



## ***Broxburn, Uphall and Winchburgh Local Area Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

27 September 2019

A meeting of the **Broxburn, Uphall and Winchburgh Local Area Committee** of West Lothian Council will be held within the **Uphall Community Centre, Uphall** on **Friday 4 October 2019 at 11:30am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minute of Meeting of Broxburn, Uphall and Winchburgh Local Area Committee held on Friday 30 August 2019 (herewith)
5. Housing, Customer and Building Services - report by Head of Housing, Customer and Building Services (herewith)
6. Fire Service Ward Report - report by Scottish Fire and Rescue Service (herewith)
7. Service Update - NETs, Land and Countryside - report by Head of Operational Services (herewith)
8. General Services Capital Programme Update - report by Head of Finance and Property Services (herewith)

DATA LABEL: Public

9. Town Centre Fund 2019/20: Proposed Funding Awards - report by Head of Planning, Economic Development and Regeneration (herewith)
10. Workplan (herewith)

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NOTE **For further information please contact Rachel Gentleman on 01506 281596 or [rachel.gentleman@westlothian.gov.uk](mailto:rachel.gentleman@westlothian.gov.uk)**

MINUTE of MEETING of the BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, LIVINGSTON, on 30 AUGUST 2019.

Present – Councillors Angela Doran (Chair) and Chris Horne

Apologies – Councillors Diane Calder and Janet Campbell

In attendance –

Craig McCorriston, Lead Officer, West Lothian Council

Lee Clark, Scottish Fire and Rescue Service

Phyllis McFadyen, Area Housing Manager, West Lothian Council

Peter Reid, Head Teacher, Broxburn Academy

George Smith, Planning and Co-ordinating Officer, West Lothian Council

## 1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

## 2 MINUTES

The Committee approved the minute of its meeting held on 8 March 2019 as a correct record and noted the minute of the inquorate meeting on 14 June 2019.

## 3 BROXBURN ACADEMY

Peter Reid, Head Teacher at Broxburn Academy, delivered a presentation to the Committee which updated members on the school and its progress.

The context of the school was provided in terms of the Scottish Index of Multiple Deprivation, free school meal uptake, clothing grant eligibility, Pupil Equity Funding allocation and additional support needs. This was followed by an overview of the school performance in areas of attendance, cognitive ability test scores and Scottish National Standardised Assessments for reading, writing and numeracy.

Information was provided on the results achieved by pupils in the senior phases from S4 to S6. This included figures for the SCQF qualifications from levels 5 to 7 achieved at Broxburn Academy in comparison to the virtual comparator, West Lothian and national figures. The Committee was advised that the 2018/19 results were an improvement on the performance from the 2017/18 session and the Head Teacher advised of the work taking place to continue this improvement.

The presentation also informed members of the percentage of school leavers who progressed to positive destinations following school and highlighted key achievements of pupils.

Members thanked the Mr Reid for his presentation and for the work being

done in the school to create a positive and supportive environment for pupils and improve performance and attainment. The success of the additional support needs unit was also highlighted.

#### Decision

To note the presentation.

### 4 POLICE WARD REPORT

The Committee considered a report (copies of which had been circulated) by PCs Russell Rosie and Peter Robertson providing details of the performance, activities and issues across the ward for the period up to 31 May 2019.

The report provided members with information on the national priorities delivered locally, the West Lothian priorities and the community engagement activities within the ward. Information on the various prevention activities that had been undertaken were also highlighted, including the areas of:

- Violence, disorder and anti-social behaviour;
- Road safety;
- Dishonesty; and
- Drug dealing and misuse.

The report also provided an overview of incidents of note within each community of the ward and concluded with contact details for the local community policing team.

The Committee was recommended to note the report.

#### Decision

To note the terms of the report.

### 5 FIRE SERVICE WARD REPORT

The Committee considered a report (copies of which had been circulated) by the Scottish Fire and Rescue Service providing an update on the activity within the ward for the period up to 31 March 2019.

Attached to the report at Appendix 1 was a series of graphs showing details of accidental fire dwellings, fire casualties and fatalities, deliberate fires, fires in non-domestic properties, special services casualties (excluding road traffic collisions), unwanted fire alarm signals and road traffic casualties and fatalities from for the period, in comparison to the same period of 2017/18.

In addition to historical ward based activity, the performance report provided information on the historic activity in West Lothian area and Scotland. To allow benchmarking to be undertaken, the units of measurement in the performance graphs in the report were based on incidents/events per head of population.

Lee Clark, Local Liaison Officer, presented the report and provided an update on the service activities since the end of the reporting period. An event for young drivers had taken place at Inveralmond Community High School for all West Lothian S6 pupils in August 2019 to promote road safety. The service had also been contacted by a group of young people regarding road safety on Broxburn Main Street and a meeting was due to take place the week following the meeting. It was agreed that an update on this would be provided at the next meeting of the Committee and the Head Teacher at Broxburn Academy requested that the school were involved in this.

The Committee was also advised of the service's participation in the Career Ready programme which assisted young people entering the workplace by taking part in four weeks of work experience. A young person had recently completed her four weeks working in various departments and the initiative had been successful. The service was hopeful that this could be expanded in future and meetings were planned with Career Ready to discuss the experience and lessons learned.

In terms of deliberate fires, the Committee heard that the number had reduced over the summer period and this would continue to be a focus to reduce the number of incidents.

It was recommended that members note and provide comment on the report.

#### Decision

- 1) To note the terms of the report.
- 2) To note that an update would be provided to the next meeting on the work being done with young people on road safety on Broxburn Main Street.

## 6 SERVICE UPDATE - NETS, LAND & COUNTRYSIDE

The Committee considered a report (copies of which had been circulated) by the Head of Operational Services advising of the activity of the NETs, Land and Countryside activities in the ward for the period 1 February 2019 to 31 July 2019.

The report provided a summary of works carried out and enquiries received in relation to Grounds Maintenance, Garden Maintenance, Cleaner Communities (including Enforcement Community Action), Parks & Woodland and Open Space & Cemeteries.

The report advised that due to savings through Transforming Your Council, the number of staff in the Environmental Enforcement team had been reduced from 14 to four. From 1 April 2019 the team priorities would be education, abandoned vehicles and fly tipping.

It was recommended that the Committee noted the work carried out to date and future planned work and advised of any areas requiring further investigation.

#### Decision

To note the terms of the report.

### 7 HOUSING, CUSTOMER AND BUILDING SERVICES

The Committee considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an update on the housing service activities for the ward for the period 1 January to 31 March 2019.

The report provided an overview of the activities of Housing, Customer and Building Services, specific to the Broxburn, Uphall and Winchburgh ward for the fourth quarter of 2018/19. It included details of the property void and let performance for both mainstream and temporary properties for the reporting period, confirming that there were 18 policy voids in the ward for this period. The length and reasons for these voids were provided.

The report also providing details on the rent arrears for the ward which were £208,980. This was an increase of £73,302 on the previous year's position. The Committee noted that the overall increased arrears in comparison to last year were as a result of Full Service Universal Credit being introduced in West Lothian from May 2018, along with other Welfare Benefit reforms and the current economic climate.

Details of the capital programme and new build council housing were provided in addition to information relating to local capital upgrades, tenant participation and safer neighbourhood council officer ward information.

It was recommended that the Committee noted the Housing, Customer and Building Services activity as detailed in the ward report for the period 1 January to 31 March 2019.

#### Decision

To note the terms of the report.

8 REPORT ON KIRKHILL CYCLE PATH AND ISSUES AT FIVESTANKS PLACE

The Committee considered a report by the Head of Housing, Customer and Building Services (copies of which had been circulated) providing an update on issues relating to the cycle path leading to Fivestanks Place from the new build council housing development at Kirkhill.

Following concerns raised by residents at previous meetings, an action plan had developed by officers in consultation with residents. The plan had been updated and the report provided the Committee with an update on the progress.

The main issues raised concerned flooding from the cycle path, bikes and vehicles using the path as a through road, anti-social behaviour and crime and planning related matters. The actions proposed to address these and the progress made against them were detailed in Appendix 1 to the report.

The actions completed to date included landscaping, planting and the installation of bollards and gates on the path. The outstanding actions and updates on these were noted in the appendix.

The Committee was advised that officers were continuing to engage with the residents and monitoring the issues to assess the impact and effectiveness of the actions in place.

The Committee was recommended to note the report.

Decision

To note the terms of the report.

9 WORKPLAN

The workplan for future meetings of the Committee was presented.

Decision

To note the workplan.







**BROXBURN LOCAL AREA COMMITTEE**

**HOUSING CUSTOMER AND BUILDING SERVICES**

**REPORT BY HEAD OF HOUSING CUSTOMER AND BUILDING SERVICES**

**A. PURPOSE OF REPORT**

To provide the Local Area Committee with an overview of the service activities within the Broxburn ward.

**B. RECOMMENDATION**

The Local Area Committee is asked to note Housing, Customer and Building Service activity as detailed in the ward report for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2019.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Housing (Scotland) Act 2001 Housing (Scotland) Act 2010
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	There is no impact
<b>V Relevance to Single Outcome Agreement</b>	There are positive impact on the following SOA indicators:  SOA4 – we live in resilient, cohesive and safe communities  SOA8 – we make the most effective use of resources by minimising our impact on the built and natural environment
<b>VI Resources - (Financial, Staffing and Property)</b>	None
<b>VII Consideration at PDSP</b>	Yes
<b>VIII Other consultations</b>	N/A

## D. TERMS OF REPORT

### Housing Performance Information

The purpose of this report is to provide the Local Area Committee with an overview of the activities of Housing, Customer and Building Services, specific to the Broxburn ward.

#### Property Void & Let Performance: Mainstream Tenancies

Void Period	Apr 2019	%	May 2019	%	Jun 2019	%	WL Target %
0-2 weeks	14	67%	17	66%	24	88%	55%
2-4 weeks	4	19%	2	7%	0	0%	30%
4+ weeks	3	14%	7	27%	7	22%	15%
<b>Total Lets</b>	<b>21</b>	<b>100%</b>	<b>26</b>	<b>100%</b>	<b>31</b>	<b>100%</b>	<b>100%</b>

#### Property Void & Let Performance: Temporary Tenancies

Void Period	Apr 2019	%	May 2019	%	Jun 2019	%	WL Target %
0-2 weeks	2	33.3%	5	72%	5	56%	55%
2-4 weeks	2	33.3%	0	0%	3	33%	30%
4+ weeks	2	33.3%	2	28%	1	11%	15%
<b>Total Lets</b>	<b>6</b>	<b>100%</b>	<b>7</b>	<b>100%</b>	<b>9</b>	<b>100%</b>	<b>100%</b>

Delays in re-letting can occur for a variety of reasons. The type or location of the property, the completion of void work or the identification of additional works not visible during the initial inspection. Ensuring that vulnerable persons are appropriately supported through the viewing and sign up process can also add to timeframes. Some of our applicants have specific support requirements which require detailed planning and co-ordination by both social work and housing services prior to tenancy commencement.

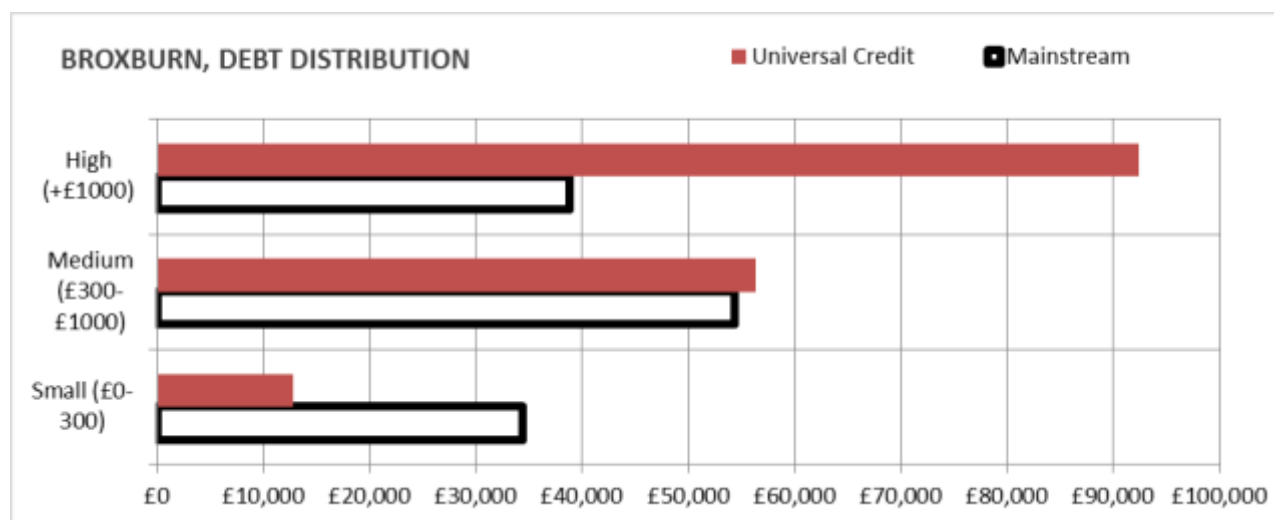
There were 15 policy voids in the ward for this period.

Void period	Number of properties	PV reasons
<4 weeks	2	Asbestos and upgrading
4 – 12 weeks	4	electrical, asbestos, upgrading
13 – 16 weeks	9	electrical issue, asbestos, decant, upgrading
26+ weeks	0	

## Arrears

For the Broxburn ward the collection rate for the YTD in Q1 remains excellent at 93.8%. Broxburn has collected £1,298,203 vs a charge of £1,383,307.

The overall increased arrears in comparison to last year are as a result of Full Service Universal Credit being introduced in West Lothian from May 2018, along with other Welfare Benefit reforms and the current economic climate.



### High

There are 73 cases of which 51 are Universal Credit.

### Medium

There are 208 cases of which 99 are Universal Credit.

### Small

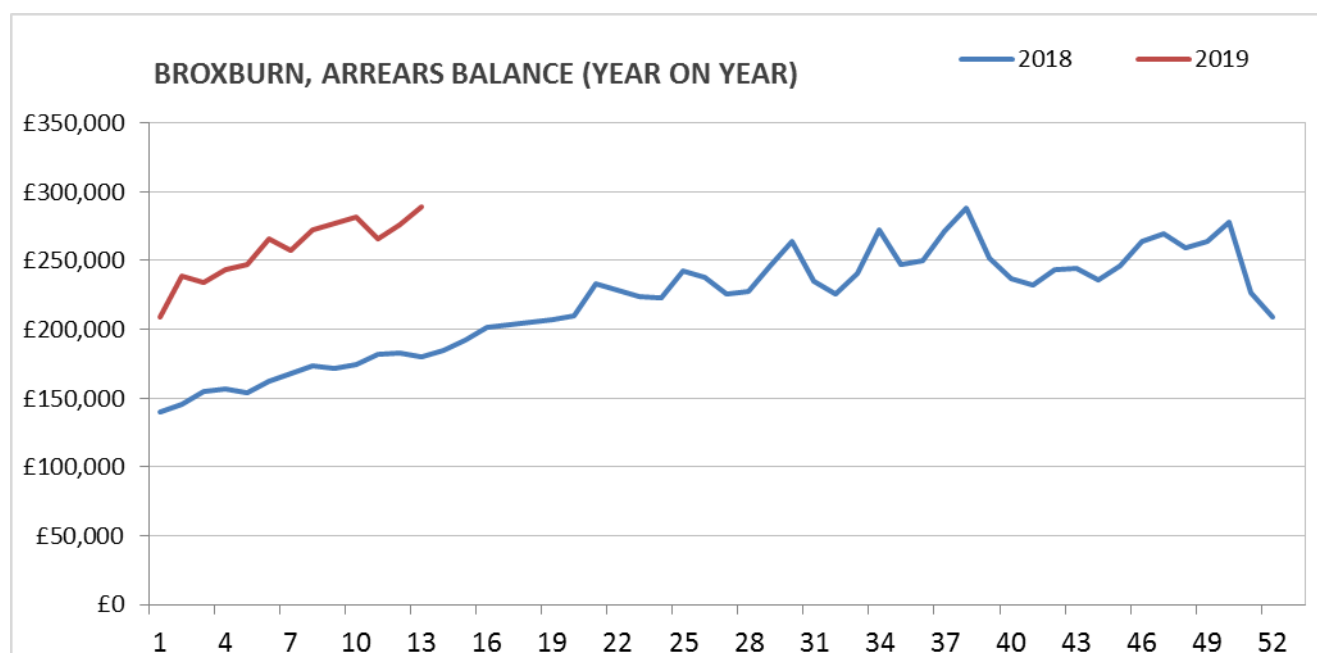
There are 213 cases of which 30 are Universal Credit.

### Universal Credit

There are currently 230 cases compared to 46 last year which is an increase 400%. The table below provides a more detailed breakdown of the arrears banding for this Ward.

Arrears Banding	2018/19 (WK13)				2019/20 (WK13)			
	Mainstream		UC		Mainstream		UC	
	Balance	#	Balance	#	Balance	#	Balance	#
£0.01 to £99.99	£10,675	207	£279	5	£10,151	203	£1,342	21
£100.00 to £299.99	£28,658	149	£3,093	15	£24,253	133	£11,487	59
£300.00 to £499.99	£22,475	58	£3,035	7	£27,628	71	£17,930	45
£500.00 to £749.99	£15,703	26	£3,686	6	£14,324	24	£19,870	33
£750.00 to £999.99	£15,661	18	£3,514	4	£12,368	14	£18,523	21
£1000.00 to £1999.99	£41,701	30	£10,405	8	£21,838	16	£53,367	38
£2000+	£17,984	7	£3,105	1	£17,005	6	£38,977	13
<b>Group Total</b>	<b>£152,857</b>	<b>495</b>	<b>£27,117</b>	<b>46</b>	<b>£127,566</b>	<b>467</b>	<b>£161,496</b>	<b>230</b>
<b>Movement</b>					(-) £25,291	(-) 28	(+) £134,379	(+) 184
<b>Overall Total</b>			<b>£179,974</b>	<b>541</b>			<b>£289,062</b>	<b>697</b>
<b>Overall Movement</b>							(+) £109,088	(+) 156

The arrears position for Broxburn Q1 is £289,062. This is an increase of £109,088 on last year's position. The West Lothian overall position is currently £2,881,612



During the course of this year we plan to focus on the following:

- Making best use of resources by considering communicating more with customers through SMS, email and telephone
- Benchmarking with other local authorities to ensure we identify and consider implementing any best practice
- Performance Monitoring and Reporting will be reviewed and where appropriate streamlined to ensure information is meaningful and robust to assist with improving rent arrears due
- Promote Alternative payment methods, particularly the Tenant's Self Service Portal

### **Broxburn Area Team Activity**

Officers in the team have a number of tenancies under supervision for issues such as child & adult protection, anti-social behaviour and poor tenancy conditions. Our officers' work with a range of services and agencies to ensure tenants and residents are fully supported, tenancies maintained and sustained as far as possible and appropriate action taken where necessary.

Rent arrears activity continues to be a weekly priority task for the team and will continue to work with all our tenants in offering the support, advice and assistance. Such assistance includes referrals for money and debt advice, benefit health checks, completion of income and expenditure to help set up a sustainable payment plan and where appropriate, assist with applications for Discretionary Housing Payments.

### **Capital Programme and New Build Council Housing**

Ward 2 Broxburn, Uphall and Winchburgh	Site	Number of Units	Site Start	No. of houses handed over	Site Completion
	Kirkhill	230	August 2015	230	August 2019

## Local Capital Upgrades

Broxburn	Almondell Road	Upgrade rear enclosure	100%	Works Complete - Currently in Defects Period
	Midhope Place	Firewalls	95%	Works complete currently awaiting Building Completion Certificates

## Tenant Participation Update April – June 2019

The TP Team continue to engage with tenants at various forums and regular meetings which include Housing Networks, Tenants and Editorial Panel and Capital and Repairs Working Group.

### **Tenants Training**

Tenants were invited to attend various training events which included sessions on Housing Options, a briefing on changes to the Housing Scotland Act 2014 and an overview of the Tenant Led Inspection process. Each session was well attended and resulted in two tenants volunteering to become inspectors and positive feedback on how informative the sessions had been.

### **Tenant Led Inspection Feedback on New Build Properties**

Tenant Inspectors, senior managers and staff met to discuss the progress of the tenant inspection carried out in 2018. This was the final update and inspectors were delighted with progress. They agreed to meet again to sign off this inspection.

### **Capital and Repairs Group (CARS)**

The Capital Programme Working Group has reviewed their process and agreed to incorporate areas pertaining to tenants from Building Services. The work plan for the group has been reviewed to include areas such as, repairs, gas servicing, void properties and complaints as well as capital programme works and street environmental improvement projects.

### **Street Environmental Improvement Projects (SEIPs)**

The working group visited various proposed sites throughout West Lothian to establish feasibility. A programme of projects has been developed and work will commence over the coming months.

### **Homeless Housing Network**

To promote the work of the Homeless Network, members invited those in temporary bed and breakfast accommodation to attend a lunch event held in Blackburn Partnership Centre in May where attendees enjoyed a two course meal and opportunity to engage with others experiencing homelessness. The event was sponsored by local social enterprise, The Larder, who help young people into work. The event was a huge success so a further event was held in June.

### **TP Annual Report**

The TP team have produced their Annual Report on their activities for 2018-19.

The report is available online at

<https://www.westlothian.gov.uk/media/35388/TenantParticipationReport201819/pdf/TPAnnualReport2018-19.pdf>

### **Evening Network**

The evening network meeting, held in June, was well attended by tenants from throughout the county. Those who attended had opportunity to engage with a Housing Manager who provided an overview of Housing activity including the Safer Neighbourhood Team. The next scheduled evening network meeting is planned for September and will be held in Boghall Drop-In Centre, Community Wing.

### **Mitsubishi Factory Visit**

Members of the Tenants Panel and staff from Housing and Building Services were invited to visit the Mitsubishi Site in Livingston to see the new renewable heat source chosen to be installed in council properties in areas that are not connected to the gas network.

Panel members found the visit very informative and look forward to hearing the views from those tenants who will have this new heat source installed in the coming months.

### **TIS Awards**

The TP team attended the Tenant Information Services (TIS) National Excellence Awards Ceremony on Saturday 15th June 2019. Tenants and staff who make up the Editorial Panel for Housing, Customer and Building Services were awarded the Danny Mullen Scrutiny Excellence Award for the work they do ensuring all publications are easy to read and grammatically correct. Panel members work tirelessly throughout the year reviewing letters, leaflets and other publications including Tenants News and were delighted to be recognised by fellow housing organisations for their work.

### **Safer Neighbourhood Council Officer Ward Information**

The Safer Neighbourhood Teams (SNT's) continue to work in two teams across the nine multi member ward areas as an integral part of the Community Safety Unit. In all the wards, partnership working involves the local housing team, youth worker, council officer with the SNT and officers from Police Scotland and the Scottish Fire and Rescue Service all working together to tackle antisocial behaviour. When necessary, the partners will liaise with partners from the voluntary organisations including Mental Health advisory workers and private landlords in order to reduce antisocial behaviour. The Safer Neighbourhood team of 9 officers now work in two zones, the East and the West zones. All the officers now deal with noise nuisance calls as part of their working remit.

Following complaints of ASB in the Dechmont area a case is progressing through the warning stages. Active involvement with SNT, police and housing is ongoing.

SNT officers served a warning on a tenant in the Broxburn area for noise. There have been no further complaints. In addition 2 other cases have been closed following joint visits with SNT and housing

Multiple noise calls to an address on Millgate resulted in the occupier being issued with a warning notice regarding the issues being raised.

Travellers in the Broxburn area unlawfully camped on Private Land and were moved on.

### **E. CONCLUSION**

We continue to have a higher than normal turnover of properties due to ongoing new build programme. Officers are working hard to ensure as far as possible that properties are turned round as quickly as possible.

Officers provide tenants with as much advice and assistance as possible to prevent and manage rent arrears. We have a number of cases where there is very good joint working with our colleagues in the Advice Shop.

New build sites are progressing and colleagues in Housing Strategy and Development are liaising regularly with contractors.

Various activities have been undertaken with our tenant participation team engaging with our tenants.

We have a number of cases in the ward with Safer Neighbourhood Team working with

police and local office in addressing issues of anti social behaviour.

**F. BACKGROUND REFERENCES**

None

Appendices/Attachments: None

Contact Person: Phyllis McFadyen, Housing Manager, Housing, Building and Customer Services

Email; [phyllis.mcfadyen@westlothian.gov.uk](mailto:phyllis.mcfadyen@westlothian.gov.uk)

Tel: 01506 284345

Date: 4<sup>th</sup> October 2019







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

### **BROXBURN, UPHALL AND WINCHBURGH MULTI-MEMBER WARD PERFORMANCE REPORT**

#### **REPORT BY SCOTTISH FIRE AND RESCUE SERVICE**

##### **A. PURPOSE OF REPORT**

To update the Broxburn, Uphall and Winchburgh Local Area Committee on the activity within Broxburn, Uphall and Winchburgh Multi-Member Ward for the period up to 30<sup>th</sup> June 2019.

