

DATA LABEL: PUBLIC



LIVINGSTON SOUTH 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 10 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)	West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000. 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
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 additional £132,000 will be reported to the Council Executive in June for further advice.

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.

The Livingston South ward was been allocated £41,302 which has been split between the following neighbourhoods.

Town	Allocation
Dedridge	11,727
Murieston/Bankton	9,155
Ladywell	8,654
Howden	6,010
Bellsquarry/Adamrae	3,973
Livingston Village / Kirkton	1,783
TOTAL	£41,302

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 Livingston South Applications

Within the Livingston South ward three settlements are eligible for the funding and by the deadline of 22 April 2022, 10 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
Dedridge	11,727.00	3	28,454.00	+16,727.00
Murieston/ Bankton	9,155.00	1	12,000.00	+2,845.00
Ladywell	8,654.00	2	13,313.88	+4,659.88
Howden	6,010.00	2	11,010.00	+5,000.00
Bellsquarry/ Adambrae	3,973.00	1	5,000.00	+1,027.00
Livingston Village / Kirkton	1,783.00	1	1,783.00	0
Ward Total	41,302.00	10	71,560.88	30,258.88

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.

Dedridge (£11,727)

Code	Application Name/ Applicant	Amount applied for	Recommended allocation
DED22-01	Art in the underpasses - <i>CLD Youth Services</i>	11,727.00	5,727
DED22-02	Community Litter Picking Equipment - <i>West Lothian Litter Pickers</i>	5,000.00	0
DED22-03	Ivanhoe hand rail - <i>Roads & Transportation, WLC</i>	11,727.00	6,000
	Totals	£28,454.00	£11,727

Murieston/ Bankton (£9,155)

Code	Application Name/ Applicant	Amount applied for	Recommended allocation
MUR22-01	Community Garden Phase 2 (Sensory Garden & Storage Facilities) - <i>Murieston Community Council</i>	12,000.00	9,155.00
	Totals	12,000.00	9,155.00

Ladywell (£8,654)

Code	Application Name/ Applicant	Amount applied for	Recommended allocation
LAD22-01	Soundproofing of main hall - Forestbank Community Centre Management Committee	8,313.88	8,313.88
LAD22-02	Community Litter Picking Equipment - West Lothian Litter Pickers	5,000.00	340.12
	Totals	13,313.88	8,654.00

Howden (£6,010)

Code	Application Name/ Applicant	Amount applied for	Recommended allocation
HOW22-01	Community Digital Learning Hub - Howden Community Council	6,010.00	6,010.00
HOW22-02	Community Litter Picking Equipment - West Lothian Litter Pickers	5,000.00	0
	Totals	11,010.00	6,010.00

Bellsquarry/ Adambrae (£3,973)

Code	Application Name/ Applicant	Amount applied for	Recommended allocation
BEL22-01	Additional Street Lighting for Adambrae - Bellsquarry and Adambrae Community Council	5,000.00	3,973.00
	Totals	5,000.00	3,973.00

Livingston Village / Kirkton (£1,783)

Code	Application Name/ Applicant	Amount applied for	Recommended allocation
LIV22-01S	1. Historic/conservation Village Information 2. Park enhancement and litter reduction -Livingston Village Community Council	1,783.00	1,783.00
	Totals	1,783.00	1,783.00

Therefore, approval of the recommended project allocations would leave the following remaining balances:

Town	Balance
Dedridge	0
Murieston/ Bankton	0
Ladywell	0
Howden	0
Bellsquarry/ Adambrae	0
Livingston Village / Kirkton	0
Total Balance	£0

Allocation of town underspends

The Local Area Committee is able to reallocate any under spends in towns to projects they have not been able to fund or fully fund in other towns. However, in the ward there is no underspend in any of the areas as all area allocations are recommended to be fully committed.

D.4 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: Application Overview

Appendix 2: Applications

Contact Person:

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Elaine Cook
Deputy Chief Executive, Education Planning and Economic Development

14 June 2022

Appendix 1

Town Centre Fund 2022/23

Ward: Livingston South allocation (£41,302)

Town: Dedridge (£11,727)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
DED22-01	CLD Youth Services	Dedridge Underpass project	<p>This project will look to install artwork within the main underpasses in Dedridge.</p> <p>Funding would be used to employ artists who will work with various stakeholders in the new UNIT 101 at the Centre to produce the artwork designs.</p>	£11,727	CLD Youth services	<p>RECOMMENDATION: to fund £5,727</p> <p>The following conditions will apply:</p> <ul style="list-style-type: none"> - Applicant contacts the relevant council services to obtain structural services for surveys of suitable underpasses - Agreement is made with council services over the subsequent locations being deemed suitable - the number of underpasses to be included is confirmed - the project can be delivered within the total fund awarded
DED22-02	West Lothian Litter Pickers	Community Litter Picking Equipment [Dedridge]	<p>WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.</p> <p>Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in Dedridge.</p>	£5,000	WLLP	<p>RECOMMENDATION: NOT to fund.</p> <p><u>Service Feedback</u> NETS are supportive of the litter pickers work in West Lothian. A service level agreement is in place with the WLLP</p>

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			Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.			
DED22-03	Community Regeneration	Ivanhoe Hand Rail	<p>The project would install a second handrail within Ivanhoe Rise.</p> <p>A first handrail has already been agreed but the application states it is not ideal and community wish for two handrails (one down each side) and that Roads and Transportation would also prefer one handrail down each side.</p> <p>The application states this additional hand rail would 'make the footpath safer and more accessible for all especially in inclement weather conditions'</p>	£11,727	Roads & Transportation	<p>RECOMMENDATION: to fund £6,000 in full</p> <p><u>Conditions</u></p> <ul style="list-style-type: none"> - if the project funding allocation is not all used within the application, these funds will then be reallocated to project DED22-01. <p>Evidence of need in place – priorities for 2022 within the plan</p> <p><u>Service Feedback</u> Roads & Transportation – This project is in hand and estimated costs are for £6000</p>
TOTALS				£28,454.00		Total town allocation proposed: £11,727

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Town: Murieston / Bankton (£9,155)

Applica tion Code	Applicant (Group/Ser vice)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
MUR22 -01	Murieston Community Council	Community Garden Phase 2 (Sensory Garden & Storage Facilities)	<p>This application looks to obtain funding for 'Area A' in relation to the location map is provided on page 4 of the application. It seeks funding for a sensory garden and storage facilities.</p> <p><i>This will create 'a system of raised beds, cultivated ultimately on a no-dig, polyculture basis providing a minimum input, maximum yield approach. A source of food, a place of enjoyment, companionship and a community meeting hub'.</i></p> <p>Costings for wider project relate to storage container, sandstone paved centre for sensory garden, Gabion baskets, seating, footpaths and raised flower beds.</p> <p>Total cost of project is listed as £17,385 excluding VAT. Funding sought from Energiekontor windfarm (£8,000) still to be confirmed,</p>	£12,000.00	Murieston Communit y Council	<p>RECOMMENDATION: to fund £9,155 pending clarification the project can be delivered within the conditions below:</p> <p>Conditions:</p> <ul style="list-style-type: none"> - Planning Services confirm that approval for this site has been granted and the proposals are consistent with what is permissible within that approval. - The applicant advises how they will utilise the funds within the scenarios they do not obtain the Energiekontor funding and with this reduced proposed award from this fund. - The applicant confirms they are happy to receive funding of the level awarded - If required planning is sought for siting storage containers if not already obtained within previous planning conditions. <p><u>Service Feedback</u></p> <p>NETS have advised that they are supportive of the Community Council delivering this.</p> <p>Planning Services has advised that any planning approval granted will need to have approved siting of storage containers.</p>

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			and is expected to be in Q3 of 2022.			
TOTALS				£12,000.00		Total town allocation proposed: £9,155.00

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Town: Ladywell (£8,654)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
LAD22-01	Forestbank Community Centre Management Committee	Soundproofin g of Main Hall	<p>This project looks to provide a soundproofing solution to acoustic issues within the main hall of Forestbank via installation of soundproofing panels.</p> <p>Evidence of a sound audit to calculate reverberation in the main hall has been provided. Supporting testimonials from user groups were provided with the application.</p> <p>Costings based on quote provided by Maintenance Services.</p>	<p>£8,313.88 inc VAT.</p> <p>Original quote: £6,928.24 without VAT</p>	Facilities management/ building services?	<p>RECOMMENDATION: to support in full pending clarification the project can be delivered within the conditions below:</p> <p>£8,313.88 or £6,928.24 without VAT</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Maintenance Services confirm they will manage and deliver this project - This will then confirm that VAT costings are not required. - Property Services considered the detailed proposals provided by applicant and confirm they are satisfied with maintenance and liability arrangements. <p><u>Service Feedback</u></p> <p>Property Services have advised that they will need to see detailed proposals to ensure that it does not introduce a maintenance liability. This would help clarify which party would replace any damaged panels in the future.</p>
LAD22-02	West Lothian Litter Pickers	Community Litter Picking Equipment [Dedridge]	WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.	£5,000.00	Applicant	<p>RECOMMENDATION: to support in part £340.12 in principle pending clarification the project can be delivered within the conditions below.</p> <p>If VAT not required for LAD22-01 then balance of £1,385.64 should go to this work.</p>

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			<p>Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in Ladywell.</p> <p>Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.</p>		<p><u>Conditions</u></p> <ul style="list-style-type: none"> - WLLP are happy to receive part funding and utilise this without necessarily waiting to seek further match funding. - That the above organisations look to work in partnership with other organisations in Ladywell - ensure that equipment is provided only to residents within Ladywell and equipment is primarily used to the benefit the area. - The applicant consults NETs and Roads & Transportation services for approval of the proposed signage and locations <p><u>Service Feedback</u> NETS are supportive of the litter pickers work in West Lothian. A service level agreement is in place with the WLLP</p>
TOTALS				£13,313.88	Total town allocation proposed: £8,654.00

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Town: Howden (£6,010)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
HOW22 -01	Howden Community Council	Community Digital Learning Hub	<p>The project looks to utilise the Livingston Salvation Army Church at Kingsport Avenue as a 'community Digital Learning Hub'.</p> <p>The equipment required for the project is stated to be:</p> <ul style="list-style-type: none"> - Public WIFI for the community hub - Lending laptops and related cabling and software - Large screen within the church, and blinds. <p>The applicant has confirmed the £300 cost of WiFi is a one-off cost to upgrade an existing system and not annual costs.</p> <p>However, whilst the total costs column adds up to the stated overall cost, the breakdown of costs they are applying to WLTCF only adds up £4,800. They have applied for £6,010. It is assumed this in error as no other funding sources stated.</p>	<p>Total project costs £6,200.00</p> <p>Requesting £6,010.00</p>	HCC/ Salvation Army	<p>RECOMMENDATION: to fund £6,010 in principle pending clarification the project can be delivered within the conditions below.</p> <p><u>Conditions</u></p> <ul style="list-style-type: none"> - Applicant clarifies the breakdown of WLTCF costs. - Applicant clarifies the number of laptops they are intending to obtain.

