

DATA LABEL: PUBLIC



LINLITHGOW LOCAL AREA COMMITTEE

PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND

REPORT BY DEPUTY CHIEF EXECUTIVE, EDUCATION, PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to invite the committee to consider the applications to the Place Based Investment Fund Town 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 5 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. 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;
5. notes that as projects are implemented the detail and associated costs may change and so delegates the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals; and
6. notes the terms and conditions associated to the awarding of grants 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; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Place Based Investment is a Scottish Government Initiative.</p> <p>This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.</p>

III	Implications for Scheme of Delegations to Officers	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
IV	Impact on performance and performance Indicators	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.
V	Relevance to Single Outcome Agreement	Relevant to all outcomes.
VI	Resources - (Financial, Staffing and Property)	<p>West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000.</p> <p>The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022. This has now been confirmed as £1.132M</p>
VII	Consideration at PDSP	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
VIII	Other consultations	None.

D. TERMS OF REPORT

D.1 Background

On the 8 February 2022, Council Executive approved recommendations in a report by the Head of Planning, Economic Development and Regeneration setting out the proposed allocation of the Scottish Government's Place Based Investment Capital Grant (PBIP) for 2022/23. Funding for West Lothian Council in 2022/23 is expected to be £1,000,000.

The main objectives of the PBIP include:

- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities; and
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The Council Executive agreed the funding would be allocated on the basis of two equal funding streams:

1. Town Centre Capital Fund (£500,000); and
2. Community Wealth Building (£500,000).

Since the original report the grant awarded to West Lothian Council has been confirmed as been confirmed as £1,132,000.

The process for this is detailed in D.2 and D.3 with guidance and application forms added as appendices.

D.2 Town Centre Capital Fund 2022/23

It has been agreed that the Town Centre Capital Fund stream will follow the same process as the Town Centre Capital in 2019/20 and 2020/21. The funding was promoted to local community organisations through our normal channels with applications received by the deadline of 22 April 2022.

Linlithgow Ward was been allocated £31,336.00 split between the following towns.

Town	Allocation
Linlithgow	£31,336.00
TOTAL	£31,336.00

As was previously the case, the Head of Planning, Economic Development and Regeneration retains the delegated authority to move funding between towns within the ward allocation should this be required. Should the overall ward allocation not be fully allocated by the LAC the balance of funding will be reported to Council Executive for a decision.

D.3 Allocation of the grant in West Lothian

The Council Executive agreed on 8 February 2022 that £500,000 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 as 22 April 2022 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2023, and having projects completed by 30 September 2023.

Council Executive agreed that decisions on the applications would be 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 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

D.4 Linlithgow Ward Applications

Within the Linlithgow ward one settlements is eligible for the funding and by the deadline of 22 April 2022, 5 applications had been 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 (-) Funding Available
Linlithgow	31336	5	49,917.89	+18581.89
Ward Total	31336	5	49,917.89	+18581.89

Following receipt, all applications have been reviewed by the relevant Capital Asset Management Board Asset Lead Officer 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 settlement. The corresponding remaining balance, should the recommendations be approved are underneath each table.

Linlithgow (£31,336)

Code	Application Name	Amount applied for	Recommended allocation
LIN22-01	Clarendon Base Storage Area Upgrading	5184	5184
LIN22-02	Happy to Chat Benches	765.89	765.89
LIN22-03	Festive Lighting Improvements	15000	5000
LIN22-04	Winter Tree Lighting	15820	15820
LIN22-05	Noticeboards	13148	4,566.11
	Totals	49917.89	31,336

D.5 Delivery of projects

Following this 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 projects are implemented the detail and associated costs may change it is delegated to the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals.

As all projects have to be contractually committed by 31 March 2023, and have project completed by 30 September 2023, officers will liaise with successful applicants to ensure projects are on track to meet these deadlines. At this stage the applicant will be asked whether they still intend to progress the work and confirm that any necessary contracts can be let by 31 March 2023. If it is not confirmed that it can be achieved, or where officers have reservations, and the issue is not resolvable by the proposed delegations set out in the recommendations, 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 likely be very limited because of time constraints.

