



Environment Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

11 November 2021

A meeting of the **Environment Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Wednesday 17 November 2021 at 2:00pm**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Minutes for Approval
 - (a) Confirm Draft Minutes of Meeting of Environment Policy Development and Scrutiny Panel held on Tuesday 14 September 2021 (herewith)
 - (b) Confirm Draft Minutes of Meeting of Environment Policy Development and Scrutiny Panel held on Monday 18 October 2021 (herewith)
5. Broxburn Property Flood Resilience Scheme - report by Head of Operational Services (herewith)

6. Ash Dieback - report by Head of Operational Services (herewith)
7. Maintenance of Open Spaces, Trees and Shelterbelts in Development Areas - report by Head of Operational Services (herewith)
8. Litter Picking Volunteers - report by Head of Operational Services (herewith)
9. Livingston Skatepark - report by Head of Operational Services (herewith)
10. West Lothian Community Choices – Update on Grounds Maintenance Consultation and Service Delivery - report by Head of Operational Services (herewith)
11. Food for Life Update - report by Head of Operational Services (herewith)
12. Performance Report - report by Head of Operational Services (herewith)
13. The Licensing of Activities Involving Animals Regulations - report by Head of Planning, Economic Development and Regeneration (herewith)
14. Spaces for People - Engagement with Communities and Stakeholders - report by Head of Operational Services (herewith)
15. Workplan (herewith)

NOTE **For further information please contact Karen McMahon on tel. no. 01506 281621 or email karen.mcmahon@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

MINUTE of MEETING of the ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL held within VIRTUAL MEETING ROOM, on 14 SEPTEMBER 2021.

Present – Councillors Tom Conn (Chair), Cathy Muldoon, Alison Adamson, Diane Calder, Chris Horne, Andrew McGuire, George Paul, Andrew McGuire

In attendance – Pippa Plevin (WL Joint Forum of Community Councils Representative)

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

The panel approved the minute of its meeting held on 1 June 2021 as a correct record.

3 ACTION TO MITIGATE FUNERAL POVERTY - WEST LOTHIAN COUNCIL ENDORSED RESPECTFUL FUNERAL - UPDATE

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the success of the West Lothian “Respectful Funeral” model provided by local funeral directors, and providing details of an agreed extension to the scheme. This model contributed to mitigation of funeral poverty.

It was recommended that the panel note the report and the recommendations that:

1. West Lothian Council acknowledge the success of the “Respectful Funeral” model and continue to endorse it in order to support West Lothian residents with funeral costs;
2. Welcome the extension of the scheme to 31 March 2023, and
3. Support the submission of the report to the Council Executive for approval.

Decision

1. To note the terms of the report.
2. To approve the recommendation that was intended to be submitted to a future meeting of Council Executive for consideration.

4 BROXBURN FLOOD PROTECTION SCHEME

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the project and, in particular, the proposed programme of works developed in collaboration with consultants engaged to undertake the outline design of measures to reduce the risk of flooding at Nicol Road and Pyothall Court, Broxburn.

It was recommended that the panel note the proposed programme for the outline design of the flood protection measures at Nicol Road and Pyothall Court, Broxburn.

Decision

To note the terms of the report.

5 SCOTTISH ROAD WORKS COMMISSIONER'S PERFORMANCE REVIEW 2020/21

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the Scottish Road Works Commissioner's performance review of West Lothian for 2020/21.

It was recommended that the panel note, despite the challenges presented by the COVID-19 pandemic, progress made by Roads and Transportation in previous years had been maintained/improved upon during 2020/2021, in respect to compliance with the notification, co-ordination and planning aspects of the New Roads and Street Works Act 1991 and acknowledge the efforts of the staff involved.

Decision

To note the terms of the report.

6 BATHGATE WATER REGENERATION PROJECT

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the progress of the project to regenerate the Bathgate Water and improve the environment in the surrounding area.

It was recommended that the panel note the contents of the report and officers' intention to recommend that Council Executive approve the funding agreement of the project and the formation of Bathgate Water partnership and project board.

Decision

1. To note the terms of the report.
2. To approve the recommendation that was intended to be submitted

to a future meeting of Council Executive for consideration.

7 2020/21 FINANCIAL PERFORMANCE - MONTH 12 MONITORING REPORT

The panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the financial performance of the Environment portfolio for the General Fund Revenue budget and the General Services Capital Investment Strategy.

It was recommended that the panel:

1. Note the financial performance of the Environment portfolio for 2020/21;
2. Note that the Environment portfolio position for the year formed part of the overall council position reported to Council Executive on 22 June 2021; and
3. Note any actions required to be taken by Heads of Service and budget holders to manage spend within available resources.

Decision

To note the terms of the report.

8 BUILDING REGULATIONS: CHANGES TO ENERGY STANDARDS AND ASSOCIATED TOPICS, INCLUDING VENTILATION, OVERHEATING AND ELECTRIC VEHICLE CHARGING INFRASTRUCTURE

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of the Scottish Government Consultation – Proposed Changes to Energy Standards and associated topics, including Ventilation, Overheating and Electric Vehicle Charging Infrastructure and inviting them to consider the proposed response.

It was recommended that the panel:

1. Note the contents of the Scottish Government Consultation (Appendix 1); and
2. Consider and comment on the proposed response (Appendix 2) prior to its submission to the Council Executive for approval and, subject to that approval, onward submission to the Scottish Government.

Decision

1. To note the terms of the report.

2. To approve the recommendation that was intended to be submitted to a future meeting of Council Executive for consideration.

9 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan, subject to the following additions to the November meeting:

- Litter Bin Strategy; and
- Trees in Shelter Belts.

MINUTE of MEETING of the ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL held within MS TEAMS VIRTUAL MEETING ROOM, on 18 OCTOBER 2021.

Present – Councillors Tom Conn (Chair), Alison Adamson, Diane Calder, David Dodds (substituting for Cathy Muldoon), Chris Horne, Andrew McGuire, George Paul and Andrew McGuire

Apologies – Councillor Cathy Muldoon

In Attendance – Pippa Plevin (Joint Forum of Community Councils Representative)

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. ORDER OF BUSINESS

The Chair ruled that he would be changing the order of the agenda so that it would be agenda item 5, followed by 4 and 6 as these were of a similar subject matter.

3. LICENSING OF SHORT TERM LETS - CALL FOR VIEWS BY THE SCOTTISH PARLIAMENT

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the Scottish Parliaments call for view on the proposed Short Term Lets licensing scheme to and invite the Panel to consider the response attached to the report at Appendix 1.

It was recommended that the Panel agrees to recommend to the Council Executive that the proposed response to the call for views on the proposed licensing scheme was considered and approved.

Decision

1. To note the content of the report and the proposed response to the call for views on the short-term lets licensing scheme;
2. To note the Panel's request for more information on the number of properties likely to be affected in in West Lothian and the number of complaints that had been received by the council in respect of short term lets; and
3. To note the Panel's concerns in the following areas in respect of the council's proposed response: -
 - The response should provide a definition of what it considered to be a "short-term let";
 - The response should address whether or not the licensing scheme should be mandatory across Scotland or not;

- The response should explore alternatives to the proposed licensing scheme in light of it being considered as no threat to public safety;
- To review the last paragraph which makes much reference to Covid-19/pandemic when it needs to address the situation going forward and post-pandemic;
- To include in the response the complexity of the proposed system for those applying for a short-term let licence; and
- To ensure reference is included in the response to the way in which neighbours/objectors could engage in the process.

4. WEST LOTHIAN COUNCIL CLIMATE CHANGE STRATEGY

The Panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration presenting the proposed West Lothian Council Climate Change Strategy 2021-2028 for discussion and comment.

It was recommended that the Panel

1. Not the content of the report and the strategy attached as Appendix 1
2. Considers the contents of the draft Climate Change Strategy, providing comments and feedback;
3. Notes that officers will report back to the Panel with any changes required following COP26; and
4. Notes that the Climate Change Strategy will be presented to Council Executive for approval on 26 October 2021.

Decision

1. To note the content of the report and the draft Climate Change Strategy;
2. To note the Panel's comment in that he would helpful to see greater emphasis in the document in respect of connectivity to economic regeneration; and
3. To agree that the Climate Change Strategy be presented to Council Executive on 26 October 2021 for approval.

5. WEST LOTHIAN CLIMATE EMERGENCY FUND - UPDATE ON CARBON SEQUESTRATION PROJECTS

The Panel considered a report (copies of which had been circulated) updating the panel on the various "Climate Emergency" projects considered at the June 2021 meeting and approved by a subsequent meeting of Council Executive and being funded from the council's Climate

Emergency Projects fund.

It was recommended that the Panel notes the following recommendations which would be presented to a future meeting of Council Executive: -

1. Notes the update on progressing the agree lists of projects outlined in Section D3 of the report; and
2. Notes that further update on delivery will be provided to Council Executive and the Environment PDSP on a regular basis as part of the wider Climate Emergency update reports.

Decision

To note the content of the report

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

BROXBURN PROPERTY FLOOD RESILIENCE SCHEME

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to update the Panel on the progress being made to deliver the council's Property Flood Resilience scheme for up to 15 properties in New Holygate and Parkwood Gardens, Broxburn.

B. RECOMMENDATION

The Panel is asked to note the content of the report and the proposals for implementing the Broxburn Property Flood Resilience scheme.

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.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Policy - The approved Local Flood Risk Management Plan 2016-22 underlines the commitment of the council to a number of measures to reduce flood risk in its area and to deliver flood protection, particularly in Broxburn.</p> <p>Legal - The Flood Risk Management (Scotland) Act 2009 places a duty on the council, as a Responsible Body under the Act, to: work together with other competent and responsible bodies to reduce overall flood risk; act in the way best calculated to manage flood risk sustainably; promote sustainable flood management; act with a view to raising public awareness of flood risk; and act in the way best calculated to contribute to the achievement of sustainable development.</p>
III	Implications for Scheme of Delegations to Officers	None

IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	SOA 4. We live in resilient, cohesive and safe communities; SOA 5. People most at risk are protected and supported to achieve improved life chances; SOA 7. We live longer, healthier lives and have reduced inequalities; and SOA 8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	<p>Financial: Capital Funding has been allocated to fund a property flood resilience scheme at Parkwood Gardens and New Holygate in Broxburn.</p> <p>Staffing: Existing resources.</p> <p>Property/Assets: The property flood resilience measures installed at each property would be owned by the homeowner and would be the homeowner's responsibility to maintain.</p>
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	Homeowners, Scottish Flood Forum, other local authorities, and WLC Procurement Services.

D. TERMS OF REPORT

1.0 Background

- 1.1** A number of properties in New Holygate and Parkwood Gardens, Broxburn were badly affected by out-of-bank flows from the Brox Burn during the August 2008 flood event. These properties were not included in the original flood protection scheme because there had been no information to suggest a risk. Since this event, the feasibility of providing protection to these properties has been assessed.
- 1.2** The review involved additional topographic survey data, extensive remodelling and analysis, considering the newly-constructed components of the 2008 flood protection scheme, updated guidance and revised climate change projections, as well as long-term data from the council's own river level monitoring instrumentation. The latest model suggests that approximately 40 properties may be at risk from a 1 in 200-year event (i.e. 0.5% probability of this event happening in any one year).

2.0 Options to manage flood risk

Three options to help manage the risk of flooding to properties at New Holygate and Parkwood Gardens were considered:

- 2.1** 1) Flood embankment
Approximately 30 metres of earthworks to raise low spots were not hydraulically feasible due to the limited space. The earthworks would also result in substantial loss of functional garden space to 12 properties and the demolition of several garages.
- 2.2** 2) Flood wall
Approximately 280m of flood wall and channel widening to offer protection from a 1 in 200-year event was estimated to cost £2.1m. Due to the low benefit-cost ratio of this option, structural defences in this location would not qualify for Scottish Government funding.
- 2.3** 3) Property Flood Resilience
In 2017 a detailed property level assessment for at-risk properties in this location was carried out. The survey highlighted that 15 properties were potentially suitable for retrofit property flood resilience measures due to the modelled inundation depths at up to 1 in 50-year return periods (i.e. a 2% probability of this event happening in any one year).

3.0 Property Flood Resilience Survey

- 3.1** Typically, Property Flood Resilience (PFR) products are designed to withstand flood depths lower than a metre, proprietary products are generally only tested (and warranted) for a maximum depth of 600mm. Research has shown that these products are most cost-effective and provide the greatest benefit to properties prone to frequent, low-level inundation, i.e. within the 20 to 50-year return period range.
- 3.2** The installation of automatic products is the preferred option to manage risk to properties in this location. Potential automatic and manual products include: flood doors, flood barriers, utility barriers, anti-flood airbricks, non-return valves, toilet bungs and submersible pumps. Additional protection can be gained by waterproofing external walls and sealing around pipe and cable entries. These flood-resilient products aim to limit the potential for floodwater to enter homes, buying extra time to get people, belongings and assets to safety; they can also sometimes help make insurance cover easier to secure and more affordable.
- 3.3** Based on the 2017 survey and current estimated costs, capital funding was allocated to offer these products to the owners of 15 properties deemed most at risk. Estimated costs include: contractor's pre and post-installation surveys, product costs, installation, maintenance training and the provision of independent advice from the Scottish Flood Forum.
- 3.4** Since the 2017 survey, modelling updates have highlighted a number of additional properties in this area that may also benefit from such products. These properties should be considered for a potential future scheme, should additional funding become available.

4.0 Property Flood Resilience Scheme

4.1 Successful local authority PFR schemes have overcome many challenges: a lack of awareness or interest by homeowners who may not have been previously flooded; poor understanding of maintenance responsibilities and requirements; previous lack of product kitemarking; and poor installation. A much-needed PFR Code of Practice has recently been published by the Construction Industry Research and Information Association (CIRIA). The Code of Practice has been used as a guide for this scheme to help address these challenges.

4.2 The proposed scheme includes: homeowner advice; individual pre-installation surveys and post-installation audits; the cost of purchasing and installing the most suitable products, as agreed with the homeowner; manufacturer's product and contractor's installation warranties; and homeowner maintenance training and guidance.

4.3 It should be noted that the success of this scheme remains dependent on the willingness of homeowners to take-up the council's offer and to maintain the installed products thereafter. As these properties have not been flooded recently, uptake could be compromised; poor uptake will not prevent the scheme from being offered. All homeowners who participate and continue to maintain their products should secure protection from small, but frequent flood events, which may otherwise have resulted in damage to their properties and possessions.

4.4 Project Plan

All 15 homeowners will receive the same offer from the council, to fund the purchase and installation of the agreed products. The homeowner's commitment will only be towards maintenance of the products, which they have agreed to have installed.

4.5 Key Stages

- 1) Homeowners advised of the scheme (October 2021)
- 2) Contractor appointed
- 3) Homeowners provided with further details
- 4) Individual property survey with independent advice
- 5) Homeowner Agreement
- 6) Product installation
- 7) Independent post-installation audit and maintenance advice

4.6 Officers aim to have this project completed by autumn 2022. Timescales are dependent on the availability of the products, the appointed contractor and the continued ability of the Scottish Flood Forum to support the scheme.

4.7 Estimated Costs

The estimated cost of the scheme includes the design, supply and installation of products, and the cost of support from the Scottish Flood Forum. Depending upon the most suitable products for each property, the estimated cost ranges from £4,700 to £9,370 per property, in line with industry experience. The council has committed to fund this scheme, the total cost of which will be dependent upon the level of uptake.

4.8 Recommended Products

This scheme seeks to install automatic PFR products where suitable and appropriate for the homeowner. These products operate automatically when a rising external water level is detected, and are effective when occupants are asleep or away from home, e.g. flood doors, anti-flood airbricks and non-return valves.

- 4.9** In some circumstances, it may be more practical to deploy manual PFR products such as flood barriers, airbrick covers and toilet bungs, these need to be physically installed by occupants prior to rising external water levels and therefore rely on someone being at home and being aware of deteriorating weather conditions and potential flood warnings. All properties will be offered a free-of-charge subscription to the council's river level monitoring system, which provides free text alerts when levels in the Brox Burn rise above pre-determined thresholds. This is especially important when manual products require to be deployed as it gives occupants time to prepare. Where a property is not occupied by the homeowner, it is the homeowner's responsibility to ensure that the deployment of manual products is understood by the current occupants.

4.10 Qualified Contractors

Throughout the UK, there has been difficulty appointing suitably qualified and experienced contractors to successfully carry out the design and installation of PFR products. Advice from CIRIA's Code of Practice, other local authorities and the Scottish Flood Forum has been sought to inform the council's approach.

4.11 Property Surveys

General advice regarding the scheme and its benefits will initially be provided to all homeowners. With their agreement an individual property survey will be carried out, and further product advice given.

4.12 Homeowner Agreement

On completion of the property survey, a Homeowner Agreement will then be entered into, which details the products that the homeowner has agreed to install. The homeowner's future maintenance responsibilities will also be outlined in the agreement.

4.13 Maintenance Responsibilities

Regular maintenance is required to ensure the longevity of these products. Maintenance arrangements are recommended but would be the responsibility of the homeowner. Once this agreement is in place, product installation can begin. On completion, the contractor would offer product maintenance guidance. Ongoing homeowner maintenance responsibilities is a limitation to the ongoing integrity of this type of scheme, particularly when properties change ownership.

4.14 Community Resilience Group

A local community resilience group is considered the best way to keep flood risk management on the agenda on a regular basis and not just in the aftermath of a flood event. Additionally, if required, local volunteers can assist vulnerable adults during an event. The Scottish Flood Forum will advise homeowners on the setting up and running of a local resilience group.

5.0 The future of Property Flood Resilience Schemes

- 5.1** National funding of flood protection schemes has been significantly underestimated during Cycle 1 (2016 – 2022) of the Act, funding for Cycle 2 (2022 – 2028) actions is therefore currently uncertain. Flood protection schemes are becoming less economically viable, therefore in future we can expect to see the increased deployment of more cost-effective PFR measures, rather than structural defences.
- 5.2** Scottish Government funding for PFR measures in Broxburn has been requested in the draft Local Flood Risk Management Plan 2022-28. Publication of the Cycle 2 strategic plan is due in December 2021, and publication of the Cycle 2 local plan (including prioritised actions) has recently been postponed until December 2022 to allow resolution of the current funding uncertainties.

E. CONCLUSION

A Property Flood Resilience (PFR) scheme is to be offered to 15 properties deemed at greatest risk from smaller, more frequent flood events affecting New Holygate and Parkwood Gardens, Broxburn. PFR products aim to limit the entry of floodwater into homes, buying extra time to get people, and their belongings to safety, and can sometimes make insurance easier to secure and more affordable.

Officers aim to have this project completed by autumn 2022. This timescale is dependent upon the products and contractor's availability and continued support from the Scottish Flood Forum. The success of the roll-out is dependent upon the willingness of homeowners to have these products installed. Without a recent flood event in this area, uptake of the offer could be compromised. The 15 homeowners have been advised of the scheme.

The council has allocated capital investment for the design and installation of the agreed products only, the council is not responsible for the maintenance of these items. Homeowner's (with post-installation guidance) are responsible for product maintenance, which is key to their continued integrity. A local resilience group is recommended to ensure that product maintenance and flood risk remain on the community's agenda.

Traditional flood protection schemes are less-likely to be promoted because they are becoming less economically viable. In future, we can expect to see the increased deployment of the more cost-effective PFR schemes, where suitable. Scottish Government funding for PFR measures has been requested in the Cycle 2 (2022-2028) draft flood risk management plans. Publication of the Cycle 2 strategic plan is due in December 2021 and publication of the Cycle 2 local plan (including prioritised actions) is due in December 2022.

F. BACKGROUND REFERENCES

- Broxburn Post-Flood Review – Report by Head of Operational Services to the Council Executive, 19 May 2009
- Broxburn Post Flood Review - Report by Head of Operational Services to Broxburn, Uphall and Winchburgh Local Area Committee, 12 August 2009
- Broxburn Flood Prevention Scheme – An Update – Report to the Broxburn, Uphall & Winchburgh Local Area Committee, 27 October 2011
- Flood Risk Management Strategy for the Forth Estuary Local Plan District, Published by SEPA, December 2015
- Local Flood Risk Management Plan for the Forth Estuary Local Plan District, Published by Edinburgh City Council, June 2016
- Jacobs (Sep 2016) Broxburn Hydraulic Report v1.1
- Jacobs (Apr 2017) Broxburn Property Level Protection Technical Note
- Jacobs (April 2019) Broxburn Flood Mitigation Options - Review & Recommendations v2.0
- Broxburn Flood Protection Scheme – Proposed Works - Report by Head of Operational Services to the Council Executive, 25 June 2019
- CIRIA (2020) Property Flood Resilience Code of Practice Guidance, C790B

Appendices/Attachments: None

Contact Person: Shona Collins, Engineer – Flood Risk Management
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Jim Jack, Head of Operational Services

Date of meeting: 17 November 2021

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

ASH DIEBACK

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To update the Environment Policy Development and Scrutiny Panel on the impact and costs associated with the management of Ash Dieback in West Lothian.

B. RECOMMENDATION

It is recommended that the Panel:

1. Notes the environmental impact that Ash Dieback will have across West Lothian.
2. Notes the significant future costs for the council to remove or make safe dead or failing Ash trees including the costs to replant trees of an alternative species on council land.
3. Notes that the council is required to act through the implementation of an Ash Dieback Action Plan.
4. Advises officers of any further actions required to mitigate the impact of Ash Dieback across West Lothian.
5. Notes that the panel will be provided with a further update on the finalised Ash Dieback Action Plan, in February 2022.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The Council is required to demonstrate Best Value through a structured framework for the management of its assets.</p> <p>Ash Dieback Disease has been recorded on the council's risk register.</p>
III	Implications for Scheme of Delegations to Officers	Not applicable.
IV	Impact on performance and performance Indicators	None at present, new performance indicators to be added to track the performance procedure.
V	Relevance to Single Outcome Agreement	We live in resilient, cohesive and safe communities.

We make the most efficient and effective use of resources by minimising our impact on the natural and built environment.

VI Resources - (Financial, Staffing and Property)

Over the next 20 years it is estimated that up to £12 million may be required over the period to 2040 to remove all affected trees within council ownership, with £5 million required within the next 5 years.

£265,000 of additional revenue funding was allocated to Nets, Land and Countryside for additional staffing resources to develop an Ash Dieback Action Plan and to undertake emergency works this financial year.

£50,000 was allocated to an Ash Dieback Tree Replacement project by the Council Executive on the 22nd June as part of the West Lothian Emergency Climate fund – Carbon Sequestration Project.

VII Consideration at PDSP

None

VIII Other consultations

Scottish Ash Dieback Working Group led by Scottish Forestry and assisted by the Tree Council, COSLA, West Lothian Council: Roads and Transportation, Planning Services, Property Services, Financial Management Unit, Corporate Communications and Legal Services.

D. TERMS OF REPORT

D.1 Background

Ash Dieback is the most significant tree disease to affect broadleaved trees in the United Kingdom since Dutch Elm disease. Analysts estimate It will lead to the decline and death of between 50% to 75% of ash trees, around 75 million trees, in Scotland over the next twenty years.

Dead and diseased trees can pose real risks to human safety in addition to considerable economic and environmental impacts.