##### **B. RECOMMENDATION**

That Committee Members are invited to note and provide comment on the Broxburn, Uphall and Winchburgh Multi-member Ward Performance Report.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	<ul style="list-style-type: none"><li>• Being honest, open and accountable</li><li>• Focusing on our customers' needs</li><li>• Making best use of our resources</li><li>• Working in partnership</li></ul>
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Quarterly reports on the Multi-member Ward Operational Plans are being produced to ensure delivery of the Local Fire and Rescue Plan, which is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	WL CPP SOA Performance indicators.
<b>V Relevance to Single Outcome Agreement</b>	SOA1304_13 Number of deliberate fires per 100,000 population SOA1304_14 Number of accidental dwelling fires per 100,000 population.
<b>VI Resources - (Financial, Staffing and Property)</b>	The council contributes to directly and in partnership to the delivery of the Ward Plan
<b>VII Consideration at PDSP</b>	None

**D. TERMS OF REPORT****D.1 Background**

Quarterly reports on the Multi-Member Ward Operational Plans have been produced by SFRS to ensure delivery of the Local Fire and Rescue Plan for West Lothian 2018, which is a requirement under the Police and Fire Reform (Scotland) Act 2012, Section 41E.

**D.2 Scottish Fire and Rescue Service (SFRS) Broxburn, Uphall and Winchburgh Multi-member Ward Quarterly Report**

Following the publication of the Broxburn, Uphall and Winchburgh Multi-member Ward Operational Plan, the Local Senior Officer for Falkirk and West Lothian has produced a Performance Report detailing activity against the key priorities.

The seven key priorities within the Broxburn, Uphall and Winchburgh Ward area are as follows:

**Continuous Priority**

- Local Risk Management and Preparedness.

**High Priority**

- Reduction of Dwelling Fires
- Reduction in Fire Fatalities and Casualties
- Reduction of Unwanted Fire Alarm Signals

**Medium Priority**

- Reduction of Deliberate Fire Setting
- Reduction of Fires in Non-Domestic Property
- Reduction in Casualties from Special Services (excluding RTC's).
- Reduction in RTC Fatalities and Casualties

**E. CONCLUSION**

The Broxburn, Uphall and Winchburgh Multi-member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2019, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

**F. BACKGROUND REFERENCES**

None.

**Alan Cunningham**  
**Station Manager, Scottish Fire and Rescue Service**  
**August 2019**

Appendix 1 - Broxburn, Uphall and Winchburgh Multi-Member Ward Performance Report



## West Lothian Council Area

### Ward Performance Report

Quarter 1 2019/20

## Broxburn, Uphall and Winchburgh

#### **DISCLAIMER**

The figures included in this report are provisional and subject to change as a result of quality assurance and review. The statistics quoted are internal management information published in the interests of transparency and openness.

The Scottish government publishes Official Statistics each year which allow for comparisons to be made over longer periods of time.

Please ensure any external partners in receipt of these reports are aware of this.

## **Introduction**

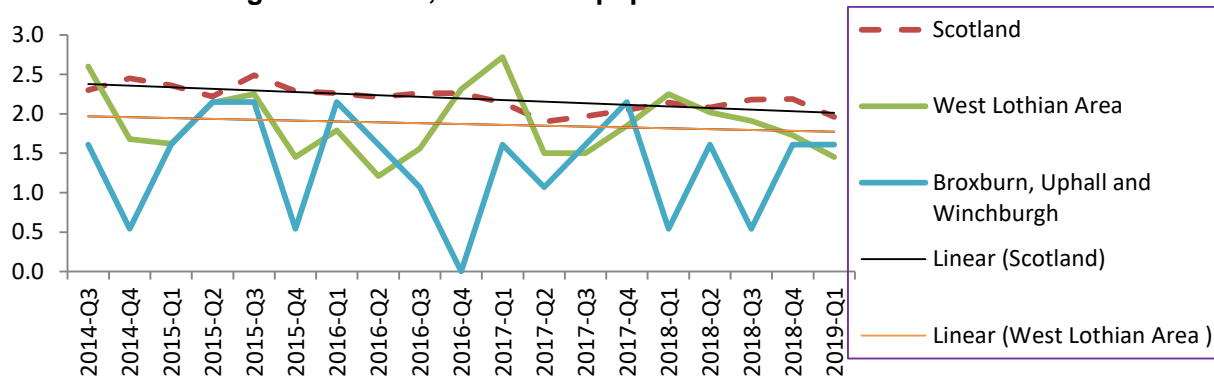
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

In addition to historical ward based activity, this performance report provides information on the historic activity in the West Lothian Council area and Scotland. To allow benchmarking to be undertaken, the units of measurement in the performance graphs in the report are based on incidents/events per head of population.

Whilst using historic statistical benchmarking data, consideration must be taken of the somewhat random nature of fire related incidents and events, and how this can pose difficulties in interpreting emerging patterns and trends. This is of specific relevance where ward level data is analysed due to the relatively small number of actual incidents/events that occur in ward areas.

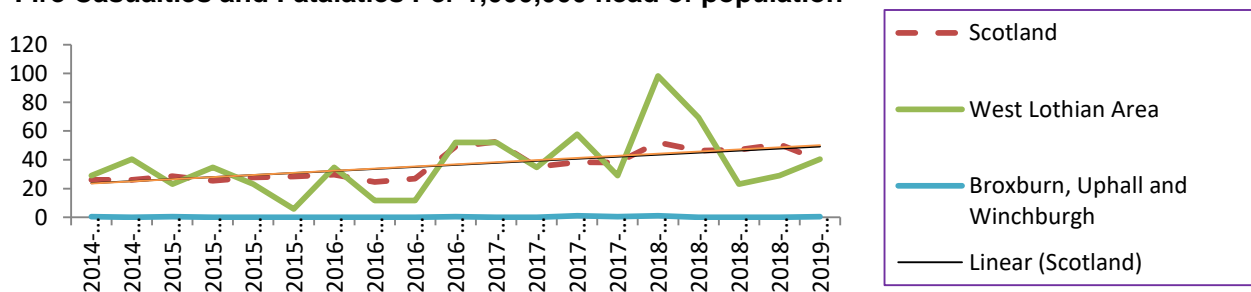
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

### Accidental Dwelling Fires Per 10,000 head of population



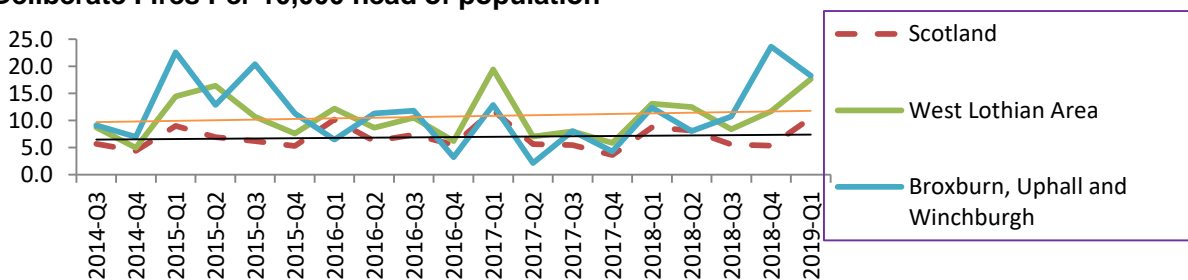
During the 2019-20 year to date reporting period SFRS have dealt with 3 accidental dwelling fires in comparison to 1 during 2018-19 year to date reporting period.

### Fire Casualties and Fatalities Per 1,000,000 head of population



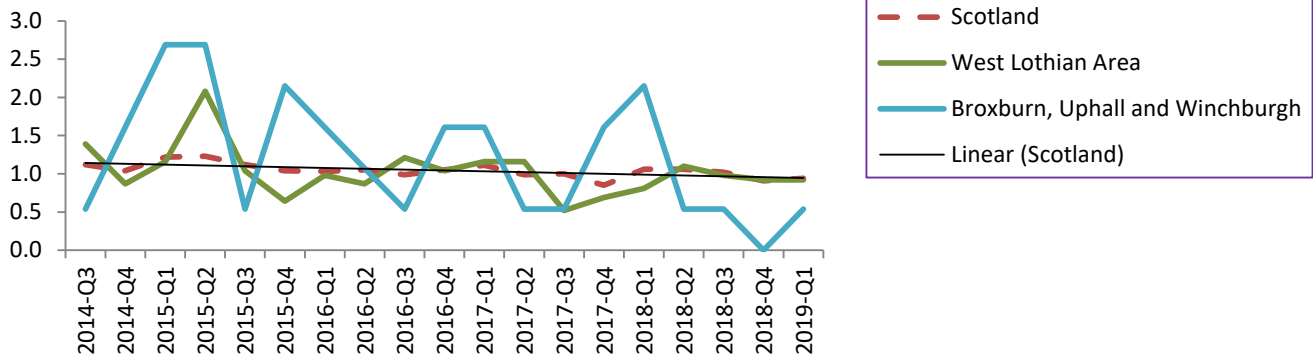
During the 2019-20 year to date reporting period SFRS have dealt with 1 Casualty and 0 Fatalities due to fire in comparison to 2 Casualty and 0 Fatalities during 2018-19 year to date reporting period.

### Deliberate Fires Per 10,000 head of population



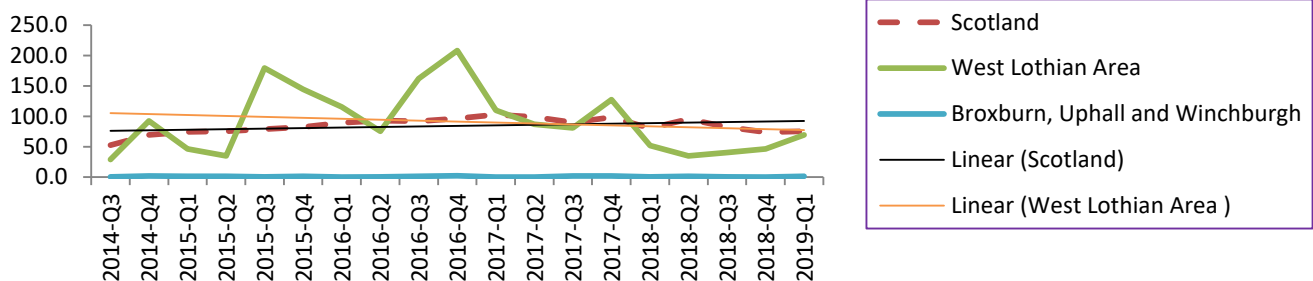
SFRS have dealt with 34 Deliberate fire incidents during 2019-20 year to date reporting period in comparison to 23 during 2018-19 year to date reporting period.

### Fires In Non Domestic Property Per 10,000 head of population



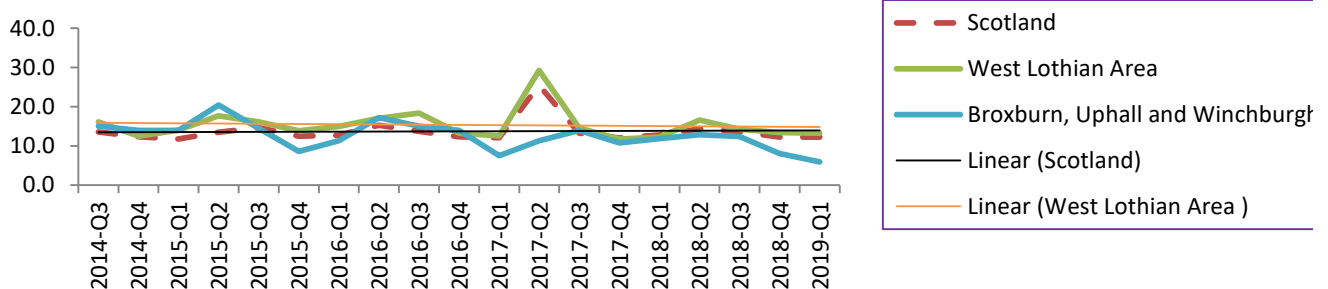
SFRS have dealt with 1 non domestic fires incident during 2019-20 year to date reporting period in comparison to 4 during 2018-19 year to date reporting period.

### Special Services Casualties (excluding RTC's) Per 1,000,000 head of population



SFRS have dealt with 2 casualties from Special Services during 2019-20 year to date reporting period in comparison to 1 during 2018-19 year to date reporting period.

### Unwanted Fire Alarm Signals Per 10,000 head of population

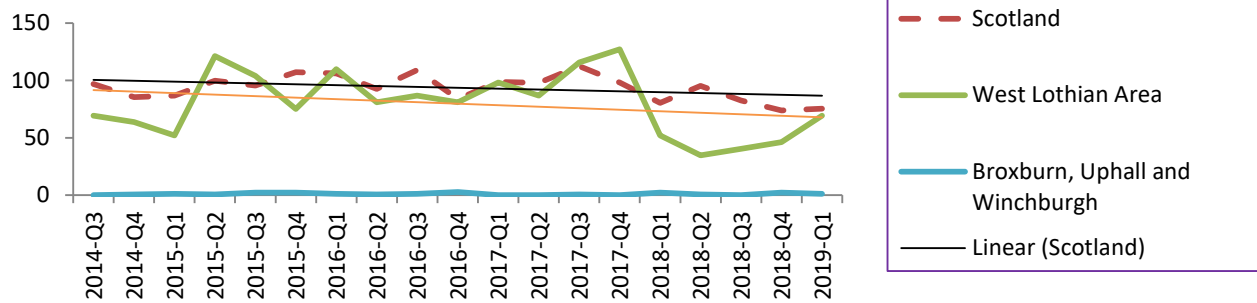


SFRS have dealt with 11 UFAS incidents during 2019-20 year to date reporting period in comparison to 23 during 2018-19 year to date reporting period.

### Additional Comments

SFRS is committed to '*Working Together for a Safer Scotland*' and to engage with business partners to reduce demand from Unwanted Fire Alarm Signals (UFAS).

## RTC Casualties and Fatalities Per 1,000,000 head of population



During the 2019-20 year to date reporting period SFRS have dealt with 2 Casualties and 0 Fatalities from RTC's in comparison to 4 Casualties and 0 Fatalities during 2018-19 year to date reporting period.







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

**SERVICE UPDATE – NETS, LAND & COUNTRYSIDE**

**REPORT BY HEAD OF OPERATIONAL SERVICES**

**A. PURPOSE OF REPORT**

To advise members of the recent activity of the NETs, Land & Countryside Services teams for the period 1 August – 30 August 2019.

**B. RECOMMENDATION**

Members are requested to:

1. Note the work carried out to date and future planned work.
2. Advise of any areas that require further investigation or inclusion in future work plans.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; making best use of our resources; working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	Relates to items 9 - We live our lives free from crime, disorder and danger & 12 – We value and enjoy our built environment and protect it and enhance it for future generations
<b>VI Resources - (Financial, Staffing and Property)</b>	In line with available revenue and capital budgets
<b>VII Consideration at PDSP</b>	None
<b>VIII Other consultations</b>	None

**D1 Terms of Report**

To report on activity for the period 1 August – 30 August 2019.

## D2 Grounds Maintenance Routine Works

New Grounds Maintenance service standards were introduced on 1 April 2019. The service standards of 12 grass cuts, two weed sprays remain unchanged for town centres and residential areas; with the changes being focused to roadside verges and rural footpath corridors.

During the period the service has faced the challenge of unprecedented growing conditions caused by prolonged periods of wet weather combined with or followed by periods of heat. This caused the grass to grow significantly quicker than normal between cuts and often meant staff had to cut grass in wet conditions.

However, despite the challenges of the weather, staff successfully completed nine cutting cycles in town centres and residential areas in total by the end of August, and two during the reporting period.

A private contractor was also employed to cut roadside verges and completed all planned works to programme.

The first cycle of weed spraying was successfully completed in June with the second cycle starting in July; the second cycle will include a further visit to treat weeds in shrub beds, grass channels and to spot treat weeds along kerb edges and on hard standing areas.

The Neighbourhood Environmental Teams continue to be fully utilised removing fly tipping and addressing ground maintenance related customer enquiries.

The unprecedented growing conditions also had an impact on most recent LAMs score. The score for the ward is 60, which is considerably lower than the target score of 67. The lower score was unavoidable and was due to an increase in grass arisings caused by having to cut grass in wet conditions.

## D3 Grounds Maintenance Enquires

In total 18 grounds maintenance related enquiries were received and dealt with during this reporting period in 2019.

	2019	2018
Bench or Seat Enquiries	0	1
Complaint Grounds Maintenance	2	0
Enforcement Officer Enquiries	0	3
Grass Area Damaged	0	1
Grass Cutting Enquiries	3	1
Grass Cutting Missed Not Cut	1	1
Grass Highway Verges	2	0
Grass Left on Paths or Roads	1	1
Hedge Cutting Enquiries	2	3
Public Park Enquiries	0	3
Shrub Bed Overhanging Path	4	1
Weeds General Enquiries	2	3
Weeds on Paths or Roads	1	0
Total	18	18

## Garden Maintenance Routine Works

Grass cutting cycles have been completed on schedule.

## Garden Maintenance Enquiries

In total there were 12 garden maintenance related enquiries received and dealt with during this reporting period.

	2019	2018
Garden Maintenance General Enquiries	5	2
Garden Maintenance Grass Not Cut	6	3
Garden Maintenance Hedge Cutting	0	1
Garden Maintenance Standard Of Cut	1	1
Total	12	7

## D4 Cleaner Communities Routine Works

Staff are continuing to deal with enquiries and carry out routine works to empty litter/dog waste bins, lift litter on footpaths, roads and open spaces throughout the ward with the NETs team dealing with fly tipping enquiries.

Demonstration of Glutton Collect vacuum cleaner carried out. This is a self-propelled electric machine with a suction hose controlled by an operative that lifts litter such as cigarette end, cans, bottles, and dog fouling and loose detritus.

## Cleaner Communities Enquiries

In total 43 cleaner communities related enquiries were received and dealt with during this reporting period in 2019.

	2019	2018
Complaint Street Cleansing	0	1
Dead Animals	3	3
Dog Fouling on Paths/Roads	2	6
Dog No Fouling Sign Request	1	0
Dog Waste Bin New Request	2	2
Dog Waste Bin Overflowing	2	0
Glass on Paths or Open Spaces	1	0
Graffiti Racist or Offensive	2	0
Illegal Fly Posting	0	1
Illegal Fly Tipping/Dumping	14	11
Litter Bin New Request for Bin	0	2
Litter In Grass Open Space	0	1
Litter on Paths Roads Verges	1	2
Roadside Memorials or Tributes	0	1
Street Sweeping Enquiries	1	0
Trolleys Abandoned/ Dumped	0	1
Vehicle Abandoned	14	4
Total	43	35

## Environmental Community Involvement

The team consists of one Senior Enforcement Officer and three Education/Engagement Officers.

The Cleaner Communities Environmental team have dealt with various environmental enquiries relating to enforcement, education and engagement during the period.

14 Abandoned/Nuisance vehicle enquiries have been received and where required vehicles have been removed from streets by gaining compliance following negotiation, verbal warnings, warning letters, official notices served, or WLC contractor removal. This is an increase from four enquiries for the same period in 2018. We do not know the reason for the increase other than we are finding this year that the public seem to be more aware of abandoned vehicles and are reporting them to the Council and this is the same throughout West Lothian.

During this period officers have been working with internal and external partners and Education Officers have been supporting local groups and schools in community clean ups by supplying equipment on loan and arranging for the removal of the rubbish collected. Winchburgh Community Council, Badger Park Residents, Hopetoun Volunteers, Ecclesmachan Community, Broxburn Scouts, Winchburgh Brownies, Holy family & Winchburgh Primary Schools. They have also carried out stenciling at Stewartfield Park, Holmes Park, Pavements around Winchburgh / Holy Family Primary Schools

Officers have attended refresher training courses with Keep Scotland Beautiful to keep up to date with legislation.

## **D5 Parks and Woodland**

### **Trees and Woodland Enquiries**

In total there were 16 Trees and Woodland related enquiries were received during this reporting period.

	2019	2018
Country Park General Enquiries	1	0
Tree Advice or Consultations	0	1
Tree Branches Overhanging	6	7
Tree Broken Damaged or Dead	2	0
Tree Dangerous or Unsafe	3	2
Tree Enquiries General	4	3
Tree Planting Requests	1	0
Total	16	13

### **Ranger Service Update**

No. School groups attending Outdoor Education / Forest School Sessions	2
No. Pupils attending Outdoor Education / Forest School Sessions	74
No. Rights Of Way / Core Path / Patrols carried out (hours)	1.5
No. Access Enquiries	1
No. Ranger Events	1
No. attendees at Ranger Events	120

## **Sustainable Woodland Management**

Almondell & Calderwood Country Park, although not within this LAC area, is well used by local residents. An Urban Woodland Management Plan was prepared and approved by Scottish Forestry in 2018 covering all the woods and paths in the Almondell part of the park. Funding under Scottish Forestry's Woods In and Around Towns (WIAT) project and also from the contributions from the new Calderwood Development, which lies next to the country park has been secured. A felling licence for the restructuring the Larch Wood and thinning the remaining woods was approved but recently has been revised to take into account the increased likelihood of ash trees succumbing to ash dieback disease and larch succumbing to larch dieback disease. Once the woodland management work has been completed the paths and some of the other public access facilities will be upgraded as part of the WIAT funded project.

The extensive work, and the restructuring of the Larch Wood in particular, will result in a change in the landscape but will improve its resilience for the future. Initially some of the woodland areas will look very messy but ground flora will return within a year or two and the new woods will become re-established over the next few years. Public access will need to be restricted while trees are being felled and large machinery is in operation. The woodland management contract is to go out for quotation shortly and an access management plan will be agreed with the contractors, once appointed. Advance information regarding any diversions or stop and go systems for public access will be posted in the park and also on social media.

A copy of the information already uploaded onto the council's website is attached to this report.

Further information about the Woods In and Around Towns programme can be found at <https://forestry.gov.scot/forests-people/communities/woods-in-and-around-towns-wiat>

## **Ranger Updates**

Luke, who originally started with the Ranger Service as an Apprentice and recently has been filling a seconded Ranger post within the team, has earned himself a position with HES Ranger Service working at Holyrood Park in Edinburgh. He finished up with us at the end of July.

The Ranger Service has been fully booked for the summer term school bookings, with many schools taking up sessions in their local green spaces as well as the Country Parks. The Ranger Service has also run two Forest Schools this term, Broxburn Primary School have been at Almondell and Calderwood Country Park and a class of P3s from Dedridge Primary School at Raw Strip Woods near to the school.

The Primary 3's from Broxburn Primary School spent the day at Almondell Country Park. In the morning the Ranger Service set out an orienteering course for them and in the afternoon they learnt about the River Almond

The Ranger Service attended the DYW - Developing Young Workforce, Farm to Fork event at SNEC (The Scottish National Equestrian Centre), Broxburn. 700 Primary 7 pupils from schools across the county attended. The pupils were shown what the Ranger Service provides as a service and given the opportunity to learn about their local wildlife.

The Ranger Service continued to work with Broxburn PS Nurture Group on a Forest School Project based in Almondell.

The Ranger service hosted its annual Wild Wednesday Environment Fair at Craigton Park in Winchburgh, with eight other organisations and over 70 people attending despite the weather.

Faulty gates and bridge were reported at Broxburn Community Woodlands – this was passed to the maintenance team to be scheduled.

## **D6 Open Space and Cemeteries**

### **Open Space Capital Programme**

Park View Square, Broxburn – pathworks and renovation of benches are complete. Gates will follow soon, and play equipment refurbishment and replacement will take place in Autumn.

Kirkhill – Rough plans are being drawn up before going back out to consultation.

Millbank Place. Uphall - playpark refurbishment will take place in autumn.

The Open Space Officer has been advising Broxburn and Uphall Community Councils on Town Centre Fund projects.

### **Open Space Enquiries**

There was one open space related enquiries received and dealt with during this reporting period in 2019.

	2019	2018
Children Play Enquiries	0	1
Safety Issues in Play Areas	1	0
Total	1	1

### **Cemeteries Routine Works**

Spring /Summer routine maintenance, grass cutting, pruning, grave reinstatement works and burial duties ongoing across the cemetery estates.

### **Cemeteries Enquiries**

In total four cemeteries related enquiries were received and dealt with during this reporting period in 2019.

	2019	2018
Cemeteries General Enquiries	3	0
Lair Enquiries	1	1
Total	4	1

## **E. Conclusion**

Grass cutting cycles have been completed on schedule.

The Cleaner Communities Environmental team have dealt with various environmental enquiries relating to enforcement, education and engagement during the period.

The Open Space Officer has been advising Broxburn and Uphall Community Councils on Town Centre Fund projects.

