works towards the vision of West Calder &amp; Harburn being:</p> <p>“A thriving family friendly, lively and enterprising community with its own unique rural identity.”</p> <p>Its guiding document is the Community Action Plan and we are involved in a range of initiatives across three themes:</p> <ul style="list-style-type: none"> <li>• Our Place: homes &amp; livelihoods</li> <li>• Our Lives: health, wellbeing &amp; opportunity</li> <li>• Our Community: engaged and engaging</li> </ul> <p>Current initiatives include: a community café, community newsletter, a skatepark, path improvements and mental health support.</p>



<b>For voluntary or charity applicants</b>		
<b>What date was your organisation formed?</b>	<b>April 2013</b>	
<b>If a charity, please quote your charity number</b>	<b>SCO 43914</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

## 2. Project details

<b>Council Ward</b>	<b>Fauldhouse &amp; Breich Valley</b>
<b>Project location</b>	<b>West Calder</b>
<b>Project start date</b>	<b>Dec 2019</b>
<b>Project finish date</b>	<b>Mar 2020</b>

### Project description

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

This application is for equipment to expand, improve and make more accessible and sustainable a series of successful community events in West Calder. Community events bring people together, encourage use of our community spaces and encourage visitors. WC&HCDT has delivered an annual free fireworks event and a Christmas market and fair for seven years now. These have become highly successful, well attended and appreciated fixtures in the community calendar.

It is our aim that:

- These events continue to be free to access (for all or part)
- Become sustainable
- Grow to encourage visitors to the village

And that, as with all current CDT owned event equipment, the items proposed in this application are available free or charge for other community organisations.

### Cashless donation system

Our main events are free to attend in order to make them as accessible as possible. They rely on donations as well as merchandise to be sustainable. We wish to add a more up to date cashless donation system to our traditional methods in order to both encourage donations and to make it easier for people to donate.

This equipment will be available for other organisations (the Community Garden and Harburn Village Hall for example) to use as well.

### Event Catering Kit

The Trust has made a point of trying to include local businesses as much as possible in the provision of food at its events. It has also used external caterers to mixed success. In partnership with the CEA, the Trust now runs a successful community café and we see a mixture of this social enterprise and other local businesses being the main providers of catering at our events. This will both help make the events more sustainable keep the economy local.

This equipment will allow us to serve food from the community café at events outside the

Community Centre and in Union Square but not to compete with existing outside catering units.

### **Event Scaffolding**

This will allow a new outdoor PA to be safely mounted at events in accordance with health and safety regulations and to create clear entrance and exit positions which will make the events safer, more efficient and more visually attractive. This equipment will also be available to community events delivered by other organisations.

### **Outdoor PA**

The small announcement PA system that the trust owns is regularly used by many community organisations but is limited at larger outdoor events (such as the fireworks display and remembrance). This new equipment will ensure that music and announcements at our outdoor events can be heard by all and that the system is fully weather proof and safe. This equipment will also be available for other organisations at above.

### **Chalet Event Stalls**

The CDT gazebos have been a fantastic resource for the community for the last 3 years and have been well used at a vast array of events - run by many different organisations – which have brought people together in our village. These solid “Christmas market” versions will add another dimension and be more robust and long lasting.

The now two day Christmas Festival in West Calder includes a market, family fun day, santa parade and a grotto. It is however at the mercy of the elements and has had to be moved to a back-up venue on two occasions. This has diminished the event and makes it harder to establish the Christmas Market as a visitor attraction in West Calder. The new chalet style stalls will give us a more weather resistant and visually attractive event.

### **Santa Sleigh and trailer materials**

Our Santa Parade has been running for two years now and has been a great success in bringing the community together. We have relied on a refurbished sleigh on loan from the Five Sisters Zoo and we would like to build our own. This application includes the materials and tools to allow volunteers (through a community workshop) to build our own and adapt a trailer to suit its transport.

**Evidence of need**

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

Our Community Action Plan “2019 and onwards” was published in June. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

Our community events were identified as one of the key positive things residents have noticed improving over the last five year and the message to community organisations was clear: well done, keep it up and more please.