E. CONCLUSION

This report provides the committee with the process to agree and allocate, within the ward are, the Town Centre Capital Funding element of the Scottish Government's Place Based Investment Capital Grant awarded to West Lothian for 22/23. The funding provided local organisations with the opportunity to enhance their local community working in partnership with the Council and key stakeholders.

F. BACKGROUND REFERENCES

Council Executive, 8 February 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=51113>

Appendices/Attachments:

Appendix 1: Town Centre Fund application overview and recommendations

Appendix 2: Town Centre Fund Applications

Contact Person:

Douglas Grierson, Regeneration Team Leader

Douglas.Grierson@westlothian.gov.uk

Clare Stewart, Manager, Community Wealth Building Team

clare.stewart@westlothian.gov.uk

Elaine Cook

Deputy Chief Executive, Education, Planning and Economic Development

7 June 2022

PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1

Ward: Linlithgow

Town: Linlithgow (allocation: £31,336)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
LIN22-01	Linlithgow Burgh Trust	Clarendon Base Storage Area Upgrading	Level the area at Clarendon Base to eliminate slip hazards and stop hanging baskets from toppling over.	5184		Recommendation: Support in full
LIN22-02	One Linlithgow Ltd	Happy to Chat Benches	Purchase of 8 vinyl signs to be placed on selected 'Happy to chat' benches throughout Linlithgow.	765.89		Recommendation: Support in full Service comments: NETS are supportive. Clear with TCM and NETS before proceeding
LIN22-03	One Linlithgow Ltd	Festive Lighting Improvements	<ul style="list-style-type: none"> •Purchase of 30 light motifs for lampposts in Linlithgow •Purchase of 12 sockets for lampposts in Linlithgow Bridge 	15000		Recommendation: Part fund £5,000 in principle pending further discussion with services. Service comments – Operation Services is generally supportive of this work where it replaces old inefficient end of life lighting with new more environmentally efficient lighting but not supportive of adding new which would add to running cost and environmental. Applicant must finalise with Operational Services (lighting) before proceeding.
LIN22-04	One Linlithgow Ltd	Winter Tree Lighting	Removal of existing tired/broken lights and replace with 1000 LED lights on 13 trees on the high street to match	15820		Recommendation: Fund in full in principle pending agreement with Operation Services. Service comments – Operation Services is generally supportive of this work as it will replace

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			those on the trees either side of the Black Bitch statue			old inefficient end of life lighting with new more environmentally efficient lighting. Applicant must finalise with Operational Services (lighting) before proceeding.
LIN22- 05	One Linlithgow Ltd	Noticeboards	Purchase of 2 noticeboards to replace existing ones which are old and posing a safety risks to those using them.	13148		Recommendation: Partial fund of £4,566.11. Service comments – Applicant to check whether advertisement consent or other planning issues need to be addressed before proceeding. Required.
TOTALS				49,917.89		Total town allocation proposed: £31,336.00

LIN22-01

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	LINLITHGOW BURGH TRUST	
Contact Person and Position	[REDACTED] Convenor, Burgh Beautiful Committee	
Address	[REDACTED] [REDACTED] [REDACTED]	
Telephone Number	[REDACTED]	
Email Address	[REDACTED]	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary organisation with no paid staff. SCIO (voluntary organisation with charitable status) Scottish Charity Number SC047211	
What are the main activities of your organisation? (please answer in no more than 100 words)	Linlithgow Burgh Trust exists to protect and improve Linlithgow's unique environment through a wide range of successful heritage, environmental and artistic activities and projects. These include floral displays throughout the town, heritage publications, tree planting, commenting on planning issues, promoting public art, organising the annual Perambulation of the Marches and Doors Open Days, fund-raising, working with schools, young people, businesses and local organisations, planting wildflowers and encouraging wildlife and enhancing the quality of life in Linlithgow, all helping to enhance civic pride, citizen participation and volunteering.	
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes as appropriate	