## **F. Background Reference**

Open Space Strategy

Capital Programme

Appendices/Attachments: two

- Almondell Woodland Management – Autumn 2019
- Almondell Felling Licence

Contact Person: Eirwen Hopwood, Beecraigs Country Park, 01506 284500  
[eirwen.hopwood@westlothian.uk](mailto:eirwen.hopwood@westlothian.uk)

**Jim Jack**

**Head of Operational Services**

**4 October 2019**





## Almondell Woodland Management – Autumn 2019



Path through Larch Wood

### Background

After initial consultation a few years ago, a woodland management plan and grant application have now been approved by Scottish Forestry for the woods at Almondell. The purpose of the planned management is to ensure the ongoing health of the woods within the country park and to secure their long-term future for generations to come.

The work will inevitably cause some disruption in the park and will look messy for a while but once restored will breathe new life into the woods.

A reference copy of the full Urban Woodland Management Plan is available from the Reception at Almondell & Calderwood Country Park Visitor Centre.

The woods along the River Almond are semi-natural, with native woodland flowers, fungi, insects and animals as well as the trees. In the 1790s Almondell House was built for John Erskine and at around that time “policy” type woods were planted, introducing species such as beech, lime and horse chestnut trees and the large conifer specimens around the visitor centre. Exotic shrubs, including rhododendrons, were also extensively planted. In the late 1800s early 1900s more woodland was planted on each side of the South Drive.

Today the large mature trees planted to landscape the estate around Almondell House, and which now form such a feature of the country park, are over 200 years old and are in decline. Over the past decade several trees have had to be felled due to disease or storm damage. To ensure that we do not lose the woods due to gradual loss of trees with no proper replacement, pro-active management is required.

## Planned Woodland Management

The planned woodland management works are shown on the attached map and are as follows:-

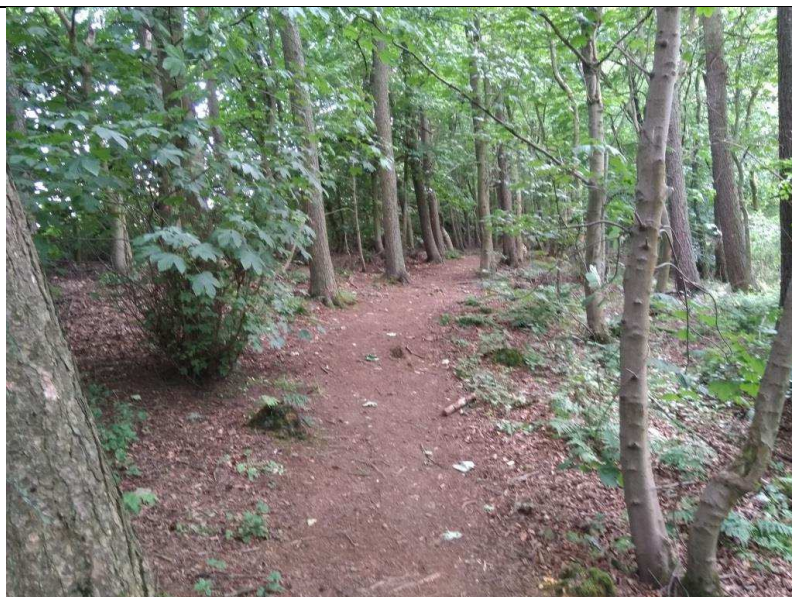
### 1) Larch Wood

The area where most change will be noticed is in the Larch Wood (the long, narrow wood running along the boundary of the country park and the new Calderwood Development). Here it is proposed to fell all the larch trees. Most of the broadleaves will remain, although many of the ash trees and some of the other, suppressed broadleaves will be thinned out. A belt of smaller trees will be left along the boundary and most of the more ornamental trees will be left along the South Drive to maintain some screening between the paths in the country park and the new residential area.

The felled areas will be replanted with native broadleaves on the slope above the river, to return this to a semi-natural condition. A mixture of broadleaves with some Scots pine, to provide all year round colour, adjacent to the South Drive. In addition, some more ornamental species will be added to those already present along the drive.

This woodland along the steep banks of the River Almond would originally have been covered with native broadleaved woodland of mainly ash and elm. Much of this was replaced with larch and sycamore, first about 100 years ago and at around this time new woodland was also planted each side of the South Drive. The larch trees grow much taller than broadleaves, such as oak and birch, and have now reached a height where they are vulnerable to storm damage, on this exposed ridge top. Groups of trees have already blown down in strong gales.

The original plan had been to fell and replant the wood in sections but, over the past two years, there have been a couple of outbreaks of a fungal disease, *Phytophthora ramorum*, which kills larch, not far away in Livingston. It is now felt that the pragmatic decision is to fell all the larch on the ridge above the River Almond and to the west of the South Drive in one operation. There is a significant number of other broadleaves, such as beech and sycamore, scattered through the woods and these will be left.



Larch to be felled retaining most of the broadleaves



## 2) Forestry Operations

There will be disruption in the park while work is underway and paths will need to be closed or diverted for a short time to keep visitors safe. More information will be posted nearer the time.



Please follow all signage and do not enter the work area while tree felling is underway.



Things will look messy during the work





But it will be restored and replanted



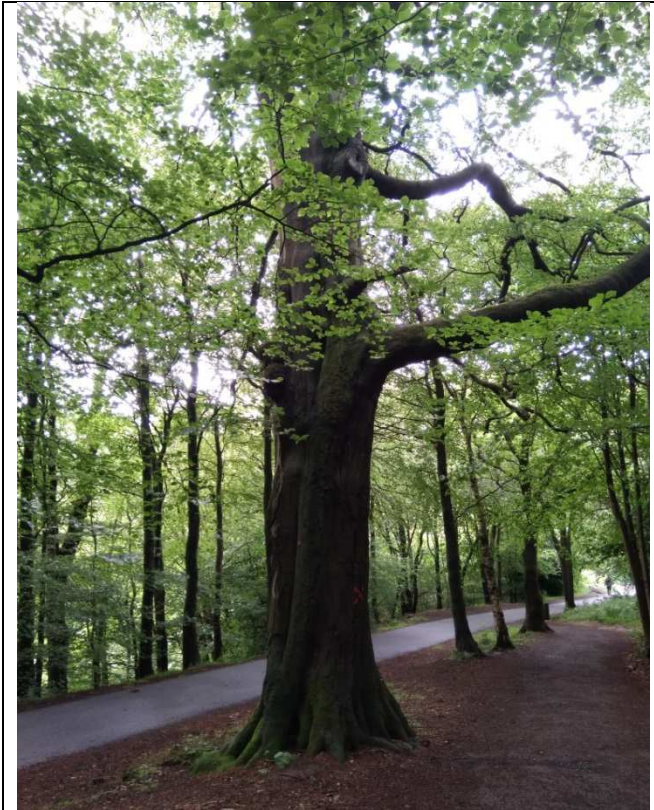
The trees in the photo were planted 3 years ago



### 3) **Mixed broadleaved woods either side of the North Drive**

The large mature beech trees and other species will be retained wherever possible. They will be inspected for disease and damage and only if they are likely to fail will any be felled.

The smaller trees will be thinned to favour those which have the potential to form the large specimens of the future.



Large Beech tree next to North Drive is infected with Honey fungus which causes the tree to rot

### 4) **Mature Beech on Steep bank above Canal Feeder**

A number of large beech trees have already been windblown or damaged in recent years and most of them are showing signs of decline. The aim is to retain as many “veteran” trees within the park, where this is safe to do so, but large trees being uprooted on this steep bank is causing erosion and blocks the canal feeder.

It is planned to fell a few of the poorest trees to open up clearings large enough for new trees to be planted without being overshadowed.

## 5) Other Woods



Semi-mature sycamore woodland

Other woods around the park are to be thinned ie some trees will be removed to allow the best ones more room to grow.

## 6) Rhododendrons

As with many designed landscapes, parts of the woodland at Almondell have been under-planted with rhododendrons. *Rhododendron ponticum* (the purple flowered one) is highly invasive and prevents other more natural woodland vegetation from surviving under its shade. The areas of this type of rhododendron are to be cleared to allow natural ground vegetation to establish and to create gaps where new young trees and shrubs can be planted



Dense *Rhododendron ponticum* shading out natural vegetation





Species rhododendrons

The species rhododendrons tend to be less invasive and will be kept. Every 5-10 years a few of these bushes could be cut back and then allowed to re-grow and a few new bushes planted would ensure the collection continues in the long term.

#### 7) Chalara or Ash Dieback Disease

This disease is affecting ash trees throughout the country. Sadly it is expected that only about 5% of the ash tree population will be resistant to it and at present there is no proven treatment. So this will drastically alter landscapes where ash is a major species, in a similar way to Dutch elm disease in the 1960s and 70s. Plant scientists are working hard to find resistant trees and the hope is that, in the longer term, young trees will be able to be bred from these.

More information can be found on [https://www.woodlandtrust.org.uk/visiting-woods/tree-diseases-and-pests/key-threats/ash-dieback/?gclid=EAIaIQobChMIu8O0u4OK4wIV7r3tCh2WxgqWEAAYASAAEgInMPD\\_BwE&gclid=aw.ds](https://www.woodlandtrust.org.uk/visiting-woods/tree-diseases-and-pests/key-threats/ash-dieback/?gclid=EAIaIQobChMIu8O0u4OK4wIV7r3tCh2WxgqWEAAYASAAEgInMPD_BwE&gclid=aw.ds)



Ash tree opposite visitor centre severely affected by Ash dieback

Many of the mature ash trees at Almondell are now suffering badly from this disease, as can be seen opposite the visitor centre, and it is expected that others will become infected and die over the next few years. It is felt that the pragmatic approach is to remove most of the ash trees as part of the thinning of the mixed woodland areas within the park while we have machines in doing the work, rather than having to come in and remove each tree individually as they become more badly diseased.

Some ash trees, well away from paths, will be left and they can form important deadwood habitat for fungi, invertebrates and other creatures.

**8) Larch disease – *Phytophthora ramorum***

*Phytophthora ramorum* is a fungal disease which is spread by droplets of water with spores of the fungus and so can easily be spread from one wood to another on muddy boots or cycle tyres. The spread can be reduced if people take care to clean their boots and bike tyres especially if they have been in an infected area. At the moment this disease is mainly affecting the wetter west of the country however there have been 2 outbreaks in Livingston over the past couple of years and the Council has been required to fell all the larch trees within a buffer zone of the affected tree under a Statutory Plant Health Notice issued by Scottish Forestry to help prevent the spread of the disease. The movement of the felled timber is also controlled.

Further information can be found on <https://forestry.gov.scot/sustainable-forestry/tree-health/phytophthora-ramorum>

**9) Further Information**

For further information contact:-

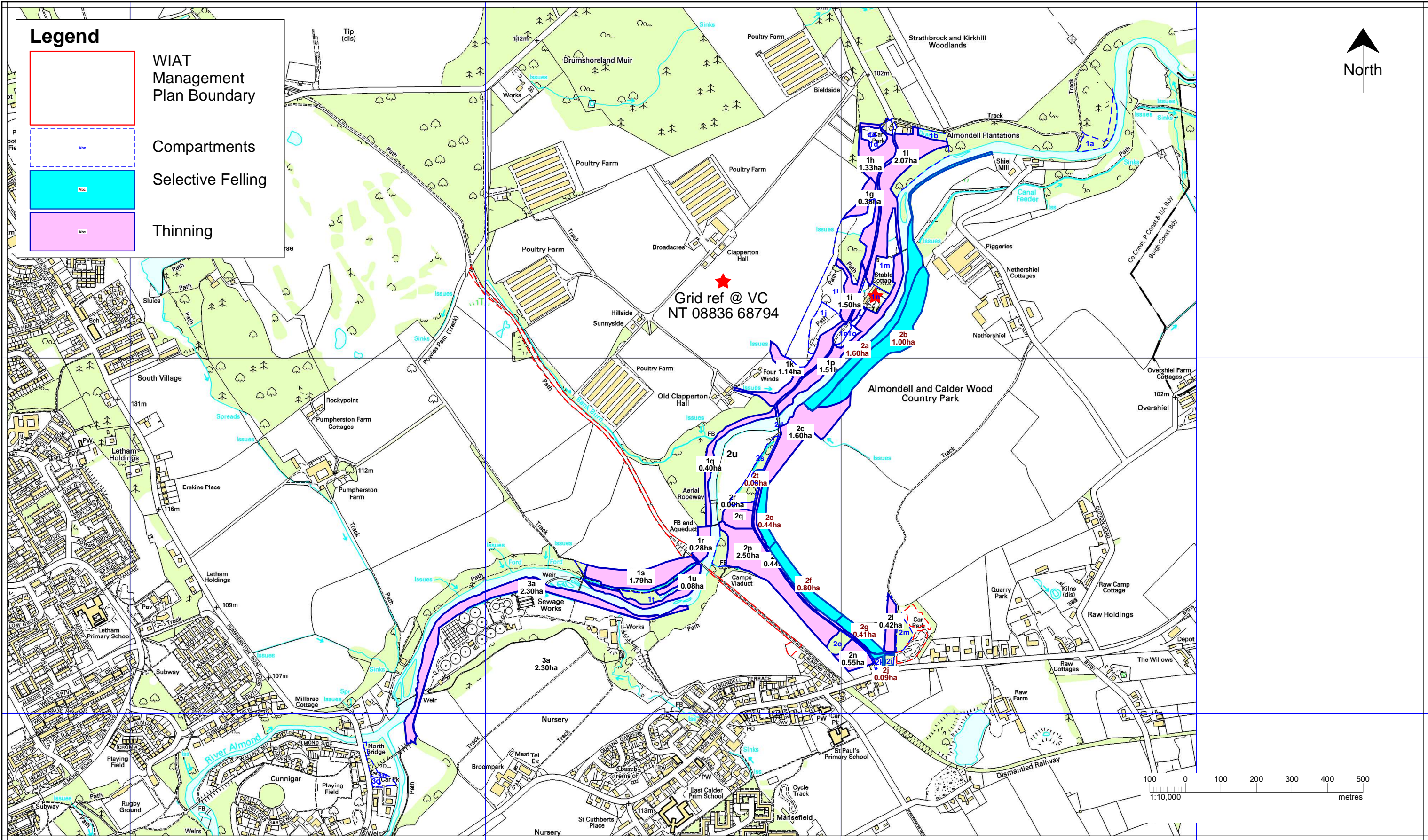
Jane Begg, Tree & Woodland Officer  
Email: [jane.begg@westlothian.gov.uk](mailto:jane.begg@westlothian.gov.uk)

West Lothian Council  
Parks and Woodland Section  
Operational Services  
Visitor Centre  
Beecraigs Country Park  
Nr Linlithgow  
EH49 6PL





# Almondell Woodland Management Plan



## Felling Licence 2019

BRN 145594 Location Number 842/0023

23/09/19

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

**GENERAL SERVICES CAPITAL PROGRAMME UPDATE**

**REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

**A. PURPOSE OF REPORT**

To provide the Broxburn, Uphall and Winchburgh Local Area Committee (LAC) with an update on general services capital investment in the ward during 2018/19 and planned investment for the nine year period 2019/20 to 2027/28.

**B. RECOMMENDATION**

It is recommended that the LAC notes:

1. The progress made in delivering the approved general services capital programme within the Broxburn, Uphall and Winchburgh ward in 2018/19;
2. The approved capital projects planned for the ward in 2019/20 to 2027/28;
3. That detailed allocations of block budgets for the period 2023/24 to 2027/28 to specific programmes attributable to specific wards will be undertaken in 2022;
4. Progress in delivery of the 2019/20 programme will be reported to Council Executive following detailed budget monitoring exercises during the course of the year;
5. An updated capital investment programme will be presented to Council for approval in February 2020.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on customers' needs, being honest, open and accountable, making the best use of our resources and working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>The council's General Services Capital programme is managed within the stringent requirements set out in the updated Prudential Code.</p> <p>The integrated approach to asset management and capital planning complies with the provisions of the Prudential Code and with Best Value requirements in the 2003 Local Government (Scotland) Act.</p>
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	Effective capital implementation and asset management is vital to supporting corporate and service performance.

<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Effective prioritisation of capital resources will be essential to achieve key outcomes over the coming nine years.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	General services capital investment in the Broxburn, Uphall and Winchburgh ward during 2018/19 was £1.502 million. Approved investment for 2019/20 to 2027/28 is £83.653 million.
<b>VII</b>	<b>Consideration at PDSP</b>	<p>The process for the development of the asset management strategy and capital investment programme was considered by Partnership and Resources PDSP on 19 January 2018.</p> <p>Asset Lead Officers provide annual asset performance reports to relevant Policy Development and Scrutiny Panels (PDSPs).</p>
<b>VIII</b>	<b>Other consultations</b>	Asset Lead Officers and Capital Project Managers.

## **D. TERMS OF REPORT**

### **D.1 Background**

West Lothian Council agreed a ten year asset management and capital investment plan for 2018/19 to 2027/28 on 13 February 2018. As part of the ten year capital plan, it was agreed that officers would report annually to local area committees on the progress on capital investment in their ward.

Following approval of the original ten year plan in 2018, the plan was updated on 19 February 2019. An updated plan, incorporating the final outturn position from 2018/19, was considered and approved by Council Executive on 25 June 2019. The future planned investment from 2019/20 to 2027/28 included in this report is based on the updated programme agreed in June 2019.

### **D.2 Capital Investment in Broxburn, Uphall and Winchburgh Ward in 2018/19**

The general services capital investment expenditure for 2018/19 was £28.702 million compared to the approved budget of £29.410 million. Overall there was net slippage of £708,000 in the programme. As spend was 97.6% of budget, this demonstrates continued progress in delivering the council's capital investment plans.

For 2018/19 identifiable investment in the Broxburn, Uphall and Winchburgh ward was £1.502 million against a budget of £1.919 million. Full details of all budgets and expenditure for the ward is provided in Appendix 1, however the total investment by asset category is as follows:

*Table 1: Investment in Broxburn, Uphall and Winchburgh Ward in 2018/19 by Asset Category*

<b>Asset</b>	<b>Budget £'000</b>	<b>Final Outturn £'000</b>	<b>Variance £'000</b>
Property	1,229	909	(320)
Roads and Related Assets	557	582	25
Open Space	133	11	(122)
<b>Total</b>	<b>1,919</b>	<b>1,502</b>	<b>(417)</b>

In summary the key elements of the investment in the ward during 2018/19 were:

#### Property Assets

- The commencement of the initial design and project development costs associated with the new Secondary and Primary Schools at Winchburgh. The schools are expected to be complete and fully operational as follows; the Denominational Secondary by 2022, the Non-denominational Secondary by 2023 and the Denominational primary school by 2022.
- Completion of the extension to the existing Winchburgh Primary/Holy Family Primary School to deliver additional capacity and improved nursery facilities to support the increasing population. The subsequent relocation of Holy Family in 2022 will enable the existing Winchburgh Primary School to expand further.
- Various planned improvements were undertaken at Kirkhill Primary School in advance of wider substantial works in the coming years.

#### Roads and Related Assets

- Replacement of street lighting at Webster Court, Hall Road, Almondell Road, Westhall Road, Alexander Park, Joseph Gardens and Linn Place in Broxburn at a total cost of £119,000. Street lighting was also replaced in the Tippetknowes area of Winchburgh costing £173,000.
- £69,000 on town centre improvements for Broxburn and Uphall.
- £251,000 on flood prevention measures in Broxburn.

#### Open Space Assets

- Final contract payments were made for improvement projects to Children's Play areas at Badgers Brook in Broxburn and Ecclesmachan. Both projects were completed in 2017/18.

### **D.3 Agreed Capital Investment in Broxburn, Uphall and Winchburgh Ward 2019/20 to 2027/28**

The updated capital investment programme 2019/20 to 2027/28 approved on 25 June 2019 included identifiable investment of £83.653 million in Broxburn, Uphall and Winchburgh over the nine year period. Full details of the planned investment in the ward are provided in Appendix 2 for information. The main areas of investment in the ward include:

#### Property Assets

At Kirkhill Primary School, an extension and minor refurbishment programme incorporating improvements to roofs, toilets, windows, ceilings and electrical components will be carried out. These works will commence during 2019/20 and continue through to 2021/22. The total investment will be in excess of £1.5 million.

Kitchen improvements at Uphall Primary School together with roof works will be undertaken. Partial roof replacements and repair works at Winchburgh Primary School is also proposed.

The largest learning estate investment undertaken by the council is being progressed at Winchburgh with new Denominational and Non-denominational Secondary Schools and a new Denominational Primary School being constructed to support the core development areas. The total investment will be in excess of £60 million.

## Roads and Related Assets

Roads and footways capital maintenance schemes totalling £1.253 million includes:

- Carriageway surfacing and drainage works on the B8020 Beattie Road in Winchburgh costing £189,000 programmed for 2019/20.
- Carriageway patching works on the A89 between Dechmont and Kilpint Roundabout scheduled for 2019/20 and 2020/21.
- £100,000 on carriageway patching and surface dressing on Aitken Orr Drive, Broxburn programmed between 2020/21 and 2021/22.
- Carriageway surfacing works on the B9080 Winchburgh at a cost of £103,000 and the U18 between the railway and the B9080 costing £225,000 which are scheduled for 2021/22.
- Carriageway patching and surface dressing on the U17 Ecclesmachan to West Binny costing £85,000 and the U26 South of Broxburn costing £100,000 programmed for 2021/22 and 2022/23.

£2.856 million will be spent on flood prevention schemes in Broxburn over the next four years.

Replacement street lighting will be undertaken in Wyndford Avenue in Uphall in 2019/20 and the A89 Dechmont in 2020/21.

A budget of £193,000 has been allocated to Broxburn and Uphall town centres, with schemes currently being sought from the community for assessment. A further allocation of budgets totalling £220,000 has been made from the Scottish Government 2019/20 Town Centre fund for areas throughout Broxburn, Uphall and Winchburgh. Projects utilising this funding require to be delivered or contracted by the end of March 2020. The closing date for applications was 31 August 2019.

## Open Space Assets

The open space capital budget is primarily concerned with the maintenance and improvement of assets within the open space category group.

With regards to parks, not including country parks, the decision to undertake works is based on the assessment of the score of that park against the quality, quantity and accessibility criteria found in the Open Space Strategy.

The development of the council current ten year capital programme introduced a shift in emphasis that tasks the service to ensure that all parks remain in a “fit for purpose” condition, which is assessed as scoring 40 or more out of the available 75 points contained in the assessment criteria.

The service has developed improvement projects across parks on a priority basis based on their scoring in the open space database. It should be mentioned that the provision of Open Space Assets vary across the council wards based on the demographic of the area, however the provision of resources does not utilise ward geography as a criteria for development of projects.

In the case of play areas, the council look after circa 299 assets including facilities provided and funded by education. These facilities include play areas, trim trails, ball court and Multi-Use Games Areas (MUGAs). In terms of developing and maintaining these assets, decisions to undertake works is based on an inspection of the facility at a set review point determined by a number of factors including; date of installation, frequency of use, the last refurbishment date. Based on these factors facilities are inspected in their review year and a decision on the level of refurbishment needed to maintain the facility is taken.

The development of the current ten year capital programme introduced a shift in emphasis that tasks the service to ensure that all play parks remain in a “fit for purpose” condition. Previously the available resources funded a wholesale replacement programme that was targeted at five to seven facilities per year. The current programme, based on a “fit for purpose” outcome allows the service to target a greater number of facilities in any financial year and the programme is allowing for the refurbishment of circa 12 play facilities per year.

This is also proving very successful and the service has developed improvement projects across play parks. Likewise with parks, the provision of Play facilities vary across the council wards based on the demographic of the area, however the provision of resources does not utilise ward geography as a criteria for development of projects.

In addition to the named investment identified above and in Appendix 2, there are a number of council corporate and block budgets which will inevitably result in spend in the ward however this investment cannot be separately identified. Also currently block budgets for property, roads and open space, which are predominately planned improvements and maintenance works, have only been allocated to specific projects up to 2022/23. The block budgets for 2023/24 to 2027/28 will be allocated to specific projects, which can be attributed to wards, in advance of the next five years, likely in 2022. This means that apart from large projects, there is little capital investment currently allocated to specific wards for the last five years of the approved programme.

#### **D.4 Future Updates on the Approved Capital Investment Programme**

In line with the established reporting arrangements for capital budget monitoring, reports on progress of the 2019/20 approved programme will continue to be presented to Council Executive following detailed monitoring at months four, six and nine. Any material changes to the delivery of projects will be highlighted in these reports.

Although the council has an approved capital investment programme to 2027/28, the annual refresh and update of the approved programme will be presented to Council for consideration in early 2020. This is in line with the council's agreed financial planning principles that revenue, capital and treasury plans should continue to be considered and agreed at the same Council meeting.

#### **E. CONCLUSION**

This report fulfils the requirement to report to LACs on the progress of capital investment in their ward in the preceding year and to highlight planned capital investment over the period 2019/20 to 2027/28. Monitoring reports on the delivery of the overall general services capital investment programme during 2019/20 will continue to be presented to Council Executive. In addition, an updated capital investment programme will be presented to West Lothian Council for consideration in February 2020, in line with existing budgeting arrangements.