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HOW22-02	West Lothian Litter Pickers	Community Litter Picking Equipment [Howden]	<p>WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.</p> <p>Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in Howden.</p> <p>Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.</p>	£5,000.00		<p>RECOMMENDATION – NOT to fund at this time</p> <p><u>Service Feedback</u> NETS are supportive of the litter pickers work in West Lothian. A service level agreement is in place with the WLLP</p>
TOTALS				£11,010.00		Total town allocation proposed: £6,010.00

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Town: Bellsquarry/Adambræ (£3,973)

Applica tion Code	Applicant (Group/Ser vice)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
BEL22-01	Bellsquarry and Adambræ Community Council	Additional Street Lighting for Adambræ	<p>The project looks to install two additional streetlights, with associated costs.</p> <p>The location for the street lighting to be installed is at the entrance to Adambræ Road from Alderstone Road, on the north side of the road.</p> <p>A figure of £5,000 has been quoted as a 'lump sum' price.</p>	£5,000.00	Street Lighting	<p>RECOMMENDATION: to fund £3,973 in principle pending clarification the project can be delivered within the conditions below.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Street Lighting clarify whether that they are supportive of the application - Street Lighting confirm they can carry out the works requested with the budget available and within the required timescale. - Given the amount recommended is not what the group requires overall the Community Council need to confirm they are happy for the project to proceed with a smaller budget
TOTALS				£5,000.00		Total town allocation proposed: £3,973.00

Appendix 1

Town: Livingston Village / Kirkton (£1,783)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
LIV22-01S	Livingston Village Community Council	<ol style="list-style-type: none"> 1. Historic/ conservation Village Information 2. Park enhancement and litter reduction 	<p>1. To help signpost points and buildings of interest around the Village it is the CC's stated intention to apply for cast iron signage with some of the facts about the buildings fixed to the location, with the owner's permission. They seek to submit drawings through planning in accordance with their instructions.</p> <p>2. On the Kirkton side of the Village to the South of the River Almond, LVCC feel there is a need for an additional bin to the south most section of the bridge. Also, the recently developed park would also benefit from further seating toward the west most side of the park, we intend to site these with permission from the department responsible for park maintenance as suggested in their consultation.</p> <p>It should be noted that the overall costs for the project</p>	£1,783.00	Applicant	<p>RECOMMENDATION: £1,783 in principle pending clarification the project can be delivered within the conditions below</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - LVCC continues to engage with the council's Museums Officer on the development of the first element of the project, in particular, consulting them on the final designs. - LVCC submits drawings to the council's Planning Service for them to determine whether listed building consent is required. - LVCC consults Open Spaces colleagues on the steel benches and litter bins prior to purchase - To seek permission from all landowners and roads for situ of signs and plaques. <p><u>Service Feedback:</u></p> <p>NETS - Happy for CC to deliver the second element of the project.</p> <p>Planning - Installation of plaques may require listed building consent if being fixed to listed buildings.</p>

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			are £5,023.70. The Community Council has also applied for £3,312 from the allocation Livingston Village has within the Livingston North ward.			
TOTALS				£1,783.00		Total town allocation proposed: £1,783.00

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	Bellsquarry and Adambrae Community Council
Contact Person and Position	Minute Secretary
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary organisation, set up by statute by the local authority and run by residents to act on behalf of its area.
What are the main activities of your organisation? (please answer in no more than 100 words)	We represent the community to the local authority, facilitating a wide range of activities which promote the well-being of our community. These include, but are not limited to, reviewing and commenting on local planning applications, environmental issues and highlighting concerns raised by residents about the community in which they live.

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	Bellsquarry and Adambrae
Project Title	Additional Street Lighting for Adambrae
Project Location	Entrance to Adambrae Road, from Alderstone Road.
Project Start Date	TBC
Project End Date	TBC

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?

Yes. Councillor Moira Shemilt was contacted originally when residents notified the Community Council regarding the lack of street lighting on the entrance to Adambrae. The Councillor then organised a site meeting with Peter Wilson from the Community Council, and an Officer of West Lothian Council responsible for street lighting.

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.

This project is not linked to any existing projects. The issue has been created as trees and shrubs have matured, blocking the spread of existing streetlights on the North side of Adambrae Road. Not all people walking into Adambrae are going to be crossing the road to access the Northern area of Adambrae; there is a significant proportion of people reside in houses which are easily accessed from the South side of Adambrae Road. Also, visitors to the cemetery will use this side of the road.

This document includes a set of images taken to identify the problem of poor streetlighting. Each image is referenced to a map showing where the image was taken.

The residents who have raised this issue are female, and their concerns walking on a footpath which is unlit is understandable. It is also fair to say that the submitter of this document has also been concerned about his personal safety whilst walking this (very) short section of the footpath due to the lack of streetlighting.

The concerns of the residents were taken to, discussed, and approved by Bellsquarry and Adambrae Community Council for their support in this application.

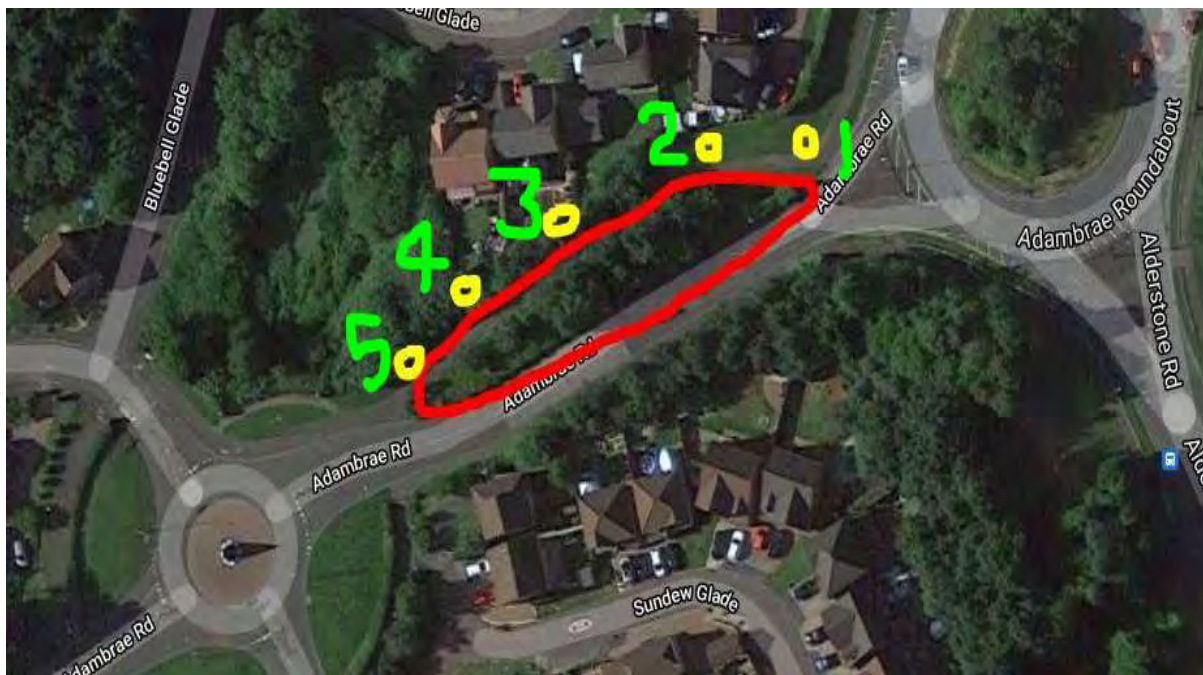
There are footpaths on either side of Adambrae Road when you enter Adambrae from Alderstone Road.

The footpath on the SOUTH side of Adambrae Road is well lit from the existing street lighting.

The footpath on the NORTH side of Adambrae Road is completely unlit, as the path is not adjacent to the road, but separated by an expansive area of trees and shrubs.

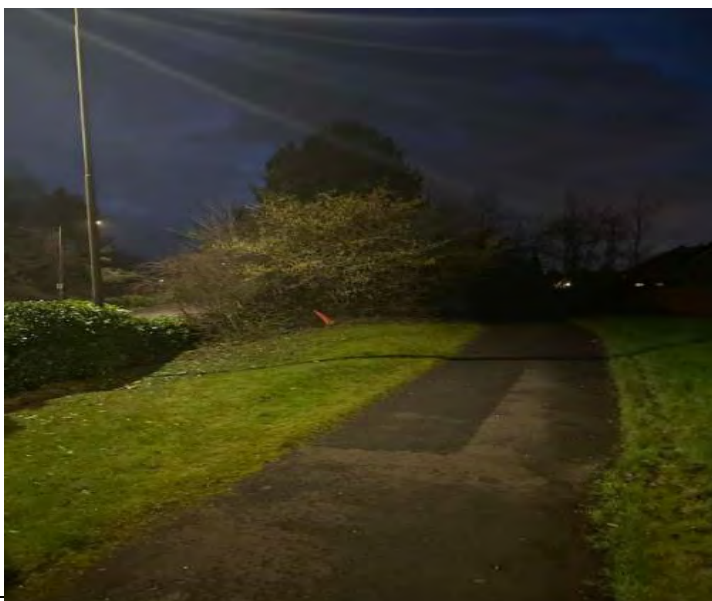
It is only in the last two/three years that the path has become 'unsafe' to walk at night, as the trees and shrubs have grown to such an extent that any 'backwash' light from the streetlights on the road is now blocked completely from the footpath, such is the height and density of the shrubbery.

Five Images were taken to assist in identifying the footpath, and the sections that follow reference these images. The images were taken around 6pm , in week commencing 14th February 2022.



Here are some images which illustrate the problem, with supporting notes.

Image 1 - Entering Adambrae from Alderstone Road.



Note the position of the streetlight on the road, clearly shown by the shadow on the ground. There is ample light on this section of the path, which is provided by backwash light from Adambrae Road.

Image 2 - Standing in line with the streetlight backwash from Image 1



I have now walked to the edge of the backwash light from the streetlight to take this image. You can make out the sky and the lights at the roundabout to enter Bluebell Glade

Image 3 - Halfway along the path



I took this image approximately halfway along the footpath. There is absolutely no light getting through the trees and shrubs from the road at this point.

Image 4 - Nearing the end of the path



The end of the path is just before the roundabout which will take you into the housing areas. At this point, you see the footpath is now lit from backwash coming from the road streetlights.

Image 5 - View Looking back from end of path towards Alderstone Road



At the footpath just before the roundabout to Bluebell Glade, and now looking back towards the start of the path at Alderstone Road. This gives a good idea of the lack of light on this path. And you can also see the backwash from the streetlight shown in Image 1. The streetlights in the image are erected on Adambrae Road.

Having raised this lighting issue at the Bellsquarry and Adambrae Community Council meeting, Councillor Moira Shemilt organised a site meeting with a representative of West Lothian Council with responsibility for Lighting, Mr Keith Garnett.

Mr Garnett walked the area (in daylight) and pointed out that the footpath on the SOUTH side of Adambrae Road was lit, so the intention was never to provide lights to the footpath on the NORTH side of the road.

It was pointed out that the issue had never been identified before, as the tree and shrub bed between the road and the NORTH footpath had been planted as part of the development, and now there was very little maintenance of the area, the height of the trees and the shrubs was blocking any backwash light from the road reaching the path.

With no financial resources in the budget to install additional lighting, Councillor Shemilt suggested that we raise a formal request for funding from the West Lothian Council 'Town Centre Fund'.

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.

The author is of the opinion that significant evidence has been included in this application to verify that the project is required. The major issue has to be the provision of a safe environment for all people to be able to walk in and out of Adambrae.

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).

- **A Safe environment for walking into Adambrae**
- **Residents who feel supported by their Community Council and Local Authority**

Partners involved

(other local organisations you are working with)

None

3. Project Costs

Total Project Cost	£5,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5,000

Expenditure Item	Total Cost	WLTCCF Cost
Provision of two (2) additional streetlighting		
Provision of wiring and connection to existing grid		
Excavation and re-instatement to fit the streetlights		
Figure quoted as a lump sum price	£5,000	

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).

If funding was awarded for this application, all works would be managed, presumably, by West Lothian Council. On that basis, the project will comply with relevant statutory legislation.

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

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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	██████████
Position	Secretary
Organisation	Bellsquarry and Adambrae Community Council
Date	20 th 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

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	West Lothian Council CLD Youth Services on behalf of Dedridge Regeneration group
Contact Person and Position	Gary Sneddon CL Youth Services, community education worker
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:	Public sector
What are the main activities of your organisation? (please answer in no more than 100 words)	WLC Dedridge regeneration group working for and with the local communities.

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

2. Project Details

Council Ward	Livingston south
Project Title	Dedridge Underpass project
Project Location	Throughout Dedridge Livingston
Project Start Date	June 2022
Project End Date	July 2023

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?