2. Project Details

Council Ward	Linlithgow
Project Title	Clarendon Base Storage Area Upgrading
Project Location	Burgh Beautiful Clarendon Base, 32a Manse Road, Linlithgow, EH49 6AR
Project Start Date	May 2022
Project End Date	July 2022

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

This was brought to the attention of Stewart Ness by email. No adverse response was received.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

The project is to upgrade the hanging basket storage area at Burgh Beautiful's Clarendon base. Previously the area concerned has been surfaced with strip timber from disused pallets which, in damp or wet conditions, are extremely slippery and thus hazardous for volunteers to walk upon. Additionally, the area has a significant slope down towards the western boundary with an adjoining house, previously marked with a hedge but now a timber fence.

It is proposed to level the area to eliminate slip hazards and to stop hanging baskets from toppling over and to provide a much cleaner area for hanging baskets to be stored. Also, it will enable the much more efficient storage of the set of hanging baskets not in use.

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.

- 1) The project is needed to provide safer and more efficient storage of the full set of hanging baskets which is always not in use, whether awaiting emptying or refilling for the next season.
- 2) Several volunteers have reported that the present/former slatted wooden surface of the storage area is unsafe in damp or wet conditions and the slope of the ground makes it difficult to store baskets without them toppling over.
- 3) The project will facilitate Burgh Beautiful's delivery of 124 hanging baskets throughout the year.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Town Centre Living – The project will help Burgh Beautiful's efforts to enhance the town centre with hanging baskets throughout the year.

Vibrant Local Economies – Our hanging basket provision already has BID involvement through its annual contribution towards the cost of watering the hanging baskets.

Enterprising Communities – Burgh Beautiful’s activities are locally led and almost entirely locally financed.

Proactive Planning – The project will greatly assist in the efficient provision of our floral displays, promoted in partnership with many in the local community and key stakeholders.

Tourism – As with all Burgh Beautiful activities, the project would contribute towards increasing town centre footfall and making Linlithgow more attractive to visitors

Partners involved
(other local
organisations you are
working with)

None on this particular project, although we work with many local organisations in relation to our general activities.

3. Project Costs

Total Project Cost	£5,184
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5,184

Expenditure Item	Total Cost	WLTCCF Cost
Paving the hanging basket storage area with plain 600 x 600 concrete slabs and kerbing/haunching the edges to prevent movement of the slabs over time. Including provision of hard-core base and removal of spoil from site.	£5,184	£5,184

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed
Not applicable		

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

Compliance with Relevant Statutory Legislation

This project will comply with all relevant statutory legislation.

Project Management

This project will proceed in accordance with a simple brief and the contents of the quotation provided by the selected landscape contractor. The work will be supervised by relevant Burgh Beautiful volunteers, namely the Convenor of the Burgh Beautiful Committee and the members of the organisation's Clarendon Working Group.

Maintenance and Insurance – The completed work will be maintained to a high standard in accordance with current practice and the terms of the lease between West Lothian Council and Linlithgow Burgh Trust. Insurance related to construction works shall be the responsibility of the selected landscape contractor, and insurance relating to other aspects will be covered by Burgh Trust's own insurance policy which also indemnifies it for legal liability in respect of injury to third parties or damage to third party property arising its activities.

Monitoring and Finance

Appropriate evidence of expenditure shall be provided as required.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List – See below Officers Chair: [REDACTED] Secretary: [REDACTED] Treasurer: [REDACTED] Charity Trustees (Board) [REDACTED] (Chair) [REDACTED] (Treasurer) [REDACTED] (Membership Secretary) [REDACTED] (Minutes Secretary) [REDACTED] (Convenor of the Burgh Beautiful Linlithgow Committee) [REDACTED] (Convenor of the Linlithgow Civic Trust Committee) [REDACTED] (LCT Publications) [REDACTED] (Newsletter Editor) [REDACTED]	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