Ash Dieback Disease, was previously known as Chalara, and is caused by the fungus *Hymenoscyphus fraxineus*. It has affected ash trees throughout Europe resulting in the death of a very high percentage of the ash tree population. It has been known to be present in the UK since at least 2012 but until recently, in Scotland, the disease has been noticed only on young ash trees in plantations.

Landowners have a legal responsibility to act and are being advised that their focus must be on managing the safety and decline of ash trees, and imitating the recovery process through replanting with alternative tree species.

Agencies such as Scottish Forestry and the Tree Council are working with the Scottish Government to develop action plans to assist landowners.

A round table briefing on implications for local authorities and other public bodies was held on the 10 June 2021. Attendees raised the need for urgent funding assistance from the Scottish Government to mitigate the substantial cost they face.

D.2 Ash Dieback in West Lothian

Ash Dieback has been present in West Lothian for some years but until more recently appears to have affected mainly young trees. Over the past few years it has become much more evident in mature trees, with a noticeable increase over Summer 2020.

A council wide tree survey is required to assess the number and condition of the all of the ash trees in council ownership however two risk-based surveys have already been carried out.

A survey of roadside trees identified over 35,000 ash trees could succumb to the disease over the next two decades.

The disease appears to be spreading at a fast rate with mature trees dying within 3 to 5 years of becoming infected. 17,000 road side trees have already lost half of their crowns. It is estimated that 41% (7,000) of these trees are in council ownership with the remainder being in private ownership.

A similar survey of other high use publicly accessible areas such as; active travel routes, open spaces around schools, play areas and residential areas confirmed a similar spread of the disease. Early evaluations suggest a further 10,000 are already suffering from Ash Dieback.

The surveys suggest that over 17,000 council owned trees in high risk areas are already diseased and are likely to fail with the next 3 to 5 years.

A survey of the remaining lower risk areas (woodland, general open spaces, etc) will be completed over the next year.

D.3 Ash Dieback Action Plan for West Lothian

The scale of the disease and its likely impacts are such that it will require more than a "business as usual" approach and it is proposed that West Lothian Council prepares an Ash Dieback Action Plan to help plan a way forward. The Action Plan will follow the guidance which currently is being prepared by the Ash Dieback Risk Group for Scotland. The Action Plan is currently being drafted by officers and will need to be in place by December 2021 to enable immediate emergency works to be completed this financial year and further tree surveying to be completed next year when trees are back in leaf; followed by felling of those trees with advanced disease.

A short-term working group comprising representatives from Nets, Land and Countryside, Roads and Transportation, Finance and Estates, Legal Services, Corporate Communications and Planning and Economic Development has been established to develop a fully costed Ash Dieback Action Plan.

D.4 Financial and Resource Requirements

Costs

It is estimated that additional capital funding of at least £5million, will be required over the next 5-10-year period and in the region of a further £7million over the following 20 years based on a proportionate risk-based approach to managing Ash Dieback disease and in discussion with councils in England that have implemented their Ash Dieback Action plans. The costs are based on current market rates of £1000 per roadside tree.

Officers completed the surveys of higher risk areas (roadsides) in October 2021 and lower risk areas (all other areas) will be completed within the next year. These surveys will allow work planning and costs for 2022/23 onwards to be more accurately estimated.

The current estimated costs, based on current survey information, for managing Ash Dieback are:

2021/22 - £265,000
2022/23 - £1m
2023/24 to 2025/26 - £3.735m
2026/27 to 2041/42 - £7m

There are contractor availability risks as demand is likely to outstrip supply. To mitigate the risk the service is recruiting an additional small team to supplement the council's existing arborist team.

Funding

The council has allocated £265,000 of additional revenue funding to the Nets, Land and Countryside service for additional resources to develop the Action Plan and to undertake emergency works this financial year.

To date, whilst discussions are taking place with the Scottish Government in relation to the funding of Ash Dieback, it has not yet provided Local Authorities with any additional funding for the management of Ash Dieback. The council has raised, and will continue to raise, the future funding pressures with Scottish Forestry and with COSLA with a view to them seeking funding from the Scottish Government.

If such funding is not provided by the Scottish Government, costs for 2022/23 onwards will need to be funded from within existing council resources which would put increased strain on these and require significant reprioritisation of service provision.

E. CONCLUSION

Ash Dieback will have a significant impact on our environment and poses considerable public safety, financial and biodiversity risk at a time the environment is being valued more highly for its contribution to climate change and recreational use is increasing.

The council is required to act to address this through the implementation of an Ash Dieback action plan.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

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Jim Jack
Head of Operational Services
17 November 2021

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

MAINTENANCE OF OPEN SPACES, TREES AND SHELTERBELTS IN DEVELOPMENT AREAS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To provide the Panel with an update on the maintenance of open spaces and shelterbelt trees in Springfield, Linlithgow; including providing an update on the areas the council maintains that may not be owned by the council or where the maintenance responsibility has not been transferred or taken over by the council.

B. RECOMMENDATION

The Environment Policy Development and Scrutiny Panel is asked to:

1. Note the current maintenance information for Springfield, Linlithgow and the current maintenance arrangements provided by the council.
2. Note the findings from the Springfield review along with the future considerations for the ongoing maintenance of Springfield, Linlithgow.
3. Note officer recommendations that there are no changes to current service standards and that the current maintenance arrangements are continued for open spaces, trees and shelterbelts in development areas; and that officers seek to conclude the transfer of maintenance responsibilities for development areas where formal documentation does not exist.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; 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	We live longer, healthier lives and have reduced health inequalities. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	Current arrangements are managed under existing revenue and capital budgets.
VII	Consideration at PDSP	Report to Environment PDSP on 30 March 2021.
VIII	Other consultations	Report to Linlithgow Local Area Committee in November 2018; and 2 March 2021. WLC – Property and Estates, Legal Services

D. TERMS OF REPORT

D.1 Background

In March 2021, a report was presented to the Environment Policy Development and Scrutiny Panel setting out the council's current maintenance arrangements for open spaces, trees and shelterbelts within the Springfield Estate in Linlithgow.

It was noted at the meeting:

- That following a review of council records by officers that the council is currently maintaining areas of land not owned by the council and where maintenance agreements have not been fully concluded between developers and West Lothian District Council, subsequently the council.
- That officers will engage with residents to undertake a detailed review of the Springfield Estate, Linlithgow to consider options for the ongoing maintenance of the estate.
- That the findings from the review along with options and officer recommendations for the future maintenance of the estate and the other residential developments adopted council-wide under similar circumstances will be presented to the Environment Policy Development and Scrutiny Panel in Autumn 2021.
- If service changes are required, a report seeking approval for the changes will be presented to the Council Executive.

To date, the council has continued to maintain the open spaces, trees and shelterbelts.

D.2 Current Service Provision

The grounds maintenance service for open spaces includes cyclical activities such as grass cutting, weed spraying, shrub bed maintenance and hedge cutting.

The current service standards for the Springfield Estate, Linlithgow are 12 grass cuts, 2 weed sprays, 1 shrub bed visit and 1 amenity hedge cut each year. This is consistent with the service standards provided to all open spaces in other developments and across the council area.

All trees and woodland areas are currently managed across the council using a priority risk-based approach as set out in the council's Tree Management and Safety Policy. All tree inspections and arising works are prioritised based on risk and resource availability. This approach and methodology have been applied to the maintenance of the trees and shelterbelts in the Springfield Estate, Linlithgow; and in other developments and across the council area.

D.3 Review of developments in the Springfield Estate.

Having previously reviewed all existing council records, officers completed a further more detailed review of records considering:

- Registers of Scotland List of Adopted Estates
- Property Title Deeds and Burdens
- Developers Deed of Completion for Estates
- Factor Register
- Sales of Properties
- Council Agreement Records
- Historical Plans and Maps

Officers also wrote to residents in May 2021 seeking copies of any documents, records or agreements that could provide evidence of the transfer of maintenance responsibility for grounds maintenance activities to the council.

D.4 Findings from Review

Officers have now reviewed all council records and all the records and documents provided by residents including sample burdens from property title deeds. Having concluded the detailed review to establish where maintenance responsibility has been agreed and transferred between the developer and the council; officers could not find any further evidence from the information provided by residents to confirm the transfer of maintenance responsibilities for grounds maintenance activities to the council.

The findings for each development and the number of resident's responses are provided in Appendix 1 of the report.

Residents Consultation

In total, the council issued 748 letters to addresses in the Springfield Estate and received 30 responses from residents, a response rate of **4%**. A further 2 responses were received from Linlithgow Community Council and a Residents Group responding on behalf of a group of residents.

From the 32 responses received, 13 provided supporting documents such as sample title deeds and plans; whilst 16 provided other information which indicated that the council has been maintaining open spaces, trees and shelterbelts for 30 plus years, and 3 were written objections to any alterations of the current arrangements.

Where residents' burdens and title deeds were reviewed it has been evidenced from sample documents that where the maintenance responsibility has not been transferred to and taken over by the council, then "the respective feuars and their foresaids shall be bound to jointly uphold and maintain in a neat and tidy condition such open spaces of any description in so far as these are not taken over by the Local Authority". The responsibility for maintenance not transferred to the council clearly remains with residents.

Summary

The findings from the review have determined that:

- The maintenance responsibility for open spaces transferred to the council for the developments at – Wimpey Homes 1975, Beazer Homes 1986 & 1995, Wilcon Homes 1987 and Wimpey Homes 1988.
- There is documented evidence that discussions had begun between West Lothian District Council and the developers at Beazer Homes 1987 and Avonside Homes 1988; to transfer the maintenance responsibility for open spaces including the weed spraying of shelterbelts undergrowth to the council, however these discussions were not concluded.
- There is no documented evidence regarding the transfer of maintenance responsibility for trees and shelterbelts to the council.
- There is other information received from residents which indicates that the council has undertaken the maintenance responsibility for open spaces, trees and shelterbelts within the Springfield Estate for 30 plus years.

D.5 Future Considerations

Having concluded a further detailed review of all available records and residents' responses the council now needs to consider the options for the ongoing maintenance for the Springfield Estate, Linlithgow. The main options for consideration are:

- The council continues to deliver all current service provision as set out in D.2 of the report and seeks to conclude the transfer of maintenance responsibilities.
- The council ceases all maintenance of open spaces, trees and shelterbelts which have not been transferred to it.
- The council continues to deliver the service provision for open spaces as set out in D.2 of the report and ceases all maintenance of trees and shelterbelts.

There is clear evidence from council records that the maintenance responsibility for open spaces has transferred to the council for 4 developments and that discussions had been progressed, but not concluded, to transfer the maintenance of open spaces to the council for the other 2 developments in the estate.

Planning Guidance required the developers to plant trees and create shelterbelts within the various developments in the estate. The guidance recognises the need for ongoing maintenance although it does not specify that the maintenance responsibility for trees and shelterbelts is transferred to the council. Regardless, the council has undertaken this responsibility for some 30 plus years.

Recently some residents have started pruning and felling trees without discussion or agreement from either the land owner or the council. To ensure Planning Guidance is complied with and to discourage others from felling common trees without the relevant permissions it is recommended that ownership and who has maintenance responsibility needs to be clearly identified for all trees and shelterbelts.

Recommendations

As West Lothian District Council accepted the transfer of the maintenance of open spaces to the council for 4 developments and had commenced discussions on transferring the maintenance of open spaces for the further 2 developments the council would propose to continue with the maintenance of open spaces and that there are no changes to current service standards.

On the basis that the council has maintained all trees and shelterbelts across the 6 developments for 30 plus years; it can be assumed that it was intended that the maintenance responsibility for trees and shelterbelts was transferred to the council. The council would propose to continue with the maintenance of trees and shelterbelts and that there are no changes to current service standards.

As the council has been maintaining open spaces, trees and shelterbelts for over 30 years, the continued maintenance arrangement will not cause any detriment to either the council or residents.

Where documents don't exist, the council will seek to conclude the transfer of maintenance responsibilities with the various land owners.

If the council concludes the transfer of maintenance responsibility for trees and shelterbelts, this will provide a degree of protection for all remaining trees preventing others from felling trees without the council's permission, ensuring a fair and consistent approach to the application of the Planning Guidance.

D.6 Review of Council-Wide maintenance responsibilities

Officers have completed a high-level investigation of all open space areas, trees and tree shelterbelts currently being maintained by the council for other developments adopted under similar circumstances and have identified a further 49 development areas and 94 tree shelterbelts that the council is currently maintaining that it doesn't own and may not have responsibility for.

For consistency and to ensure all other council residents are being treated fairly and equally that the council will continue with the ongoing maintenance, in line with the proposals set out in D.5 above, for all other developments adopted under similar circumstances.

D.7 Next Steps

Following presentation at the Environment Policy Development and Scrutiny Panel the next steps will be:

- Communication with residents on the outcome of the review.
- The transfer of maintenance responsibility is concluded with land owners where formal documentation does not exist.

E. CONCLUSION

This report sets out the ongoing issues with maintenance activities for open spaces, trees and shelterbelts in Springfield, Linlithgow.

Having concluded a further more detailed review of all available documents, records and agreements as listed in D.3 of the report; officers could not find any further evidence to confirm the transfer of maintenance responsibilities for grounds maintenance activities to the council.

On the basis that the council have been maintaining open spaces, trees and shelterbelts for 30 plus years; it is proposed that the council continue with the ongoing maintenance of open spaces, trees and shelterbelts as set out in D2 of the report for all developments areas and seek to conclude the transfer of maintenance responsibilities where formal documentation does not exist.

F. BACKGROUND REFERENCES

West Lothian Council – Grounds Maintenance Service Standards.

West Lothian Council – Tree Management and Safety Policy

West Lothian Council - Confirm Engineering Asset Management System

Appendices/Attachments: None

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Jim Jack
Head of Operational Services
17 November 2021

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

LITTER PICKING VOLUNTEERS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To invite members of the panel to recognise efforts made by local litter picking volunteer groups in keeping West Lothian looking at its best and thank the volunteers for their continuing hard work.

To draw the attention of members to diplomatic and logistical efforts as well as the financial contribution made by the service to facilitate the work of these volunteer groups.

To acknowledge the operational challenges having such active litter picking groups brings.

B. RECOMMENDATION

It is recommended that the panel note the report and the efforts of West Lothian Litter Pickers in keeping West Lothian Tidy.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Environmental Protection Act 1990 (Section 89) Code of Practice for Litter and Refuse 2018
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	West Lothian Litter Pickers and other groups have a positive impact on performance in rural areas, urban parks and other areas classed as

		low priority and where council resources litter pick infrequently.
V	Relevance to Single Outcome Agreement	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	Cleaner Communities have an annual budget of £2.4m to carry out their statutory duties as defined in the environmental Protection Act 1990. Due to the increase in litter collected by volunteers the council has provided £165k one off time limited funding to provide extra staffing resources. £30,000 of equipment has be provided to voluntary litter picking groups by the council.
VII	Consideration at PDSP	The Litter Policy and Litter Bin Plan were considered at Environment PDSP on 22 nd June 2021.
VIII	Other consultations	None

D. TERMS OF REPORT

Background

There are a number of volunteer litter picking groups operating within West Lothian. Currently the most prominent of these is West Lothian Litter Pickers (WLLP). Formed in 2019 their membership has grown considerably during Coronavirus lockdowns and now stands at approx. 2000. They hold weekly organised group litter picks throughout West Lothian, with some members also choosing to carry out individual litter picks. WLLP estimates that since starting in March 2019 they have collected 30,000 bags of litter from West Lothian's streets, parks and open spaces. NETs, Land and Countryside Service then collect the bags of litter from pre-arranged locations and dispose of them through council waste facilities.

Support

NLC Officers have built a good relationship with committee members of WLLP and meet with them on a quarterly basis. These meetings have allowed us to work together to resolve various issues. NLC has provided £30,000 worth of equipment (litter picks and bag hoops) to the group in the last 18 months and continues to provided clear plastic refuse sacks for the litter they collect. NLC also meets the landfill costs of disposing of the litter collected by the group. The popularity of the group is something to be celebrated. WLLP should be congratulated on their commitment and dedication to keeping litter at bay in West Lothian and the work they have done to raise awareness of the problem of litter and fly tipping in the wider population. Their success will compliment the work of NLC Officers as they implement the Litter Bin Plan and Litter Strategy and it is hoped that future partnership working and joint publicity will be possible.

Challenges

The large membership and regular litter picking events of WLLP has created various operational challenges for NLC and the council has provided £165,000 in one off, time limited funding to help support the service and resolve these challenges. This has allowed the recruitment of dedicated staff to uplift the rubbish

collected by WLLP and other litter picking groups. This funding will also contribute to the increase in disposal costs resulting from groups litter picking areas that WLC staff would not normally cover.

E. CONCLUSION

Community litter picking volunteers continue to do a wonderful job in helping to keep West Lothian tidy. NETs, Land and Countryside Service is committed to working alongside litter picking groups to tackle litter and fly tipping in West Lothian.

F. BACKGROUND REFERENCES

Environmental protection Act 1990

Code of Practice for Litter and Refuse 2018

WLC Litter Bin Plan

WLC Litter Policy

Appendices/Attachments: none

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Jim Jack

Head of Operational Services

Date of meeting: 17 November 2021

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

LIVINGSTON SKATE PARK

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to provide the panel with an update on the Livingston Skate Park.

B. RECOMMENDATION

It is suggested that the panel notes the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable; providing equality of opportunities; making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Council is required to demonstrate Best Value through a structured framework for the management of its assets.
III Implications for Scheme of Delegations to Officers	Not applicable
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	Outcome 12 – We value and enjoy our built and natural environment and protect it and enhance it for future generations. Outcome 14 – We reduce the local and global environmental impact of our consumption and production. Outcome 15 – Our public services are high quality, continually improving and efficient.
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	None
VIII Other consultations	Community Regeneration

Planning
Public Art
CLD Youth Services

D. TERMS OF REPORT

D1 Background

Livingston skate park was built in 1981. It was one of the first of its kind in the UK and took its design concept from the skatepark and skateboarding community in the United States.

The park was well received internationally at the time of its construction and was the subject of a BBC documentary.

The skate park was extended in 2013 and is one of 12 skateparks in West Lothian. In its current guise, it is an open space asset and is freely available to use. The facility is open all year round and is an unsupervised asset subjected to a 10 days inspection cycle in line with all play assets in the local authority area.

A report was requested that covered the following areas in relation to the Livingston skatepark:

- Build on the work already initiated by CLD Youth Services and Community Regeneration Officers, in particular, consolidating and expanding the present focus group of skatepark users;
- Draw up a plan for the longer-term conservation, restoration and improvement of the Livi Skate Park, considering the views of all stakeholders and taking due cognisance of good practice in skate park design as evidenced by Inverness;
- Provide approximate costs for the implementation of a longer-term conservation, restoration and improvement plan;
- Investigate the possibilities of historic status for Livi Skate Park;

D2 Historical Value / Status

The former Livingston Development Corporation (LDC) designed and constructed the initial skate park at Almondvale in Livingston town centre in the early 1980's. It had been extended several times. It is recognised as of national quality and attracts many skaters from around the country and even from abroad. There has been a call to investigate the possibilities in recognising the innovative creation and design by LDC of the Livingston Skate Park and submitting it to Historic Environment Scotland to consider Listing the site.

It has been pointed out that the Rom skatepark in Hornchurch, East London, has Grade II listed status under the English system. It was built in 1978, and designed by Adrian Rolt of G-Force and modelled on skateparks in California. It is the most completely preserved purpose-built skatepark in England and the first skatepark in Europe to achieve listed status and the second such structure worldwide

Livingston Skatepark Progress Report

September 2021

*Compiled by Lesley Keirnan (Community Regeneration)
and Brendan Moohan (CLD Youth Services)*

Livingston skate park was opened in 1981 by the head of the Scottish Sports Council Peter Heatley ironically at a time when skate parks were beginning to lose their appeal.

The idea for a skate park in Livingston was conceived by Kenny Omond after a work trip to California in 1976. While there, he picked up a copy of Skateboarder magazine which had a picture of Waldo Autry doing a carve on the vert of a swimming pool and immediately purchased a set of trucks and wheels for himself and so began his lifelong association with skateboarding.

Kenny inspired from his California experience, approached the Livingston Development Corporation, where he remembers delivering the line, "how would you like to be the first place in the UK with a Skatepark?". In 1977 The Scottish Sports Council organised a seminar at Meadowbank to discuss the direction of Scottish Skateboarding. In attendance was Iain Urquhart an architect for L.D.C, along with his wife Dee Urquhart. Things quickly rolled on from there and together Iain, Dee and Kenny set up the Scottish Skateboard Association. Iain through his experience as a rock climber, could see the power formal organisations can have in convincing local authorities. In 1978/79? Iain and Dee self-funded a stateside 'pilgrimage' to several of California's Skateparks, also taking in what parks had been built here in the UK. It took three years to finalise the plans for the park.

About the construction and build

Iain Urquhart produced three sets of plans for the Skate Park. Phase one was the 'fantasy park' and phase three was the plans upon which the park is based. The final plans included a huge 80 foot by 60 foot California style carving reservoir with contoured banking and a freestyle area. Two interlocking bowls called the Double Bowl with one deep and one shallow, this was inspired by the Dog Pool from California's Marina Del Ray Skatepark. A location that initially inspired Kenny Omond's passion for a Scottish Skatepark back in 1976. The range of lines available to a skater of any ability was infinite. The deep end of the half-pipe is the same depth as the big bowl and 22 feet long with an easy roll-in at one end. The initial plan was for a commercial venture, which would include a shop. This would be a similar model to Scotland's premier Skatepark at Glasgow's Kelvingrove park. Kelvingrove played a huge part in the formative years of Scotland's Skateboarding culture. The park closed soon after Livingston was opened. Livingston had many unique factors that cemented it's place in Skatepark history: it was open 24 hours a day, open 365 days of the year and most importantly free for all to use.

Rainbow Construction Ltd carried out the work on the 'Sports Landscape' a concept by Iain Urquhart, to encompass a variety of Sporting activities in one outdoor location: Canoeing, Rock Climbing, a keep fit track and a Skatepark. This would appeal to a larger section of Livingston residents and gave the SSA more leverage to convince the LDC to build a state of the art Skatepark. The project was funded jointly by the Livingston Development Corporation and the Scottish Sports Council for a cost of £50,000.

Sources

https://sidewalkmag.com/features/interviews/livingston_carved_in_stone_unedited.html

<https://archives.westlothian.gov.uk/Record.aspx?src=CalmView.Persons&id=DS%2FUK%2F25>

<https://sidewalkmag.com/skateboard-news/concrete-dinosaurs-part-3-livingston-skatepark.html>

Background Information 2020

CLD Youth Services and Community Regeneration began some exploratory work around the skatepark in response to:

- Dedridge regeneration community findings of affordable, accessible, family, local, youth activities
- SIMD and Scotpho data on health and physical activity
- The increase in peripheral skateparks within villages of West Lothian as a response to young people and communities
- BBC recent documentary on Livingston skatepark
- Understand the complexities arising within and between the skating community and council
- Repairs that require to be undertaken within the park itself to comply with council H&S requirements
- Exploring ways to bring increased footfall and spend into Livingston.
- Skateboarding becoming an Olympic sport
- 40th anniversary of the skatepark impending the following year
- Livingston's 60th celebratory anniversary

Initial Engagement - Autumn 2020

CLD Youth Services and Community Regeneration undertook a two-day initial consultation at the skatepark to scope:

- Who uses the park?
- How it is being used and when?
- And to find out skaters' thoughts on the park

Within this period, we spoke to over 30 skaters and BMX bikers throughout the 2-day period, including original skaters and the skateparks founder's family.