The capital expenditure proposed in this application is designed to make community events better, more accessible, safer and more sustainable AND to offer the equipment necessary on loan to other organisations so they can deliver more events for our community.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living**

Village events are a key way in which we help to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep.

**Vibrant local economies**

Events are designed to encourage visitors as well as residents and bring extra footfall into the village which benefits local businesses.

**Enterprising communities**

The Christmas market in particular is being run as a social enterprise initiative whereby a successful market allows the ongoing provision of free to access and heavily discounted events for local residents during the festival.

**Accessible Public Services**

We hope to make our events open to all and to make holding events possible for all organisations. The equipment proposed here is required to help make these events safe and easily accessible from both a physical perspective and also from a financial one by

helping make them sustainable in the long term.

### Proactive Planning

West Calder is growing with large new housing developments. These projects aim to make the village centre fit for purpose as the village focal point for a new and larger population and to encourage community cohesiveness during this period of growth.

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

The Trust works locally with a wide range of community organisations through the Five Sisters Community Partnership and local schools.

Events are delivered in partnership with the Community Education Association and the Community Garden and the equipment is available and used by them and others. For example: Harburn Village Hall, The West Kirk, Polbeth Hub, the Brownies, Parkhead Primary School and others.

### 3. Project Costs

<b>Total Project cost</b>	<b>17429</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>14429</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Cashless fundraising system	<b>750</b>	<b>750</b>
Event catering unit	<b>2500</b>	<b>2000</b>
Event Scaffolding (PA rig and entrance gateway)	<b>2000</b>	<b>1500</b>
Outdoor PA system	<b>2679</b>	<b>1429</b>
4 Chalet style events stalls	<b>7500</b>	<b>7000</b>
Santa sleigh and trailer materials	<b>1500</b>	<b>1250</b>
Tool kits for above and community workshop	<b>500</b>	<b>500</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>WCHCDT</b>	<b>YES</b>	

**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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

This project will be managed by the WC&HCDT staff team with oversight from the board of trustees. WC&HCDT has a proven track record of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT has full public liability insurance and undertakes risk assessments and complies with health and safety in all of its activities.

There are no specific permissions required for these capital acquisitions but all events and volunteer activity pertaining to them and to the creation and upkeep of equipment are risk assessed, insured and comply with health and safety legislation.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts	X

**4. Declaration**

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Trust Manager
<b>Organisation</b>	WC&HCDT

<b>Date</b>	30 Aug 2019
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**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 281692

E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	West Calder & Harburn Community Development Trust (with Parkhead Primary School)
<b>Project title</b>	Dog Poo Bins!
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Trust Manager
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Community Development Trust (company limited by guarantee with charitable status)
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>WC&amp;HCDT is a community led organisation that, through direct delivery of projects and support of other groups, works towards the vision of West Calder &amp; Harburn being:</b></p> <p><b>“A thriving family friendly, lively and enterprising community with its own unique rural identity.”</b></p> <p><b>Its guiding document is the Community Action Plan and we are involved in a range of initiatives across three themes:</b></p> <p><b>Our Place: homes &amp; livelihoods</b>  <b>Our Lives: health, wellbeing &amp; opportunity</b>  <b>Our Community: engaged and engaging</b></p> <p><b>Current initiatives include: a community café, community newsletter, a skatepark, path improvements and mental health support.</b></p>



<b>For voluntary or charity applicants</b>		
<b>What date was your organisation formed?</b>	<b>April 2013</b>	
<b>If a charity, please quote your charity number</b>	<b>SCO 43914</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

## 2. Project details

<b>Council Ward</b>	<b>Fauldhouse &amp; Briech Valley</b>
<b>Project location</b>	<b>West Calder</b>
<b>Project start date</b>	<b>Dec 2019</b>
<b>Project finish date</b>	<b>Mar 2020</b>

### Project description

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

Dog mess is a perennial problem raised by the community in every survey (our and everywhere else!) but our local primary school pupils decided to do something about it. They designed, decorated, made and put up ingenious poo bag dispensers made of recycled plastic bottles around the village. These had bright noticeable and enjoyable posters based on the childrens art. It both raised the profile of the issue in a fun way and offered a solution.

