

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

TOWN CENTRE FUND – CAPITAL GRANT 2020/21

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to set out proposals for the delivery and operation of the Town Centre Capital Grant 2020/21 of £658,000 which has been allocated to the council from Scottish Government.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Agrees the list of eligible areas and allocation to each area, as set out in appendix 1 of the report;
2. Agrees the criteria for the assessment of projects;
3. Agrees that decisions on the applications are made as follows:
 - a. 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.
 - b. After doing so, if there is a balance remaining of the aggregate amount allocated to the ward, Local Area Committees will have the power to apply that balance to applications for the ward area which have not already been funded at all or fully.
 - c. After doing so, if there is still a balance remaining, Council Executive will decide how and where all remaining balances from the Local Area Committees should be spent across the whole council area;
4. Notes that special virtual Local Area Committee (LAC) meetings will be required; and
5. Notes the conditions pertaining to the grant as set out in the report.

C. SUMMARY OF IMPLICATIONS

| | |
|---|---|
| I Council Values | Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | 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. |

| | | |
|-------------|---|---|
| III | Implications for Scheme of Delegations to Officers | Responsibility for the funded will be added to the remit of the Head of Planning, Economic Development & Regeneration. |
| IV | Impact on performance and performance Indicators | None |
| V | Relevance to Single Outcome Agreement | 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. |
| VI | Resources - (Financial, Staffing and Property) | A total of £658,000 will be allocated to the Capital Fund through the Scottish Government Grant Settlement. |
| VII | Consideration at PDSP | Not applicable. |
| VIII | Other consultations | Financial Management Unit. |

D. TERMS OF REPORT

D1 Introduction

In September 2020 the Scottish Government announced a £30 million capital budget as part of the £230 million economic recovery package aimed at supporting construction activity across Scotland. The Scottish Government agreed with CoSLA and local authority Leaders that £18 million will be provided to local authorities as a top up to the existing Town Centre Fund approved in 2019/20.

Funding allocations would be based upon the same methodology as agreed between Ministers and Council Leaders for the 2019/20 allocations.

On that agreed basis a budget of £658,000 has been allocated to West Lothian Council.

D2 Eligible Works and Conditions of Grant

The grant is for capital expenditure with the aim of this additional fund to stimulate local construction activity and support local employment. The grant should fund a wide range of investments which deliver against the themes of the Town Centre First Principle, the Town Centre Action Plan, and more recently, the Place Principle.

The grant may be used to fund third party capital expenditure in the current year.

All grant expenditure must be complete by 31 March 2021. Expenditure is defined as "it is expected that work will be completed; or at least work or contracts signed or commenced within 2020/21".

The grant is for capital expenditure which is additional to that which is already or would otherwise be allocated to the Council's 2020/21 budget, and should not substitute for existing spend.

D3 Allocation of the Grant in West Lothian

On 12 June 2019 Council Executive agreed a distribution of the £1.826 million allocated to the council from the fund at that time. It is proposed to allocate the grant on the same basis of the agreed 2019/20 fund and Scottish Government methodology. That means allocating 50% of the funding equally across 23 communities with each community receiving £14,000. The balance of the funding is then allocated across the 23 communities on a pro rata basis based on population. The proposed allocation to the 23 communities is on this basis and set out in appendix 1.

The very tight timescales for agreeing projects and ensuring money is committed within the financial year coupled with the current restrictions due to the COVID-19 pandemic makes early progress essential. Given this it is proposed that the Economic Development & Regeneration team will quickly contact current networks, including those organisations which currently have capital works from the 2019/20 allocation, to ask them to assist in identify eligible projects.

Projects can also be recommended from Council Services and other partners such as for example, the Central Scotland Green Network Trust.

For continuity the same application process which was agreed by Council Executive on 11 June 2019 will be used for this year's allocation. Applicants will have 5 weeks (one week less than the previous round due to time constraints) to apply following approval from Council Executive. This will see a deadline of Friday, 27th November. Thereafter, Local Area Committees will be asked to consider these in the week beginning 7th December with successful applicants informed as soon as the decision made and it is hoped that all projects will be agreed prior to the festive period. This is likely to require a special Local Area Committees will be required in order that funding decisions can be made unless there is a suitable scheduled meeting already arranged. As per previous year after the initial round of decision, if there is still a balance remaining, the committees will be able to allocate to applications in the ward areas which have not been funded at all or not fully funded.