#### **F. BACKGROUND REFERENCES**

Asset Management Strategy and General Services Capital Investment Programme 2019/20 to 2027/28 – Report by Head of Finance and Property Services to West Lothian Council on 19 February 2019

General Services Capital Investment Strategy 2019/20 to 2027/28 – Update – Report by Head of Finance and Property Services to Council Executive on 25 June 2019

Appendices/Attachments:

Appendix 1 – 2018/19 General Services Capital Investment in Broxburn, Uphall and Winchburgh Ward

Appendix 2 – Approved Capital Investment in Broxburn, Uphall and Winchburgh Ward 2019/20 to 2027/28

Contact Person: Gillian Simpson, Accountant  
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**Donald Forrest**  
**Head of Finance and Property Services**  
Date of meeting: 4 October 2019



**2018/19 GENERAL SERVICES CAPITAL PROGRAMME EXPENDITURE - BROXBURN, UPHALL & WINCHBURGH**

Project	2018/19 Budget £'000	2018/19 Outturn £'000	2018/19 Variance £'000
<b>PROPERTY ASSETS</b>			
<b>Primary Schools Planned Improvements</b>			
Kirkhill Primary School, Broxburn	20	5	(15)
<b>Primary Schools Planned Improvements - Total</b>	<b>20</b>	<b>5</b>	<b>(15)</b>
<b>School General and Estate Wide Planned Improvements</b>			
Roof Replacement - Uphall PS	0	1	1
Roof Replacement - Winchburgh PS	5	1	(4)
<b>School General and Estate Wide Planned Improvements - Total</b>	<b>5</b>	<b>2</b>	<b>(3)</b>
<b>Family Centres</b>			
Strathbrock Family Centre, Broxburn	5	4	(1)
<b>Family Centres - Total</b>	<b>5</b>	<b>4</b>	<b>(1)</b>
<b>Partnership Centres</b>			
Strathbrock Partnership Centre	20	20	0
<b>Partnership Centres - Total</b>	<b>20</b>	<b>20</b>	<b>0</b>
<b>Schools General Projects</b>			
Early Learning and Childcare (ELC) - Dechmont Infant School - outdoor	0	4	4
Early Learning and Childcare (ELC) - St Nicholas PS, Broxburn - outdoor play & capacity	5	4	(1)
New Non-Denominational Secondary in Winchburgh (WLC Contribution)	98	48	(50)
<b>Schools General Projects - Total</b>	<b>103</b>	<b>56</b>	<b>(47)</b>
<b>Schools Projects - Developer Funded</b>			
Broxburn Primary School MUGA	3	3	0
Holy Family PS, Winchburgh - new school	100	87	(13)
St Nicholas' Primary School, Broxburn - Extension	8	7	(1)
Winchburgh - New Denominational Secondary	100	206	106
Winchburgh - New Secondary	500	209	(291)
Winchburgh/Holy Family Primary School, Winchburgh - Phase 4	360	310	(50)
<b>Schools Projects - Developer Funded - Total</b>	<b>1,071</b>	<b>822</b>	<b>(249)</b>
<b>Miscellaneous Projects</b>			
Xcite Capital Investment Broxburn	5	0	(5)
<b>Miscellaneous Projects - Total</b>	<b>5</b>	<b>0</b>	<b>(5)</b>
<b>TOTAL PROPERTY ASSETS</b>	<b>1,229</b>	<b>909</b>	<b>(320)</b>
<b>ROADS AND RELATED ASSETS</b>			
<b>B Class Roads - Backlog and Lifecycle Investment</b>			
B8020 - Beattie Road	5	0	(5)
<b>B Class Roads - Backlog and Lifecycle Investment - Total</b>	<b>5</b>	<b>0</b>	<b>(5)</b>
<b>Flood Prevention and Drainage</b>			
Broxburn Flood Prevention Scheme	100	215	115
<b>Flood Prevention and Drainage - Total</b>	<b>100</b>	<b>215</b>	<b>115</b>
<b>Road Lighting</b>			
Tippetknowes Area, Winchburgh	160	173	13
Webster Court/Hall Road/Almondell Road, Broxburn - link footpaths	65	61	(4)
Westhall Road/Alexander Park/Joseph Gardens/Linn Place, Broxburn	65	58	(7)
<b>Road Lighting - Total</b>	<b>290</b>	<b>292</b>	<b>2</b>
<b>Traffic Management</b>			
Traffic Management - Main Street/Greendykes Road, Broxburn Junction Improvements	0	4	4
<b>Traffic Management - Total</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>Town Centres and Villages</b>			
Broxburn/Uphall Town Centre	162	69	(93)
Winchburgh Core Development Area (CDA) Improvements	0	2	2
<b>Town Centres - Total</b>	<b>162</b>	<b>71</b>	<b>(91)</b>
<b>TOTAL ROADS AND RELATED ASSETS</b>	<b>557</b>	<b>582</b>	<b>25</b>

**2018/19 GENERAL SERVICES CAPITAL PROGRAMME EXPENDITURE - BROXBURN, UPHALL & WINCHBURGH**

Project	2018/19 Budget £'000	2018/19 Outturn £'000	2018/19 Variance £'000
<b>OPEN SPACE ASSETS</b>			
<b>Open Space and Sports Facility Planned Improvements</b>			
Glebe Park, Uphall	3	1	(2)
Holmes Park, Broxburn	45	0	(45)
Millbank Place East, Uphall	40	0	(40)
Park View Square, Broxburn	45	0	(45)
<b>Open Space and Sports Facility Planned Improvements - Total</b>	<b>133</b>	<b>1</b>	<b>(132)</b>
<b>Children's Play Areas</b>			
Badgers Brook, Broxburn	0	4	4
Ecclesmachan	0	6	6
<b>Children's Play Areas - Total</b>	<b>0</b>	<b>10</b>	<b>10</b>
<b>TOTAL OPEN SPACE ASSETS</b>	<b>133</b>	<b>11</b>	<b>(122)</b>
<b>TOTAL - BROXBURN, UPHALL &amp; WINCHBURGH</b>	<b>1,919</b>	<b>1,502</b>	<b>(417)</b>

**2019/20 TO 2027/28 GENERAL SERVICES CAPITAL PROGRAMME - BROXBURN, UPHALL & WINCHBURGH**

	Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Budget 2027/28 £'000	Total Budget £'000
<b>PROPERTY ASSETS</b>										
<b>Primary Schools Planned Improvements</b>										
Kirkhill PS, Broxburn - electrical, lift upgrade, toilets, windows, ceilings & roofs	50	640	325	0	0	0	0	0	0	1,015
Uphall PS - electrical upgrade	0	0	0	80	0	0	0	0	0	80
<b>Primary Schools Planned Improvements - Total</b>	<b>50</b>	<b>640</b>	<b>325</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,095</b>
<b>School General Planned Improvements</b>										
Kitchen Upgrades - Uphall PS	20	50	0	0	0	0	0	0	0	70
School Toilet Improvements - Broxburn PS	0	5	45	0	0	0	0	0	0	50
School Toilet Improvements - Dechmont PS, Livingston	20	0	0	0	0	0	0	0	0	20
School Toilet Improvements - Kirkhill PS, Broxburn	0	0	100	100	0	0	0	0	0	200
Window Screen & Door - Uphall PS	0	0	10	0	0	0	0	0	0	10
<b>School General Planned Improvements - Total</b>	<b>40</b>	<b>55</b>	<b>155</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350</b>
<b>School Estate Wide Planned Improvements</b>										
Roof Replacement & Repair - Uphall PS	0	75	0	0	0	0	0	0	0	75
Roof Replacement & Repair - Winchburgh PS	199	0	0	0	0	0	0	0	0	199
<b>School Estate Wide Planned Improvements - Total</b>	<b>199</b>	<b>75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>274</b>
<b>Social Policy Planned Improvements</b>										
Strathbrock Family Centre, Broxburn - internal minor works	5	5	5	5	0	0	0	0	0	20
<b>Social Policy Planned Improvements - Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>Schools General Projects</b>										
Early Learning and Childcare - Dechmont Infant School - outdoor	20	0	0	0	0	0	0	0	0	20
Early Learning and Childcare - Kirkhill PS, Broxburn - extension & refurbishment	30	495	0	0	0	0	0	0	0	525
Early Learning and Childcare - St Nicolas PS, Broxburn - outdoor play & capacity	86	0	0	0	0	0	0	0	0	86
Early Learning and Childcare - Uphall PS Nursery - kitchen upgrade	20	0	0	0	0	0	0	0	0	20
New Non-Denom Secondary in Winchburgh (WLC Contribution)	250	500	2,500	700	0	0	0	0	0	3,950
<b>Schools General Projects - Total</b>	<b>406</b>	<b>995</b>	<b>2,500</b>	<b>700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,601</b>
<b>Schools Projects - Developer Funded</b>										
Holy Family PS, Winchburgh - new school	369	3,300	5,400	700	0	0	0	0	0	9,769
New Non-Denom PS (Single Stream/Pre-School) - Bangour	0	0	0	0	0	0	0	7,500	0	7,500
New Non-Denom PS (Single Stream/Pre-School) - Broxburn	0	0	0	0	0	0	0	0	7,500	7,500
New Secondary in Winchburgh - denominational	400	5,000	16,000	4,394	0	0	0	0	0	25,794
New Secondary in Winchburgh - non-denominational	600	7,000	12,000	2,191	0	0	0	0	0	21,791
Winchburgh/Holy Family PS - phase 4 extension & nursery	50	0	0	0	0	0	0	0	0	50
<b>Schools Projects - Developer Funded - Total</b>	<b>1,419</b>	<b>15,300</b>	<b>33,400</b>	<b>7,285</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>72,404</b>
<b>TOTAL PROPERTY ASSETS</b>	<b>2,119</b>	<b>17,070</b>	<b>36,385</b>	<b>8,170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>78,744</b>

**2019/20 TO 2027/28 GENERAL SERVICES CAPITAL PROGRAMME - BROXBURN, UPHALL & WINCHBURGH**

	Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Budget 2027/28 £'000	Total Budget £'000
<b>ROADS AND RELATED ASSETS</b>										
<b>A Class Roads - Backlog and Lifecycle Investment</b>										
A89 - Between Dechmont & Kilpunt Roundabout	100	213	0	0	0	0	0	0	0	313
<b>A Class Roads - Backlog and Lifecycle Investment - Total</b>	<b>100</b>	<b>213</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>313</b>
<b>B Class Roads - Backlog and Lifecycle Investment</b>										
B8020 - Beattie Road	189	0	0	0	0	0	0	0	0	189
B8046 - B9080 To A904	24	0	0	0	0	0	0	0	0	24
B9080 - Winchburgh (at developments)	0	0	103	0	0	0	0	0	0	103
<b>B Class Roads - Backlog and Lifecycle Investment - Total</b>	<b>213</b>	<b>0</b>	<b>103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316</b>
<b>C Class Roads - Backlog and Lifecycle Investment</b>										
C4 - Lookabootye to Railway	0	0	34	0	0	0	0	0	0	34
<b>C Class Roads - Backlog and Lifecycle Investment - Total</b>	<b>0</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34</b>
<b>U Class Roads - Backlog and Lifecycle Investment</b>										
Aitken Orr Drive, Broxburn	0	50	50	0	0	0	0	0	0	100
Church Street, Broxburn	0	0	0	50	0	0	0	0	0	50
Knightsridge Road, Dechmont	0	0	0	5	0	0	0	0	0	5
U17 - Ecclesmachan to West Binny	0	0	20	65	0	0	0	0	0	85
U18 - Between Railway & B9080	0	0	225	0	0	0	0	0	0	225
U26 - South of Broxburn (Between A89 Newhouses, Kilpunt, Birdsmill)	0	0	50	50	0	0	0	0	0	100
<b>U Class Roads - Backlog and Lifecycle Investment - Total</b>	<b>0</b>	<b>50</b>	<b>345</b>	<b>170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>565</b>
<b>Non Adopted Roads and Footways</b>										
Uphall PS - car park	0	0	0	25	0	0	0	0	0	25
<b>Non Adopted Roads and Footways - Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>
<b>Flood Prevention and Drainage</b>										
Broxburn Flood Prevention Scheme	85	200	861	1,710	0	0	0	0	0	2,856
<b>Flood Prevention and Drainage - Total</b>	<b>85</b>	<b>200</b>	<b>861</b>	<b>1,710</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,856</b>
<b>Road Lighting</b>										
A89 Dechmont	0	90	0	0	0	0	0	0	0	90
Wyndford Avenue, Uphall	55	0	0	0	0	0	0	0	0	55
<b>Road Lighting - Total</b>	<b>55</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>145</b>
<b>Bridges</b>										
Stankards Footbridge - scour prevention	10	0	0	0	0	0	0	0	0	10
<b>Bridges - Total</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

**2019/20 TO 2027/28 GENERAL SERVICES CAPITAL PROGRAMME - BROXBURN, UPHALL & WINCHBURGH**

	Budget 2019/20 £'000	Budget 2020/21 £'000	Budget 2021/22 £'000	Budget 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Budget 2027/28 £'000	Total Budget £'000
<b>Town Centres and Villages</b>										
Town Centre Fund - Broxburn	24	73	0	0	0	0	0	0	0	97
Town Centre Fund - Uphall	16	48	0	0	0	0	0	0	0	64
Town Centre Fund - Winchburgh	14	45	0	0	0	0	0	0	0	59
Broxburn/Uphall Town Centre	0	143	25	25	0	0	0	0	0	193
<b>Town Centres and Villages - Total</b>	<b>54</b>	<b>309</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>413</b>
<b>TOTAL ROADS AND RELATED ASSETS</b>	<b>517</b>	<b>862</b>	<b>1,368</b>	<b>1,930</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,677</b>
<b>OPEN SPACE ASSETS</b>										
<b>Open Space and Sports Facility Projects</b>										
Craigton, Winchburgh - ball court	0	41	0	0	0	0	0	0	0	41
Glebe, Uphall - striker goal	0	0	5	0	0	0	0	0	0	5
Kirkhill PS, Broxburn - kick pitch	0	0	0	34	0	0	0	0	0	34
<b>Open Space and Sports Facility Projects - Total</b>	<b>0</b>	<b>41</b>	<b>5</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>
<b>Open Space and Sports Facility Planned Improvements</b>										
Holmes Park, Broxburn	42	0	0	0	0	0	0	0	0	42
Millbank Place East, Uphall	40	0	0	0	0	0	0	0	0	40
Park View Square, Broxburn	45	0	0	0	0	0	0	0	0	45
<b>Open Space and Sports Facility Planned Improvements - Total</b>	<b>127</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>127</b>
<b>Children's Play Areas</b>										
McLardy Court Play Area, Uphall	0	25	0	0	0	0	0	0	0	25
<b>Children's Play Areas - Total</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>
<b>TOTAL OPEN SPACE ASSETS</b>	<b>127</b>	<b>66</b>	<b>5</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>232</b>
<b>TOTAL - BROXBURN, UPHALL &amp; WINCHBURGH</b>	<b>2,763</b>	<b>17,998</b>	<b>37,758</b>	<b>10,134</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>83,653</b>





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

**TOWN CENTRE FUND 2019/20: PROPOSED FUNDING AWARDS**

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

**A. PURPOSE OF REPORT**

The purpose of this report is to invite committee to consider the applications to the Towns 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 14 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. note that if the officer recommendation on funding is accepted there will be an unallocated sum of £24,659.
5. agrees on the distribution of the unallocated sum which can be used for submitted projects in any settlement in the ward;
6. notes that any further unallocated sums will be available for distribution to projects elsewhere in West Lothian and that it will be for Council Executive to decide on the distribution of unallocated funds;
7. 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; and
8. notes the terms and conditions associated to the awarding of grants as set out in the report.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk</b>	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.

## Assessment)

III	<b>Implications for Scheme of Delegations to Officers</b>	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.
IV	<b>Impact on performance and performance Indicators</b>	None.
V	<b>Relevance to Single Outcome Agreement</b>	Outcome 1 – We make West Lothian an attractive place to do business.  Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.  Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.
VI	<b>Resources - (Financial, Staffing and Property)</b>	A total of £1.826 million will be available to the Town Centre Fund.
VII	<b>Consideration at PDSP</b>	Not applicable.
VIII	<b>Other consultations</b>	Capital Asset Management Board

## D. TERMS OF REPORT

### D1 Background

In February 2019 the Scottish Government announced, as part of its budget, a new Town Centre Fund. The fund is a ring fenced capital allocation of £50 million for 2019/20. The fund is based on the Scotland's Town Partnership working definition of a town being a place with a population of 1,000 or more, which equates to 484 towns across Scotland, 23 for West Lothian. This allocation for West Lothian is £1.826 million.

Funding is aimed at addressing the core themes of the Scottish Government's Town Centre Action Plan 2013 and the Town Centre First Principle which requested that government, local authorities, the wider public sector, businesses and communities put the health of town centres at the heart of proportionate and best value decision making. It also encouraged a focus on delivering the best local outcomes regarding investment and de-investment decisions, alignment of policies, targeting of available resources to priority town centre sites, and encouraging vibrancy, equality and diversity. It committed to a collaborative approach which understands and underpins the long term plan for each town centre.

The themes of the Town Centre Action Plan include:

- **Town Centre Living** – footfall is key to achieving thriving, successful towns centre; and, the best footfall is residential for people who will use shops, services, and will care for its safety and security in the evenings



- **Vibrant Local Economies** – creating a supportive business environment including the involvement of Business Improvement Districts (BIDs) and other local partnerships
- **Enterprising Communities** – social enterprise, services, arts and events; and, community empowerment and community based activities which increase the health, wealth and wellbeing of town centres
- **Accessible Public Services** – creating and accessing public facilities and services, supported by economic, service and transport hubs
- **Digital Towns** – exploiting digital technology and promoting Wifi infrastructure to enable access to information, data analytics, marketing opportunities, branding, and communication with the wider world
- **Proactive Planning** – land reform and supporting the creation of sustainable, low-carbon and connected places which promote natural and cultural assets, designed in partnership with local communities and key stakeholders.

## D2 West Lothian Council's Approach

The Council Executive agreed on 11 June 2019 that the funding detailed above 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 for 31 August 2019 to allow for decisions to be taken and projects delivered within the stated delivery deadline of 31 March 2020.

The process agreed that decisions on the applications would be as follows:

- 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.
- 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.

## D3 Broxburn, Uphall and Winchburgh Ward Applications

Within the Broxburn, Uphall and Winchburgh ward three towns were eligible for the funding and following the deadline of 31 August 2019, 14 applications were 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
Broxburn	£96,656.00	6	£193,827.00	£97,171.00
Uphall	£64,207.00	4	£126,408.00	£62,201.00
Winchburgh	£59,409.00	4	£37,250.00	-£22,159.00
<b>Ward total</b>	<b>£220,272.00</b>	<b>14</b>	<b>£357,485.00</b>	<b>£137,213.00</b>

Following receipt, all applications have been reviewed by officers through the Capital Asset Management Board 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 town. The corresponding remaining balance, should the recommendations be approved are underneath each table.

**Broxburn (allocation: £96,656.00)**

Code	Application Name	Amount applied for	Recommended allocation
BRO01	New planting scheme	£53,720.00	£36,656.00
BRO02	Leaflet Racks	£295.00	0
BRO03	Extension to lounge and bar	£28,000.00	0
BRO04	Range Improvements	£1,812.00	0
BRO05	3G Pitch replacement	£50,000.00	£20,000.00
BRO06	Port Buchan environ. enhancement	£60,000.00	£40,000.00
	<b>Totals</b>	<b>£193,827.00</b>	<b>£96,656.00</b>

Remaining Balance: **£0**

**Uphall (allocation: £64,207.00)**

Code	Application Name	Amount applied for	Recommended allocation
UPH01	Range Improvements	£9,168.00	0
UPH02	Creation of local park	£51,775.00	£39,209.00
UPH03	New Planting scheme	£35,465.10	£20,000.00
UPH04	3G pitch replacement	£30,000.00	£5,000.00
	<b>Totals</b>	<b>£126,408.00</b>	<b>£64,209.00</b>

Remaining Balance: **£0**

**Winchburgh (allocation: £59,409.00)**

Code	Application Name	Amount applied for	Recommended allocation
WIN01	Web portal set up	£10,000.00	£7,500.00
WIN02	Grass cutting machinery	£6,250.00	£6,250.00
WIN03	Open air seating	£6,000.00	£6,000.00
WIN04	New Village entry signs	£15,000.00	£15,000.00
	<b>Totals</b>	<b>£37,250.00</b>	<b>£34,750.00</b>

Remaining Balance: **£24,659**

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

The Committee is asked to note that there is unallocated funding of **£24,659** across the town allocations. Members are, therefore, asked to consider the projects elsewhere in the ward where applications have not been funded or fully funded and consider the reallocation of funding to support those projects.

The Committee is also asked to note that with regard to Broxburn and Uphall there is Council's Town Centre Capital funding could potentially support gaps in funding for certain projects where full funding is not available.

Members are, however, asked to note that there may be some variance in the final

costings for the projects and the recommendations seek delegated authority the Head of Planning, Economic Development and Regeneration to approve minor variances within the total funding available to the local area committee. This may reduce or increase the level of the unallocated funds. This variation will relate only to the costs of the work. There is no provision for changing the scope of the work other than a reduction in the extent of the works in order to keep costs within the approved funding.

#### **D4 Delivery of Projects**

Following 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 all projects have to be delivered, or contractually committed, by 31 March 2020 officers will, at the end of January 2020, contact any applicant who has not drawn down the grant funding. At that stage the applicant will be asked whether they still intend to progress the work and to confirm that any necessary contracts can be let by 31 March 2020. If this isn't confirmed, or where the council has reservations that it can be achieved 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 be very limited because of time constraints.

#### **E. CONCLUSION**

The Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the Broxburn, Uphall and Winchburgh ward will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales.