The diversity of users includes:

- Two and even three generations of families continue using the skatepark
- Many older skaters are yearly returners on holiday with their children from as far as Kent, Glasgow, Aberdeen.
- At different times of the day different 'demographics' of the community use the facility effortlessly:
 - early morning keen local and far travelled experienced skaters
 - mid-morning families and children from the ages of three, mixed with primary aged and some youths – skaters and BMX riders and some adults
 - mid-afternoon to late evening – youths, adults' skaters and BMX riders

Through this period, we gathered email addresses of local users that would be interested in exploring the skatepark further, during discussions we learned and acknowledged there was some friction within the community itself with a crowdfunding group to resurface the park and a petition ongoing to stop this process.

All were interested in preserving the park and ensuring it was fit for purpose for now and the future. Many felt they had previously been let down by the council and were a forgotten community. Much upset still resonated with park users at the last additions to the park which are not viewed as fit for purpose.

Initial 2-day Consultation Feedback 2020

Some of the feedback from the skating community include;

- The latest addition of full pipe is the area that concern and disappoints skaters: The full pipe although the only one of its kind and based on the American skateparks full pipe is not wide enough to be 'fit for purpose' and 'compromises' the skaters experience. Hence it is mainly underused to this day and utilised as an area to hang out and/or stay dry. This newly developed area was within the skater's views, supposed to extend to the furthest corners of the grass areas and without consultation was reduced in size and compromise to the park - now a safety issue in itself for those that attempt to use it.
- The preservation and integrity of the oldest part of the park, building on its heritage, patina – being the 'pull' for many a skater to return- Yet concern, at the same time, how to repair and keep the skatepark fit for purpose

Working Group

The officers initially emailed all who had left contact details to organise: a safe space for discussion and dialogue. A small group of around 5 skaters regularly undertook some developmental exploratory work between the period of Sept 2020– February 2021. These 5 skaters fed back into the wider skating community.

Within this period, the working group (skaters and Officers):

- Working with Howden Park Centre and WL Community Arts securing funding for an arts project that would result in an exhibition celebrating the Livingston skateparks 40th anniversary, history and culture- including a community arts project which will result in some art pieces adorning the skatepark.
- Put together ideas to develop the park and make it safer through signage for flow, bins and suggested areas to develop.
- Drew up a list of preferred contractors and research into other exemplar skateparks.
- Look at the potential to re develop an old indoor Crofthead Dutch Barn area from the skating community's history and past.
- Looking for a long-term venue that could house the impending Skating community's exhibition.
- Discussed challenging behaviour between groups.
- Withdrew the petition against the crowdfunding

Inspiration of Exemplar of Design

The skaters researched skateparks they considered exemplar by design and construction. The skaters gave WLC Open Space officers information on preferred contractors. They highlighted the issues within the full pipe extension. This example is shown in Appendix 1.



Heritage Status

Further community engagement at the skatepark in September confirmed that some of the skaters had undertaken some research into Heritage status. The skaters feel this would help keep the integrity of the first parts of the Livingston Skatepark yet at the same time enable it to be repaired and maintained sympathetically. There is an example (See Appendix 2) of an English skatepark given heritage status. This is an action the skaters would like to pursue.



Signage within Livingston Skatepark

Concerns were raised about the quality and clarity of the signage at the park. Park users view the signage as: Old, unsightly, dated.

The H&S signage is too high up and too far away to read properly.

Present signage within the skatepark.



ggi Yg' bWi X]b['Gca Y' XYUg.

- Street section mainly used area, very tight -collisions happen. Idea - Open it up ever so slightly– extending the concrete section (see photo)
- Parents/guardians with disabilities or those with a buggy - not being able the access the park - Blocked off with boulders
- Parents/families sitting in the bowl picnicking leaving mess
- Parents sitting on the ramps – flat ground table, chairs. Large bench never gets used. Better signage



- Flow lines of skatepark for new users and those unfamiliar with the park

- Areas that need to be kept clear





- Main points for signage at entrances

- Noticeboard for community news

- Updated public bin location suggestions



Community Arts Project & Exhibition September 2021

CLD Community Regeneration, with Howden Park Centre (HPC) and West Lothian Leisure discussed ways they could:

- Support Howden Park Centre and employees through COVID-19 pandemic
- Discuss innovative and creative ideas that community might be interested in. From a community arts perspective look at ideas that could link in with the Dedridge local plan, skaters' initial findings and follow on from the 60th Anniversary of Livingston New Town HPC exhibition - It seemed fitting to celebrate the skateparks 40th anniversary

As a result, WL Leisure sourced and was awarded funding. 7k was set aside for the Gallery/Skateboard project.

It was important that throughout this project that the integrity of the skating community is preserved and that the work has integrity, brings the skating community together, 'speaks to the community' and gives a snap shot of the skating communities history and culture. To ensure this West Lothian Leisure employed local artist Lisa Fleming (a keen skater) to oversee and project manage the community arts project and subsequent art exhibition.

Linking with CLD youths service, young people (with a keen interest in skating) and Chris Young (another local artist and keen Livi skater) through a series of participatory art workshops finally designing and painting an iconic image within the Livingston skatepark to mark its 40th Anniversary.

Lisa has also been gathering Livingston skaters' views, experiences, historical images and artefacts, collaborating with Chris Young to develop an exhibition that celebrates and explores the culture, history, music and graffiti art of Livingston skatepark and the skating community.

Howden Park Centre, Website September 2021

"Working with photographer and artist, Lisa Fleming, who is originally from West Calder and was part of the 'Life is for Livingston- 50 year of New Town Life' project."

Lisa in collaboration with Chris Young, a graffiti artist, and Graham Tate a photographer, also from West Lothian are working with local youth groups from the skateboarding community in West Lothian. In partnership with West Lothian Council's Community Regeneration Team and CLD Youth Services, the project will explore aspects of the skating culture, including the history of the Livingston skatepark, associated music and graffiti artwork. A final exhibition, illustrating the evolution of the skatepark through time and new art works celebrating skate culture, will be installed within Howden Parks' Gallery).

Chris Young – MSCreative, August 2021

"Thanks for giving us the opportunity to research and create artworks and photographic content, around the history of Livingston skatepark. I spent 6 years between 1987-1993 skateboarding at Livi, I grew up in Livingston from 1972 and have seen a lot of changes, not only at the skatepark, but also throughout the town since its inception."

Revisiting the park, its culture and the colourful characters that used it to its full potential, has been fascinating. Lisa has been invaluable in organising the workshops, the photographers and curating the exhibition."

Immediate Repairs Report on Condition of the Park 2021

WLC Open Space officer commissioned a RPII Annual Skatepark Inspection report (appendix 3). This was emailed out to skaters for comments prior to commissioning.

Taking into consideration the skaters' suggestions for contractors, and as there is only a single specialised skatepark supplier on our Scotland Excel Play Framework Lot 4 - Design, Supply and Installation of Wheeled Sports Areas, and that the Open space can't directly award to one contractor - to create the competition the Open Space officer will invite four other general or specialist suppliers from Public Contracts Scotland. Two of the skater's recommended contractor choices are on the registered of Public Contracts Scotland.

Crofthead Farm Community Education Complex

Discussions were undertaken with Crofthead management committee on:

1. An outdoor covered area in the Dutch barns that was by the skaters in the late 80s
2. and a permanent house for the skateboarding exhibition

Dutch barns

Crofthead management committee were very supportive of the idea of an outdoor covered skating facility. The building at this time was being used as storage for West Lothian Bike lending library. At this time the management committee applied for the Dedridge quota of the 20-21 SG Capital Town Centre funding to upgrade the Dutch barns. As part of the process the committee immediately requested building, electrical and asbestos reports of the building. The reports were not favourable and found to cost more to rebuild, restore than the Town Centre fund allocation. As a result of the reports the building was found unsafe and closed down and the bike leaning library sought and was awarded additional storage through the TC fund process. The cost of a rebuild costing more than the Town Centre budget enabled. Although supportive of the idea and after exhausting all avenues the committee decided that they could not peruse this presently.

Permanent home for the Skating exhibition

Through discussions with Crofthead Management Committee they are in initial agreement to house the exhibitions permanently. With the closure of the Lanthorn Community Education Complex through roof repairs and relocation of some organisations and services within Crofthead this may have an implication on this in the short term.

Livingston Skatepark and Skating Community - Action Plan 2020 – 2025

Key Issues / Needs Identified:

positive life experiences for children and YP, affordable, accessible activities for children and YP, economic spend, heritage and culture

Current Position:

Undertaking a site visit and on consultation with users:

- 1) Upgrading required of some areas of the skatepark,
- 2) Litter and rubbish, poor signage, bins relocation/positioning
- 3) Understanding of inexperienced and new skaters of health and safety in regards to usage, and poor signage
- 4) Unexplored possibilities related to cultural heritage of Livingston skating community
- 5) No Affordable indoor facility for winter skating and learning opportunities
- 6) Potential for Increasing Visitors stay and spend in Livingston
- 7) Poor previous consultation with skaters on phase two of the park
- 8) Distrust between skating community and council

Baseline evidence and measures :

Short Term Outcomes:

- Upgrade of current skate park including signage and bins in consultation with Livingston Skaters,
- Exhibition on history of Livingston skatepark

Medium Term Outcomes:

- Indoor facility for winter use and learning programmes
- Heritage status

Long Term Outcomes:

- A skatepark that is exemplar in design and quality for present and future generations.
- A vibrant and exciting skating community that encourages and supports young skaters build their skills and confidence.
- A Livingston cultural skating heritage where visitors want to visit, spend time, try out and spend money
- Indoor facility that is accessible and affordable for children, families and young people and create positive learning experiences for all

How this fit into: The Local Outcome Improvement Plan:

We live in resilient, cohesive and safe communities. We live longer, healthier lives and have reduced health inequalities.

WLCPP Anti-poverty strategy 2018-23 'Taking Action for Change :

- Targeting services to reduce inequalities
- Shifting resources upstream to deliver preventable measures
- Ensuring that we obtain the maximum impact for our expenditure

Where it links Dedridge Regeneration plan priorities :

- Early intervention and prevention—positive life experiences of children and YP , learning opportunities
- Mental health and well-being—getting active, isolation, depression,
- Poverty income deprivation & employability - affordable and accessible activities , bringing footfall and spend into WL,
- Community capacity and cohesion— communities working together, building assets fit for present and future, celebrating Livingston's culture and heritage

Outcome required :	What do we need to do :	How are we going to do it :	Who is going to do it :	Timeframe	How will we know we are succeeding? outcome indicator/outputs
Skatepark is: · fit for current and future use · what skaters want and are happy with · encourages locals and visitors alike	<ul style="list-style-type: none"> Consult with skaters Site visit 	Site visit and talk to users, gather views, find out who uses it		Dec 2020-21	Skaters meeting regularly and undertaking actions Unit 101 in The centre potential for a base
	<ul style="list-style-type: none"> Bring skaters together 		Skaters	Sept - 2021	
A skatepark that is exemplar in design and quality for present and future generations.	Identify areas of concern	Ares of the skatepark concrete Bins placement Signage Etiquette Safety and how to skate		Dec 2020-21	Bins and signage, health and safety and skatepark flow in place and adhered to

Outcome required :	What do we need to do :	How are we going to do it :	Who is going to do it :	Timeframe	How will we know we are succeeding? outcome indicator/outputs
An indoor facility that is affordable and accessible for children and young people and that offers positive learning experiences	Speak with Crofthead CEC management committee, Dedridge Reg group, Bike lending library to gather views	Speak, email - with partners	Community Regeneration	Sept – Oct 2020	Partners supportive of the idea
	Research into the suitability of the barn for development	Source any building reports of the barn	Com Reg	October 2020	Reports in place
		Discuss with wider Crofthead CEC reports and possible developments		November 2020	Decision made on viability of the building. Building reports unfavourable – building earmarked for demolition
	Explore whether we can house the exhibition within Crofthead CEC permanently	Discuss with Crofthead and Howden Park Centre	Com Reg	November 2020	In principle agreed

Outcome required :	What do we need to do :	How are we going to do it :	Who is going to do it :	Timeframe	How will we know we are succeeding? outcome indicator/outputs
A celebratory cultural and heritage experience of skating in Livingston that brings visitors to spend time and money in the facilities	Source and contact potential partners	Develop links with HPC, CLD YS, Skaters, archives sports Crofthead CEC management committee, Dedridge Reg	Com Reg	Sept 2020	Partners on board with initial idea
	Secure funding for initial skaters' exhibition	Secure funding for initial skaters' exhibition	HPC/Com Reg	Oct 2020	7k Funding secured for an exhibition and community arts programme
	Bigger pool of skaters involved in the exhibition	Skaters to think of links and who should be involved in the history of Livingston skating community. Contact info collated and agreed	CLD YS/Skaters/ Artists	June 2021	<ul style="list-style-type: none"> Pool of skaters agreed and working on the exhibition Artists and
	Organise artists, contracts	<ul style="list-style-type: none"> Artists and contracts out to tender Artists and contracts awarded 	CLD YS/HPC/ Archives	Oct—Nov 2020	Artists and contracts in place, sessions agreed and development work commenced
	Organise artists, contracts		Com Reg	November 2020	In principle agreed
	Agree on sessions, Artwork, Visuals developed	Agreed sessions, all working together on pieces towards the exhibition	CLD YS/Artists/HPC	Dec— March 2021	Exhibition at HPC
	Find a permanent home for the exhibition and gauge interest from no's visitors	Approach made with Crofthead CEA	Com reg, HPC, Crofthead CEA	Oct— April 2022	Exhibition housed at Crofthead CEC

Outcome required :	What do we need to do :	How are we going to do it :	Who is going to do it :	Timeframe	How will we know we are succeeding? outcome indicator/outputs
A vibrant and exciting skating community that encourages and supports young skaters build their skills and confidence.	Develop key learning sessions				

Appendix 1 – Exemplar Design

Inverness Skatepark

Inverness Skatepark is located in the Bught Park the skate park built by Concreate Skateparks is a major new leisure facility built at a cost of £455,000. One of the best in in Scotland, the park covers an area of 1200 square metres and has something for every level of rider. The skate park has more than 10 features. The huge bowl has three grindable surfaces and ends in nine-foot pool bowl. The tail of the Nessie head is part of a 50-metre jump section, and a fully ride-able coloured 'thistle' is part of the extensive street section.



Appendix 2 - Heritage status

Why Has Historic England Listed a Skatepark?

The Rom Skatepark
Hornchurch, East London

Listed: 2014

Grade: II

NHLE entry: [Listing details for the Rom Skatepark](#)

Listed by Historic England under our former name of English Heritage.

The Rom Skatepark in Hornchurch, East London is the first skatepark in England to receive national listed status. This is a milestone in the history of skateboarding and in the designation of sporting buildings, as its Grade II protection reflects the sport's cultural legacy as well as the Rom's status as a 1970s prototype skatepark.



“Surf culture to skate culture

The Rom Skatepark is the most completely preserved of a small number of purpose-built skateparks to survive from the early years of British skateboarding. The sport originated in the surf culture of southern California in the 1950s and 1960s, when surfers adapted the primitive scooters fashioned by local children from roller-skate wheels and wooden boards to create sophisticated wheeled surfboards.

At first, skateboarders confined themselves to public streets, but from the mid-1960s, spaces like swimming pools and the vast concrete spillways and drainage features along the California coast were colonised. These structures influenced the design of the early purpose-built skateparks, built in ever-increasing numbers during the worldwide skateboarding craze of the mid-1970s.

Skateboarding reaches the UK

This trend reached the UK in 1977. That year saw the opening of the UK's first commercial skatepark, Skate City, on the South Bank of the Thames. Scores of similar venues then opened across the country; the best technical examples were designed by Adrian Rolt of G-Force and built by Skate Park Construction Ltd.

The parks were created from shotcrete (pressurised concrete) and employed standardised elements inspired by the Californian prototypes. The 8,000-square-metre Rom Skatepark was opened in August 1978. The park's central 4,000 square metres is surfaced in shotcrete with a series of bowls and hollows let into it. The main features include a twin-lobed bowl that resembles a Californian keyhole swimming pool, six interlinked bowls ('moguls'), a half-pipe, a freestyle area, and slalom and snake runs.

Skateboarding declined sharply in popularity in the early 1980s, and of the G-Force parks, only the one in Hornchurch and the Solid Surf in Harrow now survive in anything like their original form.

The Rom Skatepark raised interesting questions for English Heritage [now Historic England]. What type of designation would be appropriate, given that this is a concrete surface and not a building? And how can heritage protection respond to the values that become attached to cultural and sporting sites, where the physical fabric of structures often takes second place to a venue's status as 'hallowed ground'?

Skateboarding in England has always reached past the technicalities of the sport and is connected to the tastes in fashion and music of contemporary youth and their social attitudes. The decision to list the Rom

lay in its key importance as an icon of the British skateboard scene, one whose design has influenced the building of new skateparks since the millennium.

Although skateboarding remains a very public form of athletic display, with the street used as a public arena, its development goes hand in hand with that of its facilities and equipment. It can be argued that the full range of skateboarding skills and techniques would never have been devised without purpose-built venues like the Rom. As it is very unlikely that many more skateparks will be listed, recognising the Rom's importance as the single outstanding example of its type will help to preserve the legacy of one of the most distinctive and enduring strands of modern British youth culture.”



RPII ANNUAL SKATE PARK INSPECTION REPORT









ALMONDVALE
SKATE PARK,
WEST LOTHIAN
5th May 2021

This inspection was carried out by James Busby RPII Signed

A handwritten signature in black ink, appearing to read 'J Busby'.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21**

Item No.	Item Description	Quality Score	Compliance with BSEN 14974 Y/N	User Risk Assessment	Action	Item Priority	Safety Surface Compliance to BSEN 14974	Surfacing Risk Assessment	Actions	Surface Priority Works
1	 <p>Item: Bowl 1 Manufacturer: Unknown Label: No Surfacing: Concrete</p>	5	N	L	     <p>Repair 4 linear meters of cracks.</p> <p>Repair damaged areas approximately 1m².</p> <p>Trim bolts at steel plate.</p>	2	Y	L	N/A	5
Overall Mean Score =		-								

*** Priority Action**




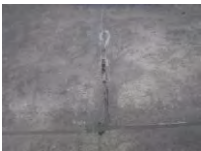



- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
- Fair = 5
- Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21**

Item No.	Item Description	Quality Score	Compliance with BSEN 14974 Y/N	User Risk Assessment	Action	Item Priority	Safety Surface Compliance to BSEN 14974	Surfacing Risk Assessment	Actions	Surface Priority Works
2	 <p>Item: Large Bowl Manufacturer: Unknown Label: No Surfacing: Concrete</p>	5	N	M	     	2	Y	L	N/A	5

*** Priority Action**

- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor


***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**

Date: **05/05/21**

						Repair damage to purple wall.					
Overall Mean Score =		-									

*** Priority Action**







- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21**

Item No.	Item Description	Quality Score	Compliance with BSEN 14974 Y/N	User Risk Assessment	Action	Item Priority	Safety Surface Compliance to BSEN 14974	Surfacing Risk Assessment	Actions	Surface Priority Works
3	 <p>Item: Large Bowl /w Mounds Manufacturer: Unknown Label: No Surfacing: Concrete</p>	5	N	L	     <p>Repair damaged concrete areas at top of transition and transition face.</p>	2	Y	L	N/A	5
Overall Mean Score =		-								

*** Priority Action**



- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21**

Item No.	Item Description	Quality Score	Compliance with BSEN 14974 Y/N	User Risk Assessment	Action	Item Priority	Safety Surface Compliance to BSEN 14974	Surfacing Risk Assessment	Actions	Surface Priority Works
4	 <p>Item: Grind Rail Manufacturer: Unknown Label: No Surfacing: Concrete</p>	10	Y	L	N/A	5	Y	L	N/A	5
5	 <p>Item: Bank Ramp and Rail Manufacturer: Unknown Label: No Surfacing: Concrete</p>	10	Y	L	N/A	5	Y	L	N/A	5
Overall Mean Score =		-								

*** Priority Action**





- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21**

Item No.	Item Description	Quality Score	Compliance with BSEN 14974 Y/N	User Risk Assessment	Action	Item Priority	Safety Surface Compliance to BSEN 14974	Surfacing Risk Assessment	Actions	Surface Priority Works
6	 <p>Item: Pimple Mound Manufacturer: Unknown Label: No Surfacing: Concrete</p>	10	Y	L	N/A	5	Y	L	N/A	5
7	 <p>Item: Transition /w Diamond Manufacturer: Unknown Label: No Surfacing: Concrete</p>	8	Y	L	  <p>Repair small holes in concrete at diamond.</p>	3	Y	L	N/A	5
Overall Mean Score =		-								

*** Priority Action**



- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21**

Item No.	Item Description	Quality Score	Compliance with BSEN 14974 Y/N	User Risk Assessment	Action	Item Priority	Safety Surface Compliance to BSEN 14974	Surfacing Risk Assessment	Actions	Surface Priority Works
8	 <p>Item: Ramp and Ledges Manufacturer: Unknown Label: No Surfacing: Concrete</p>	10	Y	L	N/A	5	Y	L	N/A	5
9	 <p>Item: Ledges Manufacturer: Unknown Label: No Surfacing: Concrete</p>	10	Y	L	N/A	5	Y	L	N/A	5
Overall Mean Score =		-								

*** Priority Action**





- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21**

Item No.	Item Description	Quality Score	Compliance with BSEN 14974 Y/N	User Risk Assessment	Action		Item Priority	Safety Surface Compliance to BSEN 14974	Surfacing Risk Assessment	Actions	Surface Priority Works
10		5	N	L		Repair uneven tarmac at join with concrete (beside fence).	2	Y	L	N/A	5
					Repair small holes in concrete beside fence.						
11		10	Y	L	N/A		5	Y	L	N/A	5
Overall Mean Score =		8									

*** Priority Action**





- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

Site Name: **Almondale Skate Park, West Lothian**Date: **05/05/21****ANCILLARY STRUCTURES**

<u>TYPE</u>	<u>GENERAL QUALITY CONDITION</u>	<u>ACTIONS</u>	<u>RISK ASSESSMENT</u>	<u>PRIORITY</u>
	10	N/A	L	5
Signs				
	10	N/A	L	5
Bins				
	10	N/A	L	5
Seats				
	10	N/A	L	5
Paths				
OVERALL MEAN SCORE:		10		

*** Priority Action**

- 1 Action Immediately (Contact Client)
- 2 Action within 1 month
- 3 Action within 3 months
- 4 Action within 9 months
- 5 Monitor

***Quality Score**

- Good = 10
Fair = 5
Poor = 2

N.B. Mean Score = total quality score divided by the number of items.

