

DATA LABEL: PUBLIC



**BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE**

**DEVELOPER CONTRIBUTIONS TOWARDS TOWN AND VILLAGE CENTRES  
IMPROVEMENTS IN CORE DEVELOPMENT AREAS**

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

**A. PURPOSE OF REPORT**

The purpose of this report is to update the Local Area Committee of the progress in opening up the developer contributions funding for applications to address the themes identified in the Winchburgh 'Local Place Framework' prepared by the Community Development Trust (CDT) to support the process to deliver projects in line with the agreed Supplementary Planning Guidance in Winchburgh.

**B. RECOMMENDATION**

It is recommended that the Local Area Committee:

1. notes the Village Improvement Design Guide has been produced by Winchburgh CDT entitled 'Winchburgh Local Place Framework and Action Plan; and
2. notes that the five themes identified in Appendix 3 of that document will form the overarching themes for assessing applications to receive the specific town centre funding.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; Making best use of our resources; Working in partnership..
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>West Lothian Local Development Plan (2018) policy CDA1 relates to supporting Development in previously identified Core Development Areas, such as Winchburgh.</p> <p>The project meets the funding eligibility criteria for CDA developer contributions in town &amp; village centres improvements. There is no requirement for a strategic environmental assessment and the project does not raise any equality or health issues.</p>
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.

<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 £182,862.32 is currently available for community led projects in Winchburgh village centre.
<b>VII</b>	<b>Consideration at PDSP</b>	This specific project has not been considered by a PDSP. The overall West Lothian Town and Villages Core Development Areas Fund was considered by Development and Transport PDSP in 2017.
<b>VIII</b>	<b>Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D.1 Background**

The superseded West Lothian Local Plan (WLLP) (2009) required developers within core development areas (CDAs) to contribute £250 per house towards town and village centre improvements within the CDA in which they are operating. Developers had the option to propose a package of equivalent value improvements, or to make a financial contribution of £250 into an improvement fund, with that fund being administered by the council.

Supplementary Planning Guidance (SPG) was the collective term for the suite of additional guidance documents that supported the implementation of development plan policies contained within the WLLP, but when this plan was replaced in September 2018 by the West Lothian Local Development Plan (LDP 1) the related SPG ceased to have formal status.

In anticipation of this scenario, the council gave notice that it would bring forward a raft of new Supplementary Guidance (SG) and Planning Guidance (SG) to replace many of the previous SPGs, that includes the SPG on CDA Town & Village Centres. In the interim, and until the guidance that it is proposed to be replaced has been formally adopted, SPGs continue to be a 'material consideration' for the purpose of determining planning applications.

In February 2017 the Council Executive agreed the eligibility criteria for a West Lothian Town and Villages Core Development Areas Fund (WLVCDAF).

Initial contributions of £147,000 were available to support eligible schemes within Winchburgh, although £50,000 was initially ring-fenced for kerbing in the town centre.

However, only £13,000 was required by Transportation Services to complete that work allowing £37,000 to be released back into the overall budget.

The approved Supplementary Planning Guidance and the planning permission with an accompanying Section 75 agreement with the developer required, as a starting point, that a Town or Village Centre Improvement Plan for Winchburgh be produced and agreed with the community to provide a framework for subsequent projects. At the Broxburn, Uphall and Winchburgh LAC on 8 June 2017, Winchburgh CDT were awarded £9,750 to produce the framework. This amount was subsequently increased to £12,100 in total at the Local Area Committee on 21 September 2018.

The Supplementary Planning Guidance (2007)(see Appendix 3) identifies the following types of work as being suitable for funding and it is expected that the town/village centre improvement plan will address these types of work to give focus for applications thereafter:

- landscaping works including the provision and maintenance of public space;
- street furniture and lighting;
- townscape enhancement;
- litter management and recycling (excluding general street cleaning activities);
- crime prevention measures such as CCTV;
- improved public transport facilities;
- signage and information;
- promotion and marketing;
- car parking improvements and management;
- town and village centre studies;
- site assembly/site servicing (including Compulsory Purchase Order (CPO)); and
- traffic calming/traffic management.