#### **F. BACKGROUND REFERENCES**

Council Executive, 11 June 2019

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

Appendices/Attachments: Appendix 1 – Applications recommendation spreadsheet  
Appendix 2 – Broxburn Application Forms  
Appendix 3 – Uphall Application Forms  
Appendix 4 – Winchburgh Application Forms

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**Craig McCorriston**  
**Head of Planning, Economic Development and Regeneration**  
**3 October 2019**



## Appendix 1

### Broxburn & Uphall

#### Broxburn (£96,656)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project and other useful information	Scale of Funding	Delivered By	Recommendation /Priority
BRO01	Broxburn Community Council	New Planting Schemes for Benefit of Broxburn and District	The project aims to enhance the regeneration of Uphall and Broxburn by investing in our community, enabling the continuous growing of vegetables, fruit and flowers, that can offer the town a focus for education, social integration and healthy living and initiating an organisation which mobilises the community into ensuring the maintenance of the planters for as long as the planters exist.	£53,720.00	Applicant	<p>Recommendation to support in part.</p> <p>Suggested amount: £36,656</p> <p>Any funding award would require confirmation of the creation / guarantee of future maintenance capability by the applicant. Early discussions with the OS officer and community groups are however positive.</p> <p>Maintenance repercussions if community fail to maintain.</p>
BRO02	Visit West Lothian	Leaflet Racks	Purchase of one leaflet rack to promote West Lothian attractions, accommodation providers and businesses.	£295.00	Applicant	Recommendation not to support pending discussion on any underspend.
BRO03	Buchan Park Bowling Club	Extension to lounge and bar area	Renovate our existing clubhouse or to extend the existing club house to allow for a larger function suite. If the later we will be looking to build a new kitchen, move the bar area and build a new toilet block.	£28,000	Applicant	<p>Recommendation not to support.</p> <p>No clear link to funding outcomes and need.</p>

BRO04	Family & Community Development WL	Range Improvements	Protective paintwork to The Range log cabin & surrounds	£1,812.00	Applicant	Recommendation: not to support pending discussion on any underspend.
BRO05	Broxburn United Sports Club Trust	3G Pitch Replacement	Replacement of 3G Pitch	£50,000.00	Applicant	£20,000 Recommendation not to support pending discussion on any underspend.
BRO06	Scottish Canals	Port Buchan, Broxburn on Union Canal – environmental enhancement.	<ul style="list-style-type: none"> <li>• Enhancement of main civic space close to Broxburn town centre where there is no discernible public open space or public transport interchange available as in many other town centres.</li> <li>• Delivering actions raised by the local community via Town Centre Management and Broxburn Conservation Area Appraisal (2016).</li> <li>• Potential for additional use of relocated Scottish Canals container- e.g.; pop-up café</li> </ul>	£60,000.00	Applicant /WLC	<p>Recommendation to support in part.</p> <p>Suggested amount £40,000</p> <p>The projects has the potential to help draw in monies from Sustrans and compliment £15k leader funding.</p> <p>There is potential significant coordination and delivery with this project but support from Planning.</p>
			<b>TOTAL</b>	<b>£193,827</b>		

### Uphall (£64,207)

UPH01	Family & Community Development WL	Range Improvements	Replacement of Outdoor trampoline & Addition of Seating & tables	£9,168.00	Applicant	Recommendation not to support pending discussion on any underspend.
UPH02	Uphall Community Council	Designating Council Owned Land as a Local Park	Designating land owned by WLC in the Craigengar Avenue area as a local park	£51,775.00	WLC Open Space	<p>Recommend partial support.</p> <p>Suggested amount: £39,207</p> <p>This involves the development of an open space as a local park through the provision of paths (across desire lines), seating and signage. The OS officer for the area has agreed to progress this if approved.</p>
UPH03	Broxburn and Uphall Development (BUD) Group	New Planting Schemes for Benefit of Uphall and District	The project aims to enhance the regeneration of Uphall and Broxburn by investing in our community, enabling the continuous growing of vegetables, fruit and flowers, that can offer the town a focus for education, social integration and healthy living and initiating an organisation which mobilises the community into ensuring the maintenance of the planters for as long as the planters exist.	£35,465.10	Applicant	<p>Recommend partial support.</p> <p>Suggested amount: £20,000</p> <p>Any funding award would require confirmation of the creation / guarantee of future maintenance capability by the applicant. Early discussions with the OS officer and community groups are however positive.</p> <p>Maintenance repercussions if community fail to maintain.</p> <p>Complements the application from Broxburn CC</p>

UPH04	Broxburn United Sports Club Trust	3G Pitch Replacement	Replacement of 3G Pitch	£30,000.00	Applicant	£5,000
			<b>TOTAL</b>	<b>£126,408</b>		



### Winchburgh (£59,409)

WIN01	Winchburgh CDT	Village Web Portal	The project is to set up and run a one stop village web portal that would link the other groups' websites and deliver key information in an easy to access format	£10,000.00	Applicant	<p>Recommend partial support in principle</p> <p>Suggested amount £7,500 pending confirmation of final quote/tender</p> <p>The application £2,500 cost for project manager and £7,500 for commission of website. Cost appears indicative rather than based on costs. PM role is revenue and not obviously required.</p>
WIN02	Winchburgh CDT	Grass Cutting	Grass cutting machinery, trailer and training for the Winchburgh Community.	£6,250.00	Applicant WLC	<p>Recommend support in full</p> <p>Nets Comment Discussion with service would need to take place</p>
WIN03	Winchburgh Community Council	Extra open air seating	WLC purchase and install through funding from the Town Centre Capital Fund 6 Park benches	£6,000.00	WLC / Open Space	<p>Recommend support in full</p> <p>Can be deliverable by OS if approved.</p>
WIN04	Winchburgh Community Council	New Village Entrance Signs	The main entrances into the town to have attractive welcome signs similar to other areas. Roads & Transportation could lead on this if standard gateway signs are to be provided. If community wish bespoke gateway signs then this would require planning permission. Exact locations would require to be identified by the community and agreed with	£15,000.00	Applicant / WLC Roads/	<p>Recommendation to support in full pending discussion with services to agree delivery.</p> <p>WLC Roads &amp; Transportation note that Winchburgh has the council's approved gateways on all approaches. This could be replaced but if bespoke signage then they applicant would need to deliver. WLC can offer advice.</p>

			Council services. Standard gateway signage would be managed by Roads & Transportation, bespoke signage would be managed by the community.			
			<b>TOTAL</b>	<b>£37,250</b>		



**Project details:**

<b>Council Ward</b>	Broxburn, Uphall and Winchburgh Ward, West Lothian Council
<b>Project location</b>	Within West Lothian Council designated town boundaries of Broxburn & Uphall
<b>Project start date</b>	1 <sup>st</sup> September 2019
<b>Project finish date</b>	31 <sup>st</sup> March 2020

**Project description:**

The project aims to enhance the regeneration of Broxburn by investing in our community, enabling the continuous growing of vegetables, fruit and flowers, that can offer the town a focus for education, social integration and healthy living and initiating an organisation which mobilises the community into ensuring the maintenance of the planters for as long as the planters exist.

With the inevitability of Climate Change affecting world food production, it is sensible to encourage more locally grown foods. The increased reliance of some of the population on food banks also indicates that better food availability for all, must be addressed. The enhancement of Broxburn, (and facilities shared with the neighbouring town of Uphall), by creating its own vegetable, fruit and flower growing can offer the town a focus for:

- (A) education;
- (B) social integration;
- (C) the start of a system to help reduce any existing, or future, food poverty.

The project should improve access for both towns' residents to vegetables, fruit and herbs by placing planters, fruit bushes and fruit trees in strategically agreed sites across the district. Flower planters and other flowers grown in open grounds, together with seating, can enhance the appeal for people to appreciate the local environment.

The project aims to share with Uphall installation of the training facility, (that is a jointly used amenity); to install 42 planters (of which 35 will be dedicated to vegetables, the other, sometimes smaller street planters – for flowers), together with 50 fruit bushes and 40 fruit trees; as well as sharing with Uphall in the planting of 20,000 bulbs and sowing wild flowers at strategic locations.

In addition, the project will ensure the sustainability of the planters by creating an organisation which will mobilise the community into ensuring that the planters are used. This will be achieved through coordinating volunteers, keeping schools involved and getting sponsorship from local business, similar to existing successful schemes in e.g. Linlithgow. Social media and mobile phone and internet applications will be created to get people involved, use the produce and share photos, recipes, and other ideas designed to engage individuals and groups, for the benefit of all.

Finally, as additional local and nationally funded projects designed to increase footfall in the area are developed, such as Heritage Lottery Fund and LEADER supported "The Shale Trail", the recently completed "Heritage Art Trail" and existing "Kirkhill Pillar Project", more visitors will be attracted to Broxburn (and Uphall) and our project will support the aims of these developments, by reflecting the pride that the people of Broxburn (and Uphall) have in their community. It is hoped that this will further welcome visitors and encourage them to stay and spend money in the towns.

As stated, the project comprises:

(A) **Educational Benefits:**

- 1) The project will contribute to the erection of a hub<sup>1</sup>, (a Training Shed or Community Shed), at the Broxburn United Sports Club (BUSC)<sup>a</sup> grounds, where artisan and handcraft training can help children and adults to learn new skills, encourage social activities and reduce loneliness, isolation and the risk of mental illness. This will enable Broxburn Community Council with partner organisations to expand their existing successful activities in the town for the benefit of young and old. They would learn to produce and use tools and craft items, enabling them to enhance the development of their abilities in non-academic ways that will provide practical help for their futures. In the process, people will share existing skills, make new friends, participate in intergenerational activities and feel more connected and supported.
- 2) Additionally, with already agreed involvement with the local children's nurseries and primary schools, and the local high school, Broxburn Academy; children of all ages can learn horticultural expertise, that could benefit their futures and help spread their new knowledge to their families, friends and wider community. With some areas of Broxburn marked as being at risk on the Scottish Government's Index of Multiple Deprivation, (SIMD) – it is vital that children from such areas receive the support and assistance from learning opportunities that this project offers.
- 3) Collaboration with The Brock Wood and Craft Centre<sup>b</sup>, (Brock Garden Centre), a charity that provides assistance to people with chronic mental health conditions and issues, can facilitate the production of the 42 planters<sup>2</sup> and growing boxes and in addition, be one of the community groups who will be able to assist with the planter's maintenance. The Brock will continue to supervise and maintain the new community "Mind Garden", with the staff and clientele of their own mental health programme. The Mind Garden's new plants and benches form part of this application and can be considered as an educational focus in the rehabilitation and care of those dependent on its services
- 4) Collaboration with Oatridge SRUC<sup>c</sup>, with involvement with students and staff in their peripheral teaching programmes.

(B) **Social Integration:**

- 1) The project relies on the continuing partnership with The Brock\*, at the Strathbrock Partnership Centre, who will create and manage their own "Mind Garden"; and they require costs for the flowers and benches<sup>3</sup>, (see photos<sup>4</sup>), to be included in the TCF application. The community Mind Garden can be utilised as a social hub, particularly with the new additional facility of the new anticipated café that is proposed at Strathbrock.
- 2) The proposal to site planters at the Strathbrock Partnership Centre and the creation of the gardens has the approval of the Strathbrock Users Group<sup>d</sup>.
- 3) The project has been developed with four major community partners and can be seen as a collaborative effort with a similar proposal for the adjoining town of Uphall. The principal proposers of this bid, Broxburn Community Council, have appreciated the strong support of the Broxburn and Uphall Development Group<sup>e</sup>. The Brock and Broxburn United Sports Club. These are all organisations with impressive advocacy for community development. The application for the similar TCF Grant for Broxburn is being led by the Broxburn Community Council with support from BUD Group, having the shared facilities for both townships at the

Strathbrock Partnership centre; The Xcite Sports Centre Gym; the Xcite Swimming Pool; the local sports clubs and the local Albion Rovers Football Club; though the High School, Broxburn Academy, that serves both towns, is located within Broxburn. Social integration between Uphall and Broxburn can be further enhanced by seeing both bids as levers to further develop community unity.

- 4) Close contact and further anticipated progress with other local organisations and institutions that may also integrate with the project has already been established. These include the local children's nurseries; schools; Oatridge college; the Scout and Guide groups; the local Cadet Groups; nearby farms and plant nurseries<sup>f</sup>, (for plant provision); the Broxburn and Uphall Traders Association<sup>g</sup>; and the local sheltered housing associations and care homes. Broxburn and Uphall community website provides information on the close collaboration between both towns by stakeholders<sup>h</sup>
- 5) The applicants have already been involved with running publicity events for the project including a street stall showing a map and photos of proposed sites together with a questionnaire canvassing public approval – as well as an on-line Facebook description with accompanying questionnaire. The responses across the community have been almost unanimously approving<sup>5</sup>.

(C) **Vegetable Provision for Reduction of Risk of Existing or Future Food Poverty with Additional Healthy Eating Initiatives:**

- 1) This application has researched and consulted widely regarding the creation of food planter initiatives and successful local community grown vegetable and fruit provision. The nearby town of **Winchburgh**, with its Growing Group having already built 50 planters, has also provided guidance. **Grow Wild** at Bonnyton Farm have offered semi-mature vegetable plants to start off the planters. **Wyndford Farm** at Ecclesmachan has the capability of providing fruit trees, fruit bushes, flowers and vegetable seedlings. Semi-mature fruit trees (1-2 years old) may be obtained from the **Apple Tree Man**<sup>6</sup>, grown at Luncarty, Perthshire.
- 2) **Cyrenians Farm and Community**, at Kirknewton, have offered guidance and help and for the future may provide advice on food use, cooking and healthy eating.
- 3) **Social Farms and Gardens** have given a workshop to a West Lothian wide assembly of community groups involved in garden formation and community vegetable and flower growing initiatives. They have provided links to many previous initiatives that have and continue to be run successfully across Scotland and this initial meeting has also facilitated the start of a West Lothian wide network of community garden initiatives.
- 4) It is proposed to provide prominent labelling regarding the vegetables, fruit and herbs, that advise on harvesting with cooking or recipe tips. This may also be facilitated by the development of a smartphone "App" and/or website.

Fulfilling these goals reinforces the underlying objective of making the local people much more aware of their own food consumption and production. The plan engages with all Broxburn community groups and consultation with a number of bodies such as churches, youth groups such as the Cadets, Guides, Scouts, the local care homes and sheltered housing and sports clubs - has already been made. With the application being formed during the "summer holiday season", a number of groups including schools, will not yet have had the opportunity to respond, but the applicants are pleased to have received very positive approval from two of the four local children's

nurseries: Little Flyers<sup>7</sup> and Wee Gems, who both have offered to involve their children in projects associated with the scheme.

The project has endeavoured to source materials and supplies from the most local producers as can be found. The Brock has indicated using treated 120mm thick railway sleepers to construct the planters to provide durability against weather, insects and vandalism, thus providing a much more sustainable option than lighter weight materials, which are cheap, but easy to break and potentially possible to set on fire. Community engagement will also help to minimise vandalism by involvement of young people in the design and maintenance of the planters via projects such as SRUC, the HYPE project from West Lothian Council Community Learning and Development and any other disaffected groups who may be identified.

#### **Evidence of need:**

- 1) There is an urgent need for community efforts that are required to counterbalance the effect of existing and predicted increases of food poverty in our locality. The huge increase in the use and need for foodbanks, that can only provide tinned or packaged foodstuffs. There is a further obvious need to provide for foodbank users and others, greater access to fresh and healthy, nutritional vegetables and fruit and to encourage people to grow their own.
- 2) Poor dietary habits, often exacerbated by low income, are reported as afflicting a significant proportion of the population throughout Scotland. Access and affordability for healthier foods therefore becomes of paramount importance to minimise or reduce future adverse health outcomes associated with obesity, diabetes, heart disease and gastric problems and some cancers.
- 3) The education of children, providing a fun and interesting engagement in learning about plants, species identification, and cultivation may help to give them a lifelong appreciation of horticulture and agriculture and offer an understanding of the integral part that the natural environment plays in their future wellbeing. The project offers to fill this potential in a way that is currently unavailable in the Broxburn locality.
- 4) The prominence of planters throughout the neighbourhood also provides an incentive to many others in Broxburn for a new form of public engagement where they can meet, work on the cultivation and maintenance of growing the plants, take pride in the appearance of their efforts and be rewarded with access to their own fresh produce when the plants are harvested. A street survey, (photo evidence<sup>8</sup>), indicated 100% support for the scheme, with a majority of responders saying that they appreciated the need for a project such as this and would be prepared to help with the cultivation, once the programme is established. The location of the sites has been chosen to encourage this engagement with access for disabled, elderly, those with learning difficulties and all in the community who may gain real enjoyment from these new centres of attraction in the town. For the reason that less able people may require access, additional seating, (benches), are requested as part of this application.
- 5) The Brock Wood and Craft Centre, dealing as it does with ongoing supervision for the maintenance of people with chronic mental health conditions, has asked that they may continue to be involved with the plan – beyond their initial major contribution of building/erecting the necessary planters.
- 6) Due to current budgetary restraints West Lothian Council have openly admitted that it no longer has the financial resources to maintain floral beds or parklands to its highest standards and there already exists a number of previously well-maintained sites that are showing that neglect.

- 7) A Facebook survey that has gained 150 responses has received almost unanimous positive acknowledgement of the plan, again with many of the responders offering assistance. (see BUD survey<sup>5</sup>.)
- 8) The addition of flower planters and floral displays is seen by Broxburn Community Council and their partners as an integral part of the regeneration of the town, that needs to offer a more positive aspect to its residents who are all too aware of the shop closures and loss of so much of the diversity and resource that local shops once provided. If the Town looks good and looks interesting, it would only be an encouraging step towards helping the Broxburn townspeople to have an improved consideration and identification of the place they live in; to increase their use of local shops and services. The possible increase in footfall around Broxburn arising from this might help the traders' businesses.
- 9) Research carried out by Community Enterprise on behalf of Broxburn and Uphall Development Group in 2018 strongly supported this type of development. One of the key themes of the findings from the research was in support of a creating a "Vibrant Town Centre" and a "Heart and a Hub" for the area, which included planters and other Greenspace developments.<sup>11</sup>

#### **Outcomes:**

- 1) As stated in Evidence of Need (8) above, Broxburn needs the makeover that this project offers. Within West Lothian, the burgh of Linlithgow, (with a smaller total population than that of the combined population of Broxburn and its sister town, Uphall), clearly demonstrates the great attraction of displaying many floral street planters, hanging baskets and floral troughs to enhance the appearance of the town. The diverse and numerous local shops benefit from the attractiveness of its main streets. It looks and feels like a welcoming place that Broxburn, (and Uphall), could replicate.
- 2) The partnerships that this project is forging and the publicity for Broxburn that the plan creates, will continue to develop a new status and community spirit to engender greater community participation of the town's expanding, recently settled population to stay, play, shop, trade, invest, explore and above all integrate with the folk and facilities around them. Many of the town's older residents recall the days of a more vibrant local community, and new ways to re-engage and facilitate the meeting up of the townsfolk across the generations or backgrounds will put a "civic pride" back in focus.
- 3) The adventure of improving children's' knowledge and capabilities in handling plants; learning about harvests and food production, (even the essential role of insects); finding out more about all living things - can be highlighted as one of the real benefits of this plan. As a community, we can't wait for Climate Change to so adversely affect our lives that we would be left wondering why we did not educate ourselves and develop systems to ameliorate future outcomes that threaten our health and wellbeing. Broxburn, (and Uphall), will be able to educate ourselves in similar ways to the children, with the outcomes that this project offers.
- 4) The successful introduction of this regeneration project may additionally provide a yet to be realised outcome. As previously acknowledged in the Project Description in this application, the potential onset of increasing and widespread food poverty, could mean that this project will offer a great illustration of how to take growing our own food – much further. More planters, more land available to grow directly in the soil, perhaps the introduction of community farms where hectares of vegetables can be grown according to agricultural rotation practice – all for Broxburn community consumption. It is anticipated that future workshops can be arranged, with



Cyrenians Farms and Community from Kirknewton having already offered to stage this<sup>9</sup>; these forums providing Broxburn residents with new ideas for: The use of food; the storage, preparation and cooking of food; and the balance of foods for healthy eating – resourcing the vegetables fruit and herbs from the project.

- 5) With the growing sites, training shed, community garden and seating areas in place before the end of March 2020, Broxburn will have produced a real enterprising focus for its residents. That there is likely to be additional café facilities near the sites offers a really great potential to “meet and greet” and improve social interaction with neighbours – along with working with the plants.
- 6) Though final permissions relating some of the actual location of benches<sup>10</sup>. and planters needs to be given, **(See NOTE 1)**, the applicants know that the Community Empowerment (Scotland) Act 2015; Guidance of April 2017, indicates that West Lothian Council is empowered to help the applicants, Broxburn Community Council, and its partners, to help create, achieve and deliver such a new project. The success of this venture should for the future provide additional impetus for further community-based regeneration projects to be undertaken. The outcome of this plan sets a great example and sets a precedent for further radical improvement for all the people of Broxburn and its locality.

<b>Partners involved</b> (other local organisations you are working with)	<p>a. Broxburn United Sports Club, 1 Albyn Park, Broxburn, EH52 5BP: <a href="https://busc.org.uk">https://busc.org.uk</a></p> <p>b. The Brock Wood and Craft Centre, Strathbrock Partnership Building, 189A West Main Street, Broxburn, EH52 5LH <a href="https://www.thebrock.org">https://www.thebrock.org</a></p> <p>c. Oatridge, Scottish Rural University College, Ecclesmachan Road, Ecclesmachan, EH52 6NH</p> <p>d. Strathbrock Users Group, 189A West Main Street, Broxburn. EH52 5LH</p> <p>e. Broxburn and Uphall Development Group: <a href="https://m.facebook.com/BUDGp">https://m.facebook.com/BUDGp</a></p> <p>f. Grow Wild Organics, Bonnytoun Farm, Linlithgow. EH49 7LP; &amp;, Wyndford Farm Plants, Ecclesmachan, EH52 6NW</p> <p>g. Broxburn and Uphall traders Association: <a href="https://www.buta.org.uk">https://www.buta.org.uk</a></p> <p>h. Broxburn and Uphall Community: <a href="https://www.broxburnanduphall.com">https://www.broxburnanduphall.com</a></p>
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### Project Costs

<b>Total Project cost (B)</b>	<b>£53,720</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£53,720</b>

Item of expenditure (B)	Total Cost	Cost (TCF)
PLANTERS	£28,394.00	£28,394.00
FRUIT BUSHES & TREES	£1,465.00	£1,465.00
PLANTS: VEGETABLES; FLOWERS; HERBS & BULBS	£803.00	£803.00
HANDCRAFT TRAINING SHED	£12,521.00	£12,521.00
COMMUNITY "MIND" GARDEN AT STRATHBROCK	£7,495.00	£7,495.00
BENCHES	£1,440.00	£1,440.00
TOOLS AND WATER BOWSER	£910.00	£910.00
SOIL	£312.00	£312.00
INSURANCE	£180.00	£180.00
Possible Costs associated with Planning Permissions	£200.00	£200.00

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>
N/A	

**Project management**

This is all dependent on a decision being made in October 2019.

Design/plans – substantial progress has been made on this. We will submit a detailed plan when approval has been given.

Implementation arrangements – lead time to be advised by White Rose, Levensseat and Mitchell Turf (topsoil)<sup>12</sup>. Planter production will be staggered throughout the project and completed by Brock Garden Centre. Ordering and payment of invoices will be managed by Broxburn Community Council.

Purchase of benches (e.g. BroxAp Livingston bench<sup>13</sup>) done in consultation with WLC

Planning Approval – none required

Health and Safety/Risk Assessments – main risks are associated with the planters, trees and plants and will be assessed on an ongoing basis.

Public Liability – purchase planned into project via Zurich Insurance

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
<a href="#">Constitution or Articles and Memorandum</a>	x
<a href="#">Committee Members or Directors List</a>	x
<a href="#">Bank Statements - dated within the last 3 months</a> <a href="#">Bank Details</a>	x
<a href="#">Annual Accounts</a>	x

**4. Declaration**

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Chair
<b>Organisation</b>	Broxburn Community Council
<b>Date</b>	30 <sup>th</sup> August 2019

**NOTE 1:** The Town Centre Fund Capital Grant for 2019 -2020 was notified to the local community groups in West Lothian on 13<sup>th</sup> June 2019, by West Lothian Council – as the local administrators of the grant, with the proviso that applications for the grant needed to be submitted on or before 31<sup>st</sup> August 2019. As this was a completely new source of funding, local groups needed to meet and engage with ideas for best utilisation of these funds – and then develop their plans and bid proposals in a highly restrictive time frame. Restrictive particularly with the advent of the summer holiday season when many of the local community groups would not normally be active, or when schools, sports clubs, youth groups were shut down, and even support from West Lothian Council officers and administrators, who, taking summer holiday breaks, could only provide intermittent assistance. West Lothian Council officers have been frequently absent, due to holiday entitlements, to help progress planning permissions for this bid; with the remaining staff in their departments having insufficient resource to provide the normal level of cover that would be normally provided at other times of the year.

It is for those reasons that the final permissions are still awaited.

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	Visit West Lothian
<b>Project title</b>	Purchase of three leaflet racks to improve information for visitors and locals at high footfall venues.
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Tourism & Town Centre Manager
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Private Limited Company
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	Destination Promotion Organisation working with businesses to increase visitor numbers and expenditure in West Lothian

<b>For voluntary or charity applicants</b>	n/a
<b>What date was your organisation formed?</b>	
<b>If a charity, please quote your charity number</b>	
<b>Do you have an equal opportunities policy or statement? If yes please provide a copy</b>	<b>Yes / No</b>

Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes / No</b>
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## 2. Project details

<b>Council Ward</b>	Ward 2 – Broxburn, Uphall & Winchburgh
<b>Project location</b>	High footfall venue within Broxburn / Uphall
<b>Project start date</b>	Expected to begin 1 <sup>st</sup> September, upon receipt of funding
<b>Project finish date</b>	1st December 2019

### Project description

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

Visit West Lothian will utilise the grant funding to purchase leaflet display racks to feature in high footfall venues. These will allow visitors and locals to gather information to help with their visit. Businesses will be able to provide leaflets to feature on these racks, such as attractions / restaurants as well as information such as bus timetables.

The racks would be similar in style to the ones Visit West Lothian already own (pictured below) which have proven a popular addition for the businesses where they feature at.



**Evidence of need**

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

Visit West Lothian already own eight leaflet racks across the county. These have been a particularly popular addition, especially in hotels / high footfall attractions where the fund will be use to supply more to.

In addition, a number of attractions have requested these leaflet racks be supplied in order to help allow them provide accurate tourist information to their visitors.

The racks will contain information on businesses, such as attractions, restaurants as well as public information such as bus timetables and more. The information will be supplied by businesses.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

**Town Centre Living / Vibrant Local Economies** /Enterprising Communities / **Accessible Public Services** / Digital Towns /Proactive Planning

The purchase of these leaflet racks will help to promote the local businesses in the area, as well as providing a range of information. For businesses, this will ensure that they are providing the most up-to-date and relevant information to their guests.

**Town Centre Living:**

The leaflet racks will provide a method for businesses to promote their services. This will support objectives for increasing footfall onto the high street.

**Vibrant Local Economies:**

This will support a range of local businesses that will be able to feature their leaflets and information on services / events.

**Accessible Public Services:**

The leaflets on the racks will contain information such as bus timetables, which will support with the provision of information to visitors and locals. The location of the leaflet racks will be sited in publicly accessible venues with high levels of footfall, ensuring that this information is provided to as wide an audience as possible.

**Partners involved**

(other local organisations you are working with)

Whilst the project itself will be between Visit West Lothian and the venue, additional local businesses will benefit from this. Visit West Lothian will communicate with local tourism and public service businesses to feature their promotional material on the racks.