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

WEST LOTHIAN COMMUNITY CHOICES – UPDATE ON GROUNDS MAINTENANCE CONSULTATION AND SERVICE DELIVERY

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to update the Panel on the approach for the delivery of Community Choices for Grounds Maintenance and to provide the Panel with an update on the results from the consultation on Grounds Maintenance activities.

B. RECOMMENDATION

It is recommended that the Panel:

1. Note the Community Choices approach for Grounds Maintenance.
2. Note the findings from the consultation for Grounds Maintenance.
3. Note the officer recommendations that the council continues with its current priorities and service standards for Grounds Maintenance activities.
4. Note the officer recommendations that officers develop options based on the three keys themes identified from participants feedback for consultation with communities in Summer/Autumn 2022.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working with other organisations.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The council is required to have transparent planning and governance. COSLA and the Scottish Government have agreed a Community Choices Framework, with targets that councils are required to meet.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance	None at present, however the outcome of the implementation of new maintenance plans and

	Indicators	strategies may result in a change to current service standards.
V	Relevance to Single Outcome Agreement	<p>Effective planning and prioritisation of resources will be essential to identify and achieve outcomes.</p> <p>Outcome 12 – We value and enjoy our built and natural environment and protect it and enhance it for future generations.</p> <p>Outcome 13 – We take a pride in a strong, fair and inclusive society.</p>
VI	Resources - (Financial, Staffing and Property)	The budgets for West Lothian Community Choices have been identified. The budget value for Grounds Maintenance is £1.593m
VII	Consideration at PDSP	Community Choices options were considered by Partnership and Resources PDSP on 19 January 2018.
VIII	Other consultations	<p>An officer Community Choices Working Group has been established and has service representatives from across the council to review and develop the approach to Community Choices.</p> <p>COSLA</p> <p>A report was presented and agreed at Council Executive in November 2019.</p>

D. TERMS OF REPORT

D1 Background

Participatory Budgeting (PB) is usually referred to as Community Choices in Scotland and is a democratic process which empowers communities to have more say on how resources in their area are used. It is based on the view that communities are best placed to be involved in or make decisions around their own needs.

A report was presented to Council Executive in November 2019 setting out budget areas which will be subject to the West Lothian Community Choices process; this included the Grounds Maintenance revenue budget of £1.593m.

It should be noted that Community Choices is not about identifying separate and/or additional resources. It is about involving communities in decisions on the allocation of current resources.

A pilot of the Community Choices processes was launched in November 2020 for planned park improvement projects within the capital programme for 2021/22. The survey has been promoted via social media and promotional material has been distributed to relevant community councils, local groups and schools. Feedback from the survey was used to give communities the opportunity to agree park improvements.

Learning from this process was used to review and inform the Community Choices process for Grounds Maintenance.

D2 Approach to Grounds Maintenance

NETs, Land and Countryside Services already undertakes a number of consultations and engagement exercises, including budget consultations. However, these consultations are primarily Place Based approaches that focus on the implementation of Open Space Capital Projects.

Following the Transforming Your Council consultation process the council introduced new service standards for Grounds Maintenance on 1 April 2019 and the council has set out its priorities within these service standards.

Through the Community Choices process there was an opportunity to review the current service standards and there was also an opportunity to further engage with stakeholders to enable members of the public to influence the service. By listening to communities, the service could be potentially delivered with different priorities and outcomes.

The officer Community Choices Working Group considered the Community Choices approach taken to Grounds Maintenance in North Ayrshire and feedback from COSLA before considering the best approach and use of resources for West Lothian to undertake the process. It was determined that the approach in West Lothian would be to undertake the consultation in two stages as follows:

- Stage 1 – a high level consultation was undertaken on a West Lothian wide basis on the existing service standards. The consultation took place in June and July 2021 and was successfully concluded. The findings are set out in section D3 of the report.
- Stage 2 – this will involve the development of options for local areas and will be undertaken on a phased ward by ward basis. This will enable officers to have more detailed conversations with communities to better meet the priorities of each ward and to direct resources to ensure that community needs are being achieved. Carrying out the process on a phased ward by ward basis would also acknowledge the different priorities and diversity of the wards to better meet the needs of the local area, with the potential that the wards could identify slightly different priorities and changes to the Grounds Maintenance needs in the ward area. It is planned that that this would be undertaken online, with the development of the CONSUL platform currently underway; and would be supported via staff presence within open space areas and partnership centres to encourage discussions and engagement with people in their local area. Stage 2 would be undertaken during Summer/Autumn 2022.

A NETs, Land and Countryside steering group has been established to ensure all staff are engaged in the process and this will be expanded to include representatives from the community as part of stage 2.

D.3 Findings from Consultation

Officers have now reviewed all the responses and comments returned from the Grounds Maintenance consultation. In total, the council received 1,208 responses and 849 comments from the consultation.

From the responses received, 730 (61%) participants agreed that the council's current service priorities and service standards are appropriate for Grounds Maintenance activities; therefore, it is recommended that the council continues with its current service standards for Grounds Maintenance activities.

Themes

When considering the comments and feedback from participants, the comments can be grouped into three key themes:

- Grass Cutting
- Maintenance of Roadside Verges and Roundabouts
- Wild Flower Meadows and Summer Bedding

Grass Cutting

Over 1000 of the participants said they used parks and open spaces on a daily basis with 470 of those participants stating that grass cutting should be the council's top priority.

Whilst the feedback suggests that grass cutting is a top priority the comments don't suggest additional grass cutting. Instead the majority of the comments suggest that the council adopts a more flexible approach to grass cutting; introducing the collection and removal of grass in some high amenity areas whilst leaving grass uncut to grow naturally in some areas of parks and open spaces to improve biodiversity.

Maintenance of Roadside Verges and Roundabouts

Nearly 700 of the participants said they drive daily within West Lothian with approximately 23% of all participants saying that they viewed the maintenance of roadside verges and roundabouts as a key priority.

The feedback from participants suggests that the council should consider increasing the frequency of cutting at junctions to maintain sightlines. The survey results also suggest that verges are untidy on the approaches to towns and villages, and ask the council to consider introducing some planting or wildflowers on the approaches to towns and villages, and on roundabouts to improve the appearance of roadside verges and roundabouts at key locations throughout West Lothian.

Wild Flower Meadows and Summer Bedding

Nearly 500 participants said they wanted to see more wildflower meadows and summer bedding areas across West Lothian to improve the natural habitat and biodiversity within West Lothian. In particular, the comments suggest introducing wildflowers along roadside verges and on roundabouts to improve the appearance of these features which links to the other comments regarding the maintenance of roadside verges.

D.4 Next Steps and Timescale

Following the successful completion of the Stage 1 consultation that confirmed that the services current priorities and service standards are appropriate for existing Grounds Maintenance activities, the council will now focus on developing options to progress the stage 2 consultation.

For the stage 2 consultation, officers have acknowledged the three key themes identified from the participants feedback and will develop a suite of detailed options for the delivery of each of the themes identified in D3. Once the suite of options is developed the council will consult with communities as outlined in D2 – Stage 2 of the report.

The options will be developed in Spring 2022 for consultation with communities in late Summer/Autumn 2022. The consultation period in Summer/Autumn 2022 is planned to coincide with the growing season to allow officers the opportunity to show some real live sample areas as part of the discussions and engagement with participants for each of the three key themes.

Following the conclusion of the consultation and voting process on options, the results and any proposed changes to service standards will be presented to the Council Executive for consideration in late 2022. If approved, changes will then be implemented from 1 April 2023.

E CONCLUSION

Community Choices is a process to empower communities to have more say on how resources in their areas are used; the process should be an inclusive process bringing together all communities to be involved in or make decisions around their own needs.

This report provides an update on the findings from the Stage 1 consultation for Grounds Maintenance and sets out the proposed stage 2 consultation based on three key themes identified from participants feedback.

F. BACKGROUND REFERENCES

West Lothian Community Choices - report to Partnership and Resources PDSP
January 2018

Participatory Budget Charter for Scotland – making good PB Happen

West Lothian Community Choices – report to Council Executive November 2019

Appendices/Attachments: None

Contact Person: Andy Johnston, NETS, Land and Countryside Manager

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Jim Jack

Head of Operational Services

17 November 2021

DATA LABEL: PUBLIC



ENVIRONMENT POLCY DEVELOPMENT AND SCRUTINY PANEL

FOOD FOR LIFE UPDATE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To provide the Panel with an update on the Food For life initiative.

B. RECOMMENDATION

It is recommended that the panel notes;

1. That the council has retained Food for Life Served Here Bronze accreditation in its primary schools, and;
2. requests that officers provide the Panel with a further update on the Bathgate Academy pilot at the end of the current school term.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focussing on customer needs, making best use of resources, working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	National Requirements for Food and Drink in Schools (Scotland) Regulations 2020.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	Outcome 5 - our children have the best start in life and are ready to succeed, outcome 6 – we live longer, healthy lives.
VI	Resources - (Financial, Staffing and Property)	Meeting the Food for Life Served here standard incurs some additional food cost (approximately £50,000 per year) however this can be accommodated within the current Facilities Management School meals budget. Any

reduction in secondary meal uptake particularly in secondary schools would have an adverse effect on the net budget.

VII Consideration at PDSP None.

VIII Other consultations Financial Management Unit.

D. TERMS OF REPORT

D.1 Background

The Soil Association (Scotland) Food for Life programme was introduced in 2008 to encourage an increase in the use of fresh locally sourced, additive free ingredients in school meals.

In early 2018 West Lothian Council undertook to join the 11 other councils participating in the programme. By November 2018 it had achieved the Food for Life Served Here Bronze award accreditation in all of its primary schools.

This was well received by Council who agreed the programme should be extended to all secondary schools during its meeting in November 2018.

In March 2019 the Environment Policy Development Panel considered a report outlining the challenges and risks associated with applying the programme in a secondary school setting and agreed a pilot in Bathgate Academy.

D.2 Current Position

West Lothian Council has retained the Food for Life Served Here Bronze award in all of its primary schools, increasing the use of locally sourced products and maintaining the provision of healthy fresh meals which are compliant with the revised Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 which came into force in April 2021. The extension of free school meals to Primary 4 to Primary 7 pupils will increase the uptake and benefits of school meals to this age group.

Bathgate Academy achieved Bronze award standard in August 2019 however the finalising the assessment of how successful it was in increasing meal uptake was hampered by the impact of the covid 19 pandemic which prevented the collection of a full year's comparable data. Monitoring will continue during the current academic year and the outcomes will be presented to a future Environment PDSP

E. CONCLUSION

The council has retained Food for Life Served here bronze award accreditation across all of its primary schools.

A further report will be provided on the Bathgate Academy pilot at the end of the current academic year.

F. BACKGROUND REFERENCES

Environment PDSP Report – Food for Life Bronze Standard 6 March 2019.

Appendices/Attachments:

Contact Person: Jim Jack, Head of Operational Services, 01506 284360,
jim.jack@westlothian.gov.uk

Date of meeting: 17th November 2021

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

PERFORMANCE REPORT

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To report the current levels of performance for all indicators which are the responsibility of the Environment Policy Development and Scrutiny Panel.

B. RECOMMENDATION

That the Panel note the performance information and determine if further action or enquiry is necessary for any of the indicators mentioned within the report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	In compliance with the Corporate Code of Governance.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	Challenges current service performance through the evaluation of performance indicators
V	Relevance to Single Outcome Agreement	Indicators support various outcomes in the SOA
VI	Resources - (Financial, Staffing and Property)	Met from existing budgets
VII	Consideration at PDSP	Performance reports will be submitted to the PDSP every other meeting.
VIII	Other consultations	None

D. TERMS OF REPORT

Background

The council's performance management system, Pentana measures the performance of service activities through the use of key performance indicators (KPIs). These indicators have been deemed high level and are publically reported.

Pentana uses a simple traffic light system to show if progress is on target (green), in danger of falling behind target (amber), or below target (red). The trend chart commentary field provides an explanation of the ongoing trend in the performance as well as describing any shortfall in performance and what action is being taken to rectify this shortfall.

Members will note that the performance indicators linked to the Environment PDSP range across four service areas – Environmental Health, NETs, Land and Countryside Services, Roads and Transportation and Fleet, Recycling and Waste Services.

Performance Update

There are currently 36 High Level Key Performance Indicators under the remit of the Panel. 13 of these are quarterly indicators and are included in this quarterly report. A full annual report which also includes all annual indicators will be presented to the panel in June 2022.

The 13 performance indicators are categorised as follows:

- 9 Green
- 0 Amber
- 4 Red

Each indicator is shown in full detail in appendix 1 of this report, including latest notes and trend chart commentary to explain the current performance. Details of the red PI are shown below.

Red Indicators

P:NLCS039_6b.4 Percentage of NETs, Land and Countryside Complaints, Stage 1 and 2, which are upheld or part upheld

Current Performance: 59%

Target: 36%

We aim to provide the best service possible and, where this falls below customers' expectations, we have a corporate policy for dealing with any complaints in as efficient and effective a manner as possible. A complaint report is provided to each Action Officer monthly, and a quarterly report is compiled for the Service Manager and Head of Service, providing the information required to manage, monitor and report complaints.

Over the period covered by the chart, the result ranges between 23% and 64% with the highest results coming as the service was re-introduced post lockdown.

No set pattern or trend is identifiable given the range of services which feed into this target, however, partially upheld complaints tend to be where the complaint may relate to multiple service areas or aspects of service.

The numbers involved on a monthly basis in the NETs, Land and Countryside Service continue to be low, meaning that a small number of upheld complaints can have a large impact on the percentage which are upheld or part upheld.

Target maintained at 36% for 2021/22 due to the potential for the ongoing Covid situation to skew figures.

P:NLCS040_6b.3 Total Number of NETs, Land and Countryside complaints received

Current Performance: 17

Target: 12

The number of complaints has exceeded the target eight times over the period shown in the chart. All complaints are investigated and are analysed on a quarterly basis to look for common themes and trends and identify areas for improvement.

Complaints received cover the range of services provided by NETs, Land and Countryside. While there are no specific patterns to the receipt of complaints, there is a seasonal aspect to the fluctuations such as complaints in Grounds Maintenance around grass cutting in the summer months and leaf fall in the autumn months. However, complaint levels across the services provided remain relatively low in comparison to the number of interactions with residents.

March to July 2021 has seen a marked increase in complaints when compared to the previous year. However 2020 is skewed by the start of the Covid Lockdown. Looking further back, there is an identifiable increase in complaints around and through the growing season as awareness of grass maintenance issues are highly visible.

The target for 2021/22 has been maintained at 12 due to the monthly variation of complaints received above and below that figure.

P:WM022_6b.3 Number of Waste Services Complaints (Stage 1) received

Current Performance: 80

Target: 60

We aim to reduce the number of Stage one complaints we receive. The number of complaints upheld following investigation is low.

Complaint numbers tend to be higher in periods of bad weather and public holidays when it is more difficult to catch up on any missed bins.

The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified.

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

2021/22 monthly target set at 60 complaints to represent a reasonable target to return to following the issues caused by vehicle issues and public holidays this year, with alterations included to take account of weather related issues and increases in levels of interaction during public holiday periods

P:WM089_9b.1c Number of bins missed during collection per 100,000 collections (not including contamination etc).

Current Performance: 135

Target: 100

The number of missed bins per 100,000 collections increased this quarter. There are currently increased levels of Covid-19 in the community leading to an increase in staff absences and staff being advised to self-isolate, so it continues to have an effect. Collections were disrupted and blue bins were suspended for a short time. Waste and Recycling recruited additional staff to provide cover for leave and catch up on required staff training and they started work near the end of this quarter.

Access to certain streets has also proven difficult due to customers working from home and a much higher presence of parked cars in more urban areas with a higher level of parking on the street restricting our HGV's and general bin access between cars creating an increase in missed collections.

The number of missed bins continues to be higher than prior to quarter 1 2020/21 and is 0.1% of all scheduled collections.

As part of Transforming Your Council (TYC) efficiencies the previous separate weekly food waste only collection and 4 weekly green waste only brown services were replaced by fortnightly comingled food and garden waste collections on 30th September 2019. This produced vehicle savings and allowed all rural properties to recycle their food waste. This efficiency reduces the number of scheduled bin collections provided per quarter from 2.1 million per quarter to around 1.5 million across all its customers, as a result of the end of weekly food waste collections, even taking the increase in brown bin collections from 4 weekly to fortnightly into account.

Although fewer collections should result in proportionately fewer missed bins, if the majority of missed bins originate from grey and blue bins, then even if the number of missed bins remains steady compared to previous quarters, the reduced number of collections will affect the calculation of this indicator by increasing the 'Number of bins missed during collection per 100,000 collections',

The target for 2021/22 remains at 100 per quarter as this previously represented a reasonable average. However, this may need to be reviewed when the effect of the above changes has been determined.

E. CONCLUSION

The attached performance report is intended to keep members of the Environment PDSP informed about the performance of the wide range of activities taking place to support the remit of the panel.

The summary chart at the front of Appendix 1 shows that the majority of performance indicators which are the responsibility of the Environment PDSP are categorised as green.

The information contained in Appendix 1 will allow the Panel to focus on the issues that services currently face and includes the indicators where service's performance is currently below target.

This information allows the Panel to function in accordance with the Council's Code of Corporate Governance and the principles of Best Value.

F. BACKGROUND REFERENCES

Best Value and Community Planning Audit, 2006

Appendices/Attachments: One.

- 1 Environment PDSP Performance report - quarterly

Contact Person:

Melanie Phillips, Project Team Leader, Operational Services, Whitehill House, Bathgate.
melanie.phillips@westlothian.gov.uk

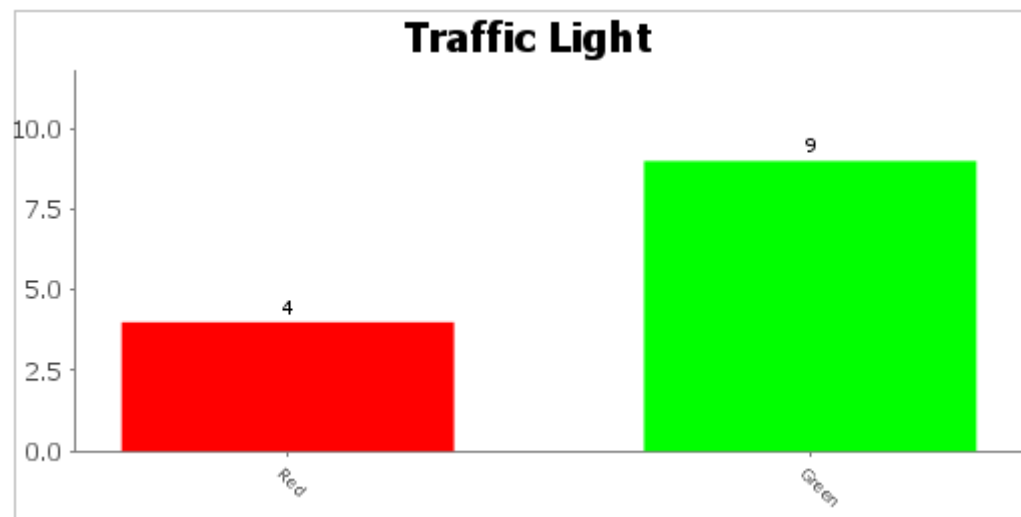
Jim Jack
Head of Operational Services


17 November 2021

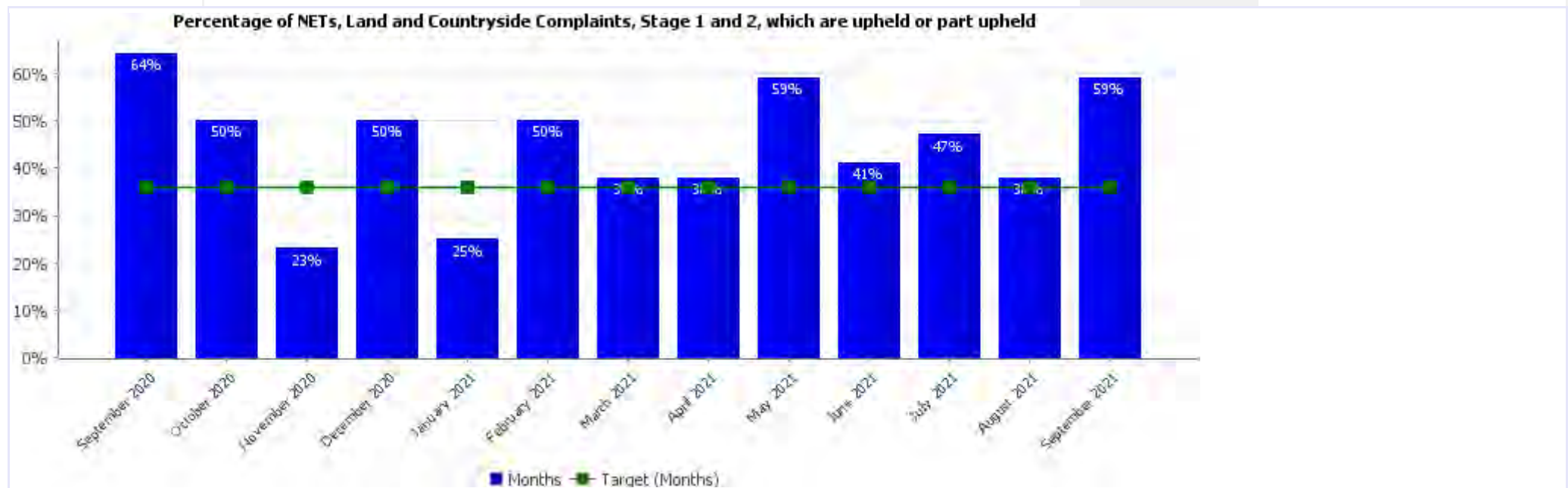
Appendix 1

Data Label : OFFICIAL

Environment PDSP Performance report – quarterly



PI Code & Short Name	P:NLCS039_6b.4 Percentage of NETs, Land and Countryside Complaints, Stage 1 and 2, which are upheld or part upheld	PI Owner	NETs, Land & Countryside Manager(Andy Johnston); zNLCS_PIAAdmin
Description	This performance indicator measures the overall percentage of closed complaints received by NETs, Land and Countryside Services that have been upheld or part upheld during each month. In each period, the total number of upheld and partially upheld complaints is divided by the total number of complaints closed to determine the overall percentage. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.	Traffic Light Icon	
		Current Value	59%
		Current Target	36%



Trend Chart Commentary:


We aim to provide the best service possible and, where this falls below customers' expectations, we have a corporate policy for dealing with any complaints in as efficient and effective a manner as possible. A complaint report is provided to each Action Officer monthly, and a quarterly report is compiled for the Service Manager and Head of Service, providing the information required to manage, monitor and report complaints.

