

DATA LABEL: PUBLIC



FAULDHUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND – UPDATE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the Local Area Committee of the application received from within the local area committee area seeking funding from the West Lothian Villages Improvement Fund (WLVIF) in 2021/22.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that one application has been received for funding;
2. notes that the proposals meet the eligibility criteria for supported project;
3. supports funding for the project;
4. agrees that the Head of Planning, Economic Development and Regeneration should make an offer of funding as per the details set out in this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; Making best use of our resources; Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
VII Consideration at PDSP	The overall Villages Improvement Fund was considered by Development & Transport PDSP.

VIII Other consultations

None.

D. TERMS OF THE REPORT**D1 Background**

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

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

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

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

Eight villages in the Fauldhouse and the Breich Valley ward are eligible under the scheme. Distribution of funding is based on village size. Total allocations per village are as follows, with the remaining budgets in brackets:

Fauldhouse £125,000 (£14)
 West Calder £125,000 (£0)
 Longridge £55,000 (£1,185.06)
 Stoneyburn £55,000 (£0)
 Addiewell £55,000 (£7,278.52)
 Polbeth £55,000 (£318)
 Breich £20,000 (£242.29)
 Harburn £20,000 (£0)

D3 Application

The following application has been received:

Community Garden Improvements

Addiewell and Loganlea Community Council are applying for funding of £3229.44 to purchase an additional water barrel to ensure a water supply for the amount of watering required. They also require top soil and turning over of ground to establish wild flower area in central section of the garden to provide a better growing medium for planting of the seeds. Gravel and cement also requested to finish off the area between the bark path and the link fence where five high raised beds are located

which would give the area a better look and to ensure the polytunnel is sited correctly once it is erected.

If approved that will leave £4,049.08 still available for future projects in Addiewell.

E. CONCLUSION

Eight villages within the Fauldhouse and the Breich Valley ward are eligible to apply to the Villages Improvement Fund. The applications detailed above meet the eligibility criteria of the fund and the Local Area Committee is asked to support them.

F. BACKGROUND REFERENCES

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013, April 2014) Fauldhouse and the Breich Valley Local Area Committee.

Appendices/Attachments: Two

Appendix 1 - Community Garden Improvements, Addiewell and Loganlea Community Council

Contact Person: Douglas Benson, Community Regeneration Officer, 077698 77145,
douglas.benson@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

14 June 2022

West Lothian Villages Improvement Fund

Application form

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

1. Applicant Organisation Details

Organisation Name	Addiewell and Loganlea Community Council
Project title	Community Garden Improvements
Contact person	[REDACTED]
Position	[REDACTED]
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Council (Statutory Body)
What date was your organisation formed?	Circa 1976
Are you a charity, please quote your number	N/A
What are the main activities of your organisation? (please answer in no more than 100 words)	To support local communities and projects. To represent the community of Addiewell and Loganlea in consultations with West Lothian Council.

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

Are you applying for other funding, if so, please detail	Approved Anticipated
	No

2. Project details

Council Ward	Fauldhouse and the Breich Valley
Project location	Addiewell Community Garden
Project start date	Autumn 2021
Project finish date	Ongoing
Estimated Outcome	Increased usage of garden and space well utilised by all from the community

Project description

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

Following successful application to the town centre fund, the community garden works were started in Spring 2021 with area between the Skolieburn and school campus being fenced off, hard standing area put down and a cabin being sited. Throughout the Summer community council members and volunteers have worked to further enhance the space with raised beds amongst other work.

From early February volunteers have been planting various bulbs, etc into the six whisky barrels and the various other containers and raised beds. The water storage barrel has been located and is now fully operational but it would be beneficial to have another barrel to ensure a water supply for the amount of watering required. The raised beds have been filled and some have been planted out with vegetables. The whindust has been laid in the raised bed area.

A two-station compost storage facility has been built and is now in use. The palisade fence surrounding the gas supply station is currently being painted with green paint to improve the appearance of it. The poly tunnel will be erected within the next few weeks. We will be needing concrete to ensure the base is stable once assembled. We are planning a wild flower area for the central section of the garden which at present is needing the ground turned over and a substantial amount of top soil mixed in to provide a better growing medium for any planting of seeds. We will need to hire machinery to accomplish this as the ground left after the bridge contractors was left in such poor condition we are unable to dig it manually.

We would also require gravel to finish off the area between the bark path and the link fence where five high raised beds are located which would give the area a better look.

Partners involved (other local organisations you are working with)	Addiewell Community Garden (Partner organisation, shared resources) Local Schools – on-going discussion to use the garden when it is established Addiewell Prison – ongoing support in establishing the project Loganlea Miners Addiewell Community Centre
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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.

Consultation carried out during the first phase of town centre funding established that a community garden would be an excellent additional resource to the village.
An on-site cabin and raised beds have been sited at the garden and the request for additional items will enhance the project and improve the offer to the local community for an area to learn and grow flowers/plants and vegetables.

There is also great potential for improving community cohesion and improving mental health through being out in the fresh air and bringing generations together within the garden.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved, Area of landscaping

The location of the garden between the Skolieburn and the school campus will be improved practically and aesthetically with the further additions from the funding requested. Completion of the polytunnel will provide a covered area for additional plant growing as well as a shelter for volunteers to work in during inclement weather. The wildflower area will improve biodiversity on site attracting insects and pollinators which in turn will assist our plant growing. It will also create an informal area for children to see insects up close but also somewhere to relax, meet and socialise for all ages. Making one space more attractive following its use during the completion of the bridge work and removal of number of trees.

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

This project will improve usage at one location. The establishment of the community garden will mean all demographics within the village being able to benefit.

3.Project Costs

Amount of funding requested	£3229.44
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Item of expenditure	Cost (£)
Water butt	£47.82
Cement	£25.90
Golden Quartzite Gravel	£600
Scotia Meadow Flower Mix	£79.72
Re-cycled Top Soil	£976
1 Ton dumper plus driver x 2 days hire	£750
1.6 Ton excavator plus driver x 2 days hire	£750

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

Items will be purchased through the community council and the project will be managed by the community council and volunteers.

Planning permission has been granted for the wider garden project and the requests are additional items to improve and further establish the garden.

Privacy Notice for Village Improvement Fund

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 Village Improvement Fund
- 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

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

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>

4. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

I consent to West Lothian Council processing my personal data for the purposes of:

✓	Application to the Village Improvement Fund
✓	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.

Name	[REDACTED]
Position	[REDACTED]
Organisation	Addiewell and Logalea Community Council
Date	10th May 2022

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

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

Tel: 01506 281962

E-mail: gemma.telfer@westlothian.gov.uk

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