E. CONCLUSION

Officers will work with respective ward communities to ensure the allocation to each LAC area is fully utilised during 2020/21. Officers will ensure that all communications adhere to the current COVID-19 government guidance.

F. BACKGROUND REFERENCES

Council Executive Report 12 June 2019 – Town Centre Fund Capital Grant 2019/20

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=42684>

Contact Person: Alice Mitchell, Economic Development & Regeneration Manager;
Email: alice.mitchell@westlothian.gov.uk, 01506 283079

Craig McCorriston
Head of Planning, Economic Development & Regeneration

22 October 2020

Appendix 1 – Proposed Allocation of Grant with settlements more than 1000 in West Lothian

| Settlement | Population | Fixed Allocation | Population Allocation | Total Amount Awarded |
|----------------|----------------|------------------|-----------------------|----------------------|
| | | £ | £ | £ |
| Livingston | 54,516 | 14,000 | 104,418 | 118,418 |
| Bathgate | 23,559 | 14,000 | 45,124 | 59,124 |
| Linlithgow | 13,862 | 14,000 | 26,551 | 40,551 |
| Armadale | 12,021 | 14,000 | 26,025 | 37,025 |
| Whitburn | 11,805 | 14,000 | 22,611 | 36,611 |
| Broxburn | 10,970 | 14,000 | 21,012 | 35,012 |
| Uphall | 4,687 | 14,000 | 8,977 | 22,977 |
| Blackburn | 5,775 | 14,000 | 11,061 | 25,061 |
| East Calder | 5,733 | 14,000 | 10,981 | 24,981 |
| Fauldhouse | 4,804 | 14,000 | 9,201 | 23,201 |
| Winchburgh | 3,758 | 14,000 | 7,198 | 21,198 |
| Midcalder | 3,351 | 14,000 | 6,418 | 20,418 |
| West Calder | 3,152 | 14,000 | 6,037 | 20,037 |
| Kirknewton | 2,598 | 14,000 | 4,976 | 18,976 |
| Polbeth | 2,301 | 14,000 | 4,407 | 18,407 |
| Blackridge | 2,074 | 14,000 | 3,972 | 17,972 |
| Addiebrownhill | 1,991 | 14,000 | 3,814 | 17,814 |
| Stoneyburn | 1,982 | 14,000 | 3,796 | 17,796 |
| Pumpherston | 1,667 | 14,000 | 3,193 | 17,193 |
| East Whitburn | 1,344 | 14,000 | 2,574 | 16,574 |
| Seafeld | 1,334 | 14,000 | 2,555 | 16,555 |
| Uphall Station | 1,073 | 14,000 | 2,055 | 16,055 |
| Greenrigg | 1,066 | 14,000 | 2,042 | 16,044 |
| Total | 175,423 | 322,000 | 336,000 | 658,000 |

Livingston

| <u>Area</u> | <u>Population</u> | <u>Amount Awarded</u> |
|-----------------------------------|--------------------------|------------------------------|
| Livingston Eliburn | 8,211 | £17,836 |
| Livingston Craigshill | 7,057 | £15,329 |
| Livingston Dedridge | 6,808 | £14,788 |
| Livingston Murieston / Bankton | 5,315 | £11,545 |
| Livingston Carmondean | 5,170 | £11,230 |
| Livingston Ladywell | 5,024 | £10,913 |
| Livingston Deans | 4,234 | £9,197 |
| Livingston Knightsridge | 3,945 | £8,569 |
| Livingston Howden | 3,489 | £7,579 |
| Livingston Village / Kirkton | 2,958 | £6,425 |
| Livingston Bellsquarry / Adambrae | 2,305 | £5,007 |
| | 54,516 | <u>£118,418</u> |
| | | £118,418 |