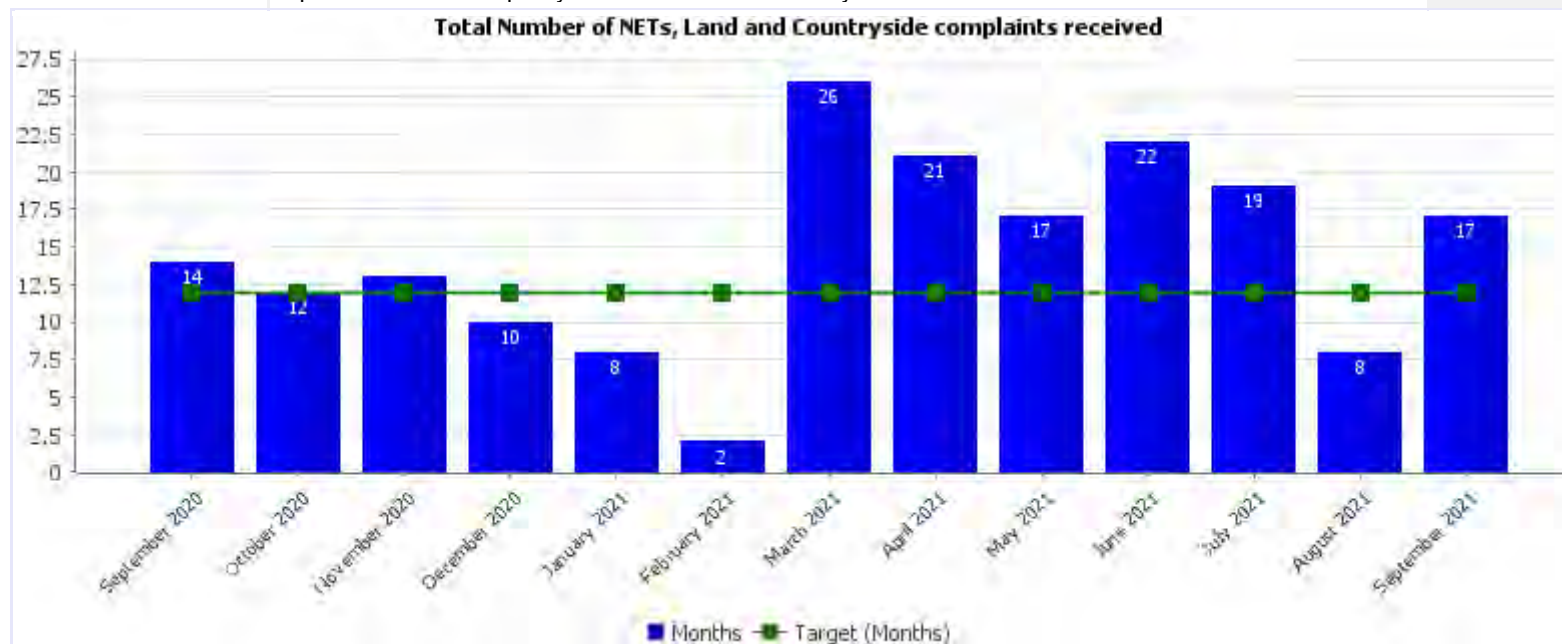
Over the period covered by the chart, the result ranges between 23% and 64% with the highest results coming as the service was re-introduced post lockdown.

No set pattern or trend is identifiable given the range of services which feed into this target, however, partially upheld complaints tend to be where the complaint may relate to multiple service areas or aspects of service.

The numbers involved on a monthly basis in the NETs, Land and Countryside Service continue to be low, meaning that a small number of upheld complaints can have a large impact on the percentage which are upheld or part upheld.

Target maintained at 36% for 2021/22 due to the potential for the ongoing Covid situation to skew figures.

PI Code & Short Name	P:NLCS040_6b.3 Total Number of NETs, Land and Countryside complaints received	PI Owner	NETs, Land & Countryside Manager(Andy Johnston); zNLCS_PAdmin
Description	This performance indicator measures the total number of complaints received by NETs, Land and Countryside Services each month. Performance is reviewed on a regular basis and reported quarterly to ensure there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.	Traffic Light Icon	
		Current Value	17
		Current Target	12




Trend Chart Commentary:

The number of complaints has exceeded the target eight times over the period shown in the chart. All complaints are investigated and are analysed on a quarterly basis to look for common themes and trends and identify areas for improvement.

Complaints received cover the range of services provided by NETs, Land and Countryside. While there are no specific patterns to the receipt of complaints, there is a seasonal aspect to the fluctuations such as complaints in Grounds Maintenance around grass cutting in the summer months and leaf fall in the autumn months. However, complaint levels across the services provided remain relatively low in comparison to the number of interactions with residents.

March to July 2021 has seen a marked increase in complaints when compared to the previous year. However 2020 is skewed by the start of the Covid Lockdown. Looking further back, there is an identifiable increase in complaints around and through the growing season as awareness of grass maintenance issues are highly visible.

The target for 2021/22 has been maintained at 12 due to the monthly variation of complaints received above and below that figure.

PI Code & Short Name	P:NLCS103_9b.2a Land Audit Management System (LAMS) result	PI Owner	NETs, Land & Countryside Manager(Andy Johnston); zNLCS_PIAAdmin
Description	This performance indicator is a measure of the standard of grounds maintenance delivered by the service across West Lothian. The Land Audit Management System has been designed to allow an internal monitoring and measuring for councils of the standard of grounds maintenance. The score for each month is made up of individual scores for the East, West and Central areas of West Lothian as well as the overall grounds maintenance service. The data is provided through randomly generated site inspections by Ground Maintenance staff, and based on their first visual impression of the standard of maintenance. Sites are zoned, either 1 – 3 dependent on the level of maintenance required, with the largest majority either a 2 or 3, (standard or low maintenance). War Memorials, golf courses or bowling greens are the only areas considered in Zone 1, (High Amenity standard). Sites are assessed against set criteria, between an excellent - poor standard and scored accordingly. The scores for each area are combined and the average used for this indicator. The national average target score set by APSE (Association for Public Service Excellence) is 67. The score is calculated using the average score across 3 localities and the overall service.	Traffic Light Icon	
		Current Value	70
		Current Target	67



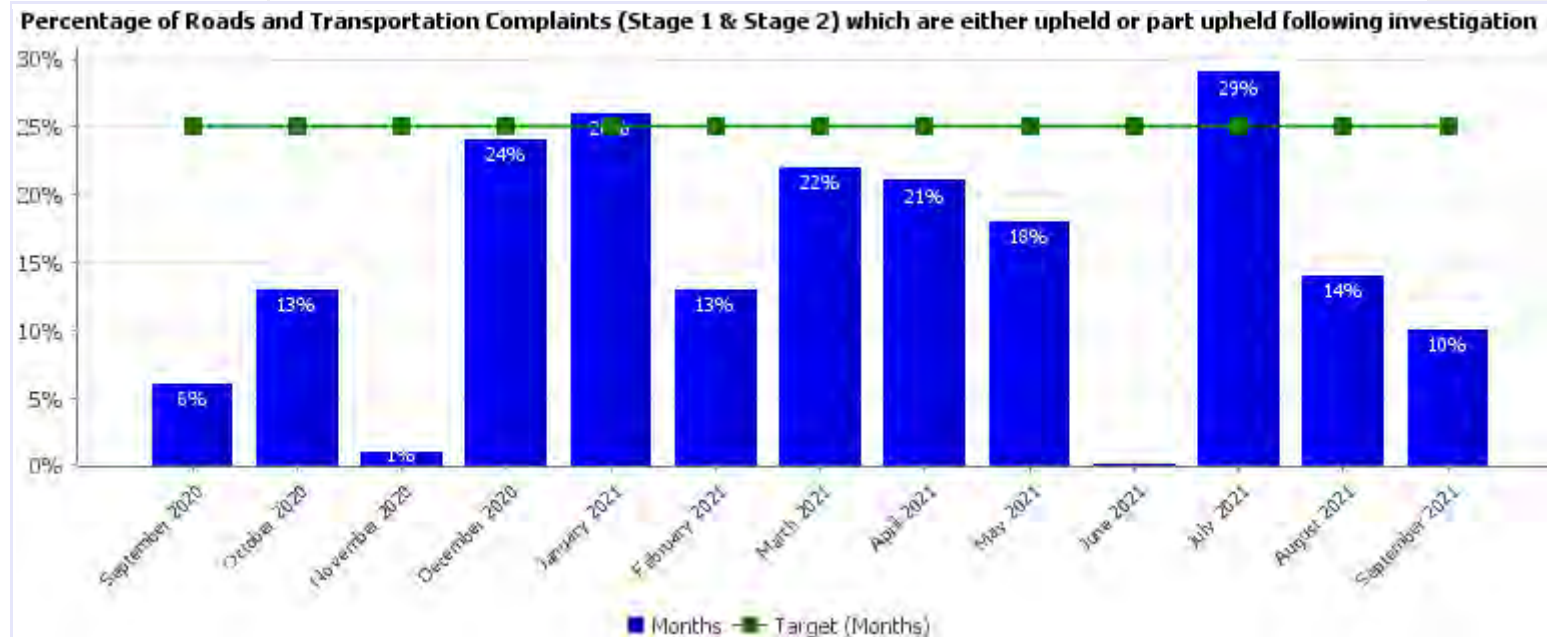
Trend Chart Commentary:

Over the period shown in the chart, scores have varied between 36 and 70 and are currently above our target of 67. LAMS inspections were resumed after the main summer routine works were

completed in October 2020 and the standard of open spaces were recovered to a "normal" standard. Whilst grass areas were reinstated to normal condition, shrub bed maintenance and weed management activities were severely restricted and this affected the scoring when assessing the condition of areas resulting in the lower scores.

The target is based on the national average target set by APSE of 67 and this is based on achieving an acceptable grade B standard for all grounds maintenance areas which equates to a maximum index score of 67.

PI Code & Short Name	P:RTS033_6b.4 Percentage of Roads and Transportation Complaints (Stage 1 & Stage 2) which are either upheld or part upheld following investigation	PI Owner	zOPSHQ_PIAAdmin; Graeme Malcolm
Description	This performance indicator measures the total number of complaints received by Road and Transportation Services each month. Performance is reviewed on a regular basis and reported quarterly to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.	Traffic Light Icon	🟢
		Current Value	10%
		Current Target	25%



Trend Chart Commentary:

We aim to provide the best service possible and where this falls below customers' expectations we use the corporate policy for dealing with any complaints in as efficient and effective manner as possible. Over the period covered in the chart, percentages have varied between 0 and 29%.

Due to the typically low number of complaints and the wide range of issues raised, there tends to be a variation in the percentage of complaints upheld or part upheld.

All complaints are analysed on a quarterly basis to look for common themes and trends and identify areas for improvement and can include Roads Maintenance, Lighting and Winter Maintenance. To improve the winter maintenance service for 2021/22, we have two additional dedicated teams to work on grit bin maintenance and have also created 25 strategic salt pick up points throughout West Lothian to assist with salt provision.

Target is set to provide a challenge to the service, and was reviewed in April 2020 and reduced to 25% to reflect current good performance.

PI Code & Short Name	P:RTS034_6b.3 Total number of Roads and Transportation Complaints (Stage 1 and 2) received	PI Owner	zOPSHQ_PIAAdmin; Graeme Malcolm
Description	This performance indicator measures the total number of complaints received by Roads and Transportation Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.	Traffic Light Icon	🟢
		Current Value	10
		Current Target	19



Trend Chart Commentary:

Where performance dips, this means that we have received more complaints than our target. The number of complaints which are actually upheld following investigation is very low.

The increase in the number of complaints received in November 2020 relates to concerns over changes linked to Spaces for People. These complaints were not upheld. The increase in January 2021 was due to the prolonged period of winter weather, most of these complaints were not upheld.


All complaints are analysed on a quarterly basis to look for common themes and trends and to identify areas for improvement.

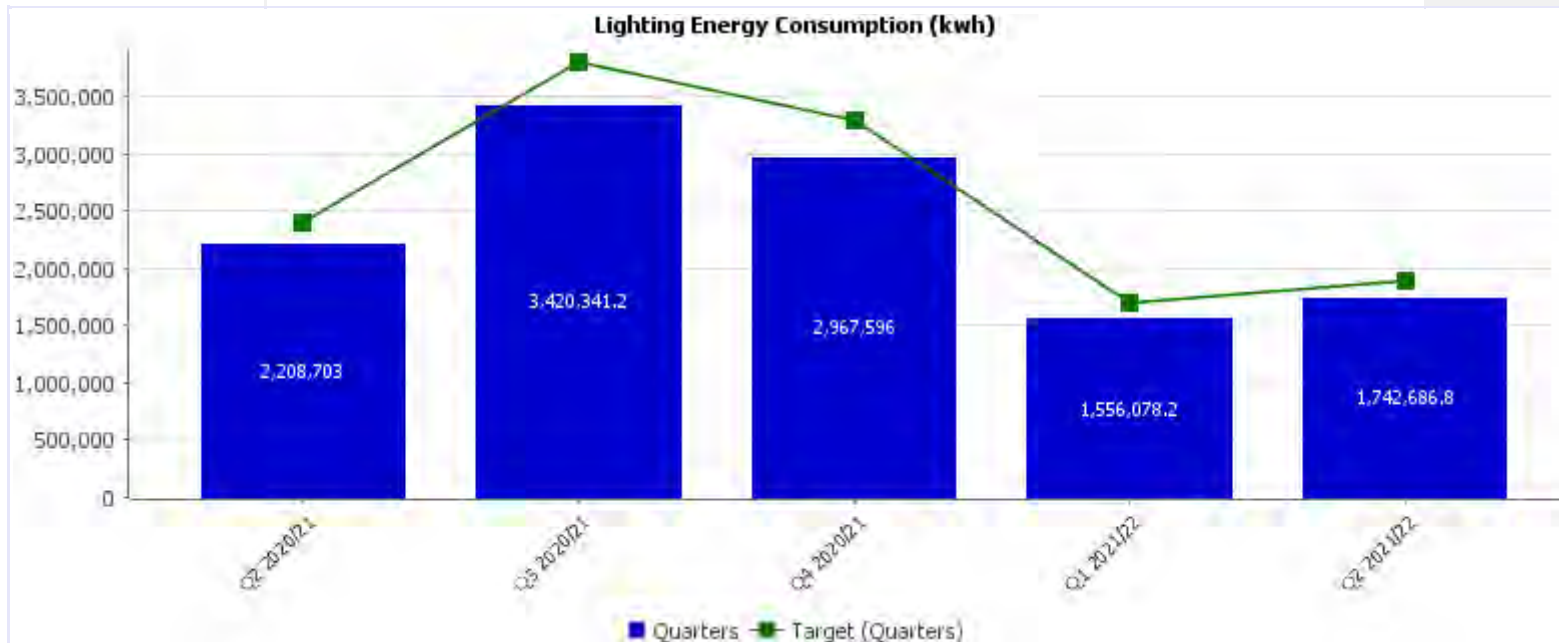
We aim to provide the best service possible and where this falls below customers' expectations we use the corporate policy for dealing with any complaints in as efficient and effective manner

as possible.

We have been below our target figure for six of the last twelve months.

Target reviewed in April 2020 and amended to 19 per month based on recent performance. This target has been retained for 2021/22 as a realistic average across the year.

PI Code & Short Name	P:RTS093_9b.2b Lighting Energy Consumption (kwh)	PI Owner	zSLS_PIAAdmin; Graeme Malcolm
Description	<p>This performance indicator measures the energy consumed in kilowatt hours (kWh) by all equipment maintained by the Lighting Section (unmetered supplies) which includes street lighting, signs, traffic signals, festive lighting and stair lighting.</p> <p>This indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 7 sustainability.</p>	Traffic Light Icon	
		Current Value	1,742,686.8
		Current Target	1,900,000



Trend Chart Commentary:

The introduction of more energy efficient equipment is continuing to gradually reduce our energy consumption, despite asset growth, to a level which is meeting our target. This is being achieved through the LED replacement programme where existing light sources are being replaced with more energy efficient equipment. We will also continue to monitor illumination requirements.

From 2018/19 our target has been set in line with estimated reductions through the LED replacement programme.

Targets for 2021/22 are:

Quarter 1 - 1,700,000

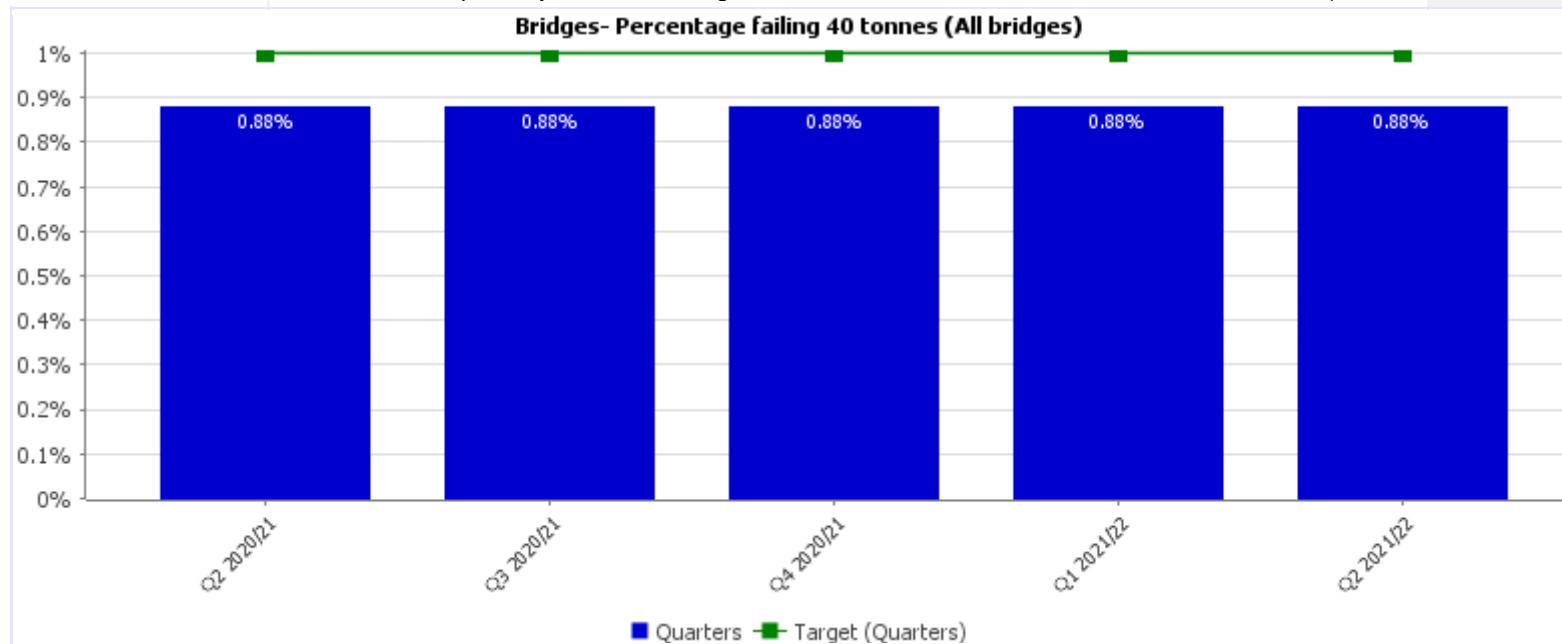
Quarter 2 - 1,900,000

Quarter 3 – 2,900,000

Quarter 4 - 2,400,000

2021/22 Total 8,900,000 kilowatt hours

PI Code & Short Name	P:RTS103_9b.1a Bridges- Percentage failing 40 tonnes (All bridges)	PI Owner	zTRA_PIAAdmin; Graeme Malcolm
Description	This performance indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 3 suitability. Percentage of council and private bridges failing to meet European standard of 40 tonnes (not including those where the authority has secured a permanent satisfactory solution). This performance indicator ensures that we are monitoring any deterioration of bridges carrying the public road network (whether council owned or privately owned including Scottish Government, Scottish Canals and Network Rail).	Traffic Light Icon	
		Current Value	0.88%
		Current Target	1%



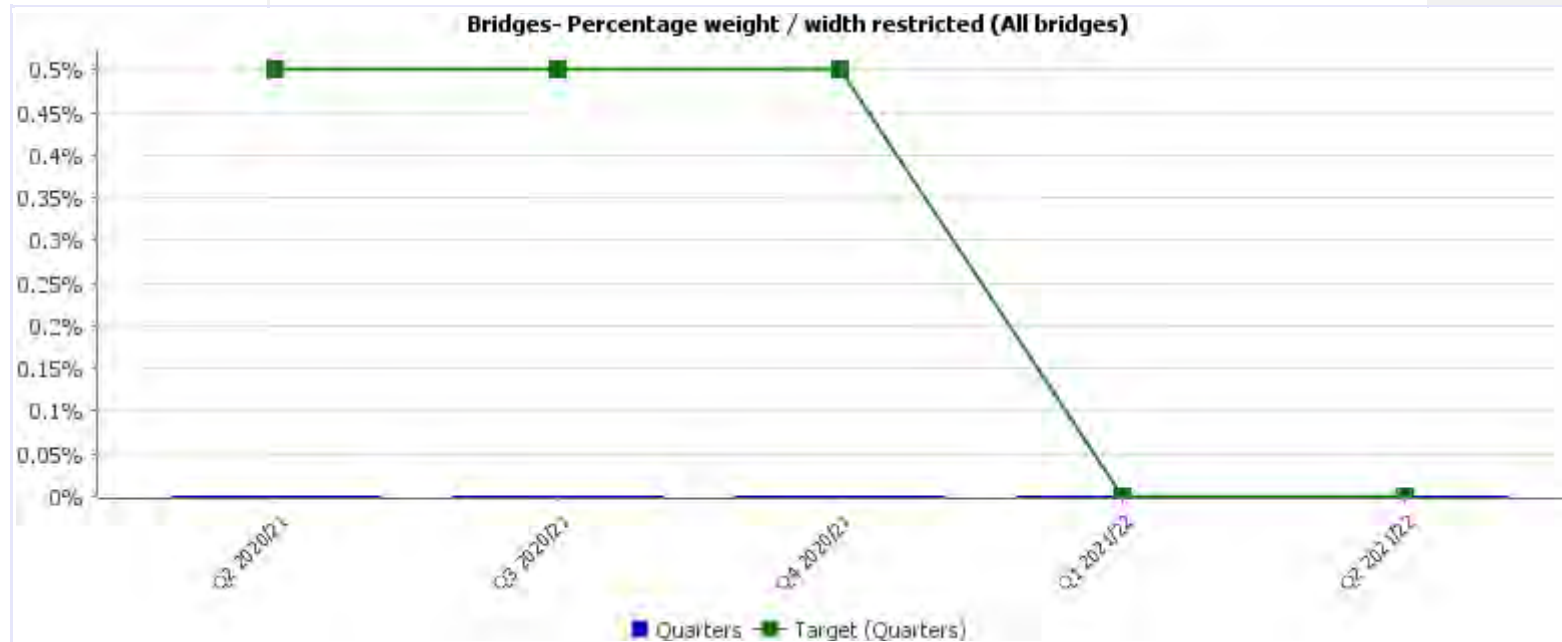
Trend Chart Commentary:

It is noted that this performance indicator relates to both private and council owned bridges. The reason that privately owned bridges are recorded is that, although not owned by the council, these still carry the council road network and are therefore important to road network availability. Privately owned bridges on the network include those owned by the Scottish Government (over M8 and M9 motorways), Network Rail (over railway lines) and Scottish Canals (over the Union Canal).