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 2022/23
 - 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 West Lothian Town Centre Capital Fund 2022/23
- 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 Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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 Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@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	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. 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>	
<p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Convenor, Burgh Beautiful Committee
Organisation	Linlithgow Burgh Trust
Date	16 April 2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

LIN22-02

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	One Linlithgow Ltd
Contact Person and Position	[REDACTED] BID Manager.
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Happy to Chat Benches
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	31 July 2022

Pre-Application Discussion
Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
We have spoken to the relevant West Lothian Council team (Open Spaces) and the Town Manager. Both are supportive of the project and the Council team will assist us with the installation of the signage.

Project Description
Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.
<p>This project will introduce 'Happy to Chat' signs on selected benches throughout Linlithgow. This is designed to help combat loneliness and encourage community interaction. With the added pressure of the pandemic, spontaneous social interactions have become rare and many people are living in increased isolation. The Happy to Chat benches aim to break down that social barrier and allow us all to say 'hello'.</p> <p>The benefits of Happy to Chat benches have been demonstrated by other similar initiatives across the country, including in England and Wales, and a study published by the University of Sheffield in 2015 found that sitting on benches allows people to spend longer outside, which is beneficial for mental health and helps connects people within communities. This connection is particularly important for people who might find social venues like cafes too expensive or too busy.</p> <p>The Happy to Chat benches are a really small but valuable part of supporting mental health wellbeing in the area along with the new initiative of chatty tables in local coffee shops.</p>

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.

As mental health and wellbeing has suffered due to the recent pandemic, this is just one small step towards helping the Linlithgow community recover and feel better, while assisting fellow residents.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Renewed seating in the area that identifies a need for companionship within a safe space.

Renewing the seating in the area helping people to linger in the town longer, enjoy some food and drink outdoors and generally enjoy the outdoor spaces we have in the town.

Making an easy way to ask for help or companionship as and when required.

Partners involved

(other local organisations you are working with)

Linlithgow Civic Trust/Linlithgow Burgh Trust
Linlithgow Community Development Trust
Linlithgow and Linlithgow Bridge Community Council
West Lothian Council

3. Project Costs

Total Project Cost	£765.89
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£765.89

Expenditure Item	Total Cost	WLTCF Cost
Graphics	£34	£34
Cost for 8 signs including 25% discount	£600	£600
VAT for 8 signs	£120	£120
Delivery	£11.89	£11.89

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

Statutory Legislation

One Linlithgow is proposing to add signs to existing benches managed by West Lothian Council. It is assumed that the management and placement of benches has been through the process as per Council guidelines.

Project Management

The project will be managed and administered by the One Linlithgow team including design and procurement including identification of benches requiring a sign (avoiding those with existing memorial plaques). West Lothian Council will be responsible for the attaching the signs to the benches – we are in communication with the Open Space and Cemeteries team for the area.

Maintenance and Insurance

Not applicable

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

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 2022/23
 - 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 West Lothian Town Centre Capital Fund 2022/23
- 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 Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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 Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@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	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. 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> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 150px; height: 1.2em;"></div>
Position	BID Manager
Organisation	One Linlithgow Ltd
Date	22.04.2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

LIN22-03

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	One Linlithgow Ltd
Contact Person and Position	[REDACTED] BID Manager
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Festive Lighting Improvements
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	26 November 2022