The project was discussed and come through the Dedridge Regeneration group which includes: Dedridge community council, Crofthead management committee, Dedridge residents, A2E, Wave project, Dedridge PS, Bankton PS, CLD YS, WLBLL, CoWL, DGNN and Kidzeco. The underpass project is one of the priorities for 2022 within the Dedridge community led action plan. Feedback from community described the underpasses as unloved and looking past their best. It is felt that brightening them up would make the place look cheerful and bright. It might also prevent or discourage graffiti and anti-social behaviour.

It is hoped that this project would also promote and encourage young people to use the Unit 101 in the Centre (a young people's shop front) and work with young people within an intergenerational context.

One of the residents within the Dedridge Regeneration group undertook the task of asking the community through social media posts for further information on preferred underpasses that they would like to be enhanced. This included: style of art work and who should be involved. Views and ideas were generated through this process by local FB users and residents. A two-page findings report has been produced.

The application has been discussed with WL arts, the Dedridge regeneration group, Community Regeneration and CLD Youth services who agreed to support the project. It is understood that structural sight surveys still require to be undertaken to decide on preferred underpasses from the ones highlighted within the underpass findings report

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.

Background

As part of the Dedridge Regeneration plan, through the recent community engagement COVID-19 2021 findings the community have as a priority to brighten up the unloved and dated looking underpasses. From the resident's underpass survey the group will in conjunction with structural

services identify suitable underpasses. Working with young people and community arts, local artists, schools, CLD youth services, local groups to deliver a series of artwork to adorn some of the main underpasses within Dedridge that connect to the schools, shopping area and main pathway to train station

- Utilising the new UNIT 101 at the Centre as a meeting place to develop the project
- Identifying the underpasses as per structural reports and funding
- Employ local artists working with arts services, Dedridge regeneration
- Artists working with young people and intergenerationally with residents to design and deliver a range of colourful art work of differing styles and themes.

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.

Evidence of need from COVID-19 findings report summary and Dedridge regeneration ideas and priorities for 2022 allocated within the Jamboard see link:

https://jamboard.google.com/d/1Hqd_8hpH6hlx4Ba2E0Yl6cMPyyANIEGaturiZCzpXtM/viewer?f=6

Boards 18 and 19 of the Jamboard in the link above set out the priorities for 2022 and also the art on the underpass survey.

The community findings report recognises a need for safe walking routes for residents and cyclists to enjoy local walks/cycling within their neighbourhoods, especially within underpasses that are main connecting routes to shopping/buses, schools, and train station. This not only takes account of the open spaces but poorly lit, dark often depressing underpasses that are much unloved and dated.

Through the findings it is suggested involving young people to reduce the likelihoods of vandalism and encourage pride and ownership of their neighbourhood. There has been an increase in antisocial behaviour and it is hoped that by working with the YP involved that this might help resolve behaviours.

The full community Findings report can be found here:

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%97o%7B%8D>. 191 residents took part in the survey.

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 project will enable the delivery of various artwork which will adorn some of the main underpasses in Dedridge. The process will deliver outcomes on:

- Learning and skills
- Intergenerational work
- Feeling safe and secure to go about daily business
- Revitalise tired and unloved structures
- Increase pride and ownership of community
- Decrease antisocial behaviour
- Community cohesion
- Developing trust and relationships
- Positive health & well being

- Project management
- Encourage YP to use and take ownership of UNIT 101

The capital project outcomes relate to place-based principles

Through community engagement findings, of a geographical area, community ambitions/priorities within a community participation and decision-making process

In relation to 20-minute neighbourhoods'

- Communities empowered to make changes in their neighbourhoods to allow them to meet their daily needs in a fair and equitable way. Through the community engagement findings and priorities within the action plan to ensure that the community can go about their daily business without barriers through poor pathways.

Within a Community wealth building context:

- Plural ownership of the economy by - Insourcing – asking the local council to deliver the project with their expertise, local workers provides good governance, more sustainable operations – enhancing local employment conditions
- Fair employment and just labour markets - Utilising the council an anchor institution which stimulates the local economy through progressive employment and local labour market activities through fair and just wages, employment rights and recruitment opportunities for those experiencing hardship returning to the labour market through employability programmes, work experience, learning and development and modern apprentices.
- Progressive procurement of goods and services - The council where possible support local businesses in the procurement of goods and resources to increase local supply chains, which in turn support local sustained employment where workers have a greater tendency to redistribute wealth and surplus locally within the west Lothian economy.

Partners involved
(other local organisations you are working with)

Dedridge Regeneration group, Community Regeneration, CLD YS

art on underpasses

Community Underpass Artwork - FB post feedback

Engagement :
55 likes/loves
31 comments

Suggestions / Feedback :
Over all approved of idea
Calls to involve young people to reduce likelihood of vandalism
Request artwork relevant to Dedridge / Livingston
involve local artists
Use variety of artists to create a range of style/themes throughout community

Suggested Areas :
From the comments there appeared to be a repeated theme of those underpasses that connect to schools, the Centre and living to Banister/Muneston Communities.

School Links
- Dedridge Primary - St Ninian
- Banister School - St Ninian Primary
- Newbury Rise - Queen's Rise (2nd)

Centre Links
- Dedridge Rise - Oakley (Bank of Dedridge - from Banister PB to Oakley)
- Leithside Rise - Centre (Dedridge - to Leithside 1st)
- Dedridge Rise - Westside (Bank of Dedridge - to Leithside 1st)

Muneston Links
- Dedridge Rise - Oakley (Bank of Dedridge - from Banister PB to Oakley)
- Leithside Rise - Centre (Dedridge - to Leithside 1st)
- Dedridge Rise - Westside (Bank of Dedridge - to Leithside 1st)

Community Underpass Artwork – Moving Forward

THINGS TO CONSIDER


ALIGNMENT
choosing between 2 suggested areas

CONTENT
consideration to artists, inspiration, allocated themes

FOR COMMUNITY
extend from underpass, involving neighbouring communities

YOUNG PEOPLE
involve young people, community involvement

Can we use the creation as a teaching opportunity?
Can the community be involved in helping plan, design, make?
Can we have a program via the art?
Can the artwork be made interactive at all?
Can we create a walking trail through Dedridge to link the pieces?



Project Costs

Total Project Cost	£11,727
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£11,727

Expenditure Item	Total Cost	WLTCF Cost
Artists, paints, and related equipment	£11,727	£11,727

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.

Yes the project will fully comply with all WLC required statutory legislation

Project Management

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

The project will be managed through CLD Youth Services supported through the regeneration group

Maintenance and Insurance

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

Yes, this will be something that the Dedridge regeneration group will monitor and maintain with the support of Unit 101 where appropriate

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).

The project will be managed and delivered through CLD Youth services in agreement with the Dedridge Regeneration group. WLC CLD Youth services will comply with all relevant statutory legislative, health and safety as required within council guidelines.

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

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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

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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

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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	Gary Sneddon
Position	Community Education Worker
Organisation	CLD Youth services
Date	21/04/2022

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

DED22-02
(HOW22-02 & LAD22-02)

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	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)
Contact Person and Position	Lynn Yuill – Strategy Officer
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:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>West Lothian Litter Pickers (WLLP) organise and carry out group litter picks throughout West Lothian. They have a facebook following of over 3000, many of these members also complete individual litter picks regularly in their own areas. Bagged litter is then collected by WLC Cleaner Communities as per the Service Level Agreement in place between WLLP and WLC.</p> <p>WLLP was formed in March 2019 and its membership has grown steadily during the last 3 years. More recently the group has branched out into engagement - litter picks with schools providing informal education regarding the impact of litter on our environment.</p>

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

2. Project Details

Council Ward	Livingston South
Project Title	Community Litter Picking Equipment
Project Location	Ladywell, Dedridge and Howden
Project Start Date	01/07/22
Project End Date	31/03/23

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?

Application discussed with Scott McKillop and Lesley Keirnan. The costs proposed were deemed eligible and we were advised to contact community groups local to the areas and involve them in the delivery of the project.

The erection of signage by WLLP has previously been discussed with the NETs, Land and Countryside Manager.

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.

WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Ladywell, Dedridge and Howden areas of Livingston South.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.

In Ladywell this would include areas outside takeaway and convenience stores on Ladywell West Road, Fulmar Brae and Ladywell West Road, routes to and from Inveralmond Community High School, Harrysmuir Primary School and the Forestbank Community Centre and the paths between the high-density housing around Larchbank, Heatherbank and Cedarbank.

In Dedridge signage would be erected on the routes to and from James Young High School and Bankton, St Ninian's and Dedridge Primary Schools, The Lanthorn Centre, Lanthorn Park and Quarry Park.

In Howden this would include routes to and from St Margaret's Academy, Toronto Primary and Howden St Andrew's Primary, The footpaths between the high-density housing around Vancouver Avenue and Manitoba Avenue and the footpath to the west of Howden Park.

Ladywell, Dedridge and Howden have been identified as being of particular need for support with litter clearance and community engagement. All three areas have benefitted from WLLP group litter picks in the past and members local to the areas, including the Dedridge Community and Regeneration Group and the DRG Litter picking Champions tell us the continued need for support and education to tackle problem areas.

This approach fits well with the Scottish Government's and WLC's forthcoming Litter and Flytipping Strategy which moves the emphasis from simply clearing the litter from streets and parks to attempting to stop it from occurring in the first place through prevention campaigns, education and engagement. By working with existing community groups, the anti-litter message becomes more relevant and consistent and therefore more effective.

The purchase of wildflower seeds is also proposed to provide a post-litter pick activity with community groups. Once the area has been cleared of litter groups can choose areas to plant wildflower seeds in the hope that this will encourage locals to keep the area tidy, create a focal point and something for participants and others to be proud of.

The project can be started immediately on receipt of funding with lead times for the purchase of equipment and signage being approximately 2 – 3 weeks after an order is placed. Community participation in the sowing of wildflower seeds will be in either Autumn 2022 or Spring 2023 to coincide with the correct sowing seasons.

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.

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Ladywell, Dedridge and Howden are frequently identified as being the most problematic areas in Livingston South. A number of group picks have been carried out in these areas since the group was formed in 2019 and the involvement of the surrounding schools, the Dedridge Community Regeneration Group and The DRG Litter Picking Champions shows a need in the area but also the support and enthusiasm of the local population.

A letter of support from the WLC Cleaner Communities manager is included with this application.

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).

Disadvantaged Communities

- Ladywell contains an area in the most deprived 10% of the population on the Scottish Index of Multiple Deprivation, while parts of Dedridge and other parts of Ladywell are in the most

deprived 20%. Howden ranks only very slightly outside of the most deprived 20% in decile 3. This project will deliver social and physical regeneration outcomes.

- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Vennie Youth Club can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce. Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

- Continuous clearance of litter and refreshing areas with planting will revitalise Ladywell, Dedridge and Howden giving residents a sense of pride in their area. Areas targeted for litter picks will be led by community knowledge and local groups will choose wildflower planting areas, insuring that local residents are very much involved and have a sense of ownership in the project.
- Cleaner towns attract more visitors and investment making them vibrant and welcoming places to live and work and keeping towns clean will make a positive contribution to other applications and proposals such as Livingston's recent city status bid.

Net Zero Emissions

- Incorrectly disposed of rubbish is a cause of unnecessary emissions. Litter left to rot releases greenhouse gases into the atmosphere, but collected litter is often items which could have been recycled meaning that valuable resources are lost as is the opportunity to reduce emissions further.
- Engaging with local communities and providing litter education will lead to a reduction of street litter but also an increase in potential litter being disposed of in the correct manner, more recycled materials and therefore less demand for the production of new materials, all reducing overall emissions. Wildflower planting will also provide a small amount of carbon capture.

Partners involved (other local organisations you are working with)	West Lothian Council – NETs, Land and Countryside Service Dedridge Community Regeneration Group DRG Litter Picking Champions
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3. Project Costs

Total Project Cost	Ladywell - £5000 Dedridge - £5000 Howden - £5000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	Ladywell - £5000 Dedridge - £5000 Howden - £5000

Expenditure Item	Total Cost	WLTCCF Cost
<u>LADYWELL</u>		
Litter Pick x 50	£1400	£1400
Bag hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>DEDRIDGE</u>		
Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>HOWDEN</u>		

Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>

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).