There are currently 3 of the 340 bridges (private and council owned) failing the European Standard of 40 tonnes. These bridges are: Kinnenhill Bridge (7.5 tonnes), Starlaw Bridge (7.5 tonnes on west edge) and Cobbinshaw Railway Bridge (25 tonnes). The Starlaw Bridge assessment failure is on the west edge beam only and this area is protected by a vehicle restraint system and there is therefore no requirement or intention to progress strengthening works. Cobbinshaw Railway Bridge is a Network Rail owned structure. It is planned to partially replace and strengthen Kinnenhill Bridge but works have been delayed due to land ownership and access issues. Skolie Burn Bridge replacement works were completed in spring 2020 and no longer fails the 40 tonne assessment.

From quarter 2 2020/21 the target has been set at 1% since the Skolie Burn bridge works have been completed.

PI Code & Short Name	P:RTS106_9b.1a Bridges- Percentage weight / width restricted (All bridges)	PI Owner	zTRA_PIAAdmin; Graeme Malcolm
Description	Percentage of bridges (council and private combined) with a weight or width restriction placed on them (not including those bridges where the authority has secured a permanent satisfactory solution). This performance indicator ensures that we are monitoring any reduction in accessibility to bridges.	Traffic Light Icon	🟢
		Current Value	0%
		Current Target	0%

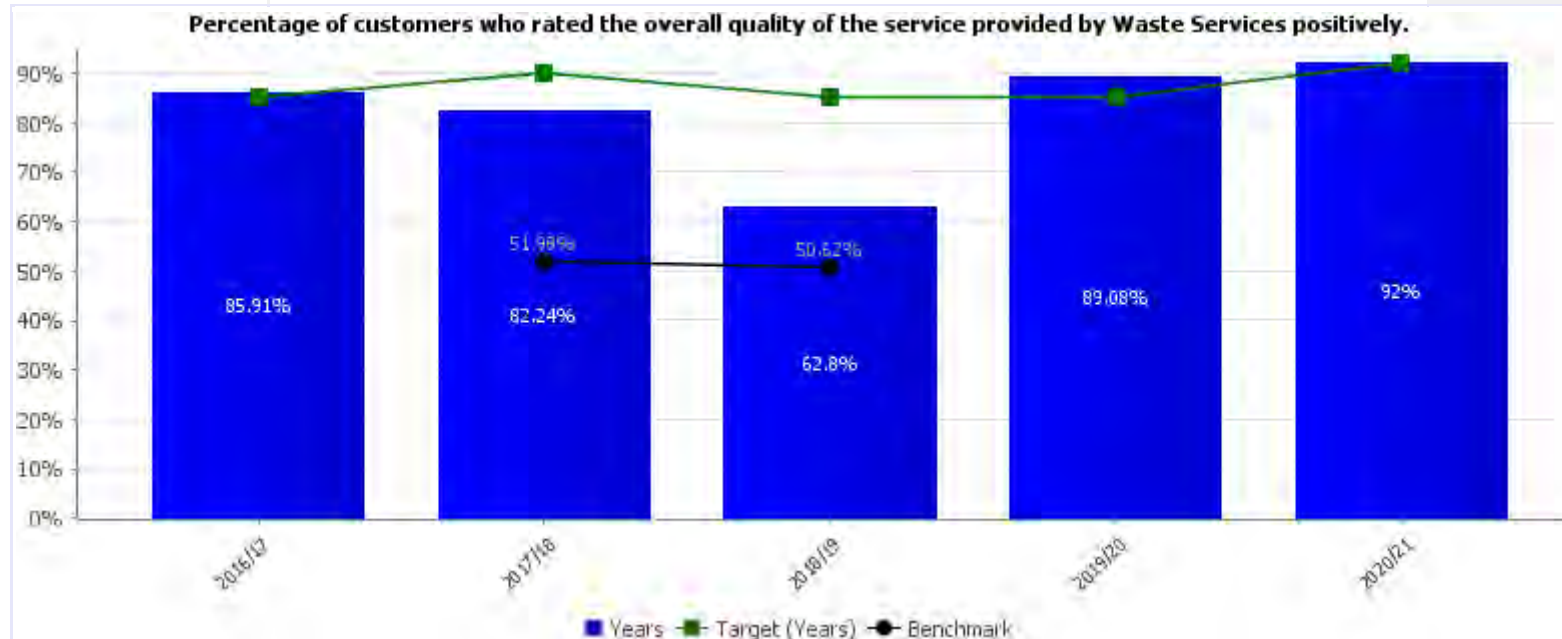


Trend Chart Commentary:

The number of bridges with weight / width restrictions had remained constant over the last 8 years, with 1 of the 340 bridges (private and council owned) having an unsatisfactory weight restriction. However, this figure changed to 0 in June 2020 with completion of replacement of Skolie Burn Bridge which was the only bridge with an unsatisfactory weight restriction. Note that there are three other bridges with weight restrictions but these are considered to be permanent satisfactory solutions and there are no plans to carry out strengthening or replacement works.

2021/22 target set at 0% to maintain current position.

PI Code & Short Name	P:WM007_6a.7 Percentage of customers who rated the overall quality of the service provided by Waste Services positively.	PI Owner	zWM_PIAAdmin; David McPhail
Description	<p>The PI gives the service an indication of how customers view our complete service and allows us to monitor responses against our service standards.</p> <p>The figure was taken from the Annual Customer Survey carried out by Waste Services to the West Lothian Citizens Panel up to 2018/2019. From 2019/2020 onwards the survey has been undertaken face to face at Recycling Centres; online via issuing a link post transaction, via QR codes embedded in posters and documents issues as well as via a mass SMS government survey.</p> <p>Figure based on respondents who rated the service positively within the survey return.</p>	Traffic Light Icon	🟢
		Current Value	92%
		Current Target	92%



Trend Chart Commentary:

The percentage of customers who rated the overall quality of our service positively increased in 2020/21 to 92%.

The percentage of customers who rated the overall quality of our service as 'good' or 'excellent' increased in 2019/20 to 89.08%. In 2019/20 we changed our approach to customer surveys, including face-to-face surveys at recycling centres and using e-surveys. This increased the number of returns to 1,758 in 2019/20 from 88 in 2018/19.

The percentage of customers who rated the overall quality of our service as 'good' or 'excellent' decreased in 2018/19 to 62.8%, after having remained stable at between 82% and 86% for the previous four years.


The dip seen in 2018/19 is a combination of the issues faced by the collection service during the severe weather events at the start of the period and the perceptions of the proposed changes which were approved towards the end of the period. Following this period the recruitment into a more stable employee base, the completion of the line management restructure and process reviews have led to increases in performance.

We are keen to maintain our customer satisfaction levels at a high level and feedback from our customers is used to try and improve our services as much as possible and we will continue to work hard to provide a good service to the Households of West Lothian.

The 2018/19 Survey was distributed to 1,297 members of the West Lothian Citizens Panel in March 2019 with only 88 responses being received. The service explored alternative approaches to increase survey returns for 2019/20. There were direct surveys undertaken at Recycling Centres in November/December 2019 (356 responses) and the use of e-surveys which are sent to those who have ordered bins via the online system, QR code linked posters in CIS offices and libraries as well as the mass issue of the link to the survey to all customers who have engaged with the service via complaints in mid December 2019, enquiries or other interactions recorded within Confirm. This brought the total number of survey responses to 1,758 for the period, an increase of 1,670 versus the previous year.

The black line shows Operational Services average.

2021/22 target set at 94% to represent a reasonable increase in performance from a new baseline.

PI Code & Short Name	P:WM022_6b.3 Number of Waste Services Complaints (Stage 1) received	PI Owner	zWM_PIAAdmin; David McPhail
Description	This performance indicator measures the total number of Stage 1 complaints received by Waste Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.	Traffic Light Icon	
		Current Value	80
		Current Target	60



Trend Chart Commentary:

We aim to reduce the number of Stage one complaints we receive. The number of complaints upheld following investigation is low.

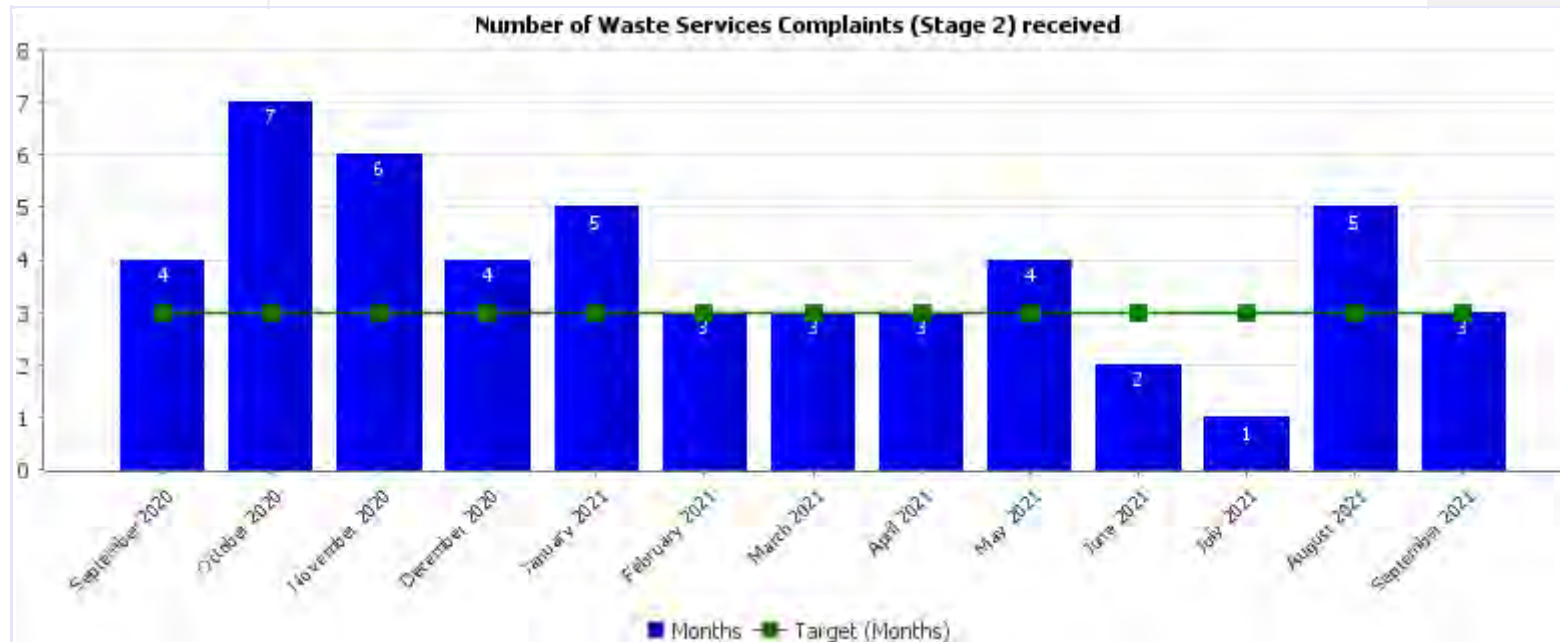
Complaint numbers tend to be higher in periods of bad weather and public holidays when it is more difficult to catch up on any missed bins.

The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified.

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

2021/22 monthly target set at 60 complaints to represent a reasonable target to return to following the issues caused by vehicle issues and public holidays this year, with alterations included to take account of weather related issues and increases in levels of interaction during public holiday periods.

PI Code & Short Name	P:WM023_6b.3 Number of Waste Services Complaints (Stage 2) received	PI Owner	zWM_PIAAdmin; David McPhail
Description	This performance indicator measures the total number of Stage 2 complaints received by Waste Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.	Traffic Light Icon	🟢
		Current Value	3
		Current Target	3



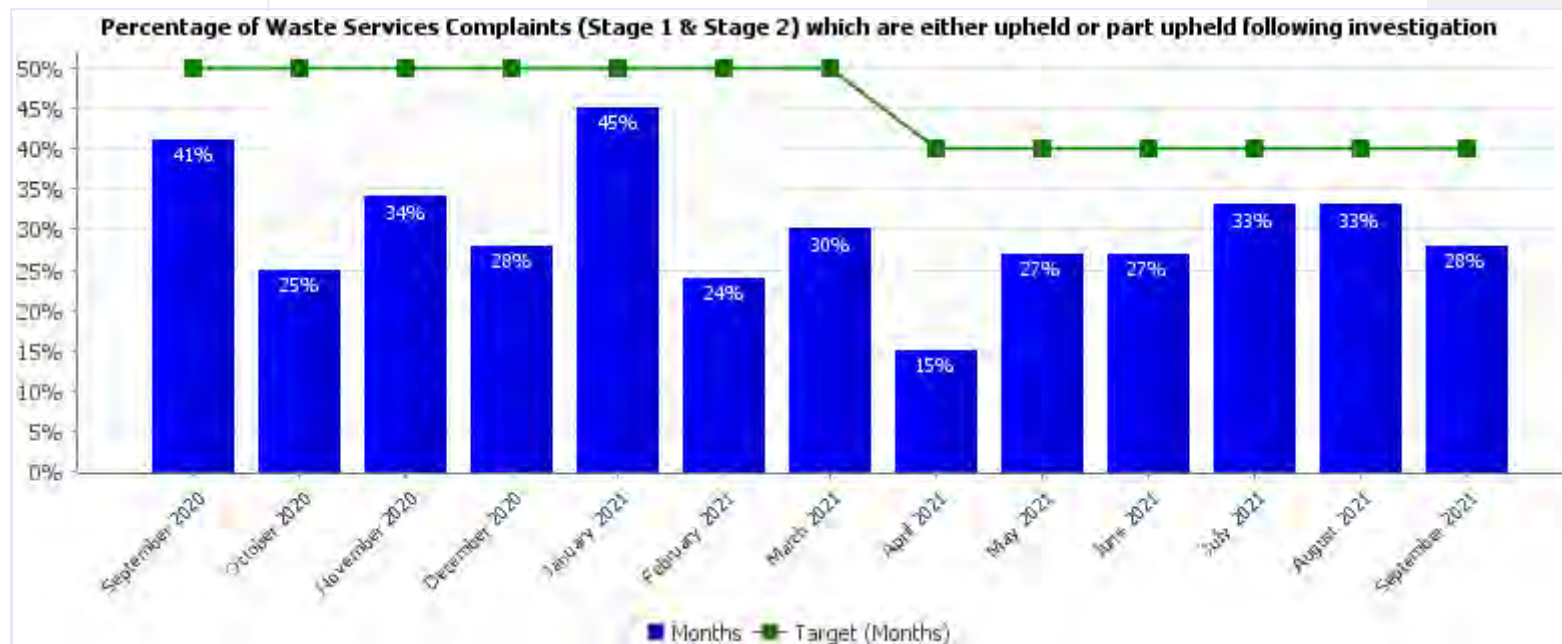
Trend Chart Commentary:

We aim to reduce the number of Stage two complaints we receive. The number of complaints upheld following investigation is low.

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible. The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified. Numbers since September 2020 have remained low and varied between 1 and 7.

2021/22 monthly target set at 3 complaints to represent a reasonable target to return to following the issues caused by severe weather and public holidays this year.

PI Code & Short Name	P:WM024_6b.4 Percentage of Waste Services Complaints (Stage 1 & Stage 2) which are either upheld or part upheld following investigation	PI Owner	zWM_PIAAdmin; David McPhail
Description	This performance indicator measures the overall percentage of closed complaints received by Waste Services that have been upheld or part upheld during each month. In each period, the total number of upheld and partially upheld complaints is divided by the total number of complaints closed to determine the overall percentage. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.	Traffic Light Icon	🟢
		Current Value	28%
		Current Target	40%




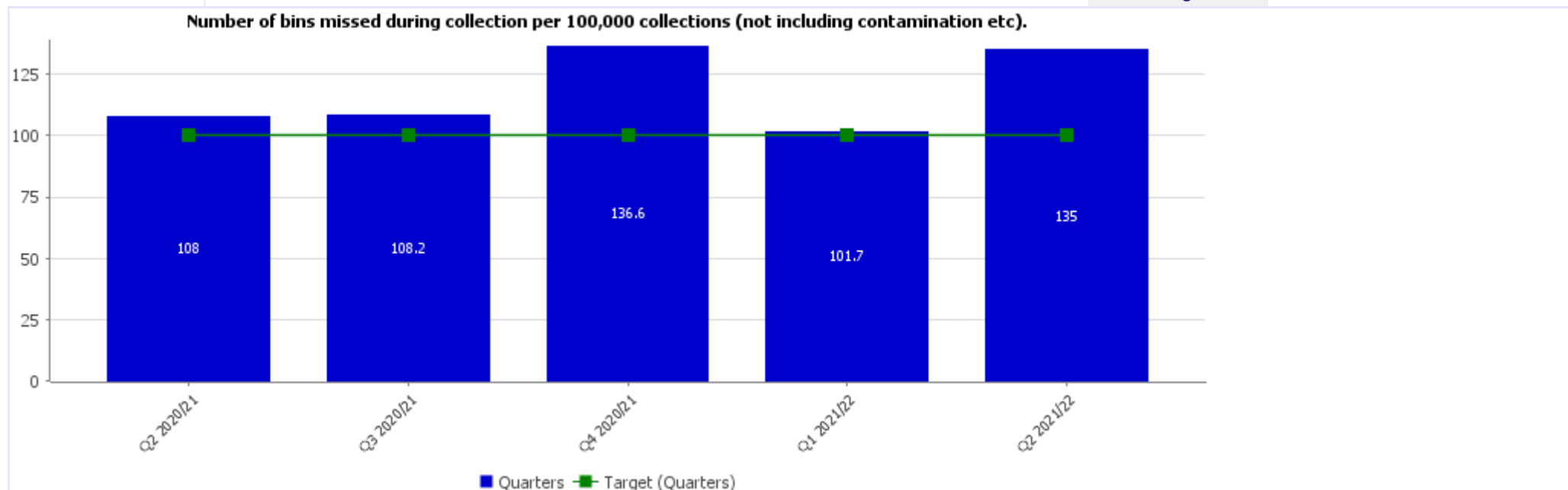
Trend Chart Commentary:

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

Upheld and partially upheld complaint percentages have been below the target for the period shown on the chart.

2021/22 target reviewed and reduced to reflect recent strong performance.

PI Code & Short Name	P:WM089_9b.1c Number of bins missed during collection per 100,000 collections (not including contamination etc).	PI Owner	zWM_PIAAdmin; David McPhail
Description	This Performance Indicator measures number of bins which have been presented on the correct day and missed during collection (per 100,000 collections). The figure does not include bins which have not been presented, were not lifted due to contamination or their lids not being closed	Traffic Light Icon	
		Current Value	135
		Current Target	100



Trend Chart Commentary:

The number of missed bins per 100,000 collections increased this quarter. There are currently increased levels of Covid-19 in the community leading to an increase in staff absences and staff being advised to self-isolate, so it continues to have an effect. Collections were disrupted and blue bins were suspended for a short time. Waste and Recycling recruited additional staff to provide cover for leave and catch up on required staff training and they started work near the end of this quarter.

Access to certain streets has also proven difficult due to customers working from home and a much higher presence of parked cars in more urban areas with a higher level of parking on the street restricting our HGV's and general bin access between cars creating an increase in missed collections.

The number of missed bins continues to be higher than prior to quarter 1 2020/21 and is 0.1% of all scheduled collections.

As part of Transforming Your Council (TYC) efficiencies the previous separate weekly food waste only collection and 4 weekly green waste only brown services were replaced by fortnightly comingled food and garden waste collections on 30th September 2019. This produced vehicle savings and allowed all rural properties to recycle their food waste. This efficiency reduces the number of scheduled bin collections provided per quarter from 2.1 million per quarter to around 1.5 million across all its customers, as a result of the end of weekly food waste collections, even taking the increase in brown bin collections from 4 weekly to fortnightly into account.

Although fewer collections should result in proportionately fewer missed bins, if the majority of missed bins originate from grey and blue bins, then even if the number of missed bins remains steady compared to previous quarters, the reduced number of collections will affect the calculation of this indicator by increasing the 'Number of bins missed during collection per 100,000 collections',

The target for 2021/22 remains at 100 per quarter as this previously represented a reasonable average. However, this may need to be reviewed when the effect of the above changes has been determined.

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

THE LICENSING OF ACTIVITIES INVOLVING ANIMALS REGULATIONS

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to make the panel aware of new regulations requiring the licensing of various activities involving animals and the need to update and approve council policies, procedures and fees covering these activities.

B. RECOMMENDATION

It is recommended that the panel notes and considers the following recommendation which is intended to be submitted to Council Executive:

1. notes the content of the report; and
2. approves the policies, procedures and fees for implementation of the regulations set out in Appendix 1 of the report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; developing employees; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021.</p> <p>These regulations came into force on 1 September 2021, and place new obligations on local authorities for licensing various establishments involved in the breeding, sale, welfare and rehoming of animals.</p> <p>There is no requirement for strategic environmental assessment. The regulations and associated guidance deal with equality issues which are recognised in the proposals in this report.</p>
III	Implications for Scheme of Delegations to Officers	There are no implications for the scheme of delegation. This is an extension of the licensing provisions and requirements already addressed by the environmental health and trading standards service.

IV	Impact on performance and performance Indicators	There are no specific impacts on performance indicators identified at this stage. The implications and obligations of these regulations do however place additional burdens on service delivery within environmental health and trading standards.
V	Relevance to Single Outcome Agreement	SOA 3 Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.
VI	Resources - (Financial, Staffing and Property)	The regulations permit the charging of licensing fees. These will be established to reasonably reflect the work involved in the licence process and be in line with existing approved fees and charges. The work will be carried out by existing staff in line with other workload priorities. Any costs of external inspectors will be passed to the licence applicant. This is the current arrangement, but is likely to be extended due to increased specialist assessments introduced by new regulations.
VII	Consideration at PDSP	This is the first report on this matter to the PDSP.
VIII	Other consultations	None.

D. TERMS OF REPORT

D1 Background

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021 came into force on 1 September 2021.

Licensing of establishments involved in the breeding, sale, keeping and boarding of animals is required by various pieces of legislation and is administered and enforced by environmental health and trading standards on behalf of the council. This is supported by veterinary specialists where specific issues of animal welfare are being considered.

The new regulations have consolidated and expanded legislative requirements covering the breeding, sale, welfare and rehoming of animals. The regulations have placed additional requirements on local authorities for the inspection, licensing and administration of licensed establishments, and also specified requirements for officer competence in carrying out regulatory duties.

The new regulations will require a revision of licensing and enforcement policies, procedures and fees and Appendix 1 of this report provides a proposed set of arrangements and charges in relation to these matters.

D2 Summary of new requirements

The main implication of the new regulations is the consolidation of some pieces of existing legislation regarding the breeding of dogs, and sale of pet animals, but also expanding the requirement for licence to breeding of cats and rabbits, rehoming activities and operation of animal welfare establishments. The regulations provide details in terms of the extent of operations requiring to be licensed. For example, a licence for breeding is only required where a specified number of breeding animals, or litters, are exceeded.

It is difficult to quantify the workload demand these changes will have on the service, suffice to say the demand will be greater than currently and will come at a time when there are many competing requirements and an on-going difficulty of recruiting suitably qualified staff.