## **D.2 Framework Document (Winchburgh Community Development Trust (WCDDT))**

Winchburgh CDT attended the Local Area Committee in December 2018 to provide a presentation on progress towards the development of the framework and in September 2019 submitted the 'Local Place Framework' containing three related appendices:

The Framework is a wide ranging document (see <https://winchburghcdt.files.wordpress.com/2019/06/winchburghlocalplaceframework-actionplan-may-19.pdf>) that covers more potential projects than is related specifically to the developer contributions gathered as part of the Supplementary Guidance and the Section 75 Agreement. From the CDT report Appendix three (attached as Appendix 1) detailed a number of key areas identified for projects. These were themes rather than specific projects.

Applications will be expected to address one or more of the following themes:

- Bringing people together – Pride to live in the village
- Employment;
- Look and feel of public spaces - especially the Main Street;
- Community Spaces – meeting/eating/socialising;
- Activities; and
- History and Heritage

### **D.3 Funding Update**

As noted in D.1 above, there is a requirement that developers within core development areas (CDAs) contribute £250 per house towards town and village centre improvements within the CDA in which they are operating. Since the last report to the Committee another trigger point has occurred with the construction of the 551<sup>st</sup> house and a further £73,062.32 has been drawn down from Winchburgh Developments Ltd.

This indicates that the current balance available for village centre improvements in Winchburgh is £182,862.32.

The next trigger point will be the 751 house which should see a similar amount added to the fund for the village in due course.

### **D.4 Applications**

Officers are content that the 'Local Place Framework' produced by the Winchburgh CDT provides the framework required for applications to the village centre fund. Applications will require to address one or more of the five themes identified above in D2 and that projects also meet the requirements of the supplementary guidance set out in D1.

As agreed at the Council Executive in February 2017, the process for assessing funding applications for community led projects is set out below:

1. An application, using a standard applications form (as per the council's Villages Improvement Fund) is submitted to the council's Community Planning and Regeneration Team.
2. The application is assessed, by officers, against the eligibility of the scheme and having regard to other projects being progressed within the CDA. Applications deemed not to meet the criteria, or those which are similar to or duplicate other projects, will be rejected at this stage.
3. The availability of funding is assessed by the Head of Planning, Economic Development and Regeneration having regard to the balance of the fund available for the CDA, taking account of other committed projects or projects being developed by the council.
4. The application will be reported to the relevant local area committee (LAC) indicating the Head of Services' intention with regards to the application. The LAC will have an opportunity to comment on the application.
5. A decision on funding will be taken by the Head of Planning, Economic Development and Regeneration having regard to the view of the LAC.

The application form is attached as Appendix 2 and will be put on the Council web pages along with general guidance and links to the key documents referred to in this report. It will also be promoted through local websites and social media in Winchburgh to raise awareness of the scheme locally.

## **E. CONCLUSION**

The Local Area Committee is asked to note the work done by the Winchburgh Community Development Trust to produce the Winchburgh 'Local Place Framework and Action Plan' and the process to consider applications that address the themes identified in it and that align to the requirements of the Supplementary Planning Guidance.

## **F. BACKGROUND REFERENCES**

Council Executive, 14 February 2017

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Df%93k%7B%8F>

Reports to Development and Transport PDSP (February 2017), Broxburn, Uphall and Winchburgh LAC, 8 June 2018

<http://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=34944>

Broxburn, Uphall and Winchburgh LAC, 21 September 2018

<http://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=39890>

Broxburn, Uphall and Winchburgh LAC, 14 December 2018

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dg%95l%7B%8D>

Appendices/Attachments: Appendix 1: Winchburgh CDT Appendix 3 (see also link in main report)

Appendix 2: Application Form and Guidance

Appendix 3: WLC Supplementary Planning Guidance on CDA Town & Village Centres (2007) -

[https://www.westlothian.gov.uk/media/2565/SPG-CDA-developer-contributions-for-town-and-village-centre/pdf/CDA\\_developer\\_contributions\\_for\\_town\\_and\\_village\\_centre.pdf?m=635944207178170000](https://www.westlothian.gov.uk/media/2565/SPG-CDA-developer-contributions-for-town-and-village-centre/pdf/CDA_developer_contributions_for_town_and_village_centre.pdf?m=635944207178170000)

Contact Person:

Douglas Grierson, Regeneration Team Leader, email: [douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

Alice Mitchell, Economic Development Manager, email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

**Craig McCorriston**

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

**21 May 2021**

## TOWN AND VILLAGE CENTRES IMPROVEMENTS IN CORE DEVELOPMENT AREAS (WINCHBURGH)

### Application form

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

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	
<b>Project title</b>	
<b>Contact person</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email Address</b>	
<b>Type of organisation</b>	
<b>What date was your organisation formed?</b>	
<b>Are you a charity, please quote your number</b>	
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	