<p>Pre-Application Discussion</p> <p>Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?</p> <p>We work alongside the roads and lighting department of West Lothian Council before carrying out any changes all specifications are checked and any changes are in line with council guidelines.</p> <p>Lighting has in the past been supported by Town Management Group and also Pub Watch within the town, they have kindly supported some of the new lights which were seen last year.</p>
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<p>Project Description</p> <p>Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.</p> <p>Previously the festive lights in the town were shared between West Lothian Council and other groups, in recent years One Linlithgow has taken the lights into our care and are responsible for the upkeep, storage, installation and removal of the motif lights you see on lampposts. Last year was a real achievement as nearly every lamppost along the High Street was lit with a motif, we changed some of the older lights for newer, brighter LED lights and began creating a theme of a few colours and styles for the length of the High Street.</p> <p>There are certain lights which have to be placed specifically; for example the ones purchased by Pubwatch to identify the pubs on the trail have to be on the correct posts outside the establishments. They also contributed for ones all the way round the cross of a similar style so they are kept together. There are traditionally five "Christmas parcel" lights around the round about at Tesco's and then the rest are installed in a mixture of styles in between.</p> <p>This year having had the lights tested there are 18 post motifs which are needing repaired or replaced. To repair these uses newer, brighter LED lights and will be costly as the whole motif</p>

would need redone. It is more economical to recycle or dispose of these ones and replace with new LED lights. This way we can continue to build a theme in the town of similar styles.

There are five lights which go out to Linlithgow Bridge just past Sainsburys, these posts have sockets and can take the lights. We would like to add a further 12 lights at the entrances to Sainsburys, the Stockbridge Retail Park, Aldi/Dominoes/Barnardos Park and the Garage to do this we would need to also add sockets to the lamp posts out there. We have identified the twelve lamp posts from the lighting maps supplied by West Lothian Council.

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.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

Linlithgow has always been lucky and had Christmas lighting up before the annual Advent celebrations, the last few years when we couldn't do much else we improved the lighting scheme, bringing in new fresh motifs and retiring some of the older styles. Last year we achieved nearly every lamp post in the High Street with a motif and the positive responses we had were incredible. Businesses, visitors and residents alike all appreciate the lights and the overall improvement to the area these make.

Every year we have the lights tested to ensure they are working and safe. Unfortunately there are 18 lights which are no longer fully functioning and will need repairing. When we cost the repairs it is simply more economical to replace these with new LED lights. The LED is cheaper to run using less energy.

The five which end up at Linlithgow Bridge don't tie in to the scheme currently and by adding just a few more at the business areas it would help improve this area and connect them to the centre of town.

By introducing these new motifs we can continue to build on the silver and gold theme recently introduced and have stylish lighting which compliments the town as seen in other areas.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

The Lights in Linlithgow often cause a stir, from the Main tree to the lights and everything in between. In this day of social media it would be lovely to have the town lit up beautifully and have the admiration of those living and working here.

The lighting of the Tree and subsequent Advent activity encourage a lot of visitors and people in the town to spend time in the town centre, the Christmas lights should help to showcase the area to its best.

By creating a better looking town centre we encourage people to spend time here for business and pleasure.

In adding lit works along the High Street it brightens up the area, makes people notice the businesses they perhaps wouldn't have spotted before and helps the businesses appearances too.

When you add to the town and give people things to be proud of the space benefits from more care and consideration. Lessening anti social behaviours in the area and malicious damage.

Partners involved
(other local organisations you are working with)

Lighting usually has the considerations of teams at West Lothian Council, Town Management Group and will involve the Community Council as they run their annual Advent events.

3. Project Costs

Total Project Cost	£15000.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£15000.00

Expenditure Item	Total Cost	WLTCCF Cost
Purchasing 30 new motifs for lampposts in Linlithgow (18 High Street Replacements and 12 New Linlithgow Bridge ones)	£12000.00	£12000.00
12 x sockets on Lampposts in Linlithgow Bridge	£3000.00	£3000.00

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed
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Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

Statutory Legislation

The company we currently use for lighting has gone through a tender process and all statutory requirements were checked to be in place prior to commencement. All new lighting and works are checked via West Lothian Council to be within guidelines and considered appropriate.

Project Management

The project will be managed and administered by the One Linlithgow team including quoting, site visits, liaising with the appropriate departments within West Lothian Council and checking completed works.

Maintenance and Insurance

All lighting is checked prior to putting up by the team we have on contract, all specification checked prior to purchase by West Lothian Council street lighting and roads. When they are removed they are checked prior to storage and all maintenance options are provided.