In addition to the extended range of establishments and activities requiring to be licensed, the regulations have also increased the requirements to be met by local authorities and establishments in ensuring compliance with administration, enforcement and animal welfare. The following are some of the impact issues for the council to adopt and adapt to in terms of policies and procedures for licensed animal establishments.

- The regulations require local authorities to ensure an inspection is carried out and a report produced for every licence application and licence renewal application. Previously the inspection of establishments, particularly for renewal, was not specified as mandatory, and this gave significant flexibility to managing workload in focusing on new establishments, or establishments requiring closer monitoring. This was also reflected in a lower cost to establishments of renewing licences. This now has to be reflected in proposed fees.
- There is now a greater focus on animal welfare knowledge and training in determining officer competence. This means that the service will need to initially appoint external inspectors to carry out most inspections as the level of knowledge is not fully held inhouse at this time, and the costs and practicality of doing so require to be considered in line with other public health priorities and workload demands in the service. The situation will be kept under review as we gain more understanding of the work demand of the new regulations. External veterinary support is currently provided only as required. The costs are passed to the applicant. There is, however, no way of knowing if this external support can be met with increasing demand, particularly as veterinary support is limited, and other local authorities may require to seek similar support resulting in a increased overall demand
- Licences can be issued for 1, 2 or 3 years. Currently all licences can only be issued for 1 year. Local authorities cannot charge a different fee depending on length of licence issued. It is intended to encourage better compliance within establishments. The suggestion is that better performing establishments benefit from longer licence periods. It is for local authorities to determine criteria for licence periods, and this will be in addition to potentially more administration in managing the licensing system. Proposed criteria are set out in Appendix 1.
- The local authority must publish a public register of all licences issued, and keep it up to date. To date this has been done voluntarily with less information included than is required by the new regulations. It generally only gets updated once a year during the annual licence programme. It will now require to be completed at various points through the year. It is, however, recognised that there are benefits of doing so in that it will help those seeking to buy animals from a licensed establishment.

- The previous requirement for licences, and for some ongoing animal licences, was for the licence to be in place for the calendar year. This meant administration and processing was focused on a certain time of year. The service would be more proactive in reminding applicants regarding renewal. This now no longer applies. This will create a challenge for administering the scheme, but will be mitigated by putting the responsibility for renewal completely with the licence holder.

D3 Other issues

There was an opportunity to report these matters for approval through the Environment PDSP and Council Executive earlier, but at the time a number of concerns were being raised by other local authority colleagues with Scottish Government, and it was appropriate to see how the situation developed in terms of guidance to local authorities to ensure we had the best understanding possible for establishing our own policies, procedures and fees.

The proposals set out in Appendix 1 are, therefore, presented for approval with an understanding that elements may have to be updated or adapted as we learn from application of the regulations, or respond to changes in guidance and policy at a national level. There will undoubtedly be a number of issues and consequences with the new regulations yet to be realised.

It is important to appreciate that a balance has to be taken in terms of a number of aspects of these requirements, particularly in terms of impact on the local authority and other workload demands regarding public health priorities. In developing the proposals, particularly in relation to licence periods and fees, it is important to emphasise that it is the legislation which has introduced demands on local authorities, businesses, charities and individuals, and every effort has been made to ensure fairness and consistency with other existing licensing costs and processes.

E. CONCLUSION

Ensuring the safety and welfare of animals is the key consideration of these regulations, and the proposals for licensing establishments by this local authority hopefully provide an appropriate assurance that this can be achieved in line with other demands and priorities.

F. BACKGROUND REFERENCES

1. [The Animal Welfare \(Licensing of Activities Involving Animals\) \(Scotland\) Regulations 2021](#)

Appendices/Attachments:

Appendix 1 – Policy, procedures and fees

Contact Person: Craig Smith, Environmental Health & Trading Standards Manager, 01506 282385, craig.smith@westlothian.gov.uk

Craig McCorriston,

Head of Planning, Economic Development and Regeneration.

17 November 2021

Appendix 1

Policy, procedures and fees – The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

Policy

Enforcement of the new regulations will be in line with the [Environmental Health and Trading Standards enforcement policy](#) approved by the Council Executive. A copy is publicly available on the council website.

We will ensure fees charged are reasonable and reflective of cost impacts on local authority. Costs for external inspectors will be charged separately to applicant. At this time the regulations require that inspectors are appointed by the local authority and provide report to the local authority to allow consideration of application.

Cancellation of appointments with externally appointed inspectors will incur a charge if within 48 hours of appointment. This is in accordance with fees and charges previously agreed by the Council Executive for other licensed animal establishments.

Licence fee is not refundable if application is refused. The fee is charged for the consideration and processing of application. It is up to applicant to ensure that establishment meets the requirements of the legislation.

If licence application / renewal is rejected and matters can be / are resolved within 3 months, then no new application fee will be charged. However, if verification requires further inspection and report, then external inspector costs will be charged.

It will be the responsibility of existing licence holders to ensure applications for renewal are submitted for consideration before expiry of existing licence. Expiry date is included on the licence issued.

The duration of licence will be from the date approved and stated on the licence. Licence duration will be determined in line with the criteria stated in the procedures section.

Legal rights of appeal against decisions are provided for in the legislation.

The council complaints procedure exists for other issues.

Licence conditions will be applied as set out in the regulations. As standard, this will be the general conditions, and relevant specific conditions for that establishment. Licence conditions will be attached to every licence issued.

Procedures

Application forms will be available online or on request from service. Inspection templates will also be available to assist establishment preparation for visits and ensure ongoing compliance.

Payment for licence application must be made at time of application. Payment proof will be required at time of application, otherwise application will not be processed.

Payment for external inspectors will be required after inspection completed. Costs will be invoiced to applicants.

Applications will be logged, and reviewed by a competent officer to ensure application meets requirements for consideration. The applicant will be advised that application is satisfactory for consideration, or that it is not and is being returned to ensure proper completion and submission of necessary information.

All new applications will be set up as establishments on the environmental health and trading standards management information system. Actions, inspection reports and relevant correspondence and communication regarding the establishment and application will be recorded on the management information system.

An inspection will be arranged with inspector and applicant (where required).

The inspection will be carried out using the necessary inspection form required by West Lothian Council. The completed inspection report will be submitted to environmental health and trading standards within 7 working days of inspection being completed.

The inspection report will be reviewed and the determination of the inspector regarding compliance noted. Any points for clarification will be discussed with the inspector. This will be considered along with any previous reports, complaints, information held regarding the establishment to determine the decision on the licence application. For applications to be approved and licence granted, the officer will determine the licence duration against the criteria for that purpose.

Application determinations will be notified to the applicant in writing within 5 working days of the inspector's report being received, or clarified if required.

The public register will be updated once the applicant has been advised in writing.

The public register will only contain details of establishments which hold a licence. This is a requirement of the legislation.

Criteria for duration of licences

1 year licence	<p>All new licence applications required under regulations. This will include establishments licensed under previous legislation covering dog breeding and pet shops.</p> <p>Establishments applying for renewal but with previous verified licence breaches requiring follow up by local authority during previous licence period.</p> <p>Establishments applying for renewal and had previous licence issued with understanding that minor issues would be resolved, and these remain unresolved at time of renewal.</p> <p>Establishments applying for renewal after the expiry of the previous licence.</p> <p>Establishments that don't otherwise meet the criteria for a 2 year licence.</p>
2 year licence	<p>Establishments applying for renewal that have held licence under these regulations for minimum of 2 years and no concerns regarding compliance have been established or required further</p>

	<p>action during that period of time.</p> <p>Establishments that don't otherwise meet the criteria for a 3 year licence.</p>
3 year licence	<p>Establishments applying for renewal that have held licence under these regulations for minimum of 3 years and no concerns regarding compliance have been established or required further action during that period of time.</p> <p>AND</p> <p>Licence holder / establishment is recognised through membership of accredited animal welfare scheme or governing body.</p>

Fees

Licence fees have already been approved by Council Executive for establishments breeding dogs or operating as pet shops, under previous legislation. These establishments are now covered by the new regulations. The fees agreed were reflective of different levels of work demand in terms of new applications and renewal applications. The new regulations place additional obligations on local authorities to consider applications for new or existing establishments.

This will have to be reflected in changes to the fees for renewals, and also the requirements for licensing establishments not previously requiring to be licensed.

The fees reflect the reasonable costs to the local authority in granting, renewing, and varying licences and ensuring ongoing compliance with statutory obligations. The cost of external inspection and reporting for the purpose of licence application determination is separate to the local authority fee and will be recovered from the licence applicant by the local authority who will have paid the inspector fee.

The licence fee will be the same whether a licence is issued for 1, 2 or 3 years. This should help compliant businesses off-set any increase in costs from previous licence scheme.

Licences will not be issued without payment of appropriate fees.

Fees will be included in future fees and charges report for approval by Council Executive. Fees will normally rise in line with agreed inflationary increases by Council Executive. Fees will also be kept under review, and any significant changes required will be reported to Council Executive for approval.

It is appreciated that these costs will be new to some establishments, and for existing establishments they will see an increase in some costs. It is however important to appreciate that the sale prices of many pet animals can be significant, with some animals being sold for many hundreds, if not, thousands of pounds.

The following table gives an indicative overview of time and cost impacts considered in setting fees for establishment licences. This does not however reflect that the establishment will also require to pay the costs of external specialist inspector separately.

Activity	Time	Cost
Application received, reviewed and logged on management information system. Correspondence and communication with applicant regarding receipt and suitability of application. May include return of application. Set up of new establishments on management information system. Process application fee.	2 hours	£60
Make arrangements with inspector and applicant to carry out inspection of establishment. Provide copies of relevant paperwork and inspection forms for completion. Discuss any issues prior to inspection. Process invoice for inspector fees. Process payment of inspector fees.	1.5 hours	£45
Review establishment history and any issues for consideration. Carry out site visit with inspector to ensure matters properly considered, and verify concerns. This could include further visits to assess remedial action prior to final determination. Travel time and travel costs.	5 hours	£150
Review and log inspector's report, and any additional officer reports / observations regarding licence application / site visits. Determine licence application outcome and licence duration. Correspondence regarding licence outcome decision. Update and publish public register.	1.5 hours	£45
Other indicative cost considerations which would be covered by fee - Request for variation of licence, or need to vary licence following further intervention at the establishment. Further visits by local authority, and / or inspectors for purpose of variation, or for intervention as result of enquiry or complaint about the establishment. Ongoing communication with establishment regarding licence conditions, and updates that impact operation. Appeals, enforcement action, regarding application or licence variation.	Difficult to quantify but could be a significant time impact depending on circumstances.	

Licence application and renewal application fees are proposed as follows –

Establishment Application Type	New application / renewal application fee	
	2021/22	2022/23
Dog breeding	£300.00	£309.00
Cat breeding	£300.00	£309.00

Rabbit breeding	£300.00	£309.00
Sale of pet animals (pet shop)	£300.00	£309.00
Animal welfare establishment	£300.00	£309.00
Re-homing (with establishment inspection)	£300.00	£309.00
Re-homing (no establishment inspection)	£150.00	£154.00

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

SPACES FOR PEOPLE – ENGAGEMENT WITH COMMUNITIES AND STAKEHOLDER

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Environment PDSP of the Spaces for People (SfP) engagement plan which was instructed by Council on 28 September 2021.

B. RECOMMENDATION

It is recommended that the Environment PDSP:

1. Note the content of the report;
2. Note the scope timeline, engagement methodology and question set as detailed in the report;
3. Note that a full report on the engagement will be reported to a meeting of West Lothian Council in March 2022;
4. Note that the temporary 20mph and 40mph speed limits measures are to be extended as detailed in the report but will revert back to the permanent (pre-Covid-19) speed limits by mid-July 2022;
5. Note that the temporary parking restrictions on the Loanings, Linlithgow have been extended and will expire in 26 April 2022, and;
6. Note that the Spaces for People cycle lanes in Blackridge, Broxburn and Linlithgow will remain for the time being and monitored during Spring 2022.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; and honest, open and accountable.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The delivery of the Spaces for People Programme has contributed to improved safety and encouraged Active Travel.
III	Implications for Scheme of Delegations to Officers	N/A
IV	Impact on performance and performance Indicators	N/A
V	Relevance to Single	The Spaces for People Programme has

	Outcome Agreement	contributed to outcome: 'We Live in Resilient, Cohesive and Safe Communities'
VI	Resources - (Financial, Staffing and Property)	The council received £818,500 of grant funding through the Spaces for People Programme.
VII	Consideration at PDSP	Environment PDSP considered a petition calling for the removal of 20mph speed limits on main roads across West Lothian on 2 February 2021. This was linked to the Spaces for People programme.
VIII	Other consultations	An online public consultation was conducted between 15 and 22 May 2020 and a stakeholder engagement took place in February 2021.

D. TERMS OF REPORT

D.1 Background

On 28 September 2021, West Lothian Council approved a composite motion on the Spaces for People (SfP) programme (Appendix 1). The motion instructed officers to undertake a full and engaging consultation on the SfP programme.

The SfP measures were introduced as a response to the Covid-19 pandemic were approved as temporary measures and it was always the intention that these would be removed as the impacts of the pandemic lessened.

The instruction from Council to engage with communities and stakeholders on their experience of the various SfP measures and to seek views on what they would wish to see moving forwards in terms of speed limits (both urban and rural), reallocation of road space for wider footways, and cycle lanes.

The planned engagement will help commence a dialogue with communities on the future of road space within West Lothian and the balancing of policy issues such as Climate Change, Travel Hierarchy, Active and Sustainable Travel.

As well as providing the background to the key areas for consultation, the report sets-out a framework and timescale for the engagement as well as providing the planned question set.

D.2 Scottish Government's "Programme for Government"

The Scottish Government recently announced its "Programme for Government". This sets out its actions for the coming year and beyond. Of relevance to the Council's planned engagement is the Scottish Government's statement "We will ensure all appropriate roads in built-up areas have a safer speed limit of 20 mph by 2025, forming a task group to plan the most effective route for implementation."

This statement by the Scottish Government would suggest that the move towards 20mph speed limits in our villages and towns during the period of Covid19 was in-line with wider policy thinking in terms of climate change and active and sustainable travel.

D.3 Overview of Spaces for People Programme

The approved SfP programme covered nine packages of measures.

- Package 1 – Footway widening measures.
- Package 2 – Footway loading Parking restrictions in Linlithgow
- Package 3 – 40mph speed limits
- Package 4 – Cycle lanes
- Package 5 – 20mph speed limits
- Package 6 – Temporary physical distance signage
- Package 7 - Strategic clearance work to widen foot paths and cycle tracks
- Package 8 - Physical distance measures at Bus Stops
- Package 9 – Traffic signals changes

A number of these will not be covered by the planned engagement but an update on these is covered within the report.

D.3.1 Items not Covered by the Planned Engagement

Package 6 - Temporary Physical Distance Signage

The information signage was designed and erected to emphasise the need for physical distancing within busy streets and was produced in a cost-effective way. It was not produced to be permanent and has generally stood up well to the elements. The understanding of the need for people to distance is now well known and arrangements are being made to remove all temporary signage.

Package 7 - Strategic clearance work to widen foot paths and cycle tracks

Works were completed and no further action is required.

Package 8 - Physical distance measures at Bus Stops.

Bus stop measures were all removed following the Council decision on 16 March 2021. No further action required.

Package 9 - Pedestrian phases at Controlled crossing points.

The changes were introduced to help with reducing transmission of Covid-19 at the more heavily used pedestrian crossing points. Arrangements are being made to change timings back to original settings and for temporary information signage to be removed.

D.3.2 Key Spaces for People Projects to be Included in the Planned Engagement

Package 1 - Temporary footway widenings

Footway widenings were installed to provide more space for people to pass each other on narrow footways and pinch points. These footway widenings were installed at High Street in Linlithgow, Main Street in East Calder, Main Street in Mid Calder, Main Street West Calder, Station Road in Kirknewton. These are constructed with temporary surfacing, temporary kerbing and removable reflective bollards.

As part of the planned engagement we will seek views on whether the footway widenings should be formally consulted on to make them a permanent feature.

Package 2 - Footway parking suspensions

Parking suspensions were installed to provide more space on the footway. The two footway parking suspensions on the East Loanings, High Street, Linlithgow (numbers 33 to 41 and 43 to 57) have a TTRO in place which has been extended until 26 April 2022. At the West Loanings temporary kerbing and reflective bollards were installed to reduce the generous car parking bays to provide more walking space at the rear of the bays. After this date the parking suspension will be removed.

As part of the planned engagement we will seek views on whether the parking suspension should be formally consulted on to make them a permanent feature.

Package 3 - Temporary 40mph speed limits

The temporary 40mph speed limits, were introduced on rural roads to provide a safer environment for more vulnerable road users.

The current SfP TTROs for the temporary 40mph speed limits will expire on the 14 January 2022. These can be extended for a further 6 months up to the 14 July 2022. After the 14 July the speed limits will revert to the permanent de-restricted speed limit (60mph).

The planned engagement will seek views on the temporary 40mph rural speed limits and whether they should be formally consulted on as permanent Walker & Cycle Friendly areas moving forward. These types of areas have been promoted elsewhere in Scotland to encourage more use by walkers and cyclists of the rural road network.

As part of the reduced 40mph speed limit package of work, minor traffic calming was installed in the Faucheldean area following requests from the community. This consisted of two temporary road narrowing points to compliment the temporary 20mph speed limit. As part of the planned engagement we will ask the Faucheldean community on whether the temporary traffic calming measures should be retained or removed.

The TTROs are to be extended for the duration of the engagement and reporting period to Council. This will ensure that the status quo remains for the period to end of March 2022.

Package 4 - Cycle lanes

The cycle lanes were installed in May 2021 in Linlithgow (B9080 and A706), Broxburn (A899) and Blackridge (A89). This package of work involved road markings to denote advisory cycle lanes and temporary bollards in areas where suitable to segregate cyclists and motorised vehicles.

Traffic and cyclist surveys have been carried out post completion and further survey work will be carried out spring / summer 2022 to determine usage and effectiveness.

As part of the planned engagement we will seek views on the cycle lanes.

Package 5 - Temporary 20mph speed limits

The temporary 20mph speed limits were introduced on a blanket basis for two main reasons:

1. To ensure that every town and village were treated equally and that all roads within communities had the same reduced speed limit and protection. (The exception to this was Livingston.)
2. Taking a blanket approach allowed the existing permanent speed limit orders to be amended and promoted easily and swiftly. It also ensured that the temporary changes were introduced utilising existing sign infrastructure without further cost for additional sign poles and sign plates at new locations.

The current SfP Temporary Traffic Regulation Orders (TTROs) for the temporary 20mph speed limits will expire on the 14 January 2022. These can be extended for a further 6 months up to 14 July 2022. Thereafter, the temporary 20mph speed limits will revert to their permanent limits of 30 and 40mph.

The TTROs are to be extended for the duration of the engagement and reporting period to Council. This will ensure that the status quo remains for the period to end of March 2022.

D.4 Planned Engagement and Awareness Raising

Based on the information above a question set has been prepared (Appendix 2). This will be used to engage with communities and stakeholders. An extensive, but not exhaustive, list of communities and stakeholders has been prepared as an indication of the breadth of engagement (Appendix 3).

In advance of the launch of the SfP survey on 1 December 2021 the council will be promoting and raising awareness.

The engagement platform will primarily be via the council's web and social media channels. QR codes will allow participants to access the question set. This report will be highlighted to all Local Area Committees to raise awareness of the engagement. All elected members, community councils, CPP partners will be written to and group calls to all schools / carers will be utilised to raise awareness.

Timeline for Planned Engagement

Key Stages	Date
Environment PDSP	17 November 2021
Open consultation	1 December 2021
Close Consultation	31 January 2022
Analysis of Consultation and Report Preparation	February 2022
West Lothian Council meeting	March 2022

E. CONCLUSION

The planned community and stakeholder engagement running between 1 December 2021 and 31 January 2022 will allow people an opportunity to comment on the impact of the Spaces for People measures within their communities. The findings of the engagement will be reported back to West Lothian Council in March 2022.

F. BACKGROUND REFERENCES

Council Executive – Active Travel Related Grant Funding 2020/2021 – 23 June 2020

Environment PDSP - Petition – Request for the Removal of the Spaces for People Temporary 20mph Speed Limits – 2 February 2021

West Lothian Council – Spaces for People Programme – 16 March 2021

Appendices/Attachments: Appendix 1 Council Motion (28 September 2021)
 Appendix 2 Question Set
 Appendix 3 Consultees List

Contact Person: Graeme Malcolm, Roads & Transportation Manager, email:
Graeme.malcolm@westlothian.gov.uk

Jim Jack
Head of Operational Services
17 November 2021

Appendix 1

Composite Motion for full council 28.9.21 Spaces for people.

At full Council of January 2021 a motion was tabled that expressed the complete mismanagement of the SfP programme and instructed a report on this project to be brought to Full Council in March 2021.

This report was brought to Full Council on 16th March and confirmed the project had been bad for the county and had never been properly thought through. I.e. completely mismanaged by this Administration.

The report confirms:

Section D5 Package 5 – 20MPH signage.

“The measures have not been supported across a number of areas” and “lack of enforcement and compliance of the reduced speed signs.”

Both negative for the residents of WL and both would have been identified if a proper consultation had been carried out

Section D5 Package 6 – Physical Distance Signage.

“There is a large amount of feedback to have these signs removed as the current assumption that the message is received by the public and reminders are no longer required”

In fact these signs were never required; again this would have been established if a proper consultation had been carried out.

D5 Package 7 – Strategic clearance work to widen foot paths and cycle tracks.

“few stakeholders were directly affected”

This should not be a special measure rather a routine practice to keep these facilities fit for purpose.

D5 Package 8 – Physical distance measures at Bus Stops.

“There is strong opinion that the temporary bus boarder measures should be removed primarily due to perceived congestion issues. Comments were also received that if they were to be made permanent then improvements would have to be carried out.”

Again this could easily have been foreseen instead it was bullishly enforced causing havoc and distress on our road network.

D5 Package 9- Pedestrian phases at Controlled crossing points. *“feedback from the areas affected cited the extra waiting times for vehicles when there are no pedestrians crossing at the crossing points.”*

More frustration rather than benefits which with a proper timescale and design process could have been avoided.

The report also stated that in relation to the initial consultation;

“The combined reach of these posts was over 34,500 people, with nearly 2,900 people engaging with them in some way. The council received 470 responses from all over West Lothian”. This is a 0.00136% return or 13.6 people in every thousand. The consultation provided no detail of what was to be installed and as a result was misleading, this was true for many elected members as well.

Council therefore resolves to carry out a full and engaging consultation that will form a meaningful expectation of what is required by our communities. This to take place over a reasonable time scale with a realistic engagement and follow up consultation on permanent proposals going forward.

RETAINING 'SPACES FOR PEOPLE' MEASURES

LET US KNOW YOUR VIEWS

SPACES FOR PEOPLE

On the 28 April 2020, the Scottish Government announced a funding stream called Spaces for People, a new temporary infrastructure programme in Scotland which offers funding and support to local authorities and statutory bodies to make it safer for people who choose to walk, cycle or wheel for essential trips and exercise during the Covid-19 pandemic.