The initiative was greatly received by the community but the homemade creations have proved to have a limited life span.

In partnership with Parkhead Primary School, the Trust plans to replace (and possible reposition) existing bins with state of the art bins with incorporated poo bag dispensers. The bins will be wrapped in designs created by the school pupils.

The project will buy, wrap and install 10 new bins at a cost of approximately £500 each following negotiation with WLC on appropriate positioning and adoption/collection protocol.

We have been conducting an online gathering of photos and positions of existing bins along with suggestions which has given us a good knowledge and evidence base to deliver the project.

**Evidence of need**

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

Our Community Action Plan “2019 and onwards” was published in June. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

Dog poo is ALWAYS one of the main complaints about our village. This is true we think of all communities and all community action plans and our new plan was no exception.

One particular response to our community survey which summed the issue up was that visitors couldn't see the magnificent buildings that are the heritage of West Calder because they had to constantly look down when walking in the village in order to avoid the dog mess!

The hugely positive reaction locally to the primary schools poo-bag dispenser project (on social media and at community partnership meetings) is testament to the desire and need for this initiative.

This project aims to do something positive about this issue building on the good work carried out so far.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living**

Our projects are designed to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep.

Dog mess is a perennial issue and one that blights our (and other urban spaces) this will address that in a bright, fun, creative and inclusive way that adds value to the village centre and makes visiting easier and more enjoyable.

**Vibrant local economies**

These projects are designed to encourage visitors by improving the look of the area and highlighting and celebrating local heritage and creativity in order to improve the visitor and customer experience which will benefit local businesses.

**Enterprising communities**

The improvement of spaces where the community holds annual events and markets is part of a plan to boost the visibility and sustainability of key local events that help generate funding for local services.

### Proactive Planning

West Calder is growing with large new housing developments. These projects aim to make the village centre fit for purpose as the village focal point for a new and larger population and to encourage community cohesiveness during this period of growth.

<b>Partners involved</b> (other local organisations you are working with)	This project will be delivered in partnership between The Trust and Parkhead Primary School. The Trust works locally with a wide range of community organisations through the Five Sisters Community Partnership.
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### 3. Project Costs

<b>Total Project cost</b>	<b>5000</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>4000</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
10 Dog Poo and litter bins with inbuilt bag dispenser, wrapped in weather-proof design laminate and installed	<b>5000</b>	<b>4000</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>WCHCDT</b>	<b>YES</b>	

### 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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

This project will be managed by the WC&HCDT staff team with oversight from the board of trustees. WC&HCDT has a proven track record of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT has full public liability insurance and undertakes risk assessments and complies with health and safety in all of its activities.

We intend to discuss and negotiate with the relevant WLC departments (planning, waste and open spaces for example) to ensure what we do is in keeping with the “adoption” and collection protocol of the council.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Trust Manager
<b>Organisation</b>	WC&HCDT
<b>Date</b>	30 Aug 2019

**Please send your completed forms to:**

**The Regeneration Team: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)**

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	West Calder & Harburn Community Development Trust with West Calder Community Education Association
<b>Project title</b>	Community Growing, food access and waste minimisation
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Trust Manager
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Community Development Trust (company limited by guarantee with charitable status)
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p>WC&amp;HCDT is a community led organisation that, through direct delivery of projects and support of other groups, works towards the vision of West Calder &amp; Harburn being:</p> <p>“A thriving family friendly, lively and enterprising community with its own unique rural identity.”</p> <p>Its guiding document is the Community Action Plan and we are involved in a range of initiatives across three themes:</p> <ul style="list-style-type: none"> <li>• Our Place: homes &amp; livelihoods</li> <li>• Our Lives: health, wellbeing &amp; opportunity</li> <li>• Our Community: engaged and engaging</li> </ul> <p>Current initiatives include: a community café, community newsletter, a skatepark, path improvements and mental health support.</p>

<b>For voluntary or charity applicants</b>		
<b>What date was your organisation formed?</b>	<b>April 2013</b>	
<b>If a charity, please quote your charity number</b>	<b>SCO 43914</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>	