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

## 2. Project details

<b>Project location within Winchburgh</b>	
<b>Project start date</b>	
<b>Project finish date</b>	

**Which of the following theme(s) identified in the Local Place Framework is your project looking to address**

<b>Community Theme</b>	
Bringing people together – Pride to live in the village	
Employment	
Look and feel of public spaces - especially the Main Street	
Community Spaces – meeting/eating/socialising	
Activities	
History and heritage	

**The Supplementary Planning Guidance identifies the following types of work as being suitable for funding.**

<b>Supplementary Planning Guidance</b>	
landscaping works including the provision and maintenance of public space	
street furniture and lighting	
townscape enhancement	
litter management and recycling (excluding general street cleaning activities)	
crime prevention measures such as CCTV	
improved public transport facilities	
signage and information	
promotion and marketing	
car parking improvements and management	
town and village centre studies	
site assembly/site servicing (including Compulsory Purchase Order (CPO))	
traffic calming/traffic management	
None of the above	

**If none of the above please detail below:**

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**Project description**

Describe fully the project for which the grant is being sought (background and context of the project, description of works). Please detail how it addresses the theme and planning guidance requirement in your description.

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

**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.



**Outcomes**

Describe what your project will deliver. For example:

- Number of sites improved
- Area of landscaping
- Community Facilities developed, improved

**3.Project Costs**

<b>Amount of funding requested</b>	
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Item of expenditure	Cost



If your project costs more than you are applying for please detail below.	Is this in place and approved	If anticipated in what time scale

**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

## **Privacy Notice for: THE TOWN AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA**

### **Information held about you**

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

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

- Details of the group; type, date formed, charity number
- Contact details of contact person; name, position in the group, address, telephone and e-mail address.
- Copies of group documents;
  - Annual Accounts
  - Bank Statements
  - Constitution or Articles and Memorandum
  - Equality Policy
  - List of committee members/directors list

### **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 AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA
- To contact you regarding invitations to relevant events
- 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.

### **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. Group constitutions or memorandums of association will be retained until an updated copy is received or no longer required.

## **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 Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF  
Email – [Douglas.Grierson@Westlothian.gov.uk](mailto: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 Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – [Douglas.Grierson@Westlothian.gov.uk](mailto: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](mailto: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>

#### 4. Declaration

We wish to apply for a grant from the TOWN AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA. 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 AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA
	To provide you with updates on the progress of your application
	Contact you with invitations to relevant events
	Contact you for feedback on quality of services provided to you.
<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Date</b>	

**Please send your completed forms 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](mailto:Douglas.Grierson@Westlothian.gov.uk)

Or  
Gemma Telfer  
Community Regeneration  
1st Floor North  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

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

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





## Local Place Framework + Action Plan

### Projects

### Appendix 3



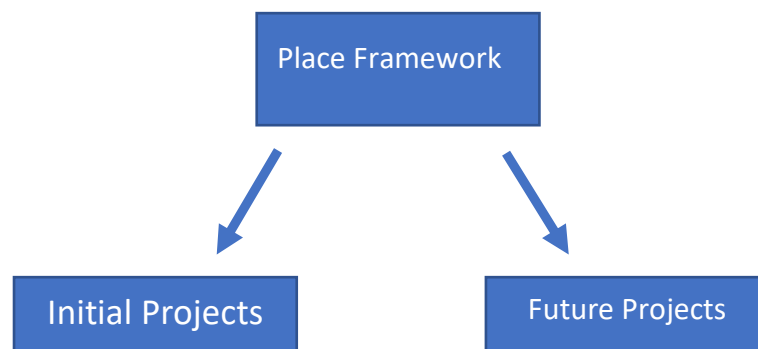
## Introduction

This appendix is the final part to complete the Winchburgh Local Place Framework 2018-2019 documents.

The draft version of the Framework was considered by the community at two open sessions in March 2019. Modifications were made, mainly to prioritise community aspirations regarding the potential projects identified in the various sections.

From the final version of the Framework, specific projects were chosen on the basis of achievability and community benefit. This appendix details these projects and represents the culmination of two year's work from community volunteers.

It should be noted that these projects are for the short to medium term and that the Framework lists of potential projects will be the key resource for further projects as and when funding and capacity will allow.