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
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Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

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- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

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How long do we keep your records?

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. 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>	
<p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	BID Manager
Organisation	One Linlithgow Ltd
Date	22.04.2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk

LIN22-04

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	One Linlithgow Ltd
Contact Person and Position	[REDACTED] BID Manager
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Winter Tree Lighting
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	30 October 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
We have previously discussed with Roads and Lighting Department at West Lothian Council. The trees were wrapped before but the lighting has suffered with age, wear and storms damage. The Trees Department at West Lothian council were also contacted.

Project Description Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.
<p>There are 15 trees along the High Street which when the clocks change should be covered in small lights, wrapped all the way round. Creating a pleasant journey along the street and signalling the beginning of winter.</p> <p>Currently there are only two trees which are lit well and look great, these are positioned behind the Black Bitch statue and frame her perfectly, these were installed late last year. These have been lit by 1000 LED lights per tree which would be the newer style we would like to be able to put on the other 13 trees.</p> <p>Over the last couple of years the lights on the other 13 trees have suffered from tree growth, storm damage and wear and tear. They are mostly off or only have a couple of branches dimly lit. Looking at them against the two new ones makes them look really shabby and tired. The plan would be to remove the wiring as it is just now and install 1000 LED lights per tree in the similar style to the two newer ones. The old lights would be taken down and disposed of responsibly or recycled where appropriate.</p>

The businesses and visitors to the town enjoy the lights around the trees and they have been missed last year with so many not working. During the Advent period where most of the activity is in the centre of the town people have noted frequently that the tree lights needed fixed or replaced so there is definitely an appetite in the town to have them renewed to a standard that is then easy to maintain.

The LED lights are a better option not only because they will look better and brighter but also because they are cheaper to run and more economical.

It is a large project to remove and replace all the lights on all of the trees hence we are looking for support with this. We would not be in a position to replace them all over the next couple of years and doing it as patches would look potentially worse, making the older ones even more obvious. It is no longer cost effective to repair the lights in place just now as they would end up having half LED and half dimmer original lights on some trees, all new LED on some trees and no lights at all on others.

Potentially in the next couple of years the lovely new trees recently planted could also be dressed once they reach a good size which would add to the aesthetic in the town during winter.

These lights are turned on with the street lights from the clocks changing forward to the clocks going back traditionally.

The lights at the Black Bitch statue have been well received and admired (photographed too) by many. It would make a real difference to have the original trees lining the street also dressed so well too.

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.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

We have received a lot of business enquiries regarding the trees being off or half working as the businesses would like them to be on and looking good especially when they are positioned outside their entrances.

The new trees wrapped at the statue have been exceptionally well received with plenty of social media backing and a constant stream of new photos being shared.

When they were first done the other festive lights were up too and businesses, visitors and locals all made comments or took the time to let us know how great they thought the lights were. From that the next comments were usually about the other older "disappointing" trees or "wouldn't it be nice to have these lit" whilst pointing at ones with obvious old cabling on them.

Over the last two years the festive lighting and well lit spaces have provided some well needed respite from staying in for people getting out in the fresh air, giving them something to admire and appreciate.

There is a great appetite in the town for all things festive and making the spaces people live, work and move around in more attractive can only help. Giving people something to look forward to, make them smile and make them appreciate the great wee place we are lucky to be in.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

By lighting up the trees that line the High Street we will achieve an aesthetically pleasing journey through the town.

By creating a better looking town centre we encourage people to spend time here for business and pleasure.

In adding lit works along the High Street it brightens up the area, makes people notice the businesses they perhaps wouldn't have spotted before and helps the businesses look good too.

When you add to the town and give people things to be proud of the space benefits from more care and consideration. Lessening anti social behaviours in the area and malicious damage.

Partners involved

(other local organisations you are working with)

Lighting usually has the considerations of teams at West Lothian Council, Town Management Group and will involve the Community Council as they run their annual Advent events.