No relevant statutory legislation has been identified relating to the delivery of this project.

Project Management

The project will be managed and administered by West Lothian Litter Pickers. Procurement and implementation will be carried out by WLLP. WLLP have public liability insurance in place and any community groups choosing to work with WLLP in this project should also have their own public liability insurance. West Lothian Council NETs, Land and Countryside Service will provide support with the project when required as per the Service Level Agreement in place.

Maintenance and Insurance

Ongoing maintenance of signage and wildflowers will be carried out by WLLP.

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	Lynn Yuill
Position	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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

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	West Lothian Council
Contact Person and Position	Lesley Keirnan Community Regeneration Officer
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Public sector
What are the main activities of your organisation? (please answer in no more than 100 words)	WLC Dedridge regeneration group working for and with the local communities

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	Livingston south
Project Title	Ivanhoe Hand rail
Project Location	Ivanhoe Rise, Dedridge Livingston
Project Start Date	June 2022
Project End Date	July 2023

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?

The project was discussed and come through the Dedridge Regeneration group which includes: consisting of Dedridge community council, Crofthead management committee and Dedridge residents and Dedridge. The handrail is part of the priorities within the Dedridge community led action plan and has received funding for one handrail through the COVID-19 recovery fund but not enough for two handrails which is what would be preferred. The Regeneration officer advocated on behalf of the community and their wishes in terms of support for a second handrail - with the council officer within Roads and Transportation. Roads and transportation still have to undertake a full costing – of which this will be undertaken in advance of the application.

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.

Background

As part of the Dedridge Regeneration plan, through the recent community engagement COVID-19 2021 findings the community have as a priority handrail down a pathway at Ivanhoe Rise. This is for people of all abilities but especially those infirm when the pathways are slippery and the large Lanthorn Pathway is unmanageable through slippery conditions and steepness of gradient of the hill. Initial funding was allocated through COVID-19 recovery fund. The awarded funds enabled the installation of one handrail. This is not ideal and community wish for two handrails (one down each side). Roads and Transportation would also prefer one handrail down each side. Thus, making the footpath safer and more accessible for all especially in inclement weather conditions.

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.

Evidence of need from COVID-19 findings report summary and Dedridge regeneration ideas and priorities for 2022 allocated within the Jamboard see link:
https://jamboard.google.com/d/1Hqd_8hpH6hlx4Ba2E0Yl6cMPyyANIEGaturiZCzpXtM/viewer?f=6

Outcome 2 board (Board) – with priority areas

And board 18 Priorities for 2022. This can also find within the updated local Dedridge Regeneration plan

The full community Findings report can be found here:

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%97o%7B%8D>. 191 residents took part in the survey.

The community findings report recognises a need for safe walking routes for residents to enjoy local walks within their neighbourhoods. Through communities concerns the Lanthorn main pathway is deemed unwalkable safely in poor weather conditions or fallen leaves. The Ivanhoe pathway links to one of the main walkways to the rest of Livingston, the shopping centre, bus station and hospital.

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 project will enable the delivery of a pathway with two handrails that will help enable residents and local people to go about their daily business regardless of weather conditions. The pathway with handrails will link in a safe way to the main pathway without residents and local people having to negotiate the main steep Lanthorn pathway which is unwalkable through inclement weather conditions.

The capital project outcomes relate to place-based principles

Through community engagement findings, of a geographical area, community ambitions /priorities within a community participation and decision-making process

In relation to 20-minute neighbourhoods'

- Communities empowered to make changes in their neighbourhoods to allow them to meet their daily needs in a fair and equitable way. Through the community engagement findings and priorities within the action plan to ensure that the community can go about their daily business without barriers through poor pathways.

Within a Community wealth building context:

- Plural ownership of the economy by - Insourcing – asking the local council to deliver the project with their expertise, local workers provides good governance, more sustainable operations – enhancing local employment conditions
- Fair employment and just labour markets - Utilising the council an anchor institution which stimulates the local economy through progressive employment and local labour market activities through fair and just wages, employment rights and recruitment opportunities for those experiencing hardship returning to the labour market through employability programmes, work experience, learning and development and modern apprentices.
- Progressive procurement of goods and services - The council where possible support local businesses in the procurement of goods and resources to increase local supply chains, which in turn support local sustained employment where workers have a greater tendency to redistribute wealth and surplus locally within the west Lothian economy.

Partners involved

Dedridge Regeneration group, Community Regeneration, Roads and Transportation

(other local organisations you are working with)	
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3. Project Costs

Total Project Cost	
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£11,727

Expenditure Item	Total Cost	WLTCF Cost
Handrail and installation including all associated costs	11,727	11,727

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).

The project will be managed and delivered through WLC Roads and Transportation in agreement with the Dedridge Regeneration group. WLC Roads and Transportation will comply with all relevant statutory legislative, health and safety and building warrants as required within council guidelines.

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

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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.
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Who will we share your information with?

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- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

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Your rights

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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

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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	Lesley Keirnan
Position	Community regeneration officer on behalf of Dedridge Regeneration group
Organisation	Dedridge Regeneration group /Com Reg
Date	21/04/2022

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

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	Howden Community Council
Contact Person and Position	[REDACTED] Chair of the Community Council
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:	Voluntary Organisation (Community Council)
What are the main activities of your organisation? (please answer in no more than 100 words)	<ul style="list-style-type: none"> • Carry out projects to enhance their community for all types of citizens – elderly, single mothers, minority groups, youths etc. • Issue community newsletters • Conduct local surveys • Campaign on local issues • Organise community events (such as local galas)

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

2. Project Details

Council Ward	Livingston South
Project Title	Community Digital Learning Hub
Project Location	Livingston Salvation Army Church and Community Centre Kingsport Avenue Howden Livingston EH54 6BA
Project Start Date	TBD
Project End Date	TBD

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?

The local Community Regeneration Officer encouraged us as a community council to apply for this funding, with a view to looking at setting up a community digital learning hub in Howden. As the Chair, I had several detailed discussions with the local CRO and the Captain of the local Salvation Army Corps, [REDACTED] to look at the feasibility setting up a project of this nature.

Then, myself as Chair, and our Planning Officer, [REDACTED] met with the CRO, Lesley Keirnan and [REDACTED] to discuss the wider implications and challenges of the project.

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.

We hope to set up a community Digital learning hub in Howden. We are a newly elected Community Council with slim resources, both financially and in terms of manpower. We can provide an inventory of equipment this would require, if asked.

This includes:

- public Wi-Fi for the Community hub
- and lending laptops and related cables, software
- large screen

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.

Over the last two years, we have faced unprecedented challenges as a community due to COVID-19. People have become more socially isolated, thus affecting their mental health, and have suffered economically with losing jobs. This has raised levels of inequality and deprivation not seen since the post-war period. So, there are very challenging times ahead, with the cost-of-living crisis creating barriers economically and socially. This means people will become marginalised. So, this digital learning is needed to tackle this. We are embryonic and haven't existed for long and have only been notified we're entitled to this fund a few days ago, so are unable to provide any detailed documents or physical evidence of its need, but rest assured, it will aid the community immensely.

We have evidence of need as documented by the local Salvation Army, they have seen a rise in people accessing their existing facilities, Howden Salvation Army has seen a sharp rise of those seeking assistance, especially in working families, it is in this area that it is envisaged that more and more of our citizens will rely on food banks, and experience fuel poverty. These circumstances will of course have a knock-on effect on the already tight family budget, during this cost-of-living crisis that we are all facing.

Therefore, having community facilities on your doorstep enables those that are struggling to access local walkable services. More and more services are only accessible online and within Howden we don't have a community facility set up to accommodate this need.

Although the salvation army community hub has an intranet services it does not have free community Wi-Fi that is good enough for residents to come in and look for work, access support, do daily business, learn, or socialise. This provision along with a bank of lending laptops would support a digital hub. The addition of a large screen would support and blended activity that would enable those housebound to engage in community activity virtually within group settings.

Also, having the large screen would allow for certain other activities to happen, such as, movie nights or afternoons, as the family budget gets squeezed treats and family outings will be the first to be affected. We envisage that this facility would be used by families and the elder generations.

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).

It will aid in increasing membership of the community council, increasing our capacity to engage with the wider community.

In terms of economic regeneration, access to the hub will assist those seeking employment and further education (life-long learning).

For social regeneration, it would allow people who are socially isolated to connect with friends and family much easier.

By increasing self-confidence with technology and transferable skills, people will become healthier and happier as a whole, thus encouraging social and economic links (socio-economic cohesion).

By creating a community digital hub, we hope to empower our community to become fully active citizens.

As a community council, we believe the digital hub will bring our community together and aid towards social inclusion, regardless of disability, gender, age, race, sexual orientation and religion.

By creating this hub, we also hope to set up an electronic newsletter to send out to people within the Howden community, as well as having blended community meetings so people who are unable to attend them in person can still take part. It will also encourage multi-agency involvement.

This is not an exhaustive list, and we hope this will lead to many more benefits to the community in the future.

Partners involved (other local organisations you are working with)

Salvation Army, Community Regeneration, employability services, anti-poverty services, digital training

3. Project Costs

Total Project Cost	£6,200
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6,010

Expenditure Item	Total Cost	WLTCCF Cost
<u>INCIDENTALS</u>		
Cost of Wi-Fi (Annual)	£300.00	£300.00
Promotional Flyers	£200.00	
Induction & Training of Volunteers	£200.00	
Laptops, software cables and related costs (Refurbished laptops from local source)	£2,000.00	£2,000.00
Large Screen TV and mount for wall.	£2,500.00	£2,500.00
Blinds	£1,000.00	

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.)
 Shortfall of £190.00 – Will be realised through fundraising at The Salvation Army -
 Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed. Funding is ongoing.

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

As the project will be based within the Salvation Army building all necessary statutory requirements will be met in accordance with the requirements of the grant. Below is an excerpt from our Mission Statement a fuller explanation can be sought by following the link to:

<https://ourhub.salvationarmy.org.uk/MissionVisionValues/Pages/default.aspx>

- We believe in putting our Faith into Action
- The Salvation Army is a Christian church and registered charity that offers hope, love, friendship, practical help, and unconditional support to people of all ages, backgrounds and needs. We also seek to influence social policy and practice in our fight for greater social justice.

Project Management

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

- Project Leads: [REDACTED] & [REDACTED] (Howden Community Council)
Procurement of necessary equipment as per detailed below.
- Project Manager: Captain [REDACTED] (Howden Salvation Army)
Implementation of plans
- Public liability insurance: The Salvation Army.

Maintenance and Insurance

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

The ongoing maintenance of equipment will be joint between the Community Council and The Salvation Army.

As stated above Public Liability will fall to The Salvation Army as it is within our premises.

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).

As we believe in full accountability monitoring and management of the funds in relation to this project will be as follows:

- | | |
|---|---|
| <p>Individual(s)</p> <ul style="list-style-type: none"> • Project Leads • Project Manager <p>Financial</p> <ul style="list-style-type: none"> • Treasurer/SA | <p>Accountable to:</p> <p>Community Council Members</p> <p>Project Leads</p> <p>Monitored by:</p> <p>Board Members of Community Council</p> |
|---|---|

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 N/A	<input type="checkbox"/>
Annual Accounts N/A	<input 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?

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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	Chair of the Howden Community Council
Organisation	Howden Community Council
Date	21/04/22

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

HOW22-02
(DED22-02 & LAD22-02)

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	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)
Contact Person and Position	Lynn Yuill – Strategy Officer
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:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	West Lothian Litter Pickers (WLLP) organise and carry out group litter picks throughout West Lothian. They have a facebook following of over 3000, many of these members also complete individual litter picks regularly in their own areas. Bagged litter is then collected by WLC Cleaner Communities as per the Service Level Agreement in place between WLLP and WLC. WLLP was formed in March 2019 and its membership has grown steadily during the last 3 years. More recently the group has branched out into engagement - litter picks with schools providing informal education regarding the impact of litter on our environment.