Proposed Allocation of Grant by Ward in West Lothian

| Ward | Settlement | Allocation £ | Total Allocation £ |
|--|------------------------------|---------------------|---------------------------|
| Linlithgow | Linlithgow | 40,551 | 40,551 |
| Broxburn, Uphall & Winchburgh | Broxburn | 35,012 | |
| | Uphall | 22,977 | |
| | Winchburgh | 21,198 | 79,187 |
| Livingston North | Eliburn | 17,836 | |
| | Carmondean | 11,230 | |
| | Deans | 9,197 | |
| | Knightsridge | 8,569 | |
| | Livingston Village / Kirkton | 4,176 | 51,008 |
| Livingston South | Dedridge | 14,788 | |
| | Murieston/Bankton | 11,545 | |
| | Ladywell | 10,913 | |
| | Howden | 7,579 | |
| | Bellsquarry/Adamrae | 5,007 | |
| | Livingston Village / Kirkton | 2,249 | 52,081 |
| Livingston East & East Calder | Craigshill | 15,329 | |
| | East Calder | 24,981 | |
| | Mid Calder | 20,418 | |
| | Kirknewton | 18,976 | |
| | Uphall Station | 16,055 | |
| | Pumpherston | 17,193 | 112,952 |
| Fauldhouse & Breich Valley | Fauldhouse | 23,201 | |

| | | | |
|----------------------------------|----------------|--------|----------------|
| | West Calder | 20,037 | |
| | Polbeth | 18,407 | |
| | Addiebrownhill | 17,814 | |
| | Stoneyburn | 17,796 | 97,255 |
| Whitburn Blackburn & | Whitburn | 36,611 | |
| | Blackburn | 25,061 | |
| | Seafield | 16,555 | |
| | Greenrigg | 16,044 | |
| | East Whitburn | 16,574 | 110,845 |
| Bathgate | Bathgate | 59,124 | 59,124 |
| Armadale Blackridge & | Armadale | 37,025 | |
| | Blackridge | 17,972 | 54,997 |
| | | | 658,000 |

Appendix 2 -Town Centre Fund Capital Grant 2020-2021 Application Form

West Lothian Council
Town Centre Fund – Capital Grant 2020/21



Application Form

- Please refer to the associated guidance (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 2021.

1. Applicant Organisation Details

| | |
|---|--|
| Organisation Name | |
| Project Title | |
| Contact Person | |
| Position | |
| Address | |
| Telephone Number | |
| Email Address | |
| Type of organisation (public sector, voluntary organisation etc) | |
| What are the main activities of your organisation? (please answer in no more than 100 words) | |

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

2. Project Details

| | |
|---------------------------|--|
| Council Ward | |
| Project Location | |
| Project Start Date | |
| Project End Date | |

Project Description

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

| |
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| |
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Evidence of Need

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

Project Outcomes

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

Partners involved
(other local
organisations you are
working with)

3. Project Costs

| | |
|--|--|
| Total Project Cost | |
| Amount of Funding requested from the Town Centre Fund 2020-21 (TCF) | |

| Expenditure Item | Total Cost | Cost (TCF) |
|-------------------------|-------------------|-------------------|
| | | |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |

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/procurement
- 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.

| Supporting Documentation Check List - For voluntary organisations please supply | Please Indicate (x) |
|--|----------------------------|
| Constitution or Articles and Memorandum | |
| Committee Members or Directors List | |
| Bank Statements - Dated within the last 3 months | |
| Annual Accounts | |

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

Information held about you

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2021/22
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the Town Centre Fund – Capital Grant 2020/21
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – douglas.grierson@westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: dpo@westlothian.gov.uk

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#)

Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website: <https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

| |
|--|
| Declaration |
| We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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. |

| | |
|--|---|
| I consent to West Lothian Council processing my personal data for the purposes of: | |
| | Application to the Town Centre Fund Capital Grant 2020/21 & the monitoring of the grant if awarded. |
| | To provide you with updates on the progress of your application. |
| | Contact you to pass on information that may be relevant to you. |
| | Contact you for feedback on quality of services provided to you. |
| Name | |
| Position | |
| Organisation | |
| Date | |

Please send your completed application forms to:

The Regeneration Team: 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