



## ***Linlithgow Local Area Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

29 April 2021

A meeting of the **Linlithgow Local Area Committee** of West Lothian Council will be held within the **TBC** on **Tuesday 4 May 2021** at **9:30am**.

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, declarations of interest in any urgent business and consideration of reports for information.  
  
The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.
4. Confirm Draft Minute of Meeting of the Committee held on 2 March 2021 (herewith).
5. Fire Service Ward Report - report by Scottish Fire & Rescue Service (herewith).
6. Housing, Customer and Building Services - report by Head of Housing, Customer and Building Services (herewith).
7. Service Update - NETS, Land and Countryside - report by Head of Operational Services (herewith).

8. Police Ward Report - report by Police Scotland (herewith).
9. Speeding Concerns, Mains Road, Linlithgow - report by Head of Operational Services (herewith).
10. Report on Progress of Regeneration Planning - report by Head of Planning, Economic Development and Regeneration (herewith).
11. Town Centre Fund Update 2019/20 & 2020/21 - report by Head of Planning, Economic Development and Regeneration (herewith).
12. Timetable of Meetings 2021-2022 (herewith).
13. Workplan (herewith).

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NOTE      **For further information please contact Lorraine McGrorty on 01506 281609 or email [lorraine.mcgrorty@westlothian.gov.uk](mailto:lorraine.mcgrorty@westlothian.gov.uk)**

MINUTE of MEETING of the LINLITHGOW LOCAL AREA COMMITTEE held within WEBEX VIRTUAL MEETING ROOM, on 2 MARCH 2021.

Present – Councillors Tom Conn (Chair), Tom Kerr and David Tait

In attendance -

Graeme Struthers, Lead Officer, West Lothian Council  
Dougie Grierson, Community Regeneration Team Leader, West Lothian Council  
Stuart McNiven, Local Authority Liaison Officer, Scottish Fire & Rescue Service  
Sergeant Iain Wells, Police Scotland  
Andy Johnston, Service Manager, West Lothian Council  
Phillis McFadyen, Housing Manager, West Lothian Council  
John Kelly, Linlithgow & Linlithgow Bridge Community Council  
Graeme Malcolm, Roads & Transportation Manager, West Lothian Council  
Fiona McBrierty, Development Planning & Environment Manager, West Lothian Council

1. DECLARATIONS OF INTEREST

Councillor Conn declared an interest in agenda item 14 as he was a resident of Springfield Estate.

John Kelly, Linlithgow & Linlithgow Bridge Community Council, declared an interest in agenda item 14 as he was a resident of Springfield Estate.

2. ORDER OF BUSINESS

The Chair agreed to reverse the order of agenda items 13 and 14.

3. MINUTE

The Committee approved the minute of its meeting held on 8 December 2020. The minute was thereafter signed by the Chair.

4. POLICE WARD REPORT

The Committee considered a report (copies of which had been circulated) by Police Scotland which provided an update on performance, activities and issues across the ward for the period to 31<sup>st</sup> December 2020.

In noting the new format of the ward report and as a result of questions, Sergeant Wells undertook to update the wording in the final section of the crime report table to show "total number of crimes and other offences" in future reports.

The Committee was invited to note the report.

Decision

To note the terms of the report.

5. FIRE & RESCUE SERVICE WARD REPORT

The committee considered a report (copies of which had been circulated) by Scottish Fire & Rescue Service providing an update on activity across the ward to 31<sup>st</sup> December 2020. Local Authority Liaison Officer Stuart McNiven also provided a verbal update on other challenges and initiatives the service were involved with.

The committee was asked to note the content of the report.

Decision

To note the content of the report

6. HOUSING, CUSTOMER AND BUILDING SERVICES UPDATE -

The Committee considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an overview of the service activities within Linlithgow ward for the period 1st October to 31st December 2020.

The committee was invited to note the service activity as details in the ward report for the period 1st October to 31<sup>st</sup> December 2020.

Decision

To note the terms of the report.

7. WEST LOTHIAN LOCAL DEVELOPMENT PLAN ACTION PROGRAMME - FIRST REVIEW (2020) - UPDATE FOR WARD 1: LINLITHGOW

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing ward members of the Local Development Plan (LDP) Action Programme First Review - 2020 as it related to the Linlithgow ward.

It was recommended that the committee notes the contents of the report.

Decision

To note the content of the report

8. SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

The Committee considered a report (copies of which had been circulated) by the Head of Operational Services advising members of the recent activity of the NET's, Land and Countryside teams for the period 1 November 2020 – 31 January 2021.

It was recommended that the Committee:

1. Notes the work carried out by the service within the local area; and
2. Advise of any areas that required further information or investigation.

Decision

To note the terms of the report.

9. SCHOOL CROSSING PATROL & SPEEDING CONCERNS, MAINS ROAD, LINLITHGOW

The committee considered a report (copies of which had been circulated) by the Head of Operational Services informing members that a replacement school crossing patrol had recently been appointed for Mains Roads, Linlithgow and advising that officers had commissioned traffic speed and volume surveys to be undertaken during March.

It was recommended that the committee note the recent appointment of a school crossing patrol replacement and the commissioning of traffic speed and volume surveys, the data which would be reported back to the next meeting of the committee.

Decision

To note the content of the report

10. TOWN CENTRE FUND UPDATE 2019/20 & 2020/21

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration updating committee on progress of delivering the Town Centre Capital Projects agreed by Council Executive on 22 October 2019 and 15 December 2020.

It was recommended that the committee notes the updates for Town Centre Fund 2019/2020 and 2020/21 projects for the ward.

Decision

To note the content of the report.

## 11. COMMUNITY REGENERATION REPORT

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration which provided an update on regeneration activity within the ward.

It was recommended that committee note the content of the report.

Decision

To note the content of the report

12. MAINTENANCE OF OPEN SPACES AND TREES IN SPRINGFIELD, LINLITHGOW

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the maintenance of open spaces and shelterbelt trees in Springfield, Linlithgow; including providing an update on ownership and the areas the council maintains that are not owned by the council.

It was recommended that committee:-

- (i) Note the current ownership information for Springfield, Linlithgow and the current maintenance arrangements provided by the council.
- (ii) Note that a report with an action plan and timetable for the detailed review of Springfield, Linlithgow and for a council-wide review of land ownership and the future maintenance of historic development areas would be reported to the Environment Policy Development and Scrutiny Panel on 30 March 2021.

Members noted that a report would be brought back to the committee in May 2021 with the outcome of the Environment PDSP meeting taking place in March 2021.

Decision

To note the content of the report subject to the incorporation of consultation with residents within the conclusion.

Councillor Tait, having moved an alternative position which had not received a seconder, had his dissent to the decision recorded.

13. WORKPLAN

A copy of the Workplan had been circulated for information.

Decision

To note the Workplan subject to including an update report on the Mains Road traffic survey results to a future meeting.



Data Label: Public



**West Lothian  
Council**

**LINLITHGOW LOCAL AREA COMMITTEE**

**LINLITHGOW MULTI-MEMBER WARD PERFORMANCE REPORT**

**REPORT BY SCOTTISH FIRE AND RESCUE SERVICE**

**A. PURPOSE OF REPORT**

To update the Linlithgow Local Area Committee on the activity within Linlithgow Multi-Member Ward for the period up to 31st March 2021.

**B. RECOMMENDATION**

That Committee Members are invited to note and provide comment on the Linlithgow 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<br>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  |
| <b>VIII Consultations</b>   | West Lothian Citizen's Panel Survey, July 2014.   |

## **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 2020, which is a requirement under the Police and Fire Reform (Scotland) Act 2012, Section 41E.

### **D.2 Scottish Fire and Rescue Service (SFRS) Linlithgow Multi-member Ward Quarterly Report**

Following the publication of the Linlithgow 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 Linlithgow 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 Linlithgow 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.

**Gordon McGuire**

**Station Manager, Scottish Fire and Rescue Service**

**March 2021**

Appendix 1 - Linlithgow Multi-Member Ward Performance Report



## West Lothian Council Area

### Ward Performance Report

Quarter 4 20/21

## Linlithgow

#### **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.

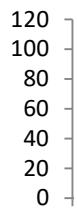
## Introduction

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.

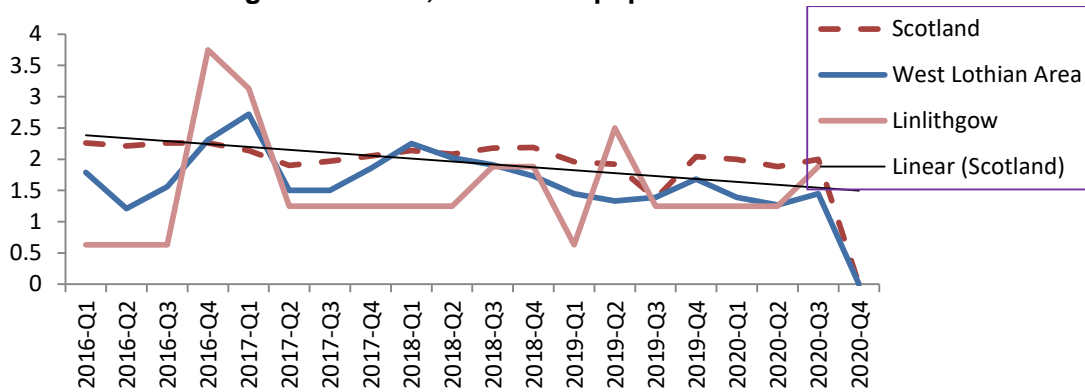
Whilst using historic statistical benchmarking data, consideration must be taken of the somewhat random nature of fire related incidents and events, and how this can pose difficulties in interpreting emerging patterns and trends. This is of specific relevance where ward level data is analysed due to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



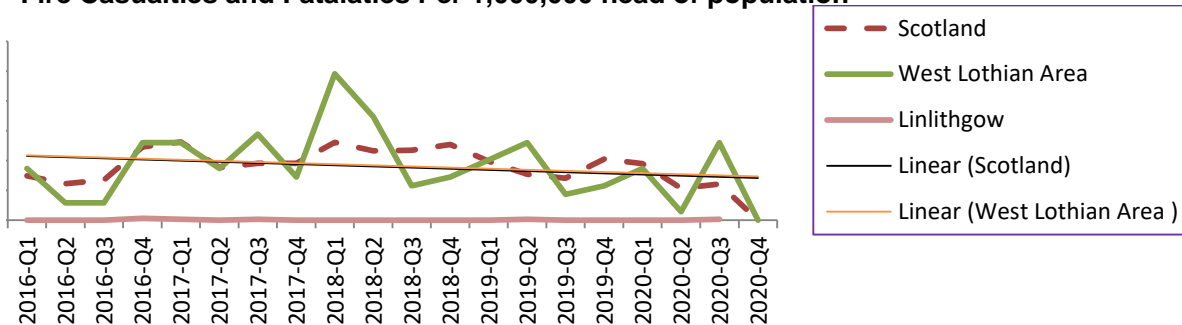
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### Accidental Dwelling Fires Per 10,000 head of population



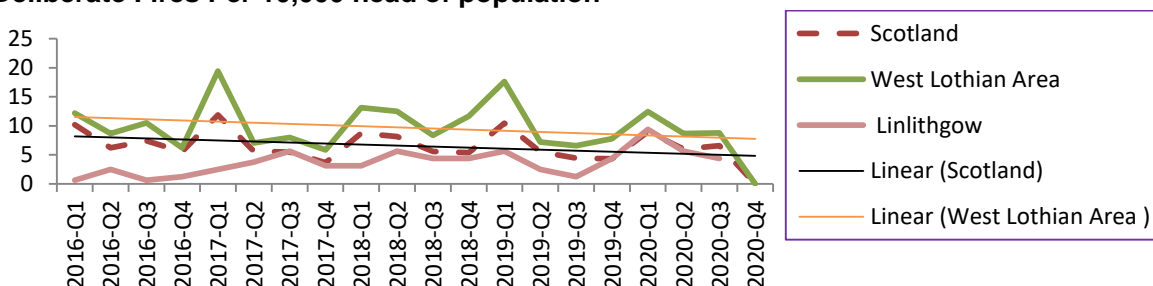
During the 2020-21 year to date reporting period SFRS have dealt with 0 accidental dwelling fires in comparison to 2 during 2019-20 year to date reporting period.

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



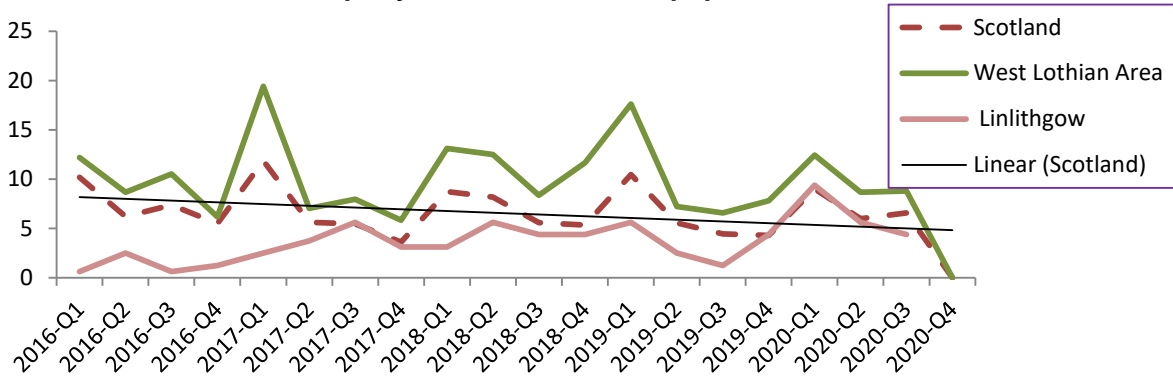
During the 2020-21 year to date reporting period SFRS have dealt with 0 Casualties and 0 Fatalities due to fire in comparison to 0 Casualties and 0 Fatalities during 2019-20 year to date reporting period.

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



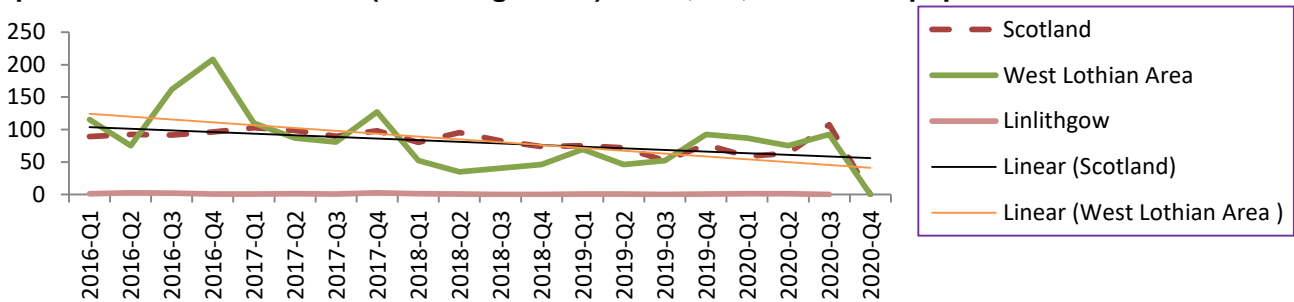
SFRS have dealt with 11 Deliberate fire incidents during 2020-21 year to date reporting period in comparison to 12 during 2019-20 year to date reporting period.