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

2. Project Details

Council Ward	Livingston South
Project Title	Community Litter Picking Equipment
Project Location	Ladywell, Dedridge and Howden
Project Start Date	01/07/22
Project End Date	31/03/23

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?

Application discussed with Scott McKillop and Lesley Keirnan. The costs proposed were deemed eligible and we were advised to contact community groups local to the areas and involve them in the delivery of the project.

The erection of signage by WLLP has previously been discussed with the NETs, Land and Countryside Manager.

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.

WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Ladywell, Dedridge and Howden areas of Livingston South.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.

In Ladywell this would include areas outside takeaway and convenience stores on Ladywell West Road, Fulmar Brae and Ladywell West Road, routes to and from Inveralmond Community High School, Harrysmuir Primary School and the Forestbank Community Centre and the paths between the high-density housing around Larchbank, Heatherbank and Cedarbank.

In Dedridge signage would be erected on the routes to and from James Young High School and Bankton, St Ninian's and Dedridge Primary Schools, The Lanthorn Centre, Lanthorn Park and Quarry Park.

In Howden this would include routes to and from St Margaret's Academy, Toronto Primary and Howden St Andrew's Primary, The footpaths between the high-density housing around Vancouver Avenue and Manitoba Avenue and the footpath to the west of Howden Park.

Ladywell, Dedridge and Howden have been identified as being of particular need for support with litter clearance and community engagement. All three areas have benefitted from WLLP group litter picks in the past and members local to the areas, including the Dedridge Community and Regeneration Group and the DRG Litter picking Champions tell us the continued need for support and education to tackle problem areas.

This approach fits well with the Scottish Government's and WLC's forthcoming Litter and Flytipping Strategy which moves the emphasis from simply clearing the litter from streets and parks to attempting to stop it from occurring in the first place through prevention campaigns, education and engagement. By working with existing community groups, the anti-litter message becomes more relevant and consistent and therefore more effective.

The purchase of wildflower seeds is also proposed to provide a post-litter pick activity with community groups. Once the area has been cleared of litter groups can choose areas to plant wildflower seeds in the hope that this will encourage locals to keep the area tidy, create a focal point and something for participants and others to be proud of.

The project can be started immediately on receipt of funding with lead times for the purchase of equipment and signage being approximately 2 – 3 weeks after an order is placed. Community participation in the sowing of wildflower seeds will be in either Autumn 2022 or Spring 2023 to coincide with the correct sowing seasons.

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.

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Ladywell, Dedridge and Howden are frequently identified as being the most problematic areas in Livingston South. A number of group picks have been carried out in these areas since the group was formed in 2019 and the involvement of the surrounding schools, the Dedridge Community Regeneration Group and The DRG Litter Picking Champions shows a need in the area but also the support and enthusiasm of the local population.

A letter of support from the WLC Cleaner Communities manager is included with this application.

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).

Disadvantaged Communities

- Ladywell contains an area in the most deprived 10% of the population on the Scottish Index of Multiple Deprivation, while parts of Dedridge and other parts of Ladywell are in the most

deprived 20%. Howden ranks only very slightly outside of the most deprived 20% in decile 3. This project will deliver social and physical regeneration outcomes.

- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Vennie Youth Club can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce. Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

- Continuous clearance of litter and refreshing areas with planting will revitalise Ladywell, Dedridge and Howden giving residents a sense of pride in their area. Areas targeted for litter picks will be led by community knowledge and local groups will choose wildflower planting areas, insuring that local residents are very much involved and have a sense of ownership in the project.
- Cleaner towns attract more visitors and investment making them vibrant and welcoming places to live and work and keeping towns clean will make a positive contribution to other applications and proposals such as Livingston's recent city status bid.

Net Zero Emissions

- Incorrectly disposed of rubbish is a cause of unnecessary emissions. Litter left to rot releases greenhouse gases into the atmosphere, but collected litter is often items which could have been recycled meaning that valuable resources are lost as is the opportunity to reduce emissions further.
- Engaging with local communities and providing litter education will lead to a reduction of street litter but also an increase in potential litter being disposed of in the correct manner, more recycled materials and therefore less demand for the production of new materials, all reducing overall emissions. Wildflower planting will also provide a small amount of carbon capture.

Partners involved (other local organisations you are working with)	West Lothian Council – NETs, Land and Countryside Service Dedridge Community Regeneration Group DRG Litter Picking Champions
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3. Project Costs

Total Project Cost	Ladywell - £5000 Dedridge - £5000 Howden - £5000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	Ladywell - £5000 Dedridge - £5000 Howden - £5000

Expenditure Item	Total Cost	WLTCCF Cost
<u>LADYWELL</u>		
Litter Pick x 50	£1400	£1400
Bag hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>DEDRIDGE</u>		
Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>HOWDEN</u>		

Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>

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).

No relevant statutory legislation has been identified relating to the delivery of this project.

Project Management

The project will be managed and administered by West Lothian Litter Pickers. Procurement and implementation will be carried out by WLLP. WLLP have public liability insurance in place and any community groups choosing to work with WLLP in this project should also have their own public liability insurance. West Lothian Council NETs, Land and Countryside Service will provide support with the project when required as per the Service Level Agreement in place.

Maintenance and Insurance

Ongoing maintenance of signage and wildflowers will be carried out by WLLP.

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?

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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

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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

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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	Lynn Yuill
Position	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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

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	Forestbank Community Centre Management Committee
Contact Person and Position	<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 5px;"></div> Secretary
Address	<div style="background-color: black; width: 100px; height: 40px;"></div>
Telephone Number	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Email Address	<div style="background-color: black; width: 150px; height: 1.2em;"></div>
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation Scottish Charity Number SCO17013
What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation, where such provision or assistance in provision: Is in the interest of Social Welfare and is made with the object of improving the conditions of life of the members of the Community in the area of benefit. And for those purposes to association with West Lothian Council, voluntary organisations and inhabitants in the area of benefit.
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

2. Project Details

Council Ward	Livingston South
Project Title	Soundproofing of Main Hall
Project Location	Forestbank Community Centre, Forestbank, Ladywell, Livingston EH54 6DX
Project Start Date	ASAP
Project End Date	March 2023

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?

The Management Committee have spoken to the Customer and Community Service Support Officer, who has responsibilities for Forestbank Community Centre and supports the Management Committee has obtained the quotation for this application through West Lothian Council's Maintenance Inspector, who has asked a Council approved Contractor, Carter Ceilings to come in and and give us a quote for this project.

Secretary of the Management Committee has spoken to the Regeneration Officer to ask her opinion on this funding application.

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.

Forestbank Community Centre was built in October 2010 and the Management Committee were over the moon with their new Community Centre. It took a while for our groups to settle in to their new space within the building. We soon realised that the bright airy space of the main hall was becoming an issue regarding the high level of noise which reverberated around the whole building due to the high ceiling and breezeblock on the walls.

We spoke to West Lothian Council officials regarding this and we were invited to go to Bathgate Partnership Centre to have a look at their soundproofing. We thought it was amazing and would have been ideal for our hall, however the costs exceeded the available funds that we had.

We looked at an alternative which was Felt Tiles which we purchased and installed them, however they kept falling off the walls and didn't make the slightest to the noise level.

We have obtained a quotation from Carter Ceilings who are a West Lothian Council approved contractor for the sum of £8,318.88 including VAT. The contractor was surprised that we have lasted this long without soundproofing.

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.

Soundproofing is our only option as West Lothian Council declined our suggestion of lowering the ceiling due to having windows high up, light fittings and the wi-fi equipment. We also have a floor to ceiling room divider which we had first thought would be great to be able to host 2 meetings in both areas at the same time, but that hasn't been possible due to the echo.

Over the years we have received numerous complaints about the noise level. Several groups have had to relocate out of the hall to another area of the building, which then leaves our hall empty. An example of this is Ladywell Community Council who used to meet in the hall but have now moved to the Café Area which isn't ideal as it is an open plan area. Management Committee Meetings have also moved to another area within the building as groups like that feel that the noise level is horrendous and that is just with one person speaking, the rest of the group can't hear due to the echo.

There are 2 West Lothian Council CLD Youth Groups that also meet here and sometimes when there is only a handful of children, it sounds like there are many more, which has an impact on staff and other groups in the building.

West Lothian Council departments also like to use our buildings for training events, however again the noise level is an issue.

Finally, it took us a long time to get a Senior Citizens group up and running and they generally meet in the café area. If they are doing an activity such as Gentle Exercise, Singing for Health and Guest Speakers they are finding it impossible to hear due to their already various levels of hearing issues.

We have attached the Calculated Reverberation Time Document that the Contractor has sent us with the quotation.

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).

Enterprising Communities

- Our aim is to increase the footfall of the building.
- More engagement with residents and other Services and deliver more group satisfaction.
- We would be able to hire out the Main Hall more regularly to a wider range of users.
- It would also be a more conducive environment for Customer & Community Services Staff, CLD Staff and group members.

Partners involved (other local organisations you are working with)	All the User Groups that access the Community Centre and Local Residents.
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3. Project Costs

Total Project Cost	£8,313.88
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£8,313.88

Expenditure Item	Total Cost	WLTCCF Cost
Installation of Soundproofing Panels for Main Hall	£8,313.88	£8,313.88

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).

West Lothian Council's approved contractor, Carter Ceilings, will be undertaking this project in its entirety.

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?

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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

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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	██████████
Position	Secretary
Organisation	Forestbank Community Centre Management Committee
Date	7 th 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

LAD22-02
(DED22-02 & HOW22-02)

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	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)
Contact Person and Position	Lynn Yuill – Strategy Officer
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:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	West Lothian Litter Pickers (WLLP) organise and carry out group litter picks throughout West Lothian. They have a facebook following of over 3000, many of these members also complete individual litter picks regularly in their own areas. Bagged litter is then collected by WLC Cleaner Communities as per the Service Level Agreement in place between WLLP and WLC. WLLP was formed in March 2019 and its membership has grown steadily during the last 3 years. More recently the group has branched out into engagement - litter picks with schools providing informal education regarding the impact of litter on our environment.

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

2. Project Details

Council Ward	Livingston South
Project Title	Community Litter Picking Equipment
Project Location	Ladywell, Dedridge and Howden
Project Start Date	01/07/22
Project End Date	31/03/23

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?

Application discussed with Scott McKillop and Lesley Keirnan. The costs proposed were deemed eligible and we were advised to contact community groups local to the areas and involve them in the delivery of the project.

The erection of signage by WLLP has previously been discussed with the NETs, Land and Countryside Manager.

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.

WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Ladywell, Dedridge and Howden areas of Livingston South.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.

In Ladywell this would include areas outside takeaway and convenience stores on Ladywell West Road, Fulmar Brae and Ladywell West Road, routes to and from Inveralmond Community High School, Harrysmuir Primary School and the Forestbank Community Centre and the paths between the high-density housing around Larchbank, Heatherbank and Cedarbank.

In Dedridge signage would be erected on the routes to and from James Young High School and Bankton, St Ninian's and Dedridge Primary Schools, The Lanthorn Centre, Lanthorn Park and Quarry Park.

In Howden this would include routes to and from St Margaret's Academy, Toronto Primary and Howden St Andrew's Primary, The footpaths between the high-density housing around Vancouver Avenue and Manitoba Avenue and the footpath to the west of Howden Park.

Ladywell, Dedridge and Howden have been identified as being of particular need for support with litter clearance and community engagement. All three areas have benefitted from WLLP group litter picks in the past and members local to the areas, including the Dedridge Community and Regeneration Group and the DRG Litter picking Champions tell us the continued need for support and education to tackle problem areas.