### 3. Project Costs

<b>Total Project cost</b>	<b>£295</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£295</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Leaflet Rack (x1)	£275	<b>£275</b>
Branding for leaflet rack	£20	<b>£10</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>N/A</b>		

#### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

We will consult with the venues to ensure that the locations of the racks are suitable. The racks will be small (586mm wide x 1200mm high).

The project will be managed by Visit West Lothian staff who will appoint an appropriate display stand supplier to produce the racks and distribute these to the venue.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - dated within the last 3 months	
Annual accounts	

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	
<b>Position</b>	Tourism & Town Centre Officer
<b>Organisation</b>	Visit West Lothian / West Lothian Council
<b>Date</b>	20 <sup>th</sup> August 2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Buchan Park Bowling Club</b>
<b>Project title</b>	<b>Extension to lounge and bar area</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Treasurer</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Bowling club</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<b>Lawn bowls</b>

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



## 2. Project details

<b>Council Ward</b>	<b>Broxburn, Uphall and Winchburgh</b>
<b>Project location</b>	<b>Buchan Park Bowling Club</b>
<b>Project start date</b>	<b>6/01/20</b>
<b>Project finish date</b>	<b>3/04/20</b>

### **Project description**

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

The aim of our project is either to renovate our existing clubhouse or to extend the existing club house to allow for a larger function suite. If the later we will be looking to build a new kitchen, move the bar area and build a new toilet block.

If we are successful in obtaining a grant to only cover renovating the existing clubhouse, we would be looking to upgrade the kitchen and bar areas and make the lounge more family friendly.

**Evidence of need**

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

Currently in Broxburn there is no family friendly pubs. We have already funded ourselves an outdoor decking area which has proved highly successful in attracting families to come along to our premises. We are looking to replicate this in the winter months, and we consider this will have a positive effect on people's mental health by providing an aesthetically pleasing environment to meet up in.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

By providing an environment for people to meet up in it means they are using their town centre and on route may use other facilities such as shops and restaurants. The more people that use the facility also has a positive effect on the suppliers we use thus helping the economy.

<b>Partners involved</b> (other local organisations you are working with)	Not at present but we are happy to work with any other club that is looking for a venue to host meetings/events etc.

### 3. Project Costs

<b>Total Project cost</b>	Extension £30,000 Refurbishment only £7,000
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	Extension £28,000 Refurbishment £5,000

Item of expenditure	Total Cost	Cost (TCF)
<b>Kitchen Extension</b>	<b>£14,000</b>	<b>£14,000</b>
<b>Bar Extension</b>	<b>£7,000</b>	<b>£5,000</b>
<b>Toilet Extension</b>	<b>£9,000</b>	<b>£9,000</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

Funding source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
<b>Club savings/fundraising</b>	<b>£2,000</b>	

### Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

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Attachment checklist - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - dated within the last 3 months	
Annual accounts	

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Treasurer
<b>Organisation</b>	Buchan Park Bowling Club
<b>Date</b>	22/08/19

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	Family and Community Development West Lothian (FCDWL)
<b>Project title</b>	Range Improvements
<b>Contact person</b>	[REDACTED]
<b>Position</b>	CEO
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Third Sector/Voluntary Organisation (charity)
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	To give our children the best start in life. To inspire children and their families through providing Awesome Childhood Experiences that create life long memories.

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	1988
<b>If a charity, please quote your charity number</b>	SC000843
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

<b>Council Ward</b>	Broxburn, Uphall & Winchburgh: <b>BROXBURN FUND</b>
<b>Project location</b>	The Range Adventure Playground, Park Terrace, Broxburn
<b>Project start date</b>	1 <sup>st</sup> October 2019
<b>Project finish date</b>	28 <sup>th</sup> February 2020

### Project description

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

FCDWL operates Broxburn Family Centre, which has been supporting the communities of Broxburn and Uphall for 32 years. The organisation supports, often vulnerable, children and families through a range of family learning, play and regeneration activities.

As you will be aware, we have operated The Range Adventure Playground in Park Terrace for 22 years now. This is an excellent, well used community facility that really contributes to hundreds of local families' health & wellbeing – this summer we had over 600 local people in the park for one of our free summer holiday play sessions! The park is also open to the local community 24/7 and is well used by families and children from both Broxburn and Uphall. The project has won national play awards and is highly regarded across the sector and is a popular, free, local attraction.

We are always striving to maintain the facility to a high standard and to keep it an attractive place to visit. Whilst we have a limited maintenance budget, replacing play structures or carrying out improvements to the park require additional capital investment. Our log cabin is the focal point of the park and provides catering, toilets and indoor play for visitors. The cabin now urgently needs a 10-yearly spruce up, to maintain its protective coating and its attractiveness to visitors, so that everyone can continue to enjoy their time in the park.

**Evidence of need**

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

The popularity of the Range is clearly demonstrated by the hundreds of local children and families who constantly use it. We also get regular feedback from many of the families whom we work and engage with, in the park and everyone comments how important it is to have the cabin to support our activities.

Our last independent inspection highlighted that the cabin was due some TLC.

Our application has the support of the local BUD group and of course hundreds of local families. Our facility is also well known to local Councillors, who have always been a great support to us.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

**Town Centre Living** / Vibrant Local Economies / **Enterprising Communities** / Accessible Public Services / Digital Towns / Proactive Planning

**Town Centre Living**

Our footfall comes from local people, who live in the town and our experience has proven that providing a well maintained, attractive and popular facility, encourages ownership and everyone in the local community to respect and look after it. Flood lighting and CCTV also keep the park accessible and safe in the evenings.

**Enterprising Communities**

As a local community run charity, people feel ownership and pride in The Range as their facility. This community resource and all of our activities there, are play focussed, which research demonstrates is vital to everyone's health and wellbeing. It is also a focal point in the town for families to gather and enjoy their locality.

**Partners involved**

(other local organisations you are working with)

The Range is owned and managed directly by FCDWL but the project's running costs are contributed to by West Lothian Council, BBC Children in Need and Inspiring Scotland's Thrive Outdoors fund.

As already stated, the initiative is also supported by the local BUD

	group and Broxburn Community Council.
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### 3. Project Costs

<b>Total Project cost</b>	£1,812
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	£1,812

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Protective paintwork to log cabin & surrounds	£1,812	£1,812

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>

#### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Project management is straightforward. The work will be carried out by an existing contractor and the cabin cordoned off during painting.

There are no planning implications. All health & safety risk assessments and insurance are already in place. Ongoing maintenance will be carried out by our staff.



<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	Will hand deliver hard copies
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	
<b>Position</b>	CEO
<b>Organisation</b>	Family and Community Development West Lothian
<b>Date</b>	23/08/19

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Broxburn United Sports Club Trust</b>
<b>Project title</b>	<b>3G Pitch Replacement</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Business Development Officer</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Charity</b>
<b>What are the main activities of your organisation?</b>  <b>(please answer in no more than 100 words)</b>	<b>Broxburn United Sports Club aims to provide sporting, educational and social opportunities within our community to change lives for the better.</b>  <b>By providing a safe and social sporting environment, which creates opportunities to develop, maximise potential and wider social circles.</b>

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	<b>3<sup>rd</sup> August 2008</b>
<b>If a charity, please quote your charity number</b>	<b>SC039547</b>
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes / No</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes / No</b>

## 2. Project details

<b>Council Ward</b>	<b>Broxburn, Uphall and Winchburgh</b>
<b>Project location</b>	<b>Albyn Park, Greendykes Road, Broxburn</b>
<b>Project start date</b>	<b>7<sup>th</sup> October 2019</b>
<b>Project finish date</b>	<b>27th March 2020</b>

### **Project description**

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

Broxburn United Sports Club is moving into the tenth year of a trading charity. We have a fantastic modern facility consisting of a floodlit 3G pitch, Multi-purpose Room for All, Community Room, Boardroom and Boxing Club.

Our current 3G pitch has been in full continual use for 9 years, and due to its heavy usage through our community engagement, it is becoming tired and in need of being replaced. The pitch is an integral part of our community led and based facility and is the only accessible and affordable 3G pitch for our local communities' usage.

The pitch income is a main source of revenue which we fully invest into other outreach programmes for our communities' benefit, therefore it is important that we have a fit for purpose and safe facility.

We are open and available 80 hours a week, all year round. Our user age groups range from under 5-year olds playing mini-ballers through to our Walking Football Programme which accommodates 50+ pensioners a week. We are the home to approximately 30 childrens football teams, and a senior football team which participate in the East of Scotland League.

Our senior team requires an adequate standard of pitch to play competitive football on. If this was not in place, then it would become a major threat to our thriving community club. A new pitch would also allow us to operate for the next ten years, sustaining our current community programmes and allowing us to develop our positive social impact.

To allow us to price this project we have used three quotes from suppliers, and the preferential one is priced in the middle, but not with too much difference in cost. The current carpet will be lifted, with the under-shock absorber being mended if required, then a new carpet will be laid.

**Evidence of need**

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

Over the nine years that our pitch has been operable, it has been a huge asset to our community. It is one of our main business enterprises and is used to a near capacity level. Over these years, we have built up partnerships with local community groups, including schools, disability schools, the Police, the Health Improvement Team, and local youth providers, as an example. Along with our community users, all these organisations are in support of our project and know the need for a fit for purpose safe pitch. We are the only full size floodlit pitch available to our community.

Through our social impact programmes, we continually evaluate the need for our projects through questionnaires and verbal conversations. These results show that local people are in support of our projects, therefore we require a facility to deliver these on.

One of our big successes has been increasing our daytime use, not only for local young people through youth programmes, but the use for older people through our Alive & Kickin Programme. 3 days a week we provide physical activity opportunities for people 50+ who would otherwise be at home on their own, and over a week we see over 80 different participants. The hub we have created in providing a programme of activity has become a major social gathering for our community. To see many of our older ladies and gentlemen enjoying walking activities and having fun on our pitch at a variety of activities, has made us realise even more, how essential having this pitch and our facilities are, for all ages of our community.

As well as our weekly activities for our community, we have hosted the local Gala Day, Cycle competitions and annual Tournaments. Without our facility, the town would not be in as good a position as they are to host these.

As noted we are the only facility of its kind in the community of Broxburn and already have high use of our facilities which has led up to needing a replacement. Without this park being replaced, many young and older people would have no where to go for their physical activity and recreation activities without travelling by bus or car to another town. The replacement carpet will provide a boost for all our participants and we hope enable us to extend our day time programme for older people as we have become recognised as a venue catering for older people and people with disability. These two vulnerable user groups are areas we have expertise in supporting and our focus will be on developing these programmes even further.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living** – We have people travelling from all parts of our community to our facility over seven days a week including every evening. We are creating footfall to the town and without renewing our existing facilities our popularity and user numbers could decrease. Through the senior football team, we are attracting people from other areas of Scotland to Broxburn, creating revenue for local businesses.

**Vibrant Local Economies** - We are part of a supportive business environment, with sponsors and community group involvement. If successful, we plan to have an extensive business directory guide for locals in the club facility, club programmes and web site. In addition, we make our facility available for showcasing local businesses, through a Business IQ Networking session and through Chamber of Commerce events.

**Enterprising Communities** - We are a social enterprise which is community based and led. We are making a major contribution to the health wealth and well-being of our community. Do to being community led, we work with the community and their needs to determine our deliverables.

**Accessible Public Services** - We are providing public facilities and services, both for leisure and culture. Our facilities are open for people to use as they require.

**Digital Towns** – We can provide wifi facilities to our community.

**Pro-active Planning** – Our new pitch would create a safe and attractive environment for our community to thrive on. Our facility is a hub where people are happy to attend and is an attractive asset to people who live in the town and who are attracted to live in the town. We have an open and inclusive culture, benefiting all who attend. Our programmes provide health benefits to those participants who attend.

<b>Partners involved</b> (other local organisations you are working with)	West Lothian Leisure Ageing Well Local Primary Schools – Broxburn, Kirkhill, St Nicholas, Uphall, Holy Family, Winchburgh, Pumpherston and Uphall Station Local Secondary School – Broxburn Bield Housing, Disability Schools in West Lothian, Broxburn Gala Committee, UKTC Taekwondo, Impact Dance, Planet Soccer.
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### 3. Project Costs

<b>Total Project cost</b>	<b>£230,000</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£50,000</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
<b>Supply and install 3G sand and rubber filled synthetic grass carpet to pitch area</b>	<b>£135,092.</b>	<b>£50,000</b>


If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>Viridor Credits</b>	<b>Approved</b>	
<b>Broxburn United Sport Club</b>	<b>Approved</b>	

### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Quotes from three contractors have been received and have been evaluated by Mac Consulting. These quotes are attached to the application.

We have Public Liability Insurance, Employers Liability Insurance and Building and Contents Insurance.

For future, a maintenance plan will be in place with the chosen contractor. The pitch will be swept weekly/fortnightly, and daily inspections will be undertaken by our own staff. Annual pitch testing will be undertaken by a specialist company to ensure we comply with current playing regulations.

Environmental protection is important to us, and through this project, we are ensuring that the chosen contractor will be recycling the current carpet to a wide range of partners who can use it in smaller sections. Therefore, this is reducing the waste to landfill. The rubber crumb will be extracted from the lifted carpet and reused for other projects or possibly used again in our new carpet. This will also be recycled for horse riding arena floors. The sand can also be extracted and used for dressing natural pitches.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
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Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - dated within the last 3 months	x
Annual accounts	x

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Secretary
<b>Organisation</b>	Broxburn United Sports Club
<b>Date</b>	28/8/2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

Tel: 01506 281692

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

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	Scottish Canals with The Central Canals Project, Sustrans, WLC Town Centre Management, Transportation & Planning Services.
<b>Project title</b>	Port Buchan, Broxburn on Union Canal – environmental enhancement.
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Principal Planner
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Public Sector - Scottish Canals is a public body accountable to the Scottish Government.
<b>What are the main activities of your organisation?</b>	Local Authority

<b>For voluntary or charity applicants</b>	N/a
<b>What date was your organisation formed?</b>	N/a
<b>If a charity, please quote your charity number</b>	N/a
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

<b>Council Ward</b>	Ward 2: Winchburgh & Broxburn.
<b>Project location</b>	Port Buchan on west side of Union Canal, Broxburn.
<b>Project start date</b>	February 2020. (On Port Buchan Road issue - subject to public consultation / reporting to Council PDSP & Executive).
<b>Project finish date</b>	April 2020.

### Project description

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

#### Port Buchan, Broxburn on Union Canal – environmental enhancement

Port Buchan, on the Union Canal lying just to the west of Broxburn town centre, used to be a well-used landing stage for canal boats in the 19<sup>th</sup> and early 20<sup>th</sup> centuries. However, in recent decades, despite some environmental training scheme improvement works in the 1990's, it has become somewhat run down.

It is owned by Scottish Canals (SC) (including the adjacent road), but is not an immediate priority for their investment which is focused on more pressing capital asset issues on their Victorian canal network that is over 200 year old.

The Broxburn Conservation Area Appraisal, carried out by the council in 2016, identified Port Buchan as a key location within the conservation area that required enhancement. A subsequent consultant's Public Realm Feasibility Study (2016) focused on a number of sites and for Port Buchan identified the following works:

- create access ramps and steps to Port Buchan and a link under the bridge (west side - where existing desire lines can be seen);
- restructure the public space – relocate the Scottish Canals toilets container next to the bridge to open up space / relocate picnic benches / provide more attractive street furniture / reconsider hedge planting to provide enclosure & open views where appropriate (NB: detailed designs must follow SC Design Guidelines);
- create a paved accessible area along the water front with quality heritage paving / detailing and restore canal edge (subject to Scottish Canals guidelines and Historic Environment Scotland scheduled monument consent);
- replace signage with new design to match with other Union Canal areas; and
- improvements to Port Buchan road surface kerbs and drainage to allow the council to adopt the currently private road.

This was all costed at a high-level at approximately £178,000 - excluding works on the Road. Recent discussions with WLC Roads & Transportation Services indicate bringing Port Buchan Road up to adoptable standard could be between £90,000 – £120,000.

There is opportunity to stop-up Port Buchan to through traffic and prevent a rat-run between Main Street and the Pyothall area. This would also improve the setting of the Port Buchan greenspace area. Local residents and the wider community would be consulted on their views and Transportation Services would be able to prepare several options that

could result in a lower adoption specification and hence cost. Results would be reported the D&T PDSP as well as Council Executive for their consideration to prepare a formal Traffic Stopping-Up Order if this proposal was found to be supported.

Sustrans have indicated they would be amenable to a grant application to their Network Development Fund towards making Port Buchan more attractive to cycling and walking and also connecting to the tow path on the east side (National Cycle Network Route 754).

### **Evidence of need**

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

- Survey and audit of public realm in 2016 as part of wider Broxburn Town Centre improvements for unsuccessful Heritage Lottery Fund bid.
- The Central Canals Project intend to instigate some face-to-face visitor surveys in 2019 / 2020 as part of their wider canal project – this will include a pilot engagement scheme focused on Port Buchan. They will attend the next Broxburn Town Management Group at end of September 2019 to discuss the potential engagement.
- Discussion with Scottish Canals about existing and ongoing maintenance; e.g.; continued deterioration of Port Buchan Road and opportunity to bring up to council's adoptable standard.

### **Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning.

- Enhancement of main civic space close to Broxburn town centre where there is no discernible public open space or public transport interchange available as in many other town centres.
- Delivering actions raised by the local community via Town Centre Management and Broxburn Conservation Area Appraisal (2016).
- Potential for additional use of relocated Scottish Canals container- e.g.; pop-up café.

### **Partners involved**

(other local organisations you are working with)

Scottish Canals

Central Canals Project (LEADER funded till November 2020),  
Sustrans,  
WLC:

- Town Centre Management
- Roads & Transportation
- Planning Services

& to include Bridge 19-40 Canal Society based out of Port Buchan

### **3. Project Costs**

**Total Project cost**

**£60,000.**

<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£60,000.</b>
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<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
create access ramps and steps to Port Buchan and a link under the bridge.	£20,000	£20,000
restructure of public space - new street furniture, reconsider hedge planting.	£8,000	£8,000
create a high quality paved accessible area along the water front.	£20,000	£20,000
replace signage.	£2,000	£2,000
Landscape Architect & QS fees – approx. (TBC)	£5,000	£5,000
Contingency (10%).	£5,000	£5,000
(This total £60k would allow Sustrans to consider a grant towards Port Buchan Road upgrading – options to be prepared by WLC Transportation).	TBC	TBC

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
As above & Sustrans will consider an application to the Network Development Fund to link Port Buchan (on the west side) to the east side tow path / NCN route 754 / St Mary's Bridge to the south between the Main Street and A89	TBC	Autumn 2019
Central Canals Project (LEADER funded) can be redistributed as West Lothian share of initial LEADER application budget into Port Buchan enhancement project	<b>£15k</b>	Autumn 2019

### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

While the grant application is made by a number of partners, it would technically be held by Scottish Canals, who would appoint from their framework contractors, a landscape architect to undertake the design and specification of the works( to meet SC Design Guidelines), agree them with the project partners and community representatives (e.g. Bridge 19-40 Canal Society, Broxburn Town Management Group) and also a QS to provide outline costs and tender the work and oversee a small civil works contract.

There is no need for any planning applications though Scheduled monument Consent would be required from Historic Environment Scotland (likely to be forthcoming) and a Traffic Stopping-Up Order should proposals with Port Buchan road proceed

Any health & safety issues would be part of the Construction Design & Management Regulations (CDM) and covered by Scottish Canals who own and manage Port Buchan.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	N/a
Committee Members or Directors List	N/a
Bank Statements - dated within the last 3 months	N/a
Annual accounts	N/a

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Principal Planner
<b>Organisation</b>	West Lothian Council – Planning Services (Environment) (on behalf of the Scottish Canals & the project partner group)
<b>Date</b>	26.8.19

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:  
Gemma Telfer, Administrative Assistant

Community Regeneration  
Economic Development and Regeneration -1st Floor South  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF  
Tel: 01506 281692  
E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	Family and Community Development West Lothian (FCDWL)
<b>Project title</b>	Range Improvements
<b>Contact person</b>	[REDACTED]
<b>Position</b>	CEO
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Third Sector/Voluntary Organisation (charity)
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	To give our children the best start in life. To inspire children and their families through providing Awesome Childhood Experiences that create life long memories.

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	1988
<b>If a charity, please quote your charity number</b>	SC000843
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

<b>Council Ward</b>	Broxburn, Uphall & Winchburgh: <b>UPHALL FUND</b>
<b>Project location</b>	The Range Adventure Playground, Park Terrace, Broxburn
<b>Project start date</b>	1 <sup>st</sup> October 2019
<b>Project finish date</b>	28 <sup>th</sup> February 2020

### Project description

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

FCDWL operates Broxburn Family Centre, which has been supporting the communities of Broxburn and Uphall for 32 years. The organisation supports, often vulnerable, children and families through a range of family learning, play and regeneration activities.

As you will be aware, we have operated The Range Adventure Playground in Park Terrace for 22 years now. This is an excellent, well used community facility that really contributes to hundreds of local families' health & wellbeing – this summer we had over 600 local people in the park for one of our free summer holiday play sessions! The park is also open to the local community 24/7 and is well used by families and children from both Broxburn and Uphall. The project has won national play awards and is highly regarded across the sector and is a popular, free, local attraction.

We are always striving to maintain the facility to a high standard and to keep it an attractive place to visit. Due to high usage of the play structures they do wear out after a few years, replacement of which goes beyond our limited maintenance budget. This year we need to replace our wee trampoline – one of the most popular play structures in the park, which has now reached the end of its life. We also need to install some seating to make the park more family friendly and to encourage more parents/grandparents to come and stay, with their children.

**Evidence of need**

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

The popularity of the Range is clearly demonstrated by the hundreds of local children and families who constantly use it. We also get regular feedback from many of the families whom we work and engage with, in the park and one of the most common requests that we get is for more seating and tables, so that whole families can visit and stay together.

The trampoline is one of our most popular and used items in the park. We have nursed it along for the last couple of years, making running repairs to keep it open and safe. We know loads of children who would be devastated to lose it and it is straightforward to replace.

Our application has the support of the local BUD group and of course hundreds of local families. Our facility is also well known to local Councillors, who have always been a great support to us.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

**Town Centre Living** / Vibrant Local Economies / **Enterprising Communities** / Accessible Public Services / Digital Towns / Proactive Planning

**Town Centre Living**

Our footfall comes from local people, who live in the town and our experience has proven that providing a well maintained, attractive and popular facility, encourages ownership and everyone in the local community to respect and look after it. Flood lighting and CCTV also keep the park accessible and safe in the evenings.

**Enterprising Communities**

As a local community run charity, people feel ownership and pride in The Range as their facility. This community resource and all of our activities there, are play focussed, which research demonstrates is vital to everyone's health and wellbeing. It is also a focal point in the town for families to gather and enjoy their locality.

**Partners involved**

(other local organisations you are working with)

The Range is owned and managed directly by FCDWL but the project's running costs are contributed to by West Lothian Council, BBC Children in Need and Inspiring Scotland's Thrive Outdoors fund.

As already stated, the initiative is also supported by the local BUD

	group and Uphall Community Council.
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### 3. Project Costs

<b>Total Project cost</b>	£9,168
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	£9,168

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Outdoor trampoline	£5,178	£5,178
Seating & tables	£3,990	£3,990

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>

#### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Project management is straightforward. The trampoline is a like-for-like replacement and will be supplied and fitted by a standard industry supplier. The benches and tables are also standard issue (vandal & fire proof) and again will be supplied and installed by the supplier.

There are no planning implications. All health & safety risk assessments and insurance are already in place. Ongoing maintenance will be carried out by our staff.



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<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - dated within the last 3 months	Will hand in hard copies
Annual accounts	X

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	
<b>Position</b>	CEO
<b>Organisation</b>	Family and Community Development West Lothian
<b>Date</b>	23/08/19

**Please send your completed forms to:**

**The Regeneration Team: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)**

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Uphall Community Council</b>
<b>Project title</b>	<b>Designating Council owned land as a local Park</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Chairperson</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Voluntary organisation set up by statute</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<b>To ascertain, co-ordinate and express the views of the community to West Lothian Council and partner agencies. To take such action in the interest of the community as required.</b>

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	<b>16<sup>th</sup> May 1976</b>
<b>If a charity, please quote your charity number</b>	
<b>Do you have an equal opportunities policy or statement? If yes please provide a copy</b>	<b>Yes As provided by Lorraine McGrorty</b>

Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>
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## 2. Project details

<b>Council Ward</b>	<b>Broxburn, Uphall and Winchburgh</b>
<b>Project location</b>	<b>Grass area between Burnside, Middleton and Loaninghill</b>
<b>Project start date</b>	<b>October 2019</b>
<b>Project finish date</b>	<b>30<sup>th</sup> June 2020</b>

### Project description

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

There is a strategic case for making this area a designated park and bringing it up to public park standard, as there is currently a deficit of designated "local parks" in the Craigengar Ave. area of Uphall, south of the Brox burn. Currently most residents of this area are more than 500 metres from a local park. Some houses are within 500 metres of Holmes Park, which is a neighbourhood park, however residents have to cross Loaninghill Road to get there. A proportion of houses in the south of the area are more than 500 metres from any park at all. (See plan incorporating 500 metre buffers).

There is currently no budget to bring this up to local park standard in the capital programme – this request has come from the community.

This area is already owned land and lies at the half way point of the new Heritage trail and is also on the developing Shale Trail.

It is proposed to enhance the greenspace by improving access with new paths, drainage and park signage and installing surfacing for stainless steel picnic benches, stainless steel benches and a litter bin.



**Evidence of need**

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

Currently there is a deficit of designated local parks in this area to meet with West Lothian Community. (See plan incorporating 500 metre buffers).

Information was obtained from the consultation document "Broxburn and Uphall, Our Community/ Our Choice/ Our Vision, June 2018 – Open project suggestions Page 15 , bullet points 1 and 9, page 16 bullet points 4 and 16. See attached copies.

Letter of support from Uphall Community Education Centre.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

Proactive planning- the project will provide a newly designated park, which is designed in partnership with the local community.

The improvements made will increase accessibility to local greenspace, thereby improving physical and mental health and well- being and will encourage people to stay for longer, increasing the sociability of the space.

Local schoolchildren would be involved :- re a competition to name the park.

Sited beside the Brox burn it will offer children educational opportunities to study habitat etc.

The new park will also contribute to other projects that increase the footfall to Uphall Town centre, including the Heritage Trail and the Shale Trail which both pass right next to the

park and possibly through it in the future.

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

West Lothian Council  
Uphall Community Education Centre management Committee  
Local school

### 3. Project Costs

<b>Total Project cost</b>	<b>£51,775.00</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£51,775.00</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
450m x1.5m whindust paths = 675m <sup>2</sup> @£25 perm <sup>2</sup>	£16,875	£16,875
French drains @ £26 per m x100	£2,600	£2,600
Stainless steel benches (inc. surfacing, delivery and installation) approx. £3,000 each x3	£9,000	£9,000
Stainless steel picnic benches (inc. surfacing, delivery and installation) approx. £7,000 each x3	£21,000	£21,000
WLC standard park signs (manufacture, delivery & installation) approx.. £900 each x 2	£1,800	£1,800
WLC standard bin ( supply, deliver, install) 1@ £500	£500	£500
<b>Sub Total</b>	<b>£51,775</b>	<b>£51,775</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>


**Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.


The Capital project will be managed by NETS, Land and Country Services on behalf of the community.

The Community Council will liaise with the community and manage the schools competition and manage the schools competition

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	Supplied by Lorraine McGrorty
Committee Members or Directors List	x
Bank Statements - dated within the last 3 months	x
Annual accounts	x

**4. Declaration**

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	
<b>Position</b>	Chairperson
<b>Organisation</b>	Uphall Community Council
<b>Date</b>	28 <sup>th</sup> August, 2019



**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

**1. Applicant Organisation Details**

<b>Organisation Name</b>	Broxburn and Uphall Development (BUD) Group
<b>Project title</b>	New Planting Schemes for Benefit of Uphall and District
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Co-Chair, Broxburn and Uphall Development (BUD) Group
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	A voluntary organisation being a community group engaged in development of the towns of Broxburn and Uphall, to act on behalf of the local area.
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	Objectives of the Broxburn and Uphall Development Group are to: <ol style="list-style-type: none"> <li>I. Further the sustainable development of Broxburn and Uphall;</li> <li>II. to investigate the opportunity and viability of community-led initiatives;</li> <li>III. to establish whether or not the community wishes to pursue the proposed initiatives;</li> <li>IV. to consult with, inform and represent the interests of Broxburn and Uphall throughout the lifetime of the group and liaise with agencies, statutory bodies, landowners or their representatives, and any other relevant organisation or individual as appropriate;</li> <li>V. to secure funding to enable the appointment of various professionals and consultants to assist the work of the group and to form a community company, if appropriate, to progress and implement the initiatives.</li> </ol>

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	25 October 2018
<b>If a charity, please quote your charity number</b>	N/A
Do you have an equal opportunities policy or statement? If yes please provide a copy: <a href="#">Equalities statement</a>	<b>Yes</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>

**2. Project details**

<b>Council Ward</b>	Broxburn, Uphall and Winchburgh Ward, West Lothian Council
<b>Project location</b>	Within West Lothian Council designated town boundaries of Broxburn & Uphall
<b>Project start date</b>	1 <sup>st</sup> September 2019
<b>Project finish date</b>	31 <sup>st</sup> March 2020

**Project description:**

The project aims to enhance the regeneration of Uphall and Broxburn by investing in our community, enabling the continuous growing of vegetables, fruit and flowers, that can offer the town a focus for education, social integration and healthy living and initiating an organisation which mobilises the community into ensuring the maintenance of the planters for as long as the planters exist.

With the inevitability of Climate Change affecting world food production, it is sensible to encourage more locally grown foods. The increased reliance of some of the population on food banks is also indicates that better food availability for all, must be addressed. The enhancement of Uphall, (and facilities shared with the neighbouring town of Broxburn), by creating its own vegetable, fruit and flower growing can offer the town a focus for:

- (A) education;
- (B) social integration;
- (C) the start of a system to help reduce any existing, or future, food poverty.

The project should improve access for both towns' residents to vegetables, fruit and herbs by placing planters, fruit bushes and fruit trees in strategically agreed sites across the district. Flower planters and other flowers grown in open grounds, together with seating, can enhance the appeal for people to appreciate the local environment.

The project aims to share with Broxburn installation of the training facility, (that is a jointly used amenity); to install 22 planters (of which 14 will be dedicated to vegetables, the other, sometimes smaller street planters – for flowers), together with 25 fruit bushes and 15 fruit trees; as well as sharing with Broxburn in the planting of 20,000 bulbs and sowing wild flowers at strategic locations.

In addition, the project will ensure the sustainability of the planters by creating an organisation which will mobilise the community into ensuring that the planters are used. This will be achieved through coordinating volunteers, keeping schools involved and getting sponsorship from local business, similar to existing successful schemes in e.g. Linlithgow. Social media and mobile phone and internet applications will be created to get people involved, use the produce and share photos, recipes, and other ideas designed to engage individuals and groups, for the benefit of all.

Finally, as additional local and nationally funded projects designed to increase footfall in the area are developed, such as Heritage Lottery Fund and LEADER supported "The Shale Trail", the recently completed "Heritage Art Trail" and existing "Kirkhill Pillar Project", more visitors will be attracted to Uphall (and Broxburn) and our project will support the aims of these developments, by reflecting the pride that the people of Uphall (and Broxburn) have in their community. It is hoped that this will further welcome visitors and encourage them to stay and spend money in the towns.

As stated, the project comprises

**A) Educational Benefits:**

- 1) The project will contribute to the erection of a hub<sup>1</sup>, (a Training Shed or Community Shed), at the Broxburn United Sports Club (BUSC)<sup>a</sup> grounds, where artisan and handcraft training can help children and adults to learn new skills, encourage social activities and reduce loneliness, isolation and the risk of mental illness. This will enable BUSC to expand their existing successful activities in Broxburn and Uphall for the benefit of young and old, especially at this end of the town and complementing projects with similar aims in Uphall such as The Open Door and The Busy Project. They would learn to produce and use tools and craft items, enabling them to enhance the development of their abilities in non-academic ways that will provide practical help for their futures. In the process, people will share existing skills, make new friends, participate in intergenerational activities and feel more connected and supported.
- 2) Additionally, with already agreed involvement with the local children's nurseries and primary schools, and the local high school, Broxburn Academy; children of all ages can learn horticultural expertise, that could benefit their futures and help spread their new knowledge to their families, friends and wider community. With some areas of Uphall marked as being as the highest risk on the Scottish Government's Index of Multiple Deprivation, (SIMD) – it is vital that children from such areas receive the support and assistance from learning opportunities that this project offers.
- 3) Collaboration with The Brock Wood and Craft Centre<sup>b</sup>, (Brock Garden Centre), a charity that provides assistance to people with chronic mental health conditions and issues, can facilitate the production of the 22 planters<sup>2</sup> and growing boxes and in addition, be one of the community groups who will be able to assist with the planter's maintenance. The Brock will continue to supervise and maintain the new community "Mind Garden", with the staff and clientele of their own mental health programme. The Mind Garden's new plants and benches form part of this application and can be considered as an educational focus in the rehabilitation and care of those dependent on its services
- 4) Collaboration with Oatridge SRUC<sup>c</sup>, with involvement with students and staff in their peripheral teaching programmes.

**B) Social Integration:**

- 1) The project relies on the continuing partnership with The Brock\*, at the Strathbrock Partnership Centre, who will create and manage their own "Mind Garden"; and they require costs for the flowers and benches<sup>3</sup>, (see photos<sup>4</sup>), to be included in the TCF application. The community Mind Garden can be utilised as a social hub, particularly with the new additional facility of the new anticipated café that is proposed at Strathbrock.
- 2) The proposal to site planters at the Strathbrock Partnership Centre and the creation of the gardens has the approval of the Strathbrock Users Group<sup>d</sup>.
- 3) The project has been developed with four major community partners and can be seen as a collaborative effort with a similar proposal for the adjoining town of **Broxburn**. The principal proposers of this bid, **Broxburn and Uphall Development Group**, have appreciated the strong support of the **Broxburn Community Council**<sup>e</sup>; **The Brock** and **Broxburn United Sports Club**. These are all organisations with impressive advocacy for community development. The application for the similar TCF Grant for Broxburn is being led by the

Broxburn Community Council with support from BUD Group, having the shared facilities for both townships at the Strathbrock Partnership centre; The Xcite Sports Centre Gym; the Xcite Swimming Pool; the local sports clubs and the local Albion Rovers Football Club; though the High School, Broxburn Academy, that serves both towns, is located within Broxburn. Social integration between Uphall and Broxburn can be further enhanced by seeing both bids as levers to further develop community unity.

- 4) Close contact and further anticipated progress with other local organisations and institutions that may also integrate with the project has already been established. These include the local children's nurseries; schools; Oatridge college; the Scout and Guide groups; the local Cadet Groups; nearby farms and plant nurseries<sup>f</sup>, (for plant provision); the Broxburn and Uphall Traders Association<sup>g</sup>; and the local sheltered housing associations and care homes. Broxburn and Uphall community website provides information on the close collaboration between both towns by stakeholders<sup>h</sup>
- 5) The applicants have already been involved with running publicity events for the project including a street stall showing a map and photos of proposed sites together with a questionnaire canvassing public approval – as well as an on-line Facebook description with accompanying questionnaire. The responses across the community have been almost unanimously approving<sup>5</sup>.

(A) **Vegetable Provision for Reduction of Risk of Existing or Future Food Poverty with Additional Healthy Eating Initiatives:**

- 1) This application has researched and consulted widely regarding the creation of food planter initiatives and successful local community grown vegetable and fruit provision. The nearby town of **Winchburgh**, with its **Growing Group** having already built 50 planters, has also provided guidance. **Grow Wild** at Bonnytoun Farm have offered semi-mature vegetable plants to start off the planters. **Wyndford Farm** at Ecclesmachan has the capability of providing fruit trees, fruit bushes, flowers and vegetable seedlings. Semi-mature fruit trees (1-2 years old) may be obtained from the **Apple Tree Man**<sup>6</sup>, grown at Luncarty, Perthshire.
- 2) **Cyrenians Farm and Community**, at Kirknewton, have offered guidance and help and for the future may provide advice on food use, cooking and healthy eating.
- 3) **Social Farms and Gardens** have given a workshop to a West Lothian wide assembly of community groups involved in garden formation and community vegetable and flower growing initiatives. They have provided links to many previous initiatives that have and continue to be run successfully across Scotland and this initial meeting has also facilitated the start of a West Lothian wide network of community garden initiatives.
- 4) It is proposed to provide prominent labelling regarding the vegetables, fruit and herbs, that advise on harvesting with cooking or recipe tips. This may also be facilitated by the development of a smartphone "App" and/or website.

Fulfilling these goals reinforces the underlying objective of making the local people much more aware of their own food consumption and production. The plan engages with all Broxburn community groups and consultation with a number of bodies such as churches, youth groups such as the Cadets, Guides, Scouts, the local care homes and sheltered housing and sports clubs - has already been made. With the application being formed during the "summer holiday season", a number of groups including schools, will not yet have had the opportunity to respond, but the

applicants are pleased to have received very positive approval from two of the four local children's nurseries: Little Flyers<sup>7</sup> and Wee Gems, who both have offered to involve their children in projects associated with the scheme.

The project has endeavoured to source materials and supplies from the most local producers as can be found. The Brock has indicated using treated 120mm thick railway sleepers to construct the planters to provide durability against weather, insects and vandalism, thus providing a much more sustainable option than lighter weight materials, which are cheap, but easy to break and potentially possible to set on fire. Community engagement will also help to minimise vandalism by involvement of young people in the design and maintenance of the planters via projects such as SRUC, the HYPE project from West Lothian Council Community Learning and Development and any other disaffected groups who may be identified.

#### **Evidence of need:**

- 1) There is an urgent need for community efforts that are required to counterbalance the effect of existing and predicted increases of food poverty in our locality. The huge increase in the use and need for foodbanks, that can only provide tinned or packaged foodstuffs. There is a further obvious need to provide for foodbank users and others, greater access to fresh and healthy, nutritional vegetables and fruit and to encourage people to grow their own.
- 2) Poor dietary habits, often exacerbated by low income, are reported as afflicting a significant proportion of the population throughout Scotland. Access and affordability for healthier foods therefore becomes of paramount importance to minimise or reduce future adverse health outcomes associated with obesity, diabetes, heart disease and gastric problems and some cancers.
- 3) The education of children, providing a fun and interesting engagement in learning about plants, species identification, and cultivation may help to give them a lifelong appreciation of horticulture and agriculture and offer an understanding of the integral part that the natural environment plays in their future wellbeing. The project offers to fill this potential in a way that is currently unavailable in the Uphall locality.
- 4) The prominence of planters throughout the neighbourhood also provides an incentive to many others in Uphall for a new form of public engagement where they can meet, work on the cultivation and maintenance of growing the plants, take pride in the appearance of their efforts and be rewarded with access to their own fresh produce when the plants are harvested. A street survey, (photo evidence<sup>8</sup>), indicated 100% support for the scheme, with a majority of responders saying that they appreciated the need for a project such as this and would be prepared to help with the cultivation, once the programme is established. The location of the sites has been chosen to encourage this engagement with access for disabled, elderly, those with learning difficulties and all in the community who may gain real enjoyment from these new centres of attraction in the town. For the reason that less able people may require access, additional seating, (benches), are requested as part of this application.
- 5) The Brock Wood and Craft Centre, dealing as it does with ongoing supervision for the maintenance of people with chronic mental health conditions, has asked that they may continue to be involved with the plan – beyond their initial major contribution of building/erecting the necessary planters.
- 6) Due to current budgetary restraints West Lothian Council have openly admitted that it no longer has the financial resources to maintain floral beds or parklands to its highest standards and there already exists a number of previously well-maintained sites that are showing that neglect.

- 7) A Facebook survey that has gained 150 responses has received almost unanimous positive acknowledgement of the plan, again with many of the responders offering assistance. (see BUD survey<sup>5</sup>.)
- 8) The addition of flower planters and floral displays is seen by Broxburn and Uphall Development Group and their partners as an integral part of the regeneration of the town, that needs to offer a more positive aspect to its residents who are all too aware of the shop closures and loss of so much of the diversity and resource that local shops once provided. If the Town looks good and looks interesting, it would only be an encouraging step towards helping the Broxburn townspeople to have an improved consideration and identification of the place they live in; to increase their use of local shops and services. The possible increase in footfall around Broxburn arising from this might help the traders' businesses.
- 9) Research carried out by Community Enterprise on behalf of Broxburn and Uphall Development Group in 2018 strongly supported this type of development. One of the key themes of the findings from the research was in support of a creating a "Vibrant Town Centre" and a "Heart and a Hub" for the area, which included planters and other Greenspace developments.<sup>11</sup>

#### **Outcomes:**

- 1) As stated in Evidence of Need (8) above, Uphall needs the makeover that this project offers. Within West Lothian, the burgh of Linlithgow, (with a smaller total population than that of the combined population of Uphall and its sister town, Broxburn), clearly demonstrates the great attraction of displaying many floral street planters, hanging baskets and floral troughs to enhance the appearance of the town. The diverse and numerous local shops benefit from the attractiveness of its main streets. It looks and feels like a welcoming place that Uphall, (and Broxburn), could replicate.
- 2) The partnerships that this project is forging and the publicity for Uphall that the plan creates, will continue to develop a new status and community spirit to engender greater community participation of the town's expanding, recently settled population to stay, play, shop, trade, invest, explore and above all integrate with the folk and facilities around them. Many of the town's older residents recall the days of a more vibrant local community, and new ways to re-engage and facilitate the meeting up of the townsfolk across the generations or backgrounds will put a "civic pride" back in focus.
- 3) The adventure of improving children's' knowledge and capabilities in handling plants; learning about harvests and food production, (even the essential role of insects); finding out more about all living things - can be highlighted as one of the real benefits of this plan. As a community, we can't wait for Climate Change to so adversely affect our lives that we would be left wondering why we did not educate ourselves and develop systems to ameliorate future outcomes that threaten our health and wellbeing. Uphall, (and Broxburn), will be able to educate ourselves in similar ways to the children, with the outcomes that this project offers.
- 4) The successful introduction of this regeneration project may additionally provide a yet to be realised outcome. As previously acknowledged in the Project Description in this application, the potential onset of increasing and widespread food poverty, could mean that this project will offer a great illustration of how to take growing our own food – much further. More planters, more land available to grow directly in the soil, perhaps the introduction of community farms where hectares of vegetables can be grown according to agricultural rotation practice – all for Uphall community consumption. It is anticipated that future workshops can be arranged, with

Cyrenians Farms and Community from Kirknewton having already offered to stage this<sup>9</sup>; these forums providing Broxburn residents with new ideas for: The use of food; the storage, preparation and cooking of food; and the balance of foods for healthy eating – resourcing the vegetables fruit and herbs from the project.

- 5) With the growing sites, training shed, community garden and seating areas in place before the end of March 2020, Broxburn will have produced a real enterprising focus for its residents. That there is likely to be additional café facilities near the sites offers a really great potential to “meet and greet” and improve social interaction with neighbours – along with working with the plants.
- 6) Though final permissions relating some of the actual location of benches<sup>10</sup>. and planters needs to be given, **(See NOTE 1)**, the applicants know that the Community Empowerment (Scotland) Act 2015; Guidance of April 2017, indicates that West Lothian Council is empowered to help the applicants, Broxburn and Uphall Development Group, and its partners, to help create, achieve and deliver such a new project. The success of this venture should for the future provide additional impetus for further community-based regeneration projects to be undertaken. The outcome of this plan sets a great example and sets a precedent for further radical improvement for all the people of Uphall and its locality.

<b>Partners involved</b> (other local organisations you are working with)	<p>a. Broxburn United Sports Club, 1 Albyn Park, Broxburn, EH52 5BP: <a href="https://busc.org.uk">https://busc.org.uk</a></p> <p>b. The Brock Wood and Craft Centre, Strathbrock Partnership Building, 189A West Main Street, Broxburn, EH52 5LH <a href="https://www.thebrock.org">https://www.thebrock.org</a></p> <p>c. Oatridge, Scottish Rural University College, Ecclesmachan Road, Ecclesmachan, EH52 6NH</p> <p>d. Strathbrock Users Group, 189A West Main Street, Broxburn. EH52 5LH</p> <p>e. Broxburn Community Council: <a href="http://www.broxburncc.org.uk/home.htm">http://www.broxburncc.org.uk/home.htm</a></p> <p>f. Grow Wild Organics, Bonnytoun Farm, Linlithgow. EH49 7LP; &amp;, Wyndford Farm Plants, Ecclesmachan, EH52 6NW</p> <p>g. Broxburn and Uphall traders Association: <a href="https://www.buta.org.uk">https://www.buta.org.uk</a></p> <p>h. Broxburn and Uphall Community: <a href="https://www.broxburnanduphall.com">https://www.broxburnanduphall.com</a></p>
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### 3. Project Costs

<b>Total Project cost (B)</b>	<b>£35,465.10</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£35,465.10</b>

Item of expenditure (B)	Total Cost	Cost (TCF)
PLANTERS	£21,208	£21,208.00
FRUIT BUSHES & TREES	£390.00	£390.00
PLANTS: VEGETABLES; FLOWERS; HERBS & BULBS	£642.60	£642.60
HANDCRAFT TRAINING SHED	£7,700.00	£7,700.00
COMMUNITY "MIND" GARDEN AT STRATHBROCK	£4,996.50	£4,996.50
TOOLS AND WATERING CANS	£100.00	£100.00
SOIL	£208.00	£208.00
INSURANCE	£120.00	£120.00
POSSIBLE PLANNING PERMISSIONS CONSENTS	£100.00	£100.00

Funding source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
N/A		

**Project management:**

This is all dependent on a decision being made in October 2019.

Design/plans – substantial progress has been made on this.

Implementation arrangements – lead time to be advised by White Rose, Levensat and Mitchell Turf (topsoil)<sup>12</sup>. Planter production will be staggered throughout the project and completed by Brock Garden Centre. Ordering and payment of invoices will be managed by Broxburn Community Council.

Purchase of benches (e.g. BroxAp Livingston bench<sup>13</sup>) done in consultation with WLC

Planning Approval – none required

Health and Safety/Risk Assessments – main risks are associated with the planters, trees and plants and will be assessed on an ongoing basis.

Public Liability – purchase planned into project via Zurich Insurance

Attachment checklist - For voluntary organisations please supply	Please Indicate (x)
<a href="#">Constitution or Articles of Memorandum</a>	x
<a href="#">Committee Members or Directors List</a>	x
<a href="#">Bank Statements</a>	x
<a href="#">Annual accounts</a>	x

**4. Declaration:**

	We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.	
Name		
Position		Co-Chair
Organisation		Broxburn and Uphall Development (BUD) Group
Date		30 <sup>th</sup> August 2018



**NOTE 1:** The Town Centre Fund Capital Grant for 2019 -2020 was notified to the local community groups in West Lothian on 13<sup>th</sup> June 2019, by West Lothian Council – as the local administrators of the grant, with the proviso that applications for the grant needed to be submitted on or before 31<sup>st</sup> August 2019. As this was a completely new source of funding, local groups needed to meet and engage with ideas for best utilisation of these funds – and then develop their plans and bid proposals in a highly restrictive time frame. Restrictive particularly with the advent of the summer holiday season when many of the local community groups would not normally be active, or when schools, sports clubs, youth groups were shut down, and even support from West Lothian Council officers and administrators, who, taking summer holiday breaks, could only provide intermittent assistance. West Lothian Council officers have been frequently absent, due to holiday entitlements, to help progress planning permissions for this bid; with the remaining staff in their departments having insufficient resource to provide the normal level of cover that would be normally provided at other times of the year.

It is for these reasons that the final permissions are still awaited.

#### **APPENDICES FOR APPLICATION:**

1. Quotes for hub Training Shed/Community Shed:

- [White Rose](#)
- [Woodford](#)

2. <b>PLANTER SIZE &amp; NUMBER</b>	<b>planter with seat top</b>	<b>*planter with integral bench between planters</b>	<b>raised bed with seat top</b>	<b>*raised bed with integral bench between beds</b>
600 x 540 x 720 mm				<b>4</b>
900 x 540 x 480 mm	<b>1</b>			
900 x 540 x 720 mm				<b>1</b>
900 x 540 x 960 mm				<b>1</b>
1200 x 1140 x 960 mm				<b>4</b>
2400 x 840 x 960 mm		<b>2</b>		
2400 x 1440 x 960 mm			<b>5</b>	<b>4</b>
<b>totals</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>14</b>

3. [Quotation from Koen for completion of Mind Garden](#)
4. [Photos of sites](#)
5. [BUD Group's Facebook replies to Questionnaire](#)
6. [Email Reply to Enquiry from: Andrew Lear Apple Tree Man](#)
7. [Email reply from Little Flyers to Gillian Percie](#)
8. [Photo of Street Stall – 20th July](#)
9. [Cyrenians email](#)
10. [Location Map](#)
11. [Community Enterprise Research for BUD](#)
12. [Mitchell Turf Topsoil](#)
13. [Broxap Livingston Bench](#)

#### **ATTACHMENTS:**

- A. [Uphall bid costs](#)
- B. [Bank Statement](#)
- C. [Annual Accounts](#)
- D. [Maps showing locations](#)

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2020.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Broxburn United Sports Club Trust</b>
<b>Project title</b>	<b>3G Pitch Replacement</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Business Development Officer</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Charity</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<b>Broxburn United Sports Club aims to provide sporting, educational and social opportunities within our community to change lives for the better.</b>  <b>By providing a safe and social sporting environment, which creates opportunities to develop, maximise potential and wider social circles.</b>

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	<b>3<sup>rd</sup> August 2008</b>
<b>If a charity, please quote your charity number</b>	<b>SC039547</b>
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes / No</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes / No</b>

## 2. Project details

<b>Council Ward</b>	<b>Broxburn, Uphall and Winchburgh</b>
<b>Project location</b>	<b>Albyn Park, Greendykes Road, Broxburn</b>
<b>Project start date</b>	<b>7<sup>th</sup> October 2019</b>
<b>Project finish date</b>	<b>27th March 2020</b>

### **Project description**

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

Broxburn United Sports Club is moving into the tenth year of a trading charity. We have a fantastic modern facility consisting of a floodlit 3G pitch, Multi-purpose Room for All, Community Room, Boardroom and Boxing Club.