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



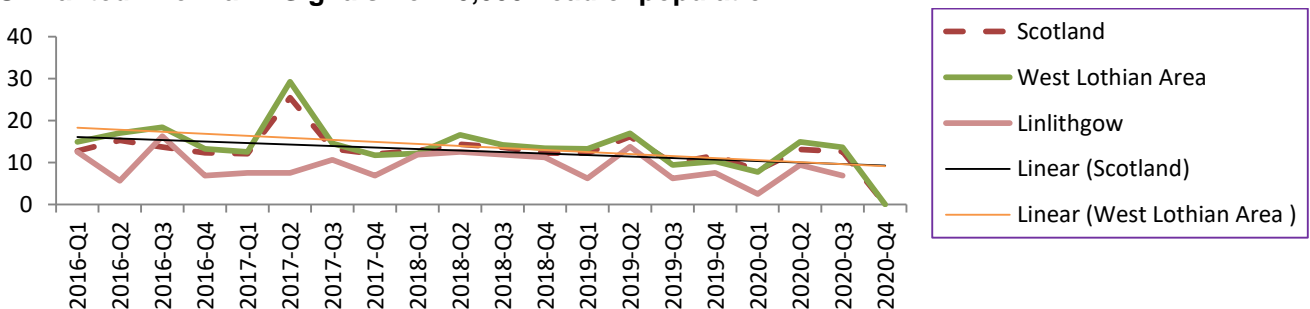
SFRS have dealt with 1 non domestic fire incident during 2020-21 year to date reporting period in comparison to 2 during 2019-20 year to date reporting period.

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



SFRS have dealt with 2 casualties from Special Services during 2020-21 year to date reporting period in comparison to 1 during 2019-20 year to date reporting period.

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

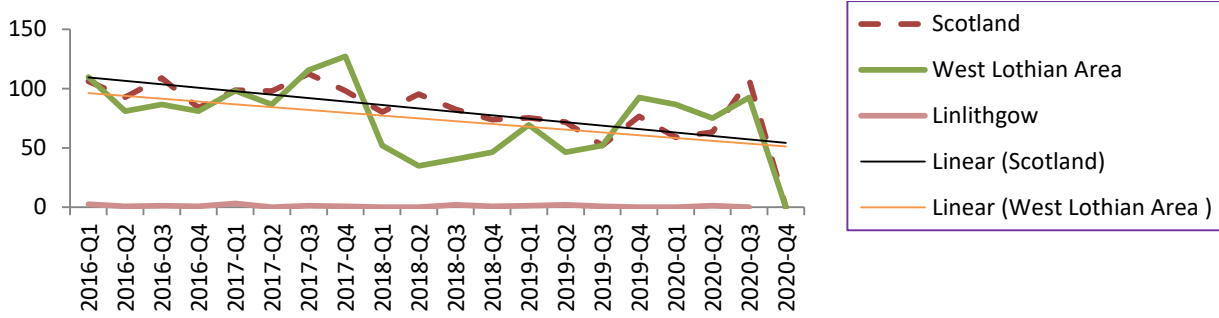


SFRS have dealt with 11 UFAS incidents during 2020-21 year to date reporting period in comparison to 12 during 2019-20 year to date reporting period.

#### 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 2020-21 year to date reporting period SFRS have dealt with 1 Casualty and 0 Fatalities from RTC's in comparison to 0 Casualties and 0 Fatalities during 2019-20 year to date reporting period.



DATA LABEL: PUBLIC



**LINLITHGOW 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 Linlithgow 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 Quarter 4 1<sup>st</sup> January to 31<sup>st</sup> March 2021.

**C. SUMMARY OF IMPLICATIONS**

|   |  |
|---|--|
| <b>I Council Values</b>   | Focusing on our customers' needs.<br>Being honest, open and accountable.<br>Providing equality of opportunities.<br>Making best use of our resources.<br>Working in partnership.   |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | Housing (Scotland) Act 2001<br>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:<br>SOA4 – we live in resilient, cohesive and safe communities<br>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

### D.1 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 Linlithgow ward for quarter 4 of 2020/2021.

To ensure that our properties are being re-let and that we were meeting our duty under homeless legislation, the Housing Team has continued throughout the Covid19 pandemic prioritising resources to complete the letting process for both temporary and mainstream properties.

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

| Void Period       | Jan 2021 | %           | Feb 2021 | %           | Mar 2021 | %           | WL Target % |
|-------------------|----------|-------------|----------|-------------|----------|-------------|-------------|
| 0-2 weeks         | 0        | 0%          | 0        | 0%          | 1        | 20%         | 55%         |
| 2-4 weeks         | 0        | 0%          | 1        | 100%        | 0        | 0%          | 30%         |
| 4+ weeks          | 3        | 100%        | 0        | 0%          | 4        | 80%         | 15%         |
| <b>Total Lets</b> | <b>3</b> | <b>100%</b> | <b>1</b> | <b>100%</b> | <b>5</b> | <b>100%</b> | <b>100%</b> |

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

| Void Period       | Jan 2021 | %           | Feb 2021 | %           | Mar 2021 | %           | WL Target % |
|-------------------|----------|-------------|----------|-------------|----------|-------------|-------------|
| 0-2 weeks         | 1        | 100%        | 0        | 0%          | 1        | 100%        | 55%         |
| 2-4 weeks         | 0        | 0%          | 2        | 100%        | 0        | 0%          | 30%         |
| 4+ weeks          | 0        | 0%          | 0        | 0%          | 0        | 0%          | 15%         |
| <b>Total Lets</b> | <b>1</b> | <b>100%</b> | <b>2</b> | <b>100%</b> | <b>1</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 4 policy voids in the ward for this period.

| Void period   | Number of properties | PV reasons             |
|---------------|----------------------|------------------------|
| <4 weeks      | 1                    | Death                  |
| 4 – 12 weeks  | 2                    | Asbestos and remedial  |
| 13 – 26 weeks | 1                    | Upgrading & electrical |
| 26+ weeks     | 0                    |                        |

## D.2 Linlithgow - Financial Summary

For the Linlithgow ward the collection rate for the YTD in Q4 remains excellent at 98.7%. Linlithgow has collected £2,622,600 vs a charge of £2,658,433.

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.

In the same week last year Linlithgow ward had 104 Universal Credit (UC) households. Since then the number of UC households has increased by 1.0%.

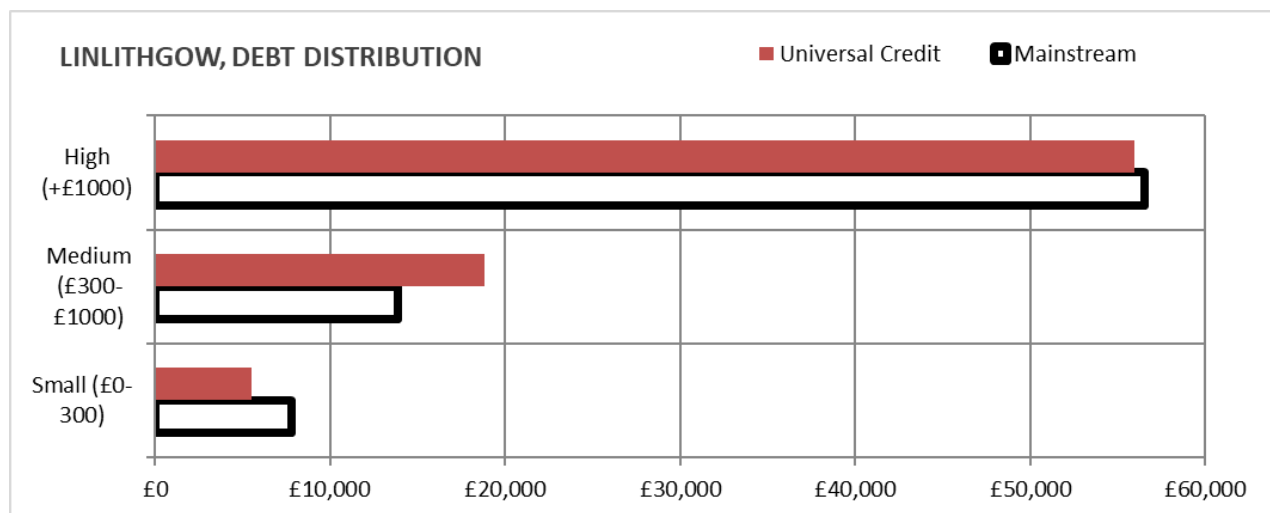
The number of tenancies in arrears in this ward has decreased by 9 since last year. Small debt cases (£300 or less), account for 51.6% of households.

There are 48 serious arrears cases (+£1000 in arrears). These cases are 22.3% of all households in arrears in this area, containing 71.0% of the debt.

The arrears position for Linlithgow Q4 is £158,485. This is an increase of £25,647 on last year's position. The West Lothian overall position is currently £2,978,530 and the service achieved excellent performance in exceeding the set target of £3,414,847.

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

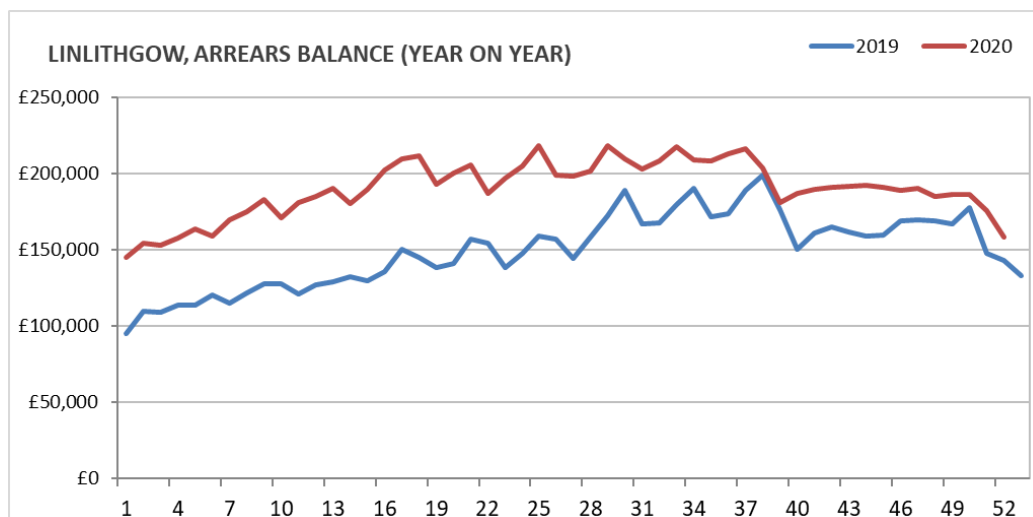


| Arrears Banding      | 2019/20 (WK53) |            |                |            | 2020/21 (WK52) |            |                |            |
|----------------------|----------------|------------|----------------|------------|----------------|------------|----------------|------------|
|                      | Mainstream     |            | UC             |            | Mainstream     |            | UC             |            |
|                      | Balance        | Cases      | Balance        | Cases      | Balance        | Cases      | Balance        | Cases      |
| £0.01 to £99.99      | £1,963         | 43         | £710           | 12         | £1,616         | 30         | £1,224         | 23         |
| £100.00 to £299.99   | £4,470         | 26         | £4,037         | 21         | £6,211         | 33         | £4,278         | 25         |
| £300.00 to £499.99   | £5,679         | 14         | £6,093         | 15         | £3,384         | 9          | £5,056         | 12         |
| £500.00 to £749.99   | £7,872         | 13         | £10,571        | 18         | £6,941         | 11         | £7,750         | 13         |
| £750.00 to £999.99   | £13,127        | 15         | £10,389        | 12         | £3,574         | 4          | £5,993         | 7          |
| £1000.00 to £1999.99 | £8,803         | 7          | £20,794        | 16         | £16,048        | 11         | £15,324        | 11         |
| £2000+               | £8,083         | 2          | £30,249        | 10         | £40,500        | 12         | £40,588        | 14         |
| <b>Group Total</b>   | <b>£49,996</b> | <b>120</b> | <b>£82,842</b> | <b>104</b> | <b>£78,273</b> | <b>110</b> | <b>£80,212</b> | <b>105</b> |
| <b>Movement</b>      |                |            |                |            | (+) £28,277    | (-) 10     | (-) £2,630     | (+) 1      |

**Overall Total**  
**Overall Movement**

**£132,838**    **224**

**£158,485**    **215**  
(+) £25,647    (-) 9



### D.3 Linlithgow Area Team Activity

Over the period Q4 officers in the team have continued with a blended working approach, predominantly working from home but also out in the ward on a duty basis or as required undertaking essential tasks, such as letting properties, supporting vulnerable customers and dealing with priority issues which have arisen. We continue to work with our Health & Safety Advisor and Trade Unions to ensure we have safe operating systems, risk assessments and personal protection equipment so that we are safe guarding our staff whilst undertaking key essential tasks at this time.

The focus on rent arrears activity continues to be a weekly priority task for the team and officers will continue to work with all our tenants in offering 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.

There are also ongoing staffing changes within the team and recruitment is in progress

## D.4 Capital Programme and New Build Council Housing

### Ward 1 – Linlithgow

| RSL New Build Activity           | Site                       | No of Units | Site Start | No of Houses Handed Over | Site Completion |
|----------------------------------|----------------------------|-------------|------------|--------------------------|-----------------|
| West Lothian Housing Partnership | Blackness Road, Linlithgow | 14          | Feb 21     | 0                        | Nov-21          |

### Local Capital Upgrades

The external fabric repairs tender for 1 to 29 The Vennel, and 1 to 9 the Cross: Title and legal work is completed and a participation letter and works notification letters were sent to the owner occupiers and tenants respectively on the 22<sup>nd</sup> of April 2021. There is a period for owner occupiers to confirm agreement with the works which concludes on the 10<sup>th</sup> of May 2021. On receipt of confirmation from all owners we will proceed with mobilisation of the contractor and notify all residents of the works programme.

## D.5 Tenant Participation

During the winter months, the TP Team continued to carry out the schedule of meetings with tenants using online resources to ensure TP continues in all aspects of service delivery.

### Tenants Panel

Tenant members continued to take part in monthly meetings with senior managers and the Head of Service, discussing service improvements and developments as well as receiving updates from each service area on implementing the changes imposed by the pandemic to deliver services and changes to working protocols. Members have also been involved in performance scrutiny, questioning information and results over this period.

### Capital & Repairs Working Group (CaRs)

Managers from Building Services and the Strategy & Development Team met with tenant members to discuss major improvement works, update them on the various projects being carried out and share benchmark information. Building Services provided an overview of Complaints, Processes & Analysis at the January meeting and the Central Void Team (CVT) pilot in March; tenant representatives were very impressed with the way the CVT are processing void properties.

These meetings ensure that tenants views are taken onboard and offers another method of scrutinising service delivery.

### Tenant Participation Development Working Group (TPDWG)

Members meet to ensure TP stays high on the services agenda, looking at ways of engaging with more tenants. They have also been reviewing the current TP Strategy with an emphasise on digital engagement and inclusion. The TP Team have carried out a review of the roles and remit of each group and discussed this with members for their understanding and approval.

### Editorial Panel

With the use of Adobe Reader, members are now able to review publications and propose changes online prior to meeting. This was carried out in February/March for the spring edition of Tenants News, which will be solely published online on the council website in April 2021. The Editorial Panel have also been involved in reviewing letters and online information intended for tenants, with regard to the new Housing Allocations Policy

## Consultations

Tenants were supported by staff from Housing, Strategy & Development and the TP Team to complete two consultation in January and February. The first from the Scottish Housing Regulator on the EESSH" Indicators for the Annual Return on the Charter and the second on New Build Heat Standard Consultation. These were completed, agreed and submitted online during the course of the meetings.

## TP Facebook Group

The TP team continue to see a steady rise in the number of tenants following posts on the TP Facebook Group Page. The team post useful information from various sources such as Scottish Government, NHS and the Council's Corporate websites as well as queries from tenants and light-hearted quotes and phrases. The team are working with the Tenant Participation Development Working Group to ensure they have a method of communicating with fellow tenants.

## Tenants Panel New Build Planning & Progress Meeting

Housing, Strategy and Development met with the members of the Tenants Panel to provide an update on the progress and planning of current and future new build sites. The Panel will meet six monthly for updates on these projects.

## D.6 Safer Neighbourhood Council Officer Ward Information

During Quarter 4, the Covid19 pandemic continued to have an impact on the service that officers were able to provide although constraints were lifted slightly during the restrictions. Since October 2020, when Service Recovery Plans enabled the Safer Neighbourhood Team Officers to be able to be mobilised again, SNT officers have had the ability to take formal legal action where necessary for some enquiries. Officers have continued to work a blended model of working, carrying out some home working as well as office and community-based work for enquiries.

Within communities and within agreed safety guidelines, SNT officers could speak to complainers and alleged perpetrators, gather witness statements and evidence for enquiries and be able to witness some antisocial behaviour. They were also able to (distantly) meet with Police and other partners for joint visits.

From home, officers continued to provide a telephone service were able to telephone complainers and alleged perpetrators as well as corresponding with written letters and e-mails. They have provided advice and assistance, telephone mediation, issued warning letters where there was evidence to do so and increase partnership working.

A number of activities were carried out in the ward over this quarter including letter drops to a number of locations to assist with gathering evidence and determining extent of issues being reported. Officers within the team also assisted police in relation to a drug related offence.

| <b>INCIDENTS</b>                              |            |            |            |
|---|------------|------------|------------|
| <b>No of All ASB Incidents</b>                | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> |
| Linlithgow                                    | 22         | 27         | 39         |
| <b>CASES</b>                                  |            |            |            |
| <b>Count of Case/ Ward - new cases opened</b> | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> |
| Linlithgow                                    | 0          | 0          | 2          |

## **E. Conclusion**

Officers have experienced a challenging year and have worked hard to ensure that the service delivery to our customers has continued. In relation to our year end income management figure this is a great achievement from everyone involved.

In addition, officers have continued to provide advice and support on a range of issues such as anti-social behaviour, tenancy management, moving into new homes and financial issues.

## **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: 07776482071

**AnnMarie Carr**

**Head of Housing, Customer and Building Services**

**4<sup>th</sup> May 2021**



DATA LABEL: PUBLIC



**LINLITHGOW 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 NET's, Land & Countryside Services teams for the period 1 January 2021 – 31 March 2021.

**B. RECOMMENDATION**

The Local Area Committee is asked to:

1. Note the work carried out by the service within the local area.
2. Advise of any areas that require further information or investigation.

**C. SUMMARY OF IMPLICATIONS**

|             |  |  |
|-------------|--|--|
| <b>I</b>    | <b>Council Values</b>  | Focusing on our customers' needs; making best use of our resources; working in partnership   |
| <b>II</b>   | <b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | None   |
| <b>III</b>  | <b>Implications for Scheme of Delegations to Officers</b>  | None   |
| <b>IV</b>   | <b>Impact on performance and performance Indicators</b>  | None   |
| <b>V</b>    | <b>Relevance to Single Outcome Agreement</b>   | 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</b>   | <b>Resources - (Financial, Staffing and Property)</b>  | In line with available revenue and capital budgets   |
| <b>VII</b>  | <b>Consideration at PDSP</b>   | None   |
| <b>VIII</b> | <b>Other consultations</b>   | None   |

## D1 Terms of Report

The report covers the activity for the period 1 January 2021 – 31 March 2021.

## D2 Grounds Maintenance Routine Works

All hedge work within the ward has now finished for this season.

Annual Shrub Bed pruning and cleaning up maintenance is complete.

Grass cutting of open spaces, sport fields and schools started on Monday 12 April 2021.

Enquiries are ongoing and prioritised on a daily basis.

The latest Lands Audit Management (LAMs) score was 58, the target score being 67.

### Grounds Maintenance Enquiries

In total 10 grounds maintenance related enquiries were received and dealt with during this reporting period.

|                               | 2021 | 2020 |
|-------------------------------|------|------|
| Bench or Seat Enquiries       | 1    | 2    |
| Drainage Flooding Grass Areas | 1    | 1    |
| Emergency Tree Out of Hours   | 1    | 1    |
| Enforcement Officer Enquiries | 0    | 1    |
| Fencing Enquiries             | 0    | 1    |
| Grass Highway Verges          | 1    | 0    |
| Ground Ownership Enquiries    | 0    | 2    |
| Grounds Property Vandalised   | 2    | 2    |
| Hedge Cutting Enquiries       | 0    | 1    |
| Public Park Enquiries         | 1    | 0    |
| Shrub Bed Enquiries           | 0    | 1    |
| Shrub Beds Not Maintained     | 0    | 1    |
| Shrub Bed Overhanging Path    | 2    | 0    |
| Sports Facility Enquiries     | 1    | 0    |
| Total                         | 10   | 13   |

## D3 Garden Maintenance Routine Works

Garden Maintenance started on Tuesday 6 April 2021.

### Garden Maintenance Enquiries

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

|                                      | 2021 | 2020 |
|--------------------------------------|------|------|
| Garden Maintenance Change of Address | 1    | 0    |
| Garden Maintenance General Enquiries | 3    | 1    |
| Total                                | 4    | 1    |

#### **D4 Cleaner Communities Routine Works**

The Street Cleansing Teams have been reduced in size to comply with social distancing guidelines over the period 1 January – 31 March.

There has also been a further reduction due to self-isolating procedures by some operatives.

During this period staff have continued to empty street litter and dog waste bins on a regular basis and carry out routine works in the area. Also, litter picking footpaths/ open spaces and road verges and dealing with enquiries as they arise. The street orderly has also continued with their duties over the period clearing litter and emptying litter bins in and around the town centre.

The compact mechanical street sweeper has continued to sweep footpaths and kerb edges and we have two HGV sweepers that are used to clean roads and channels during this time.

Resources have been redirected when required during this period to deal with leaf fall.

We continue to have lots of volunteer's litter picking in the Ward and we have assisted with the uplift of bags and debris that have been collected.

Due to Covid-19 and Street Cleansing Staff assisting other Council Services during the pandemic, a tender was awarded for a contractor to carry out road sweeping of A, B & C roads. This work was completed on the 28 March 2021.

#### **Cleaner Communities Enquiries**

In total 78 cleaner communities related enquiries were received and dealt with during this reporting period.

|                               | 2021 | 2020 |
|-------------------------------|------|------|
| Dead Animals                  | 3    | 0    |
| Dog Fouled Grass Open Space   | 1    | 0    |
| Dog Fouling on Paths/Roads    | 7    | 5    |
| Dog Waste Bin New Request     | 1    | 0    |
| Dog Waste Bin Overflowing     | 1    | 1    |
| Glass on Paths or Open Spaces | 3    | 1    |
| Graffiti Racist or Offensive  | 4    | 2    |
| Illegal Fly Tipping/Dumping   | 35   | 28   |
| Litter Bin Burnt Damaged      | 1    | 0    |
| Litter Bin Full Overflowing   | 1    | 1    |
| Litter General Enquiries      | 4    | 2    |
| Litter on Paths Roads Verges  | 9    | 14   |
| Needles Syringes Abandoned    | 1    | 1    |
| Street Sweeping Enquiries     | 5    | 7    |
| Vehicle Abandoned             | 2    | 7    |
| Total                         | 78   | 69   |

#### **Fly Tipping Enquiries (January - December)**

|                             | 2020 | 2019 | 2018 | 2017 | 2016 |
|-----------------------------|------|------|------|------|------|
| Illegal Fly Tipping/Dumping | 168  | 97   | 75   | 55   | 76   |

## Environmental Community Action

The Education, Engagement and Enforcement team have continued to deal with enquiries as they are logged following COVID-19 guidance.

In dealing with abandoned vehicles, Officers have gained compliance from vehicle owners with said vehicles getting removed from the streets and where appropriate, requests have been sent to WLC contractors for removal.

Throughout West Lothian, officers continue to engage with volunteering groups, attend regeneration group meetings and render the necessary assistance needed to encourage the exercise they currently perform.

There has been a significant increase in the purchase of litter picking equipment by West Lothian Council as volunteer groups are expanding.

There has been no Fixed Penalty Notices issued in Ward 1 for the period of 1 January 2021 – 31 March 2021. For the same period in 2020, there was one Fixed Penalty Notice issued within the Ward.

### Costs for fly tipping for the period 1 January 2021 – 31 March 2021

Fly tipping is covered by the NETs teams who also carry out other non-routine works for Grounds. We are unable to split costs over specific ward areas or from the other works they carry out, but can give the yearly cost for the NETs teams with an estimate of their time spent on fly tipping which we currently estimate as 85% of their time. For 2020 the estimate was 70% of their time.

Weights for fly tipping brought into the transfer station are provided as a weekly total Monday – Sunday.

#### Fly tipping costs:

|   |                   |
|---|-------------------|
| <b>1 January 2021 – 31 March 2021</b>                   | 91.2 tonnes       |
| Cost of disposal including costs for NETs team/vehicles | £60,098.04        |
| Contractor removal of fly tipping                       | £0.00             |
| Removal of asbestos                                     | £0.00             |
| <b>TOTAL</b>  | <b>£60,098.04</b> |

The number of enquiries received between 1 January 2021 – 31 March 2021 for the Ward was 35 out of 730 enquiries for the whole of West Lothian equating to 4.8% of fly tipping enquiries relating to Ward 1.

Percentage wise this would equate to an approximate cost for the Ward of £2,884.70 for disposal of fly tipping between 1 January 2021 and 31 March 2021 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

## Costs for fly tipping for the period 1 January 2020 – 31 March 2020

|   |                    |
|---|--------------------|
| <b>1 January 2020 – 31 March 2020</b>                             | <b>52.42 tonne</b> |
| Cost of disposal including estimated costs for NETs team/vehicles | £34,543.20         |
| Contractor removal of fly tipping                                 | £0.00              |
| Removal of asbestos   | £0.00              |
| <b>TOTAL</b>  | <b>£34,543.20</b>  |

The number of enquiries received between 1 January 2020 – 31 March 2020 for the Ward was 28 out of 504 enquiries for the whole of West Lothian equating to 5.5% of fly tipping enquiries relating to Ward 1.

Percentage wise this would equate to an approximate cost for the ward of £1,919.06 for disposal of fly tipping between 1 January 2020 and 31 March 2020 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

## D5 Park and Woodland

### Tree and Woodland Enquiries

In total 30 Parks and Woodland related enquiries were received during this reporting period.

|                                | 2021      | 2020      |
|--------------------------------|-----------|-----------|
| Tree Advice or Consultations   | 0         | 1         |
| Tree Blocking Light            | 2         | 0         |
| Tree Branches Overhanging      | 4         | 4         |
| Tree Broken Damaged or Dead    | 1         | 2         |
| Tree Dangerous or Unsafe       | 3         | 5         |
| Tree Enquiries General         | 18        | 15        |
| Tree Felling Work Unauthorised | 1         | 0         |
| Tree Leaves Causing Problems   | 1         | 1         |
| <b>Total</b>                   | <b>30</b> | <b>28</b> |

|                                | 2021      | 2020     |
|--------------------------------|-----------|----------|
| Access Rights Way Core Paths   | 35        | 1        |
| Barbecue Booking/ Hire         | 1         | 0        |
| Beecraigs Fishery Enquiries    | 0         | 1        |
| Complaint Country Parks/ Trees | 2         | 0        |
| Country Park Forestry or Woods | 1         | 0        |
| Country Park General Enquiries | 5         | 0        |
| Ranger Service Beecraigs       | 4         | 0        |
| Ranger Service General Enquiry | 3         | 0        |
| <b>Total</b>                   | <b>51</b> | <b>2</b> |

## Ranger Service Update

|   |    |
|---|----|
| No. Rights Of Way / Core Path / Patrols carried out (hours) | 78 |
| No. Access Enquiries  | 25 |
| No. Conservation Surveys / Tasks                            | 2  |

A mix of home working, site visits and park patrols have continued through January to March with a Ranger 'on duty' every day.

A number of planning applications have been commented on regarding access and biodiversity including windfarm applications, housing developments at East Calder, Clappertonhall and Pumpherston and development at Seafield.

The Ranger Service met with Police Scotland's Rural Crime and Community Liaison Officers to look at closer working relationships. We are looking at how we can work together to solve some of the anti-social and criminal issues affecting the country parks and wider countryside.

The Ranger Service is getting the first tentative enquiries from schools with regards to a resumption of outdoor education sessions. Given the current surge in access work/enquiries and the doubling of visitor numbers to Parks & Woodlands sites since Covid, (especially the Country Parks), we don't expect to be able to offer such visits this side of the summer holidays.

The Ranger Service also met with some school representatives from the Skills Centre and Connolly School to advise on how to better integrate outdoor education into their day-to-day learning.

Draft educational posters have been created to encourage responsible access in West Lothian to help avoid conflict with land management operations. This has been completed in partnership with local landowners/residents.

Dumped, broken sledges were a common sight across all wards and in all three country parks during and after the snowy weather. The Ranger Service posted a public notice on WLC Facebook page on 4 January to warn the public about the freezing rain that had fallen overnight in the country parks.

A Ranger attended a Zoom meeting for a Linlithgow-based Duke of Edinburgh Award Group (DofE), where we have been working with them to plan a regular volunteer programme once Covid restrictions are relaxed.

### Access

Responsible access campaign on Hillhouse paths at Beecraigs continues with positive feedback received from the public about the tone and approach taken by the Ranger Service. We continue to monitor path usage while the posters are up.

The Ranger Service responded to reports of teenagers walking half way out across the ice on Beecraigs Loch. We spoke to group of five youngsters, warning them of the dangers. We had to speak to two men immediately afterwards who were doing the same thing when the ice started cracking under their feet. We have since put up signs to ask people to keep off the ice.

A new boardwalk has been installed by the maintenance team to replace a damaged structure on the River Avon Heritage Trail at Linlithgow Bridge.

The Ranger Service are working with land owners at Parkley Craigs to help address irresponsible behaviour from a minority of access takers in this area. Gates and signs installed have resulted in some enquiries from members of the public. Ranger Service have advised that additional signage is required to make it clear that non-motorised access takers are still welcome. The Ranger Service also received an enquiry regarding the Right of Way that joins onto Parkley Craigs via the Holiday Cottages.

An enquiry was received regarding ploughed fields near the Park Bistro. Paths will be reinstated after harvesting. Signage is also going to be put up regarding responsible access.

Seven new enquiries regarding ongoing access issue at Preston House Garden.

An enquiry was also received regarding maintenance of the Skills Loop at Beecraigs.

Unauthorised Mountain Bike trail features were removed at Rosemount Park in Linlithgow because of detrimental impacts on active badger sett (which is protected by law). Signs were erected on site to explain the action taken – Scottish Badgers and NatureScot informed.

An enquiry was received as a newly planted agri-forestry area has had the gates locked. A member of the Ranger Service spoke to the land owner who agreed to unlock the gates, with signs put up asking people to keep the gates shut and to behave responsibly.

A Ranger Service representative attended a Zoom call hosted by the Bathgate Hills Project group. This was to explain our remit in West Lothian and to outline the limitations and priorities in terms of access.

Fisher's Brae connecting Linlithgow Bridge with Boness has been re-surfaced and re-signed resulting in much improved link.

## **D6 Open Space and Cemeteries**

### **Open Space Routine Works**

Linlithgow Loch District Park, Linlithgow. Upgrade of Lady Park footpath pending i.e. to prevent erosion. Compulsory Purchase Order application is being progressed by Property Services in discussion with Legal Services. It is anticipated the final application will be submitted to Scottish Government by the end of May 2021. If there are no legal challenges it is anticipated that acquisition be complete by the end of 2021. This would allow path upgrade to be programmed for Spring/Summer 2022.

Preston Road Park, Linlithgow. The large climbing unit in the play area will be replaced in Summer/Autumn 2021. Additional toddler equipment will also be installed.

Justinhaugh Drive Green, Linlithgow. The play area will be refurbished in Summer/Autumn 2021. Existing equipment will be repaired and additional swings and toddler equipment will be added. Additional seating will be added to the play area and wider park.

Philip Avenue Play Area, Linlithgow. The play area will be refurbished in Summer/Autumn 2021. Existing equipment will be replaced and additional toddler equipment will be added. Additional seating will also be added and entrances will be repaired and upgraded to allow wheeled access.

Dovecot Park/Springalong Play Area, Linlithgow. The play area will be refurbished in Summer/Autumn 2021. Existing equipment will be replaced and additional swings will be added. Furniture will be replaced. Stone access steps will be repaired. Surfaces will be upgraded and additional footpaths will be added to allow wheeled access to new swing area and toddler/junior play area.

Linlithgow Peace Garden. Awaiting feedback from group on maintenance agreement.

### **Open Space Enquiries**

There were four Open Space enquiries for this reporting period in 2021.

|                          | 2021 | 2020 |
|--------------------------|------|------|
| Childrens Play Enquiries | 4    | 0    |
| Total                    | 4    | 0    |

### **Cemeteries Routine Works**

Routine grass cutting and weed control tasks have been completed. Seasonal maintenance works and lair reinstatement and burial duties are ongoing across the cemetery estates.

## **Cemeteries Enquiries**

There were 43 Cemeteries enquiries for this reporting period in 2021.

|                              | 2021 | 2020 |
|------------------------------|------|------|
| Cemeteries General Enquiries | 8    | 5    |
| Lair Enquiries               | 3    | 9    |
| Memorial/ Headstone Works    | 6    | 8    |
| New Interment Booking        | 12   | 20   |
| Purchase of Interment Lair   | 14   | 8    |
| Total                        | 43   | 50   |

## **E CONCLUSION**

The Education, Engagement and Enforcement team have continued to deal with enquiries as they are logged following COVID-19 guidance.

The Open Space Capital Programme is progressing as scheduled.

## **F. BACKGROUND REFERENCES**

Open Space Strategy

Capital Programme

Appendices/Attachments: none

Appendices/Attachments: None

Contact Person: Andy Johnston, NETs, Land and Countryside Manager, 01506 284623  
andy.johnston@westlothian.gov.uk

**Jim Jack**

**Head of Operational Services**

**4 May 2021**



OFFICIAL



**POLICE**  
**SCOTLAND**

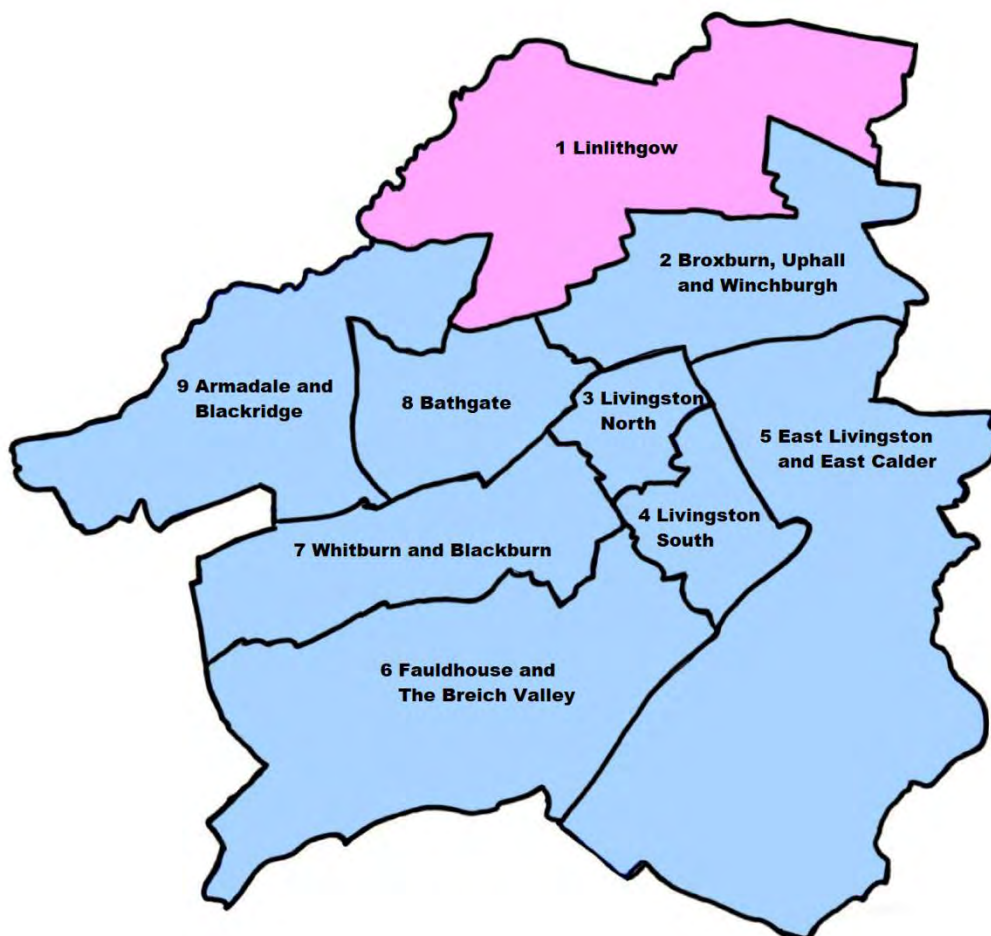
Keeping people safe

**POILEAS ALBA**



## West Lothian Area Command

### Lothian and Scottish Borders



### Ward 1 Linlithgow Multi Member Ward Report

Quarter 4 – 2020/2021

OFFICIAL

**OFFICIAL**

**A. PURPOSE OF REPORT**

The purpose of this report is to provide the Local Area Committee with an update on performance, activities and issues across the Ward for the period up to 29<sup>th</sup> March 2021.

**B. RECOMMENDATION**

It is recommended that the Local Area Committee notes the content of the report.

**C. SUMMARY OF IMPLICATIONS**

|             |  |   |
|-------------|--|---|
| <b>I</b>    | <b>Council Values</b>  | Focusing on our customers' needs;<br>being honest, open and accountable;<br>making best use of our resources;<br>and working in partnership |
| <b>II</b>   | <b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | None.   |
| <b>III</b>  | <b>Implications for Scheme of Delegations to Officers</b>  | None.   |
| <b>IV</b>   | <b>Impact on performance and performance Indicators</b>  | Performance relative to the same period in 2020; set out in the report.   |
| <b>V</b>    | <b>Relevance to Single Outcome Agreement</b>   | We live our lives free from crime, disorder and danger;<br>we take pride in a strong, fair and inclusive society                            |
| <b>VI</b>   | <b>Resources - (Financial, Staffing and Property)</b>  | None.   |
| <b>VII</b>  | <b>Consideration at PDSP</b>   | None.   |
| <b>VIII</b> | <b>Other consultations</b>   | None.   |

**D. TERMS OF REPORT**

**Introduction:**

This document is intended to provide a summary of the performance of West Lothian Area Command for the reporting period of Quarter 4 2020/2021. The report references the police priorities within the Local Police Plan for West Lothian 2020-2023, namely:

- Protecting The Most Vulnerable People
- Reducing Violence and Anti-Social Behaviour
- Reducing Acquisitive Crime
- Improving Road Safety
- Tackling Serious and Organised Crime

The data provided in this report is for information purposes to allow Partnership Members to conduct their scrutiny responsibilities.

Linlithgow Community Engagement Priorities:

- Violence, Disorder and Anti-Social Behaviour
- Substance Misuse
- Acquisitive Crime
- Road Safety

**Linlithgow Community Officers**

PC Peter Robertson

PC Andrew Murray

**Executive Summary:**

Officers in West Lothian have been focused to delivering, with our key partners, our Local Policing Priorities, and meeting our commitment to Keep People Safe.

- **Protecting the most vulnerable people**

Domestic abuse crimes is an area of focus in terms of providing confidence to report, undertaking professional investigations, providing victim support, pursuing perpetrators and managing offenders.

During 2020/2021, Operation Shoestack was established which increased solvency in respect of domestic and violent crimes. There has been an increase in domestic incidents reported during the year with many being historical incidents which have been identified by detectives engaging with victims, identifying previous partners and follow up enquiries to identify previously unreported crimes. We continued our use of Social Media to ensure the message of domestic violence being unacceptable is reiterated.

Significant demands are placed on the police when dealing with Mental Health concerns and missing persons enquiries, which can be hugely time consuming. In partnership with NHS we have access to the Acute Care and Support Team (ACAST) where officers can get direct contact with a Mental Health Nurse to seek direction and advice for persons suffering from a mental health or emotional episode. This was used on 12 occasions in March 2021 to ensure those people received the most appropriate support at source and also significantly reduced time officers spent in dealing with these issues.

We are continuing our work with St John's Hospital to refresh protocols relating to missing persons and deliver the Herbert Protocol to Care Homes, NHS and 3<sup>rd</sup> sector to help safeguard some of the most vulnerable people in areas from going missing, or maximising the likelihood of a swift and safe return.

- **Reducing Violence and Anti-Social behaviour**

During Q4, the number of reported incidents of ASB has increased compared to the 2019/20 period. This can be attributed to the pressures of continuous on/off lockdown restrictions with frustrations and low tolerance, there has however been a reduction on vandalisms and fire-raising across West Lothian.

Neighbour disputes are included in the ASB figures with persons working from home, breaches to these restrictions are more likely to be observed causing tension and low tolerance levels. West Lothian officers continue to engage with the public and utilise the 4 E's – Engage, Explain, Encourage and Enforce with an overall good compliance level.

There is continued attention to public space anti-social behaviour and through the Community Safety Partnership, police work closely with partners to address repeat issues. This has resulted in several ASBOs being granted by the courts. We have also been proactive in looking at repeat offenders and are pro-active in providing follow up intervention visits.

The majority of reported assaults are within private settings, predominately in domestic related with a detection rates remaining strong.

Following reports of repeat ASB in the Linlithgow Bridge area, a multi-agency response with SFRS, WLC SNT, Education, WLC EEI and West Lothian Youth Action Project was put together with all agencies working towards a sustainable solution.

We have also been working with WLC Ranger Services regarding incidents of ASB in the various park areas around Linlithgow.

- **Reducing Acquisitive Crime**

Working to Protect People by reducing the impact of acquisitive crime on our community's remains a priority in West Lothian. The number of reported Crimes of Dishonesty has decreased in particular domestic housebreakings being down about a quarter on the previous year. Following investigations into a series of thefts from motor vehicles, a number of local people have been reported for multiple offences.

As part of the "Made From Crime" Campaign, Community Officers worked alongside Trading Standards and SFRS to set up Crime Prevention packs regarding information and advice on bogus workmen, telephone/online scams and fire safety. These were thereafter distributed to vulnerable groups by West Lothian PSYV.

Furthermore, we posted a variety of Social Media posts offering online advice, in particular in relation to Rogue Traders (with Trading Standards colleagues), Bogus workmen and online/email scams. These continued online with further prevention activities planned as restrictions are relaxed.

Local Community Officers continue to provide regular articles for local publications to further highlight the local policing priorities and crime prevention advice.

- **Improving Road Safety**

Officers in the West Lothian area work closely with partners to prevent collisions from occurring. During Q4, Roads Policing officers continued with Local and National Campaigns including Mobile Phone & Seatbelt Campaigns as well as a National Day of Speeding.

Through a proactive, intelligence led, targeted approach to priority locations throughout West Lothian, overall injuries in collisions have reduced by over 40%. In addition there has been a significant increase of more than 30% for people reported for dangerous driving, speeding, disqualified driving, no driving licence and no insurance.

Police are working with local community in Newton regarding road safety concerns and further follow up will be provided as this initiative moves forward. We are also continuing to monitor the impact of the 20MPH limits along with WLC Highways.

- **Tackling Serious and Organised Crime**

West Lothian officers continue to disrupt organised crime groups by targeting drugs supply offences, gathering intelligence and generate enforcement opportunities. This includes working with UK Border Agency to target those involved in online drug purchases. Due to this multi-agency approach, a substantial number of packages have been intercepted and investigations followed up.

During Q4, 13 MDA Warrants were issued and executed at various addresses within West Lothian and by the conclusion of 2020/2021, 61 MDA Warrants had been executed. We also explore all opportunities through Proceeds of Crime legislation with over £100,000 of cash and assets identified for restraint orders. A significant Cultivation was uncovered within West Lothian with an approximate value of £750,000, estimated to be the largest cultivation discovery of its kind in Scotland this year.

We continue to developed drugs intelligence from the local community. Drugs enforcement requires information from sources to build a picture and fill in the pieces of the jigsaw and the use of community intelligence in this cannot be underestimated.

| Reporting Period April 2020 – March 2021   |          |      |        |
|--|----------|------|--------|
| Linlithgow                                 | Recorded |      |        |
| Crime Type                                 | YTD      | LYTD | % Diff |
| Robbery                                    | 3        | 2    | 50.0%  |
| Serious Assault                            | 6        | 5    | 20.0%  |
| Sexual Crimes                              | 18       | 23   | -21.7% |
| Housebreaking dwelling                     | 4        | 15   | -73.3% |
| Housebreaking non-dwelling (sheds/garages) | 8        | 8    | -      |
| Housebreaking Other Premises               | 6        | 16   | -62.5% |
| Theft of motor vehicle                     | 7        | 10   | -30.0% |
| Theft from motor vehicle (OLP)             | 5        | 9    | -44.4% |
| Vandalism                                  | 74       | 72   | 2.7%   |
| Total drugs supply                         | 4        | -    | 400.0% |
| Possession of Drugs                        | 14       | 20   | -30.0% |
| Common Assault                             | 68       | 77   | -11.6% |
| Common Assault - emergency worker          | 1        | 6    | -83.3% |
| Total Crimes and Other Offences            | 575      | 548  | 4.9%   |

Note: The above figures cover the period to Week 52. These are not end-of-year figures as these are not due to be released until Mid-May.

**Through local engagement we will continue to work with communities and partners to deliver a quality service which responds to their needs.**

**Together we can increase community resilience and prevent crime.**

**LABEL: PUBLIC**



**LINLITHGOW LOCAL AREA COMMITTEE**

**SCHOOL CROSSING PATROL & SPEEDING CONCERNS, MAINS ROAD, LINLITHGOW**

**REPORT BY HEAD OF OPERATIONAL SERVICES**

**A. PURPOSE OF REPORT**

The purpose of this report is to inform the Local Area Committee of the outcome of traffic speed and volume surveys which were undertaken, during March, on Mains Road, Linlithgow.

**B. RECOMMENDATION**

It is recommended that the committee note the contents of this report.

**C. SUMMARY OF IMPLICATIONS**

|             |  |  |
|-------------|--|--|
| <b>I</b>    | <b>Council Values</b>  | Focusing on our customers' needs; and<br>Being honest, open and accountable.   |
| <b>II</b>   | <b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | <b>Policy:</b> None.<br><b>Legal:</b> None   |
| <b>III</b>  | <b>Implications for Scheme of Delegations to Officers</b>  | None   |
| <b>IV</b>   | <b>Impact on performance and performance Indicators</b>  | None   |
| <b>V</b>    | <b>Relevance to Single Outcome Agreement</b>   | None   |
| <b>VI</b>   | <b>Resources - (Financial, Staffing and Property)</b>  | <b>Financial:</b> The traffic surveys were funded through Operational Services revenue budget.<br><b>Staffing:</b> None.<br><b>Property:</b> None. |
| <b>VII</b>  | <b>Consideration at PDSP</b>   | N/A  |
| <b>VIII</b> | <b>Other consultations</b>   | N/A  |

## **D. TERMS OF REPORT**

### **D1 Background**

On 2 March, the Local Area Committee considered a report on the recruitment of a school crossing patrol and speeding concerns, on Mains Road, Linlithgow. As a follow-up to that report officers undertook to undertake speed and volume surveys. It should be noted that the surveys were carried out during Covid19 restrictions therefore vehicle numbers may be lower than under non-lockdown conditions.

There is currently a temporary 20mph speed limit on this section of Mains Road which has been introduced as part of the council's Spaces for People programme. This programme introduced initiatives to make it safer for people to walk and cycle during Covid19. The temporary 20mph speed limit will be removed in line with Scottish Government guidance when the speed limit will revert back to the permanent 30mph speed limit.

### **D2 Speed and volume data analysis**

Speed limit assessments are carried out in line with the adopted West Lothian Speed Limit Strategy and current Scottish Government guidance '*Setting Local Speed Limits: Guidance for Local Authorities: ETLLD Circular 1/2006*'. Guidance states that when setting local speed limits, the mean (average) speeds reflect what the majority of drivers perceive to be an appropriate speed to be driven on a road and therefore mean speeds should be considered in determining local speed limits.

The speed surveys were carried at three locations on Mains Road for a seven-day period (17-23 March). The three-monitoring sites are shown in Appendix 1.

The speed and volume data collected is detailed in Appendix 2. Data was collected in both the east and westbound directions and shows the mean speeds, 85<sup>th</sup> percentile speeds and traffic volumes.

From the data collected, in an eastbound direction, motorists appear to be accelerating slightly from the Kettlestoun Mains Roundabout and then slowing as they approach the pedestrian crossing point travelling into Linlithgow.

In a westbound direction traffic speeds are more consistent between the three survey sites.

The mean speed data collected at the sites range from 29.5 to 32.7 mph eastbound and from 31.4 to 32.0 mph westbound. These speeds are considered in line with a permanent 30mph speed limit but would be considered slightly high for a 20mph. It should also be borne in mind that lower traffic volumes may lead to an increase in speeds.

### **D3 Other related concerns**

There have been other traffic and infrastructure concerns on Mains Road which have been highlighted to officers and these are addressed below.

### **Traffic calming / Accidents**

The council receives many requests for traffic calming but has very limited funding which must be prioritised. This is done through the council's Accident Investigation and Prevention (AIP) programme which targets the limited resources available for casualty reduction schemes at the locations where engineering measures are likely to have the biggest impact on casualty reduction.

Mains Road has never been identified as a site for concern through this programme. In the latest 5-year period (to 1 January 2021), there was only one reported injury accident from the Kettlestoun Mains roundabout to Linlithgow Rugby Club. This incident involved an elderly driver exiting the roundabout travelling eastbound losing control in wet conditions colliding with a tree. On this basis, any scheme for the introduction of traffic calming features would not be justified at the present time.

### **Introduction of a speed camera**

The council has been asked to install speed cameras on Mains Road but is not responsible for the installation or operation of speed cameras. All 'safety' camera sites in Scotland are assessed, installed, managed and operated through the Scottish Safety Camera Programme and their operational partners Safety Cameras Scotland.

They have strict casualty and speed criteria that must be met before a site is considered. Further information on Safety Cameras Scotland can be obtained via their website, which also explains their site selection and enforcement procedures <https://www.safetycameras.gov.scot/about/>. Based on the recent traffic data and accident statistics officers are of the view that Mains Road would not meet the criteria for a safety camera site.

### **Abuse of red light/timings at the Pedestrian Crossing**

The pedestrian crossing point on Mains Road originally had the 'green man' timing set at 5 seconds to allow pedestrians and cyclists time to safely cross the road. This was increased to 8 seconds last August to provide more time for users to cross. If the pedestrian phase is demanded, this crossing has vehicle detection which holds the pedestrian stage whilst there are vehicles approaching. After the pedestrian crossing phase has operated there is a variable time period which is determined by the detection of pedestrians that may still be crossing the road. This additional time is given while pedestrians are still crossing. The signals do not change to a green aspect for vehicles until the crossing detects it's clear of pedestrians or cyclists.

Any motorists that travel through the pedestrian crossing whilst the red signal aspect is active are committing a serious road traffic offence. This illegal behaviour is reckless and dangerous. Police Scotland are aware of incidents of this nature and will provide any enforcement that they deem necessary. The council has no powers to address this illegal driving behaviour.

### **Redundant Signage and Guardrail**

The 'Elderly People' signage that was installed for the old Abbeyfield Retirement Home at Ashley Hall Gardens which is now a private dwelling will be removed as requested.

The two redundant sections of pedestrian guardrail at the access points at the residential development at Old School Court will also be removed as the gates are now permanently locked.

### **Other issues/concerns raised by customers**

*The pedestrian refuge island at the Mill Road/Mains Road roundabout has made it much safer to cross the road, can another one be installed at the Moray Drive junction on Mains Road?*

The installation of a pedestrian refuge island similar to the one at the Kettlestoun Mains roundabout would not be able to be installed at the Moray Drive junction area to cross Mains Road without considerable road infrastructure alterations. There is currently not enough road width on Mains Road to install a suitable pedestrian refuge island to provide enough space for pedestrians to wait on the island whilst maintaining acceptable running lane widths for vehicles.

Although a proposal of this nature would require considerable funding, this request will be added to the council's infrastructure request list for further consideration when future funding becomes available. This is the council's mechanism for considering the introduction of new public road and footway infrastructure.

*Remove the central white line on Mains Road to slow vehicles*

The removal of the central white line is not considered appropriate as this is an A class road and a main arterial route into Linlithgow from the west.

*The pedestrian crossing at Sellars Path across Mains Road takes too long to change*

When the pedestrian push button is pressed, the microwave vehicle detectors look for approaching vehicles from both sides. If there are approaching vehicles the pedestrian stage is held on the red man until the vehicles have cleared or there is a sufficient gap in the traffic to allow the pedestrian phase to change to the green man to allow pedestrians to cross.

If there is a continuous flow of traffic that exceeds the 30 second timer then the controller will force a change to the green man. Therefore, during heavy traffic flow the maximum time a pedestrian should have to wait after pressing the push button is 30 seconds. After reviewing this issue officers are making arrangements to reduce this timing to 25 seconds.

*Have more obvious speed limit warning signs as you approach the town. At the moment there is a tiny sign, we need a countdown warning drivers in of a 20 zone in 300, 200 and 100 meters*

The permanent 30mph and permanent 20mph speed limit signage is appropriate for the road infrastructure on Mains Road. Based on the speed data recently collected there is no justification for additional countdown signage approaching the permanent 20mph speed limit entering Linlithgow at Ashley Hall Gardens.

*There is a missing School Crossing sign from a lighting column between the roundabout and the traffic light controlled school crossing point*

The missing sign has been replaced.

*Rumble strips are required to slow drivers as they approach the town*

Experience has shown that after rumble strip features were previously installed on public roads to try and reduce vehicle speeds, studies and research found, nationally, that the faster vehicles travelled over these strips, the less effective they were. To have the appropriate impact, vehicles had to be travelling slowly over them. These markings also reduce in effectiveness quickly in highly trafficked locations and there have been complaints that they cause noise problems in urban areas. There are also installation and regular ongoing maintenance cost implications associated with maintaining these kind of road markings. For these reasons we do not install new rumble strip sites as a form of vehicle speed reduction.

*A crossing to the cycle/pedestrian path on the south side of the Westport from Mains Road*

There are dropped kerbs on the existing traffic splitting island which assist users to cross Mains Road at the south side of the mini roundabout at West Port. Owing to this a further pedestrian crossing point at the end of the cyclepath, in close proximity to this traffic splitting island, is not deemed necessary.

*A wider path near the rugby club, currently you have to step into the road to pass anyone*

It is acknowledged that the footway in this location is narrow and pedestrians have to take extra care when passing each other. Movement along the footway is restricted further by the Rugby Club boundary wall. To increase the footway width to 2 metres or more would result in unsuitable running carriageway widths for Mains Road and this could lead to passing vehicles colliding.

The accident data on this section from Moray Drive to the railway bridge has been investigated and there have been no accidents due to the narrow footway and vehicles on the carriageway in the last five year period up to 1 January 2021.

A new footpath within the grounds of the Rugby Club has been requested and has been added to the council's infrastructure request list for future consideration and full consultation with relevant parties.

*Make Mill Road from Falkirk Road and Mains Road one way, split the road in half and make the new space a 2-way cycle and pedestrian space*

Making Mill Road permanently one way, whilst assisting with cycle provision would inevitably result in an increase in vehicle speeds in the direction of travel. A proposal of this nature would require considerable consultation with residents in Linlithgow Bridge and the surrounding areas as there will be a considerable impact to residents and the wider public using the A706.

## **E. CONCLUSION**

The results of the data collected on Mains Road show that traffic speeds are acceptable although it is recognised that there is currently a temporary 20mph speed limit presently in place leading to a higher level of non-compliance.

In line with guidance, the mean speeds shown in Appendix 2 are appropriate for a permanent 30mph speed limit and therefore there is no justification for changing the permanent speed limit.

The most recent accident statistics confirm that there is no road safety issue on this section of Mains Road, Linlithgow.

## **F. BACKGROUND REFERENCES**

West Lothian Speed limit strategy:

<https://www.westlothian.gov.uk/media/3792/Speed-Limit-Review-and-Strategy/pdf/SpeedLimit-ReviewandStrategy.pdf?m=635379939114670000>

Transport Scotland guidance "Speed Limit Review: The Assessment Process"

Scottish Government guidance 'Setting Local Speed Limits: Guidance for Local Authorities: ETLLD Circular 1/2006'

### **Appendices/Attachments:**

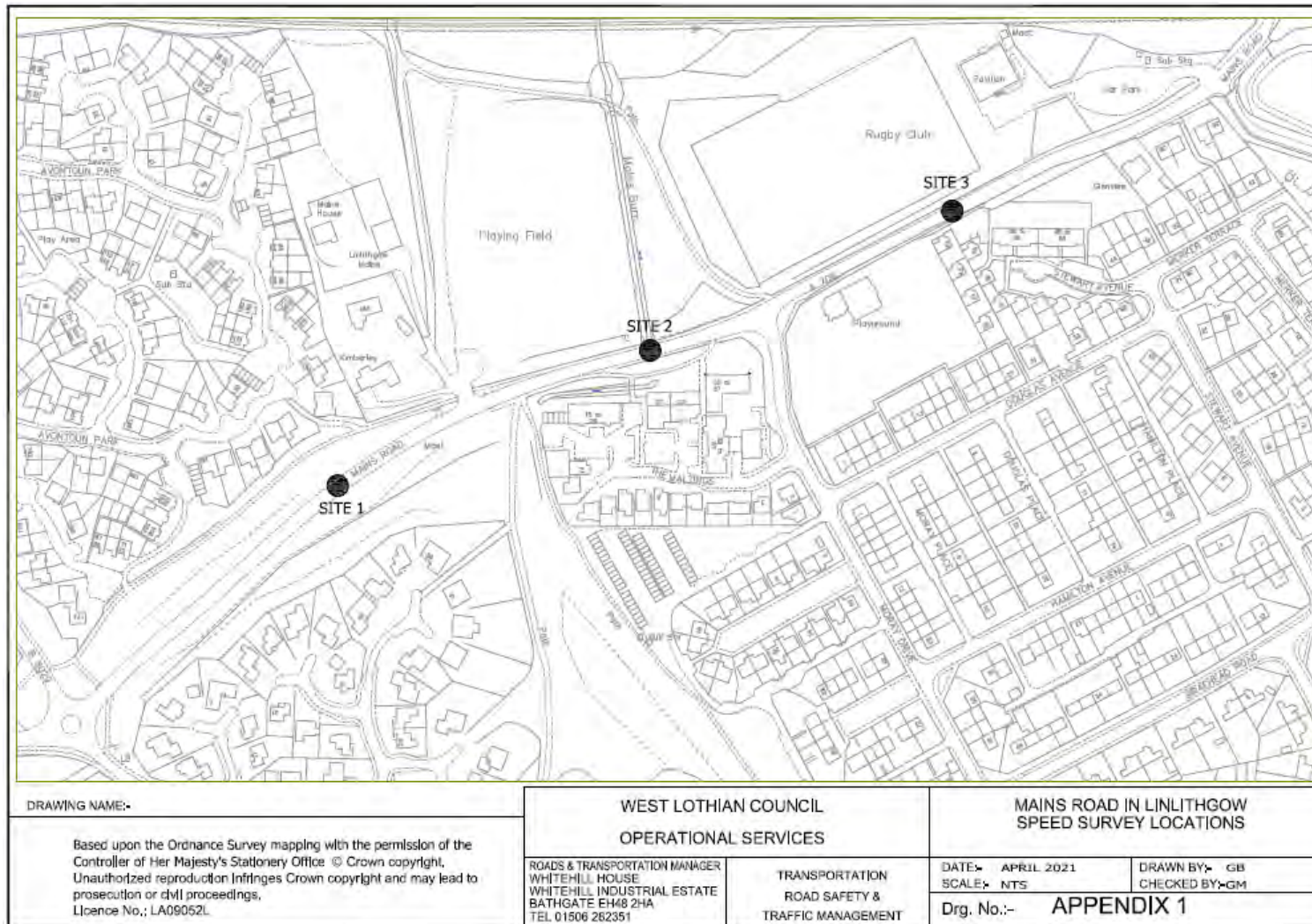
Appendix 1 – Data collection site locations.

Appendix 2 – Data collection survey results

Contact Person: Gordon Brown, Roads Network Manager tel: 01506 282340, e-mail:

Jim Jack, Head of Operational Services, Whitehill Service Centre, North Site, Whitehill Industrial Estate, Bathgate, West Lothian. Date: 4 May 2021

## APPENDIX 1



## APPENDIX 2

| Site  | Location  | Survey Date 7 days from | Survey mean mph | Survey 85%ile mph | Vehicle total |
|-------|---|-------------------------|-----------------|-------------------|---------------|
| 1 E/B | A706 Mains Road at lighting column with school sign                                 | 17/03/2021              | 32.7            | 38.4              | 14214         |
| 1 W/B | A706 Mains Road at lighting column with school sign                                 | 17/03/2021              | 31.8            | 37.6              | 13458         |
| 2 E/B | A706 Mains Road second lighting column after pedestrian crossing                    | 17/03/2021              | 29.9            | 35.0              | 14272         |
| 2 W/B | A706 Mains Road second lighting column after pedestrian crossing                    | 17/03/2021              | 32.0            | 37.9              | 13427         |
| 3 E/B | A706 Mains Road at lighting column just before rugby club building with school sign | 17/03/2021              | 29.5            | 33.8              | 13856         |
| 3 W/B | A706 Mains Road at lighting column just before rugby club building with school sign | 17/03/2021              | 31.4            | 36.9              | 12572         |

DATA LABEL: PUBLIC



## **LINLITHGOW LOCAL AREA COMMITTEE**

### **REPORT ON PROGRESS OF REGENERATION PLANNING**

#### **REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION**

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

The purpose of this report is to inform the Local Area Committee of progress on partner activities, regeneration planning and other activities in within the ward.

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

It is recommended that the committee notes the report.

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

|   |  |
|---|--|
| <b>I Council Values</b>   | Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership. |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | Appropriate assessments will be carried out as required.   |
| <b>III Implications for Scheme of Delegations to Officers</b>   | None, although the report sets out a one-off delegate for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding in April 2021.                   |
| <b>IV Impact on performance and performance Indicators</b>  | None.  |
| <b>V Relevance to Single Outcome Agreement</b>  | The proposal does not raise any matters of conflict with the single outcome agreement.   |
| <b>VI Resources - (Financial, Staffing and Property)</b>  | Funding and staffing resources in the COVID-19 response are detailed in the body of the report.  |
| <b>VII Consideration at PDSP</b>  | The Voluntary Organisations PDSP considered a similar COVID-19 response report in September 2020.  |
| <b>VIII Other consultations</b>   | Extensive consultation has been carried out with the third sector and communities in framing the council's response.   |

## **D. TERMS OF THE REPORT**

### **D.1 Background**

The report updates the committee on the work of the Community Planning and Regeneration Team and its partners to support communities in Linlithgow, with a particular focus on the village of Bridgend, one of 13 areas covered by the local plans required by the Scottish Government as part of their Community Empowerment approach and reported through the Community Planning Partnership.

These areas were identified as priority areas due to being within the bottom 20% of data zones in the Scottish Index of Multiple Deprivation.

### **D.2 Partnership support in Bridgend**

#### **D2.1 Linlithgow Young People Project (LYPP)**

In recent months LYPP have continued to support Bridgend young people through:

- 4 online chat drop in sessions a week
- 1 Friday night zoom
- 1 Fortnightly Bridgend Zoom event
- Delivered an Easter programme design and run by youth volunteers where 6 young people from Bridgend attended the baking and mocktail making zoom events.
- They continue to supply disposable masks to be taken for free from the shop (over 300 taken so far).
- We have also printed 300 copies of the second edition of the Bridgend Community Newsletter (see appendix 1) and had them distributed via the shop and the primary school. Prizes were also delivered to 8 of the young people who took part in the competition.
- They have nominated and been successful in seeking one off gifts of £150 each for 2 families in the village.
- 3 young people have gained Saltire Awards for their volunteering during lockdown.
- In partnership with Dominoes pizza they delivered 45 pizza's to young people's families to mark the year anniversary of Lockdown.

They continue to produce videos for young people to watch and have just come to the end of their Carpool Kareoke videos and employment series (which had been extended). The next video series will focus on volunteering opportunities within the Linlithgow Area before moving on to a health and fitness series.

They have restarted the mentoring programme in Bridgend Primary school and it is hoped that with the lockdown easing they can return to the village for street work at the start of May followed by football and organised activities outside shortly after.

#### **D2.2 1<sup>st</sup> Step**

1<sup>st</sup> Step, based in Linlithgow, provide a number of support services including their cafe and recovery meetings in Linlithgow which have always been well attended by people from Bridgend. Covid-19 meant that we had to suspend our cafe, which had supported lots of people with excess food each week.

Before lockdown they had been using the Bridgend Community Centre as a training kitchen for their Mustard Seed social enterprise that offers outside catering.

Like other charities 1<sup>st</sup> Step were quick to adapt and started to deliver essential items to people in our networks. This quickly grew with the changing demands of the pandemic into quite a large operation. This included joining the West Lothian Food Insecurity Network which has been hugely beneficial. As well as our own direct networks we have been receiving referrals from the NHS, criminal justice teams, domestic violence support services and other third sector organisations.

In Bridgend as well as our existing networks we have been working with LYPP, Action For Children worker (based at the primary school) who has referred quite a few families to us. As well as the food received through being part of the WL food network, they also distribute excess food from Fareshare.

They are now delivering to quite a large number of households in Bridgend. These deliveries are really valued and have given us an opportunity to build bridges into the community.

Looking forward they have been speaking to partners, including the Community Centre, LYPP, the shop owner and local people who are very keen that they support a pilot community larder, anchored by local people. They have spoken to LYPP about the great opportunity for their young people to get involved and have a real voice into how it develops. There would be volunteering opportunities that would have the potential to help them gain qualifications, transferrable skills and enable them to have a strong voice of a really valuable new asset in their community.

This will be looked at further once it is Covid-19 safe to do so and they have spoken to WLC and it has been agreed that this will be supported without having to pay rent given the community benefit.

### **D.2.3 Bridgend Primary School**

With the children all back safely in school and the restrictions easing there are more possibilities available. Currently some of the children have been involved in planting wild flower seeds at the entrance to the pump track. Though there have been some ongoing issues, particularly after the weekend, with broken glass/bottles being thrown into the school grounds from the pump track.

They have also had children involved in a litter pick around the school area - 7 bags of rubbish on one particular day. We are building this into our curriculum and classes have been in the local woods where the focus has been on looking after our local environment.

As always, there is a continued focus on anti-bullying and socially acceptable behaviour and also online safety.

P3/4 and their Hive children will be using the 'Google Build your Legend' where they build a robot. They are also involved in a STEM project 'Little Lighthouse' which talks about renewable energy and they construct their lighthouse and put lights inside.

Returning from COVID-19 there will be a real push on physical health and wellbeing and Workout Wednesday sessions with Studio 44 have been reintroduced. This should have an impact on emotional health and wellbeing too.

### **D.2.4 Bridgend Partners Group**

As lockdown eases new meetings of the Partners Group will be scheduled to get back into a regular pattern to identify and develop actions to support the community.

### **D.3 Linlithgow Town Centre**

#### **D3.1 Town Centre Management Group**

The Linlithgow & Linlithgow Bridge Town Management Group is currently:

- Reviewing 'street clutter' on the High Street, looking at redundant or excessive street furniture including columns and signage poles;
- Considering the 'Spaces for People' project, the effect the works had on the area, and if any elements could be carried forward; and
- Improving the Station Road area, making the area better for pedestrians.

#### **D3.2 One Linlithgow (BID)**

One Linlithgow is currently looking at:

- The delivery of 'digital markets' to allow businesses to trade during COVID19 restrictions;
- Exploring the viability of reintroducing the monthly 'farmers market' to boost footfall; and
- Working with partners on the delivery of a printed Linlithgow Visitor Guide for 21/22

#### **D3.3 Visit West Lothian**

Visit West Lothian is:

- Developing a Linlithgow Audio Tour which will allow users to easily access audio itineraries.
- Producing professional quality audio guides to Linlithgow based on themes such as 'History & Heritage' and 'Linlithgow's Relationship with TV & Film'.
- Developing a new 'Outdoor Activities' section of the website where visitors can plan their won West Lothian walk.
- Working with West Lothian tourism businesses on producing promotional activities ahead of reopening.

### **D.4 Council Buildings**

In line with the Scottish Government route map, some community activities were able to resume in council-owned facilities from 26 April.

Council officers have been working with management committees to identify groups whose activities can report , such as essential youth services, indoor sports courts and museums/libraries.

Other activities are scheduled to return in May or June, such as indoor group exercise and soft play.

In Linlithgow the Burgh Halls café reopened for takeaway only on Monday, 26 April. The plan is to run this for a couple of weeks then open the café fully for sit-in, alongside opening the toilets and gallery. Then further down the line having meetings and events.

Similarly the Museum is able to reopen with agreement on access/egress, control of footfall etc and having appropriate cleaning regimes in place.

Appropriate physical distancing and hygiene measures will be in place in all community facilities to ensure the safety of staff and visitors.

#### **D.5 Town Centre Capital Fund 2019/20 and 20/21**

Officers continue to support the delivery of the agreed Scottish Government Town Centre Capital Fund projects within Linlithgow. An update is provided in a separate report.

#### **E CONCLUSION**

Economic Development and Regeneration continue to deliver and support the work of partners in the ward. The report highlights some of the areas of work and in particular the activities of partners in Bridgend.

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

Council Executive, 26 May 2020,

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=45727>

Vol Orgs PDSP, 24 September 2020,

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46330>

Appendices/Attachments:

Appendix 1 LYPP Community Newsletter2

Contact Persons:

Alice Mitchell, Economic Development and Regeneration Manager, tel: 01506 283079; email [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

Douglas Grierson, Regeneration Team Leader, tel: 07500816852  
email [douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

**Craig McCorriston**

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

4 May 2021

**FREE**



**BRIDGEND  
COMMUNITY  
NEWSLETTER**

**EASTER 2021**

# WELCOME ABOARD

Last month LYPP, along with the help of the young people, managed to distribute 350 Bridgend Community Newsletters around the village and we hope that you received yours safely through the door. For this edition unfortunately we are unable to do this due to restrictions however we're delighted that they will be given to pupils at Bridgend Primary School to take home and available in the shop for you to collect.

Following the first edition, we received a few pieces of helpful feedback which we have tried to address. One of these observations was that the font was slightly small and difficult to read and as such this has been increased and we hope this will make it clearer for people.

With the hint of warmth starting to break through the icy wind, and ever more people receiving their vaccine I trust that is giving us all a renewed sense of hope for the months to come and hopefully something of normality in the near future.

I hope you enjoy this edition again,

Graeme

**Thank you to everyone who has made this edition of the Bridgend Community Newsletter possible!**

1st Step, Access2Employment, The Advice Shop, Bridgend Community Centre, Bridgend Primary School, Linlithgow Young People's Project, Pardovan, Kingscavil and Winchburgh Parish Church, Playbase, Police Scotland, WLC Youth Services, those in the community who have contributed and the young people of Bridgend.



The Bridgend Community Newsletter is produced by the young people of Bridgend with the support and assistance of Linlithgow Young People's Project.

If you would like anything included in future editions highlighting information or events for the village then please submit them to:

 [bcn@lypp.org.uk](mailto:bcn@lypp.org.uk)

 LYPP Linlithgow

 LYPP\_lounge

Whilst we will do our best to include everything as you've sent it, we may need to adjust it by adding or subtracting pictures and editing the content to fit the pages.

## FIRSTLY, A THANK YOU

'Thank' 'you' are two words we use every day however they are so important to say, and even more important to hear. Whether that's thank you for something huge, or something small, those two little words build community and each other.

So in each edition of the BCN, we want to say **thank you** to someone who is part of the Bridgend Community for what they have done. When you have your nomination please send it to [bcn@lypp.org.uk](mailto:bcn@lypp.org.uk)

### TO COUNCILLORS CONN, KERR AND TAIT

## THANK YOU!

LYPP want to say a huge thank you to your local Councillors Tom Kerr and David Tait who have agreed to help fund the next year of the BCN.

We also want to say thank you to Councillor Tom Conn who has helped fund a new LEGO Club at Bridgend Primary School, which we aim to start after the summer.

We are so grateful for this support as without their generous input these initiatives would not be able to happen.

# Community

Meeting Date - 4th May 2021  
Item 10

# voices

**community** [ kuh-myoo-ni-tee ] SHOW IPA 🔊 ☆

See synonyms for: **community** / **communities**

A COMMUNITY CAN SIMPLY  
BE THOUGHT OF AS A  
GROUP OF PEOPLE WITH  
SIMILARITIES, WHETHER THAT  
IS BASED ON LOCATION,  
BELIEFS OR INTERESTS.

A GROUP OF PEOPLE THAT  
HAS MORE TO UNITE THEM  
THAN DIVIDE THEM.

**In this edition of the BCN we want to launch our 'Community Voices' area. This will be a space for the Bridgend Community to highlight their thoughts, insights and relevant announcements.**

**We want this page to be an honest, helpful and uplifting outlet for the village to build upon the already strong community spirit.**

**If you have something you want included please send it to us using the details at the front. Please remember any input will be screened and may be edited before being printed to ensure it fits this sections purpose.**

“ Please remember if you want to attract birds to your garden to use raised bird feeders. Seed and bread on the ground may only attract mice and rats! ”

“ This last year has been hard for us all however for some it has been particularly difficult with the loss of a loved one or friend. Over the last year we sadly lost the following members of our community:

|                        |                         |
|------------------------|-------------------------|
| <b>Janet Russell</b>   | <b>Billy Whyte</b>      |
| <b>Jim Wynne</b>       | <b>Mary Musznski</b>    |
| <b>David Sanderson</b> | <b>Cammie MacArthur</b> |
| <b>Davey Cochrane</b>  | <b>Tommy Crosbie</b>    |
| <b>Cyril Deans</b>     | <b>Gordon Connor</b>    |
| <b>Ronnie Smith</b>    |                         |

If we have missed anyone we apologise and know they will be loved and missed by many also. ”

“ **Congratulations LYPP and thank you for the new Bridgend Community Newsletter!**

Those of us who worked on the old Bridgend Bulletin are delighted that you've taken up the baton and we wish you well with the enterprise.

We look forward to keeping up with the news, ideas & information you bring us. ”

“ **Thank you** everyone for wearing a mask. Wearing one helps to keep everyone else safe, even when some people have had the jab.

*It will be a while before we are free of the virus so we need to keep wearing masks to stop covid spreading and THEN we might get our lives back to normal - more or less!* ”

# Pardovan, Kingscavil & Winchburgh Parish Church

Meeting Date - 4th May 2021  
Item 10



**GREETINGS FROM THE PARISH CHURCH! DURING THE PAST FEW MONTHS WE HAVE HAD TO RETURN TO HOLDING OUR SERVICES ON ZOOM. HOWEVER THE PROSPECT OF RETURNING FOR EASTER TO WORSHIP IN PERSON AT KINGSCAVIL IS HOPEFUL!**

When we return to Sunday worship it will still be necessary to pre-book as we are limited in capacity due to the 2 metre distancing rule. This means we can take up to 48 people depending on if it is individuals, pairs or families. If you plan to attend a Sunday service please email [pkwzoom@outlook.com](mailto:pkwzoom@outlook.com) or phone the Session Clerk, Billy Taylor on 07899 803638 to confirm your space.

Easter celebrations or spring events won't be as we traditionally enjoy them this year, but, however you spend your Easter we hope you have restful time.

To keep up to date with the current dates for re-opening worship please refer to the church's website  
**[www.pkwla.co.uk](http://www.pkwla.co.uk)**  
or our Facebook page.

## Smile with Playbase



Our Playbase zoom sessions of 'Monday Night Munch' and 'Bridgend Bingo' has now given way to getting our families out and about and reconnecting with the beauty of Bridgend! Step into Spring has had our parents use pedometers to get their steps up through walking and talking. Impressive that we can still blether while trying to walk up the Kingscavil!

Our children's play sessions are now back up and hopping along towards our special Easter programme and there might be even be a special appearance from the Playbase Bunny!

If any families are not involved yet but would like to be, then please message Leigh on the 'Playbase West Lothian' Facebook page.



### Easter Jokes from Playbase



|   |                               |
|---|-------------------------------|
| Why shouldn't you tickle an Easter egg? | Because it might crack up.... |
| How do you make Rabbit stew?            | Make him wait for 4 hours.... |

**Remember if you think you have a joke that's better than Leigh's and want it included - send it to [bcn@lypp.org.uk](mailto:bcn@lypp.org.uk) for the next edition!**



# 1st Step Bikes

Throughout lockdown '1st Step Bikes' has continued to take part in the Scotland Cycle Repair Scheme. This offers £50 towards the repair or service of any bike and we're delighted to have been able to help nearly 100 people on their way so far.

We still have a number of appointments available for contactless free servicing and repairs. To book simply get in touch online through our Facebook page at '1stStepcafeandbikes' or you can email us on [firststepdevelopment@gmail.com](mailto:firststepdevelopment@gmail.com)

Alternatively you can also call us on 0786 938 1382



**BUILDING RECOVERY ONE BIKE AT A TIME**

As many of you will know we regularly run free pop up workshops for young people to attend at the Bridgend Community Centre, in partnership with Linlithgow Young People's project (LYPP). Hopefully we will be able to run more of these free events very soon as lockdown eases.

## Do you need to appeal a Benefits Decision?

If you want to challenge a decision made about a benefit, you need to make sure you follow the right procedure if you want to try and get the decision changed.