## 2. Project details

<b>Council Ward</b>	<b>Fauldhouse &amp; Briech Valley</b>
<b>Project location</b>	<b>West Calder</b>
<b>Project start date</b>	<b>Dec 2019</b>
<b>Project finish date</b>	<b>Mar 2020</b>

### Project description

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

The Trust and CEA jointly deliver a community café at the community centre. We wish to create three raised beds and two planters in the back garden of the community centre as part of a community edibles growing project and a Community Freezer. This will:

- Create a series of activity sessions for the customers of the Senior Lunch Menu (they have requested this)
- Produce fresh veg and herbs for use in the community café
- Provide a base for delivery of more activity sessions as part of our social prescription initiative
- Encourage intergenerational activity by linking the play group and older folks
- Provide vegetables and herbs that can be fresh-frozen and offered for donation to local residents via a Community Freezer thereby increasing access to healthy foodstuffs and help alleviate food poverty
- Provide a method of offering heavily discounted/donation only frozen meal portions – cooked by the community café – to local residents with minimal stigma

We have permission from the CEA and WLC to create the beds and some limited budget. This funding will allow us to proceed in time for provision of fresh veg next spring and a community freezer in time to provide meals for those who need them over the festive period.

The funding will:

- Provide durable and fire retardant (as per WLC regulation) materials for construction of raised beds and planters
- Specific gardening tools that cannot be gathered through donation or partnership with the Community Garden
- A large display freezer
- Compost and topsoil
- Seeds
- Freezer bags and cartons
- Storage crates

Oversight and sessions will be coordinated by the Trust Volunteer coordinator and Brunch Club (Community Café) staff



**Evidence of need**

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

Our Community Action Plan “2019 and onwards” was published in June. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

Specifically this project addresses health and wellbeing, food poverty and waste minimisation as well as encouraging local enterprise in a social enterprise model.

The projects proposed in this application are all identified as priority projects and actions in the plan which is attached with this application.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Vibrant local economies & Enterprising communities**

This project is part of a social enterprise approach to delivery of services based at the Community Centre designed to encourage the local economy and deliver much needed local services.

**Accessible Public Services**

Food poverty and mental health are major issues for our community and this project provides for easy access, stigma-free access to healthy and cheap or free food. It also adds to the base of activity around which we grow activity sessions which offer volunteering opportunities for mental health benefits.

**Proactive Planning**

West Calder is growing with large new housing developments. These projects aim to make the village centre fit for purpose as the village focal point for a new and larger population and to encourage community cohesiveness during this period of growth.

**Partners involved**

(other local organisations you are working with)

This project will be delivered by WCHCDT and WCCEA in partnership along with their community café The Bruch Club and will involve the Community Garden as our partners in In-Bloom, connections to their own growing initiatives and in volunteer

	activities. The Trust works locally with a wide range of community organisations through the Five Sisters Community Partnership and local schools.
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### 3. Project Costs

<b>Total Project cost</b>	<b>3500</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>3186</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Materials for gardening project	<b>2400</b>	<b>2400</b>
Display freezer	<b>1100</b>	<b>786</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>WCHCDT and CEA</b>	<b>YES</b>	

#### **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
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

This project will be managed by the WC&HCDT staff team with oversight from the partnership group of CDT and CEA board members and the board of trustees of the CDT. WC&HCDT has a proven track record of project delivery, budget and financial management and successful partnership working with both other community

organisations and WLC.

WC&HCDT has full public liability insurance and undertakes risk assessments and complies with health and safety in all of its activities.

There are no specific permissions required for these capital acquisitions but all volunteer activity pertaining to them and to the creation and upkeep of equipment are risk assessed, insured and comply with health and safety legislation.

We will also adhere to WLC regulations regarding fire retardant materials, access and health and safety and all activities are approved by the CEA committee and local WLC manager before commencing.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	X
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Trust Manager
<b>Organisation</b>	WC&HCDT
<b>Date</b>	30 Aug 2018

**Please send your completed forms to:**

**The Regeneration Team: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)**

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration