



Broxburn, Uphall and Winchburgh Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

8 June 2021

A special meeting of the **Broxburn, Uphall and Winchburgh Local Area Committee** of West Lothian Council will be held within the **Webex Virtual Meeting** on **Tuesday 15 June 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 Minutes of Meeting of Broxburn, Uphall and Winchburgh Local Area Committee held on Friday 05 March 2021 (herewith)
5. Presentation Winchburgh Community Development Trust - Alan Russell
6. Developer Contributions towards Town and Village Centre Improvements in Core Development Areas - report by Head of Planning , Economic Development and Regeneration (herewith)

DATA LABEL: Public

7. Police Ward Update - report by Police Scotland (herewith)
8. Fire Report Q4 2020/21 - report by Scottish Fire and Rescue Service (herewith)
9. Housing Update - report by Head of Housing, Customer and Building Services (herewith)
10. Service Update - Nets, Land and Countryside - report by Head of Operational Services (herewith)
11. Town Centre Capital Fund Update - report by Head of Planning, Economic Development and Regeneration (herewith)
12. Workplan (herewith)

NOTE **For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email anastasia.dragona@westlothian.gov.uk**

CODE OF CONDUCT AND DECLARATIONS OF INTEREST

This form is to help members. It is not a substitute for declaring interests at the meeting.

Members should look at every item and consider if they have an interest. If members have an interest they must consider if they have to declare it. If members declare an interest they must consider if they have to withdraw.

NAME	MEETING	DATE

AGENDA ITEM NO.	FINANCIAL (F) OR NON- FINANCIAL INTEREST (NF)	DETAIL ON THE REASON FOR YOUR DECLARATION (e.g. I am Chairperson of the Association)	REMAIN OR WITHDRAW

The objective test is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.

Other key terminology appears on the reverse.

If you require assistance, please ask as early as possible. Contact Julie Whitelaw, Monitoring Officer, 01506 281626, julie.whitelaw@westlothian.gov.uk, James Millar, Governance Manager, 01506 281695, james.millar@westlothian.gov.uk, Carol Johnston, Chief Solicitor, 01506 281626, carol.johnston@westlothian.gov.uk, Committee Services Team, 01506 281604, 01506 281621 committee.services@westlothian.gov.uk

SUMMARY OF KEY TERMINOLOGY FROM REVISED CODE

The objective test

“...whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor”

The General Exclusions

- As a council tax payer or rate payer or in relation to the council's public services which are offered to the public generally, as a recipient or non-recipient of those services
- In relation to setting the council tax.
- In relation to matters affecting councillors' remuneration, allowances, expenses, support services and pension.
- As a council house tenant, unless the matter is solely or mainly about your own tenancy, or you are in arrears of rent.

Particular Dispensations

- As a member of an outside body, either appointed by the council or later approved by the council
- Specific dispensation granted by Standards Commission
- Applies to positions on certain other public bodies (IJB, SEStran, City Region Deal)
- Allows participation, usually requires declaration but not always
- Does not apply to quasi-judicial or regulatory business

The Specific Exclusions

- As a member of an outside body, either appointed by the council or later approved by the council
- The position must be registered by you
- Not all outside bodies are covered and you should take advice if you are in any doubt.
- Allows participation, always requires declaration
- Does not apply to quasi-judicial or regulatory business

Categories of “other persons” for financial and non-financial interests of other people

- Spouse, a civil partner or a cohabitee
- Close relative, close friend or close associate
- Employer or a partner in a firm
- A body (or subsidiary or parent of a body) in which you are a remunerated member or director
- Someone from whom you have received a registrable gift or registrable hospitality
- Someone from whom you have received registrable election expenses

Mr Graham Hope
Chief Executive
West Lothian Council
Civic Centre
Howden South Road
Livingston

1st June 2021

Dear Graham

Broxburn, Uphall and Winchburgh Local Area Committee - Special Meeting

In terms of Standing Order 5, I am calling a Special Meeting of the Broxburn, Uphall and Winchburgh Local Area Committee on 15 June 2021 at 9:30am to consider the following item of business:-

- Minute of meeting held on 5 March 2021
- Presentation by Winchburgh Community Development Trust
- Developer Contributions towards town and village centre improvements in core development areas
- Police Ward Report
- Fire Report
- Housing Update
- Nets, Land and Countryside Services Update
- Town Centre Capital Fund Update
- Workplan

Yours sincerely



Councillor Angela Doran-Timson
Chair, Broxburn, Uphall and Winchburgh Local Area Committee



Councillor Angela Doran
Broxburn, Uphall and Winchburgh Ward

West Lothian Council
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Office Tel: 01506 281744
Email: angela.doran@westlothian.gov.uk

MINUTE of MEETING of the BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE held within WEBEX VIRTUAL MEETING ROOM, on 5 MARCH 2021.

Present – Councillors Angela Doran (Chair), Chris Horne, Diane Calder and Janet Campbell

In Attendance

Craig McCorriston, Lead Officer, West Lothian Council
Dougie Grierson, Community Regeneration Officer, West Lothian Council
Eirwen Hopwood, Nets, Land & Countryside Services, West Lothian Council
Steve Lovell (Principal Planner, West Lothian Council)
Phyllis McFadyen, Housing Manager, West Lothian Council
Stuart McNiven, Scottish Fire & Rescue Service
Sergeant Iain Wells, Police Scotland
Irene Bishop (Uphall Community Council)
Keith McLeod (Broxburn Community Council)
Lynda McGivern (Dechmont Community Council)
Nick Knox (Winchburgh Community Council)

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 ORDER OF BUSINESS

The Chair ruled in terms of Standing Order 11 that agenda item 10 (*Town Centre Fund Update 2019/20 & 2020/21*) and agenda item 12 (*Timetable of Meetings 2021/22*) would be considered before agenda item 5 (*Scottish Fire & Rescue Service Quarter 3 2020/21 Performance*) in that order.

3 MINUTES

- a The committee approved the minute of its meeting held on 6 November 2020.
- b The committee approved the minute of its meeting held on 22 December 2020 subject to adding the following declaration of interest:

Irene Bishop declared an interest in agenda Item 5 as she was a member of Uphall Community Council. She would take no part in the discussion.

4 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 members on progress in delivering the Town Centre Capital Projects agreed by the Local Area Committee on 4 October 2019 and 22 December 2020.

Officers assured members that they would focus on ensuring timely completion of projects. The Broxburn community gardens project in particular was discussed and it was noted that planning permission process was proceeding and likely to be completed by 31 March, with planning conditions added to cover pending soil testing results. Meetings would be facilitated between the various stakeholders and every effort would be made to ensure mutual agreement on any points of disagreement.

It was recommended that the local area committee note the updates for Town Centre Fund 2019/20 and 2020/21 projects for this ward.

Decision

To note the terms of the report.

5 TIMETABLE OF MEETINGS 2021/22

The committee considered the timetable of meetings for 2021/22 (a copy of which had been circulated).

Decision

To approve the timetable of meetings for 2021/22.

6 SCOTTISH FIRE & RESCUE SERVICE QUARTER 3 2020/21 PERFORMANCE

The committee considered a report (copies of which had been circulated) by the Scottish Fire and Rescue Service providing an update on the activity within Broxburn, Uphall and Winchburgh Multi-Member Ward for the period up to 31 December 2020.

It was recommended that the committee note and provide comment on the Broxburn, Uphall and Winchburgh Multi-member Ward Performance Report.

Decision

To note the terms of the report.

7 POLICE WARD UPDATE

Councillors Diane Calder and Janet Campbell left the meeting during consideration of this item and did not participate in the remaining items of business.

The committee considered a report (copies of which had been circulated) by Police Scotland providing an update on performance, activities and issues across the Ward for the period up to 31 December 2020.

Members of the public were encouraged to call 101 if they became aware of antisocial behaviour. It was also noted that Police were working with the community to limit antisocial behaviour especially as lockdown conditions were being eased.

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

Decision

To note the terms of the report.

8 HOUSING, CUSTOMER AND BUILDING SERVICES

The committee considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an overview of the service activities within the Broxburn ward.

In response to queries from members, officers explained that due to Covid emergency legislation there had been no evictions during the lockdown period except in extraordinary circumstances. Tenants were continually advised on actions to take in order to receive support and the council had robust information sharing practices with the Department for Work and Pensions and other organisations able to provide advice and support.

It was recommended that the committee note Housing, Customer and Building Service activity as detailed in the ward report for the period Quarter 3, 1 October to 31 December 2020.

Decision

To note the terms of the report.

9 SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

The committee considered a report (copies of which had been circulated) by the Head of Operational Services updating members on the recent activity of the NETs, Land & Countryside Services teams for the period 1 October 2020 – 31 December 2020.

It was recommended that the committee:

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

Decision

To note the terms of the report.

10 WEST LOTHIAN LOCAL DEVELOPMENT PLAN ACTION PROGRAMME - FIRST REVIEW (2020) - UPDATE FOR WARD 2: BROXBURN, UPHALL & WINCHBURGH

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of the West Lothian Local Development Plan (LDP) Action Programme First Review – 2020 as it related to Ward 2 - Broxburn, Uphall & Winchburgh.

Discussions were taking place between Network Rail and Transport Scotland and in order for a site to be identified for the new rail station and park and ride facility proposed under project P-91, while discussions were also ongoing regarding the community facilities or partnership centre proposed under projects P-93 and P-94.

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

Decision

To note the terms of the report.

11 PENSIONERS GROUPS CHRISTMAS FUND ALLOCATIONS 2020/21

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of the final allocations that had been made from the Pensioners' Groups Christmas Fund 2020/21 to groups in the Broxburn Uphall and Winchburgh ward, Livingston-wide groups and West Lothian-wide groups. The committee was asked to note the impact that COVID – 19 had had on the application and allocation process regarding the fund. The panel was also asked to note the additional option developed to provide a pre-prepared meal to groups who had indicated their interest.

It is recommended that the committee note:

1. The effect of COVID-19 on the arrangements regarding the Pensioners Groups Christmas Fund in 2020-21;
2. The inclusion of a pre-prepared meal option; and
3. That five groups had been supported through the Pensioners Christmas Fund in 2020-21.

Decision

To note the terms of the report.

12 WORKPLAN

A copy of the workplan had been circulated for information.

Decision

1. To note the workplan.
2. To add Bangour development updates to the workplan.



Update for BUW Local Area Committee, 15 June 2021

Progress since last update:

- **Completion of the Shale Trail and [website](#)**
- **Opening of the *Village Store* food bank and Covid response website**
- **Web Portal – first version**
- **Wee Cinema Winchburgh 24th July**
- **2 replica shale hutches**
- **4 picnic tables**
- **Storage/workshop container 7th June**
- **Farmers' market stalls**
- **Funding bid for project worker and workspace**
- **Sustrans Street Design and Pocket Place projects**

DATA LABEL: PUBLIC



BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE

**DEVELOPER CONTRIBUTIONS TOWARDS TOWN AND VILLAGE CENTRES
IMPROVEMENTS IN CORE DEVELOPMENT AREAS**

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update the Local Area Committee of the progress in opening up the developer contributions funding for applications to address the themes identified in the Winchburgh 'Local Place Framework' prepared by the Community Development Trust (CDT) to support the process to deliver projects in line with the agreed Supplementary Planning Guidance in Winchburgh.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes the Village Improvement Design Guide has been produced by Winchburgh CDT entitled 'Winchburgh Local Place Framework and Action Plan; and
2. notes that the five themes identified in Appendix 3 of that document will form the overarching themes for assessing applications to receive the specific town centre funding.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; Making best use of our resources; Working in partnership..
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>West Lothian Local Development Plan (2018) policy CDA1 relates to supporting Development in previously identified Core Development Areas, such as Winchburgh.</p> <p>The project meets the funding eligibility criteria for CDA developer contributions in town & village centres improvements. There is no requirement for a strategic environmental assessment and the project does not raise any equality or health issues.</p>
III	Implications for Scheme of Delegations to Officers	None.

IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<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> <p>Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.</p>
VI	Resources - (Financial, Staffing and Property)	A total of £182,862.32 is currently available for community led projects in Winchburgh village centre.
VII	Consideration at PDSP	This specific project has not been considered by a PDSP. The overall West Lothian Town and Villages Core Development Areas Fund was considered by Development and Transport PDSP in 2017.
VIII	Other consultations	None.

D. TERMS OF REPORT

D.1 Background

The superseded West Lothian Local Plan (WLLP) (2009) required developers within core development areas (CDAs) to contribute £250 per house towards town and village centre improvements within the CDA in which they are operating. Developers had the option to propose a package of equivalent value improvements, or to make a financial contribution of £250 into an improvement fund, with that fund being administered by the council.

Supplementary Planning Guidance (SPG) was the collective term for the suite of additional guidance documents that supported the implementation of development plan policies contained within the WLLP, but when this plan was replaced in September 2018 by the West Lothian Local Development Plan (LDP 1) the related SPG ceased to have formal status.

In anticipation of this scenario, the council gave notice that it would bring forward a raft of new Supplementary Guidance (SG) and Planning Guidance (SG) to replace many of the previous SPGs, that includes the SPG on CDA Town & Village Centres. In the interim, and until the guidance that it is proposed to be replaced has been formally adopted, SPGs continue to be a 'material consideration' for the purpose of determining planning applications.

In February 2017 the Council Executive agreed the eligibility criteria for a West Lothian Town and Villages Core Development Areas Fund (WLVCDAF).

Initial contributions of £147,000 were available to support eligible schemes within Winchburgh, although £50,000 was initially ring-fenced for kerbing in the town centre.

However, only £13,000 was required by Transportation Services to complete that work allowing £37,000 to be released back into the overall budget.

The approved Supplementary Planning Guidance and the planning permission with an accompanying Section 75 agreement with the developer required, as a starting point, that a Town or Village Centre Improvement Plan for Winchburgh be produced and agreed with the community to provide a framework for subsequent projects. At the Broxburn, Uphall and Winchburgh LAC on 8 June 2017, Winchburgh CDT were awarded £9,750 to produce the framework. This amount was subsequently increased to £12,100 in total at the Local Area Committee on 21 September 2018.

The Supplementary Planning Guidance (2007)(see Appendix 3) identifies the following types of work as being suitable for funding and it is expected that the town/village centre improvement plan will address these types of work to give focus for applications thereafter:

- landscaping works including the provision and maintenance of public space;
- street furniture and lighting;
- townscape enhancement;
- litter management and recycling (excluding general street cleaning activities);
- crime prevention measures such as CCTV;
- improved public transport facilities;
- signage and information;
- promotion and marketing;
- car parking improvements and management;
- town and village centre studies;
- site assembly/site servicing (including Compulsory Purchase Order (CPO)); and
- traffic calming/traffic management.

D.2 Framework Document (Winchburgh Community Development Trust (WCDDT))

Winchburgh CDDT attended the Local Area Committee in December 2018 to provide a presentation on progress towards the development of the framework and in September 2019 submitted the 'Local Place Framework' containing three related appendices:

The Framework is a wide ranging document (see <https://winchburghcdt.files.wordpress.com/2019/06/winchburghlocalplaceframework-actionplan-may-19.pdf>) that covers more potential projects than is related specifically to the developer contributions gathered as part of the Supplementary Guidance and the Section 75 Agreement. From the CDDT report Appendix three (attached as Appendix 1) detailed a number of key areas identified for projects. These were themes rather than specific projects.

Applications will be expected to address one or more of the following themes:

- Bringing people together – Pride to live in the village
- Employment;
- Look and feel of public spaces - especially the Main Street;
- Community Spaces – meeting/eating/socialising;
- Activities; and
- History and Heritage

D.3 Funding Update

As noted in D.1 above, there is a requirement that developers within core development areas (CDAs) contribute £250 per house towards town and village centre improvements within the CDA in which they are operating. Since the last report to the Committee another trigger point has occurred with the construction of the 551st house and a further £73,062.32 has been drawn down from Winchburgh Developments Ltd.

This indicates that the current balance available for village centre improvements in Winchburgh is £182,862.32.

The next trigger point will be the 751 house which should see a similar amount added to the fund for the village in due course.

D.4 Applications

Officers are content that the 'Local Place Framework' produced by the Winchburgh CDT provides the framework required for applications to the village centre fund. Applications will require to address one or more of the five themes identified above in D2 and that projects also meet the requirements of the supplementary guidance set out in D1.

As agreed at the Council Executive in February 2017, the process for assessing funding applications for community led projects is set out below:

1. An application, using a standard applications form (as per the council's Villages Improvement Fund) is submitted to the council's Community Planning and Regeneration Team.
2. The application is assessed, by officers, against the eligibility of the scheme and having regard to other projects being progressed within the CDA. Applications deemed not to meet the criteria, or those which are similar to or duplicate other projects, will be rejected at this stage.
3. The availability of funding is assessed by the Head of Planning, Economic Development and Regeneration having regard to the balance of the fund available for the CDA, taking account of other committed projects or projects being developed by the council.
4. The application will be reported to the relevant local area committee (LAC) indicating the Head of Services' intention with regards to the application. The LAC will have an opportunity to comment on the application.
5. A decision on funding will be taken by the Head of Planning, Economic Development and Regeneration having regard to the view of the LAC.

The application form is attached as Appendix 2 and will be put on the Council web pages along with general guidance and links to the key documents referred to in this report. It will also be promoted through local websites and social media in Winchburgh to raise awareness of the scheme locally.

E. CONCLUSION

The Local Area Committee is asked to note the work done by the Winchburgh Community Development Trust to produce the Winchburgh 'Local Place Framework and Action Plan' and the process to consider applications that address the themes identified in it and that align to the requirements of the Supplementary Planning Guidance.

F. BACKGROUND REFERENCES

Council Executive, 14 February 2017

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Df%93k%7B%8F>

Reports to Development and Transport PDSP (February 2017), Broxburn, Uphall and Winchburgh LAC, 8 June 2018

<http://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=34944>

Broxburn, Uphall and Winchburgh LAC, 21 September 2018

<http://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=39890>

Broxburn, Uphall and Winchburgh LAC, 14 December 2018

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dg%95l%7B%8D>

Appendices/Attachments: Appendix 1: Winchburgh CDT Appendix 3 (see also link in main report)

Appendix 2: Application Form and Guidance

Appendix 3: WLC Supplementary Planning Guidance on CDA Town & Village Centres (2007) -

https://www.westlothian.gov.uk/media/2565/SPG-CDA-developer-contributions-for-town-and-village-centre/pdf/CDA_developer_contributions_for_town_and_village_centre.pdf?m=635944207178170000

Contact Person:

Douglas Grierson, Regeneration Team Leader, email: douglas.grierson@westlothian.gov.uk

Alice Mitchell, Economic Development Manager, email: alice.mitchell@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

21 May 2021

TOWN AND VILLAGE CENTRES IMPROVEMENTS IN CORE DEVELOPMENT AREAS (WINCHBURGH)

Application form

- Please refer to the guidance notes when completing this form
- No project should start or commit expenditure before receiving the approval of grant

1. Applicant Organisation Details

Organisation Name	
Project title	
Contact person	
Position	
Address	
Telephone number	
Email Address	
Type of organisation	
What date was your organisation formed?	
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	

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

2. Project details

Project location within Winchburgh	
Project start date	
Project finish date	

Which of the following theme(s) identified in the Local Place Framework is your project looking to address

Community Theme	
Bringing people together – Pride to live in the village	
Employment	
Look and feel of public spaces - especially the Main Street	
Community Spaces – meeting/eating/socialising	
Activities	
History and heritage	

The Supplementary Planning Guidance identifies the following types of work as being suitable for funding.

Supplementary Planning Guidance	
landscaping works including the provision and maintenance of public space	
street furniture and lighting	
townscape enhancement	
litter management and recycling (excluding general street cleaning activities)	
crime prevention measures such as CCTV	
improved public transport facilities	
signage and information	
promotion and marketing	
car parking improvements and management	
town and village centre studies	
site assembly/site servicing (including Compulsory Purchase Order (CPO))	
traffic calming/traffic management	
None of the above	

If none of the above please detail below:

--

Project description

Describe fully the project for which the grant is being sought (background and context of the project, description of works). Please detail how it address the theme and planning guidance requirement in your description.

--

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

--

Evidence of need

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

--

Outcomes

Describe what your project will deliver. For example:

- Number of sites improved
- Area of landscaping
- Community Facilities developed, improved

3.Project Costs

Amount of funding requested	
------------------------------------	--

Item of expenditure	Cost



If your project costs more than you are applying for please detail below.	Is this in place and approved	If anticipated in what time scale

Project management

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

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Privacy Notice for: THE TOWN AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA

Information held about you

As part of the funding arrangements for this programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the application process.

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council.

- Details of the group; type, date formed, charity number
- Contact details of contact person; name, position in the group, address, telephone and e-mail address.
- Copies of group documents;
 - Annual Accounts
 - Bank Statements
 - Constitution or Articles and Memorandum
 - Equality Policy
 - List of committee members/directors list

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the TOWN AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA
- To contact you regarding invitations to relevant events
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed. Group constitutions or memorandums of association will retained until an updated copy is received or no longer required.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Email – Douglas.Grierson@Westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – Douglas.Grierson@Westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: dpo@westlothian.gov.uk

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#)

Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website: <https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

4. Declaration

We wish to apply for a grant from the TOWN AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

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

	Application to the TOWN AND VILLAGE FUNDING TO SUPPORT IMPROVEMENTS IN WINCHBURGH CORE DEVELOPMENT AREA
	To provide you with updates on the progress of your application
	Contact you with invitations to relevant events
	Contact you for feedback on quality of services provided to you.
Name	
Position	
Organisation	
Date	

Please send your completed forms to:

Douglas Grierson,
Community Regeneration,
West Lothian Council,
West Lothian Civic Centre, Howden South Road, Livingston, West Lothian,
EH54 6FF,
Email – Douglas.Grierson@Westlothian.gov.uk

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

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

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



Local Place Framework + Action Plan

Projects Appendix 3



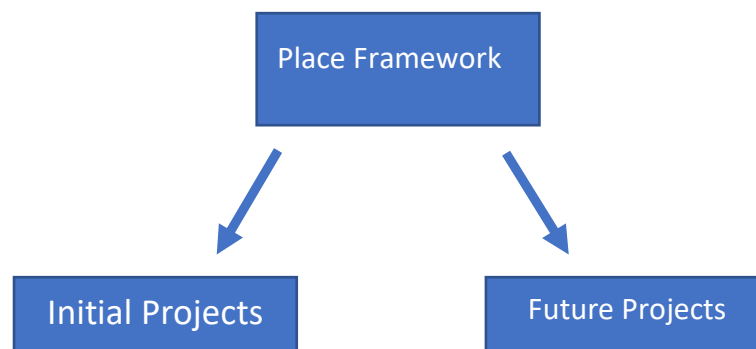
Introduction

This appendix is the final part to complete the Winchburgh Local Place Framework 2018-2019 documents.

The draft version of the Framework was considered by the community at two open sessions in March 2019. Modifications were made, mainly to prioritise community aspirations regarding the potential projects identified in the various sections.

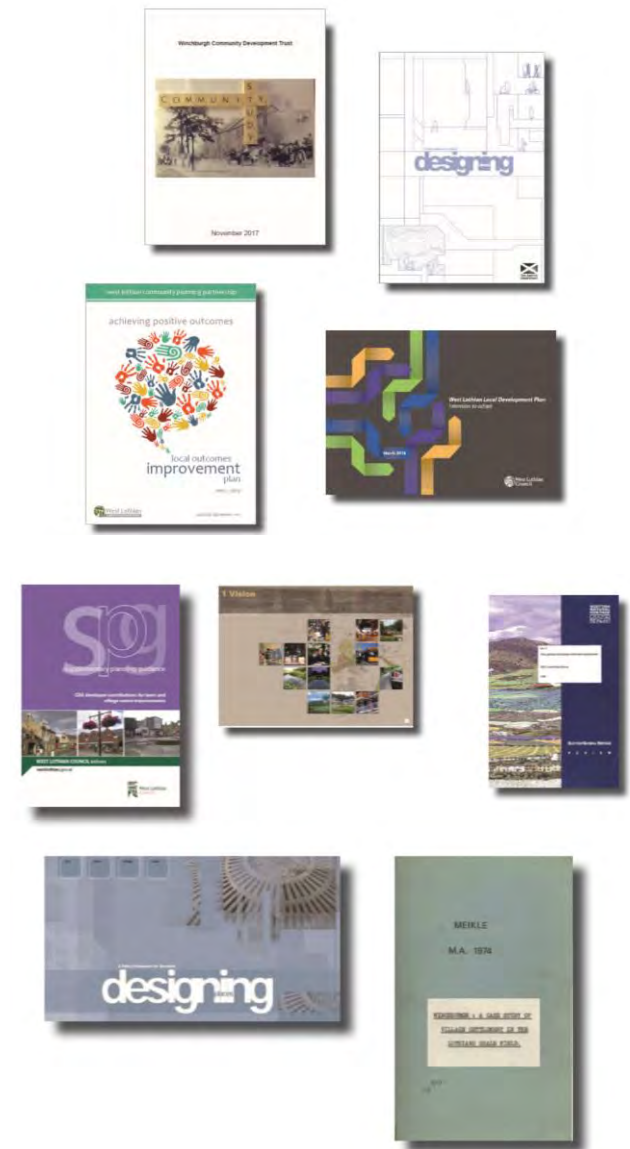
From the final version of the Framework, specific projects were chosen on the basis of achievability and community benefit. This appendix details these projects and represents the culmination of two year's work from community volunteers.

It should be noted that these projects are for the short to medium term and that the Framework lists of potential projects will be the key resource for further projects as and when funding and capacity will allow.



The projects focus on delivering benefits in the following areas identified by the community as Key Priorities:

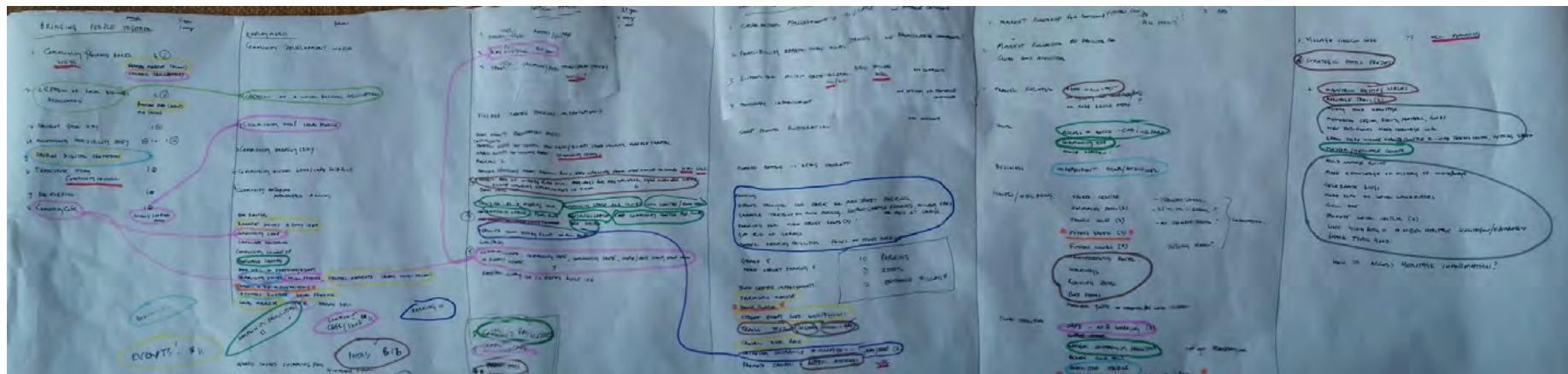
- Bringing people together – Pride to live in the village
- Employment
- Look and feel of public spaces - especially the Main Street
- Community Spaces – meeting/eating/socialising
- Activities
- History and heritage



The Projects:

1. Community worker and workspace
2. Digital promotion of village – web portal, social media, press releases, newsletters
3. Events programme - new events, maybe farmers' markets, and building on existing
4. Village centre: analysis/study, including parking and improvements
5. Investigation of landscape factoring with Winchburgh Developments Ltd
6. Renew allotments potentially through land purchase
7. Additional community facilities with WDL – community café in the new park
8. Form a History/heritage group to develop sub-projects

It is important to understand that the first project, the Community Worker, is by far the most important as the village does not have the capacity to deliver the benefits of the other projects through volunteers alone.



			Bringing us together Employment Public spaces community spaces Activities History and heritage					
Project	Timescale	Funding						Notes
Community worker, workspace	Dec 2019 - 2022	Investing in Communities, Awards for all, S75	✓	✓	✓	✓	✓	Needs a workspace identified
Digital promotion of village	Oct 2019 - May 2020	New Town Centre funds, S75	✓		✓		✓	Can start without worker
Events management and programme	Jan 2020 - on going	S75, individual funding for various events	✓				✓	Can start without worker
Village centre analysis and improvements	Mar 2020 - Nov 2020, analysis. May 2020 - May 2023, actions	New town Centre, S75	✓		✓		✓	Includes parking issues
Investigation of landscape factoring with WDL	2019 - 2020 discussions, 2020-2022 set up. On-going	Climate Change		✓	✓			Need to start this early to ensure all is in place in time. Scottish Agricultural College as partners?
Renew allotments, potentially through land purchase	2020 - 2025	Scottish Land Commission, Scottish Land Trust, WDL, S75, other sources				✓	✓	Discussions with Hopetoun Estates
Additional community facilities with WLC/WDL	2020-2030			✓		✓	✓	
History and Heritage group.	Sept 2019 ongoing	Lottery Heritage Fund	✓				✓	May need a part time development worker. Can start without worker. Sub-projects identified

The detailed programme plans, funding applications and project management will be the responsibility of the Community Worker.

They will be expected to start further projects based on their skills and experiences.

The full title of the post, for funding purposes, is "Project Engagement and Development Manager".

If the current funding application is successful, they will be in post by end of 2019.

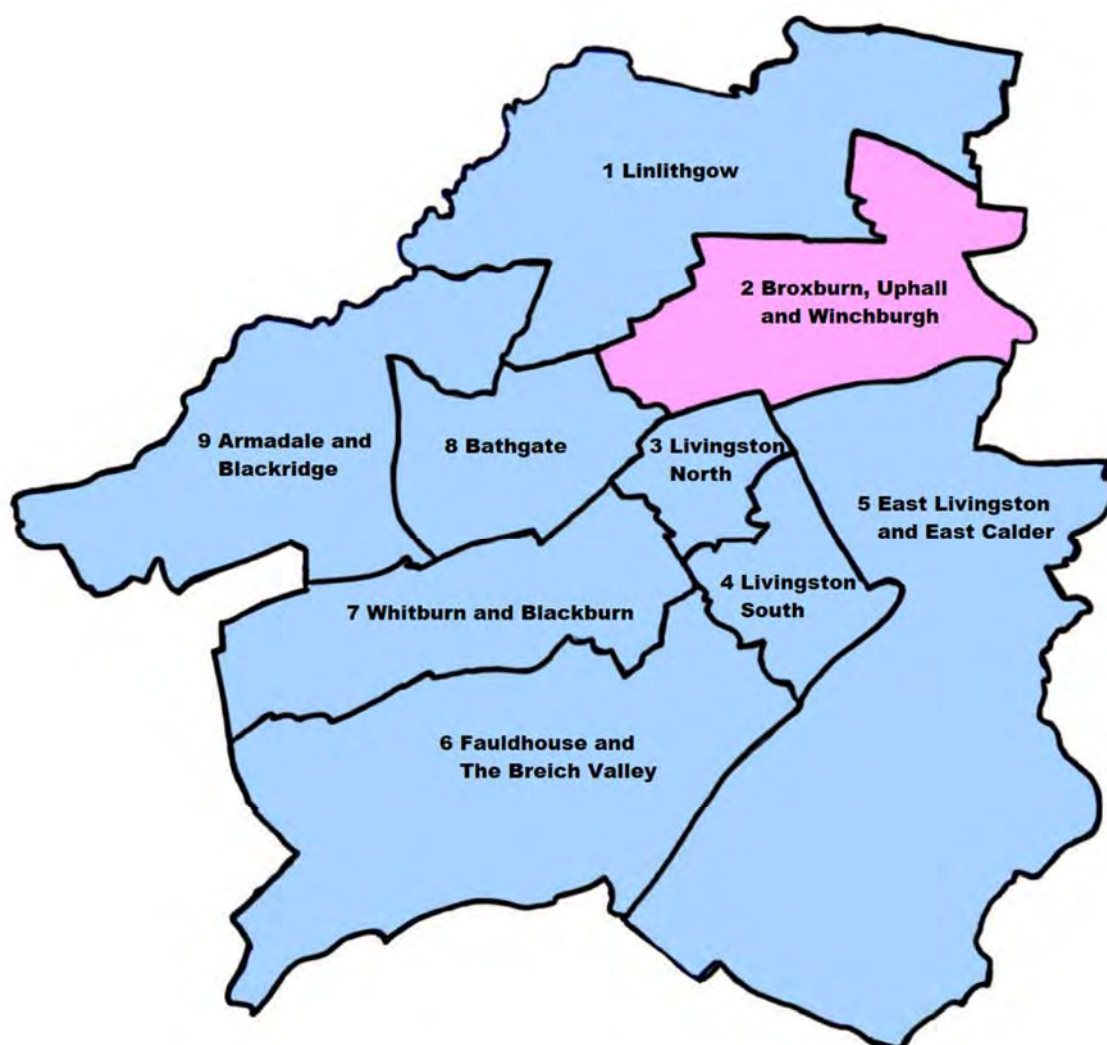


OFFICIAL



West Lothian Area Command

Lothian and Scottish Borders



Ward 2 Broxburn, Uphall & Winchburgh 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 28th March 2021.

B. RECOMMENDATION

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

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

OFFICIAL

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.

Broxburn, Uphall and Winchburgh Community Engagement Priorities:

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

Broxburn, Uphall and Winchburgh Community Officers

PC Russell Rosie

PC Fiona Bell

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 3rd 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 Broxburn area, a multi-agency response with SFRS, WLC SNT, Education and West Lothian Youth Action Project was put together with all agencies working towards a sustainable solution which has resulted in a reduction in complaints.

There is ongoing work with the Greendykes Bing Preservation Group regarding the anti-social use of off-road bikes on the bing. Various partners are working together to find a sustainable solution to the issues and this has also included the police led Operation "Orientalis" which has been devised to

address the illegal use of off road motorbikes. Further Operations are planned in the near future.

- **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.

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.

Following investigations into a series of thefts from motor vehicles, a number of local people have been reported for multiple offences.

- **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.

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			
Broxburn, Uphall & Winchburgh	Recorded		
Crime Type	YTD	LYTD	% Diff
Robbery	2	3	-33.3%
Serious Assault	8	10	-20.0%
Sexual Crimes	61	50	+22.0%
Housebreaking dwelling	14	14	-
Housebreaking non-dwelling (sheds/garages)	11	20	-45.0%
Housebreaking Other Premises	25	22	+13.6%
Theft of motor vehicle	14	17	-17.6%
Theft from motor vehicle (OLP)	36	54	-33.3%
Vandalism	146	146	-
Total drugs supply	8	8	-
Possession of Drugs	74	44	+68.1%
Common Assault	156	131	+19.0%
Common Assault - emergency worker	12	7	+71.4%
Total Crimes and Other Offences	1410	1253	+12.5%

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.

Data Label: Public



BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE

BROXBURN, UPHALL AND WINCHBURGH MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

To update the Broxburn, Uphall and Winchburgh Local Area Committee on the activity within Broxburn, Uphall and Winchburgh Multi-Member Ward for the period up to 31st March 2021

B. RECOMMENDATION

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

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• Being honest, open and accountable• Focusing on our customers' needs• Making best use of our resources• Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	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.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	WL CPP SOA Performance indicators.
V Relevance to Single Outcome Agreement	SOA1304_13 Number of deliberate fires per 100,000 population SOA1304_14 Number of accidental dwelling fires per 100,000 population.
VI Resources - (Financial, Staffing and Property)	The council contributes to directly and in partnership to the delivery of the Ward Plan
VII Consideration at PDSP	None
VIII Consultations	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 2018, which is a requirement under the Police and Fire Reform (Scotland) Act 2012, Section 41E.

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

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

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

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

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

Medium Priority

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

E. CONCLUSION

The Broxburn, Uphall and Winchburgh Multi-member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2018, 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.

Douglas Tait

Station Manager, Scottish Fire and Rescue Service

April 2021

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



West Lothian Council Area

Ward Performance Report

Quarter 4 20/21

Broxburn, Uphall and Winchburgh

DISCLAIMER

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

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

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

Introduction

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

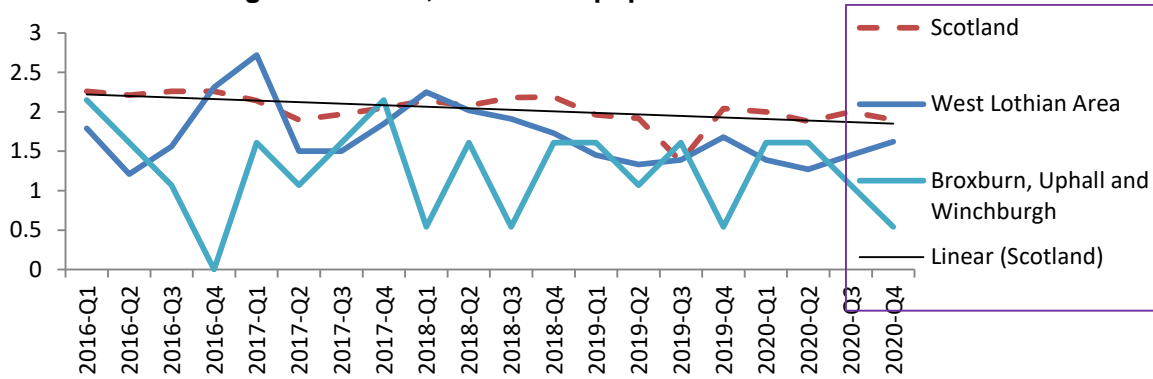
In addition to historical ward based activity, this performance report provides information on the historic activity in the West Lothian Council area and Scotland. To allow benchmarking to be undertaken, the units of measurement in the performance graphs in the report are based on incidents/events per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

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

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

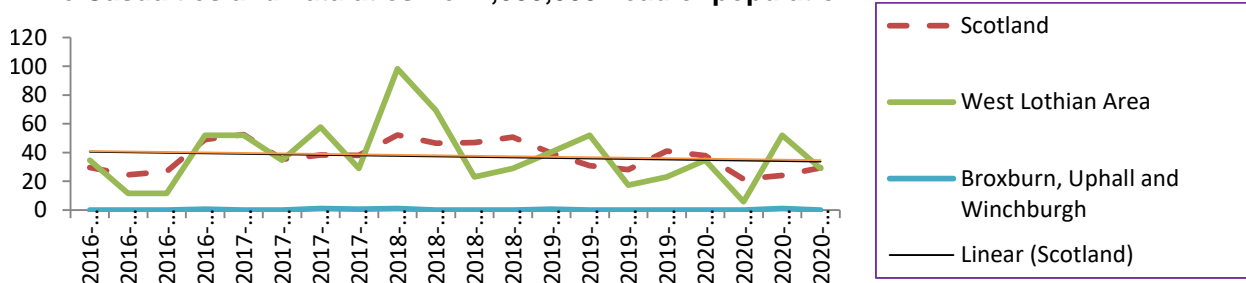
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Accidental Dwelling Fires Per 10,000 head of population



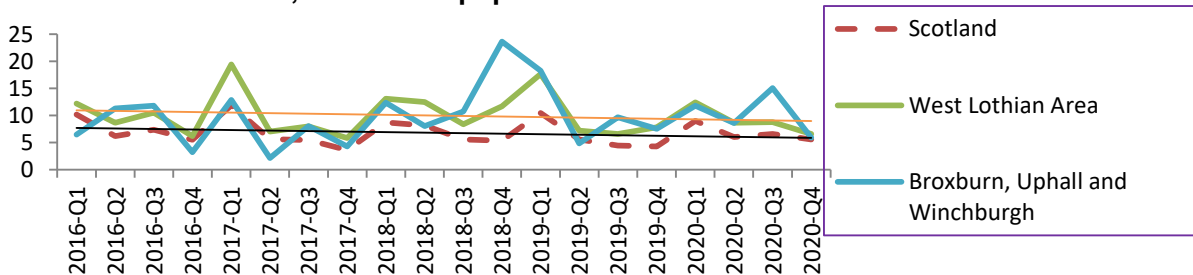
During the 2020-21 year to date reporting period SFRS have dealt with 1 accidental dwelling fires in comparison to 1 during 2019-20 year to date reporting period.

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



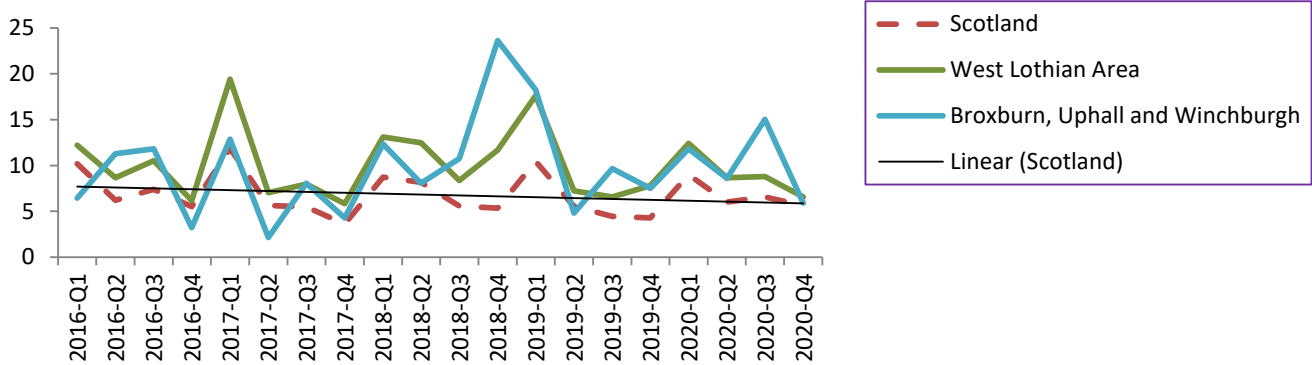
During the 2020-21 year to date reporting period SFRS have dealt with 0 Casualties and 0 Fatalities due to fire in comparison to 0 Casualties and 0 Fatalities during 2019-20 year to date reporting period.

Deliberate Fires Per 10,000 head of population



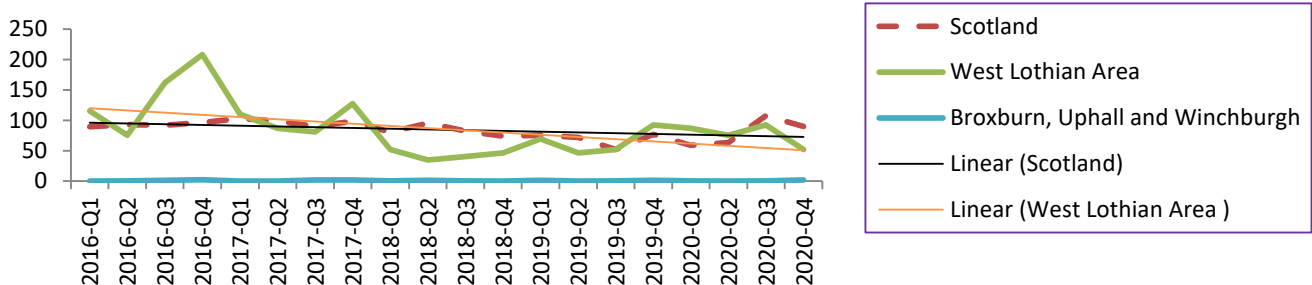
SFRS have dealt with 11 Deliberate fire incidents during 2020-21 year to date reporting period in comparison to 14 during 2019-20 year to date reporting period.

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



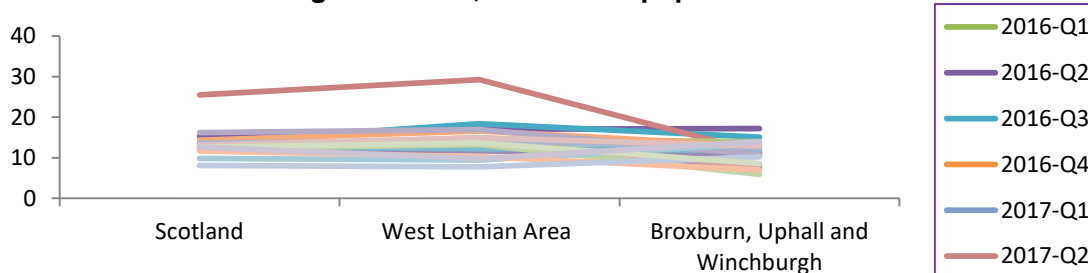
SFRS have dealt with 2 non domestic fire incidents during 2020-21 year to date reporting period in comparison to 1 during 2019-20 year to date reporting period.

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



SFRS have dealt with 0 casualties from Special Services during 2020-21 year to date reporting period in comparison to 0 during 2019-20 year to date reporting period.

Unwanted Fire Alarm Signals Per 10,000 head of population

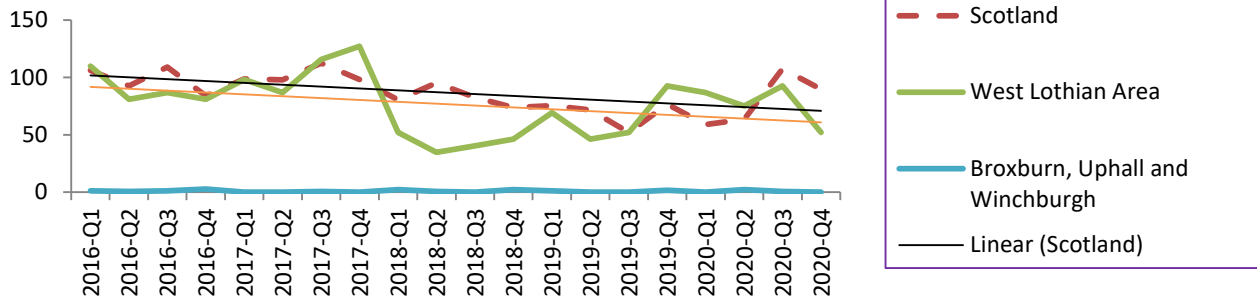


SFRS have dealt with 26 UFAS incidents during 2020-21 year to date reporting period in comparison to 13 during 2019-20 year to date reporting period.

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 0 Casualties and 0 Fatalities from RTC's in comparison to 3 Casualties and 0 Fatalities during 2019-20 year to date reporting period.

DATA LABEL: PUBLIC



BROXBURN LOCAL AREA COMMITTEE

HOUSING CUSTOMER AND BUILDING SERVICES

REPORT BY HEAD OF HOUSING CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

The Local Area Committee is asked to note Housing, Customer and Building Service activity as detailed in the ward report for the period Quarter 4, 1st January 2021 to 31st March 2021.

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

D1. Housing Performance Information

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

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%	2	50%	0	0%	55%
2-4 weeks	0	0%	1	25%	2	40%	30%
4+ weeks	5	100%	1	25%	3	60%	15%
Total Lets	5	100%	4	100%	5	100%	100%

Property Void & Let Performance: Temporary Tenancies

Void Period	Jan 2021	%	Feb 2021	%	Mar 2021	%	WL Target %
0-2 weeks	0	0%	1	17%	3	33.3%	55%
2-4 weeks	0	0%	3	50%	3	33.3%	30%
4+ weeks	3	100%	2	33%	3	33.3%	15%
Total Lets	3	100%	6	100%	5	100%	100%

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 11 policy voids in the ward for this period a reduction in last reporting period.

Void period	Number of properties	PV reasons
<4 weeks	1	Specialist clean
4 – 12 weeks	0	
13 – 16 weeks	7	Decant, Fire, upgrading, asbestos
26+ weeks	3	Legal issues, structural

D.2 Broxburn - Financial Summary

For the Broxburn ward the collection rate for the YTD in Q4 remains excellent at 98.5%. Broxburn has collected £6,012,122 vs a charge of £6,102,154.

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 Broxburn ward had 256 Universal Credit (UC) households. Since then the number of UC households has decreased by 0.4%.

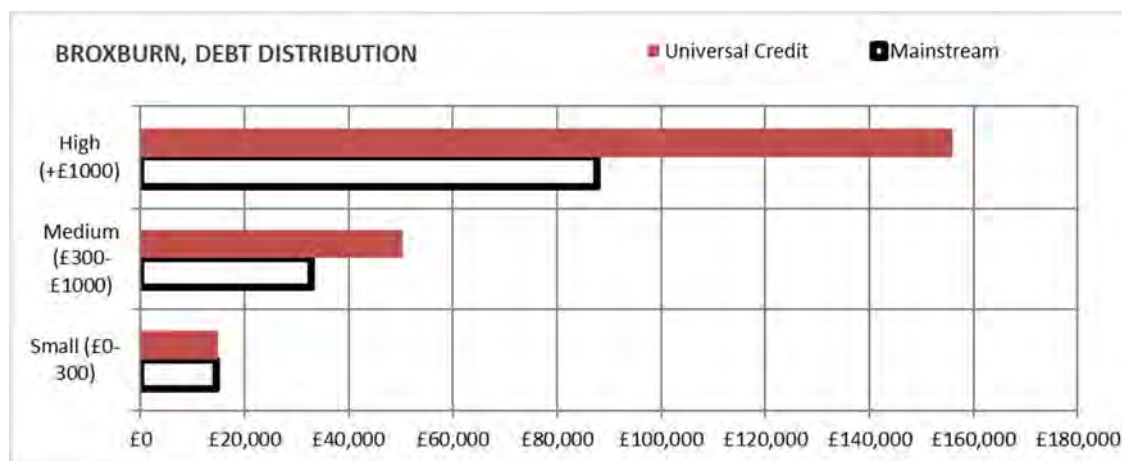
The number of tenancies in arrears in this ward has decreased by 45 since last year. Small debt cases (£300 or less), account for 48.6% of households.

There are 101 serious arrears cases (+£1000 in arrears). These cases are 20.6% of all households in arrears in this area, containing 68.4% of the debt.

The arrears position for Broxburn Q4 is £356,390. This is an increase of £50,419 on last year's position. The West Lothian overall position is currently £2,978,530.

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

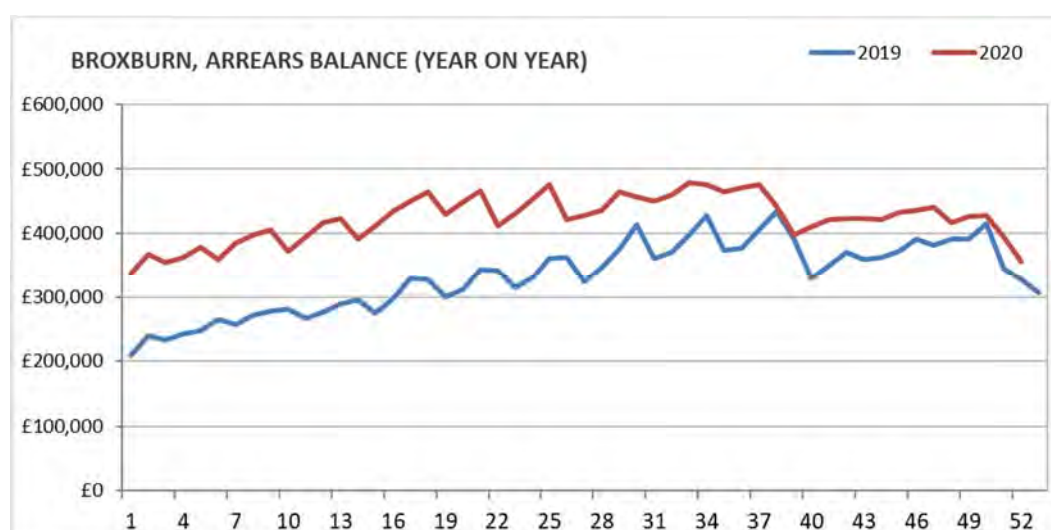


	2019/20 (WK53)				2020/21 (WK52)			
	Mainstream		UC		Mainstream		UC	
Arrears Banding	Balance	Cases	Balance	Cases	Balance	Cases	Balance	Cases
£0.01 to £99.99	£4,135	87	£1,811	30	£3,169	74	£1,632	31
£100.00 to £299.99	£15,140	80	£11,871	59	£11,385	63	£13,328	70
£300.00 to £499.99	£15,266	39	£15,916	42	£13,633	33	£15,345	40
£500.00 to £749.99	£21,915	35	£23,667	39	£10,008	17	£18,477	31
£750.00 to £999.99	£8,870	10	£18,244	21	£9,227	11	£16,589	19
£1000.00 to £1999.99	£25,646	19	£61,096	46	£25,366	19	£41,709	30
£2000+	£22,376	9	£60,017	19	£62,373	18	£114,148	34
Group Total	£113,348	279	£192,622	256	£135,161	235	£221,228	255
Movement					(+) £21,813	(-) 44	(+) £28,606	(-) 1

Overall Total
Overall Movement

£305,971 **535**

£356,390 **490**
(+) £50,419 (-) 45



D.3 Broxburn Area Team Activity

Over the period Q4 officers in the team have had 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

There is ongoing general capital activity in all areas such as assisted decoration scheme, fencing, rhones etc.

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

The outcome returns for Quarter 4 – January, February, March 2021 are from both teams in the West and East zones. Officers continue to add their details of enquiries/incidents and ASB cases onto the Open Housing system.

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.

Noise and Letter drops

Advice was given on reporting loud music when ongoing to SNT and Police Scotland in order that it can be witnessed and action taken.

Warnings

Warnings were issued to three tenants all involved in a neighbour dispute making allegations and complaints against each other.

A 2nd Stage ASB warning was served against a perpetrator in Uphall as part of an ongoing case.

A 1st stage ASB warning and letter drop regarding a tenancy in Broxburn was carried out and two other 1st stage warnings were issued to an ongoing cases regarding loud music, one of which was in Winchburgh.

A final warning was served on a tenant following complaints by neighbours.

We currently hold 6 ASBOs in the ward area.

E. CONCLUSION

Officers are now well adapted to working from home and have embraced new ways of working and continued to support vulnerable customers in our communities. In addition, officers have continued to provide advice and support on a range of issues such as anti-social behaviour, moving into new homes and financial issues.

Officers have continued to work with colleagues in other services areas to ensure that service delivery has continued as far as possible.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

None

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Date: 15 June 2021

DATA LABEL: PUBLIC



BROXBURN, UPHALL & WINCHBURGH LOCAL AREA COMMITTEE

SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To advise members of the recent activity of the NETs, Land & Countryside Services teams for the period 1 January 2021 – 31 March 2021.

B. RECOMMENDATION

Members are requested to:

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

C. SUMMARY OF IMPLICATIONS

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

D3 Grounds Maintenance Enquires

In total 23 grounds maintenance related enquiries were received and dealt with during this reporting period in 2021.

	2021	2020
Ball Game Enquiries	1	2
Bench or Seat Enquiries	2	0
Burns or Watercourses	2	0
Drainage Flooding Grass Areas	0	1
Enforcement Officer Enquiries	2	0
Fencing Enquiries	2	1
GalaDay Public Event Enquiries	0	1
Grass Area Damaged	1	0
Grass Cutting Enquiries	1	0
Grass Highway Verges	2	0
Ground Ownership Enquiries	3	0
Grounds Main Accidnt Ins Claim	0	1
Grounds Property Vandalised	0	2
Hedge Cutting Enquiries	3	3
Public Park Enquiries	1	3
Shrub Bed Enquiries	1	0
Shrub Bed Overhanging Path	2	7
Total	23	21

Garden Maintenance Routine Works

The Garden Maintenance Scheme started on Tuesday 6 April 2021.

Garden Maintenance Enquiries

In total there were two 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	1	0
Garden Maintenance Grass Not Cut	0	1
Total	2	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.

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 had been awarded for a contractor to carry out road sweeping of A, B & C roads. This work was completed on 28 March 2021.

Cleaner Communities Enquiries

In total 184 cleaner communities related enquiries were received and dealt with during this reporting period in 2021.

	2021	2020
Complaint Street Cleansing	3	1
Dead Animals	6	4
Dog Bin Overflowing	18	4
Dog Bin New Request for Bin	5	1
Dog Fouled Grass Open Space	1	1
Dog Fouling on Paths/Roads	23	22
Dog No Fouling Sign Request	0	1
Fly Posting	1	0
Fly Tipping/Dumping	58	61
Glass on Paths or Open Spaces	1	5
Graffiti Non-Offensive	0	1
Graffiti Racist or Offensive	2	2
Litter Bin Burnt Damaged	0	1
Litter Bin Overflowing	5	0
Litter Bin New Request for Bin	2	0
Litter General Enquiries	12	7
Litter Grass Open Space	1	1
Litter Paths Roads Verges	22	9
Litter Shrub Beds	2	0
Needles Syringes Abandoned	0	1
Roadside Memorials or Tributes	0	1
Street Sweeping Enquiries	7	7
Trolleys Abandoned/ Dumped	1	0
Vehicle Abandoned	14	14
Total	184	144

Fly Tipping Enquiries (January - December)

	2020	2019	2018	2017	2016
Illegal Fly Tipping/Dumping	249	204	144	132	131

Environmental Community Involvement

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

Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. For the period of the report there have been 58 enquiries in relation to fly tipping compared to 61 for the same period in 2020.

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 an increase in the amount of equipment supplied to facilitate litter picking volunteers, which has increased in line with activity.

There was only one Fixed Penalty Notice issued for fly-tipping in Ward 2 for the period of 1 January 2021 – 31 March 2021. For the same period in 2020 there were three Fixed Penalty Notices issued for fly-tipping 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 80% 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:

1 January 2021 – 31 March 2021	91.20 tonne
Cost of disposal including costs for NETs team/vehicles	£60,098.04
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL	£60,098.04

The number of enquiries received between 1 January 2021 – 31 March 2021 for the Ward was 58 out of 730 enquiries for the whole of West Lothian equating to 7.95% of fly tipping enquiries relating to Ward 2.

Percentage wise this would equate to an approximate cost for the Ward of £4,774.90 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

1 January 2020 – 31 March 2020	52.42 tonne
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
TOTAL	£34,543.20

The number of enquiries received between 1 January 2020 – 31 March 2020 for the Ward was 61 out of 504 enquiries for the whole of West Lothian equating to 12.1% of fly tipping enquiries relating to Ward 2.

Percentage wise this would equate to an approximate cost for the ward of £4,180.82 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). The removal of fly tipping by contractor was not within Ward 2.

D5 Parks and Woodland

Trees and Woodland Enquiries

In total there were 13 Trees and Woodland related enquiries were received during this reporting period.

	2021	2020
Tree Advice or Consultations	0	1
Tree Affecting Public Utility	0	1
Tree Branches Overhanging	2	2
Tree Broken Damaged or Dead	0	4
Tree Dangerous or Unsafe	1	2
Tree Enquiries General	8	7
Tree Leaves Causing Problems	0	1
Tree Roots Causing Problems	2	0
Total	13	18

	2021	2020
Access Rights Way Core Paths	4	2
Country Park General Enquiries	0	1
Total	4	3

Ranger Service Update

No. Rights Of Way / Core Path / Patrols carried out (hours)	8.5
No. Access Enquiries	4

The Ranger Service 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 encouraging responsible access in West Lothian to help avoid conflict with land management operations have been completed in partnership with local landowners/residents.

West Lothian Planning Portal monitored weekly to identify applications that have an access or biodiversity impact. 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 Parks & Woodland team had a meeting with Police Scotland's Rural Crime and Community Liaison Officers to look at closer working relationship and 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 has been getting the first tentative enquiries from schools with regards to the 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.

Access

Site Statements for Broxburn and Uphall Community Woodlands have been produced by the Ranger Service.

Drumshoreland Railway Path has been upgraded through the Shale Trail project. Local users very appreciative, although concerned about damage being caused by trail bikes who are now reported to using the site extensively.

Path work started on 15 March on Core Path WL42 - Broxburn Community Woodlands. Lots of compliments from residents and users. Ongoing problem with off road bikes - this has been discussed with Police Scotland's Rural Crime Liaison Officer.

We received an enquiry regarding concerns over access to ROW 140 from Corecut to Winchburgh Main Street, which have been investigated. Enquiries also received from the Winchburgh area regarding 'no cycling' signs, Right of Way LW41 and damage to a path/kerbstone.

Almondell & Calderwood Country Park

Heavy snow in January led to ice packed paths and driveways (as across West Lothian). Alternative gritting was arranged to allow woodland management works to continue. The Visitor Centre and toilets remained closed due to Covid19 restrictions, and reopened on 26 April.

Almondell Historic Wall Project had to be temporarily postponed due to weather but restarted in April for continued rebuilding and pointing work.

Friends of Almondell volunteers are now working in pairs on essential projects in accordance with Covid19 guidelines. Projects include cutting back paths to allow for social distancing and clearing vegetation from ponds for child safety – importance for mental health recognised and efforts much appreciated. Garden Toilets are now available for the public to use.

D6 Open Space and Cemeteries

Kirkhill, Broxburn – Green Action Trust has drawn up new plans for Wyndford Park (based on previous feedback from the community). These will be shared and consulted on this Spring/Summer.

The Community Woodland Path (north and east of the Kirkhill housing) has mostly been resurfaced with whindust. The sloping section east of the WLC housing development is to be tarred and will be carried out this coming financial year.

KGV Playing Fields, Uphall - Draft plans have been prepared based on feedback from the first consultation (see www.westlothian.gov.uk/parkinfo for report). These are currently being voted on.

Craigton Park, Winchburgh - Draft plans have been prepared based on feedback from the first consultation (see www.westlothian.gov.uk/parkinfo for report). These are currently being voted on.

The Open Space Officer continues to support community groups on their Town Centre Fund projects.

Open Space Enquiries

There were four open space related enquiries received and dealt with during this reporting period in 2021.

	2021	2020
Children Play Enquiries	3	1
Glass or Litter in Play Areas	1	0
Total	4	1

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

In total 95 cemeteries related enquiries were received and dealt with during this reporting period in 2021.

	2021	2020
Bench Donations	1	0
Cemeteries General Enquiries	9	6
Cemetery Property Vandalised	0	1
Lair Enquiries	10	6
Memorial/ Headstone Works	24	0
New Interment Booking	31	14
Purchase of Interment Lair	20	10
Total	95	37

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 Officer continues to support community groups on their Town Centre Fund projects.

F. Background Reference

Open Space Strategy

Capital Programme

Appendices/Attachments: none

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Jim Jack

Head of Operational Services

21 May 2021

DATA LABEL: PUBLIC



BROXBURN, UPHALL AND WINCHBURGH 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 Local Area Committee on 4 October 2019 and 22 December 2020.

B. RECOMMENDATION

It is recommended that the local area committee notes the updates for Town Centre Fund 2019/20 and 2020/21 projects for this ward.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	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.
III	Implications for Scheme of Delegations to Officers	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<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> <p>Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.</p>

VI	Resources - (Financial, Staffing and Property)	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.
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	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 Broxburn, Uphall and Winchburgh 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

BRO01 & UPH03 Broxburn and Uphall Development Group (BUD) – New Planting Scheme for the benefit of Broxburn and Uphall District
Project completed.

BRO04 Family and Community Development West Lothian – Range Improvements
Project completed.

BRO05 & UPH04 Broxburn United Sports Club – 3G Pitch Replacement.
Completed. An additional £15,000 was awarded to the project on 22 December 2020 from an underspend from UPH02 making a total award of £80,000.

BRO06 Scottish Canals – Port Buchan on Union Canal – Environmental enhancements.
Work contracted and started. No underspend.

UPH01 Family and Community Development West Lothian – Range Improvements
Project completed.

UPH02 Uphall Community Council – Designating Council Owned Land as a Local Park
Project completed by West Lothian Council. Identified underspend of £30,784.80 was released and reallocated at December LAC.

WIN01 Winchburgh CDT – Village Web Portal
Contractor appointed. Work expected to be completed within time scales, around June/July.

WIN02 Winchburgh CDT – Grass cutting
Project completed.

WIN03 Winchburgh Community Council – Extra open air seating
Sites identified, orders placed and work to be delivered by WLC NETS.

2020-21 Projects

BROX20-03 BUD – A Community Garden for the Benefit of Broxburn District
At the December LAC meeting Officers indicated concerns over the location with a preference for it to be located in an alternative site. However, subsequent to the meeting Officers have indicated that they are happy for the group to take forward the project at Strathbrock as long as it gets the required planning approval and consults with local users of the Partnership Centre and others.

As part of the process concerns were raised by the Strathbrock Management Committee and this was discussed at the last Local Area Committee as well as through the planning process and to the Development Management Committee on 28 April. The Committee agreed the Planning Application subject to four conditions set out in the Committee report. See:

(<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=48307>)

Whilst aware of the concerns raised Officers recommend that with planning now in place that West Lothian Council agree to the lease arrangements for the site. Any alternative site at this stage would require a new planning application and add significant delays which would make, given the time constraints for delivery, the project difficult or impossible to deliver.

Officers will continue to work with both the BUD and the Management Committee to try and ensure that the concerns raised are taken into consideration as the site develops and the dialogue is kept open.

BUD20-04 & UPH20-02 Restoration of the Exterior of the Bowling Club
Work nearing completion and no underspend anticipated.

UPH20-03 Purple Poppy Campaign Memorial

As reported at the last LAC the applicant has held a site visit and have been in touch with Uphall Primary School who have indicated they want to be involved as well as support from Uphall Community Council and the pensioners.

The measurements have been done and the architect drawings along with costs and contractor understood to have been appointed. Planning application has been submitted.

WIN20-01 Marquee to allow Winchburgh church to function
Project completed.

WIN20-02 Storage/Workshop Container

On target, due to order first week in March, with a delivery in 10 weeks. Planning permission for the site to follow, will be submitted by the Community. It is anticipated that costs will be slightly higher but WCDDT will cover that. Project expected to finish by late June.

WIN20-03 Community Garden Improvements

Working group developing the project and expect to be in a position to order picnic benches and the replica hut w/b 7/3/21. The costs will be greater as we may well be increasing the quality of the picnic benches and may change the base for the Hut. We expect the project to be completed by end of May.

WIN20-04 Auldscathie Community Garden

Applicant reported that purchases for garden project were being made in early March. Update being sought to confirm this being done and work completed.

D5 Next steps

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.

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>

Broxburn, Uphall and Winchburgh LAC, 4 October 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43776>

Broxburn Uphall and Winchburgh LAC, 22 December 2020

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=47219>

Appendices/Attachments:

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Craig McCorriston

Head of Planning, Economic Development and Regeneration

21 May 2021



BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE – MAY 2021 WORKPLAN 2020/21

	Issue	Purpose	Lead Officer	Date
1	Police Report	Quarterly update on Police/NRT activity in the ward	Sgt Iain Wells	All meetings
2	Fire Report	Quarterly report on activity from SFRS	Alan McNiven	All meetings
3	Housing report	Quarterly update on Housing related activity	Phyllis McFadyen	All meetings
4	NETS & Land Services Report	Quarterly update report on NETs activity	Tony Fleming	All meetings
5	Pensioners Xmas Fund Allocation 2020	To provide update on allocation of pensioners fund to groups in the ward	Douglas Grierson	November 2021
6	Winchburgh Developer Contribution	To update on Winchburgh CDTs development of a strategic plan to support the release of developer funding.	Douglas Grierson / Winchburgh CDT	June 2021
7	Bangour Development	To update on the progress of the development of the Bangour site	Craig McCorriston	TBC
8	Winchburgh Partnership Centre	To update on the plans for Winchburgh Partnership Centre	Craig McCorriston	TBC