Our current 3G pitch has been in full continual use for 9 years, and due to its heavy usage through our community engagement, it is becoming tired and in need of being replaced. The pitch is an integral part of our community led and based facility and is the only accessible and affordable 3G pitch for our local communities' usage.

The pitch income is a main source of revenue which we fully invest into other outreach programmes for our communities' benefit, therefore it is important that we have a fit for purpose and safe facility.

We are open and available 80 hours a week, all year round. Our user age groups range from under 5-year olds playing mini-ballers through to our Walking Football Programme which accommodates 50+ pensioners a week. We are the home to approximately 30 childrens football teams, and a senior football team which participate in the East of Scotland League.

Our senior team requires an adequate standard of pitch to play competitive football on. If this was not in place then it would become a major threat to our thriving community club. A new pitch would also allow us to operate for the next ten years, sustaining our current community programmes and allowing us to develop our positive social impact.

To allow us to price this project we have used three quotes from suppliers, and the preferential one is priced in the middle, but not with too much difference in cost. The current carpet will be lifted, with the under-shock absorber being mended if required, then a new carpet will be laid.

**Evidence of need**

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

Over the nine years that our pitch has been operable, it has been a huge asset to our community. It is one of our main business enterprises and is used to a near capacity level. Over these years, we have built up partnerships with local community groups, including schools, disability schools, the Police, the Health Improvement Team, and local youth providers, as an example. Along with our community users, all these organisations are in support of our project and know the need for a fit for purpose safe pitch. We are the only full size floodlit pitch available to our community.

Through our social impact programmes, we continually evaluate the need for our projects through questionnaires and verbal conversations. These results show that local people are in support of our projects, therefore we require a facility to deliver these on.

One of our big successes has been increasing our daytime use, not only for local young people through youth programmes, but the use for older people through our Alive & Kickin Programme. 3 days a week we provide physical activity opportunities for people 50+ who would otherwise be at home on their own, and over a week we see over 80 different participants. The hub we have created in providing a programme of activity has become a major social gathering for our community. To see many of our older ladies and gentlemen enjoying walking activities and having fun on our pitch at a variety of activities, has made us realise even more, how essential having this pitch and our facilities are, for all ages of our community.

As well as our weekly activities for our community, we have hosted the local Gala Day, Cycle competitions and annual Tournaments. Without our facility, the town would not be in as good a position as they are to host these.

As noted we are the only facility of its kind in the community of Broxburn and already have high use of our facilities which has led up to needing a replacement. Without this park being replaced, many young and older people would have no where to go for their physical activity and recreation activities without travelling by bus or car to another town. The replacement carpet will provide a boost for all our participants and we hope enable us to extend our day time programme for older people as we have become recognised as a venue catering for older people and people with disability. These two vulnerable user groups are areas we have expertise in supporting and our focus will be on developing these programmes even further.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**Town Centre Living** – We have people travelling from all parts of our community to our facility over seven days a week including every evening. We are creating footfall to the town and without renewing our existing facilities our popularity and user numbers could decrease. Through the senior football team, we are attracting people from other areas of Scotland to Broxburn, creating revenue for local businesses.

**Vibrant Local Economies** - We are part of a supportive business environment, with sponsors and community group involvement. If successful, we plan to have an extensive business directory guide for locals in the club facility, club programmes and web site. In addition, we make our facility available for showcasing local businesses, through a Business IQ Networking session and through Chamber of Commerce events.

**Enterprising Communities** - We are a social enterprise which is community based and led. We are making a major contribution to the health wealth and well-being of our community. Do to being community led, we work with the community and their needs to determine our deliverables.

**Accessible Public Services** - We are providing public facilities and services, both for leisure and culture. Our facilities are open for people to use as they require.

**Digital Towns** – We can provide wifi facilities to our community.

**Pro-active Planning** – Our new pitch would create a safe and attractive environment for our community to thrive on. Our facility is a hub where people are happy to attend and is an attractive asset to people who live in the town and who are attracted to live in the town. We have an open and inclusive culture, benefiting all who attend. Our programmes provide health benefits to those participants who attend.

**Partners involved**

(other local organisations you are working with)

West Lothian Leisure Ageing Well  
Local Primary Schools – Broxburn, Kirkhill, St Nicholas, Uphall, Holy Family, Winchburgh, Pumpherston and Uphall Station  
Local Secondary School – Broxburn  
Bield Housing, Disability Schools in West Lothian, Broxburn  
Gala Committee, UKTC Taekwondo, Impact Dance, Planet Soccer.

### 3. Project Costs

<b>Total Project cost</b>	<b>£230,000</b>
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£30,000</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
<b>Supply and install 3G sand and rubber filled synthetic grass carpet to pitch area</b>	<b>£135,092.</b>	<b>£50,000</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>Viridor Credits</b>	<b>Approved</b>	
<b>Broxburn United Sport Club</b>	<b>Approved</b>	

#### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Quotes from three contractors have been received and have been evaluated by Mac Consulting. These quotes are attached to the application.

We have Public Liability Insurance, Employers Liability Insurance and Building and

**Contents Insurance.**

For future, a maintenance plan will be in place with the chosen contractor. The pitch will be swept weekly/fortnightly, and daily inspections will be undertaken by our own staff. Annual pitch testing will be undertaken by a specialist company to ensure we comply with current playing regulations.

Environmental protection is important to us, and through this project, we are ensuring that the chosen contractor will be recycling the current carpet to a wide range of partners who can use it in smaller sections. Therefore, this is reducing the waste to landfill. The rubber crumb will be extracted from the lifted carpet and reused for other projects or possibly used again in our new carpet. This will also be recycled for horse riding arena floors. The sand can also be extracted and used for dressing natural pitches.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - dated within the last 3 months	x
Annual accounts	x

**4. Declaration**

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Secretary
<b>Organisation</b>	Broxburn United Sports Club
<b>Date</b>	28/8/2019

**Please send your completed forms to:**

**The Regeneration Team: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)**





**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	<b>Winchburgh Community Development Trust</b>
<b>Project title</b>	<b>Village Web Portal</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Chair, Board of Trustee Directors</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Community Trust</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>Initiate and manage projects identified by the village for community benefit and conforming to the Purposes of the Trust (Section 4 of Articles of Association)</b></p> <p><b>Vision Statement:</b></p> <p><i>“To take the old shale village of Winchburgh into the future through community engagement, keeping its spirit and history alive, creating sustainable growth and enterprise - a village with heart that offers opportunities for residents and a welcoming destination for visitors”</i></p>

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	<b>30 November 2016</b>
<b>If a charity, please quote your charity number</b>	<b>SC048619</b>

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

## 2. Project details

<b>Council Ward</b>	<b>Broxburn, Uphall and Winchburgh</b>
<b>Project location</b>	<b>Winchburgh, Faucheldean, Niddry, Glendevon</b>
<b>Project start date</b>	<b>1<sup>st</sup> September 2019</b>
<b>Project finish date</b>	<b>1<sup>st</sup> February 2020</b>

### Project description

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

Although many of the village groups have their own websites and social media accounts it is still often difficult to get basic information about the village and the activities that take place in it. This is especially true for families moving into new houses.

The project is to set up and run a one stop village web portal that would link the other groups' websites and deliver key information in an easy to access format. There are resources held by the Trust that are not easily accessed – eg heritage information, walks and cycle routes, business directory. The portal would be the key point of contact for information like that.

It would also be used to publicise the walking/cycling Shale Trail that will start in Winchburgh and finish at West Calder. This will bring visitors to Winchburgh and the Shale Trail website will give links to the web portal.

One of the key aims of the portal is to entice more visitors to the village.

The websites/portals of other West Lothian Communities show that best benefit comes from having it designed and delivered professionally. Ones that are done by an interested individual as an altruistic gesture tend not to be so user friendly and less easy to update. The use of apps within the website is crucial to give added functionality – for example for a daily calendar of events, form filling, booking a facility. It is considered that the skills needed for these are generally those of a professional web designer.

The Trust, does not have the capacity, either in terms of time or skills sets, to manage the project effectively and a Project Manager would be commissioned. They would ensure that the Project Worker/s deliver the portal on time, on cost and to maximum community benefit.

### Evidence of need

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

A robust village study was completed in 2017, involving groups, individuals and businesses using questionnaires, online surveys and face to face meetings. Approximately 22% of households responded. A report, the **Community Study**, was published, detailing the six key priorities identified by the village:

1. Employment
2. Activities
3. Bringing people together – pride in the village
4. Look and feel of public spaces
5. Community facilities
6. History and heritage information

Consultants were then commissioned to produce the **Local Framework and Action Plan** (LFAP) based on the Community Study data. A draft version went to village consultation by social media, websites and open sessions. All households were leafleted. The final version was agreed by the community in December 2019 with specific projects identified in March 2020 in **Appendix 3** to the LFAP.

The chosen projects are:

1. Community worker and workspace
2. Digital promotion of village – web portal, social media, press releases, newsletters
3. Events programme - new events, maybe farmers' markets, and building on existing
4. Village centre: analysis/study, including parking and improvements
5. Investigation of landscape factoring with Winchburgh Developments Ltd
6. Renew allotments potentially through land purchase

Funding has been sought for a Project Engagement and Development Manager to deliver the projects for the Community, through the Trust.

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### Outcomes

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

The delivery of a web portal is key to:

- support the delivery of the projects, and
- enhance the beneficial outcomes for the Community

There is exceptional synergy between the community priorities and the funding outcomes.

	Employment	Activities	Bring people together	Look and Feel of public spaces	Community Facilities	History and Heritage Information
Town Centre Living	✓	✓	✓	✓	✓	
Vibrant Local Economies	✓	✓			✓	✓
Enterprising Communities	✓	✓	✓		✓	
Accessible Public Services		✓	✓	✓	✓	
Digital Towns	✓	✓	✓		✓	✓
Proactive Planning	✓	✓	✓		✓	

It is necessary that the following projects have an effective web presence to maximise benefit:

- Digital Promotion of the village
- Events management and programme
- History and Heritage group

The green cells in the table above show the web portal would support the funding

outcomes.

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

Winchburgh Community Council, Winchburgh Community Growing Group, Winchburgh Developments Ltd., West Lothian Community Development Trusts Forum, Development Trust Association Scotland.

### 3. Project Costs

<b>Total Project cost</b>	
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Project manager	2500	2500
Commissioning of website	7500	7500
	10000	10000

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>

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**Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Producing a web portal that includes daily events programme, business directories, centralised booking system for facilities, links to all other village websites, recreation maps etc and looks contemporary is not a task for volunteers. We have spent considerable time assessing other web portals and understand the content and level of user functionality that we require.

It is recognised that we do not have the detailed knowledge and dedicated time deliver an effective and dynamic web portal.

The following have been identified as risks that happen with local websites/web portals:

- Incomplete content
- Not fully functional
- Not kept up to date
- Difficulty developing the website further
- No or inappropriate training given to the administrators
- Inappropriate access given to the administrators

On advice, we will minimise these risks by using an experienced IT project manager to oversee the project and be involved in the recruitment of the those that will deliver the portal.

There is enough expertise in the community to write a detailed brief for the Project Manager.

We already have experience of appropriate and robust procedures for commissioning works.

We are clear that the web portal has to be comprehensive, immediately useful for villagers and visitors as a one stop source of information and, once set up, be further developed by the community. There are excellent examples of community web portals in West Lothian, but we want to learn from their lessons and deliver a portal that brings real benefits to the community.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
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Constitution or Articles and Memorandum	✓
Committee Members or Directors List	✓
Bank Statements - dated within the last 3 months	✓
Annual accounts	✓
Equal Opportunities Policy	✓

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Chair, Board of Trustee Directors
<b>Organisation</b>	Winchburgh Community Development Trust
<b>Date</b>	20 August 2019

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
 Community Regeneration  
 Economic Development and Regeneration  
 West Lothian Council  
 1st Floor South  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 EH54 6FF

Tel: 01506 281692

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



**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

**1. Applicant Organisation Details**

<b>Organisation Name</b>	<b>Winchburgh Community Development Trust</b>
<b>Project title</b>	<b>Grass cutting</b>
<b>Contact person</b>	[REDACTED]
<b>Position</b>	<b>Chair, Board of Trustee Directors</b>
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	<b>Community Trust</b>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p><b>Initiate and manage projects identified by the village for community benefit and conforming to the Purposes of the Trust (Section 4 of Articles of Association)</b></p> <p><b>Vision Statement:</b></p> <p><i><b>“To take the old shale village of Winchburgh into the future through community engagement, keeping its spirit and history alive, creating sustainable growth and enterprise - a village with heart that offers opportunities for residents and a welcoming destination for visitors”</b></i></p>

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	<b>30 November 2016</b>
<b>If a charity, please quote your charity number</b>	<b>SC048619</b>

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

## 2. Project details

<b>Council Ward</b>	<b>Broxburn, Uphall and Winchburgh</b>
<b>Project location</b>	<b>Winchburgh, Faucheldean, Niddry, Glendevon</b>
<b>Project start date</b>	<b>1<sup>st</sup> September 2019</b>
<b>Project finish date</b>	<b>1<sup>st</sup> February 2020</b>

### Project description

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

The funding bid is for the purchase of grass cutting machinery, trailer and training for the Winchburgh Community.

This request is for 3 reasons:

1. Winchburgh Albion Football Club is run by volunteers to give football training to village youngsters. At present they have approximately 130 children involved. They manage the pitch and change pavilion at Tippetknowes Park, Winchburgh. The training continues during the summer months and due to the WLC cutting programme the grass is often too long for the training. It is envisaged that, if the grass was cut more regularly, the numbers of participants could be increased to 150. If the community had a grass cutter then this could be done.
2. Various patches of grass around the village, Millgate Park is an example, are no longer cut as often and can look unkempt. Volunteers could cut the grass more regularly if there was appropriate machinery.
3. The Trust is in dialogue with the developers about an option of the community taking over the maintenance of developer semi-public spaces. Operating a grass cutter would be very useful experience to that end and potentially deliver an income stream in the medium term.

The village has a very active Community Growing Group, with 50 planters positioned around the village providing vegetables and herbs for public use. They have also planted fruit trees. WCGG would operate the cutter, using the trailer to transport it round the village. They would arrange maintenance the cutter. It could be insured through their policy or that of the Trust. The insurance would cover both the cutter itself and the public liability indemnity for its use.

Users would receive appropriate H&S training.

It is as yet unclear where the cutter would be stored. The WCGG will fund a shed or similar but its position has yet to be agreed. The shed will be needed in any case to store WCGG tools and materials.

### Evidence of need

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

A robust village study was completed in 2017, involving groups, individuals and businesses using questionnaires, online surveys and face to face meetings. Approximately 22% of households responded. A report, the **Community Study**, was published, detailing the six key priorities identified by the village:

1. Employment
2. Activities
3. Bringing people together – pride in the village
4. Look and feel of public spaces
5. Community facilities
6. History and heritage information

Consultants were then commissioned to produce the **Local Framework and Action Plan** (LFAP) based on the Community Study data. A draft version went to village consultation by social media, websites and open sessions. All households were leafleted.

The purchase of a grass cutter would support the following priorities:

Activities

Bringing people together – pride in the village

Look and feel of public spaces

Community Facilities

The final version was agreed by the community in December 2019 with specific projects identified in March 2020 in **Appendix 3** to the LFAP.

The chosen projects are:

1. Community worker and workspace
2. Digital promotion of village – web portal, social media, press releases, newsletters
3. Events programme - new events, maybe farmers' markets, and building on existing
4. Village centre: analysis/study, including parking and improvements
5. Investigation of landscape factoring with Winchburgh Developments Ltd
6. Renew allotments potentially through land purchase

Those marked in green would directly benefit from the purchase and use of grass cutting machinery.

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### Outcomes

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

The following table shows beneficial outcomes from the project in relation to the village priorities:

Community Priority	Outcome
Activities	increase the number of children training with Winchburgh Albion, support additional activities in park spaces eg farmers markets, additional village events.
Bringing people together – pride in the village	more events, better community spirit.
Look and feel of public spaces	grass covered public spaces would be kept tidier
Community Facilities	more spaces could be utilised by the community

In terms of the outcome criteria for the bid, the table below shows how the three uses of the cutter, outlined in the project description above, match the funding outcome criteria.

	Winchburgh Albion	Public spaces	Maintenance of WDL ground
Town Centre Living		✓	
Vibrant Local Economies	✓		✓

Enterprising Communities	✓	✓	✓
Accessible Public Services		✓	
Digital Towns			
Proactive Planning		✓	✓

<b>Partners involved</b> (other local organisations you are working with)	Winchburgh Albion, Winchburgh Community Council, Winchburgh Community Growing Group and Winchburgh Developments Ltd, Scotland's Rural College.
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### 3. Project Costs

<b>Total Project cost</b>	£6250
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	£6250

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Grass cutter	3850	3850
Trailer	900	900
Training 3 persons £350 pp	1050	1050
Safety equipment	450	450

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>

### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The key partners in the proposed project are Winchburgh Community Development Trust (WCDT), Winchburgh Community Growing Group, Winchburgh Albion Football Club (WA), Scotland's Rural College (SRUC), Winchburgh Developments Ltd (WDL).

The functions of each are below:

WCDT	Application for funding, purchase of machinery, approval of insurance cover
WCGG	Maintenance and storage of machinery, use of vehicle to move cutter on trailer, volunteers to cut grass
Winchburgh Albion	Volunteer to cut grass
SRUC	Advice on, and delivery of, appropriate training
Winchburgh Developments Ltd	Possible income stream from cutting grass on developed land – not discussed yet but could cover maintenance costs

Procurement: seek three tenders for the provision of the machinery.

Planning approval is not required.

Existing contacts with SRUC will provide advice on Health and Safety and facilitate Risk Assessments. This will be covered in the training course.

Insurance: WCDT and WCGG have appropriate public liability insurance. This would be confirmed by the brokers after the risk assessment is completed. It would also need to be confirmed that the machinery is covered as well. There may be additional costs for that cover and the partners would pay.

<b>Attachment checklist - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	✓
Committee Members or Directors List	✓
Bank Statements - dated within the last 3 months	✓
Annual accounts	✓
Equal Opportunities Policy	✓

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	██████████
<b>Position</b>	Chair, Board of Trustee Directors
<b>Organisation</b>	Winchburgh Community Development Trust
<b>Date</b>	29 August 2019

**Please send your completed forms to:**

**The Regeneration Team: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)**

For admin related queries contact:

Gemma Telfer, Administrative Assistant



**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

### Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2019.

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	Winchburgh Community Council
<b>Project title</b>	Extra open air seating
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Chairman, Winchburgh Community Council
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Public Sector
<b>What are the main activities of your organisation?  (please answer in no more than 100 words)</b>	The Community Council is the first elected level of local government and is the main link between the residents of Winchburgh and West Lothian Council. It aims to improve the lives of all in Winchburgh.

<b>For voluntary or charity applicants</b>	
<b>What date was your organisation formed?</b>	
<b>If a charity, please quote your charity number</b>	
Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Through West Lothian Council Policy</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Through West Lothian Council Policy</b>

## 2. Project details

<b>Council Ward</b>	Broxburn, Uphall and Winchburgh
<b>Project location</b>	Winchburgh, Faucheldean, Niddry, Glendevon
<b>Project start date</b>	<b>By liaison with West Lothian Council</b>
<b>Project finish date</b>	<b>As above</b>

### **Project description**

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

That West Lothian Council purchase and install through funding from the Town Centre Capital Fund 6 Park benches at the following public places: Winchburgh Community Garden (2), Craigton Park (1), Tippet Knowes Park (2) and the new town centre (1). Exact positioning of the benches to be agreed between Winchburgh Community Council and West Lothian Council officials.

**Evidence of need**

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

There are no benches in the proposed sites except the Winchburgh Community Garden where it has been reported that there are insufficient seats. Senior members of the community and those with children using the play areas or waiting for transport in the new town centre have raised the lack of seating to the community council.

It is envisaged that seating will allow the parks to be better utilised by those with mobility difficulties and encourage more and longer, use of the areas by all. A seat in the new town centre would enable the less mobile to be more independent. In addition it will make the prospect of walking round the green spaces in Winchburgh more pleasant thus increasing the number of people walking to the parks and the shops within the community.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**The provision of the ability for all to rest or relax while enjoying the parks or walking to the shops will improve Town centre living and widen access to these public spaces to more people. It will encourage more people to walk about the town and in consequence stimulate use of local businesses thus contributing to a more vibrant economy. Walking to local services will become a more attractive proposition thus reducing the carbon footprint of the community.**

<b>Partners involved</b> (other local organisations you are working with)	Winchburgh Community Development Trust Winchburgh Community Growing Group
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### 3. Project Costs

<b>Total Project cost</b>	
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£ 6,000</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Purchase and Installation of Benches	£ 6,000	

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
<b>Town Centre Capital Fund</b>		<b>At LAC</b>

#### **Project management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Through transfer of the funds to West Lothian Council.

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Attachment checklist - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - dated within the last 3 months	
Annual accounts	

#### 4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2019/20. 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.

<b>Name</b>	
<b>Position</b>	Chairman
<b>Organisation</b>	Winchburgh Community Council
<b>Date</b>	29.8.19

**Please send your completed forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council  
Town Centre Fund – Capital Grant 2019/20**

**Application form**

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
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**1. Applicant Organisation Details**

<b>Organisation Name</b>	Winchburgh Community Council
<b>Project title</b>	New Village Entrance Signs
<b>Contact person</b>	[REDACTED]
<b>Position</b>	Chairman, Winchburgh Community Council
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, Voluntary Organisation etc)</b>	Public Sector
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## 2. Project details

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<b>Project start date</b>	<b>By liaison with West Lothian Council</b>
<b>Project finish date</b>	<b>As above</b>

### Project description

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

That West Lothian Council design, purchase and install through funding from the Town Centre Fund the replacement of the existing signs at the 4 entrance roads to Winchburgh (B9080 east and west, Niddry road and Beatlie road) with new more prominent signs. It is envisaged that some or all of the sites could be further enhanced with plantings by the Winchburgh Community Growing Group.

**Evidence of need**

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

The present signs are not eye catching and do not attract notice. Bus passengers for instance easily miss them and, despite the publicity surrounding the new developments, Winchburgh still attracts the question “where is that?” in general conversation away from the village.

The lack of awareness of the village and the difficulty seeing the entrance signs has been raised by the public at Community Council meetings.

**Outcomes**

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

**A better awareness of the location of Winchburgh by those “just passing through” is likely to persuade more visitors to come to Winchburgh and to help those looking for our existing amenities. Knowledge of our ideal geographical position as an easily accessible hub within easy reach of Edinburgh. This will in turn make our economy more vibrant and encourage local enterprise which in turn will make living in the town a better experience.**

**Partners involved**  
(other local

Winchburgh Community Development Trust



organisations you are working with)	
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### 3. Project Costs

<b>Total Project cost</b>	
<b>Amount of funding requested from the Town Centre Fund (TCF)</b>	<b>£ 15,000</b>

<b>Item of expenditure</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>
Design, Purchase and Installation of Signs	£ 15,000	

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

<b>Funding source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
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<b>Name</b>	
<b>Position</b>	Chairman
<b>Organisation</b>	Winchburgh Community Council
<b>Date</b>	29.8.19

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Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 281692

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

**BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE – OCTOBER 2019  
WORKPLAN 2018-19**

	<b>Issue</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Date</b>
1	Police Report	Quarterly update on Police/NRT activity in the ward	Sgt Iain Wells	All Meetings
2	Fire Report	Quarterly report on activity from SFRS	Lee Clark	All meetings
3	Housing Report	Quarterly update on Housing related activity	Phyllis McFadyen	All Meetings
4	NETS & Land Services Report	Quarterly update report on NETs activity	David Lees	All Meetings
5	Fivestanks Action Plan update	To provide an update on the action plan	Craig McCorriston/Courtney Gemmell	TBC
6	Pensioners Xmas Fund allocation	To provide update on allocation of pensioners fund to groups in the ward	Douglas Grierson	November 2019
7	Winchburgh Developer Contribution	To update on Winchburgh CDTs development of a strategic plan to support the release of developer funding.	Douglas Grierson / Winchburgh CDT	November 2019