The Advice Shop is able to assist you with advice and assistance to fully understand the process of mandatory reconsideration and lodging an appeal to the appeal tribunal.

We are able to provide a specialist advisor, trained in the appeal process, who would be able to highlight any difficulties to challenge the decision. If your case needs to go before an appeal tribunal our staff would be able to assist with representation of your case.



**For more information on how the Advice Shop can help**

call 01506 283000 option 1 OR email [advice.shop@westlothian.gov.uk](mailto:advice.shop@westlothian.gov.uk)

OR fill in the online referral form [www.westlothian.gov.uk/advice-shop-referral](http://www.westlothian.gov.uk/advice-shop-referral)

# Bridgend Nursery & Primary School

We are delighted to be able to welcome back all of our children to Bridgend Nursery and Primary School. Whilst we continue to focus on Health and Wellbeing in school and nursery the focus is also on the learning and finding out where the children are and what we can do to support and enhance their learning. The school looking at our three school rules 'Ready, Respectful and Safe' and we are encouraging all children to go 'Above and Beyond' in their learning, attitude and behaviour.

The children in our early years provision have been spending lots of time in our garden. They have been particularly curious about slugs and worms and have even created 'worm houses' using bricks, mud, grass and wood. This has led to lots of discussion about worms, such as, what they eat and what worms feel like! Over the past few days the children have been making the most of the good weather and even having their snack in the garden. During their time outdoors the children have been noticing seasonal changes; our daffodils are now growing and the sun is lovely and warm!

**Primary 1/2** have been enjoying learning some French in class with 'Georges' the puppet. They have been working on greetings and saying how they are feeling in French. As well as French, the children have been introduced to some Mandarin when they linked with the project co-ordinator from the RZSS (Zoo) to learn about pandas and their senses. Improving listening skills has been another focus and the children are learning the common skills for listening and talking. This is already having an impact on the children's focus during class lessons. The children have been enjoying investigating through science challenges and making predictions about what they think will happen.

**Primary 3/4** are learning about the Fairtrade scheme as part of our 'Charlie and the Chocolate factory' novel study. They have been looking at chocolate and its journey from bean to bar. They carried out experiments to determine whether the pitch of sound affects the taste of chocolate and will look at melting points and whether they change dependant on the cocoa content. As they are learning about the structure of information reports, they will complete their study by writing a report of the journey of chocolate.



**For Primary 5/6/7** it has been a challenge to face more online learning, but they have faced it head on and many of our learners have shown fantastic commitment to engaging online and maintaining their education throughout these difficult times. P5-7 have continued the fast-paced learning since January, and this will continue now that the children are back in school. During British science week the children engaged in a variety of topical science challenges, including making gliders and inventing innovations for the future. Who knows we might have some future inventors from Primary 5-7!!

# West Lothian Council Youth Services

## Join us for Springfest!



West Lothian Council CLD Youth Services have made some 'Springfest' packs for young people. These are filled full of fun activities that you can do at home by yourself or together with the family. There is even a chance to win a bike if you enter the competitions.

Look out for further information online or contact Tracy  
[tracy.waddell@westlothian.gov.uk](mailto:tracy.waddell@westlothian.gov.uk)  
for further details!

We hope everyone had a lovely Christmas and New Year with their families! Sadly not much has changed since the last newsletter with regards to the Community Centre and groups returning, however we continue to complete all necessary checks to ensure everything is up and running when groups are able to start coming back!

We are hopeful that as soon as the government guidance changes we can get groups back and advertise what's on and when! If anyone is looking to start a new group at the centre please get in touch with us.

## Bridgend Community Centre



## How has Covid-19 affected you?

In light of the COVID-19 pandemic, the Bridgend Planning Group (Council officers, community groups and community planning partners) would like to hear how COVID 19 and its impacts, have affected you, your loved ones, neighbours and community. In the next newsletter (due in July) we will include a link to a survey that will help us find out what the needs of the community are and identify what services and activity you would like to see as we hopefully move out of COVID restrictions and start looking ahead.



The 'Access2Employment' team are professional employment advisers, offering tailored support to help its clients secure new or better employment, training or educational opportunities.

### 1 to 1 support

Our experienced team of Employment Advisers offer tailored support and guidance online and over the phone to suit your employment needs.



### CV's and Applications

Your CV is often a passport to a new job.  
Our friendly advisers can work with you on a 1:1 basis to ensure you have a stand out CV.  
Unsure how to complete an application form?  
We will be happy to support you throughout this process.

### Workshops

Our ONLINE workshops cover: Online Interview Skills, Job Searching, CV's, Customer Service, Promoting yourself on Social Media and the Women N2 Work & Men N2 Work Courses



### 'A2E' VACANCY BULLETIN

Sign up to our weekly Vacancy Bulletin which provides up-to-date, local job opportunities, sent directly to your email every Wednesday.  
The bulletin also features training opportunities, financial and benefits advice, food and energy support plus other assistance.

You can contact the team on  
**[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)**  
or phone for free on  
**0800 032 9768**



**Take Five** is a national campaign that offers straight forward and impartial advice to help everyone protect themselves from preventable financial fraud. This can be found on the Police Scotland website.

So when online before you make any decisions or investments ..... **Take Five**

**STOP** – Taking a moment to stop and think before parting with your money or information could keep you safe.

**CHALLENGE** – Could it be fake? It's ok to reject or ignore any requests. Only criminals will try to rush or panic you.

**PROTECT** – Contact your bank immediately if you think you've fallen for a scam and report it

It's important to remember that criminals are experts at impersonation, using official branding and language to convince you their emails are genuine. These may even include offering you a government grant, a reduction in your council tax or help with Universal Credit with links leading to fake websites designed to obtain your personal and financial information.

**My Money? MY Info? I don't think so**

**Please take care when you are online before making any decisions.....Take Five**

Over the past couple of months reports of online scams and fraud have been on the increase. These are becoming more and more sophisticated. Here are a few examples

- Courier fraud
- Identity fraud
- Online shopping and auctions
- Romance and dating fraud
- Ticketing fraud
- Scam mail
- Computer software service
- Fraud Banking
- Card Fraud

To name but a few.....

You can get more advice on a range of topics on the Police Scotland website or you can email:

Westlothiancommunityeast

@Scotland.pnn.police.uk

or pop into your local station in Linlithgow and ask to speak to one of our Community officers, PC Andrew Murray and PC Peter Robertson.

Website: [scotland.police.uk](https://scotland.police.uk)

Twitter: @policescotland

Facebook: PoliceScotland



**TAKE FIVE**

**STOP**

**CHALLENGE**

**PROTECT**



TO STOP FRAUD™

A few weeks ago I was asked what Youth Work looks like without young people. And they did have a point, we've not been able to run anything since December!

After a few moments however I replied with - 'It looks the same!' Youth Work and LYPP has always changed and evolved as the various groups of young people make their way through the project. In the past we've had programmes based around music, canoeing, rock climbing, bikes, football, baking - and even potatoes! At this time of course our work is heavily dependant on social media and creating online content, which admittedly has been a steep learning curve for some of us!

Through it all however our desire to work with young people where they are physically, emotionally and socially stays the same. Whether it's online or on a loch, we aim to encourage and build a sense of hope, inspiring confidence in young people's lives.

## If you've not been on our social media in a while you've been missing out on all this!

- **Ben's Carpool Karaoke** - A series of 11 hilariously cringe worthy karaoke sessions from the leaders.
- **Employment video series** - A series of videos giving you an insight as to how the leaders ended up at LYPP, along with interview and CV tips! We also put your questions to a Nurse, Counsellor, Photographer and Teacher to find out what it takes to do their job.
- **Challenge videos** - Another series of videos where the young people have been setting the leaders a host of challenges. From Tik Tok to famous movie scenes, photo hunts to weird food combos it's all there.
- **Bridgend Zoom drop in** - Every second week we have been meeting on Zoom with young people from Bridgend to see how they're getting on. This is open to anyone in S1+ and we'd love to catch up with you!
- **Online drop in** - Every night Monday to Thursday between 7 and 9 leaders will be on Facebook and Instagram!



LYPP Linlithgow

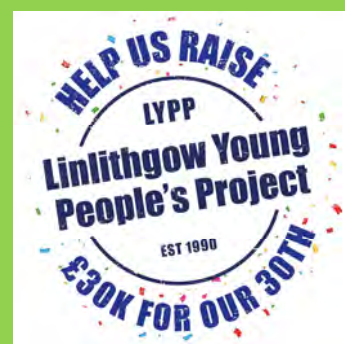


LYPP\_lounge



LYPP Linlithgow

Last year we celebrated our 30th birthday and launched our '30 for 30' campaign with the aim of raising £30k towards the work of LYPP. Due to the pandemic, and as everyone loves a party, we thought we'd continue our celebrations for an extra year! We'd love you to join in our efforts and encourage you, if you are planning any fundraising activities to keep LYPP in mind as we work towards this target.



# Easter COMPETITION!

Thank you to all the young people who sent in their amazing Easter themed artwork for our competition! We had drawings, decorated eggs and even some Easter cookies! They were all fantastic and you can see them here!

The winner was chosen by talented local artist Meg Wallace who said,



***"These are lovely works by the children, and I've looked at them carefully. I have chosen the winning drawing and it's the Easter Egg Hunt. I chose the one which showed the most imagination, colours, and the one which made me smile the most. I can see that the child must have enjoyed drawing it, it's a very happy scene."***

You can see all of Meg's work at [www.megwallaceart.co.uk](http://www.megwallaceart.co.uk) and we thank her for her help and time in choosing our winner.

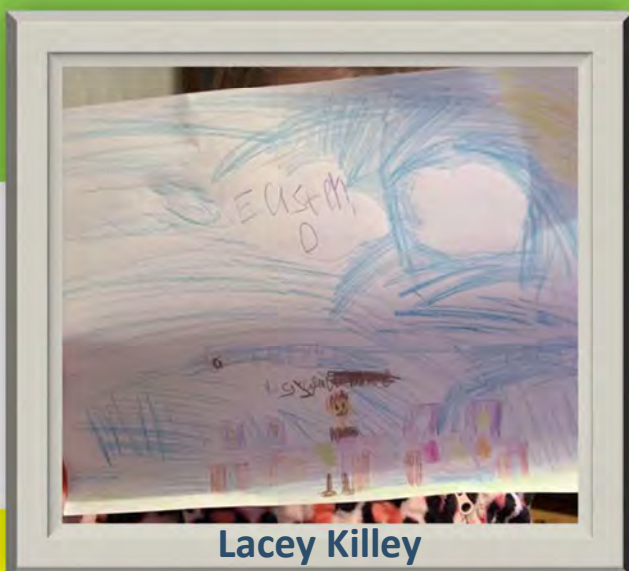
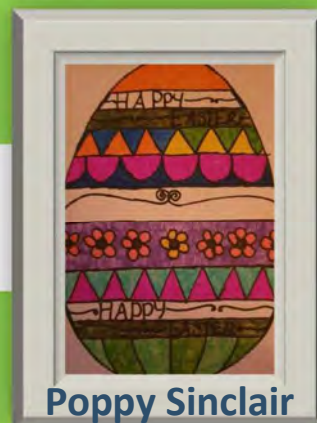
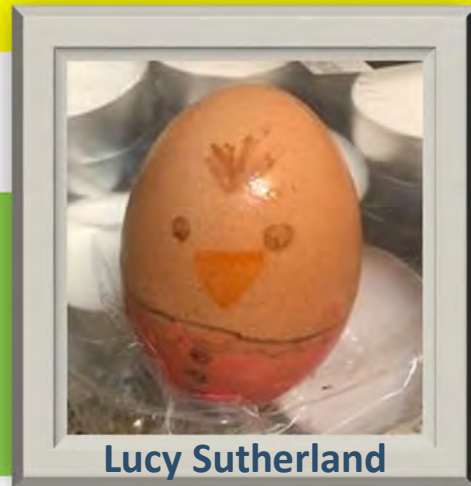
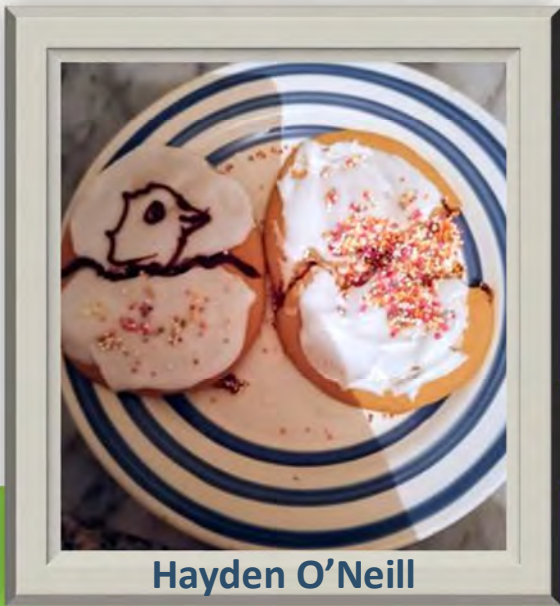
We were delighted to see the effort the young people had made and all of them should feel proud of their work. Each young person to take part will receive an Easter Egg, and the winner will receive an Easter Hamper and copy of Meg's own 'Colourful Linlithgow' book which she has kindly donated to us.

***And finally the winner is Max Killey with his 'Easter Egg Hunt' picture!***



***Keep an eye on LYPP's social media for next editions competition!***

# Well done everyone!



# Word search

Word search grid:

```
      D E
    C D N W
  C H H P W O
    Z R I U O C Z U
  F W O C S R C F V H
    E B A S K E T F O L K U
  H P T S S T F A L L L L M H
    C F R V E S E T U K S A A C O G
  J Y H O O A V S Q U A R L M T P I J
S B Q V Q E F K G J E O W T B C E G G T
H S A F P H V T U W L K R S B U N N Y L
  U F S O S L M B A O L R J A I E F S
    P O V G W P D W S L V S R B G L
      H H D C I D L C R S P Q J I
        M T E S S U L T S H K D
          S C V C J E T S Z O
            N U A R D I P F
              I C O L A F
                W A J A
                  R D
```

**Easter**

**Bunny**

**Chick**

**Basket**

**Hope**

**Egg**

**Lamb**

**Spring**

**Daffodils**

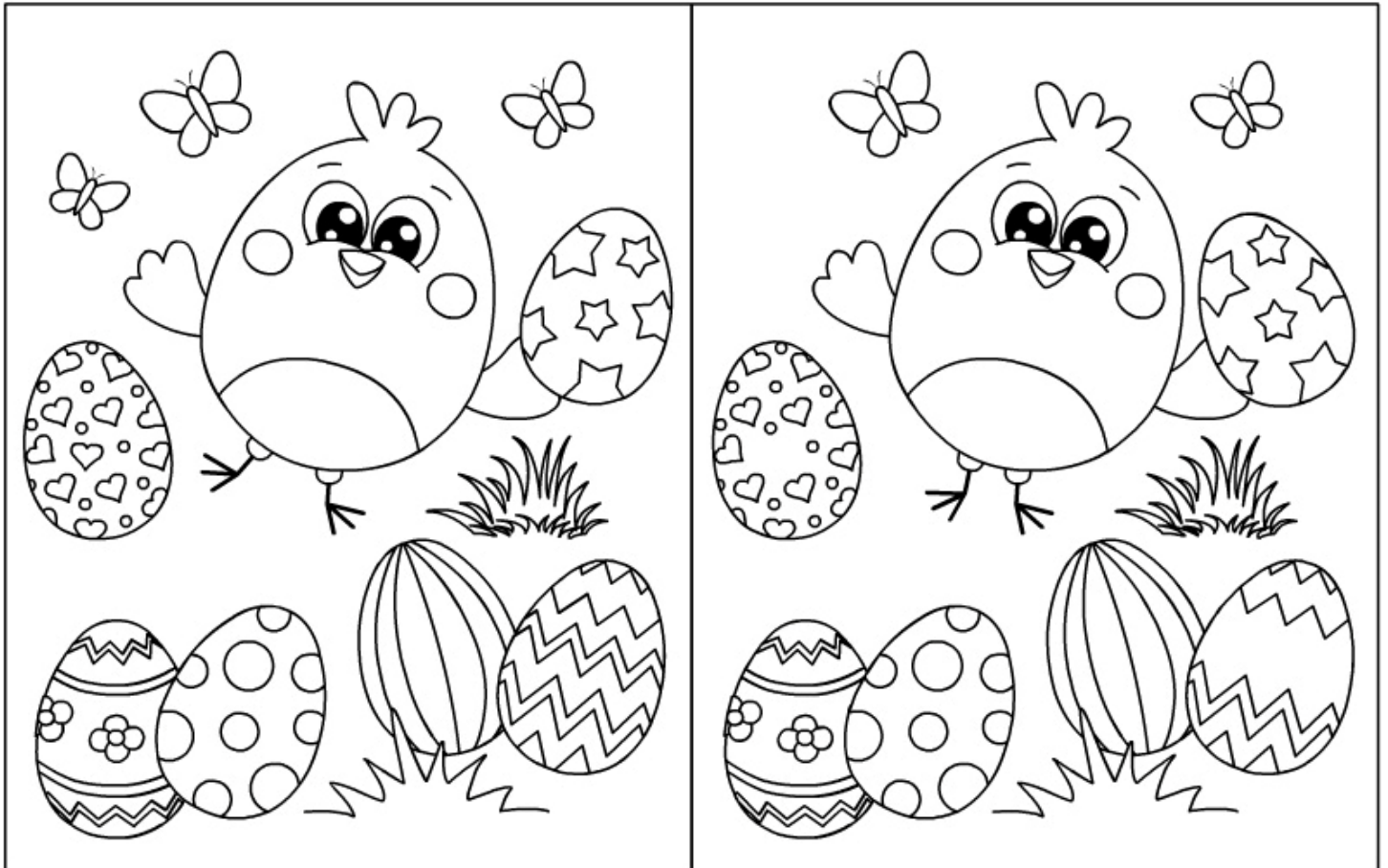
**Chocolate**

**Cross**

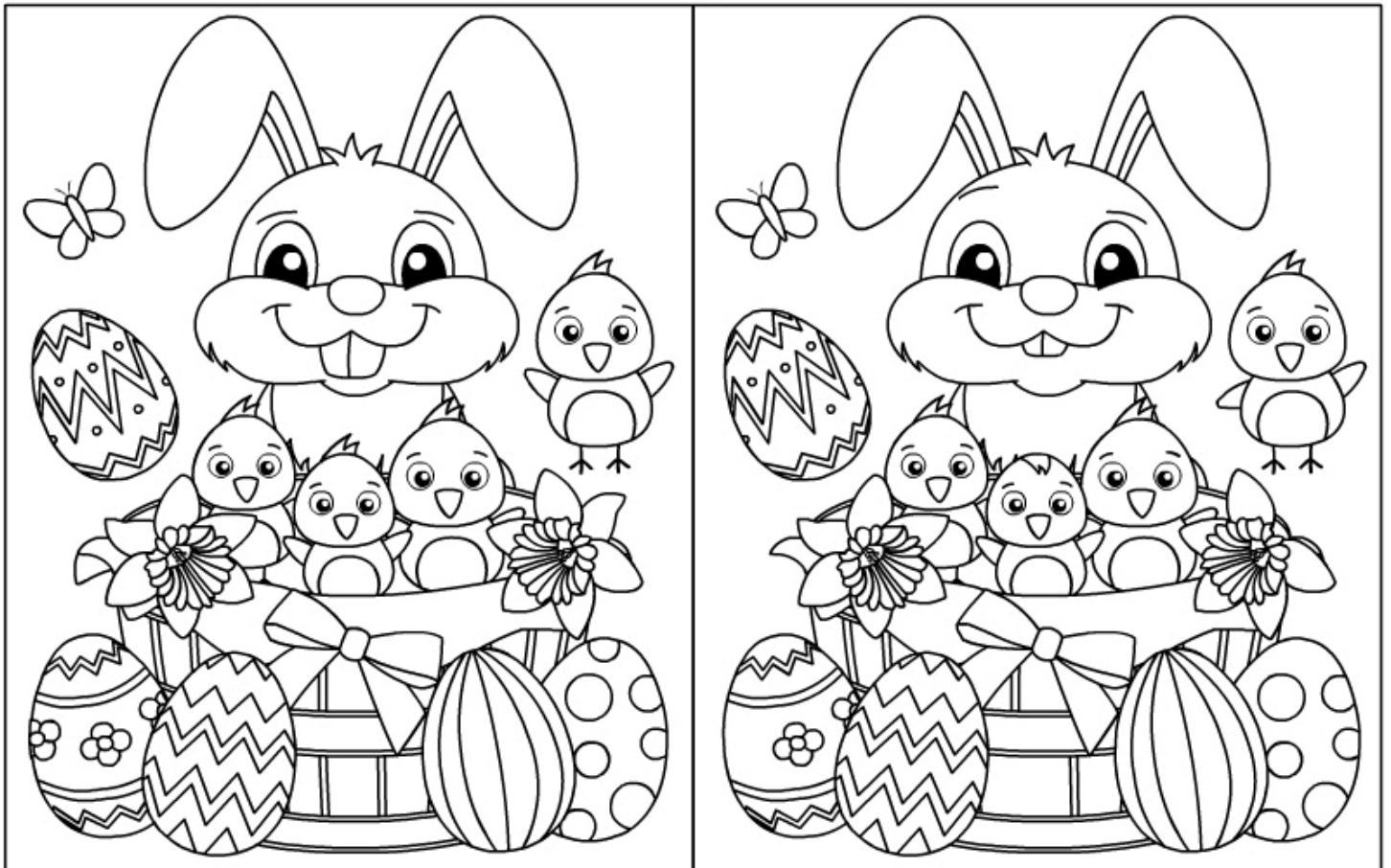
# Easter

Meeting Date - 4th May 2021  
Item 10

## Spot 5 differences!



## Spot 10 differences!



*Thank you for continuing to wear a mask in the shop! By wearing a mask you protect everyone, but especially the elderly and vulnerable.*

*There are now masks available for **FREE** from the shop courtesy of Linlithgow Young People's Project. We would encourage you to take one for use while shopping or where required.*

Wear a mask .... show you care



Now available FREE in the shop!

Remember  
**FACTS**  
for a safer Scotland



**F**ace coverings



**A**void crowded places



**C**lean your hands regularly



**T**wo metre distance



**S**elf isolate and book a test if you have symptoms

**MACMILLAN**  
**@WEST Lothian**

**GET THE SUPPORT**  
**YOU NEED**



For cancer information, support, or just someone to talk to contact us today on 01506 283053 or email [MacmillanWestLothian@westlothian.gov.uk](mailto:MacmillanWestLothian@westlothian.gov.uk)



DATA LABEL: PUBLIC



**LINLITHGOW LOCAL AREA COMMITTEE**

**TOWN CENTRE FUND UPDATE 2019/20 & 2020/21**

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

**A. PURPOSE OF REPORT**

The purpose of this report is to update the committee on progress in delivering the Town Centre Capital Projects agreed by the Council Executive on 22 October 2019 and 15 December 2020.

**B. RECOMMENDATION**

It is recommended that the local area committee notes:

1. the updates for Town Centre Fund 2019/20 and 2020/21 projects for this ward; and
2. Notes that £1,531 available to reallocation to existing projects.

**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> | 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.   |
| <b>III Implications for Scheme of Delegations to Officers</b>   | The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.   |
| <b>IV Impact on performance and performance Indicators</b>  | None.  |
| <b>V Relevance to Single Outcome Agreement</b>  | <p>Outcome 1 – We make West Lothian an attractive place to do business.</p> <p>Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.</p> |

Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.

|             |   |   |
|-------------|---|---|
| <b>VI</b>   | <b>Resources - (Financial, Staffing and Property)</b> | Across West Lothian, a total of £1.826 million was available through this Town Centre Fund for 2019/20 and a further £658,000 has been available for 2020/21. |
| <b>VII</b>  | <b>Consideration at PDSP</b>                          | Not applicable.   |
| <b>VIII</b> | <b>Other consultations</b>                            | Capital Asset Management Board  |

## **D. TERMS OF REPORT**

### **D1 Background**

In February 2019 the Scottish Government announced a new Town Centre Fund as part of its budget. 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.

In September 2020, the Scottish Government announced a further £30 million capital budget as part of the £230 million economic recovery package aimed at supporting construction activity across Scotland. The Scottish Government agreed with CoSLA and local authority Leaders that £18 million will be provided to local authorities as a top up to the existing Town Centre Fund approved in 2019/20.

Funding allocations would be based upon the same methodology as agreed between Ministers and Council Leaders for the 2019/20 allocations. On that agreed basis a budget of £658,000 has been allocated to West Lothian Council.

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 Council Executive further agreed on 22 October 2020 that the 2020/21 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 27 November 2020 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2021, and having projects completed by 30 September 2021.

Please note that these delivery deadlines also now apply to the project funded through the 2019/20 allocations, following extensions granted by the Scottish Government early last year.

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

- a) Local Area Committees will consider applications from each community to the fund and have the power to award funding in full or in part as they see fit up to the amount allocated to that community.
- b) After doing so, if there is a balance remaining of the aggregate amount allocated to the ward, Local Area Committees have the power to apply that balance to applications for the ward area which have not already been funded at all or fully.
- c) 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 Linlithgow Projects – Update on delivery of projects**

The project funded by both years of the fund are listed in Appendix 1, and subdivided by town and then year. As some projects funded in 2019/20 also successfully applied for the 2020/21 fund for additional funding, these are listed as the one project (these projects will have two

Due to the start of the Covid-19 pandemic in March of this year, work on the projects came to a halt resulting in the need for the timescales to be extended. This extension

runs to March 2021 with projects needing to be contracted by then and completed by September 2021.

#### **D4 Updates**

Appendix 1 and 2 shows a table of the projects which were funded from the 2019/20 and 2020/21 rounds, the amount they were funded and the status of the project outlining whether the project is completed, ongoing and if there are any significant issues. In addition to this, updates have been provided for some of the ongoing projects:

##### **2019/20 Updates**

###### LIN01 Visit West Lothian - Purchase of 3 leaflet racks

Completed. Underspend of £305.00 available for reallocation.

###### LIN02 Visit West Lothian - Purchase of portable display

Completed. Underspend of £136.00 available for reallocation.

###### LIN03 Visit West Lothian Information Boards at Newton

Completed. Underspend of £1,090.000 available for reallocation.

###### LIN04 Linlithgow Burgh Trust - Bronze Statues and interpretation Boards

Completed.

###### LIN05 Linlithgow and Linlithgow Bridge Community Council - Resurrect Tourist Information Centre in Burgh Halls

Completed.

###### LIN07 Linlithgow Burgh Trust - Installation of Street Trees

DWA landscape architects have completed the first stage of the process in consultation with Linlithgow Burgh Trust. This sets out locations and proposals but the estimates to deliver all that has been identified is significantly over budget. A contract is now in place to deliver the work that is possible within the available budget.

###### Additional Project as agreed - Visit West Lothian / Linlithgow and Linlithgow Bridge Community Council - develop and implement complementary activities to promote Linlithgow as a visitor destination

Completed.

##### **2020-21 Projects**

###### LIN20-01 Linlithgow Burgh Trust - New Floral Planters, Linlithgow Town Centre Western

Work completed with small underspend of £396.56. They have requested that this can be used to support their other project at the Carmelite Friary. This has been agreed.

###### LIN20-02 Linlithgow Burgh Trust - Environmental Improvement to the site of the Carmelite Friary, Linlithgow.

The Trust have indicated that the work at the Friary is more extensive than first thought and additional funding could be utilised. It has been agreed that a small underspend from LIN20-01 of £396.56 can be added to this work.

Contractor understood to be in place and will be delivered on time.

LIN20-05 Peace Garden - Disabled access provision to the sunken area of the Linlithgow Rose Garden and improvement to the planting to encourage community involvement.

The work has been contracted by WLC Construction Services and will be delivered within the timescales.

LIN20-06 One Linlithgow Ltd - CCTV upgrade

Work understood to be contracted and will be delivered on time.

There is £1,531 available to reallocation to existing projects. It is recommended that this funding is added to LIN20-02 Environmental Improvement to the site of the Carmelite Friary, Linlithgow to allow for more of the project to be delivered.

## **D5 Next steps**

The deadline for projects needing to be contracted has passed and no issues have come up to date. The next deadline is to report back in September 2021 to show completion.

Officers will continue to keep in contact with all applicants and service leads to ensure that the projects are going to be delivered within the timescale. If there are projects that are not able to be delivered within this timescale resulting in an underspend, service leads will identify potential projects that have an overspend to reallocate the underspend to them.

## **E. CONCLUSION**

The Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the Linlithgow ward will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has been extended to consider the difficulty in continuing with work due to the lockdown and the current pandemic which has made the delivery challenging.

## **F. BACKGROUND REFERENCES**

Council Executive, 11 June 2019

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

Council, Executive, 22October 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43977>

Council Executive, 15 December 2020

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=47175>

Appendices/Attachments: None

Contact Person: Alice Mitchell, Economic Development Manager  
Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)  
Tel no: 01506 283079

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

**4 May 2021**

DATA LABEL: Public

## LINLITHGOW LOCAL AREA COMMITTEE

### TIMETABLE OF MEETINGS 2021-2022

| Finalised Reports to committee officer by 12 noon | Final Agenda Issue      | Meeting Date                   | Venue |
|---|-------------------------|--------------------------------|-------|
| Tuesday 17 August 2021                            | Wed 18 August 2021      | <b>Tuesday 24 August 2021</b>  | TBC   |
| Tuesday 26 October 2021                           | Wed 27 October 2021     | <b>Tuesday 2 November 2021</b> | TBC   |
| Tuesday 22 February 2022                          | Wed 23 February 2022    | <b>Tuesday 1 March 2022</b>    | TBC   |
| Tuesday 26 April 2022                             | Wednesday 27 April 2022 | <b>Tuesday 3 May 2022</b>      | TBC   |

All meetings will commence at **9.30am** and will be virtual meetings unless otherwise advised – Venue to be advised in due course





## Linlithgow Local Area Committee Workplan May 2021

| ISSUE                   |   | LEAD OFFICER       | MEETING DATE  |
|-------------------------|---|--------------------|---------------|
| <b>Standing Reports</b> |   |                    |               |
| 1                       | Police Ward Report                          | Iain Wells         | All meetings  |
| 2                       | Fire Scotland Report                        | Stuart McNiven     | All meetings  |
| 3                       | Housing, Construction and Building Services | Phyllis McFadden   | All meetings  |
| 4                       | Nets and Land Services Update               | Andy Johnston      | All meetings  |
| 5                       | Regeneration Update                         | Douglas Grierson   | All meetings  |
| <b>Other Items</b>      |   |                    |               |
| 1                       | Pensioners Christmas Treat Allocation Final | Douglas Grierson   | November 2021 |
| 2                       | Kettleston Update                           | Alan Colquhoun     | TBC           |
| 3                       | Town Centre Capital Fund 2019/20 & 2020/21  | Douglas Grierson   | As required   |
| 4                       | Advice Shop Annual update                   | Christopher Nelson | TBD           |
| 5                       | Vennel Update                               | Robert Smith       | TBD           |