The Spaces for People funding is specifically for temporary measures during the Covid-19 pandemic and cannot be used for permanent road or footway infrastructure changes. The funding and works are additional to the Council's own revenue and capital roads programmes.

The timescales for the development of the packages were restrictive and in order to enable a report to Council prior to the school summer holiday period in 2020, an on-line public consultation was carried out between 15 and 22 May 2020 allowing all residents and stakeholders to participate and put forward their views and ideas on a range of measures being considered.

Social media postings on the council's Facebook, Twitter pages and website sought to publicise the on-line public consultation. Three posts promoting the Spaces for People consultation were shared on the council's social media channels between 15 and 22 May 2020. The combined reach of these posts was over 34,500 people, with nearly 2,900 people engaging with them in some way. The council received 470 responses from all over West Lothian with 89.7% supporting the introduction of temporary measures.

The Council's Spaces for People funding bid was submitted on 29 May 2020 and was approved on 4 June 2020.

WHY WE ARE CONSULTING

The Space for People programme approved by the Council covered nine packages of measures.

A number of the measures implemented have been removed and the Council is now seeking views on the measures that remain in place:

- Package 1 - Footway widening measures.
- Package 2 - Footway loaning Parking restrictions in Linlithgow
- Package 3 - Temporary 40mph speed limits
- Package 4 - Cycle lanes
- Package 5 - Temporary 20mph speed limits

This is because many of the measures may to help achieve Council objectives unrelated to the COVID-19 pandemic, including:

- encouraging more people to switch to more sustainable ways of travelling such as walking or cycling
- supporting high streets and businesses by providing more space for people
- improving road safety

- improving health
- reducing carbon dioxide emissions

Before deciding whether to go through the legal processes necessary to keep projects in place, we want to hear people's views.

Please respond to this survey to help us to better understand how you feel about retaining the different types of 'Spaces for People' projects and any you particularly wish to see retained or removed.

QUESTION SET

ABOUT YOUR TRAVEL

Q1	Do you have a car/light van in your household?	
	<input type="checkbox"/> 1	One car/light van
	<input type="checkbox"/> 2	Two cars/light vans
	<input type="checkbox"/> 3	Three+ cars/light vans
	<input type="checkbox"/> 4	No car/light van

Q2	Do you have a bicycle in your household?	
	<input type="checkbox"/> 1	One bicycle
	<input type="checkbox"/> 2	Two or more bicycles
	<input type="checkbox"/> 3	No bicycles

Q3	How many people in your household have a driving licence (full or provisional)?	
	<input type="checkbox"/> 1	None
	<input type="checkbox"/> 2	One
	<input type="checkbox"/> 3	Two
	<input type="checkbox"/> 4	More than two

Q4	How do you usually travel to your nearest:								
		Walk	Bicycle /e-Bike	Car driver	Car passenger	Bus	Train	Taxi	N/A
	Local shop	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Shopping centre or supermarket (for main food shop)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	GP	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Chemist or pharmacy	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Publicly accessible green space (e.g. park)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Public Transport facility e.g. bus stop / train station	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Library	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Sports Centre	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Primary School	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
	Secondary School	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

SAFETY IN YOUR LOCAL AREA

Q5	Compared to before the Spaces for People temporary infrastructure measures were put in your local area, how safe do you feel now while:						
		Much less safe	Less safe	Neither	Much more safe	More safe	Don't know
	Travelling through your local area	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Spending time in your local area	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

Q6	How have the temporary Spaces for People measures changed your local area?	
	<input type="checkbox"/> 1	It has improved it
	<input type="checkbox"/> 2	It has not changed
	<input type="checkbox"/> 3	It has made it worse

ABOUT NEW LOWER TEMPORARY 20mph SPEED LIMITS

Q7	Have you noticed new lower temporary 20mph speed limits in West Lothian since 2020?	
	<input type="checkbox"/> 1	Yes
	<input type="checkbox"/> 2	No

Q8	What type of impact do you feel temporary 20mph speed limits have had on road safety in your area						
		Much less safe	Less safe	Neither	Much more safe	More safe	Don't know
	Pedestrians and people in wheelchairs	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Cyclists	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Children	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Older people	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Drivers	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

Q9	What wider impacts do you feel temporary 20mph limits have on:						
		Very negative	Negative impact	Neither	Positive impact	Very positive impact	Don't know
	Climate change	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Air pollution	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Noise pollution	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Quality of life	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

Q10	If you think temporary 20mph limits have negative impacts what are these? (Please select all that apply)	
	<input type="checkbox"/> 1	Drivers ignore them
	<input type="checkbox"/> 2	There is no enforcement
	<input type="checkbox"/> 3	My journey by car or bus takes longer
	<input type="checkbox"/> 4	More air pollution caused by traffic spending longer in towns
	<input type="checkbox"/> 5	I am less likely to visit the town centre
	<input type="checkbox"/> 6	Drivers take more risks because of frustration at slower speeds
	<input type="checkbox"/> 7	It takes me longer to find a gap in traffic to cross the road
	<input type="checkbox"/> 8	There are no negative impacts of 20mph speed limits
	<input type="checkbox"/> 9	Other (please specify)

Q11	If you think temporary 20mph limits have positive impacts what are these? (Please select all that apply)	
	<input type="checkbox"/> 1	Drivers take more notice of other road users
	<input type="checkbox"/> 2	I find it easier to cross the road
	<input type="checkbox"/> 3	I feel more confident when cycling
	<input type="checkbox"/> 4	I choose to walk or cycle instead of driving
	<input type="checkbox"/> 5	Less air pollution as driving is smoother (less stop-start)
	<input type="checkbox"/> 6	Drivers less likely to overtake cyclists unsafely as travelling at similar speeds
	<input type="checkbox"/> 7	I am more likely to visit the town centre
	<input type="checkbox"/> 8	There are no positive impacts of 20mph speed limits
	<input type="checkbox"/> 9	Other (please specify)

Q12	Thinking about the future, what do you think should be done with temporary 20mph limits?	
	<input type="checkbox"/> 1	A Do not keep any of the temporary 20mph limits (Go to Q15)
	<input type="checkbox"/> 2	B Keep some but not all of the temporary 20mph limits (Go to Q13)
	<input type="checkbox"/> 3	C Keep all the new temporary 20mph limits, but don't add any more (Go to Q15)
	<input type="checkbox"/> 4	D Keep all the new temporary 20mph limits and extend them/add more (Go to Q14)

Q13	If you answered B: Do you think the temporary 20mph limits should be removed from:	
	<input type="checkbox"/> 1	Arterial routes away from town centres
	<input type="checkbox"/> 2	Everywhere except around schools
	<input type="checkbox"/> 3	Others (please specify):

Go to Question 15

Q14	If you answered D: Which additional areas should be included?

ABOUT NEW LOWER TEMPORARY 40mph SPEED LIMITS

Q15	Have you noticed new lower temporary 40mph speed limits in West Lothian since 2020?	
	<input type="checkbox"/> 1	Yes
	<input type="checkbox"/> 2	No

Q16	What type of impact do you feel temporary 40mph speed limits have had on road safety in your area						
		Much less safe	Less safe	Neither	Much more safe	More safe	Don't know
	Pedestrians / Walkers	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Cyclists	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Horseriders	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Drivers	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

Q17	What wider impacts do you feel temporary 40mph limits in rural areas have on:						
		Very negative impact	Negative impact	Neither	Positive impact	Very positive impact	Don't know
	Climate change	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Air pollution	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Noise pollution	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
	Quality of life	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

Q18	If you think temporary 40mph limits in rural areas have negative impacts what are these? (Please select all that apply)	
	<input type="checkbox"/> 1	Drivers ignore them
	<input type="checkbox"/> 2	There is no enforcement
	<input type="checkbox"/> 3	My vehicle journey takes longer
	<input type="checkbox"/> 4	Drivers take more risks because of frustration at slower speeds

<input type="checkbox"/> 5	There are no negative impacts of 40mph speed limits
<input type="checkbox"/> 6	Other (please specify)

Q19	If you think temporary 40mph limits in rural areas have positive impacts what are these? (Please select all that apply)	
<input type="checkbox"/> 1	Drivers take more notice of other road users	
<input type="checkbox"/> 2	I find it easier to use the road (e.g. walk, cycle, ride)	
<input type="checkbox"/> 3	I feel more confident when walking	
<input type="checkbox"/> 4	I feel more confident when cycling	
<input type="checkbox"/> 5	I feel more confident horse riding	
<input type="checkbox"/> 6	I choose to walk or cycle instead of driving	
<input type="checkbox"/> 7	Drivers less likely to overtake unsafely	
<input type="checkbox"/> 8	I am more likely to visit the countryside more	
<input type="checkbox"/> 9	There are no positive impacts of 40mph speed limits	
<input type="checkbox"/> 10	Other (please specify)	

Q20	Thinking about the future what do you think should be done with temporary 40mph rural limits?	
<input type="checkbox"/>	A Do not keep any of the temporary 40mph limits (Go to Q23)	
<input type="checkbox"/>	B Keep some, but not all, of the temporary 40mph limits (Go to Q21)	
<input type="checkbox"/>	C Keep all the new temporary 40mph limits, but don't add any more (Go to Q23)	
<input type="checkbox"/>	D Keep all the new temporary 40mph limits and extend them/add more (Go to Q22)	

Q21	If you answered B: Do you think temporary 40mph rural limits should be removed from:	
<input type="checkbox"/> 1	All rural areas	
<input type="checkbox"/> 2	Everywhere except near places of interest or small rural settlements	
<input type="checkbox"/> 3	Others (please specify):	

Go to Question 23

Q22	If you answered D: Which additional areas should be included?	

ABOUT FOOTWAY WIDENINGS / LOANING PARKING & CYCLE LANES

Q23	Please select the option which best describes your familiarity with each of the following types of project in West Lothian				
	Spaces for People temporary measure installed	I often use the road with this type of measure (i.e. nearly every day)	I occasionally use the road with this type of measure (i.e. at some time during each week)	I am aware of the road with this type of measure but I have not personally used it	I am not aware of this type of measure
Q23/1	High Street Linlithgow – Footway Parking suspension at East Loanings (outside No.s 33-41 and 43–57)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/2	High Street Linlithgow – West Loaning parking (outside No.s 183–245)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/3	High Street Linlithgow - footway widening (between Whitten Lane and Oliphant's Bakery)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/4	Main Street West Calder - footway widening (between No.s 9–31)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/5	Main Street Mid Calder - footway widening (outside Post Office)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/6	Main Street East Calder - footway widening (outside Tesco Express)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/7	Station Road Kirknewton - footway widening (south of railway station)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/8	A706 St Ninians Road, Linlithgow – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/9	B9080 Edinburgh Road, Linlithgow – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/10	A899 East Main Street, Broxburn – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Q23/11	A89 through Blackridge – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Q24	How much do you support or oppose retaining the following types of measure?						
	Spaces for People temporary measure installed	Strongly support	Support	Neutral	Oppose	Strongly Oppose	Don't know
Q24/1	High Street Linlithgow – Footway Parking suspension at East Loanings (outside No.s 33 - 41 and 43 – 57)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/2	High Street Linlithgow – West Loaning parking (outside No.s 183 – 245)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

Q24/3	High Street Linlithgow - footway widening (between Whitten Lane and Oliphant's Bakery)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/4	Main Street West Calder - footway widening (between No.s 9 – 31)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/5	Main Street Mid Calder - footway widening (outside Post Office)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/6	Main Street East Calder - footway widening (outside Tesco Express)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/7	Station Road Kirknewton - footway widening (south of railway station)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/8	A706 St Ninians Road, Linlithgow – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/9	B9080 Edinburgh Road, Linlithgow – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/10	A899 East Main Street, Broxburn – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Q24/11	A89 through Blackridge – cycle lane	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

ABOUT YOU

Q25	What is your full postcode (e.g. EH54 6FF)?

Q26	I am responding as:
<input type="checkbox"/> 1	An individual
<input type="checkbox"/> 2	On behalf of a group/organisation
	Name of organisation -

Q27	Sex
<input type="checkbox"/> 1	Man
<input type="checkbox"/> 2	Woman
<input type="checkbox"/> 3	In another way
<input type="checkbox"/> 4	Prefer not to say

Q28	What age group are you?
<input type="checkbox"/> 1	16-24
<input type="checkbox"/> 2	25-34
<input type="checkbox"/> 3	35-44

<input type="checkbox"/> 4	45-54
<input type="checkbox"/> 5	55-59
<input type="checkbox"/> 6	60-64
<input type="checkbox"/> 7	65-74
<input type="checkbox"/> 8	75+
<input type="checkbox"/> 9	Prefer not to say

Q29	Do you consider yourself to have a disability?
<input type="checkbox"/> 1	Yes
<input type="checkbox"/> 2	No

Q30	If you consider that you have a disability please indicate if you have any of the following conditions:
<input type="checkbox"/> 1	A learning disability
<input type="checkbox"/> 2	A longstanding illness or other health condition
<input type="checkbox"/> 3	A mental health condition
<input type="checkbox"/> 4	A physical impairment
<input type="checkbox"/> 5	A sensory impairment
<input type="checkbox"/> 6	Other condition
<input type="checkbox"/> 7	Prefer not to say

Q31	What is your ethnic group (Please choose one section A, B, C, D or E, then tick ONE box in that group which best describes your ethnic group or background)
A	White
<input type="checkbox"/> 1	Scottish
<input type="checkbox"/> 2	English
<input type="checkbox"/> 3	Welsh
<input type="checkbox"/> 4	Northern Irish
<input type="checkbox"/> 5	British
<input type="checkbox"/> 6	Irish
<input type="checkbox"/> 7	Gypsy / Traveller
<input type="checkbox"/> 8	Any other White Ethnic group, please state which –
B	Mixed or Multiple Ethnic Groups
<input type="checkbox"/> 9	Please state which –
C	Asian, Asian Scottish or Asian British
<input type="checkbox"/> 10	Pakistani, Pakistani Scottish or Pakistani British
<input type="checkbox"/> 11	Indian, Indian Scottish or Indian British
<input type="checkbox"/> 12	Bangladeshi, Bangladeshi Scottish or Bangladeshi British
<input type="checkbox"/> 13	Chinese, Chinese Scottish or Chinese British
<input type="checkbox"/> 14	Other, please state which –
D	African, Caribbean or Black
<input type="checkbox"/> 15	African, African Scottish or African British
<input type="checkbox"/> 16	Caribbean, Caribbean Scottish or Caribbean British
<input type="checkbox"/> 17	Black, Black Scottish or Black British
<input type="checkbox"/> 18	Other, please state which –
E	Other ethnic group
<input type="checkbox"/> 19	Arab
<input type="checkbox"/> 20	Other, please state which –

WHAT HAPPENS NEXT?

Thank you for taking the time to give us your views.

Before deciding which measures to recommend we keep in place, we'll review responses to this questionnaire.

We plan to report the results of this consultation to West Lothian Council in March 2022.

Please note that, while we'll read all comments, and include summaries in reports, we're not able to respond individually to your comments or requests.

Appendix 3

Consultees List for Planned Engagement

- Community Councils
- Joint Forum of Community Councils
- Police Scotland
- Road Haulage Association Ltd
- Scottish Ambulance Service
- Chief Fire Officer
- Freight Transport Association
- Traffic Commissioner for Scotland
- Royal Mail
- West Lothian Taxi Owners Association
- West Lothian Taxi Owners and Drivers Association
- West Lothian Private Hire Association
- Disability West Lothian
- Cyclist Touring Club Scotland

Bus Operators

- First Bus
 - E and M Horsburgh
 - Blue Bus Ltd
 - Glenn Private Hire
 - Henderson Travel
 - Lothian Buses
 - Prentice Westwood Coaches
 - Royal Mail Post Bus
 - Sam Douglas Mini Coach Hire
 - All the Fours Taxis
 - Festival Travel (Scotland) Ltd
-
- School PTAs
 - Community Care Homes
 - Business Organisations
 - West Lothian Youth Forum
 - Driving Associations
 - Spokes
 - West Lothian Clarion
 - West Lothian Bridleway Association
 - National Union of Farmers
 - Faucheldean Residents

DATA LABEL: Public

Environment Policy, Development and Scrutiny Panel

Workplan 2021/2022

	Issue	Purpose	Lead Officer	Date	Referral to Council Executive
1.	Action to Mitigate Funeral Poverty – West Lothian Council Endorsed Respectful Funeral - Update	The purpose of the report is to update the panel on the success of the West Lothian “Respectful Funeral” model provided by local funeral directors, and to provide details of an agreed extension to the scheme. This model contributes to mitigation of funeral poverty. Report to be submitted to the PDSP on 14 September 2021	David Cullen	14 September 2021	Yes
2.	Broxburn Flood Protection Scheme	The purpose of this report is to update the Panel on the project and, in particular, the proposed programme of works developed in collaboration with consultants engaged to undertake the outline design of measures to reduce the risk of flooding at Nicol Road and Pyothall Court, Broxburn. Report to be submitted to the PDSP on 14 September 2021	Graeme Hedger	14 September 2021	No
3.	Scottish Road Works Commissioner’s Performance Review 2020/21	The purpose of the report is to update the Panel on the Scottish Road Works Commissioner’s performance review of West Lothian for 2020/21. Report to be submitted to the PDSP on 14 September 2021	Graeme Malcolm	14 September 2021	No
4.	Bathgate Water Regeneration Project	The purpose of this report is to inform the Panel of the progress of the project to regenerate the Bathgate Water and improve the environment in the surrounding area. Report to be submitted to the PDSP on 14 September 2021	Ronnie Fisher	14 September 2021	Yes

5.	2020/21 Financial Performance - Month 12 Monitoring Report	To provide the Panel with an update on the financial performance of the Environment portfolio for the General Fund Revenue budget and the General Services Capital Investment Strategy. Report to be submitted to the PDSP on 14 September 2021	Robert Young	14 September 2021	Item 15 Yes
6.	Building Regulations: Proposed Changes to Energy Standards and Associated Topics, Including Ventilation, Overheating and Electric Vehicle Charging Infrastructure	The purpose of the report is to make the panel aware of the Scottish Government Consultation - Proposed Changes to Energy Standards and associated topics, including Ventilation, Overheating and Electric Vehicle Charging Infrastructure and to consider the proposed response. Report to be submitted to the PDSP on 14 September 2021	Jim McGinley	14 September 2021	Yes
7.	Broxburn Property Flood Resilience Scheme	The purpose of this report is to update the Panel on the progress being made to deliver the council's Property Flood Resilience scheme of up to 15 properties in New Holygate and Parkwood Gardens, Broxburn Report to be submitted to the PDSP on 17 November 2021	Shona Collins	17 November 2021	Yes. Info only
8.	Ash Dieback	To update the Environment Policy Development and Scrutiny Panel on the impact and costs associated with the management of Ash Dieback in West Lothian. Report to be submitted to the PDSP on 17 November 2021	Andy Johnston	17 November 2021	No
9.	Maintenance of Open Spaces, Trees and Shelterbelts in Development Areas	To provide the Panel with an update on the maintenance of open spaces and shelterbelt trees in Springfield, Linlithgow; including providing an update on the areas the council maintains that may not be owned by the council or where the maintenance responsibility has not been transferred or taken over by the council. Report to be submitted to the PDSP on 17 November 2021	Andy Johnston	17 November 2021	No

10.	Litter Picking Volunteers	<p>To invite members of the panel to recognise efforts made by local litter picking volunteer groups in keeping West Lothian looking at its best and thank the volunteers for their continuing hard work.</p> <p>To draw the attention of members to diplomatic and logistical efforts as well as the financial contribution made by the service to facilitate the work of these volunteer groups.</p> <p>To acknowledge the operational challenges having such active litter picking groups brings</p> <p>Report to be submitted to the PDSP on 17 November 2021</p>	Lynn Yuill	17 November 2021	Item 15 No
11.	Livingston Skatepark	<p>The purpose of the report is to provide the panel with an update on the Livingston Skate Park.</p> <p>Report to be submitted to the PDSP on 17 November 2021</p>	Andy Johnston	17 November 2021	No
12.	West Lothian Community Choices – Update on Grounds Maintenance Consultation and Service Delivery	<p>The purpose of the report is to update the Panel on the approach for the delivery of Community Choices for Grounds Maintenance and to provide the Panel with an update on the results from the consultation on Grounds Maintenance activities.</p> <p>Report to be submitted to the PDSP on 17 November 2021</p>	Andy Johnston	17 November 2021	No
13.	Food for Life update	<p>To provide the Panel with an update on the Food For life initiative.</p> <p>Report to be submitted to the PDSP on 17 November 2021</p>	Jim Jack	17 November 2021	No
14.	Environment PDSP Performance Report – Quarter 2	<p>To report the current levels of performance for all indicators which are the responsibility of the Environment Policy Development and Scrutiny Panel</p> <p>Report to be submitted to the PDSP on 17 November 2021</p>	Jim Jack	17 November 2021	No

15.	The licensing of activities involving animals' regulations	The purpose of this report is to make the panel aware of new regulations requiring the licensing of various activities involving animals and the need to update and approve council policies, procedures and fees covering these activities. Report to be submitted to the PDSP on 17 November 2021	Craig Smith	17 November 2021	Item 15 Yes
16.	Spaces for People – Engagement with Communities and Stakeholder	The purpose of this report is to inform the Environment PDSP of the Spaces for People (SfP) engagement plan which was instructed by Council on 28 September 2021. Report to be submitted to the PDSP on 17 November 2021	Graeme Malcolm	17 November 2021	No
17.	Road Safety Petition	Report to be submitted to the PDSP on 1 February 2022	Graeme Malcolm	1 February 2022	
18.	Pentland Hills Regional Park – funding 2021/22 & updated Minute of Agreement	Report to the panel to advise on the requested from City of Edinburgh Council as management organisation for PHRP and the revision and proposed update of the Minute of Agreement between CEC and Midlothian Council to operate the Regional Park. Report to be submitted to the PDSP on 1 February 2022	Chris Alcorn	1 February 2022	Yes
19.	Licensing of Sexual Entertainment Venues	Report to advise the panel of the outcome of public and stakeholder consultation regarding whether West Lothian should introduce an SEV licensing scheme and to seek comments on proposals	Audrey Watson	To be confirmed	Yes
20.	Hire Car Licensing	Report to advise the panel of the outcome of public and stakeholder consultation regarding the proposed review of the hire car licensing scheme and to seek comments on priorities for the review	Audrey Watson	To be confirmed	Yes

21.	Contaminated Land Supplementary Guidance, including the Contaminated Land Inspection Strategy	The purpose of this report is to advise the panel of preparation of Supplementary Guidance (SG) on contaminated land in support of the West Lothian Local Development Plan (LDP) and a contaminated land inspection strategy.	Fiona McBrierty	To be confirmed	Item 15 Yes
22.	Reservoir Safety	Report to advise the Panel of the measures being taken to ensure the safety of Beecraigs Reservoir in the context of ageing infrastructure, a changing climate and recent dam failures elsewhere in the UK	Graeme Hedger	To be confirmed	Yes. Info only

Jim Jack
Head of Operational Services
17 November 2021