This approach fits well with the Scottish Government's and WLC's forthcoming Litter and Flytipping Strategy which moves the emphasis from simply clearing the litter from streets and parks to attempting to stop it from occurring in the first place through prevention campaigns, education and engagement. By working with existing community groups, the anti-litter message becomes more relevant and consistent and therefore more effective.

The purchase of wildflower seeds is also proposed to provide a post-litter pick activity with community groups. Once the area has been cleared of litter groups can choose areas to plant wildflower seeds in the hope that this will encourage locals to keep the area tidy, create a focal point and something for participants and others to be proud of.

The project can be started immediately on receipt of funding with lead times for the purchase of equipment and signage being approximately 2 – 3 weeks after an order is placed. Community participation in the sowing of wildflower seeds will be in either Autumn 2022 or Spring 2023 to coincide with the correct sowing seasons.

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.

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Ladywell, Dedridge and Howden are frequently identified as being the most problematic areas in Livingston South. A number of group picks have been carried out in these areas since the group was formed in 2019 and the involvement of the surrounding schools, the Dedridge Community Regeneration Group and The DRG Litter Picking Champions shows a need in the area but also the support and enthusiasm of the local population.

A letter of support from the WLC Cleaner Communities manager is included with this application.

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).

Disadvantaged Communities

- Ladywell contains an area in the most deprived 10% of the population on the Scottish Index of Multiple Deprivation, while parts of Dedridge and other parts of Ladywell are in the most

deprived 20%. Howden ranks only very slightly outside of the most deprived 20% in decile 3. This project will deliver social and physical regeneration outcomes.

- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Vennie Youth Club can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce. Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

- Continuous clearance of litter and refreshing areas with planting will revitalise Ladywell, Dedridge and Howden giving residents a sense of pride in their area. Areas targeted for litter picks will be led by community knowledge and local groups will choose wildflower planting areas, insuring that local residents are very much involved and have a sense of ownership in the project.
- Cleaner towns attract more visitors and investment making them vibrant and welcoming places to live and work and keeping towns clean will make a positive contribution to other applications and proposals such as Livingston's recent city status bid.

Net Zero Emissions

- Incorrectly disposed of rubbish is a cause of unnecessary emissions. Litter left to rot releases greenhouse gases into the atmosphere, but collected litter is often items which could have been recycled meaning that valuable resources are lost as is the opportunity to reduce emissions further.
- Engaging with local communities and providing litter education will lead to a reduction of street litter but also an increase in potential litter being disposed of in the correct manner, more recycled materials and therefore less demand for the production of new materials, all reducing overall emissions. Wildflower planting will also provide a small amount of carbon capture.

Partners involved (other local organisations you are working with)	West Lothian Council – NETs, Land and Countryside Service Dedridge Community Regeneration Group DRG Litter Picking Champions
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3. Project Costs

Total Project Cost	Ladywell - £5000 Dedridge - £5000 Howden - £5000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	Ladywell - £5000 Dedridge - £5000 Howden - £5000

Expenditure Item	Total Cost	WLTCCF Cost
<u>LADYWELL</u>		
Litter Pick x 50	£1400	£1400
Bag hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>DEDRIDGE</u>		
Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>HOWDEN</u>		

Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>

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).

No relevant statutory legislation has been identified relating to the delivery of this project.

Project Management

The project will be managed and administered by West Lothian Litter Pickers. Procurement and implementation will be carried out by WLLP. WLLP have public liability insurance in place and any community groups choosing to work with WLLP in this project should also have their own public liability insurance. West Lothian Council NETs, Land and Countryside Service will provide support with the project when required as per the Service Level Agreement in place.

Maintenance and Insurance

Ongoing maintenance of signage and wildflowers will be carried out by WLLP.

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.

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- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
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How will we use information we hold about you?

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- 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.
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How long do we keep your records?

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Further information

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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	Lynn Yuill
Position	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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

LIV22-01S
(& LIV22-01N)

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	Livingston Village Community Council
Contact Person and Position	[REDACTED] Member of LVCC
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:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>We are a local tier of the statutory representation in Scotland but not political. It is our aim to benefit the local community, to develop our area, represent our citizens and act as a conduit between the community and the Local Authority.</p> <p>We are made up of volunteers, who are elected as members and who seek to improve the health and wellbeing of our residents, and general area and environment of our area.</p>

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

2. Project Details

Council Ward	Livingston North and Livingston South
Project Title	1. Historic/conservation Village Information 2. Park enhancement and litter reduction
Project Location	Livingston Village
Project Start Date	22/4/2022
Project End Date	31/03/2023

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?

Yes, with the regeneration team, I wanted to scope the idea, it had already been done in Bathgate and wanted to confirm it was acceptable and that it met the criteria. I was advised this was something that the funding would cover.

I have also contacted Elaine Peattie who is able to assist us in the historical elements of our endeavour. Elaine offered us support for this project as it is likely to generate interest in the Village's heritage. She also suggested we budget for professional fees as we would need professional drawings to accompany our application.

In addition, I contacted West Lothian Planning, given the conservation status of the Village and the need to obtain permissions. I was also recommended to make further contact regarding consents and permissions. This has been a slower part of the process and while supportive I do not have all the elements necessary at this stage of our application. The dialogue is on-going, and it is anticipated this delay will not hamper the project in anyway.

I have also communicated with Open space officers regarding the second element of the project. The second project concerns additions to the Village Park area; we wanted to add an outdoor gym but were strongly advised against this idea. Open Spaces suggested we might want to add bins and seating to compliment work that was undertaken in an earlier bid for improvement. They helpfully scoped the area on our behalf and the application benefits from their input and suggestion for siting the seating, while no Bins were needed in the park, the proposal includes the introduction of a bin at the southern most side of the bridge.

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.

Livingston Village is well respected as a historic part of West Lothian, there was a church here as far back as the 12th century. That church was replaced in the 1730's and it is rumoured one of the four Mary's is buried in the graveyard, owned by West Lothian Council within the grounds of the Kirk.

Last year I undertook some research to try to establish if this is the case and would suggest that it is feasible although further work is necessary.

There are also properties within the Village which have historic relevance to West Lothian's agricultural and industrial heritage and the Livingston Inn has links to our National Bard who visited it. The Village lies on the Shale Trail and closely linked with Almond Valley Heritage Centre attracting many walkers and visitors to the area, we believe this will add to that historic interest and increase visitors to the Village.

Our Village square lies on the main Edinburgh to Glasgow cycle route (R75) and with local parks and recently established Almondvale Park walks, many visitors do not just pass through but support local businesses by buying refreshments and stopping a while in our area.

The local primary school often bring the children into the old part of the Village to discuss the buildings, their construction and history as part of their curriculum. Nothing is available for the children or indeed visitors to the area to see, or read, and they are often unaware of our rich and interesting history.

We want to attract visitors, to enjoy the way we have restored our Village square, to enjoy our planters, to take pride as we do, in the environment we have created here.

To help signpost points and buildings of interest around the Village it is our intention to apply for cast iron signage with some of the facts about the buildings fixed to the location, with the owner's permission. We seek to submit drawings through planning in accordance with their instructions.

On the Kirkton side of the Village to the South of the River Almond the area continues to be a source of interest with walkers, cyclists and visitors. We feel there is a need for an additional bin to the south most section of the bridge. The route is a link to the shopping centre, the local school and the housing estates in Kirkton South. We feel this would enable less litter in the area, the nearest bin being in the Village square, some 800 yds away.

Our recently developed park would also benefit from further seating toward the west most side of the park, we intend to site these with permission from the department responsible for park maintenance as suggested in our consultation.

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.

There is nothing obvious to indicate to visitors the history of Livingston Village. There are not many residents know that during the war, polish and Italian's were held in a camp at Bloom Place. Some locals suggest that one of Mary Queen of Scots ladies in waiting, is buried here. Newcomers to the Village do not immediately know about the Village history. The Livingston Inn was once visited by Robert Burns and his legacy is a key marketing tool in their advertising. The heritage of our Village is something people enjoy and come here to see.

Last year we gained funding to develop the Village Square, this was to enhance the area and encourage visitors. We developed a monument to the Pandemic using stones to depict how people dealt with the situation. We now want to help those visitors know more about our historic Village.

The LVCC are in favour of such a project, they also appreciate there is a need to retain the continuity of the history of our Village and it was agreed to progress it.

We have a social media page and put the idea onto the page to invite comment, the overwhelming response was in favour of it.

Following a site visit to our park from Open spaces it was suggested the west of the site might benefit from two additional benches, we were advised no additional bins were necessary, however we feel that the bin location to the southern end of the bridge is a necessary addition.

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 historic importance of Livingston Village will be visible to visitors**

- The historic information will aid the educational needs of children and young people about their community.
- The historic importance of the buildings in Livingston Village will attract visitors to the area.
- The local people will take pride in the environment and community through the history and connections of the Village to the past.
- This project compliments the established historical links to the Village provided by the Shale Trail and Almond Valley Heritage Centre.
- Our previous projects were aimed at developing the Village as a stopover for visitors to encourage visitors to stay and partake of local businesses.
- Livingston Village is a conservation area, but this fact is not widely known. We want to change that mindset by raising awareness among locals and visitors.
- We want to reduce our litter footprint and encourage the use of bins, the increase in visitors buying takeaway coffees has increased that need.
- We wish to enhance the park experience by offering benches at the west side of the park.

Partners involved (other local organisations you are working with)	West Lothian Council The Museum officer, West Lothian Libraries. Photocast, Liverpool, Uk West Lothian Planning Dept West Lothian Open Spaces
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3. Project Costs

Total Project Cost	5 023.70
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£1,783 from Livingston South £3.312 from Livingston North Total £5095

Expenditure Item	Total Cost	WLTCF Cost
History Plaque for Livingston Village Kirk 211.50+vat	253.70	253.70
History Plaque for the Livingston Inn	253.70	253.70
History Plaque for 1 Bloom Place (Gooley Events)	253.70	253.70
History Plaque for the Danders	253.70	253.70
History Plaque for The Old School House	253.70	253.70
History Plaque for the Post Office	253.70	253.70
Fixings 2.50 per item +VAT	15.00	15.00
Carriage	85.00	85.00
Stainless steel park benches x 2 (discount of 1%)	1408.80	1408.80
Regal 112lt polythene Litter Bin @372+vat	446.40	446.40
Labour	300	300
Planning Drawings	1500	1500
Total expenditure	5023.70	5023.70

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.)

No further Funding

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).

One of our community council team is a retired senior project manager from the construction industry so project management and co-ordination will be carried out by him and cover the majority of the above listed aspects.

Another of our community council team is a retired landscape designer formerly with Livingston Development Corporation so his skills will be called upon.as required.

This project is very similar to one completed by Enterprising Bathgate we took their advice regarding the supply and need for permissions. They also supplied 5 plaques in their project, we have sought quotes from the same company who supplied them. plaque sizes are 30cm in diameter keeping them below the need for advertising consent. We will require listed building consent since some of the buildings are listed. As it stands, we will take advice from the WLC planning officers about the need for any planning approval requirements. This may be needed for any plaques to be displayed Implementation will be a mixture of direct purchases and small works design and implement packages with the specialists.

All employed specialists will be tasked to produce their own risk assessments, safety at work aspects and carry their own public liability insurances.

Some of the simpler cleaning and gardening works will be done by the volunteering CC members.

The Public Liability insurances held by WLC on behalf of community councils will be in place for any works carried out by the cc members.

Previously we obtained town centre funding and purchased equipment to help maintain the area, this work is conducted by CC volunteers. It is anticipated maintenance will be low and be managed by volunteers.

--

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?

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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	Chair
Organisation	Livingston Village Community Council
Date	21 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

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	Murieston Community Council
Contact Person and Position	██████████
Address	██████████████████ ██████████████████ ██████████
Telephone Number	██████████
Email Address	██
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The general purpose of the community council shall be to ascertain, co-ordinate and express to West Lothian Council for its area, and to public authorities, the views of the community, which it represents. In relation to such matters for which those authorities are responsible, the Community Council will take such action in the interests of that community as appears to it to be expedient and practicable.