3. Project Costs

Total Project Cost	£15820.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£15820.00

Expenditure Item	Total Cost	WLTCF Cost
Removal and disposal of original lighting	£1950.00	£1950.00
Wrapping 13 trees with 1000 LED lights each	£13870.00	£13870.00

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

Statutory Legislation

The company we currently use for lighting has gone through a tender process and all statutory requirements were checked to be in place prior to commencement. All new lighting and works are checked via West Lothian Council to be within guidelines and considered appropriate.

Project Management

The project will be managed and administered by the One Linlithgow team including quoting, site visits, liaising with the appropriate departments within West Lothian Council and checking completed works.

Maintenance and Insurance

Once the trees are wrapped appropriately then the maintenance is an annual inspection and repairs as appropriate. The trees will fall under the contract currently in place for festive lighting going forwards.

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>



Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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- Name of the organisation
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- Copies of organisation documents;
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- To contact you for feedback regarding the quality of services provided to you.

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How long do we keep your records?

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Declaration	
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<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	BID Manager
Organisation	One Linlithgow Ltd
Date	22.04.2022

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
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LIN22-05

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	One Linlithgow Ltd
Contact Person and Position	██████████ Interim BID Manager
Address	██
Telephone Number	██████████
Email Address	██████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Community Notice Board Replacement
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	30 September 2022

Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Prior to COVID-19, Linlithgow Community Development Trust (LCDT) and the Community Council obtained support from Stewart Ness, the Town Centre Manager. Due to COVID, the project was not progressed any further. This is a re-application for funding so that the project can be completed.

Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

LCDT and One Linlithgow have a shared arrangement to keep the community noticeboards tidy and up to date. During COVID, this was primarily Public Health information but now that we are emerging from COVID restrictions, more events and local businesses etc are being advertised. There is a need to make better use of noticeboards to encourage a return to a thriving community life.

While the wrought iron frames are in good condition, there are issues that are increasingly detracting from the value of these noticeboards for the community:

- The pinboards are old, very worn, with water damage in places. It is very difficult to put pins in, needing particular force to keep posters secured.
- The window seals are no longer secure so water ingress is causing further damage to the pinboards and posters inside. Bugs also make easy ingress to the noticeboards.
- The locks are rusting, do not work well and are very stiff, making them difficult to operate. One of the locks is no longer working, meaning the windows are not closed properly and contents exposed to the elements. If further locks are broken, the boards will not lock properly, creating a position where anyone can open them and deface or damage the posters, add inappropriate content or cover up local posters.

- Currently, the noticeboard windows open vertically. They are very heavy and require someone of a certain height (at least 5'6") with strength to safely open and carry out the tasks of updating content. The windows are made of glass and when open are directly overhead the person updating the noticeboard – due to age, there is danger of injury if a window was to fall on top of someone carrying out updates.

Funding is being sought to replace the existing noticeboards with models that are safer, more secure and easier to use.

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.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Replacing the community noticeboards will be welcomed by LCDT, One Linlithgow, the Community Council and the wider community.

Improving these boards will ensure they continue to be well used by the community as an asset, offering a valuable local advertising and information service, particularly for those not able to access information online.

Installing a safer opening mechanism will also allow community volunteers to safely assist with the updating and maintaining of information displayed on the Boards.

Partners involved (other local organisations you are working with)	Linlithgow Community Development Trust (LCDT) Linlithgow and Linlithgow Bridge Community Council One Linlithgow Business Improvement District
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3. Project Costs

Total Project Cost	£13,148
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£13,148

Expenditure Item	Total Cost	WLTCF Cost
2 x replacement Notice Boards	£12,978	£12,978
Delivery Costs	£170	£170

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

Statutory Legislation

As notice boards are already in place in both locations, it is assumed that this project already complies with relevant statutory legislation.

Project Management

The project will be managed and administered by the One Linlithgow team including procurement and installation with assistance from LCDT.

Maintenance and Insurance

Not applicable

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

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 2022/23
 - 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 West Lothian Town Centre Capital Fund 2022/23
- 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 Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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