The projects focus on delivering benefits in the following areas identified by the community as Key Priorities:

- Bringing people together – Pride to live in the village
- Employment
- Look and feel of public spaces - especially the Main Street
- Community Spaces – meeting/eating/socialising
- Activities
- History and heritage

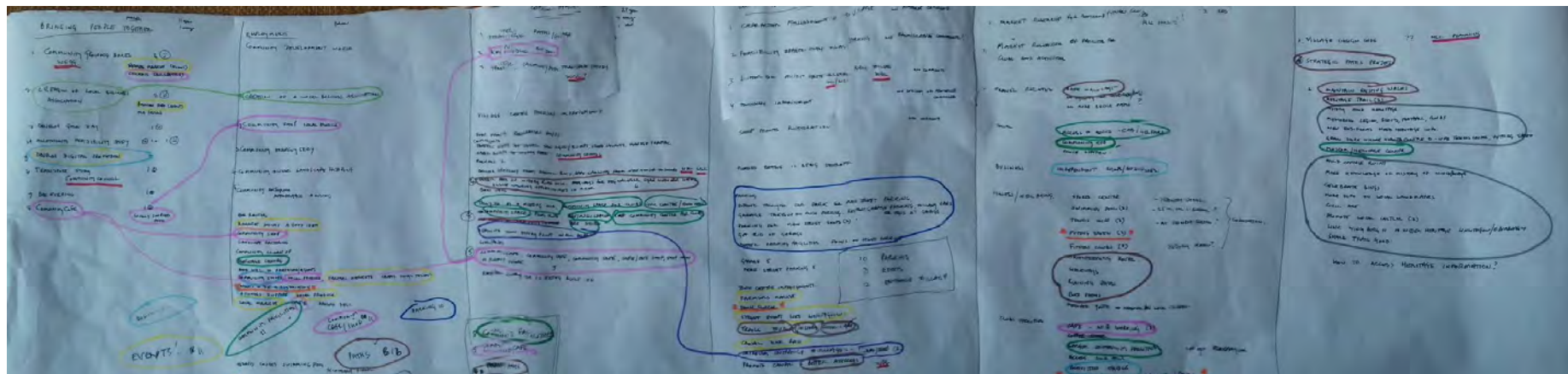




## The Projects:

1. Community worker and workspace
2. Digital promotion of village – web portal, social media, press releases, newsletters
3. Events programme - new events, maybe farmers' markets, and building on existing
4. Village centre: analysis/study, including parking and improvements
5. Investigation of landscape factoring with Winchburgh Developments Ltd
6. Renew allotments potentially through land purchase
7. Additional community facilities with WDL – community café in the new park
8. Form a History/heritage group to develop sub-projects

It is important to understand that the first project, the Community Worker, is by far the most important as the village does not have the capacity to deliver the benefits of the other projects through volunteers alone.



			Bringing us together Employment Public spaces community spaces Activities History and heritage					
Project	Timescale	Funding						Notes
Community worker, workspace	Dec 2019 - 2022	Investing in Communities, Awards for all, S75	✓	✓	✓	✓	✓	Needs a workspace identified
Digital promotion of village	Oct 2019 - May 2020	New Town Centre funds, S75	✓		✓		✓	Can start without worker
Events management and programme	Jan 2020 - on going	S75, individual funding for various events	✓				✓	Can start without worker
Village centre analysis and improvements	Mar 2020 - Nov 2020, analysis. May 2020 - May 2023, actions	New town Centre, S75	✓		✓		✓	Includes parking issues
Investigation of landscape factoring with WDL	2019 - 2020 discussions, 2020-2022 set up. On-going	Climate Change		✓	✓			Need to start this early to ensure all is in place in time. Scottish Agricultural College as partners?
Renew allotments, potentially through land purchase	2020 - 2025	Scottish Land Commission, Scottish Land Trust, WDL, S75, other sources				✓	✓	Discussions with Hopetoun Estates
Additional community facilities with WLC/WDL	2020-2030			✓		✓	✓	
History and Heritage group.	Sept 2019 ongoing	Lottery Heritage Fund	✓				✓	May need a part time development worker. Can start without worker. Sub-projects identified

The detailed programme plans, funding applications and project management will be the responsibility of the Community Worker.

They will be expected to start further projects based on their skills and experiences.

The full title of the post, for funding purposes, is "Project Engagement and Development Manager".

If the current funding application is successful, they will be in post by end of 2019.