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	Livingston South
Project Title	Community Garden Phase 2 (Sensory Garden & Storage Facilities)
Project Location	Livingston South Rail Station Murieston.
Project Start Date	Qtr2 2022
Project End Date	Qtr4 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?
Planning permission in place as part of the overall project.

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><u>Background</u></p> <p>Murieston community are fortunate in having easy access to a rural environment and, as such, Murieston Community Council has always striven to enhance the availability of this setting to the wider community. The Town Centre Fund 2019-2020 provided the catalyst for a wide range of projects which provided benefit to the community, education for children and, as has been proven, the benefits to mental health.</p> <p>Murieston Community Council and Murieston Community Garden Group have agreed to work together to implement this phase of the project. The project has been split into three discreet areas independent of each other. It is hoped that the total project can be achieved within a 5-year period with additional funding from other sources. The estimated total project cost as of March 2022 will be in the region of £140,000.</p> <p>The first phase of the project funded by the 2019 – 2020 and 2020 - 2021 Town Centre Funds, covered infrastructure for the Organic Vegetable Garden, initial fruit tree planting of the Forest Garden and seating plus wildflower seeding for Wildflower Meadow.</p>
--

In “Scotland’s Climate Change Adaptation Program 2019-2024”, the Scottish Government already recognises that adaptation is key to how the people of Scotland can successfully meet the challenges that will be imposed on us by global warming.

Building community cohesion and resilience is itself key to successful adaptation; when people care about each other and where they live, the motivation to protect and sustain is strong. True sustainability means living in a way that does not deplete, and better yet can regenerate, the resources on which we all depend; it means living in such a way that what we do is good for environment, its ecology and good for people.

Our goal is to create a project which will foster harmonious integration between people and landscape with all the positive outcomes that implies. Issues such as education, social inclusion, health and wellbeing, biodiversity and conservation can all be addressed by adopting this approach. It is with these things in mind that Murieston Community Council and Murieston Community Garden group submit this proposal for the funding for Murieston Community Gardens phase 2

Context

Murieston Community Gardens (MCG) is a collection of three productive spaces sited along the Murieston Trail, beginning at Murieston Village Hall. Figure 1 shows the three sites, their approximate sizes in acres, their relative locations and intended purposes, with labels “A”, “B” and “C”. **This application seeks funding for a Sensory Garden & Storage Facilities contained within Area A**

Area A: Organic vegetable garden & sensory area.

A system of raised beds, cultivated ultimately on a no-dig, polyculture basis providing a minimum-input, maximum yield approach. A source of food, a place of enjoyment, companionship and a community meeting hub

Figure 1 Murieston Community Garden project sites.



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.

Murieston Community Council has striven to provide community-growing spaces for both Murieston residents and the wider community. However, a number of areas already reviewed have proved problematic and whilst some of these areas have been incorporated in the project they will be treated in a different manner to achieve their maximum benefit. Community growing spaces are at a premium in Livingston and such projects as Killandean Community Garden now have a waiting list.

For project areas, such a Wildflower Meadow and Forest Garden the potential public need for such areas can be seen in the attached extract from the 2015 Community Engagement Questionnaire where circa 90% of the respondents (660), thought that the outlook and walks within Murieston were very important.

Informal surveys, specifically describing MCG, has been conducted on a vox pop basis at points close to the individual sites A, B, C and also online prior to the initial Town centre Fund award 2019 -2020. Of the 32 people spoken to everyone expressed a wish to see the project succeed, believing that it offers benefits to themselves, the environment and the wider community. Online, through an anonymous poll via an app, of 28 people of whom 26 responded, said they believed MCG would benefit the community.

Murieston Community Garden group have worked tirelessly over the past year to promote the Community Garden and have now a core of volunteers. The group manages area 'A' the vegetable and public garden area. They now wish to take forward the sensory garden which is an area available to all members of the public.

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 layout of MCG brings people to and takes people from the first site, the organic vegetable garden (shown as "A" in Figure 1). This area is the natural "town centre" of Murieston, featuring as it does the village hall, railway station, local supermarket and other retail premises. The organic vegetable garden is the most physically interactive of the MCG sites and will likely bring the highest footfall, providing people with a hub for activity, conversation, gentle exercise and relaxation. The activity on-site will determine the "look and feel" of the organic vegetable garden and also its productivity, in which everyone benefits; through this it can also engender a sense of social responsibility and protective care from the community.

Partners involved (other local organisations you are working with)	Murieston Community Garden group.
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3. Project Costs

Total Project Cost (Excludes VAT)	£17385.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£12000.00

Expenditure Item	Total Cost	WLTCCF Cost
Containerised Storage unit	£4650.00	£4650.00
Sandstone Paved centre area of sensory garden	£4660.00	£4660.00
Gabion baskets and associated seating.	£1600.00	£1600.00
Footpaths, 230 m ² x £20.00 per m ²	£4600.00	£4600.00
Raised flower beds sleeper material 75x £25.00	£1875.00	£1875.00

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
Energiekontor Windfarm Developer	£8,000	Qtr 3 2022
Not confirmed at date of application		

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).

- Murieston Community Council will apply the same financial control framework which was applied to previous Town Centre Fund grants.
- Public liability insurance already exists as part of the ongoing project.
- Planning approval and project design already exists.
- Contractor tender process / Quotations will be applied to all purchases over £100:00.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	Contact: Lorraine McGrorty West Lothian Council Community Council Liaison Officer
Committee Members or Directors List	Contact: Lorraine McGrorty West Lothian Council Community Council Liaison
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

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- 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
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- 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.

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Declaration	
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<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	Planning Secretary
Organisation	Murieston Community Council
Date	20 th 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

Murieston Community Garden

<https://www.murieston-cg.org.uk>



CASE FOR SUPPORT

February 2022

1 BACKGROUND

Murieston Community Garden is a not-for-profit community organisation started in 2021 by a small group of residents of Murieston (Livingston, West Lothian) who are enthusiastic amateur gardeners. The aim of the organisation is to form a garden next to Livingston South Railway Station for use by local residents and community groups.

West Lothian Council agreed to rent-free use of the land after a soil analysis survey was completed. Planning permission was obtained by Murieston Community Council prior to establishment of the organisation. Infrastructure including paths, raised beds, and the use of a shipping container as a shed were specified in the granted planning permission. Murieston Community Council also donated fencing, a path, and some sleepers to use for raised beds. It is now up to the members to raise the funds required and achieve the vision of developing and maintaining the garden.

Members come from Livingston, particularly the local areas of Murieston and Bankton, but membership includes those further afield and includes gardeners of all experience levels and backgrounds.

2 VISION AND MISSION STATEMENTS

Our vision is to create and maintain a beautiful relaxing community garden for use by residents and visitors in Murieston and neighbouring areas. Our chosen theme is “recovery” – personal, community, and environment.

Our mission is to engage local volunteers to convert the donated half-acre plot of rough ground into a garden with two areas: a public front garden containing a social hub and sensory garden; and a private back garden to be used by volunteers for growing fruit and vegetables.



Figure 1: Erection of front boundary fence on plot of land provided free-of-charge by West Lothian Council. The Community Garden comprises the entire enclosed green space (0.5 acre).



Figure 2: Planning permission obtained by Murieston Community Council – including a social hub with pergola, raised beds, shed, greenhouses, and a permaculture area

We aim:

- To design, develop and maintain the garden
- To provide a publicly available peaceful green space for any local resident
- To encourage gardeners at all stages of ability to improve their gardening skills (including planning, planting and maintenance of fruit, vegetables and flowers) and to share experiences and techniques to make gardening an enjoyable experience
- To give an opportunity for local people to have access to raised beds and greenhouse facilities where they can use simple gardening skills to grow plants and vegetables
- To encourage the recovery of the environment and flourishing of local wildlife
- To provide an extra resource for local groups in the area, e.g., groups for the elderly or support groups for single-parent families or those with mental health issues
- To allow local schools and other junior groups under supervision a chance to include “the outside” in their curriculum
- To provide an outdoor facility for Members’ personal events, e.g., reunions, birthday parties, etc., suitable for social distancing due to COVID-19
- To accommodate local organisations that might need outdoor space for one-off events

3 GOALS AND OBJECTIVES

Our overall goals are to:

- General
 - Raise funds to allow us to create and maintain the garden
 - Engage with volunteers who will undertake building and planting tasks in the garden
 - Lay more paths suitable for disabled people
 - Plant fruit trees, hedges, climbing plants, wild flowers and ground-level decorative planting
- Public front garden
 - Engage professionals to build raised beds, seating and a pergola
 - Plant decorative plants in the raised beds
- Back garden
 - Build 20 raised beds with sleepers
 - Provide water butts and compost heaps
 - Erect a shipping container for use as a shed
 - Erect greenhouses (or polytunnels)
 - Build a den/hut for children
 - Encourage wildlife with a permaculture area, bird feeders and bug hotels
 - Plant flowers, fruit and vegetables in the raised beds and permaculture area

Objectives for 2021-22 are to:

- Storage
 - Raise funds for a shipping container as a shed (as stipulated by plans)
 - Erect the shed
- Infrastructure
 - Build raised beds in the back garden
 - Install water butts
 - Raise funds for professional building of the public front garden

- Planting
 - Obtain a donation of hedging plants (achieved)
 - Plant hedges at the front and back boundaries (partly completed)
 - Sow a strip of wild flowers along the northern boundary
 - Obtain a donation of climbing plants (as stipulated by plans)
 - Plant climbing plants on the fence separating the front and back gardens



Figure 3: On-site inauguration meeting of Murieston Community Garden (July 2021)

4 BENEFITS

The garden aims to provide a number of benefits. Our success will be judged based on material development of the garden, volunteer involvement, engagement with social media, and achievements in terms of support.

Personal recovery

- By careful design, paths and raised beds will be made suitable for disabled people.
- By developing a sensory garden, a peaceful contemplative area will provide solace for those with mental health issues or people arriving at the railway station before heading home after a long day.
- By encouraging community involvement, we aim to reduce social isolation, and support those with mental health issues.

- By approaching the local medical centre regarding use of a raised bed, we wish to assist in recovery of patients suffering mental and physical illnesses.
- This long-term project will provide a peaceful green space of benefit to over 5,000 residents of Bankton and Murieston and visitors to the area.
- Volunteers will be encouraged to learn gardening skills and engage with nature.
- Eventually, after the garden is established, surplus produce will be donated to local organisations to alleviate hunger.

Community recovery

- By encouraging community engagement, we aim to build a stronger local community spirit.
- By providing a welcome outdoor social space we aim to encourage socially-distanced community recovery from COVID-19.
- By offering sponsorship opportunities and by local sourcing where economically feasible, we aim to support local businesses.
- By offering the garden as an additional resource, we will support local groups.
- By offering the garden as an educational resource, we will support local schools and junior groups under supervision.

Environmental recovery

- By developing a productive area and planting wild flowers and permaculture, we aim to encourage environmental diversity and wildlife.

5 FINANCES AND TIMING

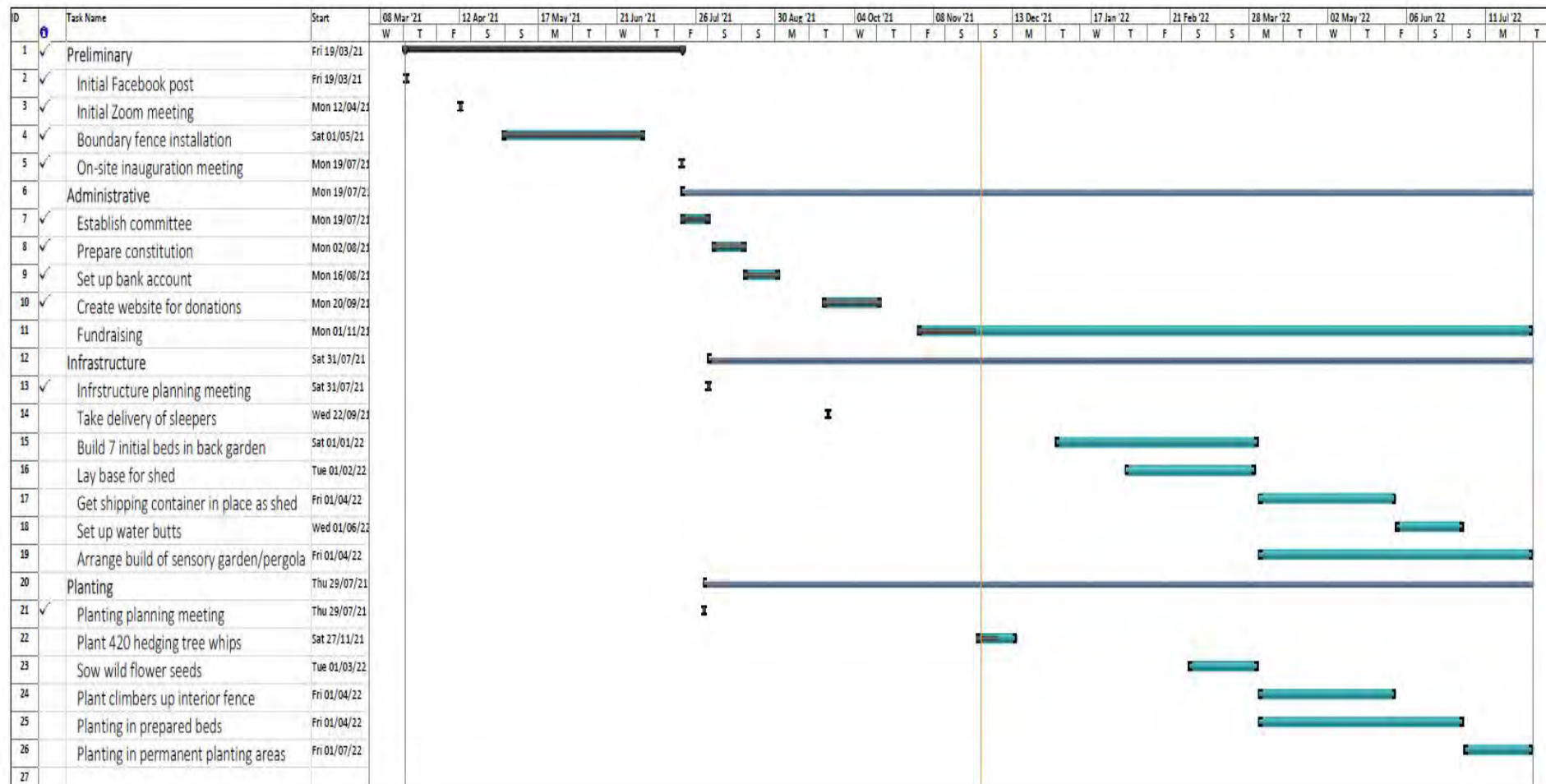
Background:

In addition to substantial benefits-in-kind, we have so far received £1060 in grants and donations. Some of this has been used for small storage and initial tools (saws, hammers, gardening tools, etc.) and materials to get us started with infrastructure.

Although we have obtained support from West Lothian Council and Murieston Community Council to establish the organisation, we are dependent on donations and grants for the majority of our funding. Eventually, once the garden is more established, some other aspects of the running of the garden may involve payment, such as exclusive use of some raised beds by outside organisations, sale of produce, and use of the garden to host events.

Plan of activities for 2021-22:

A plan of activities is shown on page 6. This covers all tasks since garden inception to August 2022. Tasks already completed are marked with a tick.



Murieston Community Garden

Plan 2021-22

(tasks completed to date and tasks planned up to August 2022)

To meet our objectives for 2021-22, and stipulated planning constraints, we need:

STORAGE		
Item	Cost	Timing
Sectional shipping container for use as a shed (with shelving)	£4640	ASAP
Total	£4650	

IMMEDIATE INFRASTRUCTURE		
Item	Cost	Timing
Brackets for raised bed stabilisation	£300	ASAP
Screws	£100	ASAP
Raised bed liners	£500	ASAP
Water butts/collection	£500	ASAP
Total	£1400	

IMMEDIATE PLANTING		
Item	Cost	Timing
Garden tools (spades, forks, trowels, hand forks, secateurs, loppers, hoes, wheelbarrow, etc.)	£200	ASAP
Climbing plants (20 honeysuckle, clematis, etc.)	£100	Easter 2021
Plants for the public front garden ground level planting	£200	Easter 2021
Total	£500	

We also aim to raise funds for individual sponsored projects, to be completed as funding allows:

FUTURE PROJECT SPONSORSHIP				
Item	Cost per Item	Number of Items	Total	Ideal Timing
Professional building of sensory garden, integrated seating, and planting	£12,000	1	£12,000	ASAP
Pergola	£1,000	1	£1,000	ASAP
Set of 3 compost bins	£650	1	£650	ASAP
More sleepers to complete raised beds in back garden	£30	200	£6,000	Summer 2021
Trees/shrubs/fruit bushes for the permanent planting areas	£1000	1	£1000	Summer 2021
Large front garden raised bed and planting	£1,200	2	£2,400	Summer 2021
Medium front garden raised bed and planting	£900	1	£900	Autumn 2021
Small front garden raised bed and planting	£600	4	£2,400	Autumn 2021
Path installation in front garden	£4000	1	£4,000	Summer 2022
Greenhouses	£2500	2	£5,000	Summer 2022
Children's den	£800	1	£800	Summer 2022
Path installation in back garden	£15,000	1	£15,000	Autumn 2022
Seating in the back garden	£250	4	£1,000	Autumn 2022
Total			£52,150	

The total cost of all items above will be £58,800. We are therefore very grateful for larger donations, which would allow us to reach our goals more quickly.

6 GOVERNANCE AND STAFFING

Murieston Community Garden is an Unincorporated Association with a Constitution intended to ensure the proper running of the association on behalf of the membership.

The garden is run entirely by volunteers; there are no paid employees. Some of the volunteers serve on a co-ordinating Committee. The Committee is drawn from the membership and approved at the Annual General Meeting. Current Committee members are:

Name	Position	Experience
██████████	President	Business owner/director/manager Various charity/not-for-profit roles including trustee, treasurer and secretary
██████████	Treasurer	Treasurer, Polbeth and West Calder Community Garden
██████████	Secretary	Secretary (retired), charity treasurer
██████████	Growing Team Leader	University Associate Professor Extensive experience of staff development, capacity building, mentorship, line management and coaching.
██████████	Fundraising	Genetic Epidemiologist, university tutor

We are advised by ██████████ Planning Secretary of Murieston Community Council, and have also been offered advisory support by Councillor Peter Heggie and Councillor Moira Shemilt of Murieston South Ward of West Lothian Council.

7 EXISTING SUPPORT AND TESTIMONIALS

A great deal of initial support has been given by Murieston Community Council in obtaining planning permission and other support, and by West Lothian Council in providing the land free-of-charge.

Donations to date:

Donation	Approximate Value	Organisation
Rent-free plot of land		West Lothian Council
Soil for use in the raised beds		
Blue wheelie bins for temporary use as water butts		
Councillor disbursements 2021	£380	Livingston South Councillors
Site surveys	£30,000	Murieston Community Council
Obtaining planning permission		
Erection of boundary and internal fences		
Laying part of one path		
105 sleepers for use as raised beds		
420 tree whips for hedging	£460	Woodland Trust
Development of a website for accepting donations	£3,000	Tron Systems Ltd.
Donation	£250	
Grant	£250	Volunteering Matters - Action Earth
Donations	£180	Private donors
Total	£34,520	

Volunteer efforts to date:

Work	Volunteers	Hours	Approximate Value
Committee meetings	7	42	£374
Administration	4	30	£267
Volunteer coordination	3	20	£178
Labour for moving sleepers	20	50	£445
Labour for planting hedges	6	6	£107
Total		142	£1371

Note: all volunteer efforts costed at minimum wage



Figure 4: Enthusiastic volunteers helping to move the donated sleepers into the garden



Figure 5: First raised bed almost complete

Social media support:

The public Facebook page has had encouraging support since it started in March 2021 and has now reached 530 followers. The top Facebook post reached 10,640 people and had 1644 engagements. Several other posts with planning details and a request for help have also reached an audience of over 3000.

Comments:

“Thank you to everyone who came along tonight 😊 Was lovely to meet up in person and come up with a plan. Let's get growing 🥕”

“Grand meeting this evening. Thank you. Some great ideas, loads of vision and terrific enthusiasm. So good to see this lovely venture taking shape. 😊🌸🌸🌸🌸🌸🌸”

Councillor Moira Shemilt

“I missed your meeting last night but would definitely like to help out with the garden.”

“👏👏 A HUGE thank you to the large number of people who turned up today to help us move sleepers into the garden👏👏”

We had expected to be finishing about 8pm but so many people arrived to help and everyone worked so hard that we got everything finished by 6pm. We now have 105 sleepers waiting to be made into raised beds.

A huge thank you also to Murieston Community Council for ordering the sleepers for us and to the councillors who provided so much support.”

8 HOW YOU CAN HELP

Our first priority is to raise funds for the garden infrastructure. Please consider a donation, grant, or sponsorship to allow us to achieve our goals. Any organisation donating more than £1000 will be offered the opportunity to be named on signage within the garden.

Donations of tools are also much appreciated. Fruit trees, fruit bushes/plants, and vegetables (apple, pear, plum, blackcurrant, gooseberry, raspberry, potatoes, onions, strawberries for now) would also be valued.

Thank you!

9 CONTACT DETAILS

Website: <https://www.murieston-cg.org.uk/>

Email:

- Financial Donations: [REDACTED]
- Equipment Donations: [REDACTED]
- Volunteering Offers: [REDACTED]

Facebook:

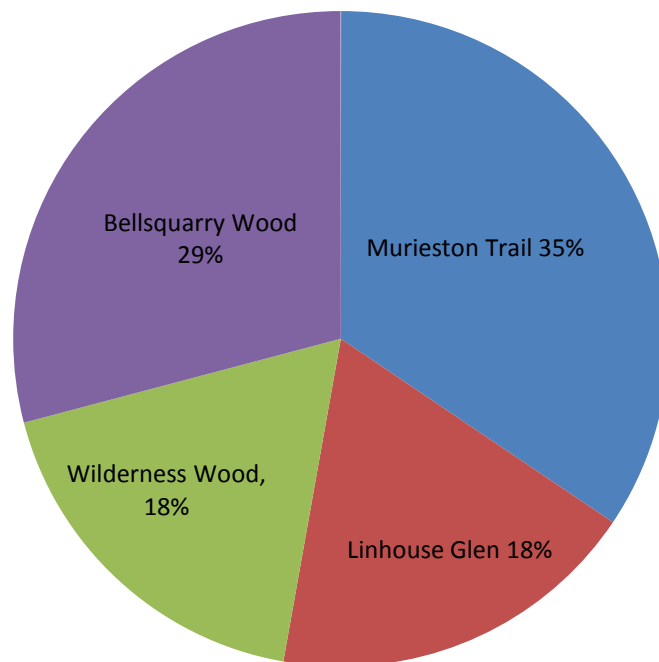
- Public Facebook Page: <https://www.facebook.com/muriestoncommunitygarden>
- Private Volunteers Group: <https://www.facebook.com/groups/143184837923539>

**West Lothian Local Development Plan
Main Issues Report (MIR)**

**Potential Developments
within
Bellsquarry and Murieston Community Council Areas**

**Outcome Report of
Community Engagement Questionnaire**

Question 9. Do you use any of the following for leisure purposes? Murieston Trail, Linhouse Glen, Wilderness Wood, Bellsquarry Wood.



Question 10. How important to you are the outlooks and walks in Livingston South? Most Important, Very Important, Quite Important, No Comment, Not Important.

